

OFFICE SAFETY TIPS

SLIPS, TRIPS & FALLS

- Avoid stacking boxes or other materials in walkways or aisles.
- Keep desk drawers pushed in to prevent running into them.
- Keep rugs in office areas straightened and flat on the floor.
- Stop and clean-up ice or liquids spilled in walkways.
- Throw salt on walkways and steps after heavy snow/ice storms.
- Use caution and wear shoes with good tread when walking across ice or snow covered parking lots.

STAIRS & LADDERS

- Do not stack boxes or other materials on stairways.
- Keep steps/stairs clear of rocks and debris that could be a trip hazard.
- Never use a chair, box, or other device instead of a ladder.
- Fully open folding ladders and lock their hinges before use.
- Set extension ladders at the proper angle. This can be confirmed when you stand straight with your arms extended in front of you, and your toes and finger tips are touching the ladder.
- Regardless of the type of ladder used: avoid placing them in front of doorways; make sure the feet of the ladder are on flat/stable surfaces; maintain three points of contact when climbing; and keep your belt buckle in between the side rails.

CHEMICAL SAFETY

- Make sure all chemicals containers are labeled with their identity.
- A "Material Safety Data Sheet" (MSDS) is a document that lists different information about a specific chemical. MSDS for chemicals used at work can be obtained by calling our 24-hour hotline service of (800) 451-8346.
- Understand chemical hazards before handling them and wear protective equipment (e.g. safety glasses and gloves if handling bleach).

ELECTRICAL SAFETY

- Extension cords must be free from damage and grounded.
- Do not overload multi-power strips by inserting more plugs into it than it is designed to support.
- Avoid stacking boxes or materials within 36" from electrical panel boxes.
- All electrical work at MPC is to be conducted by an independent electrical contractor. Avoid entering areas where work on live electrical parts is being performed.
- Never remove warning tags from electrical equipment.

FIRE SAFETY

- Only smoke in approved areas that are 20' from flammable materials.
- Keep candle flames at least 1' away from flammable materials and do not leave candles burning unattended.
- Only use Space heaters that have a guard over the heating element and have been approved by a certified testing laboratory. Space heaters should be kept at least 3' from all flammable/combustible materials and never left unattended.
- Do not leave fuel pumps unattended and get back into your vehicle while fueling up. This could cause static build-up and result in ignition.

SAFE LIFTING

- Size-up loads before lifting by estimating the weight and planning out routes if it will be carried a long distance.
- Clear routes by removing any trip hazards before carrying objects.
- Get help before lifting anything that weighs over 50-pounds.
- When lifting objects below the waste plant your feet shoulder width apart, bend at the knees, get a firm grip on the object, lock your back so it's straight and perpendicular to the ground, lift the object using your legs, keep it close to your body, and avoid twisting without using a pivot foot.
- Setting an object down safely is just as important as picking it up safely! Make sure to use the same techniques when lowering as lifting.
- Remove objects from truck beds by first lowering the tailgate.
- Pull objects close to your body before lifting them out of trunks, off of shelves or from other surfaces.

OFFICE ERGONOMICS

- Adjust your chair so your feet are flat on the ground, thighs are parallel to the ground, and back is straight.
- Elbows should rest firmly on the elbow rests or desk and forearms should be parallel to the ground when your hands rest on the keyboard.
- Keep the keyboard flat so your wrists are flat and not bent up or backward.
- The computer screen should be positioned so there is no glare on it. Place the screen 18-24" away and so the top of the screen is parallel with your eyes.
- Place your wrists on gel pads when using the keyboard or mouse.
- Avoid holding the phone between your shoulder and ear for long periods of time.
- When looking at documents you are typing from, try to place the document straight ahead to avoid twisting your head to the side.
- Stretch your fingers and hands before beginning work each day.

BLOODBORNE PATHOGENS

- Avoid direct skin contact with blood or any other bodily fluids. If contact occurs, report it immediately to the Corporate Safety Director.
- Any surfaces that are contaminated with blood or bodily fluids must be decontaminated with a 10% bleach or alcohol solution.

ENVIRONMENTAL HAZARDS

- When the “heat index” is over 105 degrees, take precautions to avoid heat stress. These precautions include: staying indoors, applying sun screen, dressing in light colored loose clothing, drinking 8-ounces of fluid every hour, avoiding caffeine or alcohol, eating salty foods.
- When exposed to extreme heat, monitor your body for symptoms of heat stress or heat stroke (e.g. red/hot skin, rapid pulse, nausea, dizziness, confusion, stop sweating).
- When the temperature is below 32 degrees take precautions to avoid cold stress. These precautions include: limiting time spent outdoors when possible; dressing in multiple layers; wearing a hat, insulated gloves and insulated boots; keeping skin/clothing dry; drink warm sweet beverages that are not caffeinated or alcoholic; and eat warm high-energy foods.
- When exposed to extreme cold, monitor your body for symptoms of cold stress (e.g. white waxy or cool bluish skin, skin becomes hard or numb, extreme fatigue, uncontrollable shivering, slurred speech, clumsiness, irritability, irrational or confused behavior).
- Avoid swatting at bees if they swarm you. Instead walk away quickly and then kill it with bee/wasp spray.

JOBSITE VISITS

- Hardhats, traffic vests, and protective toed boots must be worn at all times whenever present on company jobsites.
- Safety glasses must be carried on the body and worn when around flying debris while on company jobsites.
- Ear plugs must be carried on the body and worn whenever the noise level makes it difficult to hear someone talking next to you.
- Stay back 10' from heavy equipment and stay inside the coned-off areas.

INCIDENT MANAGEMENT

- All safety hazards, emergency situations, security issues or things like this should be reported to the Corporate Safety Director immediately.
- Any injury, vehicle accident, property damage or theft should be reported to the Corporate Risk Management immediately.

VEHICLE & DRIVING SAFETY

- Adjust all mirrors before driving someone else's vehicle.
- Turn on your headlights before driving so others see you.
- Look ahead 15-seconds for early warning signs of trouble.
- Scan your mirrors every 5-8 seconds to know what's going on behind you.
- Avoid traveling behind larger vehicles (semis, vans, etc) when possible.
- Always maintain a 4-second following distance.
- Consistently select the "lane of least resistance".
- Seek eye contact with vehicles that are merging from side streets.
- Before changing lanes activate your signal several seconds before beginning the lane change, check your mirrors, and change lanes slowly.
- Measure "the point of no return" at all stop lights.
- Scan intersections before entering them and railroads before crossing.
- As soon as you hit the brake to stop check your mirrors to make sure the vehicle behind you is going to stop also.
- When stopping try to leave at least one car length in front of vehicle.
- Delay starts on green lights to naturally rebuild your 4-second distance.
- Park to avoid backing when possible by pull-through or curbside parking.
- Back at a slow rate of speed (1mph or less).