

Safety Matters

Don't get caught: Protect yourself from caught-in hazards

The construction industry's "Fatal Four" (falls, struck-by object, electrocutions, and caught-in) account for most worker deaths in the industry. If you are exposed to these hazards at work, you should know how to recognize them and what safe work practices can keep you injury-free.

Let's take a closer look at common situations where there are caught-in hazards, which is when a worker is caught inside or between different objects or is caught inside the parts of an object or equipment.



Heavy equipment. Never enter the area between a large piece of equipment, such as a backhoe, bulldozer, or excavator, and an immovable object, like a wall. For rotating equipment, like a crane, never enter the area that the load carried by the equipment may swing into (i.e., the swing radius). In both of these situations, you may become pinned between the equipment and the wall or other immovable objects. Before beginning the job, you should define zones that workers should not enter using barricades. Additionally, when approaching heavy equipment, be sure that the operator can see you and that the equipment is turned off completely.

Tools. Many tools have guards, and larger equipment may have machine guards installed that protect the operator from getting caught in moving parts or being pulled into the machinery. These guards should never be removed. You should also never use equipment that has missing or damaged guards. When working with tools, work at a safe distance from moving parts, being careful that your fingers,

gloves, jewelry, clothing, and long hair do not get too close to the moving parts. If a tool or equipment must be serviced, you should follow the proper lockout/tagout procedures.



Material handling. When manually moving materials, you can potentially pinch or crush your toes or fingers when unloading the object to the ground, a shelf, or another location. Before you unload, make sure your fingers and toes are not underneath the object. When stacking large pieces of material, you might become trapped between the material; or, if you stack objects in an unstable manner, you can be caught under a fallen load.

Trenches and excavation. If a trench cave-in occurs, workers can be trapped, buried, or crushed by the soil. Protective systems should be put in place. These systems may include trench shoring to prevent the movement of soil and trench shielding to prevent the worker from being crushed if there is a cave-in. There can also be other caught-in hazards, depending on the work being done in the trench, such as laying pipe. Always use caution when working in and around trenches or other excavations.

By being aware of the caught-in hazards present at your jobsite and implementing safe work practices, you can prevent yourself from becoming another casualty one of the "Fatal Four." *OSHA Train.org, 2019.*

Keep a Lid on Your Stress Levels



Stress seems to have reached almost epidemic proportions, putting both physical and mental health at risk. Peter Brussard offers four tips for managing your work-related stress on the CNBC website:

1. Be proactive about your career path. Brussard advises talking to your manager about your career goals. Once you ensure you're on the same page, it'll be easier to have conversations with him or her about priorities and the big picture career-wise, which can provide peace of mind and reduce the stress that comes from uncertainty of the unknown.
2. Get moving. Moving more—even just standing more—has proven positive effects on your health. Brussard says regular standing, moving, and light aerobic exercise (such as walking) throughout the day will cut stress. He suggests scheduling movement on your calendar and trying to walk and talk around the workplace area, rather than seating and meeting with colleagues.
3. Use your paid time off. You've earned the time and deserve to enjoy it. Taking time off will let you recharge and reconnect. Time off lets our body and mind relax from the daily grind, and can boost your productivity and engagement when you return.
4. Don't skimp on your sleep. Sleep is often the first thing sacrificed when we're pressed for time. But getting inadequate sleep, Brussard says, interferes with focus and creativity, reduces problem-solving skills, and hurts productivity. Try to get an average daily allowance of eight hours per night. Regular sleep will help you better manage your stress and stay sharp all day, so try to avoid staying up late to cram in more leisure time. *WebMD.com, 2019.*

Here's How to Connect with Your Coworkers



TEAMWORK

A recent survey found that about half of workers feel lonely always or very often due to the spread of tech-driven over face-to-face communication. Recruiter and career coach Caroline Ceniza-Levine has some advice on how you can avoid such feelings:

Choose person-to-person communication. Whenever possible, call your coworker instead of e-mailing, and, better yet, walk over to his or her workstation instead of calling. If you can, work in different areas to spend some time around people you don't interact.

Get to know your colleagues personally, as well as professionally. Think about ways you can interact with your coworkers personally. For example, ask them about holiday or vacation plans and get to know their hobbies and personal interests.

Create opportunities for group person-to-person interactions. Organizing time away from your workspaces to have a lunch offsite or in the common break area encourages group person-to-person interactions. You also could propose a book club, happy hour, or walking group.

Take advantage of existing company-wide offerings. If your company has sports teams and volunteer activities, join in. If they don't, see if you can get them started. You'll enjoy more than just the group interaction—you'll also get a chance to demonstrate leadership, organizational, and other skills. And your boss probably will appreciate your initiative. *WorkDaily.com, 2019.*

Workstation Ergonomics



How to properly use a computer monitor

Placing a computer monitor correctly is key to avoiding awkward body postures that lead to neck and back pain, as well as eyestrain.

How should you position the computer monitor?

Place the computer monitor so that you can easily read text displayed. Your head and torso should be upright, and your back should be supported by your chair. Position the monitor directly in front of you.

If you are working with printed materials, do not place the materials flat on a table. Instead, place the materials on a document holder that attaches to the top left or right corner of the monitor. Your documents should be close to your monitor and the same distance from your gaze. This will prevent awkward postures such as turning your head to see your screen or printed materials properly.

How do you adjust the monitor for eye level?

Place the top one-third of the computer monitor's screen at or directly below your natural gaze. Place the monitor between 18 and 24 inches from your eyes (or about one arm's length away.) If you reach out, your fingertips should be able to touch, or almost touch, the screen of your monitor.

Placing the monitor too far from you or too close to you can cause eyestrain and back and neck pain. Adjust the height of your chair, or remove or add risers under the monitor to adjust your viewing angle.

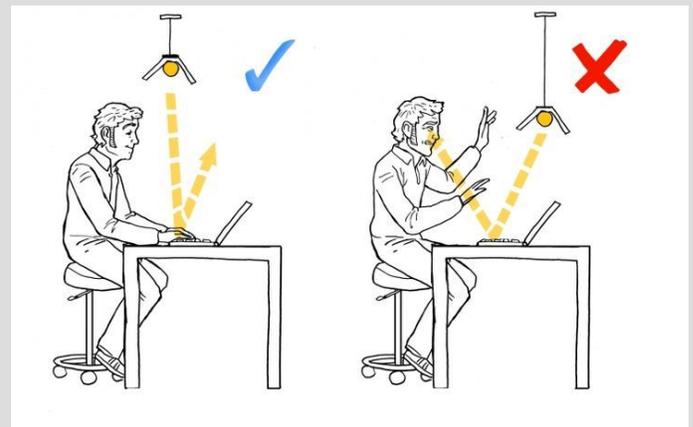
If you are a bifocal user, lower the monitor or raise the chair height so you can maintain the appropriate neck posture. Tilt the monitor up toward you if needed. Watch out for glare when adjusting the tilt of your monitor.



How much time do you spend using the monitor?

Do not stare at the computer monitor for long periods of time. This causes eye fatigue and dryness. Often, users will blink less when viewing a monitor. Every now and then, focus on objects that are far away.

Give your eye muscles a chance to relax. Look away from the screen, and blink at regular intervals to moisten your eyes. Alternate your tasks with other work duties that do not involve using the computer.



What is the proper amount of lighting to use?

Make sure you have proper lighting at your workstation. The light should be enough for you to clearly see the monitor screen and your printed materials but not so bright that there is a glare on the monitor screen. If available, use the monitor's function keys to adjust your brightness and contrast settings to reduce eyestrain. **SafetyNational.com**

6 Steps to Get Ahead at Work



Looking to move up the ladder or get a raise? Management and leadership guru Peter Economy provides some advice on Inc.com:

1. Volunteer to take on high-profile projects. Employees who are seen as people who get things done—and done well—usually are the ones selected for promotions, bonuses, and other accolades.
2. Speak up in meetings. Do your homework, know what you're talking about, and make your views known in meetings, whether with your boss or your team. Don't hog the floor, though—give others a chance to talk, too.
3. Do good work. It's not enough to work hard or smart, Economy says. Your results matter.

4. Take credit for your accomplishments. Humility is a virtue, but you still need to make sure that your boss knows when you're the one who accomplished something positive for the company.



5. Showcase your subject matter expertise. If you've become an expert on a work-related issue, Economy says, you should build your personal brand by promoting that expertise to the outside world. Tweet, blog, get published, or give presentations at industry or career-related events. The exposure will increase your value and help you get ahead.

6. Volunteer in your community. Volunteering is win-win. You contribute to your community, and you often get the opportunity to network with movers and shakers. SafetyNational.com

Jumbled Word Winner!

Congratulations **Katrina Rojas of Central Unified School District**, who won last month's contest! For your chance to win solve the Jumbled Word Puzzle email the answer to Lisa Perez at lperez@crma-jpa.org A drawing will be held on the 20th of this month. You could be our next winner for a \$25 Starbucks gift card. Good luck!



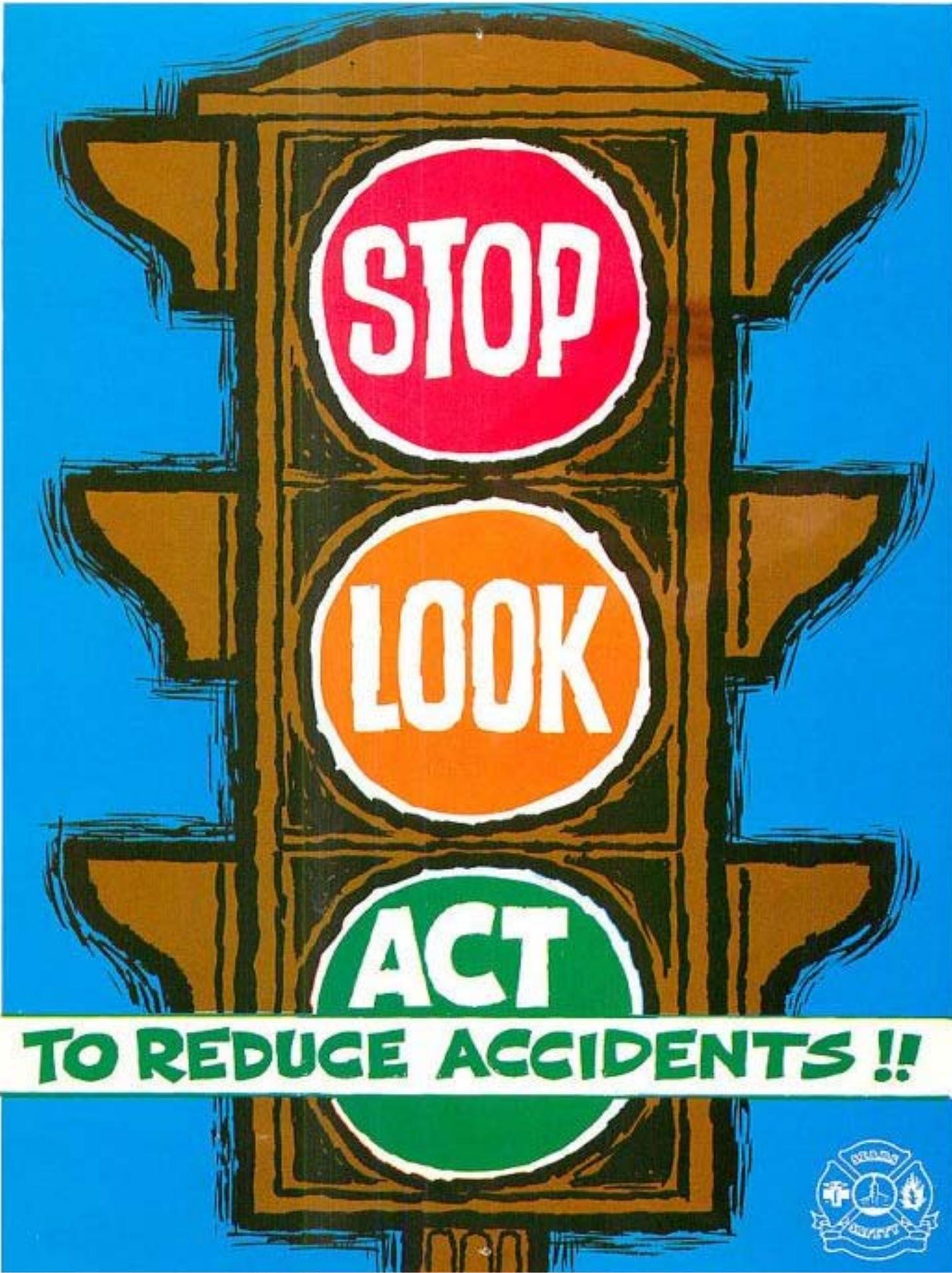
Jumbled Word Puzzle

Y	S	F	E	T	A
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S	G	B	I	E	N
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I	H	T	W
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K	T	E	M	R	W	O	A
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STOP

LOOK

ACT

TO REDUCE ACCIDENTS !!

