



Safety Spotlight

A publication for commonwealth employees

June 2016



Special Edition: June Safety Month 2016!

The month of June is declared National Safety Month by the National Safety Council. This month focuses on reducing the leading causes of injuries at work, on the roads and in our homes and communities.

Essential Tips for Hand/Power Tool Safety

Hand and power tools are a common part of our everyday lives and are present in nearly every industry. According to the Power Tool Institute, the three major causes of power tool injuries overall are complacency, inexperience and overconfidence.

In the commonwealth, there have been 559 reported injuries from hand/power tools within the last five years. The following are essential tips to help employees to stay safe on the job:

- Use the right tool for the job
- Inspect tools before use
- Check that tool cords have good insulation
- Leave all guards in place
- Wear the appropriate personal protective equipment (PPE)
- Turn-off and unplug tools before adjusting

- Don't carry tools by their cords or with wet hands
- Maintain tools in accordance with manufacturer's instructions
- Keep tools away from flammables



These tools help us to easily perform tasks that otherwise would be difficult or impossible. However, these simple tools can be hazardous and have the potential for causing severe injuries when used or maintained improperly.

Beat the Heat: Prevention of Heat-Related Illnesses

People suffer heat-related illness when their bodies are unable to compensate and properly cool themselves. The body normally cools itself by sweating. But under some conditions, sweating just isn't enough.

Several factors affect the body's ability to cool itself during hot weather. When the humidity is high, sweat will not evaporate as quickly, preventing the body from releasing heat quickly.

To protect your health when temperatures are high, remember to keep cool and keep the following tips in mind:

- Drink plenty of water (16-32 oz. each hour)
- Frequent shady areas or air-conditioning
- Use cool misting devices if possible



Contact Us

For more information about your agency's safety program, please contact your safety coordinator.

A current list is available at the following link: [Click here](#)

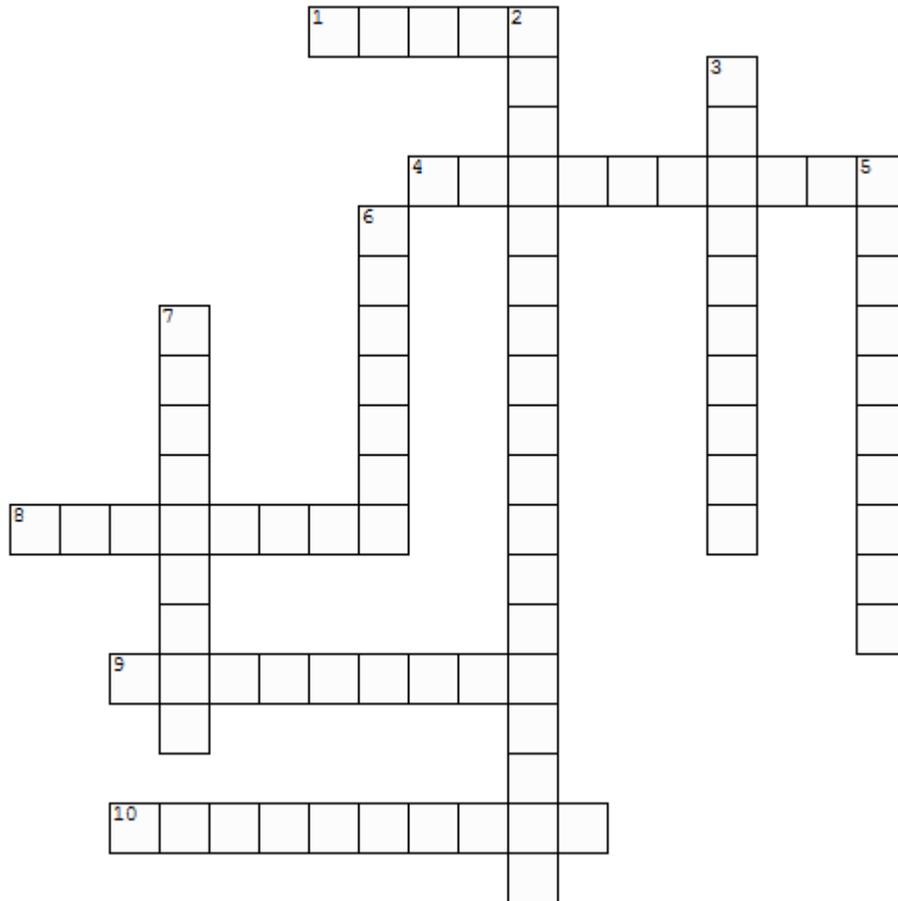


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Safety Starts with You!



Across

1. Following established safety _____ for an area contributes to a positive safety environment.
4. It is _____ responsibility to report safety hazards.
8. Educating yourself on safety _____ and procedures is the first step in keeping yourself safe at work.
9. A proactive safety environment leads to a _____ in severe injuries.
10. If you are unfamiliar with safety policies you can get more information from a _____.

Down

2. The agency _____ is responsible for setting safety policy in an agency.
3. Safety committees are made up of _____ and non-management employees.
5. A safety _____ program is an anonymous way to report safety concerns.
6. A positive safety environment develops when safety _____ are reported and quickly fixed.
7. The safety _____ meets on a regular basis to discuss safety issues.

Answers: Across 1. rules, 4. everyone's, 8. policies, 9. reduction, 10. supervisor Down 2. safety coordinator, 3. management, 5. suggestion, 6. hazards, 7. committee

The Safety Spotlight is published by the Office of Administration which provides safety compliance and other safety-related assistance to agencies within the Commonwealth of Pennsylvania. You may contact the OA safety team at RA-oasafety@pa.gov.