

Occupational Health and Safety Program

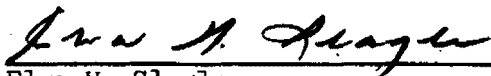
**U.S. Environmental Protection Agency
Occupational Health and Safety Staff
Washington, D.C. 20460**




EPA OCCUPATIONAL HEALTH AND SAFETY POLICY

"The Environmental Protection Agency shall administer its programs in a manner that will assure its employees places and conditions of employment free from recognized hazards which are likely to cause death or serious harm."

Your health and safety are important to you and to your family, and they are certainly important to the EPA. The Agency's concern for your health and safety on-the-job is reflected in its official policy statement. We are equally concerned about losses to you and to the Agency because of non-work accidents. Considerable effort and planning are necessary to prevent accidents in the work environment, thus we have an idea of the challenge you face in bringing health and safety to the home. Our goal is to make the health and safety message so clear and compelling that each of you will take it to heart and to home.



Elva W. Slagle
Manager, Training & Education Programs
Occupational Health and Safety Staff



Robert C. Magor, Ph.D.
Director
Occupational Health and Safety Staff

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CALENDAR YEARS

BEGIN THE NEW YEAR WITH A HOME HAZARD HUNT!

While the weather is generally disagreeable, daylight hours are shorter, and you are inside more, use this time to ensure that your home will be a safer place. Hunt down and correct hazards. Here are some suggestions to get you started.

Living Room, Family Room, Bedroom

- o Are glass doors and panels safety glazed and have you used decals or colored tape at both adult and children's eye levels?
- o Do outside steps and inside stairways have sturdy handrails?
- o Are the bedrooms of children and older persons equipped with night lights? Is there a light switch within easy reach of each bed?
- o Do throw rugs have slip-proof backing?
- o Is your fireplace properly screened?
- o Do you have an emergency escape plan posted and rehearsed?

Kitchen

- o Are cleansers and other poisonous materials stored out of the reach of small children? Make sure you haven't missed anything.
- o Are you careful to wear close-fitting sleeves around sources of flame?
- o Are circuits overloaded with your small appliances? Are the electrical cords in good condition?



Bathroom

- o Have you installed non-skid bathmats or adhesive strips/decals in tubs and showers?
- o Do you allow electrical appliances to be used in the bathtub or while standing in water?
- o Do you need a night light? Do you have one?

Basement or Utility Room

- o Do you know the location of your master electric switch in case you need to turn it off?
- o Do you know the location of your main gas and water valves and how to close them?
- o Are your power tools disconnected and stored out of reach of small children?
- o Are electrical tools and appliances appropriately grounded?


Garage

- o Have you stored flammable liquids in metal containers?
- o Do you open the garage door before warming up your car?
- o Is it your habit to check around and behind your car before starting it and backing up?
- o Have you stored all cleaning fluids, solvents, and other possible poisons out of the reach of children?

YOU MAY HAVE OTHER HAZARDS SPECIAL TO YOUR LIVING AREAS THAT NEED CORRECTING. WRITE THEM DOWN AND INCLUDE THEM IN YOUR HAZARD HUNT!

JANUARY

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START TODAY

Eat sensibly

Exercise regularly

Avoid addiction

Be safety conscious

Learn to handle stress

FOR GOOD HEALTH

- o Eat Sensibly. Avoid overeating and reduce the amount of fat, saturated fat, cholesterol, sugar and salt in your diet. Try fresh fruits and vegetables when you snack.
- o Exercise regularly. Almost everyone can benefit from some form of exercise - and there's some form of exercise everyone can do. As little as 30 minutes of vigorous exercise three times a week will help to improve circulation and tone up sagging muscles. Proper rest is important, too.
- o Avoid addictions. Think twice about lighting that cigarette or taking that extra drink - particularly if you plan to drive. Take medications only when you have to - and if you are not sure, check with your doctor.
- o Be safety conscious. Think "safety" at home, at school, at work, at play, and on the highway. Buckle seat belts, keep poisons and weapons out of reach of children, wear life jackets when boating, keep emergency numbers by the telephone.
- o Learn to handle stress. Stress is an important part of living, and properly handled, it need not be a problem. However, unhealthy responses, such as driving erratically, chronic anger or fear, and drinking too much are destructive and can cause a variety of physical and mental health problems. Learn to cope with stress; don't let worry and tension rob you of your capacity to enjoy life.

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ADOLESCENTS AND YOUNG ADULTS - The turbulent years.

Our health patterns are shaped by the actions and interactions of a series of events that begins before birth and continues until death.

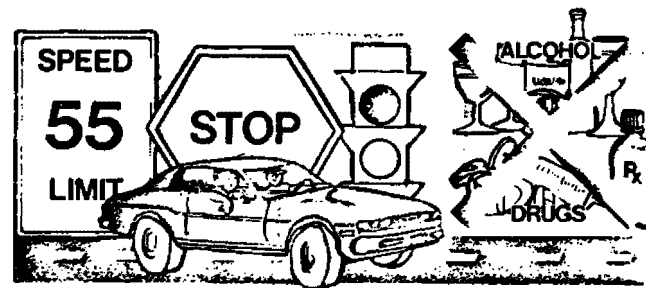
Many factors play a role in determining our health: our parents' health and socioeconomic background, the place we live, our diet, the work we do, and even our hobbies.

Risk factors also vary with age. Among adolescents and young adults accidents and violence takes the highest toll. Adolescents and young adults between the age of 15 and 24 are the only age group for which the death rate has increased over the past 20 years. Accidents, murder, and suicide are implicated in three out of every four deaths in this age group. And, the risk of violent death is three times higher for males than for females.

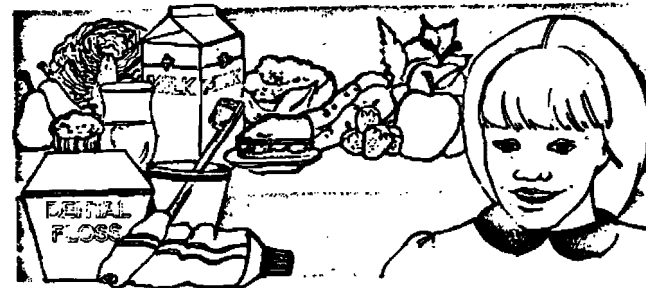
Adolescence is a time of often turbulent physical and mental change. Over the past 20 years, these changes have been taking place in a predominately urban, increasingly technological society in which old values and traditions have been challenged. This is reflected in the violence and other threats to adolescent health, i.e., alcohol and drug misuse and abuse.

This trend can and must be reduced. The U.S. Public Health Service offers these suggestions:

- o Develop safe driving habits. Many deaths and injuries can be avoided if teenagers can be persuaded to develop - and use - defensive driving techniques; obey speed limits and other traffic laws; not drive under the influence of alcohol or drugs (and not ride with someone who is); and, use seat belts.



- o Adopt good health habits. In addition to the benefits to be gained from good hygiene and proper dental care, adolescents and young adults could greatly increase their prospects for a healthy future by eating sensibly, getting regular and vigorous exercise, not smoking, using alcohol only moderately (if at all), and avoiding the illicit use of drugs.



- o Talk about your problems. Most young people frequently experience periods of frustration, uncertainty, and confusion, and you are encouraged to talk over your problems with people with whom you can be open (sensitive friends, family members, clergy, counselors, or an appropriate hotline). You might find your problems are easier to cope with if parents, teachers, and counselors can help you understand and accept your responsibilities - to yourself as well as to others.

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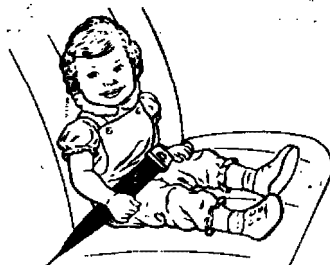
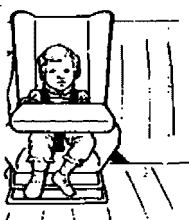
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CRASH PROOF YOUR CHILD:

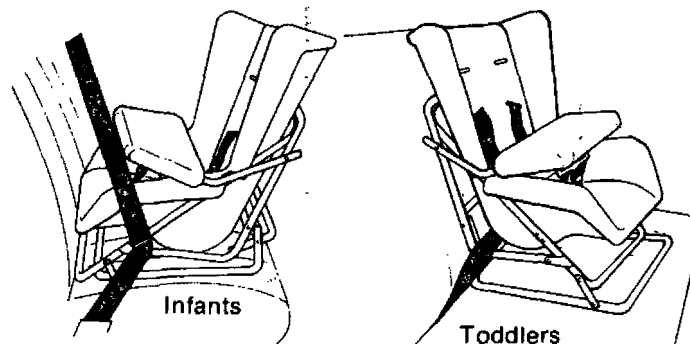
Motor vehicle accidents are the number one cause of death for children under the age of five. They also are a major cause of disabling injury, disfigurement and epilepsy. Experts estimate that the vast majority of fatalities and most injuries could be prevented by Child Restraint Systems.

When you are in charge, it's your responsibility to see that all passengers use restraint systems. Make a firm rule: Everyone rides buckled up or the car doesn't go. Make no exceptions for either adults or children. If someone unbuckles, stop the car. Being firm and consistent right from the start will mean fewer discipline problems as children get older.

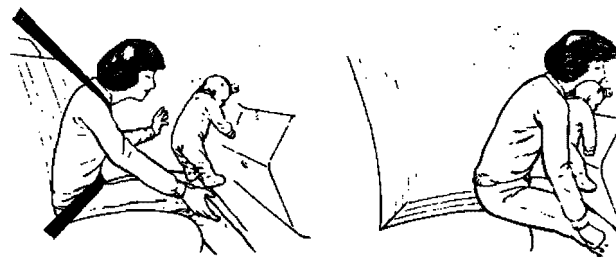


Here's what to look for when you buy a Child Restraint System:

- o The seat should have a label certifying that it meets Federal Motor Vehicle Safety Standard 213.80.
- o Look for a label that indicates the seat has been "dynamically tested."
- o Make sure the seat fits your car and is appropriately designed for your child's size and development.



Never hold a child in your arms with or without your own safety belts fastened. The force of a crash or sudden stop can rip the child from your arms even though you are restrained. If you are not restrained, your body could be thrown forward to crush your child.



USE OF OCCUPANT RESTRAINT SYSTEMS WHILE USING MOTOR VEHICLES ON OFFICIAL BUSINESS IS REQUIRED BY THE EPA. See EPA Order 1440.6, Occupant Restraint Systems. Shouldn't you require the same safeguards for yourself and your family off-the-job? THINK!

APRIL 1985

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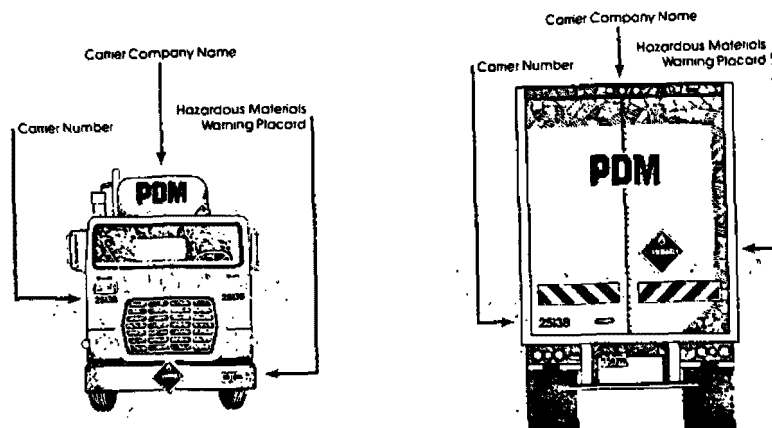
HIGHWAY TRANSPORTATION OF HAZARDOUS MATERIALS - Safety Implications for the Motorist.

Each year serious accidents occur on our highways involving vehicles carrying potentially dangerous cargo, generally referred to as "hazardous material."

With an estimated 2 billion tons of hazardous materials being transported every year by highway, it takes the safe and cooperative driving of all vehicle operators - the truck drivers carrying the hazardous materials and driver they meet - to prevent an accident which could result in serious and extensive losses of life and property. It is important that you, the motorist, know how to identify a hazardous material carrier, what to do if you are first at the scene of a hazardous materials accident, and most important, what you can do to prevent hazardous material accidents.

o How to identify a hazardous material carrier.

All vehicles carrying hazardous materials in designated quantities are required to display exterior markings or placards on all four sides of the vehicle. These placards use words, colors, and symbols to quickly identify the hazardous material.



Interacting with big trucks on the highway requires greater alertness on the part of the motorist, but still basically involves the same courteous and defensive driving tactics used in all driving.

o What can you do at the scene of a hazardous materials accident?

If the driver is able to take command, you can:

- . Help control the accident scene to prevent this one accident from turning into a multiple one. Give immediate attention to stopping or directing traffic.
- . Call for the police, firemen, and ambulance as needed.
- . Help the injured.
- . Assist in preventing or containing fires.

If the driver is unable to take command and you are the first on the scene, you can:

- . Determine the placards displayed on the vehicle, the carrier name and numbers.
- . Call for help giving police, firemen, and emergency personnel as much information as possible.
- . Control the accident scene, help the injured and prevent or contain fires.

o What can you do to prevent hazardous material accidents?

- . Adjust your driving skills to interact with trucks and larger vehicles on the highway.
- . Avoid sudden or quick movements such as stopping or pulling in front of a truck. Announce your movements by use of the turn signals and brake lights.

MAY 1985

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PLAYGROUND SAFETY FOR CHILDREN

School's out! Playgrounds and backyards are filled with happy children eager to cram in as much play as they can. Make sure this happiness does not turn into a tragedy. You can't start too early teaching your children to play safely. With patience, proper teaching, and positive behavior reinforcement, children can develop lasting safety habits.

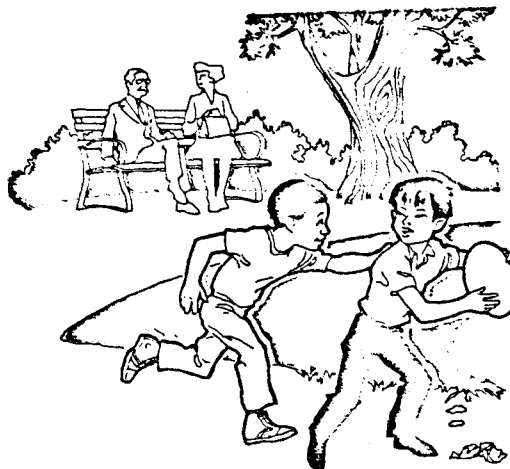
Here are some playground safety rules for your children to learn:

General

- o Don't use equipment when it's wet.
- o Don't push, shove, or fight around equipment. Refrain from throwing sand, stones, sticks, etc.
- o Don't handle any wires hanging from poles or buildings. If you find a wire, report it to an adult.
- o Park your bike in a safe place so no one will fall over it.
- o Look ahead when running.
- o Be on the lookout for glass, rocks, sticks, etc.

Slides

- o Always slide down feet-first, sitting - not standing.
- o Climb up the ladder, not the slide.
- o Before starting to slide, wait until the last child has cleared from the area.
- o Keep your hands away from the sides when coming down.
- o Small children should not climb the ladder unless an older person is with them.



Swings

- o Swing straight backward and forward.
- o Remember it's dangerous to jump from a moving swing.
- o When you get off the swing, stop its movement.
- o Only one person should swing at a time.
- o Be careful around swings that are being used, and stand away while waiting your turn.
- o Sit on the swing - it's dangerous to stand
- o Stay off of the swing's framework.

Seesaws

- o Stay a safe distance away from seesaws in use.
- o Always sit and face each other.
- o Before getting off, warn the other person. The first person to get off should hold the board tightly and let it up slowly.
- o Move smoothly without bumping, and keep your feet from under the board.
- o Have only one person on the board with you at a time.

Sandboxes

- o Inspect sandbox for broken glass or other objects that might hurt you.
- o Do not throw sand.

Horizontal Bars, Horizontal Ladders, and Jungle Gyms

- o Grip the bars tightly with both hands. Keep both feet on the jungle gym.
- o Everybody should travel in the same direction.
- o Give the other person enough room to climb.

JUNE 1985

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THE HEAT IS ON!

The heat is on! But, if you know and heed the basics of summer survival, you can go on working, and living a full, safe and healthy life even in hot weather.

The adverse effects of heat are caused by the interaction of air temperature, humidity, air movement and heat radiation. You should learn the symptoms and causes of heat injuries, recognize the symptoms, and remember your first aid.

<u>Injury</u>	<u>Symptoms</u>	<u>First Aid</u>
Heat Cramps	Painful cramps of the voluntary muscles after exposure to heat. They result primarily from a combination of improper acclimatization and excessive loss of salt from the body through sweating. Body temperature is normal.	Remove to cool area. Give 0.1 percent* saline solution or use a commercial source for fluid replacement, e.g., Gatorade, and massage extremities. Contact the nearest medical facility.
Heat Exhaustion	Profuse sweating, headache, tingling sensations, weakness, nausea and collapse. Skin is cool and moist; body temperature is relatively normal.	Remove to a cool area. Elevate Feet. Give 0.1 percent saline solution or use a commercial source for fluid replacement, e.g., Gatorade. Transport to the nearest medical facility.
Heat Stroke (Medical Emergency)	Severe headache, upset stomach, weakness, high body temperature, no sweating, collapse and unconsciousness. Skin is dry and hot.	Lower body temperature immediately. Remove clothing, immerse in water, if available. Otherwise, sprinkle with water and fan to increase evaporation, massage extremities and trunk. Move to the nearest medical facility, continue cooling measures during transportation.

Frequently, a person will see signs of heat related problems in another person before that person is aware of his or her problem. Don't be afraid to ask, "Are you ok? You seem to be. . ." You'll be doing them a favor.

*A 0.1 percent saline solution can be made by dissolving two salt tablets or $\frac{1}{2}$ teaspoon of salt in one quart of water. Excessive salt intake in the form of salt tablets should be avoided, since they may cause increased thirst and intestinal disorder. Use them only when recommended by a physician.



JULY 1985

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LET'S GO SWIMMING!

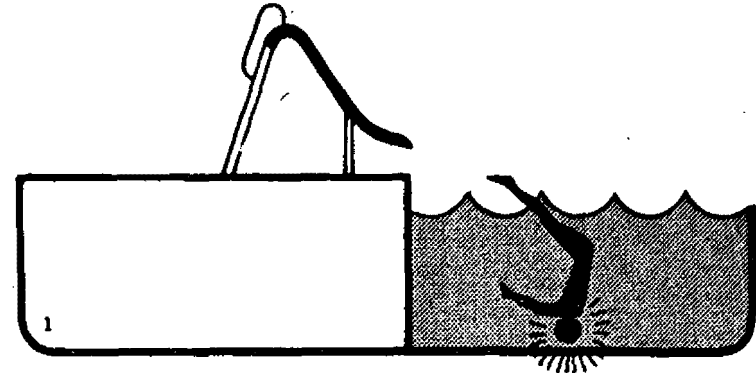
It's summer. The sun is shining, the air is warm and the water is cool. Let's go swimming!

The last thing you are thinking about now is that you might get hurt or even drown. Yet, the causes of water accidents and drownings are many. What is the best thing to do to keep from drowning, besides staying out of the water? Learn to swim. Although knowing how to swim is no guarantee against drowning, generally, the better swimmer you are, the less likely you are to get into trouble in the water.

The most serious and sometimes permanent injuries occur as a result of spinal damage from diving into shallow water. Even an experienced swimmer may panic when caught in a riptide, undertow or strong current; and never overestimate your swimming ability.

Here are some personal water safety pointers for you to follow to prevent an accident and still have an enjoyable summer.

- o Learn to swim well enough to survive in an emergency.
- o Never swim alone, and be sure your swimming buddy has the ability to help when necessary.
- o Swim only in supervised areas.
- o Follow the rules set up for the particular pool, beach, lake or wherever you are swimming.
- o Learn the simple and safe reaching rescues.
- o Learn how to administer artificial resuscitation.



- o Know your limitations, and do not overestimate your ability.
- o Stay out of the water when overheated and immediately after eating.
- o Stay out of the water during electrical storms.
- o Dive only into known waters of sufficient depth.
- o Do not substitute inflated tubes, air mattresses, or other artificial supports for swimming ability.
- o Always swim a safe distance away from diving boards and platforms.
- o Avoid long periods of immersion and overexposure to the sun.
- o Take instruction from qualified instructors before participating in skin and scuba diving and water skiing.

CALL FOR HELP ONLY WHEN YOU REALLY NEED IT.

AUGUST

1985

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
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NOISE AROUND OUR HOMES

Noise around our homes is reaching levels that can cause not only annoyance and emotional stress but actual hearing damage. Among the noise offenders are power mowers, chain saws, shop tools, dishwashers, garbage disposals, and other appliances. This table includes some commonly used appliances and the sound level for the operator.

Noise Source	Sound Level for Operator (in dBA)
Refrigerator	40
Floor Fan	38 to 70
Clothes Dryer	55
Washing Machine	47 to 78
Dishwasher	54 to 85
Hair Dryer	59 to 80
Vacuum Cleaner	62 to 85
Sewing Machine	64 to 74
Electric Shaver	75
Food Disposal (Grinder)	67 to 93
Electric Lawn Edger	81
Home Shop Tools	85
Gasoline Power Mower	87 to 92
Gasoline Riding Mower	90 to 95
Chain Saw	100
Stereo	Up to 120

Added to the noise caused by these labor-saving devices are the effects of cost-cutting building techniques, poorly-insulated walls and ceilings and the location of homes near high noise areas.

Many believe the answer to excessive noise is "getting used to it." Medical research and experience indicates that rising levels of environmental noise is becoming a health problem resulting in gradual hearing loss and emotional tension. "Getting used"

to noise is no solution to medical problems that may progress unnoticed until it is too late to remedy them.

EPA offers these hints for a quieter home:

- o Use carpeting to absorb noise, especially in areas where there is a lot of foot traffic.
- o Hang heavy drapes over windows closest to outside noise sources.
- o Put rubber or plastic treads on uncarpeted stairs. (They're safer too.)
- o Use upholstered rather than hard-surfaced furniture to deaden noise.
- o Install sound-absorbing ceiling tile in the kitchen. Wooden cabinets will vibrate less than metal ones.
- o Use foam pad under blenders and mixers.
- o Use insulation and vibration mounts when installing dishwashers.
- o Install washing machines in the same room with heating and cooling equipment, away from bedrooms.
- o If you use a power mower, operate it at reasonable hours. The slower the engine setting, the quieter it will operate.
- o When listening to a stereo, keep the volume down.
- o Place window air conditioners where their hum can help mask objectionable noises. However, try to avoid locating them facing your neighbor's bedrooms.
- o Use caution in buying children's toys that can make intensive or explosive sounds. Some can cause permanent hearing injury.

SEPTEMBER

1985

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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THE POTENTIAL OF FIRE HAZARDS AND YOU

We take the things that cook our food, keep us warm or cool, provide our hot water, entertain us, fuel our powered machines, and give us light for granted. We shouldn't. . .because many of these conveniences we take as a part of the "good life" injure thousands, year in and year out.

Some of these potentially hazardous conveniences are ovens and cooking ranges, extension and replacement cords, flammable liquids and fabrics, fireplaces, space heaters, matches and lighters. It should be understood that it is often people who transform these potential hazards into accidents. Many accidents can be avoided if you use your intelligence and not ignore safe practices. Remember that safety is everyone's business, and everyone can help.

Here are some facts from the Consumer Safety Product Commission that you should learn:

- o Most solid and liquid substances will not burn directly, not even paper, plastics, or lighter fluid. These substances burn where there is enough heat to produce a vapor.
- o Even steel will burn. Under the right conditions everything will burn.
- o Invisible vapors from flammable liquids may travel many feet. If these vapors reach an ignition source, they will ignite. This is true not only for gasoline but also for paints, turpentine, naphtha, contact adhesives and certain cleaning fluids.
- o Natural gas is lighter than air and will tend to rise, but gasoline and liquified petroleum gas (LPG) vapors are heavier than air and will tend to travel near the ground.

- o Overloading on an extension cord will cause the wire to become hot, which may ignite the insulation covering the wire or other nearby flammables.
- o Even flame-resistant fabrics will burn, though they burn less quickly than non-resistant fabrics and self-extinguish when the source of flame is removed.
- o A gallon of gasoline potentially has the explosive force of several sticks of dynamite.
- o Quite frequently, the contents of aerosol spray cans are extremely flammable. Aerosols should never be used around a flame.
- o Kerosene will develop a flammable vapor at 130° F (53° C), a temperature that may be attained in a tool shed or near a heat source.

Have you made that plan to save your life in case of a fire?

Have you provided your home with smoke and/or fire detectors?

Have you made a home fire hazard hunt and eliminated the hazards?

THINK!



OCTOBER

1985

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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PREPARING FOR WINTER DRIVING

Reliable transportation is especially important in the winter. You should make sure your car is ready for whatever the winter season may bring. Taking the following precautions may help you avoid an unpleasant or dangerous situation.

- o You should keep your car in top operating condition all year long for safety and fuel economy, but it is especially important to check these items before winter:

Ignition system	Fuel system	Brakes
Battery	Exhaust system	Chains
Wiper blades	Proper grade oil	Lights
Tire tread	Antifreeze	Defroster
Cooling system	Heater	Snow tires

- o Keep your gasoline tank as nearly full as possible to minimize water in the tank and provide maximum advantage in case of trouble.

- o If you plan on traveling long distances or in the northern states, carry a winter storm car kit:

- . Sleeping bags or two or more blankets.
- . Two empty 3-pound coffee cans with lids. One for sanitary facilities, the other to burn candles for heat.
- . Matches and candles.
- . Large box of facial tissues.



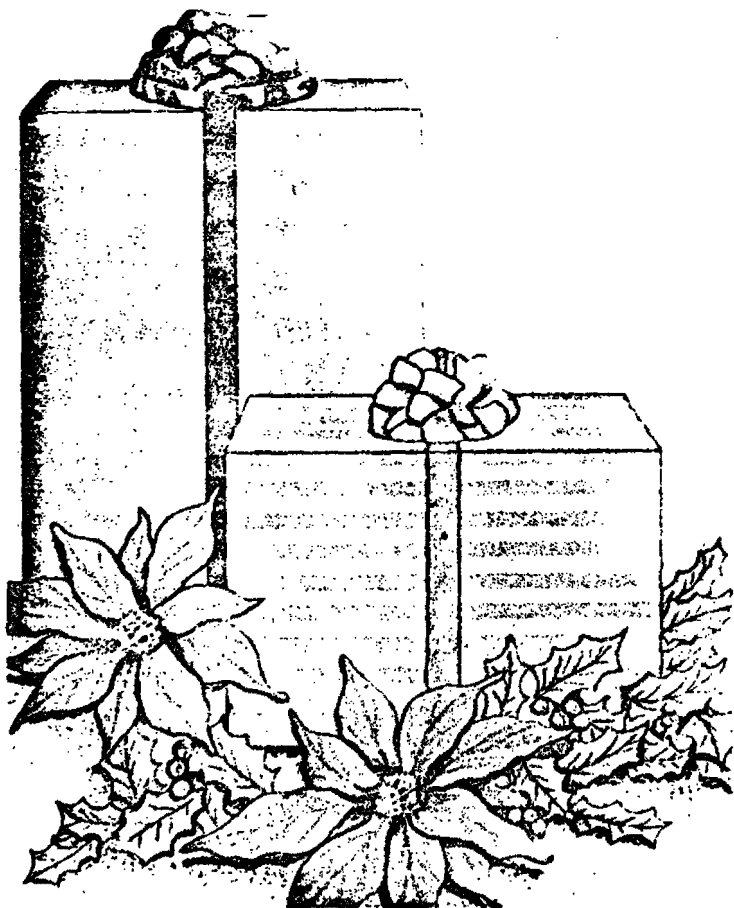
- . Flashlight with extra batteries.
- . Small sack of sand, and shovel.
- . Set of tire chains.
- . Food supply (high-calorie, non-perishable food such as canned nuts, dried fruit, etc.)
- . Tools (pliers, screwdriver, adjustable wrench, windshield scraper, booster cables, etc.)
- . Transister radio, with extra battery.
- o Plan your travel; select both a primary and alternate route.
- o Check the weather information on your radio.
- o Try not to travel alone - two or three people are preferable.
- o If you encounter a storm which is too much to handle, seek refuge immediately.
- o Always fill your gasoline tank before entering open country, even for a short distance.
- o Let someone know your itinerary so that if you don't arrive on time, officials will know where to look for you.
- o Travel in a convoy with another vehicle, if possible.
- o Drive carefully and defensively. Drive at a speed that is safe for the road conditions, but never exceed the speed limit!

NOVEMBER

1985

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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THE GREATEST GIFTS!!



The Holidays are a time for parties and gatherings of family and friends. Ensure the safety of guests that visit your home and of your family throughout the year. To eliminate some of the hazards around your home before the guests arrive:

- o Be sure area rugs are skid-proofed.
- o Remove any extension cords trailing across the floor.
- o Properly screen the fireplace.
- o Place furniture out of normal walking areas or exits.
- o Have sufficient large ashtrays handy.
- o Be sure walkways are free of snow, ice, toys and debris.

Give your guests a pleasant "morning after" instead of a hangover. Serve snack foods early in the evening; this tends to slow down alcohol consumption. Close the bar an hour or so before guests are expected to leave; serve coffee and food. If a guest has had too much to drink, tactfully suggest a ride with a sober driver or a taxi.

REMEMBER, the Greatest Gifts are Health and Safety!!

DECEMBER

1985

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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15	16	17	18	19	20	21
22	23	24	H	26	27	28
29	30	31				

ABOUT EPA'S OCCUPATIONAL HEALTH AND SAFETY PROGRAMS. . . .

The EPA Occupational Health and Safety Staff is located in Room 3503 M, Waterside Mall Building, Washington. The Staff consists of eight professionals and three clericals, and is a part of the Office of Administration, Office of Administration and Resources Management.

The major program areas of the EPA Occupational Health and Safety Staff are Industrial Hygiene, Safety Programs, Training and Education, Medical Monitoring and Information Management. The Staff is headed by a Director.

The EPA Occupational Health and Safety Staff is responsible for developing programs, policy and guidelines, and for technically supporting and evaluating the implementation of the programs at all management levels.

The EPA occupational health and safety programs at Reporting Units and Establishments are staffed usually by an Occupational Health and Safety Designee who may have other collateral duties. EPA's three large research centers have one or more full-time occupational health and safety professionals.

If you have any questions about or suggestions for improving the Agency's Occupational Health and Safety Programs, please contact the Occupational Health and Safety Designee at your location or call the Headquarters Staff at FTS 382-3640.