

## RISK SERVICES

# EMPLOYEE SAFETY UPDATE

## Safe driving – driving defensively

April is [Distracted Driving Awareness Month](#)

To drive defensively, you must constantly monitor the conditions on the road and the other drivers around you and must not be distracted. Do not send or read text messages, talk on a hand-held cellphone, or try to use electronic devices while you're behind the wheel.

Scan the road ahead for potential hazards and frequently check your rearview and side mirrors for hazards approaching from behind. Hazards can range from obstacles in the road to weather conditions to drivers behaving unsafely. Remember that conditions can change very suddenly.

Be aware of when your visibility is compromised and adjust your speed accordingly. Your visibility can be reduced by many conditions - darkness, rain, snow, and fog are just a few. If you can't see around a curve ahead of you or over the top of a hill, you should reduce your speed to prepare for any yet unseen obstacles.

Do not rely solely on other drivers' turn signals to know their intentions. If you are waiting to turn onto a busy road, do not assume that it is safe to merge in front of an oncoming vehicle just because its turn signal is on. The driver may have left the signal on from an earlier turn, or the driver may be planning to turn at a different location than you anticipate. People often particularly forget to use their turn signals especially when changing lanes.

## SAFE DRIVING TIPS

- Don't drive if you feel tired, lightheaded or stressed, and always wear your seatbelt.
- Remove distractions in the vehicles. The use of devices, conversations with passengers and eating can all divert a driver's attention.
- Increase awareness of your surroundings by frequently checking mirrors, especially when changing lanes.
- Verify you are driving at the correct speed limit. Keep a safe distance from the car ahead of you to allow yourself time to brake safely.
- Exercise caution when emergency vehicles approach – they have the right of way. Watch for flashing lights and listen for sirens.



## Earth Day 2023

Each April 22, more than a billion people worldwide celebrate Earth Day. Earth Day was first observed in 1970 when founder Gaylord Nelson proposed a national day to focus on the environment after witnessing a massive oil spill in Santa Barbara, California, in 1969. Nelson referred to the day as “national teach-in on the environment” and selected April 22, which at the time fell between spring break and final exams to allow students an opportunity to volunteer; twenty million Americans took to the streets, parks, and auditoriums to rally for a healthy, sustainable environment.

Earth Day is organized by [EARTHDAY.ORG](https://www.earthday.org), whose mission is to diversify, educate, and activate the environmental movement worldwide.

The theme for Earth Day 2023 is a continuation of last year’s theme, “Invest in Our Planet,” which highlights the importance of dedicating time, resources, and energy to solving climate change and other environmental issues.

You can celebrate this year’s Earth Day by joining a park cleanup, attending a climate action rally, or donating to the Canopy Project to help with reforestation efforts. You can also make minor changes to decrease your impact on the earth every day. Start off by calculating your carbon footprint by visiting [www.carbonfootprint.com](https://www.carbonfootprint.com) to figure out how much carbon you create each year.

### Use the following tips to reduce your emissions and make a difference:

#### Decrease energy use

- Unplug electronics when you’re not using them. Some devices use power even when they’re turned off.
- Switch off the lights when you leave a room.
- Replace inefficient incandescent light bulbs with efficient CFLs or LEDs.

#### Make greener consumer choices:

- Reduce or discontinue your use of disposable plastics, especially single-use plastics like bottles, bags, and straws.
- Use environmentally friendly, natural cleaning products. You can even make your own by combining half a cup of distilled white vinegar with two cups of water. Add a few drops of your favorite essential oil or a squeeze of lemon for scent.
- Donate your used clothes and home goods instead of tossing them in the trash. Consider buying secondhand items when making new purchases.

#### Limit emissions from vehicles:

- Bike, walk or take public transport when possible.
- Change your car’s air filter regularly.
- Keep your tires properly inflated to get better gas mileage.

#### Reduce your “foodprint:”

- Eat more plant-based foods.
- Shop sustainably by purchasing organic food from farmers markets.
- Cook at home using whole foods instead of dining out or buying precooked meals.
- Compost food scraps for use in your garden. If you don’t have the space, you can use a compost pickup service or drop-off areas.



## Stop Food Waste Day 2023

Observed annually on April 26, Stop Food Waste Day aims to teach people ways to reduce food waste. Started in 2017 by Compass Group USA, the day is recognized globally as people unite to educate and ignite change. Compass Group USA does this by creating awareness and educating the public by sharing practical, creative, and impactful ways everyone can change their behavior to make a positive impact.

one-third of the food produced for human consumption is lost or wasted globally. Food waste plays a role in some of the key challenges the world faces today, including hunger and poverty, climate change, and the sustainability of agriculture and oceans. Wasting food is also a waste of the energy required to grow, harvest, process, and cook. Additionally, food waste in landfills can cause methane emissions, a potent greenhouse gas.

### You can join the effort to stop food waste by:

- Storing food at the appropriate temperatures
- Using every edible part of the ingredient
- Composting food scraps
- Planning meals ahead of time
- Regularly going through your refrigerator and kitchen cabinets to check for food that may be expiring soon and using it before it does
- Repurposing ingredients that most commonly go to waste (stale bread can be used for croutons and breadcrumbs)
- Redistributing any surplus to your local food bank



# Safe operation of front-end loaders

## Before operating the loader

Front-end loaders are only to be operated by properly trained and authorized employees, according to procedures in the operation manual. No one other than the operator is allowed inside the cab while the machine is operating. When operating the machine, you must wear your seatbelt and always keep all body parts inside the cab.

Always perform a safety or maintenance inspection before operating the equipment to ensure it is in good working order.

When getting in and out of the machine, always use proper handholds and maintain three points of contact. Make sure the handholds are free of grease, oil, mud or anything else that may impact your ability to get a good grip.

Always check the jobsite for hazards. Be aware of overhead power lines, uneven ground, and holes.



## Operational hazards

Front-end loader operation presents numerous hazards that you must be aware of. The first is “struck-by” incidents. Workers on the ground can find themselves in your blind spots where they may be struck by the machine. To minimize this possibility:

- Take care when loading and unloading to ensure the front-end loader does not tip over.
- Load and unload by driving in a straight line; do not turn and load at the same time.
- Raise and lower the bucket evenly and keep the load balanced.
- Obey the load limits in the operating manual and never unload the bucket.

If using attachments on the front-end loader, check the operating manual to be sure you are only using attachments approved for use with the machine and to verify if the attachment changes the load limits or operating parameters in any way.

When moving front-end loaders, sound the horn before beginning travel, travel slowly, and always look in the direction you are traveling. Never travel with the bucket raised; keep the load as low as possible, and always have the bucket facing uphill. Stay away from the edges of banks and slopes.

Before dismounting the front-end loader, be sure the bucket is on the ground and the machine is properly shut down.



## EXTENSION CORDS—USE THEM SAFELY

Here are some best practices and precautions to take when using extension cords:

- Inspect cords before each use to be sure they're in good condition and are not frayed, cracked, or punctured.
- When in use, check if the cord is hot to the touch; if so, it's overloaded and should be disconnected.
- If a cord is cut or cracked, has exposed wires, or has defective plugs, don't use it.
- Power tools and other devices with three-pronged plugs should be used only with three-pronged extension cords.
- If you have a power tool or device with the two-pronged polarized plug (i.e., one blade is slightly wider than the other) and your two-pronged extension cord does not have the polarized plug, don't try to force the device's plug into the cord.
- Never bend a plug's prong to force a three-pronged plug into a two-pronged outlet.
- Use one long cord instead of several shorter connected cords. Connecting extension cords in a series significantly weakens the power capacity of the entire length of the setup, increasing the risk of overload.
- If using a cord outdoors, plug it into a GFCI (ground fault circuit interrupter) to eliminate shock hazards.
- Never splice or tape a defective or damaged extension cord.
- Keep cords untangled when in use and stored loosely coiled in a dry place.
- Never disconnect a plug by pulling on the wire. Instead, grip the plug itself to pull it out of the socket.





# Chemical Spotlight

## *Dipropyl ketone*

Dipropyl ketone is a colorless liquid with a pleasant odor. It is used as a solvent for nitrocellulose, oils, resins, and polymers, as well as in flavorings.

Dipropyl ketone is not compatible with oxidizing agents, strong bases or strong reducing agents. Store the chemical in tightly closed containers in a cool, well-ventilated area away from heat and flame. Sources of ignition are prohibited where dipropyl ketone is used, handled, or stored. Use only non-sparking tools and equipment, especially when opening and closing containers of the chemical.

If dipropyl ketone is spilled or leaked, avoid breathing vapors, mist, or gas, and ensure adequate ventilation. Remove all sources of ignition and evacuate personnel to safe areas. Use personal protective equipment, including

goggles or safety glasses, gloves, flame-retardant protective clothing, and respiratory protection.

Prevent further leakage or spillage if safe to do so, and do not let the product enter drains, sewers, underground or confined spaces, groundwater, waterways or discharge into the environment. Absorb liquids in vermiculite, dry sand, or earth of a similar material, and deposit in sealed containers. Ventilate and wash the area after cleanup is complete. It may be necessary to contain and dispose of dipropyl ketone as a hazardous waste. Contact the federal Environmental Protection Agency and local environmental regulatory agency for specific recommendations.