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— School Business Off.
— Athletic Director
— Supt. Bldgs/Grounds
— Site Administrators
— Transportation Dir.
— Lunch Director
— Classroom Teachers

Safe Schools Agenda

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A monthly service provided to help you with your efforts to make your school safe for students, staff and the public

WINTER DRIVING TIPS

Winter driving can be hazardous and scary, especially in northern regions that get a lot of snow and ice. Additional preparations can help make a trip safer, or help motorists deal with an emergency. This sheet provides safety tips for your employees to help prevent motor vehicle injuries due to winter storms.

PREPARE

- **Maintain your car:** Check the battery, tire tread, and windshield wipers. Keep your windows clear and add no-freeze fluid in the washer reservoir. Check your antifreeze.
- **Have on hand:** Flashlight, jumper cables, abrasive material (sand, kitty litter, even floor mats), shovel, snow brush, ice scraper, warning devices (like flares), and blankets. For long trips, add food, water, medication, and cell phone.
- **Stopped or Stalled:** Stay with your car, don't ever over exert. Put bright markers on antenna or windows and shine dome light. If you run your car, clear exhaust pipe and run it just enough to stay warm.
- **Plan your route:** Allow plenty of time. Check the weather and leave early if necessary. Be familiar with the maps and/or directions, and let others know your route and arrival time.
- **Practice cold weather driving:** During daylight, rehearse maneuvers slowly on the ice or snow in an empty lot. Steer into a skid. Know what your brakes will do. Stomp on antilock brakes, pump non-antilock brakes. Stopping distances are longer on water covered

roads and ice. Don't idle for a long time with the windows up or in an enclosed space.

PROTECT YOURSELF

- Buckle up and use child safety seats properly. Never place a rear-facing infant seat in front of an air bag. Children 12 and under are much safer in the back seat.

PREVENT CRASHES

- Drugs and alcohol never mix with driving.
- If you are planning to drink, designate a sober driver.
- Slow down and increase distances between cars.
- Keep your eyes open for pedestrians walking in the road.
- Avoid fatigue; get plenty of rest before the trip. Stop at least every three hours and rotate drivers if possible.

*Tips for safe winter driving courtesy of OSHA,
www.osha.gov*



ERGONOMIC RISK REDUCTION THROUGH TASK DESIGN

Manual work tasks can pose ergonomic stressors that ultimately result in musculoskeletal disorders (MSDs) and workers' compensation claims. Work areas and tasks can be laid out to reduce the ergonomic risk factors. When designing a work area, there is a variety of design considerations associated with efficiently performing the manual work tasks. To help reduce the potential of a work related injury when designing or reconfiguring a task, keep in mind the following guidelines.

MANUAL LIFTING

- Limit the weight of loads to be manually lifted to under 51 lbs. (23 kg)
- Configure the load to allow it to be brought close to the employee
- Avoid starting the lift with the object resting on the floor
- Avoid lifting near the floor or above the shoulders
- Minimize the vertical distance between the origin and destination of the lift
- Avoid the need to twist at the waist while lifting
- Keep lifting frequency and duration to a minimum (1 lift every 5 minutes or less is optimal)
- Maximize the recovery periods between lifts
- Provide loads with handholds to improve the hand-to-object grasp

UPPER ARMS

- Avoid tasks requiring the shoulders to be raised
- Avoid tasks requiring the arms to be away from the sides
- Avoid tasks requiring the arms to deviate more than 20° from their resting position (against the side of the body)
- Provide opportunities for the worker to lean or support the weight of their arms whenever possible

LOWER ARMS

- Avoid tasks requiring the forearm to deviate beyond 60-100° from vertical
- Avoid tasks requiring the arms to cross over the midline of the body
- Avoid tasks requiring the arms to reach out to the sides

WRIST

- Avoid tasks requiring the wrist to raise or lower (deviate) beyond +/- 15° from neutral (resting)
- Avoid tasks requiring the wrist to be bent away from its midline (side-to-side)
- Avoid tasks requiring the hand to twist at the wrist

NECK

- Avoid tasks requiring the head to twist at the neck
- Avoid tasks requiring the head to bend toward either shoulder
- Avoid tasks requiring the head to bend forward more than 10°
- Avoid tasks requiring the head to bend backwards to any degree

TRUNK

- Avoid tasks requiring the upper body to twist at the waist
- Avoid tasks requiring the upper body to bend to the side
- Avoid tasks requiring the trunk to continuously bend forward or backwards to any degree

LEGS

- Avoid tasks which do not allow the legs and feet to be well supported and evenly balanced

MUSCLE USE

- Avoid tasks requiring static posture for more than one minute
- Avoid tasks that must be repeated more than four times/minute

HAND FORCE/LOAD

- Avoid tasks requiring more than 4.4 lbs. (2 kg) intermittent load or force

The information contained in this guide has been abstracted from: Revised NIOSH Lifting Equation

RULA: A survey method for the investigation of work-related upper limb disorders; Applied Ergonomics, Volume 24 No 2 April 1993, Lynn McAtamney and E. Nigel Corlett.

JUST A REMINDER

If you would like to receive the Safety Agenda electronically or if your email address changed, please forward your changes/requests to Lynn Green at 610.458.1050 or email her at lgreen@glatfelters.com.