

Get in S.T.E.P. Safety Takes Every Person

SAFE -- Staying Accident-Free Everywhere

Voluntary Protection Programs (VPP)

4 Major Elements

1. Management Commitment and Employee Involvement
2. Worksite Analysis
3. Hazard Prevention and Control
4. Safety and Health Training

Don't be a fool, use the proper tool.

Have you an eye for safety or are you blinded by bad habits

Hearing protection is a sound investment

As part of the Voluntary Protection Program The DPW, SE and WS Fire Dept. have started a new program. It is the Safety Suggestion Box. They are located throughout The three directorates and are your link to the safety office.

They are here for anyone that happens to think of a safety idea, comments, or anything pertaining to safety. Please only use the Boxes for the purpose intended. They are checked every week; you can be anonymous or put your name Down. You never know, your safety suggestion could become reality.

REMEMBER !!!!!
Kids are out of school, watch for them walking around, riding bikes, skateboarding, etc.

REMINDER!!!!
The Swine Flu is still around...Don't forget to wash your hands often.

Locations of Suggestion The Boxes

For DPW:

Location

1510 Directorate	Mail Room
163 Environmental	Break Room
102 Engineering	Foyer
1751 HVAC	Entrance Hallway
370 Water/Wastewater	Break Room

For SE:

Location

1506 Main Building	Foyer Room
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For the FD:

Location

Main Station	Main Office
Stallion	Main Office

Violence in the Workplace

Once upon a time, work place killings were extremely rare; in fact, they were practically unheard of. But now it seems as if we hear or read about one happening somewhere every week. Sometimes they're seemingly random, where a person just "snapped," but most of the time there were warning signs long before the actual incident. Being safe at work requires you to know who you're working with and, as much as possible, to get along with them. People who are deeply troubled or are constantly looking for a fight or an argument can make your work life unsafe and miserable, even if they never go off the deep end and resort to violence. And sometimes they do resort to violence. If you're having trouble with a particular coworker and you fear that they could become violent, burying your head in the sand and ignoring it is not the answer. Neither is hoping that things will somehow just "work themselves out." Everyone has a right to a safe work place, and that includes you. Don't ever ignore an actual or implied threat, or downplay it as a joke. Threats aren't jokes. If you're in a situation like this, you need to report it to someone who can do something about it. If possible, bring witnesses. If your direct supervisor or manager won't deal with the problem, go to the next level of authority. If no one will do anything about the situation, you may just have to find another job. That's not ideal, but it's far better than working around unsafe people. As we said, you should try to get along with everyone you work with as much as possible. Try to avoid heated discussions and arguments about religion, politics, personal habits, etc. And don't offer personal criticisms about people. You may think someone is a lousy parent or has bad personal hygiene habits, but there's no need to share your opinion with them or anyone else at work.

To All DPW, SE, and FD Chiefs:

If you notice an employee, coworker, supervisor that has gone that extra step to make your workplace a safe one, email us so we can recognize their efforts.

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If you have a safety suggestion for the Next S.T.E.P. let us know.

Have any questions, comments, or suggestion, e-mail me **TODAY**. No comment or suggestion to small.

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Get in S.T.E.P. Safety Takes Every Person

SAFE -- Staying Accident-Free Everywhere

Using your Cell phone, speeding, running stop signs, or not wearing your seatbelt while



driving on
WSMR will
get you a
ticket.

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Next issue will have Safety Information from SE.

Do you have any safety information that pertains to your job? Well send it in and it could be place in one of our future issues on this page.

COME ON.....REACH FOR THE STARS AND STRIVE FOR VPP!

GSA Vehicle Safety.



Although this article provides safety guidance for operating GSA vehicles, the same guidance can be applied to POV operations.

The majority of us drive vehicles on a daily basis. When operating a GSA vehicle all too often we have a tendency to become complacent, or worst loose situational awareness due to a myriad of distractions. Our lack of situational awareness is further compounded by real or perceived sense of urgency, varying degrees of workload, fatigue, non work related stressors, and the need to multi-task to the fullest extent.

Maintaining situational awareness is the key to safe vehicle operation and perhaps accident prevention. Situational awareness is generally defined as a high degree of awareness relating to the task at hand; the resources used or needed; the environment; and personal performance limitations.

1. Planning: Know where you are going, and the safest route to the destination.
2. Vehicle condition and performance limitations: Always choose equipment based on performance requirements.
3. Vehicle operation: Rule #1, avoid distractions. When driving the most important task is to safely operate the vehicle. Use scanning techniques to increase our situational awareness and avoid tunnel vision. Vehicle operators must obey posted speed limits to reduce the likelihood of vehicle accidents. Reduce speed when environmental conditions decrease visibility, effect vehicle stability, or created obstacle hazards. Avoid tailgating. Remember the three second rule. Maintain a space interval between vehicles that equates to the distance traveled in a three-second period. If you are being tailgated, switch lanes or reduce your speed to allow the tailgating vehicle to pass. Drive courteously. Use turn signals to alert other drivers prior to turning or changing lanes.
4. Returning the vehicle, Post-vehicle operation. Ensure the GSA vehicle has adequate fuel for the next user. Conduct a walk around inspection and check engine fluids. Document and report any problems, damage, or system malfunctions to your GSA vehicle manager.

Have any questions, comments, or suggestion, e-mail me **TODAY**. No comment or suggestion to small.

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