

## CARBON MONOXIDE



Often called the silent killer, carbon monoxide is an invisible, odorless, colorless gas created when fuels (such as gasoline, wood, coal, natural gas, propane, oil, and methane) burn incompletely. In the home, heating and cooking equipment that burn fuel are potential sources of carbon monoxide. Vehicles or generators running in an attached garage can also produce dangerous levels of carbon monoxide.

### Facts and Figures

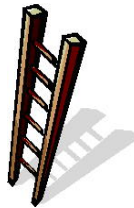
- According to National Safety Council, 200-300 unintentional-injury deaths a year, are due to carbon monoxide poisoning.
- The dangers of CO exposure depends on a number of variables, including the victim's health and activity level. Infants, pregnant women, and people with physical conditions that limit their body's ability to use oxygen (i.e. emphysema, asthma, heart disease) can be more severely affected by lower concentrations of CO than healthy adults would be.
- A person can be poisoned by a small amount of CO over a longer period of time or by a large amount of CO over a shorter amount of time.

### Safety Tips in the Home


- Install CO alarms inside your home to provide early warning of accumulating CO. CO alarms should be installed in a central location outside each separate sleeping area. If bedrooms are separated and audibility could be impaired, more than one unit may be required.
- Test CO alarms at least once a month and replace CO alarms according to the manufacturer's instructions.
- CO alarms are not substitutes for smoke alarms. Know the difference between the sound of smoke alarms and CO alarms.
- Have fuel-burning heating equipment and chimneys inspected by a professional every year before cold weather sets in.
- When using a fireplace, open the flue for adequate ventilation. Never use your oven to heat your home.

Source: [www.nfpa.org](http://www.nfpa.org) 

## 4 RULES OF LADDER SAFETY EVERYONE NEEDS TO KNOW



Falls from ladders are a leading cause of workplace injury. People take it for granted that, because ladders are so simple and obvious, anyone can use one. That's why it pays to be sure your people know these four basic rules of ladder safety!

1. **Select the right one for the job. A ladder should be strong enough to stand on and sturdy enough to handle the use intended.**
2. **Inspect it each time. Look for cracks, damaged or loose rungs, weak hardware or rivets. Be sure the spreaders on step-ladders can be securely locked in place. Contact the ladder manufacturer before making repairs to the ladder.**
3. **Set it up right. Stepladders should be fully opened with the spreaders locked on a level surface.**
4. **Use common sense. Always climb and descend ladders cautiously, keeping at least one hand on the ladder at all times. Also, never go higher than the second step from the top on stepladders and the third step from the top on straight ladders. **

*Musculoskeletal disorders most often occur when postural and repetitive problems create hazardous situations in the workplace, such as vibrations, sustained awkward position and repetitive motions. Test your knowledge by answering True or False to the following:*

1. **Most musculoskeletal disorders are the result of a sudden and forceful exertion.**
2. **If you slow the pace of your work and change positions when you start to feel strained, musculoskeletal disorder problems usually go away.**
3. **A common musculoskeletal disorder symptom is muscle fatigue or pain at work that disappears during rest.**

*(answers on page 2)*

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LOSS CONTROL DEPARTMENT

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### **Risk Assessment: Keep Your Kitchens Safe**

**D**id you know that slips and trips are common causes of major accidents in schools?

Legal actions brought as a result of injury can be devastating. Careful attention should be given to all areas of the school. If your school has a cafeteria, pay particular attention to the kitchen. Statistics show that food service workers are more likely to be injured through slips and trips than by anything else. The

pace in this area of the school can be intense just prior to and during lunch periods, making it even more dangerous. Some key tips can help keep your kitchen safe for all workers.

#### **Wet Floors**

- Clean up spills immediately.
- Never leave floors wet after cleaning. Use a clean-to-dry system.
- If it is impossible to use a clean-to-dry system, use barriers and "wet floor" signs. Keep people off the wet area.
- Use cleaning methods that don't spread the problem. For example, use paper towels and not wet mops for small spills.

#### **Floors**

- Make sure the floor has enough grip. When floors aren't cleaned properly (or enough), they lose their "grip."
- Instruct staff to use only the cleaning supplies and techniques recommended by the floor manufacturer.
- Add anti-slip strips where floor grip is not sufficient, taking care the strips don't add new trip hazards.
- If grip is completely insufficient, a new floor may be needed. Ensure the floor is properly installed.
- Highlight any changes in floor level and steps.

#### **Other Safety Suggestions**

- Keep the light bright in areas where people walk.
- Instead of carrying heavy loads, workers should use trolleys, carts, and manual handling aids when possible.
- Enforce a "sensible shoe" policy. Shoes with urethane or rubber-soles are the least slippery.
- Organize the workspace so everything has a place.
- Arrange workflows to avoid "bottle necks."
- Develop a well-organized goods-in (or out) system so that deliveries will not be placed in areas of high traffic.
- Mark walkways on the floor to indicate to workers which areas should always be clear.
- Train, inform, and supervise staff in safety procedures.

*To read more tips and suggestions for safe kitchens:*

*Download the PDF file, Preventing Slips and Trips in Kitchens and Food Service*  
<<http://www.hsc.gov.uk/pubns/cais6.pdf>> .

*Source: Bruce Amsbary-ISM Update for Business Offices, Vol. 4, No. 5, December 14, 2005*

### **Vendors for Winter Snow and Ice Products**

*(Like Magic Options)*

#### **Northeast Nursery Inc.**

**6 Dearborn Road  
Peabody, MA 01960  
(978) 854-4520 ph  
(978) 854-4512 fax**

**Contact: Andrew Demotes:**

[aj@northeastnursery.com](mailto:aj@northeastnursery.com)

*Area: North Shore and Greater Boston*

#### **Safe Road Services**

**3 McKinley Road  
Franklin, MA 02038  
(508) 541-3121 ph/fax**

**Contact: Kevin Barrett:**

[ktbarrett@comcast.net](mailto:ktbarrett@comcast.net)

[www.saveroadservices.com](http://www.saveroadservices.com)

*Area: Statewide*

#### **The Groundskeeper, Inc.**

**71 Nickerson Road  
Ashland, MA 01721  
(508) 881-4136 ph  
(508) 881-4895 fax**

**Contact: Beth Tramontozzi:**

[Beth@groundsinc.com](mailto:Beth@groundsinc.com)

[www.groundsinc.com](http://www.groundsinc.com)

*Area: Greater Boston, Greater Worcester*

#### **Winter Management**

**54 Rear Walter Street  
Boston, Ma 02136  
(617)333-6900- ph  
(671)333-6908- fax**

**Contact: John J. Molloy, President**

[john@wintergmt.com](mailto:john@wintergmt.com)

*Area: Statewide*

#### **MD Stetson, Inc**

**92 York Road  
Randolph, MA 02368  
(800) 255-8651- ph  
(781)986-6161-ph  
(781)986-1764- fax**

**Contact Skip Brooks**

[info@mdstetson-com](mailto:info@mdstetson-com)

*Area: Statewide via drop shipping*

**Answers to Musculoskeletal Disorder Questions:**

**1. False 2. False 3. True**

*(Supervisors Safety Bulletin: Jan. 17, 2005)*

# 2005

# QUARTERLY REVIEW

-FIGURES AND STATISTICS-

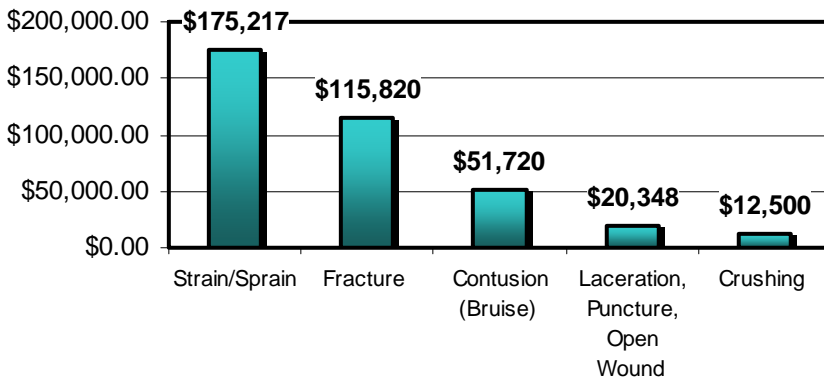
### 4TH QUARTER TOTALS:

**Cost: \$396,474.40 Count: 165**

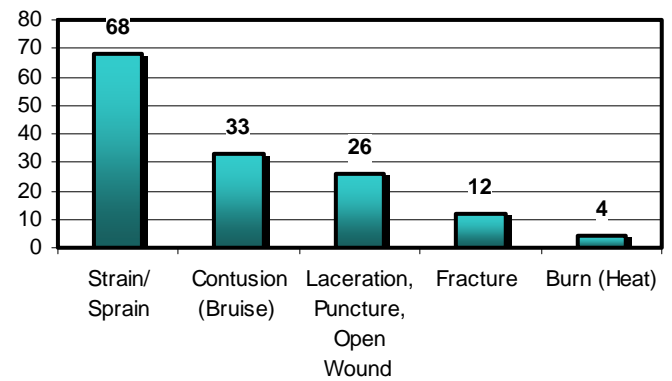
### YEAR-END TOTALS:

**Cost: \$1,731,690.50 Count: 617**

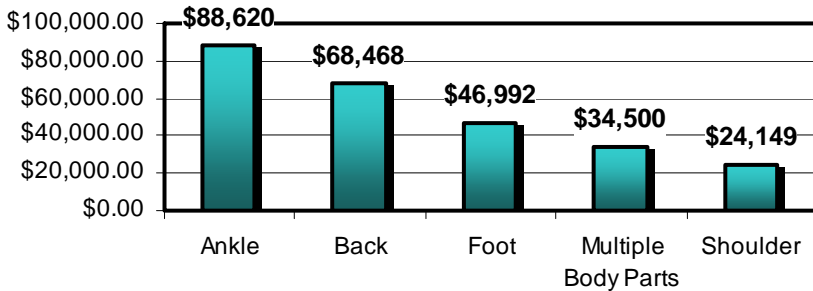
**4Q Top 5 Injuries by Cost**



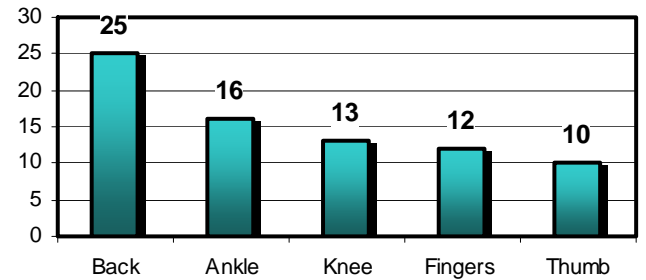
**4Q Top 5 Injuries by Count**



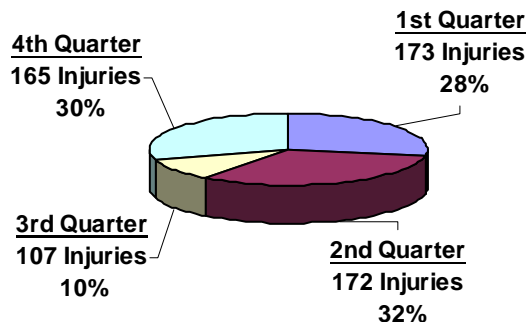
**4Q Top 5 Injured Body Parts by Cost**



**4Q Top 5 Injured Body Parts by Count**



**2005 Year-End Claim Count by Quarter**



## OSHA LOGS POSTING REQUIREMENTS

It is that time of year again to post your OSHA 300A Summary of Work – Related Injuries and Illnesses. In order to complete the OSHA 300 A Form you will have had to complete the 301 OSHA Log for last year.

This year the OSHA 300A Log captures all applicable information for work related injuries from January 1, 2005 until December 31, 2005. As in the past the OSHA 300 A Summary Form must be posted from February 1, 2006 – April 31, 2006.

***\*\*IT IS CRITICAL THAT YOU DO NOT POST THE 300 LOG BUT RATHER THE 300A SUMMARY FORM\*\****

We have provided you with links from the OSHA Web site relating to the OSHA 300 Log, the OSHA 301 Form and the 300A Summary Form.

<http://www.osha.gov/recordkeeping/index.html> - Information relating to record keeping requirements

<http://www.osha.gov/recordkeeping/RKforms.html> - A step by step document on how to complete the OSHA 300 Log, OSHA 300A Summary Form and the OSHA 301 Form.

<http://www.osha.gov/recordkeeping/OSHArecordkeepingforms.xls> OSHA Forms in an Excel format.

*It is recommended that you maintain your OSHA 300 Logs for at least 5 years and that you have the most recent log available to be reviewed by either an OSHA representative and/or your Loss Control Representative.*

### **ACCIDENT REVIEW**

#### **A PREVENTABLE SNOW BLOWER INJURY**

It seems like every winter there is either a near miss or a serious injury relating to using a snow blower. Already this winter there has been a serious incident. Here is an overview of the incident:

Last fall a school conducted annual snow blower training for all maintenance employees, and made sure that snow blowers were equipped with a plastic shovel or stick to unclog the auger or agitator.

Within a month of being trained, a long term employee was using a snow blower in December. In the course using the snow blower the agitator became clogged with snow. In an effort to unclog the snow, the employee turned off the auger and the agitator when he disengaged the operating handles. With the engine still running, he decided to get a stick that had not been attached or approved for use with the snow blower to remove the snow from the agitator. In using a shorter stick the snow was loosened. However, during this process the residual energy in the agitator caught the stick inside the shoot and hit his hand against the stick and the wall of the agitator, resulting in serious injury to one of his fingers. As a result of this incident he required emergency medical attention and had missed numerous days away from work.

#### **WHAT DID THE FACILITY DO RIGHT TO PREVENT THIS INJURY?**

It is the policy of this school that on an annual basis all employees are properly trained on snow blower usage and all snow blowers are equipped with approved plastic shovel or sticks to remove snow the from auger or agitator. It is highly recommended that all facilities put into place a similar policy.

#### **WHAT COULD HAVE BEEN DONE TO PREVENT THIS INJURY?**

It appeared that the employee received the proper training and was given the proper tools to due the job. However, in this case he chose not to use the tools that were provided.

#### **HOW CAN WE PREVENT FUTURE INCIDENTS?**

When you are using a snow blower always use the proper tools to remove snow from either the auger or agitator and always shut off the snow blower and disconnect the sparkplug before you attempt to remove the snow. Giving employees the proper training and proper available tools is one of the best ways to prevent injuries from occurring. Observe employees periodically to evaluate whether or not training was effective.



**2006 ISCC VIDEO LIBRARY**To Request a Video Email: [SRollend@meadowbrook.com](mailto:SRollend@meadowbrook.com)

<b>TITLE</b>	<b>Company</b>	<b>Length of Time</b>
Alcohol and Drugs: Personal Action	ITS	13:00
Back Exercises	J.J. Keller	TBD
Back Safety	J.J. Keller	TBD
Back Safety – ExpressTrain	Coastal	9:00
Bloodborne Pathogens- ExpressTrain	Coastal	9:40
Bloodborne Pathogens- Workplace Precautions for Industry	ITS	16:00
Blueprints for Safety – Accident Investigation	CLMI	12:00
Blueprints for Safety – Confined Space Entry	CLMI	17:30
Blueprints for Safety – Construction Fall Protection	CLMI	12:00
Blueprints for Safety – Effective Safety Committees	CLMI	17:33
Blueprints for Safety – Emergency Preparedness	CLMI	14:00
Blueprints for Safety – Hazard Communication	CLMI	12:34
Computer Usage – Ergo Success	J.J. Keller	TBD
Contractor Safety: General Requirements	Coastal	19:00
Dorm Fire Safety	NE Educational Insurance Assoc.	11:00
Effective Safety Committees	Comprehensive Loss Mgt, Inc.	TBD
Emergency Action Plan: Crisis Under Control	Coastal	16:00
Emergency Evacuation: Getting Out Alive	Coastal	16:00
Ergonomics: The 24-Hr Body	Coastal	18:00
Ergonomics: Your Body at Work	Coastal	20:00
Falls, Awareness, and Prevention	ITS	15:00
Fire Safety – ExpressTrain	Coastal	8:00
Groundskeeping Safety: Be A Pro!	Coastal	17:00
Hazard Communication: ExpressTrain	Coastal	8:30
Hazard Communication: Your Class is Waiting	ITS	14:40
Home Safety: Make your Home a Safe Haven (For the Computer)	Liberty Mutual & National Safety Council	TBD
Intro to Behavior-Based Safety: Behavior Analysis	Coastal	TBD
Intro to Behavior-Based Safety: Foundation Concepts – Shifting the Paradigm	Coastal	TBD
It Only Takes a Second	Aurora Pictures	TBD
Job Safety Analysis	J.J. Keller	20:00
Laboratory Safety: The Finer Points	Coastal	17:00
Landscape: Power Tools	Coastal	20:00
Life is for Living: Motivating Safe Behavior	Aurora Pictures	3:00
Lifting	J.J. Keller	TBD
Lockout/Tagout - ExpressTrain	Coastal	8:00
Materials Handling	J.J. Keller	TBD
Medical Emergencies: Citizen Responder	Coastal	18:00
Office Ergonomics	ITS	17:45
Personal Protective Equipment: ExpressTrain	Coastal	9:00
Power Hand Tool Safety: Handle With Care	Coastal	19:00
ProActive Safety Attitudes: Looking Out for Number 1	Coastal	15:00
ProActive Safety Attitudes: Target Zero!	Coastal	16:00
Rudy-Safety Takes Courage	Coastal	16:00
Safety 101: Back Safety: Lift Well, Live Well	Coastal	15:00
Safety Coach: The 7 C's of Safety	Coastal	19:00
Safety Orientation: It Takes A Winning Attitude	Coastal	18:00
Stress Management: Personal Action	ITS	12:15
Stretch Break: (For Computer)	Para Technologies	TBD
The Back Pack	MMIV Prevention Plus, Inc.	TBD
Video Display Terminals: The Battle for Comfort	Coastal	21:00
Weathering the Storm: Disaster Planning	Coastal	13:00
Wellness: Skills for a Lifestyle Change	ITS	14:55
What Would You Say?: Safety Awareness	Aurora Pictures	15:00
Workers' Compensation: You Make It All Come Together	ITS	8:50
Workplace Violence: The Calm Before the Storm	Coastal	25:00

**These facilities can be used for your return to work program, post offer/pre-hire physical evaluations, periodic physicals, etc. We encourage their use or the use of equivalent facilities in order to help obtain the best fit for a job, work with injured employees to bring them back to work within a reasonable time-frame, and conduct fitness for duty evaluations, etc. Please do not hesitate to ask them to come into your facility to become familiar with your operations in an effort to assist you with early return to work measures.**

<b>Location</b>	<b>Facility</b>	<b>Address</b>	<b>Phone</b>
Attleboro	Occupational Health Services @ Sturdy Hospital	211 Park St	(508)236-7500
Auburn	Occupational Health @ Fallon Clinic	35 Millbury St	(508)721-1195
Avon	Caritas Good Samaritan Occ. Health Services	75 Stockwell Drive	(508)427-3900
Ayer	Occupational Health Ctr @ Deaconess Nashoba	200 Groton Road	(978)784-9328
Boston	NE Baptist Hospital Occupational Medicine Ctr	125 Parker Hill Ave	(617)754-5620
Boston	Occupational Health Program @ Boston Med Ctr	Menino Pavillion	(617)638-8400
Bourne	Bourne Bridge Medical/Occupational Health Svc	1 Trowbridge Pl, Ste 200	(508)743-0322
Cambridge	Mt Auburn Hospital Occupational Health Services	777 Concord Ave, Ste 301	(617)354-0546
Chelsea	Occupational Health Ctr of Chelsea	1000 Broadway	(617)660-6360
Concord, NH	Occupational Health & Rehab	171 Pleasant St	(603)223-2300
East Boston	Logan International Health Ctr	1 Harborside Dr	(617)568-6500
Framingham	MetroWest Occupational Medicine	341 Cochituate Rd, Ste 8	(508)626-0386
Framingham	Occupational Health @ Fallon Clinic	85 Lincoln St, 2nd Floor	(508)370-7344
Greenfield	Occupational Health & Rehab	489 Bernardston Road	(413)772-5055
Hampton, NH	Occupational Health & Rehab	861 Lafayette Road Ste1B	(603)929-1648
Holyoke	Work Connection	575 Beech St	(413)534-2546
Leominster	Occupational Health @ Fallon Clinic	165 Mill St	(978)534-6500
Londonderry, NH	Occupational Health & Rehab	156 Harvey Road	(603)644-3330
Milton	Milton Hospital Occupational Health Ctr	92 Highland St	(617)696-4600 ext 1681
Nashua, NH	Occupational Health & Rehab	14A Broad St	(603)889-2354
Needham	Occupational Health Ctr @Deaconess Glover	148 Chestnut St	(781)453-3041
Newton	Newton-Wellesley Hosp Occ. Health Services	2014 Washington St	(617)243-6146
Northampton	Occupational Health Services	30 Locust St	(413)582-2480
Pawtucket, RI	Occupational Health & Rehab	203 Concord St, Ste 301	(401)722-8880
Peabody	Occupational Health Ctr of North Shore	27A Sentennial Dr	(978)532-2428
Smithfield, RI	Occupational Health Ctr @ Fogarty	116 Eddie Dowling Hwy	(401)769-2200 ext 5400
Springfield	Occupational Health & Rehab	140 Carando Dr	(413)746-4006
Stoneham	Occupational Health Ctr of Stoneham	61 Main St, Suite 10	(781)438-9600
Taunton	Morton Hospital Occupational Health Service	88 Washington St	(508)824-0243
Taunton	Morton Hospital Occupational Health Service	2005 Bay St	(508)824-0243
Waltham	Occupational Health Ctr of Waltham Healthpoint	840 Winter St	(781)684-0404
Warwick, RI	Kent Occupational Health	2191 Post Road, Ste 3	(401)738-8100
Westboro	Occupational Health @ Fallon Clinic	106 East Main St	(508)871-0777
Wilmington	Occupational Health & Rehab	66B Concord St	(978)657-3826
Winthrop	Occupational Health Services	52 Crest Ave Ste 7A	(617)846-6131
Worcester	Occupational Health @ Fallon Clinic	630 Plantation St	(508)853-2854

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**2006 ISCC MEETING SCHEDULE**

**Board Meetings**

**March 16th**

**June 22nd**

**September 19th**

**December 6th**

**(Locations and times for meetings to be determined)**

**Claim & Loss Control Meetings**

**March 10th**

**June 16th**

**September 15th**

**December 1st**

**(All meetings at Holy Cross College at 10 am)**

**Massachusetts Safety Council**

**February 2006 Training Schedule**

**100 Grandview Road Suite 304**

**Braintree, MA 02184**

***www.masafetycouncil.org***

**February 8th:** Lockout/Tagout \*\* 4 hours

**February 13th-14th:** OSHA 10 Hour for General Industry 10 hours

**February 15th:** Ergonomics: Managing for Results \* 6 Hours

**February 16th:** Exit Routes, Emergency Action Plan & Fire Prevention Plans \*\* 4 Hours

**February 22nd:** DDC4 4 Hours

**February 23rd-24th:** First Aid, CPR and AED Train-the-Trainer 14 Hours

**February 27th-28th:** Defensive Driving Course (DDC4) Train-the-Trainer 10 Hours

**\*\* Part of the National Safety Council's Certificate of OSHA Compliance**

**\* Part of the National Safety Council's Advanced Safety Certificate**