



# NAVY REGION NORTHEAST NAES LAKEHURST



## SAFETY AND HEALTH NEWSLETTER

January 2004

NAES LAKEHURST SAFETY DEPARTMENT

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### Office Chair Safety Tips

#### Do's and Don'ts

Data from the *Consumer Product Safety Commissions Injury Information Clearinghouse* indicates that people are getting hurt by falling from their chairs. These kinds of falls usually results in bumps, bruises, strains and sprains. These injuries are almost always easily treated, but the potential for serious harm does exist. Just recently an employee in Bldg. 562 experienced this situation. While working at his desk, an employee suddenly found himself on the floor after the back of his chair fell off (see picture). Investigation revealed that several loose bolts on the attaching bracket, from the back of the chair to the bottom of the seat pan, increased stress on the remaining bolts. This caused several bolts to snap and pulled the remaining bolts out from the bottom of the seat pan, causing the employee to fall off the back of the chair. Thankfully the employee only suffered some minor discomfort in his lower back. It is important to take adequate precautions to prevent injuries. The following can help you maintain the safe use of your office chair.



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Do you have any safety related topics you would like to see in our publication or have questions, contact us at x2525.

#### Do's

- ⇒ **Always follow the assembly directions completely.** Make sure all the pieces are placed in proper order so that the chair stays tight and together.
- ⇒ **Pay special attention** to making sure the casters or wheels are fully inserted into the base of the unit.
- ⇒ **Look** for office chairs that have a 5-legged base.
- ⇒ **Every 6 months or so**, make sure all the parts – including all bolts - of the chair are tightened to ensure stability.
- ⇒ **Always** keep the base of the chair completely on the floor.
- ⇒ **Most office chairs are equipped** with casters for use on carpeted surfaces. For other surfaces, speak to your retailer or manufacturer for appropriate custom selection.
- ⇒ **Many office chairs are equipped** with a tension control on the mechanism to compensate for different body weights. Always ensure that the control is properly adjusted, resulting in a smooth and controlled tilt motion.

#### Don'ts

- ⇒ **Don't lean so far back in your chair that the wheels or legs lift up off the floor.** Leaning can cause the chair to slip out from under you, cause structural damage, or can loosen important connections that can cause the chair to fall apart.
- ⇒ **Never put all your weight at the very front edge of the chair.** If you sit too far forward, the chair can tip over. Use a chair with a forward tilt mechanism if the task requires sitting in a forward position.
- ⇒ **Don't leave electrical appliances on upholstered chairs.** Fire can result if they overheat. Be careful when smoking cigarettes or carrying lighted material around upholstered chairs.
- ⇒ **Don't overwork your chair.** Chairs in medical institutions or in other location that are used 24 hours a day, get three times the use of a normal office chair. Inspect and maintain those chairs at least every 60 days.

# TRAVEL AWARENESS

With heightened security and traveling by air still essential to keep our mission here at NAES at its best, here is some important information to remember when traveling provided by the Transportation Security Administration (TSA).

## A MUST read for anyone traveling by air.

Following these tips will help you reduce your wait time at the security checkpoint.

### Before the Airport

- ⇒ **Do NOT** pack or bring prohibited items to the airport. Read the [Permitted and Prohibited Items](#). Visit the following website for the PDF list:  
[http://www.tsa.gov/interweb/assetlibrary/Permitted\\_Prohibited\\_12\\_18\\_2003.pdf](http://www.tsa.gov/interweb/assetlibrary/Permitted_Prohibited_12_18_2003.pdf)
- ⇒ Refrain from taking **wrapped presents** to the airport. TSA is recommending that you either ship wrapped packages ahead of time or wrap on arrival. If the package alarms, TSA will need to unwrap it to investigate the source of the alarm.
- ⇒ **Avoid wearing shoes, clothing, jewelry, and accessories that contain metal.** Metal items may set off the alarm on the metal detector.
- ⇒ **Put all undeveloped film and cameras with film in your carry-on baggage.** Checked baggage screening equipment will damage undeveloped film.
- ⇒ Carry-on baggage is limited to one carry-on bag plus one personal item. Personal items include laptops, purses, small backpacks, briefcases, or camera cases. Remember, 1+1.
- ⇒ Place identification tags in and on all of your baggage. **Don't forget to label your laptop computer.** These are one of the most forgotten items at Screening Checkpoints.

### At the Airport

Put metal **IN** your carry-on bag. This includes jewelry, loose change, keys, mobile phones, pagers, and personal data assistants (PDAs).

Take **OUT** your laptop computer. Place it in a bin, separate from its carrying case.

Take **OFF** your outer coat. Place it in a bin. Suit jackets and blazers do not have to be removed, unless requested by the screener.

**SPECIAL NOTE:** If you are traveling overseas on government business you are required to take the Anti-terrorism Awareness Training given by our Security Department. The contact for this is Edward Dressler at X7902. If you are traveling overseas on personal travel and would like to take the Anti-terrorism Awareness Training for self awareness you may contact Mr. Dressler at the number listed above.

# TEST YOUR MOTOR VEHICLE DRIVING KNOWLEDGE

The Safety Department would like to get a feel for the driving knowledge and awareness of our employees at Navy Lakehurst. The following quiz is from the National Highway Traffic Safety Administration. Please take a moment, print and fill out quiz and forward to the Safety Department, **mailstop 5-1** by January 20<sup>th</sup>. We will publish the answers to the quiz and the results of our driving knowledge in the February newsletter.

1. If you were driving with a blood alcohol concentration (BAC) of .10 percent you would be considered legally DUI in all states.  
**a. True or b. False**
2. For the average 160-180 pound individual, inhibitions are lessened and judgment begins to be affected after drinking just one beer in one hour or less.  
**a. True or b. False**
3. Alcohol consumption affects which of the following?  
**a. Coordination and physical reflexes**      **d. General awareness**  
**b. Reaction time**      **e. a and b**  
**c. Visual sharpness**      **f. a thru d**
4. The effects of alcohol wear off at the rate of roughly one drink per hour.  
**a. True or b. False**
5. Which of the following are signs of a drunk driver?  
**a. Slow driving in the left lane**      **d. No lights when needed**  
**b. Running over the curb**      **e. All of the above**  
**c. Weaving**
6. Most states consider a motor-vehicle operator to be impaired or under the influence with a BAC between .03 and .05 percent.  
**a. True or b. False**
7. Which of the following factors does NOT determine how alcohol will affect you?  
**a. How fast you drink**      **d. Mood/attitude**  
**b. How much you weigh**      **e. Age & sex**  
**c. Whether or not you have eaten**
8. It is better to drink beer than booze because the alcohol content of a 12 ounce beer is less than one and a half ounces of 80-proof booze.  
**a. True or b. False**
9. Seatbelts are not necessary if your car is equipped with air bags.  
**a. True or b. False**
10. Once your BAC begins to rise, you can sober up or reduce it by which of the following?  
**a. Time**      **c. Coffee**  
**b. Eating**      **d. Cold shower**  
**e. All of the above**
11. The best way to avoid a crash when you are tired and traveling to a location you visit frequently is to take the same route all of the time because you know it so well.  
**a. True or b. False**
12. As you drive down most highways, it is estimated that:  
**a. One in 5 other drivers is drunk.**  
**b. One in 20 other drivers is drunk.**  
**c. One in 200 other drivers is drunk.**  
**d. One in 500 other drivers is drunk.**
13. Which of the following factors determine safe driving speed?  
**a. Posted speed limit**      **d. Amount and type of traffic**  
**b. Road and weather conditions**      **e. a and b**  
**c. Time of day**      **f. a thru d**
14. The major reason that sleepiness when driving kills is because it:  
**a. Lowers overall driving ability about 10 percent.**  
**b. Causes sleep for 2-3 second periods.**  
**c. Causes total hypnosis and spacing out.**  
**d. None of the above.**
15. According to the National Highway Traffic Safety Administration, wearing a combination lap/shoulder belt cuts your chance of serious injury if you are involved in a crash by how much?  
**a. 10%**      **d. 40%**  
**b. 20%**      **e. 50% or more**  
**c. 30%**
16. A service member is required by Navy/Marine Corps regulation to use seat belts at all times, on and off the installation, while driving or riding in a PMV.  
**a. True or b. False**
17. Which of the following is(are) good technique(s) to avoid becoming fatigued while driving on long trips?  
**a. Avoid driving during normal sleep hours**  
**b. Ensure you are completely rested prior to departure**  
**c. Plan at least a 15 minute rest stop every 2 hours**  
**d. Limit driving to 350 miles per day or no more than 8 hours on the road**  
**e. All of the above**
18. What are the three leading causes of fatal Navy and Marine Corps PMV crashes?  
**a. Speed, alcohol, and fatigue**  
**b. Speed, alcohol, and following too close**  
**c. Speed, alcohol, and non-use of seatbelts**  
**d. Alcohol, fatigue, and non-use of seatbelts**  
**e. Alcohol, fatigue, and failure to yield right of way**
19. What time of day do most fatal PMV crashes occur where the Navy/Marine Corps driver is at fault?  
**a. 0600-0900**      **c. 1600-2000**  
**b. 0900-1500**      **d. 2100-0500**
20. What days of the week do most fatal PMV crashes occur where the Navy/Marine Corps driver is at fault?  
**a. Monday and Friday**      **c. Friday, Saturday and Sunday**  
**b. Wednesday, Thursday, and Friday**      **d. Sunday and Monday**

# HOW OFTEN DO YOU WASH YOUR HANDS?



**The Center For Disease Control (CDC) Says One Of The Most Important Things You Can Do To Keep From Getting Sick Is To Wash Your Hands!**

The start of the new flu season is producing long lines for flu vaccinations at clinics throughout the country. **In some areas of the country, vaccinations are in short supply.**

This is why it is perhaps more important than ever to take simple, basic measures to help prevent the spread of the flu virus this season. One of the easiest ways to ensure your good health is to keep your hands clean.

Does it take an outbreak of a frightening, potentially fatal infectious disease, like severe acute respiratory syndrome (**SARS**) or a gastrointestinal illness on a cruise ship, to get people to follow Mom's advice to "wash your hands after using the bathroom?" Apparently, it may.

New surveys show that many people still aren't washing their hands in public places, exposing others to the risk of infection, despite recent outbreaks of infectious diseases. Although illnesses as deadly as SARS and as troublesome as the common cold or gastric distress can be spread hand-to-hand, the surveys found that many people passing through major U.S. airports don't wash their hands after using public facilities.

More than 30 percent of people using restrooms in New York airports, 19 percent of those in Miami's airport, and 27 percent of air travelers in Chicago aren't stopping to wash their hands. The surveys observed 7,541 people in public washrooms in New York, Chicago, San Francisco, Dallas, Miami and Toronto.

U.S. airport observations contrast sharply with an August 2003 telephone survey of 1,000 Americans, in which 95 percent said that they wash their hands in public restrooms. The same phone survey – which found only 58 percent of people say they wash their hands after sneezing or coughing and only 77 percent say they wash their hands after changing a diaper – highlights the seriousness of the problem.

**Follow Mom's advice and "wash your hands"**

## Is It a Cold or the Flu?

<u>Symptoms</u>	<u>Cold</u>	<u>Flu</u>
Fever	Rare	Characteristic, high 102–104°F; lasts 3–4 days
Headache	Rare	Prominent
General Aches, Pains	Slight	Usual; often severe
Fatigue, Weakness	Quite mild	Can last up to 2–3 weeks
Extreme Exhaustion	Never	Early and prominent
Stuffy Nose	Common	Sometimes
Sneezing	Usual	Sometimes
Sore Throat	Common	Sometimes
Chest Discomfort, Cough	Mild to moderate; hacking cough	Common; can become severe
<b>Complications</b>	Sinus congestion or earache	Bronchitis, pneumonia; can be life-threatening
<b>Prevention</b>	None	Annual vaccination; antiviral medicines
<b>Treatment</b>	Only temporary relief of symptoms	Antiviral medicines see your doctor

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**CPSC, Wal-Mart Expand Recall of Candles With Flammable Paint**



WASHINGTON, D.C. - The U.S. Consumer Product Safety Commission, in cooperation with the distributor and importer named below, today announced voluntary recall of the following consumer products. Consumers should stop using recalled products immediately unless otherwise instructed.

**Name of product:** Home Trends Natural Holiday Collection Candle gift set: "Painted Snowman." CPSC and Wal-Mart announced the [recall](#) of similar Home Trends Ice Holiday Collection Candle gift sets Snow House Candle, Snowman Candle, and Snowflake Candle on December 12, 2003.

**Units:** 10,085 units of the "Painted Snowman" gift set.

**Importer:** Wal-Mart, Bentonville, Ark.

**Manufacturer:** Qingdao Kingking Applied Chemistry Co., Ltd., China

**Hazard:** Paint on the exterior surface of the candles could potentially sustain flame posing a potential fire hazard.

**Incidents/Injuries:** No injuries or incidents have been reported to Wal-Mart.

**Description:** Each Home Trends Natural Holiday Collection Candle gift set contains three candles with a scene painted on the exterior. The "Painted Snowman" gift set includes three candles, a display plate, pine sprigs, and golden berries. The "Painted Snowman" gift set is model CAD2525193 and has UPC number 069302970040. Three similar Home Trend Ice Holiday Collection Candle gift sets were [previously recalled](#).

**Sold at:** Wal-Mart stores nationwide sold these candle gift sets from September 2003 through December 2003 for about \$10.

**Remedy:** Consumers should immediately stop using the product and return the candle gift set to Wal-Mart for a full refund.

**Consumer Contact:** Call Wal-Mart at (800) 925-6278 between 7 am and 9 pm CT Monday through Friday.

**Media Contact:** Karen Burk at (479) 273-4314.

**CPSC, Family Dollar Services Inc. Announce Recall of Extension Cords**

WASHINGTON, D.C. - The U.S. Consumer Product Safety Commission, in cooperation with the distributor and importer named below, today announced voluntary recall of the following consumer products. Consumers should stop using recalled products immediately unless otherwise instructed.



**Name of product:** Durex Procraft Outdoor Extension Cords

**Units:** 60,000

**Distributor:** Family Dollar Services, Inc., of Charlotte, N.C.

**Manufacturer/Importer:** Royal United Corp., of North Bergen, N.J.

**Hazard:** Use of these extension cords could result in an electric shock or electrocution to consumers.

**Incidents/Injuries:** None reported.

**Description:** These are 25-foot Durex Procraft outdoor extension cords. These green cords are sold in blue and black packaging. An Underwriters Laboratories' label is attached to the cord showing code "E-174825." The item UPC number is 0 74972 01025 1, and is located on the back of the package in the lower right-hand corner.

**Sold at:** Family Dollar Stores nationwide from June 2003 through November 2003 for \$3.

**Manufactured in:** China

**Remedy:** Return the recalled cords to any Family Dollar Store for a refund.

**Consumer Contact:** Call Royal United Corp. toll-free at (800) 682-0097 between 9 a.m. and 5 p.m. ET Monday through Friday.

## Avoiding Slips and Falls in Winter Snow and Ice

The winter months are usually accompanied by a rash of slips and falls. Nearly two-thirds of these mishaps occur on snow, ice or wet surfaces near entrances or on parking lots.

Here are some tips to help you prevent falls:

- Wear shoes that provide good traction.
- Dress warmly. Being cold may cause you to hurry or tense your muscles -- both of which can affect your balance.
- Give yourself plenty of time. Take short steps with your feet pointed slightly outward. This will help keep your center of balance under you and provide a stable base for support.
- Be extremely careful getting out of your vehicle. If possible, swing your legs around and place both feet on the pavement before you attempt to stand. Steady yourself on the door frame until you have gained your balance. Avoid reaching beyond your center of balance to take hold of the door, because this may cause a fall.
- Don't take shortcuts. Always use sidewalks and the cleared paths in parking lots. Never walk between parked cars. Be especially careful when stepping to different levels -- down or up steps or from curbs (don't step on curbs). And remember, grassy slopes can be as dangerous as snowy steps.
- Pay attention to the walking surface. It may become wetter or slicker ahead of you. Look down, however, only with your eyes. If you bow your head, it could propel you forward.
- When walking after sunset or in shadowed areas, be alert for black ice -- particularly in the days following a storm. Once parking lots, sidewalks and steps have been cleared, a thin layer of water remains and refreezes when the temperature drops.
- Carry only those items necessary. Carrying weighted or bulky packages is also risky.

### How We Get Hurt at Lakehurst Mishaps that occurred in the Month of December

- Firefighter injured shoulder during routine required physical fitness training **resulting in at least 14 Lost Workday.**
- ALAD Mechanic suffered a groin injury after lifting heavy equipment **resulting in at least 6 Lost Workdays.**
- ALAD Mechanic fell on ice in parking lot causing a cut on hand **resulting in No Lost Time.**

#### Definitions

**Lost Work Day** - Loss of at least one full work day subsequent to the date of injury.

**Loss of Time** - any time lost from work on the day of the injury or after the day of injury, but not resulting in a full lost workday

### Reminder To All Supervisors

**Report all injuries to the  
Safety Department as  
soon as possible at  
X2525.**

Personal Injury Notice  
Reports can be printed out  
from the Safety  
Department's  
Occupational Safety and  
Health Website at  
<http://www.lakehurst.navy.mil/nlweb/safety/forms/form.html>