



NAES LAKEHURST

NAVY REGION NORTHEAST



SAFETY AND HEALTH NEWSLETTER

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NAES LAKEHURST SAFETY DEPARTMENT

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Electrical Safety

Electrical current exposes workers to a serious, widespread occupational hazard; practically all members of the workforce are exposed to electrical energy during the performance of their daily duties, and electrocutions occur to workers in various job categories. Many workers are unaware of the

potential electrical hazards present in their work environment, which makes them more vulnerable to the danger of electrocution.

Electrical contact injuries consist of four main types:

- ⇒ electrocution (fatal)
- ⇒ electric shock
- ⇒ burns
- ⇒ falls

All workers should receive hazard awareness training so that they will be able to identify existing and potential hazards present in their workplaces and relate the potential seriousness of the injuries associated with each hazard.

Electrical accidents cause thousands of injuries and deaths in industry every year. Unsafe working conditions and unsafe acts are the underlying causes of all of these accidents. Learn to spot, correct and prevent these culprits and you'll make your workplace safer.

Correct Unsafe Conditions

Unsafe working conditions result from faulty equipment or hazards in the environment. Equipment with defective insulation or parts, improper grounding, loose connections or unguarded energized parts is just plain dangerous to work with. Environments containing flammable vapors, liquids or gases; corrosive chemicals, and wet or damp locations can also be dangerous when electrical equipment is in use. Take action to correct the hazards:

- ⇒ Always check equipment, cords and attachments before each use.
- ⇒ Make sure all equipment is properly grounded and plugged into grounded circuits.
- ⇒ Never modify or remove a guard. Guards protect you from energized equipment parts.
- ⇒ Be aware of flammable or corrosive chemicals, and follow your Safety Department procedures for operating electrical equipment in their vicinity.

Prevent Unsafe Acts

The most common unsafe acts include using tools or equipment too close to energized parts, intentionally using tools that are obviously defective or unsafe, and failing to shut off electrical equipment for repairs, servicing or inspections. Don't be a victim of unsafe acts:

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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.

- ⇒ Keep clear of energized parts. Be aware of the conductive materials tools around you, and keep them far from sources of electricity. Remember, steel wool, metallic cleaning cloths and some chemical solutions are conductive.
- ⇒ Never use equipment that you know is damaged. No shortcut is worth an electrical shock. Report any damaged insulation or loose parts or connections that you find.
- ⇒ Be aware of your Safety Department's lockout/tagout program and procedures to ensure that equipment is turned off, and stays off, during maintenance and repairs.
- ⇒ If you must work with energized parts and lockout/tagout is not possible, always use protective equipment, such as rubber gloves, sleeves, blankets and mats, or nonconducting tools rated for the voltage of the parts. Make sure this equipment is maintained so that it does its job.
- ⇒ Avoid using electrical equipment when you or the equipment are wet. If you must work in damp areas, use a ground fault circuit interrupter (GFCI).



How Electricity Reacts With Your Body

Electrical shock kills more than 100 workers each year and injures many more. A heavy electrical shock can stun your muscles and nerves and stop your heart and breathing. A milder shock can cause you to fall, resulting in bruises or broken bones. Knowing how shocks happen can help you protect yourself on the job.

How Shock Occurs

Electricity follows the easiest path to the ground. It will flow through any conductive material, such as water, metal, certain chemical solutions or the human body. If you come in contact with electricity while you are in contact with the ground, you become part of an electrical circuit, and current passes through your body, causing a shock.

Effects on the Body

The effects of an electrical shock depend on the type of circuit, its voltage, the pathway through the body and the duration of contact.

Electricity is a powerful ally in the workplace, but it should never be taken for granted. By exercising caution, getting trained in the lockout/tagout program and using common sense, you can keep electricity working for you, not against you.

An important issue is Personal Protection Equipment or (PPE). Knowing what kind of safety gear to wear and when to wear it may mean the difference between life and death.

The photos below speak for themselves



**277 VOLT SERVICE
METER BLOWS OUT MAN
RECEIVES THERMAL BURNS**

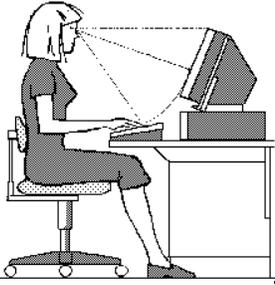
NO SHOCK

PPE

**SAFETY GLASSES
CLASS 00 GLOVES
LEATHER GLOVES
LONG SLEEVE SHIRT**



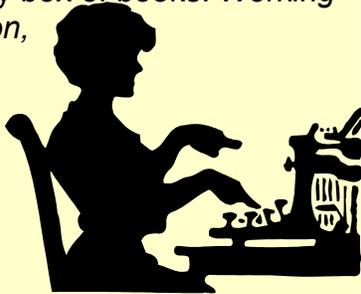
**ALIVE AND WELL
BECAUSE HE
WAS WEARING
ALL THE PROPER
PPE**



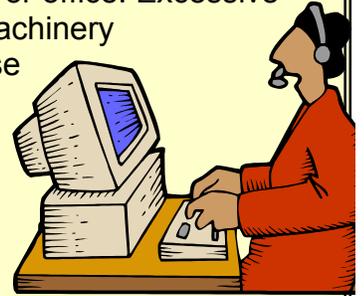
What is "Ergonomics"?

The word "Ergonomics" comes from two Greek words "ergon," meaning work, and "nomos" meaning "laws." Today, however, the word is used to describe the science of "designing the job to fit the worker, not forcing the worker to fit the job." Ergonomics covers all aspects of a job, from the physical stresses it places on joints, muscles, nerves, tendons, bones and the like, to environmental factors which can effect hearing, vision, and general comfort and health.

Physical stressors include *repetitive motions* such as those caused by typing or continual use of a manual screwdriver. Other physical stressors could be tasks involving *vibration* such as using a jackhammer, or tasks which involve using *excessive force*, such as lifting a heavy box of books. *Working in an awkward position*, such as holding a telephone to your ear with your shoulder, can also cause problems. Repetitive motions, vibration, excessive force, and awkward positions are frequently linked to ergonomic disorders; however, the majority of "Cumulative Trauma Disorders" (CTDs) or "Repetitive Strain Injuries" (RSIs), are caused by repetitive motions that would not result in undue stress or harm if only performed once. Carpal tunnel syndrome, tendonitis, tenosynovitis, DeQuarvain's syndrome, thoracic outlet syndrome, many back injuries, and several other conditions may result from repetitive motions.



Environmental factors could include such things as *indoor air quality* or *excessive noise*. "Sick building syndrome," with its accompanying headaches, congestion, fatigue and even rashes, can result from poor air quality in a building or office. Excessive noise around heavy machinery or equipment can cause permanent hearing loss. *Improper lighting* can cause eyestrain and headaches, especially in conjunction with a computer monitor.



It is important to listen to the signals your body gives you. If you suffer pain in the wrists or hands after a long day of typing, examine your work area and work practices to see if they may be causing the problems. Learn to make adjustments. Raise or lower chairs to avoid typing with your wrists at an odd angle. Adjust computer monitors to avoid glare. Take frequent breaks from repetitive tasks to give your body a rest. Always use proper lifting techniques.

As always, feel free to contact the NAES Safety Department at x2525 for ergonomic assistance with any of the above. Sometimes small modifications to work procedures, posture, habits, and/or work station design can make a big difference in the way you feel at the end of a day.

AIR TRAVEL BY NAES LAKEHURST EMPLOYEES WITH DISABILITIES

This information is intended to address persons with questions and concerns about the travel of NAES LAKEHURST Employees with disabilities as it relates to airports and airlines. In the aftermath of the terrorist attacks on September 11, security measures have been heightened for the safety of all. While safety and security are the highest priorities, of equal importance is a smooth and safe flight process for our employees as they move through the aviation system from origin to destination.

None of the new security measures decrease the responsibility of airports and airlines to provide accessible transportation for our employees. However, everyone may experience some inconveniences and delays, while the nation adjusts to the new security reality.

Although curbside check-in has been suspended at many airports, Skycaps and other appropriate personnel are available to assist passengers (including at curbside) in transporting luggage and to assist those needing wheelchairs.

Additionally, parking restrictions and pedestrian walkway modifications may present temporary difficulties to some travelers with disabilities. You should contact their airline and the airport well in advance of arrival to determine what revised arrangements have been made to accommodate their needs and identify any additional assistance needed. Letting the airline and the airport know in advance how they can help you will generally result in a smoother trip.



People who use wheelchairs and other assistive devices may be asked to cooperate in security searches of these devices. Just as there can be no discrimination against people with disabilities, there can be no compromise to the commitment and enforcement of safety and security standards in the aviation community.

Service animals and assistive devices such as walking canes, once inspected to ensure prohibited items are not concealed, are permitted on board an aircraft. Personal wheelchairs and battery-powered scooters may still be used to reach departure gates after they are inspected to ensure that they do not present a security risk.

For general information and inquiries on the air traveler with a disability the following web sites, e-mail addresses and contacts have been identified:

- ⇒ For airline or airport problems, contact the Customer Relations or Consumer Affairs office of that airline or airport.
- ⇒ U.S. Department of Transportation e-mail address to register your concern about airline service when experiencing air travel service problems concerning accommodations or services that must be provided to passengers with disabilities. airconsumer@ost.gov
- ⇒ Federal Aviation Administration web site for general information for the air traveler with a disability. www.faa.gov/acr/access.htm
- ⇒ Americans with Disabilities Act (ADA) Information Line of the U.S. Department of Justice regarding general or specific ADA requirements including questions about ADA Standards for Accessible Design. One can obtain free ADA materials or information about filing a complaint. www.usdoj.gov/crt/ada/infoline.htm (800) 514-0301(voice) or (800) 514-0383(TDD).



Violations by private businesses and non-profit service providers (e.g., concessionaires) regarding public accommodations and commercial facilities. www.usdoj.gov/crt/ada/enforce.htm

While we are hopeful that the new security procedures will not have a negative impact on your flying experience, we realize that things do not always go as planned. As an air traveler with a disability, if you feel that you have been treated in a discriminatory manner and in a way inconsistent with the safe carriage of all passengers, you may file a complaint against the airline or airport owner. Complaints, on disability matters, should be filed with the following:

Complaints and concerns against airlines regarding discrimination against persons with disabilities in providing air transportation should be directed to:

Aviation Consumer Protection Division (C-75)
Office of the Assistant General Counsel
for Aviation Enforcement And Proceedings
Department of Transportation,
400 7th Street, SW, Room 4107
Washington DC 20590

HAZARD ALERT

CPSC, Mary Meyer Corp. Announce Recall To Replace Plush Spider Baby Toys

WASHINGTON, D.C. - The U.S. Consumer Product Safety Commission announces the following recall in voluntary cooperation with the firm below. Consumers should stop using recalled products immediately unless otherwise instructed.



Name of product: "Webster" Activity Spider Toy

Units: 10,000

Distributor: Mary Meyer Corporation, of Townshend, Vt.

Hazard: The round stuffed feet on the spider can detach, posing a choking hazard to young children.

Incidents/Injuries: Mary Meyer Corporation has received five reports of the round stuffed feet of the plush spider toy detaching. No injuries have been reported.

Description: The toy is a plush bug-shaped activity toy, which also can be hung from a crib, carriage or other object. The plush spider toy has eight legs with round stuffed feet that crinkle or rattle and a mirror on the underside that makes a squeaky sound when bounced.

Sold at: Department and specialty stores nationwide from January 2002 through September 2003 for about \$10.

Manufactured in: China

Remedy: Return the toy to Mary Meyer Corp. to receive a replacement product of equal value.

Consumer Contact: Mary Meyer Corporation at (800) 451-4387 between 9 a.m. and 5 p.m. ET Monday through Friday for instructions on returning the spider toy and receiving the replacement product.

CPSC, Ariens Co. Announce Recall of Snow Throwers



WASHINGTON, D.C. - The U.S. Consumer Product Safety Commission announces the following recall in voluntary cooperation with the firm below. Consumers should stop using recalled products immediately unless otherwise instructed.

Name of product: Ariens 13-Horsepower Sno-Throw™, Model 924506.

Units: 571

Manufacturer: Ariens Co., of Brillion, Wis.

Hazard and Product Description: The blade may not stop when the blade brake control is applied, resulting in continued blade movement. The potential for injury exists if consumers make contact with the rotary blade.

Incidents/Injuries: Ariens Co. has not received any reports of injuries.

Sold at: Home Depot stores from October 7, 2003 to October 24, 2003 for between \$2,500 and \$2,800. Some units were sold elsewhere but Ariens already has notified those consumers.

Manufactured in: U.S.A.

Remedy: Consumers should stop using these snow throwers immediately and return them to Home Depot or a local Ariens dealer for a free inspection and, if needed, repair. To access the serial numbers for the units affected, check the Ariens Web site: www.ariens.com/safety_recall.

Consumer Contact: For more information, call Ariens toll-free at (888) 927-4367 between 7:30 a.m. and 4:30 p.m. CT Monday through Friday. Visit the Ariens Web site: www.ariens.com/safety_recall

Agencies Urged To Reduce Injuries And Workers' Comp Claims

The White House has launched an effort to reduce government workplace injuries, which are costing more than \$2 billion annually in workers' compensation claims.

In an executive order this month, President Bush established the Safety, Health and Return-to-Employment Initiative and directed Labor Secretary Elaine L. Chao to measure the progress of federal agencies in reducing workplace injury and illness cases. In a letter to agencies, Chao asked them to send by today their plans for cutting injury rates.

Government employees filed more than 168,000 injury claims in fiscal 2003, according to the White House. Most of the cases involved minor injuries and a few days of missed work. But 15,000 to 20,000 cases each year go beyond 45 days, the point at which federal employees leave the payroll and begin receiving disability compensation through the Labor Department's Office of Workers' Compensation Programs.

Under the Federal Employees' Compensation Act, employees with no dependents receive two-thirds of gross salary, tax free. Employees with a spouse or other dependents receive three-fourths of salary, tax free.

Shelby Hallmark, director of the workers' compensation office, said the initiative is intended "to reduce the number of days lost by not having the injuries occur and also have the agencies get people back to work more effectively."

John L. Henshaw, head of the Occupational Safety and Health Administration, said some departments, such as Defense, Treasury and Labor, have reduced injury rates by setting "aggressive goals. The president is trying to capitalize on that stretch-goal-setting in some departments and spread it throughout the government."

Hundreds of thousands of government employees work outdoors, such as mail carriers and jet-refueling technicians, and are at greater risk of injury than most other federal employees. But Henshaw said agencies can adopt or reinforce strategies to reduce injuries.

"The notion that these are accidents that you have no control over is a misnomer," Henshaw said. "Every incident that occurs is preventable. It is the manager's responsibility to control workplaces and make safe workplaces."

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

- Employee slipped and fell on the ice injuring his head and his back resulting in **6 Lost Work Days**.
- Employee slipped and fell on the ice injuring multiple body parts 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/safety/>