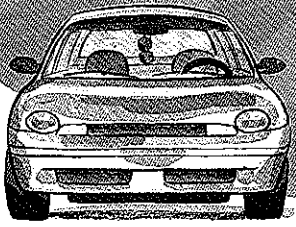


A SILENT HAZARD



Carbon monoxide is an odorless, colorless gas that can cause health effects such as dizziness, fatigue, headache, disorientation, nausea and weakness. Prolonged exposure can even cause death. Carbon monoxide can be emitted by furnaces, fireplaces, gas or kerosene heaters, automobiles, hot water heaters and cigarettes. Improper installation of appliances or poor ventilation of areas such as attached garages can be deadly.

Prevent Carbon Monoxide Poisoning

- Install **carbon monoxide detectors** in your home.
- Ensure that **appliances** are properly installed and maintained according to manufacturer's instructions and building codes.
- Have **chimneys** and **flues** inspected annually.
- Don't use the **oven or gas range** to heat your home.
- Don't use a **charcoal grill or propane stove** inside a recreational vehicle, tent, cabin or home.
- Use the right fuel in kerosene **space heaters** and follow safety precautions.
- Vent stoves and heaters to the outside and make sure your **furnace** has adequate outside air intake.
- Never leave a **car, lawn mower or air compressor** running in an enclosed area such as a storage room or garage.

If you suspect someone has been poisoned by carbon monoxide, get him or her to fresh air immediately. Turn off combustion appliances and leave the house. Go to an emergency room and tell ER personnel that you suspect carbon monoxide poisoning. With proper treatment, the effects can be minimized.

MORE WAYS TO PRACTICE SAFETY FIRST

Prevent poisonings at home. Not all poisonings happen to children. Adults are often poisoned by using medication incorrectly or by mishandling household chemicals. Read the dosage and prescription labels on medications and use as directed. When handling chemicals, read and follow all safety materials carefully.



Stay on the ladder. Start with nonskid shoes and a sturdy, clean ladder. Always face the ladder when climbing up and down. Never stand on the top three rungs, bucket shelf or top step.

Remember your fire safety rules. At home: Don't leave lit candles unattended. Avoid overloading circuits and extension cords. Install smoke detectors, and test and replace batteries regularly. **At work:** Become familiar with fire exits and workplace evacuation plans. Store chemicals in proper areas away from heat. Clean up spills right away. Observe "no smoking" areas.

Wear your protective equipment. At work: Wear proper eyewear, footwear, headgear and ear protection when working with power tools, machinery or chemicals. **At home:** Wear ear protection, gloves and sturdy footwear when performing yard work or other chores around the house.

Accident-proof your lifestyle. Here's one safety step you may not have thought of: Take care of yourself. Regular exercise makes you less injury-prone. Cutting down on alcohol helps you stay alert. And don't forget sleep — when you're well-rested, you can better avoid everyday hazards, both at home and at work.

DON'T TAKE CHANCES

PRACTICING SAFETY FIRST — ON THE JOB AND AT HOME



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KNOW THESE DANGER ZONES

Even when you feel safe and secure, danger could be lurking just around the corner. Take a look at these common accident sites, and remember safety first.

Kitchen. A majority of fires start in the kitchen. Keep a fire extinguisher handy and never leave the kitchen while cooking.

Bathroom. Never leave a child unattended — drowning is possible in just 2 inches of water. Install nonskid surfaces and grip bars to prevent falls. Keep cleaners and medications locked away from children.

Stairs and ladders. Keep stairways clear of clutter and use handrails. Stabilize ladders properly and use the right ladder for the job.

Pools and hot tubs. Each year, about 250 children under 5 years old drown in pools, and more than 100 drown in bathtubs, spas and even buckets of water. Keep hot tubs covered and fencing around pools secured. Never leave a child unattended around water.

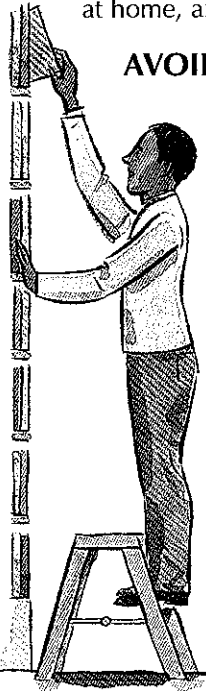
Power sources. Remember to follow proper lockout and tagout procedures at work when cleaning or maintaining machinery. Disconnecting the main power source may not be enough. Dangerous energy can still be stored in areas of the machine.

Machinery. Use all safety guards and wear the proper safety equipment. Don't cut corners to save time.



Don't Trip! How to Prevent Falls

More than 1 million people slip, trip or fall each year — and back injuries resulting from falls are a major cause of lost time at work. Take the time to watch for and correct safety hazards, both on the job and at home, and you can lower your risk of injury.



AVOID FALLS WITH THESE TIPS:

WEAR the right footwear. Snug-fitting, low-heeled shoes with nonskid soles are best.

CLEAR walkways and stairs of debris, electrical cords and loose carpeting.

USE a proper step stool — don't stand on your office furniture or a box to reach high places.

KNOW your medication. Read the label for side effects, and be extra careful if it lists dizziness, drowsiness or loss of coordination.

BEGIN a regular exercise program. Staying in shape improves your balance and coordination and makes your bones and muscles stronger, reducing your chance of injury.

HAVE your vision checked regularly, and wear your glasses or contact lenses.

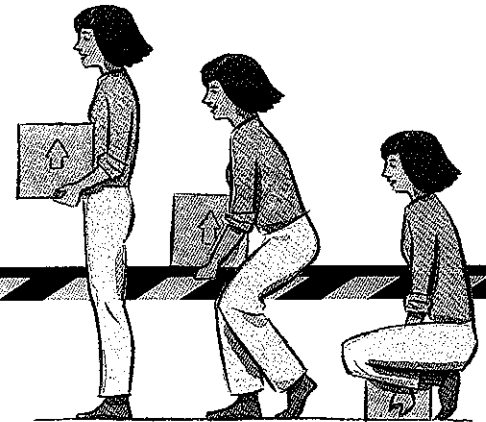
Driving and Talking

According to the National Highway Traffic Safety Administration, 25 percent of all automobile crashes involve a driver distraction such as cell phone use. Remember, even if you use a "hands free" device, talking on your phone while driving still takes your mind off the road. Your safest bet is to pull over to talk.



Slow Down for Safety

Many unintentional injuries happen when people are rushing. It's better to be a few minutes behind and safe than to sacrifice days, weeks or even months recovering from an injury.



LIFT AND CARRY CORRECTLY

Back injuries are the most common reason people miss work — and almost half of the nearly 1 million back injuries that occur each year are due to incorrect lifting. **Follow these tips and lift with care:**

- **START** with stretching. Take a few minutes each morning to stretch your back, legs and arms. Muscles that are warmed up are less prone to injury.
- **PROTECT** your hands with gloves and your feet with sturdy footwear if you're going to be lifting large loads.
- **SIZE** up the load and test your grip on it first, before you attempt to lift.

- **GET** help for something large, awkward or too heavy for you to lift alone.
- **CHECK** the load for splinters, hanging straps or sharp edges.
- **MOVE** toward the load, bend your knees and tighten your abdominal muscles.
- **PULL** the object close to you.
- **LIFT** with your legs, not with your back.
- **CARRY** slowly and avoid twisting or reaching. Move your entire body with the load.

Boost Safety by Managing Stress

You may be surprised to learn that many accidents are rooted in the mind rather than the body. Stress causes muscles to tighten, making you more prone to injuries such as back strain and carpal tunnel syndrome. Stress, especially when combined with a lack of sleep, can cause you to lose concentration and make a mistake that results in injury to yourself or someone else. **The bottom line:** Managing stress is one of the best safety precautions you can take.