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## Weekly Safety Tip

*Life Is All About Choices!®*

*February 5, 2018*

### SCI Safety Tip: Recognizing hidden dangers: 25 steps to a safer office (Part 1)

By: [Lauretta Claussen](#)

Source: <http://www.safetyandhealthmagazine.com>

Date: June 1, 2011



It's fairly obvious that safety and health hazards can exist on worksites filled with heavy machinery and equipment, where employees often are required to engage in strenuous manual labor.

A job where most of the work tasks are completed while sitting in a chair in a climate-controlled office building would seem less fraught with danger. However, a surprising number of hazards can be present in an office setting.

According to data from the Bureau of Labor Statistics, 80,410 private-industry office and administrative workers suffered on-the-job injuries in 2008. Many of these injuries could have been prevented had workers or supervisors recognized the risks and implemented simple workplace modifications to help mitigate them.

Here are 25 steps you can take to reduce the risk of injury among your office staff.

#### **Falls**

Slips, trips and falls, the most common type of office injury, sidelined 25,790 workers in 2008, according to BLS. Several hazards contribute to these injuries, although most can be significantly reduced, often by raising awareness among employees.

### **SCI Safety Slogan**



**James Lehrke - SCI**



1) **Stay clutter-free**

Boxes, files and various items piled in walkways can create a tripping hazard, according to OSHA. Be certain that all materials are safely stored in their proper location to prevent buildup of clutter in walkways. Further, in addition to posing an electrical hazard, stretching cords across walkways or under rugs creates a tripping hazard, so ensure all cords are properly secured and covered.

2) **Step on up**

Standing on chairs – particularly rolling office chairs – is a significant fall hazard. Workers who need to reach something at an elevated height should use a stepladder. The Chicago-based American Ladder Institute cautions that stepladders must be fully opened and placed on level, firm ground. Workers should never climb higher than the step indicated as the highest safe standing level.

3) **Maintain a clear line of vision**

Workers can collide when making turns in the hallways and around blind corners or cubicle walls. The National Safety Council suggests installing convex mirrors at intersections to help reduce collisions. If workers can see who is coming around the corner, collisions are less likely to occur.

4) **Get a grip**

Carpeting and other skid-resistant surfaces can serve to reduce falls. Marble or tile can become very slippery – particularly when wet, according to the National Safety Council. Placing carpets down can be especially helpful at entranceways, where workers are likely to be coming in with shoes wet from rain or snow.



**Struck/caught by**

Another major type of injury in the office setting comes from workers being struck by or caught by an object. Incidents of this nature accounted for 15,680 injuries in 2008, according to BLS.

5) **Shut the drawer**

File cabinets with too many fully extended drawers could tip over if they are not secured, the council warns. Additionally, open drawers on desks and file cabinets pose a tripping hazard, so be sure to always completely close drawers when not in use.

6) **Safe stacking**

According to the Office of Compliance, which oversees the safety of U.S. congressional workers, proper storage of heavy items, can help reduce the number of office injuries. Large stacks of materials and heavy equipment can cause major injuries if they are knocked over. OOC recommends storing heavy objects close to the floor, and warns that the load capacity of shelves or storage units should never be exceeded. (Continued next week)

## SCI OSHA News: Updated regulatory agenda shows fewer changes for OSHA, unveils ‘3-for-1’ deregulation plan (Part 1)

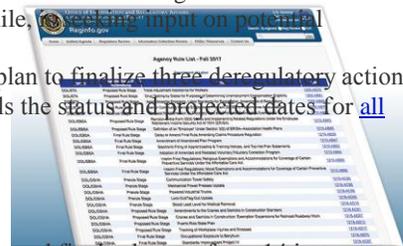
Source: <http://www.safetyandhealthmagazine.com>

By: Alan Ferguson

Date: January 28, 2018

The Department of Labor’s updated [regulatory agenda for fall 2017](#), released Dec. 14, contains fewer changes for OSHA than the previous agenda, published in July. The Mine Safety and Health Administration, meanwhile, [is seeking input on potential](#) alterations to a rule intended to reduce worker exposure to coal dust.

In addition, the introduction to the fall agenda touts a “3-for-1” plan, in which “agencies plan to [finalize three deregulatory actions](#) for every new regulatory action in 2018.” The agenda, typically issued twice a year, details the [status and projected dates for all regulations](#).



### Changes for OSHA

The fall agenda shows 16 OSHA regulations in three active stages: pre-rule, proposed rule and final rule – up from 14 in the [previous agenda](#). Two rules were moved from “long-term action” status: amendments to the [Cranes and Derricks in Construction Standard](#) (now in the proposed rule stage), and [Rules of Agency Practice and Procedure Concerning OSHA Access to Employee Medical Records](#) (final rule stage).

The following regulations moved from the proposed rule stage in the previous agenda to the final rule stage in the new agenda:

- [Occupational Exposure to Beryllium](#)



## Quick Tips for Healthy Living

### Keys to Happiness

Hi again! Couple weeks ago we discussed the importance of happiness and the correlation with someone's overall health. This week we are going to analyze the importance of getting quality sleep.

*"Sleep is the best meditation" – Dalai Lama*

In today's age, many of us are so busy with work or other duties that we sometimes forget to get quality sleep. We already know the importance of good nutrition and exercise, but what if I told you sleep is just as essential. In fact, according to the Centers for Disease Control and Prevention, the process of obtaining insufficient sleep is very much considered a health epidemic. Insufficient sleep can cause many problems. For example, increases in weight, disability in performing tasks, a decrease in functional movements, and much more. In order to prevent these problems from occurring, there are 5 tips for avoiding sleep deprivation. According to Kelly Vargo, these tips include scheduling your sleep, downtime before bed, avoid stimulants later in the day, reduce the technology in the bedroom, and monitor your sleep.

1. **Schedule your sleep**
  - Pick a certain time every day to fall asleep.
  - It will increase energy.
2. **Downtime before bed**
  - Make sure to create a bedtime routine.
3. **Avoid stimulants later in the day**
  - Avoid caffeinated beverages such as soda, coffee, energy drinks, etc.
  - Drink more water!
4. **Keep bedroom tech free**
  - iPhones, television, computers, and other technology devices can prevent quality sleep.
5. **Monitor sleep**
  - Begin to track the hours you sleep on a day to day basis.

Aside from improving your overall health, quality sleep can also boost employees' productivity in the workforce. According to Larry Alton, The Harvard Research Study discovered that employees that suffer from sleep deprivation can cost the company up to \$2,000 in lost profit a day. This is an alarming statistic that stresses the importance for companies to make sure that their employees are getting the quality of sleep they need.

- [Crane Operator Qualification in Construction](#)
- [Quantitative Fit Testing Protocol: Amendment to the Final Rule on Respiratory Protection](#)
- [Technical Corrections to 16 OSHA Standards](#)
- [Improve Tracking of Workplace Injuries and Illnesses](#)

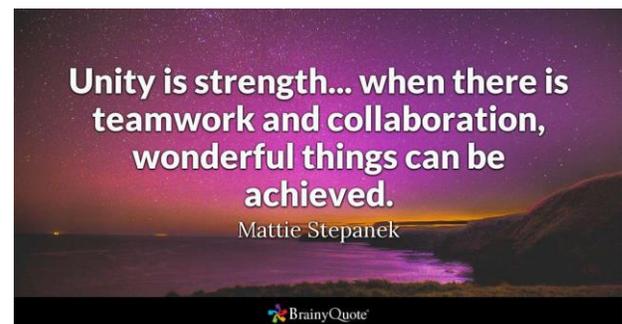
The status of [Standards Improvement Project IV](#), the only regulation listed in the final rule stage in July, has not changed.

### The push for deregulation

The first regulatory agenda released by President Donald Trump's administration in July removed 16 of the 30 OSHA regulations listed on the fall 2016 agenda released during the Obama administration.

Overall, a combined 1,036 regulations throughout all federal agencies were withdrawn, made inactive or assigned "long-term" status. That number was 543 in this latest list, with 299 added to "long-term" actions and 166 withdrawn.

President Trump signed an [Executive Order](#) on Jan. 30, 2017, requiring federal agencies to cut two regulations for every new one proposed. The White House published a guidance memo three days later clarifying that the Executive Order would apply only to those regulations with a proposed cost of \$100 million or more. *Continued next week*



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In Loving Memory...  
Jessica, Kristin and Nick



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