# Employer Check Stufflers

Master Set of the Following Safety Topics

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION/TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Lift with Your Legs, Not Your Back</td>
</tr>
<tr>
<td></td>
<td>2. Avoid Catching Falling Items</td>
</tr>
<tr>
<td></td>
<td>3. Safety Steps</td>
</tr>
<tr>
<td></td>
<td>4. Winter Safety Tips</td>
</tr>
<tr>
<td></td>
<td>5. Driving Defensively</td>
</tr>
<tr>
<td></td>
<td>6. Eyes and Hearing Protection</td>
</tr>
<tr>
<td></td>
<td>7. Driving Distractions</td>
</tr>
<tr>
<td></td>
<td>8. Working Under the Influence</td>
</tr>
<tr>
<td></td>
<td>9. 24 Hour Reporting</td>
</tr>
<tr>
<td></td>
<td>10. Wearing a Hardhat</td>
</tr>
<tr>
<td></td>
<td>11. Stretching</td>
</tr>
<tr>
<td></td>
<td>12. Ergonomics</td>
</tr>
</tbody>
</table>

**INSTRUCTIONS**

1. Use the enclosed "master" to make a copy to insert into each check:
   - Finished size is $8\frac{1}{2} \times 3\frac{3}{4}$
   - 3 per page

2. Write the date on the line when you used the stuffer.
You’ve Got a Lot to Lose
Wear a Hardhat

Stretching muscles and stretching exercises will prevent injury and help prepare your body for the task to follow.

Ergonomic injuries all add up!

Excessive Force
+ Repetition
+ Poor Posture
+ No Rest
= INJURIES
Hard Hats are your best protection against major head injury.

- Adjust the straps of your hard hat to your own size.
- Keep your headwear clean and in good repair.
- Replace worn straps as needed.
- Check your hat for cracks before and after each use.
- Immediately replace a hat that is cracked or damaged.

The following key points should be remembered while stretching:

- Begin with gradual mobility exercises of all the joints, i.e. simply rotate the wrists, bend the arm and roll your shoulders. This will allow the body's natural lubrication to protect the surface of your bones at these joints.
- Always warm up the body prior to stretching, as this increases blood flow around the body, which in turn makes the muscles more supple.
- Hold the stretch until you feel the muscle loosen, then repeat for 15 seconds.
- While stretching you should feel some slight discomfort. If you don't feel anything, then you may be doing the stretch incorrectly. Stop immediately if you feel any severe pain.
- Remember to breathe regularly, do not hold your breath.

Think Safety First!

- Keep everything within easy reach
- Work at proper heights
- Use good posture
- Take breaks to minimize fatigue
- Reduce bending, reaching and twisting motions
- Reduce lifting/lowering forces
- Maintain a comfortable environment
**Safe Driving:**

Keep Driving Distractions Off the Road!

---

Working under the influence doesn’t just mean alcohol

---

Report in 24 Hours and Save More:

Claims reported seven days from the date of injury cost 11 percent more than claims reported within 24 hours.
Things NOT to do while driving:

- Talk on the cell phone or use your laptop computer
- Eat or drink
- Become engrossed in conversation with another car occupant
- Change radio stations, cassette tapes, CDs, etc.
- Take your eyes off the road
- Get angry at another driver, since aggressive driving may cause tragic consequences

Under the influence on the job may result in:

- Poor driving skills
- Slowed reaction times and altered depth perception
- Increased injury rates
- Carelessness
- Increased drowsiness, fatigue
- Poor problem-solving skills
- Becoming a hazard to fellow workers

Think Safety First!
Talk to your healthcare provider to learn the side effects of any medications you’re taking.

Keep claim costs low by reporting all injuries within 24 hours.

Early reporting can:

- Benefit workers through prompt medical attention
- Return an employee to work sooner
- Reduce the number of lost-time claims
- Lower overall costs
- Ensure a timely accident investigation so potential hazards can be corrected
Winter Safety Tips for the Road

Driving Defensively

Eyes are priceless, eye protection is cheap!
Forgot your hearing protection? Forget about hearing!
Below are a few common tips for staying safe and being prepared on the road.

- Don’t try to out-drive the conditions
- Always pack a blanket, bottled water, and snacks (dried fruit, nuts, crackers)

Keep a safety kit in your car with the necessary items:
- Reflectors / emergency HELP sign
- Jumper cables
- First-aid kit
- Shovel
- Sand or kitty litter
- Ice scraper
- Flashlight
- Tire chains

Don’t forget numbers: Plug in those important numbers into your cell phone before you begin your trip.

The National Safety Council suggests the following guidelines to help reduce your risks on the road.

- Buckle Up! Safety belts save thousands of lives each year!
- Remember that driving too fast or too slow can increase the likelihood of collisions.
- Be Alert! Avoid an impaired driver by turning right at the nearest corner or exiting at the nearest exit. If it appears that an oncoming car is crossing into your lane, pull over to the roadside, sound the horn and flash your lights.
- Use caution when passing other vehicles.
- Follow the rules of the road. Don’t contest the “right of way” or try to race another car during a merge. Be respectful of other motorists.
- Don’t follow too closely. Always use a “three-second following distance” or a “three-second plus following distance.”
- Avoid tailgaters
- While driving, be cautious, aware and responsible.

Set Your Sights on Safety

- If your job involves hazards from dust, flying objects or particles that may strike you from in front, you should be using some form of safety glasses. If you normally use a face shield in operations such as grinding, you also need to wear safety glasses under your face shield.
- Protect your vision with appropriate safety eyewear (safety glasses, goggles, face-shields)
- If your eyes are exposed to chemicals, flush them immediately at an eyewash station.

Hearing Conservation:

- Did you know? Approximately 30 million workers are exposed to hazardous noise on the job.
- Noise levels above 85 decibels require protection.
- Noise-induced hearing loss is 100 percent preventable but once acquired, hearing loss is permanent and irreversible
- Protect your hearing with acoustic earmuffs or plugs when operating noisy equipment.
Lift With Your Legs, Not Your Back

Avoid Catching Falling Items

Sometimes the easiest safety steps can help keep your employees on their feet.
Think Safety First!
Lifting and Carrying

• Test the Load
• Bring the load as close to the body as possible. Minimize long reaches.
• Bend at the knees and lift the load, moving slowly straight up.
• When lifting something from the floor, kneel down next to the object and then lift with the legs.
• Don’t twist the torso with feet in a fixed position.
• Don’t extend your reach when carrying or picking up a load.

Safety starts with “S”...

It’s a natural reaction to try and catch a falling object. Unfortunately, it usually results in injury because you may be reaching, twisting, and bending while trying to stop a heavy, moving object.

• Mentally plan your reaction
• Be sure you always have room to get out of the way
• You can replace damaged goods; but an injured back may be with you forever

Slips and Falls

• Slips and falls are the second most common cause of accidental deaths each year. Most slips and falls occur on a flat surface. A few simple rules can help to avoid falls:
• Keep walkways clear of debris.
• Keep cords out of pathways
• Keep sidewalks and stairs free of ice and snow in the winter.
• Shut file cabinet drawers when not in use, as workers may trip over open drawers.
• Use mats near entryways to help keep floors clean and dry.
• Avoid using a glossy wax on floors.
• Clean up spills immediately.

Report workplace injuries to your supervisor immediately to ensure prompt medical care.

800-873-7242
7501 E. Lowry Blvd.
Denver, CO 80230
www.pinnacol.com