

Safetyline

Apartment Association of Michigan

SAFETY AT A GLANCE

Membership in the Apartment Association carries benefits beyond savings on Work Comp insurance. Members join a network of their peers; thus, gaining access to information sharing and the tools needed for effective loss control.

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Please Note: The content herein represents general information and should not replace actual training.

Play It Safe; Avoid Heat Stress This Summer

Summer is the perfect time to not only work smarter, but to work safer. By taking a few minutes to consider the safety issues associated with summer maintenance and grounds keeping, you can avoid some of the potential risks that annually affect workers during this seasonal rite of passage.

Hot conditions put stress on the body.

Physical activity stresses the body even more.

When heat is combined with physical activity, loss of fluids, fatigue, and other conditions can

whenever the surrounding temperature is elevated—working in warm areas, indoors or out. However, your body can adjust to working in a warm environment through a process known as “acclimatization.”

Ideally, this means gradually increasing the amount of time you spend working in a hot environment.

This gradual increase allows your body to properly adjust to the heat. Remember: think safety before undertaking any task.

Educate workers to be aware of the six factors involved in heat stress:

- Temperature
- Humidity
- Movement of air
- Radiant temperature of the surroundings
- Clothing
- Physical activity

Summer Safety Guide

lead to a number of heat-related illnesses and injuries. Even death is possible.

Be advised that while heat stress is commonly associated with warm weather, it can occur

Bright sunshine, high humidity, and sources of heat in the workplace can affect your body's ability to cool itself. If conditions change, make sure you acclimatize yourself to the new conditions. If you're away from work for a few days or if you experience a brief period of cooler temperatures while working, you will need to reacclimatize yourself before you try to work the full shift in the hot conditions.

Engineering controls can be implemented to reduce the possibility of heat stress. These include:

- Control the heat source through use of insulation and reflective barriers
- Exhaust hot air or steam away from work area
- Use of air-conditioning

- Use of air-conditioned rest areas
- Use of fans to circulate the air
- Reduce the physical demands of the work by using mechanical equipment

Administrative controls are also effective to prevent heat stress injuries. These include:

- Increase the frequency and duration of rest breaks
- Schedule tasks to avoid heavy physical activity during the hottest parts of the day
- Provide cool drinking water or an electrolyte-replacement drink and encourage its consumption
- Use additional workers for the job or slow down the pace of the work

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To receive a copy of Safetyline, contact Wendy Light at wlight@spsinsurance.com, or access it online at: www.apartments.org

Workplace Safety Increases Production And Helps Protect Your Bottom Line

Workplace injuries can cause downtime, which effects your profitability goals for the following reasons:

- The absence—whether brief or lengthy—of an experienced employee can cause others to have to work overtime, increase the likelihood of other short-handed employee injuries, and require the hiring and training of a replacement worker.
- Damage to equipment, facilities or other property can result.
- Employee injuries can cause significant increases in insurance costs.

The best way to avoid injuries is to eliminate the hazards whenever possible, replace hazardous materials with less hazardous alternatives and use engineering controls.

In the summer months, safety programs should focus on the proper use of outdoor equipment. Many of these items are so common in our day-to-day lives that the average worker might think there is nothing more he or she needs to know about weed whips or lawn mowers. It is for this very reason that a little time reviewing basic safety measures is definitely time well spent.

Refueling Equipment

Strictly limit the number of employees who do refueling to those who have been trained and authorized to perform this procedure.

Follow these safety precautions when refueling:

- Shut off the engine and let it cool first.
- Remove the fuel cap slowly and hold it at the semi-locked position until pressure is released.
- Allow the nozzle to empty by keeping it in the filler opening for several seconds after shutting off fuel flow.
- Replace the fuel cap after checking to see that the venting is not clogged.
- Store fuel in UL Listed and FM approved Type II safety cans.
- Maintain fire extinguishers and other fire fighting equipment nearby.
- Do not smoke, have an open flame or any other source of ignition nearby.
- If fuel spills on equipment, wipe up and allow any residue to dry before starting the engine.

Power Lawn Mowers

- Always refer to the manufacturer's operating manual for safety precautions and potential dangers of a specific lawn mower.
- Inspect the mower for damage or defects prior to starting.
- Ensure that guards and shields are in place and working properly.
- Always wear non-slip footwear and hearing protection.
- Clear the work area of rocks, bottles and debris that could be ejected by the blades.
- Always keep hands and feet away from the blades.
- Inspect for hidden hazards such as holes, roots, drainpipes and insect nests.
- Confirm automatic shut-offs function properly.
- Never reach under the mower. Disconnect the spark plug

wire before inspecting the blades.

- Do not make wheel height adjustments when the motor is running.
- Shut off mower when crossing graveled areas.
- Never leave a running mower unattended.
- Never remove the grass catcher or unclog chutes with the motor running.
- Do not mow when surfaces are too wet or slippery.
- Avoid mowing straight up and down a mound or hill. Cut the grass diagonally or across mounds to prevent being struck by the mower or blades.
- Never refuel the mower while the engine is running.

Riding Mowers: Landscaping

Always refer to the manufacturer's operating manual for safety precautions and potential dangers of a specific piece of mowing machinery.

- Always wear hearing and head protection.
 - Inspect the mower prior to starting. Ensure blades are sharp and secure.
 - Use "3 points of contact" when mounting and dismounting mowers.
 - Clear the work area of debris and objects that might be ejected by the blades.
 - Mow slopes and hills diagonally rather than sideways.
 - Reduce speed on slopes and when making sharp turns to prevent tipping or loss of control.
 - Check the area for rocks, holes and other physical hazards.
 - Inspect the blades and shaft if the mower runs into a rock or stump. Damaged blades can cause vibration, which can loosen the blades.

- Disengage power to attachments and stop the motor before leaving the operator's position by putting the transmission in park, setting the brake and removing the ignition key.
- Do not suddenly stop or start the mower when going up or down steep hills.
- Do not mount or dismount while the mower is running, because your toes can slip under a running mower's housing and be struck by the blades.
- Never leave a running mower unattended.
- Never transport passengers.

Grass Trimmers and Brush Cutters

- Follow the manufacturer's operating manual at all times.
- Be aware that rotating cutting tools can throw objects or cut the operator.
- Wear sturdy, snug-fitting clothing along with gloves, safety boots, a face shield and eye and hearing protection.
- Hold the cutter securely in both hands and ensure the cutter is tight.
- Check to make sure the throttle springs back to the idle position.
- Keep people away from starting and operating areas.
- Check the area for stones, glass, metal and debris.
- Start the unit on firm ground or other solid surfaces in an open area.
- Stop the engine before putting cutter down.



SAFETY MEETING

FOR THE APARTMENT INDUSTRY

COMPANY NAME _____ JOB NAME _____ DATE _____

Awareness Is Key In Avoiding Summertime Safety Issues

Heat And The Stress It Can Cause

- Heat stress is real and can affect anyone who works in warm conditions
- Dress for the weather as well as the job
- Educate yourself on the six factors that cause heat stress

Treat Labor Saving Power Equipment With Respect

- Divide up into teams and perform dry runs with all of your power equipment
- Demonstrate safe fueling, starting and operating techniques
- Inspect every piece of equipment for integrity of safety controls
- Make sure all equipment is in proper repair, even older pieces that have been mothballed but might see service in emergencies

SPECIAL TOPICS FOR YOUR PROJECT: _____

EMPLOYEE SAFETY RECOMMENDATIONS: _____

Meeting attended by:

_____	_____
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Supervisor's Signature: _____

Fax this page to the head of your safety team

Loss Control

MEMBER BENEFIT

Loss control seminars designed to enhance existing safety programs, bring members new information for their changing industry and heighten their safety awareness.

WE HAVE BROUGHT OUR MEMBERS INFORMATION ABOUT:

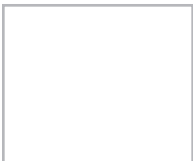
- Return-To Work Programs
- Proper Claims Reporting
- Material Handling Instructions

Company Name _____

Topics You Would Like To See Offered

At Future Seminars:

Send your suggestions to Wendy Light at
wlight@spsinsurance.com



OR CURRENT OCCUPANT

