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**IMCOM**  
SOLDIERS • FAMILIES • CIVILIANS

**WE ARE THE  
ARMY'S HOME**

Installation Management Command  
**U.S. Army**



**Safety Brochure**  
Fall and Winter



**Live**



**Work**

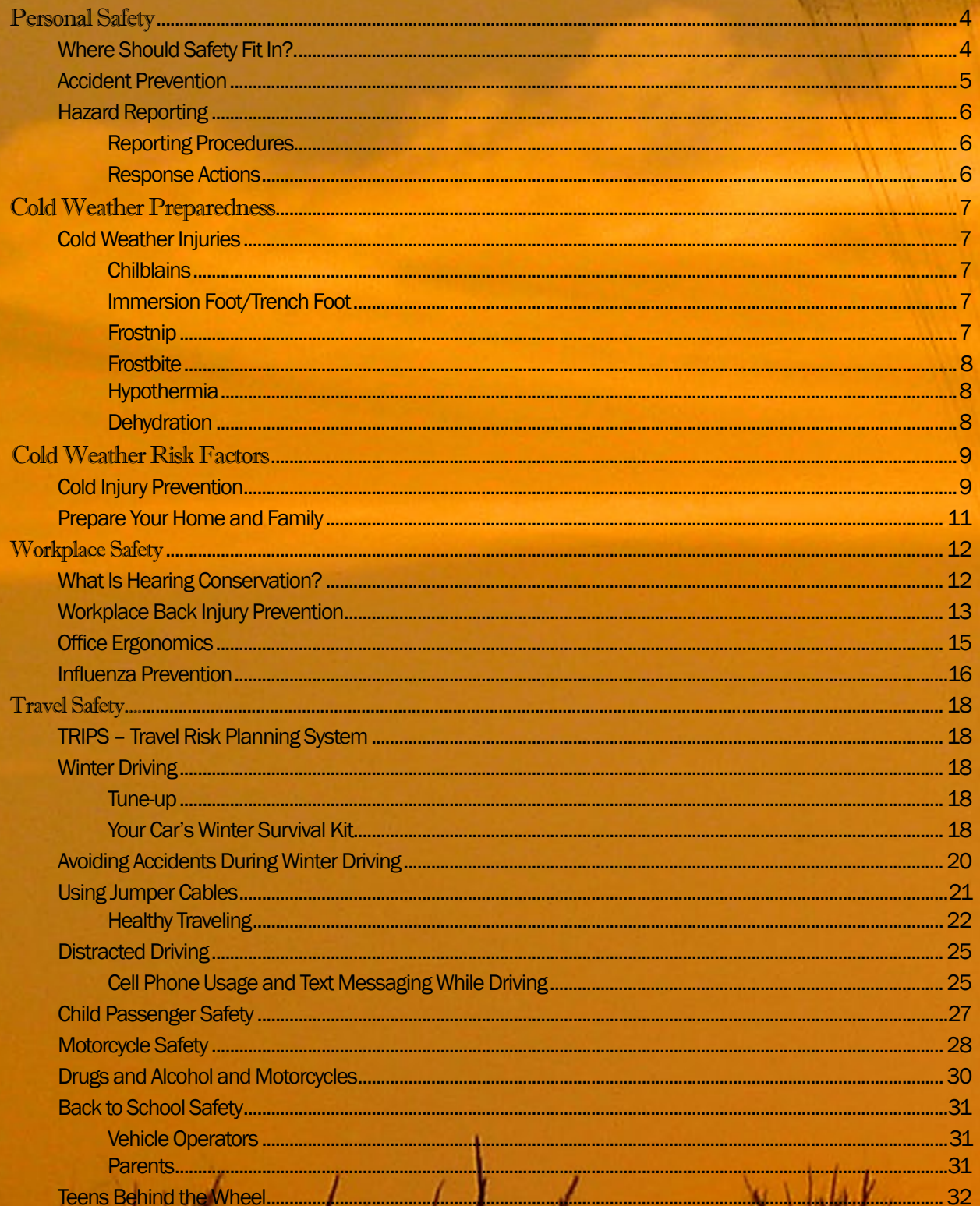


**Train**



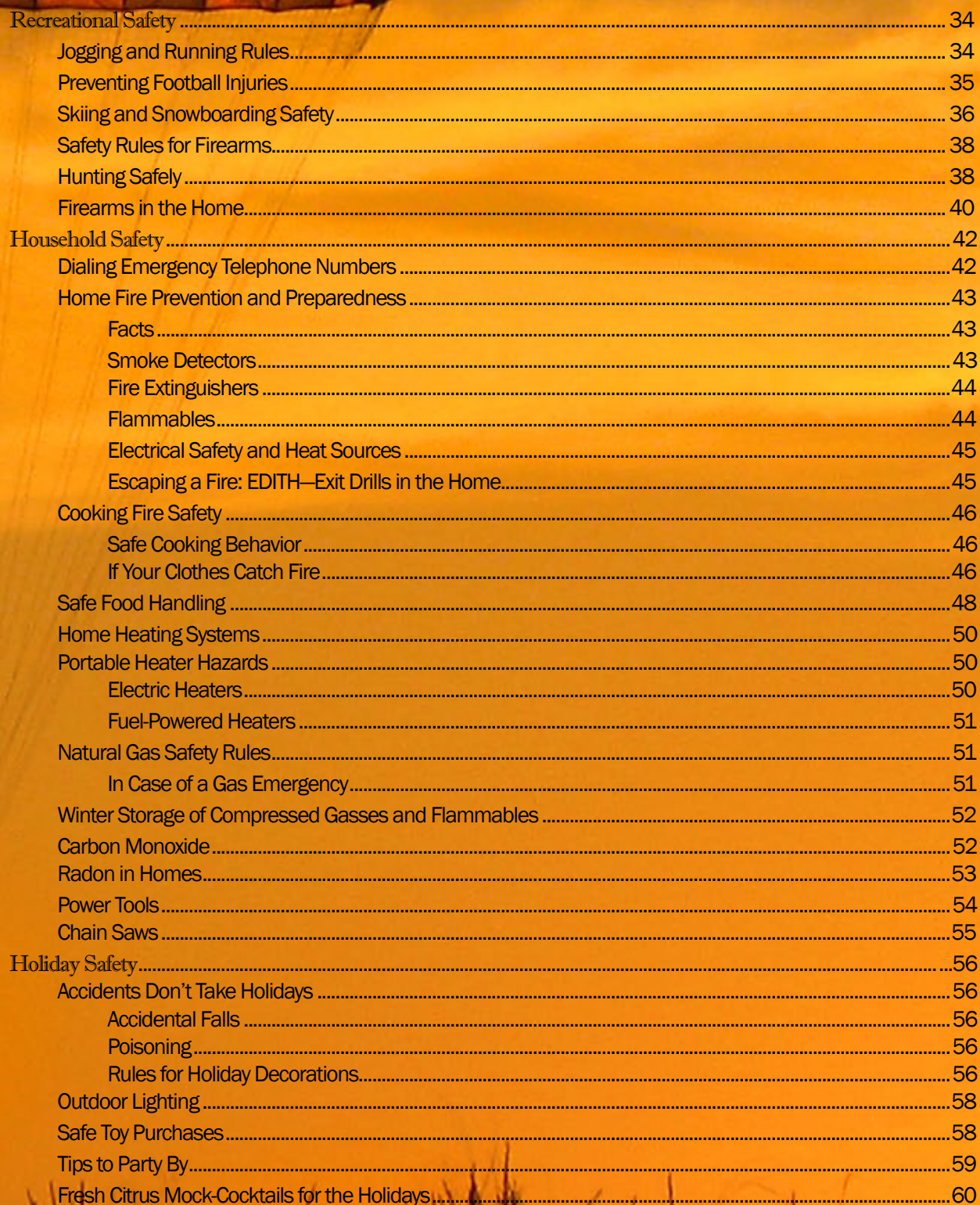
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# PERSONAL SAFETY

## WHERE SHOULD SAFETY FIT IN?

**A** rmy leaders are taught throughout their development that the mission comes first. This raises the question: “Where should safety fit in?” The answer is: “From the beginning.”

To successfully complete any mission, leaders must first ensure that it is completed without unnecessary loss of time, equipment, or personnel due to accidents. To do this, they must incorporate safety into all tasks and missions that their Soldiers are required to perform.

The Army, as with all large corporations, gives its leaders what they need, not what they want. This allows no excess or luxury items. A tank commander who loses an operator in an accident has no extra operator, so someone in the track will have to perform an additional task. This kind of incident affects not only the mission, but crew morale as well.

The effect that safety, or the lack of it, can have on unit morale is reflected in every aspect of the unit mission. Letting Soldiers know that you, the leader, are concerned about safety in everything they do can influence the way they think about safety.

Your failure to correct a dangerous situation will come back to haunt you when an accident happens. It can result in shoddy maintenance or workmanship. It might result in Soldiers, concerned about their own safety, being reluctant to follow your orders.

No good leader would knowingly allow this to happen, but—through oversights in planning

and executing a mission—it occasionally does. A good line of communication between leaders in a unit can eliminate most of these oversights. When planning or preparing for a mission, ask a fellow leader to take a look at how you intend to conduct the operation and give you some pointers on how you can do it more safely.

A haphazard unit safety program can affect a unit in many ways other than morale. Here are some examples:

- **Loss of productive time.** When an accident occurs, many unit members and individuals outside the unit must get involved to investigate, research, and solve the problems leading to the accident.
- **Loss of personnel.** People who are injured or killed in accidents are not available to participate in mission accomplishment.
- **Loss of equipment.** Vehicles and equipment may be damaged or totally lost to the unit. When it is most needed, it may not be available.
- **Loss of confidence in the unit.** Who can place strong confidence in a unit that loses personnel, equipment, time, and morale by not having or carrying out a good safety program?

Don't let a lack of safety have an adverse effect on you, your Soldiers, or your unit.

(Article written by MSG Dave Harrelson, U.S. Army Safety Center)





## ACCIDENT PREVENTION

What is an accident, anyway? It's an unplanned event, and safety is simply not having accidents. Do you want to prevent accidents? You can if you want to, because safety is a state of mind.

It's true: people could prevent 90 percent of all accidents if they wanted to, because 90 percent of all accidents are caused by people—not mechanical failures or natural occurrences, but people like you and me.

Yes, you might say, but how does a person recognize an accident before it happens? It isn't easy to do that, but you can if you have knowledge of what causes accidents. The following advice will help:

- **Know yourself**—your abilities, skills, and limitations.
- **Know your job**—guards, rules, and required personal protective clothing.
- **Know your world**—know what's happening and why. The more we know, the more we can avoid accidents.
- **Use self-control**—release frustration, fear, anger, tension, and worry. Employ a desire to be safe. Do your job the right way, and avoid risky shortcuts.
- **Use sound judgment**—self-preservation vs. self-destruction. The choice is always up to you. If you know that judgment is the result of attitude and knowledge, then you can avoid or prevent accidents.



## HAZARD REPORTING

Hazard reporting is intended to reduce accidents by identifying and eliminating potential safety and health hazards as required by the Occupational Safety and Health Act and pertinent Army regulations.

### *Reporting Procedures*

Hazards may be reported by telephone to the Safety Office. Hazards may also be reported to the Safety Office using DA Form 4755, Employee Report of Alleged Unsafe or Unhealthful Working Conditions. (This form is available from Publications.)

Anyone recognizing a safety or health hazard may submit DA Form 4755 or call the Safety Office to report a hazard. No harassment or action is to be taken against an individual for submitting a hazard report in accordance with AR 385-10, The Army Safety Program. The report may be signed or it may be anonymous, per AR 385-10. The report does not have to be submitted through channels. It may be submitted directly to the Safety Office.

### *Response Actions*

Every report is investigated by the Safety Office. The name of the individual reporting the hazard will not be revealed. The rank or position of the person submitting the report is not considered—the priority for investigating the potential hazard will be based solely upon the severity of the hazard. Likewise, it does not matter if the report was signed or submitted anonymously; all reports will be reviewed and acted upon.

Any action taken will be reported to the complainant.

Remember: job safety is everyone's business.







# COLD WEATHER PREPAREDNESS

Exposure to cold temperatures, whether indoors or outside, can cause other serious or life-threatening health problems. Infants and the elderly are particularly at risk, but anyone can be affected. To keep yourself and your Family safe, you should know how to prevent cold-related health problems and what to do if a cold-weather health emergency arises.

## Cold Weather Injuries


**Chilblains** is a nonfreezing cold injury resulting from repeated, prolonged skin exposure to cold and wet (high humidity) temperatures above freezing. Exposed skin becomes red, tender, hot to the touch, and is usually accompanied with itching. This can worsen to an aching, prickly (pins and needles) sensation and then numbness. Chilblains can develop in exposed skin in only a few hours. The most commonly affected areas are the ears, nose, fingers, and toes.

**Immersion Foot / Trench Foot** is a non-freezing injury that results from prolonged exposure to wet conditions between 32 °F – 60°F or inactivity with damp socks and boots. Immersing feet in cold water, not changing

socks frequently, not maintaining proper hygiene, and allowing sweat to accumulate in boots or gloves will soften the skin, causing tissue loss, and, often, infection. These cold and wet conditions constrict blood vessels and the affected areas become cold, swollen, discolored, waxy and are often accompanied by sensations of pins and needles, numbness, and then pain. In extreme cases, flesh dies and amputation may be necessary.

**Frostnip** is the freezing of the top layers of skin tissue and is considered the first degree of frostbite. Frostnip usually results from short-duration exposure to cold air, or contact with a cold object such as metal. Exposed skin, such as the cheeks, ears, fingers, and wrists are more likely to develop frostnip. The top layer of frozen skin becomes white, waxy, and feels hard and rubbery while the deeper tissue is still soft. The affected area feels numb and may become swollen, but does not blister. Frozen skin thaws quickly, becoming red and painful with eventual peeling of the skin with complete healing within 10 days and injury is normally reversible.





**Frostbite** is the actual freezing of skin tissue that can extend through all layers of the skin and actually freeze the muscle and bone. Frozen skin may turn red and then gray-blue with blisters and in worst cases, the skin dies and turns blue-black. At this stage, amputation is often required. Deep frozen skin feels “wooden” to the touch with zero mobility of the affected body part. Instantaneous frostbite can occur when the skin comes in contact with super-cooled liquids, such as petroleum, oil, lubricants, fuel, anti-freeze, and alcohol, all of which remain liquid at temperatures as low as -40 °F.

**Hypothermia** is a potential life threatening condition defined as the general cooling of the body core °F (normal body temperature is 98.6 °F). Hypothermia sets in when the body-heat lost exceeds the body’s heat production due to prolonged cold exposure. Although hypothermia is usually associated with cold climates, it can occur at temperatures well above freezing especially when a person is exposed to extended wet conditions.

Signs and symptoms of hypothermia include mental functions typically decline first; ability, slurred speech, disorientation, unconsciousness. Muscle functions deteriorate with change as body temperature falls. Mental functions typically decline first; ability, slurred speech, disorientation, unconsciousness. Muscle functions deteriorate with marked with declined decision-making incoherence, irrationality, and possible shivering, lose of fine motor ability (i.e., unable to complete tasks with hands), progressing to stumbling, clumsiness, and falling. In severe cases, shivering ceases, and an individual exhibits stiffness and inability to move. Pulse and respiration rates decrease progressing to unconsciousness, irregular heartbeat, and death.

Unfortunately, early signs and symptoms of hypothermia can be difficult to recognize and may easily go undetected. A victim may deny he/she is in trouble; believe the symptoms, not the victim.

**Dehydration** is a lack of water in the body and most people associate dehydration with hot weather conditions. However, it is very easy to become dehydrated in cold weather and many individuals fail to drink enough liquid and underestimate fluid loss from sweating. Proper hydration is especially important in cold weather as dehydration adversely affects the body’s resistance to cold injury, increasing the chance of cold weather injuries. Remember that proper hydration is essential to supplying fuel and energy to body parts to facilitate heat production.



A photograph of three children sitting in a snowy field. The child on the left is wearing a red and black jacket, a blue knit hat with a fur trim, and red goggles. The child in the middle is wearing a light blue jacket, a light blue knit hat, and pink goggles. The child on the right is wearing a green jacket, a green knit hat with a fur trim, and red goggles. They are all smiling and holding colorful sleds. The background shows a snowy landscape with trees and mountains in the distance.

# COLD WEATHER RISK FACTORS

Understanding the contributing factors of cold weather injuries provides a better understanding of the best methods on how to combat the cold. Environmental factors including temperature, wind, rain, immersion, and altitude; work load; duration of cold/wet exposure; and individual risk factors such as physical fitness, fatigue, health, prior history of cold injury, use of medications, alcohol, nicotine, and poor nutrition can all contribute to cold weather injuries.

## COLD INJURY PREVENTION

Individuals can work and play in cold environments if they are properly prepared and understand basic control measures to prevent cold weather injuries.

### *Keep body warm:*

- Keep moving by exercising big muscles (arms, legs) to keep warm.
- Avoid alcohol use as it impairs the body's ability to shiver and gives a false sense of warmth.
- Avoid all tobacco products as they decrease blood circulation to the skin.

- Eat all meals to maintain energy.
- Drink water or warm non-caffeinated/alcoholic fluids to prevent dehydration. Drinking warm liquids like tea and hot chocolate containing sugar provides energy to help the body generate additional heat.
- Limit the amount of time outside on extremely cold days. Periodically move into a warm area such as a warming tent.

### *Wear proper clothing:*

- Wear several layers of loose clothing, rather than one or two "bulky" layers. Air is trapped between these layers and acts as insulation against the cold. The layers can also be removed if you become too hot to prevent sweating. Loose clothing allows the blood to circulate to the extremities.
- Ensure all clothing is in good condition, clean, and dry; change wet, damp clothes immediately.



### ***Protect feet:***

- Carry an extra pair of socks and change damp socks immediately. Use foot powder to help absorb moisture.
- Avoid tight socks and boots, ensuring not to over-tighten boots or shoes.
- Wear overshoes to keep boots and socks clean and dry.

### ***Protect hands:***

- Wear gloves, mittens, or gloves/mittens with inserts to avoid frostbite injuries.
- Keep gloves/mittens clean and dry; change damp gloves immediately.
- Warm hands under clothes if they become numb.
- Avoid skin contact with snow, fuel, or bare metal that has been exposed to the cold for extended periods.

### ***Protect head, face, and ears:***

- Wear a hat. As much as 70 percent or more of the body's heat is lost through an uncovered head and a hat reduces the amount of body heat that escapes from your head.
- Cover face and ears with scarf to prevent frostbite injuries. In combination, a hat and scarf protect the skin and retain body heat.
- Warm face and ears by covering them with your hands, but do not rub face or ears.
- Wear sunscreen.
- Exercise facial muscles to help maintain circulation.

### ***Protect friends and Family:***

- Watch for signs of frostbite and other cold weather injuries in your buddy.
- Ask about and assist with re-warming of feet, hands, ears, or face.
- Immediately treat persons showing any sign/symptom of cold injury.



## PREPARE YOUR HOME AND FAMILY

The Centers for Disease Control and Prevention (CDC) recommends the following:

Although periods of extreme cold cannot always be predicted far in advance, weather forecasts can sometimes provide you with several days' notice. Listen to weather forecasts regularly, and check your emergency supplies whenever a period of extreme cold is predicted.

If you plan to use a fireplace or wood stove for emergency heating, have your chimney or flue inspected each year. Ask your local fire department to recommend an inspector, or find one in the yellow pages of your telephone directory under "chimney cleaning."

Also, if you'll be using a fireplace, wood stove, or kerosene heater, install a smoke detector and a battery-operated carbon monoxide detector near the area to be heated. Test them monthly, and replace batteries twice a year.

Your ability to feel a change in temperature decreases with age, and older people are more susceptible to health problems caused by cold. If you are over 65 years old, place an easy-to-read thermometer in an indoor location where you will see it frequently, and check the temperature of your home often during the winter months.

Insulate any water lines that run along exterior walls so your water supply will be less likely to freeze. To the extent possible, weatherproof your home by adding weather-stripping, insulation, insulated doors and storm windows, or thermal-pane windows.

If you have pets, bring them indoors. If you cannot bring them inside, provide adequate shelter to keep them warm and make sure that they have access to unfrozen water.





# WORKPLACE SAFETY

## WHAT IS HEARING CONSERVATION?

**H**earing conservation is protecting your hearing from a potentially damaging level of noise.

Noise can interfere with sound you want to hear—for example, conversation. But it's more than just a nuisance, it's a hazard too. It can damage hearing, temporarily or permanently. Noise may also create stress that can affect your physical and mental well-being, and cause accidents, when workers can't hear instructions or warning signals.

Good hearing helps you enjoy life. Many of life's most valued pleasures involve hearing—for example, the sounds of nature and everyday life, music, voices of Family and friends, and more. Good hearing is also essential for communicating with others. Being with other people is easier and more rewarding if you can hear and understand sounds clearly and correctly. Without good hearing, it's difficult to lead a full life—whether on the job or off.



But you can protect your hearing from damage or loss. Here are some steps:

- Understand the fundamentals of hearing and sound.
- Use protective devices in noisy areas, both on and off the job.
- Have your hearing tested periodically.

*Hearing conservation is important, because your hearing is priceless!*





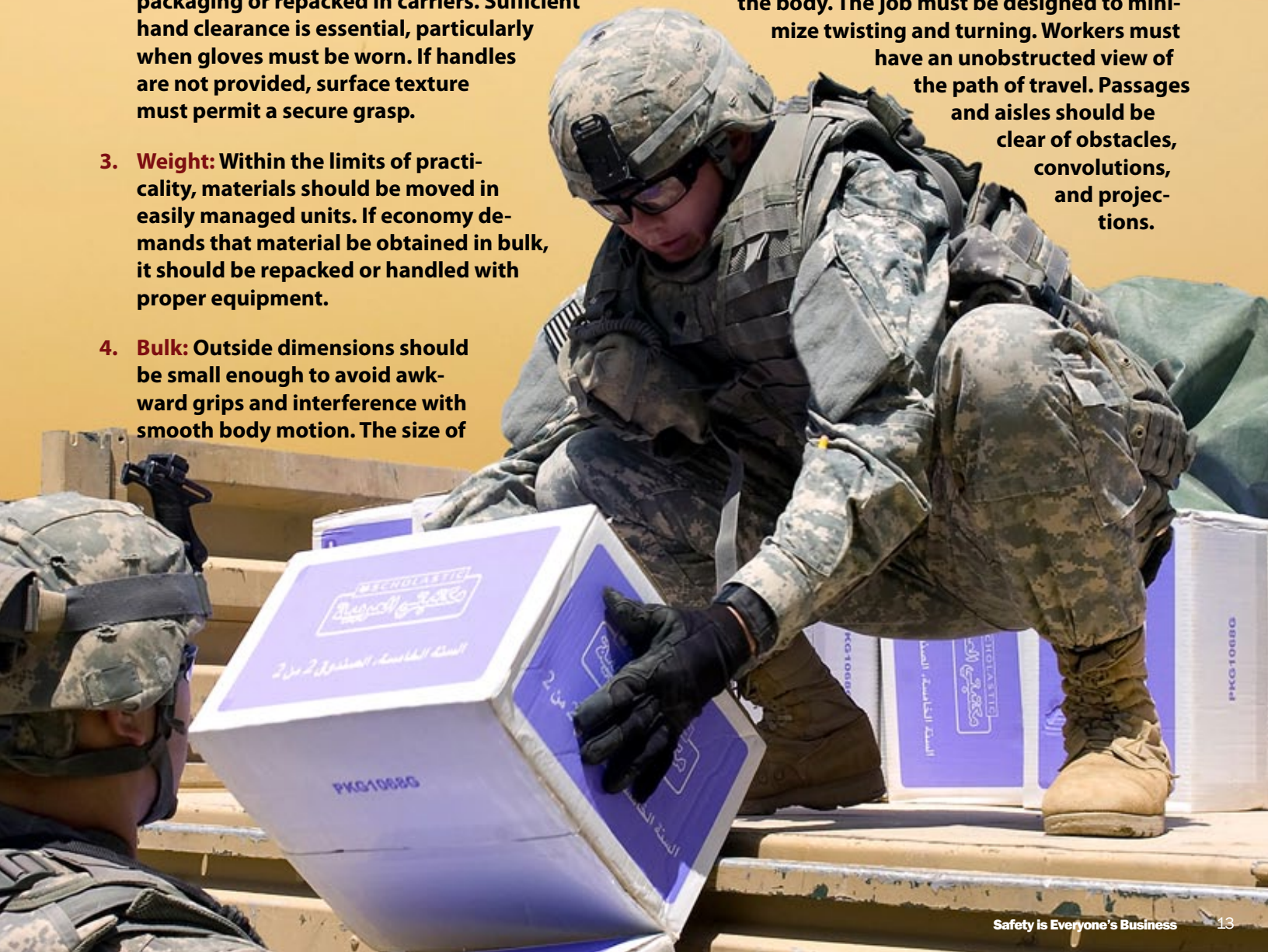
## WORKPLACE BACK INJURY PREVENTION

The following guidance has been adapted from back injury prevention materials provided by the Department of Labor (DOL) Occupational Safety and Health Administration Training Institute. Even though these tips were developed for workplace situations, you should also keep them in mind at home, when you move heavy items or shovel snow!


1. **Containers:** Materials and containers should be compact and stable. Loads in which the center of gravity can shift or in which the center of gravity is higher than the handles are more likely to induce strain. The shape and surface characteristics of manual loads should allow the weight to be carried close to the body.
2. **Handles and grips:** Heavier loads should have secure handles or natural grips. Hard-to-grasp items should be obtained in well-designed packaging or repacked in carriers. Sufficient hand clearance is essential, particularly when gloves must be worn. If handles are not provided, surface texture must permit a secure grasp.
3. **Weight:** Within the limits of practicality, materials should be moved in easily managed units. If economy demands that material be obtained in bulk, it should be repacked or handled with proper equipment.
4. **Bulk:** Outside dimensions should be small enough to avoid awkward grips and interference with smooth body motion. The size of

a package must allow safe clearance throughout the path of movement.

5. **Frequency of lift:** Arrange to reduce the frequency of lifts, even of light loads, through task redesign. Be sure that multiple light loads are not simply combined into a dangerously heavy lift.
6. **Vertical movement:** Minimize lifting by storing materials on shelves or platforms. Provide secure intermediate stopping points for loads that must be moved manually from a low to high position. Eliminate storage at heights that are difficult to reach. Assure that shelving or storage piles will not suddenly collapse or release the weight of a load.
7. **Horizontal movement:** Arrange tasks so that loads are not held or moved at a distance from the body. The job must be designed to minimize twisting and turning. Workers must have an unobstructed view of the path of travel. Passages and aisles should be clear of obstacles, convolutions, and projections.







**8. Walking surfaces:** Floors must be kept clean, dry, and smooth. Changes in elevation should be avoided and must be clearly marked to prevent tripping. Industrial aisles must be marked. Protect outdoor loading areas, and maintain them free of snow or mud.

**9. Material handling equipment:** Provide material handling equipment for jobs requiring frequent lifting or even occasional movement of excessive loads. The job site must be reviewed to ensure that the equipment will not introduce additional hazards of collision, load dropping, or pinch-points.

**10. Employee posture:** Make sure workers are positioned for easy reach of the task. Provide stress-relieving stools, seats, and footrests. The job should permit some movement and change of posture. Ensure that the pace and direction of workflow do not require sudden extreme shifts of position.

**11. Environmental conditions:** Prolonged exposure to extreme heat, cold, noise, and vibration should be avoided. Protective equipment that does not interfere with the task must be provided and its use enforced. Adequate light must shine on the work area and passages.

**12. Worker selection and training:** The physical capability of the worker must be matched to lifting requirements. Pre-placement physical exams should include consideration of repetitive or heavy lifting tasks. Adequate numbers of workers must be present to allow needed two-man lifts. All workers, including those who do only incidental heavy lifting, must be given basic training that includes the dangers of improper material handling, how to avoid unnecessary stress, and individual assessment of safe lifting capacity.





## OFFICE ERGONOMICS

Ergonomics simply means fitting the work to the person. In the office, good ergonomics means selecting and properly using furniture, computers, lighting, and telephones to fit the workers that use them. Use of a desk, chair, computer, and telephone requires that you practice good ergonomics or suffer discomfort, rapid fatigue, and loss of productivity.

If your back aches because your chair does not support your lower back, your productivity and health will suffer. Your chair, desk, telephone, keyboard, monitor, and mouse must all be positioned properly for you to be comfortable, productive, and healthy. The following tips will help you adjust and use your office workstation for optimum comfort and health:

- Use a comfortable chair that supports your lower back. The edge of the seat should not create pressure on the backs of your knees.
- Your feet should be flat on the floor or supported by a footrest.
- If available, adjustable armrests should be used. If used, armrests should be comfortable and not in your way.
- Face your work straight on and avoid twisting your neck or torso.
- Your computer monitor should be directly in front of you and not off at an angle.
- Your desk should be at a comfortable height for writing. Your computer keyboard and mouse should be at a comfortable height for extended usage; if necessary, use an adjustable height and tilt keyboard-mouse platform.
- When using the keyboard and mouse, keep your wrists straight and unbent in a comfortable, relaxed position.
- Adjust the monitor height so that the top of the screen is at or below eye level. Insert books under the monitor for a quick and easy way to raise the monitor.
- The monitor screen should be positioned approximately 24 inches from the eyes.
- Adjust lighting, window shades, and the angle of the monitor to minimize glare.
- Do not cradle the telephone between ear and shoulder. Hold it properly or use a headset or speakerphone. Headsets are recommended for workers who spend a lot of time on the phone.
- Lastly, control your weight, get plenty of exercise to maintain good muscle tone, and get regular vision exams.





## INFLUENZA PREVENTION

Influenza (the flu) is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness, and at times can lead to death. Some people, such as older people, young children, and people with certain health conditions, are at high risk for serious flu complications. The best way to prevent the flu is by getting vaccinated each year.

In 2009–2010, a new and very different flu virus (called 2009 H1N1) spread worldwide causing the first flu pandemic in more than 40 years. The CDC expects the 2009 H1N1 virus to cause illness again this upcoming season along with other seasonal flu viruses. The 2010–2011 flu vaccine will protect against 2009 H1N1 and two other influenza viruses.

Visit the CDC website at: <http://www.cdc.gov/flu/> or the consolidated Federal Government website at: <http://www.flu.gov/> to get the latest influenza information.

While influenza is not normally classified as a safety hazard, flu infections are a real concern for the Army because lost workdays caused by flu absences place added strain on available manpower.

According to the CDC, most people who get the flu (either seasonal or 2009 H1N1) will have mild illness, will not need medical care or antiviral drugs, and will recover in less than 2 weeks. Some people, however, are more likely to get flu complications that result in being hospitalized and occasionally result in death. Pneumonia, bronchitis, sinus infections, and ear infections are examples of flu-related complications. The flu can also make chronic health problems worse. For example, people with asthma may experience asthma attacks while they have the flu, and people with chronic congestive heart failure may have worsening of this condition that is triggered by the flu.

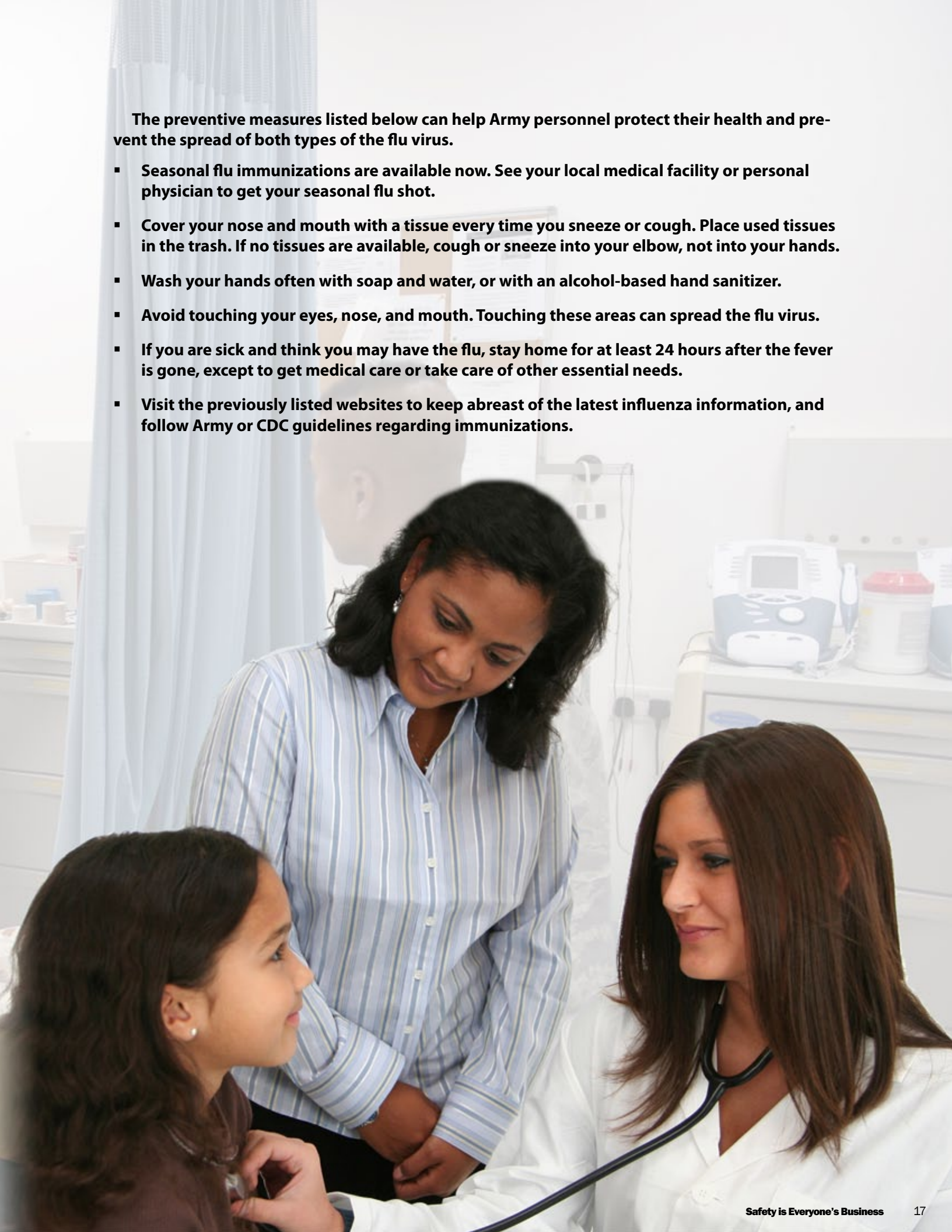
### People at High Risk for Developing Flu-Related Complications:

- Children younger than 5, but especially children younger than 2 years old
- Adults 65 years of age and older
- Pregnant women
- Certain medical conditions (see [http://www.cdc.gov/flu/about/disease/high\\_risk.htm](http://www.cdc.gov/flu/about/disease/high_risk.htm).)



**The preventive measures listed below can help Army personnel protect their health and prevent the spread of both types of the flu virus.**

- **Seasonal flu immunizations are available now. See your local medical facility or personal physician to get your seasonal flu shot.**
- **Cover your nose and mouth with a tissue every time you sneeze or cough. Place used tissues in the trash. If no tissues are available, cough or sneeze into your elbow, not into your hands.**
- **Wash your hands often with soap and water, or with an alcohol-based hand sanitizer.**
- **Avoid touching your eyes, nose, and mouth. Touching these areas can spread the flu virus.**
- **If you are sick and think you may have the flu, stay home for at least 24 hours after the fever is gone, except to get medical care or take care of other essential needs.**
- **Visit the previously listed websites to keep abreast of the latest influenza information, and follow Army or CDC guidelines regarding immunizations.**





# TRAVEL SAFETY

With the Thanksgiving and Christmas holidays, many Soldiers and their Families will be on the road to visit Family and friends. The following information should help you make your way safely to your destination.

## TRiPS—Travel Risk Planning System

As we enter the winter months, many Soldiers are finalizing their travel plans for some much deserved holiday leave. Before hitting the open road, however, leaders must ensure that their soldiers complete a TRiPS assessment.

TRiPS is an online automated risk assessment tool specifically designed for personnel using their privately owned vehicles (POVs) or motorcycles during pass, leave, TDY, or PCS. Since its inception, Army personnel using TRiPS are significantly less likely to be involved in a fatal accident involving a POV. With millions of Army assessments completed since the inception of the tool, this is a positive impact on safety. Because it has been so effective in reducing Army fatalities, it was also adopted by all military services. To access TRiPS visit <https://safety.army.mil/>.

## WINTER DRIVING

Winter is not only a time of holiday joy but also a time to give some special consideration to the care and driving of your automobile.

### *Tune-up*

Give your car a thorough checkup before weather gets bad:

**Check your tires.** Make sure the tires have enough tread depth to provide traction in rain, slush, and snow. You can do this by inserting a quarter (25 cent coin) into the tire tread, with the top of Washington's head pointed toward the center of the tire. If you can see the top of Washington's head when you do this, you should have a mechanic or technician check the tires. Also check the tire pressures, and add air if needed. Cooler temperatures result in lower tire pressures and under-inflated tires

**Check coolant/antifreeze**—Ensure your radiator is properly filled, and that the coolant provides adequate protection against freezing.







**Check battery**—This is the time of year when it will most likely fail on you, and when it can be dangerous to be stranded. Follow the guidance in your vehicle owner's manual, or have a technician check the battery.

Have the heater system checked over for proper operation.

Check all hoses and connections, and replace worn ones.

Check all belts for wear or cracks.

Replace air and oil filters, gas line filters, and the PCV valve.

Make sure your motor oil is rated for winter temperatures.

Check your wiper blades for wear and cracks.

### ***Your Car's Winter Survival Kit***

Here are some handy items to keep in your vehicle when you're driving in wintry conditions:

- An ice scraper/brush combination
- Small shovel
- Sand, salt, or kitty litter (for traction)
- Tow rope or chain
- A couple of blankets
- Galoshes and gloves
- Flashlight and extra batteries
- Jumper cables
- First aid kit
- Road flares or reflectors
- Fire extinguisher.

*(Article courtesy of Mr. Randy Butler, DOL-Transportation Division)*



## AVOIDING ACCIDENTS DURING WINTER DRIVING

You should think about snow and ice every time you climb into the driver's seat during the winter months. If a section of pavement looks wet, don't assume it's just water—it may be black ice, a thin film of ice that is very treacherous. Black ice is more often found on bridges and in heavily shaded areas, but could show up anywhere. Increase your vehicle spacing on icy surfaces; stopping distance can be as much as 12 times what it would be on a clear, dry road.

**Give driving your full attention, concentrating on road conditions and the surrounding area.** It takes only a few seconds of inattention to cause an accident or be involved in one. Slow down before you reach a curve, and if you need to apply brakes, use a feathering or pumping action. Hard breaking will lock the wheels and cause skidding. Drive cautiously and methodically. Keeping a steady, moderate

pressure on the accelerator helps cut the need to brake hard when brakes are applied.

**Avoid unnecessary trips.** If a trip can wait, postpone it instead of driving in bad weather. If you must drive in bad weather, start your trip early and allow extra time to reach your destination—bad road conditions and holiday traffic will increase your travel time.

**Seeing is essential**—if drivers can't see the danger, they can't do anything to avoid it. So before leaving on your trip, make sure windows, mirrors, and headlights are clean. Check your windshield wipers to ensure that they are working properly, and check for burnt-out headlights, taillights, and brake lights.

*(Article courtesy of Mr. Randy Butler, DOL-Transportation Division)*





## USING JUMPER CABLES

Whenever jumper cables are used to start a car with a dead battery, the following procedures are recommended:

1. Turn off all switches in the car.
2. Connect the red clamp of the jumper cable to the positive (+) pole of the dead battery.
3. Connect the other end of the same red cable to the positive (+) pole of the booster battery.
4. Connect the second cable (black) to the negative (-) pole of the booster battery.
5. Finally, clamp the other end of the second booster cable to the engine block of the vehicle with the dead battery, on the side away from the battery.
6. When removing the cables, do so in the reverse order stated above.
7. If you have difficulty in remembering this procedure, tape these instructions inside your car hood for future reference.







## HEALTHY TRAVELING

If your job requires a considerable amount of out-of-town travel, keep in mind that frequent absences can lead to health difficulties, as well as loneliness, alienation, and even depression. You might even encounter problems with colleagues, friends, mates, and children if they begin to feel neglected.

The travel itself can also be exhausting. When you travel by airplane, follow these recommendations:

- People with chronic sinus and allergy problems should consult their physician before flying. Their physician may be able to give them medication that will decrease their discomfort when flying.
- People who get anxious or nauseated when flying can also check with their physician for prescription medicine that could help. They should also eat light meals and, if they get nausea, stay away from alcohol, because it will make the nausea worse.

When traveling by car, plan rest breaks to get out and stretch. These breaks relieve tension in the muscles, particularly those in the legs and back, and help keep drivers more alert.

If you find that in addition to the rigors of traveling, your job also requires you to be away from home for long periods of time, watch for these signs that could indicate that you're away too much:

- **Health problems:** Catching more colds, taking longer than usual to get over the flu, insomnia
- **Decreased work performance:** Decreased work output, making more mistakes, less steady handwriting, inability to concentrate on a task as long as usual
- **Mood changes:** Irritability, feeling blue, and experiencing periods of hyperactivity.



Here are some tips to help combat these travel-related problems and also keep the people at home happier in your absence:

- Get extra sleep the week before you depart and during the trip. If possible, stay on the same time schedule that you're on at home. Even the change of an hour either way can make a difference in your energy level.
- Eat a balanced diet and try to exercise while you're gone. If you change altitudes, eat and exercise in small amounts at first. People feel fatigued during the first 24 to 36 hours in a higher altitude.
- Plan ahead so you leave the office well organized instead of in the sort of disarray that will increase stress when you return.
- Call home frequently. This is a good investment for both you and your Family.
- If you know you'll be traveling a great deal, a thorough physical can help head off potential problems. See your Family doctor for advice.

***Be cautious about traveling during a winter storm. Follow these tips from the CDC:***

- Listen for radio or television reports of travel advisories issued by the National Weather Service.
- Do not travel in low visibility conditions.
- Avoid traveling on ice-covered roads, overpasses, and bridges if at all possible.
- If you must travel by car, use tire chains and take a mobile phone with you.
- If you must travel, let someone know your destination and when you expect to arrive. Ask them to notify authorities if you are late.
- Check and restock the winter emergency supplies in your car before you leave.
- Never pour water on your windshield to remove ice or snow; shattering may occur.
- Don't rely on a car to provide sufficient heat; the car may break down.
- Always carry additional warm clothing appropriate for the winter conditions.





***What to do if you get stranded.***

Staying in your vehicle when stranded is often the safest choice if winter storms create poor visibility or if roadways are ice covered. These steps will increase your safety when stranded:

- Tie a brightly colored cloth to the antenna as a signal to rescuers and raise the hood of the car (if it is not snowing).
- Move anything you need from the trunk into the passenger area.
- Wrap your entire body, including your head, in extra clothing, blankets, or newspapers.
- Stay awake. You will be less vulnerable to cold-related health problems.
- Run the motor (and heater) for about 10 minutes per hour, opening one window slightly to let in air. Make sure that snow is not blocking the exhaust pipe—this will reduce the risk of carbon monoxide poisoning.
- As you sit, keep moving your arms and legs to improve your circulation and stay warmer.
- Do not eat unmelted snow because it will lower your body temperature.
- Huddle with other people for warmth.





## DISTRACTED DRIVING

The National Highway Traffic Safety Administration (NHTSA) has determined that distracted driving and driver inattention is responsible for approximately 80 percent of all collisions. While new technologies have made our vehicles easier to control and have improved crash protection, technological advances have also provided new distractions that can take our eyes, and our minds, away from the basic task of driving. Cell phones, handheld computers, and sophisticated audio-visual entertainment systems provide an ever-present temptation to divert our attention for “just a second,” often with disastrous results.

### *Cell Phone Usage and Text Messaging While Driving*

The primary responsibility of the driver is to operate a motor vehicle safely. The task of driving requires full attention and focus. Cell phone use can distract drivers from this task, risking harm to themselves and others. Therefore, the safest course of action is to refrain from using a cell phone while driving.

DoD policy expressly prohibits vehicle operators on a DoD installation and operators of government-owned vehicles from using cell phones unless the vehicle is safely parked or unless they are using a hands-free device. The wearing of any other portable headphones, earphones, or other listening devices (except for hand-free cellular phones) while operating a motor vehicle is prohibited. Use of those devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech.

Along with DoD and the military services, many states have now passed laws that restrict or prohibit cell phone use by drivers. You should also check your state’s traffic laws on this issue, and ensure that you put safety first when using a cell phone.

More recently, text messaging has become a common and frequent form of communication for many people. While texting may be cheaper than making a cell phone call, it is definitely not compatible with safe driving. Sending or reading text messages while driving is extremely hazardous for drivers, passengers, and fellow motorists. If you must send or read a text message, be sure to safely park your vehicle before doing so. Many states have passed or are currently considering “text messaging is not allowed while driving” or similar distracted driving laws.





### **Seat Belt Safety**

According to the NHTSA, more Americans are buckling up than ever before, with 83 percent of vehicle occupants using seat belts during daylight hours. It is estimated that approximately 270 lives are saved for every 1 percent increase in seat belt use. Data trends show that each year approximately 50 percent of vehicle occupants killed in crashes were not buckled up. Safety belts save lives, an estimated 15,000 each year. If everyone involved in a fatal crash were wearing their seat belts, an additional 5,000 fatalities could be prevented each year. Tragically, data shows that approximately 25 percent of children under age 14 who die in passenger vehicle crashes each year are unbelted.

Worn correctly, seat belts reduce the risk of fatal injury by 45 percent for front-seat passenger car occupants and by 60 percent for pickup truck, SUV, and minivan occupants.

Despite a decade of gains in daytime seat belt use, NHTSA data shows that nighttime belt use continues to be much lower, particularly among young drivers. The data shows

that approximately 5,000 teen passenger vehicle occupants die in traffic crashes each year. At night, almost 70 percent of those killed were not wearing their seat belts.

### **U.S. Army Requirement**

All drivers and passengers in vehicles are required to wear seat belts while traveling on or through military installations. Soldiers are required to wear safety belts at all times in a moving motor vehicle.

### **Seat Belt Facts**

- ..Seat belts spread impact forces over the entire body.
- ..Seat belts stop you gradually, rather than abruptly.
- ..Lap and shoulder belts reduce moderate to fatal injuries by 57 percent.
- ..The majority of injuries and fatal crashes occur at speeds under 40 mph and within 25 miles of home.



## CHILD PASSENGER SAFETY





Motor vehicle crashes are the leading cause of death for children in the United States. During 2006 (the latest statistics available), 1,794 children aged 14 and under died as occupants in motor vehicle crashes, and 184,000 were injured! NHTSA estimates that the use of properly sized and correctly installed child safety seats would reduce these losses by more than half.

As children grow, how they sit in your car, truck, or SUV should change. The steps below show how to provide the best protection for

children of different ages and sizes.

After selecting an age- and size-appropriate seat, you must install it securely. Properly installing the seats can be difficult; random on-the-road checks of child safety seats have found that up to 73 percent of the seats are not securely installed. Carefully follow the manufacturer's installation instructions, and have the installed seat checked by an expert. Your Garrison Safety Office can inspect the seat installation or direct you to other resources that can perform the inspection. The NHTSA website can provide the addresses of organizations in your area that provide inspections of child safety seats. Go to <http://www.nhtsa.dot.gov/cps/cpsfitting/index.cfm> and enter your zip code to find the closest inspection stations.



- 1 REAR-FACING SEATS**  For the best possible protection keep infants in the back seat, in rear-facing child safety seats, as long as possible up to the height or weight limit of the particular seat. At a minimum, keep infants rear-facing until a minimum of age 1 **and** at least 20 pounds.
- 2 FORWARD-FACING SEATS**  When children outgrow their rear-facing seats (at a minimum age 1 **and** at least 20 pounds) they should ride in forward-facing child safety seats, in the back seat, until they reach the upper weight or height limit of the particular seat (usually around age 4 and 40 pounds).
- 3 BOOSTER SEATS**  Once children outgrow their forward-facing seats (usually around age 4 and 40 pounds), they should ride in booster seats, in the back seat, until the vehicle seat belts fit properly. Seat belts fit properly when the lap belt lays across the upper thighs and the shoulder belt fits across the chest (usually at age 8 or when they are 4'9" tall).
- 4 SEAT BELTS**  When children outgrow their booster seats, (usually at age 8 or when they are 4'9" tall) they can use the adult seat belt in the back seat, if it fits properly (lap belt lays across the upper thighs and the shoulder belt fits across the chest).



## MOTORCYCLE SAFETY

### Mandatory Training

Accidents can be reduced or even prevented by choosing the correct motorcycle and having the proper equipment and training. Riding skills are learned; therefore, attending a Motorcycle Safety Foundation (MSF)-approved course should be the first step for all riders. Motorcycle safety courses are required and provided by U.S. Army installations. All riders must meet the requirements of the MSF-based Basic Rider Course (BRC), which is provided to Soldiers and DoD civilians free of charge. Installations may also offer the Experienced Rider Course and Military SportBike Rider Course in addition to the BRC. These additional courses are designed to provide additional safety skills for experienced motorcycle riders. Consult your installation safety office on local classes and policies or to learn more about the Army Traffic Safety Training Program (ATSTP) visit: <http://combattingaggressivedriving.com>.

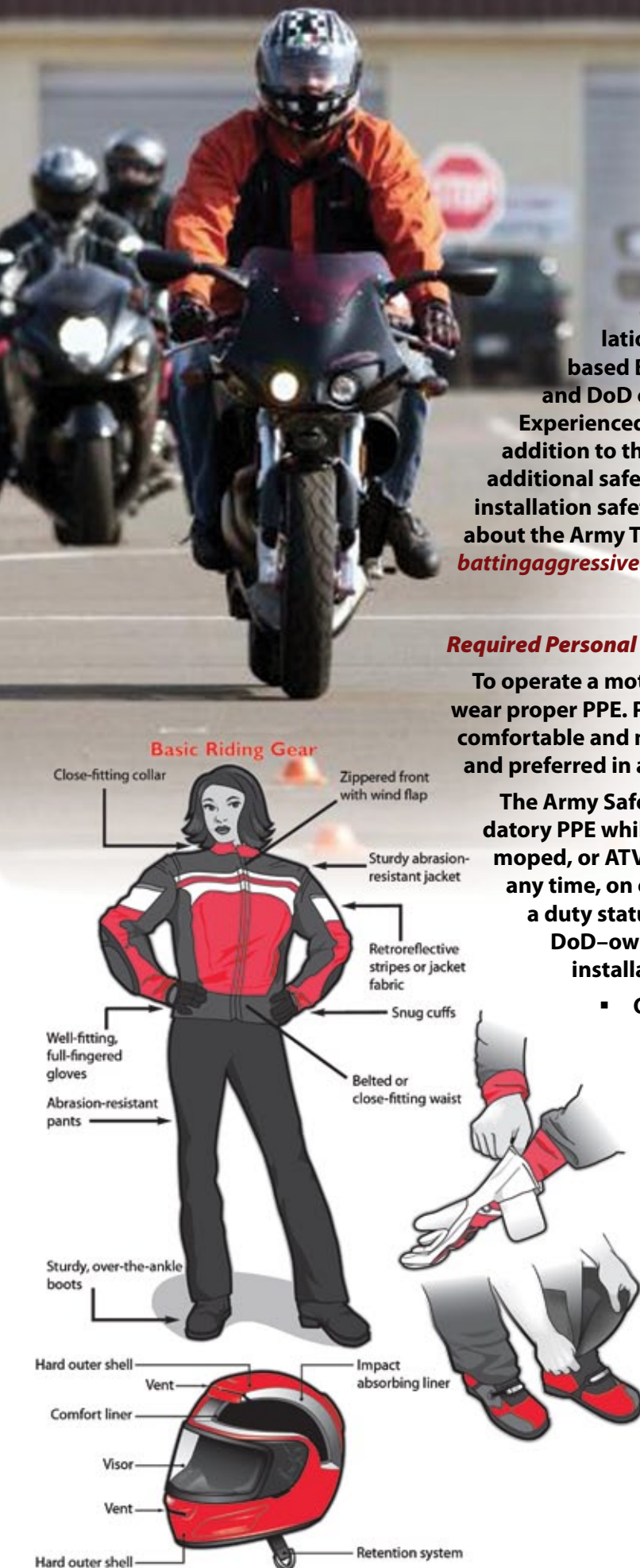
### Required Personal Protective Equipment (PPE)

To operate a motorcycle on a military installation, riders are required to wear proper PPE. Properly fitted and functional PPE makes riding more comfortable and much safer. High-visibility PPE is required by the military and preferred in all cases.

The Army Safety Program (AR 385-10) requires the following mandatory PPE while operating or riding as a passenger on a motorcycle, moped, or ATV; these rules apply to all Army military personnel at any time, on or off a DoD installation; all Army civilian personnel in a duty status, on or off a DoD installation; all personnel in or on a DoD-owned motorcycle; and all persons at any time on an Army installation:

- Operators and passengers must wear helmets, certified to meet Department of Transportation standards, that are properly fastened under the chin.
- They must have impact- or shatter-resistant goggles, wraparound glasses, or a full-face shield properly attached to the helmet meeting or exceeding ANSI Safety Code Z87.1, for impact and shatter resistance. A windshield alone is not proper eye protection.
- They must wear sturdy footwear, leather boots, or over-the-ankle shoes.
- They must wear a long-sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens designed for use on a motorcycle.

For on-road operations, they must wear a brightly colored, outer upper garment during the day and a reflective upper garment during the night. Military





uniforms do not meet this criterion. The outer garment must be clearly visible and not covered. Items may be worn on top of the outer garment, but they must meet the same visibility requirements of the outer garment.

- During off-road operations, operators and passengers must use additional PPE, such as knee and shin guards and padded full-fingered gloves.

### **Motorcycle Safety**

The first concern of every motorcyclist, especially inexperienced ones, should be safety. According to a study conducted in California, motorcyclists involved in accidents took no evasive action, or in the few cases where something was done, it was the wrong action. That is why attending a training class is so important. Follow these rules for safe motorcycle operation:

- If you are a beginner motorcyclist, enroll in a motorcycle training course. Many of the accidents occurring today involve novice riders. If you are not properly trained to correctly react to hazardous or emergency situations, you may never get a second chance.
- Ride your motorcycle as though you were invisible to other highway users. Chances are the motorist really does not see you. When motorcycles are involved in accidents with automobiles, the automobile driver usually remarks that they never saw the motorcycle.
- Take positive steps to increase your visibility to other motorists. Keep your headlight on at all times; have your bike, riding clothes, and helmet marked with light-colored fluorescent

or reflective materials. Maintain the proper lane position, and use your directional signals.

- Maintain a safe following distance. Traffic accidents caused by motorcyclists are usually the result of following too closely. The greater the distance between you and the car ahead, the more time you have to react to hazards or obstructions in the road.
- Carry passengers only after you become a thoroughly experienced rider.
- Be sure the motorcycle is legally equipped and maintained in safe operating condition.
- Ride in the left track—that is, to the left of the grease strip in your lane of traffic—unless you intend to turn right. The left track position assures better visibility and more evasive es-

cape room, and it encourages other motorists to pass properly. A motorcycle is not permitted to share lane position with any other vehicle, including another motorcycle.

- Be in top mental condition before operating a motorcycle. Coordination and concentration are essential to safe operation.
- Do not lend your bike to a buddy. Many motorcycle accidents occur on borrowed machines. Manufacturers use different methods of mounting controls and control location is inconsistent among makes, so not every rider will be familiar with every motorcycle. Also, will your insurance cover possible claims arising from your borrowed motorcycle's accident, or could you be held criminally liable in case of a serious accident or injury?





Observe all traffic laws. The motorcyclist must look for and be prepared to evade other vehicles. Always anticipate the unexpected so you are alert to control any situation that may arise.

### **Rules for Braking**

Good braking skills are essential for safe riding—general rules for braking are as follows:

#### **Rule 1: Use the front brake.**

This is the brake that does most of the work. Braking confidently, progressively, and hard on the front wheel is a critical skill and should be practiced on a regular basis and under safe conditions. Do this on your own and with a passenger, as the extra weight affects your stopping distance.

As you brake, do not stiffen your arms; instead, grip the bike with your legs, leaving your arms free and relaxed. **Remember, almost 70 percent of the stopping power is in the front brake.**

**Rule 2: Hard, heavy braking should always be done when the motorcycle is upright and traveling in a straight line.**

#### **Rule 3: Avoid locking up the wheels.**

Remember, when it's two wheels versus four, your skill and know-how are your best—and maybe your only—protection. Shouldn't you take whatever measures possible to increase your survivability?

## **DRUGS, ALCOHOL, AND MOTORCYCLES**

### **Don't do it. Is that simple enough?**

Alcohol and over-the-counter drugs affect your judgment and reaction time. As a rider you cannot afford to be impaired, because bad judgment will get you into trouble, and a slowed reaction time may get you killed. This choice could make or break your riding career. **Remember: fun or fatal.**

### **Some Fall/Winter Motorcycle Safety Tips**

- Wear or carry warm clothing. Sudden drops in temperature can change a pleasant ride into a chilling experience.
- Be aware of seasonal hazards such as slippery fall foliage on roadways, and wet or icy pavement.





## BACK TO SCHOOL SAFETY

With children back in school after their summer break, parents and motorists must stay alert to keep kids safe. All of us must remember that children will be riding bikes and scooters to school, and walking to bus stops, sometimes in hours of darkness or limited visibility.

### *Vehicle Operators*

- Anyone driving a vehicle on public roads needs to exercise additional caution, and be ready to stop quickly to avoid children who may not be thinking about traffic.
- Always stop for school buses loading or unloading children, and check your state's traffic laws for additional traffic rules regarding school buses.

### *Parents*

- Teach your children pedestrian safety rules. Personally escort them to and from school or bus stops until you are comfortable with their awareness and judgment.
- Enforce helmet rules when kids ride bikes or scooters. Wearing an approved and properly fitted helmet reduces the risk of head injuries by 85 percent!
- Teach personal safety awareness. Teach children to avoid strangers and unsafe situations. Supervise or escort younger children to keep them safe.
- Avoid clothing with drawstrings for young children. Coats with drawstrings around the hood or neck can catch on playground equipment and cause strangulation.
- Make sure playground equipment is safe. Check with school officials to make sure the equipment is periodically inspected by qualified safety personnel and properly maintained. Portable equipment such as basketball hoops and soccer goals must be properly secured to prevent tip-overs.
- Limit the size and capacity of children's backpacks and book bags. In recent years, overly heavy backpacks have been causing back problems for children who attempt to carry too much.





## TEENS BEHIND THE WHEEL

According to CDC statistics, motor vehicle crashes are the leading cause of death for U.S. teens, accounting for more than one in three deaths in this age group. In 2008, nine teens ages 16 to 19 died every day from motor vehicle injuries. Per mile driven, teen drivers ages 16 to 19 are four times more likely than older drivers to crash.

Fortunately, teen motor vehicle crashes are preventable, and proven strategies can improve the safety of young drivers on the road.

There are proven methods to helping teens become safer drivers. Research suggests that the most comprehensive graduated drivers licensing (GDL) programs are associated with reductions of 38 percent and 40 percent in fatal and injury crashes, respectively, among 16-year-old drivers.

GDL systems are designed to delay full licensure while allowing teens to get their initial driving experience under low-risk conditions.

**When parents know their state's GDL laws, they can help enforce the laws and, in effect, help keep their teen drivers safe. Even if GDL isn't a law in your state, it can be a law in your home. By introducing your new driver to risks and hazards they face behind the wheel gradually, you significantly reduce their chance of getting into a motor vehicle crash.**

*(Courtesy of the Centers for Disease Control, the National Institute for Highway Safety)*





## WHAT PARENTS OF TEENAGERS CAN DO:

With or without a strong graduated licensing law, parents can establish effective rules. In particular:

- **Don't rely solely on driver education.** High school driver education may be the most convenient way to learn skills, but it doesn't produce safer drivers. Poor skills aren't always to blame. Teenagers' attitudes and decision making matter more. Young people tend to rebel, and some teens seek thrills like speeding. Training and education don't change these tendencies. Peers are influential, but parents have much more influence than typically is credited to them.
- **Know the law.** Become familiar with restrictions on young drivers. Then enforce the restrictions.
- **Restrict night driving.** Most young drivers' nighttime fatal crashes occur between 9 p.m. and midnight, so teenagers shouldn't be driving much later than 9. The problem isn't just that such driving requires more skill behind the wheel. Late outings tend to be recreational, and even teens who usually follow the rules can be easily distracted or encouraged to take risks.
- **Restrict passengers.** Teenage passengers riding in a vehicle with a beginning driver can distract the driver and/or lead to greater risk-taking. About 6 of every 10 deaths of teenage passengers occur in crashes with teen drivers. While driving at night with passengers is particularly lethal, many of the fatal crashes involving teen passengers occur during the day. The best policy is to restrict teenage passengers, especially multiple teens, all the time.
- **Supervise practice driving.** Take an active role in helping your teenager learn to drive. Plan a series of practice sessions that include a wide variety of situations, including night driving. Give beginners time to work up to challenges like driving in heavy traffic or on the freeway. Continue to supervise practice driving by your teenager after graduation from a learner's permit to a restricted or full license.
- **Remember that you're a role model.** New drivers learn a lot by example, so practice safe driving yourself. Teenagers who have crashes and violations often have parents with poor driving records.
- **Require safety belt use.** Don't assume that belt use when you're in the car with your 16-year old means a safety belt will be used when your child is driving alone or out with peers. Insist on using safety belts all the time.
- **Prohibit driving after drinking alcohol.** Make it clear to your child that it's illegal and highly dangerous for a teenager to drive after drinking alcohol or using any other drug. While alcohol isn't a factor in most of the fatal crashes that involve 16-year-old drivers, even small amounts of alcohol are impairing for teenagers.
- **Choose vehicles with safety, not image, in mind.** Teens should drive vehicles that reduce their chances of crashing in the first place and then offer protection from injury in case they do crash. For example, small cars don't offer the best occupant protection in case of a collision. Avoid vehicles with performance images that might encourage a teenager to speed. The best vehicle choice for your teenager, and for everyone else in your family, is one that's equipped with the latest safety technology including side airbags that protect people's heads and electronic stability control.

*(Courtesy of the Insurance Institute for Highway Safety)*



# RECREATIONAL SAFETY

## JOGGING AND RUNNING RULES

As with any outdoor activity, it is important to be aware of your surroundings. Never jog or run anyplace where you might feel uncomfortable or unsure of your surroundings. It's always a good idea to run with a buddy. Avoid jogging or running at night, since cars cannot see you and it is difficult for you to see the ground.

Remember that roadways are designed primarily for vehicular traffic. Instead use side-walks, bike paths, physical training tracks, and open fields. Most important: pedestrian traffic rules apply to individual joggers or runners.

### **Do:**

- ..Be in good physical condition.
- ..Stay away from vehicle traffic where possible.
- ..Wear proper footwear.
- ..Face oncoming traffic while running.
- ..Begin a running program gradually.
- ..Wear reflective clothing if jogging at night.

### **Don't:**

- ..Run during peak traffic hours.
- ..Assume right-of-way over vehicles.
- ..Wear headphones when jogging near traffic.
- ..Use excessive salt.
- ..Run with the flow of traffic.
- ..Continue if not feeling well.
- ..Over-exercise.
- ..Wear plastic or rubber suits.





## PREVENTING FOOTBALL INJURIES

So you think you're pretty good. You made it through softball season without getting hurt. Well, now the real test begins—football season is here. Percentage-wise, more people are hurt playing football than any other team sport. The National Safety Council reports that 450,000 people are treated each year for football-related disabling injuries.

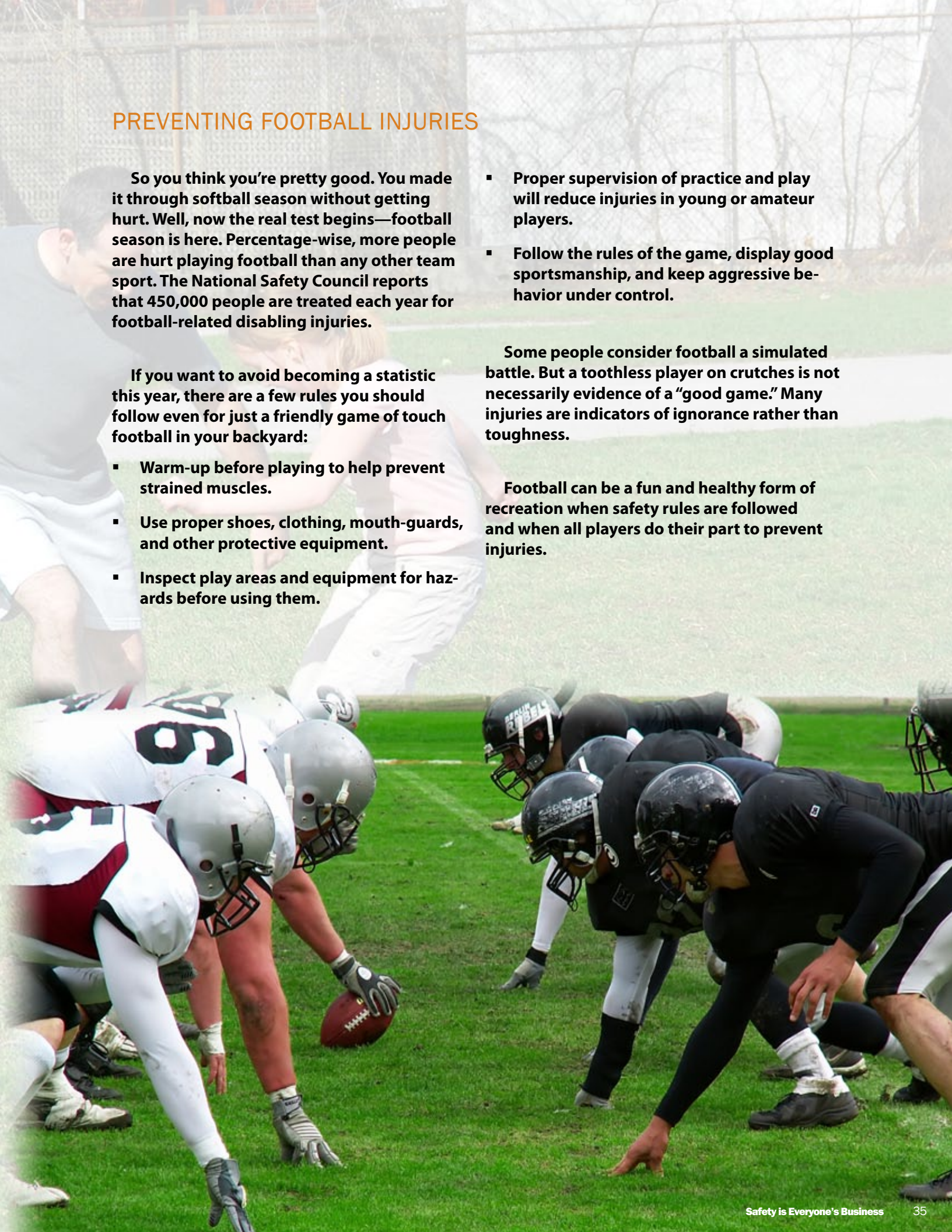
If you want to avoid becoming a statistic this year, there are a few rules you should follow even for just a friendly game of touch football in your backyard:

- Warm-up before playing to help prevent strained muscles.
- Use proper shoes, clothing, mouth-guards, and other protective equipment.
- Inspect play areas and equipment for hazards before using them.

- Proper supervision of practice and play will reduce injuries in young or amateur players.
- Follow the rules of the game, display good sportsmanship, and keep aggressive behavior under control.

Some people consider football a simulated battle. But a toothless player on crutches is not necessarily evidence of a "good game." Many injuries are indicators of ignorance rather than toughness.

Football can be a fun and healthy form of recreation when safety rules are followed and when all players do their part to prevent injuries.







## SKIING AND SNOWBOARDING SAFETY

For many, the arrival of old man winter translates into shorter days, colder temperatures, and hazardous road conditions. But for some, the winter months are a welcomed change from summer as it is time to dust off the skis or snowboard, dig out the winter clothes, and head to the hills for some fun in the snow.

While many skiers and snowboarders get excited at the fall of the first snow flake, they fail to remember their skis and snowboards weren't the only things that gathered dust over the summer months. The muscles needed to meet the physical demands of skiing are often not used with summer activities and are in need of preparation as much, if not more than, ski equipment.

*(Jennifer J. Albert, U.S. Army Combat Readiness/Safety Center)*



*The Nation Ski Patrol offers these tips:*

- **Get in shape.** Don't try to ski yourself into shape. You'll enjoy skiing more if you're physically fit.
- **Obtain proper equipment.** Be sure to have your ski or snowboard bindings adjusted correctly at a local ski shop. You can rent good ski or snowboarding equipment at resorts.
- **Wear a helmet.** Wearing protective headgear while skiing or snowboarding only makes good sense.
- **Take a lesson.** Like anything, you'll improve the most when you receive some guidance. The best way to become a good skier or snowboarder is to take a lesson from a qualified instructor.
- **Drink plenty of water.** Be careful not to become dehydrated.
- **Curb alcohol consumption.** Skiing and snowboarding do not mix well with alcohol or drugs.
- **Dress in layers.** Layering allows you to accommodate your body's constantly changing temperature. For example, dress in polypropylene underwear (top and bottoms) which feels good next to the skin, dries quickly, absorbs sweat and keeps you warm. Wear a turtleneck, sweater, and jacket.
- **Be prepared.** Bring a headband or hat with you to the slopes, 60 percent of heat-loss is through the head. Wear gloves or mittens (mittens are usually better for those susceptible to cold hands).
- **Wear sun protection.** The sun reflects off the snow and is stronger than you think, even on cloudy days.
- **Always wear eye protection.** Have sunglasses and goggles with you. Skiing and snowboarding are a lot more fun when you can see.
- **Know your limits.** Learn to ski and snowboard smoothly, and in control. Do not ski trails above your skill level. Stop before you become fatigued.
- **Ski with a buddy.** It's always safer to ski with a friend so he can watch out for you and vice versa. Prearrange a meeting place in case you get separated and use walkie-talkies to stay in touch.
- **Follow the rules.** Do not go off-trail. Obey posted trail closure and other warning signs. They are there for a reason. Remember that skiers who are in front of you, and below you, on the trail have the right-of-way.





## SAFETY RULES FOR FIREARMS

For many people, fall and winter signal the approach of hunting season. Observing the following basic safety rules will keep everyone safe during hunting and target shooting activities.

For additional information and interactive resources, visit the new U.S. Army Firearms Safety Techniques interactive site at: <https://safety.army.mil/Firearm-Safety>.

### *Always THINK*

**Treat** every weapon as if it is loaded.

**Handle** every weapon with care.

**Identify** the target before you fire.

**Never** point the muzzle at anything you don't intend to shoot.

**Keep** the weapon on safe and your finger off the trigger, until you intend to fire.

## HUNTING SAFETY

### *Safety is the most important part of any hunt!*

Deer hunting is a fun outdoor sport, but just like any type of sport you must adhere to certain safety precautions to avoid injury or even death. Following these rules is not just your safety but that of your fellow hunters. Deer hunting after all involves a lot of eager men, women, and children out there armed with high powered rifles and unfortunately not everyone is as safety conscious as they should be. Follow these deer hunting safety tips:

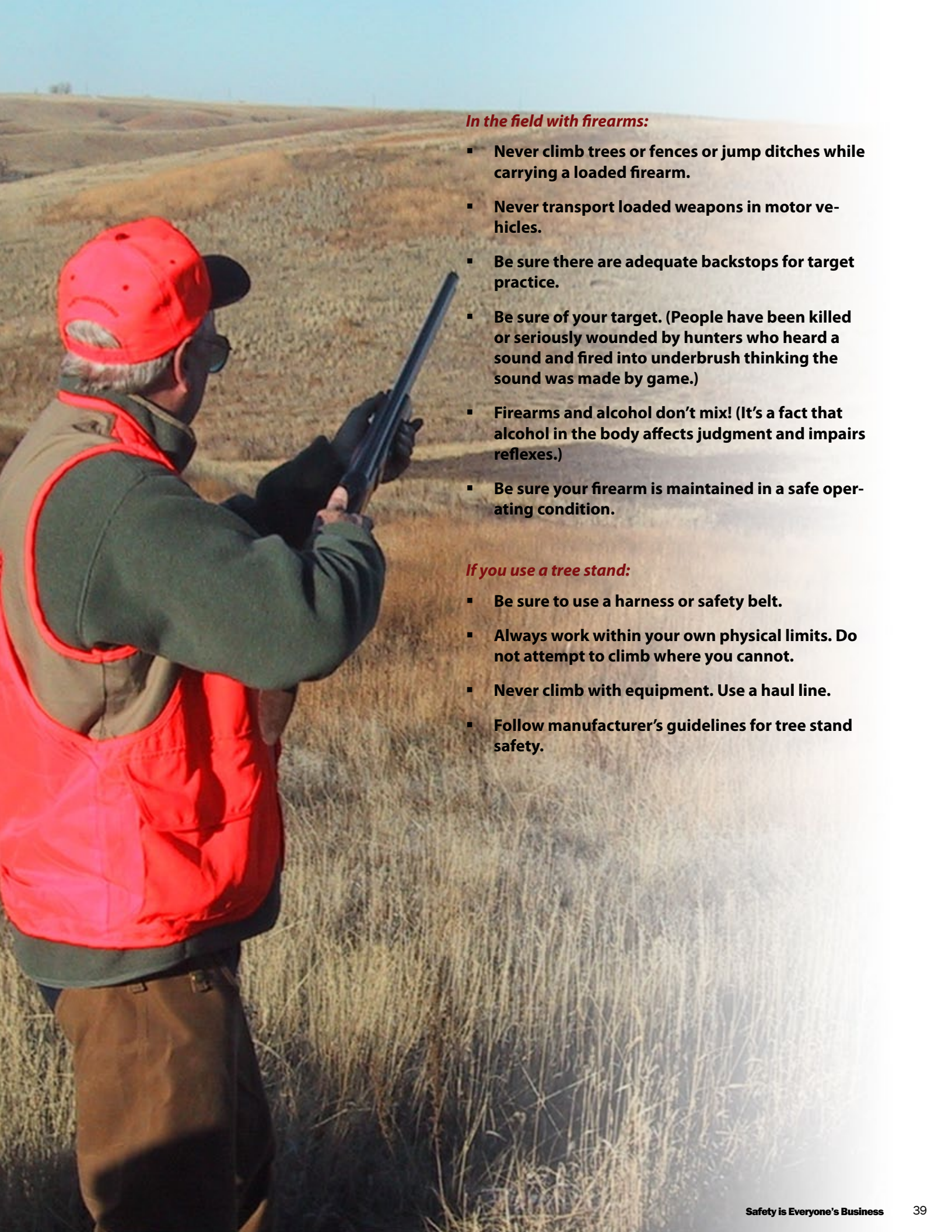
- Make sure that any firearm is treated as though it were loaded and ready to fire, and always remember to keep the safety on, without exception, unless the weapon is about to be used.
- Keep in complete control of your weapon. Only aim your gun when you intend to shoot—

and at no other time, again, without exception. In other words, aim only at the game you intend to shoot.

- Make sure you have targeted an area with no one in close range of your game.
- Always wear blaze (or a neon-bright) orange outer layer—this is absolutely one of the best forms of deer hunting safety you can practice.
- Be sure you are not targeted as game!!! In addition to wearing bright orange, always have a flashlight with you when hunting in the dark.
- You can be a danger to yourself and others if you are not alert while hunting. Deer hunting safety depends upon observation and ability—if you are impaired by sleepiness, deer hunting safety indicates that you should not participate.







***In the field with firearms:***

- Never climb trees or fences or jump ditches while carrying a loaded firearm.
- Never transport loaded weapons in motor vehicles.
- Be sure there are adequate backstops for target practice.
- Be sure of your target. (People have been killed or seriously wounded by hunters who heard a sound and fired into underbrush thinking the sound was made by game.)
- Firearms and alcohol don't mix! (It's a fact that alcohol in the body affects judgment and impairs reflexes.)
- Be sure your firearm is maintained in a safe operating condition.

***If you use a tree stand:***

- Be sure to use a harness or safety belt.
- Always work within your own physical limits. Do not attempt to climb where you cannot.
- Never climb with equipment. Use a haul line.
- Follow manufacturer's guidelines for tree stand safety.



## FIREARMS IN THE HOME

- **ALWAYS** unload sporting firearms carefully and completely before taking them into the home, remembering to keep the muzzle pointed in a safe direction. Never load a sporting firearm in the home.
- **ALWAYS** make absolutely sure that firearms in your home are securely stored out of the reach of children. Unloaded firearms can be secured with a firearm locking device to make them inoperable.

Unloaded firearms also can be stored in a locked cabinet, safe, firearm vault, or storage case.

- **ALWAYS** store ammunition in a locked location separate from firearms and out of the reach of children.
- **ALWAYS** clean and place firearms in their proper storage location immediately after returning from a hunting trip or a day at the range.
- **ALWAYS** re-check firearms carefully and completely to be sure that they are still unloaded when you remove them from storage. Accidents have occurred when a Family member has borrowed or loaned a firearm and returned it to storage while it was still loaded.

### **REMEMBER:**

You are responsible for making certain the firearms in your home are not casually accessible to anyone — especially curious young people.

**FIREARMS ACCIDENTS IN THE HOME** can be prevented simply by making sure that firearms are kept unloaded and safely stored, with ammunition secured in a separate location.

(Courtesy of the National Shooting Sports Foundation, Inc.)







### ***Basic Rules for Archery Safety***

- Cock an arrow or draw a bow only at targets you intend to shoot.
- Make sure the full path to the target is clear before releasing the arrow.
- Do not engage in horseplay with drawn bows!
- Keep equipment well maintained and in good condition.
- Always be sure of your target.
- Never attempt to run with a bow and arrow in the shooting position.

### ***Safety in archery begins with good equipment.***

- Regularly check your bow for defects.
- Unstring your bow when it's not in use.
- Never draw a bow without an arrow.
- Check the bowstring for wear.
- Check arrows for irregularities.
- Store arrows in a safe place.

(Article courtesy of Mr. Bill Koontz, Fort Detrick Outdoor Recreation)



A woman with dark hair is shown from the chest up, holding a black cell phone to her ear. She is looking off to the side with a concerned expression. In the background, there is a two-story house with a brown roof and a small tree in the yard. The sky is blue with some clouds.

# HOUSEHOLD SAFETY

## DIALING EMERGENCY TELEPHONE NUMBERS (USING LAND LINES AND CELL PHONES)

**W**hen an emergency occurs on the military installation, using a hardwired garrison phone line to dial 911 will route the emergency call to a military police desk or emergency operator. Hardwired phones provide for a more timely response from Garrison Military Police and Fire Department units.

When dialing 911 from a cell phone on a military installation, you will normally contact a 911 operator outside of the installation causing a delayed emergency response time. Please notify the 911 operator of your location and/or location of the emergency and the garrison you are calling from.

If you need to make an emergency call using a cell phone, make direct contact with Fire Department or Military Police personnel by using the alternate direct dial emergency telephone numbers for the garrison you are calling from; these numbers are usually available on the garrison website. Program these numbers into your cell phone contacts list so they are readily available.



## HOME FIRE PREVENTION AND PREPAREDNESS

Fires and burns continue to be a major cause of unintentional injury and/or death at home. Particularly at risk are the very young and the very old.

### **Facts**

- 80 percent of all fire deaths occur in the home.
- The leading cause of fire deaths is careless smoking.
- Having a working smoke detector more than doubles one's chances of surviving a fire.

**Follow the safety tips listed below to protect yourself and your Family.**

### **Smoke Detectors**

- One is definitely NOT enough! Every home should be equipped with smoke detectors on every level, particularly outside of sleeping areas.
- Ensure that your smoke detectors are tested monthly and batteries are replaced twice a year. Change batteries when you change your clocks.
- Encourage children to help test the smoke detectors. Familiarize them with the sounds of the alarm(s).







### ***Fire Extinguishers***

- Keep an all-purpose fire extinguisher in your kitchen (one rated for grease fires and electrical fires).
- It is a good idea to keep fire extinguishers near the furnace, garage, and anywhere else a fire may start. These extinguishers are affordable, life-saving equipment for your home.
- Make sure every able-bodied member of the Family is trained and familiar with the proper way to use the fire extinguishers.
- If you must use an extinguisher, make sure you have a clear way out in the event you cannot put out the fire.

### ***Flammables***

- Keep matches, lighters, and candles out of reach and out of sight of children!
- Smoking is dangerous! No one should ever smoke in bed. Make sure that cigarettes/cigars are extinguished properly before dumping ashes.
- Dispose of materials from fireplaces and grills in non-flammable containers.
- Never put children to sleep in “day” clothes. Fire-retardant sleepwear can make a difference in burn outcomes.







### **Electrical Safety and Heat Sources**

- Make sure your electrical system is not being over-taxed. This can cause a fire. Do your lights dim or flicker when extra appliances are plugged in? If you have questions or concerns, consult a certified electrician.
- Inspect wires. If you find any worn or exposed wiring from appliances, discontinue their use immediately! A fire is imminent!
- Keep appliances unplugged when not in use.

### **Escaping a Fire: EDITH— Exit Drills in the Home**

- Practice EDITH. These tips can help you put together and practice an effective home fire escape plan.
- Pull together everyone in your household and make a plan. Draw a floor plan of your home showing two ways out of each room, including windows. Do not forget to mark the location of each smoke alarm. Make it easy for all members of the Family and visitors to understand.
- Make sure that everyone understands the escape plan and recognizes the sound of the smoke alarm.

- Be fully prepared for a real fire: when a smoke alarm sounds, get out immediately; and once you are out, stay out, leave the firefighting to the professionals!
- If you live in an apartment building, make sure that you are familiar with the building's evacuation plan. In case of a fire, use the stairs, never the elevator.
- When planning for a Family with young children, be sure to teach them not to hide from fire or smoke and to go to the firefighters who are there to help them.
- All children should be familiar with the ideas of "crawling underneath the smoke" to escape a fire. "Stop, drop, and roll" is another safety principle that must be ingrained into children's minds.
- Multi-storied buildings are of special concern. Ensure that everyone is familiar with how to use an escape ladder if necessary.
- Make sure every sleeping room has two means of escape in the event of a fire.
- Windows provide a secondary means of escape. Ensure they are in proper working order, are not painted shut, and guards are able to be disengaged in case of fire and escape is necessary through that window.
- Make sure to practice your escape plan periodically. It will be easier to remember in case of an emergency.
- Call emergency responders from a neighbor's house. Young children should know their street address and last name (and, of course, how to dial 911 or garrison emergency number).
- After you've planned for the Family, don't forget the pets. Alert firefighters about your pets. Don't rely on window or door decals to alert firefighters—such decals are often found to be outdated. In the event your pet suffers from smoke inhalation, rush the animal to the vet.





### **If Your Clothes Catch Fire**

If your clothes catch fire, stop, drop, and roll. Stop immediately, drop to the ground, and cover face with hands. Roll over and over or back and forth to put out the fire. Immediately cool the burn with cool water for 3 to 5 minutes and then seek emergency medical care.

## **COOKING FIRE SAFETY**

Many Families gather in the kitchen to spend time together, but it can be one of the most hazardous rooms in the house if you do not practice safe cooking behaviors. Cooking equipment, most often a range or stovetop is the leading cause of reported home fires and home fire injuries in the United States. Cooking equipment is also the leading cause of unreported fires and associated injuries.

It is a recipe for serious injury or even death to wear loose clothing (especially hanging sleeves), walk away from a cooking pot on the stove, or leave flammable materials, such as potholders or paper towels, around the stove. Whether you are cooking the Family holiday dinner

or a snack for the children, practicing safe cooking behaviors will help keep you and your Family safe.

### **Safe Cooking Behaviors**

#### **Choose the Right Equipment and Use It Properly**

- Always use cooking equipment tested and approved by a recognized testing facility.
- Follow manufacturers' instructions and code requirements when installing and operating cooking equipment.
- Plug microwave ovens and other cooking appliances directly into an outlet. Never use an extension cord for a cooking appliance, as it can overload the circuit and cause a fire.
- Avoid grease build-up in the kitchen and on appliances. Cooking fires are common. Do not leave food cooking on stovetops unattended.

#### **Watch What You Heat**

- The leading cause of fires in the kitchen is unattended cooking.
- Stay in the kitchen when you are frying, grilling, or broiling food. If you leave the kitchen for even a short period of time, turn off the stove.
- If you are simmering, baking, roasting, or boiling food, check it regularly, remain in the home while food is cooking, and use a timer to remind you that you're cooking.



- **Stay alert!** To prevent cooking fires, you have to be alert. You won't be if you are sleepy, have been drinking alcohol, or have taken medicine that makes you drowsy.
- If a fire should occur, suffocate it with a pot/pan lid or a cookie sheet, or close the oven door.

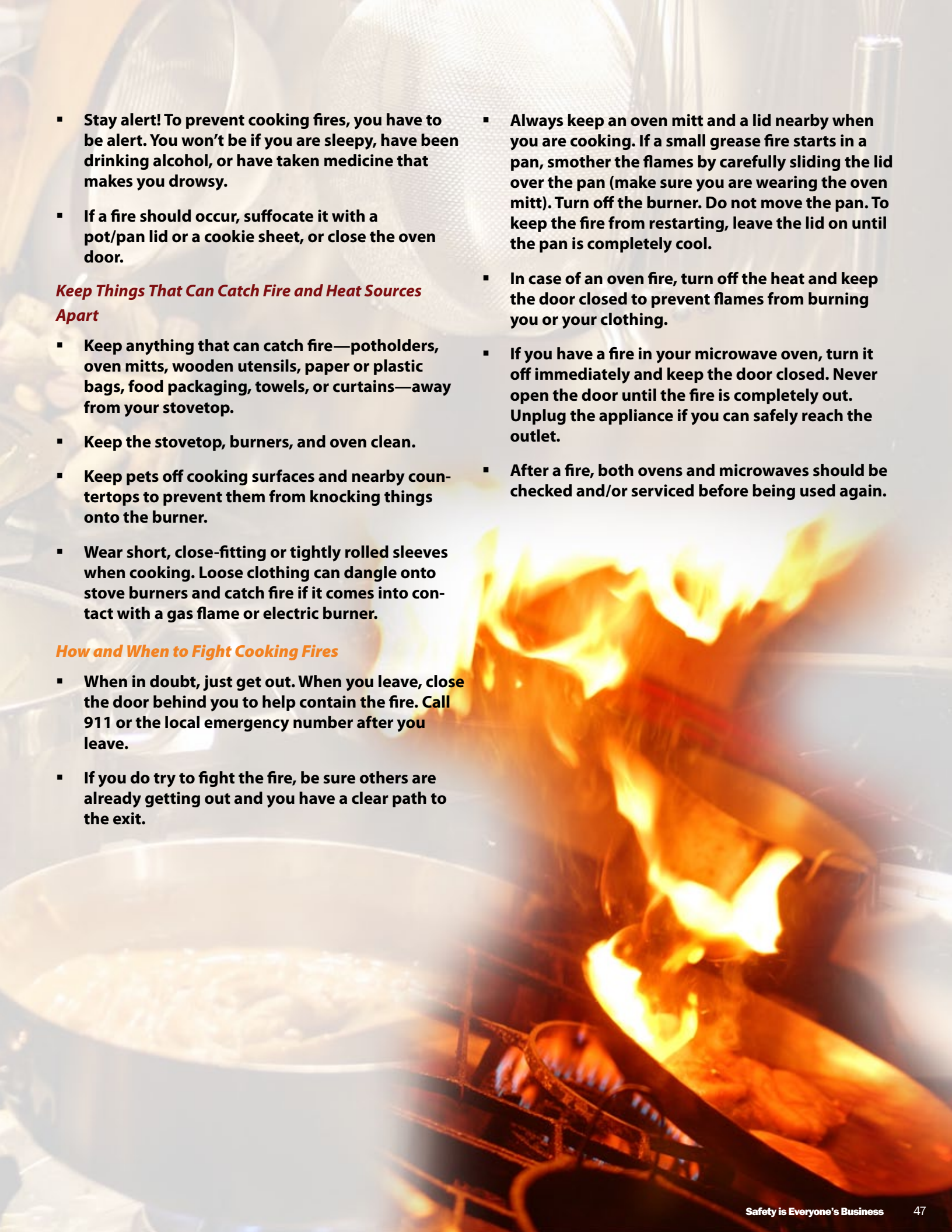
### ***Keep Things That Can Catch Fire and Heat Sources Apart***

- Keep anything that can catch fire—potholders, oven mitts, wooden utensils, paper or plastic bags, food packaging, towels, or curtains—away from your stovetop.
- Keep the stovetop, burners, and oven clean.
- Keep pets off cooking surfaces and nearby countertops to prevent them from knocking things onto the burner.
- Wear short, close-fitting or tightly rolled sleeves when cooking. Loose clothing can dangle onto stove burners and catch fire if it comes into contact with a gas flame or electric burner.

### ***How and When to Fight Cooking Fires***

- When in doubt, just get out. When you leave, close the door behind you to help contain the fire. Call 911 or the local emergency number after you leave.
- If you do try to fight the fire, be sure others are already getting out and you have a clear path to the exit.

- Always keep an oven mitt and a lid nearby when you are cooking. If a small grease fire starts in a pan, smother the flames by carefully sliding the lid over the pan (make sure you are wearing the oven mitt). Turn off the burner. Do not move the pan. To keep the fire from restarting, leave the lid on until the pan is completely cool.
- In case of an oven fire, turn off the heat and keep the door closed to prevent flames from burning you or your clothing.
- If you have a fire in your microwave oven, turn it off immediately and keep the door closed. Never open the door until the fire is completely out. Unplug the appliance if you can safely reach the outlet.
- After a fire, both ovens and microwaves should be checked and/or serviced before being used again.





## SAFE FOOD HANDLING

### *Basics for Handling Food Safely*

Safe steps in food handling, cooking, and storage are essential to prevent foodborne illness. You can't see, smell, or taste harmful bacteria that may cause illness. In every step of food preparation, follow the four basic guidelines to keep food safe:

- **Clean**—Wash hands and surfaces often.
- **Separate**—Don't cross-contaminate.
- **Cook**—Cook to proper temperatures.
- **Chill**—Refrigerate promptly.

### *Shopping*

- Purchase refrigerated or frozen items after selecting your non-perishables.
- Never choose meat or poultry in packaging that is torn or leaking.
- Do not buy food past "Sell-By," "Use-By," or other expiration dates.

### *Storage*

- Always refrigerate perishable food within 2 hours (1 hour when the temperature is above 90 °F).
- Check the temperature of your refrigerator and freezer with an appliance thermometer. The refrigerator should be at 40 °F or below and the freezer at 0 °F or below.
- Cook or freeze fresh poultry, fish, ground meats, and variety meats within 2 days;

other beef, veal, lamb, or pork, within 3 to 5 days.

- Perishable food such as meat and poultry should be wrapped securely to maintain quality and to prevent meat juices from getting onto other food.
- To maintain quality when freezing meat and poultry in its original package, wrap the package again with foil or plastic wrap that is recommended for the freezer.
- In general, high-acid canned food such as tomatoes, grapefruit, and pineapple can be stored on the shelf for 12 to 18 months. Low-acid canned food such as meat, poultry, fish, and most vegetables will keep 2 to 5 years—if the can remains in good condition and has been stored in a cool, clean, and dry place. Discard cans that are dented, leaking, bulging, or rusted.

### *Preparation*

- Always wash hands with warm water and soap for 20 seconds before and after handling food.
- Don't cross-contaminate. Keep raw meat, poultry, fish, and their juices away from other food. After cutting raw meats, wash cutting board, utensils, and countertops with hot, soapy water.
- Cutting boards, utensils, and countertops can be sanitized by using a solution of 1 tablespoon of unscented, liquid chlorine bleach in 1 gallon of water.
- Marinate meat and poultry in a covered dish in the refrigerator.



### Thawing

- **Refrigerator:** The refrigerator allows slow, safe thawing. Make sure thawing meat and poultry juices do not drip onto other food.
- **Cold water:** For faster thawing, place food in a leak-proof plastic bag. Submerge in cold tap water. Change the water every 30 minutes. Cook immediately after thawing.
- **Microwave:** Cook meat and poultry immediately after microwave thawing.

### Cooking

- Beef, veal, and lamb steaks, roasts, and chops may be cooked to 145 °F.
- All cuts of pork, 160 °F.
- Ground beef, veal, and lamb to 160 °F.
- All poultry should reach a safe minimum internal temperature of 165 °F.

### Serving

- Hot food should be held at 140 °F or warmer.
- Cold food should be held at 40 °F or colder.
- When serving food at a buffet, keep

food hot with chafing dishes, slow cookers, and warming trays. Keep food cold by nesting dishes in bowls of ice or use small serving trays and replace them often.

- Perishable food should not be left out more than 2 hours at room temperature (1 hour when the temperature is above 90 °F).

### Leftovers

- Discard any food left out at room temperature for more than 2 hours (1 hour if the temperature was above 90 °F).
- Place food into shallow containers and immediately put in the refrigerator or freezer for rapid cooling.
- Use cooked leftovers within 4 days.

### Refreezing

Meat and poultry defrosted in the refrigerator may be refrozen before or after cooking. If thawed by other methods, cook before refreezing.

(Courtesy of the U.S. Department of Agriculture)





## HOME HEATING SYSTEMS

With fall and winter temperatures coming, now is a good time for a safety review of your home heating systems.

- *Check your furnace.* It should be cleaned and checked regularly by a professional.
- *Check your fireplace.* Use andirons and a screen or glass front. Never leave a fire unattended. Don't burn gift wrappings, tissue, or evergreens in your fireplace.
- *Check your chimney, pipes, and flues.* They should be clean and have no cracks or loose mortar.

## PORTABLE HEATER HAZARDS

As the weather turns cold, many people use portable heaters for extra warmth.

While portable heaters are effective for heating small areas, they can be deadly if not used safely. Fires and carbon monoxide poisoning are the main hazards associated with portable heaters.

There are two major types of portable heaters: those using electricity to generate heat and those using combus-

tible fuels.

### *Electric Heaters*

Electric heaters are most useful indoors, away from moisture that could cause electrical shock hazards. When using any electric heater, read the owner's manual and observe the manufacturer's safety warnings. In general observe the following rules:

- Keep the heater well away from flammable materials such as curtains, furniture, paper, or wood items.
- Locate it away from water or moisture sources.
- Select a heater that shuts off automatically if it tips over.
- Make sure your home electrical system has adequate capacity to power the heater in a safe manner.
- Never use extension cords to plug in the heater.
- Locate the heater out of the reach of small children.
- Turn off the heater when you go to sleep or leave the room or area.
- Do not use the heater indoors unless it is specifically designed for indoor use. Some new heaters incorporate an oxygen depletion sensor (ODS) that shuts the heater down before it can produce dangerous levels of carbon monoxide (CO).
- Even if the heater is designed for indoor use, follow the manufacturer's instructions to provide adequate ventilation to ensure safety, and mount a CO alarm in the room







where the heater is being used.

### ***Fuel-powered Heaters***

Fuel-powered heaters are available in many types, designed for both indoor and outdoor use. Some use kerosene, while others use bottled fuels like butane or propane. Some also use an electric blower or fan to increase heat output. Before using any of these heaters, read the owner's manual carefully and observe the safety recommendations. In general, follow the same rules listed above, plus the following:

- Use caution when adding fuel to the heater. Make sure the heater is turned off, unplugged, and cool to the touch. Add fuel outdoors, not in an enclosed area.
- Never use outdoor heaters indoors or in enclosed spaces.

## **NATURAL GAS SAFETY RULES**

Follow the manufacturer's instructions with

all gas appliances. Have your gas appliances installed, serviced, and repaired by professionals. Keep chimney flues and vents for appliances clean and in good repair.

Keep areas clean around your gas water heater and furnace. Teach small children to stay away from gas appliances. Teach Family members what to do if they smell gas.

### ***In Case of a Gas Emergency***

If you smell gas and can't find the source immediately, go to a neighbor's house and call the gas company. If the odor is not strong, open doors and windows for ventilation. If the odor is strong or persists, get everyone out of the house.

Don't use a telephone, switch a light on or off, or light a match if you smell gas. Don't try to relight a gas furnace, water heater, or range until you are sure there's no more smell of gas.

Get immediate medical attention for victims of burns or CO poisoning.



## WINTER STORAGE OF COMPRESSED GASES AND FLAMMABLES

Getting ready for the cold weather usually involves storing lawn mowers, motorcycles, camping equipment, grills, and other warm-weather equipment. Many of these are powered by flammable liquids such as gasoline or compressed gases such as propane.

Flammable liquids should be drained from power equipment before storage. Items such as paint, gasoline, leftover charcoal lighter, and kerosene should be properly marked and stored in appropriate containers away from sources of heat, sparks, and open flames. The storage area should be well ventilated, free of combustibles such as paper, and out of the reach of children. A type A-B-C fire extinguisher should be readily available.

Compressed gas containers should be capped and stored away from sources of heat and sparks in a ventilated, temperature-controlled area, because regulators can malfunction under freezing conditions. In addition, cylinders should be refilled only if they are designed for refill. Cylinders should also be secured or chained in an upright position to prevent toppling.

Proper storage of compressed gases and flammable liquids is a good start toward preventing home fires.

## CARBON MONOXIDE

CO is a colorless, odorless gas that is produced when we burn fuels for heating, cooking, or operating power equipment and vehicles. Every year, especially in the cold months, CO poisoning kills dozens of people with little or no warning.

The following tips will help keep you safe from this silent killer:

- If you use gas, oil, or wood to heat your home, have the heating system inspected and serviced annually by an expert. Malfunctioning heating systems are a major cause of CO poisoning.
- If you use gas, oil, or wood to heat your home, install a CO alarm. CO alarms are inexpensive, simple to install, and can be purchased at most hardware or home supply stores.
- Be careful when using portable heaters. Follow the manufacturer's instructions, and read the portable heater safety tips appearing elsewhere in this brochure.
- If you are using a fireplace in your home, make sure the flue stays open until the fire burns out completely.
- Don't use a barbecue grill—regardless of whether it uses charcoal or gas—in your garage or other enclosed space.
- Do not operate gasoline-powered equipment (vehicles or generators, for example) in an enclosed garage or other indoor space.





## RADON IN HOMES

Radon is a cancer-causing radioactive gas emitted from certain types of rock, soil, and water. Under certain conditions, radon can accumulate inside homes and other buildings, and cause a health hazard. At high concentrations, radon is a serious health hazard—only smoking causes more lung cancer deaths. Radon can be found in all 50 states. It is colorless and odorless, so the only way to detect it is to perform air testing.

All Army buildings, including housing units, have been tested for radon, and radon control systems have been installed if needed. So if you live in government quarters, any potential radon hazards have already been mitigated. If you live in government quarters and have any questions about radon testing, you can call the housing office on your installation.

If you live off-post, however, you should make sure your home has been tested for radon, and if it has not, do the testing yourself. Test kits are inexpensive and easy to use, and can be purchased at most hardware or home supply stores. Just follow the instructions provided with the kit, and then use the postage-paid envelope provided in the kit to mail the sampler to the testing laboratory. In a few weeks, the testing laboratory will mail the

results back to you, with an explanation of the results, and any recommended actions you should take. If hazardous levels of radon are detected in a home or building, building professionals can usually fix the problem at a relatively low cost.

The key to avoiding radon hazards is to make sure your home has been tested for radon. Radon hazards are easy to control—but only if you know there is a problem. If you are buying or renting a home, ask to see the radon testing results. For more information, go to the U.S. Environmental Protection Agency's radon web page at: <http://www.epa.gov/iaq/radon/pubs/citguide.html>.

The screenshot shows the EPA website's 'Radon (Rn)' section. The left sidebar contains links for 'Radon Home', 'Basic Information', 'Where You Live', 'A to Z Subject Index', 'Publications', 'Frequently Asked Questions', 'Glossary', and 'Related Links'. The main content area is titled 'Publications and Resources' and includes links for 'Consumers and Homeowners: Testing and Fixing Your Home', 'Radon Causes Lung Cancer: the Scientific Proof', 'Media Resources for Partners and Stakeholders', 'Builders: Building New Homes with Radon-reducing Features', 'Testing and Fixing Schools', and 'Technical Resources for Radon Professionals'. A featured section titled 'Consumers and Homeowners: Testing and Fixing Your Home' states that EPA strongly recommends testing for radon. It features a thumbnail for 'A Citizen's Guide to Radon: The Guide to Protecting Yourself and Your Family From Radon' and lists links for the HTML version, PDF version, and a link to print the publication. Below this is a link to the Spanish version, 'Manual Informativo Sobre El Radón, La Guía para proteger a su familia y a usted del radón'.

The brochure cover features the EPA and CDC logos at the top. The title 'A Citizen's Guide To Radon' is prominently displayed, followed by the subtitle 'The Guide To Protecting Yourself And Your Family From Radon'. Below the text is a collage of four photographs showing diverse families and children in various settings, including a family looking at a book together and a child looking thoughtful. The EPA logo and 'United States Environmental Protection Agency' are in the top left corner, and the CDC logo is in the top right corner.

This section provides contact information and instructions for obtaining the guide. It includes the title 'Get the Advice. Protect Radon to view PDF files listed on this page. See EPA's PDF page to learn more. See Subject's' and a 'How to Order Publications' section. The contact information for the National Service Center for Environmental Publications (NSCEP) is provided, including the address (P.O. Box 12119, Cincinnati, OH 45242-0119), website (www.epa.gov/epaosweb), phone (1-800-490-9130), fax (513-644-3408), and email (nscep@epa.gov). It also mentions that the guide is available in Spanish and provides a link to the Spanish version. Finally, it includes a section titled 'Can't Get the Files to Print Radon Publications?' which explains that the guide is available in HTML, PDF, and PC format, and provides a link to the Spanish version.





## POWER TOOLS

Power tools save time and make the job easier, but used improperly they can maim or even kill. The following are on-the-job safety rules for power tool operation:

1. Know the tool you are using—its application, limitations, and potential hazards.
2. Select the proper tool for the job. Don't try to tackle a big job with an undersized tool; makeshift tools can cause accidents.
3. Always wear the appropriate PPE for the job. Owner's manuals for power tools always provide PPE requirements and other safety tips. Eye and hearing protection is almost always required.
4. Ground all tools. If a tool is equipped with a three-prong plug, it should be plugged into a three-hole electrical receptacle. If an adapter is used to accommodate a two-prong receptacle, the adapter wire must be attached to a known ground.
5. Remove adjusting keys and wrenches before turning on the tool.
6. Keep the work area free of clutter, boards, boxes, debris, tools, and other objects that can be tripping hazards.
7. Keep tool guards in place and in working order. Do not remove guards or wedge them out of the way.
8. Always be alert to potential hazards in your working environment, such as damp locations or the presence of highly combustible materials, such as gasoline or solvents.
9. Avoid accidental startup. Make sure the tool switch is off before plugging in the cord, or when power is interrupted. Don't carry a plugged-in tool with your finger on the switch.
10. Make sure saw blades, drill bits, router cutters, and other cutting edges are sharp, clean, and regularly maintained.
11. Use only recommended accessories. Follow the manufacturer's instructions.
12. Last, but perhaps most important, once you begin working, concentrate on what you're doing. Your slogan should be: **Safety Starts Between the Ears.**



## CHAIN SAWS

Any tool powerful enough to slice through thick branches can do the same to human flesh and bones. As a consequence, chain saw injuries are often very serious. Although kickback is the single biggest cause of chain saw injuries, operator error is another major factor. These guidelines are presented for the chain saw user's consideration:

- Wear appropriate protective clothing. This includes safety goggles, gloves that provide a good grip, hearing protection, safety shoes, and close-fitting clothes that won't get caught in the chain.
- Inspect the chain saw for sharpness and overall mechanical condition, prior to starting. In addition, the work area is much safer when it is free of debris. This helps prevent the chain from touching anything other than what is to be cut.
- Make sure you have the right chain saw for the job. The owner's manual should list and explain the saw's capabilities.
- Do not work alone. An extra pair of hands will make some dangerous situations safe. If there is an injury, the other person can get help.
- Always start the saw according to the manual's directions. Carry the saw with the blade pointing backward when it is not being used. Never carry a saw that is running.
- Hold the saw firmly with both hands, and keep the left arm straight. In case of kickback, the saw will rise in front of you instead of jumping back toward you.
- Do not touch the tip of the guide bar to any object. Before sawing through a branch or log, check for nearby branches that could come into contact with the saw.
- Do not bury the tip of the saw in a cut, and do not remove the tip guard to make a bigger cut.
- Let the saw do the work. Do not force it through the cut.
- Stand on the uphill side of a log so it won't roll into you. Watch for branches that may spring back as you cut.
- Avoid cutting tree limbs that are higher than chest level.
- If a gasoline-powered saw needs to be refueled, let it cool first. Clean up any spills. Avoid coming into contact with the hot muffler while working.
- If the saw is electric, use an extension cord that is approved for outdoor use. Do not use the saw in damp environments.
- Do not tackle a cutting job that involves climbing trees. Many horror stories involve amateurs who fell out of trees or had large branches fall on them while using a chain saw. Save the big jobs for the professionals.
- Finally, remember that every chain saw is different. You need to know your saw's particular features. The owner's manual usually contains excellent information about safety.





# HOLIDAY SAFETY

## ACCIDENTS DON'T TAKE HOLIDAYS

The holiday season is a time of joy and fun, gifts, and surprises. But, beware of the extra hazards the holidays bring:

- More traffic accidents
- More home fires
- More accidents with toys
- More falls
- More accidental poisonings.

### *Accidental Falls*

Many accidental deaths occur every December from accidental falls. Typical winter and holiday fall hazards include:

- Outside steps: sidewalks and driveways should be kept free of ice and snow.
- Inside stairways should be kept clear. Handrails should be kept free of decorations.
- Electrical cords and wires should be away from traffic areas where they could be tripping hazards.
- Ladders—not stools or chairs—should be used for those out-of-reach decorating jobs.

- Toys, boxes, paper, etc. are tripping hazards when left on the floors.

### *Poisoning*

- Plants and greens used for decoration may be poisonous—for example, holly berries, mistletoe berries, and Jerusalem cherry plants.
- Chemicals contained in chemistry sets, science kits, and games may be harmful. Follow directions, safety precautions, and age recommendations carefully.
- Alcohol is frequently served at parties but poses a real danger to small children.
- During the holidays and throughout the year, keep medicines and household chemicals out of the reach of small children.
- If you have preschool and school-age children, teach them about poisoning hazards in your home. Help them place “Mr. Yuk” stickers on poison hazards.
- Post the telephone number of a poison control center in a location where you can find it quickly. In the United States, you can call a national poison control hotline at 1-800-222-1222.

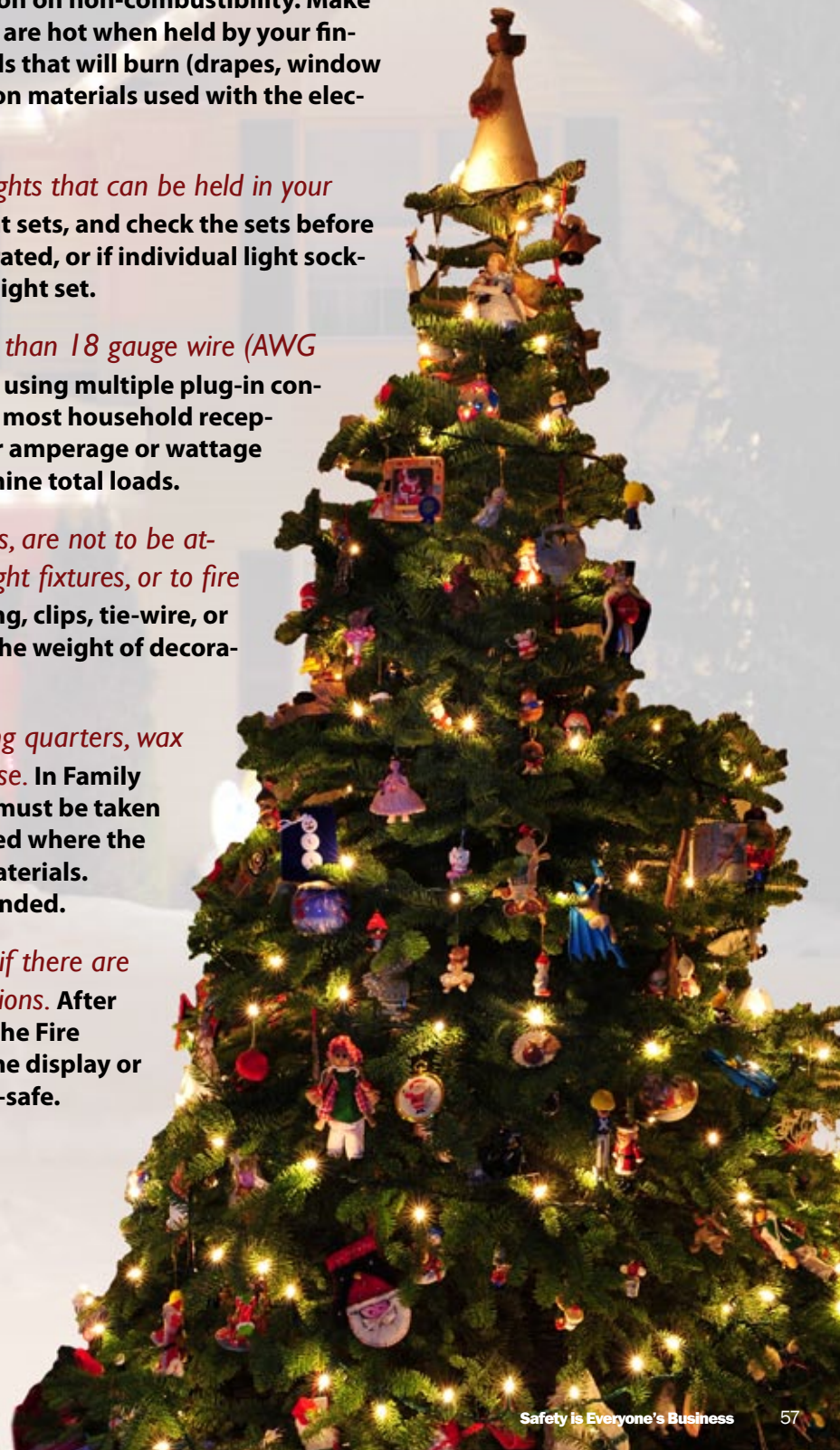
### *Rules for Holiday Decorations*

Natural evergreen trees and artificial trees are common holiday decorations. Flame proofing methods are unreliable and not recommended, since they only serve to give one a false sense of security. To ensure that trees are relatively safe, select precut trees that appear fresh with firm, green needles. Cut the tree off at least 1 inch from the original cut, and place



the tree in water as soon as possible. Keep the tree in water during the entire period, checking the water level daily. Artificial trees, both plastic and metalized, can burn. Those with built-in electric lights must carry an Underwriters Laboratory (UL) approval label. Use indirect lighting in metal trees to avoid the danger of electrical shock, because faulty electrical light sets may electrically charge the entire tree. Do not locate trees where they block exits.

- *Use noncombustible or fire-retardant materials.* Look on the item or box for the UL label for information on non-combustibility. Make sure that electrical decorations that are hot when held by your fingers are not in contact with materials that will burn (drapes, window shades, furniture, or other decoration materials used with the electrical item).
- *Use low-heat-producing miniature lights that can be held in your fingers.* Look for the UL label on light sets, and check the sets before using. If cords are frayed or deteriorated, or if individual light sockets are not working, do not use the light set.
- *Extension cords must be no smaller than 18 gauge wire (AWG 18).* Do not overload receptacles by using multiple plug-in connectors. Circuit breakers protecting most household receptacles are rated at 15 amps. Look for amperage or wattage ratings on electrical items to determine total loads.
- *Decorations, including electrical ones, are not to be attached to other electrical sources, light fixtures, or to fire alarm or sprinkler systems.* Use string, clips, tie-wire, or thumbtacks to attach and support the weight of decorations.
- *With the exception of Family housing quarters, wax candles are not permitted for any use.* In Family housing quarters, extreme caution must be taken to ensure that candles are not burned where the flame or heat will ignite adjacent materials. Never leave burning candles unattended.
- *Contact the Fire Protection Division if there are any questions on the use of decorations.* After decorating, please feel free to give the Fire Protection Division a call to check the display or area to make sure it is relatively fire-safe.





## OUTDOOR LIGHTING

- Use lights approved for outdoor sources. Check for a label from a testing laboratory (such as UL).
- Make sure circuits are not overloaded.
- Place cords away from traffic areas and heat sources, and not under rugs.
- Check cords and plugs for wear, frayed insulation, cracks, and loose connections.

## SAFE TOY PURCHASES

Toys, which are intended to bring pleasure, can also bring injury and death. The following guidelines are intended to help you select the right toy:

- Select toys to suite the age, abilities, and temperament of the child.
- Infants and toddlers should have toys that are too large to be swallowed and that have no sharp edges, hidden pins, or wires.
- Young children should have toys with no parts

that can be pulled off and swallowed.

- Toys that shoot projectiles or have sharp edges should be reserved for older and more responsible children.
- Electrical toys (operated by house current) should have a label from a testing laboratory.
- Check all toys (especially imported ones) to be certain they are non-combustible and have no lead-based paint on them.
- Ensure that your older children keep their toys away from younger children.
- Make sure that children play with riding toys in areas away from stairs, traffic, or swimming pools.
- Toys should be examined regularly. Are pieces (such as wheels on toy trucks) coming loose? Are there sharp edges or rusting parts? Broken toys should be repaired immediately or discarded.







## TIPS TO PARTY BY

- Always serve food along with alcohol. Foods high in protein and carbohydrates, such as cheese and meats, are especially good. They stay in the stomach longer, slowing the rate at which the body absorbs alcohol.
- If you serve alcoholic punch,

use a noncarbonated base such as fruit juice. The body absorbs alcohol faster when mixed with carbonation.

- Serve nonalcoholic beverages. It is possible that some of your guests will not want to drink alcohol.
- Have several jiggers or self-measuring one-ounce bottle spouts at the bar to mix drinks. Guests are less likely to drink excessively when standard measures are used.
- Do not force drinks on your guests or rush to refill their glasses when empty. Some guests may not wish to appear rude and will accept drinks they do not want.
- Stop serving alcohol about 2 hours before the party will be over. Guests then have time for their bodies to absorb the alco-

hol consumed. Serve coffee or other nonalcoholic beverages as well as food.

- If you observe a guest drinking too much, try these steps:
  - ❑ Engage him or her in conversation to slow down the drinking.
  - ❑ Offer high protein food.
  - ❑ Offer to make the next drink using less alcohol. Mix it with a non-carbonated base.
  - ❑ Carefully observe his or her condition throughout the evening. Make sure the guest does not drive if you believe he or she is impaired.
- Remember: Neither coffee nor a cold shower will help sober someone up. Only time can do that.





## FRESH CITRUS MOCK-COCKTAILS FOR THE HOLIDAYS

### *Rondo Fizz*

- 1 scoop crushed ice
- 2 oz. fresh squeezed orange juice
- 1 oz. cream or half and half
- 1/2 oz. simple syrup
- 1 egg white

Combine in a blender, and blend until smooth. Serve in a 12 oz. glass. Fill with club soda. Garnish with 1/2 orange slice.



### *Strawberry-Orange Frosty*

- 2 scoops crushed ice
- 10 fresh or frozen strawberries
- 4 oz. fresh squeezed orange juice
- 1 oz. simple syrup

Combine all ingredients in a blender and blend until smooth. Serve in a 16 oz. glass, and garnish with an orange twist and strawberry.

### *Citrus Collins*

Fill a 10 to 12 oz. glass with ice cubes and add:

- 2 oz. fresh squeezed orange or grapefruit juice
- 1 oz. fresh squeezed lemon juice
- 1 oz. simple syrup

Fill the glass with club soda, garnishing with 1/2 orange slice and cherry.

### *Banana Flip*

- 1 scoop crushed ice
- 1/2 small banana
- 1-1/2 oz. cream or half and half
- 1 oz. fresh squeezed orange juice
- 1/2 oz. simple syrup

Combine in a blender, and blend until smooth. Serve in an 8 oz. glass, garnishing with an orange wedge, banana chunk, and mint.



### *Tomato Bull*

- Salt rim of 10 oz. glass and fill with ice cubes
- Squeeze and drop in 1 fresh lemon wedge
- Squeeze and drop in 1 fresh lime wedge

Fill with Bloody Mary mix and garnish with a celery stick.



### *Equivalent measures*

- 1 scoop crushed ice = approx. 1/2 cup
- 1 oz. = 2 tbsp.
- 1/2 oz. = 1 tbsp.
- 1 medium lemon = approx. 1-1/2 oz. juice (3 tbsp.)
- 1 medium orange = approx. 3 oz. juice (1/3 cup)
- 1 medium grapefruit = approx. 6 oz. juice (2/3 cup)





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