

# TS TOP SAFETY™

Safety Around the Clock.

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## Back to School Month: Tips for School Bus Drivers

If you're a school bus driver, your primary objective is keeping the children safe to and from school — this means driving safely and not being distracted. Here are some tips to do that:

**Keep up with all training** and review any procedures that you may have questions about.

**Do a pre-trip inspection.** Never drive an unsafe bus.

**Set rules and relay those to students** at the beginning of the year. Repeat often.

**Move the bus** only when all children are seated.

**Drive the speed limit** even if you are behind schedule. Report unruly or inappropriate behavior to authorities.

**Don't use your cell phone** while driving.

**Don't allow children to exit the bus** until all traffic has come to a complete stop and safety equipment is engaged.

### CARPOOL drivers:

- Keep your eyes on the road and avoid distractions.
- Give your cell phone to a passenger to field calls and text messages (a parent may be trying to contact you).
- Follow school drop-off and pick-up procedures.
- Don't double park or block crosswalks.



**Make sure children are safe** before deactivating your safety equipment-light system and moving the bus.

**Never leave the bus** with the motor running.

**Check your bus** after your last stop to be sure no child is left on the bus.

**Be extra cautious** when you are about to cross railroad tracks, and never stop or hesitate when you are crossing a track.

**Operation Lifesaver** provides an interactive e-learning program for school bus drivers at <http://oli.org/schoolbusdriver/>.

## SHIFTWORK ZONE

### Working Alone?

Working alone can present special hazards, especially if you work late at night and perform tasks such as using machinery, handling money or working outdoors. If you work alone, take precautions to stay safe on the job:

- Follow all work safety procedures.
- Use tools and equipment properly, and always wear the right safety equipment.
- Make sure you have a way to contact someone outside work if you have an emergency, such as an alarm system, mobile device or radio.
- Set up periodic checks with a supervisor, coworker or family member.
- Know the location of warning devices (panic buttons, automatic distress messages, movement alarms, etc.) and know how to use them.
- Have a code word or signal for a violent situation or other problem, so you can alert someone quickly.
- Know where the first aid kit, eyewash, fire extinguisher and other safety equipment are located, and familiarize yourself with its proper use.
- Make sure you follow all lock-up and security procedures.
- Report all incidents or problems promptly.

Working solo can be safe with extra precautions and common sense.

## Golf Cart Safety Beyond the Links

**Golf carts are not only being used on the golf course.** Many people are purchasing them for personal use. Review these safety guidelines to keep safe on and off the greens:

**Drive** at a speed of 15 mph or less; slow down before turning.

**Remember** that pedestrians have the right of way.

**Keep** all limbs inside the golf cart at all times.

**Remain** seated and hold on while the cart is in motion. Don't stand on the back.

**Look** behind the cart when backing up.

**Never** block emergency access or equipment, pedestrian aisles, doorways, intersections or traffic flow.

**Don't** leave the keys in the golf cart when it's unattended.



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# SAFETY CORNER



## Heatstroke

It's hot and your coworker starts acting confused and says he feels nauseated — normal? **No.** These are symptoms of heatstroke. Take the following symptoms seriously, call 911 immediately, get the person to a cooler place, and reduce the person's temperature with cool cloths and ice.

**Do not give fluids.**

### SYMPTOMS OF HEATSTROKE:

- Dizziness
- Nausea and vomiting
- Confusion
- Hot, dry skin
- Flushed skin
- Rapid breathing and pulse
- Throbbing headache
- Hallucinations
- High body temperature
- Slurred speech

For more about heatstroke, visit [www.cdc.gov/extremeheat/warning.html](http://www.cdc.gov/extremeheat/warning.html).

## Dos and Don'ts at the Hotel

**Vacation plans?** Don't let them be spoiled by theft or worse. Check out these dos and don'ts:

**DO** carry your key at all times, making sure it's not left in the open while you're at the pool or a function. If your key is lost, ask for a new room if you can. It may have been stolen.

**DO** close your door as soon as you enter, and use all locks.

**DO** check to be sure adjacent doors and sliding glass doors and windows are locked.

**DO** place all valuables in your room safe or in a hotel safe.

**DO** be aware of your surroundings, especially at night, and use only the main entrance to enter the hotel.

**DO** notify the front desk if you notice any suspicious activity.

**DON'T** set your credit card on the counter during check-in (thieves can take photos easily), and make sure it's your card when it's handed back to you.

**DON'T** leave your luggage anywhere but by your side.

**DON'T** stay on the ground floor if you can help it.

**DON'T** open your hotel room door without verifying who is behind it. If someone says they are with the hotel, confirm with the front desk before opening unless you called for maintenance or room service.

**DON'T** invite strangers into your room.

**DON'T** announce your room number or display large amounts of cash and jewelry.



## Keyboard Cautions

Even with the advent of smartphones, laptops and tablets, plenty of us still use keyboards. If your keyboard isn't adjusted correctly, you could risk hand and wrist injury. And, if you use your laptop as your primary computer, the problem could be exacerbated. Even if you are only typing the wrong way 2 hours a day, you could develop a repetitive motion injury. Use these guidelines to avoid injury:

**Consider purchasing a separate keyboard if you use your laptop for long periods of time.** Why? Laptop keyboards are too small and located too close to the screen, creating awkward hand and wrist positioning.

**Sit close to your keyboard** and place it directly in front of you.

**Adjust the keyboard** so your upper arms are relaxed, elbows form a 90-degree angle, forearms are parallel to the floor and wrists are straight. **Tip:** Adjust keyboard tilt if necessary or consider using a keyboard tray.

**Use wrist rests** only between keystrokes, not while typing.

**Place your mouse** next to and at the same height as your keyboard.

**Take frequent breaks** to rest and stretch.

**Don't ignore pain**, even if it comes and goes.



### Shortcuts:

- ✓ Position keyboard directly in front of you.
- ✓ Keep wrists straight and in line with your arms.
- ✓ Take frequent breaks to stretch and rest wrists.

## 5 Outdoor Lightning Precautions

**During a lightning storm**, the best way to stay safe is to stay indoors. However, if you are caught outdoors, follow these safety rules:

- 1 Find a safe enclosed shelter as soon as you hear thunder.** Safe places can be homes, offices, buildings or hardtop cars with the windows rolled up. Avoid open spaces, picnic pavilions, porches, gazebos and baseball dugouts. Stay in a safe shelter for 30 minutes after the last sound of thunder.
- 2 Never lie flat on the ground in a storm.** Instead, crouch down with your head between your knees.
- 3 Avoid tall structures**, hilltops, lone trees, bodies of water, power lines, fences and concrete floors or walls. Lightning can travel through any metal wires or bars in concrete walls or flooring.
- 4 Separate from a group** to reduce the number of injuries if lightning strikes.
- 5 Avoid touching anything metal** including farm equipment, motorcycles, bicycles and golf carts.

**Best bet: Check the weather before you venture out.**



Reach your personal best with [www.personalbest.com/extras/16V8tools](http://www.personalbest.com/extras/16V8tools).

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