



# Southwest Region - Safety Newsletter

January 2004

## It's Back in the Saddle Again (with ORM)

“Them’s singin’ words pardner!”

Count yourself lucky that you can’t hear me try to sing even that one line. Gene Autrey I’m not. If your old enough to remember Gene Autrey, you know he was the “Singin Cowboy”. So why the talk about Gene Autrey? Got me! I’m just getting old and my mind tends to wander. What I really want to talk to you about is the annual “Back in the Saddle” program and Operational Risk Management.

The holidays are over, it’s a new year and to focus ourselves on the task at hand many of us will be participating in the annual safety standdown commonly referred to as “Back in the Saddle”. An important part of that focus is to remember to include Operational Risk Management in your day-to-day lives. Some of you may have used ORM while you were away for the holidays. It sounds strange, but, did you have something to do that you were a little uneasy about. Maybe something risky, a travel decision perhaps. ORM is simply a tool for determining if an action might be hazardous, assessing how serious that hazard could be if it occurred, then finding controls to mitigate or lessen the seriousness of the hazard or its probability of occurrence. Finally, you implement the controls and make sure they work. That’s it. It works too.

If you’re driving and it starts to snow... What could go wrong? You could lose control of the car on the slippery snow. How serious could it be? What controls can lessen the seriousness or decrease the probability it will occur? You get the idea.

That is really what ORM is all about. Of course, it’s a little more formalized than that. With the new year, we need to focus on our jobs and on making sure that all of us are working smart and working safe.

For more information on Operational Risk Management, contact your local Safety Office or check out the ORM information at the Naval Safety Center’s web site.

<https://safetycenter.navy.mil/orm/default.htm>

## “Aim for a Great Housekeeping Seal of Approval”

OSHA regulations have housekeeping requirements that must be met. An organized and clean workplace has many benefits, but most importantly, orderly surroundings are more productive, make you feel better, and you can be proud of where you work.

Keep a lookout. Don’t wait for a safety inspection to find examples of poor housekeeping in your area. Take a little time each day to put things away and clean up at your workstation. Get involved with the

bigger clean-up projects in your area as they occur. Housekeeping is something that everyone has to help with. As you're going through the day, you have lots of opportunities to practice good housekeeping. Catch yourself before you add housekeeping problems.

Housekeeping Checklist. Use the following checklist to help you improve the housekeeping in your area:

- Is access to exits kept clear at all times?
- Is storage kept out of the aisles?
- Are carts or hand trucks parked so that they are not blocking an aisle?
- Are cords kept from lying across an aisle?
- Is there enough clearance around fire doors so they can close properly in case of an emergency?
- Is there clear access to all fire extinguishers?
- Is there plenty of clearance around electrical panels?
- Are hazardous chemicals kept in their proper storage areas(s)?
- Are hazardous chemicals promptly put back in their designated storage area after use?
- Are wet floors or spills, cleaned up quickly?
- Is machinery and equipment kept free of clutter and debris?
- Is trash removed often enough so that rubbish does not build up?
- Are the floors swept when dirt, dust, shavings, or scraps accumulate?
- Are tools, nails, pencils, etc., picked up if they have been dropped?
- Can storage shelves support the weight of the material on them?
- Is storage on shelves stable so that nothing hangs over the edge?
- Are cartons, pallets, or other stacked materials arranged so the stacking is stable?
- Are exposed nails removed from crates, lumber or pallets?
- Overall, is the work area neat and orderly?

Make housekeeping part of your daily operations. No work is complete until the housekeeping is accomplished. If you find a condition that cannot be cleaned or corrected by yourself, take action to inform your supervisor of the problem in your area.

## Lessons Learned

Mistakes of the past provide the opportunity to make appropriate changes for the future. Therefore, we should learn from prior "mishaps" to avoid making them in the future. The following case study reviews a machine shop mishap that occurred to a student trainee machine shop operator. As you read this case study, ask yourself the following questions:

- Was the operator properly trained?

- Are there written safe procedures for machine operations?
- What could have been done to prevent this mishap from happening?
- Have I had a similar mishap in one of my machine shops?
- Did the supervisor know that the student trainee was not familiar with safe operating procedures?

### **Case Study – Machine Operations**

Location: Machine Shop

Operation: Changing Machine Part

#### **Background**

- Machine operator is a student trainee.
- He has been working in the machine shop approximately one year.
- He was operating a milling machine and had to change out the cutting die.
- The cutting die weighed approximately 10 pounds.
- Employee loosened the screws on the cutting die.
- Employee used a rubber mallet to knock the cutting die from its position.
- The employees' left hand was on the surface under the cutting die.

#### **Consequences**

- Machine operators' left hand was smashed.
- Machine operators' left middle finger was cut.

#### **Reaction**

- Operator reported the mishap to his supervisor.
- Co-worker drove employee to the Branch Medical Clinic for treatment.
- Operator was treated and returned to work regular duty.

#### **Action**

- The supervisor instructed employee on the safe procedures for removing cutting dies.

#### **How could this mishap have been avoided?**

- Conduct an ORM and develop safe procedures/checklist for all machine operations.
- New operators review safe procedures for operating/changing machine parts.

- New operators demonstrate ability to safely operate/change machine parts.
- Provide additional on the job training to operators who do not demonstrate ability to operate machines safely.

## **Exercise to Injure-Proof Your Wrists**

Keeping your wrists strong and flexible and alleviating strain on the carpal tunnel by stretching your wrists often during the day can help prevent injury. These exercises should be done three to five times a week. (A sixteen-ounce soft-drink bottle or can of food can be used instead of a dumbbell.)

***Note: Do not do these exercises if you already have pain or numbness. They are meant as a preventive measure and may aggravate an existing problem.***

### **1. Limbering up:**

- Massage the inside and outside of hand with thumb and fingers.
- Grasp fingers and gently bend back wrist. Hold for five seconds.
- Gently pull thumb down and back until you feel the stretch. Hold for five seconds.
- Clench fist tightly, then release, fanning out fingers. Repeat five times.

### **2. Wrist Rotation:**

Stand or sit with your elbows close to your waist, your forearms extended in front of you and parallel to the floor, and your palms facing down. Make fists with both hands and make circles with your fists in one direction Do 10 repetitions, then reverse the direction. Next, open your hands, extend your fingers and repeat the entire sequence.

### **3. Wrist Curl:**

Stand or sit with your elbows close to your waist, your forearms extended in front of you and parallel to the floor, and your palms facing down. Grasp a one-pound dumbbell in each hand and slowly bend your wrists down, holding for five seconds. Do 10 repetitions.

### **4. Sideways Wrist Bend:**

Stand or sit with your elbows close to your waist, your forearms extended in front of you and parallel to the floor, and your palms facing down. Grasp a one-pound dumbbell in each hand. Keeping your forearms still, slowly bend your wrists from side to side, moving the weights toward, then away from one another in a windshield wiper-like motion. Do 10 repetitions.

### **5. Wrist Twist:**

Stand or sit with your elbows close to your waist, your forearms extended in front of you and parallel to the floor, and your palms facing down. Grasp a one-pound dumbbell in each hand and slowly turn your wrists and forearms until your palms are facing up, then turn them down again. Do 10 repetitions.

### **Working Safely: Tips for the Office**

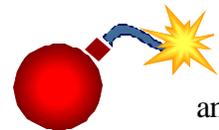
The following tips can help you avoid Carpal Tunnel Syndrome (CTS):

- **Make sure you are positioned properly at your computer.** The computer screen should be about arms length away from you and the top of your document should be equal to or just below eye level.
- **Set up your keyboard so that it is flat rather than slanted down.** You can use a three-quarter inch support under the keyboard to accomplish this.
- **Keep your wrists straight,** your forearms parallel to the floor and your elbows bent at right angles while typing.
- **Gel-filled wrist-rests placed in front of your keyboard** will help make sure you don't rest your hands and forearms on the hard surface of your desk increasing strain and pressure being placed on the joints, tendons, blood vessels, and nerves passing through the carpal tunnel in the wrist. You should never place your wrists on the pad while you actually keyboarding - only when you pause in between thoughts.
- **You know your chair is the perfect height** if you can sit with your knees and hips bent at right angles and your feet flat on the floor in front of you.
- **Take frequent short breaks.** Several brief respites do your wrists a lot more good than a single long one.
- **Stretch your wrists** before you start to work and during your breaks, and strengthen your wrists with exercise.

**Exercise regularly.** Overall body conditioning seems to help guard against repetitive motion injuries.

### **EXPLOSIVE SAFETY CORNER**

Have you heard about explosive operations standdowns? What is a standdown and what are we expected to do during this standdown?



and

Answer: NAVSEA OP-5 strongly recommends that all activities that store, handle or transport energetic materials conduct an eight (8) hour yearly safety standdown as part of an overall proactive explosives safety program. Each activity should consider incorporating applicable items from the following non-inclusive list into their standdown: enforce of responsibilities, review operations for compliance with governing directives, review of SOPs and qualification/certification, general cleanup of storage and operating areas, review of environmental directives such as, hazardous waste disposal and reclamation.

Formal classroom training is not required, however, where meetings or informal classroom training are conducted, document training by roster with subject, date, instructor and attendees.

Additional topics can include: Operational Risk Management (ORM), Mishap Reporting, Ergonomic Awareness, Confined Space, Energy Control Program (Lockout/Tagout), Hearing and Sight Conservation, and Weight Handling Safety.

Your site Explosive Safety Officer and the local Safety Office can assist you in setting up a standdown. If you have additional questions about this subject or explosive safety in general, contact your site Explosive Safety Officer.

## Winter Sport Safety

To safely enjoy such popular and fun winter sports as skiing and snowboarding, it is essential to be responsible and to know your abilities. Reckless skiing can be extremely dangerous.



### **BEFORE GETTING ON THE SLOPES**

#### **Maintain your equipment:**

- Make sure your equipment is adjusted for your size, weight and ability.
- If your equipment is more than a year old, get it serviced in a local ski shop.
- Label your equipment because skis and snowboards often look alike and can be mistaken for those that belong to other people.

#### **Dress appropriately:**

- Always use sunscreen and protect your eyes with goggles or sun glasses. The sun reflecting off the snow is stronger than might be expected in the winter.
- Consider purchasing or renting a helmet -- it may provide protection from serious head injuries.
- Rent or purchase ski clothing that will keep you warm and dry. Make sure you can bend and move comfortably.

#### **Train for your sport:**

- Take lessons from qualified instructors. Lessons will help you to become a better skier or snowboarder. Also, before going on a chair lift, learn how to get on and off safely.
- Learn the types of exercises you can do before hitting the slopes to get your body in shape. And remember to stretch before and after skiing or snowboarding.

## WHEN SKIING OR SNOWBOARDING

### **Don't overestimate your ability:**

- Pay close attention to weather forecasts and warnings. Icy trails can be dangerous.
- Start on an easy slope and work your way up if you are skiing for the first time this season or if you are skiing on a new mountain, no matter how skilled you might be.
- Stop skiing if you feel fatigued, overly cold or hungry.
- Hypothermia is dangerous and can even be fatal. Drink plenty of fluids so that you don't become dehydrated.
- Observe signs and warnings and keep away from closed trails or from trails that might be beyond your skill or ability.
- Avoid skiing in remote places, especially by yourself.

### **Know the rules:**

- Whenever starting downhill or merging, look uphill. Always yield to those coming down. It may be hard for them to stop quickly.
- Remember, skiing and snowboarding do not mix with drinking alcohol!
- Stay in control and be alert. Don't rely on other skiers to be responsible.

Winter sports can be a great way to enjoy your time off, just remember that knowing the rules can keep you and those around you safe. Have fun, be smart and play it safe.

## **HAZARD ALERTS**

### **1. CPSC, Firms Announce Recall of Infinity and Lifestyle Spas**

**Hazard:** The motor capacitor, which is a component of the circulating pump, can overheat. This poses a fire hazard.

**Description:** The recall involves Infinity and Lifestyle model spas manufactured by MAAX Spas. Only MAAX Spas equipped with a Motor Capacitor Inc. capacitor are included in this recall. Units that contain the capacitor have a label on the motor that reads, "Tiny Might." Various models of the spas are included in the recall. Contact the MAAX Spa Fulfillment Center to determine if your model is included in the recall.

To see details of the recalled item, use this link:

<http://www.cpsc.gov/cpscpub/prerel/prhtml04/04047.html>

## 2. CPSC, Coldwater Creek and Cape Craftsman Announce Recalls of Mica Tree Candleholders

Hazard: Flames from the tealight candle can ignite the candleholder, posing a fire and burn hazard.

Description: The recalled copper and mica candleholders were sold in rectangular and square shapes. The 8.5-inch tall, square-shaped candleholder has a cut-out of an evergreen tree on each side. The 10-inch tall, rectangular-shaped candleholder has cut-outs of an evergreen tree, a star and moon on each side.

## **WHAT'S HAPPENING AT NPS:**

### Upcoming Safety Training Courses

27 Jan 04	Adult CPR	Bldg 436 (Police Conf Rm)	0830-1200
4 Feb 04	Adult CPR	Bldg 436 (Police Conf Rm)	0830-1200
18 Mar 04	Basic First Aid	Bldg 436 (Police Conf Rm)	1300-1500
29 Jan 04	Blood Borne Pathogens Tng	Bldg 436 (Police Conf Rm)	0900-1000
26 Feb 04	Blood Borne Pathogens Tng	Bldg 436 (Police Conf Rm)	1300-1400

To sign up for classes at NPS call the Safety Office at 656-2822 ensure space in the class. At NPS, visit our intranet Safety web site at <https://nps.navy.mil> for more information.

### **NPS Hosts Quarterly NSW Regional OSH Manager's Conference, 1/13/04 – 1/15/04**

The NPS OSH office was recently realigned under the NSW Regional organization located in San Diego, CA. Fourteen NSW Regional OSH Managers from throughout the southwest region and San Diego Metro location attended a 2 ½ day conference at NPS to familiarize themselves about the NPS mission and the safety issues associated with the facility. The 2 /12 day conference included a half day walking tour of the NPS facility and presentations on new and upcoming changes within the region and that may impact on future daily OSH mission/services.

### **Recent Fire Incident in Halligan Hall, Bldg 234 and What Can Be Learned From The Experience**

NPS recently experienced an electrical fire in Bldg 234, basement, in the LINAC area due to a transformer igniting. The important factor is that no one was injured and personnel were evacuated from the building safely. However, while reviewing the incident – there were actions that could be

improved on in future incidences. This may be an opportunity for all of us to review our fire emergency procedures – take the time to review the following:

## **KNOW WHAT TO DO IN CASE OF A FIRE**

**USE THE NEAREST FIRE ALARM BOX AND/ TELEPHONE EXT 2333 OR DIAL 9- 911** (Know the location of the nearest fire alarm box )

**QUICKLY EXIT THE BUILDING** (Ensure physically challenged personnel are provided assistance to exit the building - elevators are not to be utilized during a fire situation in a building). In accordance with NAVPGSCHOLINST 1132C.3C, supervisors are responsible to **designate at least three individuals to assist in their evacuation**, if required.

**IF TIME PERMITS, CLOSE DOORS AND WINDOWS TO CONFINE THE FIRE AND PREVENT DRAFTS.**

**ATTEMPT TO EXTINGUISH THE FIRE WITH A FIRE EXTINGUISHER, IF FEASIBLE.** DO NOT ENDANGER YOURSELF OR OTHERS IN THIS EFFORT.

**ASSEMBLE AWAY FROM THE BUILDING TO A PREDESIGNATED AREA ASSIGNED BY BUILDING COORDINATOR. ALL PERSONNEL MUST BE ACCOUNTED FOR.**

**SAFETY IS AN ATTITUDE...  
WHAT'S YOURS?**

**NAVY REGION SOUTHWEST – POINTS OF CONTACT**

Navy Region Southwest  
Regional OSH Manager - Ken Gentle  
(619) 532-1336

Broadway Complex  
Department Manager - Gustavo Campos  
(619) 532-1305

Point Loma Complex  
Site Manager - Jerry Welch  
(619) 553-0751

Cornado Complex  
Site Manager - Robert Chatman  
(619) 545-1049

Naval Station Complex  
Site Manager - Luis Campos  
(619) 556-6861

NAF El Centro  
Lead Safety Specialist – Marco Cobarruvia  
(760) 339-2448

NAS Fallon  
Site Manager - Clair Sheffield  
(775) 426-2617

NAS Lemoore  
Lead Safety Specialist - Shawna Charron  
(559) 998-3936

NWS Seal Beach  
Site Manager - Robert Jett  
(562) 626-7390

NB Ventura County  
Site Manager - George Wadley  
(805) 982-0041

NBVC Port Hueneme  
Lead Safety Specialist - Bonifacio Palma  
(805) 982-3237

NAWS China Lake  
Site Manager - Bill Deem  
(760) 939-2314

NSA Corona  
Site Manager - Vacant

NPS Monterey  
Site Manager – Mike Berry  
(831) 656-2822