

ACCIDENT REVIEW STAFF COMMITTEE

SAFETY MATTERS NEWSLETTER

December 2021 Issue

The City Manager has approved and has established an *Accident Review Staff Committee*. The focus of the Committee is to work with departments to reduce the occurrence of preventable vehicle accidents or preventable work-related accidents involving City equipment or property. The Committee will also work with departments and safety representatives to cultivate a safe and accident-free work environment for all employees.

This is our first issue of what will be quarterly newsletters to provide you with safety news and tips to keep you working safely. We welcome your contributions to our newsletter.

COMMITTEE MEMBERS:

- DC Christi Malec (Chair) – Fire
- Maj. Steve Kish (Dep. Chair) - Police
- Grace Brown (Secretary) - HR
- Les Wilson – BLW
- Kelsey Thompson - Dev. Services
- Beth Keller - Finance
- Howard Satterfield - Parks
- Leroy Jones - Public Works

SAFETY RULES

- 1 You are responsible for your own safety and safety of others.
- 2 Wear personal protective equipment necessary for the job.
- 3 Always use equipment/tools/machinery safely and properly.
- 4 Lift properly using your legs and not your back.
- 5 Keep your work area clean.
- 6 Wear appropriate and safe work clothing and footwear.
- 7 Report any unsafe conditions.
- 8 Clean up spills immediately.
- 9 Report all injuries.
- 10 No alcohol or drugs to be used or allowed on company property.

SEEK SAFETY
 AIM SAFETY
 FOLLOW SAFETY
 ENSURE SAFETY
 TEACH SAFETY
 YIELD SAFETY

Contact information:
 Accident Review Staff Committee
 C/o Grace Brown
 Human Resources & Risk
 Management Department
 (770) 794-5558



Secrets of Super Driving

1. Think safety first
2. Be aware of your surroundings - pay attention
3. Do not depend on other drivers
4. Follow the 3- to 4-second rule
5. Keep your speed down
6. Cut out distractions
7. Avoid driving when drowsy
8. Always wear your seat belt

ABE Midas Online



Lift Safely to Prevent Injuries



Back injuries are avoidable if you keep yourself, and your friends at work, safe by using these safety tips:

- ✚ Push, don't pull, whenever possible.
- ✚ Try to avoid sudden quick movements.
- ✚ Work with your upper body as close to upright as possible.
- ✚ Keep objects that you are lifting or carrying close to your body.
- ✚ Make sure you have enough room around you to lift safely.
- ✚ Get help before you try to lift a heavy load.
- ✚ Use a dolly or a forklift if you can.
- ✚ Don't overdo it.
- ✚ If you have to strain to carry the load, it's too heavy.



Electrical Safety – Extension Cords

- Make sure extension cords are rated for their intended use, indoor or outdoor, and meets or exceeds the power needs of the appliance or device being used.
- Inspect cords for cracks or frayed sockets, loose, or bare wires, and loose connections.
- Do not nail or staple extension cords to walls or baseboards.
- Make sure cords are not pinched in doors, windows, or under heavy furniture which could damage cord's insulation.
- Keeps cords out of high traffic areas such as driveways and walkways where they may pose a tripping hazard.
- Never use a cord that feels hot or damaged.

Electrical Safety Foundation International (ESFi).

Best wishes for
the Holidays, and
for health and
happiness
throughout the
coming year.