



## KEEP SAFE

A Monthly Publication for Texas Electric Cooperatives

March 2009

### Spot, evaluate and control workplace hazards

**R**isks are everywhere. In fact, simply sitting in a chair can involve risk. The problem is when the risk becomes an actual hazard.

A hazard is anything that could cause an accident or incident. A successful safety management program depends on spotting these hazards early, evaluating the risk, and removing or controlling hazards before they can do harm. Four basic types of workplace hazards exist: chemical, physical, biological and ergonomic.

#### Chemical hazards

Chemical hazards result from chemicals that enter the body through inhalation, skin contact, absorption, injection and ingestion.

A chemical is not harmful if it does not have a route of entry into the body. Therefore, preventing a chemical hazard incident can be achieved by controlling routes of entry into the body.

#### Physical hazards

Physical hazards affect the body. Such hazards — including excessive noise levels, vibration, radiation, fire, slips, falls and temperature extremes — can have immediate and cumulative health effects.

#### Biological hazards

Biological hazards result when a living organism or its properties causes an adverse response in humans. Biological hazards in the workplace come from agents such as infectious microorganisms, allergens and toxins.

Health care institutions are seemingly at the highest risk for biological hazards such as bloodborne pathogens and tuberculosis. However, even an office building can have biological hazards such as mold or building-related illness.

#### Ergonomic hazards

Ergonomic hazards generally refer to a mismatch between a worker's physical capacity and the design of a work area, equipment or tools; or the physical demands of a job. The physical injury resulting from repetition, exertions, awkward postures and vibration is a musculoskeletal disorder. The solution requires fitting the job to the worker.

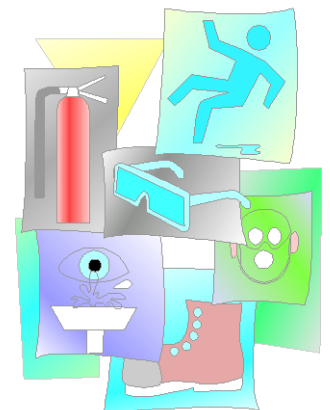
#### Spot hazards

Hazards arise from many sources, including management practices, equipment and materials, the physical work environment, and employee attitudes and behavior. Identifying all hazards and potential hazards at a workplace requires planning and commitment.

#### Job safety analyses

The most commonly used hazard analysis technique is the job safety analysis. A JSA is a systematic analysis of each task involved in performing a job.

(continued on page 2)



# Know when to seek emergency care

Emergency departments are designed to treat people who are critically ill or injured. For those with less urgent health problems it's usually better to seek treatment from a primary care doctor or minor emergency center. For most people without a life-threatening emergency, the average time in the ER is three hours. Even longer stays aren't unusual.

Still, ERs remain the best place to go — or be taken — for a serious and immediate health concern. Rochester, MN-based Mayo Clinic lists some of the symptoms that indicate you need emergency care:

- ◆ A sudden or unexplained loss of consciousness.
- ◆ Chest pain; numbness in the face, arm or leg; difficulty speaking.
- ◆ Severe shortness of breath.
- ◆ High fever accompanied by a stiff neck, mental confusion or difficulty breathing.
- ◆ Coughing up or vomiting blood.
- ◆ A cut or wound that won't stop bleeding.
- ◆ Possible broken bone.

Whether you are in the waiting area, being questioned by triage nurses or examined by the doctor, speak up immediately if you are experiencing serious symptoms such as chest pain, trouble breathing, a feeling of faintness, or sudden arm or leg weakness.

Most ERs see patients according to a triage system — a process that involves sorting people according to their need for care, and the severity of their injury or illness. It's important to be proactive in offering information about your symptoms, medications and drug allergies.

To facilitate emergency care, it's a good idea to carry pertinent health information in your wallet or purse, including health insurance information, medications you take, your physician's name and phone number and any chronic health conditions you have.

— *Safety+Health*

*(workplace hazards continued from page 1)*

This analysis specifies a step-by-step procedure for workers to follow and identifies potential hazards and outlines how to avoid them.

How to perform a job safety analysis

The basic steps in performing a job safety analysis:

- ◆ Take inventory of occupations and jobs.
- ◆ Select a job to be analyzed.
- ◆ Outline each task of the job.
- ◆ Divide the task into steps.
- ◆ Observe each step.
- ◆ Identify hazards.
- ◆ Develop solutions and procedures to eliminate each hazard.
- ◆ Review the job safety analysis.
- ◆ Implement the job safety analysis.

*Culture of Safety*  
— *Safety+Health*

## 63<sup>rd</sup> Annual TEC Loss Control Conference

March 25 - 27, 2009

Omni San Antonio Hotel  
at the Colonnade in San Antonio

Scholarship Golf Tournament  
March 24

## Quick Links...

### *Training in 2009*

The 2009 Training Catalog & Conference Calendar is easily accessible on TEC's website.

[Click Here for 2009 Training Catalog Link](#)

### *Visit TEC's Website*

...at [www.texas-ec.org](http://www.texas-ec.org) for more details about Loss Control's Safety and Training.

[Click Here for Safety & Training Information](#)

### *Zoom in...*

Check out photos from TEC's past conferences, workshops and schools.

[Click Here to View Photos](#)

## 2009 LOSS CONTROL SCHOOLS

Transformer School ( <i>Tahoka</i> )	March 3 - 6
Troubleshooting School ( <i>Merkel</i> )	March 10 - 13
Underground School ( <i>Quitman</i> )	March 16 - 20
Advanced Pole Climbing School ( <i>Gonzales</i> )	March 17 - 20
Basic Pole Climbing School ( <i>San Augustine</i> )	April 7 - 10
Basic Pole Climbing School ( <i>Gonzales</i> )	April 21 - 24
Hotline 1 – 4 School ( <i>Henderson</i> )	April 27 - May 1
Metering School ( <i>Merkel</i> )	May 5 - 8
Basic Pole Climbing School ( <i>Tahoka</i> )	May 5 - 8
Troubleshooting School ( <i>Gonzales</i> )	May 12 – 15
Metering School ( <i>McGregor</i> )	May 12 – 15
Regulator, Recloser, Capacitor School ( <i>Lubbock</i> )	May 19 - 22
Metering School ( <i>Livingston</i> )	June 2 - 5
Underground School ( <i>Gonzales</i> )	June 15 - 19
Metering School ( <i>Bandera</i> )	June 23 - 26
Transformer School ( <i>Gonzales</i> )	July 7 – 10
Basic Pole Climbing ( <i>Robstown</i> )	July 21 – 24
Regulator, Recloser, Capacitor School ( <i>Gilmer</i> )	July 21 - 24
Metering School ( <i>Levelland</i> )	August 4 - 7
Hotline 1 – 4 School ( <i>Merkel</i> )	August 10 – 14
Troubleshooting School ( <i>Levelland</i> )	August 25 - 28
Hotline 1 – 4 School ( <i>Gonzales</i> )	August 31 - Sept 4
Hotline 1 – 4 School ( <i>Levelland</i> )	September 14 - 18
Underground School ( <i>McGregor</i> )	September 21 - 25
Hotline 1 – 4 School ( <i>Livingston</i> )	October 5 – 9
Underground School ( <i>Levelland</i> )	October 12 - 16
Basic Pole Climbing ( <i>Quitman</i> )	October 13 - 16
Underground School ( <i>Merkel</i> )	October 19 – 23
Basic Pole Climbing ( <i>Hondo</i> )	October 27 - 30

### Future Schools – (dates and locations to be determined)

Two Day Transformer School

Two Day Regulator, Recloser, Capacitor Control Panel School

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Texas Electric Cooperatives, 1122 Colorado Street, 24<sup>th</sup> Floor, Austin, Texas 78701.

Telephone: (512) 454-0311 Fax: (512) 763-3390 [www.texas-ec.org](http://www.texas-ec.org)