



# Hands on Safety

## "Being Safe Is No Accident"



## Statewide Health and Safety Committee Changes



Spring is finally here and along with the warm weather and blossoming flowers, we are also welcoming our new committee members:

Jody Burkhardt  
Stuart Hudson  
Bryant Palmer  
Danny Southward

We would also like to say goodbye to Sheila Gray-Downey and Venita White and thank them for all of their hard work and support while on the committee.



From the DRC Statewide Health and Safety Committee



# Criteria for 2009 Health and Safety Committee Award

The Health and Safety Committee must have a mission and vision statement.

The Health and Safety Committee must have established specific, realistic goals for the year, and these goals/objectives must be submitted to the Agency Health and Safety Committee. Progress on goals will be determined through the use of clearly defined and observable measurements.

The Health and Safety Committee must hold regularly scheduled meetings, not less than once a quarter.

To be considered for the Annual Health and Safety Committee Award, the Health and Safety Committee must submit one completed goal to the Agency Health and Safety Committee. The format of submission will include the following:

1. A written summary of the issue which promoted the development of the goal.
2. Action steps taken to accomplish the goal.
3. The observable measurements which detail how the action steps were accomplished.
4. Obstacles encountered, if any, and how the obstacles were addressed.
5. The status of the situation after the goal was accomplished.

## Health and Safety Award Process

### Application Process

1. Institutional Health and Safety committees will submit the following information to one of the Health and Safety committee co-chairs (Alan Lazaroff, DRC Labor Relations or Dave Justice, OCSEA):
  - a. List of all institutional committee members.
  - b. At least two (2) sets of meeting minutes identifying the issue addressed by the local committee.
  - c. Written summary of the issue addressed by committee.
  - d. Goal statement.
  - e. Action items.
  - f. Measurements.
  - g. Obstacles encountered and how addressed.
  - h. Status of issue after goal is accomplished.

# Tornado Warning: How to Protect Yourself

When a tornado warning has been issued, you may have very little time to prepare. How you respond now is critical. And how you react depends on where you are.

## If You're In a Frame House

- Make sure you have a portable radio, preferably a NOAA weather radio, for information.
- Seek shelter in the lowest level of your home (basement or storm cellar). If there is no basement, go to an inner hallway, a smaller inner room, or a closet. Keep away from all windows.
- You can cushion yourself with a mattress, but do not use one to cover yourself. Do cover your head and eyes with a blanket or jacket to protect against flying debris and broken glass. Don't waste time moving mattresses around.
- Keep your pet on a leash or in a carrier.
- Multiple tornadoes can emerge from the same storm, so do not go out until the storm has passed.
- Do not leave a building to attempt to "escape" a tornado.

If you are in a manufactured (mobile) home, leave immediately and take shelter elsewhere.

## If You're Outside

- Try to get inside and seek a small protected space with no windows.
- Avoid large-span roof areas such as school gymnasiums, arenas, or shopping malls.
- If you can not get inside, crouch for protection beside a strong structure, or lie flat in a ditch or low-lying area and cover your head and neck with your arms or a piece of clothing.

## If You're In a Car

- First; always avoid driving when tornadoes or other severe weather threatens. Vehicles are very unsafe places to be.
- If possible, take shelter immediately in a nearby building.
- Your best option might be to get out of the car and lie flat in a ditch or other low-lying area that is sufficiently deep enough to protect against the wind.

If you leave your vehicle, get as far away as possible from your car/truck and shield your head from flying debris.



## Tornado Myths

Besides the mistakenly-held belief that tornadoes occur only in "tornado alley" (the corridor that runs north from Texas to Nebraska) there are many other common tornado myths. Test your twister IQ:

### True or False

Tornadoes are always visible from a great distance.

**False:** They can be hidden in heavy rainfall.

Tornadoes cause houses to explode from changes in air pressure.

**False:** Homes are damaged by strong winds, not air pressure changes.

By opening the windows, you can balance the pressure inside and outside your home so a tornado will not do damage.

**False:** The force of a tornado can rip through a structure, whether the windows are open or not. You should not open the windows when a tornado threatens. That could actually make the situation worse.

The best place to be during a tornado is generally in the southwest corner of the basement.

**False:** This used to be a safety rule based on the idea that debris would usually not be deposited there, but this has now been rethought. The new rule is to move to a protected interior room on the lowest floor of the building, as far as possible from exterior walls and windows.

Tornadoes can not cross water.

**False:** Tornadoes that form on land can cross bodies of water such as rivers and lakes. Tornadoes, especially the more violent ones, can also travel up and down hillsides. Thinking that your location is protected by a river or ridge could be dangerously wrong.

A tornado is always accompanied or preceded by a funnel cloud.

**False:** Especially in the early stages, a tornado can cause damage on the ground even though a visible funnel cloud is not present. Likewise, if you see a funnel cloud but it does not appear to be "touching down," a tornadic circulation could still be in contact with the ground.

Downward bulging clouds mean tornadoes are on the way.

**Not necessarily!** It could be the case, especially with those that show evidence of a rotating motion. But many of these clouds are not associated with tornadoes and may be harmless.

# Tornado Damage: What to Do After the Storm

First, make sure the tornado or tornadoes are truly gone. Stay tuned to The Weather Channel, your local television or radio station, or NOAA weather radio to get the latest emergency information.

## How to Help the Injured

- Help injured or trapped persons by administering first aid.
- Call 911 as soon as possible if there are life-threatening injuries.

## Beware of Hazards

- Stay away from downed power lines; report them to your utility company.
- Stay away from damaged buildings until inspectors have given you the green light.
- If there is flooding, watch for snakes and other animals forced into your home from rising waters.
- Evacuate if you smell fumes or gas and notify emergency personnel.
- To prevent fires, use flashlights, not candles, when you check for electricity after a tornado.
- If your home has been spared from damage, keep children and pets inside.
- If pets must be walked outside, keep them on a leash.

## Repairing the Damage

- Wear sturdy shoes and protective clothing as you begin cleaning.
- Clean up dangerous spills immediately -- medicines, bleaches, chemicals, gasoline, or other flammable liquids.

## Assess Psychological Effects

- In addition to the obvious physical damage, tornadoes can sometimes cause emotional trauma and distress. Crisis counseling can help.
- Should you or your children need crisis counseling, contact your local chapter of the American Red Cross for information.

Tornado information provided by the National Weather Service.

# Family Preparedness Plan

## What to Do Now, Before a Storm:

The best way to protect your family against potential weather disasters and emergency situations is to be prepared. Here's what you can do.

Discuss with your family:

- Where your "safe room" is. (basement or interior room)
- Where you will meet if separated.
- Who your out of town contact is.
- Where your Disaster Supply Kit is located.

Take pictures or videos of your home contents for insurance purposes and store at a friend's or relative's house.

Locate gas and water shut-off valves.

Get cash (without power, credit cards are unusable).

Fill up the gas tank in your vehicle.

Plan for your pets:

- Contact emergency shelters to find out if they accept pets.
- Make sure vaccinations are up-to-date.

Listen to emergency announcements and follow directions.

## What to Do After a Storm

Call your out-of-town contact or other family members to let them know you are OK.

Listen to emergency announcements:

- Wait for "all clear" to know it is safe to return home.
- Check for damage in your home.

Contact your insurance provider to report any damages.

Clean up spilled medicines, bleaches, gasolines, and other flammable liquids immediately.

If you have pets:

- Confine your pets during the clean-up period.
- Walk pets on a leash until they become re-oriented to their home.
- If pets cannot be found, contact local animal control office.

Check on your neighbors, especially elderly or disabled persons.

Repair or block access to anything in your home that is damaged and could cause injuries.

Stay away from downed power lines.

# Disaster Supply Kit

Help protect your family against potential weather disasters and emergency situations by compiling an emergency supply kit.

The kit can be assembled over a five-month period on a weekly basis. Perishable items should be changed or replaced every six months.

## Essentials

Battery-operated radio

Flashlight with extra batteries

Do not include candles, which cause more fires after a disaster than anything else

## Water

3 gallons/person, minimum, in a food-grade, plastic container

## Food

Minimum three-day supply of non-perishable food that requires no refrigeration or preparation and little or no water.

- Dry cereal, peanut butter
- Canned fruits and vegetables
- Canned juice
- Quick energy snacks, graham crackers
- Ready-to-eat canned meats
- Ready-to-eat soups (not concentrated)

## First Aid Kit

Create one for your home and one for each car.

- Scissors, tweezers, needle
- Thermometer
- Assorted sizes of safety pins
- Petroleum jelly or other lubricant
- Cleansing agent/soap, moistened towelettes
- Latex gloves (2 pairs)
- Assorted sizes of safety pins
- 2" and 4" sterile gauze pads (4-6 each)
- 2" and 3" sterile roller bandages (3 rolls each)
- Triangular bandages (3)
- Sterile adhesive bandages in assorted sizes
- Tongue blades (2)

## Sanitation

- Disinfectant, household chlorine bleach
- Soap, liquid detergent
- Feminine supplies, personal hygiene items
- Plastic garbage bags, ties (for personal sanitation uses)
- Toilet paper, towelettes, paper towels
- Water, plastic bucket with tight lid

# Disaster Supply Kit

## Non-Prescription Drugs

Laxative

Anti-diarrhea medication

Aspirin or non-aspirin pain reliever

Antacid (for stomach upset)

Activated charcoal (use if advised by the Poison Control Center)

Syrup of ipecac (use to induce vomiting if advised by the Poison Control Center)

## Family Medical Needs

Insulin

Prescription drugs

Denture needs

Extra eye glasses

Contact lenses and supplies

Heart and high blood pressure medication

## Tools and Supplies

- Whistle
- Crowbar
- Paper, pencil
- Medicine dropper
- Needles, thread
- Signal flare
- Assorted nails, wood screws
- Plastic storage containers
- Cash or traveler's checks, change
- Tape, duct and plumber's tape or strap iron
- Patch kit and can of seal-in-air for tires
- Shut-off wrench, to turn off household gas and water
- Aluminum foil
- Plastic sheeting
- Compass
- Matches in a waterproof container
- Pliers, screwdriver, hammer
- Heavy cotton or hemp rope
- Non-electric can opener, utility knife
- Mess kits, or paper cups, plates and plastic utensils
- Map of the area (for locating shelters)

## Entertainment

Games and books

# Disaster Supply Kit

## **Clothing and Bedding**

Sunglasses

Hat and gloves

Blankets or sleeping bags

One complete change of clothing and footwear per person

Rain gear

Sturdy shoes or work boots

Thermal underwear

## **For Baby**

Formula

Bottles

Powdered milk

Diapers

Medication

## **For Pets**

Food

Leash, harness or carrier

Records of vaccinations

Non-tippable food and water containers

## **Important Family Documents**

Important telephone numbers

Record of bank account numbers

Family records (birth, marriage, death certificates)

Inventory of valuable household goods

Copy of will, insurance policies, contracts, deeds, stocks and bonds

Record of credit card account numbers and companies

Copy of passports, social security cards, immunization records

Content for Family Preparedness Plan and Disaster Supply Kit was contributed by the Federal Emergency Management Agency (FEMA).

## Policy Review

The following policies have had some changes and are currently under review:

Injury Prevention Plan

10-SAF-14

Employee Accident Reporting and Analysis

10-SAF-15

Staff Exposure to Blood borne Pathogens

10-SAF-16

Electrical Safety in the Workplace

10-SAF-17

Infection Control Activities

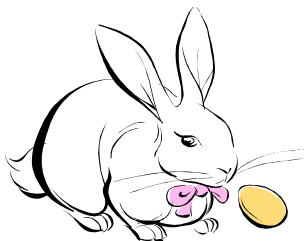
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## Agency Health & Safety Committee Members

- Alan Lazaroff (Management Co-Chair)
- Dave Justice (Bargaining Unit Co-Chair)
- Dave Bailey (Bargaining Unit)
- Jody Burkhardt (Management)
- Bridgette Duncan (Bargaining Unit)
- Ed Henderson (In Memoriam)
- Stuart Hudson (Management)
- Stephanie Lee (Bargaining Unit)
- Chris Mabe (Bargaining Unit)
- Bryant Palmer (Management)
- Dale Petersen (Bargaining Unit)
- Kevin Runyon (Management)
- Danny Southward (Management)
- Julie Walburn (Management)
- Charlie Williamson (Bargaining Unit)

## Don't Forget...

Change the batteries in your smoke detectors and have a safe Easter.



The Intranet for DRC employees has a health and safety website with various health and safety resources. Some items posted for review are approved outside agency web links, DRC Safety protocol and additional Safety and Health Coordinator Basic, Intermediate and Advanced training classes. You can access the Office of Prisons Safety and Health Program at:

<http://intra.drc.state.oh.us/web/OOP/safety.htm>