

SEED FOR SAFETY

SAFE
Weekly
Magazine

EDITOR

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Designed By,

SEED

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Safe Manual Handling in Office

Introduction:

We don't usually think of office work as dangerous, so we often ignore the hazards that exist.

The fact is the tasks we do every day still have the potential for serious harm.

Improvement Methods:

If we perform tasks properly every day we can greatly reduce our chances of injury.

Consider your physical condition and your capacity, and adjust the task accordingly.



For instance, if you are pregnant, make several trips, each time with just a smaller load.



Don't bend your back when lifting heavy items.



Using a pump – action water dispenser reduces the need to life water bottles.



Don't stretch to reach items on the top shelf.



Use a proper step to avoid over – extending your back or arms.



Avoid bending over when picking up items, especially heavy items, because you could hurt your back.



Instead, keep your back straight and bend at the knees.



There can be hazards in the office environment. For instance, you could easily trip on unsecured flooring.



Immediately repair loose or uneven flooring to prevent accidents.



A disorganized or untidy office can cause accidents.



Keep cords and cables neatly secured and out of the way to make the office safe.



Working long periods with bad posture can injure your back.



For certain types of jobs you should use an adjustable table with a tiltable surface top.



When lifting a cabinet, you might adopt a bad posture, which could cause injury.



Put the cabinet in a dolly and use a ramp.



Remember:

To avoid manual handling – related injury you should:

- Reduce the need for manual handling.
- Use mechanical aids when possible.
- If you must perform a manual handling operation, use the proper procedures.
- Keep the office environment safe and passageways clear.
- Exercise to keep fit.

Accident Case Study

Ten Die in Moscow Garage Fire

Incident:

- Place : Russia
- Date : 26/01/2013
- 10 people died and at least 14 were injured

Causes:

- Construction waste bin catching on fire because of a short circuit
- Due to an infringement of fire safety regulations which caused construction materials to catch fire
- workers at the construction site that turned out to be blocked underground when the parking lot caught fire
- Lack of knowledge
- No emergency exit
- There is no safety system installed

Consequences:

- 10 people died and at least 14 were injured
- Russia has a poor fire safety record
- The government's Emergency Services department says nearly 14,000 people died from fires in 2009, the latest year with complete records
- At least 15 fire brigades were involved in extinguishing the fire; it took them two hours to put it out
- Since then its come to the building was officially opened to the public before fire safety systems were installed

Prevent control:

- 1.To proper house keeping
- 2.To awareness of safety
- 3.Emergency exit
- 4.PPE using
- 5.Fire alarm
- 6.Ventilation
- 7.Safety system installed

Frequently Asked Questions In Safety

1. How to report an accident?

- Date and time
- Activity
- What happened
- Person involved
- What went wrong?
- Causes
- Corrective action suggested
- Signature
- Safety officer
- Safety in charge
- Project manager

2. What is accident prevention?

Accident prevention may be defined as an integrated programme and directed to control unsafe mechanical or physical condition.

3. Role of management in industrial safety?

- A written safety policy be issued by the management's towards men, material and machines.
- The safety policy should bring out the management's towards men, material machine.
- The safety policy should be circulated to top, middle and to workers
- Management meeting should be in a position
- Management should arrange for safety inspection (once in 3 months) and safety audit (once in year) to be carried out.

Health Safety

HOW TO MAKE TURMERIC TEA

Turmeric (*Curcuma longa*) is a culinary spice that spans cultures - it is a major ingredient in Indian curries, and is what makes American mustard yellow. Evidence is accumulating that this brightly colored relative of ginger is a promising disease-preventive agent as well, outperforming many pharmaceuticals in its effects against chronic, debilitating diseases such as Alzheimer's, arthritis, cancer and even possibly depression - all with virtually no adverse side effects.

To get more turmeric into your diet, consider drinking it in tea form. The recipe is simple, and you can experiment with the ingredients and flavorings until you find a combination that suits your taste:

Bring four cups of water to a boil.

Add one teaspoon of ground turmeric and reduce to a simmer for 10 minutes.

Strain the tea through a fine sieve into a cup, add honey and/or lemon to taste.

Some people like to add a teaspoon of ginger along with the turmeric. While ground versions are more convenient, it's worthwhile to experiment with freshly grated turmeric for a more vibrant flavor.

These distinctive, deep-orange roots are increasingly available in American grocery and natural food stores. Enjoy!



Quiz of the Week

Q1. Avoid bending over when picking up items, especially heavy items, because you could hurt your back. True / False.

Q2. Keep cords and cables neatly secured and out of the way to make the office safe. True / False.

Send your answers at support@seedforsafety.com

Winner will be awarded with a cash prize of Rs.500.If more than one person answers the quiz correctly, then winner will be selected based on random pick up by the selection committee.

Winner of the last week : Mr.Rajkumar.(Chennai)

Safety Vacancy

Position : **Safety Manager**

Client : **Construction**

Experience : **B.E / ME & Diploma with RLI Industril Safety**

Mail at : **support@seedforsafety.com**

Feed Back

Dear Sir,

I am from H & R Johnson (India), (A Division of Prism Cement Ltd.), Pen Plant. We are very much thank full for you are providing valuable information through magazine. it is very informative & useful magazine.

We are wishing you to continue this project & we all safety Professional are with you.

Best of Luck !!!!!

Regards,

S B Bangale

Deputy Manager (Safety) H & R Johnson (India)

SEED Activities



SEED SERVICES

- ❖ *Safety Training*
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- ❖ *Customized Accident Prevention Audit (CAPA)*
- ❖ *Safety Officer / Supervisor / Steward Deputation*
- ❖ *Environmental Services*
- ❖ *Safety Management Systems (SMS)*
- ❖ *Fire Detection & Protection*
- ❖ *Personal Protective Equipment*
- ❖ *Accident Investigation*
- ❖ *Safety Videos & Safety E Learning Package*
- ❖ *CSR Activities on and Behalf of the Corporate.*

Be Grateful...



Get in touch with....

SEED FOR SAFETY

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