

SAFETY IS SMART BUSINESS.

SafeGuard

Holiday Parties Usher in Good Will and Risks

During the holidays many companies hold parties to celebrate the season. Often, alcohol is a staple of the festivities and where alcohol is present, high spirits and catastrophe are sure to be close by.

The only sure way to avoid problems associated with alcohol at your office event is to not serve any alcohol at all. Even then, it will be up to you to be on the look out for employees who arrive inebriated and still others who bring their own. If alcohol is going to be present, be on your guard and take proactive steps to reduce problems.

First, if you have one, communicate your alcohol policy to all employees prior to the event. Post your policy in a conspicuous place such as in the break room or near the time clock. As a reminder, include a copy of the alcohol policy in the envelope in which paychecks arrive or send the policy in an e-mail to all employees. If you don't have a alcohol policy, develop one right away. To attend a seminar on how to write an alcohol and drug policy, call Drugs Don't Work in Arizona at (800) 380-3392.

Once you have communicated your alcohol policy to all employees, designate individuals to enforce the policy during the party. Train the "enforcers" on how to recognize alcohol issues early and how to deal with them in accordance with your policy and local law.

Having a breathalyzer test on hand could be beneficial as well. Although not always as accurate as those used by the authorities, it may give your policy "enforcers" a tool in providing guidance about whether particular party-goers should operate a vehicle or not.

See Office-Party, p. 4

Quick Tips for a Safe Holiday Party

- **Serving non-alcoholic refreshments is best option**
- **Make sure your employees know and understand your company's drug and alcohol policy**



- **Designate individuals to enforce the policy during the party and train them**
- **Serve foods that slow the absorption of alcohol into the bloodstream (i.e., starchy and protein-rich foods)**
- **Provide alternate transportation**
- **End bar service before the end of the party**

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Safety Not Just for Construction Sites, Factories Safety Tips for the Office

The truth is that you do not have to work in a physically demanding job in order to be exposed to hazards that can hurt, maim or even kill.

Consider the following guidelines to keep you and your staff safe from injury and illness in the office:

- Each office should have fire extinguishing equipment available. A training program on how to use extinguishers is equally important.
- An evacuation plan should be in place with periodic fire drills and training. Designate a place for employees to meet so that everyone can be accounted for.
- A physician approved first aid kit should be available for emergency use. You never know what can happen so make sure you are prepared for anything.
- Exit signs should be lighted and clearly visible, and emergency lighting should be installed to help guide workers out of the office in smoky conditions.
- Aisles should be kept clear to allow for easy travel and exit

in the event of an emergency.

- Doors to stairwells and to exits should not be blocked. These areas should be clearly marked for unobstructed egress in case of an emergency that requires evacuation.
- Armrests for chairs should be low and short enough to fit the chair under the work surface and allow the user to get close

According to OSHA, more than 91,000 non-fatal injuries occurred in offices and administrative support occupations in 2005.

enough to the work surface to use the chair backrest. This will reduce back fatigue and potential injury.

- Thin keyboards and/or keyboard palm rests should be used to minimize wrist deviation. Repetitive motion injuries such as carpal tunnel syndrome can be reduced through proper protective equipment.
- A short rest break should be encouraged after each hour of video display work is performed to minimize vision maladies.

- Work areas should be well illuminated and if glare occurs reduce the intensity of lighting sources.
- Items stored on racks and shelves should not be overhanging or protruding so as to cause personal injury.
- Available heating, air conditioning, and ventilation systems should be kept in proper working order.
- File drawers can become unstable and prone to tipping when open. Do not leave file drawers open and unattended.
- Store inks, solvents and any other flammable, combustible, or toxic materials properly and use in small amounts only. Keep MSDS (material safety and data sheets) information handy.
- Electrocuting hazards can be fatal. Machines should be grounded and the use of extension cords should be avoided. Inspect cords regularly and replace them when needed.
- Using signs or barriers to warn of wet floors will reduce the risk of slips and falls.

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- Loads of 40 pounds or more should not be lifted manually; ask for help or use a mechanical lifting device. For loads less than 40 pounds, train employees to lift using their legs and to hold packages close to

the body for proper bracing.

- Chairs should never be used in place of a ladder as they are unstable. Be sure to train employees on the proper use and maintenance of ladders.

Workplace safety is not just for certain industries. Accidents happen everywhere.

Visit www.osha.gov/dts/osta/oshasoft/index.html#eTools to learn more about protecting employees wherever they work.

2007 ADOSH TRAINING SCHEDULE FOR JANUARY THROUGH MARCH

Date	Location	Trainer	Phone Number	Date	Location	Trainer	Phone Number
Asbestos Awareness				15-Mar	Tucson	Bill Garton	520-628-5478
7-Feb	Bullhead City	Fernando Mendieta	602-542-1640	19-Jan	Tucson	Bill Garton	520-628-5478
Back Injury Prevention				Hazard Communication (PM)			
18-Jan	Flagstaff	Fernando Mendieta	602-542-1640	31-Jan	Holbrook	Joe Gates	602-542-1641
20-Feb	Tucson	Bill Garton	520-628-5478	Lockout/Tagout			
8-Mar	Prescott	Fernando Mendieta	602-542-1640	20-Mar	Peoria	Joe Gates	602-542-1641
Bloodborne Pathogens				Lockout/Tagout (AM)			
24-Jan	Phoenix	Fernando Mendieta	602-542-1640	27-Feb	Holbrook	Joe Gates	602-542-1641
28-Mar	Tucson	Fernando Mendieta	602-542-1640	Machine Guarding			
Confined Space Entry				18-Jan	Tucson	Tom Webb	520-628-5478
23-Jan	Peoria	Fernando Mendieta	602-542-1640	13-Mar	Tucson	Mark Norton	520-628-5478
25-Jan	Tucson	Fernando Mendieta	602-542-1640	Noise/Hearing Conservation			
Electrical Safety				21-Feb	Yuma	Fernando Mendieta	602-542-1640
8-Feb	Tucson	Tom Webb	520-628-5478	OSHA 300 Log Recordkeeping			
Electrical Safety (AM)				3-Jan	Prescott	Joe Gates	602-542-1641
31-Jan	Holbrook	Joe Gates	602-542-1641	10-Jan	Phoenix	Joe Gates	602-542-1641
Electrical Safety (PM)				25-Jan	Yuma	Joe Gates	602-542-1641
17-Jan	Kingman	Joe Gates	602-542-1641	22-Feb	Phoenix ICA	Joe Gates	602-542-1641
24-Jan	Yuma	Joe Gates	602-542-1641	24-Jan	Tucson	Mark Norton	520-628-5478
Excavation Safety (PM)				OSHA 300 Recordkeeping (AM)			
7-Mar	Holbrook	Joe Gates	602-542-1641	17-Jan	Kingman	Joe Gates	602-542-1641
Excavation Safety Awareness				20-Feb	Flagstaff	Joe Gates	602-542-1641
9-Jan	Tucson	Mark Norton	520-628-5478	OSHA in the Medical Office			
Fall Protection				14-Feb	Phoenix	Fernando Mendieta	602-542-1640
6-Feb	Prescott	Joe Gates	602-542-1641	Respiratory Protection			
4-Jan	Tucson	Tom Webb	520-628-5478	25-Jan	Tucson	Fernando Mendieta	602-542-1640
Fall Protection (PM)				7-Feb	Bullhead City	Fernando Mendieta	602-542-1640
27-Feb	Holbrook	Joe Gates	602-542-1641	15-Feb	Avondale	Fernando Mendieta	602-542-1640
14-Mar	Kingman	Joe Gates	602-542-1641	Safety management			
28-Mar	Yuma	Joe Gates	602-542-1641	7-Feb	Tucson	Mark Norton	520-628-5478
Forklift Train the Trainer				21-Mar	Phoenix	Joe Gates	602-542-1641
6-Feb	Tucson	Bill Garton	520-628-5478	Safety Management (PM)			
9-Jan	Avondale	Joe Gates	602-542-1641	20-Feb	Flagstaff	Joe Gates	602-542-1641
7-Feb	Phoenix	Joe Gates	602-542-1641	Scaffold Safety (AM)			
15-Feb	Mesa	Joe Gates	602-542-1641	7-Mar	Holbrook	Joe Gates	602-542-1641
Forklift Train-the-Trainer (AM)				29-Mar	Yuma	Joe Gates	602-542-1641
14-Mar	Kingman	Joe Gates	602-542-1641	Scaffold Safety Awareness			
Hand & Power tool Safety				15-Feb	Tucson	Mark Norton	520-628-5478
11-Jan	Tucson	Bill Garton	520-628-5478	VPP Overview			
3-Mar	Tucson	Tom Webb	520-628-5478	29-Mar	Tucson	Mark Norton	520-628-5478
Hazard Communication				Workplace Violence Prevention			
21-Feb	Yuma	Fernando Mendieta	602-542-1640	14-Mar	Phoenix	Fernando Mendieta	602-542-1640
15-Mar	Mesa	Fernando Mendieta	602-542-1640	28-Mar	Tucson	Fernando Mendieta	602-542-1640

Office-Party

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Provide alternate transportation. This move is particularly effective in reducing the potential for party-goers driving while impaired, causing a wreck, and/or killing or hurting themselves and others. Hiring cabs or a motor-coach to transport festive employees will also reduce your exposure to liability if something tragic occurs.

Did you know that starchy and protein-rich foods stay in the stomach longer and slow the absorption rate of alcohol into the bloodstream? Keep this in mind when making arrangements with your caterer.

Finally, end the bar service well in advance of the end of the party in order to give party-goers and “enforcers” time to gauge the effects of consumption so that wise decisions can be made about transportation. Be sure to limit the number of drinks that someone can order at last call so that party-animals cannot “stock-up.”

Holiday parties are great times to celebrate the fortunes of the season with friends, families, and co-workers. Make sure safety is a top priority.

Go online to visit <http://www.dol.gov/workingpartners/welcome.html> and learn more about protecting your workers from the effects of drugs and alcohol in the workplace and at workplace functions.

SCF Arizona and the Arizona Chapter of the American Society of Safety Engineers (ASSE) Announce 2007 Safety Expo

SCF Arizona and the Arizona Chapter of ASSE will hold their annual Safety Expo on March 13th and 14th from 8 a.m. to 4 p.m. each day. The event will take place at the Mesa Convention Center located at 201 N. Center Street, Mesa, AZ 85201.

There will be two general sessions and 24 individual educational classes from which to choose. Sessions, classes, lunches and breaks are included in the registration cost of \$95. Seventy-five safety product vendors will also be on hand to answer questions and showcase the latest safety technology and services between sessions. Attendees may be eligible to earn continuing education credits for some sessions.

For more information, contact Michelle Jacobs at (602) 631-2002.

OSHA Rules & Regulations Training “The Basics”

10-hr Construction Feb 21
10-hr General Industry March 14
Beyond “The Basics”
30-hr Construction March 5-7



For details & pricing
Call: 602-923-9673 (Phoenix)
520-321-1999 (Tucson)
Visit: www.e-t-c.com

To receive the NFIB Safe-Guard Newsletter via e-mail please provide us with the following information and fax it to (602) 263-7790.

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