

eplica ▶▶ Safety Lines

In this edition:

▶▶ Good Keyboard Technique

Pass along the following tips to help employees practice wrist- and hand-protecting posture when using the computer!

Page 1

▶▶ Proposed Change to Recordkeeping

OSHA is proposing to revise its Occupational Injury and Illness Recording and Reporting (recordkeeping) regulation by restoring a column on the OSHA Form 300 to better identify work-related musculoskeletal disorders (MSDs).

Page 1

▶▶ Earthquake Safety Action Plan

Unlike other natural disasters, there is no warning for earthquakes. One could hit today, tomorrow or next week. Consider the sizable damage caused by past quakes. This is a good time to prepare for the next "big one."

Page 2



The Key to Good Keyboard Technique



Hand and wrist injuries in the workplace due to repetitive motions are among the most common and most costly, totaling more than \$20 billion a year in workers' compensation claims. And according to the [National Center for Health Statistics](#), more workdays are lost due to *carpal tunnel syndrome* (CTS) than all other work-related injuries.

CTS is an injury found largely in developed countries. In the U.S., the prevalence can be as high as 500 cases per 1000 people in high-risk groups. It does occur in women three to 10 times more than men and is seen most often in people from 45 to 60 years of age. CTS is associated with

many different factors including vocation—the more the hand and wrist are used in the performance of the job, the greater the symptoms. While often associated with occupations requiring continuous computer work, any activity that involves the following can contribute to CTS:

- ▶▶ Prolonged, severe force through the wrist
- ▶▶ Prolonged, extreme posture of the wrist
- ▶▶ High amounts of repetitive movements
- ▶▶ Exposure to vibration and/or cold

Clearly, there's no time like the present to make sure employees are doing all they can to avoid these types of injuries. To help employees ensure that they're working as safely and comfortably as possible to avoid strains, sprains and other injuries, we offer this ergonomics checkup. Pass along the following tips to help employees practice wrist- and hand-protecting posture when using the computer!

1. When typing, **keep your wrists straight**, in line with your forearms, which should be parallel to the floor.
2. Keep your **palms facing down**.
3. Use a **keyboard pad**.
4. **Relax** your hands when you pause between typing.
5. **Strengthen** your forearms, wrists, hands and fingers by periodically squeezing a soft rubber ball.

OSHA Proposes Recordkeeping Change

OSHA is proposing to revise its Occupational Injury and Illness Recording and Reporting (recordkeeping) regulation by restoring a column on the OSHA Form 300 to better identify work-related musculoskeletal disorders (MSDs). The rule does not change existing requirements for when and under what circumstances employers must record musculoskeletal disorders on their injury and illness logs.

Many employers are currently required to keep a record of workplace injuries and illnesses, including work-related MSDs, on the OSHA Form 300 (Log of Work-Related Injuries and Illnesses). The proposed rule would require employers to place a check mark in a column for all MSDs they have recorded.

Prior to 2001, OSHA's injury and illness logs contained a column for repetitive trauma disorders that included noise and MSDs. In 2001, OSHA separated noise and MSDs into two separate columns, but the MSD column was deleted in 2003 before the provision became effective. OSHA is now proposing to restore the MSD column to the OSHA Form 300 log.

"Restoring the MSD column will improve the ability of workers and employers to identify and prevent work-related musculoskeletal disorders by providing simple and easily accessible information," said Assistant Secretary of Labor for OSHA Dr. David Michaels. "It will also improve the accuracy and completeness of national work-related injury and illness data."



March Safety Tip

What Causes Earthquakes?
The earth is divided into three main layers: a hard outer crust, a soft middle layer and a center core. The outer crust is broken into massive, irregular pieces called "plates." These plates have been moving very slowly for billions of years, driven by energy forces deep within the earth. It's this movement that has shaped the physical features of the earth, mountains, valleys, plains and plateaus. Earthquakes occur when these moving plates grind and scrape against each other

The damage caused by earthquakes depends on their intensity and proximity to population centers. An earthquake of 6.0 can cause landslides and severe structural damage, like the legendary San Francisco earthquake of 1906. It was between 7.7 and 7.9 on the Richter scale, and caused 3,000 deaths and destroyed at least half of San Francisco.

Contact Us

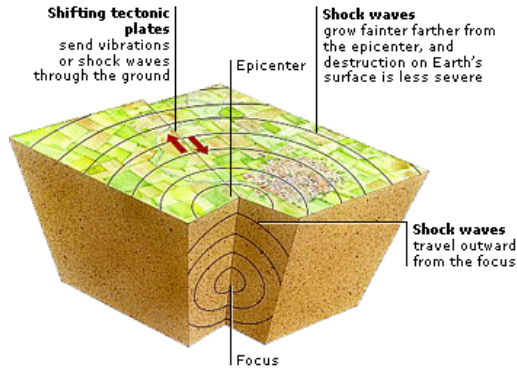
Editor-in-Chief/Writer
CLAUDIA C. HARO

Editorial Consultant/Writer
JEFF ADCOCK

Staff Writer
APRIL FLAK

Contact us:
allsafety@eplicaservices.com

Earthquake Safety Action Plan



Unlike other natural disasters, there is no warning for earthquakes. One could hit today, tomorrow or next week. Future earthquakes are a serious threat for possible loss of life, injury and property damage. Consider the sizable damage caused by past quakes. This is a good time to prepare for the next "big one." There are seven important steps to remember when planning for an earthquake:

PREPARE

Step 1: Secure it now!

Reducing and/or eliminating hazards throughout your home, neighborhood, workplace and school can greatly reduce your risk of injury or death in the next earthquake or other disaster. Conduct a "hazard hunt" to help identify and fix things such as unsecured [televisions](#), [computers](#), [bookcases](#), furniture, unstrapped [water heaters](#), etc. Securing these items now will help to protect you tomorrow.

Step 2: Make a plan

Planning for an earthquake, terrorist attack or other emergency is not much different from planning for a party or vacation. Make sure that your emergency plan includes evacuation and reunion plans, your out-of-state contact person's name and number, the location of your emergency supplies and other pertinent information. By planning now, you will be ready for the next emergency.

Step 3: Make disaster kits

Everyone should have disaster supplies kits stored in accessible locations at home, at work and in your vehicle. Having emergency supplies readily available can reduce the impact of an earthquake, a terrorist incident or other emergency. Your disaster supplies kits should include food, water, flashlights, portable radios, batteries, a first aid kit, cash, extra medications, a whistle, fire extinguisher and so on.

March Safety Quote

"In the event of an earthquake, remember to drop, cover and hold."

Step 4: Is your place safe?

Most houses are not as safe as they could be. Whether you are a homeowner or a renter, there are [things that you can do to improve the structural integrity of your home](#). Some of the things that you might consider checking include [inadequate foundations](#), unbraced [cripple walls](#), [soft first stories](#), [unreinforced masonry](#) and [vulnerable pipes](#). [Consult a contractor or engineer](#) to help you identify your building's weaknesses and begin to fix them now.

PROTECT

Step 5: DROP, COVER and HOLD ON!

Learn what to do during an earthquake, whether you're at home, at work, at school or just out and about. Taking the proper actions, such as the "Drop, Cover and Hold On" method can save lives and reduce your risk of death or injury. During earthquakes, drop to the floor; take cover under a sturdy desk or table and hold on to it firmly. Be prepared to move with it until the shaking stops.

RECOVER

Step 6: Check it out!

One of the first things you should do following a major disaster is to check for injuries and damages that need immediate attention. Make sure you are trained in first aid and damage assessment techniques. You should be able to administer first aid and to identify hazards such as damaged gas, water, sewage and electrical lines. Be prepared to report damage to city or county government.

Step 7: Communicate and recover!

Following a major disaster, communication will be an important step in your recovery efforts. Turn on your portable radio for information and safety advisories. If your home is damaged, contact your insurance agent right away to begin your claims process. For most presidentially declared disasters, resources will also be available from federal, state and local government agencies.

Earthquakes aren't planned, but YOU can plan and practice to survive.