



Common Sense Safety in an IT Environment

Flint Walton, Technical Services and Training Specialist

fwalton@mem-ins.com

660.287.1983

Can you see into your IT future?



REMEMBER THE HUMAN ELEMENT!



Will this activity cause an “accident”?

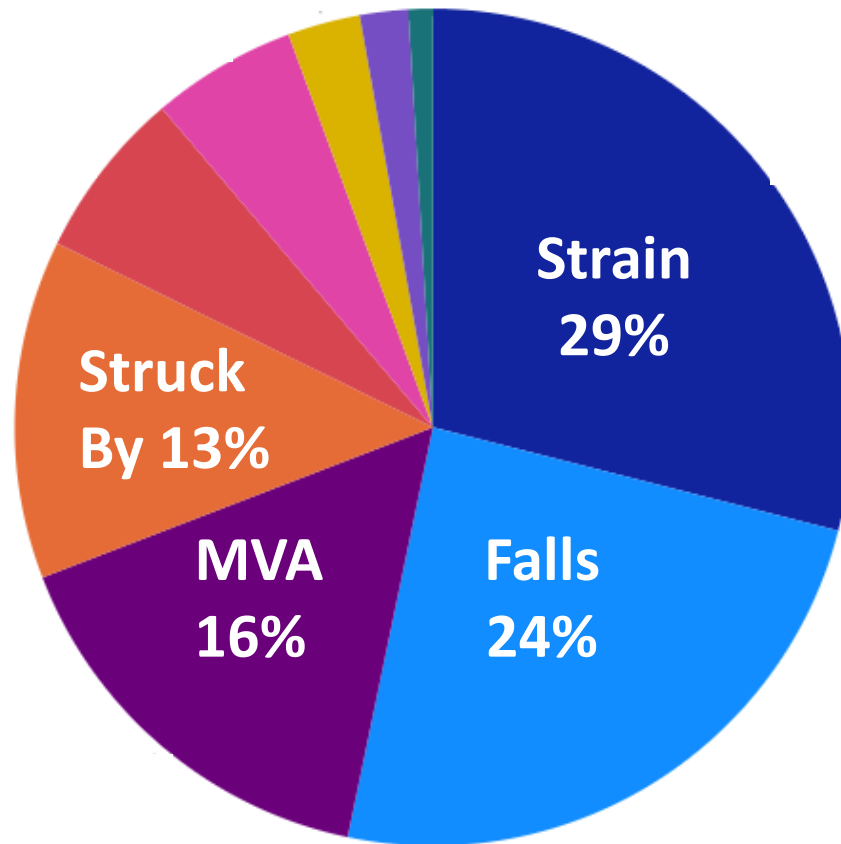
REMEMBER THE HUMAN ELEMENT!



Will this activity cause an “accident”?



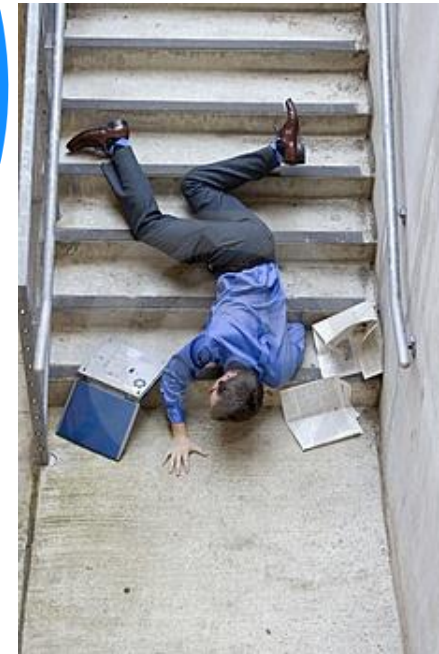
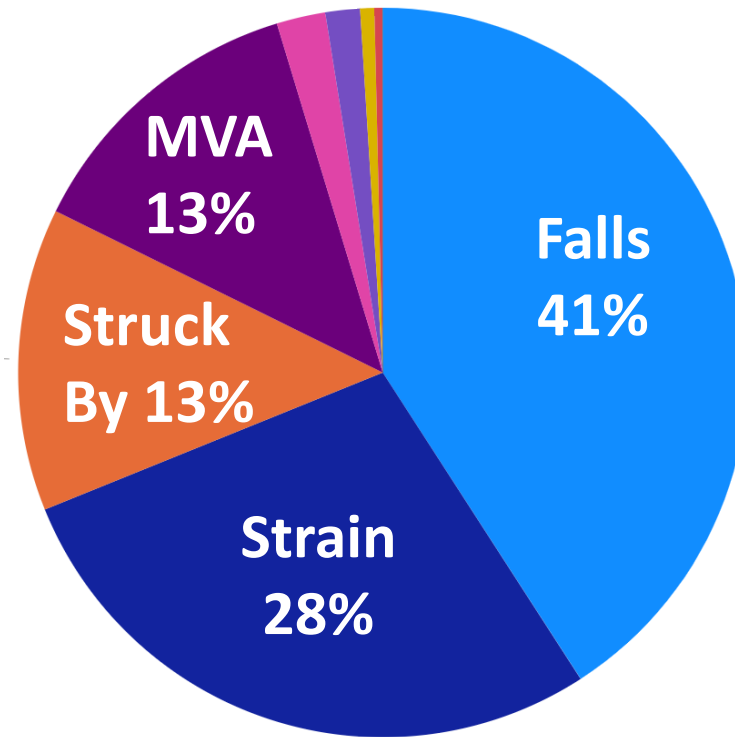
IT Frequency of Claims



Claim Cause

- Strain or injury by
- Fall, slip, or trip injury
- Motor vehicle
- Struck or injured by
- Cut, puncture, scrape, injured by
- Caught in, under, or between
- Striking against or stepping on
- Burn or scald - heat or cold exposures ...
- Miscellaneous causes

IT Severity of Claims



- Claim Cause**
- Fall, slip, or trip injury
 - Strain or injury by
 - Struck or injured by
 - Motor vehicle
 - Caught in, under, or between
 - Burn or scald - heat or cold exposures - contact with
 - Striking against or stepping on
 - Cut, puncture, scrape, injured by
 - Miscellaneous causes

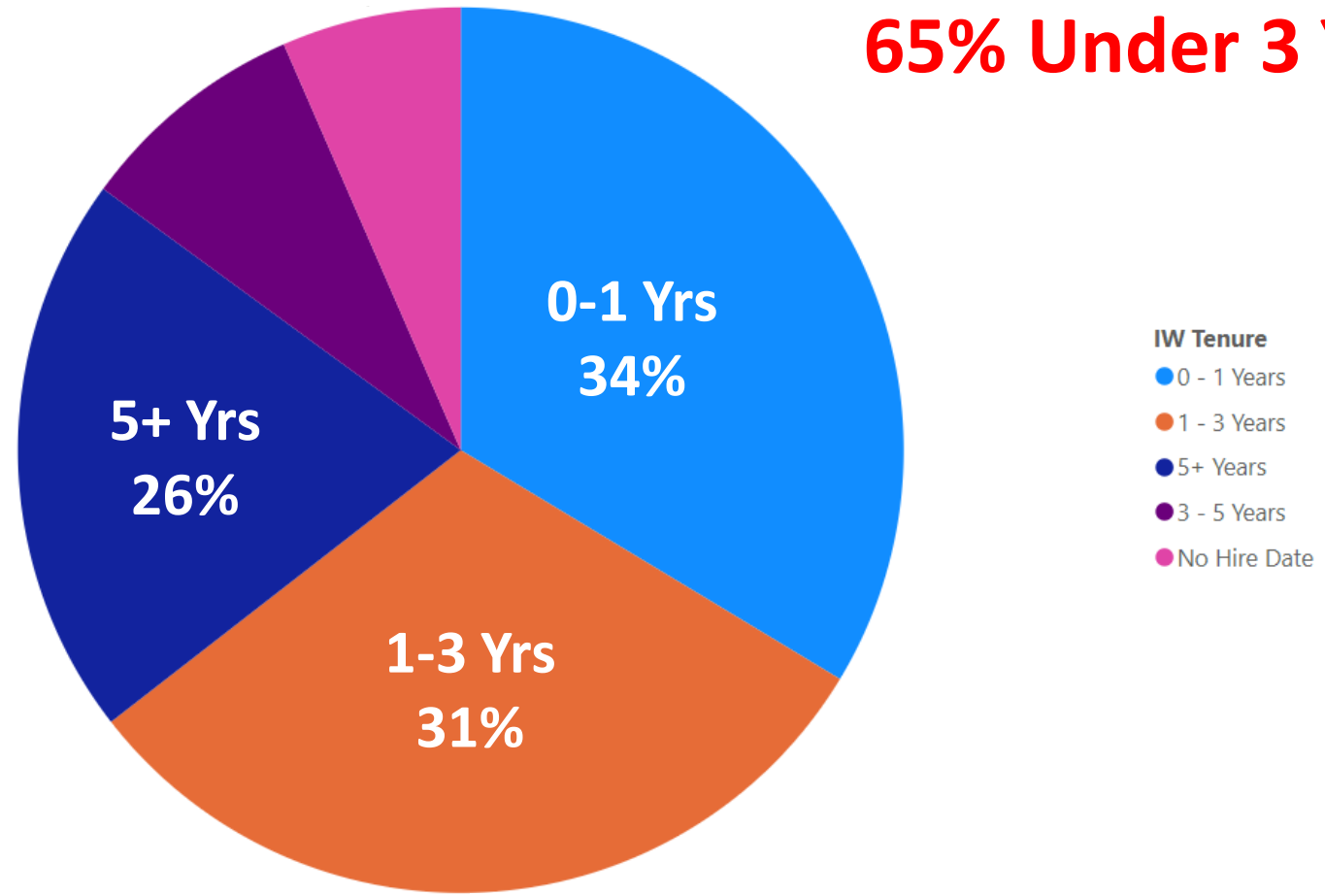


Inherent
dangers to our
work and life?

The 100%
tuned-in human
is still needed.

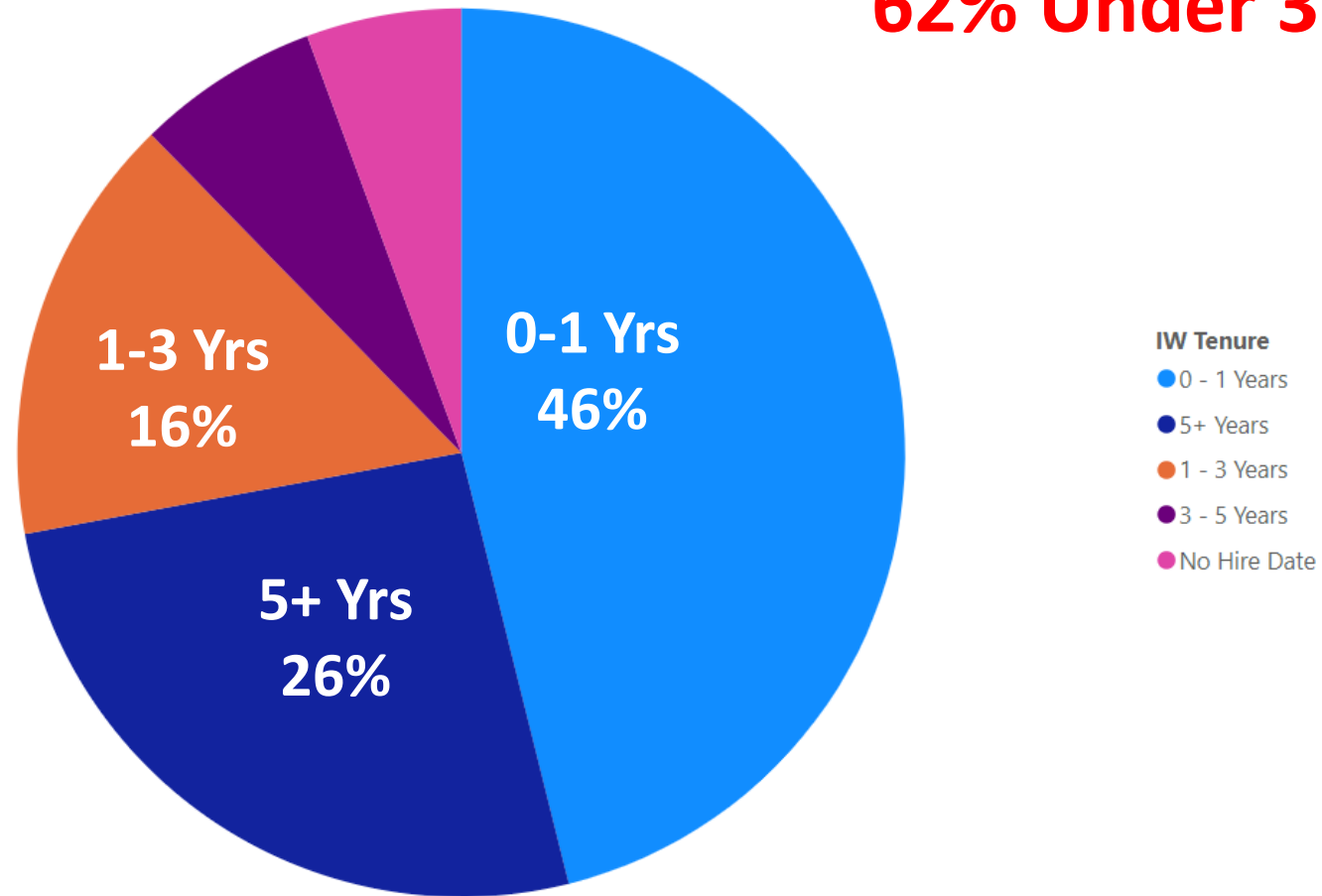
IT Frequency by Years of Service

65% Under 3 Years



IT Years of Service Severity of Claims

62% Under 3 Years



Average Claim Costs

- **Fall - \$49,403**
- **Struck By - \$30,131**
- **Strain - \$28,387**
- **MVA - \$24,058**

- **High Energy Hazard?**
 - **Gravity**
 - **Motor Vehicle Accidents**
 - **Electricity**
 - **Halon dump systems**



Who's
smarter?
The machine
or the
employees?



When
does
safety
break
down?

SAFETY TAKES CONSCIOUS WORK!

**YOU – AS AN INDIVIDUAL – MUST KEEP
A SHARP LOOKOUT FOR EVERY
HAZARD!**

**AT HOME
AT WORK
YOUR HEALTH**

9 RULES TO LIVE BY:

1. Know and follow your safety rules.
2. Wear your seat belt when in vehicle.
3. Avoid distracted work & driving.
4. Set up all work areas correctly.
5. Never work impaired.
6. Wear your personal protective gear.
7. Do a Safety Analysis before any job.
8. Quick Safety Talk before work.
9. Report all injuries or damage immediately.

WHY INJURIES OCCUR AND COSTS ARE HIGH:

**MINIMAL OR NO
SAFETY ACTIVITIES
OCCURRING**

1

**NO OR MINIMAL
INJURY
MANAGEMENT
OCCURRING**

2

BEFORE - Going on the OFFENSE:

- When was the last time policies were acknowledged?
- Have you reached EVERY employee with a safety message?
- Have you addressed unsafe acts or conditions?
- Have you enforced safety rules lately?
- Have jobs / buildings / equipment / work been inspected?
- Are **new hires addressed**?
- Are employees held responsible for infractions?
- But are they rewarded for good performance?
- Are employees fit for duty?

AFTER:

1. Have a written injury reporting policy
2. Direct medical care
3. Do post-injury drug & alcohol screens within 24 hours
4. Perform an investigation of all incidents and injuries
5. Report injuries to the insurance carrier within 24 hours.
6. Know and utilize carrier cost savings programs
7. Document when treatment is declined by the employee
8. Offer light duty to injured employees
9. Plan for injuries and emergencies at night, or offsite locations.
10. Communicate with your injured employee often.
11. Communicate with your insurance carrier often.



Is the document in use, or just taking up space?

Office Employee Safety

Even working in an office can pose safety issues. While running a business, it is important to ensure employees are aware of safety procedures to prevent accidents and be prepared for severe weather or any other type of emergency.

Safety Rules

- Employees and other passengers must wear their seat belts when driving on company business.
- Report to work free from the aftereffects of drugs or alcohol.
- Report maintenance needs or hazards before the end of your work shift.
- Report incidents or injuries in writing immediately.
- To reach items, use a proper foot stool or ladder and never stand on chairs or desks.
- Keep fire exits, extinguishers and fire alarm pull stations clear, unblocked and unlocked.
- Fire exit and emergency lighting should be functional, and battery backups tested regularly.
- Keep employee visitor entrances clear of ice, snow and water.
- Clean up spills and hazards that could cause a slip, trip or fall.
- Do not run.
- Straighten floor runners or rugs that could trip fellow employees.
- Keep desk chairs and drawers pushed in when not in use.
- Know severe weather shelter locations within the building.
- Report concerns with your computer, keyboard, workstation or mouse to prevent musculoskeletal injuries.
- Get help when lifting heavy objects including office furniture, boxes of paper or other supplies.
- Report security concerns, door locks or security system components that do not function.
- Wear proper footwear for winter weather and be aware of slip and trip hazards in the parking lot.
- Keep the area around surge protectors clean and clear to allow for cooling airflow.
- Never "piggyback" surge protectors or use multiple extension cords.

Example of Written Safety Rules

These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and Missouri Employers Mutual Insurance Company assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.

**OVERALL
COMPANY
SAFETY
RULES**

**DEPARTMENT
SAFETY RULES**

**MACHINE
or JOB
SPECIFIC
RULES**

Your Safety Rules:

- Start with rules that address top losses.
- No unwritten company rules. Get them on paper!
- Be direct.
- Rules must be plain language and easy to understand.
- Routine and regular review with employees.
- Enforce.
- Please document all training, meetings, reviews with employees.

Safety Documentation

- Develop Safety Rules
- If the employee fails to use safety devices provided by the employer or fails to obey safety rules, compensation is reduced by 25 - 50%.
- Section 287.120.5
 - Initial Employee Orientation Training
 - Signed Receipt of Employee Manual
 - Ongoing Safety Training Logs
 - Enforcement

Develop a Drug & Alcohol Policy

Section 287.120.6

- Reduces WC benefits by 50% in instances of positive post-accident drug tests for non-prescribed controlled drugs or the metabolites of such drugs, by presuming that the injury was sustained in conjunction with such drug use.
- Denies benefits in cases where it is shown that the drug use was the proximate cause of the injury or when the employee refuses to submit to an employer requested drug test.

Herbert Heinrich's accident theory:



**How DO we
get hurt**

**How COULD
we get hurt**

Use your head!



Pay attention!



DANGER
PINCH
POINT



FIRE EXTINGUISHER
INSIDE



The Basics:

**ZERO incidents does
not mean absence of
risk.**

The Basics:

\$60,000

The Basics:

\$11,000,000





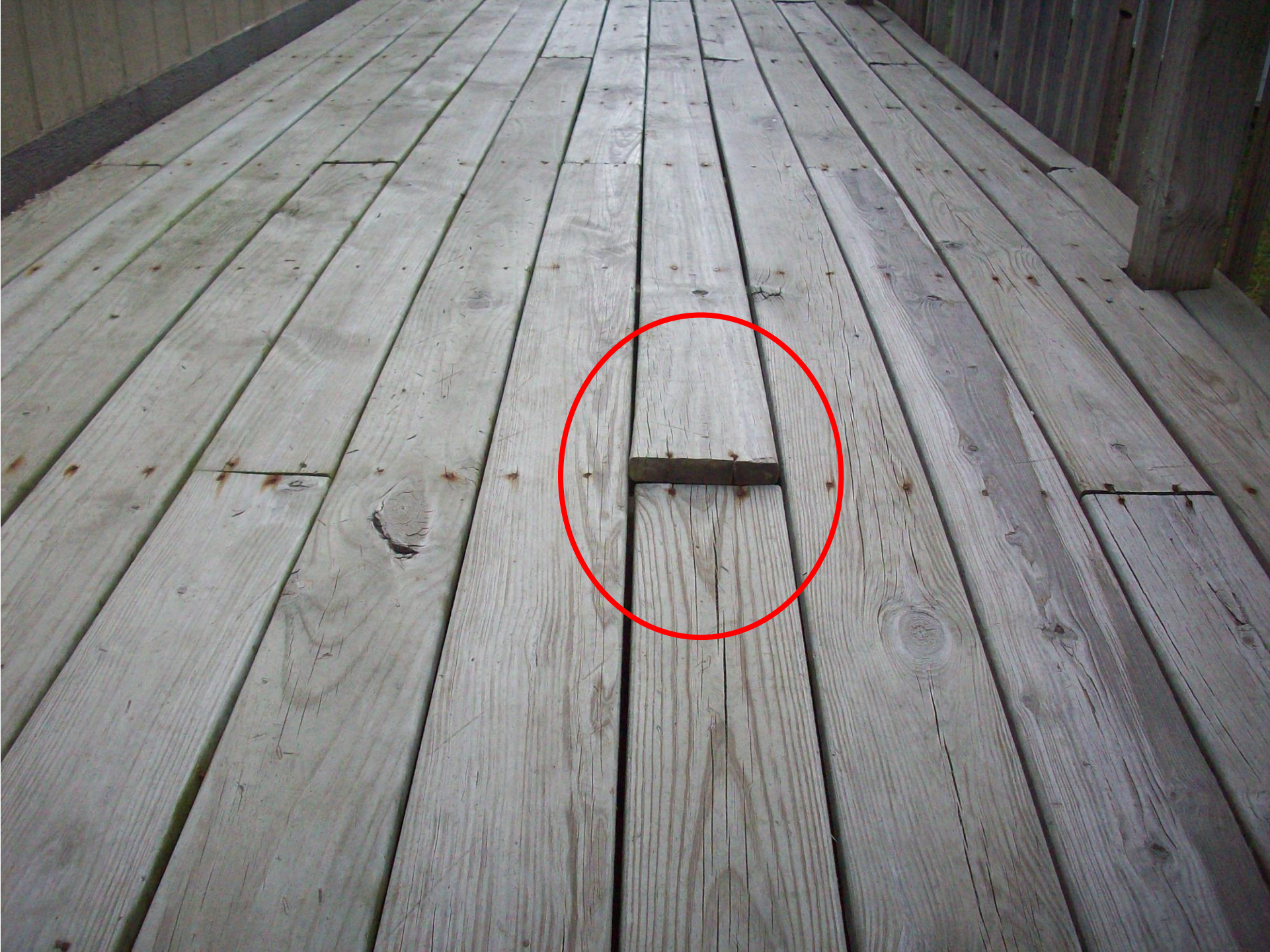




IT Booby Traps









No parking lot is safe! They all have the following:

- Puddles, Ice, Snow
- Rocks, Sand, Trash
- Moving Vehicles, People
- GRAVITY!

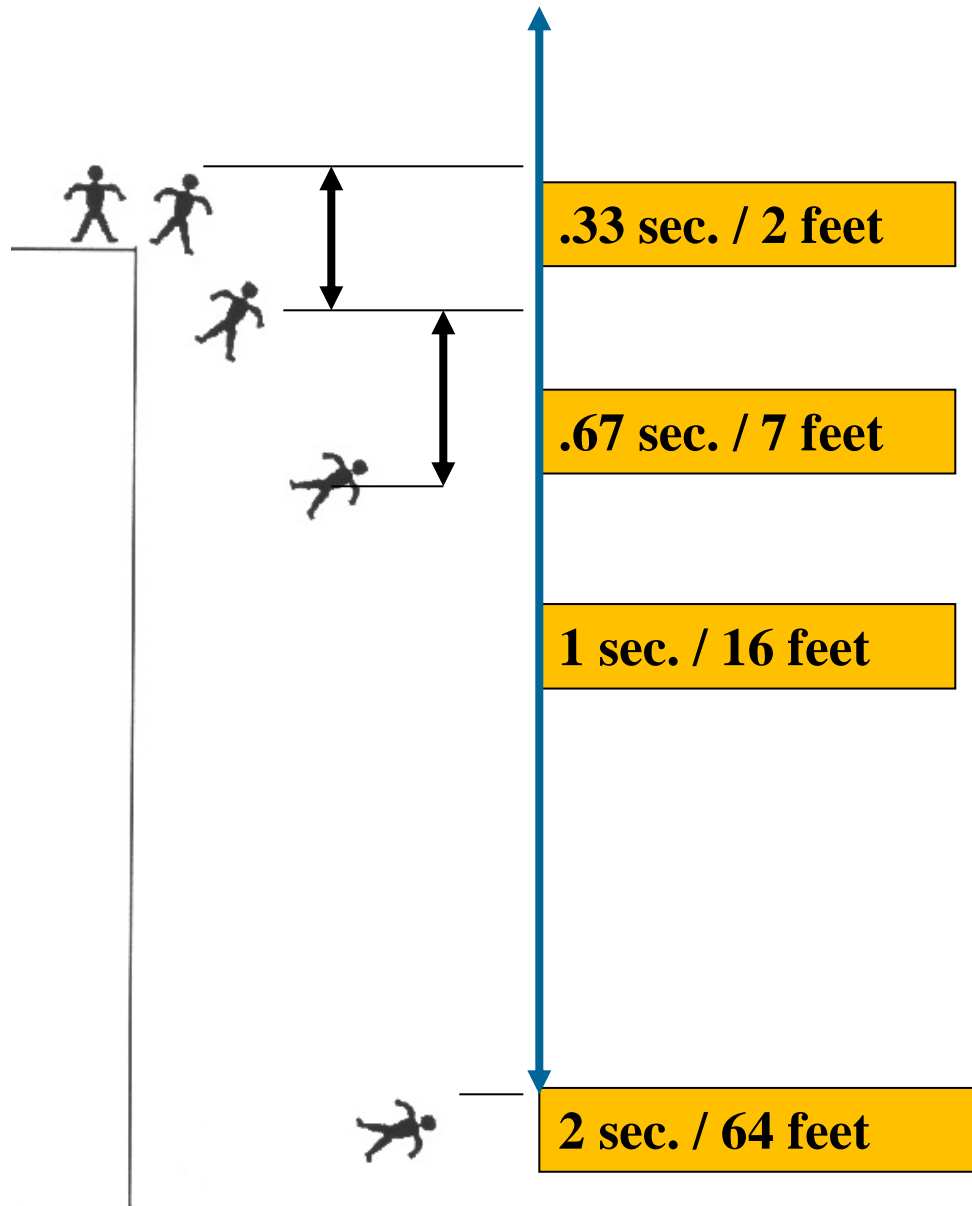
Poorly maintained storage areas can cause strains, sprains



Climbing the Ladder

- Verify ladder capacity
- Secure the ladder
- Face the ladder
- Maintain 3-point contact
- “Belt buckle” inside the rails
 - Center of gravity
- Avoid climbing or descending quickly
- Avoid “bounce”
- Do not carry objects that are too large or heavy





Anatomy of a Fall

“You’re gone before you know it!”

- Perception Distance: It takes most people about 1/3 of a second to become aware
- Reaction Distance: It takes another 1/3 of a second for the body to react
- Fall Distance: A body can fall up to 7 feet in 2/3 of a second

Use a Lift?
Tie Off?



WORK SAFETY



DOING IT RIGHT



**Remove when
damaged.**



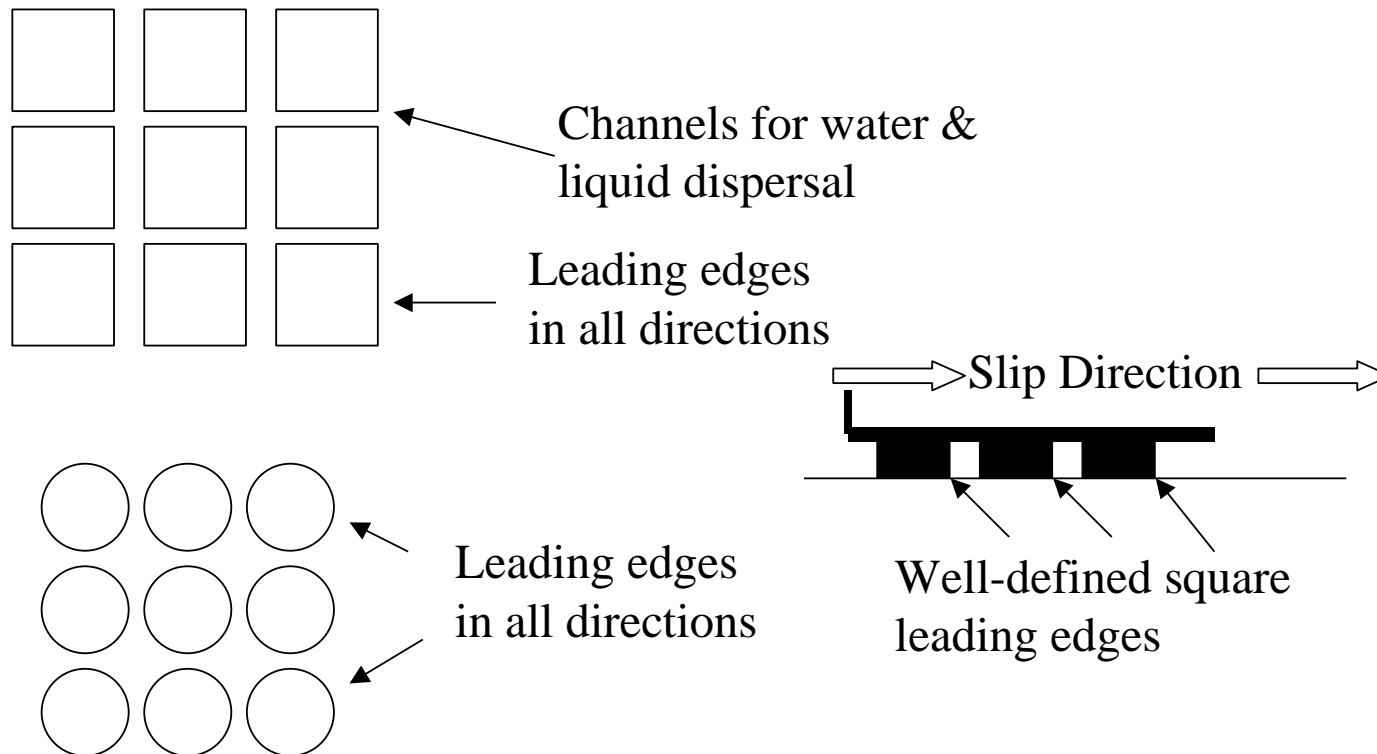
Destroy & discard!



**Stop the operation
immediately!**

Slips, Trips and Falls

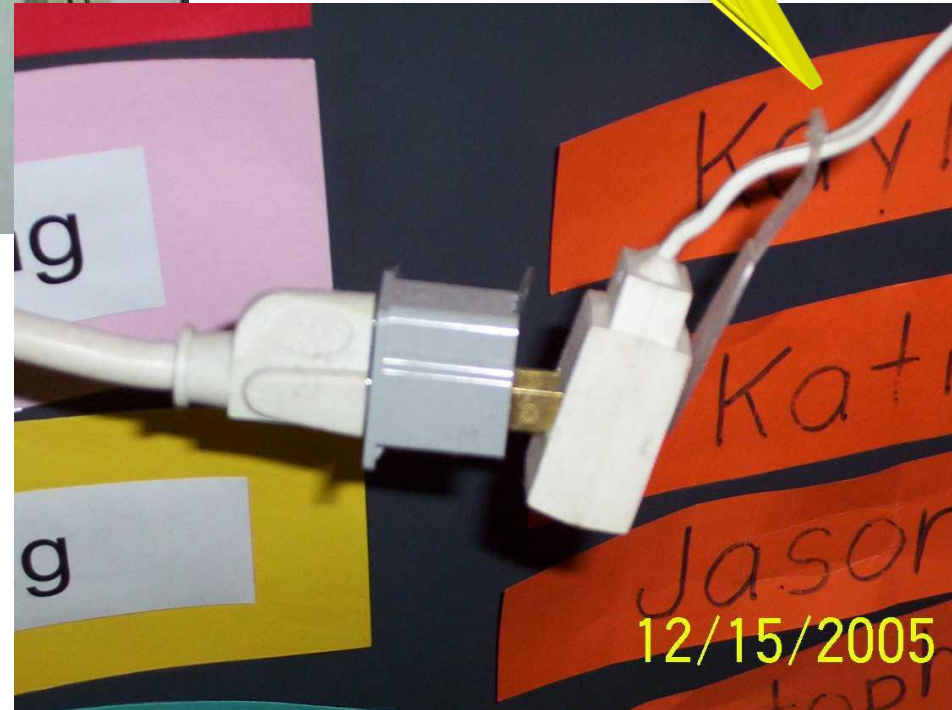
- Wear quality protective footwear.
 - Ankle and arch support
 - Protective toe and insole
- Wear footwear with grip patterns such as:







Shocking!



Extension Cords and Surge Protectors

- **Electrical problems result in heat.**
- Never use extension cords as permanent wiring
- Do not cover with rugs or furnishings – air flow!
- Never knot, pinch or twist
- Don't remove the ground connector
- Avoid using the cheap, flat-wire extension cords.
- Use UL approved cords
- Never “Daisy Chain” or “Piggyback” cords
- Remove old, worn or damaged extension cords



Safety: It's *MY* decision!

- Who makes the decision to work safely?
- What influences our decision?
 - Work demands
 - Pressure from the boss or client
 - Working with tools or equipment that are available
 - Threat of disciplinary action
 - Rewards or recognition, like a safety bonus
- Who do I really work for?

Safety for the Spine

- Size up the load.
 - How much does the object weigh?
 - Where can it be grasped? (handles, edges)
 - Will the load shift?
 - Can the load be broken down?
- Lift slowly – don't “jerk” or “sling” the object.
- Get help – ask a co-worker or friend.
- Clear a travel path – eliminate trip hazards
- Take the shortest route.
- Stop for breaks



- Hands on the wheel
- Eyes on the road
- Mind on driving

Senate Bill 398, or “Siddens Bening Hands-Free law.”

- **Requires all drivers to utilize hands-free cell phone features while behind the wheel.**
- When the law **takes effect on August 28, 2023**, it will make Missouri the 49th state plus D.C. to prohibit texting while driving for all drivers, and the 28th state to require hands-free phone use for drivers of all ages behind the wheel.
- Between 2012 and 2021, there have been **197,564** distracted driving-related crashes that **killed 801** people, according to Missouri Coalition for Roadway Safety data. (Note: traffic safety experts largely agree distracted driving crashes are **substantially underreported**).
- In 2021, **52% of people killed in distracted driving crashes were someone other than the distracted driver.**

Penalties under new law

- **1st** offense – fine up to **\$150**
- **2nd** offense (in a 24-month period) – fine up to **\$250**
- **3rd** offense (in a 24-month period) – fine up to **\$500**
- If the offense occurs in a **designated school** or **work zone** – fine up to **\$500**
- If a driver is determined to be on their phone and causes a **crash that results in:**
 - **\$5,000** or more in **damage** – Class D Misdemeanor
 - **Serious physical injury** to another person – Class B Misdemeanor
 - Results in **death of another person** – **Class D Felony**

Safe driving takes diligence.

- Control distractions.
- Maintain a speed appropriate for conditions.
- Never tailgate.
- Maintain a 3 second following distance.
- Scan ahead.
- Wear your safety belt.
- Don't be impaired.

Who is in control?



DRUNK DRIVER STRIKES MODOT - DRIVER IS BELTED AND SURVIVES W/ MINOR INJURIES

Overcoming - Lone Worker Hazards

- **Perform a Hazard Assessment and Reporting System**
- **Establish a Lone Worker Policy**
- **Employee Training**
 - **Situational Awareness**
 - **Conflict Resolution**
 - **Self-Defense**
- **Maintain Means of Communication – check in frequency**
- **There are apps for this...**

Housekeeping

- Bad housekeeping can lead to:
 - Slips, trips and falls
 - Fire
 - Lost information, paperwork or goods
 - Theft – “Who’ll know it’s gone?”
- Empty garbage cans regularly.
- Prevent fire by placing smoking wastes in approved cans
- Remove waste cardboard, paper, recycling often
- Do not block fire exits
- Do not block circuit breaker panels
- Never block fire extinguishers or fire alarm pull stations
- Schedule routine cleaning events every 3 months or so!

Quick Ergo

- Monitor, keyboard, document holder should all be DIRECTLY in front of the user...
- Position the monitor from 16" to 24" from the eyes.
- Adjust seating
 - Feet flat on the floor
 - Knees at a 90-degree angle
 - Slight recline
 - Don't lean on armrests if possible
- Keep desks top / below desk areas clean and clear – allow unrestricted room to move!
- Report problems with the keyboard or mouse
 - Mouse difficult to use (worn out)
 - Keyboard has dead spots (worn out)

Quick Ergo

- During long periods of data entry, take a break:
 - Drink some water
 - Stretch – flex arms, wrists, hands, fingers
 - Get some fresh air
 - Use the 20 – 20 – 20 rule!
 - Every 20 minutes, take 20 seconds to look at an object 20 feet away!
 - Stretches out and exercises muscles in the eyes
 - Prevents headache and eyestrain!
- Make the break a productive, healthy break!
- Report problems immediately!!!

Unknown Hazards – Manufacturing, Construction, Chemicals/Processes.

- Follow site safety precautions
- Ask questions if you don't know – required safety protocols
- If you are feel unwell, lightheaded or going to pass out...
- Remove yourself from the area
- Seek medical attention if needed
- **DISGRUNTLED PEOPLE!!!!!!!!!!**



Questions?
Thank you!!!