

# NASA - LaRC SAFETY NEWSLETTER

## A PUBLICATION OF THE OFFICE OF SAFETY AND FACILITY ASSURANCE, OSEMA

NOVEMBER 1997

### PORTABLE ELECTRIC HEATERS

It is that time of year that the portable electric heaters start to come out after a long storage. If you have an **authorized** space heater you should make sure that if you tip it over it shuts off **automatically**. The following paragraph is taken from LHB 1740.2 dated September 1994.

The use of portable electric heaters represents an inefficient utilization of expensive electrical power and is an unsafe source for permanent heat. LaRC policy permits heaters for emergency use during major heating failures, facility rehabilitation, and as required for health reasons. In all cases written authorization is required by the user from the Safety Manager, extension 47233. All Unauthorized heaters shall be forwarded to the Laboratory and Plant Electrical Section, Electrical Support Branch, FSSD.

### LIFTING BASICS

Safe lifting is always important - but it's critical when lifting is a part of your job or everyday activities. If you've ever "thrown out" your back while doing a seemingly simple lift, you know first hand the importance of safe lifting. Safe lifting means keeping your back aligned while you lift, maintaining your center of balance, and letting the strong leg muscles do the actual lifting. By using the following techniques, you can learn how to lift safely and save your back from accidental strain and injury.

#### THE SAFE WAY TO LIFT

Before you lift anything, think about the load you'll be lifting. Ask yourself: "Can I lift it alone?" "Do I need mechanical help?" "Is it too awkward for one person to handle, or should I ask a coworker for help?" If the load is manageable, follow these tips for safe lifting:

#### 1. Tuck Your Pelvis

By tightening your stomach muscles you can tuck your pelvis which will help your back stay in balance while you lift.

#### 2. Bend Your Knees

Bend at your knees instead of at your waist. This helps you keep your center of balance and lets the strong muscles in your legs do the lifting.

#### 3. "Hug" The Load

Try to hold the object you're lifting as close to your body as possible, as you gradually straighten your legs to a standing position.

#### 4. Avoid Twisting

Twisting can overload your spine and lead to serious injury. Make sure your feet, knees, and torso are pointed in the same direction when lifting.

### TIPS TO REMEMBER

In addition to these techniques, remember to make sure that your footing is firm when lifting and that your path is clear. And be sure to use the same safe techniques when you set your load down. It takes no more time to do a safe lift than it does to do an unsafe lift, so why not play it safe and lift it right?

### SAFETY ASSIGNMENTS

There have been some questions lately on how to go about appointing Facility Coordinators Facility and Safety Heads. This procedure is outlined in LMI 1700.2, dated March 14, 1996.

#### FACILITY SAFETY HEAD:

All Facility Safety Heads are recommended, by the line organization responsible for the operation of a facility, to the Vice Chairperson of the Executive Safety Board for appointment.

**Principal Facility Safety Head:** There are two categories under this topic:

1. **Single Research Apparatus:** Principal Facility Safety Heads for facilities housing a single research apparatus that warrants individual analysis and control are responsible for all of the functions described under Organizational Facility Safety Heads.

2. **Multiple Research Apparatus:** In cases where a single facility complex houses multiple research apparatus, and these devices are sufficiently complicated or hazardous to warrant individual safety analysis and configuration control, the cognizant Principal Facility Safety Head will recommend the appointment of Organizational Facility Safety Heads for each apparatus/facility within the complex.

**FACILITY COORDINATORS & ALTERNATES:**

All coordinators and Alternates are recommended by the line organization(s) responsible for the operation of the facility, to the Vice Chairperson of the Executive Safety Board for appointment. In dual occupancy facilities, one Division Chief will recommend and the other Division Chief will concur.

**Alternate Facility Coordinators:** Alternates for the Principal Facility Coordinator will be designated for each shift of multiple shift operations.

**Organizational Facility Coordinators and Alternates:** In facility complexes occupied by more than one organizational or research apparatus, Organizational Facility Coordinators and Alternates can be appointed in a manner similar to Facility Coordinators.

**SAFETY CLASSES OFFERED**

Just a reminder that the following safety training classes are available to be presented for you at your safety meetings.

**Confined Spaces (permit required)**

**Confined Space Awareness**

**Personal Protective Equipment (PPE)**

**Ergonomics (Office or Industrial)**

**Material Safety Data Sheets (MSDS)**

**Heat Stress**

**Cryogenics**

**Chemical Safety (Chemical Refresher)**

**General Office Safety**

If you would like to setup a class, contact your supervisor and he can schedule by contacting Butch Jones at 4-8743.