

NASA - LaRC

SAFETY NEWSLETTER

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

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SLIPS, TRIPS AND FALLS:

Falls are the most common office accident and often result in disabling injuries. Seemingly innocent office conditions, a small coffee spill in the hall, frayed edge of carpet can cause a serious fall. Learning to recognize and correct slip, trip and fall hazards is your best insurance. A fall can occur when your balance is thrown so far off center that you lose your footing. This usually occurs either when your feet lose friction and slip, or when your foot strikes an object and you trip. In either case, any serious loss of footing leaves you nowhere to go but down.

COMMON HAZARDS:

One of the most common causes of office falls is tripping over an open drawer. Bending or leaning over while seated in an unstable chair, slipping on wet floors and tripping over electrical cords are other common hazards. Loose carpeting, objects stored in halls or on stairs, poor lighting, improper footwear and using makeshift ladders (such as a chair or stack of books) are other hazards that invite falls.

IF YOU FALL:

If you find yourself heading for a fall, remember to roll, don't reach! By letting your body crumple and roll, you are more likely to absorb the impact and momentum of a fall without injury. Reaching an arm or leg out to break your fall may result in a broken limb instead.

FALL PREVENTION CHECKLIST

- Be sure your pathway is clear before you walk.
- Close drawers completely after every use.
- Avoid bending, twisting and leaning backward while seated.
- Secure electrical cords and wires away from walkways.
- Always use a stepladder for overhead reaching.
- Clean up spills immediately.
- Pickup objects co-workers may have left on the floor.
- Report loose carpeting or damaged flooring.
- Make sure walkways are well lit.
- Never carry anything that obscures your vision.
- Wear stable shoes with non-slip soles.
- Don't run indoors!
- Use the 4 to 1 ladder rule (set the base of your ladder one foot away from the wall for every 4 feet of ladder height).
- Make sure extension ladders have safety shoes.
- Tie off the ladder or have someone support the base.
- Never use the top 2 rungs of a ladder.
- Never over-reach; especially while on a ladder.

WALKING AROUND THE CENTER:

During a normal workday your job may require you to go to other facilities on the center. If you are close to your destination and the weather is nice you will probably walk. When you are walking around the center always use the sidewalks (when provided) and don't cut across corners. If you walk across the grass you are taking a chance of twisting an ankle or worse due, to the uneven ground.

Credit Card Purchase of Material, Equipment or Supplies affecting Personal Safety

Langley Management Instruction 5000.2 "Procurement" states "Personal protective and safety associated equipment such as, heaters, emergency lights, fire detection and prevention equipment, flammable storage cabinets and containers, head protective devices, high-voltage electrical protective equipment, industrial signs (excluding outside building signs), portable ladders, protective clothing (excluding clothing that protects from dirt only), protective devices for eyes, ears and face, respirators - all types, scaffolding, self-contained breathing apparatus, shoes and boots require the approval of the Head, Office of Safety and Facility Assurance." Credit card holders should ask themselves the following question when ordering items -- "Can the material, equipment or supplies affect personnel safety?" If the answer is yes obtain approval prior to purchase by contacting the Office of Safety and Facility Assurance at extension 4-SAFE (4-7233). Any questions concerning this matter contact Janet Edmondson at extension 4-9225.

OSFA HOMEPAGE

The Office of Safety and Facility Assurance (OSFA) now has a homepage which has all services listed that OSFA offers. Some of the key information offered are:

- * Organization Chart
- * Points of Contact (list has the subject matter with the contact and phone number)
- * Facility Coordinators & Safety Heads
- * Safety Video Library
- * Safety Channel 11 Schedule
- * Red Tag Program
- * Safety Training
- * Safety Alerts
- * Safety Newsletters

This is a site you can visit and retrieve past Safety alerts, Safety Newsletter, who to contact for a specific task, see

what videos are available for loan, and a number of other easy to use features. The site address is:

<http://128.155.44.11/OSFAHomePageStuff/OSFAHomePage.html>

Hazardous Weather Announcements

Announcements will be made over the LaRC Special Announcement System **WHICH CAN BE REACHED BY DIALING 864-2111, OR TOLL-FREE AT 1-888-664-2111**. In the event of LaRC Telephone System failure, hazardous weather announcements will be made on local radio and TV stations.