

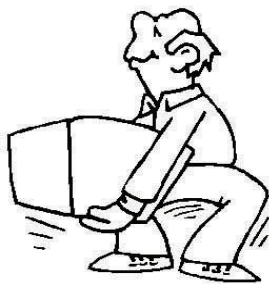


SAFETY IN THE WORKPLACE

WORKPLACE SAFETY TIPS



Improper lifting technique



Proper lifting technique



PRESENTS

SAFETY BINGO MONTH

Everyday you go without a Workers' Comp claim, you are eligible for a bingo number. Check the daily number handed out by HR against your card, if the number is on your card, cross it out. If you get 5 numbers in a row, either up and down, left to right or diagonally (hint: the middle space with the company logo is a free space!) you've won the bingo prize! So remember, check your numbers, practice safe working habits, and good luck everyone!

Safety Bingo Card

1	12	7	19	14
22	17	24	3	52
11	4	FREE	21	20
25	18	6	16	5
2	88	15	13	9

These workplace safety tips can help your work team to maintain a less stressful and injury-free working environment, no matter if you have a hazardous occupation or a safe one.

Each year, safety issues or emergencies in the workplace cause physical injuries, illnesses, extra financial expenses, and even fatalities to businesses. The most current statistics from "The Bureau of Labor Statistics" show that in 2005 there were 1,234,680 cases of nonfatal occupational injuries and illnesses in major industries. That's a huge amount; especially when you note that these results only tabulate certain industries, and no fatalities are included in these statistics.

Your workplace can beat the odds with some simple safety planning and know-how. Brush up now with some basic and important free workplace safety tips.

Common Safety Definitions

Unsafe acts: Action or behavior that you or a co-worker carries out that may be potentially harmful.

Unsafe conditions: Anything you or a co-worker finds that is potentially harmful. For example, if you work at a day care and you purposely or un-purposely leave a bottle of toxic cleaning solution out where children can find it then you have just committed an unsafe act. If you work in a hospital and you happen to come upon a large slippery pool of water on the floor then you have just found an **unsafe condition**.

Common Safety Issues

Although workplaces differ from industry to industry there are some commonalities when it comes to typical safety issues that arise.

Slips, trips, and falls: Falls are the number one leading cause of injury in the workplace. A major cause of falls in the workplace is the use of improper lifting techniques. You may work with patients who need help getting around or at a factory where you're lifting boxes on a continual basis. No matter who or what you may be lifting there are some key points to consider.

Source: http://safety.lovetoknow.com/Free_Workplace_Safety_Tips



Falls are #1 in workplace injuries

Proper Lifting Tips

- Assess the situation and plan the lift.
- Make sure you have nonskid shoes and firm footing.
- Bend your knees, tighten your stomach, and keep your back straight.
- Make sure you have a good grip on the item or person you're lifting (this isn't a good time for hand lotion).
- Lift smoothly. A smooth lift means that you avoid twisting your body, point your feet in the direction you want to go, and push if possible rather than pull.

2009 NATIONAL HEALTH OBSERVANCES FOR MARCH

Workplace Eye Wellness Month: March 1-31

Prevent Blindness America

(800) 331-2020

<http://www.preventblindness.org/safety/worksafe.html>

National Poison Prevention Week: March 15-21

Poison Prevention Week Council

(301) 504-7058

www.poisonprevention.org

BEING PREPARED

OFFICE SAFETY TIPS TO PREVENT ELECTRICAL SHOCK

Office safety is very essential in today's world. Not only is it essential but it is also very important to be aware of several workplace safety rules and regulations.

The best course of action is to plan ahead for all kinds of workplace emergencies. Think fire, think electric shock – absolutely anything and everything that you can think about. Make a list of all these emergencies. Based on this list, make another list of things you need to have at your workplace to ensure the safety of your employees.

It also makes sense to look at the local regulations concerning office safety. These may not be comprehensive, but may provide you with enough guidelines to work on.

Other than that, here are a few safety tips for the office or for the workplace:

- Keep your working area neat and clean. One cannot em-

phasize on this enough.

Piles of papers and stacks of files combined with a tangle of wires are a disaster waiting to happen, on several fronts. A clean work space will also enable you to identify a problem and tackle it faster and more effectively.

- Ensure that all your doors and windows have security locks. If you are an establishment that deals with cash on a daily basis, then you may attract burglars. Install security cameras at doors and exits. This will help you record the images of thieves and such and help the police in locating the culprit.
- Ensure that all the workstations, machines etc are installed properly. While installing such electric equipment and appliances, ensure that the wiring and switchboards are earthed properly so as to prevent electric shocks.

With these safety tips for the workplace you can be sure to avoid most common accidents and emergencies of electric shocks and fire.



Install Security Cameras at doors and exits.



Keep workspace clean to avoid possible disaster from combined papers, files and tangled wires.



Safety posters should be posted in areas that pose electrical risk.



Be a part of the Team:

- Help your co-worker lift-if it takes two.
- Clean up spills.
- Report all safety hazards (electrical, chemical, etc.).
- Know your emergency escape route (this could save your life).
- Participate in all company drills.
- Promote safety

BE A SAFETY TEAM PLAYER

BASED ON AN ARTICLE WRITTEN BY CHRIS KILBOURNE

Teamwork is a beautiful thing to see. When players work as a team, they usually win. When they don't, they often lose. The same holds true for safety in the workplace - when employees work as a team, everybody stays safe. When they don't, accidents and injuries may occur.

- **Shared mission.** On sports teams, players focus on scoring and winning. On work teams, employees should focus on identifying hazards, working safely, and preventing accidents.



- **Commitment to same goals.** To keep safe on the job, workers have to understand safety goals and commit to achieving them. Everybody has to work together toward the same goals to achieve success and prevent injuries.
- **Participation.** Effective team players don't sit on the sidelines or the

bench. The same is true on the job. Get involved in safety programs and in efforts to improve workplace safety.

- **Interdependence.** Team members depend on one another to identify hazards, follow safety procedures, and prevent accidents.
- **Communication.** Because team members are interdependent, they are constantly communicating, sharing information, giving warnings, reinforcing safe behavior, and talking up safety.

ON-THE-JOB HEALTH AND SAFETY

DIFFERENT WAYS TO AVOID WORKPLACE WHOOPSIES

Tips for staying safe and sound at the workplace:

Get plenty of Zzzzz's.

The amount of sleep you need to lead a productive day varies depending on the individual, but most experts recommend getting at least seven hours a night. Odds are you won't be getting any nap breaks at your job.

Start healthy. Breakfast should consist of more than a 64 oz. coffee and a stale Pop-Tart. In fact, according to the health experts at Mayo-Clinic.com, eating a balanced breakfast leads to better concentration and greater productivity throughout the morning. These experts recommend one item from three of the following four food groups to ensure a healthy breakfast: fruits and veggies (e.g., juice), grains (e.g., a bagel or cereal), dairy (e.g., yogurt or cottage cheese) and protein (e.g., peanut butter or hard-boiled eggs).

Kick the habit. Here's a fun fact: Did you know that by cut-

ting one regular soda a day from your snack routine, can help you lose up to 15 lbs in a year. Try substituting with diet soda or water.

Remember: healthy body, healthy mind. We wouldn't be saying anything profound if we suggested that one's mental and physical health are tied to each other. Consequently, your overall nutrition, fitness and well-being contribute to your on-the-job focus and performance. Eating balanced meals, getting adequate exercise and keeping your mental edge will all pay off at the workplace.

Know the lay of the land. Do you know the fire drill route and protocol for your workplace? Do you know where they keep the fire extinguisher? The first aid kit? And if you don't know CPR, do you know someone who does? That should keep you busy for the rest of the day.

Practice cube-consciousness. Many offices have experts to make sure your body can easily bear cubicle wear and tear. If you don't have an onsite ergo-

nomics expert, here are a few basic guidelines to make sure that you won't get carpal tunnel syndrome your first week on the job. Be sure to keep your eyes at least 20 inches from your computer screen, adjust the monitor to your eye level and keep your feet positioned firm on the ground. And don't slouch. Working at a desk or cube all day can make you feel cramped and restless. So why not mix in a little exercise in between faxing and collating? For a little cardio work, bring in a jump rope or rattle off a few dozen push-ups and sit-ups. For some light strength training, try doing seated sets of bicep curls with the help of a full water bottle. Stretching always helps, too, and can usually be done comfortably in your office attire without creating a disturbance to your coworkers – just leave the boom box and "Footloose" soundtrack at home.

Workplace accidents can happen anywhere, anytime. That's why it's important to always be prepared.



"Safety First!" is a phrase to describe methods and training used to prevent or decrease the amount of injuries in the workplace. This should be the motto of every employer and employee. By guaranteeing safety in the beginning, the injury can be prevented in the end.

Source: <http://www.snagajob.com/job-articles/workplace-safety.aspx>

HOW TO PREVENT CHEMICAL POISONING

IN THE WORKPLACE

BY EHOW HEALTH EDITOR

Step1

Attend a hazardous materials training program. By law, this must be provided by any employer whose business involves on-site toxic chemicals that its employees do or may come into contact with.

Step2

Learn to recognize potential dangers stemming from the improper storage or use of chemicals. Again, your employer should provide you with extensive training in the safe handling of chemicals.

Publications specifying the exact chemical makeup and toxicity of every chemical used at your workplace should be available on-site.

Step3

Err on the side of safety. If you are unsure how to handle a chemical or how to properly dispose of it, don't do anything until your questions are answered. Consult your supervisor or check the relevant information manuals.

Step4

Know where the eyewash and emergency first aid stations in your workplace are located. These will be your first source of treatment in the event of a chemical poisoning accident.

Step5

Report any unsafe practices or episodes of improper use, storage or handling of chemicals to your supervisor.

What to do if a poisoning occurs

Remain calm

Call 911 if you have a poison emergency and the victim has collapsed or is not breathing. If the victim is awake and alert, dial 1-800-222-1222. Try to have this information ready:

- the victim's age and weight
- the container or bottle of the poison if available
- the time of the poison exposure
- the address where the poisoning occurred

Stay on the phone and follow the instructions from the emergency operator or poison control center.

**BEWARE
POISON**

Source: http://www.ehow.com/how_2048327_prevent-chemical-poisoning.html

Client Corner



DANONE SIMPSON
Insurance Services LLC

CA License #0F30734
22110 Clarendon Street, Suite 201
Woodland Hills, CA 91367
Phone: (818) 676-0044
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- HMO/POS/PPO
- Traditional Indemnity Plans
- Health Reimbursement Accounts
- High Deductible Health Plans
- Health Savings Accounts
- Carve Outs
- Employee Assistance Programs (EAP's)
- Self-Funded Employer Plans
- Re-Insurance/Stop Loss Programs
- TPA & ASO Evaluation
- Risk Analysis
- Medicare Supplement
- Individual Plans

Dental

- DHMO
- DPPO

Vision

Life and AD&D

- Basic Life
- Voluntary/Supplemental Life
- Term and Universal Life
- Travel Accident

Disability

- Short Term and Long Term Disability
- Executive Disability
- State-Mandated Disability (TDI)

Voluntary Plans

- Cancer
- Hospital
- Accident
- Critical Illness
- Pet Insurance

Property and Casualty

- Workers' Compensation
- Property
- Crime
- General Liability
- Umbrella
- Bonds-Fidelity & Surety
- Commercial Automobile
- Excess Liability/Product Liability
- Environmental Liability/Pollution Liability
- Internet/Website
- Directors and Officers
- Employment Practices Liability
- Errors and Omissions

Ergonomics Ex-Mod Reduction Tips Seminar April 29, 2009



Hosted by

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DSI is proud to announce its upcoming seminar discussing the topics of ergonomics and increasing safety in the workplace. As a leader in marketplace expertise, GBH Communications provides the latest in wireless headset technology. With styles such as Ear Hook, Headband, and Behind the Head available, the GBH inventory is sure to offer something for everyone, coupling sleek design with office-practicality. As a client of Danone Simpson Insurance Services LLC, GBH has agreed to extend a special pricing to DSI-referred customers. These state of the art devices will be one of the many talking points at our upcoming seminar designed to help you lower your workers' compensation claims and promote a safer working environment. For more information on the equipment, such as pricing and packages, please contact us.

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At A-American Self Storage safety is a top priority in keeping workers' compensation costs down.

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