



PPD's News to Live By

November 2012

[PPD ESH Newsletter Archives](#)

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ES&H Winter Fair

November 29th from 11:30 AM to 1:30 PM on the 15th floor of Wilson Hall.

Topics will include:

- ◊ Slips and falls
- ◊ Flu
- ◊ Winter survival
- ◊ Heating hazards
- ◊ Winter driving
- ◊ Holiday safety
- ◊ Take 5
- ◊ And more!

There will be freebies and prizes for those who attend...



New Recycling Dumpsters

You may have noticed that we have switched vendors for our trash and recycling. While the dumpsters are different, the recyclables that are collected will remain the same. Click on the photo to the right to refresh what those items are.



Hazard Communication (Chemical Safety)

With our recent chemical incident (see October Injuries), we want to remind everyone of the precautions necessary when working with chemicals. You should always know the hazards of the chemicals you will be working with. Review the Material Safety Data Sheet (MSDS) and any other product data available prior to beginning work for recommendations on personal protective equipment, safe handling, storage, etc.



Ensure all chemicals are labeled (this includes containers of water) so everyone who may find the chemical knows what is in the container. When transferring a chemical to another container, the secondary container needs to be labeled with the chemical name (and concentration, if relevant), and any hazards associated with the chemical (e.g. flammable, toxic, corrosive, etc.). Make sure that any previous labels have been removed before placing your new label.



When working with chemicals, you should always wear safety goggles (chemical-splash goggles) and closed shoes (no sandals). Depending on the type of chemical, you will probably need to wear some type of glove.

Also note that anytime you will be working with hazardous chemicals, there should be an eyewash station located within the immediate area. If unsure if there is an eyewash station at that location, contact the building manager or PPD ES&H.

Radiation Safety Reminders

- Below is a list of radiation safety reminders. These reminders stem from recent incidents or findings from around the laboratory:
- Radiation dosimetry badges are required when working directly with radioactive materials or entering into posted Radiation Areas. Keep in mind that a pocket dosimeter is not the same as a radiation dosimetry badge. Pocket dosimeters may be required in addition to the radiation dosimetry badge.
 - It is important to thoroughly read and sign all applicable Radiological Work Permits (RWPs) prior to beginning work. These documents provide important details and safety requirements.
 - The radiation safety instrument (namely friskers) cables should never be swapped or exchanged. The instruments are calibrated with the cables in place and swapping cables can lead to malfunction or inaccurate readings.
 - Working with new groups or in new areas, as is often the case during an accelerator shutdown, provides an increased opportunity for error. Be sure to familiarize yourself with all radiation safety requirements should you work with new groups or in new areas.
 - Cutting, grinding or welding radioactive materials requires Radiation Safety Officer approval.
 - Outdoor storage of radioactive materials requires Radiation Safety Officer approval.

Please feel free to contact your [PPD Radiation Safety Officer](#) with any questions.

Emergency Shelters—Overtime Policy

All local emergency plans have been updated to reflect the overtime policy for non-exempt employees when in a shelter beyond their normal working hours (if approved). Verbiage is shown below:

"All employees are expected to take shelter if directed to do so by the Emergency Warden in their area or the Site Wide Emergency Warning System (SEWS). If an employee is in shelter beyond their normal work hours and they are non-exempt, they will qualify for approved overtime pay per the WDRS policy <http://wdrs.fnal.gov/policies/policy/overtime.html>."

It is required that you stay within the shelter until an all-clear has been given.

Space Heater Safety Reminder

- Office space heaters must:
- Be located in plain sight and kept 3 feet from combustible materials;
 - Be plugged directly into a wall outlet—DO NOT use extension cords or power strips!
 - Have a tip-over automatic shut down feature;
 - Be turned off when the area being heated is not occupied;
 - Have an operating thermostat or built-in over temperature switch;
 - Be listed by a recognized body, such as UL, ETL, FM, or other nationally recognized testing laboratory (NRTL);
 - Not draw more than 1500 watts to operate.
 - Must be electrically powered and must not take more than 110 volts of electricity to operate. Fuel powered space heaters, such as PRO-PANE and KEROSENE, are not permitted.
 - Must have a thermostat that shuts unit off when a certain temperature is reached.
 - Must be fan driven.
 - ◊ Space heaters with heated coils are not permitted.

The preferred choice for an office space heater is a ceramic type unit, which is available in the Fermilab Stockroom (Stock #2800-10000). Oil-filled or other types of office heaters need to have local ES&H Department approval.

You can learn more about space heater safety from the following links:

- Take 5: [Space Heater Usage in Office Spaces](#)
- Fermilab ES&H's: [Space Heater Sense](#)
- Underwriter's Laboratory: [Space Heater Safety Tips](#)
- National Fire Protection Association's: [Heating Safety](#)
- Consumer Product Safety Commission's: [Use Your Space Heaters Safely](#)

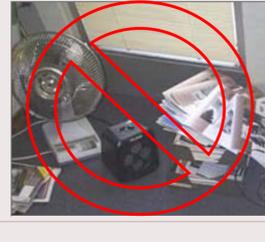


Exhibit A for Subcontractors

Exhibit A is a form that notifies our subcontractors of the lab's policies, including the ES&H policies and expectations. All subcontractors performing construction or service work must receive a copy of Exhibit A (to be attached to the purchase requisition).

For construction subcontracts, a completed Exhibit A is also required, including T&M and Fixed Price Subcontracts. A task manager or construction coordinator will be assigned as the liaison. Construction includes alteration, demolition, or repair (including dredging, excavating, and painting) of buildings, structures or other real property. Review [FESHM 7010](#) for additional details.

For service subcontracts, an Exhibit A is also required (see [FESHM 7020](#)), and a service coordinator will be assigned to be the liaison for the subcontractor. Examples of service work include: anything other than construction, such as: copier repair, office work, consulting services, etc.

[Exhibit A for Construction](#)— anyone requesting construction activities must fill out page 1 and 2 of this form. This form must be attached to the requisition.

[Exhibit A for Service](#)—anyone requesting service from subcontractors is required to complete paragraph 11 of Exhibit A, and this form must be attached to the requisition.

Shoveling & Snow Thrower Safety



Before shoveling snow at home, one should always get clearance from their physician. Shoveling snow can be compared to weight lifting, and puts a lot of demand on your body. Ensure that you are physically able to handle the stress of snow shoveling.

Choose the right shovel for you. It should be of some ergonomic design (e.g. curved handle) to help you keep your back straighter, reducing stress on your spine. A shovel with a plastic blade is going to lighten the load for your back.

Warm up your muscles prior to starting activity by doing some stretches. Pace yourself and take frequent breaks to gently stretch your arms, legs and back. Pushing the snow is much easier on your back than scooping and lifting. Push as much snow as you can; if you must lift the snow, do so [properly](#). If you do experience pain, stop immediately.



At the lab, some employees are asked to assist with snow removal and management. The building managers remove much of the snow from many of the walkways using snow throwers. They may not necessarily have the means to get to the stoops/porches of all buildings, or apply salt to icy patches. Many buildings will be supplied with buckets of salt for individuals to use to keep entrances from becoming too slippery. If there are icy or slippery patches that need attention, contact the building manager for assistance.

Some individuals may be asked to shovel small amounts of snow to help in the lab's snow removal effort. If you are performing any snow removal duties beyond spreading salt or incidental shoveling (15 minutes or less), you will need medical clearance from the Medical office. Please complete a [snow removal questionnaire](#) (and mail to MS-204).

Also note that there are ice cleats available from the stockroom for those who are performing snow shoveling duties.

Articles where you can find more information:

- American Academy of Orthopedic Surgeons: [Prevent Snow Shoveling and Snowblowing Injuries](#)
- Canadian Centre for Occupational Health and Safety: [Shoveling Snow](#)
- Popular Mechanics: [16 Cardinal Rules for Snow Shoveling](#)
- National Safety Council: [Snow Shoveling](#)
- Consumer Product Safety Commission: [Snow Thrower Safety](#)
- Harvard EHS Toolbox Talk: [Snow Thrower](#)

Thanksgiving Cooking Tips

With Thanksgiving approaching, now is the time to start your cooking preparations.

We are always told we need to thaw our turkey properly. The chart on the right gives you an idea how long you will need to thaw your frozen turkey.

| Turkey Size | In the Refrigerator (Approximately 24 hours for every 4-5 lbs.) | In Cold Water (Approximately 30 minutes per lb.) |
|-----------------|---|--|
| 4 to 12 pounds | 1 to 3 days | 2 to 6 hours |
| 12 to 16 pounds | 3 to 4 days | 6 to 8 hours |
| 16 to 20 pounds | 4 to 5 days | 8 to 10 hours |
| 20 to 24 pounds | 5 to 6 days | 10 to 12 hours |

Once you have thawed your turkey, you want to make sure you cook it long enough as well. The best way to determine if your turkey has been cooked thoroughly is to use a meat thermometer to get the internal temperature, which should be at least 165 °F throughout the bird. [Cooking times](#) will vary depending on the size of the bird and whether you stuff your bird or not.

Refrigerate your leftovers promptly—within 2 hours. There is a limit on how long you can keep your leftovers. If refrigerated properly, the food should be eaten, frozen or discarded within 3 to 4 days.



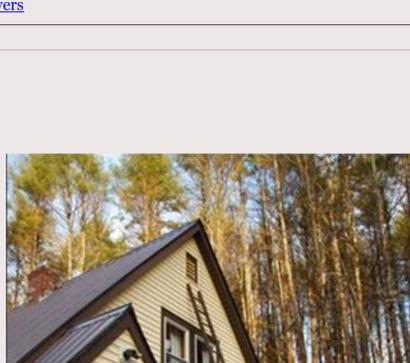
Turkey fryer safety

Check out the Underwriter's Laboratory article on [Turkey Fryer Safety Tips](#).

Refresh your holiday food safety by perusing [our article](#) from last year. Or check out these other resources:

- The USDA's: [Countdown to the Thanksgiving Holiday](#)
- The FDA's: [Food Safety Tips for Healthy Holidays](#)
- Safety at Home's: [Thanksgiving Cooking Tips](#)
- FoodSafety.gov's: [Countdown to Thanksgiving: Plan Ahead](#)
- NFPA's: [Thanksgiving Safety Fact Sheet](#)
- Food Network's: [Storing Thanksgiving Leftovers](#)

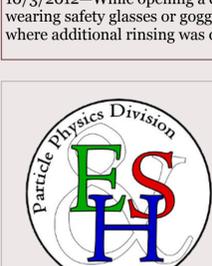
The "Doh!" Photos of the Month



PPD October Injuries

10/3/2012—While opening a container, the employee was splashed in the right eye with ethyl alcohol and potassium hydroxide. She was not wearing safety glasses or goggles. The employee used the eyewash station in the area to rinse her eye. She then reported to the medical office where additional rinsing was done.

October Winners!!!



October Contest #1

At what age does the CDC recommend people begin receiving flu vaccinations?

Correct answer: 6 months

Winner: [Kyle Knoepfel](#)

October Contest #2

Tell us what is wrong in this photo.

Correct answer: Step ladders being used inappropriately (closed position, as a straight ladder); using ladder on top of truck (fall potential and no fall protection utilized).

Winner: [T.J. Sarlina](#)

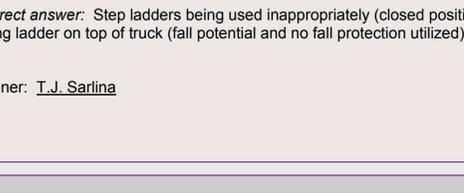
November Contest #1

For a chance to win a coffee certificate for the cafeteria, answer the following question correctly:

When is an Exhibit A required?

November Contest #2

For a chance to win a PPD ES&H acrylic cup, tell us what is wrong in this photo:



Please submit your responses/answers to [Angela Sands](#) by November 19th.

(If there are multiple correct answers/entries, a drawing is held.)

Did you find this newsletter helpful? Does it have the kind of information you are looking for? Your feedback is important. Please continue to use the [electronic safety concern database](#), or send comments to Angela Sands, asands@fnal.gov