

September 2023

Hello RETRO Members,

September is **National Preparedness Month** which is the perfect time to ensure your business and employees are prepared for emergencies and ensure readiness should disaster strike. Remember to perform hazard inspections and make corrections as needed for those instances in need of attention.

“Three days ready” once was considered adequate preparation for emergency readiness, but no longer. **Experts now recommend two weeks of readiness**! Would your business be able to continue operations after a disaster?

Start with surveying the business first aid and earthquake kits, replenishing items as needed. Review your emergency plans now rather than waiting and discovering later that your business isn’t prepared. Make a plan and train all employees on the plan. [This is an excellent website](#) for comprehensive business planning and preparedness.



Personal Protective Equipment (PPE) is to help shield your body from injury, including your eyes, head, feet, ears, lungs, and hands.

Ensure your employees know how to use and inspect their PPE daily to ensure it is in good working condition.

It is essential to use PPE, even for tasks that take only a few minutes. It takes an instant for chemicals or fragments to fly into an unprotected eye or a heavy object to fall on an unprotected head or foot.



Using PPE isn’t nearly as expensive as seeking medical attention for injuries sustained from not using it!

Resources:

- [RS Safety Library](#) has a PPE information section for you to review individual PPE types and entire PPE categories.
- PPE Job Hazard Analysis Worksheet can be found [here](#).
- **SAFEME** has a lesson on PPE [ENG](#) [ESP](#)
- RS SafetyTV has several [PPE videos](#)

Ergonomics is the practice of designing products, systems, and processes to properly account for the interaction between the task and the person performing the task. These functional designs allow people to work in conditions of optimal efficiency, safety, and comfort.

While you might think ergonomics is only relevant to an office setting, it's also applicable to other work processes, utilizing the body's most natural movements and reducing overexertion.

You should evaluate any remote workplaces to ensure employees adjust the workspace there as well.

An example of ergonomic adjustments is reaching overhead. Shoulders are most comfortable when we reach no higher than the top of our head. Once you go beyond that point, your shoulder rotator cuff moves beyond its normal range of motion, which can lead to an overexertion injury. It's better to use a step ladder and raise your body higher to make performing the task easier; another option is to put the more commonly used items on shelves in the shoulder to knee range.

Ergonomics issues arise even in an office where the work is less physical than other industries. Ignoring ergonomics could lead to problems when functional designs and practices are not recognized early on.

Resources:

- [RS Safety Library](#) has a section on ergonomics
- [RS SafetyTV/ergo](#)
- [Ergo App](#) – a smartphone app that guides you to better lifting



Notice the forearm desk extensions taking pressure off of the wrists.

Torching Safety – Using a torch is common in shops to help loosen seized metal parts like bearing races, nuts, and bolts.

Safety protocols include ensuring all equipment is code-compliant and in safe working order and verifying all users are adequately trained in the use of the equipment.

PPE – Make sure you use proper eye protection, gloves, and appropriate clothing when operating this tool.



Precautions such as isolating the area by removing fire hazards and combustibles shall be taken where “hot work” is performed. A fire extinguisher must be located adjacent to the activity and should be immediately available.

When finished, remove the gauge and valve set, and return the protective caps to the cylinders. This prevents the possibility of the valve head being hit, which can lead to the cylinder exploding like a missile.

Resources:

- RS SafetyTV – [Compressed Gas Safety](#) - Understanding cylinder gases, tank safety, and torching processes.
- **SAFEME** has a lesson on working in hot temperatures. [ESP](#)

Like you, we’re committed to the safety and health of our members. Let us know how we can help you further your commitment to quality safety practices!

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