

MCLB ALBANY'S VPP STEERING COMMITTEE

NEWSLETTER 2ND QUARTER FY23

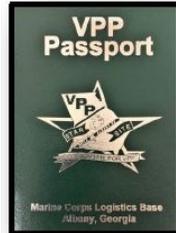


***"SAFETY STARTS WITH 'S',
BUT BEGINS WITH YOU"***

TOPICS:

- ⇒ **ERGONOMIC INJURIES**
- ⇒ **WORKPLACE SAFETY TIPS**
- ⇒ **WORKPLACE SAFETY BENEFITS**
- ⇒ **PREPARATION FOR SEVERE WEATHER**
- ⇒ **12 WAYS TO PREPARE**

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ERGONOMIC INJURIES

Office workers spend many hours a day seated at a desk, working on a computer, resulting in ergonomic strains and other injuries related to posture and repetitive movement. These types of hazards can be difficult to detect. A variety of adjustable chairs, desks, keyboards, etc., should be offered to accommodate the widest range of work styles. Employees should be told how to set up and operate adjustable equipment for the best workstation fit. The Occupational Safety and Health Administration (OSHA) offers [an eTool illustrating general ergonomics guidelines](#) for setting up a computer workstation and performing computer-related tasks:

- ✦ Position the chair, keyboard and monitor in a straight line with your body.
- ✦ Maintain a relaxed, neutral posture. Sit up straight; adjust chair to provide firm back support.
- ✦ Let your arms hang loosely at the shoulders.
- ✦ Keep your elbows at 90° angle while typing.
- ✦ Use an adjustable keyboard tray to position your keyboard and mouse at a comfortable height (usually lower than the desk surface). Place your mouse next to the keyboard, and keep it as close as possible to your body, to avoid reaching.
- ✦ Adjust the chair's height so that your feet are firmly on the ground.

OSHA advises paying attention to pain, fatigue, numbness or weakness, as these may be signs of an ergonomics problem and the start of more serious issue.

WORKPLACE SAFETY TIPS

#1 BE AWARE OF YOUR SURROUNDINGS

Every job has inherent dangers, but hazards are all around us in places such as parking lots, special event sites, ranges, vehicles, and even trip hazards in the office. The best way to keep yourself safe is to be aware of your surroundings. The more familiar you are with your tasks/workplace, the more aware you'll be of the potential hazards and avoid potentially dangerous situations.

#2 KEEP CORRECT POSTURE

We've all heard that age old saying, "lift with your legs—not your back," but keeping correct posture refers to more than just employees who lift things regularly. You also need to make sure you have good posture to avoid back problems, neck pain, and even carpal tunnel working at a desk. And if you ever need to lift something you think might be too heavy, take a few extra seconds to find the mechanical aid that can help you, or lift with a partner; your back is worth those extra few seconds.

#3 TAKE REGULAR BREAKS

It's important that employees always take their regular breaks. OSHA has put them in place for a reason: tired workers are the most prone to an incident. The more tired you are, the less aware you are of your surroundings, and the more at risk you are for an injury. Take breaks on a regular schedule to keep yourself fresh, and try to schedule your more difficult tasks for the beginning of the day when you're most alert.

#4 NEVER TAKE SHORTCUTS ON PROCEDURES

It's important to always use every tool and machine you're working with according to instruction. Shortcuts lead to injury and aren't worth the small amount of time they might save you. Be sure you're always using the right tool for the job, and using it correctly. Coming from a survival background, remember to put down that rock and pick up a hammer instead.

#5 BE AWARE OF NEW SAFETY PROCEDURES

With the purchase of new equipment, it's important to make sure you're aware of any new safety procedures and maintenance that goes along with those equipment items. Read the instructions, determine what is needed, and ensure that information is shared. If it's not familiar to you, then ask questions.

#6 KEEP EMERGENCY EXITS CLEAR

Never place anything in front of an emergency exit door, even if it's only for a few minutes.

#7 REPORT UNSAFE CONDITIONS

If you see something unsafe, and can't immediately correct it, then report it to your supervisors, as soon as you notice to help be part of the solution. It's important to always report any hazardous situation or unsafe condition as soon as possible. Work together to find a solution to prevent the unsafe condition from occurring again in the future.

#8 ALWAYS WEAR PERSONAL PROTECTIVE EQUIPMENT

Always wear and use the personal protective equipment (PPE) provided to you by your employer. If you feel PPE is needed for tasks, identify those to your supervisor.

***"INVEST IN TOMORROW -
WORK SAFE TODAY."***

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WORKPLACE SAFETY BENEFITS

[Occupational Safety and Health Administration \(OSHA\)](#) states office safety as an obligation and requires employers to provide an office environment free from hazards. Management should ensure that employees are educated about the many office hazards which many workers may not be aware of, such as noise, poor ergonomics, damaged electrical wires, inoperative fire extinguishers, and lack of emergency plans. Tens of thousands of office workers already suffer injuries/work-related health problems, which could have easily been prevented had they undergone proper training and education. A safe/healthy office benefits both the USMC and the worker as it helps ensure the following:

Improves productivity and product/service quality:

Workplaces who devote resources to their [employees' safety](#) and health can help reduce absenteeism and employee turnover, which can have a serious impact on productivity. On the other hand, product and service quality is also improved when employees are in good health because they are [motivated to do better at their jobs](#).

Protects reputation of where people work:

To avoid a bad reputation for an unsafe environment, workplaces should genuinely invest in the health and safety of their employees. In the long run, this will help employees develop a positive outlook on the where they work and its initiatives. This positive word-of-mouth will not only attract qualified applicants but also improve employee retention as they know their work center is a good place to work in.

Saves money for both employee and employer:

An injured co-worker can easily mean hundreds of lost man hours and quickly adds up to millions in expenses and insurance costs. More importantly, a critical part of that injured worker's life is lost as he is forced to adopt a new lifestyle. With a well implemented office safety and health policy, work centers can help prevent employee injuries and fatal accidents that cause huge financial impact not only to DoD, but also the involved employees and their families.

Promotes a culture of improvement:

Office safety and health is not all about safety incidents and their related costs; a safety-conscious working environment is also an avenue for promoting a culture of improvement. Offices with a healthy workplace safety culture have employees actively looking for opportunities to make their office safer each day, which can notably improve their sense of well-being as part of the USMC.

Preparation for Severe Weather

- ◆ Know what to do before/during/after severe weather.
- ◆ Create a communications plan with your family before severe weather hits.
- ◆ Evacuate if advised by local authorities.
- ◆ Listen to local officials.
- ◆ Have emergency supplies at home, at work, and in the car.
- ◆ Check your insurance policies to ensure you have enough coverage.



“The outcome of safety is the sum of decisions and actions of the individuals in a workplace.”

12 WAYS TO PREPARE					
<input type="checkbox"/>  <p>Sign up for Alerts and Warnings</p>	<input type="checkbox"/>  <p>Make a Plan</p>	<input type="checkbox"/>  <p>Save for a Rainy Day</p>	<input type="checkbox"/>  <p>Practice Emergency Drills</p>	<input type="checkbox"/>  <p>Test Family Communication Plan</p>	<input type="checkbox"/>  <p>Safeguard Documents</p>
<input type="checkbox"/>  <p>Plan with Neighbors</p>	<input type="checkbox"/>  <p>Make Your Home Safer</p>	<input type="checkbox"/>  <p>Know Evacuation Routes</p>	<input type="checkbox"/>  <p>Assemble or Update Supplies</p>	<input type="checkbox"/>  <p>Get Involved in Your Community</p>	<input type="checkbox"/>  <p>Document and Insure Property</p>