

PSC Safety Fax

February 4, 2003



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Page 2 Weekly Safety Meeting "Office Safety"

If you would rather receive your Safety Fax via E-mail please let us know by sending a request to psc@pscsafe.com.

The fax is sent in Adobe PDF format, which is free to download.

OSHA FORM 300A MUST BE POSTED BY FEBRUARY 1, 2003

You must post your 2002 Summary Of Work-Related Injuries And Illnesses form (OSHA Form 300-A) by February 1. It must remain posted in a conspicuous place where notices to employees are customarily posted through April 30, 2003. You do not have to post the Log 300 form itself but you must keep the Log 300 and Summary for five years after the year to which it pertains.

If you have any questions or concerns please call our office for assistance

SAFETY & HEALTH HAZARDS RESULT IN \$12,000 IN FINES AGAINST RITE AID OF NEW YORK, INC., BRONX, N.Y., STORE

NEW YORK -- Numerous safety infractions, including the barring of an emergency exit door, have resulted in \$92,000 in proposed fines against Rite Aid of New York, Inc..

OSHA has cited the company, which operates a pharmacy/drugstore, for alleged willful, serious and repeat violations of the Occupational Safety and Health Act. According to Diana Cortez, OSHA's Area Director, the action results from an investigation conducted from Aug. 1, 2002 through Jan. 28, 2003, in response to a complaint about blocked exits and fire extinguishers. In stressing the severity of the alleged violations, Cortez said, "Fire safety violations are always serious because of their potential to cost workers their lives." As a result of OSHA's inspection, the company has been cited for one alleged willful violation of a federal safety and health standard, which carries a proposed penalty of \$55,000. The alleged willful violation includes the employer's practice of keeping an emergency exit door fastened with a metal bar during working hours.

The company was also cited for five alleged serious violations carrying proposed penalties totaling \$12,000. These included the employer's failure to: provide an unobstructed way of exit; provide unobstructed access to fire extinguishers; provide unobstructed access to electrical panels; maintain sufficiently wide access to exit; and provide training in fire extinguisher use to designated users.

Finally, the company was cited for two alleged repeat violations with proposed penalties totaling \$25,000, including failure to post an exit sign where required and failure to provide annually required training on fire extinguishers. **OSHA News Release**

MOLD-RELATED EXPENSES COST INSURERS \$1.3 BILLION IN 2001

Mold-related expenses cost companies that underwrite homeowners' insurance \$1.3 billion in 2001, according to the Insurance Information Institute, a New York-based trade group. Some insurers have started excluding mold from their property-damage policies, says the Insurance Information Institute.

Mold inspections are increasingly part of the industry's due-diligence process before taking on both commercial and residential transactions - a boon for industrial hygiene consultants and other inspection providers. In fact, the boom market raises concerns about ill-trained and unqualified "instant-mold experts" jumping on the bandwagon.

Fungal growth, found in damp or wet conditions, has been cited for breathing difficulties, headaches, nausea, gastrointestinal ailments, skin rashes, severe allergic reactions and neurological damage.

Some advice for buyers and tenants of commercial real estate, offered at a recent mold symposium in New York:

Add mold to your due-diligence checklist. "The Facts About Mold" brochure is available for free by calling (703) 849-8888 or you can download it from the AIHA web site.

- ! Watch for clues on property tours such as leaks, wet spots, condensation and stains or musty odors.
- ! Ask property managers, engineers and occupants about mold.
- ! Obtain copies of all existing indoor air quality and mold reports.
- ! Consider performing a mold survey if warning signs exist.
- ! Review property and casualty insurance, watch for mold and environmental exclusions

OFFICE SAFETY

- ! Report unsafe conditions to the responsible field superintendent in the area.
- ! Keep the floor free of tripping hazards such as telephone cords and extension cords.
- ! Pull out one drawer of a file cabinet at a time in order to prevent the cabinet from tipping over (unless the cabinet is securely fastened to the wall or to other cabinets).
- ! Keep drawers of desk and file cabinets closed when not in use.
- ! Store material on shelves carefully to prevent it from falling. Place heavy objects on lower shelves.
- ! Walk cautiously up and down the stairs, and always use the handrail. Never use the stairs when both hands are being used to carry objects.
- ! Never put broken glass or other sharp objects in wastepaper containers. Chemicals, batteries or matches should not be discarded with waste paper. Use the special containers provided.
- ! Consider safety when you dress for the job. Loose fitting clothing, dangling bracelets, rings and ties may cause serious injury to employees operating or working around power-driven office machines (copy machines, shredding machines, etc.). Long hair also presents a hazard about these machines as well as high heel shoes, "bell-bottom" trousers with cuffs, etc.
- ! Do not attempt to clean, oil or adjust any machine that is running or plugged in. If the machine is not equipped with a starting switch that can be locked in the "off" position, disconnect it from its power source by removing the plug from the electrical receptacle.
- ! Make certain that you use solvents and other volatile or toxic substances only with adequate personal protection and in well-ventilated areas. Never use them to clean desks or other office surfaces.
- ! Do not use portable ventilation fans unless they have protective guards or are securely placed at least seven feet above the floor.
- ! Even a simple thing like sitting on the edge of a chair can cause injury. Do not tilt back when sitting in a straight chair. Do not attempt to sit in a chair you think is defective...report it.
- ! Never use boxes, chairs, etc. in place of ladders.
- ! Use caution when walking around blind corners, especially when carrying objects.
- ! Report all injuries, regardless of, severity to your field superintendent.
- ! Stress electrical safety: for example, three-pronged plugs on radios, coffeepots, etc. Use caution when handling hot substances such as coffee.