

Home

Safety Handbook



DELAWARE ARMY NATIONAL GUARD

Safety and Occupational Health Office

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According to the National Safety Council statistics, work is the safest place to be. However, we do not spend all our time at work. Safety at home is just as important as it is at work. Awareness is the key. That is why this handbook was designed. Information contained in this handbook can be found at various Internet sites.

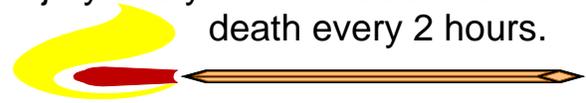
Motor Vehicle Safety. Every 12 minutes an individual is killed and every 14 seconds is injured in a motor vehicle accident. This is the most dangerous task we conduct on a daily basis. Causes contributing to the accident include: Speed, Fatigue, Alcohol, and Non-use of Seat Belts.



Expect the Unexpected – Drive Defensively

- Keep an eye on other drivers, even when you have the right-of-way.
- If in doubt, yield. Don't gamble that other drivers will.
- When behind the wheel, give driving your FULL attention.
- Allow enough distance between cars for adequate time to act.
- Road rage is a serious problem. To help avoid it, be courteous.

Fire and Burn Safety. A fire department in the United States responds to a fire every 16 seconds. There is a fire-related injury every 17 minutes and a death every 2 hours.

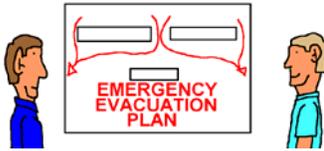


Make Fire Safety a Must!

- Install smoke detectors and all-purpose fire extinguishers; check them regularly.
- Practice how and when to use fire extinguishers properly.
- Never use water to extinguish an electrical fire. If an electrical tool smokes or smells unusual, unplug it and have it repaired by a qualified person.
- Store, use, and dispose of flammable materials with care.
- Keep matches and lighters out of the reach of children.
- Never leave containers of hot liquid or food near edges. Turn handles inward so children can not reach and grab them.
- Choose space heaters that automatically shut off when knocked over. Keep papers, draperies, and furniture away from these devices.
- Keep hot-water heater thermostats below 120 degrees Fahrenheit.



- If a fireplace is used, install proper screen and fire-arresting devices.
- Install antiscald devices on faucets and spouts.
- Develop a family escape route and



know
your
way
out.

Practice!

Electrical Safety

- Don't overload circuits.
- Inspect all electrical cords for frays and broken wires.
- When working outdoors, use weather-resistant, heavy-gauge extension cords marked "for outdoor use".
- Use properly grounded equipment.
- Never use a metal ladder near electricity.
- Never run extension cords under carpeting.



Poison Safety

- Keep medicine out of the reach of children.

- Always follow instructions on cleaners and other toxic materials.
- Never administer or take medicine in the dark.
- Keep the number for the Poison Control Center by every phone.
- Keep hazardous products in their original containers.
- If you must change containers, label new ones with their content.
- When gardening in an area that's frequented by small children, avoid the use of herbicides for weed control.
- Use a Carbon-Monoxide Detector.
- Have chimney professionally cleaned annually.
- Have furnace professionally inspected annually.
- Ensure all combustion equipment is properly vented.
- Install chimney screen and cap to prevent critters from entering.

Slips, Trips & Falls

- May create a comic television scene, but in "real life" are dangerous. To reduce the risks of injury follow these few basic suggestions:



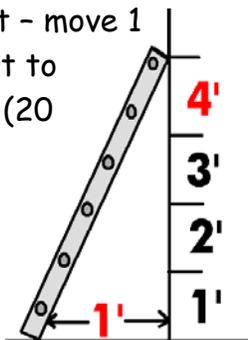
- Practice good housekeeping.
 - ❖ Wipe up spills promptly.
 - ❖ Do not allow clutter to accumulate, especially around aisles/walkways and stairs.
 - ❖ Secure all cords.

- ❖ Keep drawers closed.
- ❖ Repair floor problems as soon as possible.
- Wear slip-resistant shoes.
- Wipe your feet when you come in from rain/snow.
- Walk slowly, slide feet, and avoid sharp turns on slippery surfaces.
- Practice Ladder Safety.
 - ❖ Inspect - cleats, rungs and steps are firm and unbroken.
 - ❖ Block off area of use.
 - ❖ Ensure stable resting surfaces.
 - ❖ Use the 4 to 1 Rule (see below).
 - ❖ Always maintain 3 points of contact when climbing.
 - ❖ Always face the ladder.
 - ❖ Straight ladders - don't climb higher than the third rung from the top.
 - ❖ Step ladders - don't climb higher than the second rung from the top.
 - ❖ Never Over-reach. Belt buckle should remain inside the two rails.
 - ❖ Choose a wooden or plastic ladder if you must work near electrical sources.



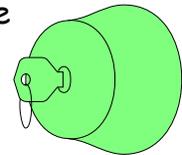
4 to 1 Rule

For every 4 feet in height - move 1 foot from vertical support to create a 75 degree angle (20 feet high = move 5 feet)
Remember to extend an additional 3 feet beyond the roof edge or support.

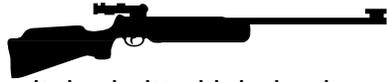


Home Security

- Never open the door to anyone you don't know.
- Have a door peephole installed. Remember if there is an individual in a wheelchair, to install a peephole at their eye level also.
- Install outdoor lights and keep bushes and trees trimmed. This will enable a passerby to view a potential burglar more easily.
- Keep doors, windows, garage and car doors locked, even while inside. Deadbolt locks and a piece of wood placed in the window/door track add extra protection.
- When returning home, have your keys out and check for strangers before getting out of the car.
- If going away for an extended period of time -
 - ❖ Keep mail and newspapers from accumulating - have them held or a neighbor picking them up daily.
 - ❖ Notify someone you trust so that they may "watch" your home while you're away.
 - ❖ Arrange to have the lawn mowed or sidewalks shoveled when necessary.
 - ❖ Set appliance timers for lamps - this will make it appear someone is still home.



Firearms



40% of all hospital admitted injuries in the United States in recent years have been a result of firearms. Often, these victims are young children who were either handling or near someone handling a weapon.

- **General Firearm Safety.**
 - ❖ Treat every gun as if it's loaded - never assume a gun is unloaded.
 - ❖ Never handle a gun while under the influence of drugs or alcohol.
 - ❖ Don't load the gun until you are about to shoot.
 - ❖ Have children attend a Hunter's Safety course.
- **Storage of Firearms.**
 - ❖ Store firearms unloaded.
 - ❖ Use trigger locks.
 - ❖ Store firearms and ammunition separately and in a locked container.
 - ❖ Store ammunition in its original package - don't mix.

- Place the microwave oven out of the reach of your children so they can't place anything in the oven or push any buttons.
- Keep all sharp utensils in a childproofed drawer or cabinet.
- Install childproof locks on drawers and cabinets that are within a child's reach.
- Unplug appliances when not in use.
- Store poisons, household cleaning products, and plastic bags in a locked childproof cabinet.
- If you have a garbage disposal, use a switch blocker to prevent children from turning it on.
- Install an oven latch and appliance latches to prevent children from playing with appliances.
- Keep wastebaskets covered or out of reach of children.
- Keep bi-fold doors to your pantry, closet, or washroom locked.
- Secure booster chairs firmly to chairs to prevent children from slipping and sliding.

Childproofing your Home

Kitchen and Dining Room

- Cook using the back burners of your stove and turn pot handles toward the rear of the stove so your child can't pull hot food on them.

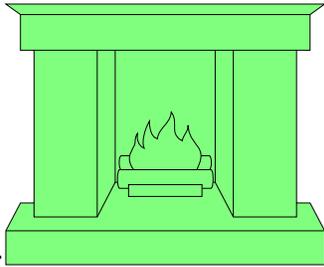


Family Room

- Install window preventers and sliding glass locks. These items allow you to open windows and doors, but prevent children from opening windows and door any further.
- Ensure all carpets are firmly tacked or taped in place.

- Install corner cushions on your tables to protect your children when they fall.

- Install a Fireplace Hearth protector, or block the fireplace off.



- Remove small objects from lower shelves. These may pose a choking hazard.
- Keep blind-cords out of the reach of children. Either wind up the cords or tie them near the top of the blind.
- Use a VCR lock to prevent children from placing unwanted items in the VCR.

Stairways and Banisters

- Keep stairways properly luminated.
- Use gates to prevent children from playing on stairs.
- Use doorknob locks to prevent children from opening doors to the basement and other unsafe areas.
- Banister rails should be no more than four inches apart. Larger openings permit children to place their head between the rails and get injured.
- Make sure handrails and banisters are secure.

Bedrooms

- When selecting a crib:

- ✓ Don't buy an older, used crib. It could be missing parts.
- ✓ Corner posts should not extend more than 1/16th of an inch above the end panel.
- ✓ Posts should not be more than 2 3/8ths inches apart to prevent the child from getting stuck.
- ✓ All hardware should be tight fitting and secure.
- ✓ The mattress should fit snugly in the crib frame to prevent the child from getting stuck and suffocating.

- Always keep the side-rail up when the child is using the crib.
- Keep mobiles out of the reach of the baby.

- Use bed rails to prevent the child from falling out of the bed.



- Do not permit the baby to sleep on a waterbed. The baby can roll on its stomach and suffocate.
- Do not place furniture under windows.
- Install window locks. These allow you to pen the window to a safe distance (4 inches), but prevent children from opening the windows any further. Screens will not prevent children from falling out of a window.
- Put all toys away at the end of the day, and use a night-light. Children

can trip on toys while attempting to use the bathroom at night.

Bathrooms

- Never leave water stand in the tub or sink. It takes very little water to create a drowning hazard.
- Use a non-slip mat or stickers in the tub to prevent falls.
- Remove items from around the tub ring (shampoo, conditioner, razors).
- Keep lid down and install toilet lock to prevent child from playing in toilet. Child could fall in and drown.
- Install cabinet locks to prevent children from getting into the medicine cabinet and sink cabinet. Ensure you purchase only child-resistant products.
- Ensure that the bathroom door doesn't lock. If privacy is required, install a latch at your eye level to prevent people from entering.

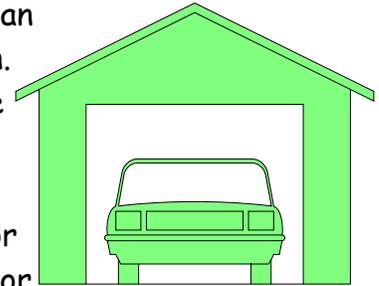


- Toy chests should have safety supports to prevent the lid from falling on a child's head.
- Never store toys on the top of furniture or on shelves in a closet. Children may fall while climbing to reach these toys.
- Use a room monitor to listen for children while playing.



Garage

- Use only garage door openers with automatic stopping devices. These doors will automatically reopen if they sense an obstruction.
- Remove the doors from an old refrigerator if using it for storage.
- Keep hazardous chemicals out of the reach of children.



Playrooms

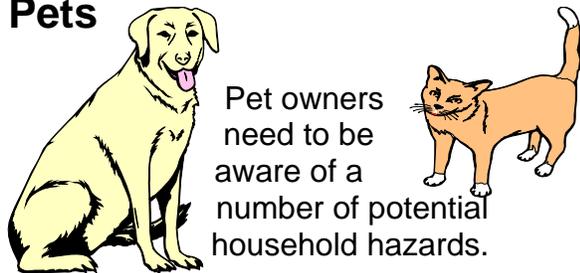
- Check all toys for small parts and discard any items that may pose a choking hazard.
- Purchase toys recommended for the age of your child.

Outdoor Safety

- Store tools in their proper place after use.
- Keep swimming pool covered, ladder properly stowed, and gates to the pool locked to prevent children from entering the pool without supervision.

- Never leave water stand in Kiddie Pools. Always empty after use and turn upside down so rainwater won't fill the pool.
- Use rail netting or other protections to prevent children from squeezing through deck or porch railing.
- Use safety gates to protect children from stairs.

Pets



Pet owners need to be aware of a number of potential household hazards.

- Read product labels to ensure it is safe for pets. Heed the warning.
 - Automotive products such as gasoline, oil and antifreeze should be stored in areas that are inaccessible to your pets. As little as one teaspoon of antifreeze can be deadly to a cat weighing seven pounds; less than one tablespoon can be lethal to a dog weighing 20 pounds.
 - Make sure your pets do not go on lawns or in gardens treated with fertilizers, herbicides or insecticides until they have dried completely. Always store such products in areas that are inaccessible to pets.
- Be aware of the plants you have in your home and yard. The ingestion of azalea, oleander, mistletoe, sago palm, Easter lily or yew plant material by an animal can be fatal.
 - Many common household items can be lethal. Mothballs, potpourri oils, coffee grounds, batteries, etc. Keep away from animals.
 - Cover up cords. Young pets, especially, will chew on just about anything, including electrical cords.
 - Have emergency number posted.

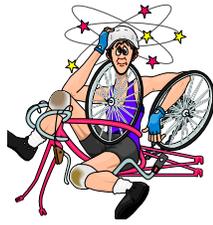
Recreational/Outdoor Safety

Stay Safe at Play

- Wear the right protective gear and use the right equipment for every sport. Insist that your children do the same.
- Make sure all protective gear is in good condition and fits properly.
- Warm up and stretch before working out; cool down and stretch when you're done.
- Drink plenty of fluids when exercising, especially in hot weather.
- Exercise with a buddy for fun and safety.
- Before beginning any exercise program - consult your physician.

Bicycle Safety

About 900 people, including more than 200 children, are killed annually in bicycle-related incidents, and about 60 percent of these deaths involve head injury. Research indicates that a helmet can reduce the risk of head injury by up to 85 percent.



- Ensure you have proper safety equipment on your bicycle - warning bell, taillight, and headlight. Blinking lights are an excellent choice because they catch the eye of vehicle drivers better than a solid light.
- Use hand-signals.
- What you wear is important both for safety and comfort. Dressing in layers that can be removed as the day warms up or added in the evening when it cools off is the best system for comfort. Select colors with care. Make sure vehicle drivers see you. The use of light colors at night helps but reflective clothing is even better.

Water. Drowning is the major cause of deaths in children between the ages of 1 – 14. Not only are backyard pools and hot tubs hazardous to children of



all ages, but infants can drown in bathtubs, toilets and even buckets of water. It only takes 2 inches of water and in a matter of minutes a child can die.

- Never leave a small child near water unattended.
- Pools and hot tubs should have a fence and/or cover.
- Five-gallon buckets should be turned upside down when not in use.
- Family members should know CPR.

Barbecue Safety

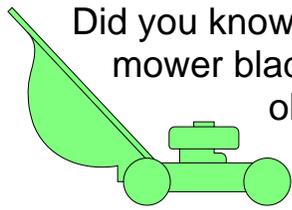
GAS GRILLS – If you smell gas there may be a leak. **DO NOT START THE GRILL** until you have run a safety check and know there are no problems. Read the operator's manual that came with your grill.



CHARCOAL GRILLS – Briquettes are often pre-soaked with quick start chemicals. Do not add your own "quick start" such as lighter fluid or gasoline.

- Never leave a grill unattended.
- Never move outdoor grills into the garage or other closed areas.
- When cleaning, never put ashes or briquettes in a cardboard carton or other combustible container.

Lawn Mower Safety



Did you know that a lawn mower blade can throw objects at over 200 miles per hour, or about 300 feet per second? The reaction time of most people is about two-thirds of a second, so they won't have time to react, let alone get out of the way of a spinning blade or thrown object. Here are a few tips to avoid injury when using a lawn mower.

- **Select the right mower for the job.** Make sure you have the size, strength and experience to run it.
- **Know your equipment.** Read the owner's manual and follow all safety decal instructions. Adults should make sure kids are knowledgeable before entrusting them to mow.
- **Prepare properly.** Make sure all mower guards and controls work. Pick up sticks, toys, rocks and trash in the area to be mowed. Dress for safety and keep bystanders well away. This includes: sturdy shoes with slip-resistant rubber soles, long pants and long-sleeved shirt, eye protection, and hearing protection.
- **Use the proper fueling method.** Remove the ignition wire from the spark plug, and cool a hot mower for 10 minutes or more before refueling. Refuel outdoors or in a well-vented area, and use the right fuel/oil mix for the type or engine. Electric mowers should be plugged into a ground-fault circuit interrupter (GFCI) outlet to prevent shock or electrocution. Be sure that extension cords are in good condition and are rated for outdoor use.
- **Operate the mower safely.** Wait until the grass is dry before mowing. With push mowers, mow across the slope, never up and down. With riding mowers, mow up and down slopes, not across them, and never allow extra riders. Slopes that are too steep for either mower should be trimmed by hand or planted with a low-maintenance ground cover. Take extra care when turning, and look behind you before backing up with a riding mower. Avoid pulling a push mower backward - you risk having your feet slip under the mower deck. And be sure to shut the mower off before unclogging it or leaving it.
- **Don't take shortcuts.** Safety guards (automatic shut off, reflection guards, etc.) are there for a purpose - do not remove or alter in any way.

20 Safety Items No Home Should be without



1. **Smoke Detectors.** According to the National Fire Protection Association, fire kills more than 4,000 people and injures 27,000 others each year. Most fires that claim lives occur at night.
2. **Carbon-Monoxide Detectors.** Carbon monoxide, an odorless, colorless and tasteless gas, killed 300 people last year and sent thousands more to the hospital.
3. **Radon-Detector Kit.** The Environmental Protection Association says radon might be responsible for up to 30,000 lung cancer deaths each year.
4. **Night Lights.** Simple, inexpensive night-lights can prevent late-night falls.
5. **Sturdy Step Stool.** Instead of doing a circus act, invest in a sturdy step stool to keep on hand when your arms need a boost.
6. **Rubber Suction Bath Mats.** A suction-type rubber mat or adhesive-backed appliqués will keep you steady in the stall and tub.
7. **Grab Bars.** Hold on to a wall grab bar when you get in and out of the tub.
8. **Handrails.** Every set of stairs, whether inside or outside your home, should have sturdy handrails securely mounted.
9. **Child-Resistant Locks.** Put child-resistant locks on kitchen and bathroom cabinets. These areas are often where harmful chemicals are stored.
10. **Baby Gates.** Install gates at the top and bottom of stairs. Baby gates can keep curious kids away from danger zones, such as stairways.
11. **Electrical Socket Protectors.** Cover all outlets with plastic socket protectors.
12. **Electrical Timers.** Timers used on lights will allow your home to look lived in, even when you're out. This could deter intruders. Additionally, you will never have to enter a dark home.
13. **Anti-Scald Devices.** Purchase anti-scald devices that keep water temperature below a warm but safe 120 degrees F.
14. **Deadbolt Locks.** Put a deadbolt lock on every entrance to your home.
15. **Sensor Lights.** Outdoor motion-sensor lights can help you see your way at night and scare off intruders.
16. **Ground Fault Circuit Interrupters.** GFCIs stop the "juice" before electricity can leak out and hurt you. Use them throughout your home, especially in

the kitchen, bathroom and laundry room.

17. Fire Extinguishers. Fire extinguishers have categories for different types of fires. For the home, a "BC" or an "ABC" extinguisher should be used. Never purchase or use an "A" extinguisher in your home. These water-based extinguishers can cause flames to splatter or cause shocks in an electrical fire.

18. First Aid Kit. The kit should include antiseptic ointment, bandages and gauze pads in



assorted sizes, adhesive tape, cold packs, disposable gloves, hand cleaner, scissors and

tweezers, syrup of ipecac and eyewash. Check expiration dates and periodically restock.

19. Flashlights. Test regularly. Keep extra batteries close by so that you don't have to fumble blindly in an emergency.

20. Cordless Telephone. Are handy when you need to receive instructions from a professional (Medical or appliance related) and the corded phone does not allow you to roam freely.

Safety on the Internet

The following Internet sites offer a variety of information concerning home and general safety topics.

www.safewithin.com Safe Within.

www.pp.okstate.edu/ehs
Oklahoma State University's
Environmental Health and Safety
Department.

www.cpsc.gov Consumer
Protection and Safety Council.

www.nsc.org National Safety
Council.

www.nhtsa.dot.org National
Highway Traffic Safety
Administration.

www.ncpc.org National Crime
Prevention Council.

www.safeboatingcouncil.org
National Safety Boating Council.

www.fireworksafety.com/safety
National Council on Fireworks
Safety.