

Maintenance and Grounds Crews Take Note

Employees should be trained to operate snow blowers, salt spreaders, and other snow-clearing equipment. Written documentation of this training is preferred. Many employees are seasonal and often do not receive adequate safety awareness training.

Always utilize the personal protection equipment on site: coveralls, face protection and hearing protection should be readily available.

Don't work beyond your skill level. In the event of downed power lines caused by ice or snow, always call your local service provider.

You're Invited to A Safety Seminar

January 31, 2006

9:30 to 11:30 a.m.

Association Offices
30375 Northwestern Hwy
Farmington Hills, Michigan



OR CURRENT OCCUPANT



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Safetyline

Apartment Association of Michigan

SAFETY AT A GLANCE
Who Says Yes To Safety Improvements?
Note: Many association members do not own the building and only provide the contracted services, therefore, suggestions to provide capital improvements may need an outside company's approval.

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Snow's Coming; Follow These Tips To Make Sure You Are Ready

- Outline the best place to pile plowed snow, taking into consideration vehicle and pedestrian traffic patterns and access to storage and parking areas.
- Shop around for a supplier that uses a mechanical aid such as a fork truck or pallet jack to assist with the unloading of pallet size loads.
- Decide when and where you want salt to be used or how it is to be delivered. The use of 40-50 lb bags is recommended instead of 80-100 lb bags.
- Don't stack them too high, not above the shoulder of the shortest person who will be handling the bags.
- Establish an area for storage of salt that limits the lifting of product. Stacking salt on a sturdy storage platform at or slightly above knee height significantly reduces the risks of back injury from lifting heavy items. Even several empty pallets stacked on top of each other can provide relief from lifting exposures.
- Check out snow throwers, salt spreaders, shovels and other snow/ice removal equipment to ensure their proper operation.
- Check down spouts and drains for rainwater. Be sure they are intact, operational and divert water from walkways and traffic areas.
- Proper lifting education, adequate clothing, knowledge of cold weather hazards, such as frostbite and over exposure, are essential. Additionally, training and supervision for employees operating equipment is recommended.

Safety Tune Up; Checking Dumpsters Only Takes A Minute

- Dumpsters should be strategically located to minimize the travel distance the employee has to push the transfer container.
- A sturdy platform should be available to load the dumpster.
- Observe the size, condition and type of caster wheels on the portable containers used to transfer the trash and debris from the building to the permanent dumpster. (Larger wheels in good condition are suggested. Also note the condition of the pavement or incline required to use the permanent dumpster.)

- Good housekeeping should be observed around the dumpster, with caution taken around broken glass and other protruding objects.
- The door used on the transfer container should be in good condition, capable of staying open for the employee during loading and unloading.
- Accessible handles should be provided on the transfer containers to reduce the potential of moving the dumpster onto the employee's feet and hands.



Use This Newsletter As A Tool To Conduct Your Own Safety Meeting

The No. 1 cause of back injuries is improper lifting. Second to this is improper carrying and twisting of the torso. In the parlance of the industry these are called, "manual material handling issues."

- Don't look to lifting belts to take the place of good lifting and handling techniques. While useful, these belts are at best "band-aids." (Incidentally, these belts are to be worn only while lifting and handling materials. They are not meant to be worn throughout the workday.)
- Reduce the weight of the object. Use 40 or 50 pound bags of salt instead of 80-pound bags. Even though they are cheaper, 80-pound bags are just too heavy and unwieldy for the average maintenance worker to manage.
- Eliminate unnecessary lifting or carrying. Talk to your supplier and see if, at the point of delivery, the salt can be stored by them on skids and pallets. Ideally, the salt should be stored so that it is almost waist level. (The Fourmidable Group has constructed a bench just for the storage of salt. This allows employees to stand upright and simply pull the salt from the shelf.)
- Make sure there is ample storage space for your salt. Granted, maintenance staffers at some properties work in close quarters and with tight budgets. Nevertheless, prevention pays off. Free pallets can often be found at construction sites. Gather these up and store your salt so that it is easily accessible to both pick-up trucks and workers using push-type hoppers for sidewalks and other small areas.
- If possible, use mechanical devices for lifting.



Good technique is critical. Your back is a lever. It works on a 10 to 1 ratio. So if you are lifting 10 pounds, your back is feeling 100 pounds. If you are lifting 50 pounds, your back is feeling 500 pounds.

That's the way your body is built; that's the way it works, and if you don't use good technique 500 pounds on your lower back is going to cause big problems. Maybe not today, maybe not tomorrow but some time this will become a problem for the employer and the employee.

Two Person Lift

THINK
USE PROPER
LIFTING TECHNIQUE

If the load is too heavy for one person to carry, use the *buddy system*.

The buddy system involves two workers each carry the load level on the same shoulder.

SAFETY MEETING

FOR THE APARTMENT INDUSTRY

COMPANY NAME _____ JOB NAME _____ DATE _____

GUARDING YOURSELF AGAINST SLIPS, TRIPS, FALLS AND IMPROPER LIFTING

Slips, trips, falls and improper lifting are to be guarded against no matter the season. But winter weather calls for special precautions against these four common hazards.

Protection Against Slips, Trips, or Falls:

- Be alert -- Watch where you are going.
- Check the condition of the floors, stairs, ladders and work area -- report any defects to your supervisor immediately.
- Look for floor elevation changes (manholes, drains, uneven pavement).
- Remove clutter and drop cords from walkways.
- Place signs out when a floor area is slippery.
- Clean up all spills when they happen -- do not wait!
- Conduct a good housekeeping walk through on a daily basis.
- Keep drawers closed.
- Walk -- do not run!
- Carry only loads you can see over.
- Use the hand railing when climbing up or down the stairs.
- Do not jump off load docks or platforms.

SPECIAL TOPICS FOR YOUR PROJECT _____

EMPLOYEE SAFETY RECOMMENDATIONS _____

Meeting attended by:

_____	_____
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Supervisor's Signature _____