

October 2011

Securing Your World

2011, Issue 5

HSE Quiz Question

You are doing your rounds when you come upon a person who has pale bluish skin color, cold skin and dull or sunken eyes. What medical emergency are these symptoms of?

SUBMIT YOUR ANSWER TO THE HR DEPT. EITHER VIA EMAIL TO kezia.sablan@gu.g4s.com OR BY CALLING 646-2307. FIRST CORRECT RESPONSE WINS A PRIZE

CONGRATULATIONS TO GREG DUENAS OF MSS! HE WAS OUR SEPTEMBER ISSUE QUIZ QUESTION WINNER.

LAST MONTH'S QUIZ QUESTIONS WAS:

What part of the CPR process circulates blood containing oxygen to the vital organs?

ANSWER: CHEST COMPRESSIONS

Chest compressions help to circulate blood containing oxygen to the vital organs. Rescue breaths supply the blood with oxygen until advanced medical personnel arrive and take over.

Good Housekeeping

When we think of "housekeeping" we tend to think of the common phrase: "A place for everything and everything in its place." But housekeeping means more than this.

Good housekeeping means having no unnecessary items about and keeping all necessary items in their proper places.

Think about what could happen if a bunch of oily rags suddenly caught fire one night, or if, in an emergency, employees couldn't get out of the work area safely because aisles were cluttered. Imagine those same employees unable to get out altogether because of a blocked exit.

Experience has shown that good housekeeping is an essential part of your company's health and safety program.

So take the time today and pick up that item and clear the hall way it just might save someone's life.



Frequently asked questions

Why should I pay attention to housekeeping at work?

Poor housekeeping can frequently contribute to accidents by hiding hazards that cause injuries. If the sight of paper, debris, clutter and spills is accepted as normal, then other more serious health and safety hazards may be taken for granted.

Housekeeping is not just cleanliness. It includes keeping work areas neat and orderly; maintaining halls and floors free of slip and trip hazards; and removing of waste materials (e.g., paper, cardboard) and other fire hazards from work areas. It also requires paying attention to important details such as the layout of the whole workplace, aisle marking, the adequacy of storage facilities, and maintenance. Good housekeeping is also a basic part of accident and fire prevention.

How to improve housekeeping in your workplace?

Good housekeeping requires effort and teamwork, but it's worth it. Here are some general pointers:

- Set housekeeping standards. Make sure they are clear, objective and attainable. Standards should make work easier, safer and healthier. It is best to involve employees when setting standards.
- Measure how well the standards are met.



Helping out: Security staff take the time to assist the client with moving furniture, setting up display and also taking the time to clean up trash left over from delivery, event though not part of our duty we take the time to assist in any way we can

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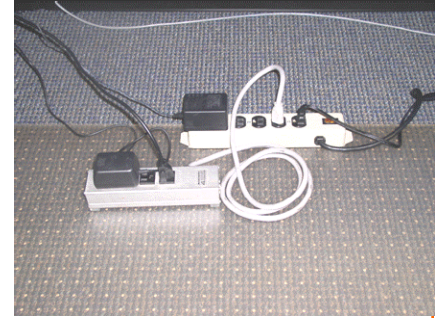


Safety check and tips

Safety Guidelines for Use of Power Strips and Extension Cords

How can you do this?

- Do NOT plug a surge protector or power strip into an existing surge protector or power strip. This can create a serious hazard.
- Surge protectors, power strips, and/or extension cords are NOT a substitute for permanent wiring
- Do NOT locate a surge protector or power strip in any area where the unit would be covered with carpet or furniture,
- Do NOT staple, tack, or tape a surge protector or power strip.
- Multi-plug strips should only be used for office equipment such as computers, Printers, and fax machines.



General Safety Considerations

Uncoil long cords when in use, to avoid overheating.

Replace a short appliance cord with a longer one when appropriate.

Consider the proximity of electrical outlets when locating furniture. For example, move the furniture closer to the outlet, rather than using a 50-foot extension cord to bridge a 2-foot gap.

Select a cord with proper insulating materials if there will be exposure to moisture, oil or other chemicals.

At each use, visually check the cord insulation, plug and connector for damage. Power strips should have a plastic external case rather than a metal one. Homemade extension cords employing metal outlet boxes (example shown below) are NOT acceptable. →



Security Officer Facilities/Post

Employee facilities need to be adequate, clean and well maintained.

If space is available lockers are necessary for storing employees' personal belongings. Washroom facilities require cleaning once or more each shift.

They also need to have a good supply of soap, towels plus disinfectants, if needed.

If workers are using hazardous materials, employee facilities should provide special precautions such as showers, washing facilities and change rooms.

Some facilities may require two locker rooms with showers between. Using such double locker rooms allows workers to shower off workplace contaminants and prevents them from contaminating their "street clothes" by keeping their work clothes separated from the clothing that they wear home.

Smoking, eating or drinking in the work area should be prohibited where toxic materials are handled. The eating area should be separate from the work area and should be cleaned properly each shift.



Other key benefits to good housekeeping include:

- Helps to limit potential of slips, trips and falls from spills or cluttered floor areas.
- Helps to prevent a fire that could shut down a business and lead to possible loss of jobs.
- Creates a good "first impression" of workplace environment and reflects well on the quality of work.
- Increases efficiency of workspace. Good housekeeping benefits everyone.

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