

SLEEP vs.
SAFETY

2008 October Safety Report



Falling asleep at your desk...

- ...tripping over your own two feet
- ...running into large, obvious objects
- ...overlooking hazardous situations

...you may have a case of sleep deprivation or insomnia, which has the potential of causing safety hazards in the workplace.

REMEMBER – SLEEP *DOES* MATTER

Sleep vs. Safety

Many of you hold important positions which require you to be “on your toes” at all times. Some require interaction with clients on a daily basis (which means you must stay alert and prepared for anything); promptly thinking of effective solutions to major problematic issues; or even instructing (presenting knowledgeable material to other staff), speaking and answering questions on behalf of Ohio Community Corrections Association (OCCA) before political parties which requires you to think clearly - Whatever the case may be, the bottom line is that proper rest is **ESSENTIAL** in thinking fast, staying alert, being professional and prepared for anything at any time. Sleep deprivation / Insomnia potentially may cause excessive errors and safety hazards in the workplace. Make time to take care of yourself and get the proper amount of rest needed – if not for yourself, do it for the safety of others.



*- Melinda Neal, Executive Assistant
Ohio Community Corrections Association (OCCA)*



Here are some valuable tips pulled from various Health resource materials, to help you deal with sleep deprivation and insomnia:

- √ *Establish a regular bedtime*— even on weekends, go to bed no more than an hour later from your regular bedtime and do not sleep no more than an hour past the time you normally get up. This keeps your body from being tired on Monday morning when it is time to get back to your regular routine.
- √ *Relax*—Do not go to bed if you are still wide awake— REMEMBER—the bedroom is meant for sleeping—Go to the living room (or another part of the house and read a book, take a bath, listen to soft music (i.e. do things that are quiet, peaceful and relaxing to help you wind down.) Once you feel yourself getting sleepy, go to bed; use creative imagery and relaxation techniques to keep your mind off busy thoughts.
- √ *Avoid caffeine for at least 8 hours before bedtime*—This means no soda, coffee, smoking (nicotine is a stimulant), etc.
- √ *Take the TV / computer out of your bedroom*—Your brain associates bedtime with these things; and therefore expects it every time you go to bed.
- √ *Get a bedtime snack*—A snack such as: warm milk, soup, turkey (has a natural sleep inducer called L-tryptophan), things to that nature before bedtime, tends to help many people fall asleep.
- √ *Exercise regularly*—Just do not exercise two (2) hours prior to going to sleep.
- √ *Exhaust EVERY possible option before resorting to medication to cure insomnia*—Antihistamines such as Sominex, Nytol, and Compoz are available without a prescription. These medications are not without side-effects: Some people complain of a “hangover” effect the next morning.
- √ Ask your healthcare provider to recommend options pertaining to you; as each individual’s needs are different—Just know and understand the importance of sleep in regards to safety to yourself and others around you.

Everyone has an occasional sleepless night, of course, it becomes a problem when it reoccurs night-after-night. Approximately 25% of Americans report occasional sleeping problems. Insomnia is a chronic problem for about 10% of the population. In these cases, most people will be unable to carry out their daily responsibilities due to a lack of sleep (They become exhausted and unable to concentrate).

Safety & Hygiene Training Center

Classes for Ohio workers

Attend one of the more than 60 occupational safety, health and ergonomics courses offered by the Ohio Bureau of Workers' Compensation Division of Safety & Hygiene. Classes are held throughout the state as well as online.

The division offers courses at no extra cost to Ohio employers with active workers' compensation policies.

Course	Day(s)	Course	Day(s)
Accident Analysis	1.0	Machine Guarding Basics	0.5
Advanced Ratemaking	0.5	Measuring Safety Performance	1.0
Basic Construction Safety	4.5	NFPA 70E and You: Insight and Implementation	1.0
Behavior-based Safety Systems	1.0	Nonviolent Strategies for Caregivers	1.0
Bloodborne Pathogens	0.5	OSHA Recordkeeping	1.0
Confined Space Assessment and Work	1.5	Personal Protective Equipment Selection Criteria	0.5
Controlling Costs through Claims Management	1.0	Powered Industrial Trucks: Developing a Training Program	1.0
Controlling Workers' Compensation Costs	1.0	Public Employers: Injury, Illness, Needlestick Recordkeeping	1.0
Effective Safety Teams	1.0	Respiratory Protection	2.5
Effective Safety Teams - Half-day workshop	0.5	Restaurant and Food Service Safety	1.0
Electrical Hazard Recognition and Abatement	3.5	Safety and Ergonomics for Extended-care Facilities	1.0
Electrical Safety Audits	2.0	Safety Works for Industry Module 1	0.5
Emergency Preparedness Planning half-day workshop	0.5	Safety Works for Industry Module 2	0.5
Enhancing Safety Through a Drug-free Workplace	0.5	Safety Works for Industry Module 3	0.5
Ergonomics Applied	3.0	Safety Works for Industry Module 4	0.5
Ergonomics: Basic Principles	1.0	Safety Works for Industry Module 5	0.5
Ergonomics: Developing an Effective Process	1.0	Safety Works for Industry Module 6	0.5
Fall Hazards In Construction and Maintenance	2.0	10-Step Business Plan	0.5
First Aid in the Workplace	1.0	Train the Trainer	1.5
Fundamentals of an Effective Safety and Health Program	2.0	Trenching and Excavation	3.0
Hazard Communication	1.5	Violence in the Workplace	0.5
Hazardous Waste Operations and Emergency Response Awareness	0.8	Wellness in the Workplace	0.8
Hazardous Waste Operations and Emergency Response Refresher	1.0	Wellness in the Workplace - Half-day workshop	0.5
Hazardous Waste Operations and Emergency Response Technician	3.0		
How Methamphetamines Affect the Workplace	0.5	Online courses	
Indoor Air Quality for Non-industrial Environments	2.0	Avoiding Back Trauma	
Industrial Hygiene Calibration and Sampling	1.0	Getting Started with Safety	
Job Safety Analysis	1.0	Industrial Hygiene Overview	
Laboratory Safety	1.0	Ladder/Stairway Safety	
Lockout/Tagout and Safety-related Work Practices	0.5	Preventing Cuts and Lacerations	
		Preventing Slips/Trips/Falls	

For more information, call 1.800.OHIOBWC. To register for a class online follow directions on reverse side.



Online registration directions

How to enroll in a class

To enroll in a class:

1. Go to www.bwclearningcenter.com;
2. If this is your first visit, please click on First Visit and complete the requested information. If you do not know your BWC policy number, please ask your company's Human Resource person;
3. On the home page, click on Learning Center;
4. Click on Course Information & Enrollment;
5. Search by keyword, entering a word(s) that is closely related to the desired course. Click Search. The results will appear in the lower left corner of the screen. If it is difficult to see, consider changing the size of your screen display (directions below for maximum visibility);
6. Locate the desired course and click on the information icon;
7. In the lower right section of the screen, locate the date/location of your choice. Click Enroll;
8. If you have given an e-mail address, you will receive an e-mail confirming your enrollment. If you have no e-mail address, you will receive a fax or letter;
9. Once you are enrolled, you can view your list of selected classes (and cancel, if needed) in the Personal Learning Center, which is located on the left side of the home page;
10. For assistance, please call 1-800-OHIOBWC.

How to update a profile

To update your own user information in BWC Learning Center:

1. Go to www.bwclearningcenter.com;
2. Click on User Information Center;
3. Click on Student Records;
4. Click on Update Profile;
5. Edit as needed. Click Submit.

How to find directions

To find addresses, directions or maps to training facilities:

1. Go to www.bwclearningcenter.com;
2. Click on User Information Center;
3. Click on Facilities & Training Locations;
4. Locate the desired facility. Click on the information icon;
5. Directions are displayed in the lower right section of the screen.

How to cancel a class

To cancel a class:

1. Go to www.bwclearningcenter.com;
2. On the left side of the home page, select Personal Learning Center;
3. Locate the class;
4. Click on Cancel.

To change your screen display size:

For maximum visibility

1. From the START icon, select Settings;
2. Select Control Panel;
3. Select Display, then the Settings tab;
4. In the Screen Area, move the gauge to 1024 x 768 pixels.

How to print certificates

To print a certificate for a class you have completed:

1. Go to www.bwclearningcenter.com;
2. On the left side of the home page, click on Personal Learning Center;
3. Click on the Transcript tab;
4. Locate the course you have completed, click on certificate;
5. Print it.

July 2008 – June 2009

Columbus

Classes for Ohio workers

Attend one of the more than 60 occupational safety, health and ergonomics courses offered by the Ohio Bureau of Workers' Compensation Division of Safety & Hygiene. Classes are held throughout the state. Online courses include Avoiding Back Trauma, Getting

Started with Safety, Preventing Cuts and Lacerations, Industrial Hygiene Overview, Preventing Slips/Trips/Falls and Ladder/Stairway Safety.

The division offers courses at no extra cost to Ohio employers with active workers' compensation policies.

2008	Course	Day(s)
7/10	First Aid in the Workplace	1.0
7/17	10-Step Business Plan	0.5 AM
7/23	Effective Safety Teams	1.0
7/31	Controlling Workers' Compensation Costs	1.0
8/12	Laboratory Safety	1.0
8/12-14	Certified Safety Professional (CSP)	3.0
8/13-14	Mechanical Power Press	2.0
8/19	Controlling Costs through Claims Management	1.0
8/20-21	Fundamentals of an Effective Safety and Health Program	2.0
8/27-28	Confined Space Assessment and Work	1.5
9/4	Employee Safety for Staffing Companies/PEOs	0.5 AM
9/9-10	Scaffolding Safety	2.0
9/10-11	Hazardous Waste Operations and Emergency Response Operations	2.0
9/11	Temporary Traffic Management	0.5 AM
9/16	Restaurant and Food Service Safety	1.0
9/17	Violence in the Workplace	0.5 AM
9/18	Lockout/Tagout and Safety-related Work Practices	0.5 AM
9/23	Got Mold?	1.0
9/23-24	Train the Trainer	1.5
9/24	OSHA Recordkeeping	1.0
9/24	Emergency Preparedness Planning	1.0
9/25	Advanced Rate Making	0.5 AM
9/25	Communicating Safety to Your Spanish Speaking Workforce	1.0
10/1	Safety and Ergonomics for Extended-care Facilities	1.0

10/1	Job Safety Analysis	1.0
10/2	Enhancing Safety through a Drug-free Workplace	0.5 AM
10/7-9	Trenching and Excavation	3.0
10/9	Machine Guarding Basics	0.5 AM
10/14	Controlling Workers' Compensation Costs	1.0
10/15-16	Hazard Communication	1.5
10/16	First Aid in the Workplace	1.0
10/21-23	Hazardous Waste Operations and Emergency Response Technician	3.0
10/22	Effective Safety Teams	1.0
10/23	Powered Industrial Trucks: Developing a Training Program	1.0
10/28	Industrial Hygiene Calibration and Sampling	1.0
10/28-31	Electrical Hazard Recognition and Abatement	3.5
10/29	Hazardous Waste Operations and Emergency Response Refresher	1.0
10/30	Accident Analysis	1.0
11/6	Hazardous Waste Operations and Emergency Response Awareness	0.8
11/13	Behavior-based Safety Systems	1.0
11/17-21	Basic Construction Safety	4.5
11/18-20	Respiratory Protection	2.5
12/2	Personal Protective Equipment Selection Criteria	0.5 AM
12/3-4	Indoor Air Quality for Non-industrial Environments	2.0
12/9-11	Ergonomics Applied	3.0
12/18	Bloodborne Pathogens	0.5 AM

Columbus classes for Ohio workers continued

2009	Course	Day(s)
1/6	Ergonomics: Basic Principles	1.0
1/8	Measuring Safety Performance	1.0
1/8	NFPA 70E and You: Insight and Implementation	1.0
1/13-14	Fundamentals of an Effective Safety and Health Program	2.0
1/15	Controlling Workers' Compensation Costs	1.0
1/21-22	Fall Hazards In Construction and Maintenance	2.0
1/27-29	Respirator Fit Testing	2.5
2/3-5	Ergonomics Applied	3.0
2/5	Methamphetamines in the Workplace	0.5 AM
2/10	Accident Analysis	1.0
2/11-12	Noise and Hearing Conservation	2.0
2/12	Hazardous Waste Operations and Emergency Response Awareness	0.8
2/19	Ergonomics: Developing an Effective Process	1.0
2/24-25	Mechanical Power Press	2.0
2/26	Effective Safety Teams	1.0
3/4	Controlling Costs through Claims Management	1.0
3/5	Controlling Workers' Compensation Costs	1.0
3/10	Powered Industrial Trucks: Developing a Training Program	1.0
3/11-12	Hazardous Waste Operations and Emergency Response Operations	2.0
3/12	Machine Guarding Basics	0.5 AM
3/17-19	Trenching and Excavation	3.0
3/18	Emergency Preparedness Planning	1.0
3/19	Personal Protective Equipment Selection Criteria	0.5 AM
3/24-27	Electrical Hazard Recognition and Abatement	3.5
3/26	Employee Safety for Staffing Companies/PEOs	0.5 AM
4/7	10-Step Business Plan	0.5 AM
4/8	Powered Industrial Trucks: Developing a Training Program	1.0
4/8	Safety and Ergonomics for Extended-care Facilities	1.0
4/9	Laboratory Safety	1.0
4/14	First Aid in the Workplace	1.0
4/14-16	Industrial Ventilation	3.0
4/16	Violence in the Workplace	0.5 AM
4/21	Restaurant and Food Service Safety	1.0
4/22	Wellness in the Workplace	0.8
4/22-23	Confined Space Assessment and Work	1.5
4/23	Controlling Workers' Compensation Costs	1.0
4/28	Enhancing Safety through a Drug-free Workplace	0.5 AM
4/28-29	Electrical Safety Audits	2.0
4/29-30	Hazard Communication	1.5
4/30	Bloodborne Pathogens	0.5 AM
5/5-7	Respiratory Protection	2.5
5/6-7	Mechanical Power Press	2.0
5/12	Industrial Hygiene Calibration and Sampling	1.0
5/12	Lockout/Tagout and Safety-related Work Practices	0.5 AM
5/13	Nonviolent Strategies for Caregivers	1.0
5/14	Communicating Safety to Your Spanish Speaking Workforce	1.0
5/14	OSHA Recordkeeping	1.0
5/19	Public Employers: Injury, Illness, Needlestick Recordkeeping	1.0
5/19-21	Hazardous Waste Operations and Emergency Response Technician	3.0
5/21	NFPA 70E and You: Insight and Implementation	1.0
5/28	Accident Analysis	1.0
6/2-3	Fall Hazards In Construction and Maintenance	2.0
6/9	Hazardous Waste Operations and Emergency Response Refresher	1.0
6/9-11	Certified Safety Professional (CSP)	3.0
6/16-18	Respirator Fit Testing	2.5
6/18	First Aid in the Workplace	1.0
6/23-24	Train the Trainer	1.5

For more information call 1.800.OHIOBWC. To register for a class online follow directions on the accompanying page.



EMPLOYEE SAFETY FOR STAFFING COMPANIES/PEOS

The Ohio Bureau of Workers' Compensation Division of Safety & Hygiene Training Center offers a half-day class to: Staffing companies (temporary agencies), account managers, branch managers, directors of operations, safety directors and sales staff; self-insured staffing companies; professional employer organizations (PEOs), host company human resource managers, and safety directors.

What you will learn:

- ✦ Best practices for staffing companies/PEOs, including:
 - ✓ How to reduce injuries, illnesses and workers' compensation costs;
 - ✓ How to reduce the impact of a claim;
 - ✓ How to improve communication between staffing organizations and host companies;
 - ✓ Quality control;
 - ✓ How to understand OSHA requirements for safety and health, legal issues, and OSHA recordkeeping;
 - ✓ Safety evaluation of host/client;
 - ✓ How to understand NCCI classifications;
- ✦ The differences between a PEO and staffing company (legal, ownership, and responsibilities).

Date	Location
September 4, 2008	Columbus
January 21, 2009	Mansfield
March 5, 2009	Cincinnati
March 26, 2009	Columbus
June 23, 2009	Youngstown

Length:	Half-day
CEU:	0.3
Step Six:	3.0
Cost:	Free to Ohio employers
Instructors:	OSHA Alliance team members

It is the goal of this Alliance to help the Staffing industry learn how to function more safely. With cooperation of all Alliance members, the Alliance will continue to produce products to promote safety in addition to this course. In an effort to give students a better perspective, our instructors are from both the staffing industry and general safety.

NOTE: A safety DVD will be given to all students beginning in 2009. It can assist Staffing agencies when providing their required initial safety training to associates.



Bureau of Workers'
Compensation