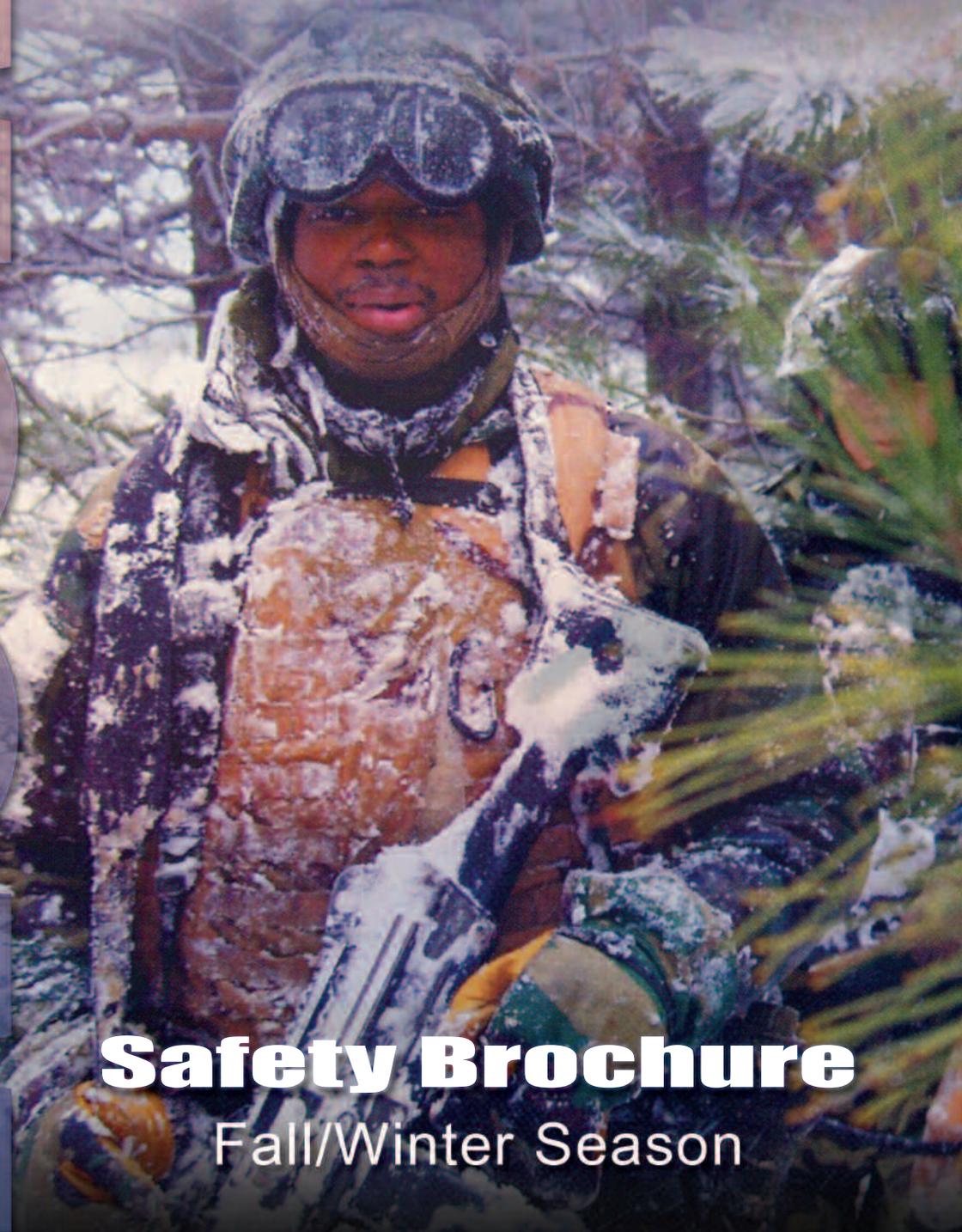




**U.S. Army**

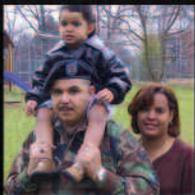
Installation Management Command

KNOW  
YOUR  
RISKS



**Safety Brochure**

Fall/Winter Season



**Live**



**Work**



**Train**



**Play**

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## WHERE SHOULD SAFETY FIT IN?

Army leaders are taught throughout their development that the mission comes first. This raises the question, “Where should safety fit in?” The answer is “From the beginning.”

To successfully complete any mission, leaders must first ensure it is completed without unnecessary loss of time, equipment, or personnel due to accidents. To do this, they must incorporate safety into all tasks and missions their soldiers are required to perform.

The Army, as do many large corporations, gives its members what they need, not what they want. This allows no excess or luxury items. A tank commander who loses an operator in an accident has no extra operator, so someone else will need to perform an additional task. This situation affects not only the mission, but crew morale as well.

The effect that safety, or the lack of it, can have on unit morale is reflected in every aspect of unit mission. Letting soldiers know that you, the leader, are concerned about safety in everything they do can influence the way they think about safety.

Your failure to correct a dangerous situation will come back to haunt you when an accident happens. It could return in the form of shoddy maintenance or workmanship; or it could return as soldiers, concerned about their own safety, are reluctant to follow your orders.

No good leader would knowingly allow this to happen, but through oversights in planning and execution of a mission, it occasionally does. However, a good line of communication between soldiers in a unit can eliminate most of these oversights. When planning or preparing for a mission, ask a colleague to take a look at how you intend to conduct the operation and give you some pointers on how you could do it more safely. A haphazard unit safety program can affect a unit in many ways other than morale, including:

**Loss of productive time.** When an accident occurs, many unit members and individuals outside the unit must get involved to investigate, research, and solve the problems leading to the accident.

**Loss of personnel.** Personnel who are injured or killed in accidents are not available to participate in mission accomplishment.

**Loss of equipment.** Vehicles and equipment may be damaged or totally lost to the unit. When they are most needed, they may not be available.

**Loss of confidence in the unit.** Who can place strong confidence in a unit that loses personnel, equipment, time, and morale by not having or carrying out a good safety program?

***Don't let a lack of safety have an adverse effect on you, your soldiers, or your unit!***



## ACCIDENT PREVENTION

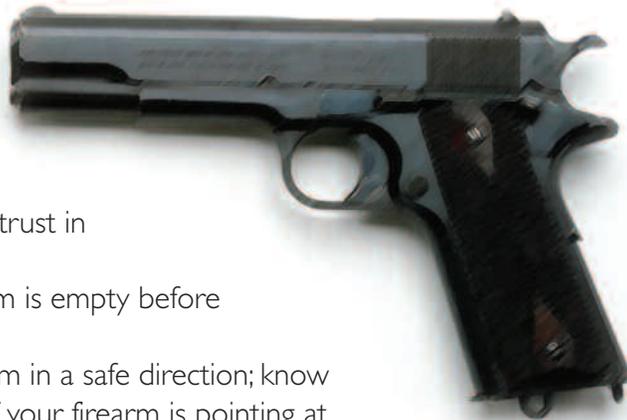
**What is an accident anyway? It's an unplanned event and SAFETY is simply not having accidents. Do you want to prevent accidents? You can if you want to, because—SAFETY is a STATE of MIND.**

It's true—people could prevent 90 percent of all accidents if they wanted to because 90 percent of all accidents are caused by people, not mechanical failures or freaks of nature, but people like you and me. Yes, but how do you recognize an accident before it happens? It isn't easy, but if you have knowledge of what causes accidents you are better prepared than most. As additional preparation, you should:

- **Know yourself.** Abilities, skills, and limitations.
- **Know your job.** Guards, rules, and required personal protective equipment.
- **Know your world.** What's happening and why. The more we know, the more we will avoid accidents.
- **Use self-control.** Release frustration, fear, anger, tension, and worry. Employ a desire to be safe. Do your job the right way and avoid risky shortcuts.
- **Use sound judgment.** Think self preservation not self-destruction. The choice is always up to you. Judgment is the result of attitude combined with knowledge. You can use this combination to avoid or prevent accidents.

## SAFETY RULES FOR FIREARMS

1. Treat every firearm as if it was loaded.
2. Don't put complete trust in safety mechanisms.
3. Make sure the firearm is empty before handling or cleaning.
4. Always point a firearm in a safe direction; know where the muzzle of your firearm is pointing at all times.
5. Point firearms only at targets you intend to shoot.
6. Keep firearms unloaded when not in use.
7. No horseplay with firearms!!!
8. Be sure the firearm barrel is clean and free of obstructions.



## PERSONAL SAFETY



### FIREARMS IN THE HOME

1. Know how to operate each firearm and know its safety features.
2. Keep firearms unloaded and out of the reach of children.
3. Keep ammunition stored separate from the firearm and locked up.
4. Teach firearm safety to members of your family.

### FIREARMS IN THE FIELD

1. Never climb trees or fences, or jump ditches while carrying a loaded firearm.
2. Never transport loaded weapons in motor vehicles.
3. Be sure there are adequate backstops when target practicing.
4. Be sure of your target. (People have been killed or seriously wounded by hunters who heard a sound, and they fired into brush thinking the sound was made by game.)
5. Gun powder and alcohol don't mix! (It's a fact that alcohol in the body affects judgment and impairs reflexes.)
6. Be sure your firearm is maintained in a safe operating condition.

## PERSONAL SAFETY

### POISONING

**Plants.** Plants and greens used for decoration may be poisonous. Some examples: holly berries, mistletoe berries, and Jerusalem cherry plants.

**Chemicals.** Chemicals in chemistry sets, science kits, and games may be harmful. Follow directions, safety precautions, and age recommendations carefully.

**Alcohol.** Alcohol frequently served at parties may be harmful; it also poses a real danger to small children.



### WHAT IS HEARING CONSERVATION?

**Hearing conservation is protecting your hearing from a potentially damaging level of noise.**

Noise can interfere with sound you want to hear (for example, conversation). But it's more than just a nuisance, it's a hazard too. Noise can damage hearing, temporarily or permanently. It may also:

- Create stress that can affect your physical and mental well-being.
- Cause accidents when workers can't hear instructions or warning signals.

Good hearing helps you:

- **Enjoy life.** Many of life's most-valued pleasures involve hearing, such as the sounds of nature and everyday life, music, voices of family and friends, and more.
- **Communicate with others.** Being with other people is easier and more rewarding if you can hear and understand sounds clearly and correctly.

Without good hearing, it's difficult to lead a full life—on the job or off. But you can protect your hearing from damage or loss by taking the following precautions:

- Understand the fundamentals of hearing and sound.
- Use protective devices in noisy areas (on the job and off).
- Have your hearing tested periodically.

Conservation is important because your **HEARING IS PRICELESS.**



## HEATING SYSTEM

**Check your furnace.** Have a professional clean and check it regularly.

**Check your fireplace.** Use andirons and a screen or glass front; never leave a fire unattended; don't burn gift wrappings, tissue, or evergreens in your fireplace.

**Check your chimney, pipes, and flues.** Ensure they have no cracks or loose mortar, and are clean.

**Check portable heaters.** Keep them away from curtains and furniture; all heaters should have an automatic shutoff in case they tip over.



## NATURAL GAS SAFETY RULES

Follow manufacturer's instructions with all gas appliances. Have your gas appliances installed, serviced, and repaired by professionals. Keep chimney flues and vents for appliances clean and in good repair.

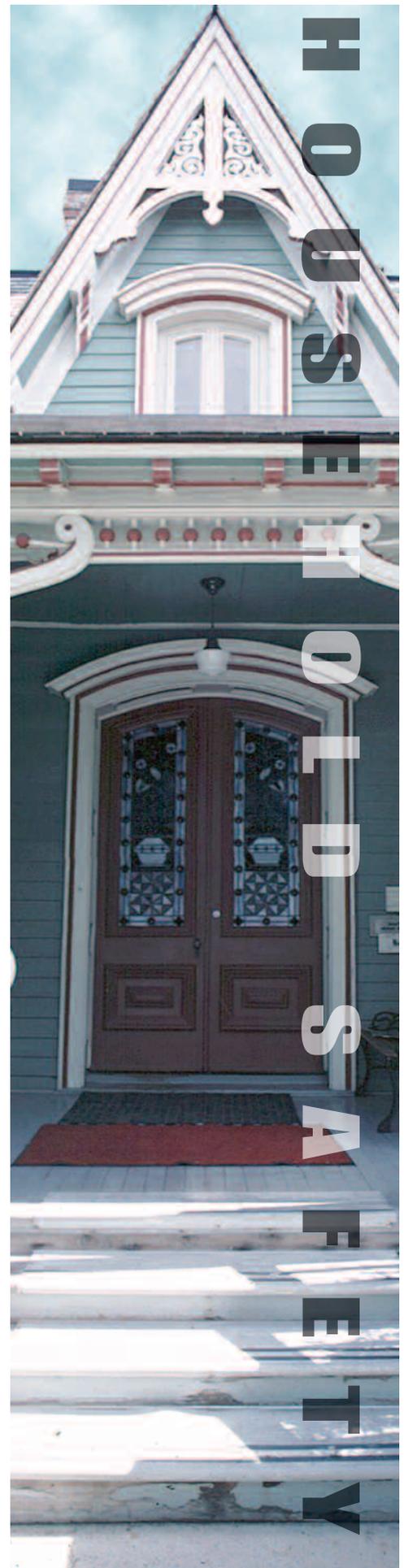
Keep areas around gas water heaters and furnaces clean. Teach small children to stay away from gas appliances. Teach family members what to do if they smell gas.

*In Case of a Gas Emergency:*

**If you smell gas and can't find the source immediately, go to a neighbor's house and call the gas company.** If the odor is not strong, open doors and windows for ventilation. If the odor is strong or persists, get everyone out of the house.

**Don't use a telephone, turn a light on or off, or light a match if you smell gas.** Don't try to relight a gas furnace, water heater, or range until you are sure there's no more smell of gas.

**Get immediate medical attention for victims of burns or carbon monoxide poisoning.**





## BASIC FACTS ABOUT FIRE DETECTORS

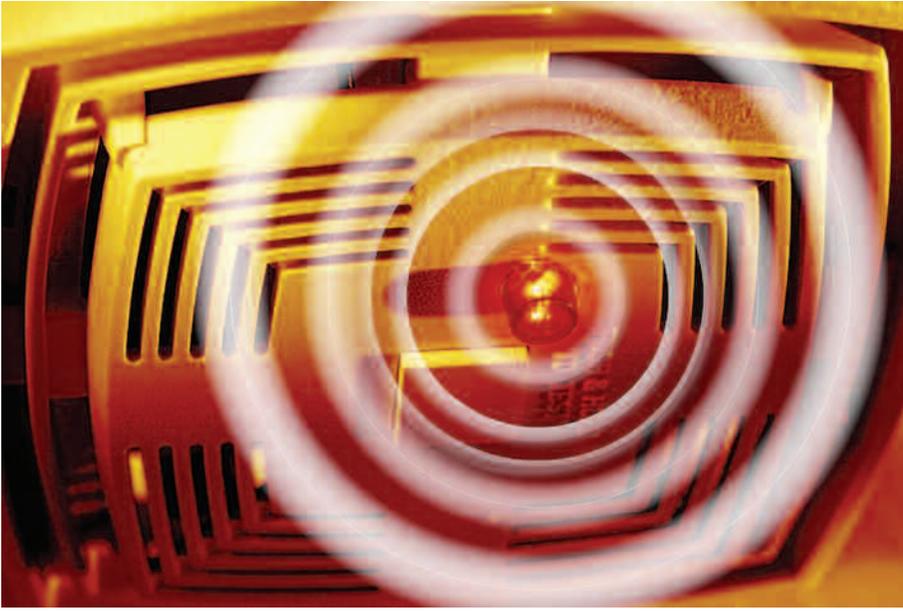
Two types of fire detectors are available for home use: smoke detectors and heat detectors. Smoke detectors alone, when properly located and maintained, offer the minimum level of safety recommended by the National Fire Protection Association (NFPA). Smoke detectors operate on either of two different principles: photoelectric and ionization.

At least two-thirds of the deaths in home fires stem from inhalation of smoke and toxic gases. These deadly combustion products will activate a properly located and maintained smoke detector, awakening the household, and allowing time to escape. Since most home fire deaths occur at night and smoke rises, it makes sense to install smoke detectors outside the sleeping areas of your home on or near the ceiling.

The best location is in the hallway near your home's bedrooms. Fires generally start in the living areas or in the kitchen. The smoke detector should be in the hallway between these areas and the bedrooms. If you have a large or multi-level home, you should seriously consider installing two or more smoke detectors. In NFPA's standard on "Household Fire Warning Equipment," the minimum protection is a smoke detector to protect each sleeping area plus one on each additional story of the home.

### *Follow These Guidelines When Installing Smoke Detectors:*

1. **Locate your smoke detector near sleeping areas.** The preferred location is in hallways or adjacent to bedrooms.
2. **Protect escape routes.** Bedrooms are usually located farthest from convenient exits, so locate your smoke detector in an area your family must pass through to escape. This will help prevent your family from being trapped by dense smoke or flames.
3. **Locate your smoke detector on the ceiling or high on a wall.** The preferred location may be in the center of the ceiling at the top of a stairway, or at least 4 inches away from any wall. A wall-mounted detector should be 4 to 12 inches from the ceiling. If in doubt, use the locations recommended by the manufacturer.
4. **Locate your smoke detector at the highest point on any sloped ceiling.**
5. **Test your location before final installation.** Again, your smoke detector has to waken all sleeping family members, even behind closed doors. Before final installation, require all members of the family go to their bedrooms and close the doors. Test the detector. Every member of the family should be able to hear the alarm loud and clear.



You should also give serious consideration to the type of sound that a detector makes. There are two types of warning sounds for you to choose from: the constant horn type sound found on most smoke detectors and the siren-type warning sound. The siren sound is the same as that used on fire, police, and other emergency vehicles.

If heat detectors are used, they should be a part of a total system that includes smoke detectors. Home heat detectors react when air temperature reaches a certain point, usually 135 F. Used in conjunction with smoke detectors, heat detectors are useful in kitchens, attics, basements, and attached garages. A few “do’s” when purchasing a smoke or heat detector:

- **Check for the label of a testing laboratory.** Don't buy a detector that doesn't have a laboratory label, such as Underwriters Laboratories (UL).
- **Read instructions.** The schedule and procedures for testing the detector are particularly important.
- **Install the detector as recommended.** Follow the manufacturer's instructions.
- **Install the detector as soon as possible.**



## POWER TOOLS

Power tools save time and make jobs easier, but used improperly they can maim or even kill. Several on-the-job safety rules for power tool operation are given below:

1. **Know the tool you are using.** Its application, limitations, and potential hazards.
2. **Select the proper tool for the job.** Don't try to tackle a big job with an undersized tool—makeshift tools can cause accidents.
3. **Ground all tools.** If a tool is equipped with a three-prong plug, it must be plugged into a three-hole electrical receptacle. If an adapter is used to accommodate a two-prong receptacle, the adapter wire must be attached to a known ground.
4. **Remove adjusting keys and wrenches before turning on tools.**
5. **Keep work area free of clutter, boards, boxes, debris, and other tools.** These items can be tripping hazards.
6. **Keep guards in place and in working order.** Do not remove guards or wedge them out of the way.
7. **Always be alert to potential hazards in your working environment.** These hazards include damp locations or the presence of highly combustible materials, such as gasoline or naphtha.
8. **Avoid accidental startup.** Make sure the switch is off before plugging in cord—or when power is interrupted. Don't carry a plugged-in tool with your finger on the switch.
9. **Make sure saw blades, drill bits, router cutters, etc., are sharp, clean, and regularly maintained.**
10. **Use only recommended accessories.** Follow manufacturer's instructions.

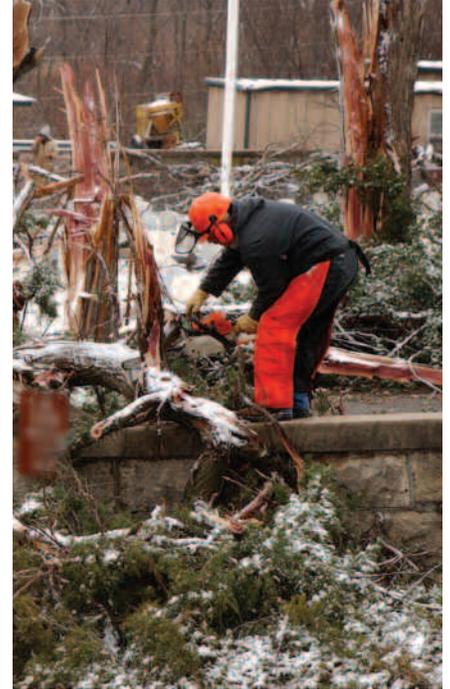
Last, but perhaps most important, once you begin working,

**CONCENTRATE ON WHAT YOU'RE DOING. SAFETY STARTS BETWEEN THE EARS.**

## CHAIN SAW SAFETY RULES

Any tool powerful enough to slice through thick branches can do the same to human flesh. As a consequence, chain saw injuries are often very serious. Although kickback is the single biggest cause of chain saw injuries, operator error is another major factor. The guidelines that follow are presented for the chain saw user's consideration:

1. **Wear appropriate protective clothing.** This includes goggles, gloves that provide a good grip, hearing protection, safety shoes, and trim-fitting clothes that won't get caught in the chain.
2. **Inspect the chain saw for sharpness and overall mechanical condition prior to starting.** In addition, the work area is much safer when it is free of debris. This helps prevent the chain from touching anything other than what is to be cut.
3. **Make sure you have the right chain saw for the job.** The owner's manual should explain the saw's capabilities.
4. **Do not work alone.** An extra pair of hands will make some dangerous situations safe. If there is an injury, the other person can get help.
5. **Always start the saw according to the manual's directions.** Carry the saw with the blade pointing backwards when it is not being used. Never carry a saw that is running.
6. **Hold the saw firmly with both hands, and keep the left arm straight.** In case of kickback, the saw will rise in front of you instead of in back of you.
7. **Do not touch the tip of the guide bar to any object.** Before sawing through a branch or log, check for nearby branches that could come in contact with the saw.
8. **Do not bury the tip of the saw in a cut.** In addition, do not remove the tip guard to make a bigger cut.
9. **Let the saw do the work.** Do not force it through the cut.
10. **Stand on the uphill side of a log so it won't roll into you.** Also, watch for branches that may spring back as you cut.
11. **Avoid cutting tree limbs that are above chest-high level.** They are likely to fall on you.
12. **Before refueling a gasoline-powered saw, let it cool first.** Clean up any spills. Avoid coming into contact with the hot muffler while working.
13. **If the saw is electric, use an extension cord that is approved for outdoor use.** Do not use the saw in damp environments.
14. **Do not tackle a cutting job that involves climbing trees.** Many horror stories involve amateurs who fell out of trees or had large branches fall on them while using a chain saw. Save the big jobs for the professionals.
15. **Remember, every chain saw is different.** You need to know your saw's particular features. The owner's manual usually contains excellent information about safety.



owner's manual should



## **WINTER STORAGE OF COMPRESSED GASES AND FLAMMABLES**

Getting ready for the cold weather usually involves storing lawn mowers, motorcycles, camping equipment, grills, and other warm weather equipment. Many of these items are powered by flammable liquids, such as gasoline or compressed gases, such as propane.

Flammable liquids should be drained from power equipment before storage. Items such as paint, gasoline, charcoal lighter, and kerosene should be properly

marked and stored in appropriate containers away from sources of heat, sparks, and open flames. The storage area should be well ventilated, free of combustibles, such as paper, and out of the reach of children. A type A, B, C fire extinguisher should be readily available.

Compressed gases should be capped and stored away from sources of heat and sparks in a ventilated, temperature-controlled area because regulators can malfunction under freezing conditions. In addition, cylinders should be refilled only when they are designed for refill. Cylinders should also be secured or chained in an upright position to prevent toppling.

Proper storage of compressed gases and flammable liquids is a good start toward prevention of home fires.



## JOGGING/RUNNING RULES

*Joggers/Runners On Army Installations Must Observe the Following Rules:*

1. Stay in single file while running on sidewalks or roadways.
2. When using roadways, run facing oncoming traffic and yield to vehicular traffic prior to crossing roads.
3. Wear high-visibility clothing when using roadways.
4. Do not wear head sets of any type while on public roads; they are prohibited.
5. Do not jog/run through intersections; yield the right-of-way to all vehicles.

**Remember roadways are designed primarily for vehicular traffic.**

Using sidewalks, bike paths, physical training tracks, and open fields is recommended. Most importantly, pedestrian traffic rules apply to individual joggers/runners.

## PREVENTING FOOTBALL INJURIES

So you think you're pretty good. You made it through softball season without getting hurt. Well, now the real test begins—football season is here. Percentage wise, more people are hurt playing football than any other team sport. The National Safety Council reports that 450,000 people are treated each year for football-related injuries.

If you want to avoid being a statistic this year, here are a few rules you should follow even for just a friendly game of touch football in your backyard:

- Warm up before playing to help prevent strained muscles.
- Use proper shoes, clothing, mouth-guards, and other protective equipment.
- Inspect play areas and equipment for hazards before using them.
- Proper supervision of practice and play will reduce injuries in young or amateur players.
- Follow the rules of the game, display good sportsmanship, and keep aggressive behavior under control.

Some people consider football a simulated battle. But a toothless player on crutches is not necessarily the mark of a "good game." Many injuries are indicators of ignorance rather than of toughness.

Football can be a fun and healthy form of recreation when safety rules are followed and when all players do their part to prevent injuries.



**ARCHERY SAFETY**

1. Cock an arrow or draw a bow only at targets you intend to shoot.
2. Make sure the full path to the target is clear before releasing the arrow.
3. Do not engage in horseplay with drawn bows.
4. Keep equipment well maintained and in good condition.
5. Always be sure of your target.
6. Never attempt to run with a bow and arrow in the shooting position.

***Safety in Archery Begins with Good Equipment***

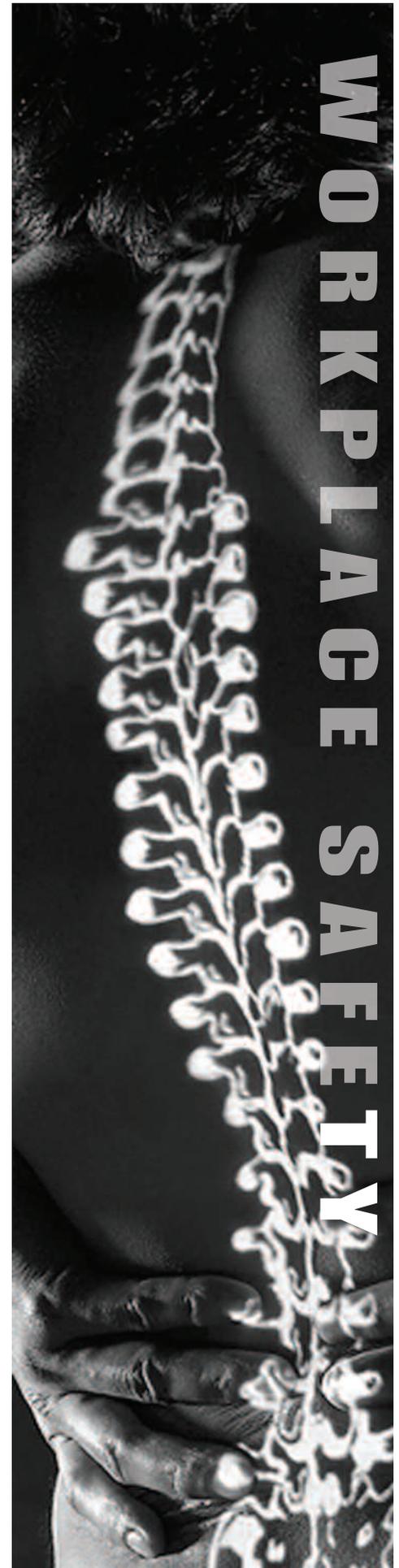
1. Regularly check your bow for defects.
2. Unstring your bow when not in use.
3. Never draw a bow without an arrow.
4. Check bow string for wear.
5. Check arrows for irregularities.
6. Store arrows in a safe place.



## BACK INJURY PREVENTION

The following guidance is based on Department of Labor Occupational Safety and Health Administration Training Institute back injury prevention materials.

1. **Containers.** Materials and containers should be compact and stable. Loads with centers of gravity that can shift or are higher than the handles are more likely to induce strain. The shape and surface characteristics of manual loads should allow the weight to be carried close to the body.
2. **Handles and grips.** Heavier loads should have secure handles or natural grips. Hard-to-grasp items should be obtained in well-designed packaging or repacked in carriers. Sufficient hand clearance is essential particularly when gloves must be worn. If handles are not provided, surface texture should permit a secure grasp.
3. **Weight.** Within the limits of practicality, material should be moved in easily managed units. Ideally, a single person should not lift more than 50 pounds. If economy demands that material be obtained in bulk, it should be repacked or handled with proper equipment.
4. **Bulk.** Outside dimensions should be small enough to avoid awkward grips and interference with smooth, body motion. The size of a package should allow safe clearance throughout the path of movement.
5. **Frequency of lift.** Arrange to reduce the frequency of lifts, even of light loads, through task redesign. Be sure that multiple light loads are not simply combined into a dangerously heavy lift.
6. **Vertical movement.** Minimize lifting by storing materials on shelves or platforms. Provide secure intermediate stopping points for loads that must be moved manually from a low to high position. Eliminate storage that is higher than normal. Assume that shelving or storage piles will not suddenly collapse or release the weight of a load.
7. **Horizontal movement.** Arrange tasks so that loads are not held or moved at a distance from the body. The job should be designed to minimize twisting and turning. Workers should have an unobstructed view of the path of travel. Passages and aisles should be clear of obstacles, convolutions, and projections.
8. **Walking surfaces.** Floors should be kept clean, dry, and smooth. Changes in elevation should be avoided and be clearly marked to prevent tripping. Industrial aisle ways should be marked. Protect outdoor loading areas and maintain them free of snow and mud.





9. **Material handling equipment.** Provide material handling equipment for jobs requiring frequent lifting or even occasional movement of excessive loads. Review the job site to assure the equipment will not introduce additional hazards of collision, load dropping, or pinch-points.
10. **Employee posture.** Make sure workers are positioned for easy reach of the task. Provide stress-relieving stools, seats, and footrests. The job should permit some movement and change of posture. Assure the pace and direction of workflow do not require sudden extreme shifts of position.
11. **Environmental conditions.** Prolonged exposure to extreme heat, cold, noise, and vibration should be avoided. Protective equipment that does not interfere with the task should be provided and its use enforced. Adequate light should shine on the work area and passages.
12. **Worker selection and training.** The physical capability of the worker should be matched to lifting requirements. Pre-placement physical exams should include consideration of repetitive or heavy lifting tasks. An adequate number of workers should be present to allow needed two-worker lifts. All workers, including those who only do incidental heavy lifting, should be given simple training that includes the dangers of improper material handling, how to avoid unnecessary stress, and individual assessment of safe lifting capacity.





## **HAZARD REPORTING**

Hazard reporting is intended to reduce accidents by identifying and eliminating potential safety and health hazards as required by the Occupational Safety and Health Act and Army Regulations.

### ***Reporting Procedures***

Hazards may be reported by telephone to the Safety Office. No harassment or action may be taken against an individual for submitting a hazard report. The report may be signed or it may be anonymous, and it does not have to be submitted through channels.

### ***Actions That Occur***

The Safety Office investigates every reported hazard. The priority for investigation of a hazard is based upon the severity of the hazard; not the reporting individual's name, rank, or whether the report was signed or anonymous.

Any action taken will be reported to the complainant.

**REMEMBER—JOB SAFETY IS EVERYONE'S BUSINESS.**



## **OFFICE ERGONOMICS**

**Ergonomics** simply means fitting the work to the person. In the office, good ergonomics means selecting and properly using furniture, computers, lighting, and telephones to fit the workers who use them. Use of a desk, chair, computer, and telephone requires that you practice good ergonomics or suffer discomfort, rapid fatigue, and loss of productivity.

If your back aches because your chair does not support your lower back, your productivity and health will suffer. Your chair, desk, telephone, keyboard, monitor, and mouse must all be positioned properly for you to be comfortable, productive, and healthy.

The following tips will help you to adjust and use your office workstation for optimal comfort and health:

- Use a comfortable chair that supports your lower back. The edge of the chair should not cut into the backs of your thighs.
- Your feet should be flat on the floor or supported by a footrest.
- If available, adjustable armrests should be used. At a minimum, armrests should be comfortable and not in your way.
- Face your work straight on and avoid twisting your neck or torso. Your computer monitor should be directly in front of you and not off at an angle.
- Your desk should be at a comfortable height for writing. Your computer keyboard and mouse should be at a comfortable height for extended usage; if necessary, use an adjustable height and tilt keyboard-mouse platform.
- When using the keyboard and mouse, keep your wrists straight and unbent in a comfortable, relaxed position.
- Adjust the monitor height so that the top of the screen is at or just below eye level. Insert books under the monitor for a quick, easy way to raise the monitor.
- The monitor screen should be positioned approximately 24 inches from the eyes.
- Adjust lighting, window shades, and the angle of the monitor to minimize glare.
- Do not cradle the telephone between ear and shoulder. Hold it properly or use a headset or speakerphone. Headsets are recommended for workers who spend a lot of time on the phone.
- Lastly, control your weight, get plenty of exercise to maintain good muscle tone, and get regular vision exams.

## HEALTHY TRAVELING

***If your job requires a considerable amount of out-of-town travel, you should remember that frequent absences can lead to health difficulties as well as loneliness, alienation, and even depression. You may even encounter problems with colleagues, friends, mates, and children if they begin to feel neglected.***

The travel itself can also be exhausting. When you travel by airplane, follow these recommendations:

- People with chronic sinus and allergy problems should consult their physician before flying. The physician may be able to give them medication that will decrease their discomfort when flying.
- People who get anxious or nauseous when flying should check with their physician for prescription medication that could help. They should also eat light meals and if they get nauseous, avoid alcohol because it will make the nausea worse.

When traveling by car, plan rest breaks so you can get out and stretch. These breaks help relieve tension in the muscles, particularly those in the legs and back, and help keep drivers more alert.

If you find that in addition to the rigors of traveling, your job also requires you to be away from home for long periods of time, watch for these signs that could indicate that you're away too much:

- **Health problems.** Catching more colds, taking longer than usual to get over the flu, and insomnia.
- **Decreased work performance.** Decreased work output, making more mistakes, less steady handwriting, and inability to concentrate on a task as long as usual.
- **Mood changes.** Irritability, feeling blue, and experiencing periods of hyperactivity.

Here are some tips to help combat these travel-related problems and also keep the people at home happier in your absence:

- **Get extra sleep the week before you depart and during the trip.** If possible, stay on the same time schedule as if you were at home. Even the change of an hour either way can make a difference in your energy level.
- **Eat a balanced diet and try to exercise while you're gone.** If you change altitudes, eat and exercise in small amounts at first. People feel fatigued during the first 24 to 36 hours in a higher altitude.



- **Plan ahead.** Leave the office well organized instead of in the sort of disarray that will increase stress when you return.
- **Call home frequently.** Phone calls are a good investment for both you and your family.

Once you know you'll be traveling a great deal, a thorough physical can help prevent potential problems. See your family doctor for advice.



### WINTER DRIVING

Winter is not only a time of holiday joys, but also a time to give some special consideration to the care and driving of your automobile.

#### *Tune Up*

1. Check antifreeze, it may not be full; flush radiator and refill.
2. Check battery; this is the time of year when it will most likely fail on you and when it can be dangerous to be stranded.
3. Check heater system for proper operation.
4. Check all hoses and connections and replace worn ones.
5. Check all belts.
6. Replace air and oil filters, gas line filters, and PCV valve.
7. Replace engine oil with a lighter weight oil.

#### *Your Car's Winter Survival Kit*

- An ice scraper/brush combination.
- Small shovel.
- Sand, salt, or kitty litter (for traction).
- Tow rope or chain.
- A couple of blankets.
- Snow boots and gloves.
- Flashlight and extra batteries.
- Jumper cables.
- First aid kit.
- Road flares or reflectors.
- Fire extinguisher.



## AVOIDING ACCIDENTS DURING WINTER DRIVING

You should think about snow and ice every time you climb into the driver's seat during the winter months. If a section of pavement looks wet, don't assume it's just water—it may be black ice, a thin film of ice that is very treacherous. Black ice is often found on bridges and in heavily shaded areas, but could show up anywhere. Increase your space on icy surfaces, stopping distance can be as much as 12 times as long as it would be on a clear, dry road.

**Give driving your full attention, concentrating on road conditions and the surrounding area.** It takes only a few seconds of inattention to cause an accident or be involved in one. Slow down before you reach a curve, and if you need to apply brakes use a feathering or pumping action. Hard breaking may lock the wheels and cause skidding. Perform all driving operations cautiously and methodically. Keeping a steady, moderate pressure on the accelerator reduces the need to brake hard when brakes are applied.

**Avoid unnecessary trips.** If a trip can wait, then by all means postpone it instead of driving in bad weather conditions. Schedule your arrival time, taking into consideration that bad road conditions will increase your travel time, allow extra time to reach your destination.

**Seeing is essential.** If you can't see the danger, you can't do anything to avoid it. So, before leaving on your trip, make sure all windows, mirrors, and headlights are clean. Check your windshield wipers to ensure they are working properly and check for burnt out headlights, taillights, and brake lights.



## MOTORCYCLE SAFETY

*The Following Guidance Is Derived From The Installation Motorcycle Safety Program Policy.*

The prevention of motorcycle accidents is a high priority of the Army.

Accident data show that the number and severity of motorcycle accidents can be reduced if motorcycle riders are trained in accident avoidance and wear proper protective clothing and equipment.

To ride a motorcycle, an operator must:

- Comply with vehicle registration requirements outlined in AR 190-5.
- Be currently licensed by a civil authority to drive a motorcycle on public roadways.
- Satisfactorily complete an Army-approved Motorcycle Safety Course.
- Maintain the motorcycle in safe mechanical condition.
- Maintain minimum personal liability insurance as prescribed by the laws of the state.
- Have a rearview mirror on each side.
- Have motorcycle headlights on at all times.

An operator must have the following protective clothing and equipment:

- A properly fastened, Department of Transportation-approved motorcycle safety helmet.
- Full-fingered gloves.
- Long trousers.
- Long sleeved shirt or jacket (sleeves must be down).
- Sturdy boots or shoes.
- A face shield or goggles meeting American National Standard Institute Z 87.1.

Commanders and supervisors play an active role in ensuring that the provisions of the Army Motorcycle Safety Program (AMSP) are followed. That role includes:

- Ensuring newly assigned or new motorcycle owners are aware of AMSP requirements, properly trained and licensed, maintain minimum vehicle liability insurance, and register their motorcycle in a timely manner.
- Maintaining a record of personnel who own or operate a motorcycle.
- Making periodic spot checks of unit parking areas to identify an unregistered motorcycle, determine ownership, and take corrective action.
- Imposing effective disciplinary sanctions against individuals that willfully fail to comply with AMSP requirements.



## USING JUMPER CABLES

Whenever jumper cables are used to start a car with a dead battery, the following procedures are recommended:

1. Turn off all switches in the dead car.
2. Connect the red clamp of the jumper cable to the positive (+) pole of the dead battery.
3. Connect the other end of the same red cable to the positive pole of the booster battery.
4. Connect the second cable to the negative (-) pole of the booster battery.
5. Clamp the other end of the booster cable to the engine block of the vehicle with the dead battery on the side away from the battery.



When removing the cables, do so in the reverse order. If you have difficulty in remembering this procedure, tape these instructions inside your car hood for future reference.

## HOW TO GET A BALKY TEENAGER TO BUCKLE UP

Talk to your kids about the very real possibility of suffering permanent disability or facial disfigurement as the result of not wearing seat belts. Help them understand that seat belts may protect good drivers from bad drivers. The following suggestions may be useful:

- Instead of focusing on your teen's compliance, ask for help in convincing other family members and friends to buckle up.
- It's usually easy to persuade a teenage girl to buckle up. Enlist her help in getting her boyfriend and brother to comply.
- Young males have the worst record for auto fatalities. Cater to your son's emerging masculinity by telling him it's a "man's responsibility" to take care of the people he loves.
- Tell teens that as drivers, they are "captains of the ship" and are therefore responsible for the safety of the passengers.
- When teens are looking for a school project topic, suggest they campaign for seatbelt use among the school's students. This could include inviting a car-crash survivor, emergency room doctor, or state trooper to talk at an assembly.
- Tell your teens that they can use the car on Saturday only if everyone in the car wears their seatbelts. (No belts, no go!)



## **CELL PHONE USAGE**

Defense Department installations have begun implementing new cell phone restrictions for drivers on military bases.

The new regulation, published in the Federal Register in April 2005, states that anyone driving a motor vehicle on a DoD installation cannot use a cell phone unless the vehicle is safely parked or the driver is using a hands-free device.

Many installations already have implemented the new restrictions, and the rest will implement the rules on their own schedule. There is no implementation deadline for installations, but most plan on implementation within the year.

The law enforcement policy offices for each military department are putting together policies and procedures for the implementation and enforcement of the restrictions. This regulation is a minimum requirement, and installation commanders still have the authority to put stricter rules in place. Each installation will determine the punishment for violation of the rules.

As the installations implement the restrictions, they have a responsibility to notify the public by putting up signs or putting notices in base newspapers. Many installations are allowing a grace period in which motorists in violation of the rule will be warned and not ticketed.

This regulation was developed based on information from the National Highway Traffic Safety Administration, which studied driving distractions as the cause of motor vehicle accidents. The study found that cell phone use is the fastest growing and most visible distraction that leads to accidents.

The DoD regulation follows suit with many regulations that states and cities have already imposed. Currently only Connecticut, New York, New Jersey and the District of Columbia ban hand-held cell phones for drivers, but many cities have imposed their own rules, according to the Governors Highway Safety Association.

This cell phone regulation will increase traffic safety, but more importantly, it will encourage safe driving habits.



## ACCIDENTS DON'T TAKE HOLIDAYS

The holiday season is a time of joy and fun, presents, and surprises! But, beware of the extra hazards the holidays bring:

- More traffic accidents.
- More home fires.
- More accidents with toys.
- More falls.
- More accidental poisonings.

Many accidental deaths occur every December. Some of the accidents the holidays bring are falls:

- **Outside steps.** All sidewalks and driveways should be kept free of ice and snow.
- **Inside stairways.** All stairways should be kept clear. Hand rails should be free of decorations. Electrical cords and wires should not be placed near traffic areas where they could be tripping hazards. Ladders—not stools or chairs—should be used for those out-of-reach decorating jobs. Finally, toys, boxes, paper, and similar holiday byproducts are tripping hazards when left on floors.





## RULES FOR HOLIDAY DECORATIONS

Natural evergreen trees and artificial trees are common holiday decorations. Flameproofing methods are unreliable and not recommended since they only serve to give one a false sense of security. To assure trees are relatively safe, select precut trees that appear fresh with firm, green needles. Cut the tree off at least one inch from the original cut and place the tree in water as soon as possible. Keep the tree in water during the entire period, checking water level daily. Artificial trees, both plastic and metalized, can burn. Those with built-in electric lights must carry a UL approval label. Use indirect lighting on metal trees to avoid the danger of electrical shock because faulty electrical light sets may electrically charge the entire tree. Do not locate trees where they block exits.

Use noncombustible or fire-retardant materials. Look on the item or box for the UL label for information on non-combustibility. Make sure that electrical decorations that are hot when held by your fingers are not in contact with materials that will burn (drapes, window shades, furniture, or other decoration materials).

Use low-heat producing, miniature lights that can be held in your fingers. Look for the UL label on light sets and check the sets before using. If cords are frayed, deteriorated, or individual light sockets are not working, do not use the light set.

Extension cords must be no smaller than 18 gage wire (AWG 18). Do not overload receptacles by using multiple plug-in connectors. Circuit breakers on most branch lines to receptacles are rated at 15 amperes. Look for amperage on wattage ratings on electrical items to determine total loads.

Decorations, including electrical types, must not to be attached to other electrical sources, to light fixtures, or to fire alarm or sprinkler systems. Use string, clips, tie-wire, or thumb tacks to attach and support the weight of decorations.

With the exception of family housing quarters, wax candles are not permitted for any use. In family housing quarters, extreme caution must be taken to ensure that candles are not burned where the flame or heat will ignite adjacent materials. Never leave burning candles unattended.

Contact the Fire Protection Division if you have any questions on the use of decorations. After decorating, call the Fire Protection Division to check the display or area to make sure it is relatively fire-safe.



## **OUTDOOR LIGHTING**

- Use lights approved for outdoors sources—check for a label from a testing laboratory, such as UL.
- Ensure circuits are not overloaded.
- Place cords away from traffic areas and heat sources.
- Check cords and plugs for wear, frayed insulation, cracks, and loose connections.



## SAFE TOY PURCHASES



Although toys are intended to bring pleasure, they can also bring injury and death. The following tips are intended to help you select the right toy:

- Select toys that are suited to the age, abilities, and temperament of the child.
- Infants and toddlers should be given toys too large to be swallowed, and have no sharp edges, hidden pins, or wires.
- Young children should be given toys with no parts that can be pulled off and swallowed.
- Toys that shoot projectiles or have sharp edges should be reserved for older and more responsible children.
- Electrical toys (operated by line current) should have a label from a testing laboratory, such as UL.
- Check all toys (especially imported ones) to ensure they are non-combustible and have no lead-based paint on them.
- Ensure that your older children keep their toys away from younger children.
- Make sure that children play with riding toys in areas away from stairs, traffic, or swimming pools.



Toys should be examined regularly for pieces (such as wheels on toy trucks) coming loose, forming sharp edges, or rusting parts. Broken toys should be repaired immediately or discarded.

**Additional information regarding toy safety is available from the Consumer Products Safety Commission at [www.cpsc.gov](http://www.cpsc.gov).**

**TIPS TO PARTY BY**

- Always serve food along with alcohol. High protein and carbohydrate foods like cheese and meats are especially good. They stay in the stomach longer, which slows the rate at which the body absorbs alcohol.
- If you serve alcoholic punch, use a noncarbonated base such as fruit juice. The body absorbs alcohol faster when mixed with carbonation.
- Serve nonalcoholic beverages. Some guests may not want to drink alcohol.
- Have several jiggers or self-measuring one-ounce bottle spouts at the bar to mix drinks. Guests are less likely to drink excessively when standard measures are used.
- Do not force drinks on your guests or rush to refill their glasses when empty. Some guests may not wish to appear rude and will accept drinks they do not want.
- Stop serving alcohol about 2 hours before the party is over. Guests then have time for their bodies to absorb the alcohol consumed. Serve coffee or other nonalcoholic beverages as well as food.
- If you observe a guest drinking too much:
  - engage the guest in conversation to slow down the drinking
  - offer high-protein food
  - offer to make the next drink using less alcohol; also mix it with a non-carbonated base.

**Remember.** Neither coffee nor a cold shower will help sober someone up. Only time can do that.





## Equivalents:

1 scoop crushed ice  
= approx. 1/2 cup

1 oz. = 2 tbsp.

1/2 oz. = 1 tbsp.

1 medium lemon  
= approx. 1 1/2 oz. juice (3 tbsp.)

1 medium orange  
= approx. 3 oz. juice (1/3 cup)

1 medium grapefruit  
= approx. 6 oz. juice (2/3 cup)

## Fresh Citrus Mock-Cocktails for the Holidays

### Strawberry-Orange Frosty:

2 scoops crushed ice  
10 fresh or frozen strawberries  
4 oz. fresh squeezed orange juice  
1 oz. simple syrup

Combine all ingredients in blender and blend until smooth

Serve in 16 oz. glass, garnish with orange twist and strawberry

### Citrus Collins:

Fill 10 to 12 oz. glass with ice cubes  
2 oz. fresh squeezed orange or grapefruit juice  
1 oz. fresh squeezed lemon juice  
1 oz. simple syrup

Fill with club soda, garnish with 1/2 orange slice and cherry

### Rondo Fizz:

1 scoop crushed ice  
2 oz. fresh squeezed orange juice  
1 oz. cream or half and half  
1/2 oz. simple syrup  
1 egg white

Combine in blender; blend until smooth

Serve in 12 oz. glass

Fill with club soda

Garnish with 1/2 orange slice

### Banana Flip:

1 scoop crushed ice  
1/2 small banana  
1 1/2 oz. cream or half and half  
1 oz. fresh squeezed orange juice  
1/2 oz. simple syrup

Combine in blender and blend until smooth

Serve in 8 oz. glass

Garnish with orange wedge, banana chunk, and mint

### Tomato Bull:

Salt rim of 10 oz. glass and fill with ice cubes

Squeeze and drop in 1 fresh lemon wedge

Squeeze and drop in 1 fresh lime wedge

Fill with bloody mary mix and garnish with celery stick



**Developed by IMCOM Safety Office**



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