



“Safety & Compliance are Never a Compromise”

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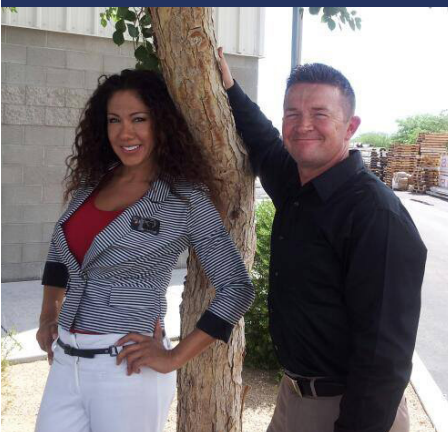
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Dock and warehouse safety

Docks and warehouses can be busy and dangerous places. It is important that you understand the unique hazards of working in these places and how to proceed safely.

Know your surroundings

Because of the amount and the type of traffic at a loading dock and in a warehouse, you must be aware of your surroundings and the hazards you may encounter.

Floors. Water, ice, oil, or grease can create a loss of traction, which in turn, can cause slips.

Dock approaches and floors. Debris, potholes, and pavement that is deteriorating or buckling can cause trips.

Unguarded or unmarked openings. The typical loading dock is about four feet above the ground, presenting a fall hazard.

Pedestrian awareness. Though forklift operators are trained to yield to pedestrians, pedestrians may not always be seen. Caution should be used when walking around the loading dock. Walking should be done along the sides of aisles or in walkways marked for pedestrian traffic. Convex mirrors should be checked at blind spots.

Personal protective equipment (PPE)

Safety at the dock and warehouse starts with making sure appropriate



personal protective equipment (PPE) is used.

The Occupational Safety and Health Administration (OSHA) has developed regulations addressing PPE in the workplace. All PPE should:

- Fit correctly;
- Be appropriate for the job; and
- Be in good shape.

Foot protection. Put simply, foot protection means guarding toes, ankles, and feet from hazards. OSHA requires that foot protection meet the requirements of the American National Standards Institute (ANSI).

Hand protection. The dock and warehouse are places where hands are exposed to hazards on a regular basis.

OSHA requires the use of hand protection if an individual is exposed to hazards including:

- Skin absorption of harmful substances;

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- Severe cuts or lacerations;
- Severe abrasions;
- Punctures;
- Chemical burns; or
- Harmful temperature extremes.

At the loading dock

Although loading and unloading a trailer is a routine task, it can be dangerous.

When loading or unloading a vehicle, you should always:

- Set the parking brake;
- Turn off the vehicle;
- Put the keys in your pocket; and
- Chock the wheels.

When exiting the vehicle:

- Use the “three-points of contact” rule;
- Never jump; and
- Watch for slipping and falling hazards.

When walking around the loading dock area (including steps and ramps), you must watch for hazards that could cause a slip and/or fall such as snow, ice, oil, or grease. Caution must be used when on platforms, scaffolds, or other elevated areas.

When opening the vehicle’s doors, you should watch for falling freight. Even a load that has only traveled a few miles can shift.

Never spend more time than necessary in a trailer while loading or unloading. Carbon monoxide and other emissions from forklifts being used to load and unload can build up and become deadly.

Maintaining communication between yourself and others involved in the loading and unloading process is important. Everyone should use the same hand signals, light systems, and signs. A vehicle should never leave the dock until an “all clear” signal is given.

Stacking loads

An improperly stacked load can be hazardous to both you and others. It can also cause costly and unnecessary cargo damage.

Company policy should be understood and followed when it comes to where and how to stack loads.

- Lighter items should be stacked on top of heavier items.
- Items stacked on a pallet should not stick out past the pallet’s sides.



- Pallets should be stacked straight and centered on top of each other.
- Note that some pallets may not be stackable, depending on the product.
- Aisles and evacuation routes should be kept clear.
- Objects should never be stacked near exit signs, fire extinguishers, or alarm switches.
- Items must be least 18 inches away from overhead sprinklers.

Tools of the trade

The forklift, pallet jack, and two wheel dolly are tools that may be used at the loading dock to load or unload a vehicle.

Forklift. A forklift, also called a powered industrial truck, is a mechanical device used for moving supplies and materials. It is powered by an electric motor or internal combustion engine.

Completion of an OSHA mandated training program is required to operate a forklift.

Pallet jack. A pallet jack is a powered or mechanical lift used for loading or unloading cargo shipped on pallets.

A powered pallet jack is most often used on heavier loads or when the cargo needs to travel a long distance.

Completion of an OSHA-mandated training program is required to operate a powered pallet jack.

A hand pallet jack is most often used for short distances and on low grades.

Two-wheel dolly. Use of a dolly allows for the movement of smaller items that may be difficult to lift due to size or weight.

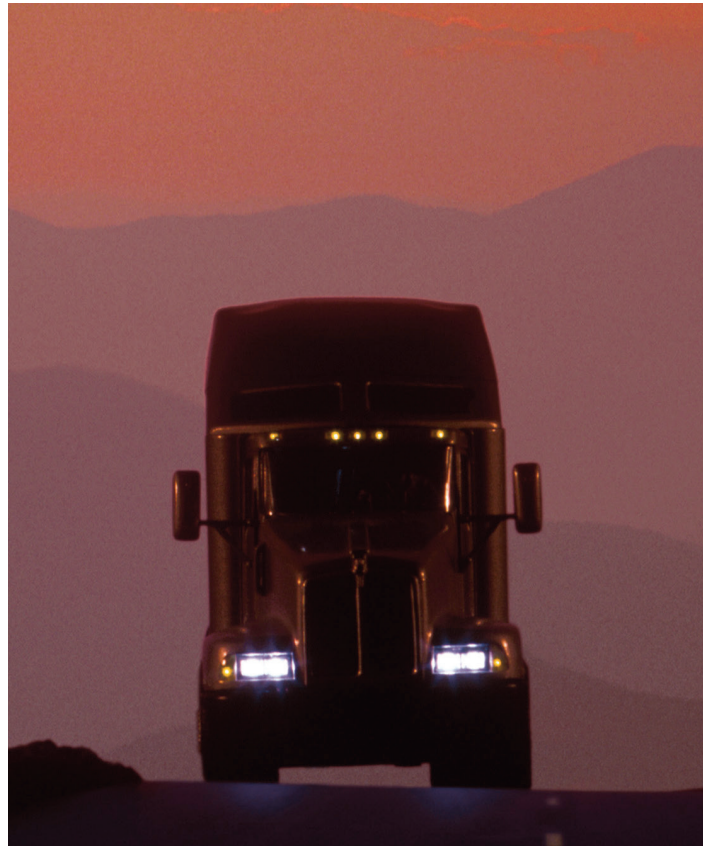
Safety focus: Sunrises, sunsets, & glare

Driving at dawn or dusk

With days getting shorter, you may have to adjust your driving to different sunrise and sunset times. During the beginning of spring (around March 20th) and the beginning of fall (around September 22nd), daytime hours and nighttime hours are almost equal. The sun is low on the horizon, rising directly in the east and setting directly in the west. Drivers on east-west roads must contend with the rising and setting sun's glare when driving to or from work. Drivers on north-south roads may have to look into the sun to make a turn at an intersection. Be prepared to turn into and out of the sun at intersections.

Follow these tips when driving at dusk or dawn:

- The best defense against the glaring sun is to use extra caution. Look several times to be sure that the sun isn't blocking your view of another vehicle, person, or object.
- Turn your lights on during twilight hours. Other drivers will be able to see you sooner from both the front and the back.
- SLOW DOWN so that you don't have to brake hard. The driver following you is probably blinded by the sun too.
- Be prepared for traffic to move slower due to glare and inability of other drivers to see. Give other drivers plenty of space and increase your following distance because drivers may brake suddenly due to glare.
- Use sunglasses and your vehicle's visor to help block the glare. If you wear prescription eyeglasses, prescription sunglasses may be beneficial.
- Make sure your windows are clean. Dirty windows make it harder to see with the sun shining in on you.
- Keep the inside of your windshield clean too. Internal air, dust, or other residue from the cab can cause a layer of film to build up. Oils from your skin can also leave a



residue on the windshield so use a cloth instead of your hand to clean it.

- Take extra care at city intersections. Direct sunlight can make it harder to see pedestrians and bicyclists.
- Be cautious in rural areas as well, where livestock and wild animals may be more likely to be moving.
- When glare is impacting your view of the road:
 - Use the road lines or markings to help you maintain your position.
 - Avoid staring directly into the sun as this can temporarily blind you.
 - Follow proper scanning techniques by looking farther up the road so you can anticipate when you might be driving into the sun.
 - Stay aware of glare on your rear-view mirror and be prepared to adjust it if needed.
- If the sun is too disruptive to drive towards, you can pull over to a safe area and stop. The sun should shift positions in height within a few minutes to allow you to safely drive again.
- Be aware that driver fatigue can set in more quickly from straining your eyes to see the road through sunrises or sunsets.





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Don't ignore prediabetes — reverse it

"Thanksgiving Day is a jewel, to set in the hearts of honest men; but be careful that you do not take the day, and leave out the gratitude."

~ E. P. Powell



By paying attention to your body, you can keep pre-diabetes from becoming type 2 diabetes.

Prediabetes doesn't give off uncomfortable or flashy warning signs as it develops, yet this common condition poses serious health risks if left unchecked.

A person who has blood sugar levels above normal, but not high enough to be diagnosed as diabetes, has prediabetes.

The condition can persist for years without showing clear symptoms. When a person has prediabetes, the body has a difficult time using insulin effectively. Insulin is a hormone that triggers cells to use blood sugar for energy. When cells don't react properly to insulin, blood sugar levels increase.

Prediabetes increases a person's risk for heart disease and stroke.

If not dealt with, prediabetes can turn into type 2 diabetes which requires active management and can lead to complications such as kidney failure, nerve damage, and blindness. Type 2 diabetes develops most often in middle-aged and older adults.

There is another type of diabetes which cannot be prevented. Type I diabetes occurs

when the body's immune system destroys insulin-producing cells in the pancreas. It develops most often in young people.

A blood sugar test, administered by a health care professional, can show blood sugar levels and can indicate whether you have prediabetes.

The good news is that prediabetes can be reversed. Losing weight – even 5 percent of your body weight (10 pounds for a 200-pound person) – lowers the risk that prediabetes will become type 2 diabetes. Being active for just 150 minutes a week (walking for 30 minutes, five days a week) also lowers risk.

If you're concerned about prediabetes, have your blood sugar checked. If it's high, work on lifestyle changes that can help you manage blood sugar levels.

Are you among the 1 in 3?

84 million adults have prediabetes.

That's **1 in 3** Americans.

90 percent don't know they have it.



Normal

Fasting blood sugar
99 mg/dL or below

The body is able to properly turn blood sugar into energy.



Prediabetes

Fasting blood sugar
100 to 125 mg/dL

The body is having a difficult time converting blood sugar into energy.



Diabetes

Fasting blood sugar
126 mg/dL or above

The body is unable to efficiently turn blood sugar into energy.