

HATS ON FOR SAFETY!

Stacking Safely

“The job should be adapted to fit the person,

rather than forcing the person to fit the job.”

For more information on stacking safely and other related safety awareness items, please contact us. Our close relationship with the National Safety Council, OSHA and Federated Insurance is here for our members use. Don't hesitate to call.

SBMA Safety Newsletter

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A 79-year-old Santa Monica woman went to her local home supply store to buy lattice to accent her garden. A forklift operator accidentally shook the sales rack and the stacked lumber above fell and crushed her to death.

Not only is this a horrifying story, it's a tragic reality present in the desire to make use of all available space, no inch wasted. It is imperative in the lumber business to make sure that all stacked items are secure so that employees are at no risk for injury or worse.

One of the main causes of tumbling lumber is warping and instability. Try placing timber sills as a barrier to keep the stack off the ground or even a clean tarp. Also cover stacks with a loose tarp (wrapping tightly traps moisture) or keep under a shelter to protect from rain and heat. If there is a change in length or consistency, use small scraps to even things out. All nails should be removed before stacking as well.

OSHA and the Department of Labor's publication, *Materials Handling and*



Don't be careless. Carrying products recklessly can cause serious injury.

Storage, has some additional guidelines to help avoid accidents. Stacked lumber should not be more than 16 feet high if being handled manually or 20 feet high if being handled mechanically. Everything should also be arranged symmetrically.

In order to help yard employees, OSHA suggests painting walls with acceptable

heights for quick reference. Also consider the need for availability of the material and perhaps reevaluate stock quantities.

Ergonomics should also come in to play when arranging materials in a lumberyard. Ergonomics is defined as the study of work and is based on the principle that the job should be adapted to fit the person, rather than forcing the person to fit the job. This principle suggests restructuring the workplace to reduce stressors for employees. These physical stressors could include repetitive motion or strain from lifting and twisting which leads to work related injuries. In 1994 the US Bureau of Labor Statistics reported that there were 613,251 cases of over-exertion which lead to 27 percent of all lost workday cases.

Some of this information was taken from the OSHA publication which can be found at :
http://web.ics.purdue.edu/~rfeyen/Courses/ie558/OSHA_NIOSH/osha2236.pdf

Let Us Know What You Think

What safety concerns do you have? What's your business doing that is unique when it comes to matters of safety?

Give us your feedback on this new mailing!

Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is

to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by

accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

Caption describing picture or graphic.

Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note

business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your

business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

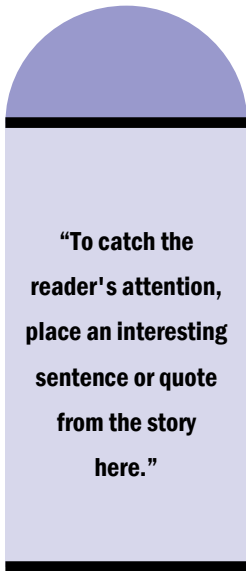
Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of con-

text.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.

Caption describing picture or graphic.



"To catch the reader's attention, place an interesting sentence or quote from the story here."

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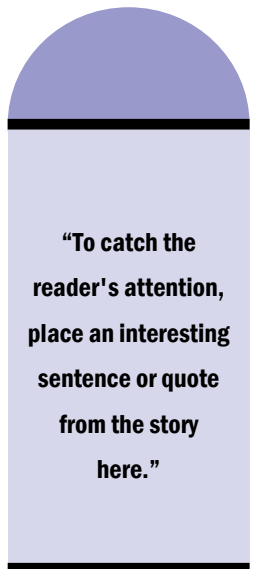
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Primary Business Address
Your Address Line 2
Your Address Line 3
Your Address Line 4

Phone: 555-555-5555
Fax: 555-555-5555
E-mail: someone@example.com



Y O U R B U S I N E S S
T A G L I N E H E R E .

We're on the Web!
example.microsoft.com

This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are fre-

quently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.

Caption describing picture or graphic.