

SAFETY UPDATE

Fort Sam
Houston
Installation
Safety Office

Volume 1, Issue 1

New Forklift Training Requirements

The 1 December 1999 deadline for training and certification of all material handling equipment (MHE) operators is fast approaching. MHE includes a variety of powered industrial trucks such as forklifts, pallet jacks, mules, lift trucks, tugs, and tractors.

OSHA, the Occupational Safety and Health Administration, published the final rule in December 1998 with an effective date of 1 March 1999. The new standard includes specific training requirements despite it being a "Performance Standard" that allows tailoring to the organization.

FSH Memorandum 385-3, Materials Handling Equipment, was based on the proposed standard and includes the current requirements.



Basically, all personnel must be trained before operating any type of MHE. A few of the mandatory topics include: requirements of the OSHA standard; MHE fundamentals, controls and steering, refueling or battery charging, inspection, and work site specifics for the location where the MHE will be used.

Additionally, please note that both OSHA and FSH **require** a written exam and a performance evaluation of each

MHE operator.

While this new standard may sound intimidating, the Installation Safety Office is prepared to assist you in one of two ways.

First, if your organization is currently providing operator training, we will evaluate your training and assist in ensuring that it meets the OSHA requirements. Second, we can provide on-site training to your operators. We have individuals on staff experienced in both MHE operation and in training and evaluation. Also, please note that a set of slides are available on the ISO website at <http://www.cs.amedd.army.mil/iso/>.

For assistance, please call Brian Pennartz or Juana Zamora at 1-9872. Don't forget to check out the website.

Inside this issue:

<i>New MHE Training Requirements</i>	1
<i>Accident Reporting Required Forms</i>	1
<i>Heat Alert—Tips for Surviving the Heat</i>	2
<i>How To Choose an Ergonomic Chair</i>	3
<i>OSHA Top 10</i>	4
<i>Safety Webpage</i>	4

Upcoming Training

- *Lockout/Tagout*
- *Risk Management*
- *Heat Stress*
- *Bloodborne Pathogens Awareness*
- *CDSO Training*
- *MHE Training*

Classes are now held at the Roadrunner, Building 2797. For Dates and times check out our website or give us a call at 221-9868 or 221-0213.

Larry Nolen, CSP
Occupational Safety and Health Manager

Accident/Incident Reporting - Fort Sam Houston Local Forms

Supervisors, have you read FSH Regulation 385-10? This is a very important document since it assigns specific responsibilities to organizations, supervisors and employees. One of those

requirements is the use of **FSH Form 96-E** to document all accidents, incidents, and near misses.

At the direction of the Garrison Commander,

an Injury Review Committee was formed to review all work related injuries or illnesses occurring on Fort Sam Houston.

The purpose of this *(next page)*

Accident/Incident Reporting - continued

committee is to analyze and track every accident until the injured employee is safely returned to work. In order to do this, it is extremely important that supervisors complete **FSH Form 96-E** immediately following an accident, incident, or near miss, and forward it to the Installation Safety Office (STOP 38).

During the past two months, we have had 26 injuries. This means that 26 FSH Form 96-Es should have been submitted to the safety office. However that is not the case. If this form is not submitted in a timely manner, or not at all, we have a breakdown in this process.

As part of this process, the Injury Review Committee will require active participation from supervisors of injured employees. This will include having supervisors attend the commit-

tee meeting in order to discuss how the injury occurred and how to prevent another injury from happening. Please note that the supervisor will be required to bring the employees safety and health training record (documented on **FSH Form 98-E**) and any job hazard analysis or risk assessment performed by the supervisor.

Where can you find these forms? From the safety web page (www.cs.amedd.army.mil/iso/), Forms Flow or from publications. If you are unable to obtain these forms, please contact the safety office at 221-9872.

Also, did you know that Army policy (AR 385-10) requires accident prevention and occupational health responsibilities to be included as a rating element in performance standards for both military and civilian managers and supervisors? The success or shortcomings of managers of supervisors in



performing safety and occupational health responsibilities will be considered in Army civilian employee performance appraisals, officer evaluation reports (OERs), and enlisted evaluation reports (NCOERs).

The installation safety office staff is ready and willing to assist supervisors in applying risk management practices in the worthwhile goal of accident prevention. We cannot afford to continue business as usual.

Heat (Stress) Alert—Tips for Surviving the Heat

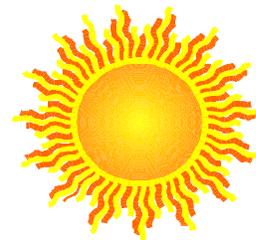
Due to recent temperature and humidity levels, San Antonio Health Department recently issued a public health alert.

Last year we had two heat stroke fatalities in this city, a 19 year old male who had been jogging and an 80 year old female. By July 25, 1998 there had been a total of 92 fatalities in Texas due to the heat wave. The first heat stroke fatality of 99 in San Antonio occurred in June. So if you don't think it can happen to you—think again! The Installation Safety Office offers classes on Heat Stress Prevention. For times and places contact us at 221-9868 or check out our schedule on the internet. In the meantime here are a few reminders for surviving the heat:

- **Acclimatize** (give your body time to adjust)
- **Proper clothing** (light, loose clothing)
- **Conditioning** (a fit body deals with heat better)
- **Eat properly** (heat diminishes want for food)
- **Hydration** (drink 4-6 oz of water every 10 to 15 minutes)
- **Training** (self determination of heat hazards)

Remember: *Alcohol and heat do not mix!*

Above all else watch each other while working in the heat—at the first signs of heat stroke get medical attention immediately. It could very well be the difference between life and death.



The automated Wet Bulb Globe Temperature (WBGT) 24-hour Heat Index system has a new number— 295-2445.

How To Choose An Ergonomic Chair

People often ask which office chair they should buy. This is not an easy question to answer because a "good" chair is only good if it fits you properly. If possible, a good idea is to try the chair out for a week before purchasing. Sometimes a chair that feels soft and comfortable at first may "bottom out" and provide inadequate support over extended periods. Here are a few things to consider when selecting a chair:

- **Does the seat pan feel comfortable and fit your shape?** When you sit in the chair the seat pan should be at least one inch wider than your hips and thighs on either side. The seat pan should not be too long for your legs otherwise it will either catch you behind the knees or it will prevent you from leaning fully back against the lumbar support. Most ergonomic chairs have a seat pan with a waterfall front that prevents the seat from catching you behind the knees.
- **Is the seat chair height adjustable?** For preference the chair should be pneumatically adjustable so that you can adjust seat pan height while you are sitting on the chair. Some chairs have a mechanical height adjustment (spinning) mechanism that is also acceptable.
- **Is the range of height adjustment of the chair sufficient to meet the needs of all users?** You should be able to adjust the height of the seat pan so that the front of your knees is level or slightly below level and your feet are firmly on the ground. In most cases there should be no need for you to use a footrest. The mechanism to adjust seat height should be easy to reach and operate when you are seated.

- **Does the chair have a comfortable lumbar (lower back) back rest?** Many chairs have cushioned lumbar supports that can be adjusted up and down and forwards and backwards to best fit your shape. If the chair will be used by multiple users then this level of adjustment may be required. If the chair has a fixed height lumbar support and it feels comfortable when you sit back against this, and you will be the primary user of the chair then a fixed lumbar support may be acceptable.



- **Does the seat pan still feel comfortable after you've been sitting in it for 30 - 60 minutes?** If the seat pan is made from low-density foam then continuous use can cause it to become permanently deformed and then it will not provide adequate cushioned support. Insufficient cushioning and inappropriate contouring can cause discomfort, imbalance and hip and back fatigue.
- **Is the tilt of the seat pan adjustable?** In some situations it can be helpful to change the tilt of the seat

pan to help to maintain a balanced seated posture.

- **Does the chair have a 5 pedestal base?** If chair mobility is important to help you to do your work then the chair should have at least a 5 pedestal base with casters that glide freely over the floor surface. You may also want to choose a chair that swivels easily.
- **Do you need armrests on your chair?** If so, are the armrests broad, contoured, cushioned and comfortable? While sitting can you independently adjust the height of the armrests and can you move the armrests closer together or further apart? Can you easily move the arms out of the way if you need to do this?
- **Other considerations:**
- **Do you need a footrest?** In most situations you should not need a foot support to be able to sit comfortably on your chair? However, if you do need a foot support then choose a free-standing floor-mounted support that allow you to rest your feet out in front of you in a comfortable manner.
- **What chair covering is best?**

Chairs can be covered in a variety of upholstery materials, each of which has benefits and concerns. Vinyl and vinyl-like coverings are easy to clean and spill resistant, but they don't breath and if the chair begins to heat up under the thighs uncomfortable amounts of moisture can accumulate. Cloth upholstery is the most common covering, but this is less resistant to spills and more difficult to clean. A cloth covered seat pan can also become warm and moisture laden, and cloth covered foam seat pans can be a significant source of dust mite allergen.

OSHA's Top Ten

Each year, the Occupational Safety and Health Administration (OSHA) publishes its "Top 10 List" of citations it has issued for violations discovered in the workplace. Although many people associate OSHA with private industry, the standards that compose the Top 10 List can all apply to many of the activities that take place at Fort Sam Houston. Do any of the standards apply to your work? Could you withstand an OSHA inspection if they were to visit you today?

Rank	Standard Title	Section #	# of Citations
1	Hazard Communication – General Industry	1919.1200	7,505
2	Scaffolding—Construction	1926.451	6,239
3	Fall Protection— Construction	1926.501	4,369
4	Lockout/Tagout	1910.147	3,532
5	Electrical—Wiring Methods, Components and Equipment	1910.305	2,990
6	Mechanical Power Presses	1910.217	2,868
7	Machine Guarding	1910.212	2,576
8	Mechanical Power-Transmission	1910.219	2,387
9	Personal Protective Equipment	1910.132	2,101
10	Electrical Systems Design	1910.303	2,060

Check Out Our Safety Website on the Internet

Home Page - Microsoft Internet Explorer

Address: <http://www.cs.amedd.army.mil/iso/>

U.S. Army Medical Department Center and School
and Fort Sam Houston

INSTALLATION SAFETY OFFICE

Report an Accident or a Hazard | Ergonomics
Training and Video Library | Services / Resources
Safety Inspection Checklist | Publications
MSDS Resources | Workers Compensation Program
Related Links | Risk Management
What's New | Feedback

[Report an Accident](#) | [Training and Video Library](#) | [Safety Inspection](#) | [Safety Office Staff](#) | [MSDS](#) | [Links](#) | [Regulations](#) |
[What's New](#) | [Feedback](#) | [Ergonomics](#) | [Workers Compensation](#) | [Risk Management](#) | [Publications](#)

For Questions, Comments or Concerns, please contact:
Larry Nolen, CSP
Safety Manager
[Feedback Form](#)

Check Out Our What's New Page | Internet zone