

Occupational Safety & Health Committee Newsletter

Albuquerque Area to offer OSHA 600 course



OSHA 600 Course description:

OSHA 600 COLLATERAL DUTY COURSE FOR OTHER FEDERAL AGENCIES

This course introduces Federal agency employees to the OSH Act, Executive Order 12196, 29 CFR 1960, and 29 CFR 1910. It enables them to recognize basic safety and health hazards in their own workplaces and to effectively assist agency safety and health officers in their inspection and abatement efforts.

The Occupational Safety and Health Administration (OSHA) will present an **OSHA 600** course for the Albuquerque Area Indian Health Service the **week of November 13 through the 17, 2000**. The training will be held in Albuquerque at the Department of Energy training complex <http://www.doeal.gov/qtd/etclist.htm>. We will have space for 45 participants. Keith Cook, Institutional Environmental Health Officer South-Central District, has requested that OSHA gear this class toward Union Stewards and Supervisors. Such a class is required to be presented under OSHA regulations (29CFR1960.55 and 1960.59).

- Next Occupational Safety & Health Committee Meeting:

**September 26, 2000
Conference Room 3-2
10 am—12 noon**

OS&H Committee to update AAO Occupant Emergency Plan

The Albuquerque Area Office Occupational Health & Safety Committee is currently working on updating the building's Occupant Emergency Plan. Many of the participants listed on the current plan either no longer work here within the building or have retired.

late September or early October. The OS&H Committee has set the end of October as a target date to have the Occupant Emergency Plan updated.

Check with your division's committee representative or your supervisor for more information.

A request for volunteers will be sent out to all managers and supervisors sometime during

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Special points of interest:

- OS&H Committee to develop web page
- Volunteers needed to participate in Occupant Emergency Plan
- Basic Fire Safety Information

OS&H Committee currently developing a web page

The Albuquerque Area Office Occupational Safety & Health Committee web page is currently being developed.

The web page will be a great source of safety related information for all of the employees housed within our building here at 5300 Homestead Road.

Eventually, many short self-paced training presentations will be available for download and review.

Feel free to contact Bobby Villines, REHS, Safety Officer, for more information regarding the OS&H web page. He can be reached at ext. 4603 or by email at bvillines@albmail.albuquerque.ih.gov

Basic Fire Safety Information

Fires within the facility demand instant counter-measures. Immediate response ensures the protection of life and property.

prove helpful in the event that an employee must respond to a local fire within their work area.

Although our building is equipped with a sprinkler system, employees could be required to respond to a small fire within their office or department. To do so properly, employees should have some basic knowledge regarding the different types of fire extinguishers. This article provides some basic information that should



“The National Fire Safety Council estimates that most fires occurring in the United States are easily contained with a single fire extinguisher at the time the fire is first discovered.”



Portable Fire Extinguishers

Each extinguisher contains a “letter” rating (A, BC, or ABC) which guides the user to the proper class of fire for that specific extinguisher:

A



Class A Fire – involves ordinary combustible materials (trash, wood or paper)

B



Class B Fire – involves burning liquids (gas, paint, etc.)

C



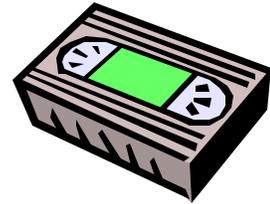
Class C Fire – involves energized electrical equipment

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Safety-related training videos available for AAO staff

The Albuquerque Area Office Occupational Safety & Health Committee has several training videos that may be checked out by AAO staff or departments. Please see the video list below for topics:

1. Safe Use of Compressed Gas Cylinders
2. Confined Space Entry
3. Right to Know - Office Setting
4. Safety & The Supervisor
5. How to Develop an Effective Safety Program
6. Safety Orientation for Housekeeping & Maintenance in Healthcare
7. Electrical Safety (17 Minutes)
8. Electrical Safety for Healthcare
9. Lock Out/Tag Out
10. Basic Electrical Safety in the Workplace
11. Electrical Safety (7 Minutes)
12. Hazard Communication, A Healthy Responsibility
13. Hazard Communication, The Road to Safety
14. Learn From Their Mistakes, HAZCOM Case Histories
15. B-A-C-K, Posture, Mechanics, Exercise



Please contact Bobby Villines, Safety Officer at ext. 4603 to check out a video.

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Recommended checklist for extinguishers in your department

- Make sure that none of your departmental extinguishers are missing, obstructed or obviously damaged.
- Examine the tag information to ensure that the extinguisher has been serviced within the last 12 months. Check the needle inside of the "charge gauge". The white or yellow needle should be straight up pointing into the green zone. Any time the needle is pointing to a red area (recharge or overcharged) please contact the property

manager or one of his staff so they can inspect the extinguisher and provide service as needed.



"If you can't get to the extinguisher, you can't use it. Don't put office furniture in front of the extinguishers located within your department."

Extinguisher operation

Being prepared to evacuate is essential. Fire extinguishers should only be used by trained personnel. Never enter a room that is filled with smoke and never enter a room containing a fire without the assistance of another person.

If you have been trained, if the fire is small and heavy smoke is NOT present, and if you have an open exit behind you, bring the extinguisher within six feet of the fire and follow the P-A-S-S procedure. (Continued on page 4)



INDIAN HEALTH SERVICE

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Occupational Safety & Health Committee
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Remember to always wear your seatbelt!

Please send suggestions for safety-related articles to Bobby Villines, or to your department's Occupational Safety & Health Committee representative.

Committee Members:

Patricia Smith, Nurse Consultant

Patricia Tomhave, Human Resources

Robert Cantrell, Building Manager

Leonore Garcia, Administration

Carlos Cordova, Union Steward, IHS National Programs

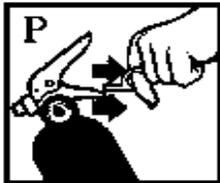
Lillie Yellowhorse, Union Steward, IHS AAO

Tom Fisher, Computer Systems Security

Bobby Villines, Safety Officer

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Extinguisher operation



P Pull the pin located in the extinguisher's handle.



A Aim the nozzle, horn or hose at the base of the fire.



S Squeeze or press the handle.



S Sweep from side to side at the base of the fire until it is out

