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Safety Tips

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Speeding & Time Management

Change the Behavior and Change the Result

Safety professionals and law enforcement officials often warn about the devastating outcomes that can occur as the result of speeding. According to statistics from the Federal Motor Carrier Safety Administration's (FMCSA's) 2008 Traffic Enforcement Violation Detail, the number of Commercial Motor Vehicle (CMV) operator speeding violations during 2008 was 201,642 (or 73 percent) out of a total of 275,215 CMV operator moving violations. As of June 2009, the same report noted the number of CMV operator speeding violations was 87,798 (also 73 percent) out of a total of 121,004 CMV operator moving violations.

Federal and state agencies along with others have developed many approaches to attempt to reduce CMV speeding, including posting reduced speed limits for large vehicles, installing speed governors on vehicles, regulating the use of governors on

vehicles, etc. These attempts to reduce speeding by CMV operators presume to address speeding as a behavior. However, the root behavior may actually be something entirely different.

Speeding is a result of another behavior.

When a collision occurs, a safety professional will conduct a root cause analysis to determine why the collision happened. For instance, a motorcoach may roll over or be involved in a rear-end collision. While there are always many factors to consider, often *speeding* is determined to be a primary cause of many of these CMV collisions. Although speeding may be a primary factor in many collisions, a root cause analysis may reveal that identifying speeding as a collision cause is a step short of determining the real cause.

Often speeding is *not* the behavior but a result of another behavior – *poor time management*. A situation can be created where the operator feels as though he/she needs to speed to get passen-

gers where they need to be on-time before running out of allowable hours of service. If you change the behavior (from poor to good time management), you can change the result (from speeding to not speeding). Poor time management can also lead to other violations, such as driving while fatigued, reckless driving, etc., which are frequently cited as causes of or aggravating circumstances in traffic accidents.

What makes good time management?

Much of good time management comes down to *planning*. Obviously, one cannot plan for all unexpected events that might delay a trip, but proper planning reduces the adverse effects when something unexpected does occur. One method for planning a trip is backwards planning. Backwards planning is a process through which every task required to complete a trip has a plan of action and a corresponding time allotment. The completion of each

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*Speeding**(Continued from page 1)*

time available, start time, and finish time of the trip must be determined.

The following example illustrates how the backwards planning process would work for a short task. The process can be applied to longer, more complex tasks as well

The Process

EXAMPLE:

Mr. Smith needs to drive from home to work. He must be at work by 8:00 a.m. and knows that he must drive 60 miles to get to work. He also knows that after waking up, he has to shave, shower, iron his clothes, get dressed, and feed the dog. In order for Mr. Smith to arrive at work on time, he has to develop a plan. He knows that he can drive 60 mph, which will make his drive time one hour. This brings his time line back from 8:00 a.m. to 7:00 a.m. Mr. Smith estimates that he can iron his clothes, get dressed, and feed the dog in 30 minutes. This brings his time line back to 6:30 a.m. He decides he can shave and shower in approximately 30 minutes as well. This moves his time line back to 6:00 a.m. This moves his time line back to 6:00 a.m. This means that the latest time, and

possibly the optimal time, for Mr. Smith to wake up and/or begin his first task (shave and shower) needs to begin at 6:00 a.m. in order to be at work by 8:00 a.m. without speeding.

Process applied:

1. Identify the end result.

Be at work by 8:00 a.m.

2. Identify the tasks involved and time required.

Drive 60 miles at 60 mph (60 minutes)
Iron clothes, get dressed, and feed dog (30 minutes)

Shave and shower (30 minutes)

3. List tasks from furthest away to closest on a time line.

Arrive at work 8:00 a.m.

Drive to work (8:00 a.m. minus 60 minutes = 7:00 a.m.)

Iron clothes, get dressed, and feed dog (7:00 a.m. minus 30 minutes = 6:30 a.m.)

Shave and shower (6:30 a.m. minus 30 minutes = 6:00 a.m.)

Start time (6:00 a.m.)

While the above example is a very simple application of the backwards planning process, it still can be applied successfully to most work projects or goals, including CMV trips. In fact, backwards planning is a military process used regularly in the planning of military operations.

Educate drivers and dispatchers.

Since speeding is the most common CMV operator moving violation, it is important to identify the behavior that produces it. When *poor time management* proves to be the root cause of speeding, training operators on time management techniques may be a useful tool to help reduce speeding, fatigued and reckless driving, collisions, and other unsafe acts.

Addressing the issue of time management requires educating operators about time management techniques and recognizing the processes specific to each operation. Not all operations are the same, and

there are a variety of tasks that must be completed by an operator based on his/her company's procedures and type of operation. Operators must be aware of the amount of time they will need to spend accomplishing the various tasks during their trip, like inspecting the vehicle, fueling, driving, taking breaks, completing paper work, possible weather delays, etc.

Devote part of your orientation program and/or your operator safety meetings to teach the backwards planning process. Have each attendee follow the above 3-step process to plan a specific CMV trip. Have them list and include in the plan each task the operator must complete during that trip with an accompanying allotted time for each task. Then compare and discuss each person's plan and time line to determine how the process and plans can be improved.

Use these concepts to develop methods to measure operators' trip-planning performance, which will include on-time pick-up and drop-off.



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5 Leadership Qualities to Motivate Others

1. When you give instructions, set clear expectations. Outline the results you expect.
2. People need meaningful work.
3. Provide workers with variety and responsibility to keep them motivated.
4. Listen to the opinions of others.
5. Praise people for their efforts. Include others. Ask workers for their advice.



What Professional Drivers Need to Know About Safe Driving

As a professional driver you face a lot of stress and pressure each day just trying to do your job. Maneuvering through congested highways with aggressive car drivers darting around you can be difficult since all too often everyone is in a rush to get where they are going.

It may make you want to gamble a bit by taking unnecessary risks. But your risk goes up exponentially for each violation you receive. The seriousness of violations is more than monetary, unless you're willing to pay with your life. And we're not just

talking about your life. When you gamble, you are also gambling your family's future and the future of many other innocent parties. Don't take that gamble; it's just not worth the risk.

1. Buckle up! It's your last line of defense
2. Pre-inspect the condition of your vehicle before and check for load securement. Maximize the vision around your vehicle with properly adjusted mirrors; be sure your mirrors are properly set and clean.
3. Get in a safe mindset!

4. Obey speed limits and traffic signs. Excessive speed reduces your ability to avoid a crash, extends your vehicle's stopping distance, and increases the severity of a crash when it occurs. Slow down in bad weather and at construction zones.
5. Maintain a safe following distance. Follow other vehicles at a safe distance. Make sure to constantly check your mirrors.
6. Make only safe and necessary lane changes. Pick a lane and stay in it for as long as possible, lane changes increase the risk of an accident.

7. Focus on your driving and avoid or minimize in vehicle distractions such as cell phone use, changing CDs, eating, or other activities that can remove your attention from the road.
8. Never drive under the influence! Watch out for other motorists whose driving behavior suggests they may have been drinking.
9. Get enough sleep. Sleep deprivation and fatigue can cause lapses in attention, slowed awareness and impaired judgment.

Autumn Leaves Present Driving Hazards

Inside this issue:

- What Professional Drivers Need to Know About Safe Driving **1**
- Autumn Leaves Present Driving Hazard **1**
- Yield for Emergency Vehicles—Next Time It Could Be You **2**

Autumn's leaves are beautiful to see, but when wet or in piles, they present driving hazards unique to the season.

Most motorists know that puddles or standing water can cause loss of control, and they adjust their driving accordingly. But fewer drivers, especially inexperienced ones or drivers new to an

area with heavy foliage, are aware of the dangers of wet leaves.

A single layer of wet leaves can make braking, steering and stopping difficult. This effect is particularly dangerous at intersections and is intensified at downhill stop signs. Acceleration can be affected, too. Fishtailing can

result on leaf-strewn interstate entrance ramps and other areas where hard accelerations may be necessary.

Even when dry, leaves can present a challenge. Piles of leaves can obscure potholes, curbs and street markings and even present a fire hazard should leaves contact a hot muffler or tailpipe.

Yield for Emergency Vehicles—Next Time It Could Be You!

Each year hundreds of people are injured and many are killed in collisions involving emergency response vehicles. Why does this occur? Because motorists do not always take appropriate action when emergency vehicles are on the roadway.

The National Highway Traffic Safety Administration (NHTSA) reminds drivers that in an emergency, minutes can mean the difference between life and death, and critical seconds can be lost if drivers don't make way for emergency vehicles. NHTSA warns all motorists to **take sirens seriously**. Make way for an ambulance, fire truck, police car or other emergency vehicles.

NHTSA advises that you can do some simple things to help emergency personnel reach their destination. Use the letters **S-I-R-E-N** to remember the right way to yield to an emergency vehicle.

S Stay Alert

Drive defensively, keep the noise level down in your vehicle, and look for more than one emergency vehicle approaching when you hear a siren.

I Investigate

Check your rear-view- and side mirrors, scan in front and on both sides of your vehicle, try to estimate the closing speed of the emergency vehicle, and plan your next move.

R React

React quickly, but calmly and safely, and scan in all directions before pulling over. Always use a turn signal when exiting the roadway, and don't slam on the brakes or pull over suddenly.

E Enter

Before re-entering the road, make a visual sweep in all directions, turn on your signal, and gradually merge back into traffic.

N Never

Don't stop at a place that does not have enough room to pull over safely, and never follow or try to outrun an emergency vehicle.

In addition, **at intersections** be alert for pedestrians who may be in the crosswalk or at the edge of the roadway. They may be looking for the emergency vehicle too and may not be aware of your efforts to yield properly.

On the highway, always use your signal so that other drivers know how you intend to exit the road. Look for other vehicles that may have to move across lanes of traffic or yield. Pull as far off the highway as safely as possible and gradually brake to avoid losing control in loose gravel on the shoulder.

Not every emergency response requires or permits sirens, but the next time you encounter such a situation, yield immediately so that the emergency personnel can safely proceed. Remember, it is important to *let them through, because the next time it could be you!*

Motorists should also remember to **practice "shoulder responsibility."**

Several states have enacted "move-over laws" making specific demands of all drivers **when approaching any emergency vehicle that is stopped on the shoulder of the roadside with its lights flashing**. The "move-over laws" have been enacted in the aftermath of growing numbers of police, emergency technicians, firefighters, and other emergency workers being killed during routine traffic stops and crash, fire or other highway

emergency responses around the nation. Fines for violating these laws can range as high as \$1,000 or more in some jurisdictions. If a person is injured or killed because a driver violated a "move-over law," the consequences for the driver can far more severe than just a fine.

Whether there is a "move-over law" in your state or not, you should always be prepared to **practice "shoulder responsibility" by doing the following:**

- In plenty of time, *move over* by doing a *safe* lane change away from the stopped emergency vehicle. Before starting the lane change, check your mirrors and let your signal flash at least four times before starting the lane change.
- Check the side mirror once more and check over your shoulder. Then if it is safe, move one lane away from the emergency vehicle.
- If there is not enough time or enough safe space to do a safe lane change, *slow down promptly*.
- Check your mirrors and use your four-way hazards lights if you feel threatened from behind.
- Brake with a safe amount of firmness so that by the time you reach the emergency vehicle, you have significantly cut your speed.
- Think *for* the officer, the paramedic, the firefighter, the confused crash survivor, or whoever else may be standing or moving around on the edge of the highway. What they are doing can be very demanding and stressful. In addition, they may not notice the presence of your vehicle.
- Give other motorists the space they need if they need to lane change into your lane.



Safety Tips

Workplace Safety

5 Weird Off-the-Job Safety Tips

Tip 1: Rake Leaves, Not Nerves

Here's a nifty little hint for autumn. Placing foam rubber over the handles of rakes - or simply wrapping the handles in foam tape to fatten them - makes them easier to hold and reduces the stress placed on the tendons and median nerve in the palm. The same technique works great with brooms and other handled tools.

Tip 2: Pump Up the Tires

It's a common misconception that keeping less air in tires improves traction in hot weather, on snow or when you're carrying a heavy load. In fact, just the opposite is true.

Under-inflated tires are much more likely to blow out, come off the rims or "hydroplane" on wet roadways. For better handling and mileage, you should inflate tires to the maximum air pressure recommended by the manufacturer.

Tip 3: Paint It Bright

With darkness setting in earlier, it's a good idea to dab spots of fluorescent paint around keyholes and the edges of driveways, stairs and house numbers. This will make them more visible in the dark. Fluorescent tape will have the same effect but it doesn't last as long.

Tip 4: Ditch Damaged Drains

Replace cracked or broken

drain inspection covers to guard against the risk of disease-carrying bacteria being released or carried away by flies. Falling leaves and other debris may also fall through the cracks and block the drain.

Tip 5: Don't Slay the Stinger

For many of us, stinging insects are no longer a problem at this time of year. But if you're stung by a yellow jacket, don't smash it, especially if there's a nest nearby. When destroyed, a yellow jacket's venom sac releases a chemical that incites



other yellow jackets to attack.

Conclusion

Have a safe fall, I mean autumn, everybody.

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Fire Prevention

A fire caused by poor house-keeping, carelessness or failure to follow instructions can destroy your job, your income, and even your life. But the chance of a fire can be reduced if everyone makes an effort to practice daily fire prevention measures.

Follow these fire safety tips:

- Don't allow trash and litter to accumulate unnecessarily.
- Keep the office and shop areas neat and clean.
- Know where fire alarm boxes and extinguishers are located.
- Make sure you know the

different types of fire extinguishers and how to use them; check periodically to see if they are charged and well marked.

- Store hazardous materials in designated areas.
- Keep exits free of obstruc-

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Fire Prevention

(Continued from page 1)

tions.

- Make sure there are good connections and effective grounds in the wiring.
- Smoke only where permitted.
- Keep equipment clean and use it properly.
- Handle flammable liquids with caution.
- Know the proper exits and procedures in case of an emergency.
- If you store hazardous materials

properly, the chances of fire, spills and accidents are greatly reduced. A leaking drum of lacquer thinner can be a fire hazard unless the right precautions are taken. Make sure you know the loading and storage chart so that you don't load noncombustibles in the same area of the terminal.

- Every terminal should have an emergency plan. In case of fire or other emergencies, procedures should outline who is to call the fire department and how the building is to be evacuated.
- When a fire or emergency evacuation does occur, don't panic. Keep

calm and follow instructions. Know the right fire extinguisher for each type of fire.

Following rules is not just the responsibility of the safety supervisor or the terminal manager--it's everyone's responsibility.

It is also important to be aware of arsonists. Keep an eye out for unusually placed flammable, such as oily rags stored in peculiar places. If you watch for "offbeat" actions you may be able to spot the arsonist. Don't take the necessary steps yourself. Tell your supervisor at once.

Fire prevention is everyone's job.

Your Back—Your Body's Foundation

Your back is in motion all day, every day, even when you sleep. It bends when you sit, twists when you turn, lifts when you stand and supports you when you walk. An injured back can be uncomfortable or it can be disabling. By learning a few back injury prevention techniques, you may be able to make your work day safer. But first, let's talk about how your body's foundation is constructed and how you can take care of it.

Your body is supported by stacked bony rings called vertebrae. The vertebrae are separated by soft discs of cartilage which act as cushions or shock absorbers. The discs allow the vertebrae to slide against each other, giving your spine the necessary flexibility for movement. Maintaining the vertebrae in a strong upright column are the various muscles of the abdomen, spine, buttocks and thighs.

Weakened abdominal and back muscles caused by poor posture, lack of conditioning, aging, and excessive weight are the leading causes of back injuries. Of course, there are other causes of back trouble, such as health problems and accidents. But by preventing minor back damage on a daily basis, you may be able

to prevent major back trouble in the long run.

Statistics show that about forty per cent of all absences from work are attributed to back pain. These absences are not confined just to heavy construction workers and laborers. In fact, sitting all day in a chair with little or no movement can contribute to a back injury as well.

Try these suggestions for fewer injuries:

- When you are driving, make sure your back is well-supported and that you use good posture. To prevent back strain, keep the steering wheel close enough that your knees are slightly flexed and higher than your hips.
- Keep your purse as light as possible and carry it in your hand, not on a strap over your shoulder. Frequently shift your briefcase from one side to the other to avoid unnecessary stress on your neck and shoulders.
- When you have to lift an object, always plan ahead. Decide how you are going to pick up the load, carry it and set it down, then check the route for obstructions. Always get assistance if the load is too heavy or too awkward.

- As you lift, position your feet close to the load and squat - don't bend down. Rise to a standing position, using the strong muscles in your legs rather than the weaker ones in your back. Don't twist your body when carrying the load. Lower yourself to a squatting position as you set it down.

- Take several short rest breaks at work by standing up and doing a few minutes of stretching exercises. If your job requires you to stand all day, try placing one foot on a slightly higher surface to relax tight back muscles.

When you sleep at night, curl up on your side and place a pillow between your knees for added support. If you do sleep on your back, place pillows under your bent knees to relieve the strain on your back muscles.

Take responsibility for the safety of your own back by using good posture, reducing the stress in your life and keeping strong and healthy with a weight reduction and exercise program. Maintain a healthy body foundation for a safer work day.

MY BACK

SAFETY PRINCIPLES

Use these principles to avoid a lifetime of back pain!

Make sure you plan the lift. Clear the path. Assess if the load is too heavy. If the load is too heavy, seek assistance.

Your feet should be shoulder width apart. Get a firm footing close to the load.

Be sure to lift smoothly using a suitable lifting technique. Avoid jerking or twisting.

A suitable firm grip should be maintained throughout the lift.

Carry the load close to your body, always move your feet when turning.

Keep your spine aligned with natural curves. Maintain the “S” shaped curve in your back.



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