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<td>Passenger Management on and about Helideck/Heliport Facilities</td>
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*New Safety Memos indicated by shading*
### Rescinded Safety Memos

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MEMORANDUM 07-07

TO:>All Bases
FROM:Industrial Safety Manager
DATE:6-July-2007
SUBJECT:HAND SAFETY (and attachment)

How would your life be affected if you lost a finger? How about if you lost your thumb? Try using any tool effectively without your thumb. What if you lost a hand? Or both hands? Individuals experiencing such accidents may prove to be remarkably successful, however, there are many simple tasks that people with two good hands take for granted that someone with such a disability requires years to master (if at all). What would you do if you lost your hands? Think about it – probably not what you are doing now.

Accidents just don't happen. They are caused by not paying attention and by not thinking of what can go wrong before it goes wrong. How many times A DAY do you do something that could result in an accident to yourself or those around you? Injuries occur every single day, every single hour and probably every minute.

Daily activities are especially prone to hand injuries. There are rough materials to handle, objects to be stacked and stored, tools to be utilized, equipment to be operated, chemicals to be handled. All pose special risks to hand injury. A list of procedures to protect your hands in each and every situation is never ending. Each new advance in technology also advances the opportunities for people to injury their hands.

How do you approach daily tasks? The wrong approach: Just jump into the task without thinking about safety. Imagine you "won't or "can't" hurt yourself. If not today then most likely sooner than later you will get hurt. The smart approach: Before beginning a project, picking up a tool, starting a piece of equipment, think about the accident that CAN and WILL happen unless you make sure that it doesn't.

Apply the "what if" criteria: What if...the razor blade slips? What if...the screw driver slips off this stubborn screw? What if...that pallet of material falls off the fork lift while I am holding this gate open?

Keep your hands in mind. Observe common sense rules. If your coworker seems to be lacking in common sense, remind him/her to put safety first.
HAND SAFETY PROMOTES TARGET ZERO

**Hand Safety Procedures**

Avoid injuring your hands by staying alert and using the proper hand protection such as gloves, tapes, guards, barrier creams, and clean personal hygiene. Make the following procedures a habit.

**Cuts and Punctures**

1. Store tools so that cutting edges are protected. Do not operate tools unless all guards are operable and in place.
2. Always disconnect the power source before changing blades, knives, bits or other sharp accessories.
3. Keep all cutting edges sharp to avoid kickbacks, slips and tool breakage.
4. Be alert for cuts and punctures from pointed tools, wires, nails, steel and masonry chips, wood splinters.

**Crushing and Smashing**

1. Always lockout all power sources and test them inoperable before working on any mechanical equipment.
2. Avoid pinch points when handling all materials.
3. Never place fingers or hands through moveable equipment openings.

**Chemical Injuries and Burns**

1. Never attempt to use or handle any chemical until you have reviewed its corresponding material safety data sheet, which will identify the dangers and PPE requirements. Burns commonly occur from contact with hot steel and equipment parts, open flame and chemicals.
MEMORANDUM 07-07

TO: All Bases
FROM: Assistant Director
DATE: 2-July-2007
SUBJECT: HEAT ALERT (and attachment)

It is that time of year again when we need to be reminded of the dangerous working conditions that exist during the summer heat and be reminded how to work safely. Practical steps that should be taken are as follows:

- Perform the heaviest work during the coolest part of the day.
- Build up tolerance to the heat and the work activity slowly. This usually takes about 2 weeks.
- Use the buddy system, with people working in pairs.
- Drink plenty of cool water, about a cup every 15 to 20 minutes.
- Wear light, loose-fitting, breathable clothing, such as cotton.
- Take frequent, short breaks in cool, shaded areas to allow the body to cool down.
- Avoid eating large meals before working in hot environments.
- Avoid alcohol or beverages with caffeine. These make the body lose water and increase the risk for heat illnesses.

There are also individual factors that need to be considered that might put you at a heightened risk.

- If you take certain medications, check with your health-care provider or pharmacist to see if any of these medicines could affect you when working in hot environments.
- If you have had a previous heat-induced illness.
- If wearing personal protective equipment, i.e., a respirator or protective suit.

If before realizing it, you or your co-worker becomes overcome by the heat, follow the steps outlined on the attached cards from OSHA for quick reference. A second card is translated for individuals more comfortable with Spanish. Please post in various places around the work areas and see that everyone gets a copy. These cards list the symptoms of heat exhaustion and heat stroke separately.
Protect Yourself

Heat Stress

When the body is unable to cool itself by sweating, several heat-induced illnesses such as heat stress or heat exhaustion and the more severe heat stroke can occur, and can result in death.

Factors Leading to Heat Stress
High temperature and humidity; direct sun or heat; limited air movement; physical exertion; poor physical condition; some medicines; and inadequate tolerance for hot workplaces.

Symptoms of Heat Exhaustion
- Headaches, dizziness, lightheadedness or fainting.
- Weakness and moist skin.
- Mood changes such as irritability or confusion.
- Upset stomach or vomiting.

Symptoms of Heat Stroke
- Dry, hot skin with no sweating.
- Mental confusion or losing consciousness.
- Seizures or convulsions.

Preventing Heat Stress
- Know signs/symptoms of heat-related illnesses; monitor yourself and coworkers.
- Block out direct sun or other heat sources.
- Use cooling fans/air-conditioning; rest regularly.
- Drink lots of water; about 1 cup every 15 minutes.
- Wear lightweight, light colored, loose-fitting clothes.
- Avoid alcohol, caffeinated drinks, or heavy meals.

What to Do for Heat-Related Illness
- Call 911 (or local emergency number) at once.
While waiting for help to arrive:
- Move the worker to a cool, shaded area.
- Loosen or remove heavy clothing.
- Provide cool drinking water.
- Fan and mist the person with water.

For more complete information:
OSHA Occupational Safety and Health Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA

OSHA DATOS RÁPIDOS

Protéjase del Estrés por calor

Cuando el cuerpo no puede bajar su temperatura mediante el sudor, pueden ocurrir varias enfermedades debido al calor, tales como estrés o agotamiento por calor e insolación o golpe de calor, las cuales pueden resultar en la muerte.

Factores que llevan al estrés por calor
Alta temperatura y humedad, calor o sol directo, movimiento limitado de aire, esfuerzo físico, pobre condición física, algunas medicinas y tolerancia inadecuada para lugares de trabajo calurosos.

Síntomas de agotamiento por calor
- Dolores de cabeza, mareos, vértigo o desmayo.
- Debilidad y piel húmeda.
- Cambios de humor como irritabilidad o confusión.
- Náuseas o vómitos.

Síntomas de insolación
- Piel seca y caliente sin sudor.
- Confusión mental o pérdida de conocimiento.
- Convulsiones o ataques.

Evita el estrés por calor
- Conozca las señales y los síntomas de las enfermedades relacionadas al calor; obsérvese a sí mismo y a sus colegas.
- Bloquee el sol directo u otras fuentes de calor.
- Utilice ventiladores (abanicos) o aire acondicionado; descansar con regularidad.
- Beba mucha agua, como 1 taza cada 15 minutos.
- Vístase con ropa ligera, de colores claros y no ajustada.
- Evite el alcohol, bebidas con cafeína o comidas pesadas.

Qué hacer en caso de enfermedades relacionadas al calor
- Llame al 911 (o otro número local para emergencias) inmediatamente.

Mientras espera por ayuda:
- Mueva a la persona a un lugar fresco y sombreado.
- Suétele o quitele la ropa pesada.
- Ofrezcale agua fresca para beber.
- Abanique y rocie con agua a la persona.

Para información más completa:
OSHA Administración de Seguridad y Salud Ocupacional
Departamento del Trabajo de EE.UU.
www.osha.gov (800) 321-OSHA
MEMORANDUM 07-06

TO: All Bases
FROM: Director
DATE: 28-June-2007

SUBJECT: HELICOPTER RAPID REFUELING PROCEDURES

Effective immediately, the following procedures will be in effect when refueling all Air Logistics aircraft:

1. Passengers will not board or disembark during helicopter rapid refueling operations, nor should cargo be loaded or unloaded.

2. Pilots will insure that appropriate electrical/electronic equipment is placed in standby-off position, to preclude the possibility of electrical discharge or other fire hazard [i.e., weather radar is on standby and no radio transmissions are made (keying of the mike)].

3. For the safety of refueling personal, NEVER attempt to shut down or start up the aircraft during the refueling operation.
MEMORANDUM 07-04

TO: All Bases
FROM: Industrial Safety Manager
DATE: 17-April-2007
SUBJECT: F.O.D. ALERT

Don’t let this happen to you!
The pilot had his door open while the aircraft was running. After emptying a plastic food bag brought on the aircraft, the plastic bag flew out the door and was ingested into the #2 engine of the aircraft. Cost so far:

\[
1 \text{ plastic bag} + \text{wind} >$51,040.24 \]

Who pays for this? – Everybody!

One Problem Area – Housekeeping: Some preventive measures include:

- Maintenance and operational areas must remain clean.
- Incorporate “clean as you go” as a required work ethic to prevent debris from migrating into flight hardware.
- Ensure that all production, maintenance, and test areas meet “good housekeeping” standards that enhance foreign object elimination.
- Assure that taxiways, runways, and flight decks are free of foreign objects that may cause damage.
- Ensure that grounds, surfaces, and ground support equipment are operated and maintained free of foreign objects that could cause damage if ingested by the aircraft.
- Establish and maintain safe taxi distances between aircraft to minimize the danger of debris being moved by the rotor wash.
SAFETY MEMO
Please post on the Safety Bulletin Board until Rescinded

MEMORANDUM 07-03

TO: All Bases
FROM: Industrial Safety Manager
DATE: 16-February-2007

SUBJECT: LIGHT BULB SAFETY TO PREVENT FIRE HAZARD

If the wattage of an incandescent light bulb installed in a light fixture is higher than the recommended wattage, it could overheat and become FIRE HAZARD. Especially in our living quarters, this oversight has been found to exist.

Please observe the following simple rules when installing light bulbs:

- NEVER install a bulb that exceeds the maximum wattage allowable for that light fixtures.
- Look for a sticker on the fixture that will indicate the proper wattage.
- Make sure bulbs are the correct shape and size for fixtures.

Post the attached signs above light fixtures in all living quarters as a reminder.

Always Observe Safety Rules
MEMORANDUM 07-01

TO: All Bases
FROM: Industrial Safety Manager
DATE: 7-February-2007

SUBJECT: STAIR SAFETY

Please observe the following simple rules of stair safety to avoid falls when ascending or descending stairs:

1. Always use handrails for balance and support in case you trip.
2. Walk, don't run, on stairs.
3. Make sure you can see your feet when carrying a load up or down stairs, to avoid any trip hazards.
4. Find help when carrying a heavy load that hampers your ability to safely ascend or descend stairway.
5. Maintain good housekeeping around stairways and keep stairways free of obstacles and fall hazards.
6. Immediately clean up spilled liquids.
7. Make sure stairs are properly illuminated when descending or ascending.
8. Immediately report any hazards you find to your manager to ensure quick elimination of any possible hazards (i.e., broken flooring, loose stair treads).

Step up to Safety
SAFETY MEMO
RESCINDS

MEMORANDUM

TO: All Bases
FROM: Flight Quality Officer
DATE: 18 July 2007
SUBJECT: SAFETY MEMO RESCINDS

Please rescind the following Safety Memos and remove them from the Safety Memo Binder (Volume 12 of the Base Library) and discard along with this Rescind Memo. Record the Safety Memo numbers and rescind date on your Rescinded Safety Memos register in the front of the Safety Memos Binder.

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<td>This information has been incorporated in Chapter 7 of the recently revised Fuel Handling &amp; Storage Manual</td>
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