

THE PORCELAIN PRESS

November 2011 - Weeks 1 & 2

Special Points of Interest:

Update your emergency contact information. Please be sure the Communications Center has the most up to date contact information for you including the names and numbers of those who should be contacted in the event of an emergency. This is a critical step to take to ensure that the right people are notified in a timely manner. You can update your information on line, go to the Accounting Department website and click on the link for Employee Self Service on the right side of the page.

No Fall ES&H Fair

The ES&H Section has decided to cancel the Fall Fair due to the construction in the Atirum. Look for us in the Spring when we host our annual Earth Day Fair!

Space Heater Safety

With the return of cold weather, many folks at Fermilab will seek the supplemental warmth of an electric space heater. Because these devices use electricity and generate heat, we need to think about their potential to produce electric shocks and fires. These hazards can be controlled by selecting the best heater for the situation and applying good practices. Get a safe space heater. Check for listing by Underwriters Laboratories (UL) or third-party certification ("FM" or "ETL"). Choose heaters that operate at lower temperatures, such as those manufactured with ceramic elements. Heaters are required to have a tip-over switch and a maximum temperature switch if they are used at Fermilab. A good choice is the 1,500 W ceramic heater available through Fermilab's Stock Room (#2800-100000). Follow manufacturer recommendations. Everything you need to know about safe operation of the heater is written in the instructions. Key precautions are often summarized on equipment labels, such as:



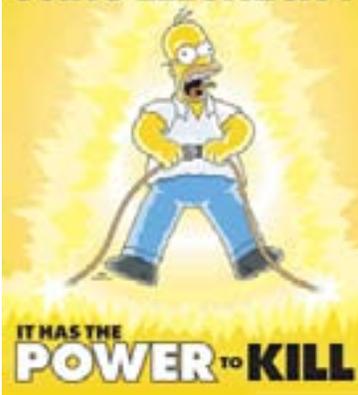
- Place the heater in plain sight
- Avoid use near water
- Keep combustible materials away
- Turn off heater when not in use
- Do not use with an extension cord
- Watch for frayed cords or loose parts

If possible, try to avoid using electric space heaters. We are concerned about saving electricity, but more so, we are concerned about your safety. If your work area is too cold, contact your supervisor or building manager to see if the HVAC can be adjusted.

Extension Cords and Power Strips

Remember, if you use a space heater, it needs to be plugged directly into the wall outlet. Do not use an extension cord or power strip with appliances like space heaters, microwaves or refrigerators. The overuse or improper use of extension cords and power strips is the most common electrical safety issue noted here at the laboratory. If you have questions in your specific work area, please work with your supervisor and safety officer to review your appliance use and office layout. At home it is just as important not to overload circuits. Plugging too many portable cooking items into one circuit may cause the circuit to become overloaded and trip. Remember this when you are doing your Holiday decorating!

TAKE CARE WHEN USING ELECTRICITY



Electrical Safety at Home

It's easy to practice electrical safety. Remember that electricity always takes the shortest way to the ground. It will go through wire, metal, wet objects... or you. Wires run around, through and over our houses. And each year thousands are injured in electricity-related accidents.

Here are some indoor safety tips:

- Use only appliances and equipment approved by Underwriters Laboratories or other recognized testing laboratories.
- Unplug appliances before you clean them and when they are not in use.
- Keep electrical cords out of the reach of children.
- Don't overload electrical outlets.
- Never unplug or carry anything by its cord.
- Don't run cords under carpets or furniture; the cords can overheat and or become frayed.