

# City Safe

*September and  
November  
2001*

A guide to assist in  
training employees About:

*Number 1*

**SPECIAL EVENTS...**

**SPECIAL PRECAUTIONS**



*provided by:*

Kansas Municipal Insurance Trust

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# *Special Events... Special Precautions*

## ***Meeting Objective:***

To understand the different types of, and appropriate responses to, injuries that are likely to occur on the job when employees are assisting with special events, i.e. fireworks displays, community picnics, Christmas tree lightings, and parades.

## ***Suggested Materials to Have on Hand:***

- First-Aid Kit
- Names and numbers of emergency contact people
- List of procedures for dealing with emergencies

## ***Introduction:***

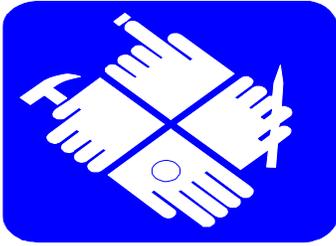
When organizations host special events, the likelihood of employees being injured increases. Oftentimes, both employers and employees overlook the necessary precautions to ensure worker safety during these times. As the end of summer and the beginning of the holiday season approach, the number of special events functions increases which makes a lesson that focuses on the potential hazards in the work environment important.

Special events increase worker injuries for several reasons. On one hand, many employers do not provide specialized training for these events. On the other hand, it is common for workers to underestimate the necessary amount of preventative measures to take. These two factors come together to create an environment where the potential for accidents is higher than normal.

The most common workplace injuries surrounding special events and proper response are the focus of this issue of Teach Tools.

## ***General Hazards:***

- Eye injuries
- Traumatic injuries (i.e., punctures, broken bones, and amputations)
- Burns
- Bleeding
- Sprains
- Falls



## ***OSHA Regulations–***

***OSHA has a first-aid regulation, Section 1910.266, which became effective February 9, 1995, that requires employers to provide and maintain first-aid kits. This regulation also specifies the minimum content requirements for first-aid kits. Also, Section 1910.151, requires that if the workplace is not close to an infirmary, clinic, or hospital, there must be a person or persons trained in first aid on the premises, as well as first aid supplies. Eye washes and showers must be provided if there's a danger of exposure to corrosive materials.***

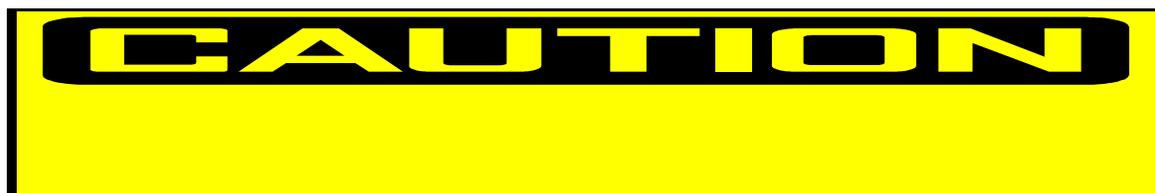
### ***Protection Against Hazards***

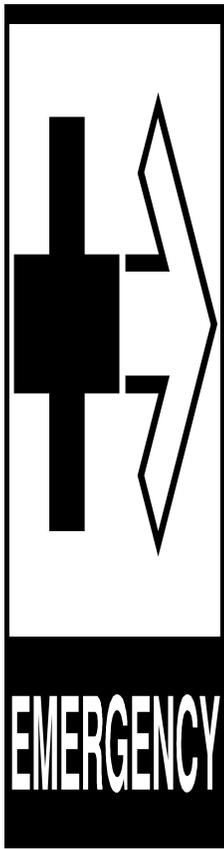
Oftentimes, many cities and public entities do not provide additional employee training for special events; therefore, preventing worker injuries requires employees to exercise extra precautions. In particular, employees must pay greater attention to the areas where special events take place. By simply being aware of one's surroundings, the likelihood of injury decreases substantially. In order to minimize the number and severity of special events injuries, there are several steps that employees should take:

- Visit the event site at least once before the event
- Wear clothing appropriate for the activity, i.e. if you're working with fireworks, wear clothes that will not easily catch fire or if your organization is hosting a Christmas tree lighting, make sure that you are dressed warmly
- Have emergency personnel on the premises, i.e. EMT and the fire department
- Seek advice from others in organizations that have hosted similar events to find out if the likelihood of certain occurrences/injuries increases with the type of function

In the event that there is an injury, there is a sequence of events that can help you respond quickly and properly.

- Bring help to the victim; don't bring the victim to help.
- Do not move an injured person unless it's necessary to save his or her life.
- Check to see if the victim is breathing.
- Know where the first-aid kits are kept.
- If you're not sure what to do, make a phone call for professional help and wait.





Each type of injury has a different response.

*Eye Injuries--*

- If chemicals were splashed in the eye, flush with water for at least 15 minutes. Then close the eyes, cover them with a clean cloth, and get medical help.
- If an object is stuck in the eye, keep the person calm until medical help arrives. Do not try to remove the object.

*Traumatic Injuries--*

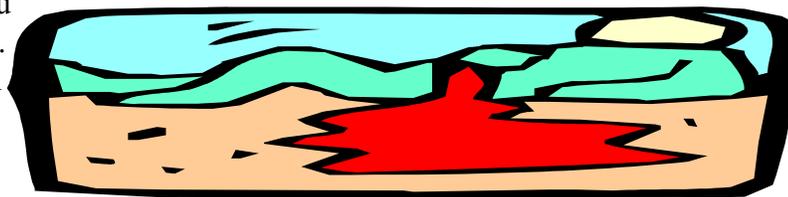
- ***Punctures wounds*** should be assessed to determine whether to seek medical help. If the wound occurs to the head, eyes, neck, throat or abdomen, you should seek emergency medical treatment. Puncture wounds close quickly, so it is important to cleanse them immediately. Wash the wound with mild soap, warm water and a washcloth for fifteen minutes after the injury. After cleansing the wound, apply antibiotic ointment to the wound, and cover it with a bandage. Be particularly careful if the wound is near a joint, or on the bottom of the feet -- if you have difficulty walking due to the pain, you should see a health care professional. Similarly, if the object is dirty, especially if it is from the outdoors, a barn, or a beach, seek medical care immediately.
- Do not move a person who may have ***broken bones*** unless it is absolutely necessary.
- If a limb is ***amputated***, place the limb in a plastic bag with ice and rush to hospital with victim; but do not completely submerge the limb because the effect will be the same as frostbite.

*Burns--*

- Treat ***chemical burns*** by flushing the burned part of the skin with water for 15 minutes and remove contaminated clothing.
- Treat ***first-degree burns*** (the skin is red) and ***second-degree burns*** (the skin is red and there are blisters) by flushing the area with cool water and wrapping with sterile dressing.
- Do not attempt to treat ***third-degree burns*** (the skin is destroyed, and there is charring). Seek immediate medical attention! Do Not: remove clothing that is stuck to a burn; use ice, lotion or ointment on a burn; or rub the body.

*Bleeding--*

- If someone is bleeding heavily, you want to stop the flow until medical help arrives. apply pressure on the wound with your hand and depending on the the bleeding, elevate the wounded blood flow. For even more apply pressure to pressure points (main veins) nearest the injury. Do not use unless the bleeding will not stop or the person is dying.



want to stop  
To do this,  
a cloth or  
seriousness of  
to decrease  
serious cuts,  
a tourniquet

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Sprains—

- Apply cold compresses to reduce pain and swelling and avoid putting weight and/or pressure on that part of the body.

Falls--

- Check the victim for breaks and sprains. If a bone is broken, do not move the victim and seek medical attention immediately. If the victim has sustained a sprain, apply cold compresses to reduce pain and swelling and avoid putting weight and/or pressure on that part of the body.
- If the victim hits his head during the fall, advise him to seek medical attention if they become drowsy or experience excessive swelling.

“Slips, trips, and falls constitute the majority of general industry accidents. They cause 15% of all accidental deaths, and are second only to motor vehicles as a cause of fatalities. The OSHA standards for walking and working surfaces apply to all permanent places of employment, except where only domestic, mining, or agricultural work is performed”.

Wrap-Up

It is impossible to avoid each and every risk; however, it is possible to reduce the number of accidents and injuries through exercising extra precaution and being aware of one’s work area. Evenso, it is also important to know the appropriate the responses to potential injuries.

*Suggested Discussion Questions:*

1. What are the steps/procedures to take if there is an accident?
2. Where will first aid supplies be kept? Fire extinguishers?
3. What are some of the obvious hazards that we will be working with?
4. What types of emergencies might occur during our event?



**“Since 1970, the Occupational Safety and Health Administration (OSHA) has been working to save lives and prevent injuries and illnesses in American workplaces. Over the past 26 years, the workplace death rate has been cut in half. Still, about 17 Americans dies everyday on the job.”**

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5. How do you treat chemical burns? Other burns?
  6. How should broken and amputated limbs be treated?

### Checklist

- ☐ Visit the site where the special event will be held at least once before the event
- ☐ Wear the appropriate clothes for the activity
- ☐ Know your organization's emergency response procedures
- ☐ Have emergency personnel and/or first aid immediately available and know their location
- ☐ Do not move seriously injured victims unless absolutely necessary
- ☐ Know which response is appropriate for each injury

### Resources

- ∅ For additional information on OSHA (Occupational Safety Health Administration) standards, please consult: <http://www.osha.gov/>.
- ∅ For helpful hints and insight into workplace safety, visit <http://www.nsc.org/>.
- ∅ For information regarding responding to worker injuries, please contact your local red cross: <http://www.redcross.org/>.



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## ***Did You Know?***

- From 1980-1992, more than 77,000 workers died as a result of work-related injuries. This means that an average of 16 workers die each day from work-related injuries, and more than 17,000 are injured. The cost of work-related injuries and fatalities is estimated to be greater than \$121 billion annually.
- In 1994, 6.3 million workers suffered nonfatal occupational injuries that resulted in lost work time or medical treatment.

## ***Quick Facts...***

### **What law creates workers' rights?**

- The Occupational Safety and Health Act of 1970 requires employers to provide workplaces free from recognized hazards. The agency was created by Congress to help protect workers by setting and enforcing workplace safety and health standards and by providing safety and health information, training and assistance to workers and employers.

### **What is an OSHA (Occupational Safety and Health Administration Act) standard?**

- OSHA standards limit the amount of hazardous chemicals workers can be exposed to, require the use of certain safety practices and equipment, and require employers to monitor hazards and maintain records of workplace injuries and illnesses. Employers can be cited and fined if they do not comply with OSHA standards. It is possible for an employer to be cited under OSHA's General Duty Clause, even if a recognized hazard is not covered by a specific OSHA standard.

### **What are employers' responsibilities?**

- The Occupational Safety and Health Act requires employers to provide a safe and healthful workplace free of recognized hazards and to follow OSHA standards. Employers' responsibilities also include providing training, medical examinations and record keeping.

***For more information:***  
***<http://www.osha.gov/as/opa/worker/index.html>***

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*City Safe is a publication of the League of Kansas Municipalities and the Kansas Municipal Insurance Trust for the purposes of educating and informing cities about loss control methods and risk management. If you have any questions concerning KMIT, workers' compensation, or risk management that you would like to see answered in this newsletter, please direct those inquiries to:*

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Provided by:  
Kansas Municipal Insurance Trust

***A Note from the Editor...***

Hopefully, you have enjoyed this first issue of ***City Safe!*** This publication is replacing ***Teach Tools*** and will be issued bi-monthly. You will continue to enjoy insightful information on how to make your city a safer working environment. In addition to always providing you with information that can be taken directly from the desktop to safety meetings and training sessions, you will find statistics and other pieces of information that will serve as reminders of the importance of workplace safety. Please do not hesitate to contact me with comments or suggestions about topics you would like to see covered in ***City Safe***. Thank you for taking the time to read this issue of ***City Safe***, and I look forward to addressing your other worker safety concerns!!

Sincerely,  
Mylena Sutton

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