

# SAFETY ZONE NEWS

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## Working together gets it done.

Everyone knows how it feels when you work without direction and without a plan. Everyone seems to be going in different directions and you're hardly making any production.

This is why planning and teamwork is important.

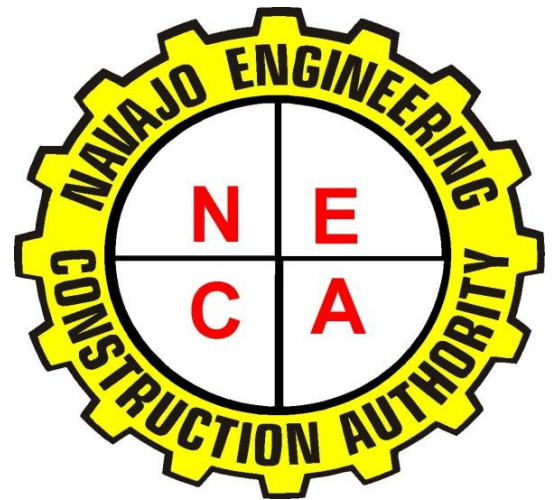
Good crews have a plan that they understand and they have a goal to mind. Whether it is a short term goal for the day or a long term goal which may take weeks to complete. Everyone understands their part, their assignment and how to get it done. Week after week, these crews get their production and they

also have little to no incidents. If you look at these crews, you see good planning, training and communication. Everyone knows what is expected of them and they do their part. The less planning, the more surprises. Good planning also cuts down on the surprises which will also cut

down on the potential for incidents.

Keep up the good work, keep working together and keep looking out for each other.

Be Aware  
Be Safe  
Be Productive



## What to Look For

Due to the rise in COVID-19 cases on the Navajo Nation, NECA safety training is on hold. Hopefully we will resume classes in January 2021, if not sooner.

In the meantime, practice safe distancing of one NECA truck width or more, wash your hands frequently and wear your face mask while on duty. Think Safe and Be Safe.

HAPPY  
THANKSGIVING and  
MERRY CHRISTMAS

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## NECA has worked 48 days without a Lost Time Injury

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### Help Keep Drugs & Alcohol from Entering the Workplace

Navajo Nation Code bars the transportation, sale, and consumption of alcoholic beverages and illegal drugs on the Navajo Reservation. **The NECA Employee Handbook and Safety Policy both *prohibit the use, transfer, possession, sale, purchase or being under the influence of alcoholic beverages, illegal drugs or other intoxicants at any time on Authority premises or while on duty.*** Despite these regulations and policies, drug and alcohol abuse continue to remain a significant safety issue.

Drug and alcohol impairment can hinder employee judgment and motor skills. These effects can result in near misses, accidents, injuries and property damage. Accidents may injure employees, coworkers, contractors, and members of the public. Drug and alcohol impairments can also result in poor performance, workplace mistakes, reduced production and poor morale.

Safety is a full-time job. It doesn't start when you come to work, nor does it end when you leave work. You may think that the jobsite is the most dangerous part of an employee's day, but maybe it's not. Keeping employees safe on the job won't do you much good if drug and alcohol abuse are occurring at home. What happens at home, doesn't always stay at home. Most supervisors think "*On-site safety is my job, so why should I worry about home safety for my employees?*" But by sending them home with tips and reminders about drug and alcohol abuse, injuries, hydration, PPE and the importance of proper rest and sleep, you're helping to make sure they stay safe at all times.

Supervisors are required to recognize and report the risks and abuse of drugs and alcohol in their workplace. OSHA requires employers to provide employees a place of employment that is free from recognized hazards. Discourage workers from covering or hiding the abuse of alcohol and illegal drugs that occur on their worksites. It is NECA Policy to report all incidents immediately, this includes drug and alcohol use. Every employee of NECA is subject to Reasonable Suspicion testing. Reasonable Suspicion training is available. Get your employees trained to recognize the signs and symptoms of drug and alcohol abuse. Only when we report, inspect our worksites and look out for one another can we stop drugs and alcohol from effecting our Safety and Production.



## From OSHA – OSHA Worker Rights and Protections

### Know Your Rights

Federal law entitles you to a safe workplace. Your employer must keep your workplace free of known health and safety hazards. You have the right to speak up about hazards **without fear of retaliation**. You also have the right to:

- Receive workplace safety and health training in a language you understand
- Work on machines that are safe
- Receive required safety equipment, such as gloves or a harness and lifeline for falls
- Be protected from toxic chemicals
- Request an OSHA inspection, and speak to the inspector
- Report an injury or illness, and get copies of your medical records
- Review records of work-related injuries and illnesses
- See results of tests taken to find workplace hazards

### When to File a Complaint

- **Safety and Health Complaint**

If you believe working conditions are unsafe or unhealthful, you may file a confidential complaint with OSHA and ask for an inspection. If possible, tell your employer about your concerns.

- **Protection from Retaliation**

It is illegal for an employer to fire, demote, transfer or otherwise retaliate against a worker who complains to OSHA and uses their legal rights. If you believe you have been retaliated against in any way, file a whistleblower complaint within 30 days of the alleged retaliation.

### Contact OSHA

To discuss a health and safety issue at work, contact OSHA toll-free at 1-800-321-6742 (OSHA) or by email, or contact your nearest OSHA office. Navajo Nation OSHA can be contacted at (928) 871-6742 (OSHA). Your information will be kept confidential.



Wear your masks



## SAFE MAN-HOUR AWARDS

NECA would like to recognize the following work crews. These crews have reached their goal of Safe Man-hours worked during the month of November.

Each member of these work crews will be receiving a Safety Award as a token of appreciation for working safe.

Thank you for working safe.

Mechanic Shop  
Jermaine Paul



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**Www.Navajo.Net**



## Stay Vigilant! Keep Protecting Yourself and Others

You've heard it time and time again from your supervisors, distributed NECA memos, CDC and OSHA coronavirus posters, your favorite TV stations and even from our Navajo Nation President Jonathan Nez via his radio addresses and Facebook posts.

### STAY HOME, STAY SAFE, SAVE LIVES!

Now is not the time to become complacent during this second wave of Covid-19.

**Remember how it's spreads.** Covid-19 spreads through respiratory droplets produced when an infected person coughs, sneezes, breathes, or talks.

**Watch for symptoms.** Symptoms may appear 2-14 days after exposure to the virus. Look for fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and diarrhea.

**Wash your hands often** with soap and water for at least 20 seconds. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.

**Avoid close contact** with people who are sick. Maintain 6 feet of distance between yourself and people who don't live in your household.

**Cover your mouth "and" nose with a mask** when around others. Wear a mask or face covering in public settings, especially when social distancing measures are difficult to maintain.

Here are a few additional recommendations to help get you through this second wave of Covid-19 as you stay-at-home.

1. **Exercise** is good for the mind and body. It is recommended to get at least 150 minutes of moderate aerobic activity. Try taking a daily walk or go for a run. It costs nothing.
2. **Use a Humidifier.** Airborne particles are smaller in dry air and low humidity. Increasing humidity makes infectious particles both bigger and heavier, causing them to drop from the air and land on surfaces to be disinfected and destroyed rather than being inhaled.
3. **Upgrade to HEPA filters.** When used along with other best practices recommended by the CDC, HEPA filtration can be a good part of your plan to help protect yourself and your family.
4. **Buy a houseplant.** NASA bestowed almost mystical powers to houseplants believed to remove indoor pollutants. Other studies found houseplants aren't such great air-purifiers. But either way, houseplants remain a powerful link to the outdoors, especially during winter months. A feel-good psychological immune boost should never be underestimated.
5. **Pantry items.** Make a list. Coffee, canned goods, broth for soup, etc. Remember, you're stocking the pantry, not hoarding.
6. **Use Pine-Sol** multi-surface cleaner if disinfectants are not available. Laboratory testing proved the cleaner's effectiveness against the virus on hard, nonporous surfaces.
7. **Get a Flu shot.** Getting a flu vaccine is more important than ever. While a flu shot will not protect against Covid-19, it can save healthcare resources for the care of patients with Covid-19. Healthcare systems can be overwhelmed treating both patients with the Flu and patients with Covid-19.