

Farm Calendar

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 Colerain Grange, hosts.
Wednesday, March 20
 10:00 a.m. - 4 p.m. - Annual NEPCO Turkey Conference, Sheraton Inn, Gettysburg, Pa.
 Penn State Feed Industry Conference, Host Motor Inn, Harrisburg.
 7:30 p.m. - Loganville 4-H Club meeting, Springfield Twp. Building, Loganville.
 7:30 p.m. - Stewartstown 4-H Club meeting, Stewartstown Elementary School.
 8:00 p.m. - Film - "Do You

Speak Agriculture", vo-ag room, Kutztown High School.

Thursday, March 21
 7:00 p.m. - Hanover 4-H Club meeting, Pleasant Hill Fire Hall, Hanover.
 7:30 p.m. - Film, "Do You Speak Agriculture", Upper Bucks County Area Vo-Tech School, Star Rte., Perkasie, Pa.
 7:30 p.m. - Poultry Education meeting, Farm and Home Center, Saddle Cinches 4-H Club meeting at the home of Barb Helm.
Friday, March 22
 6:30 p.m. - Swine Association Banquet, Blue Ball Fire Hall.

How Safe Are You in Your Office?

The office is becoming an obstacle course cluttered with hazards to life, limb and peace of mind.

While comparatively few people die of injuries suffered in office accidents, the rate of injury and loss of man-hours are high enough to cause concern to management as well as safety experts.

The Department of Safety and Research of the Combined Insurance Company of America reported that while about 400 people die as a result of office mishaps in the United States every year, thousands are injured when they trip over open file cabinet drawers and electric wires, fall off their chairs, slip on paper clips and coffee slopped from the 11 a.m. coffee-break cart and catch hair or jewelry in moving parts of typewriters.

Heads are cracked on file

drawers thoughtlessly left open, fingers are smashed in desk drawers and burns are suffered from coffee spills and mishandled cigarettes.

Most of the office accidents result from carelessness, Combined's research showed, while an alarming number are caused by poor housekeeping. Just about all could be prevented, according to the safety experts, with a little thoughtfulness and a lot more tidiness.

A total of 46.5 per cent of all job-related accidents occur in offices, says a Prentice-Hall personnel-labor relations report, while only 36.4 per cent involve blue-collar workers. Automation has eliminated much of the danger in heavy industrial jobs, Prentice-Hall said, but when it comes to the white-collar areas of the world of work, job safety and health are too rarely considered.

Saturday, March 23
 8:00 a.m. - York County 4-H Teen Leader Breakfast, Fireside Restaurant, Whiteford Rd., York.

The company's study of its own offices has found that falls are the greatest single cause of disabling accidents. The falls occur most often in

hallways and work areas when employees run, slip or trip over wires, desk drawers, file cabinet drawers and other objects. The National Safety Council reports that many falls occur on stairs and escalators and at elevator entrances.

A spokesman for the Medical Department of American Airlines reported that falls from chairs are a special hazard among that organization's deskbound personnel. Many workers, particularly stenographers and secretaries, have a habit of sitting on the edges of their chairs, he said.

"The first thing they know," he observed, "the chairs slip out from under them and they land on the floor, often sustaining back injuries."

The safety office of the NASA Lewis Research Center estimated that injuries to office workers—fingers cut on paper and smashed in file cabinets, falls in halls with resultant wrenched backs and sprained ankles, and walking into doors—

accounted for more than 15 per cent of all the accidents at that installation.

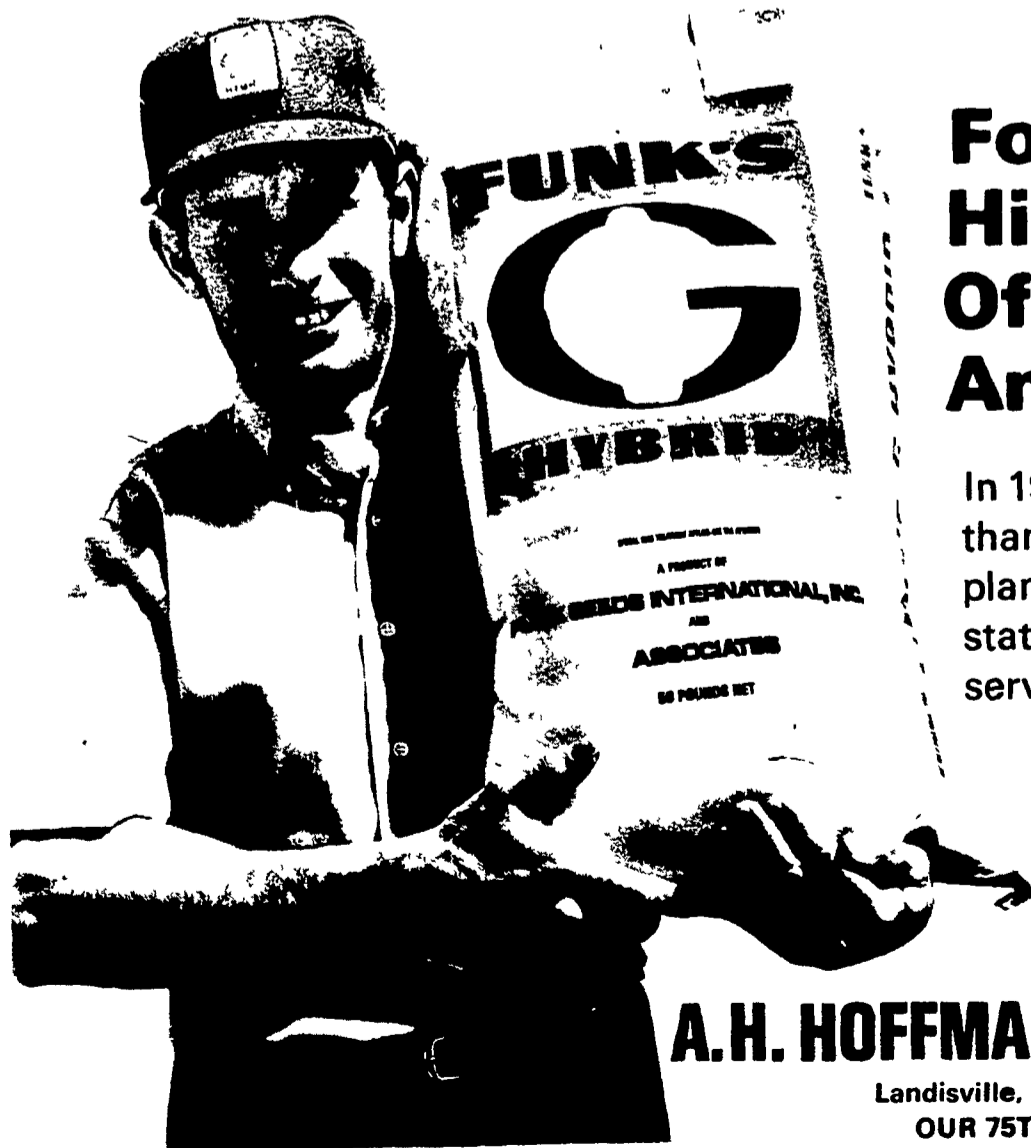
What can be done about accidents in the office? Quite a bit, if the workers are willing, according to Combined's researchers.

Here are some other rules recommended by Combined's Department of Safety and Research:

1. Follow the same good housekeeping practices at work that you do at home. Cleanliness and orderliness should be the rule of life.
2. Always think of the other person as well as of yourself. Work as defensively as you drive in the interest of safety.
3. Keep desk drawers closed except when they must be used. And keep an eye on file drawers to make sure they are closed. Always be on the lookout for a potential hazard.
4. If you spill something, clean it up or arrange to have it mopped up.
5. Take care to pick up all clutter even something as small as a paper clip, which can cause a nasty fall.
6. Walk, do not run, as you pursue your daily rounds in the office, and stop, look and listen as carefully as you can.

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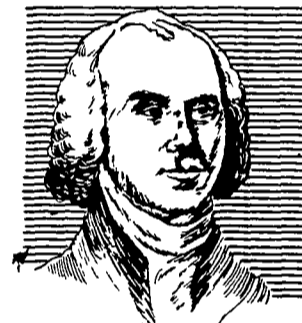
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