



# EYE ON SAFETY

UEI EMPLOYEE HEALTH AND SAFETY NEWSLETTER

## CAMPUS SAFETY CONTACTS

Be aware of your surroundings and report emergencies or suspicious activities on campus. We can all help make our work environment a safe place.

### Sacramento State Police Department

Non-emergencies and regular business  
**(916) 278-6000**

### In-progress Crimes or Suspicious Activity

(including fire and medical emergencies)  
**(916) 278-6900** or call 911 from any campus phone

### Blue-light Phones

Contact police dispatch by pushing the red button on a "blue-light" campus emergency phone. The emergency phones are strategically located throughout the campus and have blue lights for easy visibility.

### Sacramento State Emergency Notification System (ENS)

ENS sends text messages, phone calls, and emails in the event of a critical situation that may cause harm or imminent danger. Stay informed and **sign up today!**

### Meet Your Safety Committee Members

Here are some handy tips to reference to ensure a safe and healthy spring in the workplace and at home.

### Practice Good Housekeeping

Good housekeeping is a sure way to identify a safe workplace. You can tell how workers feel about safety just by looking at their housekeeping practices. Good housekeeping is the result of keeping the workplace neat and organized all the time. It's essential in a good safety program for promoting safety, health, production, and morale.

### Whose responsibility is housekeeping?

It's everyone's. Clean work areas and aisles help eliminate tripping hazards. Respecting "wet floor" signs and immediately cleaning up spills prevents slipping injuries. Keeping storage areas uncluttered reduces the chances of disease and fire as well as slips, trips, and falls. Accumulated debris can cause fires, and clutter slows movement of personnel and equipment during fires.

**Besides preventing accidents and injuries, good housekeeping saves space, time, and materials.** When a workplace is clean, orderly, and free of obstruction, work can be done safely and properly. Workers feel better, think better, do better work, and increase the quantity and quality of their work.

Source: Alliant Insurance Services

### Spring Driving Tips

Springtime brings rain and the after effects of winter weather—potholes and uneven pavement. Keep these driving tips in mind before you travel:

- **Spring showers bring May flowers and wet driving conditions:** Slow down on slick roads and increase your following distance (use the three-second rule) even when mist begins to fall. A small amount of water can mix with oil and grease on the road to create slippery conditions. Stay in the middle lanes as water tends to pool in the outside lanes.
- **Replace worn tires.** Worn treads will cause a loss of traction, increasing your chances of sliding. Also, even if the tread is fine, you need to make sure the tires are properly inflated. You can check your tire tread by placing a penny into the groove of the tread. If you can see Lincoln's head, your tire needs repairing.
- **Check your wiper blades.**
- **If possible, drive around potholes.** Slow down, release the brake before impact, and drive over the pothole. Braking causes your tire to slam into the edge of the pothole with more force than if you're rolling over it.
- **Understand the impact of medication on driving.** For many, spring means seasonal allergies. Some allergy medication can have side effects or interact with other medications to diminish your driving ability.

Source: <http://www.aarp.org/auto/info-2015/spring-driving-tips.html> and <https://blog.nationwide.com/spring-driving-tips>

Continued on page 2



Continued from page 1

## Tips for a Safe Workplace

- **Understand the risks.** Once you know the particular hazards of your job or workplace, you can take steps to reduce your risk of work-related injury or illness.
- **Reduce workplace stress.** Common causes include long hours, a heavy workload, job insecurity, and conflicts. Stress can lead to depression, sleeping difficulties, and problems with concentration.
- **Take regular breaks.** Staying fresh and alert will help you avoid injury or burnout. Schedule the most difficult tasks of each day at times when your concentration is best, such as first thing in the morning.
- **Avoid stooping or twisting.** Use ergonomically designed furniture and equipment and rearrange your work area so that everything you need is within easy reach.
- **Use mechanical aids whenever possible.** Instead of trying to lift or carry a heavy object, use a hand cart or conveyor belt.
- **Protect your back.** If you do need to pick up and carry heavy loads, keep the load close to your body and lift with your thigh muscles.
- **Wear protective equipment to suit the task.** If worn correctly, gear such as earplugs, earmuffs, a hard hat, safety goggles, gloves, or a full-face mask can dramatically reduce your risk of injury.
- **Stay sober.** Alcohol and drugs are a contributing factor in around 3% of workplace fatalities.

- **Talk over any concerns.** Your supervisor needs to be informed about hazards and risks and can offer information and advice on workplace safety issues.

**Source:** <https://www.betterhealth.vic.gov.au/health/tentips/10-tips-for-work-safety>

## Evacuation Chair

You may have noticed that we have emergency evacuation chairs located in the north-facing stairwell (near Human Resources) and the south-facing stairwell (near the cashier's office) in the Hornet Bookstore building. The chairs provide safe and simple emergency evacuation for the mobility impaired.

During an emergency, most elevators are disabled for safety reasons. This poses a problem when evacuating wheelchair users and other mobility impaired persons from multistory buildings. The Evacu-Trac Emergency Evacuation chair has a patented brake and speed governor making this chair very safe and simple to use.

Training will be available to staff located on the third floor this spring. Keep an eye out for an email notification with dates, times, and location.

## Emergency Evacuation

When you hear an alarm or receive an order to evacuate:

1. **Evacuate immediately** through the nearest available exit. Know and plan your escape route ahead of time!
2. **Take only your purse, wallet, or backpack.** Don't take time to gather papers or equipment.

3. Employees are not authorized to attempt to fight fires. *Evacuate immediately!*
4. Do not attempt to shut down critical operations. *Evacuate immediately!*
5. No employees are assigned to perform medical or rescue duties. *Evacuate immediately!*
6. After evacuation, gather at your assigned assembly point. We'll take roll to make sure all employees are accounted for. *Stay at the gathering point until told you can leave.*
7. Comply with emergency responders' instructions and don't attempt to re-enter the building until told it's safe by an authorized person.
8. Above all, *remain calm. Don't panic.* Walk, don't run.

**Source:** Alliant Loss Control Services

## Fall 2016 Newsletter Word Search Winner

Congratulations to Tony Baragan of Sponsored Programs Administration for being the only person to correctly complete and submit the word search contest.

