



# 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

At this time of year, it's common for employees to take time off from work to enjoy the season's activities. With many of us distracted by holiday festivities, family, and food, safety precautions can be more easily forgotten.

## Holiday Safety Tips to Remember

### 1. Stay accident-free on the road.

Although accidents happen all year long, the holidays can bring increased risks. With heavy traffic and party goers driving home, the roads can be more hazardous. Even if you don't plan on drinking, driving can be dangerous. Roughly 54% of car accident deaths that occur during the New Year's holiday are alcohol related. Be sure to practice defensive driving when traveling. The most important thing is to make it to your destination safely.

### 2. Prevent common injuries.

Accidents can happen off the roads as well.

- Use eye protection when necessary.
- Avoid using chairs and other furniture to get to hard-to-reach areas. Instead, make sure you have a step stool or ladder handy.
- Keep holiday decorations and new toys that could be a choking hazard out of reach of young children.

### 3. Beware of fire hazards.

Keep an eye out for potential fire hazards and use caution with candles, fireworks, holiday lights, and when cooking. Residential fires are more likely to happen during this time of year.

- Keep candles at least 12 inches from anything that burns.
- Keep Christmas trees three or more feet away from the nearest heat source.
- Check holiday lights for excessive wear, bare spots, and frayed wires.
- Don't burn wrapping paper in the fireplace.

### 4. Keep poisonous plants away from children and pets.

Not all holiday plants are safe. In fact, plants like holly, poinsettias, mistletoe, and Jerusalem cherries are poisonous when eaten.

- Keep the phone number for your local poison control office handy on the front of your refrigerator.
- Place plants out of reach of pets and children.

### 5. Protect your teeth.

Some of our favorite holiday candy and activities can lead to a chipped tooth or damaged or lost crown. Avoid biting and breaking up hard candies like candy canes with your teeth. Also, use scissors instead of your teeth to open tough plastic-wrapped gifts.

Source: Always Care Blog

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## Winter Hazards and Workplace Safety

The season for ice and rain can translate to hazards and ultimately accidents. Here are some tips to help you and your coworkers stay safe this season.

### Slips and Falls

Wet days can create slick floors in the workplace. Slips and falls are a leading cause of workplace injuries so it's important to take precautions to keep everyone safe and healthy.

- Wear proper footwear, e.g., shoes or boots.
- Be aware of wet areas on the floor.
- Clean up the hazard, place cones or hazard signs nearby, or call Property Services to take care of the hazard.

You can walk on slippery surfaces by modifying your speed or stride, provided you're aware of the dangerous condition. It's the lack of warning that can cause problems. An unexpected shift from a smooth to a slick surface increases the likelihood of a slip or fall.

### Winter Driving

Winter in California means fog, rain, ice, slippery roads, and poor visibility. Cold, wet weather can produce dangerous conditions for vehicle operators, especially if driving a vehicle with which you are not familiar. *Take these simple precautions to minimize the risk of accidents and injuries.*

Source: State Fund Compensation Insurance

## Personal Ergonomic Evaluation

- Start with your chair to form a solid base.
- Adjust the lumbar support by moving the back rest up or down to match the inward curve of your spine.
- Adjust the tilt of the back rest and/or seat to keep your body supported in an upright slightly forward or reclined position.
- Adjust the seat height while keeping your thighs parallel with the floor and your lower legs at 90-130-degree angles.
- Your arms should be at elbow height.
- Keep your feet flat on the floor or supported by a footrest.
- Adjust your monitor so that the top of the screen is at or just below eye level.

- Keep your head in line with your shoulders and hips.
- Keep your elbows close to your body.
- Place items you use most often within 16 inches of your body.
- Keep your wrists in a neutral position, bent no more than 10 degrees up or down. A keyboard tray and padded wrist rest may be used to help support your wrists in a neutral position.
- Keep your fingers in a relaxed position when working. Avoid extreme finger extensions.

Source: Alliant Risk Control Consulting

**Have a safe and happy holiday season and new year!**

