



THE EHS CONNECTION

ENVIRONMENTAL HEALTH & SAFETY NEWSLETTER-AUGUST 2015

A CLEAN AND ORGANIZED WORKPLACE = A SAFE WORKPLACE

DO NOT ALLOW REFUSE TO COLLECT

- Cardboard, paper, sawdust, grinding debris, and oily rags can increase the fire load in a room
- Cardboard, paper, and cloth can be substrates for mold
- The properties of chemicals can change over time-they may become more reactive or unstable
- Food scraps and litter can attract cockroaches and rodents

KEEP FLOORS CLEAN

- Accumulation of objects on the floor can create tripping hazards and make it difficult to maneuver around the work area
- Water or oil spilled on the floor can be especially hazardous since they are difficult to see
- Excessive dirt on the floor can affect footing
- Improper storage of items on the floor could affect the ability of someone to access a fire exit, fire extinguisher, pull station, eyewash, or emergency shower. Keep items away from the ceiling-18" for sprinklered areas and 24" for non-sprinklered areas
- Spilled chemicals could migrate to a floor drain and get into the environment.
- Keep paths to exits clear at all times

ORGANIZE YOUR WORKSPACE

- Storing items in designated locations makes them easier to find and prevents a cluttered workspace
- Cluttered work surfaces limits your workspace
- Improperly stored containers could tip over and spill
- Store tools neatly and do not leave sharp objects or blades exposed

MONITOR ENVIRONMENTAL CONDITIONS

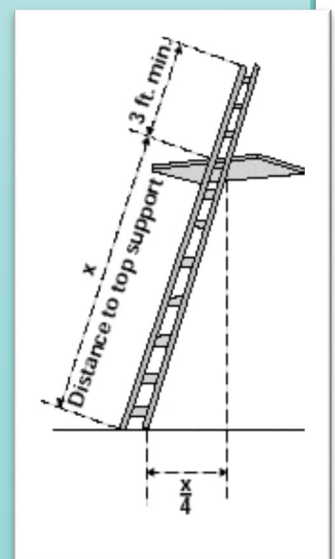
- Standing water and excessive moisture can create slip hazards or promote mold growth
- Poor lighting can affect one's ability to observe hazards in their workplace

HOUSEKEEPING IS EVERYBODY'S RESPONSIBILITY!

PORTABLE LADDER SAFETY

Falls from portable ladders (step, straight, combination and extension) are one of the leading causes of occupational fatalities and injuries.

- ✦ Read and follow all labels/markings on the ladder.
 - ✦ Avoid electrical hazards! - Look for overhead power lines before handling a ladder. Avoid using a metal ladder near power lines or exposed energized electrical equipment.
 - ✦ Always inspect the ladder prior to using it. If the ladder is damaged, it must be removed from service and tagged until repaired or discarded.
 - ✦ Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing (see diagram).
 - ✦ Only use ladders and appropriate accessories (ladder levelers, jacks or hooks) for their designed purposes.
 - ✦ Ladders must be free of any slippery material on the rungs, steps or feet.
 - ✦ Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position.
 - ✦ Do not use the top step/rung of a ladder as a step/rung unless it was designed for that purpose.
 - ✦ Use a ladder only on a stable and level surface, unless it has been secured (top or bottom) to prevent displacement.
 - ✦ Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height.
 - ✦ Do not move or shift a ladder while a person or equipment is on the ladder.
 - ✦ An extension or straight ladder used to access an elevated surface must extend at least 3 feet above the point of support (see diagram). Do not stand on the three top rungs of a straight, single or extension ladder.
 - ✦ The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical surface (see diagram).
 - ✦ A ladder placed in any location where it can be displaced by other work activities must be secured to prevent displacement or a barricade must be erected to keep traffic away from the ladder.
 - ✦ Be sure that all locks on an extension ladder are properly engaged.
- Do not exceed the maximum load rating of a ladder. Be aware of the ladder's load rating and of the weight it is supporting, including the weight of any tools or equipment.



Fire is FAST!

There is little time!

In less than 30 seconds a small flame can get completely out of control and turn into a major fire. It only takes minutes for thick black smoke to fill a house. In minutes, a house can be engulfed in flames. If you wake up to a fire, you won't have time to grab valuables because fire spreads too quickly and the smoke is too thick. There is only time to escape.



Fire is HOT!

Heat is more threatening than flames.

A fire's heat alone can kill. Room temperatures in a fire can be 100 degrees at floor level and rise to 600 degrees at eye level. Inhaling this super-hot air will scorch your lungs. This heat can melt clothes to your skin. In five minutes a room can get so hot that everything in it ignites at once: this is called flashover.

Fire is DARK!

Fire isn't bright, it's pitch black.

Fire starts bright, but quickly produces black smoke and complete darkness. If you wake up to a fire you may be blinded, disoriented and unable to find your way around the home you've lived in for years.

Fire is DEADLY!

Smoke and toxic gases kill more people than flames do.

Fire uses up the oxygen you need and produces smoke and poisonous gases that kill. Breathing even small amounts of smoke and toxic gases can make you drowsy, disoriented and short of breath. The odorless, colorless fumes can lull you into a deep sleep before the flames reach your door. You may not wake up in time to escape.

Website Updates!

We've recently started updating our EHS webpage and have added some helpful new information.

We are very happy to now have **MSDS Online** available. **MSDS Online** is an easy access link to check for Material Safety Data Sheets, along with other helpful information.

There are also links to the **GHS Training Video**, **Employee Injury Reporting Procedure**, **Right to Know Training**, **Programs and Policies**, **Fire and Life Safety**, **Lab Safety**, **Newsletters**, and more.

Please check it out at: http://www.oswego.edu/administration/environmental_health_and_safety.html

ERGONOMIC TIPS FOR USING A COMPUTER MOUSE



The following tips can help you avoid a mouse-related musculoskeletal injury.

Mouse grip: Hold the mouse gently to move it over a mousing surface.

Mouse from the Elbow: Don't skate or flick the mouse with your wrist. Make controlled mouse movements using your elbow as the pivot point and keep your wrist straight and neutral.

Optimal mouse position: Sit back in your chair, relax your arms then lift your mousing hand up, pivoting at the elbow, until your hand is just above elbow level. Your mouse should be positioned somewhere around this point. Don't use a mouse by stretching to the desk or out to the side of a keyboard.

Right-handed users: Use a position-adjustable, flat-mouse platform and adjust this to a position that is one to two inches above the keyboard and over the numeric keypad; you can easily move the platform out of the way if you need to access the numeric keypad keys. If you need to access the numeric keypad or if you do not have space for an over-the-keyboard mouse platform, then use an angle-adjustable mouse platform that is immediately to the right side of the keyboard. Position this mouse platform so that it slopes downwards and is close to the side of the keyboard; this will enable you to use the mouse in a neutral wrist position. Position adjustable mouse platforms are commercially available.

Left-handed users: If you are using a left-handed keyboard with the numeric keypad on the left side, you can use an over-the-keyboard mouse pad as described above. If you want to mouse with your left hand but have a right-handed keyboard, then you do not need to use an over-the-keyboard platform because this will obscure some of the alphabetic keys. In this situation it is best to use an angle-adjustable mouse platform that is immediately to the left side of the keyboard, and to position this platform so that your left wrist is neutral as described above.

Protect your wrist: The anatomy of the wrist is curved away from any contact surface. (You can easily see this by resting your hand/arm on a flat surface—you'll see light under the wrist and can probably even pass a thin pen under it.) The forearm is shaped liked this for the wrist to remain free of surface-pressure contact.

Avoid restricting circulation: For many people there are exposed blood vessels near the skin at the wrist, which is where the pulse is often taken. Any pressure in this region will disrupt circulation into the hand and this will increase the risks of injury.

Don't use a wrist rest: Research has shown that using a wrist rest doubles the pressure inside the carpal tunnel, because the floor of the tunnel is a more flexible ligament that transmits external pressure changes directly into the carpal tunnel. (The roof of the tunnel is bone, so the pressure doesn't get transmitted on through the hand.) Indeed, one test for carpal tunnel syndrome (CTS), know as Tinel's sign, simply involves tapping on the palm surface of the wrist, which is enough to cause tingling and numbness in someone developing CTS.

Avoid Restricting arm movement: With a softly padded wrist rest (especially one that is rounded) or a soft chair armrest, the forearm becomes locked into position. This encourages people to make mouse movements by flicking their wrists, which also increases intracarpal pressure.

Keep the mouse free-moving: The base of the palm is the part of the body designed to support the hand when resting on a surface. For keyboard use a broad palm support is best. However, mouse use is different than keyboard use. With a keyboard the best posture is for users to float their hands over the keyboard when typing and then to rest on the palm support in micro breaks between typing bursts. With mousing this doesn't happen. A mouse is used by moving its location over a surface, and resting usually occurs when mouse movements stop but with the mouse still being held in the hand. Mouse movements should be made using the elbow as the pivot point, not the wrist. Anything that impairs free movement of the forearm/hand and mouse will increase injury risks.

Mouse shape: Choose a mouse design that fits your hand but is as flat as possible to reduce wrist extension. Don't use a curved mouse. Use a symmetrically shaped mouse. Consider a larger mouse that encourages arm rather than wrist movements.

We all wish **Becky Kempney** smooth sailing through her difficult road ahead. Her friends have set up a **Meal Train** page if anyone is interested in donating a meal or cash to help Becky and her family. They have also set up a **Bravelets Bravery for Becky** page with \$10 from each purchase going toward Becky's medical expenses.

Please see the links below for more information:

<https://www.mealtrain.com/trains/39q0my>

<https://www.bravelets.com/bravepage/bravery-for-becky>

YOU CAN HELP **STUFF-A-BUS** FOR OSWEGO COUNTY. THIS PROJECT IS MEETING A NEED THAT NO SINGLE AGENCY IS CURRENTLY ADDRESSING THROUGH A PROGRAM. LAST YEAR, 1400 STUDENTS WERE SERVED THROUGHOUT THE COUNTY. SUPPLIES ARE TAKEN TO FAMILIES BY WAY OF AN ORGANIZED DISTRIBUTION AT EVERY SCHOOL DISTRICT IN THE COUNTY. BINS FOR COLLECTING SCHOOL SUPPLIES FOR AREA SCHOOLS ARE LOCATED IN 5 AREAS ON CAMPUS:

606 CULKIN HALL
402 MAHAR HALL
135 MARANO CAMPUS CENTER
PENFIELD LIBRARY
100 SHELDON HALL

DONATION OF ITEMS WILL BE COLLECTED THROUGH THE SUMMER UNTIL AUGUST 18.

SOME SUGGESTED SUPPLIES ARE:

BACKPACKS
LOOSE-LEAF PAPER
SPIRAL NOTEBOOKS
GRAPH PAPER
3-RING BINDERS
POCKET FOLDERS
PENCILS
ERASERS
CRAYONS
COLORED PENCILS
MORE ITEMS ARE LISTED ON THE BINS



Ergonomic Assessment: Christine Body has been doing ergonomic assessments since 1996 and is available to do them here on campus. She can be reached at 312-2770 and would be happy to assist you with any questions or issues.

GUIDE TO INK AND TONER CARTRIDGE RECYCLING

MOST INK AND TONER CARTRIDGES CAN BE REFILLED AND REUSED! THEY SHOULD NEVER BE THROWN IN THE TRASH. PLEASE SEND THEM VIA CAMPUS MAIL TO EHS AT 110 LEE HALL, DROP THEM OFF, OR CALL OUR OFFICE FOR PICK UP AT X3157. FOR EVERYONE'S CONVENIENCE PLEASE DON'T WAIT UNTIL YOU HAVE A HUGE PILE TO SEND! ALSO, THERE IS NO NEED TO USE A LOT OF TAPE TO CLOSE THE BOXES. WE HAVE TO OPEN THEM UP BEFORE SENDING THEM FOR RECYCLING. THANKS!

EXAMPLES OF RECYCLABLE CARTRIDGES TO SEND:



DO NOT SEND US TONER TANKS OR TUBES. THEY ARE NOT ACCEPTED FOR REFILLING OR REUSING. THEY ARE, HOWEVER, RECYCLABLE AS PLASTIC. THEY MAY BE PLACED IN YOUR RECYCLE BIN.

EXAMPLES OF WHAT NOT TO SEND:



DO NOT SEND: MAINTENANCE CARTRIDGES, TONER KITS, DRUM UNITS. THESE ITEMS ARE NOT REFILLABLE/REUSABLE. SOME ARE RECYCLABLE AS PLASTIC AND MAY BE PLACED IN YOUR RECYCLE BIN. MOST, HOWEVER, ARE UNFORTUNATELY NOT RECYCLABLE AND MUST BE PLACED IN YOUR TRASH.



MARY WALKER HEALTH CENTER OFFERS:

- New York state booklets with information on how to quit and be successful with it
- OzQuits! publications for the college's Jan. 1 smoke-free/tobacco-free policy
- Tobacco cessation counseling; starting this summer, faculty and staff may call appointments for confidential counseling on kicking the tobacco habit
- Nicotine patches, gum and lozenges for (at this time) students
- Support through the Great American Smoke Out and Kick Butts events

For more information about these services, call (315) 312-4100

EMPLOYEE ASSISTANCE PROGRAM OFFERS:

- Confidential employee assistance services
- Smoking-cessation workshops

For more information about these services, call 866-879-5591

OSWEGO HEALTH OFFERS:

- Smoking cessation counseling done on an individual basis.
- To schedule an appointment, call (315) 349-5513.

Tobacco Free CNY offers:

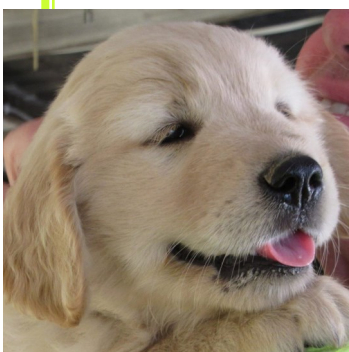
- Information for tobacco-free resources throughout Central New York.

Contact Integrated Community Planning: 315-343-2344 or Christina Wilson, Executive Director at cwilson@cnymail.com

AUGUST WORD SEARCH

For a chance to win a great prize (more like an OK prize, but-hey, it's a PRIZE!), complete the Word Search and send it via e-mail to lisa.drake@oswego.edu OR through Campus Mail: Lisa Drake, 110 Lee Hall. Make sure to put your name on it! The winner for July was Terri Bouffard. Look for: Clean, Organized, Workplace, Safe, Accumulation, Housekeeping, Improper Storage, Ladder Safety, Electrical Hazards, Rung, Level Surface, Unstable Bases, Extension, Proper Angle, Maximum Load Rating, Fire, Smoke, Flames, Toxic Gases, Mouse, Musculoskeletal, Carpal Tunnel.

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K	E	I	H	J	K	O	Y	R	D	A	S	H	O	P	N	M	O	P	W	E	R
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U	F	L	J	E	V	E	Y	I	O	P	E	W	Q	D	E	F	N	J	O	P	O
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CALVIN'S PUPPY SAFETY TIPS!

Dogs are scent-oriented, so they gravitate toward anything that smells like you. Shoes, slippers, and clothing will quickly become toys if you don't safeguard such items behind a closed closet door. Keep clothing picked up, store shoes out of reach, and put laundry in a tall, closed hamper. Store jewelry, hair ties, coins, and other small ingestible items in containers or drawers, and secure any exposed cords or wires.