

# Environment, Health & Safety

# Safety Briefs

Please Post!

June/July 2005

## Safety Award For Excellence Goes to Gary Jones! Facilities Management West



Gary Jones (left) of Facilities Management West receives the SAFE plaque from EH&S Director Steve Benedict.

**Gary Jones** runs a crew of facility maintenance specialists with an excellent safety compliance record and a history of no serious work-related injuries. Proactive partnering with EH&S has been instrumental in preventing safety problems. Safety training and equipment are top priorities. Gary's "work safe and smart" philosophy and positive attitude works wonders.

**Nominate someone!** The Safety Award For Excellence (SAFE) celebrates UCSD individuals and work groups who excel in creating and maintaining a safe and healthy work place. Use the online nomination form at <http://blink.ucsd.edu/go/safe> to tell us who's making UCSD a SAFE place to work.

## Ergonomics Resource Fund

EH&S has funding assistance available to purchase ergonomic products from the UCSD Storehouse for employees who have completed ergonomic training.

Amount of funding is based on availability of funds according to the scale below.

Total purchase	EH&S funding per employee
\$100 - \$200	\$50
\$201 - \$300	\$100
\$301 or more	\$150

A maximum amount of \$150 per employee, \$500 per department is available.

**Follow the steps below to qualify and apply** for ergonomic resource funds.

**Step 1: Complete an EH&S ergonomic training program** through Enrollment Central (<http://enrollmentcentral.ucsd.edu>) **before applying** for ergonomic resource funds. Use one of the training options below to meet this requirement.

- **Option 1 - Use the web-based tutorial**, 'Evaluating Your Computer Workstation for Comfort and Productivity,' to learn ergonomic principles and how to set up a low-risk computer workstation.

**OR**

- **Option 2 - Register for and attend** an instructor-led course:
  - o Computer Ergonomics
  - o How to Maintain a Healthy Back
  - o Laboratory Ergonomics
  - o Office Ergonomics

**Step 2: Apply for ergonomic resource funds.** Send an e-mail to Cheryl Ho ([cho@ucsd.edu](mailto:cho@ucsd.edu)) with the following information:

- In the subject line, type: Request for EH&S Ergonomics Resource Fund – [Your Department Name]
- Include in the message:
  - Your name, phone number, and department
  - Date of web-based tutorial or instructor-led training (Note: If a customized training program was conducted for your work group, specify the instructor's name.)
  - Product, part number, and price of item(s) you want to order from Storehouse
  - Index number and your Storehouse customer account number (specifies delivery location)

EH&S will review your application and reply within one week. When approved, **EH&S will place the order** with Storehouse and send a copy of the placed order to you. Storehouse will process the order and deduct the EH&S funded amount from the purchase total. The balance will be charged to your index number.



**Ladder safety tips  
on back**



Please Post or Circulate



## “Safety Training Days” on Enrollment Central

Register for EH&S safety training  
on Enrollment Central at:

<http://enrollmentcentral.ucsd.edu>

Browse “EH&S—Safety” under Course Topics for classes and schedules. Learn more about UCSD safety training resources at <http://blink.ucsd.edu/go/safetytraining>.

## Ladder Safety Tips



Practically all falls from ladders can be traced to unsafe use, according to the Centers for Disease Control and Prevention. The person who falls usually gets hurt. Cuts, bruises, and fractured bones are typical injuries

when you fall off a ladder, but the consequences can be far more serious, even fatal. Others may be injured too.

Knowing how to select and properly use a ladder reduces the chance of falling or being involved in a ladder-related accident. Follow these ladder safety tips.

### Selecting a ladder

- Select a ladder tall enough for the job. This will prevent you from reaching too far forward or upward, which could cause you to become off balance. If you’re going to climb onto a roof, the ladder should extend at least three feet higher than the roof. Never increase the height of a ladder by standing it on other objects, or by splicing two ladders together.
- Check the weight rating. Do not subject the ladder to a load greater than its rated capacity.
- Use only nonconductive ladders near sources of electricity. If working outside, make sure the ladder will not hit electrical wires, tree limbs, or any other obstructions when it’s extended.

### Using a ladder

- Inspect your ladder before using it. Check for cracks, rust, broken rungs and rails, and oily or greasy rungs. Tag damaged ladders as “Defective” and remove them from the workplace.

- Make sure there are nonslip safety feet on each ladder foot, or secure the ladder to prevent it from sliding on slippery surfaces.
- Set the ladder on a firm, level surface, and lean the top of the ladder evenly against a solid support. Remember the 4-to-1 rule: For every four feet of rise, the base of the ladder should be one foot away from the object that the top of the ladder is resting against. For example, if the ladder touches the wall 16 feet above the ground, the feet of the ladder should be four feet from the wall.
- If possible, secure the base of a long ladder to the ground and tie the top to the upper landing surface. If a ladder will be used for access to an upper landing surface, secure it against sideways movement at the top or have another worker hold it in place during use.
- Before using a stepladder, make sure it’s fully open, and the spreaders between the two sections are fully extended and locked.
- Keep ladders away from doorways or walkways, unless they can be protected by barriers, a locking door, or a guard.
- Climb and descend the ladder carefully, facing it and using both hands. Use a tool belt or hand line to carry materials. Never carry heavy or bulky loads up a ladder. Climb up yourself first, and then pull up the material with a rope.
- Lean into the ladder while working and keep your hips centered between the side rails. Do not stand higher than the third step from the top.
- Do not overreach from a ladder, or lean too far to one side. Overreaching is probably the most common cause of falls from ladders. Work as far as you can reach comfortably and safely, then climb down and move the ladder to a new position.
- Never push or pull anything sideways while on a ladder. This puts a side load on the ladder and can cause it to tip out from under you.
- Never use the top of a stepladder as a step. Do not leave tools or materials on top of ladders. If they fall, you or someone else can be hurt.

## Campus Casualties Incident Reports

- Ladder accidents come in many forms. While carrying a ladder through a food facility dishroom, an employee stepped on a mat, slipped, fell, and the ladder fell on top of him. The employee’s ankle, wrist, and back were injured.
- An employee attempted to jump from one scaffold to another four feet away, missed, and fell. The employee suffered contusions to one side of the body.