

Environment, Health & Safety

Safety Briefs

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Nov/Dec 2005

New Reporting Procedures for Work-Related Injuries and Illnesses

In order to standardize the reporting of work-related injuries and illnesses on a systemwide basis, the following procedures are being implemented effective immediately:

- Injured employees must report the injury or illness immediately to their supervisor.
- The employee and supervisor are responsible for completing the Employee Incident Report and immediately faxing the report to the Workers' Compensation Office at (858) 534-5202. Blank Employee Incident Reports can be printed from the UCSD Workers' Compensation page on Blink at <http://blink.ucsd.edu/go/workerscomp>.
- If the supervisor is unavailable to complete the "Supervisor's Section" of the Employee Incident Report, the employee should complete and immediately fax the first page of the report to the Workers' Compensation Office.
- If the employee is unable to complete the Employee Incident Report, it is the supervisor's responsibility to complete the report for the employee and immediately fax the report to the Workers' Compensation Office.
- If the employee is seeking treatment, the employee's doctor should complete the "Medical Provider" portion of the report. However, the employee should not delay faxing the report to the Workers' Compensation Office pending the completion of the "Medical Provider" section.
- Supervisors should advise employees to seek medical treatment at the UCSD Medical Center Emergency Room or at Thornton Hospital Emergency Room/Urgent Care. Both facilities are open 24 hours per day, 7 days a week. Treatment can also be provided by appointment at the UCSD Center for Occupational and Environmental Medicine by calling (619) 471-9210.

Questions? Contact the Workers' Compensation Office at (858) 534-4785 or (858) 822-2979.

The Unwelcome Dinner Guest: Foodborne Illness

Feasting is a favorite holiday pastime and meat is usually the centerpiece. If special care is not taken in cooking, preparing, and serving meals, you may host an unwelcome dinner guest during the holidays: foodborne illness.

"It must be something I ate." The unappetizing truth is that what we eat can very well be the vehicle for foodborne illnesses, which cause a variety of unpleasant symptoms and may be life-threatening to the less healthy among us. More cases of food poisoning occur over the Thanksgiving holiday than any other time of year.



continued on back ... see Foodborne Illness

Storm Drains Are For Storm Water

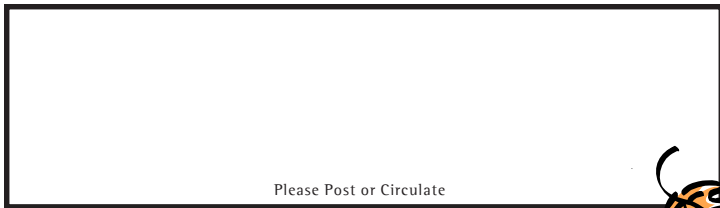
Only storm water (rain water that falls from the sky) is acceptable in UCSD's storm drains. UCSD has a Storm Water Management Plan (SWMP) in place to prevent or reduce the discharge of pollutants resulting from outdoor campus activities into storm drains.

Common pollutants we must keep out of UCSD storm drains include:

- Wash water from outdoor cleaning activities
- Oil and grease from roadways and parking lots
- Pesticides, fertilizers, and herbicides from lawns
- Sediment from construction sites
- Discarded trash such as cigarette butts, paper wrappers, and plastic bottles

Help UCSD keep our surrounding waterways and beaches clean. Report unacceptable (non-storm water) discharge into UCSD storm drains to EH&S, (858) 534-3660 or ehsweb@ucsd.edu.

Questions about UCSD's Storm Water Management Plan? Contact EH&S Environmental Affairs, (858) 534-6018 or 534-1065.



Please Post or Circulate



Holiday Decorating Guidelines for UCSD

Festive decorations in the workplace add to the joy of the holiday season. But improper use can result in fires or electrical accidents. Guidelines for safe holiday decorating at UCSD are on Blink at <http://blink.ucsd.edu/go/holidayec>.

Foodborne Illness ... continued

Follow this recipe for preparing a safe holiday meal:



- **Wash any surface that comes into contact with raw meat** (your hands, utensils, countertops, cutting boards, and sink) with soap and water before and after contact to prevent the spread of bacteria.
- **Do not defrost frozen turkey at room temperature.** Bacteria grow rapidly at room temperature. Instead, plan on one day of refrigerator defrost for every five pounds of meat. Also, the turkey can be thawed in cold water. Change the water every 30 minutes until the turkey is thawed. Avoid defrosting altogether by purchasing a fresh bird.
- **Do not cook turkey overnight;** it's an extremely dangerous practice. Cooking below 325°F is unsafe. Bacteria grown at low temperatures, actually becoming heat-resistant. The U.S. Dept. of Agriculture (USDA) recommends using a meat thermometer to ensure internal temperatures of 160°F for red meat, and 180°F for poultry are reached.
- **To stuff or not to stuff?** The safest way to cook the stuffing is separate from the turkey. Whether stuffing is cooked inside or outside of the turkey, it must reach an internal temperature of 165°F. If the turkey is stuffed, mix ingredients just prior to filling the cavity. Stuff loosely to help ensure safe, even cooking. The turkey must reach 180°F, while the stuffing must cook to at least 165°F.
- **Do not partially cook the bird the day before** and then finish cooking it on the day it will be served. Interrupted cooking increases the chance of bacterial growth to infectious levels. Safely speed up cooking by using a commercial oven cooking bag, or by cooking the stuffing separately.
- **Follow the USDA's two-hour rule:** Two hours after the cooked bird leaves the oven, remove all the stuffing and store it separately. Carve the meat off the bone and refrigerate it in small, shallow containers to hasten cooling.

Adapted from "The Unwelcome Dinner Guest: Preventing Foodborne Illness," U.S. Food and Drug Administration, FDA Consumer, July 2002.



"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>.

Report Serious Injuries and Illnesses Immediately

Supervisors MUST report all work-related deaths, catastrophes, and serious injuries or illnesses **immediately** (within 8 hours) to the UCSD Workers' Compensation Office at (858)534-4785 or (858)822-2979. Reporting delays could result in CAL-OSHA fines.

A serious injury or illness is one that requires inpatient hospitalization, or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement.

Ergonomics Resource Fund

EH&S has funding assistance available to help purchase ergonomic products from Marketplace for employees who have completed ergonomic training. Learn how to take advantage of the EH&S Ergonomics Resource Fund on Blink at <http://blink.ucsd.edu/go/ergofund>.



Campus Casualties Incident Reports

- While retrieving items from a shelf, an employee fell off a ladder and suffered head and elbow contusions.
- An employee was cut by glass shards when a glass bottle containing chemicals exploded six feet from where the employee was standing.
- While removing bottles from a centrifuge, an employee received lacerations and abrasions to the hands and forearms when a plastic bottle exploded, causing the surrounding glass bottles to shatter.

