

# SafetyBriefs



SAFETY NEWS FOR UC SAN DIEGO EMPLOYEES

Spring 2008



## NEW from Enrollment Central: Become a Department Ergonomic Evaluator

Learn how to become a **Department Ergonomic Evaluator** capable of performing computer workstation evaluations. **Computer Ergonomics: Train the Evaluator**, is a new course from Enrollment Central intended for supervisors, department safety coordinators, department buyers, computer resource specialists, and others who are interested in becoming designated ergonomic evaluators for their work units.

### You'll learn:

- Ergonomic principles, risk factors, proper body mechanics, and best practices
- How to set up a functional computer workstation, maximizing the efficiency of existing equipment for reduction of cumulative trauma disorders
- Stress management tips on and off the job

**Departments benefit when they have their own in-house Ergonomic Evaluator** familiar with their colleagues' work environment, equipment, and tasks. Your Department Ergonomic Evaluator will coach your employees on up-to-date ergonomic best practices, reduce computer-related injuries, and improve morale.

**Bonus:** Employees assessed by a Department Ergonomic Evaluator are eligible for funding assistance from the EH&S Ergonomics Resource Fund (<http://blink.ucsd.edu/go/ergofund>) to purchase ergonomically designed products from Marketplace Preview for their department.

Register on Enrollment Central at <http://enrollmentcentral.ucsd.edu>.

## Travel Accident Insurance New Requirement for UC Travelers

If you're planning a trip outside California on UC business, use the UC Business Travel form at <http://www.uctripsinsurance.org/> to register for insurance coverage before you travel. It's a new requirement, and either the traveler or travel preparer can fill out the registration form. A link to the form is also available from the "Going on a Trip" feature in Travellink when preauthorizing travel.



**Questions?** Contact EH&S Risk Management, (858) 534-3820.

## Falling Weather



Slips and falls are an equal opportunity hazard during rainy or foggy weather. Take these steps to sure-footed walking in wet weather:

- Dress for success! Wear shoes with slip-resistant soles on damp days.
- Don't be in a hurry. If a slippery or wet surface is unavoidable, take slow, short steps with your toes pointed slightly outward. Keep your hands out of your pockets, ready to support you if you begin to fall.

continued on back...see Falling Weather

## Safety Award For Excellence Winner: Ruth Patterson Housing-Dining-Hospitality



**Ruth Patterson** places a winning emphasis on maintaining a consistently high quality workplace safety program. Ruth has been instrumental in educating

colleagues about emergency procedures and improving the emergency supply containers in her area of Housing-Dining-Hospitality. Congratulations, Ruth!

**Nominate someone!** Tell us who's making UCSD a SAFE place to work. Use the online nomination form on Blink at <http://blink.ucsd.edu/go/safe> to nominate an outstanding individual or workgroup.

## Take 5 Steps to Improve Workplace Safety and Protect the Environment

UCSD's commitment to provide a healthy and safe workplace and protect the environment depends on the daily willingness of every faculty and staff member, student, and visitor to consistently integrate health, safety, and environmental considerations into their work.

**Use the Integrated Safety and Environmental Management (ISEM)** 5-step process to incorporate safety and environmental best practices into every work activity at UCSD, starting with the planning stage.

**Learn more** about the ISEM philosophy at <http://blink.ucsd.edu/go/ISEM>, including **how to apply ISEM principles** to your activities.

## Safety Training on Enrollment Central

<http://enrollmentcentral.ucsd.edu>

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



Please post or circulate

### Accident Investigation Training

**Supervisors and Department Safety Coordinators**, be confident of your ability to thoroughly investigate work-related incidents in your area when you complete the *Accident Investigation for Work-related Injuries and Near-Misses* course from Enrollment Central.

#### You'll learn how to:

- Meet specific goals of an incident investigation
- Complete a basic injury report and understand why they are needed
- Document the facts surrounding the occurrence of an incident
- Determine direct and indirect causes of the incident
- Assist in recognizing and responding to unsafe practices and conditions in your work area
- Clarify legal obligations as they relate to the supervisor

Register on Enrollment Central at <http://enrollmentcentral.ucsd.edu>.

### Summary of Work-Related Injuries and Illness for 2007

**OSHA Form 300A: Summary of Work-Related Injuries and Illness** for the year 2007 has been distributed to departments by the UCSD Workers' Compensation Office. Form 300A gives injury and illness statistics for campus, SIO, and outlying support areas (excludes UCSD Hospitals).

The U.S. Department of Labor requires the Summary be posted in workplaces through the months of February to April.

If you don't see Form 300A for 2007 posted in your workplace, print and post the PDF file available at <http://www-ehs.ucsd.edu/riskmgmt/OSHALog.pdf>.

Questions about OSHA Form 300A? Contact Workers' Compensation, [ehswc@ucsd.edu](mailto:ehswc@ucsd.edu) or (858) 822-2979 or 534-4785.



Congratulations!

### Ergo Chair Winners

**JANUARY**  
**Elaine Flemming, IR/PS**

**FEBRUARY**  
**Terri Buchanan, Audit & Management Advisory Services**

Complete Web-based ergonomics training and **you could win** a free Steelcase chair for your workplace\*.

**How it works:** Log in to Enrollment Central at <http://enrollmentcentral.ucsd.edu> and complete the *Evaluating Your Computer Workstation for Comfort and Productivity* Web-based training program. A winner will be randomly drawn each month from a list of employees who have successfully completed the training during that month.

\*Chairs awarded through this program are the property of the winner's UCSD department.



### Falling Weather ... continued

- Use substantial door mats in entry ways and high traffic areas. Contact the Facilities Management Service Referral Desk, (858) 534-2930, if your building needs additional mats.
- Select mats that are long enough for people walking over them to dry their shoe bottoms.
- Make sure mats lie flat and don't curl up or rumple, causing a trip hazard.
- If flooding from rain is a known or potential problem for your facility, contact the Facilities Management Service Referral Desk, (858) 534-2930, to request sand bags for problem areas.
- Make sure pedestrian lighting is adequate in corridors and over walkways.
- Read Campus Casualties (at right) to find out why slips, trips, and falls are serious business.

### NEW Web-based Training on Enrollment Central: Maintaining a Healthy Back

If you lift, carry, or perform other activities that may place demands on your back (and isn't that everyone?), learn how to reduce your risk of back injury with the new Web-based *Maintaining a Healthy Back* course on Enrollment Central.



#### You'll learn:

- Risk factors associated with back injuries and ways to minimize them
- The importance of posture
- Best lifting techniques and work habits
- Lifestyle choices that promote good back health

Find *Maintaining a Healthy Back* Web-based training on Enrollment Central at <http://enrollmentcentral.ucsd.edu>.

### Campus Casualties

#### Incident Reports

- An employee **slipped** on a mat left in a hallway and **fell**, injuring her tailbone, arm, knee, hand, shoulder, neck, and lower back.
- An employee **slipped** on a wet, slick steel plate temporarily covering a sidewalk and **fell**, dislocating her knee.
- An employee **slipped** on a floor wet from rain and **fell**, injuring his back.
- An employee in a research building **slipped** on a floor wet from the emergency shower/eye wash. She **fell**, doing unintended splits. Injuries resulted to both of her knees, legs, a foot, neck, shoulder, middle torso, and back.
- An employee **slipped** on a whole banana that had been dropped and left on the floor and **fell**, spraining her wrist.