



Safety Briefs

SAFETY NEWS FOR UC SAN DIEGO EMPLOYEES

WINTER 2007



Ergonomist Joins EH&S Staff

EH&S welcomes Ergonomics Specialist Keri Harris to campus. Equipped with a master's degree in ergonomics and a bachelor's degree in occupational therapy, Keri is responsible for ergonomic evaluations, assessment, follow-up, and training. Contact Keri at (858) 822-0294 or ksharris@ucsd.edu.



Space Heaters Need Space

Keeping your toes toasty with a portable electric space heater? According to the National Fire Protection Association, space heaters present a greater fire risk than central heating systems because they tend to be closer to combustible materials, and require a more direct role by occupants in maintenance and operation. Follow these guidelines for heater selection and safe use:

- Buy only heaters with the Underwriter's Laboratory (UL) safety listing.
- Look for a safety switch that automatically turns off the heater if it's knocked over. Some newer models also have infrared or proximity sensors that turn the heater off when objects come too close.
- Keep combustibles at least 3 feet away from the heater.
- Don't dry clothes or store objects on top of your heater.
- Don't place anything on top of the cord that could cause the cord to overheat.
- Never use an extension cord with portable heaters.
- Keep space heaters away from water to prevent electrocutions. If you must use an appliance near water, always use a ground fault circuit interrupter.
- Never leave children or pets unattended with an operating space heater. Unplug the heater when not in use.

Evaluate Your Own Computer Workstation

Help yourself to greater computing comfort and productivity when you use the "Evaluating Your Computer Workstation for Comfort and Productivity" Web-based tutorial. Learn and apply basic ergonomic principles to evaluate and properly configure your computer workstation. Find the tutorial on Enrollment Central under Web-Based Training at <http://enrollmentcentral.ucsd.edu>.

Print and use the "Computer Ergonomic Review Tool" to complete and document your evaluation. Find it at online at http://www.ehs.ucsd.edu/Ergo_Review.pdf.

Ergonomics Resource Fund



Bonus! When you complete the "Evaluating Your Computer Workstation for Comfort and Productivity" Web-based tutorial, **you qualify** for funding from EH&S to help purchase ergonomically designed products exclusively from Marketplace.

Read "Ergonomics Resource Fund" on Blink at <http://blink.ucsd.edu/go/ergofund> for more information.

Find more ergonomic resources for UCSD on Blink at <http://blink.ucsd.edu/go/ergo>.



Registering for Safety Training on Enrollment Central

Career staff and faculty with a 6-digit UC employee number can preregister for safety training on Enrollment Central by logging in via Single Sign-on at <http://enrollmentcentral.ucsd.edu>.

If you don't have a UC employee number, go to the class you wish to attend. The instructor will provide you with a registration form. You'll need basic contact information (lab name, mail code, phone number, supervisor's name, index number if a fee applies) to complete the form.

Records of training programs completed via Enrollment Central can be obtained by logging in and viewing your training history, or by using the MyTraining online tool in Blink at <http://blink.ucsd.edu/go/mytraining>. If you don't have a UC employee number, your supervisor can access your training records for you. Questions? Contact Rich Belmontez at rbelmontez@ucsd.edu or (858) 822-5974.

Please Post or Circulate



Flood-damaged ceiling.

How to Respond to Indoor Floods

If a flood occurs in one of these areas, call the number below:

Campus or SIO:

Facilities Management
(858) 534-2930

Student Housing:

Housing Maintenance
(858) 534-2600

Hillcrest Medical Center:

Facilities Engineering
(619) 543-6454

Thornton Hospital:

Facilities Engineering
(858) 657-6400

If a flood occurs in a laboratory or raises safety concerns, call 534-HELP (534-4357). The Campus Police will dispatch an EH&S professional.

How to File a Flood Claim

Notify EH&S Risk Management, (858) 534-2454, immediately if property owned by your department is damaged or destroyed in a flood. Risk Management will:

- Determine if the incident is covered
- Send you a claim form

Make a list of damaged or destroyed items. **Take pictures** of all damage to the building and property. **Keep track of covered costs** that are incurred **after** the fire or flood.

Learn more about indoor flood response and insurance reimbursement on Blink. Search for "flood" at <http://blink.ucsd.edu>.

Only Rain Down the Storm Drain!

Our storm drains flow directly to the beach and ocean. Please help keep them clean. **Report non-storm water discharges** into UCSD storm drains to Environment, Health & Safety, ehsweb@ucsd.edu or (858) 534-3660.



Safety Training on Enrollment Central

<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>.

Dealing With Emergencies At UCSD

"Dealing With Emergencies at UCSD" is a new training program offered through Enrollment Central to help all UCSD employees and departments plan realistic strategies for preparing, responding, and recovering from emergencies affecting the campus. Attendees will become familiarized with the UCSD Emergency Preparedness Program and how they fit into it. Topics include:

- Causes and effects of emergencies
- The Department Emergency Plan
- Employee roles as they relate to emergencies
- Programs in place to deal with emergencies
- Prepare, Respond, Recover, Mitigate
- Practice and drills
- UCSD's emergency resources



March 28 at the Price Center

<http://blink.ucsd.edu/go/sharecase>

Visit the EH&S booth at Sharecase, UCSD's annual event presenting the newest technology developments for staff.

Campus Casualties

Incident Reports

- An SIO employee received a substantial electrical shock when he touched a metal railing while standing on a wet rooftop above an aquarium after a dive show.
- A lab machinist cut the end his finger while cleaning metal chips from a lathe pan.
- A Fleet Services technician was burned when the top of his head touched the catalytic converter of the vehicle he was working under.
- An employee removing a screw from a computer hard drive was injured, possibly dislocating a finger, when the screwdriver slipped and his hand struck the desk.
- An animal technician was stuck by a syringe needle while changing a liner tray.