

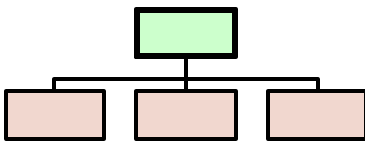


### EH&OS Becomes RM&S: "What's in a name..."

*-Regina Frasca*

In the beginning, or at least since I arrived in May of 1998, there existed the office of Environmental Health & Occupational Safety (EH&OS). Steve Orsak was the director who reported to Public Safety in the Administrative Services division. It became evident to the then Executive Vice President (EVP), Dr. Ernest Zomalt, that EH&OS and Risk Management were dedicated to similar causes. In his great wisdom, the EVP merged the two departments together to form a more efficient team. In April of 2000, the EH&OS office was moved to the Rancheros building, where we lived joyfully amongst the tenants of the EVP's office and our new teammates of Business Services and Risk Management (BSRM). Together, we formed the office of Business Services, Safety and Risk Management (BSSRM). Processes were streamlined, and we assisted each other in providing risk management and EH&OS services to the campus community as we continued to develop.

The division of Administrative Services became Finance and Administrative Services (FAS) under the new leadership of Stephen Garcia. A few months later, our name went through an additional change as we became the Office of Environmental Health and Safety (EH&S) under the umbrella of BSSRM. Okay, are you thoroughly confused now? Well, here is the clincher, after many months of deliberations, the VP of FAS, has renamed the Office of BSSRM. Our new name is concise, descriptive, and for all intents and purposes, much shorter. Drum roll please....our new name is "The Office of Risk Management and Safety". We still provide the same services that EH&OS, EH&S, Business Services, and Risk Management provided. We are under the leadership of Linda Leiter and I am now the Associate Director of Risk Management and Safety. We have evolved into ONE team, with ONE name and ONE common goal. Our intention is to provide the best risk management and safety services to the campus community and its visitors.

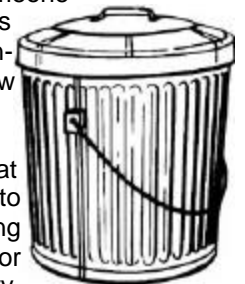


This is the story of how EH&OS, Business Services and Risk Management evolved into Risk Management & Safety (RM&S). We hope that you have enjoyed this brief historical lesson and will contact us if you have any questions or concerns at x4502.

### What to Do With All This Garbage?

*Guest Writer - Andy Schick*

I know what you are thinking: "Do I have to read this trash?" Well, odds are, you have to. Many of you are handling your trash improperly and you may not even know it. There are countless home accidents, illnesses and miseries that can be avoided by the proper containment and handling of trash. The first rule of proper refuse handling is location. Make sure that your trash receptacle is in an area that does not present a trip hazard or block any safety equipment. For instance, a trash can in the middle of a room or right by a frequently used entrance or exit is going to get knocked over or knock someone over. Also, a trash can blocking the use of a chemical safety shower or fire extinguisher poses a serious threat to anyone who needs to use those items. Yes, the trash may fit nicely underneath the fire extinguisher, but what happens if the trash were to be ignited? The fire extinguisher is effectively useless and now poses an explosion hazard.



The second rule to remember is size. Now some may say that size does not matter, but we all know that statement is untrue. It is important to make sure that the trash can weighs less than you. It is also better to take out the trash regularly instead of letting it fester in a larger container until it is full. The type of trash going into the receptacle is another important factor. If you have a lot of dry and loose trash like mixed paper or bulky light items, then a fairly large trash can may be used and will still be light enough for you to carry. However, if you have lots of wet trash or heavy items, then it is wise that you invest in a smaller trash can that is easy to lift and maneuver. For the separation of recyclable materials, you may want to invest in multiple trash cans.

Yet another important factor to remember is proper bagging of the trash can. Having a bag that is too large, small, thin, etc. for the type of trash and/or trash can used can present even more chance for danger and mishap. I have seen it all before. You are in the store, see obscenely cheap bags and get them just so you can save a little money. Believe me, it is not worth it. Make sure you buy bags that will handle what you put into them. For example, a fairly thin and weak bag may be okay for something

*Continued on Page 2*

## R.A.D....Are You Ready to Defend Yourself?

– Humberto Garcia

Could you effectively defend yourself if attacked? I know that many will say that it cannot or will not happen to them, but you just never know what may happen. That is where R.A.D. comes in.

Cal State San Marcos is offering R.A.D., which is an acronym for **R**ape **A**ggression **D**efense. R.A.D. "is dedicated to teaching women defensive concepts and techniques against various types of assault, by utilizing easy, effective and proven self-defense/martial arts tactics. It is an empowerment class for women, designed to build risk reduction strategies and learn easy to use physical defense techniques. Our system of realistic defense will provide a woman with the knowledge to make an educated decision about resistance". Basically said, R.A.D. is a self-defense course that is designed specifically for women.



R.A.D. is the largest women's self-defense program in the country with over 4500 active instructors, taught at over 600 colleges and universities. The class is taught by Police Officer Mario Sainz, an eight year veteran of Cal State San Marcos' University Police Department. He is a certified instructor and has been teaching the class for the past seven years. He also received the Governor's award in 1999 for teaching R.A.D., which only two CSU Police Officers received. The class sessions are March 6<sup>th</sup>, 8<sup>th</sup>, 13<sup>th</sup> and 15<sup>th</sup> at the VPAA. The cost of the class is \$20 for a 12-hour course. The \$20 is a one-time fee, but you may take the class anytime after the first course without charge. Class size is limited to twenty people, so call soon to reserve your seat.

The program also offers a R.A.D. for kids. For more information on the R.A.D. program, please contact Officer Mario Sainz at (760)750-4567, or go to the website <http://www.csusm.edu/rad/>.

### Continued, Page 1 "What to Do With All This Garbage? "

like loose paper or office trash, but it would hardly stack up to the demands of a kitchen with wet and heavy items being tossed into it. Having garbage water drip onto the floor as you carry the trash outside is something few people look forward to. (and it usually happens on a Monday...go figure) Getting bags specific for their purpose will keep them from getting torn or punctured. Also, you need to make sure that the bag or liner is secure against the top of the receptacle so it does not fall into itself and in the trash. You can do this by having a trash can lid hold it down or pull one side tight and make a knot so that it is secure. Double bag your trash to keep it from leaking on the floor for extra security. When you place trash into the bin, try to make sure that it is compact as possible. Throwing away a cereal box without crushing it or folding it will take up space in trash can, which is a waste of time and a trash bag.

Now we get to the all-important step. Taking out the trash. The first step is to make sure that your route of egress to the dumpster or outdoor trash cans is clear and free of any obstacles that you could trip over. It certainly would not be a pretty sight to end up sprawled out on the floor covered in trash. If you are using a bag, pull the edges of the bag so you have some slack and do one of two things; 1) You can twist the trash bag so that it forms one long pony tail like twisted shape, then tie a knot into itself so that it is sealed, or 2) you can take two edges of the bag, pull them out and twist them toward or away from you then bring them together and tie them in a knot. Either way will ensure that your trash stays upright. Next step is to lift the trash bag. When you have it suspended above the container you can inspect it for any rips, tears or leaks. If you have any of the above three then simply place it into another bag and carry it out. Making sure your can is clean is also important. While it is empty, look inside and inspect for any discolorations, missed trash, liquid, etc... If it needs it, clean it out using a hose or shower and some strong detergent.

Above all, please realize that once you do take out the trash, it does not go to the waste heaven. It all ends up at a landfill or choking some seagull somewhere. So please make sure that you reduce your amount of waste in any way you can and recycle whenever possible. If you see the little recycling symbol anywhere on a product then there is a way to recycle it, and it is your responsibility to make sure you take it to its proper place so that it may be re-used. Just remember that you are one out of millions of people in America and they make just as much if not more trash than you.



Andy Shick is a past employee of Risk Management and Safety, and sends us this article all the way from Japan. He is currently teaching English to elementary grade students in the J.E.T. program. If you would like to contact him, his email is [drewcia@aol.com](mailto:drewcia@aol.com).

<b><u>IIPP Meeting Dates &amp; Times</u></b>		
Illness & Injury		
<b>3/27</b>	<b>2:00-3:00</b>	<b>USB</b>
<b>4/19</b>	<b>10:00-11:00</b>	<b>USB</b>
<b>5/28</b>	<b>9:00-10:00</b>	<b>USB</b>
Prevention Program		

## So You Are Going to Save Us Money?

Guest Writer – Deborah Smith

Our campus will always be in a constant state of motion. Some of this motion is a result of new equipment or furniture installations, new buildings coming online for use, or just rearranging your work area for more productivity. So do you see anything wrong with you and a couple of co-workers hauling the new work table up to the classroom, or pushing and shoving furniture around your work area, or how about pulling out your trusty, rusty hammer and installing a couple of shelves on the wall? If you don't see something wrong with these scenarios, you should.



Deborah On Her Days Off! The first thing you and your supervisor may want to check is your job description. Does it really say you are expected to lift 50 lbs in the course of your work activity? Are you classified as a Building Services Engineer, a Store Clerk or a carpenter? If you answered no to either of these, you really should re-think the whole matter. There is a reason your job doesn't require you to lift this or more weight. You could hurt yourself! There is also a reason for classifications. We have people trained to do this work, and we have unions that really want us to work within classifications. If you are doing something that is not in your job description, then who is doing your work?!

The second thing you and your supervisor might want to do is to figure out why you would even think about doing this activity. Do you think you will save the campus money? A claim for Worker's Compensation when you or someone else gets hurt is not "free" money to the campus. It costs your department a great deal, including loss of a valued employee during treatment and/or recovery, down time to train someone else to do your job while you are out, and stress to co-workers who are trying to pick-up the slack. An injury to you may cost you the ability to perform the work you are trained to do, forever, as well as a lot of unwarranted pain and anxiety. Will doing this work save you time? If you fill out a work request or purchase requisition, then it has to get approved, be sent to the appropriate department for processing, get placed in the queue, and maybe a month from now it will get done. Well, here is a lesson in planning and patience. In order to do it right, what you want done probably does not deserve being rushed. Plus if you do it, and you do it wrong, you may just be damaging university property and be required to make restitution. It will not be cheap because you have now required the university to devote unplanned man-hours and materials to repair your error.

All we ask is that you keep in mind your value to the university, which is worth more than the few dollars you may save pushing that desk around yourself. If you have questions, please talk with your supervisor, call Human Resources and Equal Opportunity at extension 4410, or Risk Management and Safety at extension 4502. If we can't answer your questions, we'll help you find someone who can. You may also reach us at: [riskmanagement@csusm.edu](mailto:riskmanagement@csusm.edu).

You can find more information on related topics at the following websites:

Regarding employment, the bargaining units and classifications:  
<http://www.csusm.edu/HR/employment/98.Blueprint.dl.html>

Regarding safety issues and safety training:  
<http://www.csusm.edu/EHnOS/>

Regarding our moving policy and procedures:  
[http://www.csusm.edu/rms/Moving\\_Services-Pol.html](http://www.csusm.edu/rms/Moving_Services-Pol.html)

## Just A Puff Of Information

-Regina Frasca

During my investigation of the smoking policy, I came across some interesting research to share. The research study comes from Al Delaimy, W.K. et al. (2001), and is published in the Archives of Environmental Health, 56(2), 117-122.

The study investigated the levels of nicotine in children's hair, relative to the caregivers reported exposure to the environmental tobacco smoke. They found that the levels of nicotine in hair among children reportedly exposed to smokers are higher than the levels among unexposed children. The study also discussed the subject of children with mothers who smoked compared to those whose mothers did not smoke. The findings were that the nicotine levels in the hair are higher in the children whose mothers smoked. These two areas made a lot of sense, but what was surprising to me is that the data showed the following conclusion taken from the investigation. It stated, "Whether household members smoked outside or inside the house had **NO** significant effects on nicotine levels in the hair of children. Smoking outside the home, as reported by parents, did not cause a reduction in nicotine levels in the hair of children." I encourage further personal investigation of this topic.

This was just a puff of information, brought to you by your friendly RM&S office.

## BE SAFE

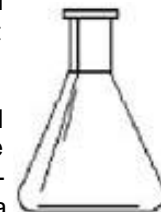


Call Me for your ergonomic needs!  
X4510

## Ethyl Ether ...Friend or Foe

-Regina Frasca

Ethyl Ether is an excellent organic solvent that also presents an extreme fire hazard. Ether is highly volatile, as an open beaker filled with Ether next to a Bunsen burner may ignite. Ether vapors have a high vapor density so they are heavier than air. This causes the vapors to fall to the ground from a lab bench and travel to a source of ignition. The vapors want to find an ignition source like a burner or a spark. These vapors can also concentrate in a closed space, such as a refrigerator and explode with the slightest spark. Have you heard of the little man that lives in the refrigerator and turns the light on when you open the door? Well, he can be the cause of such a spark.



Now, because the Ether is in a refrigerator does not mean that it is in a perfect storage space. Refrigerated storage does not suppress the formation of Ether vapors. Upon exposure to air and light, Ether forms unstable peroxides that may detonate by shock or friction. Hence, the requirement of dating and peroxide testing incoming and stored shipments of Ether. The friction produced by simply turning the cap is enough to cause such a reaction. Usually, the chemical supplier adds an oxidation inhibitor to prevent the creation of unstable peroxides. This procedure will give Ether a shelf life of approximately two years unopened or one year after the container has been opened. Our labs at Cal State San Marcos, are directed to dispose of opened Ether that is more than six months old.

To prevent fire and explosion hazards follow these precautions:

1. Limit your purchases of Ether. Only order a quantity that can be used in a year.
2. Date the can when it is received and when it is opened.
3. Immediately dispose of Ether older than a year. Make the attempt for disposal after six months.
4. Keep Ether in an amber bottle or metal can to prevent exposure to light.
5. Store in well ventilated location.
6. Do not store in a household refrigerator or freezer. This would be one that is not OSHA approved for this material.
7. Use of Ether should be managed in a properly functioning fume hood.
8. Avoid open flames when using Ether.
9. Substitute ethyl Ether for a safer chemical such as petroleum Ether when at all possible.

## Campus Smoking Policy

The National Institute for Occupational Safety and Health (NIOSH) has determined that environmental tobacco smoke and side-stream smoke is potentially carcinogenic to occupationally exposed workers. Secondary tobacco smoke can also lead to an increased risk of heart disease in non-smokers.

Because tobacco smoke is also a major contributor to indoor air pollution and a significant health hazard for several populations, smoking is prohibited in all buildings and vehicles where California State University San Marcos employees work or ride.

Smoking is limited to areas outside campus vehicles and buildings, and at least five feet from doorways and air intakes.

To aid persons desiring to stop smoking, the University will provide referral information on cessation programs for students, faculty and staff.

*In accordance with Section 19994.31 and 19994.32, California Government Code*



## Don't Forget!



## HAZ COM and Lab Safety

**March 8, 2002**  
**Science Hall, Room 316**  
**1:30-3:00 P.M.**

