



Industrial Corner: Facility Services Awarded Governor's Employee Safety Award for 2006

The office of Risk Management and Safety, in conjunction with the Environmental Health and Occupational Safety Committee has been active in encouraging participation and recognition of our campus employees that demonstrate a commitment toward workplace health and safety. For the last two years, an individual or group's performance has been documented and sent to the Chancellor's Office as a nomination for the Governor's Employee Safety Award (GESA). Last year, Materials Management was successful as the recipient for the GESA and their efforts were celebrated in Sacramento. This year we have put forward a Facility Services group for their efforts toward reducing injury frequency and severity, and



Continued on Page 2

Ergonomic Essentials

Did you know that laptops are excluded from current ergonomic design requirements? The reason for this is that basic ergonomic requirements dictate that the keyboard and screen are separated, so they can be adjusted to an optimal position for the user. Because laptops are not designed ergonomically, it is important to be aware of how you use your laptop to avoid problems.

Are you an occasional user who works on your laptop for short periods of time, or are you a full-time user who uses the

Continued on Page 2



Science Corner: Golden Rules of Chemical Waste

Recently, we came across a great tool for users in the Science buildings. Many generators of hazardous waste ask for posters of information regarding hazardous waste. The following are some golden "rules" on how to handle hazardous waste when working in the laboratories. **Some of the information may not fully apply to our labs.**

1. Provide a secondary container for waste collection containers.



2. Keep waste containers closed at all times, except when adding or removing waste.

3. Position containers so that waste labels are visible (face forward).

Continued on Page 2

Sustainability - Guest Writer

Deb Schmidt

Sustainability - The ability to provide for the needs of the world's current population without damaging the ability of future generations to provide for themselves. As good stewards of our world this is something that we need to be aware of more today than at anytime in our history. We have the ability to live in a sustainable world, many of us already conserve, reuse, and here at Cal State San Marcos we are major recyclers! There is still much we can do to become more sustainable.



One idea toward sustainability is the vehicles we choose to drive and how we drive. There are 232 million registered vehicles in the U.S. that's almost one per person! Each one of these vehicles consumes on

Continued on Page 3

SPOTLIGHT Bruce Bradley

Please join us in welcoming Bruce Bradley, our new Safety and Occupational Health Specialist to the RM&S team. Bruce comes to us with 35 years of experience in the Health and Safety field, from a variety of industries. He has previously worked at AT&T, the American Red Cross, Top Driver Corporation and Network Environmental Systems. He brings a wealth of experience, knowledge and resources to our department and university.

Continued on Page 3

Day in the Life...

Bruce Bradley

"Hey, hi there! What do you do here on campus?" "Hello and nice to meet you, I am an Occupational Health and Safety Specialist (OHSS)." (blank stare) "That's nice, uh, have a nice day?"

It may not always be so blunt, but most people do not know what the OHSS does for Risk Management and Safety (RM&S). Even more mysterious is what role RM&S (or Environmental Health & Safety at other campuses) has at the University. They have it figured out that it has something to do with safety (yes), and the health part; well we aren't doctors or nurses, so where does that come in?

Continued on Page 2

IN THIS ISSUE:

GESA.....	1
Day in the Life of an OHSS..	1
Ergonomic Tips.....	1
Sustainability.....	1
Chemical Waste Rules.....	1
Spotlight on Bruce Bradley.	1
Using PDAs/Blackberries.....	3
Safety Trainings.....	4

GESA

Continued from Page 1

promoting employee wellness. They have accomplished this by collaborating with the the Worker's Compensation Coordinator, Ruth Gossard and the Fitness & Wellness Coordinator, Lisa Dickinson, and the Kinesiology department to develop and implement a voluntary morning stretch program. We will be celebrating these groups soon and will invite CSUSM employees to join us. These groups display a safety ethic that we should be proud of. They have a desire for self-preservation and they are an example to others. Groups and individuals like this should be celebrated on all levels. I encourage new nominations from all divisions for next year's submission. You can be a GESA award recipient too! If GESA will not have you (depending upon their criteria) RM&S will. This goes out as a challenge to our campus employees to be the next "GESA Nominee".

Rules of Chemical Waste

Continued from Page 1

4. Provide waste labels on all waste containers indicating the words "Hazardous Waste", the contents, and the nature of the hazard.
5. Maintain 10% free space in waste containers to allow for expansion.
6. Remove waste containers from labs within three days after the containers are full (90%).
7. Attend and document annual training for all persons generating hazardous waste.
8. Conduct weekly inspections of hazardous waste collection area and maintain an inspection log.
9. Post the name and phone numbers of responsible persons to contact 24-hours a day in case of an emergency.
10. Use only collection drums that are rust free.
11. Ask your contractor what degree of segregation provides best price.
12. In storage rooms, be able to catch the greater of 100% of the largest container or 10% of all containers.
13. Only one container per waste stream.

Reprinted from the Laboratory Safety Institute

If you would like a copy of these rules on an 8.5" x 11" laminated document, please contact Humberto Garcia at RM&S, x4511

Safety and health personnel have been around since the beginning of recorded history. Usually they were the leaders of work groups who had survived the dangers of their jobs and were able to pass along the "tricks" of the trade to the next group, thus increasing the likelihood of survival. When we became industrialized and dangers grew in scale, fire departments often were tasked to help the community. The problem was that their main job was to put out fires. Industrial groups then started having "Safety Officers" on site, and their duties ranged widely depending on the work being done. However, there was a need for consistency. In 1970 the Occupational Health and Safety Administration was born from the Williams-Stiegers Act of 1968, which became the OSHA law that the administration now operates under.

On any given day, an OHS specialist could be doing an accident investigation after teaching a CPR/First Aid certification class. We could be observing a construction project and doing ergonomic evaluations. There are the various training programs that are compliance driven, as well as the regulations that must be studied, followed by the programs that we match to the requirements.

If there is an emergency, such as a chemical spill or release, the RM&S

laptop as your main computer? Occasional users have less risk of problems than full-time users. Using a laptop is a tradeoff between poor neck/head posture and poor hand/wrist posture.

Occasional Users – because the neck/head position is determined by the actions of large muscles, it is a better tradeoff to sacrifice neck posture for wrist posture. Find a chair that you can sit back in and position your laptop in your lap for the most neutral wrist posture. You can then angle the laptop screen so you can see it with the least amount of neck deviation.



Full-time Users – if you use your laptop at work as your main computer, you should position the laptop on the desk in front of you so you can see the screen without bending your neck. This may require elevating the

Day in the Life....

Continued from Page 1

Team "Safety Guys" are trained to respond with all the equipment necessary to mitigate the incident. After the response and subsequent clean up, we must interface with any possible regulatory agencies who may be called in, followed by the most time consuming aspect of the response, the follow up report!

Members of the environmental, health, and safety are "Jacks" of all the trades in the convoluted world of regulatory compliance. We must be able to help prevent problems before they begin or help keep them from becoming more serious. A key component of the work done in RM&S is defining regulatory impact on operations done at CSUSM, which keep us from having to pay fines to the many agencies who have the power to assess such fines. We also inform the affected parties on what the best course of action should be to prevent any regulatory compliance issues.

So when you see one of us coming down a corridor or in a meeting (the blue, red, yellow, and white diamond logo on our shirts is a giveaway) then you can say "Hey, hi there! Were you teaching that driver education class yesterday?" Or "Was that you in Science Hall conducting a risk assessment?" "Yes, thanks for asking, I certainly did those things."

Ergonomics

Continued from Page 1

laptop with a docking station. Use a separate keyboard and mouse, which can plug into a docking station or the back of the laptop. Use the keyboard on a negative tilt keyboard tray to ensure a neutral wrist posture. Use the mouse on an adjustable position mouse platform.

Be aware of the dimensions and weight of your laptop and its accessories. The smaller the laptop, the smaller the keyboard, so make sure you can comfortably type on a keyboard that may be 75% smaller than a regular keyboard. The larger the screen, the more difficult it will be to use when traveling. If the weight of your laptop with accessories included is more than 10 pounds, you should use a bag on wheels that you can pull. If you carry your laptop, make sure you get a well-designed shoulder bag.

Excerpts from Cornell University Ergonomics Web, Professor Alan Hedge.

Working with a PDA?

In an effort to stay connected with their jobs 24/7, many workers are constantly checking their personal digital assistants (PDAs), such as BlackBerries or smartphones. Those who use them over long periods of time may be susceptible to repetitive motion injuries



similar to carpal tunnel syndrome. The problem occurs when the PDA is gripped on the palm of the hand between the four fingers and the fatty pad below the thumb, and the thumb of the same

hand is used to type on the tiny keypad. If overdone, this can aggravate arthritis and lead to debilitating injuries such as tendonitis of the thumb, and a condition known as tenosynovitis (inflammation of the sheath around a tendon).

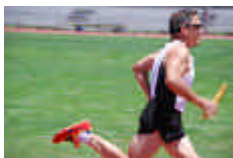
If you use PDAs in the course of employment, be aware of the potential for injury, and use of these tips from the American Physical Therapist Association:

- Take frequent breaks from typing.
- Develop "autotext" shortcuts for terms common to your industry to cut back on the need for typing.
- Avoid using the thumb for typing; use the fingers of the other hand instead.
- Stretch the fingers out now and then, holding the stretch for ten seconds and repeating eight times. Open up your hands and spread fingers as far apart as possible. Fold hands together, rotate palms away from the body as you extends your arms out in front of you. Repeat, but this time with arms overhead.

Spotlight on Bruce

Continued from Page 1

Bruce is also an avid runner, and you can frequently find him on the track after the work day has ended. If you would like to contact him, please call him at (760) 750-4502 or by email at bbradley@csusm.edu. Welcome Bruce to the RM&S team!



average 600 gallons of gasoline each year. The U.S. has 30% of the world's vehicles contributing 45% of the world's carbon dioxide emissions; this is 12,000 pounds of carbon dioxide emitted from one U.S. car each year.*

Just by using some of the ideas below, you can get up to a third more out of your fuel mileage. You can do a lot of little things and these combined over a long period of time can work out to a significant savings. You could be saving anywhere from \$200 to \$800 in fuel costs every year. The speed at which you travel has a significant difference in terms of the amount of fuel used. Driving at 65 mph in place of 75 mph can save you up to 17% more fuel. Try to use cruise control when you are on the highway. Driving at a steady speed gives you better gas mileage. Check your tire pressure; tires that are under inflated can increase your gas costs. Use your air conditioner conservatively, the air conditioner is powered by your engine and this will result in approximately 10% more fuel consumption on the highway and 20% in heavy traffic. Don't carry unnecessary items in your car. Increased weight from carrying heavy items in your car will slightly increase your fuel consumption. Use premium multi-grade oils that reduce friction in your vehicle, giving you up to 5% more gas mileage. Make certain that your wheels are aligned properly as this can increase your fuel consumption. Keep your filters and catalytic converters clean. Dirty filters can reduce your mileage by up to 10%.

Consider purchasing fuel efficient vehicles. The Toyota Corolla gets 41 mpg as does the Volkswagen Jetta. The hybrid Honda Civic and Toyota Prius get 51 mpg. Purchasing biodiesel, ethanol or natural gas vehicles are another choice. If 10% to 15% of the new vehicle purchases were hybrids or alternative fuels, the U.S. could save as much as 8,000 barrels of oil per day.** By using other alternative modes of transportation, such as ridesharing, walking or bicycling; carbon emissions can be reduced on average 40%.

Sustainability is not just a concept, but actually something that can be

Sustainability

Continued from Page 1

Reduce the Risk One-Minute Reminder!

Bill Thomas

If a student, employee or visitor is injured or becomes ill when on campus, please contact the University Police by dialing 9-1-1 from a campus phone, or for non-emergencies dial ext. 4567. University Police has direct contact with the local Fire Department and are able to quickly coordinate their response.



When an employee is injured or becomes ill, the order of notice is:

- 1) **Contact University Police** – ext. 4567 or 911
- 2) **University Police is responsible for notifying personnel at Risk Management & Safety.** Risk Management & Safety will notify Concentra Medical Center, our occupational medical provider, of the employee's arrival.
- 3) **If the employee's injury is severe, transportation will be provided by an ambulance.** In all other instances the injured employee should be transported by the appropriate department administrator (MPP level). Injured or ill employees will be seen at:

Concentra Medical Center
740 Nordahl Road # 117
San Marcos, CA
760-432-9000

achieved. Doing something about how we get around is just one way to improve the sustainability of our world. Consider trying the Sprinter commuter train when it begins service in December of 2007. What could be more convenient than to have a ride right to your place of work and you can feel good about doing it.

* *Statistical data is from Environmental Defense. You can learn more by going to the Environmental Defense website at www.environmentaldefense.org*

This article was printed with permission from Environmental Defense 1875 Connecticut Avenue NW, Washington, DC 2009

*** US EPA; Bureau of Transportation Statistics*

Safety Trainings

Defensive Driving Course



Sept. 19, 2007 @ 3:00PM
KEL 3010

Required for all who drive on
Campus Business - RSVP Required

Injury Illness & Prevention Program



1st & 3rd Tuesday
of each month at 10:30 a.m.
HR Conference Room

"Smoking Policy"



Smoking is only allowed in designated areas.

Refer to our website for more details

http://www.csusm.edu/rms/smoking_policy.htm

Radiation Safety



September 14, 2007
SCI I - Room 316



9:00 a.m. - 10:00 a.m.

For Staff or Students
Using Radioactive Materials

Hazardous Communication & Lab Safety

Sept. 11, 2007 in SCI 1 - 111
3:00PM - 4:00PM

Sept. 14, 2007 in SCI 1 - 316
10:00AM - 11:00AM

For Staff or Students Working with
Hazardous Materials

Household Hazardous Waste, Electronic Waste and Universal Waste Disposal

Disposal facilities listed below are available to San Marcos residents, free of charge, every Saturday from 9am to 3pm, excluding holiday weekends, at the following locations.

Vista

1145 E. Taylor St
Vista, 92084
(800) 444-4244



Oceanside

2880 Industry St
Oceanside, 92054
(760) 439-2824

Poway

12325 Crosthwaite Circle
Poway, 92064
(800) 444-4244

Escondido

1044 W. Washington
Escondido, 92025
(760) 745-3203

Used Oil & Filter Recycling Drop-off Locations (No Charge)

Autozone
195 S. Rancho Santa Fe Rd.

Jiffy Lube
218 S. Rancho Santa Fe Rd.

Jiffy Lube
765 W. San Marcos Blvd.

Kragen Auto Parts
255 S. Rancho Santa Fe Rd.



Additional information can be found at

<http://www.co.san-diego.ca.us/deh/chd/hhwfacilities.html>



Please visit RM&S at
<http://www.csusm.edu/rms>