

September 2017



WESTERN OREGON UNIVERSITY

# Safety Committee Newsletter

## Falling Leaves

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As the start of Fall Term 2017 begins, the WOU Safety Committee urges everyone to be mindful of falling leaves, pine cones and twigs that are on the sidewalks, crosswalks and parking lots. This naturally occurring shedding from trees pose slip and trip hazards.

Some tips for better traction and increased safety include wearing non-slip footwear, be aware of surroundings, slow down especially when it is actively raining or snowing, and stay focused on getting to your destination.

Another way to help with increasing safety is to dispose of twigs or pine cones into a trash can, so they are off the sidewalk and won't

get caught up in Grounds Maintenance equipment.

If puddles of water appear around buildings or across sidewalks, please report those to Facility Services at 503-838-8239 so maintenance workers can check things out and make repairs as needed.

If you come across anything on campus that is a safety issue, please report it. You can do this by emailing the concern to [safety@wou.edu](mailto:safety@wou.edu)

with as much information as possible, including a photo if possible.

A second option for reporting would be to contact Facility Services at 503-838-8239.



## Exterior Lights and Bikes

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With Fall upon us, it will be getting darker earlier in the day and staying darker longer. If you are around campus and see an exterior light that is out in the safety corridor, parking lots, around buildings, etc, please report those to Facility Services 503-838-8239 so they can have the lights serviced.

A photo can also be emailed to [arendsd@wou.edu](mailto:arendsd@wou.edu) with

the exact location of a light that is out.

If a light is out in a parking lot making it unsafe to travel to your car, contact Campus Public Safety at 503-838-8481 for an officer to walk you to your vehicle.

If you have a bike on campus, there are several shelters where they can be

locked up as well as Bike Locker rentals through Parking Services.

Bikes can also be registered through Campus Public Safety to help with investigations of vandalized or stolen bikes.

<http://www.wou.edu/safety/services/bicycle-registration/>

### Did you know:

- ◆ **Household hazardous waste event is Saturday Oct. 7th 9am – 2pm at Independence Riverfront Park?**
- ◆ **The Great Oregon Shakeout is October 19th at 10:19am. Details:**

<https://www.shakeout.org/oregon/>

### Special points of interest:

- *Find out more about the WOU Safety Committee by looking at its website below*
- *<http://www.wou.edu/safety/risk-management/osh-safetyenergy-committee/>*



<http://www.wou.edu/safety/risk-management/osha-safetyenergy-committee/>



As the temperatures outside drop, dressing in layers provides the option for extra heat when offices or walks across campus are really cold. There are several requirements before a space heater can be used in an office space. Below are a listing of some requirements, though it is not an exhaustive list. Be sure to check with your Supervisor or Risk Management with any questions that can't be answered from below.

- Office temperatures are consistently outside the Campus norms of 68 to 72 as measured by Facility Services
- Physician approved for the use of the space heater through the Human Resources Office.
- Any approved space heater must have a tip over power off switch and be turned off/unplug each night.

## Power Strips, Extension Cords, SDS binder and Ergonomics oh my

Extension cords and Power Strips are commonly used cables on campus. It is important when using these cords to know the difference between them with regard to safety. In addition, cords need to be covered that could be a potential trip hazard.

Extension cords are a great option for temporary plugging in of equipment (less than a day—24 hours). If a longer term solution is needed then a power strip is the best cost effective choice.

Power strips are a great option for long term equipment use since most have surge protectors that provide safety for the equipment from power spikes.

If a power strip is not ideal for a long term solution, then work with your supervisor or Building Manager and Facility Services to come up with something to satisfy the long term need.

Do you know what a Safety Data Sheet (SDS) is? Do you know where your building or office SDS binder is located and how to read it?

If you answered No to one or both of these questions, then some additional training is needed as soon as possible. Please visit the website below to read materials that are mandatory for all WOU staff and faculty to know per OSHA regulations

<http://www.wou.edu/safety/risk-management/hazardous-chemicals/>

For a video about the Global Harmonizing System and Hazard Communication, go the Human resources Training Calendar and select "Hazard Communication"

<http://www.wou.edu/hr/resources/trainingcalendar/>

According to Oregon OSHA, "the goal of Ergonomics is to eliminate injuries associated with the overuse of muscles and tendons." (<http://osha.oregon.gov/Pages/topics/ergonomics.aspx>)

This reduction can be achieved in many ways, one of them being to take micro-breaks to stretch the back, arms, neck, and legs. This provides muscles time to relax from a repetitive task and return to a normal position.

There are many other advantages to good ergonomics. OSHA has put together some good information on this and the website is noted below.

<http://osha.oregon.gov/OSHAPubs/ergo/ergoadvantages.pdf>

### Training opportunities:

Connections Customer Service Classes—Oct 16, 23 and 30 from 1-4pm. Sign up on the HR training calendar webpage

CERT training—Oct 7, 14, 21 and 28th from 8am to 6pm. Sign up on the CERT webpage <http://www.wou.edu/cert/>