SAFETY UPDATE NEWSLETTER

UNIVERSITY OF CALIFORNIA, SAN FRANCISCO

OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY

JANUARY /FEBURARY/MARCH 2008 VOLUME 08, NUMBER 1

ENCOURAGING OFF-THE-JOB SAFETY

Employees are more likely to be injured at home than at work. It is important to encourage the practice of off-the-job safety due to the fact that off-the-job injuries have as much impact on employee job performance as on-the-job injuries.

By encouraging employees to take home their safety practices, employers can reduce absenteeism and lower insurance costs. More importantly, it lets workers know that their health and safety are important to management- both on and off the job.

The best way that an employee can protect himself from off-the-job injuries is to prevent them. Basic awareness and common sense can have a considerable impression on personal safety, no matter where the employee is.

Safe Driving
Being a safe driver is one of the most important elements of off-the-job safety. There are a number of factors that can limit your driving ability; they include alertness, anger and aggression, your health, vision, hearing, and drug and alcohol use. By improving defensive driving skills and maintaining healthy lifestyles, employees can increase their good driving status.

Hazardous Materials
Through proper training, employees can learn how to recognize and safely use potentially hazardous materials- such as paint, oil, cleansers, and bleach, both on and off the job.

Personal Security
Workers should be taught how to take control of their personal security. Even if they only know to stay alert at all times, trust their instincts, and stay calm in emergencies, employees will be able to prevent certain instances of crime and violence.

Ergonomics
Studying the way that people adjust to their working conditions can help employees adapt themselves to off-the-job conditions, decreasing the amount of injuries associated with hobbies.

Slips, Trips, and Falls
Many slips, trips, and falls occur as part of the approximately 18,000 steps each of us takes every day, from walking the dog to going up the stairs at work.

Personal Protective Equipment
By taking responsibility for their own safety, both on and off the job, employees will learn what they need to do to protect themselves from personal injury. Personal protective equipment can protect you from injury at work, as well as in bad weather, during your favorite activity, and in the home.

Ladder Safety
By choosing the correct ladder for the job, people can eliminate a wide variety of unforeseen accidents. It is also a good idea to lean the top of the

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NEW CAMPUS ERGONOMICS PROGRAM

UCSF has a strong commitment to the health and safety of its employees. The OEH&S Ergonomics Program is currently being revamped to better meet the needs of campus faculty and staff. The campus ergonomist works with the Department Safety Advisors (DSAs) to address ergonomics needs on campus. We provide the tools, resources, and services needed to create a safe and comfortable work environment.

For easy access to ergonomics services, training, recommended equipment and resources, a new ergonomics web page (http://www.ehs.ucsf.edu/Ergonomics/oehsErgonomics.asp) was added to the OEH&S website (www.ehs.ucsf.edu). The ergonomic website will be updated regularly with new program information.

Since computers are the most common tool used by UCSF faculty and staff, we started with expanding our office ergonomics program. Computer work stations must be adjusted to fit individual employees to improve comfort and to prevent injury. An up-

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IN THIS ISSUE:

PLEASE HAVE ALL PERSONNEL IN YOUR LAB INITIAL HERE AS EVIDENCE OF CONTINUING EDUCATION & KEEP THIS NEWSLETTER IN YOUR LOGBOOK.

THE OEH&S SAFETY UPDATE NEWSLETTER IS DISTRIBUTED BY THE UCSF OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY. PLEASE SEND COMMENTS TO OEH&S SAFETY UPDATE NEWSLETTER: BOX # 0942 476-1300

WHEN YOU HAVE FINISHED READING THIS NEWSLETTER, PLEASE PASS IT ALONG TO OTHERS IN YOUR LABORATORY OR OFFICE.

(Off-The Job Safety continued)

ladder against something solid, and place the base on firm, level ground, making sure that the ladder is at the proper angle- not too steep or flat. By keeping both hands on the rungs as they climb, and not overreaching the extent of the ladder, employees can ensure that they will not become one of the 150,000 injuries that occur each year from ladders and step stools.

Supporting employees in their efforts to make safety a common practice can help management to reinforce its commitment to general safety standards and employee well being.

ON-LINE TAG PROGRAM (OTP)

To reduce the incidence of non-compliance and streamline the waste tagging and pickup process, the Office of Environmental Health and Safety (OEH&S) is instituting an online hazardous waste tag system called the Online Tag Program (OTP) http://otp.ucsf.edu. The online tag program offers many advantages over traditional hazardous waste tags including:

• Laboratories will no longer be required to fill out and fax a waste pickup request form to OEH&S. OEH&S will automatically be notified when a container has reached the 60 day storage limit and needs to be picked up. An email will be sent to the lab contact(s) notifying the lab that the container is ready for disposal. To arrange to have a container picked up before the 60 day storage limit is reached, simply log on to http://otp.ucsf.edu and select the containers you wish to be picked up as ready for disposal.

• Waste generators will no longer have to complete hazardous waste labels by hand. The information will be completed online and printed on your printer. (The paper label will be attached to the container using an OEH&S provided, adhesive-backed, plastic envelope.) The program fills in the repetitive identifying information for you from your account data.

• Creating tags of routinely generated waste will be much easier. Laboratories will have the ability to create a "Waste Profile" of routinely generated waste and save it in the system. Once your profile is created, to create a new waste tag, click on the "Create new tag from profile" button, enter the size of the container, and print a fully completed tag.

• The program catches and corrects common errors of omission, so every tag you print is a complete tag.

Stay tuned. Over the next several weeks laboratories will receive an email containing login information for the new program.

(New Ergonomics Program continued)

dated Office Ergonomics Training and Self Evaluation is now available online (www.researchonline.ucsf.edu). Note that whether a computer set up is used in an office, laboratory, or clinic, the same ergonomic principles apply. We therefore highly recommend this new training for ALL computer users. The Office Ergonomics Training provides information on ergonomic principles as well as practical guidelines to assist employees in modifying their work stations and work habits. Following the completion of the training and self evaluation, the DSAs or the campus ergonomist (www.ergonomics@ucsf.edu) are available for further consultation and assistance with product selection.

Ergonomics is a rather trendy word; many items on the market are said to be ergonomically correct though they may not be. To facilitate ergonomic product selection and prevent risk of injuries, we have developed a preferred product list. The preferred product list may be found on the OEH&S Ergonomics website (http://www.ehs.ucsf.edu/Ergonomics/oehsPreferredProducts.asp) Items on the preferred product list have been evaluated by the campus ergonomist. These items are available for demo (by appointment only) at the ergonomics lab located a Mission Bay, Byers Hall/QB3 BH-116. To make an appointment, first complete the online Office Ergonomics Training and Self Evaluation, then contact your DSA (http://www.ehs.ucsf.edu/P&S/FindDSA.asp).

UCSF has also established an Ergonomic Equipment Matching Fund Reimbursement program. This program is designed to provide campus departments a cost-effective way to improve employees' workstations and prevent computer related injuries. The program focuses on ergonomic modification of individual employee computer workstations. Funds are available to subsidize 50% of the ergonomic equipment cost (not to exceed $500 per qualifying employee.) Matching funds are available for furniture or accessories recommended by an ergonomic evaluator and/or after the completion of the online Training and Self Evaluation. Please visit our website for more details (http://www.ehs.ucsf.edu/Ergonomics/oehsPreferredProducts.asp). The Matching Fund Reimbursement program currently covers only office ergonomics equipment but will shortly be available for other types of ergonomic equipment.

Specialized laboratory, dental, and manual material handling ergonomics programs are in development and will be available soon. For assistance, please contact the Campus Ergonomist (ergonomics@ucsf.edu) or your DSA (476-1300).

A Note To Readers

After some internal discussion, OEH&S has decided to post the quarterly health and safety newsletter online and cease distribution of paper copies. A number of factors influenced this decision including the cost of printing, the labor required for updating mailing lists, and our increasing awareness of the need to reduce paper. Above all, we want to be able to reach the maximum number of people in the campus community and we believe an online newsletter will most efficiently accomplish that. We hope you like the new look and improved accessibility of an online newsletter.

As in the past, we welcome your comments and questions. Please contact one of the members of the OEH&S newsletter staff. Victoria Frankel, Kathleen Knowles, or Henkin Mar at ext. 61300.

UCSF First Receivers Training

At UCSF, we face the ever-present danger of potential emergencies including sudden environmental disaster, pandemic outbreaks, or the use of weapons of mass destruction. These threats require health-care organizations, to maintain a higher level of emergency preparedness than ever before.

First receivers are an essential component of the UCSF emergency preparedness plan, particularly if the disaster involves a chemical, biological, radiological, nuclear or explosive event (CBRN).

Who are first receivers?

First receivers are UCSF employees from various departments of the Medical Center. They volunteer their time and expertise to ensure safety during a CRBN event and have been trained through UCSF's first receiver training program. When an event occurs, the medical center initiates the emergency response plan: Code NBC. First receivers at the operations level mobilize to provide immediate assistance to incoming victims.

Who should attend first receivers training?

First receivers typically include clinicians and other hospital staff members who may receive and treat contaminated victims. The First Receivers Program welcomes the participation of the campus community to help expand the resources needed to respond to these potential disasters. Roles in which First Receivers will be trained include triage, medical treatment, security, and other support functions such as decontamination unit set-up, operation, and patient tracking. First receiver participants can include:

Medical Center:

(Continued on page 3, see First Receivers)

(First Receivers continued)

Clinical and ambulatory care staff: Physicians, nurses, respiratory therapists, technologists, etc.
Non-clinical staff: Staff from Spiritual Care, Interpreter Services and Transport Services, Registration and Admissions; Security Services; Facilities Management and Environmental Services

Campus:

Staff from Facilities Management, the Police Department, Transportation Services and Research Laboratories

1st Receiver Training Exercise

First receiver training includes:

- The basics of the medical center emergency management program.
- The basic principles of chemical, biological, radiological, nuclear and explosive materials that may be present in a man-made emergency
- The proper selection and use of personal protective equipment
- The use of powered air-purifying respirators (PAPR) and decontamination procedures
- The Hospital Incident Command System (HICS)
- Regulatory standards and emergency procedure requirements

When is the First Receivers training offered?

The training is usually offered twice per year at the Parnassus campus from 8 a.m. to 5 p.m. and lunch is provided. The training concludes with a practical exercise in the Emergency Department parking lot. Once the initial training is completed, first receivers must attend an annual 3 hour refresher course to continue to be listed as a first receiver. For more information or to register for first receivers training, contact; UCSF Medical Center Safety Office, 1600 Divisadero Street, Room A014, Box 1620 San Francisco, CA. 94115
Phone : (415) 353-7797
Fax: (415) 885-7540
Pattie.McNatt @ucsfmedical.org

BIOSAFETY VIOLATIONS: Texas A&M to Pay $1 Million

Texas A&M is going to pay a $1 million fine to the Center for Disease Control and Prevention (CDC) for violations relating to use of select agents. The CDC halted all select agent research and cited the University for the following violations: failing to inform the CDC when laboratory workers became infected with regulated microbes, misplacing vials of bacteria, failing to perform proper decontamination procedures, and conducting studies without permission.

Since the suspension, the University has overhauled its procedures for monitoring and implementing the regulated research. These changes included increased staffing and oversight of the laboratory facilities, extensive training of lab personnel, more stringent procedures for gaining access to the labs, and the establishment of a mechanism for external experts to conduct periodic unscheduled inspections.

As a reminder, at UCSF, all biological research requires approved authorizations and adherence to NIH guidelines. Contact your Department Safety Advisor or a member of the Biosafety staff with questions.

ASK OEH&S

This is a recurring newsletter feature whereby OEH&S gives campus employees the opportunity to ask questions regarding lab related health and safety issues.

Question: Why does OEH&S strongly recommend wearing close toed shoes in laboratories?

Answer: If someone should happen to spill or drop a chemical, wearing sturdy leather or cloth shoes offers better protection to the wearer than sandals or flip-flops. Close-toed shoes are considered part of proper personal protective equipment.

Question: Why does OEH&S insist that fire doors are not propped open?

Answer: There are two types of fire doors: the first of these is a door that remains closed at all times to ensure that a fire remain confined to the laboratory. These doors are specially designed to withstand heat and flame. The second door type is found in newly constructed buildings such as Genentech Hall. These doors are typically open but will close automatically if there is a fire in the laboratory. Inserting a door wedge will prevent the automatic closure thereby preventing containment of a fire.

Question: What is the problem with putting containers of dilute bleach into autoclaves?

Answer: Even dilute solutions of bleach will emit toxic fumes at autoclave temperatures and because bleach is corrosive, it can also damage the interior of the autoclave. For decontamination of liquid waste, choose either one method or the other: bleach treatment and sink disposal: or autoclaving. There is no added safety in using both.