

Common Sense Safety

There are a number of safety problems common to most workplaces and job sites that can be solved with a little common sense. Planning and thinking ahead can help eliminate most of these hazards. Take a close look at your workspace with these suggestions in mind.

Eliminate junk piles. Organize a clean up time to remove trash, broken parts, and scrap from work areas, walkways, storerooms, and neglected corners. Look for materials that have been stacked improperly. An unstable stack is a real danger to anyone who may be near if the material suddenly falls. Check such things as wood pallets, dock freight, storeroom boxes, construction materials and even office files to see that materials are stacked properly or put away.

Examine all the operations of your workplace to determine if personal protective clothing is needed, ear protection, eye protection, hard hats, gloves, safety shoes or other protective clothing and equipment must be worn according to the hazard exposure.

Make sure all electric power tools are grounded. Protect yourself from electric shock by using tools with three-prong plugs, a ground-fault system or double insulation. Never cut off the ground plug on a three-prong plug. Check electrical cords and wires for any damage. Guard power tools and moving machine parts. Tools and equipment should never be operated with the guards or shields removed.

Inspect portable ladders to make sure they are secure and don't shake or wiggle. Nonslip feet are a must. If a ladder seems weak, get rid of it – don't let others use a defective ladder. Mark it defective and throw it away.

Fire extinguishers are a must and should be mounted properly, readily accessible, and in working order. Make sure they are properly placed and the right type for your work area. When was the last time your fire extinguishers were tested? Extinguisher inspections should be made regularly then

tagged to show when and who performed the tests.

Exits should be clearly marked with easy to read signs placed above the doors. Signs with arrows should also be used to guide people to the exit if the layout of the workplace is confusing to those unfamiliar with your facility. Illuminated signs should be kept in working order at all times. Don't block exits or signs with vehicles or material. Another good idea is to mark doors that are not exits with "This is Not An Exit," "Restroom," "Storeroom" or "Closet." Put rails on all stairways. The stairs themselves should be in good shape with nonskid treads. Repair those that are damaged or chipped.

Safety inspections and meetings are an important part of keeping yourself and co-workers safe. It is important to take every precaution to keep the workplace safe. Materials for safety meetings and inspections may be obtained at the Foundation Administration office or for more information you may visit our website at www.csuchico.edu/rfdn.

Be an Extra-Safe Driver

Those who drive for a living would be the first to agree it can be mighty dangerous out there on California's crowded roads. Although the common factors of inexperience, recklessness, and aggressive driving contribute to many vehicle accidents, it doesn't explain why so many professional drivers get into accidents. A driver may be trained, experienced, and competent behind the wheel, but the very flood of vehicles competing for space on the roads today presents added danger to all drivers. Even the very best drivers must learn to operate their vehicles with life-saving EXTRAS.

Drivers should take extra care of their vehicles' maintenance by keeping them in good operating condition. Before getting behind the wheel, do a simple walk around the vehicle to insure that tires are properly inflated and have good tread, check that lights are clear and working, and see that windshields are clean and wipers blades are sharp.

Once inside the vehicle, drivers should take the extra time to check the gas gage, adjust the mirrors, seat, and seatbelt to a comfortable position and, if it's an unfamiliar vehicle, locate the lights, brakes, and wipers. Horns, flasher lights, and other warning devices are not just accessories but vital parts of the extra safety built into any vehicle, so make sure they operate properly. On the roadways, be extra careful by driving defen-

Be an Extra-Safe Driver (continued)

sively. Following the rules of the road can help you concentrate on what you should be doing...driving. Stay out of the other vehicle's blind spot and avoid tailgating. Instead, keep a safe distance from other drivers by maintaining that extra safety cushion of driving space between your vehicle and those around you. As an extra precaution, know the condition of the weather and road and drive only as fast as those conditions allow.

Be extra cautious by staying alert and expecting the unexpected. Watch out for and anticipate other drivers, pedestrians or children on or near the road, scan constantly for hazards, pre-determining how to avoid or reduce them.

In the very near future there will be a new requirement for employees who drive on a non-occasional basis, or are as a requirement of the job to participate in the DMV Employer Pull Notice program.

In an effort to bring us into compliance with the requirements of our insurance. Your supervisor and or Foundation Administration will be contacting those who drive to obtain necessary information to begin the program.

USDA Releases New Food Pyramid



The government has discarded its one-size-fits all food Pyramid in favor of 12 different triangle-shaped guides, each geared to people's differing lifestyles and nutritional needs.

They have also created an enhanced website with tools to help you follow the new recommendations, as well as tools to help educators and nutritionists spread the word, <http://www.mypyramid.gov>.

The past confusion of what exactly a serving is has led to a change to cups, ounces and other measurements to be more understandable.

The basic guidelines include eating 2 cups of fruit and 2 ^{1/2} cups of vegetables a day; 3 ounces of whole-grain foods a day and 3 cups of fat-free or low fat milk a day. The government is also advising exercise at least 30 minutes day, even more for weight loss.



Attention Project Directors and Supervisors: Safety Meetings

Safety communication is an important piece of your employment with the CSU, Chico Research Foundation. Each Project Director should hold safety meetings with their employees on a quarterly basis. Meetings must be documented by completing the Report of Safety Meeting form, attaching subject materials and forwarding to the CSU, Chico Research Foundation Human Resources Office for record keeping.

For your next quarterly safety meeting, please contact Foundation Administration for guidelines, materials and required forms.

May 1 - 31

Clean Air Month

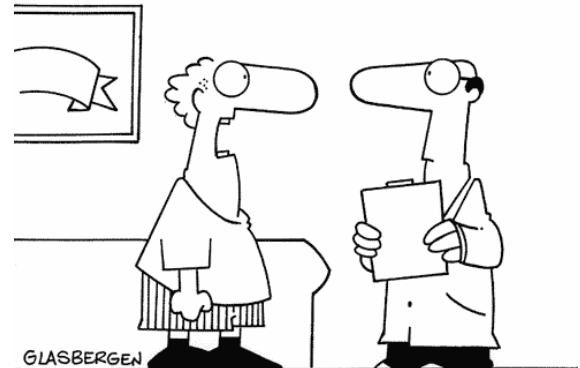
American Lung Association
Lori Younker
800-586-4872

Month of June

National Safety Month

National Safety Council
630-775-2160

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"I'm learning how to relax, doctor—but I want to relax better and faster! I WANT TO BE ON THE CUTTING EDGE OF RELAXATION!"

Articles Derived from a Combination of the Following Sources:

- National Safety Council Web Site
- Driver Alliant Newsletters
- SCIF Newsletters and Web Site
- The CSUC Health and Safety Web site