

Safety & Health in the “Office” Work Environment



Do you know about...

- Your Department IIPP?
- Department EAP?
- 2017 foodchain safety are they located?
ANS? NUT?
- Where the office first aid kit is located?
- Where is the nearest fire alarm pull station and fire extinguisher?

Slide 2

LJO1

Animal Science IIPP & EAP in main office and on website, Safety notebook in main office. Office first aid kit is in 2220B file cabinet 3rd drawer. IIPP=management framework for reducing risks associated with workplace injuries and illness, identify what is required to promote safety & health, create outline of policy & procedures to achieve safety & health goals. EAP=to ensure safety from emergencies.

Leslie J. Oberholtzer, 3/17/2015

What are some of the hazards we encounter in offices?

- Ergonomic issues
- Fire & evacuation
- Electrical cords and power strips
- Hazardous Substance deliveries
- Office machines (copiers, paper cutters, shredders, jammed machines, toner)
- Slips, trips, falls
- Furniture/layout

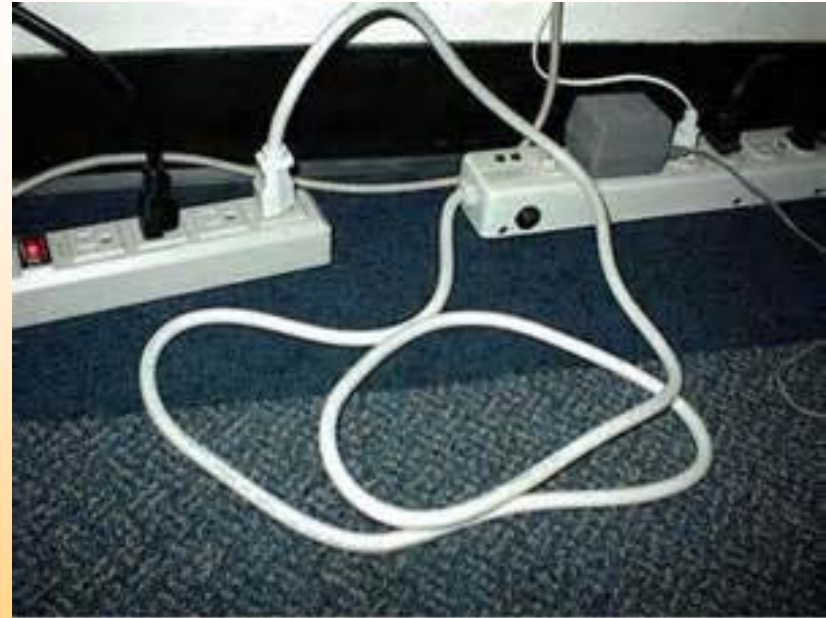
Slide 3

LJ02

Accepting hazardous substance deliveries, handling toner, entering labs for any reason, need Lab Safety for Support personnel and Hazard Communication training on LMS

Leslie J. Oberholtzer, 3/17/2015

“Daisy Chains”



If You.....

- Accept Packages, Handle Chemicals or Toner Cartridges, you need to take *Hazard Communication*(HazCom) training on the UC Learning Center (formerly called lms)
- Enter a lab for any reason including to work on the computers, you need to *take Lab Safety for Support Personnel* on the UC Learning Center

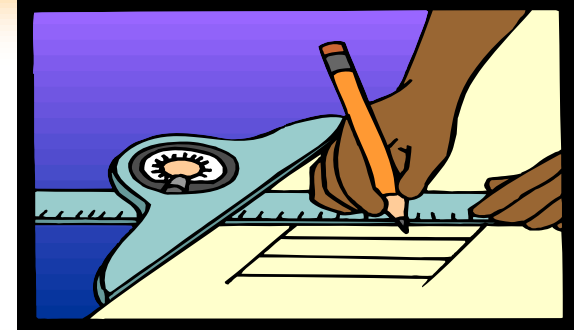
Slips, Trips & Falls

The #1 cause of office employee injuries!

- Be aware
- Keep aisles clear
- Use the handrail on stairs
- Approved step stools & ladders only
- “Sensible” shoes.
- Wipe up spills
- Walk, don’t run

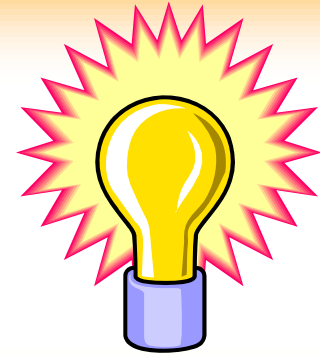


Layout:



- Emergency exits & passageways established & must be maintained.
- Furniture & equipment arranged, so far as possible, to:
 - Avoid chairs and equipment jutting into walkways
 - Avoid drawers from opening into walkways or doorways

Lighting:



- Areas that are not lit adequately, or are lit too much, can cause headache, strain, and fatigue.
- Use adjustable task lighting for tasks that require greater illumination.
- Get regular eye exams...let your eye doc know if you are working at a computer!

Slide 8

LJO3

If fluorescent lights bother you...turn them down or off and get an incandescent desk lamp

Leslie J. Oberholtzer, 3/17/2015

Furniture Safety:



- Chairs should remain squarely on the floor.
- Casters on all chairs should be secured and all parts of the chair should be sturdy & should not present a hazard to the user.
- Close drawers when not in use.
- Open drawers slowly and carefully.
- Avoid overloading filing cabinets, and distribute the weight of materials stored in cabinet to avoid tipping.

Good workstation set-up is based on individual needs.



But, there are some general principles that can be taken into account...

Rule #1: If you are uncomfortable, seek assistance!

<http://safetyervices.ucdavis.edu>

- [A wealth of ergonomics information!](#)
- Click link: try the suggestions, if problems persist, you can request an Ergonomics Evaluation.

ergoteam@ucdavis.edu



Ergonomics “A” List

- Slumped posture
- Elbows out
- Reach out of “easy reach” zone
- Work outside the “comfort zone”
- Shoulder(s) too high/low
- Twisting of neck or back
- Wrists outside of neutral position
- Squinted eyes

Some Things to Consider...

- Monitor & Keyboard Distance from You
- Chair Height
- Posture
- Keyboard and Forearm Angle
- Wrists-Straight with Forearm
- Wrist and/or Mouse Rests?
Maybe...or not
- One Size Does Not Fit All
- Variety is Good for You!
- Upright Posture or “Star Trek” Style
- What is comfortable for you?
- Ergo lab-try before you buy!
- <http://safetyservices.ucdavis.edu/article/uc-davis-ergonomics-body-mechanics-program>
- ergoteam@ucdavis.edu



Ergonomics “Conventional Wisdom”(old) vs.
Current Thinking (new)

Invariably, even the current thinking will be incorrect for some individuals.

The ultimate standard is individual comfort (especially over time), tempered by individual preference, control, and choices.

What to do : Injuries

UCDAVIS
SAFETY SERVICES
Risk Management Services

Electronic First Report Overview

Veterinary Medicine
July 2014

Think safe. Act safe. Be safe.

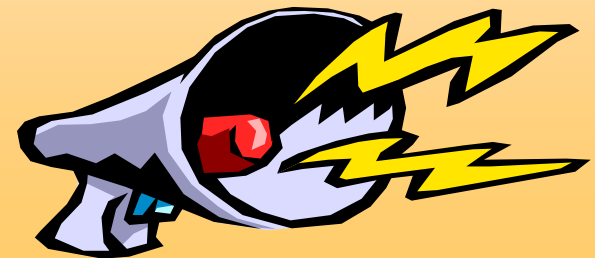
Key “Office” Safety Nets

- SafetyNet #17 - Personal Computer Workstation Checklist
- SafetyNet #41 - What You Should Know to Protect Your Wrists and Hands from Repetitive Motion Injury
- SafetyNet #46 – Lifting
- SafetyNet #96 - Keyboard and Mouse Use

safetyservices@ucdavis.edu

Emergencies:

- Fire Alarm Sounds....what to do.
- Know your exits.
- Make sure everyone leaves your work area and close doors behind you.
- Assist others if needed, **Walk**, do not run.
- Meet outside Meyer Hall (Meet at the designated location for your department).
- Walk around the building-NEVER UP The MIDDLE!
- Other...call 911.



LJ04

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LJO4

Location for Animal Science: NW corner of grassy area next to loading dock entrance.

Leslie J. Oberholtzer, 3/17/2015

Office Hazardous Materials

- WD-40...aliphatic hydrocarbon, petroleum base oil = **flammable & eye irritant**
- Windex...isopropanol, ethylene glycol = **eye irritant**
- Dry Erase Board Cleaner...isopropyl alcohol, ethylene glycol, monobutyl ether = **flammable & eye irritant**
- Formula 409...alkyl dimethyl benzyl ammonium chloride = **eye irritant**
- Toner...styrene copolymer, iron oxide, wax, pigment, silica = **eye and respiratory irritant, ozone, skin burns**

SDS (safety data sheet) – will tell you the dangers of a substance and what to do in an emergency

- How to use an eyewash – they are in the halls on the lab side

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LJ05

Go to lab side for an eyewash????? What should they do Paul and Mike?

Leslie J. Oberholtzer, 3/17/2015

Other Useful Safety Nets

- #52 – Emergency Medical Care
- #109 – Power Outages (check this out sometime before the power goes out 😊)
- #122 – Proper Disposal of Universal Waste (light bulbs, fluorescent tubes, aerosol cans, electronic devices) Never in the Trash!!!
- [Safety Nets here](#)

Hidden Dangers of the Office

- Diabetes: from sitting for extended time
- Misaligned hips: again, too much sitting
- Carpal Tunnel: typing for extended periods
- Weight gain: too much sitting + snacking
- Dry eyes: from staring at the screen all day
- Varicose veins: too much sitting
- Problems from artificial lights: need the sun

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LJO6

Even very shorts breaks to walk around will prevent these problems...use the restrooms on the lab side and stretch your legs!

Leslie J. Oberholtzer, 3/17/2015

What to Do?

- Walk around Meyer Hall during break – office side only ~ 4 minutes, whole thing 10
- Do stretches from fitstrip every hour
- Have a strolling meeting instead of at table
- Take the stairs instead of the elevator
- Use the bathrooms on the lab side
- Walk the Putah Creek Pathway at lunch
- Walk to the office next door instead of emailing

More possibilities

- Do 5 min exercises on your break
<http://wellnesschallenge.ucdavis.edu/physical.html> (bottom of page)
- Walk very hour for a minute or two
- Eat some dark chocolate: it regulates the stress hormone, cortisol
- Enjoy some green tea for your metabolism
- Eat a healthy breakfast and lunch - don't skip breakfast!

Occupational Health has Tips

- Way too much to list here...
- 5 minute workouts from Buster Porter:
- Upper Body Exercises
<http://www.youtube.com/watch?v=6QslPrD09sw&feature=youtu.be>
- Lower Body
<http://www.youtube.com/watch?v=OYvHS Sx0q78&feature=youtu.be>

It's not all greens and fiber....

- Did I mention dark chocolate is good for you?



Questions???

- Any safety concerns...

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