



Facilities and Engineering/Environmental Health and Safety Newsletter

Safety Office: (843) 953-4816, 953-6945/Radio: Channel 1 #98 or #99 Date: October 19, 2018

Safety Counter

129 Days Since Last Recordable

(Shoulder Strain – HVAC 06/11/18)

(Last injury – contusion to foot in Grounds
Department 10/12/2018)

Safety Stats - 2018

4	YTD Campus Recordable Injuries
1.80	RIR Rate (Target: 0.00)
8	YTD First Aids & Report Only
1.9	NCAIS Educational Institution Avg.
Days Since Last OSHA Recordable	
515	Zone Maintenance
129	HVAC
169	Grounds
>1,095	Paint Shop
>1,095	Electrical Shop
>1,095	Motor Pool
>1,095	Carpenter Shop
559	Machine/Plumbing Shop
309	All Other Campus Departments



Top Ten Workplace Safety Tips

1. **Be aware of your surroundings** – This step requires knowing the particular hazards of your job or workplace.
2. **Keep Correct Posture to Protect Your Back** – If you work at a desk, keep your shoulders in line with your hips to avoid back problems. If you are picking things up, use correct form so your back is not impacted.
3. **Take Regular Breaks** – So many work-related injuries and illnesses occur because an individual is tired, burned out and not alert to their surroundings. Taking regular breaks helps you stay fresh on the job.
4. **Use Tools and Machines Properly** – Take the proper precautions when using tools, and never take shortcuts.
5. **Keep Emergency Exits Easily Accessible** – In case of emergency, you may need quick easy access to the exits. Also keep clear access to equipment shutoffs in cases the equipment needs to be shutdown safely.
6. **Report Unsafe Conditions** – Management needs to be informed about any workplace safety hazards or risks that exist. Take precautions and isolate a hazard until the hazard can be corrected.
7. **Use Mechanical Aids Whenever Possible** – Instead of attempting to carry or lift an object that is heavy, used equipment designed to assist with the lift.
8. **Stay Sober** – Approximately 3% of workplace fatalities occur due to under the influence of alcohol or drugs.
9. **Reduce Workplace Stress** – Stress can lead to depression and concentration problems.
10. **Wear the Correct Safety Equipment** – If you are not wearing the proper safety equipment, you may run the risk of getting injured. The equipment must fit properly and be properly taken care of – cleaning and storage.

Link to Safety Alerts <http://www.citadel.edu/root/safety-alerts>

Link to Safety Newsletters <http://www.citadel.edu/root/citadel-safety-newsletters>

Campus AED Locations: http://www.citadel.edu/root/images/environmental_health-safety/campus_aed-map.pdf

FLU SEASON SAFETY

It is estimated that in the United States, an average of 5% to 20% of the population gets the flu each year. Influenza, also known as the flu, is a contagious respiratory illness caused by the flu viruses. It can cause mild to severe illness and at times can lead to death. The flu is different from a cold in that the flu typically comes on suddenly. According to the Centers for Disease Control, typical seasonal flu outbreaks cost employers some \$10.4 billion in hospitalization and outpatient visits. The precise timing and duration of flu season varies, but activity often begins to increase in October, peak between December and March and can last until late May.

Common Symptoms

- Fever or feeling feverish or chills
- Cough with sore throat
- Runny or stuffy nose
- Headaches
- Muscle or body aches
- Fatigue or tiredness and headaches
- Some may experience vomiting and diarrhea, but mostly in children.

Prevention

- ✓ Avoid contact with sick people.
- ✓ Stay home for 24 hours after fever breaks (CDC).
- ✓ Wash your hands often with soap and water.
- ✓ Clean and disinfect surfaces that may be contaminated with germs.
- ✓ Cover your nose and mouth with a tissue when you cough or sneeze.
- ✓ Avoid touching your eyes, nose and mouth – these are entry points for germs to spread.

Stay Healthy

- ✓ Regular exercise
- ✓ Adequate sleep
- ✓ Proper diet
- ✓ Thorough hand washing
- ✓ Avoid those individuals with the flu
- ✓ People with compromised immune systems are more susceptible to catching the flu.

What constitutes an OSHA recordable injury?

In order for an injury or illness to be recordable, it must be work-related. An injury is considered work-related if an event or exposure in the workplace caused or contributed or significantly aggravated a pre-existing condition.

Generally, a recordable injury or illness under OSHA is defined as one that requires medical treatment beyond first aid, as well as one that causes death, days away from work, restricted workdays, and transfer to another job or loss of consciousness.

Smoke Alarms at Home

Smoke alarms are a key part of a home fire escape plan when there is a fire and smoke spreads fast. Working smoke alarms give you early warning so you can get outside quickly.

- Install smoke alarms in every bedroom. They should be outside each sleeping area and on every level of the home. Install alarms in the basement.
- It is best to use interconnected smoke alarms. When one smoke alarm sounds, they all sound.
- Test all smoke alarms at least once a month. Press the test button to be sure the alarm is working.
- A smoke alarm should be on the ceiling or high on a wall. Keep smoke alarms away from the kitchen to avoid false alarms. They should be at least 10 feet from the stove.
- Individuals who are hard-of-hearing or deaf can use special alarms with strobe lights or bed shakers.
- Replace all smoke alarms when they are 10 years old.
- Replace batteries once per year typically around time change in the fall.
- Large homes may need extra smoke alarms.
- Current alarms on the market employ different types of technology including multi-sensing, which could include smoke and carbon monoxide combined.

2018 Fire Safety Theme

LOOK, LISTEN, LEARN

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Fire Prevention and Safety

F K A O J J A R D K M D L Y Q
S L X M Q G E Z E G N B F T U
E K A F E D M Q T A L S V U E
U A P S D J S X E C Z B Y I B
C T L A H P A C C E S S W A D
S C L A W P H Y T E R B C D O
E E U S R K O Y I X P K A V O
R B J L M M A I O E D A J X R
D A O L E R I F N R L U C Y H
D O G O X O O X A T F A K S X
A M O E G W N F H D Y F Q C E
E R B P M K T E R O R F E G D
I S K T Q O P X Z C O X T Z M
K V K T M B O Z T S K C R L W
V G I R O Y A M Y U O X N S E

ACCESS
DETECTION
FIRELOAD
RESCUE

ALARM
DOOR
FLASHPOINT

BACKDRAFT
ESCAPE
LADDER

Halloween Safety On and Off the Road

Kids love the magic of Halloween: Trick-or-treating, classroom parties and trips to a neighborhood haunted house. But for moms and dads, often there is a fine line between Halloween fun and safety concerns, especially when it comes to road and pedestrian safety.

In 2016, 7,330 pedestrians died in traffic or non-traffic incidents, according to *Injury Facts*. Non-traffic incidents include those occurring on driveways, in parking lots or on private property.

NSC research reveals about 18% of these deaths occurred at road crossings or intersections. Lack of visibility because of low lighting at night also plays a factor in these deaths.

Here's a scary statistic: Children are **more than twice as likely** to be hit by a car and killed on Halloween than on any other day of the year. In 2017, **October ranked No. 2 in motor vehicle deaths** by month, with 3,700. July is No. 1, with 3,830 deaths.

Costume Safety

To help ensure adults and children have a safe holiday, the American Academy of Pediatrics has compiled a list of **Halloween safety tips**. Before Halloween arrives, be sure to choose a costume that won't cause safety hazards.

- All costumes, wigs and accessories should be fire-resistant
- Avoid masks, which can obstruct vision
- If children are allowed out after dark, fasten reflective tape to their costumes and bags, or give them glow sticks
- When buying Halloween makeup, make sure it is nontoxic and always test it in a small area first
- Remove all makeup before children go to bed to prevent skin and eye irritation

When They Are on the Prowl

- A responsible adult should accompany young children on the neighborhood rounds
- If your older children are going alone, plan and review a route acceptable to you
- Agree on a specific time children should return home
- Teach your children never to enter a stranger's home or car
- Instruct children to travel only in familiar, well-lit areas and stick with their friends
- Tell your children not to eat any treats until they return home
- Children and adults are reminded to **put electronic devices down**, keep heads up and walk, don't run, across the street

Safety Tips for Motorists

- Watch for children walking on roadways, medians and curbs
- Enter and exit driveways and alleys carefully
- At twilight and later in the evening, watch for children in dark clothing
- Discourage new, inexperienced drivers from driving on Halloween

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WHAT TO DO IN CASE OF FIRE OR EMERGENCY IN A CAMPUS BUILDING...

1. Numbers to call in case of a fire or emergency:

- | | |
|--|--|
| A. From a campus (VOIP) phone | B. From a cell phone |
| - 953-5114 (Citadel Public Safety) | - 811 (Citadel Public Safety) |
| - 843-953-5114 (Citadel Public Safety) | - 911 (Charleston 911 Dispatch Center) |

2. Give the following information:

- | | |
|---------------------------------------|---|
| A. Name | D. Nature of emergency (What is the situation?) |
| B. Phone Number (Preferably a cell #) | E. Number of Injured |
| C. Location (Bldg, Room #) | F. Nature of Injuries (How/what is injured?) |

DO NOT hang up until told to do so.

3. **ALL PERSONNEL MUST EVACUATE** the building when a fire alarm is sounding. **NO EXCEPTIONS!**

4. Know multiple routes out of your building. DO NOT use an elevator in the event of a fire or emergency.

5. Know where your fire extinguishers are located and what types of extinguishers are available.

6. Only attempt to extinguish a fire if you deem it safe enough and small enough. If in doubt, evacuate.

7. Know where the closest fire alarm pull station is located. Most are located near an exit or door to a stairwell.

8. Consider your co-workers. Provide additional help evacuating to those in need, i.e. injured, handicapped, and elderly.

9. Know where your muster points are located. All facilities should have a primary and alternate muster point to assemble and complete accountability of all faculty, staff and students. Muster points should be far enough away from the building to avoid impeding emergency response vehicles. Primary and alternate muster points should be located away from each other in case one is impacted by smoke, gases, etc.

10. Notify emergency responders of anyone that may still be left in the building and where they may be located.

11. **DO NOT RE-ENTER THE BUILDING** for any reason. Only re-enter the building after being given the **"ALL CLEAR"** by Public Safety and alarms have been silenced.

12. Close all doors in office, administrative and educational buildings after rooms have been evacuated. This is especially important if the room is on fire. Closed doors will help to compartmentalize the building and reduce the spread of fire.

13. Barracks doors will be left open with lights on after evacuation unless the room in question is on fire. That door will be closed. Barracks doors left open are to help assist in the evacuation and accountability process.

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