

Workplace Safety Bucknell

Newsletter

Volume 4, Issue 1
April, 2009

Inside this Issue:

What is Wellness?	1
Reflective Sash	1
Near Accidents	1
When to Replace..	2
Reporting Accidents	2
Staff Development Week	2

About the Workplace Safety Committee

The Bucknell Workplace Safety Committee has prepared this newsletter to provide safety and health-related information to our colleagues.

We welcome your safety concerns, questions and suggestions. Please address these to:

safetyworks@bucknell.edu

Committee members:

Lori Barth, Office of the General Counsel

Linda Bennett, Office of the General Counsel

Margaret Brody, Chemistry

Rex Cutchall, Facilities

Eileen DeSantis, Human Resources

Barb Dugan, Athletics

Todd Fogle, Library & IT

Trish Haire, Human Resources

Diane Hall, Chem Engineering

Danielle Kraus, Athletics

Lisa Lapp, Public Safety

Jeff Loss, Facilities

Darlene McBryan, Safety Services

Jim McCormick, Safety Services

Pam Mitchell, Library & IT

Maddie Prah, RICS

Judy Reichley, Facilities

Chris Small, Facilities

Gina Stockdale, RICS

Jonathan Weaver, Public Safety

What is Wellness?

Wellness is a term that has been created to cover the things you do to stay healthy. It means not being sick, but it's more than that. It's really a way of living that says you care about your health and about yourself.

Wellness is a series of decisions, replacing bad habits with good ones. It's something you do by yourself, for yourself.

Wellness takes in a lot of aspects of life, but they're all things that you can control. Your eating, drinking, smoking, drug use, and exercise habits are all yours to keep or to change. These are the things that can make you sick, make you tired, and shorten your life. Or, to turn it around, these are the things that can make you feel more energetic, look better, feel healthier, and live longer.

What makes it even easier is that you don't have to do everything. Just give it a try. Eat less, and switch from junky snacks to healthy ones. Drink water instead of other beverages (it's cheaper, too). Take a walk after lunch instead of having a cigarette. The little changes don't take much, but they can help you feel better and actually be better. And that's what wellness is all about.



Attention: Walkers, Joggers and Runners!!!!!!

If you like to walk, jog or run before daybreak or after sundown the Workplace Safety Committee has a gift for you.

We have a supply of Jogonalite Reflective Sashes that can be worn over your clothing to keep you safe in the dark. Please stop by the KLARC Monitor's Desk to pick one up or email Lori Barth at lbarth@bucknell.edu to request one.

Learn from Near Accidents

An incident (near accident) is similar to an accident except that it does not necessarily result in injury or damage. No matter how trivial they are, incidents should be reported just as accidents are. Why? Nothing is learned from unreported near accidents or near misses. Hazards, causes, and contributing circumstances are lost if not reported. The fact that many incidents come within inches of being disabling injury accidents makes failing to report them all the more serious.

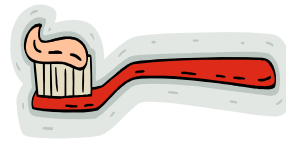
A near accident in the workplace is a warning or an indication that something is wrong. Perhaps a machine isn't operating correctly, or materials aren't stacked properly, or someone has acted in an unsafe way. Close calls or near accidents on the job should also be converted into safety precautions. If they are not reported, their causes usually go uncorrected. That means they may happen again, perhaps producing tomorrow's disabling injury or fatality.

How can we turn a close call into a contribution to safety? First, recognize it as a warning. Next, correct the situation, or remove the hazard, that caused the near accident. If it can be handled routinely, do so, but in any case report it to your supervisor and contact a Safety Committee member (listed on the left) to request a "Near Miss Report" to fill out. *(Continued on page 2.)*

When to replace your.....

There's a good chance that you hold onto certain household items far too long. It might be because you're trying to limit waste, because you're attached to your things, or because you don't realize some items should be replaced. While you might claim to be too busy (or too cheap!) to replace them, your safety, health, and hygiene might just demand that you consider replacing the following items much more regularly than you do.

- **Toothbrush**—The American Dental Association recommends that you replace your toothbrush every three to four months or sooner if it becomes visibly worn (the bristles are frayed or falling out, for example). It's also a good idea to get a new toothbrush after you've been ill.
- **Pillows**—Pillows trap bacteria, odor, and dust mites over time. It's a good idea to replace your pillows every year.
- **Mattress**—The National Sleep Foundation says that a good mattress can last up to ten years, so you should at least replace yours that often. However, if you typically don't sleep well, you may find benefits from replacing your mattress more often (e.g., every five to seven years).
- **Contact Lens Case**—Contact lens wearers are more susceptible to eye infections than non-wearers. Properly caring for your contact lenses and replacing your lens case every three to six months can help limit such infections.
- **Make-up**—Most makeup should be replaced every 3-9 months. Eye makeup is the number one product that bacteria like to live on—this should be replaced every 3 months.
- **Fire extinguishers**—Fire extinguishers may lose pressure over time; it's best to replace them every ten years.
- **Smoke detectors**—You've probably heard that you should change the batteries in your smoke detectors at least once each year, but you should also replace the smoke detectors themselves every eight to ten years.
- **Tires**—Of course, tire wear depends on many factors, the most significant of which is how much you drive. Try inserting a penny into the tread of your tire. If you can still see all of Lincoln's head, the tread isn't very deep, and it's probably time to replace your tire.



Reporting Accidents/Incidents

If you are injured, no matter how minor, don't forget to report the injury. Whether the injury is a scrape or sore shoulder it needs to be reported. What you think is just a cut can turn into something more serious. We are obligated by law to have accident reports on file for all injuries. If you go to the doctors a week after an injury because that small cut has turned into an infection and we do not have record of the injury on file, it could delay the claim process. Human Resources and administrative and academic assistants will all be able to assist you.

Available from our Lending Library:

Videos:

- ✓ *Fire Safety—Everyone's Job*—13 minutes
- ✓ *Safe Lifting and Carrying*—12 minutes
- ✓ *Drive Safely*—12 minutes

Handbooks:

- ✓ *Slips, Trips and Falls*
- ✓ *Safe Winter Driving*
- ✓ *Back safety—Lift well, Live well*
- ✓ *Holiday Stress*
- ✓ *Ergonomics—Solving the Puzzle*

Please call x73337 for more information about these videos and handbooks.

Safety articles provided by JJ Keller & Assoc., Inc., BLR, Inc., and associatedcontent.com

Coming soon—Staff Development Week

When? June 22-26

Where? Bucknell University Campus

Why? Focused personal and professional development program to allow for increased community participation.

Watch for more details from Lisa Verge.

Learn from Near Accidents (continued from page 1)

The "Near Miss Report" is a form for you to fill out so that the near miss can be documented. This allows for tracking of unsafe conditions or acts and allows us to work proactively as a team to create a safer working environment for all of us.

Constant safety awareness on everyone's part is the most important factor in accident prevention. It's what makes us recognize a close call as a warning. So what do you do when a stack of boxes tips over, the handle on a tool snaps, or a ladder slips and, fortunately, no one is hurt? After taking a moment to feel thankful, you take action to prevent what could be a harmful accident next time.