

# Workplace Safety

# Bucknell

## Newsletter

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### 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](mailto:safetyworks@bucknell.edu)

#### Committee members:

Lori Barth, Office of the General Counsel  
Linda Bennett, Office of the General Counsel  
Rex Cutchall, Facilities  
Eileen DeSantis, Human Resources  
Barb Dugan, Athletics  
Todd Fogle, ISR  
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  
Maddie Prah, RICS  
Judy Reichley, Facilities  
Chris Small, Facilities  
Eileen Spade, Biology  
Gina Stockdale, RICS  
Peggy Straub, ISR  
Jonathan Weaver, Public Safety

## Home Fire Escape Plan

The theme for Fire Prevention Week 2007 was: "Practice Your Escape Plan!" . According to the National Fire Protection Association (NFPA) it's not enough to have a home fire escape plan. To escape safely, you've got to make sure that everyone in the home has *practiced* the plan. Does your family know that if they hear a smoke alarm, they should get out and stay out? Here are a few other questions to answer:



- Do you have smoke alarms in your home?
- Can you hear the sound of the smoke alarms when you are in your bedroom?
- Does the sound of a smoke alarm wake you (and family members) up?
- Do you know the fire department's phone number?
- Do you have a home fire escape plan?
- Do you have an outside meeting place to go to after you've escaped from a fire?
- Have you ever practiced a home fire drill?
- Do you test your smoke alarms at least once a month to make sure they work?

If the answer was "No" to any of these questions, discuss it with other family members to put these tasks into practice.

Visit the NFPA website at [www.nfpa.org](http://www.nfpa.org) for more information about fire safety. There are many articles for children that include games and activities and a great way for them to learn about fire safety.

### Did you know ...

That the **Workplace Advisor Program** provides a way for staff members to talk with someone confidentially about issues of concern? Workplace advisors are a resource for those individuals who want an alternative to Employee Assistance Program, Human Resources, or who simply seek a friendly listener. Conversations will be kept confidential unless you give the WPA permission to contact someone else. Workplace Advisors will meet and speak confidentially with you about workplace issues. They will listen, guide, provide information and, if appropriate, refer you to another resource. They will help you to choose the best option for you. A list of advisors can be found at <http://www.bucknell.edu/WorkplaceAdvisor/>

### Prevent the Flu—We Can Do

Student Health Services has begun the 2007 influenza immunization program.

Flu shots will be available at the Student Health Service weekdays between the hours of 9:30—11:30 am (except Thursdays beginning at 10:30 am) and 1:30—3:30 pm.

In addition, flu shots will be administered in 241-C of the Langone Center, on Tuesday, November 13, from 10:30 am to 2:30 pm.

Cost is \$15 to all students, employees and their dependents, and retirees and their dependents. Students and employees may post charges to their Bucknell accounts (BU ID number required).

\* Note: Please provide exact cash or check if not charging to a BU account.

## Keeping your Workplace Safe

It has been said that dirt is only misplaced matter, but if that is true, it is vitally important where that matter is placed. Workplaces where the aisles and exits are blocked, where debris litters the floor, or when tools and equipment are not put away pose a serious safety risk to you and your fellow employees. If regularly performed, housekeeping can help maintain a safe workplace.

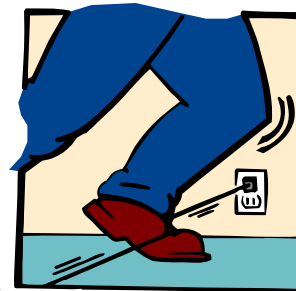
You've probably been reminded hundreds of times that housekeeping is an important safety issue. However, it may not always be apparent how housekeeping affects the safety of your workplace. A few of the benefits of good housekeeping include:

- The conservation of space, equipment, materials, time, and effort makes work easier for everyone;
- The protection of product and materials results in smaller inventories, fewer accidents, and damaged merchandise;
- Less likelihood of fires

### *General Housekeeping*

A facility that is kept neat, clean, and orderly will pose fewer hazards and be a safer place to work. Follow these simple housekeeping practices to keep your work area safe each day:

- Remove debris that could cause slips, trips, and falls such as oil spills, water, broken pallets, loose wire, power cords, and banding.
- Keep stairs, aisles, and doorways clear of debris, objects, or other materials that might present a hazard.
- Return tools and equipment to their designated storage areas after they have been used.
- Make sure that your personal belongings such as lunch boxes and thermoses are either locked up or under your control.
- Make sure switches, lights, and equipment are turned off at the end of each workday.



## Ergonomics Workshop Follow-up

The WSC would like to thank Don Krech, Director of Procurement Services and Pualani Spurlock, Assistant Manager of Recreational Services for their work in making the Ergonomics Workshop happen last May.

Don gave a presentation on workstation set-ups and products, while Pualani demonstrated some simple stretches and exercises that can be done at your workstation to combat fatigue, neck pain, etc. Over 50 people attended the workshop and we gave away four \$25.00 Lewisburg gift certificates and a "Think" chair by Steelcase.

### 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.

## Recognizing and Dealing with Stress

We're all familiar with stress, but do you know why it happens? Stress is defined as the harmful physical or mental response to the pressures of an event or factor of living. When stress occurs, your body releases hormones that make you breathe faster, make your heart beat faster, and increase your blood pressure. In the short term, these provide the necessary energy to help you tackle the stressful situation at the moment. But if stress continues for a long period of time, it can leave you feeling worn down, depressed, and anxious. Your body's immune system may weaken, leaving you more susceptible to illness. The early warning signs of stress include:



- Headache or other pain
- Breathing trouble
- Sleep disturbance such as insomnia
- Fatigue,
- Short temper
- Difficulty concentrating
- Digestive problems
- High blood pressure
- Low morale

Stress on the job can occur when you don't have the materials, resources, training, or time you need to do your job. Job stress can lead to injury as well as illness. So what can you do? When you're at work and encountering stress, take a few deep breaths. Concentrate on your breath and take a mental break from the things that are troubling you for a moment. If you can, get up and walk away for a few minutes. Get something healthy to eat to refresh your physical and mental outlook. Talk to your supervisor about the stress you are under and see if any kind of solution can be found in either the short or long term.

Other helpful techniques to relieve stress are exercise, meditation, yoga and good nutrition. If you feel overwhelmed by stress, seek help through the Employee Assistance Program or other community resources.