

Workplace Safety Bucknell

Newsletter

Volume 1, Issue 2
December, 2005

Inside this issue:

Safety on the Road	1
Facilities Group	1
BU Transportation Policy	2
Watch Your Step	2

When your vehicle starts to skid, steer into the skid or in the direction you want the front of your vehicle to go.

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:

Linda Bennett, Office of the General Counsel
Eileen DeSantis, Human Resources
Jim McCormick, Safety Services
Chris Small, Facilities
Lori Barth, Student Affairs
Margaret Brody, Chemistry
Tom Carl, ISR
Barry Heintzelman, Facilities
Kelly Pastuszek, Athletics
Vickie Smith, RICS
Joyce Wilson, Dining Services

Take safety on the road

You have a responsibility to take care of your personal safety when you drive or otherwise travel as part of the job.

Driving safety

Follow these tips to drive safely:

- Always inspect the vehicle to make sure it's ready for the trip.
- Plan your route by checking maps and getting directions.
- Leave your travel plans (including contact phone numbers) with co-workers and your family.
- Make sure you bring your driver's license, vehicle registration, and insurance papers.
- Monitor weather conditions before you start your trip.
- Make sure you have enough gas, and only stop for breaks in well-lit public areas.
- Make sure all tools and supplies are securely attached to the vehicle before traveling.



Speed and road conditions

Traction is necessary for vehicle control. Certain road conditions reduce traction and lower speeds are necessary. These include the following:

- *Ice, snow, rain:* A slippery road can increase a vehicle's stopping distance and make turning difficult. In order to stop safely, reduce speed by 1/3 on wet roads and 1/2 on snow covered roads. If the surface is ice, get off the road as soon and as safely possible.
- *Shady roads:* Shady portions of the road can remain slippery for a long time after ice on sunny areas of the road has melted and the pavement is dry. (continued on page 2)

FACILITIES GROUP WORKS TO IMPROVE SAFETY

For more than 10 years, the Facilities Safety Committee has been working to identify and rectify unsafe conditions and practices and to initiate programs aimed at reducing the number of accidents within the Facilities Department. This sixteen member committee, which is comprised of representatives from all work centers within the two hundred and twenty plus person organization, meets monthly to discuss general safety concerns, review accidents for trends and corrective action, and recommend training topics and training resources. Among other things, their efforts have resulted in the installation of additional lighting at various areas throughout campus, noise level surveys within Facilities, a maintenance program for eye wash stations and safety showers, and a review of cleaning chemical usage. Additionally, in an effort to increase safety awareness, the committee members recently initiated the practice of introducing themselves to all new employees in their area and reviewing with them the most recent accidents and injuries. In November, the Facilities Department had a pizza lunch to recognize 34 days without a reported sprain, cut, strain, or other accident or injury.

Chris Small, Facilities
Assistant Director for Business Services
Member of the Workplace Safety Committee

(Continued from page 1)

- **Bridges:** When the temperature drops, bridges can freeze before the road does. If slippery conditions are likely, avoid any change (acceleration or braking) in driving habits while crossing the bridge.
- **Curves:** Remember that posted speed limits on curves are designed with cars in mind. Hitting a curve with a dump truck or semi/lowboy combination at the posted speed limit can cause several problems including skidding off the road or vehicle roll over.

If you are involved in an accident while driving a Bucknell University vehicle, whether you think there is damage to the BU vehicle or not, you must fill out the accident report that is in the glove compartment and return it to Linda Bennett in the General Counsel's office upon return to campus.

Bucknell University Transportation Policy

Do you know your responsibilities if you drive a university-owned vehicle? The following excerpts have been taken from the **Bucknell Transportation Policy**. For the complete policy please visit the Reservation, Information Services website under Policies/Transportation.

- Drivers must make sure all passengers use seat belts at all time, even if not required by law. The number of passengers should not exceed number of seat belts. The vehicle should not move from a parked position unless all seat belts are secure.
- Drivers must assume personal responsibility for any fines, penalties and interest associated with traffic and/or moving violations relating to the operation of University vehicles. Violations must be reported to the Transportation Services Office. Failure to pay incurred fines will result in suspension or termination of University driving privileges.
- The University's insurance program only permits the transportation of current Bucknell faculty, staff, spouses and students. The submission of passenger lists to Transportation Services is required prior to departure.
- The driver to whom a university vehicle has been assigned may not permit others to operate the vehicle unless each driver's name has been listed on the Vehicle Request Form and this form has been filed for each such driver.

*The braking distance on slippery roads can be **ten** times longer than normal.*

Watch your step...to avoid trip hazards

Trips occur whenever your foot hits an object and you are moving with enough momentum to be thrown off balance. You can help avoid trips when you:

- Make sure you can see where you are walking. Don't carry loads that you cannot see over.
- Keep walking and working areas well lit, especially at night.
- Keep the workplace clean and tidy. Store materials and supplies in the appropriate storage areas.
- Arrange furniture and office equipment so that it doesn't interfere with walkways or pedestrian traffic in your area.

- Properly maintain walking areas, and alert appropriate authorities regarding potential maintenance related hazards.



© J. J. Keller & Associates, Inc.

Thank you to all who requested the Safe Winter Driving Handbook and participated in the quiz. There were seven people with a 100% score!!!!

Safe Winter Driving Handbooks are still available. Please email lbarth@bucknell.edu for your copy.

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*

Library will be continually updated. Please call x73337 for more information.

Visit the General Counsel's website to view the October Workplace Safety newsletter.