



Facilities and Engineering/Environmental Health and Safety Newsletter

Safety Office: (843) 953-4816, 953-6945/Radio: Channel 1 #98 **Date: November 10, 2017**

Safety Counter

27

Days Since Last Recordable

(Contusion Elbow – Grounds 10/14)

(Recordable injury is defined on page #2 of this newsletter)

Safety Stats

11	YTD Campus Recordable Injuries
1.9	RIR Rate (Target: 0.00)
18	YTD First Aids & Report Only
1.9	NCAIS Educational Institution Avg.
Days Since Last OSHA Recordable	
185	Zone Maintenance
125	HVAC
27	Grounds
>1,095	Paint Shop
>1,095	Electrical Shop
>1,095	Motor Pool
>1,095	Carpenter Shop
226	Machine/Plumbing Shop
132	All Other Campus Departments



Workplace safety cannot exist on best practices and policies alone. A safe work environment is based on how well the people, in both management and employees adhere to and communicate about safety standards. The following are the top ten workplace safety tips every employee should know; [Source:www.arbill.com](http://www.arbill.com)

1. **Be aware of your surroundings – know the hazards, communicate and mitigate or eliminate the hazards – 10-foot safety circle.**
2. **Keep correct posture to protect your back – make sure to use proper body mechanics while lifting objects or sitting at a computer.**
3. **Take regular breaks – many injuries occur while an employee is fatigued. Coordinate with supervision to get plenty of breaks – especially if weather related.**
4. **Use tools and machines properly – taking shortcuts or using tools improperly is one of the leading causes of workplace injury.**
5. **Keep emergency exits and egress points easily accessible – in case of emergency it is extremely important to keep these areas clear.**
6. **Report unsafe conditions to supervision – make sure to isolate the danger until the danger can be eliminated – don't set a trap.**
7. **Use mechanical aids whenever possible – let the machinery do the heavy work.**
8. **Do not work or operate equipment under the influence – this also applies to coworkers – be aware and recognize problems.**
9. **Reduce workplace stress – if outside influences are impacting work, contact your supervisor or a representative from Human Resources.**
10. **Always wear correct personal protective equipment – PPE based on a hazard assessment.**

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

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

Carbon Monoxide Safety

Yes, I know this is Charleston SC, but winter is upon us, or at least fast approaching, and with the holidays just around the corner, we need to be aware of carbon monoxide issues.

More than 400 Americans die from unintentional carbon monoxide poisoning every year according to the CDC.

Carbon monoxide is an odorless, colorless gas that often goes undetected, striking victims caught off guard or in their sleep.

Exposure to carbon monoxide can cause permanent neurological damage or death and the most vulnerable are infants, the elderly and people with chronic heart disease, anemia or breathing problems. The National Safety Council recommends installation of a battery operated carbon monoxide detector – changing the battery when the clocks are changed in spring and fall.

- Have your heating system, water heater and other gas or coal-burning appliances serviced each year.
- Do not use portable flameless chemical heaters indoors.
- Never use a generator inside your home, basement or garage.
- Have the chimney checked and cleaned each year.
- Never let a car idle in the garage.
- Never use a gas oven for heating the home.
- Know the symptoms of carbon monoxide poisoning.

Symptoms:

- Headache, fatigue, nausea
- Dizziness
- Mental confusion
- Vomiting
- Loss of muscular coordination
- Loss of consciousness
- Death

Use extreme caution during the season where Thanksgiving and Christmas decorations are put up around the house.

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 work days, transfer to another job or loss of consciousness.

Contractor Personal Protective Equipment Requirements while on Campus effective 10/9/2017

(Excerpt – Reminder)

Beginning Monday, October 9, 2017, the Facilities & Engineering Department (F&E) will be placing increased emphasis and inspections for all architectural and engineering consultants, and service and construction contractor employees to wear appropriate PPE while in the work area that will be known as “construction zones” on Citadel property. The minimum PPE required in the construction zones will be ANSI-approved protective toe shoes, ANSI-approved safety glasses with side shields, ANSI-approved hardhat and a hi-viz vest or tee-shirt. Each contractor employee should also have identifying marking indicating the company they work for while working on Citadel property.

This directive will apply to all personnel entering a construction zone including Citadel employees, and internal and external project managers. Failure to comply will result in an offending employee being asked to leave the construction zone until the appropriate PPE is worn, and could potentially lead to the employee being asked to leave Citadel property.

If there are any questions or concerns, please contact your respective F&E Project Manager, or the Environmental Health and Safety Office directly at (843) 953-4816.

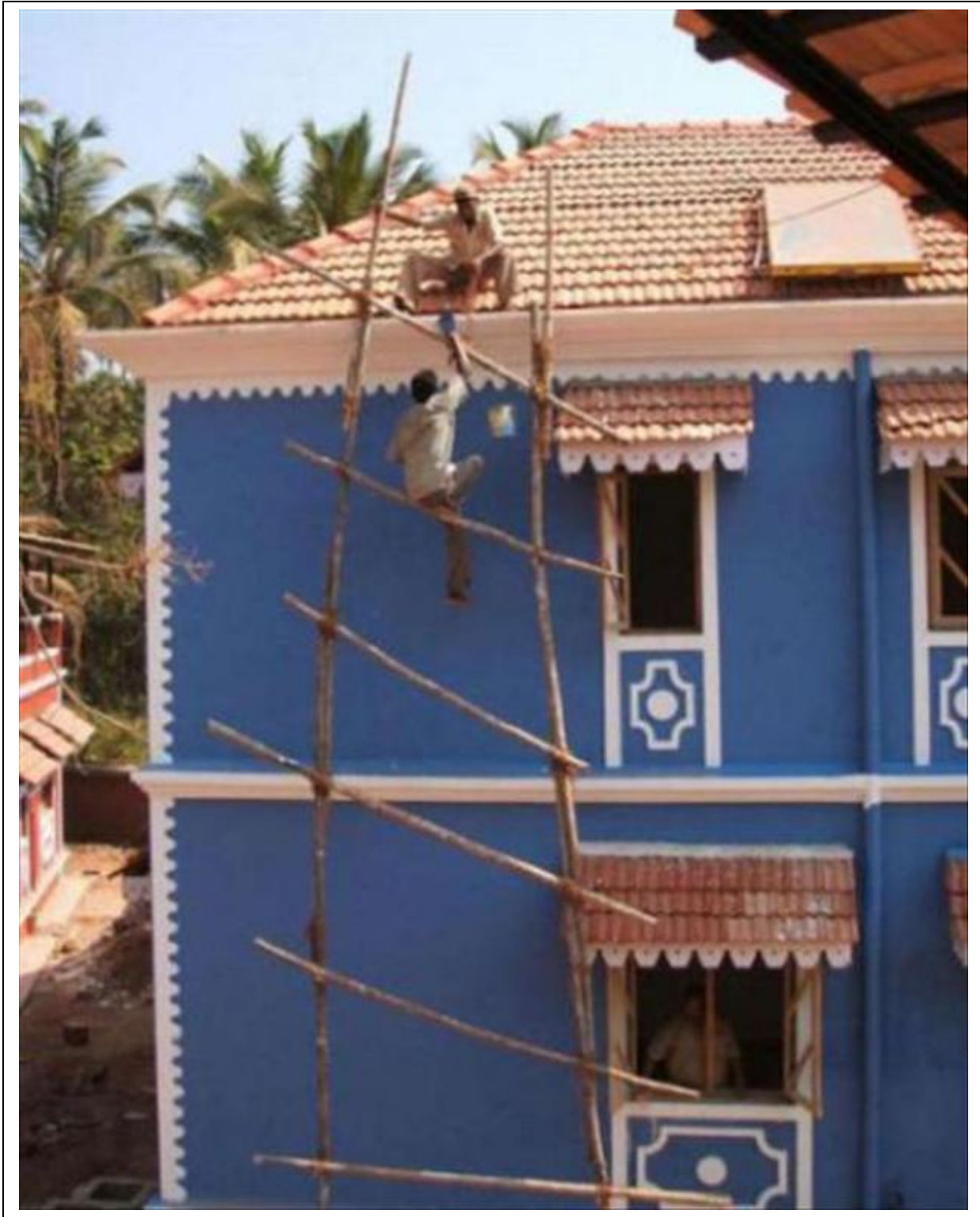
Respectfully,

H. David Orr
Director of Environmental Health and Safety
The Citadel, Military College of South Carolina

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SAFETY PICTURE OF THE DAY



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

Christmas Tree Safety

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

ARTIFICIAL
FIRE
HOLIDAY
ORNAMENTS

BRANCH
FRESHNESS
LIGHTS
TRUNK

ELECTRICAL
GARLAND
NEEDLES
WATE