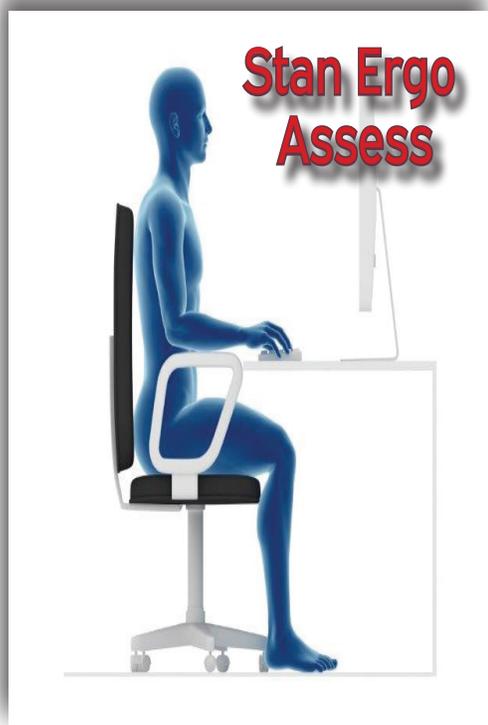


Safety Source

Winter is a time the holidays and great food. But it also includes the flu, and possible aches and strains from improper workplace and home ergonomics. Do not let the winter holidays get you down this year. Instead, follow a few suggestions from our articles. The Safety Source Newsletter Team would like to wish the campus community safe and happy holidays.

Ergonomics Program

Greek words: Ergon - work; Nomos - natural law



It seems that everyone these days is thinking about how we can do work without suffering from repetitive motion injuries, cumulative trauma disorders, or overuse syndrome.

The goal is to apply ergonomic principles to the workplace in an effort to reduce the number and severity of poor conditions. The ergonomically sound work environment maximizes employee comfort while minimizing the risk of undue physical stress. A proactive approach focuses on making changes when risks have been identified.

To that end, Stanislaus is unveiling *Stan Ergo Asses* which will be available the first of December on the new Safety & Risk Management Ergonomics website. Stan Ergo Assess is a self-assessment tool designed to help you manage ergonomic risk effectively and with ease.

The software provides online training that takes between 30-45 minutes to complete. The course is divided into six short modules to allow for flexibility. Stan Ergo Assess identifies health risks associated with computer usage, body warnings, and

factors that contribute to injuries. It provides education on how to set-up workstations and maintain a safe working environment which addresses body postures as well as equipment adjustments.

At the end of the training each employee will be led into a self-risk assessment and provided with a User Action Report.

Optional features include stretching exercises, and an Ergo Spot Check, for users that migrate workstations and are available at any time.

The Stan Ergo website will provide information regarding the process for requesting an ergonomic assessment, the procedure for purchasing equipment, information regarding ADA accommodations and a Frequently Asked Questions (FAQ) section, along with the link to the Stan Ergo Assess program.

**Coming in
February**



**Mark Your
Calendar:**

**Medication Safety Week
April 1-7, 2017**



**Report a
Safety Concern**



**Feedback,
Please**

Send an email to risk@csustan.edu to submit your comments, or suggestions for past or future issues. We look forward to hearing from you!

Ergonomics in the Home



Proper ergonomics at work is important to your overall health. Likewise, how you approach those same types of tasks at home can be critical. You do not have to get an expensive ergonomic desk, but your workstation needs to be comfortable.

Properly sitting while you work means having your back straight or reclined slightly, your forearms and thighs parallel to the floor, and your feet supported. Your wrists and hands should be in line with your forearms. Avoid having your wrists cocked upward by not propping up the rear of your keyboard or laptop. Your head should be level and facing forward, with your eyes looking slightly downward. Shoulders should be relaxed with arms hanging naturally at your sides.

Another essential is adequate lighting. You do not want lighting that is too dim or too bright. Fortunately at home we rarely sit under flickering fluorescent lights, but bright light shining into your eyes or onto the monitor is equally undesirable. The trick is to use indirect light with a desk lamp. If your work setup is next to a sunny window, place your screen at a right angle to the window or install blinds to block direct sunlight.

Just like an office setting make sure you take breaks, get up, and stretch your arms and legs from time to time.

Ahhhh....now doesn't that feel better?

Psychological Counseling Services contributed by Renae Floyd

The mission of Psychological Counseling Services (PCS) is to be a supportive service to students so that they can be successful in their academic pursuits.. Attendance at college presents our students with multiple, unique stressors. Particularly, the students in the Stan State region have many obligations in their lives that can be quite stressful and interfere with their academic studies. Many have to work in addition to taking classes, provide in some way for their family's needs, possibly provide caretaking responsibilities and concern themselves with managing financial constraints. These concerns can take much time and energy away from their academics and create anxiety, affect their mood and create strain in their relationships.

All full & part-time registered students are encouraged to contact Psychological Counseling Services for individual counseling that is professional and confidential. Couples counseling is available if both individuals are registered students. Personal workshops are offered (see website) for those who prefer a workshop setting that focuses on a particular topic (i.e. stress management, relationships, mindfulness, etc.). For more information, contact PCS directly at 667-3381, or their webpage <https://www.csustan.edu/counseling>. Any counselor or Director Dr. Daniel Berkow would be glad to field questions.

Psychological Counseling Services, which has been housed in the MSR building for the past 14 years has now relocated to the Library Building (suite 185). The relocation is so that this most important campus service could achieve a higher level of confidentiality for Stanislaus State students. Students can come by the office to make an appointment with a counselor or call the same campus number (667-3381) to contact the staff and/or access services. PCS is in the University Division of Enrollment & Student Affairs.



Safety Source

12 Days of Office Safety

1. **I See You.** [Report a Safety Concern](#) such as fall hazards, unsafe conduct by employees or students, faulty wiring, disposal of chemicals and indoor air quality concerns.
2. **Two's Company, Three's a Crowd.** Do not overload outlets with too many devices.
3. **Ouch!** Prevent trips and falls by keeping cords safely along walls and out of doorways, and high traffic areas.
4. **Can't Touch This!** Be careful with knife cutters, razor blades, scissors, and other pointed objects that could cause injuries.
5. **That's a Know No.** Know the minimum distance of smoking from a building is 30 feet. No one shall smoke tobacco products inside a public building.
6. **Do You Even Lift?** Use proper lifting techniques so the legs, not the back, do the work.
7. **Step on Up.** Use a ladder or step stool, rather than stand on furniture or boxes, to reach high places.
8. **Nice and Warm.** The State Fire Marshal prohibits the use of portable space heaters in state buildings except when ALL of the following conditions are met:
 - The space heater is equipped with tip-over shut down protection;
 - It is shut-off and unplugged when the area is unoccupied; and,
 - Supervisor(s) are made aware of the use and provide regular checks.
9. **Oh Snap!** Open desk drawers and file cabinets pose a hazard. Be sure to always completely close drawers when not in use.
10. **Eyes Off the Merchandise.** Giving your eyes a rest from your monitor and allowing them to focus at varying distances can help reduce strain and fatigue.
11. **Escape Route.** Know your building escape route and [designated gathering areas](#) in case of an emergency.
12. **Hands Up!** Washing hands with soap and water is the best way to reduce the number of microbes on them in most situations. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Work Safe, Home Safe!

Easy Winter Fruit Salad

This easy winter fruit salad is made with a few simple ingredients that are in season, and is a wonderfully sweet, delicious salad that can be enjoyed in the winter.

Ingredients:

- 5 kiwi fruit, peeled and sliced into rounds
- 3 clementine or mandarin oranges, peeled and separated into sections
- 2 bananas, peeled and sliced into rounds
- 2 pears, cored and diced
- 2 Tablespoons finely chopped fresh mint
- 1 Tablespoon fresh lime juice
- 1 Tablespoon honey or agave

Directions:

Combine kiwi, oranges, bananas, pears, apples and mint in a large bowl. In a separate bowl, whisk together honey and lime juice. Pour the juice mixture over the fruit mixture, then gently toss to combine. Serve immediately, or cover and refrigerate for up to 2 hours.



Holiday Safety

It is time for decorations, family gatherings, and safety. Safety? Yes, make sure safety is included in your holiday planning - especially holiday decor. If you are planning on decorating your office or cubicle, please remember the do's and don'ts: no candles or open flames allowed on campus; do not use naturally flammable items in the office (i.e. trees, natural wreaths); and, electrical and battery powered lights need to be UL safety certified with timers.

[Click here](#) for a flyer on additional safety regulations that you should comply with when decorating your campus space.

Flu Season

Most seasonal flu activity typically occurs between October and May, and most commonly peaks in the United States between December and February. The Centers for Disease Control and Prevention (CDC) urges you to take actions to protect yourself and others from the flu by taking preventative steps to stop the spread of germs, and get a flu vaccine. Check with your healthcare provider for costs and coverage for the flu shot. For more information on flu season preparedness, visit the CDC website (www.cdc.gov/flu/protect/preventing.htm).



Hand Hygiene

Winter is always a time for sneezes and sniffles. Let's be courteous to others and remember a few rules for general office hygiene: wash hands often and/or use unscented hand sanitizer; cover your nose and mouth when sneezing and coughing (cough into your elbow); and wash your hands before touching your eyes, nose or mouth.

[Click here](#) for additional general office hygiene tips.

Safety Spotlight

Safety is everyone's responsibility and we would like to highlight those that are making a difference on campus!



Frank Borrelli

Frank Borrelli, Director of Support Services, has been on campus for almost 30 years and always has safety on his mind. He arranges for safety trainings for his staff annually, takes safety trainings himself to set the example, promotes safety, and represents Business & Finance on the Business Continuity Workgroup.

Thank you Frank for your continuous support of the safety culture on our campus, and being a great model of what safety stands for.

Safety & Risk Management

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