Know When to Use a Fire Extinguisher: 3 P’s Before You P.A.S.S.

A fire can engulf your home, office, warehouse, or other structure in as little as two minutes. In addition to having an escape plan at home and an evacuation plan at work, knowing how to use a fire extinguisher can give you and others valuable seconds to escape.

First, always activate the building fire alarm to alert coworkers and visitors/customers to leave the building or area. Next, call the UTA Police department emergency number at 817-272-3003 to notify the fire department (or 911). Only then try to fight the fire, and only if it is about the size of a waste paper basket or smaller. Fires double in size every 60 seconds, so choosing to use an extinguisher incorrectly or at the wrong time could endanger your life.

If you have been trained to extinguish a fire, the fire appears small, and there’s an extinguisher nearby that you feel is safe to use, quickly consider 3 P’s before using it:

Path: Can you get to a safe exit without passing through any fire, smoke, or heat?

Proper: Do you have the proper extinguisher for the type of fire you’re facing?

Pressure: If the extinguisher has a pressure indicator, is the pressure reading in the correctly charged range?

If you answer YES to all 3 P’s, and you do not feel your safety is in danger, you can attempt using the extinguisher, remembering the P.A.S.S. technique—Pull, Aim, Squeeze, Sweep.

Hit all sides of the fire and any stray spots. When the fire appears to be out, check for live embers. Watch for sudden flare-ups as the hot embers are exposed to the air. Never attempt to fight a fire in an enclosed space such as a storage room. Smoke and gases from the fire, along with the contents of the extinguisher, could displace the oxygen and cause you to lose consciousness. Your escape route could also be cut off by fire or smoke. Fight the fire while backing toward the exit. Always leave yourself an escape route. Never allow yourself to be trapped in a room with only one exit. If the extinguisher does not put the fire out, you will have to leave quickly and safely.

Finding Safety Data Sheets in the CEMS System

The Chemical Environmental Management System (CEMS) is a barcode-based system to record and manage information about the quantity, location and properties of chemical stock, biological agents, and hazardous waste. It automates record-keeping and waste removal requests for material in its original container, allows campus labs to share materials, and can broadcast messages.

One of the key features and benefits of CEMS is access to over 60,000 Safety Data Sheets which are being uploaded from their manufacturer’s web sites.

The chemical manufacturers are required by the OSHA Hazard Communication Standard (HCS) (29 CFR 1910.1200(g)), revised in 2012, to communicate information on chemical hazards. This information is contained in Safety Data Sheets (formerly known as MSDSs or Material Safety Data Sheets) in a user-friendly, consistent 16-section format. The SDS includes information such as the properties of each chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical.

Sections 1 through 8 contain general information about the chemical: identification, hazards, composition, safe handling practices, and emergency control measures (e.g., fire fighting). This information should be helpful to those that need to get this information quickly. Sections 9 through 11 and 16 contain other technical and scientific information, such as physical and chemical properties, stability and reactivity information, toxicological information, exposure control information, and other information including the date of preparation or last revision.

The SDS must also contain Sections 12 through 15, to be consistent with the UN Globally Harmonized System of Classification and Labeling of Chemicals (GHS). To access the SDS archive on CEMS, go to http://cems.uta.edu, click on “Search SDS” in the “Quick Links” window, and search by Chemical Name, Product Number, CAS Number, Manufacturer, or Container Barcode (do not search by Molecular Formula).
EH&S Participates in National Night Out

The UTA Police sponsored the 35th Annual National Night Out on the UC Mall October 2nd and once again EH&S hosted a booth and provided a fire extinguisher demonstration. More than 200 UTA community members participated and learned the acronym P.A.S.S.— Pull the Pin, Aim at base of the fire, Squeeze the Trigger, Sweep from Side to Side. Then each tried their hand at using an extinguisher to put out a controlled fire.

Every other month the EH&S Office routinely offers “The Great Escape on Campus” fire safety simulation, which includes hands-on fire extinguisher training, for faculty and staff. Dates are listed on our website under In Person Training. Please contact our office to register if you would like to attend. This simulation is also conducted periodically for housing residents in selected apartments and residence halls on a rotating basis.

Remember to refer to the EH&S Emergency Source page for basic emergency procedures, guidelines, and links to other campus emergency resources. The new MavSafe app is also available to download onto your smart phone, tablet, or computer so these resources will always be right with you if you should ever need them.

Joel Box, Fire Safety Specialist, had some TALL training to perform when this visitor stopped by the fire extinguisher booth during National Night Out!

Using CEMS to Search for SDSs

Example of the search menu in the Chemical Environmental Management System

<table>
<thead>
<tr>
<th>Safety Data Sheet Search</th>
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<tbody>
<tr>
<td>Chemical Name</td>
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Sedentary Jobs: Take Time to Move

To sit or to stand? That is the question. Or is it? The popular trend in work stations is either standing stations or sit-to-stand stations. Sitting and standing are both static positions and can be strenuous on the back, especially sitting unsupported. Neither position is good to maintain for extended times. If you choose to stand, the general recommendation is to sit for 45 minutes of every hour and stand for 15 minutes. This can be altered to an individual’s tolerance.

Regardless of your sit/stand preference, we recommend taking micro breaks every 30 minutes. Postural muscles fatigue within 20 to 30 minutes, which can cause slouching. Slouching or poor posture is a good indication to change positions. If you find yourself leaning forward in your chair, then stand up. If you are standing and leaning on one leg with your hip out, it’s time to sit.

The term micro breaks usually causes employers to get very nervous. There should be no cause for concern. A micro break is a short (30 to 60 second) break to move or change positions. Our bodies are meant to move. More and more research is being published about how important motion is on all our body parts: joints, muscles, nerves, etc. Micro breaks can be simple movements and/or changes to a routine. For example, when you are on a phone call and have a headset, stand up and walk around your chair. When you need something from a colleague, walk over to his/her desk instead of sending an email. Refill your water bottle and/or take a bathroom break. And, of course, our favorite: do some stretches.

The idea is to complete the stretches in the morning and at night. Throughout the day, complete one or two exercises during your micro breaks. Repeat each stretch five to six times. You should never experience pain with these exercises and are recommended to avoid them if you have medical issues that prevent you from completing them appropriately.

Shoulder Squeeze: Sit away from the back of your chair (or better yet, stand), pull your shoulders back and squeeze your shoulder blades together. Hold for a few seconds and repeat.

Chin Tuck: Pull your head straight back as if you are trying to align your ears with your shoulders. Don’t look up or down; move your head straight back.

Standing Extension: Stand up, place your hands on your hips (if you can) and lean back. Keep looking to the horizon so as to not lose your balance; do not look up. This is a great micro break if you have been slouching or driving for a long time.

Shoulder Depression: Gently clasp your hands behind you and pull your shoulders down. Picture your shoulder blades gliding down your back. Hold for three seconds.

Cervical Lateral Flexion: Slowly lower the right ear toward the right shoulder. Keep your shoulders relaxed. You should feel the stretch on your left side. Hold for 10 seconds and repeat on the other side. To assist, grasp the bottom of a chair with both hands to keep your shoulders from hiking up.

Scalene Stretch: Slowly look down toward your right armpit. You should feel the stretch in your left upper back along between your spine and shoulder blade. Hold for 10 seconds and repeat on the other side.

Overhead Reach: Raise both arms overhead, then slowly bend your elbows and make a light fist. Straighten your elbows out and open your hands and repeat. If you can’t get your shoulders overhead, try moving them forward instead.

Overhead Scapular Mobilization: Raise one arm overhead, then stretch that arm up more from the shoulder blade. Lower the shoulder and keep the elbow straight overhead. You should feel like you are stretching your armpit, not moving the elbow.

Now you should feel refreshed and ready to get back to work!

There are many benefits to moving and stretching more during your work day, including:

- Increased circulation – this helps to flush out waste products in our cells and increase nutritional flow throughout the body
- Relax overused muscles, joints, nerves
- Refresh the brain and refocus your thoughts and attention
- Reduce fatigue by the end of the day
- Make fewer mistakes and do overs

All of this leads to more productivity, happier employees and happier employers!

Author: Valerie Hoke, OTR, CHT, COMT, CEAS, Certified Ergonomic Assessment Specialist, WorkStrategies Coordinator (courtesy of Select Medical)
Contact Sustainability for Recycling Pickups

The recycling program at UTA is offered by the Institute for Sustainability and Global Impact and is supported by Facilities Management (FM). In 2011, the University adopted a Recycling Policy to provide campus-wide recycling guidelines. There are 22 recycling locations maintained across campus that accept paper, aluminum, plastic, alkaline batteries, lead acid batteries, NiM batteries and lithium batteries, also printer cartridges and other electronic waste.

Please refer to Waste Reduction and Recycling for a complete description of the program and a list of items that can be recycled on campus.

Recycling pickups can be requested and scheduled by contacting Becky Valentich at becky@uta.edu.

To request a recycle bin for your office please call the FM Service Call Center at ext. 2-2000.

Online safety training is located on the EH&S training management website: [https://uta-ehs.org](https://uta-ehs.org)

- Bloodborne Pathogens for Laboratory Research Personnel
- Bloodborne Pathogens (Non-Research)
- BioSafety Level 2
- On-Site Biohazardous Waste Management
- Vaccinia Virus
- Laser Safety
- Radiation Awareness
- Radiation Producing Machine
- Hazard Communication & Waste Mgmt- Academic
- Hazard Communication & Waste Mgmt- Non-Academic
- Fire Alarm Device
- Back Injury Prevention
- Confined Space Entry Awareness
- Hand & Power Tool Safety
- Hearing Conservation
- Lockout/Tagout
- Respiratory Protection
- Class C Underground Storage Tank
- Defensive Driving Awareness
- 12 & 15 Passenger Van
- Powered Industrial Truck (Forklift)

Call us at 817-272-2185 to schedule specific trainings not available online:

- Radioactive Materials
- Hot Work Safety
- Fire Extinguisher
- Respirator Fit Testing

The Great Escape with Fire Extinguisher Training and Evacuation Chair in person trainings are offered on a bimonthly basis. Click here for the schedule. Please call to sign up for a date.

**EH&S TRAINING COURSES**

**DRIVING UTA VEHICLES**

**Defensive Driving Awareness** - This online course must be completed every 3 years to remain an authorized driver of UTA vehicles. Additionally, an individual driving record check (MVR) must be updated annually.

**12 & 15 Passenger Van Training:** Take the online course first. A behind-the-wheel driving test is also required and will be conducted on the dates and times below at the EH&S office, 500 Summit Ave. Drivers must have already passed the Defensive Driving Course and have a current approved driving record check (MVR) to attend. Class size is limited, so please call 817-272-2185 to register ahead of time.

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**EH&S Staffer Becomes U.S. Citizen**

Merja Karwoski, Biological Safety Specialist, took her oath as an American citizen on August 24. There were 110 people from 32 different countries who were sworn in at the ceremony.

Born in Finland, Merja has been a permanent resident of the United States since 2007. She was hired by our department and UTA in May 2008.