



DEPARTMENT SAFETY LIAISON HANDBOOK

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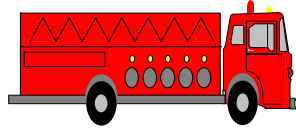
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EMERGENCY PHONE NUMBERS



UTA POLICE, EMERGENCY	2-3003
UTA POLICE, ADMINISTRATIVE	2-3381
CITY OF ARLINGTON EMERGENCY DISPATCH	9-911
ENVIRONMENTAL HEALTH & SAFETY OFFICE	2-2185
PHYSICAL PLANT	2-3571
STUDENT HEALTH SERVICES	2-2771
OFFICE FOR STUDENTS WITH DISABILITIES	2-3364
CUSTODIAL SERVICES	2-2602
CAMPUS OPERATOR	2-2011
INCLEMENT WEATHER INFO	972-601-2049

DEPARTMENT SAFETY LIAISON (DSL) PROGRAM EXPLANATION

DSL GOAL AND PURPOSE

The goal and purpose of the Department Safety Liaison (DSL) Program is to maintain a safe and healthful workplace through:

1. Dissemination of fire/life safety and emergency response information
2. Educational meetings and safety training
3. Hazard reporting
4. Performing DSL responsibilities for hazard communication program
5. Conducting safety evaluations

DSL RESPONSIBILITIES

1. Meet quarterly for safety training and to discuss safety issues confronting departments.
2. Maintain a copy of the current Department Safety Liaison Handbook. Ensure all employees in your department are aware of their responsibilities in the event of an emergency or evacuation.
3. Notify the Environmental Health and Safety (EH&S) office when the department's Evacuation Plan requires updating due to moves or construction.
4. Provide information and direction to the department during evacuation exercises and in the event of a fire or other emergency.
5. Identify individuals in the department who might need assistance in the event of an emergency due to temporary or permanent disability and provide safety orientation to the person needing assistance upon arrival in the department.
6. Sponsor safety training for staff/employees in cooperation with the EH&S office.
7. Disseminate safety information to staff.
9. Perform the DSL responsibilities for Hazard Communication as described in Section 6 of this handbook.
10. Assist the EH&S office with responding to employee hazard reports.
11. Conduct monthly safety evaluations for the department using the facility inspection checklist provided in Section 6 of this handbook.

DSL RESPONSIBILITIES CHECKLIST

	TIME FRAME	FREQUENCY
Attend DSL Meetings.	2 hours	Quarterly
Maintain a copy of the DSL Handbook. Ensure the employees in your department are aware of their responsibilities in the event of an emergency or evacuation. Notify the EH&S office when the department's Evacuation Plan requires updating due to moves or construction.	1 hour	As needed
Provide information and direction during evacuation exercises, identify individuals who might need assistance in the event of an emergency.	1 hour	As needed
Conduct safety training.	2 hours	Annually
Disseminate safety information.	--	As needed
Perform DSL responsibilities for hazard communication.	4 hours	Annually
Assist the EH&S office with responses to employee hazard reports.	--	As needed
Conduct monthly safety evaluations using Facility Inspection Checklist in Section X. The checklist should be retained in the DSL handbook under inspections.	30 minutes	Monthly

EMERGENCY RESPONSE AND EVACUATION PLAN

INTRODUCTION

The possibility of a fire, tornado or bomb threat at the University at Arlington Campus is remote, but even the possibility of such an occurrence requires the implementation of a plan to ensure the orderly and safe evacuation of all endangered employees, students, visitors and contractors. The UTA's DSL Handbook is designed to assist you in responding to certain emergency situations and evacuating to a safe location when necessary.

The UTA Campus is comprised of the following locations: The Main Campus, Finance and Administration Annex, UTA's Fort Worth Riverbend Campus and the UTA departments located at the First Savings Bank Building.

EVACUATION PROCEDURES FOR MOBILITY IMPAIRED INDIVIDUALS

Identifying individuals who will need some special assistance in the event of a fire or other emergency requiring evacuation is essential. A mobility impaired staff member should inform his/her Supervisor of any special needs that he/she may have whether at the time of hire or following a subsequent injury. The Supervisor and Department Safety Liaison (DSL) shall discuss special needs with the staff member in relation to the specific job. This should include the extent of the impairment and what special needs he/she may have in the event of an emergency. In the event of an emergency evacuation the DSL shall ensure that persons with physical impairments are assisted, if necessary, to a safe location. The DSL shall also maintain a system of accountability for those persons with physical impairments including their location and impairment.

PROCEDURE

Evacuation of disabled people who are otherwise ambulatory, such as vision or hearing impaired, should take place normally with other building occupants. They can benefit from an escort and should be provided with one from within the work area.

The UTA Campus is equipped with evacuation chairs in specified buildings and also has a mobile unit placed in the EH&S Command vehicle. The University of Texas – Arlington Police Department (UTAPD), EH&S, and individuals on campus have been trained in the proper use of the evacuation chairs. The evacuation chair is a lightweight, compact and easy to use device designed to assist mobility-impaired persons down a stairwell. The open sides of the evacuation chair are designed so that most people with limited mobility can transfer from their wheelchair to the evacuation chair without assistance. Once positioned in the evacuation chair, velcro straps are wrapped securely around the passenger's torso and lower legs. The passenger is then wheeled to the stairway for descent.

The evacuation chair is completely stable and self-supporting on flat surfaces and during descent. It is equipped with a speed governor and braking system that allows a small attendant to easily evacuate a larger person securely and allows full control of the speed of descent. The durable rubber tracks firmly grip the stairs and the safety brake can stop the unit on the stairs if necessary. The emergency evacuation chairs are equipped with many safety features and most importantly, provide people with limited mobility an equal opportunity for escape in an emergency.

The evacuation chairs are conveniently stored in steel cabinets and are ready for immediate use in an emergency. Locations are as follows:

Architecture	601 Nedderman	4th Floor	Middle Stairwell
Arlington Hall	600 S. Pecan Street	2nd Floor	East Side Common Area
ARRI	Riverbend Campus	3rd Floor	West Stairwell
Business	701 S. West	6th Floor	East Stairwell
Carlisle Hall	503 West Third	7th Floor	Hall way Outside of N Stair
Continuing Education	140 W. Mitchell	2nd Floor	Southeast Stairwell
Continuing Education	140 W. Mitchell	2nd Floor	Hall of NE Stairwell
Davis Hall	701 S Nedderman	4th Floor	Middle Stairwell
Fine Arts (Theatre)	502 S. Cooper	2nd Floor	East Side Common Area
Hammond Hall	701 S. Cooper	5th Floor	North Stairwell
Life Science Bldg.	502 S. Nedderman	5th Floor	Southeast Stairwell
Library	702 College Street	6th Floor	Northwest Stairwell
Library	702 College Street	2nd Floor	Northwest Stairwell
Nedderman Hall	416 Yates Street	6th Floor	West Stairwell
Pickard Hall *	411 S. Nedderman	6th Floor	Southeast Stairwell
Science Hall	502 Yates	3rd Floor	Northeast Stairwell
Social Work	211 S. Cooper	3rd floor	Northeast Stairwell
University Center	300 West First	Upper Level near Center Stair	
University Hall	601 S Nedderman	5th Floor	West Stairwell
UTA EH&S	Command Van		
Wetsel	1225 W. Mitchell	2nd Floor	South Stairwell

* - Denotes unit stolen, to be replaced.

When considering special needs, individuals using wheelchairs or that have other obvious mobility impairments immediately come to mind. However, there are many individuals who may not appear to have a disability that will also require special assistance. Permanent conditions such as arthritis or temporary conditions such as a sprained ankle or a broken leg can limit one's ability to evacuate quickly and safely. Heart disease, emphysema, asthma, or pregnancy can reduce stamina to the point of needing assistance when moving down many flights of stairs.

Mobility impaired individuals that are not able to evacuate the building should proceed to the nearest safe stairway with a prearranged escort. Once the stairs have begun to clear of other evacuating people, the mobility impaired person and the escort should enter the stairwell and remain on the landing. It is imperative for the DSL or a delegated supervisor to immediately notify the nearest firefighter as to the location of the mobility-impaired person. This will allow the incident commander to make a decision as to

whether the mobility-impaired person should be evacuated immediately or sheltered in place until additional resources arrive. Sheltered in place refers to a procedure in which person(s) are left in a safe environment while first arriving firefighters fight a fire in another part of the building. As additional resources arrive, the incident commander can make the determination on how and when to evacuate any remaining occupants based on current conditions.

If the stairwell becomes smoke filled or unsafe before the fire department's arrival, move back into the building and proceed to another usable stairway. If no other stairway is available, find a room that is tenable, close the door and telephone UTA Police Department at Ext. 3003 for assistance.

Elevators should not be used for emergency evacuation of a building. In this situation, people with limited mobility may be trapped or have to wait for a prolonged period of time in an area of refuge.

In extreme cases, mobility impaired individuals may need assistance in moving a wheelchair down a stairwell. Some guidelines are listed below.

When descending stairs, stand behind the chair grasping the pushing grips. Tilt the chair backwards until a balance is achieved. Descend frontward. Stand one step above the chair, keeping your center of gravity low and let the back wheels gradually lower to the next step. Be careful to keep the chair tilted back. If possible, have another person assist by holding the frame of the wheelchair and pushing in from the front.

REMINDERS TO PERSONS WITH PHYSICAL IMPAIRMENTS

1. Take control without depending on others to take the first step.
2. Do not be afraid to let others know when you need assistance.
3. Do not hesitate to communicate what your special needs are in order to make the evacuation easier and safer for you and your assistant.
4. Plan ahead. Be prepared. Know what you are going to do before an emergency arises. Make a plan and then test it. Determine what your alternatives are.
5. When you enter an unfamiliar building, locate the most available telephones, exits ramps, enclosed stairwells (determine if landings are large enough for wheelchairs), rooms that would make good areas of refuge, fire alarm pull stations, and fire extinguishers.
6. Never take an elevator in a building evacuation, unless directed to do so by the fire department.

WHEELCHAIRS

Wheelchairs should normally be left behind in an evacuation; however, individuals who use wheelchairs on a regular basis may disagree with this. A person's wheelchair is their means of mobility. Discuss evacuation with the user first. If the person in the wheelchair has had experience with evacuation before, he/she should be able to guide you with a preferred method of evacuation. Without their wheelchair, persons with impairments will need continuing support and assistance.

Evacuating a person up and down stairs while they are seated in a power wheelchair should not be attempted. The battery is usually located at the lower back of the wheelchair, making it difficult to tilt the chair backward for ascent or descent of stairs. In addition, power wheelchairs are extremely heavy. Do not use a power wheelchair to evacuate the person, find another means, such as the evacuation chair. If this is not available, the DSL should assign several assistants to try to evacuate the wheelchair.

THINGS TO REMEMBER ABOUT WHEELCHAIRS

1. There are many different types of wheelchairs.
2. They have many movable or weak parts that are not built to withstand the stress of lifting.
3. Remove batteries from an electric wheelchair before attempting to transport it.
4. If you are evacuating someone in a wheelchair equipped with a seatbelt, secure the person in the chair.
5. If the chair must be left behind, be sure it does not block or obstruct doorways, stairs or passages. Even if you are the last to evacuate, an emergency worker could sustain an injury.
6. If a regular co-worker is mobility impaired and uses a wheelchair, plan ahead as to what evacuation procedures will be used in the event of an emergency.



FIRE

The DSL should become familiar with the location of fire alarm pull stations in their area. They may want to note the locations of fire alarms on their building floor plan.

If you discover a fire, you should:

- Dial UTA Police Department at Ext. 3003.
- If it can be performed safely, activate the nearest fire alarm pull station to signal other employees.
- Inform the UTA Police Department of the size and location of the fire.
- Shut off electrical equipment in your immediate area.
- Close all doors against the fire (don't lock them).
- Exit the building quickly using the nearest safe exit (do not use elevators).
- Inform your DSL, Supervisor or UTA Police if anyone needs assistance.
- Calmly walk to your designated assembly area for your building.
- Assemble with your work group.
- Inform your DSL, Supervisor or UTA Police of any missing person(s).
- Wait for the "all-clear" signal before reentering the building.

If you hear a fire alarm sound, you should:

- Shut off electrical equipment in your immediate area.
- Close all doors against the fire (don't lock them).
- Exit the building quickly using the nearest safe exit (do not use elevators).
- Inform your DSL, Supervisor or UTA Police Department if anyone needs assistance.
- Calmly walk to your designated assembly area for your building.
- Assemble with your group.
- Inform your DSL, Supervisor or UTA Police of any missing person(s).
- Wait for the "all-clear" signal before re-entering the building.



IF YOU HEAR AN ALARM, REMEMBER.....

- *Turn off electrical equipment*
 - *Close all doors against the fire (don't lock them)*
 - *Exit using the nearest safe exit
(do not use elevators)*
 - *Calmly go to designated assembly area*
 - *Assemble with your work group*
 - *Report any missing employees immediately*
 - *Wait for the “all-clear” signal to return to work*
-



WEATHER EMERGENCIES

Upon either the order of the UTAPD, the activation of the severe weather siren atop Davis Hall, or another means of notification of a weather emergency, employees and guests should proceed to their designated safe area as quickly as possible. Keep in mind that warning sirens are designed to be heard outside of buildings. ***Do not use the elevators.*** If there is not enough time for building occupants to reach their designated safe areas, building occupants should take shelter in the inner corridor of the building's lowest level of occupancy. If a power failure occurs during an evacuation, emergency lighting in the stairwells will provide necessary illumination to enable employees to safely evacuate the building. As soon as you arrive at the safe area, assemble with your work group. Inform your DSL, Supervisor or UTAPD if any employees are missing.

Safe Areas: All employees and guests should immediately proceed to an interior hallway and/or lowest level of occupancy. Attempt to gather in an area or room that has the red Storm Shelter Symbol if your building is equipped with such a designated place.

(Please note that the severe weather siren atop Davis Hall is tested the first Wednesday of every month.)

SEVERE WEATHER DEFINITIONS

Flood Watch: High flow or overflow of water from a river is possible in the given time period. It can also apply to heavy runoff or drainage of water into low-lying areas. These watches are generally issued for flooding that is expected to occur at least 6 hours after heavy rains have ended.

Flood Warning: Flooding conditions are actually occurring or are imminent in the warning area.

Flash Flood Watch: Flash flooding is possible in or close to the watch area. Flash Flood Watches are generally issued for flooding that is expected to occur within 6 hours after heavy rains have ended.

Flash Flood Warning: Flash flooding is actually occurring or imminent in the warning area. It can be issued as a result of torrential rains, a dam failure, or ice jam.

Tornado Watch: Conditions are conducive to the development of tornados in and close to the watch area.

Tornado Warning: A tornado has actually been sighted by spotters or indicated on radar and is occurring or imminent in the warning area. If the tornado warning is for the immediate Arlington area, the severe weather siren atop Davis Hall will be activated.

Severe Thunderstorm Watch: Conditions are conducive to the development of severe thunderstorms in and close to the watch area.

Severe Thunderstorm Warning: A severe thunderstorm has actually been observed by spotters or indicated on radar, and is occurring or imminent in the warning area.

Tropical Storm Watch: Tropical storm conditions with sustained winds from 39 to 73 mph are possible in the watch area within the next 36 hours.

Tropical Storm Warning: Tropical storm conditions are expected in the warning area within the next 24 hours.

WHAT ABOUT WEATHER EMERGENCIES?

- ◆ *Know location of your designated safe area*
- ◆ *Calmly go to designated assembly area*
- ◆ *Assemble with your work group*
- ◆ *Report any missing employees immediately*
- ◆ *Wait for the “all-clear” signal to return to work*





MEDICAL AND FIRST AID

STANDARD PROCEDURES FOR ALL MEDICAL EMERGENCIES:

1. Call the UTAPD at Ext. 3003. If needed, request UTAPD to send an Automated External Defibrillator (AED) if one is not located at the scene. Give the UTAPD your location. UTAPD will then call Arlington 911.
2. Send a fellow employee to bring the nearest AED if one is located in the building.
3. Send another employee to flag down incoming responders and hold elevator(s) at the ground level.
4. Administer first aid, cardiopulmonary resuscitation (CPR), and/or the Automated External Defibrillator (AED), if properly trained to do so, or summon a person with the appropriate training.

Other considerations when responding to medical emergencies:

- Try to find out what happened and check for medical ID tags.
- Avoid moving an injured person unless it is absolutely necessary for safety reasons.
- Follow universal precautions: treat all blood and body fluids as if they are infectious.

TYPES OF MEDICAL EMERGENCIES:

CARDIAC ARREST/HEART ATTACK

- Complete Steps 1 and 2 of the Standard Procedures for all Medical Emergencies.
- Administer CPR if properly trained to do so, or summon a person with the appropriate training. A list of CPR Trained Personnel” and “AED Response Team” is located in each Department Safety Liaison’s Manual.
- CPR should be continued until the AED arrives and is attached to the patient. CPR is a very important aspect in responding to cardiac arrest because it can sustain an artificial heartbeat while the AED is brought to the victim’s location.
- If you are the only responder trained in CPR/AED, attach the AED. **Attaching and operating the AED takes precedence over CPR.**
- Continue treating/monitoring the victim until EMS and/or the Fire Department arrive on the scene.

The most frequent warning signs of cardiac arrest/heart attacks are:

- Prolonged oppressive pain or unusual discomfort in the center of the chest behind the breastbone.
- Pain may radiate to the shoulder, arm, neck, back or jaw.
- Sweating, nausea, vomiting and shortness of breath often accompany pain or discomfort.
- Symptoms sometimes subside and then return.
- Female victims may complain of unexplained weakness, but may not complain of significant chest pain.

The current AED locations are as follows:

Activities Building	600 W. Nedderman	1st Floor	Hallway outside Lockers
ARRI	Riverbend Campus	1st Floor	Hallway
Continuing Education	140 W. Mitchell	1st Floor	Atrium Entrance
Davis Hall	701 S. Nedderman	Basement	Police Dispatch
Health Center	605 S. West	1st Floor	Pharmacy
Library	702 College	1st Floor	Main Entrance
Maverick Stadium	1307 Mitchell	1st Floor	Athletics Room 113
Physical Education	801 Greek Row	1st Floor	South Entrance
Texas Hall	701 W. Nedderman	1st Floor	Main Entrance
University Center	300 W. First	1st Floor	South Entrance
UTA Police	Patrol Cars	V47,V48,V49,V50,V55,V66,V71,V73	

CHOKING

If the choking victim is able to breathe or talk, this procedure should not be used.

In the event of choking:

- If the victim is standing or sitting, get behind the victim and wrap your arms around their waist so you can apply the strength of both arms.
- Put the thumb side of your fist or the heel of your palm against the victim's abdomen, just above the navel.
- Make five (5) quick, upward thrusts, then reassess the victim. Continue thrusts until the object is expelled or the victim collapses.

If the victim has collapsed:

- Complete Steps 1 through 3 of the Standard Procedures for all Medical Emergencies.
- Place the victim on his or her back.
- If the victim is unconscious, give two (2) slow breaths. If the breaths do not go in, reposition the head and try again.
- If the breath still doesn't go in, put the heel of the palm of your hand against the abdomen, just above the navel, and make five (5) quick upward thrusts with both hands. Then, check the victim's mouth to determine if an object was dislodged.
- Continue to repeat the process beginning with the two (2) slow breaths.
- If you are the victim, use the first method on yourself or lean over the back of a chair and push your abdomen into the chair to force air out of your lungs.

SHOCK

In the event of shock:

- Complete Steps 1 through 3 of the Standard Procedures for all Medical Emergencies.
- Have the victim lie or sit down.
- Keep victim comfortable, not too hot or cold.
- Place victim on his/her left side if they are unconscious.
- Ask or look for emergency medical ID, and treat other injuries as necessary.

The most frequent warning signs of shock are:

- A pale appearance.
- Cold Skin.
- Rapid Pulse.
- Quick Shallow Breathing.
- Weakness.

BURNS

In case of burns:

- If the injury is minor, submerge the burned area into cold water as soon as possible to reduce pain and swelling.
- In the case of severe burns, Complete Steps 1 through 4 of the Standard Procedures for all Medical Emergencies.
- Apply sterile gauze and do not try to clean burns or break blisters.

WOUNDS

To stop bleeding:

- Apply direct pressure to the wound if necessary.
- Protect the wound from contamination by covering it with a sterile dressing.
- Keep the victim comfortable, not too hot or cold.
- Have the victim lie down.
- Complete Steps 1 through 3 of the Standard Procedures for all Medical Emergencies.

POISONING

In the event of a poisoning:

- If the container is available, note the information on the label and note the contents, if any.
- **Do Not** induce vomiting, or attempt to dilute the poison, or give any antidotes unless instructed to do so by EMS, a physician, or the Poison Control Center.
- If this is a medical emergency, Complete Steps 1 through 4 of the Standard Procedures for all Medical Emergencies.
- For minor incidents, call the Poison Control Center at 9-1-800-764-7661.
- If you are uncertain, call UTAPD at Ext. 3003; the dispatcher can connect you to the Poison Control Center while staying on the line to determine if an ambulance is needed.
- Provide a Material Safety Data Sheet to the EMS if one is available.

FAINTING

If a person feels faint:

- Seat the person.
- Lower the head between knees to encourage blood flow into the head.
- If the person actually faints, position them on their left side with mouth turned toward the floor.
- If the individual is unconscious for more than a few minutes, Complete Steps 1 through 4 of the Standard Procedures for all Medical Emergencies. If the person regains consciousness, keep them quiet and lying down for at least fifteen minutes.



BOMB THREAT

Bomb threats should always be taken seriously. An employee receiving a bomb threat over the phone should **notify the UTA Police Department (UTAPD) at Ext. 3003 immediately** (preferably while the caller is still on the phone). UTAPD will notify the appropriate emergency response agencies.

The most common method of transmitting a bomb threat is by telephone. However, if a bomb threat is received by mail or other written form, the document should be handled only by the person who opened it and then placed between two sheets of paper to preserve fingerprints. Since the bomb threat will probably be communicated by telephone and the call may be made to any of our extensions, it is imperative that all personnel know what to do in case of a bomb threat communicated by telephone.

Receiving a bomb threat over the phone:

- Signal your co-workers.
- Remain calm and solicit as much information as possible.
- If the caller is told a building is occupied or that a facility cannot be evacuated in the warning time provided, the bomber may be encouraged to provide more specific information regarding the location of the bomb.
- Information elicited from the caller will greatly assist in determining whether or not an evacuation of the entire complex is necessary.
- Appropriate telephones should have the attached bomb threat checklist readily available to help the person taking the call get as much information as possible.
- UTAPD will notify the proper emergency response agencies and UTAPD will organize searches.

Upon receiving information of a bomb threat:

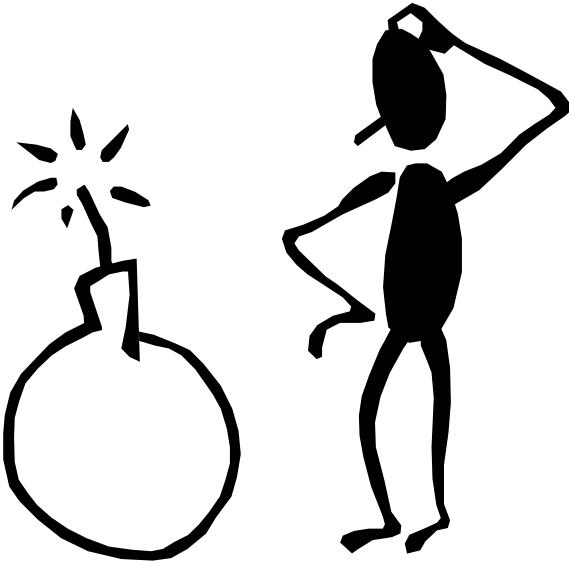
- Each employee should check their immediate work area to ascertain if any packages, briefcases, or other items appear unusual or out of place.
- If any strange or unidentified object is found, **employees should not touch it** but should immediately notify UTAPD at Ext. 3003.

If a decision is made to evacuate one or more of the buildings on the UTA campus, employees will be moved a safe distance away from the buildings. This location will be far enough away from the building(s) so that employees would be protected from possible flying debris in the event an explosion occurred.

To affect an evacuation, the UTAPD will telephone each Department Safety Liaison (DSL) in the affected building. Once contacted, the DSL and Supervisor will notify all employees in their work groups to evacuate the building.

Signal To Return:

Employees who have been evacuated because of a bomb threat will return to the appropriate workstations only upon issuance of an “all-clear” signal from the UTAPD.





BOMB THREATS.....

DO YOU KNOW WHAT TO DO?

- *Don't Panic*
 - *Take all bomb threats seriously*
 - *Get as much information as possible*
 - *Immediately notify the UTA Police Department at Ext. 3003*
 - *Look for suspicious packages or objects in your area*
 - *Be prepared to evacuate*
-



SUSPICIOUS LETTERS OR PACKAGES

RECOGNIZING SUSPICIOUS LETTERS OR PACKAGES

- Sender's address and postmark are different locations.
- No return address or name and title of addressee are inaccurate.
- Letter/Package feels rigid, uneven, lopsided or has a bulky appearance.
- Excessive amount of postage is used or letter's origin is questionable.
- Package is wrapped in paper that is oil stained, or package emits a peculiar odor.
- Contains restricted endorsement, such as "personal," "private," or "to be opened only by."
- Personal mail not normally sent to the office address.
- "Cut and paste" lettering or crude, homemade labels are used for return address.
- Letter or package appears to have been disassembled or re-glued.
- Handwriting appears distorted or foreign.
- Protruding wires, tinfoil or strings are observed.
- Pressure/Resistance is noted when attempting to open contents.
- Outer container is shaped irregularly, asymmetrically, or has soft spots or bulges.
- Exterior wrapping exhibits signs of previous use, such as traces of glue, mailing labels, return addresses or tape.
- Several different types of tape are used to secure the parcel.
- Unprofessionally wrapped parcel is endorsed "Fragile--Handle With Care" or "Rush--Do Not Delay."
- Package makes a buzzing, ticking, sloshing or other suspicious sound.

HANDLING SUSPICIOUS PACKAGES OR LETTERS

Explosive

- Do not open suspicious packages/letters until origin and content can be verified.
- Exercise **extreme** care in handling.
- Isolate package in an area away from employees and secure immediate area.
- Contact UTAPD and request assistance.
- If possible, open windows in immediate area to vent potentially explosive gases.
- If possible, restrict use of electronic equipment such as cell phones, remote control devices, etc.
- Do not submerge the package/letter in water.
- Do not place package/letter in a confined space such as a desk drawer or filing cabinet.
- Above all, exercise common sense and remember that the primary targets of bombs sent through the mail have been computer centers/labs and executives associated with these activities.

Chemical or Biological

Unopened Letter or Package

- Do not shake or empty the contents of any suspicious envelope or package.
- Cover the envelope or package using anything (e.g., clothing, paper, trash can, etc.)
- Wash your hands with soap and water to prevent spreading any powder.
- Leave the room and close the door and section off the area to prevent others from entering.
- Call the UTAPD at Ext. 3003 and EH&S office at Ext. 2185.
- List all people who were in the room or area when this suspicious letter or package was recognized. Give this list to the UTA Police Department.

Opened Letter or Package (Unknown Substance Spills Out of Package)

- Do not try to clean up powder.
- Cover the contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- Wash your hands with soap and water to prevent spreading any powder.
- Leave the room and close the door and section off the area to prevent others from entering.

- Call the UTAPD at Ext. 3003 and the EH&S office at Ext. 2185.
- Individuals who have had direct contact with the powder will be taken to the nearest restroom to remove contaminated clothing. The individuals will be furnished with disposable coveralls. The contaminated clothing should be sealed in a plastic bag and given to the UTAPD or EH&S responders for proper handling.
- Shower with soap and water as soon as possible. **Do not use bleach or other disinfectant on your skin.**
- List all people who were in the room or area, especially those who had actual contact with the powder. Give this list to the UTA Police Department.

SUSPICIOUS PERSONS

If you notice someone suspicious during the normal business day:

- Immediately call the UTAPD at Ext. 3003. If possible, give details of the suspicious activity and description of the person. Tell the UTAPD why you think the person is a suspicious person.

If the suspicious person is requesting to see a particular UTA official:

- Obtain their name and ask them to be seated. Tell them that you need to call the official's secretary.
- Then call UTAPD at Ext. 3003, identify yourself and the office in which you work and state "Mr. / Mrs. (use the name of the suspicious person), and then state, "wishes to see" (then give the name of the UTA employee they are requesting to see).

Sample scenario: A suspicious person who identifies himself as Robert Taylor shows up at the receptionist's desk in the Wetsel Building. He asks to see the Director of Human Resources (HR). The receptionist has asked him to be seated and has told him she will call the director's secretary.

The receptionist then calls UTAPD at Ext. 3003 and states; "This is Stella Moore in HR. Mr. Taylor is here to see Mr. Stewart." The receptionist should stay on the line with the UTAPD and answer a few simple questions only with a Yes or No response.

Following the call to UTAPD the receptionist should advise the suspicious person that it will be a few minutes before Mr. Stewart can see them. Ask if they would like something to drink and offer to get it for them. When away from the subject and out of his hearing, call UTAPD back and give details.

If the suspicious person appears agitated or potentially violent, DO NOT GO BACK IN THE ROOM.

UTAPD will immediately dispatch an officer to your location.

HAZARD AND INJURY REPORTING PROCEDURES

EMPLOYEE INVOLVEMENT

Management encourages employee involvement in the implementation of ongoing health and safety programs at the University of Texas at Arlington. Employees will share responsibility for maintaining a hazard free workplace and will follow the University of Texas at Arlington hazard reporting procedures.

REPORTING HAZARDS AND UNSAFE CONDITIONS

All employees are encouraged to report hazards and unsafe conditions in the workplace to their supervisor. The supervisor will take prompt and appropriate action to determine if a hazard exists and to correct the hazard. Technical assistance can be provided by the UTA EH&S office upon request.

If the issue cannot be resolved at the departmental level, the employee and/or supervisor will contact the UTA EH&S office at 272-2185, and complete and submit Part I of Hazard Reporting Form 97-01. A flowchart which outlines the procedure for reporting hazards to the EH&S office is included in this document.

DOCUMENTATION

All reports of hazards and corrective measures/actions taken will be documented and recorded on UTA's Hazard Reporting Form. Regardless of whether or not a hazard is determined, the reporting employee will be notified of the corrective action or the procedures that led to the conclusion that no hazard existed. If practical, this information will be shared with all employees of the facility.

HAZARD CORRECTION AND CONTROL

If it is determined that a hazard does in fact exist, it will receive immediate attention for correction or interim protective measures until it can be alleviated.

HAZARD CORRECTION

Whenever possible and feasible, hazards identified at facilities will be corrected by a means of eliminating the cause of the hazard at the source. This will include, but not be limited to, the following:

- Discontinuing or removing from use any hazardous equipment until replaced or repaired; and
- Correcting any unsafe act or conditions in existence, by providing training and/or proper safety equipment.

The UTA EH&S office will use the Hazard Reporting Form located in this section to document and control hazard corrections.

HAZARD CONTROL

When identified hazards cannot be eliminated due to feasibility or other reasons, the hazard will be effectively controlled by engineering, administrative procedures, work practices, personal protective equipment, or any suitable combination of these measures.

Engineering controls will include, but not be limited to, the following:

- Isolation of employee exposure to the hazard;
- Guarding or displacement of employee exposure to the hazard; and
- Preventive maintenance and repair of machinery and equipment.

Administrative procedures will include, but not be limited to, the following:

- Written programs to establish administrative guidelines for safe work practices; and
- Established and implemented work rules and procedures.

Work practices will include, but not be limited, to the following:

- Careful planning and performance of each assigned job, duty, or task;
- Reduction in duration of exposure to hazards; and
- Adherence to health and safety rules and procedures.

Personal protective equipment will be the control of last resort when all other means of eliminating the hazards have not provided adequate protection to the employee. When personal protective equipment is issued, the employee will be instructed on the requirements, use, and limitations of the equipment. The purchase of personal protective equipment is a departmental responsibility. The EH&S office will assist to ensure the correct personal protective equipment is purchased.

INJURY REPORTING PROCEDURES

EMPLOYEE RESPONSIBILITIES

Any employee of the UTA Campus who suffers an accidental injury or occupational disease that arises out of and in the course and scope of employment should immediately notify his/her supervisor. Failure to report the injury within 30 days of the occurrence of the injury (or the manifestation of the occupational disease) may result in the denial of the claim. The employee's notification must include information as to the type of injury sustained, how the accident occurred, and the names of witnesses, if any. This information should be provided on the Employee's First Report of Injury Form found in the APPENDIX of this section of the Handbook.

The employee is also responsible for contacting his/her benefits department in order to ascertain whether other benefits (group health, disability, and retirement) are affected by the workers' compensation insurance claim.

Additionally, the employee will be required to file a Notice of Injury and Claim for Compensation form with the Texas Workers' Compensation Commission (TWCC). The employee will receive this form in the mail directly from the Commission after he/she begins losing time from work. The deadline for filing this form is one year after the date of the accident or manifestation of the occupational disease.

SUPERVISOR RESPONSIBILITIES

It is the responsibility of the supervisor to complete an Employer's First Report of Injury form, TWCC-1. This form must be filed for each injury/incident to the injured employee (even if there is no lost time from work), for each occupational disease of which the employer has knowledge, and for each work related death. Some departments have the ability to file the TWCC-1 form electronically. Others should file a hard copy with the Environmental Health and Safety office within 24 hours of the first notice of injury by faxing it to 272-2144. A copy of this form can be found in the APPENDIX of this section.

Additionally, the supervisor must investigate the incident and make a written statement about the accident scene and why the injury occurred. This written statement should be made by completing the Detailed Description of Injury/Illness and Accident Scene form.

The supervisor should maintain medical and workers' compensation information in separate files. Once an employee has resumed a full duty work assignment, it will be necessary for the department to purge the employee's workers' compensation file. The contents of the file should be forward in a "Confidential" envelope to EH&S office, Box 19257, to the attention of the UTA Claims Analyst.

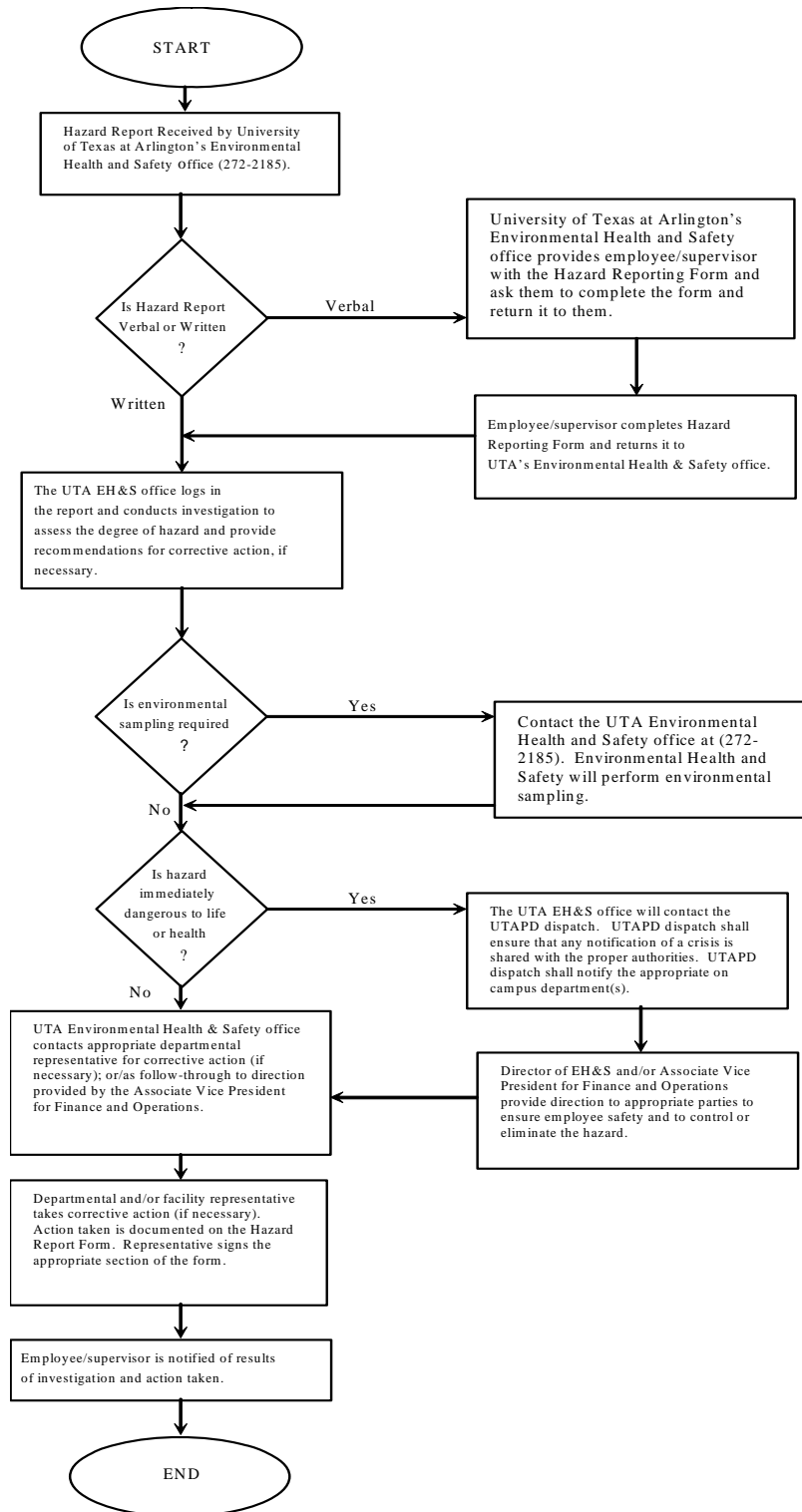
APPENDIX

The following forms and documents, instrumental in the reporting of hazards and injuries on the UTA campus, can be found at the end of this section:

- Hazard Reporting Flow Chart
- Hazard Reporting Form
- Employee's First Report of Injury Form
- Employer's First Report of Injury Form (TWCC-1)
- Instructions for TWCC-1
- Detailed Description of Injury/Illness and Accident Scene Form

All injury reporting forms can also be accessed at the following web address:
<http://uta.edu/ehsafety/wci/wcimain.html>.

HAZARD REPORTING FLOW CHART



**THE UNIVERSITY OF TEXAS AT ARLINGTON
HAZARD REPORTING FORM**

HAZARD REPORT NUMBER

PART I: HAZARD DESCRIPTION (To be filled out by employee)

MATERIAL FACILITY HEALTH PROCEDURE EQUIPMENT

1. If a facility: provide address or location
2. If a vehicle: provide make, model and license number
3. If equipment: provide type, model and serial number

DESCRIPTION OF HAZARD

(Provide summary to include who, what, when, where & how)

RECOMMENDATIONS (If you have ideas on how to fix the hazard, please tell us)

DEPARTMENT (Required) _____ **DATE** _____

NAME (Optional) _____ **PHONE** _____

SEND TO: Environmental Health and Safety office, Box 19257

PART II: INVESTIGATION OF HAZARD

SUMMARY OF INVESTIGATION: (Use additional sheets, if required, and attach to Hazard Report)

RECOMMENDATIONS: (Investigator)

DATE

NAME/TITLE OF INVESTIGATOR

SIGNATURE

**ACTION TAKEN: (Department Management/Supervisor and/or Facility Representative)
(IF NECESSARY)**

DATE

**NAME/TITLE OF DEPARTMENT OR
FACILITY REPRESENTATIVE**

SIGNATURE

ADDITIONAL ACTIONS

- Employee notified of results of Investigation and action taken
- Corrective action taken throughout the Department and/or Facility, if applicable

HAZARD COMMUNICATION AWARENESS

PURPOSE AND OBJECTIVE

The intent of this program is to provide awareness in order to help assist in the prevention of injuries, illnesses and accidents resulting from exposure to hazardous chemicals. This program is designed to provide a systematic guide for the safe use, handling, transfer, and storage of hazardous chemicals by UTA employees. This is accomplished through training and the implementation of procedures incorporating safe work practices.

IMPLEMENTATION PROCEDURES

The following steps have been taken by UTA to implement and manage UTA's Hazard Communication (HazCom) Program.

The designated DSL has the responsibility of working in partnership with the EH&S office to ensure implementation of the HazCom Program in the departments that require this program. The DSL will assist with the following:

- Set up a periodic workplace review process to review an up-to-date inventory of hazardous chemicals.
- Assist in ensuring that copies of Material Safety Data Sheets (MSDSs) have been obtained from manufacturers and suppliers.
- Make employees within the department aware that MSDSs are readily available for appropriate work areas.
- Assist in ensuring that chemical container(s) are labeled to comply with UTA's HazCom Program.
- Assist in ensuring that all employees who require training will receive both general and site-specific training.

APPLICABILITY

This program applies to all employees who use, handle, or transfer hazardous chemicals at their workplace. Workers who encounter hazardous chemicals only in non-routine, isolated instances are not "employees" for the purposes of this program (i.e. office workers.)

UTA relies on data contained in the manufacturer's MSDS for evaluating the hazards associated with any chemical on campus. In the event an MSDS is insufficient or unavailable the following information will be used for the proper evaluation of a chemical or substance in the workplace. Any chemical, chemical mixture or material will be considered hazardous for the purpose of the HazCom Program when the evaluation of the available data demonstrates that the substance is a physical hazard or health hazard.

RESPONSIBILITIES

ENVIRONMENTAL HEALTH AND SAFETY

- Provide General HazCom training to employees annually. Training is available each month in the EH&S office training room and upon request by departments.
- Conduct periodic evaluations to ensure compliance with the procedures contained in this manual and those contained in any supplementary information developed in the department response to specific activities.
- Provide guidance through the DSL for maintaining compliance with applicable federal and state regulations, as well as the procedures stated in this manual.
- Provide technical assistance to the DSL in meeting their responsibilities as outlined in this manual.
- Maintain a central file of workplace chemical lists and MSDSs.

SHOPS AND LABORATORIES

- Maintain an up-to-date inventory for chemicals used or stored in their designated work area(s).
- Maintain up-to-date and readily available MSDSs for hazardous chemicals used or stored in their designated work area(s).
- Ensure all chemicals used or stored in their designated work area(s) are appropriately labeled.
- Obtain MSDSs for each hazardous chemical a contractor intends to bring on campus and forward a copy to the EH&S office for approval prior to use.

DEPARTMENT CHAIRS AND DIRECTORS

- Ensure safe operations where chemicals are used and stored in their departments.
- Ensure compliance with applicable federal and state regulations, the procedures contained in this manual, and those contained in any supplementary information developed in the department in response to specific activities.

MANAGERS AND SUPERVISORS

- Oversee safety within departments by ensuring that personnel under their supervision assume their responsibilities by following the safety procedures outlined in this manual.
- Ensure MSDSs are obtained for chemicals used or stored in the work area(s) and that copies are forwarded to the HazCom and/or DSL representative to be forwarded to the EH&S office.
- Ensure employees under their supervision receive general and site-specific hazard communication training.

- Monitor the procurement, safe use, storage and proper disposal of chemicals in work area(s) under their supervision.
- Ensure all chemical containers are appropriately labeled and that employees are informed about the labeling requirements.
- Ensure employees are provided information about specific chemical hazards that could be encountered when performing non-routine tasks.

DEPARTMENT SAFETY LIAISONS

- Instruct employees on the contents of this manual, its appendices and any supplements, and the location of the manual and related materials within the workplace.
- Review their department's program at least annually using the review form in the *Appendix* section of this manual.
- Ensure that annual updated chemical MSDS inventories are completed in their department(s).
- Assist the department's hazard communication representative in having readily available current copies of MSDS(s) for each hazardous chemical in their department(s).
- Ensure emergency telephone numbers have been posted by all telephones in the work area.
- Ensure that the department's HazCom representative has conducted annual/new employee Site-Specific HazCom training to departmental employees.
- Verify that HazCom training records are maintained for the department and that copies of Site-Specific HazCom training are forwarded to the EH&S office.
- Ensure that all required safety equipment is available and in working order. Ensure that the appropriate training for each item has been provided to the departments employees.
- Ensure that the most current copy of Texas Hazard Communication Act, Notice to Employees, has been posted where notices are normally posted. Postings are available in English, Spanish and Vietnamese at the EH&S office if needed.

***NOTE:** The EH&S office is available to assist each DSL in meeting the responsibilities mentioned above.*

FACULTY AND STAFF

- Maintain a thorough understanding of and follow the procedures in this manual and those contained in any supplementary information developed in the department in response to specific activities.
- Use and maintain personal protective equipment.
- Inform supervisor and/or DSL immediately of any safety equipment that is needed but not available or that is not in good working order.

- Inform supervisor and/or DSL immediately of exposure symptoms, accidents, or chemical releases and document the incident.
- Attend all applicable training sessions.

GENERAL

The following written HazCom Awareness Program is to be implemented for UTA's employees at the UTA Campus. Copies of the program manual, training documentation, workplace chemical lists and MSDSs for hazardous chemicals used, handled or stored in each department at this workplace will be maintained by the DSL and kept in a central file in designated area(s).

The UTA HazCom Program will be made available to employee(s) upon hiring, and a copy will be supplied to any employee upon request. The DSL will be contacted when a copy of the program is needed.

This document will be updated and reviewed annually by the DSL using the HazCom program review form. A blank copy of this form can be found in the APPENDIX of this section. The DSL will submit a copy of the completed form to the EH&S office no later than December 31 of each calendar year, for inclusion in the UTA central file.

A master copy of the program manual, workplace chemicals lists and MSDSs are also kept in the Environmental Health and Safety office at 500 Summit Avenue, Arlington, Texas 76019.

WORKPLACE CHEMICAL LISTS

Workplace Chemicals List(s) (WCLs) will be compiled for the appropriate departments. Regular workplace surveys are conducted by the DSL using the standard WCL form. The completed lists are kept on-site by the DSL with the department's HazCom Program Manual. Copies are provided to the EH&S office no later than December 31 of each calendar year, for inclusion in UTA's central file for record keeping purposes. WCLs will be kept on file for least 30 years.

On the Workplace Chemical List:

- Hazardous chemicals should be listed in alphabetical order by chemical/product name.
- Employees requesting copies of this list should contact their Supervisor or DSL.

MATERIAL SAFETY DATA SHEET (MSDS) MANAGEMENT

Supervisors are responsible for working with the DSL to maintain up-to-date MSDS records.

Manufacturers, distributors and/or suppliers who supply hazardous chemicals to each department should provide the MSDS with the first shipment and with any following shipments that have a change on the MSDS. A sample MSDS request letter can be found in the Appendix section of this manual.

When the MSDS is received, supervisors will forward a copy to the departments DSL representative for review. This hazard information will be made available to employees to be used when labeling containers of hazardous chemicals. Upon receipt of an MSDS, the DSL will forward a copy to the EH&S office for inclusion in the central file.

MSDS records are reviewed and updated on a regular basis. The DSL representative will maintain updated copies of MSDSs and ensures that copies are placed in the department's designated location.

Employees requesting copies of MSDS should contact their Supervisor or DSL representative. Copies of the MSDSs can also be found in the EH&S office.

CHEMICAL CONTAINER LABELING SYSTEM

PRIMARY (ORIGINAL) CONTAINERS

Supervisors are responsible for all original containers of hazardous chemicals entering their work area(s) and will ensure that these containers are properly labeled with the following:

- Chemical name as it appears on the Material Safety Data Sheet (in English).
- Physical and Health hazard warnings, including the target organs affected.
- Name and address for the manufacturer, distributor or supplier.

SECONDARY CONTAINERS

Supervisors are also responsible for ensuring that secondary containers are labeled properly using the following. When hazardous chemicals are transferred from original container to secondary containers, each secondary containers label is to include the following:

- Chemical name to match how the name appears on the MSDS.
- Appropriate warnings such as flammable, caustic, corrosive or irritant; and the target organs affected.

An exception is a secondary container in a laboratory intended for immediate use (during an 8-hour work shift) and that remains under the control of the employee who performs the transfer. For a chemical in a laboratory to be excluded from meeting all the requirements of the Texas Hazard Communication Act, you must first verify that your laboratory is consistently meeting all of the aforementioned requirements. Failure to meet any of these requirements will disqualify chemicals in your laboratory from exclusion.

- Container labels are of prominent size and in an easy to read location.
- Stationary tanks, vessels, and pipes that contain hazardous chemicals have clearly affixed NFPA labels, signs or placards identifying the contents and have the appropriate hazard warnings.

EMPLOYEE EDUCATION AND TRAINING

GENERAL TRAINING

The EH&S office is responsible for coordinating and conducting General Hazard Communication training.

The General Hazard Communication Training Program includes:

- An overview of the Texas Hazard Communication Act, Notice to Employees and UTA's Hazard Communication Program.
- Information on the potential for exposure to different types of hazardous chemicals (i.e. flammables, toxics, reactives, etc.).
- Information on the types of hazards associated with those types of chemicals.
- Information on interpreting different types of hazardous chemical labels (i.e. written labels, pictograms, NFPA 704 hazard Diamonds).
- Information on obtaining and interpreting MSDSs.
- Information on the relationship between hazardous chemical labels and the MSDSs.
- All employees (including faculty, staff, employed students, post-doctoral fellows) who may be exposed to chemical hazards in their workplace are provided with initial training prior to working in an area containing hazardous chemicals. This includes new or newly assigned employees, both full and part time. Additional training will be provided "as needed" when the potential for exposure to hazardous chemicals increases significantly or when the workplace receives new and significant information concerning the hazards of a chemical in the employees work area.

SITE-SPECIFIC TRAINING

Hazard Communication Representatives have the responsibility of conducting Site-Specific Hazard Communication training.

Site-specific Training Programs include:

- The location by work area, of known hazardous chemicals used by the employees and location of MSDSs for those chemicals.
- The physical characteristics, acute and chronic effects of known hazardous chemicals used by the employees.

- General safety instructions on the safe handling and storage procedures of those types of hazardous chemicals.
- General instructions on spill clean up procedures of hazardous chemicals.
- Information on PPE and First Aid procedures to be used with respect to the hazardous chemicals encountered by the employees.

TRAINING DOCUMENTATION

UTA has established a record keeping system to document training conducted on campus. For each session, a record is maintained that includes a sign-in roster of the employees who attend the session, a description of the subjects covered in the session and the names of the instructors. Examples of our training roster form can be found in the Appendix of this manual.

Training rosters for general training are maintained by the EH&S office.

The HazCom and/or DSL representative for each department will maintain training rosters for site-specific training. Copies will be sent to the Environmental Health and Safety office, Box 19257.

NON-ROUTINE TASKS

Before any non-routine task is performed (including work on non-labeled pipes), employees must contact their Supervisor for special precautions to follow and the Supervisor will inform other employees who could be exposed.

In the event such tasks are required, the Supervisor will provide the following information about specific chemical hazards expected to be encountered:

- Specific chemical name(s) and hazard(s);
- Personal protective equipment required and safety measures to be taken; and
- Measures that have been taken to lessen the hazards including ventilation, respirators, presence of other employee(s), cordoning off hazardous areas, and emergency response procedures.

APPENDIX

The following forms and documents, instrumental in the implementation of the UTA HazCom Program, can be found at the end of this section or see the Hazard Communication Manual at:

<http://www.uta.edu/ehsafety/chemical/HazCom%20Program.pdf>.

- Annual Hazard Communication Program Review Form
- Hazard Communication Site Specific Training Attendance Form
- Workplace Chemical List Form
- Notice to Employees in English

ANNUAL HAZARD COMMUNICATION PROGRAM REVIEW

DSL Annual HazCom Program Review	Department			
	Building			
	Date Completed			
	Reviewer			
Item	YES	NO	N/A	Recommendation
Workplace Chemical List				
MSDSs current and available in workplace				
New employees trained				
Transfer employees trained				
Training performed when new hazard introduced				
HazCom Program current				
Primary chemical containers properly labeled				
Secondary chemical containers properly labeled				
Personal protective equipment available				
Annual chemical inventory submitted to EH&S				
Accurate records maintained on all the above				
Additional Comments:				
Reviewer's signature:				
Route copies to: Environmental Health & Safety office Box 19257				



OFFICE SAFETY

PREVENTING STRESS

To reduce stress and prevent fatigue, it is important to take small breaks throughout the day. If possible, change tasks at least once every two hours. Stretch your arms, neck, and legs often if you do the same type of work for long periods of time. Rest your eyes often by closing them or looking at something other than the work at hand. For a quick pick-me-up, breathe deeply several times by inhaling through your nose and exhaling through your mouth. In addition, always try to eat your lunch somewhere other than your desk.

Examples of stress-relieving exercises that can be done at your desk include the following:

Head and Neck Stretch

- Slowly turn your head to the left, and hold it for three seconds.
- Slowly turn your head to the right, and hold it for three seconds.
- Drop your chin gently towards your chest, and then tilt it back as far as you can.
- Repeat these steps five to ten times.

Shoulder Roll

- Roll your shoulders forward and then backward using a circular motion.

Upper Back Stretch

- With arms over your head, grasp one arm below the elbow and pull gently towards the other shoulder.
- Hold this position for five seconds and then repeat with the other arm.

Wrist Wave

- With your arms extended in front of you, raise and lower your hands several times.

Finger Stretch

- Make fists with your hands and hold tight for one second, and then spread your fingers wide for five seconds.

ARRANGEMENT OF YOUR WORKSTATION

This section provides some recommendations for ensuring employee comfort through proper workstation set-up.

WORK POSTURE

Your seating position at work is important to your comfort and safety. To reduce the painful effects of repetitive motion, follow these tips when working with computers or typewriters:

- Always sit up straight.
- Make sure your chair is adjusted to provide adequate support to your back.

- Place your feet flat on the floor or on a footrest.
- Lower legs should be approximately vertical, and thighs should be approximately horizontal.
- The majority of your weight should be on the buttocks.
- Ensure that there is at least one (1) inch of clearance between the top of your thighs and the bottom of the desk or table.
- Keep your wrists in a neutral position. They should not rest on the edge of the desk.
- Keep the front edge of your chair approximately four (4) inches behind your knees.

WORK STATION

By properly arranging your equipment, you can also help reduce the harmful effects of repetitive motion. This section contains some recommendations for arranging office equipment.

Lighting

- Lighting around computer workstations should illuminate the work area without obscuring the video-display terminal (VDT) screen or causing glare.
- Position computer screens, draperies, blinds, and pictures to reduce glare during work hours (e.g., place the VDT screen at a right angle to the window).

VDT Screen

- VDT images should be clear and well defined. Adjust the screen's brightness, contrast and display size to meet your needs. If a screen flickers or jumps, have it repaired or replaced.
- Place the VDT 20 to 28 inches away from your face. The center of the VDT should be approximately 15 to 25 degrees below your line of vision.

Keyboard

- Position computer keyboards so that the angle between the forearm and upper arm is between 80 and 120 degrees.
- Place the keyboard in an area that is accessible and comfortable.

Wrist Support

- Use wrist supports made of padded material; the support should allow you to type without bending your wrists.

Document Holder

- Keep documents at approximately the same height and distance from your face as the VDT screen.

Telephones

- Neck tension is a common problem caused by holding the telephone between the head and neck. Use a headset or speakerphone if you are on the telephone for extended periods of time.

SAFETY CHECKLIST FOR THE OFFICE

- The space should be adequately ventilated.
- The space should be reasonably quiet and free of distractions.
- All stairs with four (4) or more steps should be equipped with handrails.
- All circuit breakers and/or fuses in the electrical panel should be labeled as to intended service.
- Circuit breakers should clearly indicate if they are in open or closed position.
- All electrical equipment should be free of recognized hazards that could cause physical harm (e.g. frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires fixed to the ceiling, overloaded extension cords).
- Electrical outlets should be three (3) pronged (grounded).
- Computer equipment should be connected to a surge protector.
- Aisles, doorways, and corners should be free of obstructions to permit visibility and movement.
- File cabinets and storage closets should be arranged so drawers and doors do not open into walkways.
- The space should not be crowded with furniture.
- Phone lines, electrical cords and extensions wires should be secured under a desk or alongside baseboard.
- Floor surfaces should be clean, dry, and level.
- Carpets should be well secured to the floor, and free of frayed or worn seams.
- Doors are not propped open.
- Exits and exit corridors are open and free from any obstructions.