



NEW LABORATORY SAFETY TOOLS

Environmental Health and Safety (EHS) is implementing a new set of tools designed to improve safety and facilitate regulatory compliance in laboratories across campus. CSU Channel Islands will begin using the software, which was created by Risk and Safety Solutions (RSS) in consultation with the CSU Laboratory Safety Workgroup and the CSU EHS task force, on or before 01 October 2018. This software suite consists of three specific components:

- **Assessment:** This tool allows Principal Investigators (PI's), professors and lecturers to conduct annual hazard assessments relevant to their laboratory environment and to determine the proper Personal Protective Equipment (PPE) to ensure safety.
- **Inspect:** A flexible, customizable tool that manages the scheduling, completion and long-term tracking of semi-annual laboratory safety inspections. This tool is available as a mobile application as well as as a desktop or laptop version.
- **Chemicals:** A Chemical inventory management tool utilizing a barcoding system to quickly add chemicals to an inventory. It includes a library of of chemicals that are referenced to populate chemical details such as physical hazards and first aid information. Chemicals is available as a mobile application as well as a desktop or laptop version.

EHS has been collaborating with Information Technology Services (ITS) to provide this software suite to all impacted faculty and staff via the following [link](#), which will also be available on the CSUCI [EHS website](#).

Training for this new software will be provided by the [Risk & Safety Solutions \(RSS\) Training Academy](#) via weekly online webinars. EHS will also be available to provide initial hands-on training sessions to designated personnel who will be utilizing each software module.

For more information, please contact EHS at Ext. 3550.

Powered Cart Safety



According to the Consumer Products Safety Commission, there are over 100,000 serious ATV injuries and over 15,000 golf cart related injuries in the U.S. each year. The following tips are designed to prevent injuries and accidents related to the operation of powered carts:

Pre-operation:

- Use a safety checklist (check the owner’s manual) and inspect vehicle prior to use
- All drivers must receive documented training before operating any powered cart
- Read and observe all warning labels in the powered cart
- Always wear seat belts when provided

Operation:

- Operate vehicles on the campus internal roadways, or designated routes, at an appropriate speed
- Observe all traffic laws and be safe and attentive
- Stay as far to the right as possible to avoid impeding traffic
- Use curb cuts for navigating from roadways to sidewalks or sidewalks to sidewalks
- Check blind spots before turning
- Pedestrians or bicyclists have the right of way. If the vehicle is being operated on a sidewalk, pull off the sidewalk or stop until approaching pedestrian or bicyclist passes

Turning:

- Due to the small size and limited visibility of the turn signals on a cart, use hand signals
- Avoid sharp turns at maximum speed, and drive straight up and down slopes to reduce the risk of passenger ejections and/or rollover. Avoid excessive speed, sudden starts, stops and fast turns.
- Driver must look over the shoulder in the direction of travel prior to the turn

Passengers:

- Do not exceed maximum occupancy limits
- Overloading a cart with passengers or cargo can cause an unsafe load on the cart
- Do not allow anyone to ride standing in the vehicle or on the back platform of the vehicle
- Do not put vehicle in motion until all passengers are safely seated inside vehicle

Parking:

- When parking, place gear lever in “neutral” position and firmly press the brake to engage the parking brake
- When leaving a utility vehicle or cart unattended, the vehicle must be taken out of gear and ignition must be turned off
- Do not leave keys in a cart while unattended
- Always park on pavement unless cart is specifically designed and used for ground maintenance
- Never park within 20’ of a buildings entrance or exit unless at loading dock
- Park in designated “Service Vehicle” or other designated parking when available
- Sidewalks, pedestrian or bicycle pathways must not be blocked when parking or stopping

Summary:

- Before operating any University powered cart, ensure you are properly trained and follow the University’s Powered Cart Safety Rules <https://www.csuci.edu/publicsafety/ehs/documents/2018-rules-safeoperation-powered-carts.pdf>
- Employees must immediately report any incident involving a a powered cart to their immediate supervisor.

ERGONOMICS PROGRAM TIPS

Ergonomics Workstation Setup Guidelines



Adjust the height of your work surface and the height of your chair so that your keyboard is at elbow height. Your feet should be supported by the floor or a footrest. If your work surface cannot be adjusted to the proper height, consider an adjustable keyboard tray.



Adjust the back rest of your chair so that it provides support to your lower back. Do not sit on the edge of the chair: rest your back against the backrest.

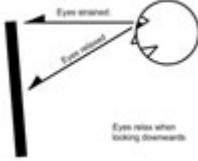


Position the screen directly in front of you. The distance between your eyes and the screen should be approximately an arm's length.



Adjust the height of the monitor so that your eyes are level with the top of the screen. If you wear bifocal or trifocal lenses, your eyes should be 3-4 inches above the top of the screen.

RIGHT!!



Tilt the screen to minimize glare. Tilting the screen will help reduce glare caused by bright overhead lights.



Draw drapes or shades and utilize task lighting rather than bright overhead lighting when working at the computer to reduce glare.



Use a document holder. Documents placed flat on the desk will cause you to lean forward and flex your neck, leading to fatigue and discomfort. The document and screen should be located at approximately the same distance to eliminate constant eye refocusing at varying viewing distances.



Keep the area under your desk clear for adequate leg and knee room.



When keying and mousing, keep the upper arms nearly vertical at your side to prevent fatigue. Elbows should be bent to approximately 90 degrees. Use a wrist rest, if necessary, to maintain your wrists, hands, and arms in a straight horizontal line.



Take frequent micro-breaks and stretch periodically to reduce the soreness and stiffness related to fixed, static work postures.

Material handling

Material handling includes lifting, transporting and depositing material by human means using a variety of hand or hand-operated accessories such as hooks, bars, jacks, hand trucks, dollies, wheel barrows or other mechanical means. Manual material handling entails lifting, but also usually includes climbing, pushing, pulling and pivoting, all of which pose the risk of injury to the back. Recent studies show that nearly 70 percent of low back injuries are related to manual material handling.

How can I keep my back safe?

Ergonomic lifting techniques can reduce your risk injury and help keep you pain free:

1. Assume a diagonal foot position, with one foot slightly in front of the other
2. Get as close as you can to load, keeping it close to you throughout the move
3. Test the weight before you lift. If it is too heavy or you are unsure, ask for help!
4. It is always easier and safer to move things at waist-level. Sliding and carrying present less back strain than lifting and lowering.
5. Review our tips for [safe material handling techniques \(pdf\)](#)



Non-occupational risk factors related to material handling injuries include:

- History of a prior back injury
- Poor personal fitness levels
- A second job
- Recreational or avocational activities
- Smoking

- The aging process
- Physical stature
- Psychosocial Issues (job-related stress, job dissatisfaction, personal or financial stress)

The "EHS News" is a quarterly newsletter published by Environmental Health & Safety
Suggestions and comments are encouraged!

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