

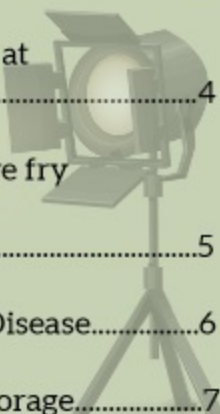
Ohio University SAFETY CONNECTION

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FIRST EDITION

SPOTLIGHT

| | |
|---|---|
| Working From Home..... | 2 |
| Ergonomics at Home..... | 4 |
| Avoiding Eye fry and Muscle Strain..... | 5 |
| Tickborne Disease..... | 6 |
| Chemical Storage..... | 7 |



From the Director of Safety

Thank you for taking the time to look at our Safety Connection premier issue. Even though the majority of faculty, staff, and students are now working remotely, some activities continue at the campuses. A limited number of dedicated staff are keeping the lights on, the heating and air conditioning running, and fixing and repairing damaged equipment or buildings.

The Safety Department continues to maintain a presence on the campus and continues to respond safety related issues. Mandatory safety inspections for hazardous materials and support of critical research continues, as does maintenance and responses to trouble alarms from our fire monitoring equipment. But for Safety, we are just as concerned about you working safely from home as we are with campus issues.

As you transition into working from home, please take the time to look through the articles in our newsletter. Safety at home is just as important as safety at work and transforming your home into a safe and efficient office can be challenging.

Finally, I hope that you find the information useful, and as always feel free to reach out to the Safety Department. Please contact us if you have any safety questions or concerns. Remember that practicing social distancing and staying at home does not mean social isolation. Reach out to us at the Safety Department. Connect with your colleagues and friends online or by phone. Stay in touch, and we will see you soon.

Sincerely

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BOBCAT TIPS FOR

WORKING REMOTELY

Working From Home

Many of us are dealing with a new reality – telecommuting. Working from home may be something completely new to some of us, while others may have some experience with working remotely. No matter our level of experience, working from home has now become the new norm for most of us.

Select a Workspace

Finding the right place to work from home is the first step toward being productive and conducting meaningful work. Whether attending meetings online, taking training courses, or participating in online education a quiet place that can free you from interruptions is vital. Your workspace needs good lighting and temperature controls and that is free of tripping hazards (no extension cords wrapped around your feet). You need to make sure you are set up ergonomically, which means making sure you have designed a efficient and safe environment to work in.

For that you will need to make sure chair, monitor, and keyboard are positioned to keep your body in a neutral position. Do not sit or stand for long periods of time and take frequent breaks. Just like onsite work you need to follow safe lifting procedures and be mindful of electrical and trip hazards. If you are cleaning parts or performing some other task involving hazardous materials, do that only in a well-ventilated place and wear required personal protective equipment.



Get The Right Tools

If you want to be successful working from home, make sure you have the right equipment and tools to get the job done. If you are going to be working online, you may need a laptop, monitor, keyboard, or other computer-related equipment. You may need to have your work phone forwarded to your cell or home phone. Keep in touch by monitoring your emails and utilizing instant messaging tools. Your colleague or assistance may not be down the hall anymore, but they are only an email or phone call away.



BOBCAT TIPS FOR

WORKING REMOTELY

Be Ready For Emergencies,

When working from home, make sure you are prepared if an emergency arises. You should have easy access to first aid supplies and you should develop an emergency preparedness plan specific to your home. Include in your plan alert mechanisms such as for fire or weather. It should include the locations of the closest hospitals and shelters and emergency phone numbers for first responders.

Understand What Is Expected,

When you work from home you may need to change how you are going to work and interact with coworkers. Find out if you are supposed to call in or what hours you are expected to be conducting meaningful work. Talk to your manager or supervisor to understand exactly what the remote work policy is and what is expected of you. Getting answers to these questions up front will help you meet the goals and expectations of your management team and reduce stress.

Continue To Communicate!

Above all else, stay in touch. Check your emails, make phone calls, attend video conferencing. Do whatever is necessary to stay in touch and productive. Remember that working from home is not working in isolation. Communication is the key.



Bobcats Practice Ergonomics

MAINTAINING PROPER POSTURE WHILE WORKING FROM HOME

TO START

Let's look at your chair. It should offer you good lower back support, and your feet should be flat on the floor or setting on a footrest. Now align your chair with the keyboard and screen directly in front of you. Close your eyes and position your neck where it is most comfortable. When you open your eyes, see where the screen lines up; you should be looking at the upper one third of the screen without tilting your head

NEXT

with your elbows hanging comfortably at your side, hold your hands at a 90° angle. They should be touching the home keys. Now that is ideal, knees at 90° angle and back well supported.

LASTLY

look around and see what you can find to fix the problem. For a low monitor, perhaps a shoebox or an old catalog can raise the monitor to the right height. If your feet don't touch the floor, try using a box or an inverted tub as a footrest.



EYE FRY AND MUSCLE STRAIN

SIGNS AND TIPS FOR AVOIDING EYE FRY AND MUSCLE STRAIN WHILE WORKING FROM HOME

EVERY 20 MINUTES

FOCUS ON
SOMETHING 20FT
AWAY

FOR 20 SECONDS

WATCH FOR EYE STRAIN

Just as you should take frequent breaks to get up and stretch, your eyes need a break too. About every 20 minutes or so, look away from the screen and focus on something that's about 20 feet away. You may notice it looks out of focus at first but give it 15 to 20 seconds and your eyes will adjust.

Make sure there is no glare on your screen and adjust your monitors brightness to a softer brightness level. We recommend f.lux! Download here: <https://justgetflux.com/>

TAKE FREQUENT BREAKS TO GET UP AND MOVE

Use these tricks and exercises at home to avoid muscle strain and fatigue! Remember, taking a break from computer work isn't surfing the internet. Get up and move around!



TICK SEASON IN OHIO

AND WHAT YOU CAN DO TO PREVENT TICKBORNE ILLNESS

IT'S TICK SEASON AGAIN. . .

Hiking is fun! However, it is important to take necessary precautions in tick prevention. The best way to avoid illness is to prevent getting bit. When hiking be sure to stay on the trail, ticks love brush, high grass, and dry leaves. Be sure to use tick spray, not only on your skin, but also on your boots, socks, and pantlegs. Lastly, wearing long clothes such as pants and high socks will prevent ticks from having easy access to your skin.

The next step in preventing tickborne illness is to check for ticks before coming home. The first place to check is on your clothes, wearing bright clothes can help with this. To be safe you can always throw your clothes in the dryer for 10 mins to kill any hidden ticks. Also be sure to check any pets for ticks as well. Lastly, you should check your skin. Ticks love warm places and hair so make sure you look in the armpits, groin, bellybutton, and on the head. A warm shower within two hours of hiking can be an effective measure in removing ticks.

If you found a tick has already bitten you the best way to remove it is with a pair of tweezers. Grab the tick as close to the skin as possible and pull directly up. Do not twist or jerk as this can cause the mouth to separate from the body and remain in your skin. Once the tick is removed you can flush it or seal it between pieces of tape; do not squish it with your fingers. Lastly be sure to wash your hands and the bite area with soap and water.

After removing a tick watch for the symptoms described in the box to the right and talk to your doctor if they become present.



WHAT ARE TICKS AND WHAT SIGNS SHOULD I LOOK FOR?

Ticks are small parasitic bugs that attach to your skin and can spread series of illnesses including Lyme disease, Rocky Mountain spotted fever (RMSF), anaplasmosis, babesiosis and ehrlichiosis, tularemia, southern tick-associated rash illness (STARI), and Powassan virus.

The most common symptom of these illnesses are distinctive red rashes around the bite area. These illnesses can also cause fever, chills, aches, fatigue, and joint pain. Talk to your healthcare provider if any of these symptoms appear.



STORAGE OF TIME SENSITIVE CHEMICALS

WHILE YOU WERE GONE

As everyone is aware, most of our laboratories on Campus are on standby pending return of our faculty and researchers. However, the chemicals used in the labs are still here. Some chemicals when stored for prolonged periods of time or under improper storage conditions can become unstable or shock sensitive. Some examples include peroxide forming chemicals such as ether as well as light sensitive chemicals such as diazo compounds. Other chemicals may present special hazards after lengthy storage. Some examples include formic acid, chloroform, and anhydrous hydrofluoric acid.

Based loosely on those unsafe properties that can develop, the following are general categories of time sensitive chemicals:



1. Peroxide formers and chemicals that may perform hazardous polymerizations:

These are peroxide formers or organic compounds that can form explosive levels of peroxides after storage and exposure to air. Polymerization of some compounds can create hazards or become unstable.

2. Evaporation:

Stabilized or wet chemicals can become shock or friction sensitive when the stabilizer evaporates, picric acid being the most notable.

3. Materials that generate significant hazards by undergoing chemical reactions over time:

Chloroform can react with air at room temperature to form phosgene, a serious pulmonary irritant. Anhydrous hydrofluoric acid liquefies and can react with the metal cylinder to form hydrogen. This can cause increased pressure inside the cylinder and increase the likelihood of container failure. Concentrated formic acid (90-100%) slowly decomposes to form carbon monoxide. Gas pressure can be as high as 100 psig within a year which can rupture a glass container.

STORAGE OF TIME SENSITIVE CHEMICALS

ADDITIONAL TIPS FOR IDENTIFYING TIME SENSITIVE CHEMICALS PRESENT IN YOUR LAB:

A. Identify time sensitive chemicals in your inventory; define the storage conditions and track time sensitive materials. Peroxide forming chemicals should be checked every 3 months using peroxide test strips.

B. Containers should be inspected every 6 months to verify their condition.

C. Peroxide formers can form residue around the cap. There can be a white film or residue around the neck, threads or cap of the container. Other signs of peroxide formation include the formation of crystals in the container or discoloration of liquids. Polynitrated aromatics (such as picric acid) will be pale in color and crystals will be formed.

D. If you find time sensitive chemicals that have expired or are undated, visually inspect for water content, discoloration, crystal deposits on the walls, and white residue around the neck or lid. Do not attempt to remove the cap. If suspected materials are recognized, do not handle the container. Contact the Safety Department who will arrange for removal

E. If you are aware of any time sensitive chemicals being stored in your laboratory past their expiration dates, please contact the Safety Department at (740) 593-1666. We will be glad to swing by and check on the lab for you.



Picric Acid
Crystallization



One gallon bottle
with crystals
from Isopropyl
Ether