



*Happy St. Patrick's Day*

## Safety in the Office

Submitted by : Shanaz Sharifpour

Despite common beliefs that the office provides a safe environment to work in, many common hazards exist that cause numerous injuries and health problem each year among office workers. For example, in the office, slips, trips, and falls are the number one cause of disabling injuries.

In addition to obvious hazards such as a slippery floor or an open file drawer, a modern office may also have hazards such as poor lighting, noise, poorly designed furniture, or equipment, etc.

You can become aware of the most common hazards in the office environment. Thinking and working safely can prevent most injuries. The following are some examples of common hazards and what you can do to prevent them.



- ▶ Arrange your workstation to avoid excessive bending, twisting, and repetitive motions. Remove any unsafe or damaged chairs from service so they can be repaired or disposed of properly.
- ▶ Adequate lighting is important to prevent eye strain and injuries.
- ▶ Close the drawer in your desk or file cabinet before opening another. This will also prevent the file cabinet from tipping over on you.
- ▶ Store supplies inside cabinets, not on top of them. Store heavy items in lower drawers or on low shelves
- ▶ Don't climb on chairs, desks, or boxes; use a step ladder instead.

- ▶ Watch out for slippery surfaces. Spilled drinks or water from umbrellas are typical hazards and need to be cleaned up/or identified immediately.
- ▶ Keep the floor and walkway clear of electrical cords, telephone and computer cables, boxes, etc. They are tripping hazards waiting to happen.
- ▶ Don't touch electrical switches, sockets, plugs, etc., with wet hands.
- ▶ Look where you are going, don't block your view by carrying loads higher than eye level.
- ▶ Hold onto handrails when using stairs.
- ▶ Don't read while walking. It doesn't save enough time to justify the risk.
- ▶ Walk, do not run. Please slow down!
- ▶ Use the elevator when carrying boxes if available.
- ▶ Don't overload wall sockets and extension cords.
- ▶ Watch for unsafe conditions such as defective equipment, burned out lights, loose steps, or torn carpet, and report them to your supervisor immediately.
- ▶ Don't eat or drink at a computer station. It could result in malfunction of the computer and void the warranty.

Reference: [jmu.edu/safetyplan/office](http://jmu.edu/safetyplan/office)

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# Prevention Of Eye Injuries

Submitted by: Shanaz Sharifpour

The structure of our face helps protect our eyes from injury. Still, injuries can damage the eye, sometimes severely enough that vision could be lost. Most eye injuries are preventable. If you play sports or work in certain jobs, you may need protection.

The most common type of injury happens when something irritates the outer surface of your eye. Certain jobs such as industrial jobs or hobbies such as carpentry make this type of injury more likely.

Chemicals or heat can burn your eyes. With chemicals, the pain may cause to close your eyes. This traps the irritant next to the eye and may cause more damage. You should wash your eye immediately while waiting for medical help.

You can reduce the risk of eye injuries by using these safety tips:

- ▶ Inspect and remove debris from lawns before mowing.
- ▶ Know your primary hazards.
- ▶ Recognize hazards from nearby working areas, large machinery, and falling/shifting debris.
- ▶ Select proper eye protection for the hazard.
- ▶ Make sure eye protection is in good condition, it fits properly, and will stay in place.
- ▶ Read and follow all manufacturer instructions and warning labels.
- ▶ Do not mix cleaning agents.
- ▶ Have eyewash or sterile solutions on hand.



## First Aid for Eye Injuries

### Specks in the eye.

- ▶ Do not rub the eye.
- ▶ Use an eye wash, flush eye copiously.
- ▶ See a doctor if speck does not wash out, pain or redness continues.

## Cuts, Punctures, Objects Stuck in the Eye

- ▶ Do not try and remove an object stuck in the eye.
- ▶ Stabilize eye with a rigid shield without pressure.
- ▶ See a doctor immediately.

## Chemical Burns

- ▶ Immediately flush your eye with water. Open the eye as wide as possible.
- ▶ Continue flushing for at least 15 minutes. For caustic or basic solutions continue flushing while in route to doctor.
- ▶ If a contact lens is in the eye, begin flushing over the lens immediately. Flushing may dislodge the lens.
- ▶ See a doctor immediately.

## Blows to the Eye

- ▶ Apply cold compress without pressure.
- ▶ Crushed ice in a plastic bag can be taped to the forehead to rest gently on the injured eye.
- ▶ See a doctor at once in cases of continued pain, reduced vision, blood in eye, or discoloration which can indicate internal eye damage.

References: National Institute of Health (NIH)/National Institute for Occupational Safety & Health (NIOSH) and Prevent Blindness America

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# How To Work Safely In A Laboratory

By: Shanaz Sharifpour



The purpose of this article is to promote safety awareness and encourage safe work practices in the laboratory. These are only guidelines and safety tips. While they are not rules that will be stringently enforced, they should serve as a reminder of things you can do to work more safely in a laboratory. Although these guidelines are applicable to a majority of laboratories, your lab may require more specialized rules that apply to specific chemicals and equipment.

## Chemical Hygiene Plan

OSHA's Occupational Exposure to Hazardous Chemicals in Laboratories Standard (Title 29, Code of Federal Regulations, Part 1910.1450), specifies the mandatory requirements of a Chemical Hygiene Plan. This plan will help you work with chemicals safely, maintain compliance with safety and environmental laws, and illustrate ways to minimize risks to you, your coworkers, and the environment. Each of the Department's Material and Research labs has its own Chemical Hygiene Plan.

## Chemical labeling

Label all storage areas, refrigerators, cabinets, etc., appropriately and keep all chemicals in properly labeled (noting the date of receipt or generation and the date of the opening of the chemical) container(s).

## Material Safety Data Sheets (MSDS)

Material Safety Data Sheets (MSDS) are the best resource of information on chemicals in any laboratory safety program. OSHA requires chemical manufacturers and importers to produce one MSDS for each hazardous chemical they manufacture or import. MSDS should be maintained, and provide more detailed health and property information than is provided on individual container labels. MSDS will tell you of any special procedures that may be required for the safe handling of a specific substance.

## Personal Protective clothing and Equipment

**Safety Glasses**—Safety glasses must be worn any time you are in a laboratory. Contact lenses should

NOT be worn in a lab. It is almost impossible to remove contacts after chemicals have been splashed into the eyes. Chemicals trapped under contacts will damage the eye even more than normal. The plastic used for some types of contact lenses is permeable to vapors found in the laboratory. If these vapors are trapped behind the lens, extensive irritation may occur.



**Gloves** - Gloves should be worn as needed.

**Eye Wash Station**—The station should only be used if chemicals come in contact with the eyes. Eyelids have to be forcibly opened to ensure effective washing behind the eyelid. Flood eyes and eyelids with water for a minimum of 15 minutes.

**Safety Shower**—It provides an effective means of treatment in the event that large amounts of chemicals are spilled or splashed onto the skin or clothing.



**Fire blankets**—Fire blankets are not the best means to extinguish a fire. They may be used to extinguish clothing that is burning, but should never be used on any type of fire. Fire blankets are a good means to keep shock victims warm or to cover large chemical spills.

**Fume Hoods**—Laboratory fume hoods serve to control exposure to toxic, or flammable vapors, gases and aerosols. Fume hoods are the primary method of exposure control in the laboratory. Use fume hoods accordingly, and whenever possible.

## Personal Hygiene

- ✔ Wash hands before leaving laboratory.
- ✔ Launder clothing worn in laboratory separately from other clothing.

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- ✓ Never use your mouth to pipette chemicals.
- ✓ Avoid having long hair, loose sleeves/cuffs, rings, bracelets, etc., in close proximity to open flames or operating electrical machinery.
- ✓ Keep exposed skin covered. Shorts, skirts, or open-toed shoes should not be worn in the laboratory.

### Housekeeping

- ✓ Eliminate safety hazards by maintaining laboratory work areas in a good order.
- ✓ All equipment should be inspected before use.
- ✓ Keep the laboratory floor dry at all times. Immediately respond to spills of chemicals/water and notify other lab workers of potential slipping hazards.
- ✓ All machinery under repair and adjustment should be properly lock out and tagged prior to servicing. All service work should be done by authorized personnel.

### General Awareness

- ✓ Be familiar with the appropriate safety measures you should take when you or someone in your lab is working with or is exposed to the following:
  - Corrosive Chemicals
  - Compressed Gases
  - Toxic Chemicals
  - Reactive Chemicals
  - Flammable Substances
  - Radioactive Materials
  - Carcinogens
  - Biohazards
- ✓ Use a fume hood whenever possible when using volatile and airborne chemicals.
- ✓ Use gloves and other personal protective equipment as needed.
- ✓ Wash hands often.
- ✓ Dispose of all chemicals safely and in accordance with your Chemical Hygiene Plan.

- ✓ To prevent accidental ingestion, do not eat, drink, or use caustic products in labs.
- ✓ Be aware of ignition sources in your laboratory area (open flames, heat, and electrical equipment).
- ✓ Do not store flammable liquids in standard refrigerators (an explosion-proof refrigerator should be used).
- ✓ Store flammable liquids in appropriate safety cabinets and/or safety cans.
- ✓ Do not store incompatible reagents together (e.g., acids with flammables).
- ✓ Make sure all electrical cords are in good condition. All electrical outlets should be grounded and should have a three-pronged plug.



### Food and Beverages in Labs

Eating, drinking, smoking, chewing gum, applying cosmetics, and taking medicine in laboratories where hazardous chemicals are used must be strictly prohibited.

- ✓ Food, beverages, cups, and other drinking and eating utensils must not be stored in areas where hazardous chemicals are handled or stored.
- ✓ Glassware used for laboratory operations should never be used to prepare or consume food or beverages.
- ✓ Laboratory refrigerators, cold rooms, and ovens must not be used for food storage or preparation.

### Emergency Procedures

There are many types of emergencies that could occur in a laboratory, including fires, chemical spills, injuries, explosions, medical emergencies, and others. Each location must have a written Emergency Action Plan.

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Be sure to familiarize yourself with the emergency action plan for your building/location. In case of an emergency, remain calm, report it immediately, and follow these safety tips:

1. Remember one number: **911!** By calling this number, a variety of emergency response departments can be alerted to your situation.
2. Be sure the names and phone numbers of lab personnel to be contacted in an emergency are posted on the outside of the laboratory door(s).
3. Be familiar with the location and use of the following safety devices:
  - Safety Shower
  - Fire Blanket
  - Eye Wash Station
  - Fire Alarm
  - First Aid Kit
  - Fume Hood
  - Spill Cleanup Kit
  - Fire Extinguisher
4. If volatile, flammable, or toxic materials spill, shut off flames and spark-producing equipment at once.

### Safe Spill Response

All spills, no matter how small, should be contained and cleaned immediately. If a large chemical spill occurs that you are unable to cleanup call your local Haz Mat. Simply, if you can answer YES to the following four questions, it is safe for you to clean up the spill:

- Do you know what chemical was spilled?
- Do you know the hazards of the spilled chemical?
- Do you have a chemical spill kit?
- Can you protect yourself from these hazards?



### Hazardous Waste

- ✓ Minimize waste at the source by limiting the quantities of materials purchased and used.
- ✓ Segregate and prepare chemical wastes for collection in accordance with the procedures issued by your facility.
- ✓ Deposit all waste in designated containers.

### After Hours Experiments

If work is being conducted after hours, let other laboratory personnel know of your presence. Avoid carrying out experimental laboratory work in an unoccupied building.

For additional information visit U.S. Department of Labor, Occupational Safety & Health Administration at: <http://www.osha.gov/SLTC/laboratories/index.html>



## Poison Emergency

If you think someone has been poisoned from a medication or household chemical, call **1-800-222-1222** for your Poison Control Center.

This national toll-free number works from any place in the U.S., 24 hours a day, 7 days a week.

Keep the number on your phone.





## Acid Reflux Relief

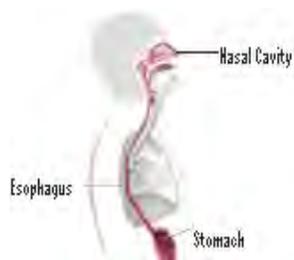
Submitted by: Shanaz Sharifpour

If you have frequent heartburn, you know how painful it can be. Gastro-esophageal reflux disease (GERD) is a disorder where stomach acids overflow into your esophagus (the tube connecting your throat and stomach), causing discomfort and sometimes serious damage. Your health care provider may prescribe medication for this condition, but lifestyle changes can be equally important. *Try these tips to relieve your discomfort:*

- ▶ Use a daily food log to help identify which foods bother you—then eliminate them. Common problem foods include citrus fruits (lemons, oranges, etc.) acidic foods (tomatoes, cranberries, pineapples), vinegar and condiments (ketchup, mustard, pickles), fatty or fried foods, high-fat dairy products, pepper, chocolate, peppermint, caffeine, alcohol, and soda.
- ▶ Eat four or five small meals a day.
- ▶ Eat more fiber, whole grains, fruits and vegetables, beans, and nuts.
- ▶ Lose excess weight, and don't wear clothes that are tight around the waist.
- ▶ Drink water during the day to wash down stomach acids.
- ▶ Avoid smoking.
- ▶ Raise the head of your bed by 4 to 6 inches—lift it with blocks or use a wedge pillow designed for reflux.
- ▶ Stop eating two to three hours before bed time to avoid nighttime heartburn.
- ▶ Chew gum after meals.

Stick with these tips that can bring big relief—and kiss your heartburn goodbye.

Reference: TopHealth Magazine



## Changes To Make This Year

Submitted by Shanaz Sharifpour

Even if you know the basics of healthy living, it's often hard to follow through. Not enough time? Don't know where to begin? *Good news: You can develop good habits by starting small.*

- ▶ Walking just one mile a day may reduce your heart disease risk by more than 80 percent.
- ▶ Losing 10 pounds can significantly lower your blood pressure.
- ▶ Even a loss of two pounds may drop your risk of diabetes.

**Get started with these small changes:**

- ✓ **Get moving.** Play with your kids 30 minutes a day. Pace while you're on the phone or on the sidelines at kids' athletic games. Get off the bus one stop early and walk. Do more activities such as yard work and gardening. Aim to walk at least one mile per day.
- ✓ **Lose some weight.** Buy lower-calorie substitutes for a few of your favorite foods. Avoid food portions larger than your fist. Eliminate 100 calories per day. Flavor foods with herbs and spices.
- ✓ **Eat more fruits and vegetables.** Add fruit to cereal and vegetables to sandwiches or pasta sauce. Freeze grapes or watermelon wedges for a cool, sweet treat. Bake with applesauce instead of oil.

Start with one or two changes, then add more a few weeks later. Soon you may develop the confidence to tackle bigger challenges, such as quitting smoking. *A healthier you could be right around the corner.*

Reference: TopHealth Magazine



# Word Search Puzzle

Y H Y G I E N E A O R E V W G S L V J H U T Z F S E S T M G  
 K R C I U C P M F C X A P C E I B R R M C H L Z E V A H K D  
 Z M O N J R K F U P C Q D I B V Z A G L Q A M R T I F G E B  
 W C N T K A I G E M L I T I A L L E N O M L A S E T E I I H  
 S D K S A C R R U B N I D K O D I R G M D S F P B C T E W L  
 F E R P E R I G W K L F Z E A A Y P A E T S I J A E Y W L L  
 W C P E G M O A A I C S I R N O C B Z I M T A X I T B F G O  
 A D Z H E K U B B T A Z O X A T L T U Q P Y K C D O Q D I Y  
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 T R T I C X S M I L C W B F A F F J N V O L H B E P E T E P  
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 E N G P R S S T P B O Z C C K C P M G S H H Q L O C P P I O  
 E I S X R Q Z E Y A G K D K S I F M E G A S E S P R Y P L X  
 G E C D O R T G W S E D S Q A X N S Z H M I K I D L B M S V  
 R S N A S C Z V D Z N Z C B M U A G V C C P V Y E G P S B I  
 E S Y J I O M R I J S C O N T A M I N A T E D D Z K S P M H  
 X T X N V C A F V Y Y M V V W B H H H Q F P M G I X V K L C  
 Z C F L E Z I B R D X J E Q J B W Q O I W E O V I K G Y Q T  
 O Y X M A B F W T F L Z H C H F O V Y B T E J S G R F H L Q  
 Y T L H E D H F G Y E O G F B G R W P J E T U K Q F H P D S  
 E C O R J Y W S E V O L G A E E H R V E G E T A B L E S N O  
 M I M X G X S A C R U J N M M H Y N L F Y M T T C Z S Y Y R  
 B H I F I D U R H S G F B S T M A V T V F T S C D V B J T Y  
 W R Y K R C V L G Y E K A H O J A U V L L Z H F S O P M Y J  
 C M M A H V V W F U J J B H E I N E A V G Q W O J J U W L R  
 J Q Z T U A D C N E X L L W X N H M W J X O E L C T J N A U  
 J A R E T A W N G S R Q Q K B R Y N O T D D V B E H R V X Z  
 H C A E X H W T E Y B D M W X V Q V A V B P V F S I U G H A  
 O J O N Q X Y J X P P L W P J F T R F T D R Y U S F Z A E P

ACCIDENTS  
 BIOHAZARDS  
 CARCINOGENS  
 CHEMICAL  
 CONTAMINATED  
 CORROSIVE  
 DIABETES  
 EMERGENCY  
 EXPERIMENTS  
 FIBER  
 FLAMMABLE  
 FRUITS  
 GASES  
 GLOVES  
 HAZARDS

HYGIENE  
 LABORATORY  
 OFFICE  
 PROTECTIVE  
 RADIOACTIVE  
 REFLUX  
 RESPONSIBILITIES  
 SAFETY  
 SALMONELLA  
 TOXIC  
 VEGETABLES  
 WALKING  
 WASTE  
 WATER  
 WEIGHT

The Safety Advisor puzzle is generated from the <http://school.discoveryeducation.com/>, puzzle maker. Omissions or errors are possible.  
 This is a free program and we are not be responsible for any errors or omissions.



# Safety Slogan

**Never shortcut  
on safety.**

*Get More from Safety Smart Online*

[http://floridadot.safetysmart.com/SSOL/  
enterprise/](http://floridadot.safetysmart.com/SSOL/enterprise/)



*Safety Hot Line*



*Local (850) 245-1543*

**You can now report hazards by telephone.**

You can stay anonymous.

Everything is confidential.

**Action will be taken and you will  
be notified within 30 days.**

## Monthly Themes for 2008

**January: Back Injury Prevention**

**February: Fall Protection and Traffic Safety**

**March: Laboratory and Office Safety**

**April: Hazardous Materials & Blood Borne Pathogens**

**May: Respiratory Protection and Tool Safety**

**June: Materials Handling and Managing Stress**

**July: Heat Stress and Outdoor Hazards**

**August: Work Zone Safety and Safety Committees**

**September: Fitness/Nutrition and Bicycle/Pedestrian Safety**

**October: Fire Protection and Personal Protective Equipment**

**November: Vehicle Safety and Ergonomics**

**December: Holiday Safety and Electrical Hazards**

**Think Smart, Think Safety**



### Safety Advisor Customer Satisfaction Survey

We are interested in your opinion. In order to better serve your needs, please take a moment to fill out this brief questionnaire. Send to:

Local Fax: 850 245-1554

Via US Postal Service (or inter-office mail) to the address shown below.

**Attention: Industrial Safety  
Florida Department of Transportation  
605 Suwannee Street, MS 53  
Tallahassee, Florida 32399-0450**

Survey Questions	Yes	No
Are the Safety Advisor topics relevant to your day to day job?		
Have you ever used the Safety Smart web site?		
What would you suggest to improve the suitability of the Safety Advisor to our needs or to improve the overall quality? (Please be specific)		
<hr/> <hr/> <hr/>		
Do you have any questions regarding Industrial Safety programs and/or operations? Please feel free to include your questions or comments.		
<hr/> <hr/> <hr/>		

### Safety Slogan of the Month Entry Form

You are encouraged to submit safety slogans applicable to the month safety theme.

Slogans are judged on originality and relevance to the month's theme. (there are two themes each month)

You may also email your slogans to [shanaz.sharifpour@dot.state.fl.us](mailto:shanaz.sharifpour@dot.state.fl.us) or [nancy.lynn@dot.state.fl.us](mailto:nancy.lynn@dot.state.fl.us)

In the subject line of your email please write "*Safety Slogan Entry*".

<b>Please Print</b>	
Safety Slogan for the month of _____	
<hr/> <hr/> <hr/>	
Name: _____	Location/Office: _____
District: _____	Phone: ( ) _____



# March 2008

## Laboratory Safety Office Safety



*National Nutrition Month  
Save Your Vision Month  
National Poison Prevention Week March 16-22*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9 Daylight Savings Time Begins	10	11	12	13	14 Pay Day	15
16	17 St. Patrick's Day	18	19	20 First Day of Spring	21 Good Friday	22
23 Easter Sunday	24	25	26	27	28 Pay Day	29
30	31					

