

Safety Is An Attitude

University of Nebraska-Lincoln

Environmental Health and Safety Newsletter

Winter 2001

The New IIPP is Here! The New IIPP is Here!

by Deb McGuire

What's even more exciting than the new phone book? EHS proudly presents our revision to the UNL Injury and Illness Prevention Program (IIPP) document. This isn't just any ho-hum EHS document. Not only has the IIPP been reorganized to be user-friendly, it also contains great, customizable forms to help you take care of your safety business.

Think of the IIPP as the general directory for your safety program. The IIPP describes how to identify and control workplace and job hazards, what to do in the case of an imminent danger, what training is required, when inspections must be done, what to do in case of an accident or injury, and what records to keep. The IIPP also describes the responsibilities of the Chancellor's University Safety Committee.

To make the IIPP work for you, only one IIPP form is mandatory (First Report of Alleged Injury or Illness). The rest of the forms are designed to be tailored to best suit your needs. Work Area Safety Information will help supervisors record location-specific safety information, such as emergency escape routes, to provide to all employees in the work area. Job Safety Assessment (JSA) lists many hazards that may be associated with jobs, training that is required to address the hazard, and a place to record assigned personal protective equipment. The Chemical Safety Assessment and Equipment Safety Assessment forms can be attached to a JSA to

supplement safety information about associated chemical and/or equipment hazards.

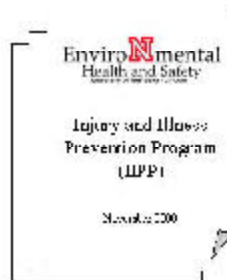
Another optional form provides a tracking tool for safety information about individual employees. A sample work-area inspection form and a sample accident investigation form are also provided to help guide you through your requirements under the IIPP.

For more information about how to complete the IIPP forms, or modify them to best suit your needs, come to EHS Supervisor Training. This training integrates the IIPP forms, the EHS Virtual Manual (check the EHS Web Site

for more information about the EHS Virtual Manual project), and other EHS documents and resources to show you how to get the best return on your safety dollar.

Unlike the new phone books, the new IIPP won't be delivered to your doorstep, however it can be downloaded from the EHS Web Site at <http://bifrost.unl.edu/ehs> or can be requested by calling Joy at (402) 472-4925. The IIPP forms can be downloaded from the EHS Web Site in Word or Adobe versions (click Document by Type, then Supervisor Materials).

Many requirements under the IIPP remain the same. The message of the new IIPP is: The goal is to do your job safely — you can best decide (within the scope of the law) how to get there. And of course, EHS is here as a resource to help you.



Inside This Issue

1 IIPP Update

2 Waste Management Updates

3 New EHS Documents

4 Training Corner

4 IIPP Quiz

5 It Happens Here

5 Certificate

6 Word Find

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Waste Management Updates

by Ken Maas

Fluorescent Light Tubes

How many UNL employees does it take to change a fluorescent light bulb? Answer: Quite a few, because there are a lot of buildings with a whole bunch of fluorescent lights in them.

The University recycles 3,000 to 4,000 pounds of burned-out fluorescent light



tubes (flo tubes) a month. That's enough flo tubes to fill about a third of a semi-truck trailer.

Most flo tubes contain a small amount of mercury, which is a toxic metal. There-

fore, it's important to know one thing about spent tubes: **THEY ARE A HAZARDOUS WASTE.**

Here are the highlights of what you are required to do if you handle spent fluorescent light tubes:

- Whenever possible, allow fluorescent lamps to be changed out by Facilities Management staff, who are trained in proper management procedures.
- Immediately after removing a spent tube from a light fixture, take it to the accumulation area in your building.
- Immediately put the spent tube in a box to prevent it from breaking. Seal the box after adding the tube.
- Label the box with the words "Universal Waste - Mercury Containing Lamps." Only these exact words can be used.
- Date the box with the earliest date that a spent tube was placed in the box, if the box holds multiple tubes.
- Notify the Recycling Office at 2-6099 when the box becomes full.

For more detailed information, review the EHS Waste Management Procedure, Fluorescent

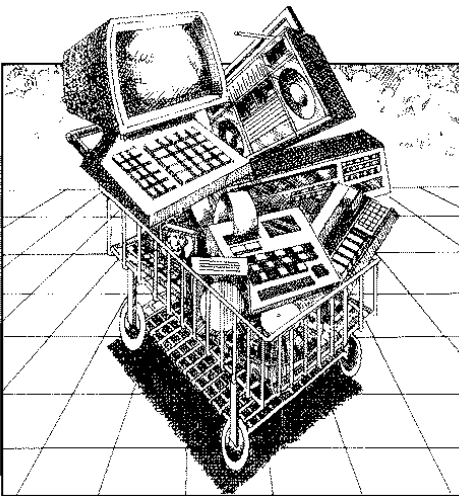
Light Tubes (01/01), available on the EHS Web Site at <http://bifrost.unl.edu/ehs>.

Continued on page 3

Continued from page 2

Computer Parts and Electronic Equipment

What do you do if you have an old computer monitor or other electronic equipment that doesn't work? Save someone else a headache, and just throw it away? No, don't do that! As with all UNL property, unwanted and/or broken computers **parts and electronic equipment** must be handled through the UNL Inventory Department. CPUs, monitors, keyboards, mice, and other electronic equipment can contain toxic metals within their in-



ternal circuit boards and are illegal to dispose in the county landfill.

Computer parts and other electronic equipment that are not taken by other departments, or sold at auction, are handled through established recycling/refurbishing programs. Additionally, state law requires that *all* UNL property be disposed through Inventory so that it can be properly accounted for. If you have questions, please call Inventory at (402) 472-2085.

New EHS Documents

by Jill Hyslop-Bohling

On those cold frosty days when you feel like curling up with a good book, why not pick up a new program document from EHS? We have just finished revising the following program documents:

- Bloodborne Pathogen/Exposure Control Plan (November 2000)
- Injury and Illness Prevention Program (IIPP) (November 2000) - see accompanying article regarding the new IIPP
- Radiation Safety Manual (November 2000)

Not the type who wants to sit still and read, but would rather have instant information? Check out our fact sheets and Safe Operating Procedures (SOPs). We currently have over 40 fact sheets and SOPs available, and are adding more every month. A few new ones are listed below:

- Defrosting Laboratory Refrigerators and Freezers
- 11 new SOPs on Biosafety and Bloodborne Pathogens
- 3 new SOPs on Waste Management Procedures
- 8 new SOPs on Emergency Response

These documents are available on the EHS Web Site at <http://bifrost.unl.edu/ehs>, or by calling Joy at (402) 472-4925.

You will find that the new program documents, fact sheets and SOPs are concise and reader friendly. So start your winter reading with our new offerings, then work yourself up to War and Peace.

The Training Corner

Winter 2001 Training Schedule

Core Training

January 25 1:00-4:00pm

February 21 1:00-4:00pm

Supervisor Training

February 7 1:00-5:00pm

March 7 8:30am-12:30pm

Forklift Training

February 20 8:30-11:30am

X-Ray Training

Upon request – please call to schedule

Radiation Safety Basic Training

February 6 and 13 1:30-5:00pm

March 6 and 13 1:30-5:00pm

IATA Training

Upon request – please call to schedule

To register, call EHS at (402) 472-4925 or email at ehs@unl.edu

IIPP QUIZ

Test your knowledge of the new IIPP and certify yourself as having received refresher training. Download a copy of the IIPP from the EHS Web Site, or request one by calling EHS at (402) 472-4925. Read the IIPP and then take this quiz. Answer each question True (T) or False (F). If you get a question wrong, review the associated section of the IIPP. Be sure to complete the certificate on the back and give a copy to your supervisor. (EHS is not tracking refresher training at this time.) More detailed answers are available on the EHS Web Site, or by calling EHS.

1. The Board of Regents' policy is to promote safety at all times (IIPP Chancellor's Statement). T or F?
2. Supervisors are solely responsible for making everyone safe at UNL (IIPP, Section 3). T or F?
3. A Job Safety Assessment (JSA) must be done for all employees (IIPP, Section 2.1). T or F?
4. All forms in the IIPP are mandatory (IIPP forms). T or F?
5. Injuries must be reported and investigated to determine employee fault (IIPP, Section 2.5). T or F?
6. If you see an imminent hazard, you have the authority to stop the process and report the problem (IIPP, Section 2.2). T or F?
7. Most jobs don't require safety training (IIPP, Section 2.3). T or F?
8. Most records have to be kept for 5 years (IIPP, Section 2.6). T or F?
9. High-hazard areas must be inspected twice a year (IIPP, Section 2.4). T or F?
10. The Chancellor's University Safety Committee holds closed-door meetings (IIPP, Section 2.7). T or F?

EHS website.

Answers: 1. T; 2. F; 3. T; 4. F; 5. F; 6. T; 7. F; 8. T; 9. T; 10. F. For more detailed answers, please check the

It Happens Here!

Recently, an injury occurred when an employee slipped on some steps and landed on her back. The employee stated that the steps were wet and muddy from the rain.

This injury demonstrates the importance of making sure that floors and steps are kept dry, especially during the winter months, when wet conditions are more likely. Employees can do several things to reduce the likelihood of a fall:

- Report to their building maintenance reporter traffic areas both inside and outside the building that are slick.
- Use hand rails when walking up and down stairs.
- Wear shoes appropriate for the weather conditions. Consider wearing snow boots, or other non-slip footwear, when walking outside.
- Give yourself enough time to get there when walking (hurrying can cause accidents).

Two recent injuries occurred involving employees tripping over cords. In the first, an office employee tripped over a phone cord on the floor, causing him to fall and strike his forehead on the leg of a chair. The second injury occurred in a classroom when a professor tripped over a cord while lecturing, and fell against a desk, injuring his hand.



Several things can be done to prevent these types of accidents:

- Make sure that cords are out of the way where employees cannot trip over them.
- Make sure that cords in classrooms are not located where they can be tripped over.
- Use a cord ramp to cover cords, or tape to cover cords for temporary use.

Certificate of Refresher Training

I certify that I,

_____ (print name)

have completed the IIPP Refresher Training quiz.

_____ (signature)

_____ date





W W S

Winter Weather Safety

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

BOOTS
GLOVES
ICESCRAPER

DRIFT
HYPOTHERMIA
SCARF

FROSTBITE
ICE
SLICK

SNOW
SNOWPLOW
WINTER

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