

## FALL into AUTUMN SAFELY

Autumn is the season when we notice an accumulation of fallen leaves on roads and pathways. As we walk or drive around campus and the seven cities, we must remember that leaves mimics similar hazards as ice. Following safe practices will prevent car accidents, trips and falls.

### Autumn Tips:

#### WATCH OUT for leaves.

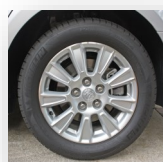
Leaves falling off trees accumulate on the roads and get wet from rain and dew. **Wet leaves are a serious driving hazard**—they are slippery and reduce traction. The same is true for walking on pathways. Avoid taking short cuts and walking through piles of leaves. Wear shoes with good traction and support to keep you from slipping and falling on sidewalks, pathways and in parking lots. **Be alert** if you find yourself driving and walking over wet leaves.

#### STAY ALERT

As the end of daylight saving time approaches, there will be fewer hours of daylight—making it more difficult to see pedestrians, cyclists and children in the late afternoon. Sunrises and sunsets seem extremely bright, making it difficult to see brake lights and turning signals ahead. **Keep a pair of sunglasses in your vehicle to reduce the sun's glare.** Use your headlights at dusk, **be alert** and use additional caution on the road.

#### Check TIRE pressure

Weather and temperature changes cause tires to expand and contract—resulting in altered air pressure. Underinflated tires can cause a tire blowout and lead to an accident. Over-inflated tires reduce traction on the road and can lead to an accident. **Make sure tires are properly inflated and have plenty of tread.**



## YOU HOLD THE KEY TO YOUR SAFETY



During the Fall Semester, vehicular usage increases as University-related activities (i.e. athletic events, field research, seminars) commence. This is a reminder that all drivers covered by the University's [Vehicle Use Policy](#) must comply with all University policies and regulations, and applicable traffic laws.

1. Complete a driver authorization form ([Faculty/Staff Driver Authorization Form](#) (PDF) or [Student Driver Authorization Form](#) (PDF)), if required under the Policy.
2. Drive in a safe and courteous manner, paying special attention to pedestrians and cyclists.
3. Keep a valid license in your possession.
4. Perform a vehicle safety check prior to beginning travel. Report vehicle defects and maintenance needs to the appropriate supervisor or vehicle manager.
5. Drivers and all occupants must wear seat belts.
6. Do not drive while under the influence of alcohol or drugs, including prescription drugs that impair your ability to drive. Alcohol and non-prescribed controlled substances may not be present in the vehicle.
7. Smoking is not permitted in any University or rented vehicle.
8. Do not use cell phones, two-way radios, or texting devices while driving.
9. Keep music and other noise inside the car at reasonable levels.
10. For each day of the trip, there must be one driver for every 400 miles driven. No single driver may drive more than 220 miles or three hours (whichever is less) without a break.

# FIRE SAFETY

## National Fire Prevention Week

October 4 - 10, 2015

### Topic: Hear the BEEP where you SLEEP

According to the National Fire Protection Association (NFPA), half of home fire deaths result from **fires reported between 11 p.m. and 7 a.m.**—the time when most of us are asleep. Working smoke alarms cut the chances of injury and death in half. On the campus of William & Mary, every building has a smoke alarm with either heat or smoke detectors. When smoke is detected, a signal is sent to the fire alarm panel, Campus Police, and an audible alarm is activated. **Faculty, staff and students should always respond to a fire alarm.**

#### Follow these STEPS when you See or Hear an ALARM:

1. **Stop** everything and address the alarm. Alert EVERYONE.
2. **Get out** of the building by using the quickest, shortest and safest way.
3. **Shut the door** behind you and keep moving. Do not go through a door if it feels hot.
4. **Go to your muster point**—100 feet away from the building. Emergency vehicles will arrive and signal when it is safe to go back into the building.



For your home, NFPA recommends installation of smoke alarms in every bedroom, every level, and inside the basement of your home. **Check your smoke alarm and change the batteries twice a year; when you change your clocks as daylight saving time begins and ends.**

Daylight Saving Time Ends Sunday November 1, 2015.

## SMOKING POLICY

In 2012, William & Mary implemented the [Smoking Policy](#) to provide employees and students a smoke-free environment to work and learn. According to the policy, **smoking outdoors is prohibited within 25 feet of all entries and exits from University facilities.** Smoking is **prohibited** within 25 feet of outdoor air intakes including covered walkways, breezeways, exterior stairways, bus-stop shelters, balconies and landings.

**Smoking in state vehicles, indoors, stadiums and other open-air facility is prohibited (i.e. Amphitheater, Zable).** This includes **ALL** types of smoking paraphernalia to include but not limited to e-Cigs, Vaporizers, Hookahs, Pipes and Cloves.

For additional information, refer to William & Mary's [Smoking Policy](#)

## Welcome, Kacey to our EH&S Team!



**Kacey Schwartz** is the EH&S Office's new **Eco Ambassador** for the 2015-2016 academic school year. As our Eco Ambassador, Kacey will **perform a campus Cigarette Litter Study** and Outreach project comprise of the following four goals:

1. Conduct a **study of smoking outposts** on campus
2. Assess amount and location of cigarette butt litter on the ground
3. Construct **recommendations** for optimal outpost placement
4. Design an educational program/materials to **communicate impacts of cigarette butt litter** and the importance of individual responsibility

Kacey's project supports the University's Storm Water Management Program initiatives, and is included in our 2015 MS4 Plan as a Best Management Practice under Section 1: Public Education and Outreach on Storm Water Impacts.



# FIRE SAFETY

## BULLETIN BOARD CONTEST

CREATED BY: BRAD MEIRS



*Fire Prevention  
Week is October*

*4th through  
10th!*

This years'  
Bulletin Board topic is:



### *“Electronic Cigarettes, Vaporizers and Alternative Smoking Campus Policy”*

**3 Top Prizes:** Design an awesome bulletin board highlighting the smoking policy in the residence halls etc. Submit a picture via email to [btmeirs@wm.edu](mailto:btmeirs@wm.edu) by 11:59 on Oct. 5, 2015!



## “I’m Hot. . . Well, I’m Cold. . .”

Welcome to the time of year when outdoor and indoor temperature changes occur. A time of year when intolerance to hot and cold temperatures will vary from person to person. A time of year when common workplace dialogue is one person saying, “I’m Hot,” while another person rebuts “Well, I’m Cold.” In reality, these conversations can occur anytime of the year but are more common in the fall and spring seasons.

According to OSHA, office temperature and humidity are matters of human comfort. OSHA recommends temperature control in the range of 68—76°F and humidity control in the range of 20% - 60%. Even when these conditions are present in the office, you or someone else may feel hot or cold. Follow these suggestions to minimize/avoid office disruptions and disputes over the work space climate:

**Take a poll:** Some people may not desire to participate in a poll. However, taking a poll can help reduce the amount of time spent battling over the temperature. The poll should be lead by no more than two individuals and should take place in a timely manner. The poll should allow personnel to write down an ideal working temperature for him/her and whether he/she is cold or hot with the current temperature.

### Are you Cold with the current office space temperature?

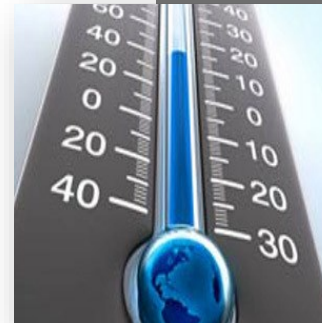
- Adjust the vents by shutting off part of the air flow towards your work space.
- Use a prefilled, sealed oil space heater to keep you warm in the office.
- Determine if you can move your work space further away from the window, door or air conditioner. Exchange spaces with someone who is comfortable with the temperature in your current work space.
- Keep an extra sweater, jacket, or cardigan at work and use as needed. Wool, rayon and acrylic materials tend to keep people warm.

### Are you Hot with current office space temperature?

- Adjust the vent by directing the air flow towards your space.
- Use a fan or cooling tower in your immediate work space area.
- Determine if you can move your work space closer to the air conditioner.
- Wear clothing made of silk, cotton, or linen. These materials tend to keep people cool.

Avoid contentions over office space climate.

**Respect** one another’s intolerance to **hot** or **cold** temperatures **Safely**.



## FAREWELL and BEST WISHES SAMANTHA MARTINEZ



Samantha “Sam” is leaving the EH&S Office to work as an Administrative Assistant within William & Mary’s Finance & Administration Department. The EH&S Office is appreciative for the outstanding customer service she has rendered for over two years. During her tenure, Samantha has provided administrative and clerical support to include managing mail receipts/distribution, answering phones, managing e-mail correspondences, photocopying, creating and distributing reports, complying trend analyses and maintaining the departmental filing systems. In addition, Samantha willingly participated in conducting faculty and staff training, environmental surveys, emergency equipment testing, and inventories.

We wish you the best as you move forward in your career.

Thank you for being a part of OUR TEAM.

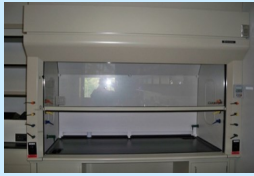
Samantha, I chose this section to say farewell because you have **always** respected my personal summers. I appreciate you wearing a sweater in the summer time.



# The Safe-Way

## FUME HOODS and BIOSAFETY CABINETS

**Fume hoods** are one of the top safety devices used to protect individuals from exposure to chemicals. On an annual basis, EH&S inspects and certifies fume hoods in laboratories and studios across campus. During the summer, EH&S tested the face velocity to ensure the fume hood was working as designed.



Face velocity is a measure of speed of the laboratories air that enters the fume hoods face opening. The face velocities need to be high enough to contain fumes but not high enough to cause air turbulence between the hoods face and laboratory workers. According to NFPA (National Fire and Protection Agency) and ANSI (American National Standards Institute), the face velocity should average 80-120 feet per Min (fpm).

### Safe Work Practices

- Keep lab doors closed to ensure negative room pressure to corridor and proper air flow into the hood.
- Never place head inside of hood.
- Perform all work 6 inches inside hood.
- Keep fume hood exhaust fans on at all times.
- Keep the hood sash closed as much as possible to ensure the optimum face velocity and minimize energy usage.

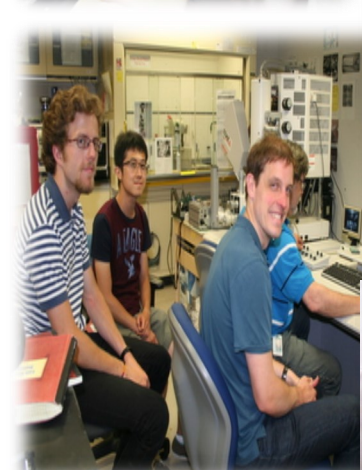
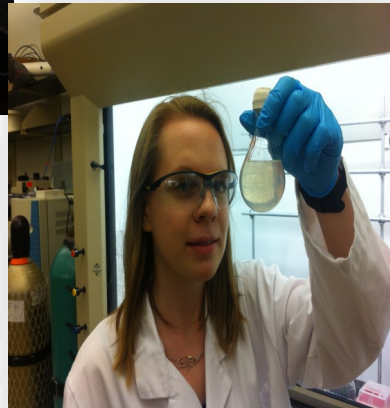
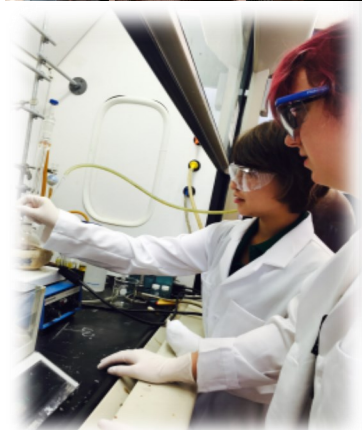
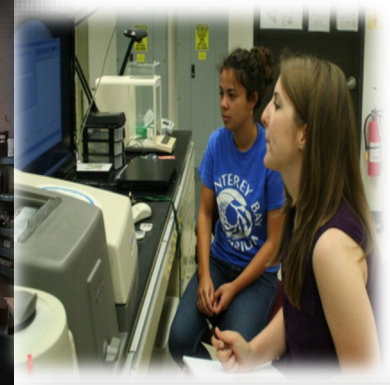


**Biosafety Cabinets** are used to provide a sterile work environment and protect employees from potentially infectious materials and human pathogens. Biosafety cabinets filter sterile air using a high efficiency particulate air (HEPA) filter

that removes particulates from the air. The cabinet recirculates 70% of the air through the HEPA filter and exhausts 30% through the building exhaust system. On an annual basis, in August, an external company inspect and certify biosafety cabinets on campus.

### Safe Work Practices

- Wear personal protective equipment (PPE).
- Disinfect with 70% ethanol/isopropanol **or** according to lab-specific procedures.
- Do not block the front or rear grilles with papers, operational equipment, or any loose clothing. This may cause air to enter the cabinet instead of being drawn through the front grills and HEPA filter.
- Work with sash at operating height of 10". An Alarm will sound if sash is opened higher than 10".
- Work in Center of biosafety cabinet.



**SAFE Research and Studio projects at the Integrated Science Center, Lake Matoaka Studios and Jefferson Lab's Applied Research Center.**



# TRAINING

## Spill Prevention, Control, & Countermeasures (SPCC)



The Spill Prevention Control and Countermeasures (SPCC) regulations strive to prevent oil from entering navigable waters through the prevention, control, and mitigation of oil spills. The program is managed through the Environmental Protection Agency (EPA). SPCC

plans are required for facilities that store oil and oil-containing products exceeding certain capacity thresholds where there is a possibility that an oil spill would reach a navigable water. William & Mary meets these requirements, therefore we have a written plan for the campus.

Any individual that handles oil or any oil related product is required to complete annual training that includes a review of the plan, inspection procedures, and spill response procedures. This training is conducted online through the University's Learning System.

Contact the EH&S Office with questions or for instructions on how to access the training.

# HIP, HIP, HOORAY

Future CPR/AED and First Aid Instructors

Anticipated Certification: September 18, 2015



(Left to Right: Sherry Kelley, Brad Meirs, Cori Harris)

be so  
**GOOD**  
they CAN'T  
ignore you

THE ONLY WAY  
TO DO  
GREAT WORK  
IS  
**TO LOVE**  
WHAT YOU DO

★  
**BE  
AWESOME  
TODAY.**  
★

SURROUND  
YOURSELF  
WITH  
POSITIVE  
PEOPLE



Every job is a self-portrait  
of the person who did it.  
Autograph your work with  
*excellence.*

# Make The Right Call

## Contact Information

| EH&S Office         | Phone          | Email          |
|---------------------|----------------|----------------|
| Director, EH&S      | (757) 221-2146 | slprio@wm.edu  |
| Safety Engineer     | (757) 221-2288 | sasin2@wm.edu  |
| Fire Safety Officer | (757) 221-1745 | btmeirs@wm.edu |
| EH&S Specialist     | (757) 221-6450 | cbharr@wm.edu  |



WE Believe in Keeping YOU SAFE