

WINTER IS COMING... BE READY

Walking around during the winter requires special attention to avoid slipping and falling. Slips and falls are some of the most frequent types of injuries during the winter months.

It is important for everyone to be aware of icy and slippery surfaces when going to and from buildings and parking lots. Everyone should be aware of these dangers and learn to **walk safely on ice and slippery surfaces.**

SAFETY TIPS:

- ◆ In cold temperatures, approach areas with caution and assume that all wet, dark areas on pavements are slippery and icy.
- ◆ During bad weather, wear shoes or boots that provide traction on snow and ice.
- ◆ Use special care when entering and exiting vehicles; use the vehicle for support.
- ◆ Walk in designated walkways as much as possible. Taking shortcuts over snow piles and frozen areas can be hazardous.

Winter Newsletter Topics:

Winter Is Coming: Be Ready	1
Fire Safety	2
Laboratory News	3
Happy Holidays	4
Contact Information	4



ICE and SNOW

Watch your STEP

AND

GO SLOW...



SPACE HEATERS can cause burns and fires, and oftentimes, a space heater is overkill. Consider using a heated floor mat beneath your feet. They are safer and draw less current. If a space heater is used, ensure that it has tip over protection, and has at least a 3 foot radius of clearance from other items in the area.



Facilities Management recommends that you use a prefilled, sealed oil space heater, purchased from a Universal Listed (UL) manufacturer. You can submit a service request and the Facilities Management Warehouse can order one for you: <https://www.wm.edu/offices/facilities/workorders/index.php>



HOLIDAY DECORATIONS are permitted in offices, rooms, hallways and common areas as long as they adhere to the following policies:

- ⇒ Smoke detectors, sprinklers, fire alarms and light fixtures **must remain uncovered.**
- ⇒ Decorations **must not** obstruct hallways, fire exits, exit signs and access to fire safety equipment.
- ⇒ Decorative lights **must be** UL approved and either plugged directly into an outlet or into a surge protector.
- ⇒ **No more than** three strings of decorative lights per outlet.
- ⇒ For everyone's safety, lights **must be** turned off when the area is unattended.
- ⇒ Use of live garland, greenery, wreaths, leaves, twigs, bamboo, branches, hay or sand is **prohibited.**
- ⇒ Artificial trees may be used; however, live, cut trees are **prohibited** by fire code.



ANNUAL LABORATORY INSPECTIONS



Laboratory inspections are conducted annually throughout various departments on campus to ensure that the work within the laboratories is occurring safely and in compliance with applicable laws, guidelines, and W&M Procedures.

Annual Laboratory Inspections will take place from **January 7, 2015 until March 3, 2015**, by the Environment, Health and Safety (EH&S) Office. The EH&S Specialist will send an email to the Department Chair, detailing the specific date(s) in which laboratory inspections will commence within a specific department.

Conduct a personal laboratory inspection using the checklists below



NOTE: The checklists detail common annual inspection findings

General Safety	Yes	No	N/A
Laboratory is secured when no one is in			
No food or drinks found in lab			
Drain screens are properly placed in laboratory			
Spill kit is visible and readily accessible			
Emergency eyewash station is unobstructed			
Glass disposal box is filled beyond capacity			

Fire, Extension Cord and Life Safety	Yes	No	N/A
Minimal clutter in work and storage areas			
Access to exit is unobstructed			
Aisles and walkways are free of trip hazards			
Absence of extension cords, daisy-chained			
Storage material is at least 18 inches below			
Absence of material stored on top of flamma-			
Fire extinguishers are visible and unobstructed			
Ceiling tiles are intact			

Resources:

- [College of William and Mary Chemical Hygiene Plan](#)
- [College of William and Mary Hazard Communication Program](#)
- [College of William and Mary Bloodborne Pathogen Exposure Control Plan](#)
- [College of William and Mary Fire and Life Safety Program](#)
- [College of William and Mary Extension Cords Safety & Use Guidelines](#)

Chemical Safety	Yes	No	N/A
Proper labels are on hazardous chemical containers <u>and</u> hazardous waste containers			
Chemical containers are kept closed; unless actively in use			
Acids and bases are properly segregated. Nitric Acid segregated from other acids			
All compressed gas cylinders are stored upright and secured with straps, chains or other means			
<i>No Food</i> label is visible on refrigeration and/or appliances used for chemical and biological storage			
<i>Food Only</i> label is visible on appliances used for food/personal uses			
Materials in fume hood are kept to a minimum and properly placed in fume hood; at least six inches back			

Biological Safety	Yes	No	N/A
Biohazardous waste containers are marked with the words "Hazardous Waste"			
Waste containers are kept closed unless actively adding contents			
Work area is maintained in a clean and sanitary condition			

Laser Laboratories ONLY	Yes	No	N/A
Laser controlled area posted <u>and</u> equipment labeled with warning labels and signs			
Appropriate eye protection available for laser			
Beam shielding present or available			
Protective housing with shutter for laser			

Environment, Health and Safety Office



Make safety your #1 gift in 2015!

ENJOY A LAUGH ON US
Watch the EHS Holiday Video
(sent as an attachment via email)

MAKE SAFETY A THING TO REMEMBER
FROM JANUARY TO DECEMBER

Thank You
FOR WORKING SAFELY

MAKE THINGS HAPPEN!



EVERY DAY IS SAFETY DAY
SAFETY HAS NO HOLIDAY

Buckle Up
Next Million Miles

MakeTheRightCall

Contact Information

Director, EH&S	(757) 221-2146
Safety Engineer	(757) 221-2288
Fire Safety Officer	(757) 221-1745
EH&S Specialist	(757) 221-6450
Administrative Assistant	(757) 221-1523
EH&S Fax	(757) 221-2215
EH&S Email	slprio@wm.edu
Fire Safety Email	btmeirs@wm.edu

IN CASE OF
EMERGENCY
CALL 9-1-1

WE Believe in Keeping YOU SAFE