



Holiday Decorations Safety Policy

Does the holiday season have you in a decorating mood? Before you “Deck the Halls,” take a moment to review the new [OHSU Holiday Decorations Policy](#). Festive decorations can be a wonderful expression of holiday spirit, but only if they are displayed safely. The policy provides complete details on safety considerations for this time of year; however, some highlights include:

Decoration Placement—Never block doors, corridors, or stairs and never place decorations on fire separation doors (those with the flame decal). Also, make sure all combustibles are placed at least 18 inches from the ceiling and do not protrude more than 4 inches from the wall.

Lights—Only use miniature lights (rated, UL-Listed). When you pull them out of storage or

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Shared Successes

The following are interesting progress notes from Safety Team members' activities:



- Food & Nutrition teamed up with EHRS staff to walk through areas and identify areas for improvement, including planning a second eyewash and rearranging storage rooms with an emphasis on safe lifting and ergonomics.
- The Scappoose Family Practice Clinic participated in a city-wide Pandemic Influenza exercise along with local police, fire, and health officials. The exercise was a huge success! Along with providing education to the community, the group was able to give over 750 flu shots.

If you have any safety concerns or questions, please contact the Safety Team Coordinator so she can help!

Thanks members... be safe!



Topic of the Month

This month's focus topic is a discussion of **SLIPS, TRIPS, and FALLS**. This topic helps inform employees about prevention techniques.



Slips, trips and falls happen more than they should at OHSU, and these accidents can create serious injuries, cost money to treat, and take weeks or months to heal. All of this can prevent you from living the life you want. Most of these accidents can be avoided if you are alert to potential hazards. The following tips can help keep you healthy:

SLOW DOWN - Trips and falls occur most often when people are in a hurry. Short cuts are often the culprit! We all have tried to jump over something instead of walking "the long way around" to our destination. Learn to slow down and avoid potentially hazardous short-cuts.

WEAR GOOD SHOES - Walkways and walking surfaces at OHSU vary in slope and surface texture. Shoes with slip-resistant soles and a flat heel will reduce the chances of a fall. Many people choose to wear good walking shoes to work and bring their business shoes to change into, once they get here.

PAY ATTENTION – Watch where you are walking. Learning to recognize and avoid hazards saves time, money, and injuries. Objects or areas not designed for foot traffic often consist of unstable, shaky, or slippery surfaces.



CLEAN UP SPILLS – Wet or slippery surfaces sometimes don't appear dangerous until you walk on them, and then it's too late. Clean up all spills, including liquids and solids or powders, as soon as

you notice them. If it's not your area, notify someone who can clean it up.

WALK SAFELY - If you have to walk on slippery or wet surfaces, take slow, short steps. Use handrails when walking on ramps and stairs. Also, take your hands out of your pockets in case you need them. Don't try to run, jump or slide across slick surfaces.

GOOD LIGHTING – Good lighting can help you spot hazards long before you get to them. Poor lighting can prevent you from seeing what is in the way. When you enter a dark room, always turn on the light even if you don't need to stay very long. Keep walkways clear of obstructions in areas that have lower light levels. Facilities Management can replace light fixtures or bulbs, as needed.



USE STAIRS SAFELY – It is easy to lose your footing while climbing stairs, so go slow when walking up or down stairs. Be cautious of worn or broken steps, and of lighting that might make it difficult to see properly. Never run up or down stairs, and avoid skipping steps. If you have to carry a load while climbing stairs, carry it so that your vision is not blocked. Always keep one hand on the hand rail... it is often too late to grab for it when you are falling.

STEP STOOL OR LADDER – When you need to get something from a shelf higher than your shoulders, you should use a step stool or ladder. Chairs are NOT meant for standing on and will almost always move when you do!

Questions?

Call Environmental Health
& Radiation Safety at
503 494 - 7795



the box, check for frayed cords and loose wires or sockets. Never hang lights on the sprinkler heads or hang in the patient vicinity (within 6 feet of the patient bed). Be sure to turn everything off when you leave for the day. A single, grounded, heavy-duty extension cord can be used—just remember to be safe.

Candles—Candles are prohibited.

Holiday Trees—Fresh-cut and imitation trees are allowed December 1 through December 27. Building entrance lobbies may have fresh cut trees as long as a designated individual provides water and removes the tree if it becomes dry. Patient rooms may display artificial trees up to 24 inches in height. All other areas may have imitation trees up to 7 1/2 feet in height as long as they are displayed in accordance with all other requirements.

Want to know more? Read the policy at: <http://ozone.ohsu.edu/ehrs/mh/pages/gen/holdec.pdf>

Questions? Call Environmental Health & Radiation Safety at 503-494-7795.



Happy Decorating!

Desktop Dining

Tips for eating in your office



Many employees make use of area refrigerators and microwaves while at work. Here are some food safety tips to remember while you dine at your desk.

Wash your hands before and after handling food. If soap and water are not available, keep hand sanitizer at your desk.

Refrigerator Rules:



- **No more room in the fridge?** Toss leftovers after 3-5 days.
- **Get it off your desk.** If you bring perishable items in your lunch, refrigerate them within 2 hours of leaving home. Leftovers should be refrigerated as soon as you finish eating.
- **Never lose your lunch.** Keep tape and markers near the fridge for labeling containers with names and dates.

Clean up! Any spills, drips, or crumbs should be cleaned up as soon as possible. Avoid eating over your keyboard or other hard to clean areas of your desk.

Beware of Social Snacks. That last donut calling your name as you walk by? Before you dig in to the cheesecake on the counter, find out how long it's been there. If it's perishable and been there more than 2 hours—just walk away.

Remember—these guidelines also apply to any food you might buy and bring back to your office!