



Spring Cleaning

Spring is in the air...

Seeing the early flowers bloom and the sun shine puts many in the mood to clean up, clear out, and refresh their homes. Why not apply these same energies to your work area? Spring is a great time to take a look around and create a more comfortable, organized, and clean workspace. It's as easy as 1—2—3!



Start with your desk:

- Take everything off your desk surface and wipe off the desk, shelves, your telephone, or anything else that's dusty.
- Only keep out items that you need every day—computer, telephone, action files, and essential supplies.
- Go through the paper. Create folders for current projects, consolidate sticky notes and throw out obsolete information.
- Review your supplies; throw out any pens that no longer work, pencils you will never sharpen, and that correction fluid that is so old you can't open it.
- Consider your workflow—if you are always moving your pen holder out of the way to answer the phone; move it!



Continued on Page 3

Inside this Issue:

| | |
|------------------------------|---|
| Safety Focus: Near Misses | 2 |
| Spring Cleaning Continued... | 3 |
| Lab Notes | 3 |

Shared Successes



The following are interesting progress notes from SafetyTeam members' activities:

- The pedestrian crossing outside the Dental School will soon be repainted, weather permitting.
- Thank you to Public Safety for evaluating a SafetyTeam member's lighting concern at the SON bus stop.
- The School of Dentistry has started routine inspections of labs to identify possible chemical safety issues.
- A mirror will be installed at a blind corner near the BRB and Vollum loading docks
- Steps identified as a trip hazard at PPV and KPV will be painted. The front edge of steps, where the riser intersects a side-sloping sidewalk, will be painted yellow to draw attention to a change in the rise height.

If you have any safety concerns or questions, please contact the SafetyTeam Coordinator at 503.494.7319 or safeteam@ohsu.edu

Thanks members... be safe!



Topic of the Month



This month's specialized training topic is a discussion of **Near Misses**.

Near misses are incidents that **do not** involve injury or damage but have the **potential** for injury or damage. Sometimes referred to as "close calls," these incidents are indications that something is not right in the workplace.



It is extremely important that all near misses be reported and corrective action taken. **Why?** After all, nobody was hurt and there was no property damage. **The reason is simple – because you now have a "wake-up call" to take corrective action and make your workplace safer to prevent a future accident.**

Interestingly, employees who report having experienced a near miss are almost twice as likely to experience an accident as those who have not experienced a near miss.

You should consider yourself 'lucky' when a near miss occurs – 'lucky' only from the standpoint that nobody was injured. If the near miss goes unreported, next time you may not be so 'lucky.' Many times, as unfortunate as it may seem, we learn from our mistakes. Usually, it isn't until somebody gets hurt that we correct the situation.



What if you don't report a near miss and the problem is not fixed? Someone may get hurt! Imagine how you would feel if an injury or fatality took place because the victim was unaware of a hazard



that you knew of but did not report.

When investigating a near miss, look for possible causes including:



- Poor equipment condition or maintenance.
- Failure to wear personal protective equipment
- Inadequate or missing machine guarding.
- Slip, trip or fall due to poor housekeeping.
- Lack of, or poor, training and supervision.
- Lack of procedure enforcement.

While it is a supervisor's responsibility to ensure that the workplace is safe, each employee must contribute to the process through awareness, reporting, and group effort toward prevention.

When investigating a near miss, it's a good idea to assume that employees were not negligent and to not place blame. This discourages future reporting and prevention opportunities.

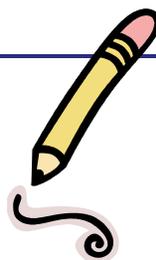
You must also hold patients, visitors, and contractors to the same high safety standards that you follow.

Safety has nothing to do with luck. Take the time to fix or report potential problems before they become accidents. It only takes a few minutes to fix or report a problem, and safety is everyone's business!



If you see a problem, report it!
Call Environmental Health & Radiation Safety
at 503 494 - 7795

- Make sure you leave yourself space to work. Too often we are displaced from productive space by items that just sit there. Some people only have small place to work because of pen holders, staplers, candy jars and even coffee pots!



Lab Notes



Look at your space

- Keep the area around your chair clear so you can easily move around your workspace. Empty boxes, recycle bins, and spare equipment can be real trip hazard to you and visitors.
- Are the things you need frequently close at hand? Take a look at your filing cabinets, printer, and garbage cans. Move them to where they can be comfortably reached, with those items you need more frequently more accessible.
- Go through your archives—electronic and hard copies. Only keep one copy of items, and make sure they are filed in a system that makes sense to you.



Reduce, Reuse, Recycle

- **Reduce** the amount of clutter in your environment. You'll find it easier to find the things you DO need and easier to maintain an organized workspace.
- **Reuse**—give that coffee cup new life as a pen holder, find out if your co-worker needs the extra in-box you've never used, and check out the OHSU Classifieds on the O-Zone for items from other departments.
- **Recycle** those empty boxes, used toner cartridges, and archived files you no longer need. To learn more about recycling at OHSU, visit the Green Team online at <http://ozone.ohsu.edu/greenteam/pages/recycle.shtml> or the Custodial, Recycling and Waste Management Department at http://ozone.ohsu.edu/fm/contact/cu_recycling.shtml

- The CHH closely regulates chemicals used in the building. Please use the approved house-keeping products when cleaning your CHH space.

- Want to send items to surplus? Read more at <http://pdxlogappsrv/logistics/Delivery & Fleet Services/Surplus/index.html>



Due to new Homeland Security requirements, EHRS needs to know how much nitric acid is on campus.

- Do you have nitric acid? Contact Sean Akers in EHRS with the quantity on hand.
- Do you have nitric acid you won't use? EHRS will pick up and dispose of it for FREE!

Contact: Sean Akers, 494- 0425, akerss@ohsu.edu



New Laboratory Safety Training Course Available

OHSU has developed a short online class to provide lab safety training.

More than 100 people have already completed the course! The lab safety training is part of a new course, General Safety and Laboratory Safety, that was developed for all OHSU personnel. The Laboratory Safety portion of the course is intended for those who work in research labs. Laboratory safety training is required by the OSHA Laboratory Standard, and by OHSU policy. Recently, federal and local agencies such as the NIH, OSHA, the DEQ, and even local fire marshals have begun to require that all workers have documented safety training, and this system helps provide that documentation. Please visit the [Big Brain System](#) to access the General and Laboratory Safety course.

Questions? Contact the OHSU Integrity Office at 503 494-8849 or oieduc@ohsu.edu. Questions on the course content or requirements can be directed to Debra Brickey at 503 494-0655 or brickeyd@ohsu.edu & Gwynn Daniels at 503 690-5312 or danielsg@ohsu.edu in the Environmental Health & Radiation Safety Office.