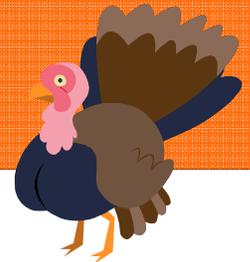


KEEPING FOCUSED



Take care of your eyes

The American Optometric Association notes that up to 75 percent of all computer users have had eye and vision problems related to computer use at work. Eyestrain and resulting headaches have been found to reduce accuracy and productivity.

As OHSU relies more on computers every day, you must remember to take care of your eyes. While everyone is different, the following suggestions can help you maximize your comfort at work:

Prescription lenses - Even if you don't usually use glasses at home, a pair for computing can reduce vision stress. These can be quite inexpensive.

Glasses that work for the job - Different prescriptions may be needed for specific types of work, even for those who already require and wear prescription lenses. Some people wear bifocal or progressive lenses to address this, but these don't always work well, due to the lower focal pathway.



(Continued on page 3)

Shared Successes

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

1. A stairwell door leading into the FAB/PBS office area was found to be insecure. Building maintenance was notified and the door was secured.
2. The OCTRI in the CHH recently updated their MSDS book and put the required biohazard stickers on their specimen-storage refrigerator.
3. The Scappoose Family Practice Clinic will soon participate in a Pandemic Flu exercise with the City of Scappoose. They will report next month to the SafetyTeam on how it goes!

Great job everyone!

If you have any safety concerns or questions, please let the SafetyTeam Coordinator know so she can help!

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Topic of the Month

This month's specialized training topic is a discussion of **Power Failures**. This information has broad application to all OHSU buildings and operations, however each area may be slightly different.



Power failures can be unpredictable and of long duration. Departments need to be prepared for these situations and need to have discussed preparations before you first notice that you are in the dark. Even if you are in a building with emergency generators, you should be prepared to go without.

The following is a list of considerations that must be made in preparation for or during a power interruption or outage:

- Have a flashlight with fresh batteries available. Task one employee with routine maintenance of this, and other flashlights in the area.
- Report power outages to Public Safety by calling 503-494-7744. Give them specific building and area information.
- Check in with your supervisor as soon as practical. There may be specific tasks that need to be performed in your area.
- Turn off all non-essential electrical equipment to minimize the load on circuits when they are re-energized.
- If you go outside at night, areas of OHSU may



be dark and unsafe for lone passage. You can always call Public Safety for an escort.

- Be careful when navigating dark areas! (This precautionary message was brought to you by your toes, shins, and knees!)

- Remember that cordless phones will not work when the power goes out. Use corded units or cellular phones to make calls.



- Avoid opening refrigerators, freezers, and warming appliances until power is restored to prevent temperature changes within.
- Make certain that you have turned off or unplugged power tools and other equipment so they won't re-start when power is restored.

- Know where your closest exit is in case you need to leave the building. Red and green lighted exit signs have battery back up, so you should still see these.

- Patient care areas? Check to ensure that essential electrical equipment is plugged into red, emergency power outlets.



- Reassure patients and visitors that they are safe by letting them know what has occurred. Give them specific instructions, as necessary.

**If you have any questions about power failures or preparedness, call
Facilities & Real Estate
(503-494-7531) or
Environmental Health and Radiation Safety
(503-494-7795).**

**Individual departments may have specific power failure procedures.
Know these where you work!**

Take your breaks - These are provided for you to get up and away from your work. You should at least do something different for a while to allow your eyes to rest.

Reduce room lighting - Glare from even normal office light levels and windows can contribute to eye strain. Consider turning on only half the lights in an area to see what a difference this can make. Never turn on under-cabinet lighting behind your computer monitor. Reposition computer monitors at right angles to light sources to minimize glare.



Use your copy holder - Adjustable copy holders should ideally hold reference materials between the monitor and the keyboard, inline with both. Positions to the side can sometimes cause neck pain. Materials should be at the same distance from the eyes as the screen.

Adjust your work area - Maximize your comfort and productivity by ensuring the right adjustments of your chair, desk height, keyboard, mouse, telephone, and other frequently-used items. OHSU purchases adjustable office equipment to assure that your needs are met, so give yourself permission to adjust it! If you need help, talk with your supervisor or seek ergonomic advice (available on the O-Zone - search: "ergonomics").

Clean your screen - Computer screens can get smudged and dirty, and our eyes sometimes get distracted by this dirt. Wipe your screen clean by using window cleaner or special alcohol-based screen wipes to keep your view clear.

SafetyTeam Coordinator Transition

Hello SafetyTeam!

This will be my last newsletter as I will be transitioning to other responsibilities at OHSU and will also be taking some time off to take care of the two new additions to my family!



Your *****NEW***** SafetyTeam Coordinator will be my very capable colleague, WENDY WALKER! Please join me in congratulating Wendy as she takes over the responsibilities of Coordinator.

Wendy has been with OHSU for 6 years, working first as an administrative assistant in the ICUs, then as an administrative coordinator with EHRS. She was recently promoted to EHRS Safety Program Specialist, where she has been using her skills to promote health and safety at OHSU. The added responsibility as SafetyTeam Coordinator will expand her knowledge of health and safety and give her the opportunity to learn new skills and meet new people! If you get a chance, please extend your welcome to Wendy.

The December issue of SafetyNews will be Wendy's debut issue!

WELCOME WENDY!

