Plan? What Plan? Emergency Planning at Work, Home and at School

Planning Ahead

Everyone needs to have a plan in case of emergency either at work, home or at school. OHSU has plans in place that prepare us in case of any emergency that affects OHSU operations. The plans take an "all-hazards" approach to emergency management. The plans are valid for any emergency that happens including earthquake, fire, volcanic eruption and terrorist attack.

OHSU emergency management plans follow the guidance of a document published by the National Fire Protection Association (NFPA) called NFPA 1600: Standard on Disaster/Emergency Management and Business Continuity Programs 2004 Edition. This standard outlines all the steps involved in creating an effective emergency plan.

Shared Successes

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

1. The floor in the UHS lobby floor had broken tiles. A work order was submitted to Facilities Management to fix the broken tiles, and the they promptly replaced them.

2. The shipping/receiving area of MAC hall often gets deliveries that may cause a trip hazard. Logistics was notified of the problem and will take better care to prevent creation of a hazard.

3. A Food and Nutrition Services employee burned their hand on hot water that came out of a coffee maker. The manufacturer was called and the water temperature was reduced to prevent burns.

4. A SafetyTeam member called in and reported a loose toilet seat, and the issue was promptly taken care of. Thanks Facilities Management!

Thank you SafetyTeam members!

Be Safe!

AFSCME
Labor/Management Cooperation
OHSU

Topic of the Month:
Ergonomics at Computer Workstations

There are several risk factors that increase the chance of injuries while working at a computer workstation. Each of the risk factors described here can cause problems. Workers often are exposed to more than one risk factor at a time. The risk factors that cause most of the injuries and discomfort include:

1. **Awkward posture**: Involves the hands, wrists, back and neck:
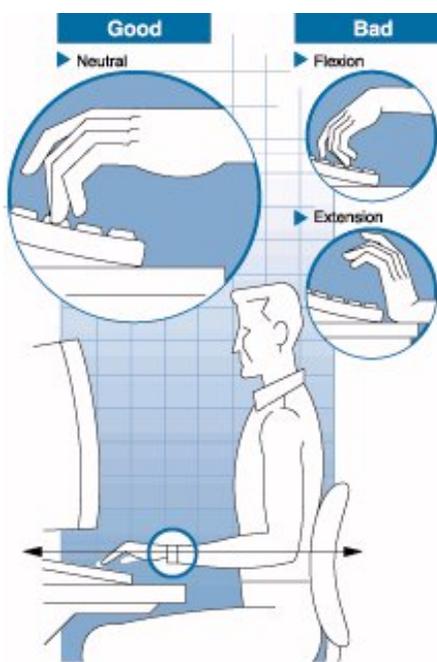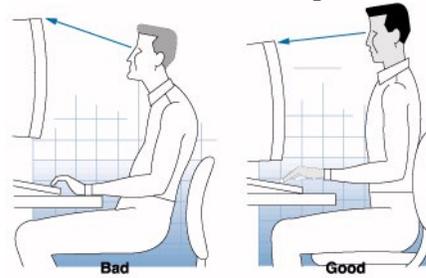

- **Hands and Wrists:** If the wrists are kept flat while typing and mousing, risk of developing tendonitis or other injury such as carpal tunnel syndrome will be reduced. Use of a wrist rest will give the arm and hand the support needed to maintain a flat, or neutral, wrist position.

- **Back Support:** A chair should be designed to adjust correctly to support your stature. The back rest should support your lower back, and the chair should rise high or low enough so that your feet are flat and firm on the floor. Fully adjustable chairs will also allow a chair to rock, change the position of the seat pan and have height adjustable armrests. OHSU has a list of recommended chairs and keyboard trays. Please call EHRS for assistance.

- **Head and Neck Position:** The position of the neck and head is important to prevent pain in the neck and shoulders while computing. Sitting straight and using the back rest to support the lower back will encourage neutral posture of the neck and head. The monitor height should be adjusted accordingly, as pictured above.

2. **Repetition**: When repeating the same motion continuously over a period of time, there is a higher likelihood of developing an injury.
3. **Duration**: Working for long periods.
4. **Lack of Recovery**: Working with a computer without enough breaks.
5. **Force**: The effort it takes to move or remain in a fixed position. Another type of force, known as contact stress, comes from pressure against a part of the body. For example, resting the wrists against a hard and/or sharp edge of a desk while working at a computer puts pressure on the wrists.
6. **Uncomfortable Environment**: Includes poor air quality, improper lighting, glare, noise and other conditions.
7. **Organization of Work**: Includes factors such as staffing levels, scheduling, workload and job pacing, electronic monitoring, performing monotonous tasks, and the amount of control workers have over how they perform their jobs.

Please also refer to the EHRS Ergonomics website:

http://ozone.ohsu.edu/ehrs/mh/pages/gen/ergo.shtml

If you'd still like to request an assessment AFTER you've tried to self-adjust, please call EHRS at 503-494-7795. An ergonomics specialist will be assigned to fulfill your request.

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An effective emergency plan must contain the following elements:

1. Hazard Identification: all potential hazards and their likelihood of occurrence are identified.

2. Hazard Mitigation: Once hazards are identified, a plan is developed to reduce their impact if an emergency were to occur. An example of a mitigation effort is earthquake retrofit on old buildings.

3. Resource Management: the plan will contain information on resources needed to carry out the plan.

4. Mutual Aid: Organizations will often work together during an emergency. Planning involves coordinating plans with others.

5. The PLAN: the plan will contain information on training, direction, control and coordination, communications and warning, and financial considerations.

The overall plan will also contain processes for continuity and recovery. The continuity process will direct how to maintain services during an emergency. The hospital, for example, has emergency generators that automatically activate in case of power failure to ensure continuity of critical healthcare services. The recovery plan directs how to recover as quickly as possible to normal operations after an emergency.

Emergency planning is important to ensure a timely response and recovery from an emergency.

What are your plans? Are you prepared?

Q of M Answer!

Last month's Question of the Month was from the Focus Topic,

"The Incident Command Center"

The question was,

"What is the role of the Incident Commander?"

The Incident Commander (IC) is the person assigned to organize and direct the Incident Command Center (ICC). All other leaders in the ICC directly report to the IC. The IC orchestrates the activities of the ICC to streamline the response to emergencies.

Incident Commander

Thank you to everyone who participated! If you answered correctly, you earned 1 SafetyPoint! Contact Kristine Abrahamson at 503 494-0215 for answers to your questions.

Note from the Editor

Hello SafetyTeam members! I just wanted to let you know that I will be out of the office from October 25th-the end of January on FMLA leave. Your former editor, Ben Richards, will be temporarily re-assuming his duties as your SafetyTeam Coordinator in my absence. (Thanks Ben!) If you have an urgent safety need, please contact Ben at 4-2586. See ya next year!

Environmental Health and Radiation Safety - SafetyTeam

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Slow down in Construction Work Zones!

Question of the Month

The question of the Month is designed to challenge your safety knowledge and give you a chance to earn some cool, free stuff!

QUESTION OF THE MONTH

What are two essential elements of an effective Emergency Management Plan?

Write your answer to the question in the appropriate box on your SafetyTeam Member Update form. Correct answers to this month's Question will earn 1 SafetyPoint.

If you are not currently a SafetyTeam member and would like to participate, contact Kristine Abrahamson, SafetyTeam Coordinator, at 503 494-7795.

OHSU

OHSU includes four schools; two hospitals; numerous primary care and specialty clinics; multiple research institutes; and several public service and outreach units. OHSU is an equal opportunity, affirmative action institution.

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