

Do you know...

- ...who to call in an emergency?
- ...how to report an injury?
- ...where to report a safety concern?

OHSU is a large organization with many moving parts—it's not always easy to figure out where to go for the information and help you might need.

Here are some of the many resources available to the OHSU community:

Emergency

- Public Safety is available 24/7 at **4-4444**
⇒ Learn more about this department at <http://ozone.ohsu.edu/pubsafety/>
- Emergency Resource Books are posted campus-wide to provide employees quick access to information.
- In Healthcare areas, the Emergency Management Plan (or "Red Binder") should be available to all employees.
- OHSU Alert Line: 5063-494-9021 provides recorded information



Continued on Page 3

Inside this Issue:

Safety Focus: Driving OHSU Vehicles	2
Safety Contacts Continued...	3
STRETCH	3



Shared Successes

The following are interesting progress notes from issues identified by SafetyTeam members:

- Lighting was changed out and improved in the parking areas and stairwells near Emma Jones Hall.
- The crosswalk outside the School of Dentistry was repainted.
- Sharps container safety was addressed in several areas.

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!



Mark your calendar

- May 19-23 Integrity Week**
- May 19 Safety Committee**



Topic of the Month

This month's safety focus topic is a discussion of: **Driving OHSU Vehicles**



OHSU makes vehicles available to employees in departments such as Facilities & Real Estate and Logistics to allow them to do their jobs. All users of OHSU vehicles should know that they are expected to drive them in a safe manner.

Remember to:

- Comply with all State and Federal laws.
- Maintain a driver's license and safe driving record.
- Adhere to speed limits and follow instructions on regulatory signage.
- Wear seatbelts.
- Yield right-of-way to avoid an accident.
- Secure all loads and contain hazardous cargo.
- Give driving your full attention, and minimize distractions of radio, cell phones, and eating.
- Do not drive under the influence of alcohol or attention-altering drugs.
- Watch for bicyclists and children in the road.
- Yield to pedestrians.
- Avoid vehicle movements that might provoke "road rage" reactions from other drivers.
- Take periodic rest breaks when needed to reduce fatigue.
- Report mechanical/safety concerns immediately and remove the vehicle from service when unsure.
- Follow all departmental vehicle use policies.



You should always give your vehicle a Pre-Trip Inspection that confirms the operation of all major systems:

- Lights, including head-, running-, and back-up lights.
- Brakes, including foot and emergency brakes.
- Seat adjustment
- Mirror adjustment, interior and exterior.
- Tire condition.
- Fluids, as appropriate.

Call the Motor Pool (503-494-8395) or your supervisor for support.

Sometimes accidents are unavoidable and do happen. In this case, you **MUST** do ALL of the following:

- Immediately call the police (911) for all accidents occurring off-campus.
- Report on-campus accidents to Public Safety (4-4444).
- Fill out the OR DMV & OHSU Accident Report (contained in the OHSU vehicle glove compartment) and submit it to Risk Management (Mail Code:L328).
- If your department has provided a disposable camera in the vehicle's glove compartment take photographs of all vehicle damage and the surrounding accident scene (include traffic control devices, lanes of travel, intersections, road surface, vehicle point of impact/collision and vehicle resting locations).
- Get the names of as many witnesses as possible.
- Get the names of all people involved in the accident – including passengers.
- Notify your supervisor as soon after an accident as possible.
- Report any employee or student injury through the OHSU Worker & Student Injury Reporting System located online at: <http://ozone.ohsu.edu/wsirs/>
- Notify Risk Management (503-494-7189) within 24 hours of the accident.

If you have questions about driving any OHSU vehicle, notify your supervisor. Environmental Health & Radiation Safety has information about defensive driving courses for those departments considering offering such training.



Please drive safely!





Injury

- If you are injured during business hours and it is non-emergent, contact Employee Health at 4-5271 for advice.
- If your injury requires immediate attention, go directly to the Emergency Department.
- Report ALL injuries and near misses using the online [Worker & Student Injury Reporting System \(WSIRS\)](#).
- All patient and visitor injuries should be reported through [Patient Safety Net \(PSN\)](#).
- If you are feeling discomfort at your workstation, the EHRS [Ergonomics Website](#) has some self-help information, and if you have additional questions or difficulties, you can request an ergonomic evaluation on the site.

Safety Concerns

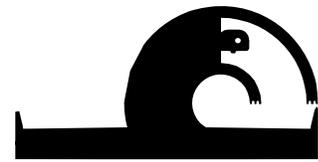
- Immediate concerns for health and safety? Call Public Safety at 4-4444 and they will dispatch the appropriate response personnel.
- Just want to make sure someone knows about a current or potential safety issue? Email the SafetyTeam Coordinator at safeteam@ohsu.edu or call 4-7319.



Questions?

Call Environmental Health & Radiation Safety at

494-7795



STRETCH

Sitting at a desk, standing at a work station and working with patients for extended periods of time can cause stiffness, strain, and muscle tension. Taking a few moments to stretch once an hour can relieve stress and tension and prevent pain and injury.

While working, stretching, and relaxing, remember to **BREATHE**. A deep breath can relieve tension, increase energy, and increase alertness.

Next time you need a break, try these stretches:

Neck Stretches

Turning Side to Side



Bending Side to Side



Integrity week is May 19–23



How can you help make OHSU a place of continued excellence? Find out during Integrity Week. The Integrity

Office will staff information tables at various locations ([see schedule](#)) and also visit the hospital to spread the word and hand out a few goodies.

