

Special Edition

The Health & Safety Minute

A weekly update
for FM employees

UVA Facilities Management—Occupational Programs

05.22.2020

REMINDER Don't Forget About Jobsite Dangers!

- **Stay Alert** - and stay alive. The more awake you are, the less likely he you are to get hurt. If you are unsure how to operate equipment or perform a task, ask your supervisor. Don't guess! Make sure you know in advance the correct & safe way to do it.
- **Wear The Right PPE** - Wear the [required PPE](#) for the job.
- **Use The Right Tools** - If you need a hammer, get a hammer. It may be easier to use what's on hand, but you are more likely to get injured.
- **Learn How To Lift** - Lifting takes more than muscle — [it has technique!](#) Don't try to show how strong you are; you may end up hurt. Get help with handling anything that is too heavy or cumbersome for you.
- **Be Tidy** - Good housekeeping reduces hazards in the workplace or your home. Always put away tools when they are not in use. Keep the floors clean, pick up scraps and wipe up spills. A slip or trip can be fatal.
- **Reporting Is Important** - [Report all accidents](#), near-misses, unsafe conditions and/or defective equipment, regardless of severity.
- **Get First Aid Immediately** - if you're hurt - even if it seems minor. Neglect of an injury may lead to serious infection, weeks of lost time, and possibly permanent injury. Report injuries immediately!
- **Lead By Example** - Set an example by obeying safety rules. If you have an idea you believe will reduce accidents, tell your supervisor about it.
- **Don't Take Chances** - Next to carelessness, short cuts are probably the biggest threat of all. To save a minute or two, you may lose a lifetime. If you are not doing it safely, you are not doing it right!



STILL NEED a Face Covering?

FM managers & supervisors can reach out to the [FM Logistics team](#) to be sure their groups are covered! *Learn about face coverings in the [May 8 OHS Minute](#).*



Email requests to Sheila Jones (sdp4z@virginia.edu) and CC fm-logistics@virginia.edu

Working from home?

Working staggered shifts?

Missing your pals?

SEND AN

FM VIRTUAL *Family Greeting Card*

Say hi to someone in the FM family—submit a shoutout to the FM Virtual Family Greeting Card video series!



Are you missing someone in the FM Family? Want to have fun and stay connected? Submit a shoutout to let them know you're thinking about them as part of the [FM Virtual Family Greeting Card series!](#)

Send a brief **video, photo or written message** introducing yourself, saying hi to a friend in the FM family, and letting them know what you miss about seeing them via email to uvafmux@virginia.edu or by text to **434-987-4332**.

SUBMISSION GUIDELINES

- Please shoot horizontally (for both video and photos!)
- Find a quiet location without background noise and speak as clearly as you can
- Please introduce yourself and your department at the beginning of your video
- Try to limit your message to 30 seconds
- If sending a photo, make sure to hold up a sign featuring your shoutout's name and a message!
- Send submissions to uvafmux@virginia.edu or 434-987-4332

THANK YOU!

to the **FM On-Grounds Work Taskforce** for all the hard work put into the Working on Grounds During the COVID-19 Pandemic guidelines. Many hours of collaboration were invested to keep FM employees safe & healthy!

If you have questions or items you would like the Return to Work Taskforce to address, please email FM-OHS@virginia.edu.

WEEK 3 OF FALL PREVENTION MONTH: Slips, Trips, & Falls

It's happened to most of us: That momentary lapse of attention, thinking about a personal problem, or distraction by an activity that ends in a slip, trip, or fall. A stumble down a stairway. A trip over an uneven surface. Slipping on the ice. These can lead to a variety of regrettable events ranging from a simple bruised shin to an extremely serious injury. Slips, trips and falls are the leading cause of injury at UVA FM.

- **SLIPS** happen when there is insecure footing resulting in a loss of balance.
- **TRIPS** happen when there is a loss of balance resulting from contact with an object.
- **FALLS** happen when there is a failed or missing support. Slips and trips can lead to falls, which can happen on the same level or from level to another.



WHAT CAN I DO TO PREVENT SLIPS, TRIPS, AND FALLS?

WORK AREA



- Wear appropriate slip-resistant shoes
- Slow down to negotiate turns, corners, obstacles, and areas of limited visibility
- Keep workspace and walkways clean, clear, and well lit for you and your visitors

WET FLOORS



- Clean up wet areas and spills immediately
- Make sure signs warn others of the danger of wet surfaces when mopping
- Use caution in areas where wet floors are likely: entrances, rest rooms, and mopped floors

PARKING LOT AND GROUNDS



- Stay alert for uneven surfaces
- Watch for curbs and potholes when moving between vehicles
- Assume there is ice if the temperature is close to freezing; slow down and take short strides

STAIRS



- Take only one step at a time
- Keep one hand free to grasp the handrail
- Limit your load and make sure your vision is not obstructed

CORDS



- Do not allow electrical cords or other objects to extend across a walkway
- Tie up any cords that might pose a trip hazard
- Tape down or secure cords temporarily located in traffic areas

LADDERS



- Stand on a ladder instead of a chair, table, bucket, or box
- Use the correct ladder for the job
- Never step on the top platform of any ladder, including a stepladder

CORONAVIRUS DISEASE 2019 (COVID-19)



Social distancing means putting space between yourself and others.



[cdc.gov/COVID19](https://www.cdc.gov/COVID19)

Let's NOT:

- Party
- Meet Up
- Bro-Hug
- Defy

Let's:

- Stay Put
- Binge Watch
- Virtual Happy Hour
- Save Lives

We are alone together.

COPING WITH STRESS & Building Resilience

Whether you are going into work or working from home, the COVID-19 pandemic has changed the way you work. Fear and anxiety about this new disease and other strong emotions can be overwhelming, and **workplace stress can lead to burnout**. How you cope with these emotions and stress can affect your wellbeing, the wellbeing of the people you care about, your workplace, and your community. During this time, it is critical that you recognize what stress looks like, take steps to build your resilience and manage job stress, and know where to go if you need help.

Symptoms of Stress:

- Feeling irritation, anger, or in denial
- Feeling uncertain, nervous, or anxious
- Lacking motivation
- Feeling tired, overwhelmed, or burned out
- Feeling sad or depressed
- Having trouble sleeping
- Having trouble concentrating



[Learn more about building resilience >>>](#)

Build Resilience and Manage Job Stress:

- **Communicate** with your coworkers, supervisors, and employees about job stress while maintaining social distancing (at least 6 feet).
 - Identify things that cause stress and work together to **identify solutions**.
 - **Talk openly** about how the pandemic is affecting work. Expectations should be communicated clearly by everyone.
 - Access **[UVA's Faculty & Employee Assistance Program](#)**
- **Know the facts about COVID-19**. Be informed about how to protect yourself and others. Understanding the risk and sharing accurate information with people you care about can reduce stress and help you make a connection with others.
- **Identify the things that you do not control**. Do the best you can with the resources available to you.
- Increase your sense of control by **developing a consistent daily routine**.
 - **Keep a regular sleep schedule**.
 - **Take breaks from work** to stretch, exercise, or check in with your supportive colleagues, coworkers, family, and friends.
 - **Spend time outdoors**, either being physically active or relaxing.
 - If you work from home, set a regular time to end your work for the day, if possible.
 - **Practice mindfulness techniques**.
 - **Do things you enjoy** during non-work hours.
- **Reminders:**
 - Each of us has a **crucial role** in fighting this pandemic.
 - Everyone is in an **unusual situation** with limited resources.
- Take breaks from watching, reading, or listening to news stories, including social media.
- **Connect with others**. Talk with people you trust about your concerns, how you are feeling, or how the COVID-19 pandemic is affecting you. Connect with others through phone calls, email, text messages, mailing letters or cards, video chat, and social media.
- **Check on others**. Helping others improves your sense of control, belonging, and self-esteem. Look for safe ways to offer social support to others, especially if they are showing signs of stress, such as depression and anxiety.
- If you feel you may be misusing alcohol or other drugs (including prescription drugs) as a means of coping, **reach out for help**.
- If you are being treated for a mental health condition, continue with your treatment and **be aware of any new or worsening symptoms**.



Source: <https://bit.ly/2Tpw175>

TRAINING UPDATE: Occupational Health & Safety

In response to COVID-19 and to support physical distancing and the adjusted work environment at FM, **FM-OHS is transitioning select training classes to an online format via Zoom, Microsoft Teams, or other online means.** Employees should reach out to their supervisors for assistance.

Please reach out to fm-ohs@virginia.edu with questions, as we are available to conduct training in a variety of methods.

REMEMBER:

- Cover coughs & sneezes
- Wear your face covering.
- Wash your hands often for at least 20 seconds. (You're an **All Star!**)
- Avoid close contact with others. Give everyone 6 feet of distance.
- Stay home if you're sick.
- Clean & disinfect surfaces & high touchpoints regularly.
- Be aware of **ALL hazards** on jobsites. Wear appropriate PPE.
- Check on others virtually.



REMINDER: Safety Shoes

Red Wing Charlottesville is offering UVA employees several socially distanced options to keep you in the right PPE! *Employees needing safety shoes must submit a request via the online portal: <http://bit.ly/FM-PPE>.*

Vouchers are sent from no-reply@redwingbusinessadvantageaccount.com and include a link to download a PDF voucher. Texts come from (651) 371-7971 and include a code that's scannable.

The Red Wing store is currently offering curbside service by appointment, as well as online ordering.

Set your appointment by calling (434) 529-6761 or order online with your voucher at

<https://redwingcharlottesville.com>.

IMPORTANT OHS LINKS:

- **OHS Homepage:** <https://www.fm.virginia.edu/depts/ohs/index.html>
- **Safety Shoe Request link:** <http://bit.ly/FMOHSprog> (under Red Wing Shoe Program)
- **NOMINATE a Safety Champion:** <http://bit.ly/SafetyChamps> (at top)
- **NEAR MISS FORM:** For incidents or near-incidents that did not result in injury/first aid:
<http://bit.ly/FMNearMiss>
- **INCIDENT REPORTING FORM:** For incidents resulting in an injury/first aid:
<http://bit.ly/FMAccidentRpt>



CONTACT US



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The OHS main number (**434-297-6379**) and email (**FM-OHS@virginia.edu**) are active and will be answered during business hours. *If there is no answer when you call, leave a message and your call will be returned promptly.*

BE AWARE: Wearing a Face Covering

Wearing any kind of face covering (respirators, bandanas, etc.) may put physical stress on your body based on your medical history and current conditions, type of facemask, time of use, work conditions (hot/cold), level of activity, and clothing used. Some common symptoms of physical stress are:

- Increased breathing resistance
- Higher breathing rate
- Claustrophobia
- Change in habits

If you feel any of the above symptoms or feel uncomfortable while wearing your facemask, leave the crowded area and take off your face cover. Cover your coughs and sneezes in some other way, avoiding touching your eyes or nose. Call your physician. There are different options of face covering available, you may be more comfortable in another style.

STOP THE SPREAD

The illustration at right by Avery Wagner shows how face coverings & social distancing can work to stop the spread of COVID-19. Coupled with frequent handwashing & physical distancing, you are able to protect you and your loved ones.

Why is it important to physically distance?

Limiting physical contact by increasing space between us and others is one of the **most important step we can take in protecting essential workers & slowing the spread of COVID-19**. Staying at home helps to protect those most vulnerable to severe illness: people over age 65 and those with health conditions such as asthma, diabetes, and heart disease.

How does staying home slow the spread of disease?

COVID-19 spreads between people who are in close contact (within about 6 feet). Coronavirus becomes airborne when an infected person coughs, sneezes, speaks, or laughs. Infected people may not display symptoms for up to 14 days, meaning they may be unknowingly spreading the virus.

Who should stay home?

Everyone should stay home as much as possible to protect their own health and the health of others.

When is it ok to go out?

Travel to only seek medical attention, essential work, and to obtain supplies like groceries and prescriptions. When you must go out, be sure to wear a cloth face covering, practice physical distancing, and wash your hands thoroughly and frequently.

What steps should I take if I have to go out?

- **Wear** a cloth face covering.
- **Avoid touching** your eyes, nose, and mouth.
- **Cover** your mouth and nose with a tissue or your sleeve when you sneeze.
- **Wash your hands** often, with soap and water, for at least 20 seconds. Use alcohol based sanitizer if you can't wash.
- **Keep 6 feet** of distance between yourself and others.

PROBABILITY OF INFECTION:

