

Safety

Spotlight

Quarterly Newsletter for Safety and Loss Prevention

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Winter is ahead, be prepared!

Driving in the winter means snow, sleet, and ice that can lead to slower traffic, hazardous road conditions, hot tempers and unforeseen dangers. However, by following certain procedures you can offset those aggravations and minimize the special risks of winter driving.

Winter Safety Tips

Frost Bite: When the body is unable to warm itself, serious cold-related illness and injuries may occur, and permanent tissue damage may result.

What Happens To The Body:

1. Freezing in deep layers of skin and tissue.
2. Pale, waxy-white skin color. Skin becomes hard and numb.
3. Usually affects the fingers, hands, toes, feet, ears, and nose.

What Should Be Done:

1. Move the person to warm dry area. Don't leave the person alone.
2. Remove any wet or tight clothing that may cut off blood to the affected area.
3. **DO NOT** rub the affected area, because rubbing causes damage to the skin and tissue.
4. **Gently** place the affected area in a warm (105°F) water bath and monitor the water temperature to **slowly** warm the tissue. Seek medical attention.

Driving on Ice & Snow: Driving safely on snow and ice demands concentration, awareness, skill, and preparedness. Some safety tips to the drivers are:

Think Traction: Make sure your tires are in good condition. If you have a four-wheel drive vehicle, engage the four-wheel drive when driving on snow or ice.

Leave Extra Space Between You and the Other Driver: Stopping takes much time on ice and snow. Drive more slowly than you normally would, anticipate your stops and turns, and approach traffic signals cautiously.

Get a Better View: Visibility is critical, and fewer hours of daylight combined with severe winter weather can reduce visibility to near zero. Before starting out, check to make sure that all windows are clear of snow and ice, all lights are operating and visible, the windshield washer fluid is full, and the wipers are in good condition.



Computer Vision Problems:

The three main categories of visual difficulties from computer work are:

- **Discomfort.** This includes soreness, irritation, dryness or watery eyes.
- **Visual Stress:** Symptoms include loss of focus and decreased eye movement.
- **Systematic Complaints:** This affects other body parts such as the neck, shoulders, or back.

Reduce Computer-Related Vision Problems:

- **Lighting:** In general, lighting sources should be no more than three times as bright as the monitor. Work areas should be re-configured so that light sources are positioned behind the worker. This helps reduce the shadows.
- **Visual Exercises:** To relieve the pain and tension associated with computer usage, remind employees to blink often to keep the eyes moist and re-focus every 20 minutes by staring at an object more than 20 feet away. Doing so, exercises eye muscles.
- **Equipment:** Regularly cleaning the computer screen can help reduce visual stress. Anti-glare

screens should be used in bright offices where workers complain of glare problems.

- **Breaks:** Visual fatigue and irritation can be reduced with regular rest breaks. A short five-minute break each hour can allow the worker to re-focus on the task.

Adjustments May Help :

- **Adjust the Monitor:** Position the monitor directly in front of the worker about 18 to 30 inches away at arm's length. Make sure the top of the screen is at or below eye level so the employee is looking slightly downward at the text on the screen. If it's too high or too low, it can lead to soreness in the neck and shoulders.
- **Consider Placing the CPU to the Side or on the Floor.** Putting the monitor on the top of the CPU tends to force the employees to look up at the screen.
- **Position the Keyboard Properly.** Place the keyboard directly in front of the monitor.

Safety Policy/Procedures Updates:

- All sections of the Safety and Loss Control Manual have been revised and updated.
- Suspicious Package– safety manual section was developed.
- Fire/Life Safety– General Fire/Life Safety section was edited to include Americans with Disabilities (ADA) information.



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