

Campus Safety Monthly Newsletter

August 2023

Risk Management
Environmental Health & Safety
Emergency Management
Ergonomics
Continuity of Operations
Campus Security

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1 Stop the Bleed

No matter how rapid the arrival of professional emergency responders, bystanders will always be first on the scene. A person who is bleeding can die from blood loss within five minutes. Therefore, it is important to stop the blood loss quickly. Those nearest to someone with life threatening loss of blood are best positioned to provide care.

The following actions can be used to stop blood loss:

- Apply Pressure with Hands – Expose to find where the bleeding is coming from and apply firm, steady pressure to the bleeding site with both hands if possible.
- Apply Dressing and Press – Expose to find where the bleeding is coming from and apply firm, steady pressure to the bleeding site with bandages or clothing.
- Apply Tourniquet(s) – Pull the strap through the buckle. Twist the rod tightly. Clip and secure the rod with the clasp or the Velcro strap.



2 Eye Protection

Just as we cannot forget to protect our skin with sunscreen, we cannot overlook the damage sun can do to our eyes.

The hazard comes from over exposure to UV radiation, which damages the eye’s surface tissue, cornea, and lens. Some of the damage may not reveal itself until years later and cause eye diseases and problems:

- Cataracts
- Eye cancers
- Growths on the eye, such as pterygium
- A form of photokeratitis, also known as snow blindness, can develop after exposure to UV reflections from snow, ice, or water.

UV levels are three times greater during the summer than winter, but damage can occur in any season. Clouds do not block UV light, so precautions should be taken regardless of the conditions outside:

- Choose sunglasses that offer 100% UV or UV400

protection, or block both UV-A and UV-B rays.

- Wear a broad-brimmed hat along with the sunglasses.
- Other factors to consider include:
- Sunlight is strongest midday to early afternoon, at higher altitudes, and when reflected off water, sand, pavement, ice, or snow.
 - Never look direction at the sun, including during an eclipse. This can damage the eye’s retina and cause an injury known as solar retinopathy.
 - Tanning beds pose the same risks to the eyes and body as outdoor UV light.

3 Parking Lots – Personal Safety. Stay Alert!

Below are some recommendations to help increase personal safety when parking a vehicle.

Parking

- Park in a highly visible, well-lit area and be mindful of suspicious activity. [Report any lights out](#) or suspicious persons to appropriate personnel, management, or security.
- Always carefully note where parked so unnecessary time is not spent walking around a parking lot searching for the vehicle.
- Always lock car doors, before buckling up, both when driving and when parked.
- Never leave keys in vehicle and/or the motor running regardless of how quickly the package is dropped off.
- Limit the amount of time sitting in vehicle busy with a task, on the phone, or texting.
- Never leave valuables in the vehicle. If shopping, lock all packages in trunk.

Walking to Vehicle

- Any person walking alone is possible victim for assault. Shop

with a friend or family member whenever possible.

- Walk purposefully and look confident. Assertive body language can help prevent an attack. Don't slouch. Keep head up.
- Don't carry a lot of packages at once.
- Don't dangle a purse and expose it to someone grabbing it. Carry a purse close to the body, preferably in front.
- Wear shoes and clothing that do not hinder and escape. Tennis shoes are best; shoes with low heels are second best.
- When walking, observe people close by. Notice any strangers sitting in parked vehicles or standing in the pathway. Avoid suspicious people.
- Stay away from isolated and poorly lighted areas. Have car keys in hand ready to unlock vehicle immediately.
- As approaching vehicle, look under it and all around it. Before entering vehicle, look in the back seat and on the floorboard.
- Don't place purse or package on roof of vehicle while loading other items.

If Approached

- While seated in vehicle and someone suspicious approaches it, honk the horn. The horn will draw attention to the person and warn people help is needed.
- If car approaches while walking in the parking lot and its occupants begin harassment, scream and run in the opposite direction. The driver will have to turn around to pursue.
 - If followed on foot, walk or run quickly to a lighted area, store, building, or where a crowd of people can offer help if needed.
 - Have a police whistle accessible. Use it to draw attention to the situation if needed.
 - If someone follows in another vehicle, do not go home. Go to the nearest police station. Make a report with the police.
 - While in the vehicle, look around 360 degrees before

unlocking the door to get out.

- Make sure no person lurks in the blind spots or behind the vehicle when exiting.

4 Preventing Laptop Theft

Laptop computers are prime targets for theft. The reasons for stealing a laptop range from the machine's actual worth to the value of the data it might contain. Keeping your laptop safely in your possession should always be a priority. The following are some safety tips for preventing laptop theft.

- Always lock offices and accommodations where the laptop is left. A computer lock can be used to further secure your laptop while you are away.
- It is important to asset tag your electronics devices and peripherals with permanent markings or engravings. These types of markings will make the device less attractive because it will become harder to sell. Register your laptop with your company if it is not for private use.
- Never leave your laptop unattended. If you are out of the office at a restaurant, using the washroom, or a payphone, take it with you—don't leave it alone on a table or counter.
- While traveling in a vehicle, place the laptop in the vehicle's trunk. Keep the laptop stowed in the trunk if you leave the vehicle unattended for any reason. Don't leave items in plain sight—this only entices people to steal from your vehicle. And never leave the laptop in the vehicle overnight.
- Purge unneeded data files from your laptop on a regular basis.
- Back up important data on a daily basis using a USB-drive (memory stick, hard drive, etc.). Utilize password locking features

included in the laptop operation manual.

- Steel cable locks, security plates or alarms can be used to further secure your laptop computer.
- To protect the data on your laptop, encryption programs are available that offer an added level of security by encoding the data into a coded form.
- If the laptop is stolen, anti-theft software is available on the market. Some of these products include a "call home" feature if the laptop is ever reconnected to an internet connection, or having serialized components that make tracking and recovery easier. Products with movement and proximity alarms are also available. For example, you wear a device on your belt and if the laptop is more than a certain distance from you an alarm will sound loudly. This type of security is beneficial in stopping criminals who "snatch and run" with your laptop.
- Write down the laptop's make, model and serial number and keep it in a safe place. If the laptop is stolen, the police will need this information. Keep this information separate from the laptop or better yet, keep an office 'inventory' of all computers and related computer equipment on file at your office. If the laptop is lost or stolen, a quick phone call back to the office will provide the police with necessary information.

Common sense and a combination of these techniques should keep your laptop relatively safe. However, should you experience a laptop theft contact the police immediately.

5 Preventing Machine Accidents

Only use machines that you know how to operate. Never attempt to operate an unfamiliar machine without reading the machine instructions or receiving a briefing from a qualified employee. In addition, follow these guidelines to ensure machine safety:

- Secure machines that tend to move during operation.
- Do not place machines near the edge of a table or desk.
- Ensure that machines with moving parts are guarded to prevent accidents. Do not remove these guards.
- Unplug defective machines and have them repaired immediately.
- Do not use any machine that smokes, sparks, shocks, or appears defective in any way.
- Close hand-operated paper cutters after each use and activate the guard.
- Take care when working with copy machines. If you must open the machine for maintenance, repair, or troubleshooting, remember that some parts may be hot. Always follow the manufacturer's instructions for troubleshooting.



Some items can be very dangerous when worn around machinery with moving parts. Avoid wearing the following items around machines with unguarded moving parts:

- Loose belts
- Jewelry
- Long, loose hair
- Long, loose sleeves or pants
- Scarves
- Ties