



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

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## 1 2023 Annual Security & Fire Safety Report

The [2023 Annual Security & Fire Safety Report](#) is now published.

The report contains:

- Crime statistics from the previous 3 years
- Fire statistics from the previous 3 years

- Institutional policies concerning alcohol and drug use, crime prevention and safety awareness, reporting of crime, and sexual assaults

The report is a result of the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act.

## 2 Is Flu Season Really Here?

Flu viruses spread mainly from person to person through droplets made when people with the flu cough, sneeze, or talk. Less often, a person might get the flu by touching a surface or object that has flu virus on it and then touching the mouth, nose, or possibly eyes. Many other viruses spread the same way.

People infected with the flu may be able to infect others beginning one day before symptoms develop and up to five to seven days after becoming sick. This means people may be able to spread flu to others before knowing they are sick as well as while they are sick.

### Everyday Prevention Actions

- Avoid close contact with people who are sick.
- While sick, limit contact with others as much as possible to keep from infecting them.
- Cover nose and mouth with tissue when coughing or sneezing. Throw tissue in trash and wash hands.
- Wash hands often with soap and water for at least 20 seconds. If soap and water not available, use an alcohol-based hand rub.
- Avoid touching eyes, nose, and mouth. Germs spread this way.
- Clean and disinfect surfaces and object that may be contaminated with germs that can cause respiratory illnesses.

## 3 Importance of Safety Training

Employees may not always recognize the importance of safety training or believe it necessary because they have “been doing it for years.” But an important benefit of periodic safety training is the reminder that danger can exist and no one is immune to accidents.

Safety training should be organized so the order in which the material is presented will match the steps taken on the job. Every employee should understand the training material. After the session, the trainer should insist on questions from employees to assure they understand the material. The training is a success if the employees can return to their jobs and immediately implement the information shared at the training.

Contact the Director of Safety or EHS Specialist to develop a training session for your next departmental meeting.

## 4 Forklift Safety – Tipping Over Prevention

OSHA estimates more than 95K people are injured and at least 100 die in forklift accidents each year – most caused by the forklift tipping over. Consider the following prevention:

- Set a speed limit – Driving too fast is one of the most common causes of a forklift tipping over. Communicate the speed limit and make sure it’s posted throughout the worksite.
- Make sure the load is balanced – Take the time to center the load as much as possible so that it’s not leaning to one side or the other.
- Use the right lift for the job – Operator should refer to the load capacity for the forklift and never exceed it.

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- Buckle up – The seatbelt does protect them from being thrown from the vehicle and becoming trapped underneath.