

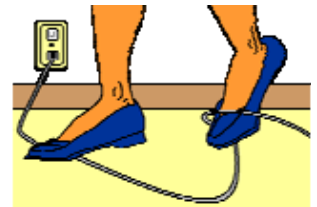
## WELCOME BACK!

### Here's to a safe and healthy 2007/2008!

#### SAFETY MATTERS – Even In an Office

Your ordinary office routine may seem safe enough. You probably take the elevator or stairs, use the coffee maker, open and close drawers, and lift stacks of files comfortably and easily every day. Although all of these daily office activities may be second nature to you, they can be more dangerous than you might suppose-especially because you and your co-workers don't expect problems. Learn to look with new eyes for these common safety hazards in your office.

- ☑ Falls are the most common office accidents. They happen while people are walking, climbing stairs, even leaning back in chairs. Keep an eye out for telephone extension and electrical cords, and open drawers, which can cause people to trip. Loose or worn carpeting, slippery floors or packages left sitting in aisles can send even the most sure-footed for a nasty tumble. Correct these hazards when you can, and when you can't point them out to NECC's Safety Director to prevent accidents.



- ☑ File cabinets are a primary source of office injuries. Top-heavy drawers can cause a cabinet to topple over. Sharp corners of metal file cabinets can cause injuries. Drawers can pinch fingers if slammed shut. Open only one drawer at a time, and close drawers slowly and carefully.
- ☑ Office avalanches occur when too many boxes, papers or other materials are stacked too high for safety. All it takes is someone to pull out something from halfway down the stack to send everything tumbling down. Keep papers inside cabinets-not on top of them.



- ☑ Electrical shock can result from frayed wiring, improper grounding or malfunctioning equipment. Check equipment and plugs regularly. All offices should have a three-wire grounding system.
- ☑ Fires can occur anytime. Smoking is a common cause, so it electrical equipment. Look for people lighting up in no-smoking areas, or throwing matches or still-lit cigarettes on the floor or in wastebaskets. Flammable materials that are too close to coffee makers, space heaters or hot plates are also dangerous; keep them at least 18 inches away.
- ☑ Lifting loads improperly can lead to strains and other back injuries. Twisting or jerking while lifting can also cause injury. No one should try to lift a heavy or awkward load alone.
- ☑ Repetitive motions, such as those involved in typing, can cause injuries to the hands and arms. Anyone working on a keyboard should be trained in proper hand position and should take breaks to exercise and stretch hands and arms.

#### NECC's 2007/2008 Safety Sub-Committee Members

Brandon McLean, Safety Director  
Deb Ferris, Recording Secretary  
Susan Cooper  
Keith Neal

Lyle Kathol  
Ann Oertwich  
Matt Johnson  
Roger Carnell

Roger Gipson  
Les Richmond  
Nell Votruba  
Student-TBA

The Safety Sub-Committee usually meets the 4<sup>th</sup> Thursday of the month at 3 p.m. in the Physical Plant Conference Room. If you have any safety questions or concerns, please contact one of the committee members or attend a meeting! You are always welcome.



# Grilling with Propane

You have probably been cooking out all summer long. However, football season is around the corner and tailgating parties will begin. Remember safety when it comes to cooking with propane.



## WHAT IS PROPANE?



Propane (also called LPG-liquefied petroleum gas-or LP gas) is a liquid fuel stored under pressure. In most systems, propane is vaporized to a gas before it leaves the tank. Propane is flammable when mixed with air (oxygen) and can be ignited by many sources, including open flames, smoking materials, electrical sparks, and static electricity. Severe freeze burn or frostbite can result if propane liquid comes in contact with your skin.

## CAN YOU SMELL IT?

Propane smells like rotten eggs, a skunk's spray, or a dead animal. Some people may have difficulty smelling propane due to their age (older people may have a less sensitive sense of smell); a medical condition: or the effects of medication, alcohol, tobacco, or drugs. Consider purchasing a propane gas detector as an additional measure of security.

Odor fade is an unintended reduction in the concentration of the odor or propane, making it more difficult to smell. Although rare, several situations can cause odor fade:

- \*The presence of air, water, or rust in a propane tank or cylinder
- \*The passage of leaking propane through the soil

Since there is a possibility of odor fade or problems with your sense of smell, you should respond immediately to even a faint odor of gas.



# GO HUSKERS!

