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### Workplace Safety Inspections: What Can You Do

Did you know that you can assist Risk Management & Safety in ensuring that your workplace is as safe as it can be? One great way to do this is to be observant of your surroundings at work and eliminate potential hazards when you see them.

Is your co-worker constantly standing on a rolling chair to reach something on the top shelf? Ask your supervisor to purchase an appropriate step stool to reduce the potential of injury. Is there an especially slippery sidewalk outside your office? Call Facilities Services (657-2306) and report it so they can dispatch someone to sand it.

In addition, Risk Management & Safety provides a self-inspection form that you can use to audit your workplace. This listing is not exhaustive but it will provide you with some ideas of safety concerns that can be addressed very simply by yourself or your co-workers.

For a copy of this inspection form or questions regarding the RMS Workplace Inspection Program contact Christy Aamold at 657-2155 or [caamold@msubillings.edu](mailto:caamold@msubillings.edu).



### Safety Tips

#### For Safer Driving:

- Drivers who use cell phones are four times more likely to be involved in a crash.
- No difference exists in the cognitive distraction between handheld and hands-free devices.
- One recent simulator study compared drivers using cell phones and drivers impaired by alcohol. Cell phone users had slower reaction times than drivers with .08 BAC.

### Risk Management & Safety Staff Feature: Skip Hougland

Skip Hougland is the MSU "Fire Marshal" or Fire/Life Safety Officer. Many of you have seen Skip on the MSUB campus during Fire Code Inspections. Several times annually, Skip travels to MSUB as well as the thirteen Agricultural Experiment Stations across the state to conduct Fire Code Inspections.

Skip was employed with the Bozeman Fire Department from January 1975 until retiring in June 1997 as a Captain. Following a short retirement, he came to MSU in September 1997.

Skip's duties at the Fire Department included a wide variety of tasks and many of his skills and training transferred well to his position with Safety & Risk Management. Among other things he is a nationally certified Fire Code Inspector. A major focus of

his duties on campus is conducting Fire Code Inspections in all MSU buildings. He also addresses a wide variety of fire and life safety issues for MSU employees. In addition, he is instrumental in the semi-annual inspection and testing of fire sprinkler systems in 44 campus buildings. A large portion of Skip's time is spent reviewing construction plans, providing fire extinguisher training, consulting on numerous fire safety issues, conducting fire drills and lending a hand wherever possible.

Skip trains approximately 400 staff, faculty and students each year in the proper use of portable fire extinguishers. This training is conducted for small groups, usually no larger than 20 people. Each training session includes both inside/classroom training

in which various types of fire extinguishers are discussed, as well as outside/hands-on training allowing trainees to actually use a fire extinguisher on a real fire.

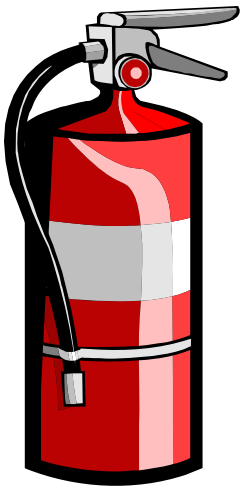
Fire extinguisher training is provided throughout the year. If your group would like to have this training please contact Skip at 406-994-7583 or email [Hougland@montana.edu](mailto:Hougland@montana.edu)



**Skip Hougland**  
Fire/Life Safety Officer, MSU

## RMS Spotlight: How You Can Get Involved in Campus Safety

As a member of our campus community, each of you can contribute to a fire-safe environment. Here are a few tips to keep in mind:



- Do NOT use electrical extension cords as permanent wiring.
- Make sure that all flammable chemicals are properly stored.
- Keep the exit corridors clear and free of obstructions.
- Remove wooden door wedges so that fire doors can properly close.
- Exit your building immediately upon a fire alarm.
- Shut off all heating appliances (coffee pots, heaters, etc.) when not in use.
- Do NOT use candles.

Another step you can take to make sure that you and your co-workers are prepared in the event of a fire is to gather your group and set up a fire extinguisher training course. Fire extinguisher classes are held throughout the year. It takes about an hour to complete the training. The 30 minutes of classroom training time is spent discussing the various types of extinguishers. The group then goes outside and participates in hands-on exercises using various types of extinguisher to actually put out a fire. The training is very effective and students learn more

than just how to use a fire extinguisher. The training provides information on maintenance, proper understanding prior to purchasing an extinguisher, and recognizing hazards associated with the use of fire extinguishers.

For further information contact Christy Aamold at 657-2155 or email [caamold@msubillings.edu](mailto:caamold@msubillings.edu).

## Tips for Working in Cold Weather

**Wear adequate personal protective clothing.** Three layers of clothing is recommended: an outer layer to act as a windbreaker, made of water-resistant material such as Gortex® or nylon; a middle layer of wool or synthetic fabric to absorb sweat and retain insulation; and an inner layer which promotes wicking of sweat and ventilation. Employees should keep a change of clothes on hand in case clothes become wet.

**Protect the feet and head.** Up to 40 percent of body heat can be lost when the head is exposed. Footgear should be insulated to protect against cold and dampness. A mid-day change of socks can help keep feet warm. Use chemical heat packs for hands and feet.

**Implement engineering controls.** Use an onsite heat source such as air jets or radiant heaters or shield work areas from drafty or windy conditions. Provide a heated shelter for employees who experience prolonged exposure to extreme temperatures or wind chills. Use thermal insulating material on equipment handles.

**Alter work schedules.** Allow a period of adjustment to the cold before beginning a full work schedule. Reduce the number of activities performed outdoors as much as possible. Have employees work in the cold during the warmest hours of the day. Alternate indoor and outdoor work if possible and have employees work in pairs or in groups.

**Permit employees to take warm-up breaks.** Allow employees to take breaks as needed to keep warm. Encourage employees to stay hydrated, but it is best to avoid caffeinated beverages, which can inhibit the body's response to the cold. Have warm fluids on hand such as decaffeinated coffee, tea, or hot chocolate.

**Final tip:** Provide training on signs of cold-related stress. Be sure employees know the warning signs and symptoms of hypothermia, frostbite, and trench foot if the work involves standing in wet or damp areas. Be sure they know what to do and what not to, in case a coworker exhibits these symptoms.



## Risk Management's Message: Vehicle & Policy Procedures

Due to the recent significant changes to the Vehicle Policy & Procedures by the Montana Board of Regents, Risk Management & Safety is providing state approved Large Vehicle Safety classes. This Large Vehicle Safety course covers both defensive driving (required for anyone driving a van with (7) seven occupants & recommended for ALL drivers) as well as van safety (required for anyone driving a vehicle with a capacity of more than (7) seven). This applies to employees and students who will be driving as part of their duties (whether the vehicle is state-owned, leased, rented, or a private vehicle).

Participation in the large vehicle safety training program will accomplish two ends. First, it will allow MSU to comply with the training requirements set forth in the new BOR Policy. Second, if enough MSU employees participate in vehicle safety training courses it will help keep our vehicle insurance rates low. Right now, by participation in the State's self insured vehicle liability program, our rates are only a fraction of what we would be required to pay for commercial coverage.

Below is an excerpt of the new policy, the policy can be read in its entirety at <http://mus.edu/borpol/bor1000/1002-2.pdf>.

- D. *To drive a vehicle with a capacity of more than seven (7) occupants, a driver must have completed campus or State approved defensive driver training to operate a vehicle on public roads. For vehicles with a capacity of more than seven (7) occupants, the BOR strongly encourages the use of drivers who are at least age 21 and have significant driving experience operating large vehicles.*
- E. *Full-size Passenger Vans (Larger than 10 passengers, including driver)*
7. **Van Phase-Out.** *Effective with the adoption of this policy, the purchase, lease or rental of full-size passenger vans (those larger than 10 passengers, including the driver) is prohibited. Effective with the adoption of this policy, all existing campus full-size vans shall be eliminated from the campus fleets with all possible speed. A phase-out plan shall be presented to and approved by the commissioner of higher education. During the phase-out, the operation of the full-size passenger vans shall be in compliance with the requirements set forth in Section E above. [Section E has been revised to apply to all full-size passenger vans].*
8. **Van Acquisitions.** *Campuses, agencies, and departments are required to consult with the campus risk management and safety department for alternatives or recommendations to acquiring multi-passenger vans.*



**Christy Aamold**  
Risk Management and Safety  
Coordinator

### Have a bright idea for safety training?

E-mail your bright ideas to **Christy Aamold** at [caamold@msubillings.edu](mailto:caamold@msubillings.edu)

Risk Management & Safety is committed to your safety in the workplace. Please let us know if you see a need for specific training.

We appreciate your input!



### Ask an Expert!

Have a safety question?

Email your safety questions to

[caamold@msubillings.edu](mailto:caamold@msubillings.edu)

A Safety & Risk Management expert will get you the answer.

We will publish some questions and answers in future newsletters!

## Risk Management & Safety Directory

**General Information 657-2147**

**Chemical Safety 657-2020**

**Fire/Life Safety 657-2147**

**Certificates of Insurance 657-2155**

**Ergonomics 657-2155**

**Property Loss Prevention 657-2155**

**Radiation Safety 657-2018**

**Workers' Comp 657-2278**

**Training & Development 657-2155**

### Useful Risk Management & Safety Information: Fire Evacuation Procedures

Whether for a fire drill or in the event of a real fire, it is important for all MSUB faculty and staff to know the basic elements of how to evacuate a building. Each building on campus has an *evacuation plan*, a *building manager*, *designated floor sweepers*, and a *designated meeting point* outside and away from the building.

Here is a handy guide for fire evacuation procedures. You may wish to cut this out and keep it somewhere visible in your work area.

- Upon hearing the alarm, building managers (or acting building managers) will grab the Emergency Back Pack, Staff Rosters, and bullhorn.
- Faculty and/or Staff members should turn off lights and close doors once they have determined everyone has exited the area.
- Designated floor sweepers determine if everyone has left their particular area.
- Once individuals have left the building, they should gather at the designated meeting area, which should be twice as far away from the building as the building's height.
- Building managers (or acting building managers) will account for all employees and notify fire and police of anyone who is unaccounted for.
- Do not re-enter the building until authorized personnel determine it is safe.

If you are unsure of who your building manager may be, or where your designated meeting area is, please contact Christy Aamold at [caamold@msubillings.edu](mailto:caamold@msubillings.edu). Be sure to include the office and building where you work in your e-mail.