

August 2022

## Ergonomics—Safe use of mobile devices

**Posture.** Try to maintain an upright, neutral posture when using a mobile device. Many people hunch forward or twist to the side, which can lead to neck, shoulder, or upper back pain. Hold your device as close to eye level as possible. Raise your arms and hands to bring your phone into your line of sight rather than bending your neck to see your phone. If your phone is below eye level, look down with your eyes rather than with your neck.

You can also try using your device in alternate postures. For example, you can lie on your back and hold the device above you, or you can prop the device on a pillow while seated to bring the screen closer to eye level for prolonged reading.

### Typing and texting:

- Switch the hand you use to hold your device periodically and alternate between using your thumbs and other fingers to type.
- When typing with your thumbs, use the pads rather than the tips in order to avoid an awkward, bent position for your thumb.
- Keep your wrists relaxed and as straight as possible and hold the device in a vertical or portrait orientation while typing to decrease the distance your thumbs need to travel to reach the letters.
- Keep messages brief, and as much as possible, use shortcuts, autocomplete options, and voice recognition features to reduce the amount of time you spend scrolling and typing.



## Emergency Evacuation

There are many emergency situations that would require you to evacuate the building, including fires, explosions, chemical spills, natural disasters, accidental release of toxic gases, workplace violence, and bomb threats. In the event of such an emergency, it's important to know the location of the emergency exits and to exit the building quickly and safely. Fortunately, there are specific steps you can take to ensure you successfully evacuate the building should you need to.

**When the alarm goes off.** As soon as you hear the alarm, you must immediately respond by evacuating the building. Evacuate even if you believe it's just a drill. Encourage your coworkers to leave, as well. Be sure to:

- Know the locations of the emergency exits that are closest to wherever you're working, which you should already know by having reviewed the exit routes map.
- If you can do so quickly, turn off any equipment you're using. Assist workers with disabilities or others who need extra help exiting the building.
- Use the stairs. Never use an elevator during an evacuation. You could become trapped in the elevator if the power is shut off.

**Employees with special tasks.** However, if you've been assigned to stay behind to take care of essential plan operations, you must perform those duties before evacuating. You should handle only those emergency tasks to which you've been assigned and trained. These special emergency assignments will be clearly outlined in your company's emergency action plan, and you should be aware of your tasks. Such operations might include:

- Shutting down critical plant operations,
- Serving as an evacuation warden to help ensure that everyone gets out safely and is accounted for,
- Performing duties as a member of a fire brigade team that helps fight the fire, *and*
- Being part of an emergency spill cleanup team.

**Evacuation.** To leave the building, follow your primary evacuation route—that's usually the fastest and nearest one to you. If you can't follow that route because of fire, smoke, or blockage, use an alternate route. Remember to stay calm and move quickly, but don't push. Don't run unless it's really necessary. And never put yourself in harm's way to help someone else—it's better to get to safety first and then call for help.

**After evacuation.** When you leave the facility, be sure to move away from the exit doors of the building and avoid congregating close to the building so that you aren't in the way of emergency vehicles and teams. Once outside the building, move quickly to the designated outside assembly point, and wait for instructions from the evacuation wardens. Remember that you need to be accounted for after the evacuation—someone will be looking for you, so make sure you stay in the designated meeting spot. Don't leave the designated assembly area until you've been checked in and been told by authorized personnel that it's safe to leave. And never reenter the building unless you've been given the OK from authorized personnel.

## Emergency Preparedness–Fire Drill

Fire drills are a big part of being safe at work. They prepare you for what you need to do in case of a fire. Having regular fire drills will give you the confidence you need to escape a fire safely.

Your facility will have a designated meeting place outside the building where you will all meet. You need to go to the meeting place so that your supervisor can count heads to make sure everyone is there. You also need to know the location of at least two exits. Review your building's floor plan to see where the closest exits are. A designated employee will be in charge of making sure all people in his or her area are accounted for during the drill.

### At the time of the drill:

- When the fire alarm sounds, you need to immediately evacuate the building in an orderly manner to prevent confusion and minimize panic or injury.
- If the alarm stops, continue to evacuate.
- If it is safe to do so, assist anyone who needs assistance with evacuating.
- Always use the stairs during a fire drill.
- Do not push your way out an exit.
- The designated employee will make sure everyone has evacuated.
- Go directly to the meeting place so that you can be counted.
- When the drill is completed, the emergency coordinator will give the "all clear" call and signal for workers to return to the building and resume operations.



## Ergonomics–Using A Computer Monitor: QUIZ

1. Placing a computer monitor correctly is key to avoiding awkward body postures that lead to neck and back pain, as well as eyestrain. **TRUE or FALSE.**
2. Your computer monitor should be placed to your right side. **TRUE or FALSE.**
3. How far away should the monitor be from your eyes?
  - A. Between 8 and 14 inches
  - B. Between 14 and 17 inches
  - C. Between 18 and 24 inches
  - D. Between 25 and 30 inches
4. Which of the following are ways to prevent eyestrain when working at the computer? Choose all that apply.
  - A. Focus on objects close by.
  - B. Look away from the screen.
  - C. Blink less.
  - D. Alternate your task with work duties not involving the computer.

### ANSWERS

1. **TRUE.** 2. **FALSE** 3. **C** 4. **B & D**

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## Ergonomics–Using A Computer Monitor

Placing a computer monitor correctly is key to avoiding awkward body postures that lead to neck and back pain, as well as eyestrain.

### Position the monitor

Place the computer monitor so that you can easily read text displayed. Your head and torso should be upright, and your back should be supported by your chair. Position the monitor directly in front of you. If you are working with printed materials, do not place the materials flat on a table. Instead, place the materials on a document holder that attaches to the top left or right corner of the monitor. Your documents should be close to your monitor and the same distance from your gaze. This will prevent awkward postures such as turning your head to see your screen or printed materials properly.

### Adjust for eye level

Place the top one-third of the computer monitor's screen at or directly below your natural gaze. Place the monitor between 18 and 24 inches from your eyes (or about one arm's length away). If you reach out, your fingertips should be able to touch, or almost touch, the screen of your monitor. Placing the monitor too far from you or too close to you can cause eyestrain and back and neck pain. Adjust the height of your chair or remove or add risers under the monitor to adjust your viewing angle. If you are a bifocal user, lower the monitor or raise the chair height so you can maintain the appropriate neck posture. Tilt the monitor up toward you if needed. Watch out for glare when adjusting the tilt of your monitor.

### Time spent using the monitor

Do not stare at the computer monitor for long periods of time. This causes eye fatigue and dryness. Often, users will blink less when viewing a monitor. Every now and then, focus on objects that are far away. Give your eye muscles a chance to relax. Look away from the screen, and blink at regular intervals to moisten your eyes. Alternate your tasks with other work duties that do not involve using the computer.

### Lighting

Make sure you have proper lighting at your workstation. The light should be enough for you to clearly see the monitor screen and your printed materials but not so bright that there is a glare on the monitor screen. If available, use the monitor's function keys to adjust your brightness and contrast settings to reduce eyestrain.

## Universal Waste—Pesticides: QUIZ

1. Pesticides that qualify as universal wastes must be either recalled pesticides that are wastes or unused pesticides that are wastes. TRUE or FALSE.

2. An unused pesticide becomes a waste subject to the universal waste rule on the date the generator decides to open it. TRUE or FALSE.

3. Small quantity handlers of universal waste (SQHUWs) and large quantity handlers of universal waste (LQHUWs) must contain universal waste pesticides in a container that has which of the following requirements? Choose all that apply.

A. A container that is structurally sound

B. A container that remains opened

C. A container that is not compatible with the pesticide

D. A container that lacks evidence of leakage, spillage, or damage

4. SQHUWs and LQHUWs must contain universal waste pesticides in a container, vessel, or transport vehicle labeled or marked with which of the following phrases? Choose all that apply.

A. "Pesticide(s)"

B. "Universal Waste—Pesticide(s)"

C. "Waste Pesticide(s)"

D. "Universal Pesticide(s)"



## Universal Waste—Pesticides

Pesticides are defined by the U.S. Environmental Protection Agency (EPA) as any substance or mixture of substances either intended for preventing, destroying, repelling, or mitigating any pest or intended for use as a plant regulator, defoliant, or desiccant, *other than* any article that:

- Is a new animal drug under the Federal Food, Drug, and Cosmetic Act (FFDCA) Section 201(w);?
- Is an animal drug that has been determined by regulation of the Secretary of Health and Human Services not to be a new animal drug; *or*
- Is an animal feed under FFDCA Section 201(x) that bears or contains any substances described in the first two examples?

Pesticides that qualify as universal wastes must be either recalled pesticides that are wastes *or* unused pesticides that are wastes.

**When recalled pesticides become a waste.** A recalled pesticide becomes a waste subject to the universal waste rule on the first date when both:

- The generator of the recalled pesticide agrees to participate in the recall.
- The registered pesticide manufacturer conducting the recall decides to discard the pesticide (e.g., burn the pesticide for energy recovery).

Recalled pesticides are:

- Stocks of a suspended and canceled chemical that are part of a mandatory or voluntary Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) recall; *or*
- Stocks of a suspended or canceled pesticide, or a pesticide that is not in compliance with FIFRA, that are part of a voluntary recall by the registrant.

**When unused pesticides become a waste.** An unused pesticide becomes a waste subject to the universal waste rule on the date the generator decides to discard it. The unused pesticide must be collected and managed as part of a pesticide-waste collection program.

**Pesticides that are not universal wastes.** These pesticides are not subject to the universal waste regulations:

- Recalled or unused pesticides managed by farmers in compliance with 40 Code of Federal Regulations (CFR) 262.70 (which allows farmers to dispose of waste pesticides on their own farm according to the instructions on the pesticide label).
- Pesticides that are neither recalled nor unused (these are managed under the hazardous waste rules).
- Pesticides that are not wastes, either because they don't meet the definition for wastes under 40 CFR 261 or because the pesticides have not become waste pesticides as described above; *and*

Pesticides that are not hazardous wastes because they are not listed wastes or because they are not characteristic wastes.

### Management of universal waste pesticides

Small quantity handlers of universal waste (SQHUWs) and large quantity handlers of universal waste (LQHUWs) must contain universal waste pesticides in one or more of the following:

- A container that remains closed; is structurally sound; is compatible with the pesticide; and lacks evidence of leakage, spillage, or damage that could cause leakage under reasonably foreseeable conditions.
- A container that does not meet the required standards, provided it is overpacked in a container that does meet the required standards.
- A tank that meets most of the tank requirements for interim-status tanks in 40 CFR 265, Subpart J (with the exception of those standards for secondary containment and those for waste analysis and trial tests).
- A transport vehicle or vessel that is closed, structurally sound, and compatible with the pesticide and lacks evidence of leakage, spillage, or damage that could cause leakage under reasonably foreseeable conditions; *and*

Additionally, SQHUWs and LQHUWs must label or mark universal waste pesticides with either "Universal Waste—Pesticide(s)" or "Waste Pesticide(s)"

## Universal Waste—Pesticides: ANSWERS

1. **TRUE.** Pesticides that qualify as universal wastes must be either recalled pesticides that are wastes or unused pesticides that are wastes.

2. **FALSE.** An unused pesticide becomes a waste subject to the universal waste rule on the date the generator decides to discard it.

3. **A. & D.** SQHUWs and LQHUWs must contain universal waste pesticides in a container that is structurally sound and lacks evidence of leakage, spillage, or damage.

4. **B. & C.** SQHUWs and LQHUWs must contain universal waste pesticides in a container, vessel, or transport vehicle labeled or marked with the phrase “Universal Waste—Pesticide(s)” or “Waste Pesticide(s).”

PEHTSAOWOVA  
NEHSSTETCNL  
WASTEUEEOAS  
EEWTTETG INEC  
SSSSIATETDHD  
CARTLCSHATE  
WCLLUCIOIAM  
ELIDPNLDNPI  
OPENSVSAELC  
SRCLTSSPRSA  
NIUNIVERSAL

universal  
waste  
containers  
pesticides  
waste  
reduction  
chemical  
spillage

## Waste Reduction: How To Use Less And Recycle Properly

### Reduction

Reduction means using less stuff and, therefore, making less waste. This starts with making smarter choices like choosing to e-mail or read online instead of printing; and if you do print, use the duplex printer settings to print on both sides. You can also skip single-use items like plastic bags and plastic utensils and straws when you eat your lunch. Delivery and takeout meals create a lot of excess packaging, so think about limiting your use and packing in a reusable container instead.

If you don't recycle something that should be, it probably ends up in a landfill or burned in an incinerator, adding pollution to our air, water, and soil. You can also think about recycling as a way to conserve the natural resources and energy used to initially make the product. If items are recycled, that means less raw material is harvested for new items.

### What can you recycle?

Always think before you toss. Keep in mind that you can usually recycle clean plastic, cans, glass, paper, and cardboard. Keep all food and liquids out of recycling; if your container once held food, rinse it first.

### What can't you recycle?

- Food waste.
- Plastic bags.
- Foam cups and containers.
- Medical waste should never be recycled.

Sometimes, certain plastics can't be recycled. Most plastics are marked with a symbol and number. If you are in a region where you know there are limitations, you can always check the packaging.



## Chemical spotlight: Cyclohexanol

Cyclohexanol is a colorless, thick liquid or sticky solid with a faint mothball odor. It is used in the manufacture of nylon, lacquers, paints, and varnishes and as a solvent in cleaning and degreasing operations.

Store cyclohexanol in tightly closed containers in a cool, well-ventilated area away from heat. Cyclohexanol is not compatible with oxidizing agents, strong acids, strong bases, aliphatic amines, and isocyanates. Sources of ignition, such as smoking and open flames, are prohibited where cyclohexanol is used, handled, or stored in a manner that could create a potential fire or explosion hazard.

If cyclohexanol is spilled or leaked, avoid breathing vapors, mist, or gas, and ensure adequate ventilation. Remove all sources of ignition and evacuate personnel to safe areas. Use personal protective equipment (PPE), including goggles or safety glasses, gloves, flame-retardant protective clothing, and respiratory protection.

Prevent further leakage or spillage if safe to do so, and do not let the product enter drains, sewers, underground or confined spaces, groundwater, or waterways or discharge into the environment. Absorb liquids in vermiculite, dry sand, earth, or a similar material, and deposit in covered containers. Ventilate and wash the area after cleanup is complete. It may be necessary to contain and dispose of cyclohexanol as a hazardous waste. Contact the federal and local EPA for specific recommendations.