

MONTHLY

UC SAFETY SPOTLIGHT

Poster of the Month

Practical Tips to Help You Keep Yourself, Your Co-workers and Your UC Campus Safe, Healthy and Secure

APRIL 2017

STRENGTH *in Numbers*

Working alone off campus has inherent risks. A hazard assessment and check-in procedures are critical. Discuss safety concerns and review possible solutions.

General

- Avoid working alone**, especially for high risk work such as handling money, working at heights, with powered equipment, at remote sites. Promote the “buddy system”
- Schedule higher risk tasks during normal business hours**, or when another worker is available
- Carry reliable communications:** Consider mobile phone plans & apps, field radios, satellite devices
- Establish a check-in procedure** (visually, verbally, by text, by electronic systems or calendars)
- Stay informed:** Keep updated on local news, alerts and weather conditions
- Stay alert:** Situational awareness is critical, conditions are always changing
- Make safe choices:** Consider road safety, food and water sanitation; wash your hands frequently
- Don't push limits:** Slow down, rest; field work and travel can be stressful
- Report all incidents and injuries** via your department procedures; review ‘near misses’ where being alone increases the severity of the situation

Community Work/Human Subjects Research/Professional Meetings

- Arrange to meet people in a ‘safe’ environment where other people are around
- Wear comfortable, professional clothing and practical shoes
- Always wear or carry your identification badge to show you are acting in an official role
- Carry only what is necessary. Large or numerous bags or cases are cumbersome
- Always carry your mobile phone and keep it in a place you can access quickly
- Avoid having new contacts walk you to your car
- Be alert and make mental notes of your surroundings when you arrive at a new place
- Maintain a ‘reactionary gap’ between yourself and the client (e.g. out of reach). Increase the gap by sitting across from each other at a table, if possible
- If you are referring to written material, bring two copies so you can sit across from each other
- Ask a colleague or “buddy” to come with you if something makes you feel uneasy. Tell your supervisor about any feelings of discomfort or apprehension about an up-coming meeting
- Keep written records if a client/contact acts aggressive, hostile or potentially violent
- DO NOT enter any situation or location where you feel threatened or unsafe
- DO NOT carry weapons; they can be used against you and are illegal in some jurisdictions

International Work

- Register trips over 100 miles via the web portal [UC Away](#) (you are automatically registered if you book travel using UC's central travel service [Connexus](#)). You'll receive a “Trip Brief”, UC travel insurance documentation, and emergency numbers via email. Update your profile with the best contact info during travel to receive alerts and guidance if conditions change. Download the Worldcue mobile app for support while you travel
- Consult with Risk Services for high risk travel destinations (e.g. [Worldcue Trip Planner](#) security rating of 4 or 5). In some cases, security services such as GPS tracking will be advised

Outdoor or Remote Work

- Review location intel and hazards:** Helpful resources include the [Worldcue Trip Planner](#), [CDC](#), [State Department](#), [California Department of Public Health](#) and the [National Weather Service](#)
- Pack a first aid kit:** Customize for your destination, work tasks and training level
- Develop a field safety plan:** Serves as a hazard assessment and emergency plan for your trip
- Pre-trip meeting:** Review your field safety plan, travel logistics, known hazards, safe practices and communication options with your team/supervisor
- Check in:** Follow the check-in frequency established in your field safety plan
- DO NOT ignore high heat:** If outdoor temps exceed 95°, Cal/OSHA requires strict check-in procedures and a buddy system. Workers new to the job or new to work in heat are NOT ALLOWED TO WORK ALONE. Learn more in Heat Illness Prevention Training, available online via the UC Learning Center (search keyword “heat,” takes 15-20 minutes)
- Debrief:** Identify lessons learned with your team/supervisor

If you need medical care or assistance during travel (>100 miles from campus):

- Contact UC's United Healthcare Global Travel Assistance Service (24/7):**
 - (800) 527-0218
 - Outside of the U.S., you may call collect (410) 453-6330
 - Email: assistance@uhcglobal.com

Adapted from CCOHS: <http://www.ccohs.ca/oshanswers/hsprograms/workingalone.html>. Learn more in the NEW UC Field Operations Manual. Questions? Contact sarasouza@berkeley.edu or visit the UCOP [Field Research Safety Center of Excellence](#) website.