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| <b>Bulletin Date:</b>    | Friday, September 07, 2018         |
| <b>Bulleting Number:</b> | 10                                 |
| <b>Originator:</b>       | Executive Director: Physical Plant |
| <b>Reference:</b>        | Incident Prevention                |

**Body Positioning - Proper Lifting of a Load**

*Employee was relocating tags from lower drawers of a filing cabinet to the upper drawers by removing the upper empty drawer and placing it on the ground next to the full lower drawer. When the drawer on the floor was full, the drawer was lifted back to the upper position of the cabinet. While lifting the full drawer the employee sprained their lower back.*

Root Cause: Ergonomics/best practice was not considered in the work-flow. Lifting drawer full of material is heavy and awkward.

Safety Moment: Developing and following SOPs can be the difference between successful completion of simple task and one that results in an injury. Remember not to skip steps in any process; a shortcut may mean you increased your risk to injury.

**Line of Fire-Hazard to Body not Controlled**

*Employee was carrying a bucket of a powder material when they lost their grip, dropped the container, and causing the powder material to go airborne, which got into their eyes.*

Root Cause: Failed to follow the Safety Data Sheet (SDS) recommendation to wear eye protection.

Safety Moment: Have you reviewed the SDS for the materials that you are using? It may be time for a refresher. Make sure the controls listed are part of your work process.

*Employee was breaking down a cardboard box with a box cutter. The knife slipped and cut their hand.*

Root Cause: The departmental procedure was not followed for breaking down cardboard. A safety cutter has been provided for custodial staff in order to prevent this injury.

Safety Moment: Follow departmental safety procedures and training. The best/safe process may take you a little bit longer, but it will help you remain injury-free. If you are using a blade, use a cutting motion that keeps the hands and body out of the line of fire

**NEED HELP RESOLVING AN UNSAFE CONDITION?**

Report it to Your Supervisor Immediately  
Contact Customer Service at: 608.263.3333  
Physical Plant Safety Director: Mike Peña 608.265.2321  
Safety Investigation Request: [michael.pena@wisc.edu](mailto:michael.pena@wisc.edu)