

**Risk Management
Environmental Health & Safety
Emergency Management
Ergonomics
Continuity of Operations
Campus Security**

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1 Thanksgiving Campus Potluck Safety

From Thanksgiving campus luncheons to classroom celebrations, potlucks are a popular way for people to mingle, relax, and sample everyone’s favorite recipes. These events are meant to be festive, so keep in mind the following safeguards to prevent the spread of foodborne illnesses.

Preparing Food

- When planning a dish, consider food safety – make foods easy to serve with utensils.
- If someone at home is sick, then wait to make food until the next potluck.

- Whole fresh fruits, nuts, dried fruits, and certain baked goods are great options because they don’t require temperature control.
- Before making hot or cold food, make sure the hot foods remain hot and cold food remains cold.
- Always wash hands before and during food preparation.
- Use utensils to mix different salads rather than bare hands. Also, for cold-mixed dishes, such as potato or chicken salad, let the ingredients cool before stirring them together.

Bringing & Serving Food

- Be sure to keep cold salads at 40°F or lower at all times and use a cooler to bring cold foods to the potluck.
- Stews, chili, and other hot foods should be kept at 140°F or hotter and should be transported using an insulated container.
- Casserole dishes, which need to be wrapped in tin foil, should be the last item packed before leaving home – try to serve these dishes soon.
- Keep pets at home. Don’t transport food with animals in the vehicle.
- At the potluck, have someone assigned to check all foods before serving begins.
- Clean all surfaces, dishes, and serving utensils. Also, supply enough utensils, so people don’t need to grab or touch the food.

2 Holiday Travel Safety Tips

Consider the following tips during holiday travel:

- Allow plenty of time to get to destination.
- When feeling tired or fatigued, pull over or let someone else drive. Don’t take a chance of falling asleep.
- Always use seat belts and child safety seats.
- Make sure vehicle is in good repair. Check air pressure in

tires (including the spare), fluid levels, and lights.

- Maintain a minimum of two seconds following distance. Increase the distance when road and weather conditions are not ideal.
- Take time to clean the inside of windows, especially the windshield. This will minimize the effect of fogging on cold days.
- Avoid distractions. They increase the chance of having an accident. Avoid using cell phones, adjusting GPS devices, or handling food while driving.

3 Laboratory Housekeeping

As the semester draws to a close, and Lab Managers prepare labs for shutdown during the winter break, it is an excellent time to take a fresh look at laboratory housekeeping. Keeping your workplace workable will pay off through increased productivity, as you can find your materials more easily, and don’t need to clear space. You will also gain an increased margin of safety, as your materials will not be in unexpected places. To reap these benefits, you need only sow the following efforts:

- Keep your benches and hoods clear of any chemicals that are not presently in use; store your materials in cabinets and shelves instead.
- Make sure that any hazardous liquids are kept in storage areas below eye level.
- Clearly label all your chemicals (no shorthand!) and store them in closed containers when they aren’t in immediate use (especially when leaving for an extended break!).
- Check your chemical inventory for any materials that need to be tested or thrown out. Contact [EHS Specialist](#) with any disposal or labelling questions.

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- Store your chemicals by hazard class; this will let you know where certain hazards are in your laboratory, and let you more easily keep operations that might be riskier around such materials away from them.
 - Keep your evacuation routes clear; if you need to get out fast, you don't want to dodge around chairs, desks, or overhangs.
 - Clean your workspace; it helps pest infestations and allows you to see the basic structure of your lab, allowing you to notice maintenance concerns before they become a major problem.