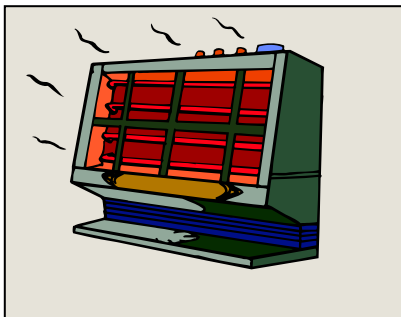


## Space Heaters

The space heater is a major cause of fire. But space heater caused fires can be prevented by following 10 rules.

1. Do not operate a space heater if it is damaged. Have a professional electrician repair it.
2. Check the cord for fraying, kinks, and cuts before



- turning a space heater on. Do not place cord under carpeting.
3. Place a space heater on a flat, noncombustible surface. Space heaters must have a tip over switch. If the heater falls or is knocked over it will automatically turn itself off.
  4. Keep space heaters at least 3 feet away from anything combustible (i.e. curtains, rugs, furniture, newspaper, blankets).
  5. Do not operate space heaters in walkways and exits where they can be

tripped on, burn pedestrians, or start a fire if tipped over.

6. Do not use extension cords on space heaters. Plug directly to a wall outlet or approved multi strip adapter.
7. Do not dry clothing over a space heater.
8. Do not leave a space heater unattended. Turn it off and unplug it when you leave the room or go to bed.
9. Do not leave children or pets alone with an operating space heater.
10. Follow the space heater manufacturer's instructions.



## Know Two Ways Out

One of the most basic fire survival skills is knowing how to get out of wherever you may be. Studies have shown that the vast majority of people will attempt to exit a building through the door they are most familiar with and routinely use – even when other exits may be closer or a better choice. State fire inspectors ask people during an inspection “How would you get out if your primary exit was not available?” and the answer is all too often, “I don’t know.” Take a minute and familiarize yourself with a second exit and third. It could be time well spent. Each of us shares responsibility for our personal safety.

## Slips, Trips, and Falls

Slipping up on safety can send you on a trip to the hospital. Use the following guidelines to help prevent slips, trips, and falls.

### Do:

- Pay attention to where you’re going and what’s in the way.
- Walk, don’t run.
- Wear sturdy shoes with nonskid soles.
- Keep aisles, stairs, and walkways clear of tools, materials, cords, etc.
- Fix or report broken flooring, stair rails or steps, ladders and burned out lights.
- Clean up leaks and spills promptly.
- Block off and mark floor areas being cleaned or repaired.
- Dispose of trash promptly and properly.
- Close drawers.
- Stay away from dock and platform edges.
- Walk slowly, sliding your feet on slippery surfaces.

### Don’t

- Use chairs or boxes instead of a ladder to reach high places.
- Carry loads you can’t see over, especially on stairs.
- Jump on or off platforms, stairs, and loading docks.
- Tilt back in a chair.

**Buckle Up!**



Make it a habit to buckle up as soon as you get into a vehicle-as a driver or a passenger  
In an accident, a seat belt can save you from:

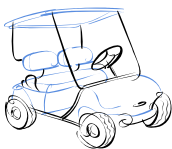
- Crashing into the dashboard or steering wheel
- Flying out of the car
- Having serious internal injuries
- Being knocked unconscious

**Buckle up correctly**

- Buckle the lab belt low and snug across your hips, even if you have an automatic shoulder belt.
- Place the shoulder belt over your collar bone and across the front of your chest-not behind your back or under your arm.

**Watch Your Speed**

Remember, the maximum speed limit on campus for all vehicles is 15 miles per hour.



**Elevator Safety Inspections**

All elevators on campus are inspected annually by the Elevator, Ride and Tramway Unit of the Division of Occupational Safety and Health Dept. If in compliance with regulations a permit is issued that expires after one year. An outside contractor services, tests, and maintains the elevators throughout the year. Copies of the permits are kept on file at the Office of Environmental Health and Safety.



**Storage In Corridors**

Corridors and hallways are not to be used to store equipment or materials. Hallways and corridors are kept clear to allow building occupants quick and easy exiting in the time of an emergency.

The San Diego Fire Department has the following general restrictions on storage in corridors:

Materials and equipment which are entirely non-combustible may be stored in corridors providing they do not obstruct the required width of the exit and the presence of the equipment or material does not render the exit hazardous. Most corridor require a minimum of 36 inch wide aisles.

- Hazardous materials shall not be used in a corridor.
- Personnel shall not have work stations in a corridor.
- Mechanical equipment must dray power without the use of an extension cord.
- If, in the opinion of the fire Chief, any equipment, material or activity would unduly impede exiting or render the corridor hazardous, that equipment, material, or activity shall be removed.

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**Have Comments or Questions?**

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