




# SAFETY NEWSLETTER

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## March Safety Observances

- 1-31 [National Nutrition Month](#)
- 1-31 [Workplace Eye Wellness Month](#)
- 1-31 [Save Your Vision Month](#)—A great article on Healthy Vision at the Computer! 
- 4-10 [National Patient Safety Awareness Week](#)
- 18-24 [National Poison Prevention Week](#)

## Safe Vehicle Operation and Driver's Information

A reminder of the approval of Policy G-185 Safe Vehicle Operation and Driver's Information. Please complete the DMI Form Motor Vehicle Record Check or the DMI Form Out-of-State License Holder Affidavit, scan along with a copy of your insurance Declaration of Coverage (DECC), and email to: [Driver.Record@witc.edu](mailto:Driver.Record@witc.edu). Forms can be found on The Connection at the following link: <https://theconnection.mywilm.com/Documents/WITC%20Forms.aspx> under Human Resources heading. Forms need to be on file effective July 1, 2012 in order to receive reimbursement for college travel.



## Successful Ergonomics Program Launched

WITC Administration approved the implementation of an Ergonomics Program Policy and Procedure in August 2011 which was a result of efforts between the WITC Safety & Security Committee and OSHA Compliance Assistance Specialist, Mary Bauer.

Ergonomic Assessment Teams have been established at each campus consisting of the College Health Nurse, Administrative Specialist, and Facility Maintenance Supervisor. This team works together to lead the effort to identify and resolve ergonomic related problems. WITC College Health Nurses were trained in ergonomic assessment by OSHA Compliance Assistance Specialist, Mary Bauer. To date, six assessments have been completed resulting in adjustments to work areas that helped workers, at very little cost.

Prior to having an assessment completed for a work area, employees are required to complete Office Ergonomics training. This training is available through the Lezage Training Center at no cost to WITC employees. It consists of a PowerPoint with audio and includes a quiz at the end. Training takes approximately 30 minutes to complete.

For more information about the Ergonomics Program Policy or for access information for training, please contact Mary Hansen at Ext. 2204 or [Mary.Hansen@witc.edu](mailto:Mary.Hansen@witc.edu)

## OSHA Alliance

A three-year alliance agreement between WITC and OSHA was signed in August, 2009, where OSHA and WITC agreed to form an alliance in order to provide staff, outside employers, and members of our community with information, guidance, and access to training and related resources to help improve employee health and safety. Since that time, OSHA has worked closely with WITC in numerous safety endeavors to include:

- Presenting on a variety safety topics at college inservices
- Assisting in developing an Ergonomics Program
- Attending annual WITC Safety & Security Committee meetings
- Attending quarterly alliance implementation team meetings
- Presenting to Welding class students

Mary Bauer, Compliance Assistance Specialist at the Eau Claire OSHA office, is currently working with Farm Business and Production Management students to assist in providing safety training for farmers and farm workers. If you would like an OSHA or safety related presentation for your class, please feel free to contact Mary.

For more information on what can be provided through the OSHA Alliance, please contact Mary Bauer at [bauer.mary@dol.gov](mailto:bauer.mary@dol.gov) or 715-832-9019.