

Decorative and Display Materials

With Fall and Winter Holidays Approaching:

- Classroom displays provide important visual learning opportunities in classrooms and also make the classroom environment more enjoyable. However, display materials can also provide increased flame-spread, fire loading, and become evacuation barriers. Fire regulations provide that nonflammable retardant materials (such as paper displays) may be used so long as no more than 20% percent of the wall surface is covered with such materials. Display materials must also be located four feet from room exits and corners and nothing should be located overhead or hang from the ceiling.
- Title 19, California Code of Regulations, requires that decorative materials such as curtains, drapes, hangings, Christmas trees, or any other combustible decorative material shall be flame retardant and shall not block or conceal any exit door, exit light, fire alarm, or fire extinguishers.
- All treated materials shall have proof of treatment affixed to it in accordance with regulations of the State Fire Marshal. Your local fire department should be contacted for any additional clarification or information.

Workplace Tips Every Worker Should Know

Eight Ways You Can Help Ensure a Safe Workplace:

- 1. Stay aware of your surroundings. Know the risks around you.**
- 2. Maintain correct posture. Posture is important to preserving back health.**
- 3. Take regular breaks. You are most prone to injury when you are tired. Stay fresh.**
- 4. Do not take shortcuts. Workplace procedures are there to keep you and your co-workers safe.**
- 5. Keep up with new safety procedures.**



- 6. Understand new procedures before using a new machine or piece of equipment. Ask questions if you do not understand.**
- 7. Keep emergency exits clear at all times. You never know when a hasty exit might be necessary.**
- 8. Report unsafe conditions. Do not wait for the boss to discover problems. Report issues as soon as you notice them.**
- 9. Always wear your personal protective equipment. It could make the difference between safety and serious injury.**

Social Media Verification

Know how to check government accounts

According to www.USA.gov, the federal government uses social media tools such as Twitter, Facebook, and YouTube to communicate official information. However, it is important to determine if a social media account is legitimately managed by the federal government when viewing various posts online.

Therefore, the federal government has developed a tool allowing verification of the social media accounts it manages.



In an interview with FederalNewsRadio's Michael O'Connell, Justin Herman, social media lead for the Office of Citizen Services and Innovative Technologies at the General Services Administration, said that during Hurricane Sandy, some media sites were distributing incorrect or false information. But it is now easy for the public to verify social media platforms using the federal Social Media Registry tool.

The tool allows searches by agencies, elected officials, heads of agencies, or Cabinet members. To verify the legitimacy of a federal website, go to www.usa.gov/Contact/verify-social-media.shtml.

General Ergonomics

Ergonomic Chair:

- In general, one should be able to sit in the chair with feet flat on the floor, knees and hips at about 90 degrees. The seat depth should allow approximately two fingers of space between knees and end of seat.
- The low back should be supported by the back of the chair. The curve in the back should match the curve in the chair.
- Arm rests should allow for arms/elbows to rest comfortably, also at a 90 degree angle.

Computer Workstation:

- Computer monitors should be placed directly in front of the employee approximately 18-24 inches from the body.
- Top of monitor should be at about eye level, or slightly lower to avoid neck extension. Optimal viewing angle is 15-30 degrees below horizontal to avoid neck, shoulder and eye fatigue.
- Keyboard tray and keyboard should also be directly in front of employee.
- Computer mouse should be at same level as keyboard and close enough to prevent over extended reaches.

Body Posture:

- While seated, arms should be at about 90 degrees to the body, with shoulders relaxed and wrists in a neutral position.

Desk/Telephone Area:

- Regularly used items (telephone, binders, reference material, etc.) should be placed within 10 inches (25cm) in front of the employee.

Other Considerations:

- Employees should be encouraged to be aware of body posture, need for hydration, importance of stretches and need for posture changes throughout the work day.