

THE COMMUNICATOR

MEMORIAL UNIVERSITY'S EMPLOYEE NEWSLETTER

August 1997

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Learned Congress smashing success

(The Communicator, August 1997)

It wasn't hard to tell that June was a special month for the St. John's campus and in the history of Memorial University. Everywhere you looked there were people roaming around, asking directions and other questions and showing an interest in our school, our city and our province. They were just some of the over 5,000 delegates who visited the campus as delegates to the 1997 Congress of Learned Societies hosted by Memorial.

The conference was kicked off during a special ceremony at City Hall in St. John's attended by representatives of the university, the Learned's Secretariat — the group which organized the massive undertaking — and the city. During the ceremony President Arthur May (L) presented Mayor John Murphy (R) with a commemorative plaque to mark the occasion.

The Memorial-hosted Learned's received extensive media coverage across the country and internationally, including pieces in the *Globe and Mail*, *The Times* (of London) *Higher Education Supplement*, and a full-page in *Maclean's* magazine.

And it wasn't just Memorial that felt the impact of these thousands of visitors. Downtown St. John's was alive with visiting academics. Tour operators in the Avalon area and throughout the province reported brisk business as many delegates took the opportunity to dove-tail vacations onto their visits. In fact, the conference is said to have generated millions of dollars in tourism revenue in the province.

Alumnus/a of the Year

(The Communicator, August 1997)

The university's Alumni Association is seeking nominations for the Alumnus/a of the Year Award. The award is given to a former student of Memorial who has made significant contributions to the Alumni Association, Memorial University, the community, or a particular field of endeavor.

Nominations, together with a brief outline of the nominee's achievements, the names of two referees and a statement of permission from the nominee, should be forwarded to: Award Nominations, Office of Alumni Affairs and Development, Memorial University of Newfoundland, St. John's, Nfld., A1C 5S7, or fax 737-2008. For further information, please contact Kevin Smith, director, Alumni Affairs and Development, Memorial University, 737-4354.

Contest created to develop information for new MUN signs

(*The Communicator*, August 1997)

Employees on the St. John's campus may have noticed the new red and white Memorial University signs that have sprung up during the spring (an appropriate time to "sprung," no doubt). The signs are located at a number of locations — Westerland Road and Elizabeth Avenue in front of parking area 3, Bonaventure Avenue and Elizabeth Avenue on the grounds of Burton's Pond Apartments, and Prince Philip Drive and Allandale Road on the grounds of Queen's College. The idea behind the signs is to welcome visitors to the university and to delineate, in as much as possible, our borders. Plans are being considered to place similar signs in other appropriate areas of the campus. The development of the signs is just the next step in the comprehensive "way-finding" initiative undertaken by Facilities Management over the past few years to make the campus a more welcoming place, and to better help visitors find their way around our more than 240 acres of property.

Beyond the bold "Welcome to the St. John's campus" message on the signs, there's space for additional information. Right now the signs include the message "Proud host of the 1997 Congress of Learned Societies." The signs served to remind people who travel around and about the campus of the major event we hosted this summer. Now with the Learned's over, Facilities Management and University Relations are looking for newer messages that can be put on the signs. This is where your help can come in. If you have an idea for a short message that could be incorporated into the signs, please send it to Editor, *The Communicator*.

Some of the ideas being kicked around for messages include:

- Preserving our province's culture
- Leader in marine studies
- International leader in distance education
- Committed to excellence in teaching, research and public service
- Motto: Provhito in altum/Launch forth into the deep
- Over 40,000 graduates and excellence in education since 1925
- Over 40,000 graduates/alumni since 1925
- Canada's high-tech computing campus
- Atlantic Canada's largest university (this message is already being used)
- Our province's only university
- Newfoundland and Labrador's only university
- Support The Opportunity Fund

- Quality first, in everything we do
- Home of Sea-Hawks sports
- Offering you a world of discovery

If you have any other ideas, or variations on any of these suggestions, please send it along. We're working on a great prize that can be awarded to the best suggestions (more on that next issue).

Food drive stocks the shelves

(The Communicator, August 1997)

A food drive during July by the Council of the Students' Union (CSU) has replenished supplies at the Campus Food Bank. As well as actual supplies, a social at the Breezeway and donations from university departments raised about \$780 for the food bank.

The food bank is independent of the university, run by a board and staffed by about 30 volunteers including students, employees and retirees. The Council of the Students' Union provides some funding for the food bank and the university provides the space in Corte Real, part of the Burton's Pond apartment complex. Some food comes from donations on campus but the bulk comes from the Community Food Sharing Association (CFSA).

Last year the Campus Food Bank provided supplies to 570 people. Besides students, food was supplied to former students and some outside families who had been referred by the CFSA in emergency situations.

The Campus Food Bank is open Sundays from 4-5 p.m. and Monday and Thursday evenings from 7-8 p.m. Volunteers are always welcome. For further information, write Campus Food Bank, Box 2, Corte Real Court, Memorial University.

Worker's Compensation and injured university employees

By Barbara Sheaves, Human Resources

(The Communicator, August 1997)

In accordance with the Occupational Health and Safety Act, and the Worker's Compensation Act, all workplace accidents must be reported. In the event of any type of work-related accident or injury, the Memorial University of Newfoundland Accident/Incident Report Form must be fully completed and submitted to the Safety Office, Department of Facilities Management. Forms can be obtained from your administrative section or by contacting the Safety Office.

Once reviewed by the manager of safety, the accident/incident form is forwarded to the leave management officer, Human Resources, and is used to establish Worker's Compensation claims resulting from the injury. Even if you do not miss any work time because of a work-related injury, you are still required to complete and submit the Accident/Incident Report Form.

Compensation claims

Effective Jan. 1, 1995, employees on Worker's Compensation do not receive full salary but are compensated at the reduced income replacement rate of approximately 75 per cent of gross salary. If an injured university employee is assessed by a physician or experiences any loss time due to a workplace injury, the university has a legal obligation to report the incident to the Worker's Compensation Commission.

In situations where the time loss is longer than the day of the incident, employees are subject to Section 74 of the Worker's Compensation Act and their wages will be reduced accordingly for the period of their disability.

Worker's comp

Memorial takes an active role in the Worker's Compensation process and provides whatever support is necessary to ensure that an injured worker's claim is processed and handled in a speedy, efficient manner. The university also works closely with the WCC, the medical community, unions, and the injured employee to explore options for returning injured employees back to work as soon as possible.

If you have any questions regarding any Worker's Compensation issue, please contact Monty Green, manager, Employer and Employee Relations, 747-7405, or Barbara Sheaves, leave management officer,

737-7408.

Employee Assistance Program (EAP) update

By Marilyn Thompson, Human Resources

(The Communicator, August 1997)

Over a year ago the university contracted with CHCAtlantic to provide employee assistance program (EAP) services. The move to the private company expanded the scope of services available to employees and pensioners. After one full year of the program, the result has been an EAP which has been actively utilized.

Here are answers to some of the more frequently asked questions about our EAP.

Who is covered under the Employee Assistance Program?

All employees, pensioners and their dependents are covered by the EAP. The definition of "dependent" is the same as applies for our benefit package — a spouse and child (dependent unmarried children up to the age of 21; or up to the age of 25 if a full-time student at an accredited school, college or university; or over the age of 21 with mental or physical disability). The EAP is for each and every employee, regardless of the severity or nature of the problem, or the individual's position/rank/seniority with the university.

What services are provided?

There are a number of services available to employees through the EAP. These include: 24-hour, seven-day-a-week referral service; face-to-face individual counselling; on-site group counselling; marital and family counselling; legal information and advice; elder care and child care information and advice; health promotion and health planning information; and financial counselling.

How much does it cost for me to see a counsellor?

Counselling fees are paid by Memorial to CHC at no cost to you. CHC has a brief therapy model which is goal-oriented, short-term counselling. If a problem requires longer treatment, the CHC counsellor will refer the client to a community resource.

How do I access the EAP?

To make it as easy as possible for employees and their family members to contact and use the EAP, a toll-free number is available 24 hours a day, seven days a week. Professional intake counsellors are specifically trained to deal with any type of personal crisis and have immediate access to community emergency services and local counsellors. All CHC counsellors have a minimum of five years experience, are registered, and have a masters-level degree in social work, psychology, or counselling.

When you call the CHC number (1-800-268-5211 for English service; 1-800-363-3872 for French), you will talk with an intake counsellor. That counsellor will ask you some basic information such as your name, address, the company for which you work, and your birth date. The intake counsellor will ask you about your concerns. If you are in crisis, your concern will be addressed immediately. If you wish to see a counsellor, the intake worker will refer you to a counsellor with the expertise to match your particular problem.

How long will it take for me to see a counsellor after I've called the toll-free number?

Emergency situations will receive immediate (same day) service. Generally, however, those individuals not in a crisis situation will be responded to by phone within 48 hours (two business days) and be seen by a counsellor within five business days. Evening and weekend appointments are available.

Will information be sent back to the university?

No information will be sent to the university that could identify any individual employee seeking EAP services. Only general statistical information on the number of employees accessing the EAP will be sent to the university.

How can I find out more about EAP services?

You can contact any members of the university's EAP Advisory Committee. These are: Joe Carroll, Steve Chafe, Ruby Colbert, and Cynthia Whelan, all with the Department of Facilities Management; Eric Hart, Budgets and Audits; Kjellrun Hestekin, Music; Fred Miller, QE II Library; Marilyn Thompson, Human Resources; Noel Veitch, MUNPA; and Judy Warford, Printing Services.

New marshal presides over convocation

(The Communicator, August 1997)

Prof. Noel Veitch, retired from the Faculty of Education, is the university's new marshal of convocation. He succeeded Dr. Jack Facey, who served as marshal since Memorial began conferring degrees in the early 1950s. Dr. Facey, who was named honorary marshal at last fall's convocation, continues to be involved as an advisor in the planning of convocation ceremonies.

Prof. Veitch presided over his first convocation as marshal in May. Volunteers from staff and faculty served as ushers, organizers, and in a myriad of other capacities to ensure that the hundreds of graduating students and their families had a ceremony to remember.

Update on Job Evaluation

(The Communicator, August 1997)

Employees in the NAPE bargaining units including Campus Enforcement and Patrol, custodial and maintenance were notified of the Phase II Job Evaluation results in June. This concludes release of Phase II results for employees in all pay groups. Release of the Job Evaluation results for positions at the Marine Institute occurred in July.

Although the Job Evaluation results have been released, work is still ongoing with respect to fully implementing the system.

Students get summer jobs at MUN

(The Communicator, August 1997)

This summer 140 student placement positions were advertised by the Employment Services Division, Department of Student Development. Job postings were based on the tasks and responsibilities and level of education outlined in the job proposals, as submitted by departments. The total SCP Grant awarded to Memorial University (including Sir Wilfred Grenfell College) was \$170,000.

The Summer Career Placement (SCP) is designed to assist students in preparing a future entry into the job market. The program provides a wage subsidy to employees who offer a work experience and a developmental learning experience during the summer months. The priority for this program is senior secondary and post-secondary students.

The 1997 SCP offers an incentive in the form of a wage subsidy of \$4.25 per hour to employees to create student summer employment opportunities.

For Memorial, remuneration under the 1997 SCP is set at \$5.50 per hour for all students. Participating departments make up the salary difference.

Reminder: nominations sought

(The Communicator, August 1997)

Let's recognize excellence in our colleagues and co-workers. Nominations are being sought for the President's Award for Exemplary Service for staff employees. The awards will be presented this fall. Check the last issue of *The Communicator* for details on the awards program. Nomination forms are available from the Office of the Vice-President (Administration and Finance), Room A-2024, Arts and Administration Building, or from Marilyn Thompson, Human Resources, 737-4627 or e-mail marilynt@morgan. You can contact Ms. Thompson for further information.

Follow travel rules closely

by Trudy Pound Curtis, comptroller

(The Communicator, August 1997)

In recent months a significant number of faculty and staff have submitted travel claims to attend conferences/ seminars and have chosen to travel by car.

The university's travel policy states:

Transportation - General

It is required that all travel at university expense must be by the most economical mode of transportation available and practicable, bearing in mind the purpose and urgency of the trip.

Discounts

Unless the nature of the trip renders it impossible or imprudent, employees should take advantage of any special discounts available.

Transportation - Air

Except when another mode of travel is practical and more economical, air travel is the accepted normal mode of transportation for university business.

All air travel on scheduled flights should be made at the lowest obtainable cost and should not exceed economy or tourist-class fare.

Check before

Based on the above policies, faculty and staff who choose to travel by car are reimbursed for their actual costs up to the equivalent of the lowest possible cost for which transportation could have been arranged. Receipts for actual costs must be submitted. In most cases this would be the equivalent of the standard 21-day, advance-booking air fare, unless on the rare occasion it is verified by the department head that travel was not anticipated within that period. The only other situation that may render a higher fare being approved is in situations where the conference occurs during the middle of the week and a stay-over on a Saturday would render it imprudent.

This policy applies to all travel, whether funded by operating funds, faculty enrichment funds or research grants.

For further information or clarification, please contact Trudy Pound Curtis, Comptroller, 737-8222.

Work of University Relations, Campaign Planning Group brings national awards

(*The Communicator*, August 1997)

The excellent work of Memorial University employees has been recognized with three national awards - one gold and two bronze - in the Canadian Council for the Advancement of Education's (CCAE) 1997 *Prix d'excellence* competition. The awards were presented at the CCAE national conference in Fredericton, N.B., in June.

Victoria Collins, director of University Relations, accepted the 1997 gold award in the category **Best Program: Public Affairs and Communications** for the university's communications strategy during the labor dispute with the faculty union from February 1995 to February 1996. The program included a series of information bulletins prepared for students, administrators and other employees in case of a strike; advertising materials; news stories, news releases, and other materials. Judges described it as "an outstanding, comprehensive collection of material...a must-read for every university administrator fearing a labor disruption," and as an "effective use of communication tools to keep stakeholders informed."

Sharon Gray and Ivan Muzychka of University Relations won a bronze *Prix d'excellence* in the **Best Issues Writing (English)** category for the feature story Research Funding in the '90s that originally appeared in the *Gazette*. The Campaign Planning Group also received a bronze *Prix d'excellence* in the **Best Case Statement** category. The entry was a 12-page publication directed at top donors in the university's fund-raising campaign.

These awards mark the latest success for Memorial in this prestigious national competition. During last year's competition the university's annual report, *The President's Report*, 1994-95, won a silver award and *The Communicator*, was recognized with a bronze award (in fact, this newsletter has long been recognized as one of the best in Canadian universities having won CCAE awards previously in 1993 and 1988).

Changes made to benefits, pensions committees

(The Communicator, August 1997)

The Board of Regents has approved the following changes to its Employee Benefits Committee and its Pensions Committee:

- Meetings of the Employee Benefits Committee and the Pensions Committee will be scheduled at such time in advance of meetings of the Board of Regents so as to permit input from the university's senior administration prior to the Board's deliberations on recommendations from the committees.
 - Recommendations arising from the Employee Benefits Committee and the Pensions Committee that have financial implications will be referred by the university's president to the Finance Committee for analysis prior to transmittal to the Board.
 - The Employee Benefits Committee and the Pensions Committee will continue to be chaired by a member of the Board of Regents who will be the only Board member on the committee.
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When do you get *The Communicator*?

(The Communicator, August 1997)

A recent reply card to the editor of *The Communicator* complained about the June issue of the newsletter containing too much old and out-of-date news. Yet all the stories cited as being old were timely when the newsletter returned from the printer and was distributed on May 30. The problem seems to be that some issues are not getting to employees until much later.

The Communicator is bi-monthly and is usually released in the last week of the month preceding the actual date on each issue (in the case of this August issue, it is distributed in late July). Departments are requested to distribute the newsletter to all employees as soon as possible after receiving them from the mail room. Your co-operation is appreciated.

MUNFA Faculty relations update

(The Communicator, August 1997)

The following chart shows the number of grievances filed by the Memorial University of Newfoundland Faculty Association (MUNFA) or by individual MUNFA members since 1989. For more information on grievance experience in Faculty Relations see the last issue of *The Communicator* (p. 5).

Career Scene

(*The Communicator*, August 1997)

The following career changes have received approval since the last issue of *The Communicator*. They are provided by Human Resources and are up to date at the time of publication.

ACADEMIC

Appointments

Dr. Susan Hart, Business Administration, assistant professor

Dr. Rajdeep (Rick) Bhatia, Medicine, assistant professor

Dr. Jeff Hiscock, Medicine, clinical lecturer

Dr. Sheila Lynch, Medicine, assistant professor

Dr. Douglas Pratt, Medicine, assistant professor

Dr. Kon Son, Medicine, assistant professor

Dr. David Behm, Physical Education and Athletics, assistant professor

Dr. Traceyanne Loeffler, Physical Education and Athletics, assistant professor

Susan Tirone, Physical Education and Athletics, assistant professor

Dr. Michael Rutherford, SWGC, assistant professor

Dr. Lois Sherlow, SWGC, assistant professor

Term appointments

Peggy Ann Coady, Business Administration, assistant professor

John Pippy, Business Administration, lecturer

(Steven) Xiasong Yan, Mathematics and Statistics, assistant professor

Jerry Etienne, SWGC, lecturer

Dr. Tony Fabijancic, SWGC, assistant professor

Steffani Frideres, SWGC, assistant professor

Carol Nelson, SWGC, assistant professor

Cross appointments

Dr. Robin Moore-Orr, Medicine to Biochemistry

Promotions

Dr. George Carayanniotis, Medicine, professor

Dr. Jane Green, Medicine, associate professor

Dr. Bruce Van Vliet, Medicine, associate professor

Appointments - other

Dr. Asmo Palasvirta, Business Administration, associate dean

Dr. Chet Jablonski, Graduate Studies, associate dean

Dr. David Facey-Crowther, History, acting head

ADMINISTRATIVE

Appointments

Josephine Thompson, Medicine, secretary

Bren Hanlon, Seabright Corporation, manager (finance and administration)

Appointments - other

Victoria Marshall, Health Sciences Library, head of Technical Services

Promotions and transfers

Rosalind Bailey, Educational Technology to Continuing Education, intermediate secretary

Janice Neary, Educational Technology to Continuing Education, administrative assistant

Paula Parrott, Educational Technology to Continuing Education, intermediate clerk stenographer

Kathleen Pittman, Educational Technology to Continuing Education, intermediate clerk stenographer

Carol Anne Taylor, Educational Technology to Continuing Education, intermediate clerk stenographer

Margot Malone, Student Housing and Food Services to Computing and Communications, intermediate clerk

Reclassifications

Barry Walters, Biochemistry, instructional assistant

Craig Barnes, Biology, stores clerk III

Herbert Bartlett, Facilities Management, maintenance supervisor

Clifton Chaytor, Facilities Management, manager (building services and grounds)

John Dunne, Facilities Management, plant engineer

George Walsh, Facilities Management, assistant plant engineer

Secondments

Michelle Peckham, Computing and Communications to Physical Education and Athletics

From the Garden

(The Communicator, August 1997)

by **Carl P. White, Botanical Garden**

Join us at your Botanical Garden this summer

After a cold, wet spring the display beds at the Botanical Garden have bounced back with a vengeance. The Rhododendrons, Irises and many species of flowering trees have never looked better. The greenhouse is full of tomatoes and peppers that are laden with flowers and quickly forming fruit. In the midst of all this natural beauty it is easy for people to forget that the garden is more than just a pretty place. It is a resource centre with an extensive program of events appealing to all ages. You don't have to be a fanatical gardener rhyming off Latin names as long as your arm to enjoy what the garden has to offer. All you have to do is be willing to come up and get involved. Some of the programs and special events coming up this season include:

Open House

Garden staff will be hosting our first Open House on Saturday, Aug. 2, from 11 a.m.-4 p.m. (weather permitting) and everyone is invited. There will be guest speakers and family activities. Staff will be on hand to provide tours and answer questions about both your Botanical Garden and your home gardens. Admission is free and refreshments will be available. Take this opportunity to get to know us and meet our new director, Dr. Wilf Nicholls.

Science Quest Camps

These three-day camps are tailored to the young naturalist or naturally curious child. Steve and Gina will lead the kids through discovery- and activity-based approaches to heighten their awareness of various types of local plants and animals and their importance in the ecological scheme of things. Limited space is available for this rain-or-shine event so early booking is advised. The dates are: Ages 10-13, July 30-Aug. 1 and Aug. 19-21; Ages 7-9, Aug. 12-14. The cost is \$30 for the three days. My own daughter attended last year and came home each day asking: "Dad, did you know that...?" I must admit that a lot of it I didn't know.

Conservation Quest Camps

Designed for ages 12-15, these single-day camps are the place to take part in fun-filled activities and discuss ideas for saving the planet. It's a chance for teenagers to get their hands dirty and learn how to be "earth friendly." The camps run from Aug. 22-29 and the cost is \$20. Lunch and Learn Garden and Nature Sessions Whether your interest is cultivated-display gardens or the natural environment, the Botanical Garden is the place to have your questions answered. Bring your lunch and join our guest speakers on Saturdays for an informal talk in the garden. Meet in the Field Centre at 1 p.m. Topics include: July 26, Dr. Antonio Martin on Bioconversion of Peat; Aug. 30, Dr. Bill Montevercchi on The Birds of Newfoundland and Labrador.

Ecology walks

Join our interpreters for a casual stroll and a chance to heighten your awareness and appreciation of the web of life. Saturdays until November at 11:30 a.m.

Photography contest

Come and visually document the beauty of your Botanical Garden. Submit your photos for judging and be eligible to win a season's admission pass.

Sunday morning bird watch

Held every second Sunday until Oct. 19, the bird watch commences at 8 a.m. at the Field Centre.

Family Days

Join us on Family Days the first Thursday of every month. Admission is free.

Kids in the Garden Hour

This entertaining outdoor activity for children is open every Saturday throughout the summer at 2 p.m.

More information

All this and more is happening all season. The Botanical Garden is open daily until the end of August. From September to November it's open Wednesday to Sunday. Opening hours are 10 a.m.- 5 p.m. Call the garden for more details on all the events and programs, 737-8590 or 737-8591.

THE COMMUNICATOR

MEMORIAL UNIVERSITY'S EMPLOYEE NEWSLETTER

Safety Notes

Safety Notes is compiled by the Office of Safety and Environmental Services, Department of Facilities Management, Memorial University of Newfoundland, St. John's, Nfld., Canada, A1C 5S7. It is distributed in the university's employee newsletter, The Communicator, and to external safety organizations. For further information contact Wally Drover, manager of safety and environmental services, 709-737-4393.

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Safety Notes

(The Communicator, August 1997)

Avoid slips and falls in the office

Falls are the most common type of office injury. Using common sense and learning how to recognize and correct hazards can prevent most falls.

You can lose your balance by slipping on a wet floor or tripping over an obstacle in your path. One of the most common office tripping hazards is an open drawer in a desk or filing cabinet. Electrical cords are another common tripping hazard in offices.

Falls sometimes occur when people use makeshift climbing devices such as chairs or piles of boxes to reach high shelves.

Take the following measures to prevent falls:

- Look before you walk; make sure your pathway is clear.
 - Close drawers after you finish using them.
 - Avoid bending, twisting and leaning backwards while seated.
 - Secure electrical cords and wires away from walkways.
 - Use an appropriate step-ladder or step-stool for overhead reaching.
 - Clean up spills immediately.
 - Pick up anything you see on the floor such as pens and paper clips.
 - Have loose or damaged floor coverings repaired.
 - Ensure walkways are well-lighted.
 - Walk, don't run.
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Safety Notes

(*The Communicator*, August 1997)

Hazard warning - dimethylmercury

An article in the June 16, 1997, issue of *Chemical and Engineering News* relates the untimely death of an experienced scientific investigator from mercury poisoning. While preparing mercury NMR standards in a fume hood, a few drops of dimethylmercury solution were spilled. The compound permeated the latex gloves the scientist was wearing and was absorbed through the skin into the bloodstream.

An accompanying letter in the same issue warns members of the scientific community of the extreme toxicity of dimethylmercury. Since first synthesized in the mid-19th century, a number of deaths have been attributed to mercury poisoning from dialkyl mercury compounds.

In most cases, there is a period of several months from the time of exposure to dimethylmercury and the onset of symptoms. By the time symptoms are detected, irreversible brain damage has already taken place.

Persons handling this toxic material should take extreme care to avoid spilling liquids or allowing it to vaporize. Even vapors from a discarded pipet tip can be harmful to persons working in the vicinity.

Safety Notes

(The Communicator, August 1997)

Monthly Safety Topic Swift action lessens danger, injuries

Prompt and decisive actions in an emergency situation will usually minimize injuries and reduce property and environmental damage.

These are examples of appropriate actions to take if you are present when an accident happens:

- Administer first aid to injured persons.
- Put out small fires with a portable fire extinguisher.
- Clean up spills before they become tracked around and someone falls.
- Call for help when you are unable to handle the situation on your own.

Prompt action may even save someone's life. Knowing is not enough - act!

Safety Notes

(The Communicator, August 1997)

Lawn mower safety

Every year thousands of people are injured through lawn mower-related accidents. Here are a few tips to help you have a safe mowing summer.

- Before you mow, make sure the lawn is free of stones, sticks or other debris.
 - When using a push mower, mow across the slope of a hill to avoid slipping beneath the machine. With a riding mower, mow up and down the slope to avoid toppling over.
 - Wear steel-capped safety shoes or other sturdy foot-wear to protect your feet.
 - Never examine or adjust the blades unless the blades are stopped. For electric mowers, disconnect from the power supply. For gas-powered mowers disconnect or remove the spark plug before starting repairs to the blades.
 - Keep children away from the area while mowing, and never leave a lawn mower unattended.
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