



REMEMBER THE R's:



Reduce/Refuse: Use less. Refuse items you won't use.

Reuse: Reuse items until they are no longer suitable for the task and then try to recycle or repair.

Renew or Repair: Instead of buying new, assess if the item can be repaired, used for a new purpose, or donated.

Recycle: In Nevada, you can recycle paper, cardboard, glass, aluminum cans, metal, batteries, and plastics #1, 2, 5, or 7.

WNC specifics:

- **Toner and printer cartridges** can be recycled @ Shipping/Receiving.

- **All unwanted computer equipment** must be assessed by IT before disposal.

- **All items with a WNC property tag** must be assessed and approved by Fiscal before disposal.

- **All chemicals, hazardous materials, batteries, bulbs, and electronics (E-waste)** must be disposed of by EH&S.

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SPOTLIGHT ON SAFETY

Environmental Health and Safety (EH&S) has inspected all program areas on our campuses and are finalizing reports that highlight improvements required to comply with safety regulations. EH&S wants to give everyone the opportunity to be proactive, mitigate violations, and show improvements in their areas before the reports are sent. Many of the issues to be addressed fall under the category of **Housekeeping**. The most common violations are listed below. Please look around your department to assess if there are violations that can be remedied. If you need assistance, or are unsure if you are in violation, please contact EH&S for recommendations.

- **Heavy or glass items stacked too high or precariously, that pose a danger were they to fall.**

(OSHA 1915.81(a)(3) The employer shall store materials in a manner that does not create a hazard for employees.

- **Items too close to the ceiling.**

(OSHA 1910.159) Non-sprinklered areas: Minimum 24-inch clearance from the ceiling. Sprinklered areas: Minimum 18-inch clearance from the sprinkler head.

- **Inadequate clearance around Utility Boxes, AEDs, First Aid Kits, Emergency Eyewash and Shower stations, and Fire Extinguishers, Blankets, and Alarm Pulls.**

(OSHA 1910.22) and National Electric Code (NEC) requires a minimum clearance of 3 feet and unobstructed access around all emergency equipment and in front of and beside electrical panels) **Best practice is to tape off a 3-foot clearance area with hazard tape.** (EH&S has hazard tape for you!)

- **Aisleways obstructed. Best practice is at least 3-foot wide.**

(OSHA 1915.81(b)(1)(i) and (iv) Aisles and walkways must provide adequate passage and be clear of obstacles.

- **Doorway encroachments that block Americans with Disabilities Act (ADA) required clearance.**

(ADA doorway clear opening width: Must be at least 32 inches wide when the door is fully open.) (ADA maneuvering clearance: A clear space of at least 30 inches by 48 inches is required in front of the door)

- **Trip hazards, including extension cords and wires.**

(OSHA 1910.21) requires all trip hazards to be eliminated in worker areas, aisles, and passageways, including stairs, doorways, and exits.