



# Texas Woman's University Additional Duty Safety Officer Orientation

# Session Objectives

- You will be able to:
  - Understand your role in safety and security
  - Communicate safety information
  - Identify, fix, and/or report safety hazards
  - Prevent and respond to fires and other emergencies
  - Respond to accidents and give first-aid
  - Evacuate the facility safely

# Session Objectives (cont.)

- You will be able to:
  - Apply ergonomics to job tasks
  - Lift and transport items safely
  - Use protective equipment
  - Understand machine safety
  - Understand basic electrical hazards
  - Recognize chemical hazards

# Safety Statistics

- According to an Occupational Safety and Health Administration's Safety and Health Fact Sheet, annually:
  - • Approximately 5,500 employees in this country die from workplace injuries
  - • 1.3 million workers suffer non-fatal injuries that result in days away from work.
  - • According to a recent Bureau of Labor Statistics' Lost-Work Time Injuries and Illnesses Report: "Employees with one to five years of service with their employer accounted for 37 percent of all injuries and illnesses sustained, higher than their 31 percent share of employment."



# Your Role in Safety

- The goal of our safety policy is to ensure an accident-free workplace while maintaining a high level of production.
- • You need to:
  - – Continue to participate in all safety training sessions as required.
  - – Report any hazards and unsafe conditions you see. Don't wait for someone else to take care of the hazard. You also need to report any incidents and near-misses that occur.
  - – We need to know about problems so we can investigate their causes and make necessary changes to eliminate dangers.
- • Our company has a safety incentive program to encourage positive safety behavior and the meeting of safety goals. We value your feedback in all of our safety programs.

# General Safety Rules

- Observe all safety warning signs, including locks and tags on equipment, “No Smoking” signs and confined spaces.
- • Follow all safety procedures, including wearing appropriate protective equipment in certain areas and not tampering with locks or tags on machines.
- • Do not take shortcuts, including skipping a daily inspection or a startup procedure.
- • Do not engage in horseplay, such as tossing tools or racing office chairs.
- • Use your common sense about safety concerns. If something doesn't look or feel right, check it out with your supervisor before proceeding.

# Your Role in Security

- The goal of our security policy is to ensure a safe workplace and protect employees from violent or terrorist attacks.
- • Keep security doors locked at all times; never prop them open however briefly. Do not lend keys, badges, cards to anyone. Recognize and respond to emergency and evacuation alarms. Participate in emergency drills.
- • Report unlocked or propped-open security doors. Also report to security items that seem to be tampered with, including locks, cameras, lights. Report strangers you see in the workplace or loitering outside.
- • Cooperate with investigations into security concerns and follow-up reports on violent or terrorist events.

# How to Communicate Safety Information

- **Bulletin boards**
- **Safety Officer's Report at Staff meetings**
- **Specific safety information via-email**



# Identify Safety Hazards

- **Keep your eyes open for safety hazards 24/7. Vigilance is key for staying safe. Don't ignore wet spots, frayed wires, open drawers, or smoking equipment, for example.**
- **• Fix hazards that you are authorized and qualified to fix, such as mopping up spilled coffee, closing a drawer, and picking up objects from stairways or aisles.**
- **• Report hazards for which you are not authorized or qualified to fix, such as chemical spills, malfunctioning machines or equipment, and suspicious packages.**
- **• Suggest ideas to improve safety whenever you see something that is not a hazard now, but that could be changed to make sure it doesn't turn into a hazard.**

# Good Housekeeping

- Keep clear access to evacuation routes, emergency exits, fire-fighting equipment and first aid stations, and electrical panels
- Keep walkways and stairwells and stairwell landings clear of all items
- Close drawers and doors behind you.
- Dispose of trash promptly and properly
- De-clutter your office of unnecessary items

# Common Fire Hazards

- Office equipment and supplies
  - Paper and cardboard, office equipment, and smoking
- Electrical wires and equipment
  - Overloaded outlets, frayed wires or cords, and extension cords
- Chemicals
  - Flammable liquids, solvents, gases

# Fire Response

- Know location of fire extinguishers
- Know how to use extinguisher:
  - Pull the pin
  - Aim hose at fire base
  - Squeeze trigger
  - Sweep hose back and forth
- (PASS Method)



# Accident Response

- **Call TWUDPS (2911) Emergency (911)**
- **Give emergency first aid**
- **Report incident to supervisor immediately**
- **Cooperate with investigation**

# First Aid



- Do a primary survey and check ABCs
  - Airway
  - Breathing
  - Circulation
- Perform CPR, if certified
- Do a secondary survey
- Call for medical professional
- Protect against BBPs (Bloodborne Pathogens)

# Evacuation Procedures

- Recognize evacuation signal
- Listen for instructions
- Shut down equipment
- Follow nearest safe exit route
- Proceed to assembly area



# Ergonomics

- **Do:**
  - **Adjust your workspace**
  - **Use a neutral position**
  - **Take breaks**
  - **Do exercises**
  - **Keep fit**



# Ergonomics (cont.)

- **Don't:**
  - Slouch or slump
  - Use awkward positions
  - Use wrong tools for tasks
  - Reach and stretch for items



# Back Safety

- **Assess load and route**
- **Lift safely:**
  - **Bend at knees**
  - **Pull load close to body**
  - **Face your load – don't twist your body**
  - **Let legs do lifting by standing with back straight**
- **Don't overextend when reaching**
- **Use a footrest if standing for long periods**

# Materials Handling

- **Assess load and route**
- **Choose the right equipment**
  - Hand truck
  - Powered vehicles
  - Conveyors
  - Hoists and derricks
- **Load equipment safely**
- **Push—don't pull**
- **Wear personal protective equipment (PPE)**

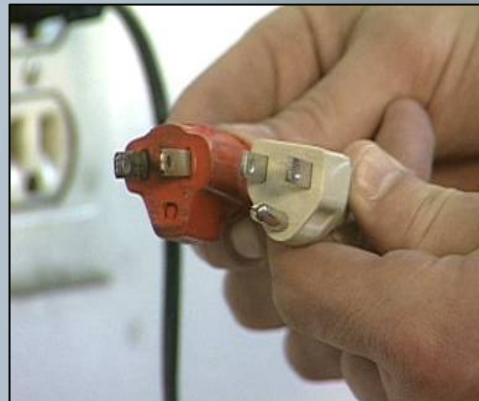
# Personal Protective Equipment and Clothing

- Wear required PPE
- Wear PPE in required areas, even if only passing through
- Inspect PPE
- Get a good fit
- Maintain PPE properly
- Store PPE properly



# Electrical Hazards

- **Do:**
  - **Use plugs that fit outlet**
  - **Check wire and cord insulation**
  - **Make sure electrical connections are tight**
  - **Keep flammables away from outlets**
  - **Keep clear access to electrical boxes**



# Electrical Hazards (cont.)

- **Don't:**
  - Overload outlets
  - Fasten cords with staples, nails
  - Run cords through water
  - Touch cords with wet hands
  - Use damaged cords
  - Use ungrounded cords



# Hazardous Chemicals



- You have a right to know what chemicals are used in this workplace and what hazards they present.
- • Ask your supervisor to see the hazardous chemical list at any time.
- • Chemical container labels must all contain a variety of safety information, including the chemical's identity, name and address of manufacturer or importer, and specific hazards, including the degree of hazard.
- • Material safety data sheets for every chemical used in your department are available.
- You should be able to access them at any time.
- MSDSs contain even more safety details.
- You are required to read the label and the MSDS before using any chemical in our facility.

# Hazardous Chemicals (cont.)



- Ask your supervisor or the safety supervisor whenever you have questions about chemicals, container labels, or MSDS information.
- Chemical spills may only be cleaned up by trained personnel. You need to report a spill immediately, but do not attempt to clean it up.
- OSHA has specific chemical disposal requirements. You will receive training if you are going to work with these substances. If you are not trained in chemical disposal, let authorized personnel take care of it.



# Key Points to Remember

- Our company will be a safe place to work when everyone thinks safety and works safely all the time.
- Key points to remember in today's safety orientation session are that you need to:
  - • Play your role in safety and security.
  - • Look for hazards.
  - • Report hazards.
  - • Use common sense.
  - • Respond safely to emergencies.
  - • Follow company safety procedures.

# Questions

- **Who is my Safety Officer?**
- **Where is the first aid kit?**
- **Where is the nearest exit?**
- **Where is the fire extinguisher?**
- **Where is the nearest emergency phone?**

# KEEP SAFETY FIRST

- Please review more information at the Safety Office Website located at [www.twu.edu/rm/ehs](http://www.twu.edu/rm/ehs).
- Contact Vicki Byrd at the Safety Office for brochures on specific topics not previously covered.
  - Thank you