



Safety Works

Committed to a safer environment for everyone!

Safety NET FAQs

What is NET?

New Employee Training (NET) is WSU's pro-active approach to providing a safe place for you to work, and to inform you of conditions or hazards you could encounter on the job.

Who should attend NET?

The university has authorized EH&S to offer NET to all new or long-time employees who have not yet attended, including: students, adjunct faculty, people who work full-time, part-time, hourly, workstudy, for scholarship waivers, or who receive any other kind of compensation from WSU for services they perform; and supervisors who want a safety-smart workforce that experiences less accidents and injuries, less time off the job, resulting in less money spent by the university.

Why is NET Important?

NET safety orientation is a way for the university to minimize accidents, comply with OSHA regulations, and reduce the potential liability of the university.

What will I learn at NET?

- NET topics cover:
- ? Why safety is important at work;
- ? How to report an accident;
- ? WSU's workers compensation claim process;
- ? Hazard communication (*for employees who work with chemicals*);
- ? Workplace hazards;
- ? Safety resources.

EH&S Welcomes Jim Bergsensg



Jim Bergsensg began working with EH&S in December 2002 as the Occupational Safety Specialist. He will oversee occupational safety, ergonomics, and asbestos operations and maintenance duties. He will participate in accident investigations, workplace violence training, industrial hygiene monitoring, and risk management inspections.

Jim is a graduate of the University of Utah where he received a Bachelor of Science in Community Health Education degree with an emphasis in occupational safety and industrial hygiene. He has over 20 years experience in the environmental health and safety field, including manufacturing, aerospace, petrochemical, mining and construction. He is a Professional member of the local and national American Society of Safety Engineers.

Jim lives in Ogden with his wife, daughter and son. His interests include skiing, golf, camping, backpacking, and boating.

Jolene Clark Leaving

Jolene Clark, Occupational Safety Specialist, will leave WSU the end of this year. She plans to become a full-time housewife and mother.

Since Jolene came to the university six years ago, she has provided valuable help in training, ergonomics, asbestos issues, workers compensation insurance claims, and making employees feel comfortable accessing EH&S services.

Jolene says she has enjoyed working with university employees, and will miss relationships she has developed here.

New Haztech



Lee Robson joined EH&S staff last summer. He graduated from Weber in Social Sciences with a BS degree, and worked for Ogden City Fire Department for 28 years.

Lee's twin sons will graduate from WSU next fall in Engineering.

Lee enjoys fly fishing, running, cycling, and traveling.

Chemical Warning!

If your duties involve the potential to work with chemicals, or if you work in an area where you could be exposed to chemicals, get proper training. Contact EH&S Manager Richard Sandau at extension 8004, or rsandau@weber.edu, or Annex 5, room 09.

Use These Safety Measures with Chemicals

- 1 Know how to store chemicals, gasses, and liquids in your area.
- 2 Turn in or report damaged personal protective equipment (PPE)—And don't use it.
- 3 Dispose of hazardous substances using the safe method prescribed on containers or on the material safety data sheet (MSDS).
- 4 Clean the work area immediately after completing each task.
- 5 Clean up spilled chemicals right away.

Your Right to Know about Workplace Chemical Hazards

Until the Occupational Safety and Health Administration (OSHA) released the *Hazard Communication Standard 29 CFR 1910.1200I* in 1983, many employees were seriously injured or killed by exposure to workplace chemicals. The Hazard Communication Standard (*HazCom*) applies to all employees who package, handle, or might become exposed to chemicals while performing their jobs.

The Hazard Communication Standard requires employers to:

Have a written HazCom program specific to their workplace.

WSU's HazCom program Web address is http://departments.weber.edu/ehs/program_areas/hazmat/index.htm. Scroll down the Chemical Safety page to *Need More Help?* Click *Hazard Communication and MSDS*.

Notify employees of workplace chemical hazards by:

- a) Identifying chemicals in the work area;
- b) Ensuring all chemical containers bear proper labels communicating the chemical name, manufacturer information, and hazards the chemical presents;
- c) Providing a Material Safety Data Sheet (MSDS) for each chemical, specifying hazards, ways employees can protect themselves, and other pertinent information.

Teach employees about the following items *before* allowing them to use or work around chemicals:

- a) The HazCom Standard;
- b) How to read chemical labels and MSDS;
- c) How to protect themselves from chemicals in their workplaces.

Provide personal protective equipment (PPE), and teach them how to use it *before* they need it.

To schedule HazCom Training, or for answers to chemical safety questions, contact WSU EH&S Office at extension 8004.

Know About Your PPE

Personal protective equipment (PPE) must be in good condition to be useful. Follow these steps to ensure your PPE will do its job:

Inspect it before each use, and don't use damaged equipment.

Get a good fit. If it doesn't fit properly, it won't protect properly.

Use it whenever hazards are present to protect you from injury and illness.

Follow instructions for removing, storing, cleaning, and disposing of PPE.

Do You Know What Chemical Hazards Are in Your Workplace?



Materials in the workplace can be hazardous in several ways. Become informed about what hazardous materials are present in your workplace, and learn how to protect yourself against exposure. Here are some definitions of typical hazards you should know:

Corrosive—Can burn eyes or skin on contact.

Explosive—Gasses can expand violently (explode).

Flammable—Can catch fire easily.

Toxic—Causes illness or sometimes death.

Reactive—Can burn, explode, or release toxic vapor if exposed to other chemicals, heat, or water.

Radioactive—Emits harmful radiation.

WSU's Department of Public Safety Offices That Work to Keep You Safe



Environmental Health and Safety- The EH&S mission is to encourage a safe and healthy campus, protect the natural environment; and safeguard university assets.

Campus Fire Marshal-The Fire Office mission is to provide a fire-safe environment for the students, faculty, staff, and campus visitors through education, prevention, and fire hazard recognition.



Parking Services-The Parking Office mission is to develop and maintain a safe and economical parking system that continuously adapts to the ever-changing needs of the university community.

Police Services-WSU police officers are state certified. They assist students, faculty, staff and the community on campus in many ways, as a service to the university and to those who use university facilities.



Shuttle Services-The Shuttle Office mission is to provide safe, free, point-to-point service within the campus.

Supervisors & Administrators Responsible for Employee Safety

WSU's Policy 3-57, *Safety/Accident and Injury Prevention*, assigns administrators and supervisors the responsibility of preventing accidents and injuries to employees. Supervisors must train their workers to safely perform their tasks, and must enforce university policy when they learn an employee is not working safely.

Are You Working to Keep You Safe?

No matter how many groups, from the university to international safety organizations, are working to keep you safe on the job, the ultimate responsibility for your safety is yours.

Regulators can impose expensive fines on employers who disregard recommended work practices. WSU can require your supervisor to provide you with equipment to protect you, and to train you to safely perform your duties. Yet all of these

efforts to protect you are ineffective when you choose to perform work tasks without using the provided protection, or approved processes.

Choosing not to work safely could not only cause you to be injured, but could also cause someone else to be hurt.

Decide to stay safe at work, and do whatever it takes to return home each day as safe as you were when you arrived.

Safety Agencies Help Keep You Safe

You have lots of support to help keep you safe at work. A few of the many state and federal agencies tasked with workplace safety are listed below:

The Utah Division of Risk Management supports and promotes information, training, inspections and other control activities to avoid disruptive loss.

The Utah Occupational Safety & Health office of the Utah Labor Commission preserves human resources by providing safety and health assistance through consultation, training, and education for employees, and by establishing and enforcing occupational safety and health standards for employers.

The National Safety Council educates and influences society to adopt safety, health and environmental policies, practices and procedures that prevent and mitigate preventable suffering and loss.

The Federal Occupational Health and Safety Administration (OSHA) works to save lives, prevent injuries and protect the health of America's workers.

The U.S. Environmental Protection Agency (EPA) protects human health and safeguards our environment.

The National Fire Protection Association (NFPA) provides and advocates scientifically-based consensus codes and standards, research, training, and education to reduce the burden of fire and other hazards on the quality of life.

The Utah Department of Environmental Quality (UDEQ) has a mission to safeguard human health and quality of life by protecting and enhancing the environment.



Prepare You & Your Car for Winter

Winter snow, sleet, and ice can lead to slower traffic, hazardous road conditions, hot tempers and unforeseen dangers. Make sure that you and your vehicle are prepared.

Watch the weather

At any temperature, weather affects road and driving conditions, and can pose serious problems. Keep informed by listening to or reading forecasts, and plan your trip around the weather.

Prepare for an emergency—An emergency situation on the road can arise at any time. Prepare by having a full tank of gas, fresh anti-freeze, carry the following equipment and supplies in your trunk: 1) spare tire, properly inflated, wheel wrench, and tripod-type jack; 2) shovel, bag of salt or cat litter; 3) tool kit, jumper cables, tow and tire chains.

Prepare for driving long distances in cold, snowy, icy conditions—Carry items to keep you warm, such as heavy woolen mittens, socks, cap, and blankets. If you become stranded:

? Remain with your car unless you know exactly where you are, how far it is to possible help, and you are certain leaving will improve your situation.

Attract attention. Light two flares, place at safe distances from each end of the car. Hang a bright colored cloth from your antenna.

Eat hard candy to keep your mouth moist.

Ensure the car's exhaust pipe is not blocked, then run the engine and heater for about ten minutes every hour, depending on the amount of gas in the tank.

Protect yourself from frostbite and hypothermia. Use the woolen items and blankets.

Keep at least one window open slightly. Heavy snow and ice can seal a car shut.

Keep a survival kit in your car. Stock it with flashlight, batteries, and compass; reflective triangles and bright cloth; first aid kit; exterior windshield cleaner, ice scraper, and snow brush; wooden matches in waterproof container; scissors and string or cord; non-perishable, high energy foods, like unsalted canned nuts, dried fruits, and hard candy.

Perform the following pre-trip tasks:

Check ignition, brakes, wiring, hoses, fan belts, filters (air, fuel and emission), PCV valve, battery, tires (for air, sidewall wear and tread depth), and antifreeze level. Change and adjust spark plugs.

Inspect the distributor, get a tune-up according to the recommended interval in the owner's manual.

Source: National Safety Council

Driving Quiz Contest: Win A 2003-04 Parking Pass!

For the parking lot nearest the building where you work.

Submit this entry blank by Friday, January 31, to be eligible.
The winner's name will be announced Valentines Day, February 14.

Questions

- _____ (1) You are required to (*must*) drive either a university vehicle or your personal vehicle on the job.
_____ (2) You *might* drive a university vehicle or your personal vehicle on the job.

Answers

- (a) You recertify every 3 years.
(b) You recertify every year.

Contest Entry instructions

- (A) Write correct letters beside numbers in the quiz above.
(B) Complete the blanks at right.
(C) Send this form to EH&S, mc 3002.

Name _____
(Print legibly, so we can notify you if your name is drawn.)

Telephone _____

Mail Code _____



Step Up to Stairway Safety

Falls on stairs can lead to serious injuries. Prevent them by using the following tips when you go up or down a flight of steps:

- Pay attention to where you are going;
- Never run up or down stairs;
- Hold on to the railing;
- Don't carry anything that blocks your vision;
- Watch for loose or worn flooring;
- Pick up any foreign objects which could trip you;
- Keep one hand free for support, or to break a fall;
- Report burned-out bulbs or poor lighting to Facilities Management, extension 6331.



Avoid Winter Falls

Every winter people are injured when they fall on slippery ice on the way to or from their cars. The impact when you hit the ground, and the strain of trying to catch yourself, can break bones and injure muscles. Heed these tips to avoid slips and falls:

Slow down. Give yourself sufficient time to get to your destination.

Watch your step. Look for less slippery paths on sidewalks and stairs.

Maintain your balance. Take smaller steps.

Wear the right footwear. Invest in shoes or boots that provide traction and support.

10 Parking Lot Safety Tips

Unpredictable traffic patterns and preoccupied drivers cause thousands of parking lot mishaps and cost consumers millions of dollars each year. Parking lots are also prime target for thieves and vandals. Heed these parking lot safety tips:

- 1 *Watch for cars* speeding or cutting diagonally across lots.
- 2 *Drive slow*, use turn signals.
- 3 *Watch when backing.* Look for cars waiting in drive lanes or backing from another stall.
- 4 *Reduce car door dings* by parking away from buildings.
- 5 *Park in well-lit areas after sundown*, and report burned out parking lot lights to Facilities Management, 626-6331. (*Leave your name and phone number in case more information is needed.*)
- 6 *Secure your vehicle.* Roll up windows, lock doors, and put bags, books, jackets, and packages out of site.
- 7 *Be aware* of everything and everyone around you. In an unfamiliar lot, drive around, and find the best place to park.
- 8 *Follow the crowd.* Walk to or from parking lots in groups.
- 9 *Get your keys in hand* before you leave the building. Look inside and beneath your car. Get in, immediately lock the doors and turn on the headlights. (*You'll be able to see outside your vehicle, but it will be difficult for someone to see inside.*)
- 10 *Report suspicious activity* in parking lots to University Police Dispatch, extension 626-6460, or 911. Source: <http://www.applesforhealth.com/parkinglot1.html>

Be Safe While Driving

Here are some National Safety Council reminders to help you avoid being involved in a vehicle accident:

Keep your vehicle in good repair. Have maintenance performed on schedule. Keep on hand (*and safely stored*) an adequate supply of motor oil, windshield washer fluid, antifreeze, and other supplies. Make minor maintenance checks a habit (*tire pressure, headlight positions, etc.*).

See and be seen. Turn on your headlights in low light conditions (*time of day and weather*).

Arrange for someone else to drive when your driving would be impaired by fatigue, alcohol, or prescription or over-the-counter drugs.

Confirm driving directions before you leave for an unfamiliar location, bring them with you, and allow extra time for poor traffic, road, or weather conditions.

Stay focused on driving responsibilities. Pull off the road to use cell or portable phones; keep music and conversation to a reasonable level. (*Drivers need to hear surrounding traffic, their own vehicle, and road surface-related noises to make informed driving decisions.*)

State Fire Marshal Prohibits Candles

Although aromas of candles and incense contribute to ambience, they also contribute to fires. One Utah claim involved a person leaving a candle burning on his desk. The damage from smoke and fire cleanup cost about \$15,000. Another candle left burning on a computer desk caused a fire that caused about \$3,000 damaged to the desk and the building. Considerable damage to the office occupant's personal property was not covered by the university's insurance.

State Risk Management reminds us that Utah citizens (*which includes us*) own state buildings, and we owe it to ourselves to prevent losses from fire and other unnecessary causes.

To protect state employees, buildings, and other property, the state fire marshal prohibits open flame devices (candles, incense, etc.) in state-owned facilities.



Telephone: (801) 626-7547

Fax: (801) 626-6319

Mail Code: 3002

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Workers Compensation

Emergency Response

Driving Certification

Accident & Hazard Investigation

First Aid Kits/Supplies

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Public Safety Director

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Roger Johnson7220

Assistant Police Chief

Dennis Montgomery7062

Fire Protection

Lisa Allen-Martinez7801

Property/Auto/Liability Insurance

The Department of Public Safety is under the direction of WSU's Administrative Services Vice-President.

10 Common Campus Hazards

Risk Management Inspectors report the following hazards are the eleven they find most often in campus buildings. If you find any of the listed problems in your area, have them corrected.

- 1 Extension cords used for permanent wiring. Extension cords can only be used for 90 days for seasonal purposes or temporary use.
- 2 Daisy-chained surge protector strips. Surge protector/multiple-strip outlets must be plugged directly into wall sockets, not into extension cords.
- 3 Fire doors blocked open or the closing mechanism completely removed.
- 4 Blocked or unlabeled electrical panels.
- 5 Blocked fire extinguishers.
- 6 Unlabeled containers of chemicals.
- 7 Storage blocking ceiling fire sprinkler heads.
- 8 Unlit exit signs.
- 9 Blocked emergency exits.
- 10 Burning candles. Inspectors report this problem is being reduced as employees become aware of hazards and liability issues.

WSU's Vehicle & Theft Insurance Does Not Cover These Items . . .



Your Car



Personal Items

Personal cars, even while being used to for WSU's business, and gifts or other personal property stored in campus buildings are not covered by the university's Risk Management Insurance.