New Employee Safety Orientation

New York College &
University Risk Mgmt. Group

Marsh USA, Inc

Introduction

Colleges are relatively safe places to work. However, workplace hazards do exist. Siena College, along with the NYC&URMG and Marsh USA, Inc., have created this New Employee Safety Orientation program to help you stay safe and injury free while at work.

Session Objectives

At the end of this program, you will:

- Understand your role in workplace safety

- Know how to report hazards you observe

- Follow safety rules and procedures

- Be able to avoid hazards and injuries

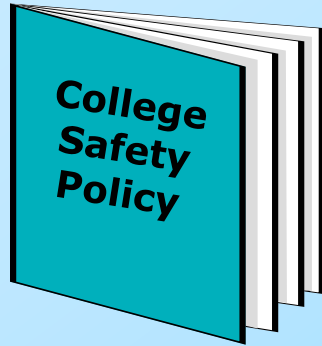- Report injuries or accidents should they occur
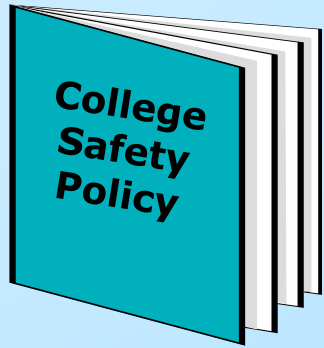
Safety Policy

The foundation for our safety program is our Safety Policy.

The Safety Policy describes the college's means and desire to provide a safe and healthy workplace for faculty, students, employees, and visitors.

Our College Safety Policy

College Safety Policy

It is the policy of Siena College to provide a safe and healthy environment for its students, faculty, administrators, staff, and visitors. The reduction of safety risks which may lead to injuries and the loss of property and equipment is everyone's responsibility. To this end, every reasonable effort will be made in achieving the goal of accident prevention and health preservation. Each person using the equipment and facilities of Siena is expected to: exercise proper safety procedures; to report all accidents, injuries or illnesses that are job-related immediately to their direct supervisor (or the direct supervisor's designee) <u>and</u> the Office of Public Safety; and to bring to the attention of their direct supervisor (or the direct supervisor's designee) <u>and</u> the Office of Public Safety any unsafe conditions or practices. It is only through the conscientious efforts of the entire campus community that accidents and injuries can be prevented and a safe, healthy environment created for all to enjoy.

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Reporting a Hazard

- Keep your eyes open for safety hazards
- Fix what you can if qualified or trained
- Report any safety hazards to Public Safety
- Suggest ideas for safety improvement

Slip & Fall Prevention

- Keep floors, stairs & walkways dry and clear – use handrails if present
- Watch where you're going
- Take your time
- Wear appropriate shoes for conditions
- Use ladders and stepstools correctly
- Don't obstruct your view with what you're carrying – use carts and dollies
- Report Problems (water on floor, uneven floor, etc.)

Lifting Safely

- Assess the weight of the load and route
- Get help when needed
- Lift Safely
  - Bend at the knees
  - Maintain good balance
  - Don't twist while lifting
  - Lift with legs – keep back straight

- Don't over-extend or over-reach

Materials Handling

- Assess load and route
- Choose the right equipment for the task

  – Hand truck, dolly or cart

  – Powered lift truck

  – Ramps and conveyors

  – Elevators, hoists and derricks

- Load equipment safely and securely
- Push – don't pull

Forklift
Safety

Office Ergonomics

- Adjust your workspace to fit your body

- Maintain a neutral body position

- Keep frequently used items within easy reach

- Take micro-breaks or change tasks

- Do stretching or flexing exercises

If you need help assessing or configuring your workspace, talk to your supervisor.

Hazardous Chemicals

- You have a right to know what chemicals are used in this workplace and how they affect you
- Material Safety Data Sheets (MSDS) are available for every chemical in our workplace
- All chemical containers should be labeled, identifying the chemical name, specific hazards, and degree of hazard
- For MSDS's go to
  http://hq.msdsonline.com/sienacollege/SafetyCenter/Default.aspx

Bloodborne Pathogens

- Protect yourself against bloodborne pathogens, such as hepatitis and HIV, by using "universal precautions"
- Avoid contact with blood and other bodily fluids
- Only trained personnel wearing proper protective equipment (*i.e. disposal gloves, gown, eye shield*) should clean up spills with suspected blood/bodily fluids
- Report all body fluid skin contacts
- Get the Hepatitis B vaccinations if authorized

Lock-out/Tag-out (LOTO)

- Only Authorized employees of LOTO should engage in de-energizing equipment

- If you see a lock or tag on or near a piece of equipment – do not remove or touch it

- Never attempt to start up a locked or tagged piece of equipment or machinery

Electrical Hazards

Do:

- Check cord insulation
- Check for ground in plug
- Make sure connections are tight
- Keep flammables away from outlets
- Keep clear access to electrical panels for emergency shut-down

Don't:

- Overload outlets
- Fasten cords with staples or nails
- Run cords through water
- Touch cords with wet hands
- Use damaged cords
- Use ungrounded cords

Housekeeping

- Keep floors, walkways and stairs clear

- Dispose of trash and debris promptly

- Close doors and drawers

- Keep clear access to

  – Evacuation routes
  – Emergency exits
  – Fire fighting equipment
  – Electrical panels

Common Fire Hazards

- Office kitchen
Combustible debris, small appliances, extension cords, space heaters

- Electrical
Overloaded outlets/circuits, frayed wires/cords, extension cords

- Chemical
Flammable liquids, solvents and compressed gases

Fire Extinguishers

- Know **your facility's** plan regarding extinguishers
- Know the location of fire extinguishers
- Know how to use an extinguisher:
  - Pull the pin
  - Aim hose at base of fire
  - Squeeze trigger
  - Sweep spray back and forth, across the base of the fire

Asbestos

- Asbestos is a common component of older building materials (e.g. spray-on fire proofing, pipe wrap, floor tiles)
- Asbestos is not considered a hazard unless disturbed and made airborne
- Only trained and licensed workers are allowed to work on asbestos containing materials
- Report cases where you think asbestos containing materials have been disturbed
- Please contact Tim Norray or Public Safety if you have any questions

Evacuation Procedures

- Know the sound of the alarm

- Listen for instructions

- Shut down equipment

- Follow nearest safe route & exit

- Gather at designated assembly area

- Take every evacuation drill seriously!

Emergency Response

- To contact Public Safety:

- Call 911 from campus phone
  Using cell phone call (518) 783-2999*

- Give emergency first aid, if trained/needed

- Report the incident

- Cooperate with the investigation

* If you dial 911 on a cell phone you will be
  connected to Town of Colonie Police Dispatcher
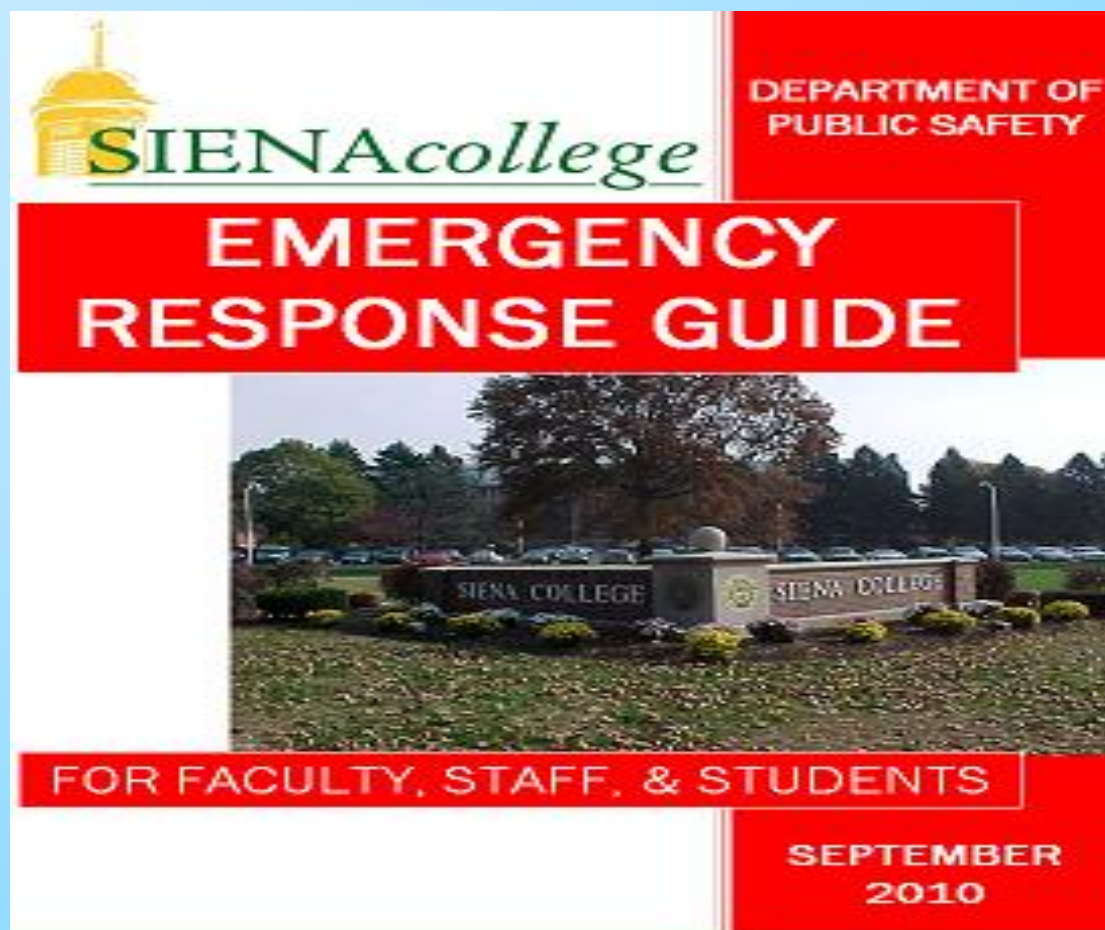
Emergency Phone Numbers

- <u>Public Safety Emergencies</u>

- Using cell phone :
  (518) 783-2999

- Using campus phone:
  911

- <u>Public Safety Non-Emergencies</u>

- Using a cell phone
  (518) 783-2376

- Using campus phone
  2376

Please review the emergency response guide for additional safety information by going to the Public Safety website at www.siena.edu/publicsafety

Emergency Response Guide for Faculty, Staff, and Students
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SIENA ALERT SYSTEM

Siena College has a state-of-the-art emergency notification system, the Siena Alert System (SAS). This mass-notification system enables officials from the college to send urgent alert messages to email accounts, pagers, web pages, and text messages to cell phones that support text messaging.

Siena students, faculty, and staff are responsible for individually subscribing to the Siena Alert System and for any charges their service providers may impose for delivering the text messages. Siena Alert messages will be sent only in cases where there is a genuine need to provide immediate information to the Siena College community.

Registering for the Siena Alert System

1. Got to www.siena.edu/sienaalert

2. Click on "Login to the Siena Alert System"

3. Login using your Siena email ID and password

4. Enter the information required

5. Click "Create Account"

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Reporting a Workers' Compensation Claim

- All injuries or illnesses that are job related must be immediately reported to the direct supervisor or the direct supervisor's designee and the Office of Public Safety.

- Public Safety will notify the Office of Human Resources about Workers' Compensation-reportable injuries and will fill out an investigation report.
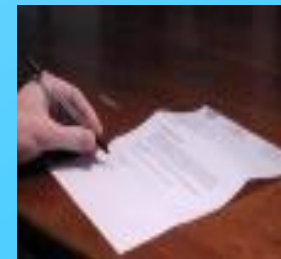
Return-to-Work Program

- Before returning to work, the College requires physician certification stating an employee may return to work. The certification should also state if any restrictions apply and should include any restrictions.

- The College will work with employees who have documented disabilities to determine whether reasonable accommodations can be made that will allow an individual the opportunity to perform the essential functions of his/her job in a safe and efficient manner.

Summary

- Take safety seriously

- Look out for hazards

- Report hazards

- Follow safety rules and procedures

- Use good judgment

- Respond safely to emergencies

Closing

Congratulations on your new position.

The College along with NYC&URMG and Marsh USA, Inc., hope this program assists you in working accident and injury free for a lifetime.