

**St. Lawrence University**  
**New Employee**  
**Safety Orientation**

# Introduction

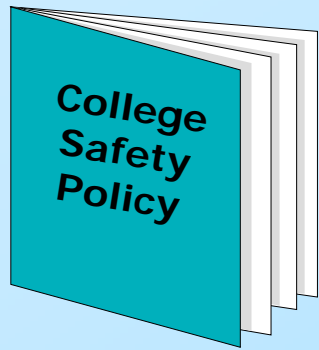
Colleges and universities are relatively safe places to work. However, workplace hazards do exist. St. Lawrence University, along with Marsh USA, Inc., have created this New Employee Safety Orientation program to help you stay safe and injury free while at work.



# 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, accidents or near misses should they occur



# Safety Policy

The foundation for our safety program is our Safety Policies.

St. Lawrence University is dedicated to providing a safe and healthy workplace for faculty, students, employees, and visitors.

Policies, equipment, information and training are provided to make work safe.

To access our policies, please visit the EH&S website at <http://www.stlawu.edu/ehs/index.htm>

# Reporting a Hazard

- Keep your eyes open for safety hazards
- Report hazards to your supervisor
- Fix what you can, alert hazards you are not able to fix
- 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.
- **Shoes for Crews** – non-slip resistant shoes and are available at discounted prices with a payroll deduction option. Please contact Campus Support Services at 5905 for information.
- 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

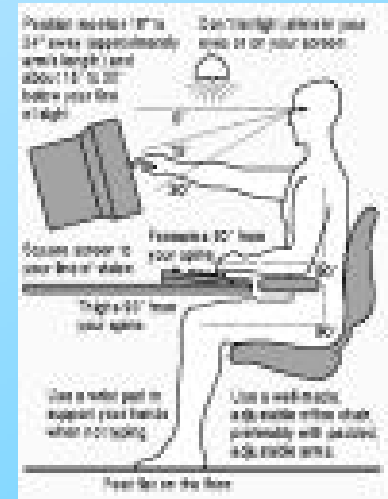
- Assess load and route
- Choose the right equipment for the task
  - Hand truck, dolly or cart
  - Powered lift truck
  - Ramps and conveyors
  - Elevators, hoists and derricks
- Load equipment safely and securely
- Push – don't pull



# Ergonomics

- Adjust your workspace to fit your body
- Don't over extend or over reach
- 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. Contact Ruta Ozols at x5908 in the Warehouse for personal design for your workspace.





# Hazardous Chemicals (Right to Know)

- 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
- Ask your supervisor for the location of our chemical inventory list and MSDS's
- To request a MSDS – 24 hours/day, seven days/week, CALL 800-451-8346, and identify yourself associated with SLU and it can be faxed to your request. (wallet card)



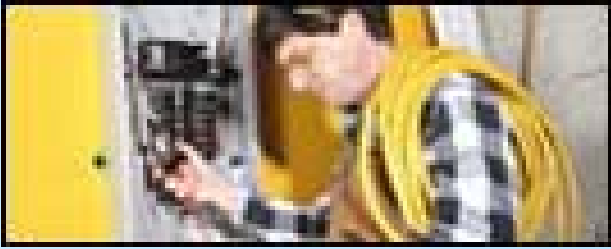
# Bloodborne Pathogens

- Protect yourself against bloodborne pathogens, such as hepatitis and HIV, by using “universal precautions”
- Avoid contact with blood and other bodily fluids
- Training is provided for identified personnel
- Only trained personnel wearing proper protective equipment (*i.e. latex gloves, gown, eye shield*) should clean up spills with suspected blood/bodily fluids
- Review complete policy at the EH&S website

# Lock-out/Tag-out (LOTO) and Confined Space



- Only Authorized employees of LOTO should engage in de-energizing equipment
- If you see a lock, tag or confined space sign 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
- ONLY trained employees are able to access a confined space
- Reference both policies at the EH&S website



# 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
- Report electrical concerns to Facilities Operations

## Don't:

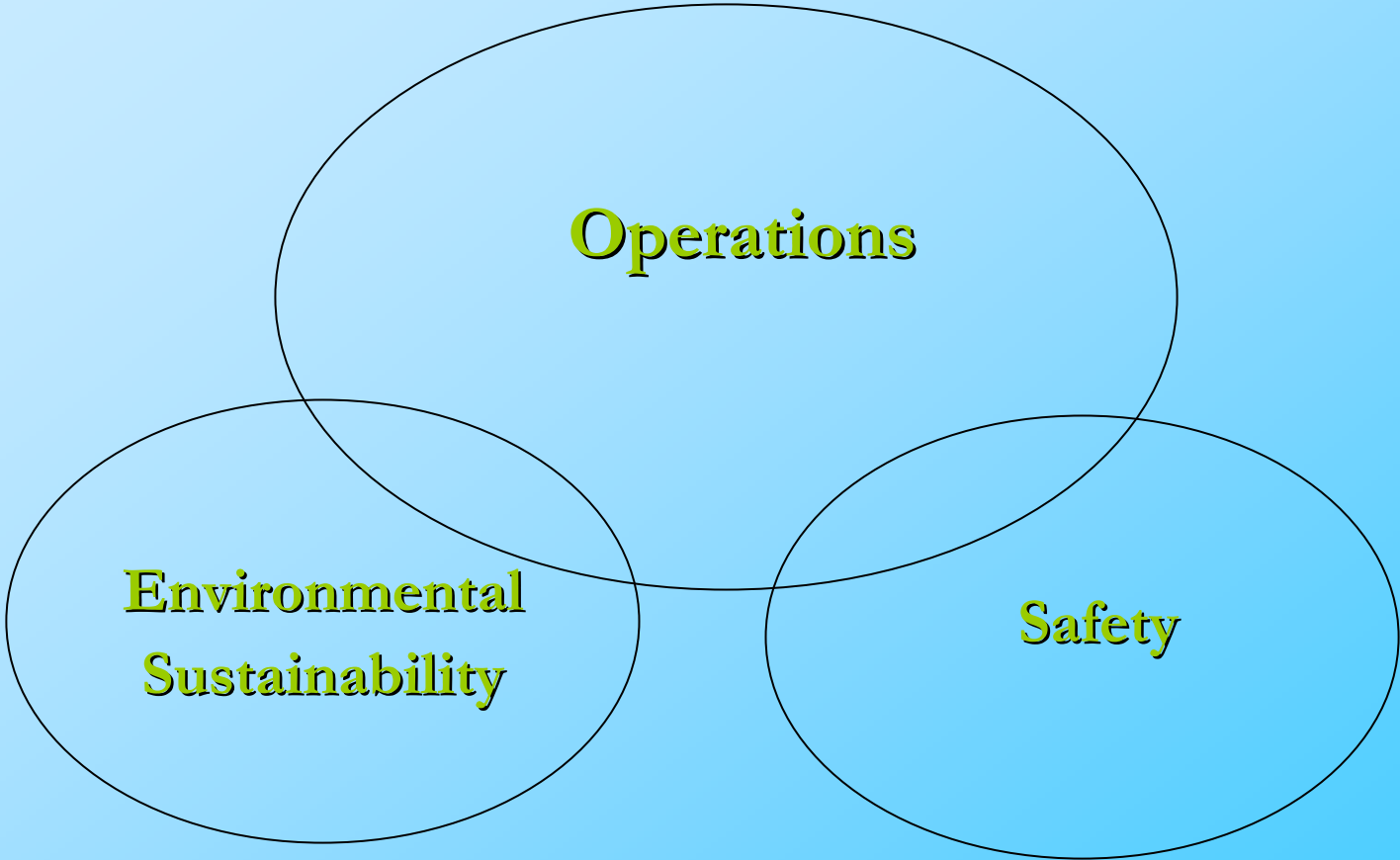
- Overload outlets
- Fasten cords with staples or nails
- Run cords through water
- Touch cords with wet hands
- Use damaged cords
- Use ungrounded cords

**\*\*** *Extension cords should only be used for portable appliances, complete details on their acceptable use are available at our EH&S Office (x5607)*

# 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





**Operations**

**Environmental  
Sustainability**

**Safety**

# SLU and the Environment

- ... Whereas St. Lawrence administration is committed to procedural, procurement and building efforts aimed at reducing consumption and waste while increasing energy efficiency, efforts that will strengthen the sustainability of the physical plant and demonstrate the University's commitment to environmental stewardship; and
- ... Therefore, be it resolved that the Board of Trustees approves the adoption as one of the University's core values, a commitment to environmental awareness, environmental education and the pursuit of environmental sustainability in its operations and...

- ✓ Recycling, Managing Our Waste Stream
- ✓ Energy Conservation
- ✓ Alternative Energy Sources
- ✓ Environmentally Friendly Product

**Use** Steps Already Taken:

- Toyota Prius
- Cogeneration
- Recycling Plan
- Recycling Cooking Oil
- LEED Certification of Science Building

# Fire Safety



- Annual training is provided by the Security and Safety Department.
  - Information includes awareness for office, electrical and chemical hazards
- \*At sound of fire alarm – evacuate immediately!**



# Fire Extinguishers

- Know the location of fire extinguishers
- Do not block access to the fire extinguisher
- Know how to use an extinguisher:
  - Pull the pin
  - Aim hose at base of fire
  - Squeeze trigger
  - Sweep spray back and forth across base of 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 to your supervisor or Facilities Operations

# Emergency Response



- Call 911 for professional help
- Contact Campus Safety (x 5555)
- Give emergency first aid, if trained/needed
- Report the incident
- Cooperate with the investigation

# Reporting an Accident/Incident

- Notify your supervisor immediately of all injury incidents and close calls/near misses
- Your supervisor will notify Human Resources within 24 hours for reportable injuries and will work with you to fill out an incident report.

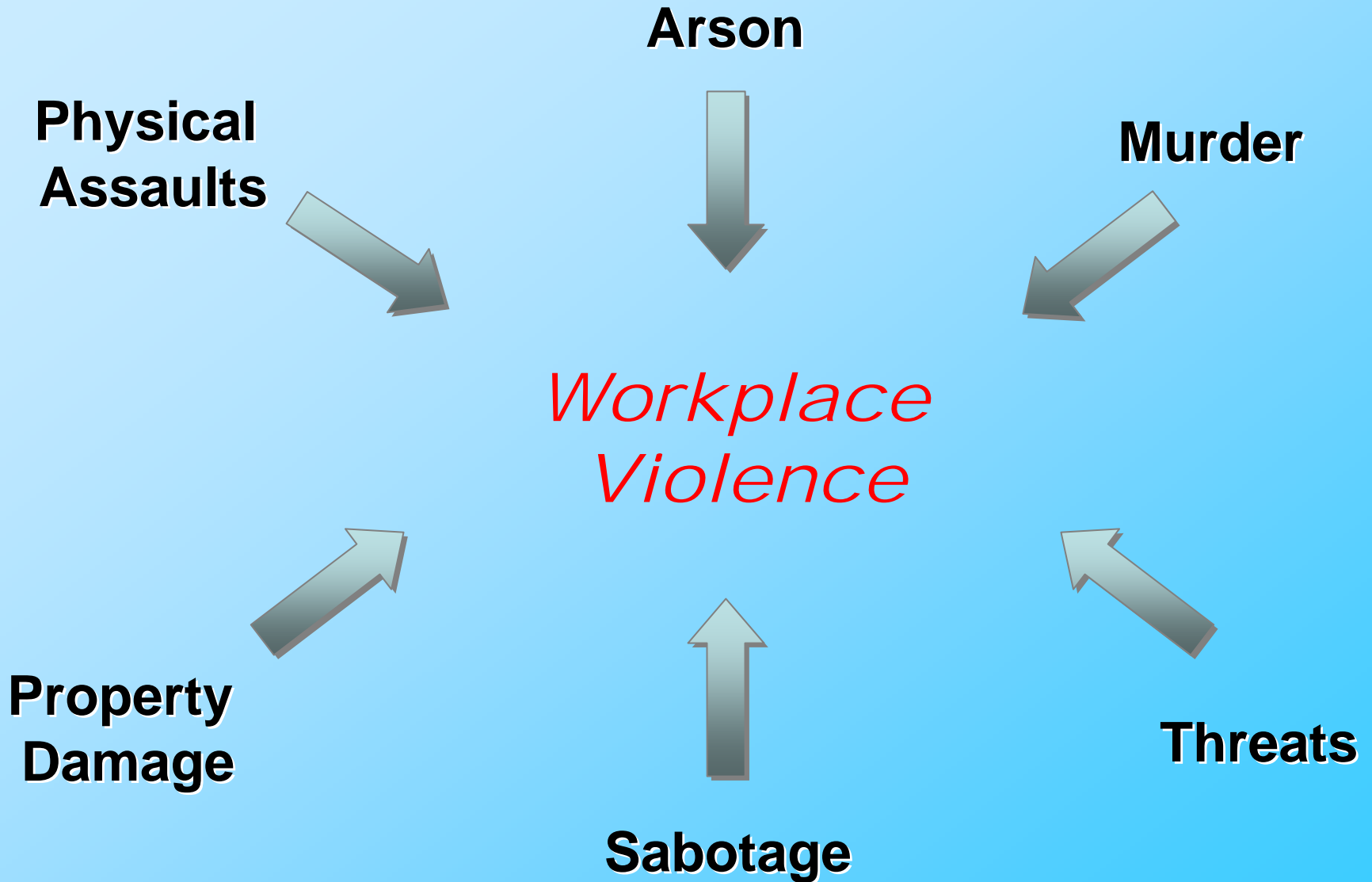


# Workplace Violence:

*“Any act in which a person is abused, threatened, intimidated or assaulted in his or her employment.” For example:*

- Threatening Behavior
- Verbal Abuse
- Physical Attacks
- Harassment
- Verbal or Written Threats -
  - Direct
  - Conditional
  - Veiled

# Types of Workplace Violence



# *Where can they come from?*



**External**

- \*stalker (domestic)**
- \*criminal**
- \*former employee**

**Internal – Employee**

- \*hostile termination**
- \*demotion**
- \*downsizing**
- \*evaluations**
- \*stalker (co-worker)**

# ***Pre-Incident Indicator Symptoms***

- Explosive outbursts of anger or rage
  - Over-reaction to criticism
- Intense mood swings
  - Depression and withdrawal
- Changes in the person's patterns
  - Increase in absenteeism
  - Decreased productivity
  - Personal hygiene
- Repeated violations of rules/policies

# ***Pre-Incident Indicator Symptoms***

- Romantic or sexual obsessions
- Obsessions with weapons and/or paramilitary training
- Devaluation of other people
- New plan to “solve all problems”
- Repeated comments that indicate suicidal tendencies

# SUMMARY CONCEPTS

- Identify and monitor:
  - Troubled employees
  - Troubled employees needing immediate assistance
  - Troubling situation
  
- Respond early before the situation escalates or becomes prolonged:
  - Refer “troubled” employees
  - Report “troubling” situations and seek consultation
  - Seek consultation
  
- Attend concerns and monitor over time:
  - Concerns for threatening person
  - Concerns for threatened person(s)
  - Concerns for workplace
  
- Treat **everyone** with dignity and respect

# Summary

- Take safety seriously
- Look out for hazards
- Report hazards
- Follow safety rules and procedures
- Use good judgment
- Respond safely to emergencies



# Organized Approach



## Other Key Players:

Kathy Boak - EH & S Coordinator

Suna Stone McMasters - Chemical

Hygiene/Environmental Compliance Officer

Patrick Gagnon - Director, Security & Safety

Colleen Manley – Associate Director, Human Resources  
(employee training)

# Closing

Congratulations on your new position.

St. Lawrence University designed this program to assist you in working accident and injury free for a lifetime.

# Credits

- St. Lawrence University's Safety Compliance Task Force
- Marsh USA, Inc.