# Campus Safety Monthly Newsletter

June 2023

**Risk Management**
**Environmental Health & Safety**
**Emergency Management**
**Ergonomics**
**Continuity of Operations**
**Campus Security**

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## 1 On the Job Accidents

The Office of Campus Safety investigates all on the job accidents. Any employee involved in a work- related accident is required to submit an Employee's Report of Injury form as soon as possible after the accident. The employee's supervisor must investigate the accident and complete the Supervisor's Investigation of Employee's Accident/Incident. These forms can be obtained through Human Resources or the Office of Campus Safety – Shared Services.

Once the forms are completed and submitted to Human Resources, the Office of Campus Safety will conduct and independent investigation. This investigation includes interviews with the injured employee and any witnesses of the incident. When the investigation is completed, training recommendations will be submitted to the injured employee's supervisor to present in the next department meeting. The training recommendation includes handouts, a quiz, and sign in sheet to submit back to the Office of Campus Safety.

The Office of Campus Safety offers training to supervisors on how to conduct a thorough work-related injury investigation. If interested contact the Executive Director of Campus Safety – Shared Services.

## 2 Hazard Communication

Hazard communication signage and labels are a very important safety tool. If we know what a material or process is, and what hazard it presents, we can much more easily prevent exposure to those hazards. Consequently, commercial products and College equipment are labeled in accordance with GHS standards, and Safety Data Sheets (SDSs) are available for industrial and research materials on campus. If you notice unlabeled hazardous materials or processes, or a fading label, please replace the label immediately, or contact your supervisor for assistance if you cannot do so. If a new, hazardous product or process is being added to your work area, make sure that your supervisor explains the particular hazards, showing you the SDS for any hazardous chemicals, and showing you how to work around them safely.

For more information about general hazard communication, investigate Hazard Communication, or contact the Office of Campus Safety – Shared Services.

## 3 Slips, Trips, & Falls

Slips, trips, and falls are common accidents in all work environments. Here a few ways of prevention for these incidents:

- Focusing on the task of walking and being aware of surroundings. Looking for stairways, curbs, speed bumps, changes in surface or elevations can all prevent these incidents.
- Using ladders or stepladders properly and ensuring they are set up properly before use are critical to avoid falls from height. Make sure the ladder is labelled follow the directions on the labelling.
- Parking lots can have many different hazards – curbs, gravel, oil patches or a combination accompanied by inclement weather. If not aware of what others are doing around us and where walking, slips, trips, and falls can occur.
- Using handrails walking up or down stairs is very important, especially during inclement weather. Keep one hand free for the handrail when walking stairs.
- Using caution when walking. Avoid pushing or hurrying and provide sufficient time to reach destination.
- Avoiding the use of cellular phone while walking. Texting distracts its user from surrounding environment and is one of the major causes of slips, trips, and falls.
- Reporting all unsafe conditions to supervision or the Office of Campus Safety – Shared Services.

## 4 Fire Alarm Response

When the fire alarm sounds, building occupants should immediately act to assure their safety. The fire alarm system is designed to provide early warning to allow building occupants to exit the building safely during and emergency situation.

- Never ignore the alarm, assume the alarm is false, or assume it is a fire alarm test.
- Everyone must evacuate the building by way of the safest and closest exit and/or stairway. Never use an elevator to exit during a fire alarm evacuation.
- People who need assistance with building evacuation should be identified and a plan developed for the assistance.
- Once outside the building, move away from the building. Assemble across the street or in a parking lot adjacent to the building.
- The front of the building is where the fire department will be operating. Do not obstruct its access to the building.
- If there is an incident occurring on the upper floors and glass is being blown out of the windows, the area below is the hazard zone where serious personal injuries can happen. Stay away from this hazard zone.
- Once outside, do not re-enter the building until told to do so by the fire department or law enforcement.

## 5 6 Cs of Compressed Gas Safety

**C**ap the cylinders whenever they aren't in use. To prevent breakage of regulators, turning the compressed gas cylinder into a rocket, any cylinder that comes with a cap should have that cap firmly affixed whenever it isn't in frequent use, and at all times that it isn't firmly affixed to a stationary object. On that note,

**C**onstrain the gas cylinder whenever it isn't in use, affixing it to a stationary object with a chain, cable, or purpose-built gas cylinder belt. This prevents it from falling over and taking unnecessary damage.

**C**lear the area around the cylinders, so that you can avoid slips and trips. Slips and trips increase the risk of a leak, and obstruction may delay your escape in case of a leak. Don't handle compressed gases in a confined space, as a gas release may replace the air within that space.

**C**heck the safety data sheet for any other hazards that you must be aware of. Several gases have further hazards that may require additional protection.

**C**ollect the cylinders in safe areas, away from physical hazards such as vehicles, door, or forklifts, and in groups of similar gases. Gases with different hazard profiles usually should be separated by at least 20 feet.

**C**art the cylinders from place to place, using an appropriately-sized hand truck. Never move a gas cylinder for a long distance without appropriate tools.

For more information, view this instructional video.