

# NEW EMPLOYEE ORIENTATION

*ENVIRONMENTAL HEALTH & SAFETY TRAINING*

January 10, 2018

# Training Agenda

- During this session, we will provide training for the following topics:
  1. University's Official Safety Policy, Safety Manual, General Safety Rules, and Employee Responsibilities.
  2. Tobacco Use Policy
  3. Driver Safety Program
  4. Emergency Preparedness
  5. Accident / Incident Reporting
  6. Reporting Potential Hazards, Building Issues, Etc.
  7. Natural Gas and Asbestos Notices
  8. Fire Safety and Fire Prevention
  9. Chemical Safety and Hazard Communication Program
  10. Equipment Safety and Lockout / Tagout
  11. Bloodborne Pathogens

# Regulatory Requirements

- Some of the training that we will be providing today is required by federal and state laws and regulations.
- Agencies regulating the University in regards to environmental health and safety include:
  - ▣ OSHA – Federal Occupational Safety and Health Administration
  - ▣ ORM – Louisiana Office of Risk Management
  - ▣ DEQ – Louisiana Department of Environmental Quality
  - ▣ EPA – Environmental Protection Agency
  - ▣ Louisiana Workforce Commission
  - ▣ DHH – Department of Health and Hospitals

# Office of Risk Management

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- Safety
- Property
- Driving
- Equipment Maintenance
- Orientation Training
- Blood Borne Pathogens
- Accident & Incident
- Return to Work
- Audits

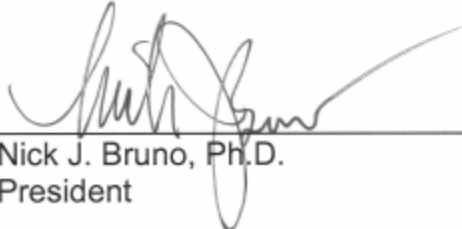
## The University of Louisiana at Monroe

### Safety Policy Statement

The University of Louisiana at Monroe is committed to providing the University community with a safe and healthful academic and work environment. In service to this goal, the University has implemented an Environmental Health and Safety Program outlined in this manual. This safety program is designed to provide a safe and healthy working, teaching, and learning environment while promoting an atmosphere of safety and health awareness.

It is my responsibility as University President to promote the safety of the University community; it is the responsibility of all employees and students to work as a team in the implementation of the University Safety Program. Each member of the University community should participate in the Safety Program by encouraging the development and cultivation of attitudes that are conducive to a safe environment. Individuals are responsible for their own safety and for promoting a safe environment in their areas of responsibility. This will make for an effective safety program in all phases of our operation: education, research, student service, public service and employee and community relations.

The University's safety program is to be proactive and must exemplify a commitment to the prevention of injury, illness and property damage by all members of the University community. All representatives of the University should be genuinely committed to the health and safety program while conducting their daily activities. Only through the teamwork of the entire University community can we succeed in providing an environment free from unnecessary risks and dangers.



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Nick J. Bruno, Ph.D.  
President

1/12/11

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Date

# General Safety Rules

It is essential that all workers are aware of safe practices and include them in all activities on or off the job. All University employees, as a condition of employment, must abide by and follow all safety regulations and standards, written or implied, for the purpose of protecting the individual from bodily injury and preventing damage to equipment and property. As noted, the following items are general in nature and not all inclusive of every situation or condition.

1. Smoking is prohibited on campus.
2. Candles may not be burned in the work place.
3. Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the work place.

# General Safety Rules (cont.)

4. Personal protective equipment will be used when required to protect the worker from potential hazards that cannot be eliminated. Faculty, Foremen and Supervisors will ensure availability and proper use.
5. Accidents, near misses, injuries, and property damage should be reported to the supervisor immediately, regardless of the severity of the incident. The supervisor will see that injured employees receive medical attention and that all necessary reports are completed.
6. Employees will inspect their individual work stations before each shift to ensure that equipment, tools and vehicles are maintained in proper working condition. Any situation which requires a work order will be brought to the attention of the supervisor who will take necessary steps to see that it is done.

# General Safety Rules (cont.)

7. Whenever there is a question concerning the safety of a task or working condition, the supervisor should be consulted before commencing the task.
8. Proper lifting techniques will be used and workers will get assistance when a load is too heavy or too bulky for one person to handle safely. Workers should never attempt to catch a falling object.
9. All drivers will utilize restraint belts and will not start the vehicle until all passengers are properly buckled. Vehicle operators must be trained and properly certified or licensed. They must follow all state and local codes when operating University vehicles or equipment on or off campus. Riders in the back of pickups/trucks must be seated within the bed and not on sides of the vehicle.



# General Safety Rules (cont.)

10. Workers will report any unsafe working conditions or acts to their supervisors.
11. Horseplay and fighting will not be tolerated.
12. Workers should report the use of any prescription and/or non-prescription medicine/drug use to their supervisor. Some drugs or medicines may cause the user to react in a manner which is not normal, become drowsy or possibly unconscious. Some medicines may cause a person to be incapable of operating a vehicle or machinery.
13. Employees working alone in potentially hazardous operations including the performance of any experiments or who work late at night must have someone within contact distance and should notify the department head or supervisor during the work day or the University Police after working hours.

# General Safety Rules (cont.)

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14. Workers should maintain an orderly work environment and work procedures. All tools and equipment should be stored in designated places. Scrap and waste material should be put in a designated refuse container.

15. Employees should know safety rules and emergency procedures regarding first aid, evacuation routes, and fire department notification procedures for their work location.

16. Employees who ignore or do not comply with safety requirements may receive disciplinary action and, in extreme circumstances, may have their employment terminated.

# ULM Safety Policy Statement

- Please take a look at the safety policy statement on the Safety Website.
- A few key points to review:
  - It is the responsibility of all employees to work as a team to implement the safety program
  - Individuals are responsible for their own safety and promoting a safe work environment in their areas of responsibility.
  - The safety program needs to be proactive.
  - We must all work as a team to ensure the safety of our campus.

# Safety Manual and Safety Website

- If you want to find details on all of ULM's safety policies and programs please visit our website:  
[□ http://www.ulm.edu/safety/](http://www.ulm.edu/safety/)
- The University maintains an employee safety manual on this website. The safety manual contains detailed policies, procedures, and forms of everything we will review today. Please review the website and safety manual when you have an opportunity.

Division of Business Affairs

# Facilities Management and Environmental Health & Safety (EHS)

Personnel Directory

🏠 Safety Office

### Safety Quick Links

Safety Meetings and Training

Driver's Safety Page

Emergency Response Plan

ULM Safety Manual ←

GHS Label Template

### Quick Links

General Safety Rules and Safety Responsibilities

Safety Policy

Asbestos Policy

Workplace Hazard Reporting

Natural Gas Policy

Related Links

### Forms, Policies, and Reports

Safety Policies

Safety Forms

4th Qtr Safety Meeting Report - Students

4th Qtr Safety Meeting Report - Faculty/Staff

Authorized Drivers Report

Authorized Water Vessel Operators Report

Environmental Health & Safety Department

*In case of emergency please contact the University Police Department at 318-342-1911.*



## Safety News

**Fight the Bite!**

## Need to Report an Accident, Incident, or Near Miss?

1. [Accident Investigation Instructions](#)
2. [Accident Report Forms](#)

**Do you know of a hazardous** condition that needs to be corrected? Please report it to the ULM FIXX line...you can call 318-342-FIXX (3499) or you can submit online at [fixx.ulm.edu](http://fixx.ulm.edu).

# Facilities Management and Environmental Health & Safety (EHS)

The University of Louisiana at Monroe

## ENVIRONMENTAL HEALTH AND SAFETY MANUAL

|   |
|---|
| Personnel Directory   |
| 🏠 Safety Office   |
| <b>Safety Quick Links</b>   |
| Safety Meetings and Training  |
| Driver's Safety Page  |
| Emergency Response Plan   |
| ULM Safety Manual   |
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| Related Links   |
| <b>Forms, Policies, and Reports</b>   |
| Safety Policies   |
| Safety Forms  |
| 4th Qtr Safety Meeting Report - Students  |
| 4th Qtr Safety Meeting Report - Employee  |
| Authorized Drivers Report   |
| Authorized Water Vessel Operators Report  |
|   |
| Environmental Health & Safety Department<br>700 University Ave.<br>Monroe, LA 71209-2800<br>Facilities Department & EHS<br>Shane Dykes, Safety Officer<br>dykes@ulm.edu<br>(318) 342-5177<br>A Division of Business Affairs |

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Note: The above linked documents may be lengthy.

# General Safety Requirements and Employee Responsibilities

- Now we will review the general safety requirements and employee responsibilities in detail:

□ [http://www.ulm.edu/safety/manual\\_intro.html](http://www.ulm.edu/safety/manual_intro.html)

# Why me?



The following portion of this training is designed to inform and remind you of your responsibility in the ULM safety program. See which category you belong to and pay attention to the things you should be doing.



# The President and Vice Presidents shall:

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1. Have responsibility for the comprehensive safety program.
2. Determine and provide funding to eliminate unsafe conditions and provide personal protection to the employee.
3. Coordinate safety policy in accordance with recommendations by the Safety Committee.
4. Actively participate in the implementation of the safety program by review and response to reports, inspections and audits; assure contracts for projects are timely and directed to the most efficient and economical solutions of the problems at hand, and take a leadership role in application of goals set for the program.

# Deans, Directors, and Department Heads shall:

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1. Provide for periodic self-inspections in their areas of responsibility utilizing the appropriate inspection form as detailed in "Inspections."
2. Have accidents resulting in personal injury to personnel for whom they are responsible investigated to determine cause and possible corrective actions and submit a copy of the report along with the accident report to the Safety Office.
3. Cooperate with the Safety Officer when called upon to do so.
4. Appoint a College/Department Safety Committee with committee Chairman insuring minutes are taken and recorded.

# Environmental, Health, & Safety Officer shall:

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1. Hold at least four safety meetings annually.
2. Develop and Implement a comprehensive environmental, health, and safety program with the intent of providing a safe and healthful work place and campus.
3. Advise the President and operating management of methods to achieve goals.
4. Review accident reports and trends to determine corrective actions.
5. Review and recommend changes or amendments to the safety plan periodically.
6. Recommend necessary actions to department heads to comply with requirements and regulations.
7. Ensure proper and accurate documentation of the Safety Program.

# The University Safety Committee shall:

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1. Assist the Environmental, Health, and Safety Officer in reviewing safety problems, developing policies and methods for resolving the problems and in developing procedures for achieving established goals.
2. Assist the Safety Officer in developing safety education/training programs designed to create and maintain an interest in job safety.
3. Assist in coordinating the efforts of the Safety Committees of all areas and departments throughout the campus.
4. Review reports of significant accidents and/or property damage incidents.
5. Develop suggestions and recommendations for the correction of hazardous acts, working conditions and/or unsafe work practices.
6. Review and revise as necessary new or existing policies to minimize unsafe acts or procedures.

# Physical Plant Management shall:

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1. Prioritizes work orders and projects submitted for correction of unsafe conditions and resulting from all safety inspections.
2. Establish and maintain a schedule and recording procedure for an all-inclusive preventive maintenance program for all systems, equipment and vehicles.
3. Provide necessary training for maintenance and custodial personnel to ensure proper certification and licensing for required activities and equipment.

# Faculty, Supervisors, and/or Foremen shall:

1. As key figures in the ULM safety Program, each shall have a working knowledge of safety principles and rules applicable to their area of responsibility.
2. Schedule and conduct inspections of areas of responsibility to identify and correct unsafe conditions and procedures or acts which might be harmful to the worker and/or ULM property. Retain the inspection and send a copy to the Safety Office.
3. Take necessary action (work orders, requests for assistance, etc.,) to correct unsafe acts and conditions which could include work stoppage.
4. Maintain a clean workplace and assure participation of all employees.
5. Assure injured employees receive medical attention.
6. Investigate accidents to determine causes and initiate possible corrective actions to preclude recurrence. Prepare documentation and forward a copy to the Safety Office.
7. Maintain a copy of the ULM Safety Manual and assure that every employee is aware of it.
8. Provide safety training for each new employee and for current employees who must perform new tasks or operate new equipment or whose safety performance is not satisfactory. Training shall include correct work procedures, proper use of equipment and availability of assistance, when needed. Records will be maintained for each employee.
9. Request assistance from the Safety Officer when necessary.

# Employees shall:

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1. As a condition of employment, observe and comply with applicable safety rules and practices.
2. When practical, take initiative to correct unsafe conditions and acts or, if it cannot be accomplished, report them to the supervisor.
3. Utilize personal protective equipment as needed and/or required.
4. Make suggestions or inquiries which might improve or modify presently accepted work practices.
5. Request assistance from the immediate supervisor and refer to the Safety Office when all other avenues to correct hazardous conditions have been exhausted.

# Conclusion

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This is not meant to be an exhaustive list of all possible safety responsibilities.

ULM safety responsibilities for safety and health can be viewed here: [http://www.ulm.edu/safety/general\\_rules.html](http://www.ulm.edu/safety/general_rules.html)



# Tobacco Use Policy

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- With the exception of some public areas on the east side of campus, the use of tobacco products is completely banned throughout the University.
- See Tobacco Use Policy for more details:  
[□ http://www.ulm.edu/tobaccouse/](http://www.ulm.edu/tobaccouse/)

# Driver Safety Program

- For details, visit <http://www.ulm.edu/safety/drvsfty/drvsftyindex.html>
- The goal of the program is to reduce all motor vehicle accidents and limit the University's and the State's liability.
- To become an authorized driver for ULM:
  - Complete the Driver Authorization Form and have your supervisor sign the form. Submit the form to the Environmental Health and Safety Office.
  - Complete the online defensive driving training course. Print your training certificate and submit the certificate with your driver authorization form.
  - The Environmental Health and Safety Office will order your official driving record from the State Office of Motor Vehicles.
  - Must have at least minimum auto insurance coverage for your personal vehicle
  - **Unless you permanently reside in another state, you must get a Louisiana driver's license**
  - **If you are maintaining a residence out of state, you must obtain an official driving record from that state and send to the Safety Office to be authorized to drive**

# Driver Safety Program (cont.)

- If you are involved in an auto accident on official University business, you must complete the Louisiana State Driver's Accident Report Form (DA 2041) within 48 hours after an automobile accident in a state-owned vehicle and/or a rented/leased vehicle, or a privately owned vehicle being used on state business. Once the accident report form is completed, it must be submitted to the ORM Claims Unit by the driver or the supervisor.
- A few other notes:
  - If you are ticketed or arrested for any moving violation you must report it to your supervisor the next business day.
  - You must retake the defensive driving course
  - Your certificate is only good for three years
  - A list of authorized drivers and their expiration dates are published on driver safety website.

# Emergency Preparedness

- If you encounter an emergency please call 911 and also call University Police. Do not assume that someone else has called. The non – emergency number for the University Police Department is 342-5350. The emergency number is 342-1911.
- Emergency call stations are located near heavily traveled pedestrian walkways on campus. These call stations directly dial the University Police and pinpoint your location. Elevators on campus also have emergency phones that directly dial the University Police department.
- Know the evacuation procedure for your building and your assembly point for when you evacuate. Do not leave campus until you are sure that emergency officials know you have been accounted for.
- Evacuate immediately if you hear the fire alarm sound. Do not assume that it is a false alarm or a drill. Evacuate as if it is a real emergency.
- In larger scale emergencies, the Chief of Police for ULM and / or the ULM President is the incident commander.

# Emergency Notification Systems

- All of ULM's larger buildings have fire alarms that sound an audible alarm in the event of a fire.
- There is an emergency siren located at Walker Hall to provide emergency alerts to people that may be outside of buildings in the event of an emergency.
- WARHAWK ALERT Emergency Alert System – the University maintains a system that will text, email, and call you in the event of an emergency. Visit <http://www.ulm.edu/ens/> to sign up.
- Local media, ULM's website, employee mass emails, student mass emails, and other available outlets will be used to communicate with the University community as needed.

# How to Report Accidents, Incidents, and Near Misses

- Refer to the ULM Safety Manual for details.
- It is very important that all employees report all accidents, injuries, incidents, and near misses as soon as possible to their supervisor and that the supervisor submits these reports to the Environmental Health & Safety and Human Resources Offices. All reporting should be completed as soon as possible. Call each office and notify us immediately. Follow up with reports within 24 hours.
- In all cases complete the form DA 2000 when an employee is involved. LDOL-WC-1007 form should also be completed when an injury is involved.
- Complete the DA 3000 form when a non – employee is involved

# How to Report Accidents, Incidents, and Near Misses (Cont.)

- INVESTIGATE -- Include detailed statements, police reports, photographs, and other evidence to document the investigation of each accident / incident. Investigations should include facts only...do not speculate on the cause of the accident.
- REPORT IT – even if you think it is something minor, you still must report it.
- If emergency medical care is needed, call the University Police.
- If non emergency medical care is needed, employees may go to student health services for first aid, evaluation, and referral to a medical facility or physician.

# Reporting Hazards

- If you observe an unsafe condition please report it as soon as possible. Please don't assume that someone else has already reported it. We would rather have too many reports than to not know about the problem at all.
- If it is an emergency condition that you have observed, please call the University Police. After calling UPD please report this condition to the physical plant also at 342-3499.
- Most other conditions can be reported the physical plant's FIXX line.
  - Call 342-FIXX (3499)
  - Submit Online at [fixx.ulm.edu](http://fixx.ulm.edu)
- Contact the Safety Department directly if the issue needs immediate attention— 5177.



# ULM Natural Gas System

- The University operates our own natural gas system to distribute natural gas throughout the campus. Natural gas is mostly used for heating buildings and heating water.
- If you smell natural gas, please contact the physical plant immediately at 342-3499 (FIXX) or 342-5190.
- If it is after normal business hours please contact the University Police Department at 342-5350

# ULM Asbestos Management

- The University has many buildings that were constructed with building materials containing asbestos.
- If disturbed, these asbestos containing materials can release asbestos fibers which may possibly cause health issues if inhaled.
- The University follows Louisiana Department of Environmental Quality rules, regulations, and procedures for all asbestos containing materials. The University is routinely inspected by the Dept. of Environmental Quality to ensure that these materials are maintained properly.
- Asbestos Management Plans are available for review at the Physical Plant Building. Please call at 318-342-5177 if you would like to review these plans.

# Fire Prevention & Fire Safety

- Fire Protection Systems – most buildings have fire alarms, some buildings have automatic fire sprinklers.
- Fire Extinguishers – all buildings have fire extinguishers. They should only be used for small fires that are under control.
- Fire Drills – The University does conduct fire drills at least annually in each building. Treat the drill like it is a real fire.

# Fire Prevention & Fire Safety (Cont.)

- Evacuation Plans and Routes - know the evacuation route for your building / department. Know alternate routes in case your exit is blocked. Close the door behind you as you leave. Try to take your keys, purse, etc. if you can quickly reach them. Know where to assemble and be sure that you are accounted for.
- Portable heaters are not allowed. Candles are not allowed. No smoking. When kitchens are provided they are for warming only. No frying, no cooking, etc.
- Replace any damaged cords or electrical lines as soon as possible. Unplug these cords until they can be replaced.

# Chemical Safety and Hazard Communication Program

- There are many chemicals used throughout the University that OSHA classifies as hazardous materials.
  - The University operates scientific research laboratories for the College of Pharmacy, College of Arts and Sciences (Biology & Chemistry), and the College of Health Sciences.
  - Custodial and Maintenance personnel use cleaning and maintenance chemicals throughout campus as they carry out their work.
  - The Visual and Performing Arts use a lot of artistic mediums such as pottery glaze, paint, ink, and solvent.
- All employees need to be aware of the chemicals used in their area and the specific hazards these chemicals present.
- This information may be found on a Safety Data Sheet (SDS) for each chemical. Departments and work areas must also maintain a chemical inventory for their area.

# Chemical Safety and Hazard Communication Program (Cont.)

- All containers must be labeled appropriately, even if it is just a spray bottle of water. Container labeling is critical to ensure other employees know what is in the container. We must use warning labels for dangerous materials.
- Employees whose main course of work will be in scientific laboratories need detailed training on ULM's Chemical Hygiene Plan
- All chemical waste must be disposed of properly. Unused chemicals cannot be disposed of in regular garbage. Contact the environmental health and safety office for assistance.

# GHS

- Globally Harmonized System of Classification & Labeling of Chemicals
- A system for standardizing and harmonizing the classification and labeling of chemicals
- Defines health, physical and environmental hazards of chemicals
- Communicates hazard information, as well as protective measures, on labels and Safety Data Sheets (SDS).
- The GHS itself is not a regulation or a standard
- Establishes agreed hazard classification and communication provisions with explanatory information on how to apply the system

# What's Changed?

- Product Labels
  - ▣ Pictograms
  - ▣ Signal Words
- MSDSs are now just SDSs (Safety Data Sheets)
  - ▣ Material has been dropped
  - ▣ Standardized formatting
- Chemical Classifications
- HMIS/NFPA standard criteria
  - ▣ GHS is reverse of the HMIS/NFPA standard



# GHS Hazard Communication

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- Once a chemical has been classified, the hazard(s) must be communicated to target audiences
- Labels and Safety Data Sheets are the main tools for chemical hazard communication

# GHS Label Elements

- Product Identifier
- Signal Word (Danger, Warning)
- Hazard Statement (for each hazard class and category)
- Pictogram(s)
- Precautionary Statement (for each hazard class and category)
- Name, Address and Tele. # of chemical manufacturer

# Signal Words

"Danger" or "Warning" are used to emphasize hazards and indicate the relative level of severity of the hazard, assigned to a GHS hazard class and category.

- **"Danger"** for the more severe hazards
- **"Warning"** for the less severe hazards.

# Hazard Statement

- Hazard statements are standardized and assigned phrases that describe the hazard(s) as determined by hazard classification
  - “Causes eye irritation”
  - “Toxic if inhaled”
  - “Flammable aerosol”
  - “May cause cancer”
  - “May cause respiratory irritation”
  - “Harmful to aquatic life”
  - “Contains gas under pressure; may explode if heated”

# Symbols/Pictograms

- Convey health, physical and environmental hazard information, assigned to a GHS hazard class and category.
- The GHS symbols have been incorporated into pictograms for use on the GHS label
- Pictograms will have a black symbol on a white background with a red diamond frame

# Pictograms

## Health Hazard



- Carcinogen
- Mutagenicity
- Reproductive Toxicity
- Respiratory Sensitizer
- Target Organ Toxicity
- Aspiration Toxicity

## Environment



- Aquatic toxicity

# Pictograms

## Exclamation Mark



- Irritant (skin and eye)
- Skin Sensitizer
- Acute Toxicity
- Narcotic Effects
- Respiratory Tract Irritant
- Hazardous to Ozone Layer (Non-Mandatory)

## Skull & Crossbones



- Acute toxicity (fatal or toxic)

# Pictograms

## Gas Cylinder



- Gases Under Pressure

## Exploding Bomb



- Explosives
- Self-Reactives
- Organic Peroxides



# Pictograms

## Corrosion



- Skin Corrosion/Burns
- Eye Damage
- Corrosive to Metals

## Flame Over Circle



- Oxidizers

# Pictogram

## Flame



- ❑ Flammables
- ❑ Pyrophorics
- ❑ Self-Heating
- ❑ Emits Flammable Gas
- ❑ Self-Reactives
- ❑ Organic Peroxides

# Precautionary Statements

- Precautionary Statements are standardized explanations of the measures to be taken to minimize or prevent adverse effects
  - Prevention
    - “Wear protective gloves”
  - Response
    - “If inhaled remove person to fresh air”
  - Storage
    - “Store in well ventilated place”
  - Disposal
    - “Waste must be disposed of in accordance with federal, state and local environmental control regulations”

# Label Example

## GHS Label

GHS Material

Danger!

Toxic If Swallowed, Flammable Liquid and Vapor



Do not eat, drink or use tobacco when using this product. Wash hands thoroughly after handling.  
Keep container tightly closed. Keep away from heat/sparks/open flame – No smoking. Wear protective gloves and eye/face protection. Ground container and receiving equipment. Use explosion-proof electrical equipment. Take precautionary measures against static discharge. Use only non-sparking tools.  
Store in a cool/well-ventilated place.

IF SWALLOWED: Immediately call a POISON CONTROL CENTER or doctor/physician. Rinse mouth.

In case of fire, use water fog, dry chemical, CO<sub>2</sub>, or "alcohol" foam.

Consult corresponding MSDS for ingredients and handling instructions

SiteHawk@, 709 Nissan Drive, Smyrna TN 37167 (615) 459-0064

# NFPA Label Changes

| COMPARISON OF HMIS III/NFPA 704 RATING SYSTEMS & GHS HAZARD CATEGORIES  |   |
|---|---|
| <b>HMIS III/NFPA 704 RATINGS</b><br>0 = Minimal Hazard<br>1 = Slight Hazard<br>2 = Moderate Hazard<br>3 = Serious Hazard<br>4 = Severe Hazard | <b>GHS HAZARD CATEGORIES</b><br>1 = Severe Hazard<br>2 = Serious Hazard<br>3 = Moderate Hazard<br>4 = Slight Hazard |

Classification – Flammable liquids are classified in one of four categories, as follows:

Category 1 – flashpoint of  $< 23^{\circ}\text{C}$  and initial boiling point  $\leq 35^{\circ}\text{C}$

Category 2 – flashpoint of  $< 23^{\circ}\text{C}$  and initial boiling point  $> 35^{\circ}\text{C}$

Category 3 – flashpoint of  $\geq 23^{\circ}\text{C}$  and  $\leq 60^{\circ}\text{C}$

Category 4 – flashpoint of  $> 60^{\circ}\text{C}$  and  $\leq 93^{\circ}\text{C}$

## Hazard Communication

Category 1 – Flame symbol with the “Danger” signal word

Category 2 – Flame symbol with the “Danger” signal word

Category 3 – Flame symbol with the “Warning” signal word

Category 4 – No symbol necessary, but must have the “Warning” signal word

# Secondary Containers

- Employers must ensure that each container of hazardous chemicals in the workplace is labeled, tagged, or marked with either the information specified under (i) through (v) for labels on shipped containers
  - ▣ (i) Product identifier;
  - ▣ (ii) Signal word;
  - ▣ (iii) Hazard statement(s);
  - ▣ (iv) Pictogram(s);
  - ▣ (v) Precautionary statement(s);

OR

- Product identifier and words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

# Safety Data Sheets (SDS)

Standard formatting; 16 sections:

1. Identification of the substance or mixture and of the supplier
2. Hazards identification
3. Composition/information on ingredients
4. First aid measures
5. Firefighting measures
6. Accidental release measures
7. Handling and storage
8. Exposure controls/personal protection
9. Physical and chemical properties
10. Stability and reactivity
11. Toxicological information
12. Ecological information
13. Disposal considerations
14. Transport information
15. Regulatory information
16. Other information including information on preparation and revision of the SDS

# Control of Hazardous Energy

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## 29 CFR 1910.147

The standard covers the servicing and maintenance of machines and equipment in which the unexpected energization or start up of the machines or equipment , or release of stored energy could cause injury to employees.



# Provisions Of The Standard

Requires employers to establish procedures for isolating machines or equipment from their source of energy and affixing appropriate locks or tags to energy isolating devices

# Employer Responsibilities

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- ❑ Establish energy control program
- ❑ Establish energy control procedures for machines and equipment
- ❑ Provide employee training
- ❑ Conduct periodic inspections of the energy control program

# Application Of The Standard When:

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- An employee is required to remove or bypass a guard or other safety device
- An employee is required to place any part of their body in contact with the point of operation of the operational machine or piece of equipment
- An employee is required to place any part of their body into a danger zone associated with a machine operating cycle

# Minor Servicing Tasks

Employees performing minor tool changes and adjustments that are *routine, repetitive, and integral* to the use of the equipment and that occur during normal operations are not covered by the lockout/tagout standard, provided the work is performed using alternative measures that provide effective protection.

# Definitions

- **Authorized employee:** A person who locks out or tags out machines or equipment in order to perform servicing or maintenance
- **Affected employee:** A person whose job requires him to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout

# Definitions

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- **Energy isolating device:** The mechanism that prevents the transmission or release of energy and to which locks or tags are attached
- Includes manually operated circuit breakers, disconnect switches, line valves, blocks, and others

# Definitions

- Lockout: The placement of a lockout device on an energy isolating device to ensure that the equipment being controlled cannot be operated until the lockout device is removed
- Tagout: The placement of a tagout device on an energy isolating device to indicate the equipment being controlled may not be operated until the tagout device is removed

# LOTO

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- Types of energy may include:
  - ▣ Electrical
  - ▣ Radiation
  - ▣ Thermal
  - ▣ Pneumatic
  - ▣ Hydraulic
  - ▣ Chemical
  - ▣ Stored Energy



# Tag Requirements

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- Tags must also include a legend such as:
  - ▣ Do not start
  - ▣ Do not open
  - ▣ Do not close
  - ▣ Do not energize
  - ▣ Do not operate

# Bloodborne Pathogens Rules & Regulations

- OSHA Standard - is 29 CFR 1910.1030. A link to the OSHA standard is available on the ULM safety web page.
- **ORM requires**
  - ▣ **Development of a bloodborne pathogens plan**
  - ▣ **Low and high risk employees to be trained within 3 months of employment and for high risk, at least *annually* thereafter.**

# Bloodborne Pathogens

## Rules & Regulations

- University Bloodborne Pathogens Plan is updated and available to all employees in the online safety manual contained on the ULM safety website.
- Goal - the goal of the program and training is to reduce accidents involving bloodborne pathogens.

# High - Risk Employees

- An employee who is employed in an occupation that increases their risk of exposure to bloodborne pathogens.
  - ▣ Must be trained annually (face to face)
  - ▣ Must be offered Hepatitis B vaccine - free of charge.
  - ▣ ***If vaccine is declined, the employee must sign a declination statement.***

# High Risk Occupations at ULM

- Athletic Trainers
- Custodial Services
- Dental Hygiene Faculty
- Police Department
- Plumbers
- Speech Language Pathology
- Nursing Faculty
- Radiologic Technology Faculty
- Clinical Laboratory Science Faculty
- Occupational Therapy Faculty

# What are Bloodborne Pathogens?

- Microorganisms (viruses or bacteria) that are carried in the blood and cause disease in humans
- Some of the types of diseases caused by BBPs:
  - Human Immunodeficiency Virus (HIV) = AIDS
  - Hepatitis - many types
  - Malaria
  - Syphilis
  - Many Others

# Are Bloodborne Pathogens Only in Blood?

- Bloodborne pathogens can be transmitted through contact with infected human blood and other potentially infectious body fluids such as:
  - ▣ Saliva (chewing tobacco juice; dental procedures)
  - ▣ Urine
  - ▣ Semen or vaginal secretions
  - ▣ Vomit
  - ▣ Amniotic fluid
  - ▣ Any body fluid that is visibly contaminated with blood

# How can Bloodborne Pathogens Enter My Body?

- Routes of Entry Include:
  - Cuts, Open Sores, Abrasions, Acne, Sunburn or anywhere where skin is not intact
  - Mucous membranes - eyes, nose, & mouth
  - Accidental puncture from contaminated needles and other sharps is the most common work related source of contamination.



# How can I protect myself from Bloodborne Pathogens?

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If you are ever required to work with blood or the other bodily fluids listed you should make sure to use

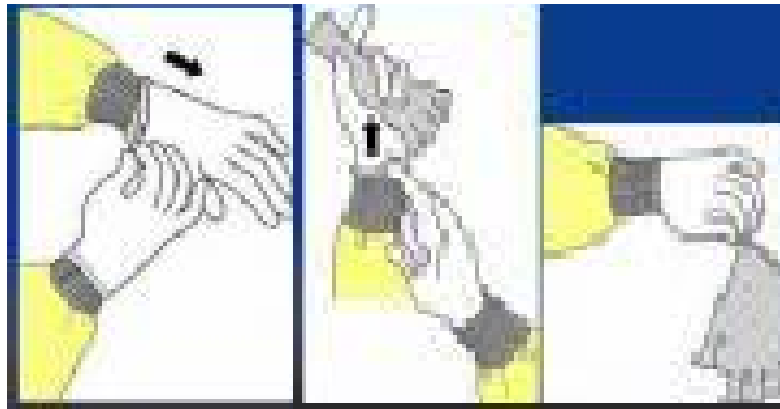
**“Universal Precautions”**

# What are Universal Precautions?

- ❑ Precautions taken when working with blood or other body fluids. The precautions involve protecting yourself from these materials entering your body.
- ❑ Specifically universal precautions involves using good judgment & personal protective equipment such as gloves, face shields, masks (used during CPR), etc.
- ❑ **The simple explanation:**  
**“If its wet and it isn’t yours don’t touch it.”**

# More Practices to Protect Against Bloodborne Pathogens (BBPs)

- **Gloves** - always should be worn when working around BBPs. Be careful to wash hands before putting gloves on. Carefully examine gloves to ensure gloves do not have any holes or tears. Once work is completed, do not use bare hands to remove gloves.



# More Practices to Protect Against Bloodborne Pathogens (BBPs)

- **Hand Washing** - one of the most valuable and simple practices in protecting against BBPs. Make sure to use antibacterial soap. Hands should be washed:
  - ▣ Immediately after removing PPE
  - ▣ Every time before eating and also before preparing food.
- \*A hand sanitizer can be used but wash with soap and water as soon as possible.

# More Practices to Protect Against Bloodborne Pathogens (BBPs)

- Do not eat, drink, smoke, apply cosmetics, or handle contact lenses when working with or around BBPs.
- Use of good engineering practices & controls
  - Personal protective equipment - gloves, face shields, goggles, masks, lab coats, etc.
  - Needles, PPE, and other equipment designed for single use should never be reused and should be disposed of properly in an approved container
  - Use of proper sharps containers & biological waste storage. Sharps containers must be puncture resistant.
  - Equipment & PPE that will be reused should be completely disinfected after each use.

# Drug Free Workplace

<https://webservices.ulm.edu/policies/document.php?i=89019>

Purpose—Employees are the State of Louisiana’s most valuable resource and their health and safety is a serious concern. The State of Louisiana will not tolerate any substance abuse or use which imperils the health and well-being of its employees or threatens its services to the public.

# Transitional Return to Work

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Purpose - To help employees facilitate recovery and return to work as quickly as possible.

## Applicability

Make a reasonable effort to return to work those who have job related injuries or illnesses

ULM will make reasonable efforts to place employee into meaningful assignment

ULM does not guarantee placement

This policy does not interfere with ADA act accommodations

# Goals

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To provide the earliest safe return to work

To give employees options in returning to work

To retain qualified employees

To facilitate a safer working environment

To reduce medical costs

To reduce indemnity payments of worker's comp claims



# Implementation

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Try to find suitable fit in same department

Maintaining contact with HR, ORM/Sedgwick, and physician

Case management team supervises cases

Physician's certification is reviewed for restrictions

Position description is reviewed

Case management team decides if the employee's job can be altered or if a temporary reassignment can be made

# Case management team decides:

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Can employee return to full work load

Can employee return to full work load with modification of duties

Can employee return to work at a less-than-full load temporarily

Can employee return to work in a different position

# Review the full policy for more information

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Located under Human Resources policies:

<https://webservices.ulm.edu/policies/document.php?i=47466>

# Summary of New Employee Environmental Health and Safety Training

- Thank you for participating in our training today.
- Any questions, please contact me:

Shane Dykes

Environmental, Health, and Safety Officer

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