

Be Alert in Everything You Do; Don't Let Hazards Creep Up on You!!!!

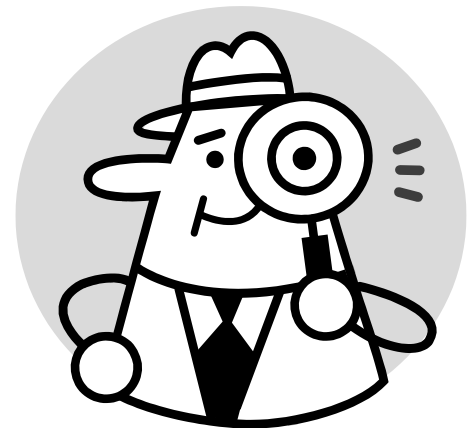
Kansas Department of Labor Inspections

On May 10, 2011, KDOL, with only hours notice came to survey Facilities in regards to employee safety. I would like to thank all those that worked prior to their arrival and those who assisted touring their areas.

SAFETY SUCCESS: Since coming to KSU, I have always expressed that safety success is never about one person or one department. Safety is a team effort to be demonstrated by all parties. No one is exempt from SAFETY. SUCCESS is when safety is so ingrained into the culture that it is part of the daily routine and you never have to worry about an inspection.

THE PROBLEM: There were safety violations noted on the tour. My cause for concern is that many of these items should not have been a problem. All employees have been trained in hazard identification and the importance of hazard correction. *There is no reason that KDOL has to come and find hazards that we know should not be allowed to exist.*

THE SOLUTION: In a recent survey conducted concerning our Division, we rated the highest by our customers in competency and professionalism. This same level needs to be displayed in all we do including **SAFETY which is everyone's responsibility.** KDOL will continue to inspect until they have been through all buildings on campus. In addition, they will return to the areas where violations were noted to ensure corrective measures have been taken. **YOU CAN HELP!** To assist you in preparing for their visit I have printed the targeted areas on the back of this bulletin. I am available to assist you in anyway I can or contact your supervisor. Good luck as the surveys continue on campus.



Are You Ready!

“Success seems to be connected with action. Successful people keep moving. They make mistakes, but they don't quit.”

Conrad Hilton

Let's Not Repeat the Same Mistake—Let's Be Ready

KDOL Targeted Areas

- Hoist Slings need to have a monthly tag that they have been inspected. (Contact Sandy for Tags)
- All jacks, hoists and lifts need to have the weight capacity written on the unit.
- Grinders need to have indicated on the unit the RPM (rotation per minute). Supervisors have a grinder checklist. The inspector will check every grinder for work rest and tongue guard placement.
- Damaged Equipment make sure to place a sign on the equipment "DAMAGED DO NOT USE".
- Ladders must be secured to prevent falling. Ladders cannot be altered by us to make them roll. Only rolling ladders made by the manufacturer can be used.
- Electrical Panels must have doors secured, labeled and no missing circuit breakers. Cannot have anything stored within 3ft of the panel.
- Compressed gas cylinders need secured to prevent falling. Do not store flammable and non-flammables together store 20 ft. apart. Store empty cylinders away from full.
- Welding unit must have terminal lug covers.
- Light fixtures within seven feet of a work area must be guarded. This includes overhead lights, lights on grinders, saws etc...
- Electrical boxes cannot have missing face plates.
- Damaged extension cords must be pulled and destroyed. (Only use manufacturer extension cords do not alter or make homemade ones) Do not plug extension cords into power strips they cannot be use as a permanent means of electrical wiring.
- All equipment must be guarded to include blades, drill presses, grinders, saws, fans etc...Any area where a person can get into moving parts.
- Chemicals must have appropriate labels. (Do Not store near Electrical or Heat Source Areas) In addition, these violations can have very high monetary fines if the survey is conducted by EPA. Labels include: chemical name, hazard warning and manufacturer name and address. Obtain information from the Material Safety Data Sheet.
- First Aid kits cannot contain outdated eyewash solutions and creams check all kits for expirations.
- Eyewash Stations lacked weekly flushes or missing caps. If you have an emergency shower it has to be flushed monthly. (Supervisors have Inspection Sheets)
- Floor drains need covers. The covers cannot have any openings greater than ½ inch except where the pipe enters into the cover.
- Good Housekeeping should be in all departments. Organize and reduce the clutter.
- Infection Control-no food should be stored in chemical areas, no chemicals or drugs should be found in refrigerators. If you have personal medication which needs refrigerated please store in covered container with your name on it.
- Pits or opening greater than 4 ft. in depth need guarded.
- Equipment Cords cannot be damaged or missing ground pins.
- Fire Extinguishers should have current annual checks.
- No ceiling openings such as missing ceiling tiles or holes.

Please check your departments, mechanical rooms, custodial closets and storage areas.