

KSU Division of Facilities

Know Safety!
No Accidents
No Illness
No Injury



MEET YOUR New SAFETY COMMITTEE Members

The newly established Division of Facilities Safety Committee met for the first time on September 30, 2011. Each member was selected by their Department Director and will serve a two year term. The committee will convene on a quarterly basis. Each member is to be the voice of Facilities staff to ensure that suggestions and concerns are being addressed in the area of health and safety management. Over the course of the next several months, members will be visiting with personnel asking the questions, "What is the mission of the safety program?" and "What goals would you like to have accomplished during 2012?" Make your voice heard. Visit with your assigned area representative.

- Jim Ukena-Maintenance Shops
- Jeremy Sharp-Planning
- Matt Smith-Energy
- Doug Soash-Grounds
- Beverly Price-Custodial
- Steve Bishop-Motor Pool, Support Service, Finance, and Mail Room
- Larry Lee-Vet Med Facilities (All Departments)
- Sandra Hoffman-Chair

Very Important Please Read Worker's Compensation New Laws

On May 15, 2011 Kansas Worker's Compensation enacted new laws. In the June 2011 Safety Bulletin, I printed the new information poster for employees to review. Make sure to read the information. If you are injured, notify your supervisor immediately and complete the injury report form. If you need non-emergency medical treatment, you need to seek pre-approval from State Self Insurance if you want to ensure that they will pay for the treatment. In addition, Mercy West has asked that in non-emergency injuries that an appointment be made to prevent the injured person from having to wait. If you sustain a life threatening injury, seek emergency medical care immediately. Remember, just because you are injured at work does not mean it is work related. Only State Self Insurance determines what cases are compensable according to the new laws. If you have questions, please contact Sandra Hoffman at 2-1715.

Winter

Winter is just around the corner. Are you prepared? Two of the greatest threats associated with winter are frost-bite and falls. To prevent injury, make sure you are dressed appropriately, cover your entire body to prevent frost-bite and wear slip resistant shoes or shoe covers to prevent falls. The Division of Facilities provides three different styles of slip resistant shoe covers Yak Trak, Grip Lite and Shoes for Crews. It is critical that you follow the manufacturer instructions before wearing. If you fail to wear them correctly you can induce a life threatening fall. For example:

YAK TRAKS-YOU WILL FALL IF WORN INDOORS, IF YOU WEAR THEM ON INSIDE OUT OR HAVE THE HEEL AND TOE ROTATED THE WRONG DIRECTION.

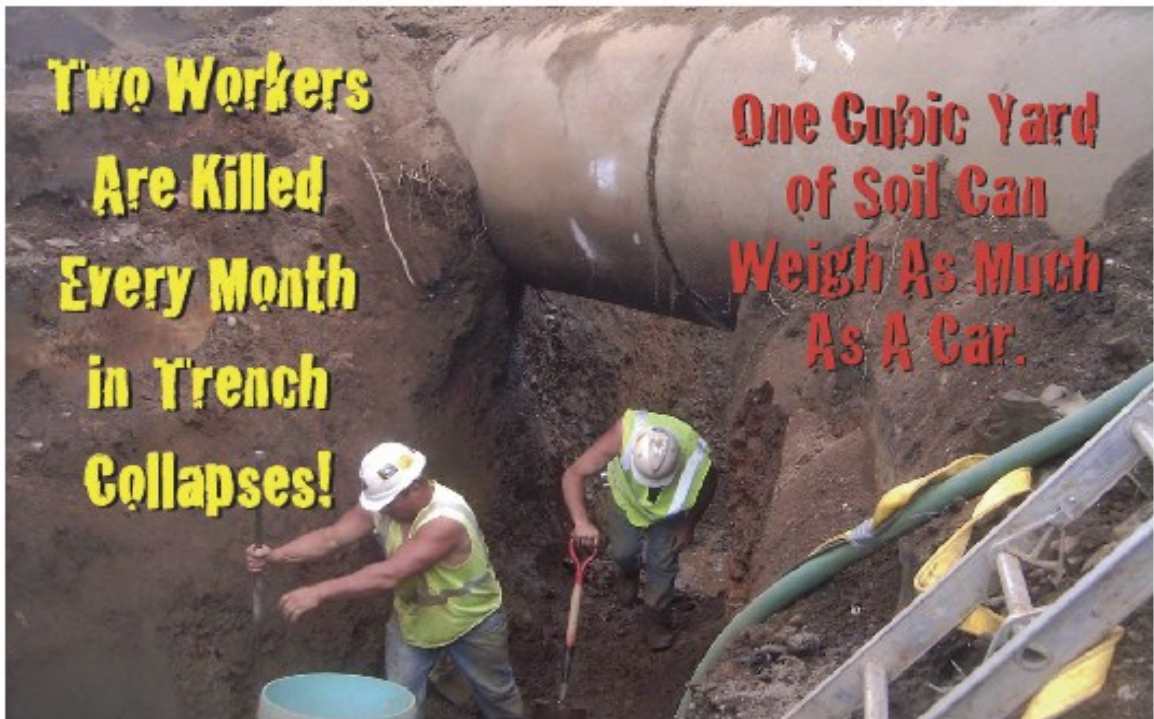
GRIP LITES-YOU MUST SCRATCH THE SOLES ON CONCRETE TO ACTIVATE THE RESISTANT COATING ON THE BOTTOM.

SHOES FOR CREWS-CUSTODIANS PLEASE MAKE SURE THERE IS NO WAX BUILD-UP ON THE SOLES.

Please Note

If you decide you do not like the PPE provided by Facilities, you can wear your own style of slip resistant shoes.





**Two Workers
Are Killed
Every Month
in Trench
Collapses!**

**One Cubic Yard
of Soil Can
Weigh As Much
As A Car.**

AN UNPROTECTED TRENCH IS AN EARLY GRAVE

Make sure that trenches are protected from cave-ins by:
Sloping or benching trench walls, or
Shoring trench walls with supports, or
Shielding trench walls with trench boxes.



Photo courtesy of Speed Shoring Corp.

Inspect trenches at the start of each shift and as needed, throughout the workday.

Provide safe entry and exit through the use of ladders, ramps or stairways.

Know where underground utilities are located before digging.

Keep all equipment, materials and spoil piles at least 2 feet back from trench edges.



U.S. Department of Labor
Bureau of Safety and Health

For assistance, contact us.
We are OSHA. We can help.
It's confidential.

**1-800-321-OSHA (6742)
TTY 877-889-5627
www.osha.gov**



**Occupational Safety
and Health Administration**

18-101-100-11

Do Not Let This Be You