## **KSU Facilities Safety Bulletin**

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## Meet Your Safety Committee Members





Gerardo Negron: 532-6396

Know safety, no injury. No safety, know injury.

James Ukena: 532-6814

# We value your input



Adam Ukena: 532-1719

Is better to lose one minute in life... than to lose life in a minute.

Jay Gilmore: 532-1958





Barb Elliott: 532-1703

## Shortcuts cut life short.

Jeremy Sharp: 532-0886



### Safety Committee Meetings Purpose and Duties

#### Safety Committees should be established for the following purposes:

1. To promote and maintain the interest of employees in health and safety issues.

2. To educate managers, supervisors and employees through awareness and training

activities that they are primarily responsible for the prevention of workplace accidents.

3. To help make health and safety activities an integral part of the organization's

operating procedures, culture and programs. 4. To provide an opportunity for the free discussion of

health and safety problems and possible solutions. 5. To inform and educate employees and supervisors about health and safety issues, new standards, research findings, etc.

6. To help reduce the risk of workplace injuries and illnesses.

7. To help insure compliance with federal and state health and safety standards.

#### Typical Duties of a Committee:

1. Report unsafe conditions and suggest corrective actions.

 Meet at least monthly; less frequently for smaller departments or operations, but at least be quarterly.
 Clearly define the duties and responsibilities of officers and members.

4. Review incidents, near misses, Supervisor's Accident Investigation Reports, claim summaries and loss analysis on a periodic basis.

5. Review all serious injuries. Not for faultfinding, but for fact finding to prevent a re-occurrence of the same or similar incident.

6. Contribute ideas and suggestions for improvements in safety.

7. Work safely and influence others to work safely.

8. Make periodic facility safety audits.

9. Sponsor and coordinate contests, poster programs, safety drives; etc., and supply other informational materials which can help to promote safer operations.
10. Develop, implement, and review written safety programs.

11. Build enthusiasm for safety programs.

**12**. Direct involvement with organizational wide safety training.

13. Establish dispute resolution procedures.

14. Propose and create safety checklists.

15. Identifying high-risk job tasks and developing written safe operating procedures.

16. Set Goals short and long term. Must be measurable and achievable. Monitor for effectiveness. <u>Referenced: MDOL</u>



## Protect Yourself Portable Generator Safety

Portable generators are internal combustion engines used to generate electricity and are commonly used during disaster response. Portable generators can be dangerous if used incorrectly.

#### **Major Causes of Injuries and Fatalities**

- Shocks and electrocution from improper use of power or accidentally energizing other electrical systems.
- Carbon monoxide from a generator's exhaust.
- Fires from improperly refueling the generator or inappropriately storing fuel.

#### Safe Work Practices

- Inspect portable generators for damage or loose fuel lines that may have occurred during transportation and/or handling.
- · Keep the generator dry.
- Maintain and operate portable generators according to the manufacturer's use and safety instructions.
- Never attach a generator directly to the electrical system of a structure (home, office or trailer) unless the generator has a properly installed transfer switch because this creates a risk of electrocution for utility workers.
- Always plug electrical appliances directly into the generator using the manufacturer's supplied cords. Use undamaged heavy-duty extension cords that are grounded (3-pronged).
- Use ground-fault circuit interrupters (GFCIs) as per the manufacturer's instructions.
- Before refueling, shut down the generator. Never store fuel indoors.

#### **Carbon Monoxide Poisoning**

Carbon monoxide (CO) is a colorless, odorless, toxic gas. Many workers have died from CO poisoning because their generator was not adequately ventilated.

- Never use a generator indoors.
- Never place a generator outdoors near doors, windows, or vents.
- If you or others show symptoms of CO poisoning dizziness, headaches, nausea, tiredness—get to fresh air immediately and seek medical attention.



#### For more information:

Occupational

Safety and Health

OSHA 3277-11 2005

www.osha.gov (800) 321-OSHA (6742)