



# Monthly Safety Bulletin

KSU Division of Facilities

## Health Headlines

**Healthy bodies reduce the likelihood of injury or illness in the workplace. Each month the Safety Bulletin will feature wellness tips that will enhance your quality of life at work and home.**

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### Benefits of eating fruit include:

- Most fruits are naturally low in fat, sodium, and calories and are cholesterol free.
- Fruits rich in potassium may help to maintain healthy blood pressure. Fruit sources of potassium include bananas, prunes and prune juice, dried peaches and apricots, cantaloupe, honeydew melon, and orange juice.
- Dietary fiber from fruits help reduce blood cholesterol levels and may lower the risk of heart disease. Fiber is important for proper bowel function.
- Vitamin C in fruit is important for growth and repair of all body tissues, helps heal cuts and wounds, and keeps teeth and gums healthy.
- The folate (folic acid) in fruit helps the body form red blood cells.

Resource: "Eating Healthy in the Workplace" by ADMIN



**Food for Thought**



## New Specialty Training Schedule Launch

Starting in February the Office of Safety and Training will be offering specialized training required by OSHA based on the task the employee is performing. Classes will be conducted on a four week rotating schedule each Thursday

beginning on February 9th. The courses offered are as follows:

- Fall Protection/ Bucket Truck/Aerial Lifts
- Confined Spaces/Lock-out and Tag-out

- Respiratory Protection and Forklift Training

- Excavation and Scaffolding Awareness Training.

Watch for additional details that will be released this week.

*"Safety is a continuing journey, not a final destination"*



**KSU Division of Facilities  
Health and Safety Management Plan**

This plan has been developed in accordance to the Occupational Safety and Health Administration Four Point plan that includes the fundamental elements designed to reduce work related injuries, time lost, and costs incurred. Starting in January 2012 each Safety Bulletin will include a featured segment of the plan so that each employee can become familiar with the contents. There is a copy of the plan in its entirety located in the Departmental Safety Supervisor Notebook located behind the table of contents. If you have questions regarding the plan contact the Safety and Training Office at ext. 2-1715.

**Management Commitment/Employee Involvement**

KSU Division of Facilities is committed to providing a safe work environment for all employees. Administration has appointed a Safety Officer that works under the title of Director of Resources. The Safety Officer works in conjunction with the KSU Environmental Health and Safety Office to develop, implement, and train the necessary components of a comprehensive health and safety management program. The program elements include:

Responsibility Assignment-staff responsibilities have been outlined in the Occupational Safety and Health at KSU document created by Environmental Health and Safety. In addition, the Division of Facilities outlines responsibility for departmental staff and supervisors. All staff members have been educated on their role and responsibility during the safety orientation process. Specific safety responsibilities are included in the individual job description for various positions.

Safety Divisional Goals-each year goals are established for the Division. They are monitored on a quarterly basis with a report given to administrative personnel. At year end the goals are evaluated for completion with a complete report given to the Associate V.P of Administration and Finance. These reports serve not only as a tracking mechanism but a vital communication tool with personnel.

Safety Budget-the Safety Department is under the direction of the Associate V.P of Administration and Finance. Together they work closely with Division Directors, Managers and Supervisors to ensure that the necessary funds are allotted to ensure a safe work environment. Each department has a specific charge number that aids in the monitoring of monies spent.

Employee Involvement-employees are encouraged to participate in safety related activities. The safety motto and poster that hangs in each facility building was created by staff members. The motto is, "It Doesn't Hurt to be Safe". Employees participate in decision making and program and goal development by serving on the Safety Committee that meets quarterly.

Visitor and Contractor Safety-the Planning Department and Project Managers work closely with visitors and contractors to ensure project safety. In addition, the Department of Environmental Health and Safety plays a vital role working with the general public and outside contractors.