

# KSU Facilities Safety Bulletin

## Behavioral Safety-Who's Responsibility Is It?



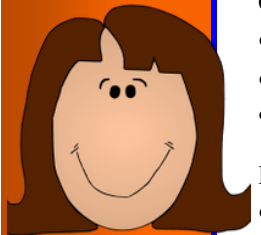
Safety is everyone's responsibility! As an employee, you should:

- Learn to work safely and take all rules seriously.
- Recognize hazards and avoid them.
- Report all accidents, injuries and illness to your supervisor immediately.
- Inspect tools before use to avoid injury.
- Wear all assigned personal protective equipment.



On the other hand, it is managements responsibility to:

- Provide a safe and healthy workplace.
- Provide personal protective equipment.
- Train employees in safe procedures and in how to identify hazards.



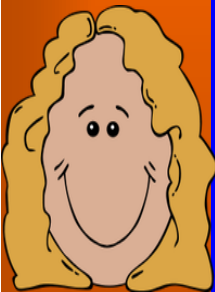
Everyone must be aware of potential hazards on the job:

- Poor housekeeping results in slips, trips and falls.
- Electricity can cause shocks, burns or fire if not handled properly.
- Poor material handling may cause back problems or other injuries.
- Tools and equipment can cause injuries if guards or protective devices are disengaged.



Always use the protections that are provided on the job:

- Guards on machines and tools keep body parts from contacting moving equipment.
- Insulation on electrical equipment prevents burns, shock and fire.
- Lockout/tagout assures equipment is de-energized before it is repaired.
- Personal protective equipment shields your body from hazards you may face on the job.



In case of emergency:

- Understand alarms and evacuation routes.
- Know how to notify emergency response personnel.
- Implement a procedure for leaving the scene safely so emergency personnel can do their job.
- Wipe up spills promptly and correctly.

Safety benefits everyone. With fewer injuries, a business can be more productive and profitable. By incorporating safety rules, employees avoid injury.

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## Electrical Safety



Electrical hazards can cause burns, shocks and electrocution (death).

- Assume that all overhead wires are energized at deadly voltages. Never assume that a wire is safe to touch even if it is down or appears to be insulated.
- Never touch a fallen overhead power line. Call the electric utility company to report fallen electrical lines.
- Stay at least 10 feet (3 meters) away from overhead wires during cleanup and other activities. If working at heights or handling long objects, survey the area before starting work for the presence of overhead wires.
- If an overhead wire falls across your vehicle while you are driving, stay inside the vehicle and continue to drive away from the line. If the engine stalls, do not leave your vehicle. Warn people not to touch the vehicle or the wire. Call or ask someone to call the local electric utility company and emergency services.
- Never operate electrical equipment while you are standing in water.
- Never repair electrical cords or equipment unless qualified and authorized.
- Have a qualified electrician inspect electrical equipment that has gotten wet before energizing it.
- If working in damp locations, inspect electric cords and equipment to ensure that they are in good condition and free of defects, and use a ground-fault circuit interrupter (GFCI).
- Always use caution when working near electricity.

For more information:

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OSHA 3294-04R-13