

**Washington State University**  
**Tri-Cities**

**Safety Orientation**

# Introduction

The Washington State Department of Labor & Industries requires that employees be provided a safe workplace, and that they be informed of known hazards and methods to protect themselves.

This presentation is designed to provide basic safety information applicable to all WSU Tri-Cities employees. It must be enhanced by additional, position-specific training.

For best results, and in order to utilize Internet links within the presentation, view it by activating “slideshow” on the top menu bar.

# WSUTC Safety Orientation is required so that all employees:

- Understand WSUTC safety procedures
- Can help maintain a safe working environment
- Know where to find and how to use safety resources available on campus

# WSU Tri-Cities EH&S Commitment

- Provide a safe work environment
- Support the academic and research community with up to date health, safety, and environmental information
- Provide regulatory compliance assistance

# On Your First Day of Work:

**Your supervisor must review the “Safety Orientation Checklist” with you. This will provide information about:**

- Job-specific hazards and safety training
- Who your safety committee representative is
- How to report incidents
- What to do in the event of emergencies
- Where the closest first aid kit, fire exit, fire extinguisher, and AED are located.
- Any questions you have

**The checklist is part of Safety Policies & Procedures section 2.16, and can be accessed by [clicking here](#)**

# Job-Related Safety Training

Every job has unique safety hazards. These may be:

- Biological
- Chemical
- Physical (machinery, noise, heat/cold, ergonomics, etc.)

Your supervisor is responsible for ensuring you are aware of the hazards specific to your job, and that you receive training appropriate to your duties.

Let your supervisor or EH&S know if you believe you need additional training.

# Job-Related Safety Training

Safety training requirements vary by job duties, but many positions at WSU will require training.

For example:

- Anyone regularly using chemicals must complete Hazard Communication training
- Anyone using ladders must have Ladder Safety training
- People working in laboratories must have Lab Safety Training
- Work in Engineering shops requires Shop Safety Training

# If you become aware of a hazard:

- Notify the appropriate person of the hazard
  - Your immediate supervisor
  - The department responsible
  - EH&S
- Complete an online Safety Concern Report on the EHS website at <http://tricity.wsu.edu/ehs>

# The leading cause of injuries & lost time accidents:

## Personal work habits

- Slips, trips, and falls (inattention, poor housekeeping)
- Awkward posture (bending, twisting, repetitive motion)
- Overexertion (lifting, carrying, pushing, pulling, etc.)

WSUTC EH&S provides information and services to improve personal work habits and avoid injury

# Preventing Slips, Trips and Falls

## Slips

1. **On Wet Surfaces**
  - Shorten stride
  - Wear shoes with traction
2. **Dress for the weather**
  - Wear sun glasses if bright
  - Wear proper footwear
  - Wet shoes slip on a dry floor
3. **Spills**
  - Clean up
  - Let people know
4. Watch for changing surfaces

## Trips

1. Reduce Clutter
2. Keep view unobstructed
3. Use good lighting
4. Watch for open drawers
5. No cables/cords on floor
6. Changing floor elevation (such as door frames, elevators)



## And Falls....

When climbing to reach something high, use proper equipment (not your swivel desk chair!) and have a spotter.

### On Stairs:

- Use handrails
- Eliminate clutter
- Take one step at a time

A leading cause of trips and slips is inattention – such as when people are focused on their cell phone instead of the path ahead of them.

# Proper Lifting

Improper lifting is the most common cause of work-related back injuries. In order to avoid injury:

- Don't overload yourself.

L&I has a lifting calculator to demonstrate how much you can safely lift, using load height, position, and frequency of lifting: [http://www.orosha.org/interactive/lifting/lift\\_safety.html](http://www.orosha.org/interactive/lifting/lift_safety.html)

- Check your lifting posture:
  - Spread feet apart about shoulder width
  - Bend your knees
  - Tighten stomach muscles
  - Keep your head up, and chin out
  - Keep load close to the body
  - Lift slowly and evenly, with your legs
  - Avoid twisting while lifting

# Ergonomics

- **Proper ergonomics can prevent aches, pains, and long-term injury as a result of poor workstation posture or support**
- **Poor workstation design can cause numerous ailments – pain in the back, neck, shoulders, arms, hips, etc.**
- **General guidelines –**
  - **When seated, keep your thighs nearly parallel to the floor – hips slightly above the knees**
  - **Keep forearms approximately parallel to the floor, with elbows supported, wrists flat**
  - **Keep top of your monitor at roughly eye level. If you extend your arm, the monitor face should be approximately at your fingertips**
  - **Keep high-use items within arm's reach – avoid leaning, twisting, and stretching**
  - **Take frequent breaks. Stand up, walk down the hall, or get a drink at least every 30 minutes**
  - **Rest your eyes. Every 20 minutes, look at something 20 feet away for 20 seconds.**
- **For ergonomic workstation assessments - Contact EH&S at 372-7163**

# WSUTC Safety

## Resources and Information

- Safety Orientation  
Checklist and training (this training plus position-specific)
- Accident Prevention Plan –  
Your supervisor will show you your department's plan
- Safety Plans, Bulletins, and Information  
Located on the EHS website: <http://tricity.wsu.edu/ehs>
- Safety Policy and Procedures Manual:  
<http://public.wsu.edu/~forms/manuals.html>
- Environmental Health, Safety and Emergency Management  
372-7163

# WSU-TC Safety Program

## Campus Resources

- **Managers/Supervisors**
- **EH&S**
- **Safety Committee**
  - Purpose:
    - Discuss solutions to campus health & safety concerns
    - Coordinate department safety inspections
    - Promote health and safety
  - Each department has a representative:  
<http://tricitie.wsu.edu/ehs/safetycommittee>

# Safety is the responsibility of *EVERYONE*

## Safety begins with you

- use good sense – don't perform tasks or procedures that don't seem safe, or that you are not comfortable with
- take advantage of training
- report suggestions or safety concerns to immediate supervisor
- document reporting of any problems which cannot be immediately resolved

# Reporting and Resolving Safety Problems at WSUTC

1. Tell your supervisor
  - If your supervisor can't resolve it;
2. Tell his/her supervisor
  - If they can't resolve it;
3. Tell your safety committee representative
  - If they can't resolve it;
4. Tell EH&S:
  - If it's still not resolved;
5. Tell a senior administrator

# Reporting Accidents, Injuries, and Near Misses

If you are injured at work, inform your supervisor immediately.

You or your supervisor must complete an online incident report within 24 hours, at [https://ihr.hrs.wsu.edu/forms/incident\\_report.aspx](https://ihr.hrs.wsu.edu/forms/incident_report.aspx)

In many cases, the supervisor must also complete an incident investigation, identifying methods to be used to prevent accidents from recurring.

# Reporting Accidents, Injuries, and Near Misses

Even if nobody is injured, if an incident occurs which *could* result in injury, report this as a “Near Miss”

Reporting near misses allows conditions to be evaluated and corrected *before* they result in injury.

Report near misses using the incident report form, or using the online Safety Concern Report on the EHS website at <http://tricities.wsu.edu/ehs>

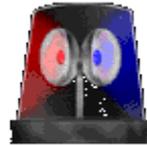
Washington State University Tri-Cities  
Emergency Response



# *Emergency Services*

**WSU Tri-Cities does not have full time police, fire, or first aid personnel. We depend on these services from the City of Richland.**

**For any emergency which threatens life, health or property (in other words, if you need an ambulance, a fire truck, or a policeman)....**



**CALL 911**

# If you call 911:

- State the nature of the problem
- State your location
  - East/Floyd – 2710 Crimson Way
  - BSEL – 2720 Crimson Way
  - Student Union – 2760 Crimson Way
  - CIC – 2770 Crimson Way
  - Wine Science Center – 359 University Dr.
- Follow all instructions from the dispatcher

911 can be called from any campus phone.  
You can dial either 9-1-1, or 9-9-1-1

# If you call 911:

## Remember:

- Calling 911 summons CITY services – it does not provide anyone on campus with information
  - If you use a campus phone, Campus Security will be notified that 911 was called, but will receive no additional information
- To notify campus responders, call 372-7234 *after* you call 911....
  - Or, have someone else call 372-7234 while you call 911
  - Dialing 372-7234 during the business day rings a group of responders, including Security, Environmental Health & Safety, Facilities, and both IT control rooms.

# Non-Emergency Assistance

- For situations which do not threaten life, health, or property...but which require urgent attention (such as water leaks, building equipment failures, missing property, suspicious packages, etc.):
  - Dial 2-7234 (cell phone 372-7234)
- **This number is not to be used instead of 911**

# Campus “Blue Poles”

There are six blue pole emergency phones on campus, located as follows:

- In the South parking lot
- In the CIC parking lot
- On the path between CIC and Wine Science (2)
- Near the entrance to the Wine Science Center
- At the eastern edge of the Wine Science Center parking lot

These can be used to summon assistance from outside campus buildings.

Pressing the red button on the blue pole will connect with 911. Each pole is individually addressed, so police or fire can be dispatched directly to the pole.

Using the keypad and black button on the blue pole, the phone panel can be used as a regular phone to contact any local phone number

# Security and Safety Tips

- Report any suspicious activities or incidents by calling 372-7234
- When possible, work during regular campus business hours
- If you plan to work outside regular campus business hours let someone know where you are and when you expect to return
- After-hours security is available to escort students, staff, and faculty on campus grounds. Call 372-7698 or 372-7234 for an escort.

# Medical Emergencies

## *CALL 911 For:*

- ANY Seizure, loss of consciousness (even if the victim recovers) or marked disorientation
- Severe injury and/or uncontrolled bleeding
- Acute abdominal or chest pain
- Administer First Aid until help arrives if you feel qualified
  - First aid kits and AEDs are available at many locations throughout campus
  - First aid/CPR training is provided for interested employees

# Medical Emergencies

- To reach additional First Aid responders, call 372-7234
- AEDs are located in every building, near main entrances:
  - CIC reception area near the library
  - Floyd (West) building at the 2<sup>nd</sup> floor main entrance, outside room 201
  - East building at the 2<sup>nd</sup> floor main entrance, near room 262
  - BSEL building – 1<sup>st</sup> floor near room 158 and 2<sup>nd</sup> floor near room 265
  - Wine Science Center – 1<sup>st</sup> floor lobby and 2<sup>nd</sup> floor lobby

# Fires and Chemical Spills

- Evacuate the hazard area
- If building evacuation is necessary, activate building alarm by using nearest pull station
- Assist others as you evacuate
- Go to your primary assembly area
- Stand by for instructions from WSUTC and emergency response officials

# Fires and Chemical Spills

Under some conditions, properly trained employees may:

- Clean up small chemical spills
  - Before attempting cleanup, evacuate others from the hazard area
- Use a fire extinguisher to put out small fires
  - Before using an extinguisher, pull the fire alarm to begin evacuation

Contact EH&S to identify when employees can attempt these activities, or to arrange for training.

# Building Evacuations

Before the alarm sounds, know your

- Evacuation Route (posted in classrooms and hallways)
- Staging Area (Your supervisor will tell you where this is)
- Staging Area Supervisor (Person wearing a safety vest at your staging area)
- Take personal belongings such as car keys, purses, and backpacks
- Faculty: Ensure your students evacuate
- Close your door
- Report to your staging area

# At the Staging Area

- Report to your supervisor
  - Supervisors: Verify your staff are present
  - Faculty: Verify your students are present
  - If any persons are missing, report them to the staging area supervisor immediately. They will pass the information to emergency responders.
- Follow the directions of emergency response and WSUTC officials
- Do not leave until released, and do not return to the building until given an “all clear” signal

# Lockdown

In the unlikely event of an any of the incidents listed below, you will be asked to “lockdown” or remain where you are until assistance arrives:

- Weather or other natural conditions which make driving in the local area too dangerous (as determined by state and local transportation officials)
- Off site hazardous materials release which makes evacuation more hazardous than staying where you are
- Acts of violence such as riot or shooting
  - If you are in a room, stay there. If not, move into the nearest room available
  - Close and lock or block all doors if possible
  - Turn off lights
  - Remain quiet and still as possible
  - Stay away from doors and windows
  - If possible, position yourself so you are not visible through windows

Particularly in the winter months, the local area occasionally experiences conditions which make travel inadvisable. You may wish to keep a small “survival kit” in your workplace. Diabetics and others with medical conditions requiring medication should be especially mindful of this.

# Evening and Weekend Evacuation

Few employees are on campus during non-business hours, and staging area supervisors will not be present.

- Faculty:
  - Direct your students to the appropriate staging area, and ensure they all arrive there. If any are missing, report directly to the arriving emergency responders
  - You may release students after they are accounted for
- Stay at the staging area until released by emergency response officials, or by arriving WSU emergency responders

# Emergency Notifications

In the event of an emergency, campus officials will provide notification to students and employees through one or more of the following:

- Public Address or Speakerphone announcements
- “CougAlert” Mass Messaging (text, e-mail, and voice messages)
- E-mail and social media messaging
- Local news media

# CougAlert

CougAlert is the platform used for mass messaging to campus personnel. It can send e-mail, text, and voice messages to all campus users within minutes of activation. **In order to receive emergency notifications via CougAlert, you must register in your my.WSU account.**

To register, or to update your information, log on to **my.WSU** and find the “Tri-Cities Emergency Info” box on the left. Click “Update Now!” to enter or change your contact information.

Up to 4 phone numbers for contact via voice or text messaging, and also an e-mail address can be entered. You are encouraged to provide multiple contact methods, including at least one off-campus method, in order to ensure you receive notifications.

The CougAlert system is tested once per semester. Those tests, and any emergency notices, are the only messages that will be sent by CougAlert.

The screenshot shows the my.WSU website interface. At the top, there is a navigation bar with the WSU logo and 'ZZUSIS' text, followed by links for 'MAIN MENU', 'STUDENT', 'STAFF', and 'MY PAGE'. Below this, there are several content sections. The first section is 'NOTICES', which states 'You do not have any current notices!'. The second section is 'PULLMAN EMERGENCY INFORMATION', which includes a reminder to 'update your emergency contact information' and a link to 'Update Now!'. The third section is 'TRI-CITIES EMERGENCY INFO', which also includes a reminder to 'update your emergency contact information' and a link to 'Update Now!'. A red arrow points to this 'Update Now!' link. The fourth section is 'CAMPUS FINANCES', which includes a link to 'Go to my Finance Center' and a list of activities such as 'Customer Account Balance'.