Environmental Health & Safety
New Employee Orientation

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Welcome

• Welcome to Millersville University
• Speaker Background
• A safe and secure place to learn, work, live, and visit
Objectives

➢ Understand your role in workplace safety
➢ Know how to report hazards
➢ Follow safety rules and procedures
➢ Activity hazard awareness
   ➢ Proactively avoid hazards and injuries
➢ Report injuries and accidents
Safety Goal

➢ Provide a safe and healthy workplace for students, faculty, staff, and visitors.
➢ Identify and reduce unsafe conditions, practices, and other safety risks
➢ Exercise proper safety procedures
➢ Report all accidents and near misses immediately
➢ Everyone is responsible for safety

“It takes a Ville”
Reporting a Hazard

➢ Keep your eyes and ears open for safety hazards
➢ “If it’s predictable, it’s preventable”
➢ Resolve at lowest level if properly trained and qualified
➢ Report hazard to supervisor and EHS Director
➢ Suggest corrective action(s)

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Hierarchy of Controls

1. **Elimination**
   - Physically remove the hazard

2. **Substitution**
   - Replace the hazard

3. **Engineering Controls**
   - Isolate people from the hazard

4. **Administrative Controls**
   - Change the way people work

5. **PPE**
   - Protect the worker with Personal Protective Equipment

Image by NIOSH
https://www.cdc.gov/niosh/topics/hierarchy/default.html
Workplace Injury Causes

TOP 3 workplace injury events resulting in lost work days

1. OVEREXERTION
   - Lifting or lowering
   - Repetitive motions
   - 35% of injuries
   - Helpful Tips:
     - Avoid bending, reaching and twisting when lifting
     - Take frequent short breaks

2. CONTACT WITH OBJECTS AND EQUIPMENT
   - Struck by or against object or equipment
   - Caught in or compressed by equipment or objects
   - Struck, caught or crushed in collapsing structure, equipment or material
   - 25% of injuries
   - Helpful Tips:
     - Store heavy objects close to the floor
     - Be aware of moving equipment/objects in your work area
     - Wear the proper personal protective equipment

3. SLIPS, TRIPS AND FALLS
   - Falls to a lower level
   - Falls on the same level
   - 25% of injuries
   - Helpful Tips:
     - Place the base of ladders on an even, solid surface
     - Use good housekeeping practices
Lifting Safely

- Assess weight and routes
- Get help if needed
- Lift safely
  - Bend at knees
  - Maintain good balance
  - Don’t twist while lifting
  - Lift with legs
  - Keep back straight
- Don’t over-extend or over-reach
Slips, Trips, Falls

- Establish firm footing
- Look before stepping
- Adjust to weather or floor conditions
- Take your time
- Appropriate footwear
Stay Safe On Ice,
Walk Like A Penguin

How to Walk on Ice

1. Normally, when we walk, our legs' ability to support our weight is split mid-stride.
2. Walking this way on ice forces each leg to support the weight of the body at an angle that is not perpendicular to the surface of the ice, resulting in a nasty fall.

Wrong Way

1. To walk on ice, keep your center of gravity over your front leg.
2. One animal that has figured this out is a penguin. Think of yourself as a penguin and you'll be all right.

Right Way
• Adjust your workspace to fit your body
• Maintain a neutral body position
• Keep frequently used items within reach
• Take micro-breaks or change tasks
• Stretch or flexing exercises
• Ask for an assessment if needed

FOR SOMEONE SEATED

1 ELBOWS
   Should be at 90 degrees.

2 KNEES
   Are at 90 degrees.

3 TORSO
   90-100 degrees to thighs.

4 MONITOR
   Should be eye level and the distance from the eyes to the screen should be roughly the size of the screen. So if you have a 17 inch monitor, your face should be 17 inches from the screen. The screen should be tilted 20 degrees backward for better viewing.

5 OPTIONAL
   Optional-back support in chair for lower back.

6 FEET FLAT
   Feet flat on floor or on a footrest.

7 ITEMS
   Items on the desk that you use the most should be in closest reach. Items that you use less often should be the furthest from you.

8 MOUSE
   Mouse close to keyboard.
FOR SOMEONE STANDING

1. ELBOWS
   Should be close to the body and the keyboard should be around hip level so the hands are at the height of the elbows, or slightly lower. That means that the table top should be roughly at or slightly below elbow height.

2. WRISTS
   Should be at 180 degrees to the forearm. The hands should not be less than 180 degrees (called “claw hands” that strains the wrists).

3. MONITOR
   Should be eye level and the distance from the eyes to the screen should be roughly the size of the screen. So if you have a 17 inch monitor, your face should be 17 inches from the screen. The screen should be tilted 20 degrees backward.

4. SHOULDERS
   Should be back, not rounded forward.

5. THE HEAD
   Should be set back over the spine so that if someone looked at you from the side, your ears would line up over your shoulders.

6. KEYBOARD
   Mouse close to keyboard.

7. ONE LEG
   One leg can rest on an overturned garbage can. When you're standing you shouldn't hold any one position for a long period of time. You can also shift your weight from one leg to another; stretch, dance, do yoga poses, squat, do calf raises, do lunges, etc.

8. SHOES
   Shoes should be comfortable, and no high heels. Orthotic wearers should be using orthotics.

9. ITEMS
   Items on the desk that you use the most should be in closest reach. Items that you use less often should be the furthest from you.

10. STANDING DESK MAT
    A good standing desk mat will help reduce fatigue.

11. OPTIONAL LEANING SEAT
    Use a leaning seat that creates a 135 degree angle between your torso and legs. With this option, it's good to have a footrest to keep your ankle at a 90 degree angle, or use a seat that is attached to a rounded bottom section that will hold the feet in the correct position.
Fire Safety

- No smoking in campus buildings
  - Smoke outdoors
  - Stay away from air intakes, windows and entrances
  - Dispose of cigarettes properly
    - Mulch beds
    - Dried vegetation/leaves

- Remember electrical hazards
Fire Safety

• Don’t overload outlets/power strips
• Extension cords only to be used for temporary situations
• Flammable chemicals only inside authorized buildings/storage areas.
• No candles, incense burners, open flames
• No outdoor fires without permission
• LED Christmas lights only
• Don't prop open fire doors
# Electrical Hazards

**DO**
- Check cord insulation
- Check cord plug
- Fully insert into outlet
- Keep flammables away from outlet and heaters
- Maintain clear access to panels

**DON’T**
- Overload outlets
- Place items on cords
- Keep water, coffee, etc. away from plugs
- Use devices with damaged cords or plugs
- Use ungrounded cords
Fire Evacuation

• How to evacuate a building:
  • Go to the nearest exit
  • Do not delay
  • Exit building – move a safe distance away
    • Coordinate area with supervisor
  • Stay there until directed to return
  • Do not use elevators
  • Area of safe refuge – stairwells
Fire Extinguisher

• Location of nearest extinguisher
• How to use an extinguisher
  • PASS
    • P – Pull the pin
    • A – Aim the hose at base of fire
    • S – Squeeze the trigger
    • S – Sweep spray back and forth, across the base of the fire
Emergency Operations

• Comprehensive plan
• Annual exercises
• Resources
  • Command Center
  • Mobile Command Center
• Designated personnel
• NIMS-compliant incident management
• Emergency communication

https://www.millersville.edu/ehs/emergency-operations-plan.php
Emergency Preparedness

• Which emergency is most likely to impact Millersville University?
Which Emergency is the Most Common in Millersville/Lancaster PA?
Work Site Specific Training

• Hazardous Chemicals – review SDS
• Bloodborne Pathogens
• Lock out / Tag out
• Confined Space
• Fall Protection
• Forklift
• Hot Work
• Heat Illness
• Kitchen Safety
• Lab Safety
• ACM and LBP
• . . . . . And so on . . . . .
MU Alert

• Sign up for emergency text and email messages
• Weather delays and cancellations
• No spam
• Messages during break
• Messages will be short:
  • What is happening, where, what you need to do
  • Go to MU home web page for more information

https://millersville.omnilert.net/subscriber.php
Workers Compensation

PA State Law - If you are injured on the job:

• Report accident to your supervisor
• Go for immediate medical treatment
• Use a Panel Physician
• Treat with Panel Physician for first 90 days
• Fill out Employee Injury Form
• Fill out Supervisor Injury Form
• Send forms to Human Resources and EHS Director
Accident Report Forms

• Forms and other information are available on the EHS web site or contact the HR Benefits Manager

Serious Injury – Call 911 – Get an Ambulance

- Serious head injury
- Profuse bleeding
- Loss of consciousness
- Heart attack
- Stroke
- Diabetic shock
- Seizure/shock
- Serious eye injury
- Significant burns
- Chemical exposure
Automated External Defibrillators

**AED’s**

- Located in all major campus buildings in common areas – stored in wall cabinets
- Large buildings have several AED’s - Learn the location
- Use if you are trained – Good Samaritan Law
- AED’s also in campus police vehicles

**Zoll AED+**
Take Aways

• Safety orientation is not job onboarding
  • Work with your supervisor to obtain specific safety training
• Accident reporting and near misses
  • Can’t fix what we don’t know
• Sign up for MU Alert
  • https://millersville.omnilert.net/subscriber.php
  • Millersville Borough also uses Swift911
    https://millersvilleborough.org/resident-info/alert-notifications/
• Vaccination and personal health
• Operational risk management/activity hazard analysis
• Everyone’s responsibility for a safe and health campus
Contact Information

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