Safety on the Job
What Supervisors Need to Know

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What All Supervisors Need to Know About Safety......

- Fire safety
- Storage and egress
- Emergency response and preparedness
- Injury prevention
- AED’s
- Chemical safety
- Waste accumulation, storage, disposal
What All Supervisors Need to Know About Safety......

Mold and Asbestos
Chemical spills
Biohazards
General electrical safety
Pedestrian, traffic, and vehicle safety
Safety committee, ADA task force
Construction projects
Ergonomics
Being a safe supervisor
Supervisor Fire Safety

Know how to lead a building evacuation
◦ Leave right away by the nearest exit, have a back up exit plan as well
◦ Move a safe distance away (100 feet)
◦ Never try to re enter the building until the all clear sign is given

Insist employees, visitors, students evacuate

Practice evacuations and fire drills

Know the locations and basic function of fire safety equipment

Protect fire safety equipment so it can do its job and protect occupants

Keep fire doors closed

Do not store materials in electrical/mechanical rooms

Do not block egress (hallways, stairs, doors, etc.)
Supervisor Fire Safety

Know how to use a fire extinguisher
Know when and when not to use a fire extinguisher to put out a fire
No outdoor fires, bonfires, burn pits
No Sky Lanterns, no using propane grilles next to buildings
Only use LED Christmas lights, non flammable decorations, no live trees
No open flames, smoking, flammable materials, propane, butane, in buildings
Do not overload outlets, power strips
No smoking, vaping, candles, incense burners, open flames of any kind inside buildings
How to Use a Fire Extinguisher

Only use a fire extinguisher if you are comfortable and confident using one.

Never turn your back on the fire when using a fire extinguisher.

Leave yourself an exit, don’t let the fire get between you and the door.

- Pull the extinguisher’s safety pin.
- Aim the extinguisher at the source of the flames.
- Squeeze the trigger and hold it.
- Sweep the source of the flames until the extinguisher runs dry.
Supervisor – Storage and Egress

No storage inside electrical or mechanical rooms. Period.

No storage that blocks the ability of occupants to safely evacuate a building (means of egress)
- Stairs
- Hallways
- Doors

This includes placing furniture, plants, etc. in the way of safe egress

Know that doing so is a violation of PA Fire and Panic Code regulations

Doing so also puts peoples lives at risk

“I have nowhere else to put it” is not an acceptable excuse
Supervisor - Emergencies

Participate in emergency drills or exercises
Train your employees in what to do in an emergency
Urge employees to prepare for emergencies
Urge employees to sign up for MU Alert and the LiveSafe app.
Know what to do for guests, visitors, students in an emergency
Medical emergencies – call 911
Educate employees in the Behavioral Intervention Team (BIT) process
If there is an immediate danger, no BIT, call 911
Run, Hide, Fight
Supervisors – Injury Prevention

Know the most common ways that your employees can be injured on the job
- Slips and falls
- Cuts, burns, lacerations
- Bruises, strains, contusions
- Eye, hand, back, shoulder, joint injuries

Identify the causes of injuries, train employees to avoid or control these hazards to avoid injury.
- Hurrying, not enough time – “just get it done”
- “Old way” of doing things, not following safety procedures
- Insufficient resources
- Old equipment
- No equipment, using the wrong tool/equipment for the job
- Not using PPE
Supervisors – Injury Prevention

Provide employees with the protective equipment, tools, and training to work safely

Insist they use it all the time, no excuses

Always investigate how an employee was injured – report findings to employees, EHS, your supervisor

If you identify serious safety deficiencies, work with EHS and your supervisor to make it safe.

Stop the task until it is made safe. Avoid repeat injuries.

Lift properly – avoid back injuries
Supervisors – AED’s

Know where AED’s are located in your buildings.

Inform your employees about AED’s in the buildings they work in.

Encourage your employees to receive AED training.

Know the basics about what an AED can and can’t do.

Know the basics of using an AED on a victim.

Attend AED training yourself.
Supervisors – Chemical Safety

All employees have a right to know about the hazards from chemicals they must use on the job
- Labels
- Safety Data Sheets (SDS’s)
- Training

Make sure your employees know how to access this data/attend training

Work with EHS to keep chemical inventory updated, SDS binders updated

Make sure employees know hazards of chemicals they use, how not to mix incompatibles

Make sure employees wear protective equipment when handling chemicals

Make sure employees use chemicals in well ventilated areas
Supervisors – Waste Accumulation Storage and Disposal

Normal waste (trash)

Recycle waste/uniform waste – light tubes, batteries, plastic and metal, etc.

Hazardous waste – any mixed waste or listed hazardous waste

Recycle/universal waste:
• Store waste in appropriate containers and in safe, appropriate locations
• Do not allow waste to accumulate – dispose of it on a regular basis
• Never mix waste types, keep separate (except “comingle” waste)
• Clean up any spills right away
• Try to recycle as much as possible, keep recycled waste and universal waste out of normal trash
• Any questions about how to dispose of waste – ask EHS/Sustainability
Supervisor - Mold and Asbestos

If you encounter any greyish, white, fluffy material on pipes, in ceilings, or floor tile, stop to check if it has asbestos before doing work and disturbing it. Call supervisor and EHS.

- Asbestos is only hazardous if it gets into the air where you can breathe it – avoid dust
- New buildings – no asbestos used. Old buildings, asbestos may still be there.
- Never send employees to clean something if it might contain asbestos

Mold affects different people in different ways, but be cautious when cleaning mold

General rule of thumb – if the moldy area is great than 4’x4’, use a contractor to clean it

You can use general antimicrobial cleaners, wear gloves, eye protection, respirator

Stop water leaks and high moisture and you will stop mold before it forms. Mold needs:

- Water
- Food source
- Temperature/light
Supervisor – Chemical Spills

Clean up all chemical spills safely and quickly

Try to contain the spill if it is a liquid

Prevent the spill from flowing to storm drains

Wear appropriate protective equipment – depends on the type of spill

If the spill involves a highly hazardous chemical, or a large volume, call 911

Have spill clean up materials, PPE, etc., ready to use

Dispose of all cleaned up spill materials as hazardous
Supervisors - Biohazards

Must protect any employee who could be exposed to infectious blood on the job.

Use Universal Precautions – gloves, mask, eye protection.

Assume all human waste may have blood (could be infectious).

Clean up and dispose of all material in red bags/approved biohazard containers.

Take the containers/bags to Health Services for proper disposal.

Get hepatitis-B vaccine, or sign the waiver to decline it:
- Grounds
- Police
- Health Services
- Athletic trainers
- Housekeepers
- Dining employees who go to housekeeping for the summer
Supervisor – General Electrical Safety

Never overload outlets, power strips
Keep electrical devices away from water
Always use ground fault circuit interrupters (GFCI’s)
Use UL-listed extension cords of proper length
Never “daisy chain” extension cords and power strips
Always obey any lock and tagged out system, never re-energize, never remove lock or tag
Watch for trip hazards with extension cords
Supervisor – Pedestrian, Vehicle Safety

Encourage your employees to drive safely – follow university policies for vehicle use

Educate employees about the realities of driving in Millersville
  ◦ Congested roads
  ◦ Distracted pedestrians and drivers
  ◦ Driver anger
  ◦ Construction sites, road closures
  ◦ Sinkholes, poor road surfaces
  ◦ Penn Manor, Borough, MU all on top of each other
  ◦ Lancaster County roads........

Also, to be safe pedestrians, watch for cars, use crosswalks, etc.
Supervisor – Safety and ADA Committee

Safety Committee and ADA Committee
Diverse group of MU faculty and staff
Meet once per month during fall and spring semesters
Employees can bring safety and ADA concerns to the meetings
Members work to try to have these corrected, brought to the attention of the administration
Supervisors – Construction Projects

Can not disable the building fire alarm system

Contractors create dust, damage systems – contractors set off the fire alarm system

Avoid posted construction areas, keep people out of harms way

Never tamper with, move, or take away any construction material, signage, equipment, etc.

Watch for trip hazards!

Watch for closed stairwells, hallways, doors – have other routes of egress

Report any contractor employee smoking inside the building

Report water leaks, flooding
Supervisors - Ergonomics

Watch for ergonomic hazards on the job, especially in offices

Computers
Desks – stand or sit?
Chairs
Clutter
Glare
Repetitive motion
What to Do as a Supervisor........

To keep mechanical rooms clean.
To properly store chemicals.
To prevent mixing incompatible chemicals.
To keep exits, hallways, stairways open and unobstructed.
To keep fire doors closed.
To train employees in on-the-job safety practices.
To ensure employees receive safety training.
To do weekly “safety talks” with your employees.
To enforce safety compliance with your employees.
What to Do as a Supervisor……

To identify hazards on the job.

To receive and act on safety concerns from your employees.

To recommend corrective action to remedy the safety problem and prevent accidents.

To communicate hazards and safety to your supervisor/manager/VP.

To identify high-risk work and take measures to control the risk.

To identify new work, new equipment, new procedures and the risks involved.
What to Do as a Supervisor…….

When thinking of safety on the job ask – “why do we do this?” and “why do we do it this way?”

If the answer is – “because we always do it that way”, there could be a safety problem.

Often there is a better, safer way to do the job.

Don’t wait for enforcement, just do safety, incorporate safety into the job.

Safety isn’t something else you do, when doing the job. Safety is part of the job itself.

All supervisors must buy onto this, and this must start at the top of the organization.

To be successful with safety, employees need:

◦ A plan
◦ Resources
◦ Leadership
As a Supervisor it is OK to....... 

Hire employees you feel will work safely and follow safety rules
Hold your employees accountable for working safely
Insist your employees comply with safety rules and work safely
Stop a job if you feel there is a significant risk of someone getting injured
Insist that you and your employees be allowed to take the time to do the job safely
Insist that you and your employees be provided the tools, equipment, and resources to do the job safely
Insist you and your employees be provided safe work conditions to do the job that is required
Report unsafe acts or conditions, even if outside F&A
What Trades Supervisors Need to Know

- Electrical safety
- Working in construction sites
- Vehicle and traffic safety
- Wearing PPE
- Noise and airborne hazards
- Ladders/lifts/scaffolding - falls
- Operating heavy equipment
- Asbestos, lead paint, mold
- Carbon monoxide and dust
- Trenches and excavation
- Equipment inspections
- CDL testing
- Performing lifts
- Confined spaces
- Weekly safety talks
- Hot work
- Compressed gases, flammables
- Training
Supervisors - Contact EHS

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Questions and Thank You