



THE CPPD HEALTH & SAFETY OFFICES ARE LOCATED IN ROOMS 116 & 118 OF THE PETERSON SERVICE BUILDING. CONTACT JOHN SUMMERSETT (7-9377) OR RANDALL ROUTT (7-4144). FOR INFO RELATED TO HEALTH & SAFETY WITHIN CPPD, VISIT OUR WEB PAGE AT [WWW.CPPD.UKY.EDU/SAFETY](http://WWW.CPPD.UKY.EDU/SAFETY)

# CPPD Health and Safety Newsletter

November 1, 2016

SAFETY VIDEO OF THE QUARTER.

[HTTPS://WWW.YOUTUBE.COM/WATCH?V=3OJURUNBFRW](https://www.youtube.com/watch?v=3OJURUNBFRW)

## CPPD CPR/AED/First Aid Training.

Red Cross certifications are available to any CPPD employee interested. There will be two available courses:

- First Aid/CPR/AED (approx. 5-6 hours)
- CPR/AED (approx. 3-4 hours)

Everyone should consider signing up for one of the courses. First Aid CPR/AED training is not just something that can be used at work. You could possibly save a life or give someone a chance at surviving a medical emergency anywhere. We have 5 CPPD employees that are certified Red Cross Trainers. Contact Randall Routt (7-4144), Melissa Dunlap (7-

3697), or Jennifer Williams (7-1672) if you are interested in acquiring a certification. Classes are held as requested by managers, and are limited to 8 trainees per class. In addition, there is an open enrollment class available to any employee every 3<sup>rd</sup> Wednesday of each month. So long as we have at least 4 participants. Hope to see you in class soon.



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## Inside CPPD Health and Safety

Some things going on within CPPD H&S

### OJI REPORTS THIS QUARTER

7

### MVR REPORTS THIS QUARTER

5

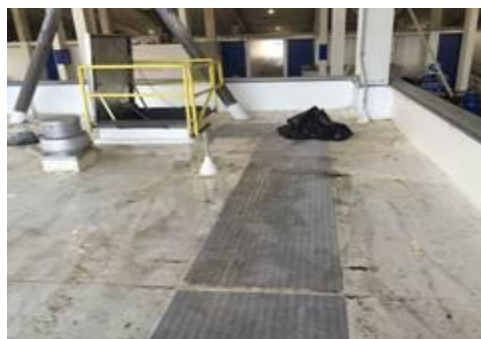
- Reviewing and received a final Taproot report on the individual burned in an accident which happened in the Central Heating Plant.
- Co-hosted Utility Cart Training with EHS for the Building Operators.
- Trained 8 employees in First Aid/CPR/AED.
- Prepared a plan for the mold remediation in Room 27 of Dickey Hall. Accessed and put in work orders on several other mold remediation projects including Lafferty Hall, and Bowman Hall.
- Continued to work on the new Health and Safety Web site which will be using Drupal 7.
- Maintained and logged all OJI and MVR records during the month.
- Hosted a 3-day Health and Wellness on wheels' event for employees in the Peterson Service Building and others throughout campus.
- Completed the background radon monitoring in Kinkead Hall prior to the implementation of the remediation project in the basement.
- Prepared a recommended basis training program for all new employees in the Grounds Department. This will be used initially for all existing employees. It included the development of several new programs specific for ground maintenance.
- Conducted training classes on Utility Cart Refresher for 83 people in Shop Support area.
- Continued Radon monitoring in Kinkead Hall. Results were less than the OSHA limit for occupational exposure.
- Assisted with evaluation of humidity, and mold problems in Lafferty Hall and Journalism Building. In Lafferty Hall issued work order to window repair, correcting table top due to humidity and minor mold clean-up.
- In Bowman Hall there was a problem with change in lighting in a hallway which resulted in a potential tripping hazard. The problem was resolved and the client in the area satisfied.
- Requested assistance with a mold problem, bird dropping, at Commonwealth Stadium. There were 12 areas where there was an accumulation of this material potentially contaminated with spores which can cause histoplasmosis.



Before



Before



After

## 7 Steps to Keep Employees Safe in The Workplace

We live in a world where bad things happen in the workplace. Yesterday shots were fired near the [White House](#) and less recently a lone gunman created havoc at the Navy Shipyards. As much as we fear the acts and despise the perpetrators, the reality is that these events have become commonplace. In addition to these acts of terror, the safety of your team can be at risk due to natural disasters and other unexpected events.

And yet few people ever really think it will happen to them. As a [leader](#), you are responsible not only for your own safety, but for the security and safety of those you lead. To help you lead safely at work, here are seven very important thinking points:

**1. Come to terms with reality.** It can happen in your workplace. A perpetrator can be someone you know or a complete stranger. Living in denial is the riskiest strategy of all. Post-tragedy interviews prove the point: "I could never imagine it happening here," you'll often hear.

**2. Be aware and teach awareness.** Criminals use the element of surprise. By paying closer attention to unusual or suspicious behavior and challenging it, you can reconfigure the odds. Don't be afraid to inquire or report, and make sure your people aren't afraid either. Be polite but assertive in challenging anyone acting unusual.

**Related: [The Real Value of Making Your Workplace Safe](#)**

**3. Get expert advice.** Law enforcement officials are usually willing to offer suggestions and even courses, and private enterprises can teach and provide security. Find someone in your community who is a proven expert in workplace safety. What is safest and most effective isn't always intuitive, but an expert will know what works best.

**4. Develop a plan.** Make sure every employee understands what needs to happen should there be a crisis, whether by a violent person or a natural disaster. A written plan of action should be included in your policies and

procedures manual. It is a good idea to vet this plan with your legal counsel.

**5. Do the drill.** It isn't enough to have a plan other can't implement. Every quarter or at least every six months, alert your employees to a drill and practice it so people know what to do and where to go in case of specific emergencies.

**6. Find leaders within your team.** These individuals can serve as captains to help coordinate and take additional responsibility in case of an emergency. Make workplace security a team effort.

**7. Consider providing a basic self-defense and safety course to all employees.** It's an employee perk that will not only be appreciated, but could potentially save lives.

Many alarm systems are purchased only after a break in. You need to be ahead of the game. Don't put off doing what needs to be done to assure the safety of you and your team.



# How Often Should You Conduct Safety Training?

Here are some things to think about:

## 1) Safety training is an essential part of every employer's program for protecting workers from injuries and illnesses.

Not only does it keep your workers safe, it's an investment that lowers your insurance premiums along with other financial benefits. To really know how often you should be conducting safety training, it's best to ask your local department of labor to find out what type of OSHA safety training your company or facility needs to implement.

There are four levels of safety training:

1. Initial training is required before any worker begins their job
2. Annual safety training is required for certain occupations, including both medical and environmental occupations
3. Special incremental training that occurs every other year or every three years
4. Potential hazard training that takes place whenever a company identifies new workplace hazards

## 2) All workers must be fully trained on safety procedures before they start to work.

As an employer, initial safety training is a top priority. It should take place during a worker's orientation on their first day on the job. Some construction jobs require the worker gets certification for certain jobs or to operate certain machinery prior to starting the job. Proper training right from the start ensures your workers know what they are doing and how to correctly and safely operate machines in the workplace.

## 3) Keeps guide lines and rules fresh in workers' minds.

Companies that conduct regular safety training sessions are less prone to workplace accidents and have better workplace safety overall. Consistency in safety training helps workers realize the importance of workplace safety and it boosts morale because they feel cared for.

## 4) Review company training programs if an injury occurs.

Whenever an injury occurs in your workplace, it's a good idea to conduct job hazard analysis. Then, immediately conduct safety training with employees and show them how to properly perform the actions that went wrong and caused the accident. This is also an opportunity to discuss any other possible injuries or safety violations that could have occurred in that particular situation.

## 5) Stay up-to-date on Safety training best practices by taking classes.

Through safety training classes, your employees are provided with information on workplace safety and health hazards. This extra step ensures you are implementing an effective workplace safety program that results in fewer injuries and illnesses. Safety training is time and money well spent. When your employees are kept up-to-date and regularly reminded of how to do their jobs safely, you greatly reduce accidents in the workplace. In the end, effective and timely job safety training saves both lives and dollars.

# 7 Tips for Boosting Safety Performance

If improving safety performance is one of your New Year's resolutions, we've identified seven essential elements to help you get there. Read on to learn what others have done to reach the top.

1. **Engage employees.** Involving employees in the safety process permits them to demonstrate their commitment while building pride, ownership, and skills. Start with an employee survey to identify the issues that matter most to your workers and where they feel improvement is needed. Involve employees in safety planning. Send them out to divisions of your company or other businesses to learn about best practices.
2. **Identify and report hazards.** The process of eliminating a hazard starts with identifying and reporting it. One large industrial site posts a safety logbook at each of its locations. Employees are encouraged to enter risks or safety concerns into the book. Another proven tactic is maintaining a library of up-to-date job hazard analyses (JHAs).
3. **Get the most from your managers and supervisors.** Managers and front-line supervisors have the most direct access to workers. Their actions, reactions, and attitudes can have a huge impact on employees' safety performance. Make sure your managers and supervisors:
  - Routinely discuss safety at staff and employee meetings;
  - Attend and participate in safety committee meetings;
  - Conduct facility walkarounds, noting best practices or areas in need of improvement;
  - Use coaching and feedback to encourage safe behaviors;
  - Launch accident investigations as soon as possible and follow up to identify corrective actions; and

- Make it clear to employees that they may shut down an operation if they believe conditions are unsafe or unhealthy.

4. **Put it in writing.** OSHA considers a written safety and health program the gold standard. If you don't have one, you should. You also need a safety and health mission statement that aligns with your corporate goals and culture. Communicate the statement to all employees, customers, contractors, and suppliers and feature it on your website. Codify your safety policies and practices into a document that is easy for managers and employees to consult and use.
5. **Be ready.** Emergencies don't just happen to the business down the road. You've got to be prepared for a wide range of unexpected events. An emergency plan should be inclusive and reflect all possible contingencies. It should be site-specific and based on a thorough hazard assessment as well as an understanding of risks specific to location, weather patterns, etc.
6. **Use OSHA resources.** True, OSHA is the enforcer. But the agency is also interested in helping employers comply with the law, protect workers from illness and injury, and stay competitive in the market. OSHA has grouped its compliance assistance resources on a single web page, [https://www.osha.gov/dcsp/compliance\\_assistance/resources.html](https://www.osha.gov/dcsp/compliance_assistance/resources.html).
7. **Get involved in health and wellness.** Compliance with safety and health regulations is your duty under the law. While there are no comparable laws governing diet, exercise, and stress, many experts agree that these factors play a role in keeping employees present and productive. Research points to a drop in medical costs of more than three dollars for every dollar invested in wellness, and a drop in absenteeism costs of more than \$2 for every \$1 spent. Programs range from informal walking groups at small workplaces to comprehensive programs at larger sites with onsite clinics, classes, healthy cafeteria options, and sponsored sports teams.

## Don't just wish it, make it happen

As you focus on 2016, keep your eyes on the opportunity to send workers home to their families healthy and uninjured and keep your organization profitable.