Aloha! This safety presentation has been prepared by the Campus Safety & Security Department.
During this presentation, we will give you

• An overview of the campus safety, health and environmental protection program,
• An explanation of our responsibilities for your safety while at work,
• An introduction to the hazard communication program,
• An explanation of who provides personal protective equipment required for certain tasks,
• Information on where we have asbestos and what we do to protect you from it,
• Information on how you can protect yourself from bloodborne pathogens,
• An introduction to ergonomics,
• Information on what to do in the event you get sick or injured on the job,
• And conclude with information on what is required to drive a university vehicle.
The campus safety, health and environmental protection program is intended to have you go home in almost the same condition to came to work. We say “almost” because we want you to go home fatigued from putting in a honest day’s work; but we don’t want you to go home with a band-aid across the bridge of your nose or with crutches or with an elastic bandage wrapped around your ankle. We want the same for the students, other faculty and staff, and all the visitors and contractors who come on campus.

We are also concerned about protecting the environment. We have recycling activities such as collecting bottles and cans and office grade paper. Food Services recycles cardboard. The Physical Plant recycles automobile tires and batteries. We also recycle the fluorescent lights because the bulbs and tubes contain mercury. Mercury is a poison that could accumulate in the food chain. If enough mercury is ingested by pregnant women, it could cause birth defects in their unborn fetus.

We also support the campus emergency management plan. In Hawaii, we may be exposed to hurricanes and tsunamis or tidal waves. If you are told to evacuate your homes, all students report to the BYU Hawaii stake center. That’s where they are sheltered until it is safe for them to return home. The rest of the people—faculty, staff, and residents in the local community go to the Cannon Activities Center instead. You should bring with your 72-hour kit with you. You will be expected to live off of your 72-hour kit. If you are required to be sheltered beyond the 72-hours, Food Services will provide food for your consumption.

We also have an emergency alert system where you can receive emergency information via text messages on your cell phone. If there is an imminent danger such as a shooter
on campus, we will notify you by text messaging vital information. You can register for this free service by entering your cell phone number when you update your personal information in myBYUH on the BYU Hawaii website.
Your safety while at work is a shared responsibility between you and your supervisor. So, you should develop a partnership between you and your supervisor. In a partnership, there are responsibilities for your supervisor and you.
Your supervisor’s responsibilities

• Provide policies and procedures on how to do the work correctly and safely.
• Provide training on how to do the work correctly and safely.
• Provide necessary protective equipment.
• Correct unsafe and unhealthful conditions.
• Process workplace injury and illness claims.

Your supervisor is responsible for

• Telling you what department policies and procedures you need to follow so you can do your work correctly and safely,
• Providing training on how to do your work correctly and safely,
• Providing any necessary personal protective equipment so you can do your work safely,
• Correcting any unsafe or unhealthful conditions in your workplace,
• And helping you process your worker’s compensation claim if you get sick or injured on the job.
These are the things you are responsible for as an employee

• Follow your department policies and procedures so you can do your work correctly and safely,

• Attend training when scheduled by your supervisor so you can do your work correctly and safely,

• Wear personal protective equipment when required so you do not get injured or sick on the job,

• Report any unsafe or unhealthful conditions in your workplace that you cannot correct on your own,

• Report any workplace injuries and illnesses to your supervisor as soon as possible. Your supervisor can help you get the proper medical treatment and help you file your worker's compensation claim. If you almost got into an accident or a near miss, report that to your supervisor also.
There is a law that says that you have a right to know about the chemical hazards in your workplace. Each department that has hazardous chemicals has an inventory of the hazardous chemicals that they use. They also have a material safety data sheet or MSDS for each of those chemicals. The MSDS tells you

- What hazardous chemicals are in the product you are using,
- If the product is flammable or explosive so you don’t take it near an open flame,
- What happens if you get it on your skin, splashed in your eyes, inhale the vapors, or drink it by accident,
- First aid information
- What kind of protective equipment you should wear while using the product,
- And what you should not have come in contact with this product. For example, you should not mix bleach with other cleaning chemicals. It could cause the chlorine in the bleach to be released as a gas. If you breathe the chlorine gas, you could become very sick or even die.

When using chemicals, you should read the label on the container and follow the instructions on the label. If you need special training to use the product,
your supervisor will provide that training.
Personal protective equipment protects you from the hazards of your job. If your supervisor tells you to wear protective equipment while performing certain tasks, your supervisor will provide you with the protective equipment. Regular and student employees are not asked to provide their own protective equipment. All required personal protective equipment will be provided by your supervisor.
Asbestos is a mineral fiber mined in the southwestern part of the United States. In the 1940’s, they found asbestos had good heat-resistant properties and used it in brake pads for vehicles, in floor tiles and in thermal insulation. They also sprayed it on the ceilings of buildings to make the buildings more fire resistant. However, in the 1960’s, they found people who worked with asbestos were developing respiratory health problems such as lung cancer and emphysema. They no longer use asbestos in brake pads, in floor tiles and in thermal insulation. They also no longer spray it on ceilings. However, we do have some buildings built at the time asbestos was being used. Asbestos is found in the floor tiles, equipment and pipe insulation, and in the attics. Workers who need to go into the attics where asbestos is still installed are fitted with respirators as a precaution. Whenever, we do building renovations or remodeling, we have a special contractor who removes the asbestos for us before the renovation or remodeling work is started. For most workers on campus, there is no danger of exposure to asbestos in the workplace.
Bloodborne Pathogens

- HIV, Hepatitis B, and other viruses may be in human blood and body fluids.
- Transmitted by contact with mucous membranes of an infected person, through open cuts and sores on the skin, and needlesticks with a contaminated syringe.
- Protect yourself from exposure by:
  - Wearing gloves.
  - Use a shield when administering CPR.
  - Washing hands thoroughly with soap and water immediately after contact.
  - Seek medical care.
  - Report any incidents to your supervisor.

Bloodborne pathogens are viruses such as HIV or AIDS and Hepatitis B. They are found in the blood of humans. They are normally transmitted through contact with an infected person’s blood or body fluid. If you see what appears to be blood or body fluid in areas such as our restrooms. Do not be a good Samaritan and clean it up yourself. Call the Physical Plant to have a trained custodian clean it up with the proper equipment and germicide. You can protect yourself from bloodborne pathogens by

- Wearing gloves when performing first aid or CPR.
- Using a shield when administering CPR,
- Washing your hands thoroughly for at least 20 seconds immediately after contacting blood or body fluids. If you sing “Happy Birthday” to yourself twice, that will take about 20 seconds.
- And seek medical attention immediately after contacting blood or body fluids. Notify your supervisor after any contact with blood or body fluids.
Ergonomics is the science of fitting the job to you. When sitting, sit all the way back in the chair and make use of the back support. Avoid awkward positions and repetitive motions for long periods. You can do that by taking a break about once an hour. Go get a drink of water, use the restroom, or run errands. Get out of the chair and move to get the blood circulating again.

If you are doing lifting, remember to lift with your legs—don’t bend at the waist to prevent straining your back. If the load seems to be too heavy, ask for help or use a cart. If you are beginning to experience some aches and pains at the end of the day, contact Risk Management. They can do an ergonomic risk assessment to provide recommendations on improving your work style.
If you get sick or injured on the job, your first priority is to get the proper medical treatment. If it is something minor like a paper cut, you can use the supplies in one of the first aid kits distributed around the campus. If it is something more serious, there is the Health Center on campus. If it is life threatening, 911 can be called to dispatch an ambulance to the campus. Let your supervisor know you got sick or injured on the job. Your supervisor can help you get the proper medical treatment. After treatment, you will have access to any medical records for your treatment. You will be asked to complete an injury report. The report is not intended to find out where you messed up or whose fault it was. The reported will be used to determine what can be done to prevent another injury from occurring. Send the completed report to Risk Management as soon as possible. If you almost got into an accident, report that to your supervisor. If it goes unreported, maybe the next time you might be so lucky and actually get injured.
Your job may give you the opportunity to drive a university vehicle. Gas and electric carts are limited to campus roads. They cannot be taken on the public streets because they are not licensed for that purpose.

To drive a university vehicle, you need a current driver’s license. If you are under the age of 25, you also need to take a defensive driver course at the Safety Outpost Office in Aloha Center Room 137. International students, faculty and staff who have been driving in the United States for less than 5 years also need to take the defensive driver course. You can call the Physical Plant at 675-3400 to schedule an appointment for the defensive driver course.

Some employees may also drive a forklift which is an industrial truck for moving goods around. Forklift drivers also need to take an operator’s course in the Safety Outpost Office in Aloha Center Room 137.
Mahalo for participating in this training. If you have any questions regarding this presentation, call 675-3406 during regular business hours. Have a safe day!
Remember everyone’s a winner when they are safe and healthy.