EHSI Spring Conference, April 28th at Pitt Comm. College

We are excited to formally announce the date and location for our 2011 Spring Safety Conference. Please join us on Thursday, April 28th from 8 am until 4 pm at Pitt Community College in Greenville, NC as we discuss new ideas and make new friends. The last several years have seen remarkable improvements in the safety awareness programs of all 58 North Carolina Community Colleges, and this year we hope that our session will build on all that you have accomplished. In addition to re-visiting some of the ongoing issues like air quality and school security, we will also be digging deeper into the nuts and bolts of effective safety programs and what we all need to be doing to remain dedicated to continuous improvement. Please review the following list of subjects and speakers, and feel free to invite anyone at your organization who could benefit from this subject matter.

- Safety Committees - A representative from NCOSHA will share some tips on creating effective safety committees and achieving college-wide safety goals.
- Job Safety Analysis - EHSI will go into the finer details of creating OSHA required Job Safety Analyses for our faculty and staff members who take on the more dangerous tasks at our community colleges.
- Indoor Air Quality - A representative from the NC Division of Public Health will cover some tips for effective Indoor Air Quality Management.
- School Security - Johnny Lee from Peace at Work is going to present some ideas that will help our security personnel to identify and deal with warning signs from troubled students and employees.
- Hazardous Waste Accumulation and Disposal - A member of the Hazardous Waste Disposal group PSC will cover hazardous waste accumulation and disposal strategies.
- Accident Investigations - A session on reporting and responding to college accidents will assist community colleges in performing effective accident investigations.

All employees of NC Community Colleges that are involved in campus safety and security are invited to attend. There is no cost to attend and snacks and meals will be provided. If you would like to join us, please contact Ruth Kidd at ruthk@blueridge.edu or 828-694-1767 to register. If you would like to spend the night ahead of time, the Comfort Inn, 3900 S Memorial Drive, Winterville, NC directly beside Pitt Community College honors a state government rate of $76.49 plus tax. Their phone number is (252) 355-0070.

If you have any questions, please don’t hesitate to call me at (828) 694-1749.

We look forward to seeing everybody.

Forklift Safety

Forklifts are used on just about every community college. Although they are not used every day or for long periods of time like in an industrial setting, forklift operations are covered by OSHA regulations. OSHA requires all forklift operators to be trained and evaluated at least every three years or sooner if the operator demonstrates unsafe methods, is involved in an accident or near-accident, or if the operator begins using a different type forklift. EHSI provides forklift safety training at many community colleges across the state. Training consists of a classroom discussion followed by a practical demonstration of the driver’s (continued on page 2)
Forklift Safety (continued from page 1)

ability. After satisfactory completion of the class, the college may then license the operator to drive the forklift on campus. Forklift licenses and training from a previous job are not valid.

Forklifts should be inspected every day that they are used and the inspection form should be kept on file for at least a year. Standard forklift inspection forms can easily be found on the internet or from the manufacturer. Also inspect the dockboards used when entering trucks for cracks and damage.

Operators at colleges must watch for students and other pedestrians. No one is watching where they are walking any more; we are too busy texting to see the forklift in front of us. EHSI recommends that a walking escort accompany the forklift and operator whenever it is used near pedestrians. Sound the horn as you go around corners and at other blind spots.

Always wear your seatbelt, and if you feel the forklift tipping over, brace yourself and stay inside the safety zone provided by the Roll Over Protection Structure (ROPS).

Walk inside and check floors prior to driving the forklift into a trailer. I have personally seen forklifts break through trailer floors. There weren’t any injuries, but it was very difficult to get the forklift pulled back out. Be sure the driver does not pull away from the dock before the forklift has completely exited the trailer; I’ve seen that happen too.

Take care when stacking and storing items with the forklift. Of course the heavier items should be below or on the floor and lighter items can go in racks. Be careful with fragile items; it is easy to damage a pallet of fluorescent tubes or copier paper.

Supervisors and safety officers should randomly observe forklift operations to insure safe practices are being followed. OSHA regulations regarding forklift operation and training can be found at 29CFR1910.178.

The NC Department of Labor has recently issued a Hazard Alert regarding forklifts and material handling. You can find it at their website, www.nclabor.com.

### Hazard Analysis

Hazard Analysis (continued from page 1)

Hazard Analysis

Hazards can be defined and categorized in many ways. A couple of common definitions of hazards used in emergency response and safety are: 1) a hazard is any substance or condition that is capable of harming human health, property or the environment; 2) a hazard is anything that can cause injury or illness.

OSHA has for many years recommended performing Job Hazard Analysis (JHA) or as others may refer to it Job Safety Analysis (JSA) in the work place. Both named methods do the same thing and are completed in the same manner, in this article let’s call the process JHA.

Where does the JHA begin? Can every job or function on campus be studied at once? Probably not without a lot of personnel and a lot of time (many people full time).

The following is a list of steps to take to set up and perform a JHA but like most methods and procedures things may need to be adapted to your campus.

1. Involve your employees. Who knows each job and procedures better? Also the JHA results will be more complete and implemented more easily if you have employee “buy in.”

2. Study your campus accident and near miss history to determine what accidents happen the most and where. Then since you probably can’t do JHAs on all accidents quickly you need to prioritize what gets done first. If a hazard is present that is an immediate danger it needs to have a JHA done now. After that some JHA methods use risk analysis to set the priorities. As an example what’s the likelihood that some-

(continued on page 3)
Hazard Analysis (continued from page 2)

one on your campus will get a cold next winter? What’s the probability that the cold will be deadly? Next what’s the likelihood that a meteorite will hit the campus? What’s the probability that it would be deadly (State wide or further)? But the risk of both situations would be minimal, and so it may be better to do a JHA on cuts and machine guarding or mower and chain saw operation and hearing loss. Both of the latter have a greater risk of occurring.

3. Now a brainstorming session is often helpful. Again involve your employees and share the data for accidents and near misses and develop a priority list. Some other priorities may become evident that were not seen during the accident and near miss analysis.

4. Then study the jobs and tasks that will have a JHA performed. List all steps to complete the job or task to be studied, it doesn’t have to be so detailed to become cumbersome, but all functions to complete the job need to be listed.

5. Some hazards that should be considered when doing a JHA are: slipping, tripping, falling, impact, penetration, caught in or between; excessive lifting, twisting, turning; vibration, repetitive motion, noise, electrical, pneumatic, hydraulic, light, water and others to fit your campus conditions.

6. All programs associated with the job to be analyzed should be studied, i.e., LOTO, confined space, electrical safety, PPE, standard operating procedures and others.

7. Develop a form to list what will be studied during the JHA and leave room for additional items found during the JHA. The form may have Task Description, Hazard Description, Hazard Control and other sections to fit your JHA with room for written comments.

8. After the JHA all hazards need to have a Corrective Action (CA) assigned to them with an implementation date and an assigned responsible person.

9. Follow up on all CA to make sure they are completed and periodically check to make sure there isn’t any regression.

10. Finally what does a JHA do for you; what’s the bottom line? The JHA will reduce the number of injuries and illnesses on campus. Productivity will be increased. Your regular, most experienced, most skilled employee will be available for the job. Workers Comp cases will be reduced. Lastly employees will see that there safety is a priority on campus, and as we all know everyone wants to be valued.

11. Now, JUST DO IT.

Groundskeeper Season

Grounds maintenance is a field that consists of many different hazardous projects. Groundskeepers use various types of equipment and are exposed to a variety of hazards. Before any groundskeeper tasks are performed, the proper personal protective equipment (PPE) should be used for each activity. Examples would be proper clothing to prevent injury from sun as well as bites and scratches, steel toe boots or at least high-top shoes to prevent injury to toes and ankles, face shields or goggles when necessary, ear muffs or plugs to prevent injury to hearing, and gloves to prevent injury to hands. Groundskeepers may operate many different types of equipment but before employees operate any equipment, they should be familiar with the owner’s manual for that equipment.

When using a blower, the operator should inspect the blower for any flaws. The blower should be kept in the upright position at all times. The tubing should be attached and never pointed at people, animals, glass or any hard surface that would allow particles to ricochet. Blowers should never be used to spread or disperse chemicals in any fashion.

Chainsaws can present the most dangerous hazards of a groundskeeper’s employment. They should never be used in a casual manner because any mistake may cause serious injury. Proper PPE is vital in preventing injury. Chaps should be worn that will lock the chainsaw down rather than allowing the saw to cut into the flesh of the operator. A face shield will prevent litter or debris from contact with the eyes. The chain on the saw should always be kept sharp to minimize the risk of kick back. When starting the saw, the
Environmental Health

Groundskeeper Season (continued from page 3)

drop start method should never be used. While operating the saw, the operator should maintain balance and always use both hands to firmly control the saw.

Mowers should be inspected before operation. Hands and feet should never be placed near moving parts of the mower, and the discharge chute should never be pointed at people. When operating the mower, steep slopes should be avoided if possible but when mowing slopes, extra precaution should be taken to prevent rollover accidents. Mowers should be driven up and down slopes rather than side to side.

Common sense should be used when fueling equipment. Fuel should be stored in proper location and fuel cans should be labeled to avoid using the wrong fuel for equipment. Equipment should be fueled outdoors to allow proper ventilation and away from electrical equipment. Also, employees should never smoke when handling fuel.

Groundskeepers usually work with a variety of chemicals, many of which can be very dangerous. For instance, when using weed killer, there are many potential hazards. The chemical should never be allowed to make contact with flesh and should never be sprayed in a manner that would allow pets or children to contact the chemical. It is very important that chemicals are properly labeled and stored to ensure that access is denied to anyone, such as children, who has no business with chemicals. MSDS should be available in case of an emergency and an emergency phone number should be provided.

The hazards of a groundskeepers’ employment consist of much more than this article addresses. The concept of safety applies in most any activity performed by not only a groundskeeper, but anyone who takes on a project of any kind.

EHSI CONTACT INFORMATION
Web Site: http://www.blueridge.edu/ehsi/
EHSI Staff:
Allen McCullough
828-694-1749
jamesmc@blueridge.edu
Chuck Arrowood
828-694-1738
jc_arrowood@blueridge.edu
David Martin
828-694-1759
dm_martin@blueridge.edu
Ruth Kidd
828-694-1767
ruthk@blueridge.edu

EHSI SafetyNet Training Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic (all training starts at 10 AM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-5</td>
<td>Hazard Communication &amp; Bloodborne Pathogen Awareness</td>
</tr>
<tr>
<td>4-19</td>
<td>Personal Protective Equipment including Hearing Protection</td>
</tr>
<tr>
<td>5-3</td>
<td>Hazard Communication &amp; Bloodborne Pathogen Awareness</td>
</tr>
<tr>
<td>5-17</td>
<td>LockOut TagOut/Confined Space Awareness</td>
</tr>
<tr>
<td>6-7</td>
<td>Hazard Communication &amp; Bloodborne Pathogen Awareness</td>
</tr>
<tr>
<td>6-21</td>
<td>Groundskeeper Safety/Heat Stress Awareness</td>
</tr>
</tbody>
</table>

Environmental Health & Safety Institute
180 West Campus Drive
Flat Rock, NC 28731-4728

North Carolina Community College System
Preparing North Carolina’s World-Class Workforce