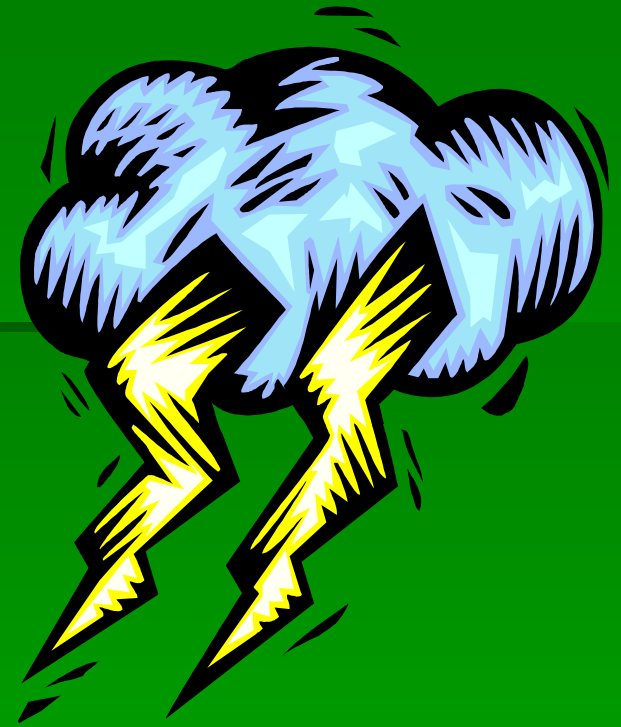

Mount Holyoke College

Facilities Management Summer Employees

Safety Training

WORKING OUTDOORS

Lightning



AVOID being in or near:

- High places
- Open fields
- Isolated trees
- Unprotected gazebos
- Rain or picnic shelters
- Towers or flag poles
- Any metal object
- Water

Flash to Bang

**: Every 5 seconds = 1 mile
(less than 30 seconds – SEEK SHELTER!)**

Lightning

Where should you go?

Safe Locations:

- Inside a building
- In a fully enclosed metal vehicle (avoid contact with metal surfaces)

Can't Reach Shelter!

- Get below tree line & in a small grove
- Never be highest or second highest object
- Crouch on balls of feet with head down at least twice as far away from a tree as it is tall

Severe Weather Warnings

- Tornado Watch = conditions are favorable for the development of severe thunderstorms producing tornados
 - Stay alert to conditions
- Tornado Warning = radar weather spotters have identified a tornado in the area
 - Seek shelter in a basement or small interior room at lowest level
 - If you can not get inside, find a low area (ditch or ravine) away from trees/powerlines and lie face down with arms covering head

Poison Ivy

- Allergic contact rash
- Contact with urushiol oil
 - direct contact, indirect contact, airborne particles
- Sensitivity varies
- Penetrates skin in minutes
- Rash appears within 12 - 48 hours



Poison Ivy Treatment

- Wash exposed areas with cold water
- Wash clothes – take care not to transfer to furniture
- Relieve itching with cool showers and over the counter products (e.g. calamine)
- See your doctor in severe cases



HEAT RELATED ILLNESS

Heat Stress

- (Muscle cramps, Weakness, Tiredness, Irritability, Disorientation, Rash)

Heat Exhaustion

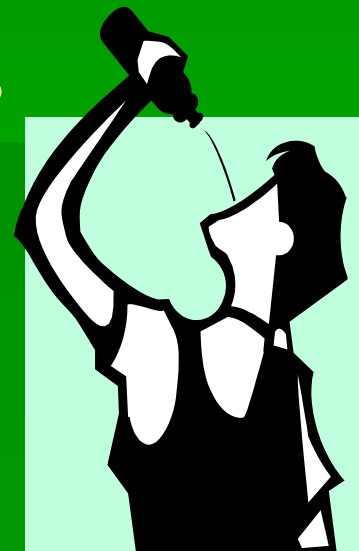
- (Profuse sweating, Paleness, Rapid Pulse, Nausea, Headache, Vomiting, Unconsciousness, Dizziness)

Heat Stroke

- (Delirium, Convulsions, Hot, dry skin, Chills, Coma)

Things you should do...

- Drink Water to stay Hydrated - with heavy work, drink 8 ounces every half hour
- Build up tolerance to heat over a period of a couple of weeks
- Wear light colored and loose fitting clothes
- Avoid eating large meals
- Avoid caffeine and alcoholic beverages

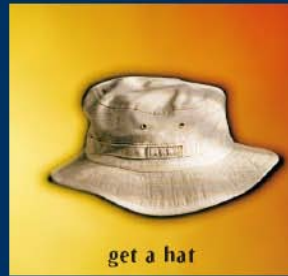


Protect Yourself from the SUN

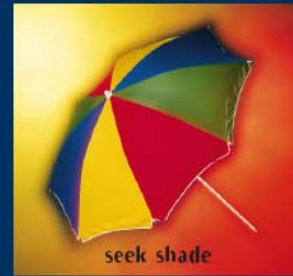
When You're in the Sun, **your**
choose

cover

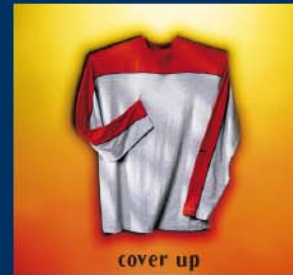
Protect yourself from the sun's UV rays.



get a hat



seek shade



cover up



rub it on



grab shades

Choose Your Cover

www.cdc.gov/ChooseYourCover

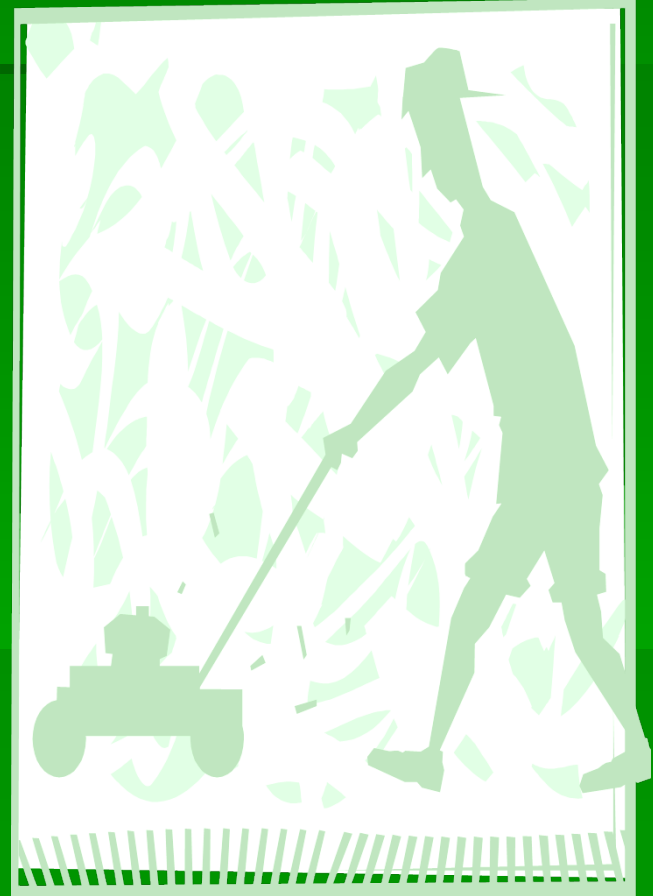


Grounds

Equipment Safety

Lawnmower Safety

- Over 70,000 lawn mower accidents annually in the U.S.
- Account for a large percentage of complete or partial amputations



Lawnmower Safety

- Check area and remove debris before starting
- DO NOT remove or disable safety devices
- Keep feet and hands clear of blades
- Stop for pedestrians in path of discharge
- Keep discharge away from vehicles
- Never reach into areas with parts that move, even when they are not moving, with hands or feet
- Call your supervisor if machine jams or if there is any other problem

Lawnmower Safety

- Push rather than pull the mower
- Mow slopes across with push mower
- Do not attempt to mow steep slopes



Gasoline Safety

Handle Gasoline with care

Flash Point:

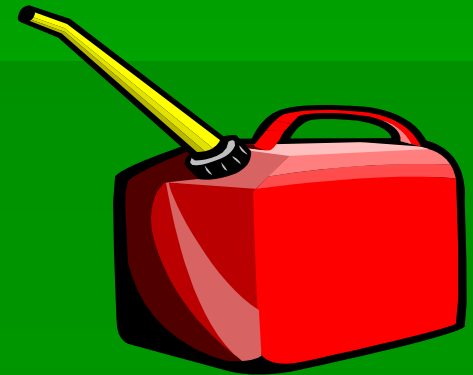
The lowest temperature at which a liquid produces enough vapor to ignite in the presence of a source of ignition.

Gasoline -45°F



Gasoline Safety

- Add fuel before starting
- Do not fuel indoors
- Do not refuel while running
- Let cool down before refueling
- Use a funnel if necessary
- **NO SMOKING**



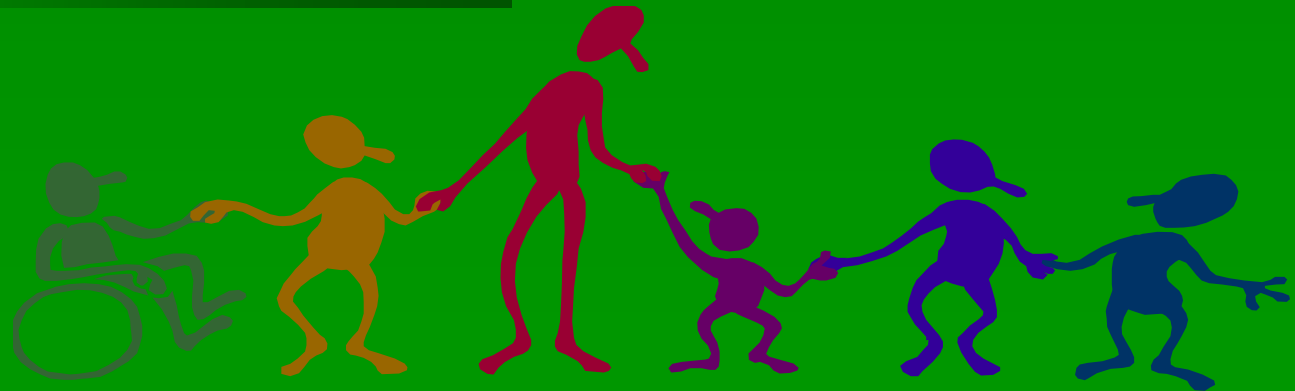
Weedwacking Safety

- Check area for obstacles
- Cut only at ground level
- Walk forward not backwards
- Avoid trimming poison ivy



Weedwacker Safety

- Keep away from others working in the area
- Stop when pedestrians are in the area
- Be careful of vehicles



PERSONAL PROTECTIVE EQUIPMENT (PPE)

What to Wear? What to Wear?

Standard Work Attire



- Shirt
- Long pants (shorts may be allowed for certain low hazard operations such as raking/weeding)
- Work shoes (closed-toe, non-sneaker shoes)
- No flowing sleeves or pants



What to Wear? What to Wear?

Personal Protective Equipment

- Power equipment
 - Eye protection
 - Hearing protection
- Working in/near roads
 - Reflective Vest
- Hand Work
 - Work Gloves
- Splash Hazard
 - Splash Goggles



Head Protection

- Hard Hats
- Construction Areas
- Overhead Hazards



Eye Protection

**SAFETY
FIRST**

**EYE PROTECTION
REQUIRED**

- Safety Glasses

- particles
- dusts



- Goggles

- required for splash hazards
- dusts
- projectiles



Hand Protection - Gloves

- Chemical resistant
- Utility gloves
- Sized to fit
- Good condition
- Inspect before use
- Removal of contaminated gloves



Chemical Safety

Hazard Communication

- “Right To Know”
- Chemical Hazards
- Written Program
- Training
- Container Labels
- Material Safety Data Sheets (MSDS)
- Inventory List



Chemical Hazards

Flammable/Combustible

- A chemical that ignites easily and burns readily
 - Aerosol cans
 - Acetone
 - Alcohol
 - Gasoline
 - Propane
 - Oil based paint



Chemical Hazards

Corrosive

- A chemical that can damage skin and eyes causing burns or other damage.
 - Bases
 - Bleach
 - Caustic Soda
 - Acids
 - Toilet bowl cleaner
 - Muriatic acid



Chemical Hazards

Irritant

- Non-corrosive material that may cause temporary irritation of skin, eyes, throat etc.
- Symptoms go away after exposure stops.



Chemical Hazards

Toxic

A material that may cause health effects such as problems breathing or damage to body systems.



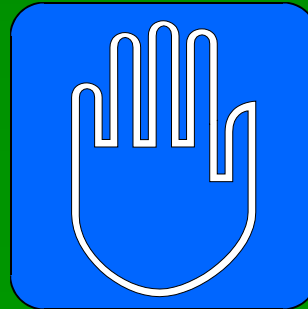
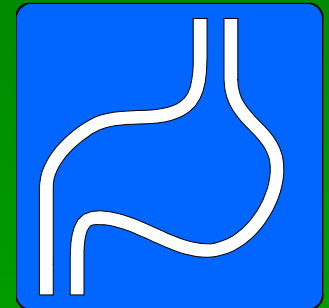
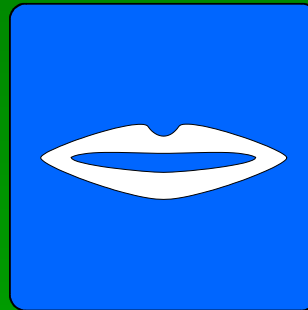
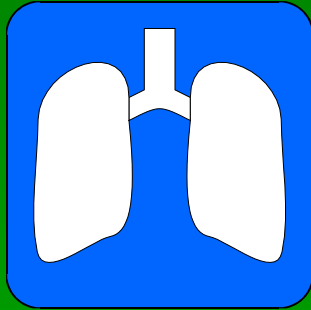
Chemical Hazards

Reactive

A chemical that may react with the environment or with other chemicals.



Routes of Entry



Chemical Safety

Where can you find information about the hazard of a chemical you are using?

Chemical Safety

Container Labeling

- Manufacturer's Label
- Transfer Containers
 - **must** be labeled with the chemical name and primary hazard



Container Labels

- Shipping Labels
- Manufacturer's Warnings
- NFPA Diamond / HMIS Labels
- Health, Fire, and Reactive Hazards

HMIS Label

●	HEALTH
●	FLAMMABILITY
●	REACTIVITY
○	PROTECTIVE EQUIPMENT

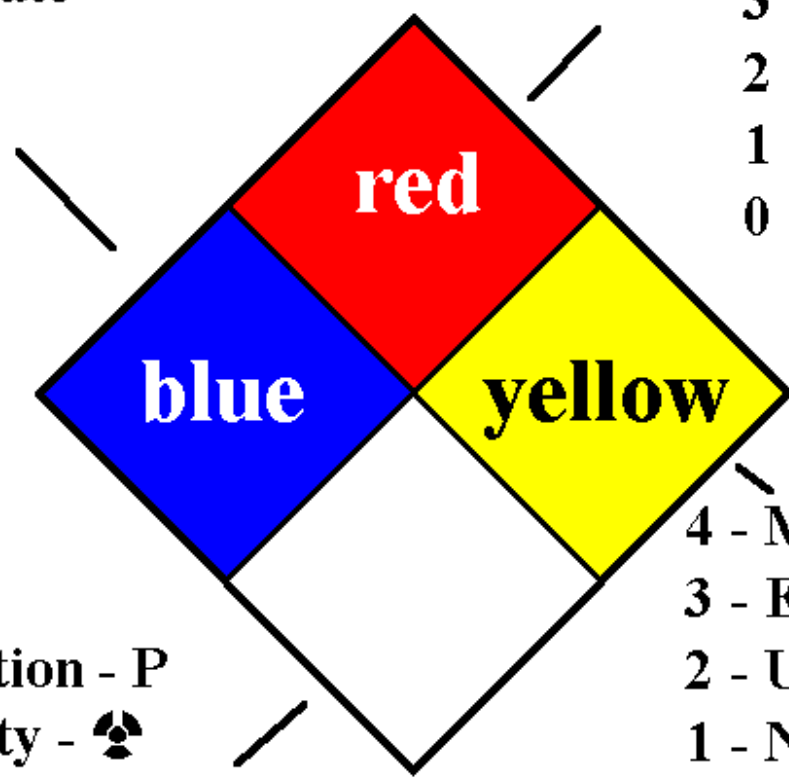
NFPA Diamond

Health

- 4 - Severe
- 3 - Serious
- 2 - Moderate
- 1 - Slight
- 0 - None

Special Hazards

- ACID
- ALK
- COR
- OXY
- Polymerization - P
- Radioactivity - ☢
- Use No Water - ~~W~~



Flammability

- ### Flash Points
- 4 - $<73^{\circ}\text{F}$
 - 3 - $<100^{\circ}\text{F}$
 - 2 - $<200^{\circ}\text{F}$
 - 1 - $>200^{\circ}\text{F}$
 - 0 - Will not burn

Reactivity

- 4 - May Detonate
- 3 - Explosive
- 2 - Unstable
- 1 - Normally Stable
- 0 - Stable

Material Safety Data Sheets

- Identity of Material and Manufacturer
- Hazardous Ingredients
- Physical and Chemical Characteristics
- Fire and Explosion Hazard Data
- Reactivity Data
- Health Hazard Data (Limits, Symptoms, etc.)
- Precautions for Safe Handling
- Control Measures and First Aid

MSDS

- The MSDS for all Facilities Management chemicals are located in the main office
- Additionally, the Office of Environmental Health & Safety maintains copies
- If you are using a new product, make sure we have an MSDS on file
- Ask your supervisor or contact EH&S (x 2529) with questions regarding MSDS

HAZARDOUS WASTE

Hazardous Waste Containers MUST be labeled when waste is first added to the container.

Is it a Waste?

- No longer used
- Abandoned
- Inherently waste-like
 - not labeled
 - damage container
 - no longer used

HAZARDOUS WASTE

WASTE NAME: _____

CHEMICAL CONTENT	HAZARD
_____	<input type="checkbox"/> FLAMMABLE
_____	<input type="checkbox"/> OXIDIZER
_____	<input type="checkbox"/> CORROSIVE
_____	<input type="checkbox"/> TOXIC
_____	<input type="checkbox"/> REACTIVE _____ Describe
_____	Date Moved to Storage: _____

Hazardous Waste

- Keep containers closed, except when waste is being added
- Keep liquid hazardous waste in/on secondary containment
- Use an official hazardous waste label
- List waste name and hazard(s) – Do not use abbreviations
- A few examples of waste that the FM may generate are waste paint thinner, oil paints, spray paints/other aerosols, motor oil, oily rags

LADDER SAFETY

Portable Ladders

- Use only approved ladders
- Inspect before use
- Use both hands
- One person only
- Firm, level footing
- Do not use as platform or scaffold
- Warning barrier if in public area
- Secure top of extension ladders
- Extend 3 feet above access or working level
- Use 4:1 lean ratio



Ladder Safety

What's Wrong Here?



Ladder Inspection

- Side Rails
- Rungs or Steps
- Side Guides
- Rung Locks
- Safety Feet
- Spreader Braces
- Overall Condition
- Never Use a Damaged Ladder



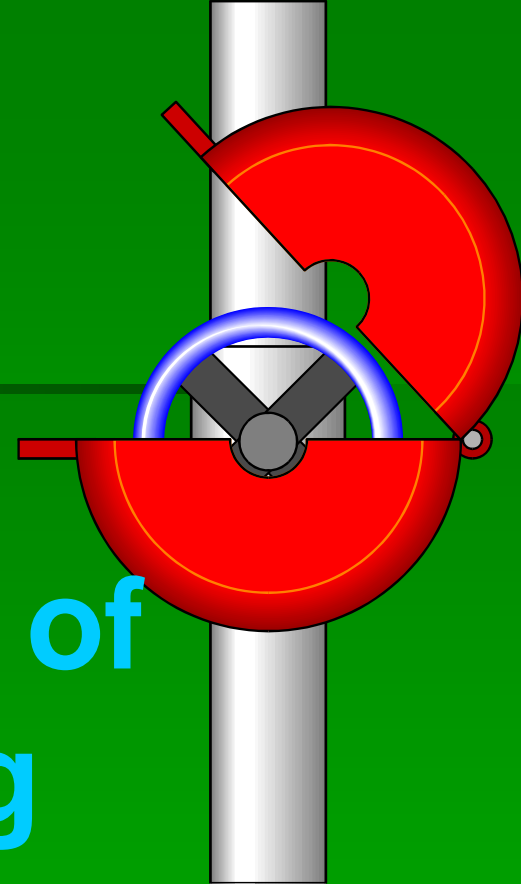
Ladder Safety Summary

- Inspect before use and report damaged ladders or other concerns to your Supervisor right away
- Use the right ladder for the job
- Don't overreach – maintain your balance

LOCKOUT/TAGOUT

Lockout / Tagout

Protecting against
uncontrolled release of
energy while working
on equipment



Electrical

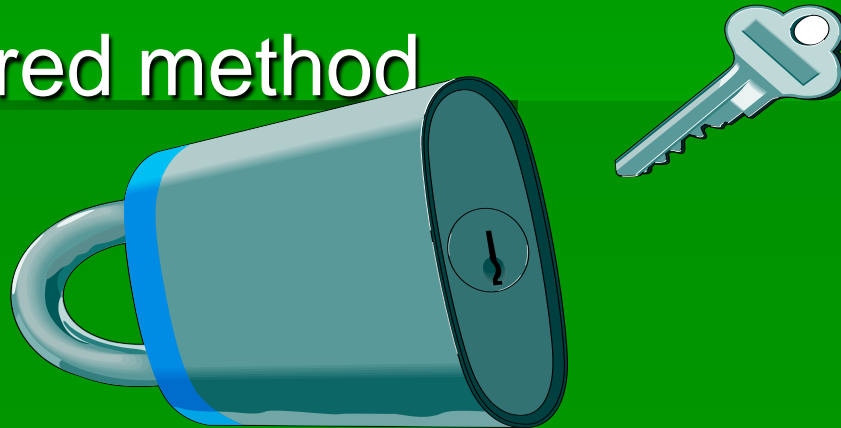
Mechanical

Pressure

Thermal

Lockout

- Lock device applied to energy control point
- A positive means to secure isolation point
- Individual responsible for own lock & key
- Preferred method



Tagout

- Tag device applied to energy control point
- Used in conjunction with Lockout
- Used when Lockout not feasible
- Name, date, time, purpose, etc.



Electrical Safety

Power Tool Safety

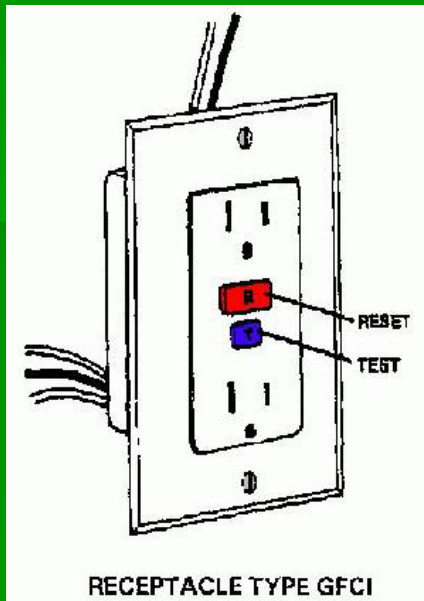
Power Tool Use

- Do not use equipment with frayed or damaged cords – take out of service
- Use GFCIs whenever water is present
- Turn off equipment at the end of the day or when no one is present
- Don't overload extension cords
- Use the right tool
- Examine each tool for damage before use
- Do not defeat guards or other safety devices
- Operate according to instructions
- Use the proper protective equipment



GFCIs

- Use a Ground Fault Circuit Interrupter whenever water is present



SAFE LIFTING

Material Handling

Safe Lifting

Use Your Head and Save Your Back!



*Means
using
your
head!*



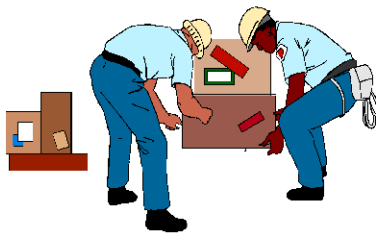
•**STAND**
close to
the load



•**Bend**
your
knees -
not
your
back!



•**Let**
your
legs do
the
lifting



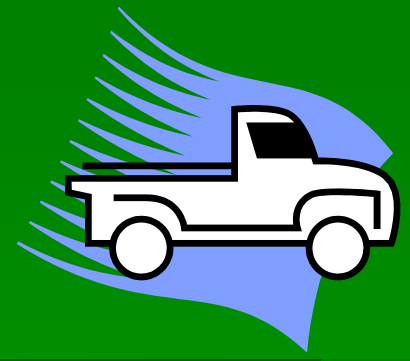
Get Help
with
heavy or
awkward
loads!



Use
the
right
tools!

VEHICLE SAFETY

Driving Safely



- Obey the speed limit
 - 15 mph on campus unless posted otherwise
- Wear seats belts
- Pay attention – many accidents caused by distracted driving (No cell phones/MP3s)
- No passengers in open truck beds
- Only as many passengers as there are seatbelts
- Must be 18 to drive College vehicles
- No smoking in College vehicles

ACCIDENTS
and other
EMERGENCIES

If an accident happens....

- Notify your supervisor
- For first aid call Public Safety at ext. **1911**
- For additional medical attention – Work Connection at Holyoke Medical Center
- Complete an accident report
- Report all vehicle accidents immediately to Public Safety and your Supervisor

Chemical Splash in Eyes or on Skin

- Flush the eye or area with clean water. Eyes should be flushed for 15 minutes.
- Call your Supervisor and/or Public Safety.
- For all eye contamination, seek medical evaluation.
- For skin contamination, seek medical evaluation if there is visible damage, it was a large area, or it is a very toxic chemical.
- With your supervisor, fill out an accident report.



Fire Safety



When the Fire Alarm rings:

- Stop tasks that could pose additional hazard
- Immediately evacuate the building
- Tell your supervisor where you are
- Do not reenter until told to do so

Fire Response



- Alert others in the area
- Pull the fire alarm
- Evacuate
- Stop, Drop, and Roll
- Extinguisher use if trained
- Extinguisher use to aid evacuation

Mount Holyoke College Emergency Number

PUBLIC SAFETY

X 1911

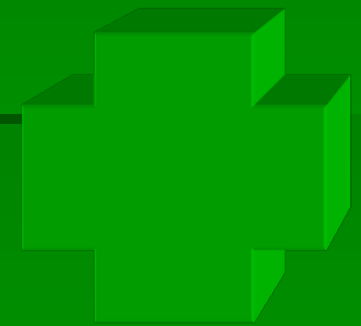
From a cell phone

413-538-2304

JOB SITE INSPECTION

GENERAL SAFETY PRACTICES

Good Safety Practices



- Inspect work area daily
- Be an observer - stay alert
- Housekeeping, Housekeeping, Housekeeping
- Use your best safety device - THINK
- If you're not sure - ASK someone!!
- Report Injuries/Incidents/Illnesses
- Report safety issues to your Supervisor

**Thank you for
working safely!**