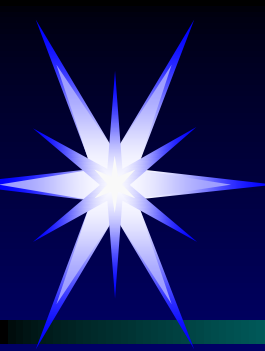


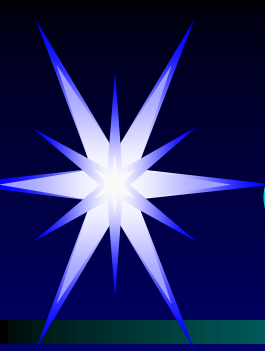
SAFETY POLICY

- It is the goal of the University and its employees to ensure that our educational programs and all other activities protect and promote the health and safety of our students, employees, visitors to the campus and the environment
- ECU is committed to complying with all applicable safety and environmental regulations, accreditation requirements and consensus standards



SAFETY PRINCIPLES

- ❑ Responsible for continuous practice of safety and environmental compliance
- ❑ Nothing is so important that it can not be done safely; safety is #1 priority
- ❑ Overall success of the safety program is a shared responsibility
- ❑ SUPERVISORS and staff must show leadership & provide good example



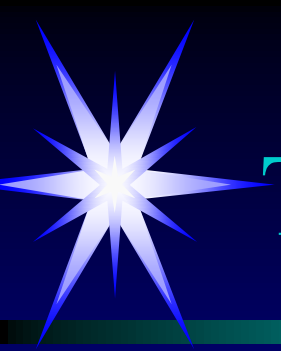
GOAL: TARGET ZERO

- Target Zero: ProActive Safety Attitudes Coastal Video (16 minutes)
- Goal - something to work toward
- Take responsibility - can't put on others
- Change way of thinking - culture
- ZERO ACCIDENTS IS OUR GOAL



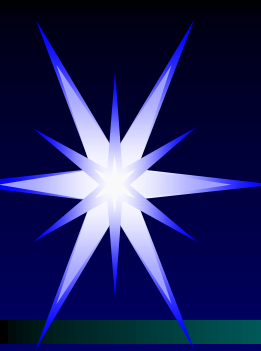
OVERVIEW

- Safety Team
- Responsibilities
- Key Safety Policies
- Workers' compensation/RTW
- Accident Investigation



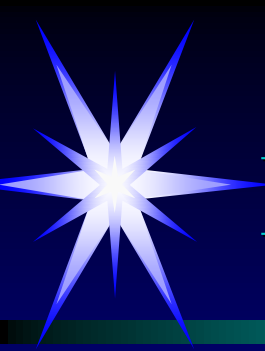
THE SAFETY TEAM

- Management
- EH&S/Prospective Health
- Supervisors
- Employees
- Safety Committees



EH&S RESPONSIBILITIES

- Ensure management commitment
- Work together with campus community
- Provide written safety programs
- Provide effective training programs
- Provide program mgmt & consultation
- Conduct audits and inspections



PROSPECTIVE HEALTH

- General responsibilities similar to EH&S
- Work with EH&S to encourage safety
- Biological/Radiation Safety & Infection Control programs
- Employee Health program
 - Employee physicals – respirator, asbestos, etc.
 - ECU workers' compensation physician



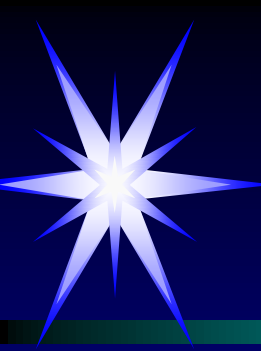
MANAGEMENT RESPONSIBILITIES

- ❑ Management commitment is the key
- ❑ Ultimate responsibility for safety
- ❑ Legal obligation to provide safe workplace
- ❑ Provide leadership & make safety a priority
- ❑ Display proper attitudes; provide resources
- ❑ Safety management delegated to EH&S and Prospective Health



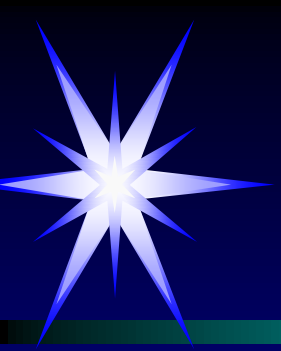
SUPERVISOR RESPONSIBILITIES

- ❑ Video “Supervisor Safety Responsibility”
- ❑ Leadership - good example; attitude
- ❑ Provide resources - equipment/guidance
- ❑ Safety in work plans/evaluations
- ❑ Feedback on safety & enforcement
- ❑ Ensure training is provided and YOU attend
- ❑ Respond immediately to safety issues



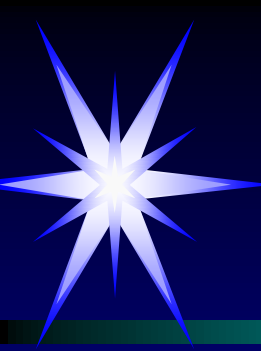
SAFETY ENFORCEMENT

- ❑ Video “Discipline Safety Enforcement”
- ❑ Follows same procedure as personnel issue
- ❑ Coach first; positive reinforcement
- ❑ Disciplinary procedure - used to change behavior
- ❑ Be Consistent and Document
- ❑ Discuss accidents in staff meetings; educate



EMPLOYEE RESPONSIBILITIES

- ❑ Active participation in EH&S program
- ❑ Continuous practice of EH&S compliance
- ❑ Use only safe tools and equipment
- ❑ Wear required PPE - shoes, glasses, etc.
- ❑ Notify supervisor of accidents, near misses, spills, fires, hazards or damaged equipment
- ❑ Notify supervisor of any impairments



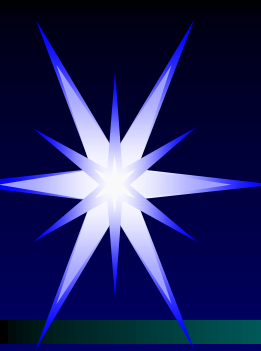
SAFETY COMMITTEES

- Environmental, Radiation, Biological, Infection Control and Animal Care Committees
- Departmental & unit committees
- Facilities Services Safety Committee
- Housekeeping Safety Committee
- Advisory – input and review
- Identify problems & solutions
- NOT for imminent safety issues



SAFETY ORIENTATION VIDEO

- “Safety Orientation: It takes a winning attitude” (Coastal - 18 minutes)
- Personal Protective Equipment
- Hazard Communication
- Lifting & Fire Safety
- Slips, Trips and Falls
- Lockout/Tagout



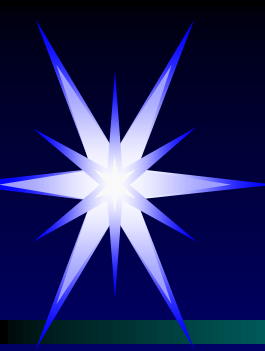
DEFENSIVE DRIVING

- Since 4/91 - 6 state employee fatalities; 3 were vehicle related
- Holidays, summer -> increased travel
- Maintain vehicle
- Use seatbelts and child safety seats
- Drive defensively - alert, speed, space
- Take breaks, get rest, watch stress/anger



ERGONOMICS

- ❑ New OSHA standard – effective 10/14/01
- ❑ Def. – science of fitting jobs to people, not bending people to fit jobs
- ❑ Goal – reduce work-related MSDs
- ❑ OSHA standard requires:
 - ❑ Provide info about MSDs and regulation – done
 - ❑ Assess cases & develop program if needed
 - ❑ Implement program & evaluate regularly



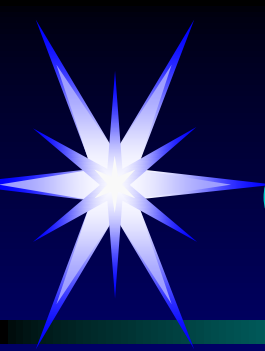
SIGNS AND SYMPTOMS

- ❑ Pain in wrists, shoulders, forearms & knees
- ❑ Fingers or toes turning white
- ❑ Painful joints, back or neck pain
- ❑ Stiffness, swelling or inflammation
- ❑ Pain, tingling or numbness in hands or feet
- ❑ Shooting or stabbing pains in arms or legs
- ❑ Burning sensation



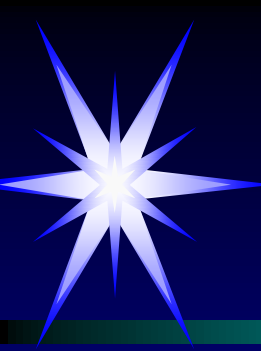
MUSCULOSKELETAL DISORDERS (MSDS)

- ❑ Carpal tunnel syndrome
- ❑ Rotator cuff syndrome
- ❑ Trigger finger
- ❑ Epicondylitis, tendinitis, sciatica
- ❑ Herniated disc, low back pain
- ❑ Carpet layer's knee
- ❑ Hand-arm vibration



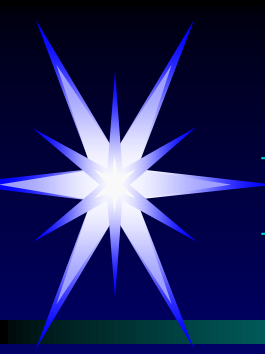
CAUSES OF MSDs

- Repetition
- Forceful exertions
- Awkward postures
- Contact stress
- Vibration



REDUCING MSD HAZARDS

- Key is reporting – discomfort lasting >1 wk
- Job hazard analysis by EH&S and employees
- Employee participation & mgmt leadership
- Quick fix or review by physician
- Engineering controls – lifts, hoists, etc.
- Change tasks, change position, break repetition
- Training
- Rest
- Not all jobs will be covered; not all pain is work-related



BREAK – 10 minutes



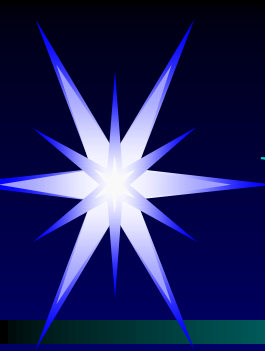
WORKERS' COMPENSATION PROGRAM

- Administered by Office of Environmental Health & Safety
- ECU Contact: Donna Davis, WC Manager
- Medical Provider: SOM Employee Health
- Facilities Services contacts
 - RTW: Ken Kisida, David Lancaster
 - Forms: Lillian Jenkins, Kathy Odom, Barbara Moseley



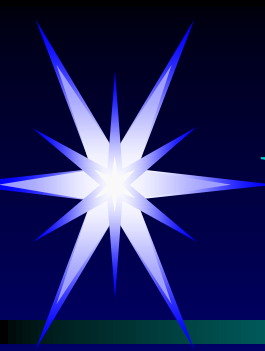
WORKERS' COMPENSATION PROGRAM (cont'd)

- ❑ Covers full-time, part-time & temporary employees
- ❑ Must be result of work-related injury/illness
- ❑ Rules established by NCIC and OSP
- ❑ Information available through EH&S office, EH&S Web Site and NCIC Ombudsman's office



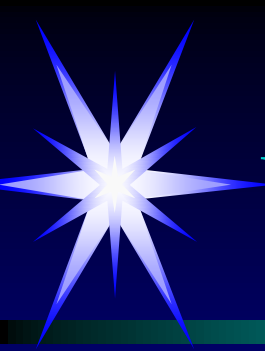
WC REQUIREMENTS

- ❑ Immediately notify supervisor & EH&S
- ❑ Supervisor transports on initial if employee unable
- ❑ Treatment must be authorized by EH&S
- ❑ Supervisor completes NCIC Form 19 and Accident Investigation form
- ❑ Employee completes Employee Statement of Incident and Medical Release form



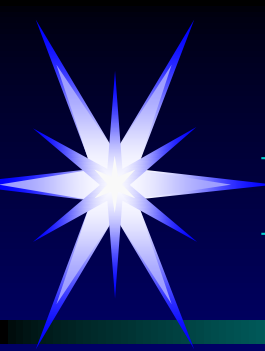
WC REQUIREMENTS (cont'd)

- ❑ Employee must follow doctor's orders, accept all medical treatment and attend all appointments
- ❑ EH&S will pay all AUTHORIZED medical treatments and prescriptions
- ❑ Employee must provide supervisor and EH&S with copy of all doctor's notes regarding work status
- ❑ NC: 7 day waiting period; no pay 'til after 21 days



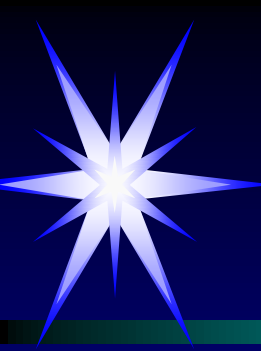
WC REQUIREMENTS (cont'd)

- ❑ Employee must communicate with supervisor and EH&S weekly
- ❑ Employee continues to receive vac/sick leave, hospitalization insurance and performance increases
- ❑ Employee will not receive retirement credits while on WC leave
- ❑ Do not compare cases with co-workers



RETURN TO WORK

- ❑ Provides benefits to employees and ECU (AAOS news release)
- ❑ Research proves benefit; 70% NEVER return after 30 days
- ❑ Backed by Management
- ❑ Requires cooperation and communication
- ❑ Transitional Duty - “it could happen to you”



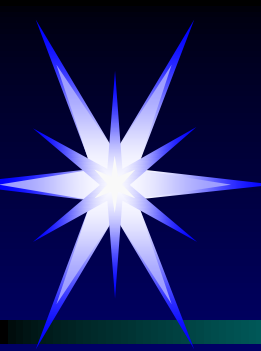
RTW - EMPLOYEE BENEFITS

- Wage continuation vs. 2/3 salary
- Part of rehabilitation program
- Endurance vs. Inactivity
- Less disruption, stress, depression
- Preserves leave time & service credits
- Maintain social contacts & self-esteem
- Positive influence on peers



RTW - MANAGEMENT BENEFITS

- ❑ Minimizes productivity losses
- ❑ Minimizes case management
- ❑ Decreases recovery period
- ❑ Decreases WC costs to ECU
- ❑ Preserves skilled/stable worker
- ❑ Promotes communication over litigation
- ❑ Improves employee morale



RTW PROCEDURES

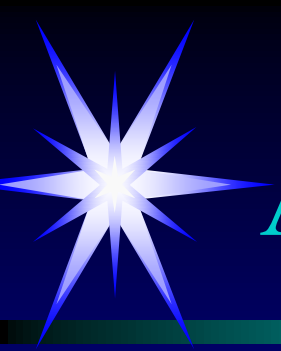
- ❑ Employee returns restriction form to supervisor
- ❑ Contact EH&S, Facilities Services contact
- ❑ Transitional Duty Team determines RTW status
- ❑ Complete transitional duty plan
- ❑ Employee returns to work
- ❑ Supervisor/employee responsibilities



ACCIDENT INVESTIGATION

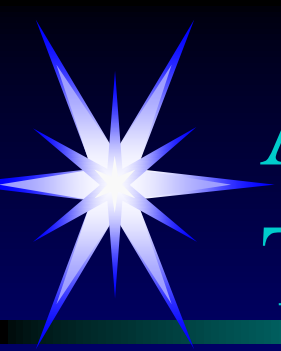
The Key to Stopping Recurrences

Video “Accident Investigation”



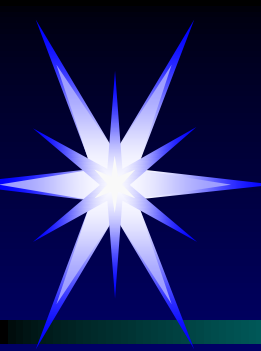
ACCIDENT INVESTIGATION

- Report all accidents & near misses
- Fact finding, not fault finding
- Report only facts - where, when, how, why
- Identify root cause
- Factors - equipment, environment, personnel & management



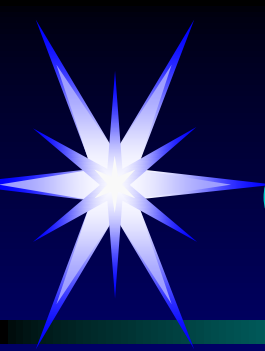
ACCIDENT INVESTIGATION TIPS

- ❑ Quick response; contact EH&S for help
- ❑ Take care of victims first
- ❑ Control scene
- ❑ Get names of witnesses
- ❑ Complete forms - be thorough
- ❑ EH&S may follow-up



EMERGING ISSUES

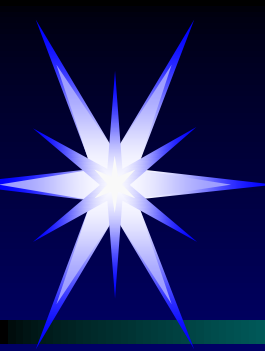
- EPA inspections at universities
- NC Environmental Sustainability
- JCAHO compliance at SOM
- SACS compliance on East Campus
- Ergonomics



CONTACT INFORMATION

- Prospective Health
 - SOM Life Sciences Building
 - 816-2070
 - www.med.ecu.edu

- Environmental Health & Safety
 - 009 Ragsdale => Browning in April
 - 328-6166
 - Safety@mail.ecu.edu
 - www.ecu.edu/oehs



SUMMARY & QUESTIONS

- Summary
- Keep in mind fatalities - Francine Teel
- Injuries can last a lifetime
- Commended by OSP & OSHA
- Victims of flood
- Questions?