

A person in a grey suit jacket, white shirt, and dark trousers is shown from the waist down. They are holding a brown leather messenger bag with a strap over their shoulder and a stack of books in their right hand. The background is a chalkboard with various mathematical formulas and diagrams, including a coordinate plane with axes labeled 'a' and 'b', a vector diagram with angle 'theta', and the formula $P = 2l + 2w$.

GRAMBLING STATE UNIVERSITY GENERAL SAFETY RULES

Annual Review

Think Safe, Work Safe, BE SAFE

Welcome back!

The department of Safety and Risk Management at Grambling State University primary objectives are to ensure the safety and health of our employees, students, and to protect company property.

Our goal is to provide safe and healthful learning and working conditions for all.

General Safety is a mandatory safety training that **ALL GSU employees** must review annually.

Purpose: to ensure that everyone is aware of the importance of following safety procedures, informed of their RIGHTS, and how to prevent unfortunate situations.

The General Safety Manual Plan is available at: www.gram.edu
(gsunet.gram.edu homepage)

Making Grambling State University a Safe Place to Work and Learn



Safety-related incidents can affect

- 1. overall productivity**
- 2. quality of work**
- 3. employee morale**

- Smoking on GSU property
 - Fighting and other aggressive behavior
 - Possession of unauthorized weapons and firearms
 - alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs (Inform your immediate supervisor if you are required to take medication during work hours. Written medical evidence stating that the medication will not adversely affect your decision making or physical ability may be required.)
-

GSU
non-
negotiables

Before beginning work:

notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.

- Wear protective equipment
- Be properly trained before operating equipment
- Inspect the workstation for potential hazards
- If there is any doubt about the method of work to be used
Consult the supervisor
- Return all tools and equipment to a designated place after use
- Use proper lifting techniques
- Do not throw objects or attempt to catch a falling object
- IMMEDIATELY use safety tape or “wet floor” sign to identify potential slip, trip or fall hazards

Driving Safety- COMPLY!

1

Wear seat belts and do not speed

Remember we have lots of pedestrians that may not be paying attention

2

Comply with all traffic signs, signals, markers, and persons designated to direct traffic.

3

University Authorized Drivers
Keep documents updated with the office of Safety and Risk Management

Under no circumstance should you operate a University Vehicle without authorization

Accidents and Incidents Investigation Procedures

For Employees:

When an employee is injured in a non-vehicular accident, the employee's supervisor must complete the DA 2000- State Employee Incident/Accident Investigation Form.

Forward DA 2000 to The Office of Safety & Risk Management

Definition of Terms:

An accident is “an undesired event that results in personal injury and/or property damage.” Involving Employees, Clients/visitors and/or Property

An incidents (Near Misses) which could have caused injury and/or property damage involving Employees, Clients/visitors and/or Property

Every effort should be made to prevent an accident from happening in the first place.

“Near misses” are accidents also and should be investigated as thoroughly as an accident that results in injury or property damage.

For Visitors:

When a NON-employee or client is injured in a non-vehicular accident, the University Police must complete the DA-3000- Visitor/Client Accident Reporting.

Forward DA 3000 to the Office of Safety & Risk Management

Common **ELECTRICAL** issues to avoid



- Report frayed electrical cords immediately
- Do not use electrical extension cords as a permanent electrical line.
- Never turn on an electrical switch unless you know what it operates and have had the adequate training on that piece of equipment
- Keep flammable items away from electrical outlets, cords or other electrical apparatus.

WEATHER EMERGENCY

- Review weather emergency procedures

Located in General Safety Manual (Plan)

- Know the safety zone



- Follow safety and evacuation protocol
- Think Responsibly and move quickly to the safety zone

**Preventing workplace incidents is everyone's job,
and your personal safety is **FIRST** your responsibility.**



**Employees who do not comply with university
safety rules may be subject to disciplinary action.**



Fire Extinguisher Safety
Monthly Safety Meeting Topic



Important!

Use of a fire extinguisher is

VOLUNTARY!

Chemistry of fire



For fire to exist, the following four elements must be present:

- Enough **oxygen** to sustain combustion
- Enough **heat** to raise the material to its ignition temperature
- Some sort of **fuel** or combustible material, and
- The **chemical reaction** that is fire.

Take away any of these and the fire will be extinguished





How fire spreads

1. Direct burning – chemical reaction
2. Convection
3. Radiation
4. Conduction

Fire Creep

Burning material falling onto other combustible materials

Flashover

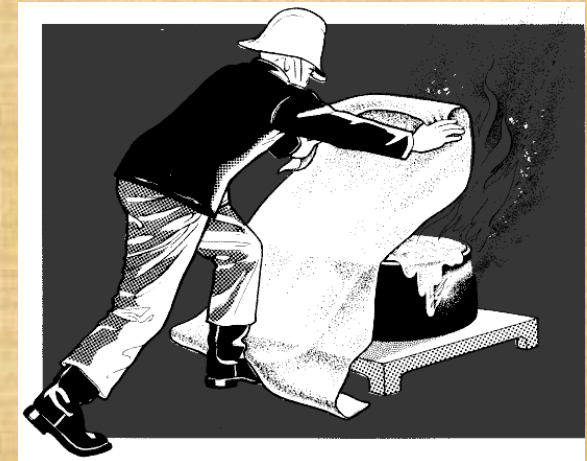
Ways of fighting fire:

1. Leave it to the experts!

2. Cooling



3. Suffocating



4. Removing the fuel (Starving)

Classes of fire



Fires are classified according to the type of fuel that is burning.

Using the wrong type of fire extinguisher on a fire may make matters worse.

The five different fire (fuel) classes...

- **Solids** – class **A** fire – paper, cardboard, wood, textiles, ordinary combustibles
- **Liquids or liquefiable solids** – class **B** fire - gasoline, diesel, hydrocarbons
- **Live Electrical Equipment** – class **C** fire – wiring, outlets, electric panels, motors
- **Combustible Metals** – class **D** fire – Magnesium, Titanium, (laboratories)
- **Commercial Cooking** – class **K** – deep fat fryers, commercial kitchens, etc.

What about fires in electrical equipment?

1. example
2. example
3. example

- Look around your office for examples of electrical hazards.
- Do you see any on the next 3 pages in your department?

1. They may be caused by a heater plugged into an extension cord or surge protector.



2. They may be caused by a surge protector plugged into another surge protector.



3. They may be caused by a refrigerator or microwave oven plugged into a surge protector or extension cord.



extension cords and surge protectors cannot handle the energy that large appliances such as refrigerators and microwaves consume and will overheat or even melt.

How an extinguisher works

Portable fire extinguishers apply an extinguishing agent that will either:
cool burning fuel
displace or remove oxygen, or
stop the chemical reaction so a fire cannot continue to burn.

When the handle of an extinguisher is compressed, it opens an inner canister of high-pressure gas that forces the extinguishing agent from the main cylinder through a siphon tube and out the nozzle. A fire extinguisher works much like a can of hair spray.



How to use an extinguisher ... 1

Always raise the alarm first

- 1. Pull** the safety tag and pin
- 2. Aim** at the base of the fire
- 3. Squeeze** the handle levers
- 4. Sweep** the jet from side to side



If you have the slightest doubt about your ability to fight a fire....
EVACUATE IMMEDIATELY!

How to use an extinguisher ...2

1. Use the right type of extinguisher
2. Keep your escape route clear and your back to it
3. Get within effective range but stay safe
4. Always be prepared to abandon the fight - if you don't think it's safe, escape!
5. Speed is important
6. Beware - Noise, visibility, steam!

Samples of Instructions



Types of extinguisher



For use on solid organic (**Class A**) fires

Normally 9 litre, weight about 12kg

Must last 45s minimum, most only last around 90s

Don't use on oils, fats, live electric



For use on **Liquids (Class B)** fires and fires in **electrical equipment**

Black band denotes CO2

Normally 2kg or 5kg

Noise!

Cold!

Lasts around 30s

Types of extinguisher



For use on **Class A or B** fires

Foam or AFFF denoted by the cream band

Usually 6 or 9 litre

Ineffective on deep cooking oil fires, don't use on live electrics



For use on **Class A, B or C** fires

Blue band denotes powder

Normally 2kg, 4kg or 6kg

Can be similar size to water or foam/AFFF

Messy!

Visibility!

Types of extinguisher



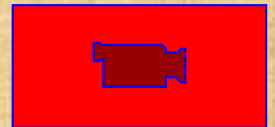
For use on **Class A or B** fires
Make sure blanket covers fire!

Other means of fire fighting:

Sand buckets,
Hose reels,

Beware ...!

1. Fires involving gas will reignite if the source is not isolated – explosion risk!
2. If possible, turn off power before tackling a fire in electrical equipment
3. When is a fire small enough to tackle ... or too large to deal with?
4. One fire = One extinguisher
5. Be prepared to abandon the fight if you don't start to control the fire quickly



People fires ...



STOP, DROP, ROLL

Don't use extinguishers (maybe water mist?)

Don't flap or slap at the burning clothes

React rapidly / urgently but stay calm

Don't become a victim yourself

6ft fire blankets in some laboratories

Risk Assessment?



Is the fire too big?

Is the environment too hot or smoky?

Locate a safe evacuation path?

**If you don't feel safe – don't put yourself at risk ...
escape and call out the experts**

Review

Using a fire extinguisher!

How to use it – P.A.S.S.

Pull the pin out.

Aim at the base of the fire.

Squeeze the trigger.

Sweep from side to side.

Get close enough, stay low.



Practical assessment



To fight a fire and extinguish you must use the right extinguisher and use it properly

Don't take too long!

Your speed is important for success

Be prepared for a re-ignition!

Be prepared to abandon if you feel the fire is too severe.

Any Questions?



Email the Grambling State University

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