WELCOME!!!!

Thank you for stopping at the Labor/Management Safety Committee Virtual Table.

Typically the LMSC has a table with information to share on safety and we are known for giving out Daffin’s chocolate bars...we promise to bring them back next year!

Although this year is different, we still have a lot of valuable information to share with you.

Read through the slides about the Labor/Management Safety Committee, campus safety and how to get involved.

Have a great day and stay safe!
Safety Committee History

The Labor Management Safety Committee was established at Duquesne University in the late 90’s in an effort to integrate staff and line workers to prevent injuries, accidents, and illnesses.

The committee has diverse representation from 11 departments.

The committee follows standard agenda items including monthly sub-committee hazard inspections of buildings, budget for campus safety findings, accident reporting and mitigation, campus safety suggestions and awards, new and old business, and trainings.
Safety Committee Purpose

The Safety Committee is dedicated to the safety of all persons entering the property owned or operated by the Duquesne University of the Holy Spirit. Our goals are to:

• Protect the environment and health and safety of all persons who study, work in or visit our facilities,
• Identify and implement strategies and processes to prevent occupational accidents and incidents, and
• Comply with occupational safety and good laboratory practices and procedures in addition to all applicable rules, regulations, and laws.

This effort requires total community involvement encompassing both employer and employee.
Safety Committee Membership

The Safety Committee meets on a monthly basis. Members are elected and consist of persons dedicated to the purpose of the Safety Committee.

Membership includes representatives from these groups:

- Facilities Management – management, maintenance, housekeeping, grounds, and receiving
- Public Safety
- Environmental Health and Safety
- Parking
- Faculty
- Residence Life
- Human Resources
- Risk Management
- Floor Marshal of the Year Awardee – the awardee is also granted a one-year term on the committee
Sub-Committees

The Safety Committee has three sub-committees:

• **Hazard Detection** – monthly building inspections looking for life and fire safety hazards

• **Safety Incentive Program** – quarterly gift cards are awarded based safety suggestions forms that improve the safety on campus

• **Membership** – oversight of members attendance
Sub-Committee: Hazard Detection
Monthly Building Inspections

- The Safety Manager manages and schedules the building inspections. Typically one building is inspected each month, and therefore not all buildings are inspected each year.

- The inspection team consists of the Safety Director, Safety Manager, Housekeeping Supervisor, and Maintenance Manager.

- The team walks through all floors of the building, visiting all storage rooms, maintenance/electrical rooms, housekeeping areas, etc.
Sub-Committee: Hazard Detection
Monthly Building Inspections

Common violations include:

- Safety equipment (fire extinguishers, fire hoses, etc.) – never block
- Fire doors – never use a door chalk to prop open a fire door
- High storage – all storage must remain 24 inches from the ceiling
- Impeded egress – all walkways must maintain 36 inch clearance
- Stairwells – no storage permitted in any stairwell – no garbage cans, cabinets, etc.
- Electrical panels – no storage is permitted in any mechanical/electrical closet/room; 36 inch clearance also required
- Storage – keep storage areas maintained and organized
- Emergency Lighting/Exit Signs – must be operational

Findings are reported to either the Department or through Facilities Management’s Famis Work Order.
Sub-Committee: Safety Incentive Program

• The Safety Suggestion Form is used to alert the Safety Committee of an unsafe condition. The Safety Suggestion Forms are initially reviewed by Environmental Health and Safety and reviewed at the monthly Safety Committee Meetings.

• On a quarterly basis, the Safety Committee will vote on the Safety Suggestion Forms and gift cards are awarded.

• Please note – any immediately dangerous situation should be reported to your supervisor.
Sub-Committee: Safety Incentive Form

We want to hear from you!

Do you have a safety suggestion to share with the Safety Committee?

The electronic form can be found here: www.duq.edu/ehs.
General Safety Information

Now that we reviewed the Safety Committee’s information, time to share campus safety information.

On the following slides you will find more information about:

- Emergency Management
- Emergency Response
- Pedestrian Safety
- Preventing Slips, Trips and Falls
- Building Safety Tips
- Fire Safety
- Campus Safety Tips
Emergency Management

- Emergency Management Team (EMT) information
- Register for the DU Alert if you have not already done so, [www.duq.edu/dualert](http://www.duq.edu/dualert)
- Download the DU App – quick access to information on emergency situations
- Be familiar with how to respond to all Emergency Situations
- The DU Emergency Operating Procedure (EOP) can be found on DORI
- Know the location of your nearest emergency phone
- The emergency number for Campus Police is 412-396-2677 (COPS)
Emergency Response

• Emergency Numbers – know how to quickly contact emergency personnel
  • Public Safety
    • Emergency 412-396-2677 (COPS) – Police/Fire/Medical
    • General 412-396-6002
    • 911
  • Blue Phones
  • Elevator Phones
  • Emergency Phones/Call Boxes

• During Emergencies
  • Remain Calm.
  • Be prepared to give Public Safety and/or First Responders (Fire Department) important information such as building/floor/room of emergency location, number/severity of injured, other risks, etc.
  • Know the address of your building (white street numbers on main doors). Example, Rockwell is 600 Forbes Ave our main mailing address, while Fisher Hall’s address is 711 Forbes Ave.
Pedestrian Safety

- Use sidewalks
- When crossing the street, use crosswalks
- Stay alert
- Pay attention
- Plan ahead – think about your path and how you would respond to an emergency
- Avoid stepping out into traffic from between parked cars

**How to cross a street:**

- Look both ways before crossing any street, even in the designated crosswalk
- Pedestrians should never walk out into a crosswalk; wait for cars to stop before stepping off the curb and into the crosswalk
- The general rule of thumb is: look left, right, and left again before you enter a crosswalk and look over your shoulder for turning vehicles while crossing.
- If you see a car coming, make eye contact with the driver in an effort to determine what the driver will do
- Do not assume that the driver will stop, even if you are in the crosswalk
Driving on Campus

Driving safely on any campus always calls for extra awareness as large groups of pedestrians are crossing the streets, cars are entering/exiting multiple parking lots, and the presence of other vehicles (utility, construction, deliveries) are just a few of the situations that a driver encounters every day on a college campus.

Please stay alert and follow all campus rules of the road.

How to driving safely on campus

• Always give driving your full attention: avoid eating, drinking, cellphone use, and other distractions while driving (note: cellphone and headphone use are prohibited in University owned and leased vehicles).
• Follow all campus traffic signage: fully stop at stop signs, yield to pedestrians, and follow posted traffic patterns (one-way, etc.).
• Follow directions from Public Safety Officers or police officers who are directing traffic.
• Do not exceed 15 MPH on campus roads when driving a vehicle (10 MPH on a golf cart).
• Drive at speeds safe for the conditions – slow down during large campus events such as athletic events and concerts, class change times, poor weather including rain, ice, and snow, and during evening and early morning hours.
• Yield to pedestrians at all times (who in turn must only cross the street in a crosswalk).
• Give pedestrians plenty of time to cross the street safely, especially during poor weather and evening / early morning hours.
• Share the road: be mindful of bikers (who in turn must follow the rules of the road).
• Do not park in or impede access to: crosswalks, fire hydrants, bus stops, or fire lanes.
• Only park in designated parking spots in lots you are authorized to park in.
• Immediately report any accidents or unsafe behaviors to Public Safety (x6002).
Preventing Slips, Trips and Falls (STFs)

Most STFs can be prevented by eliminating workplace hazards and by behavior modification (people taking the proper action to work safely).

What can you do to prevent STFs:

- Wear footwear that is appropriate for the conditions outside
- Clean footwear of mud, snow, etc. when entering a building
- Be aware of changes in elevation and changes in walking surfaces
- Walk, don’t run through buildings
- When carrying a load, make sure you can see over and around it
- Cleanup, correct, remove or report unsafe conditions
- Do not allow equipment, tools, materials or other obstacles to accumulate in aisles or walkways
- Keep desk and file cabinet drawers closed when not in use
- Always use a ladder or step stool
- Always use handrails when available
- Maintain clean floors; free of water, oil or grease
Building Safety Tips

• Storage – keep all storage to a minimum
  • All storage must be kept 2 feet from the ceiling
  • Never use an electrical room for storage
  • Never block emergency exits
  • Never store items in stairwells or under stairs
  • Never allow storage to block egress; maintain 3 foot clearance

• Electrical Safety – keep extension cords to a minimum; never daisy chain multiple extension cords

• Fire Doors – never obstruct any fire door with wedges or stoppers
Fire Safety

• Evacuations
  • Always participate in evacuation drills, held twice a year
  • Know two exits from your location
  • Be familiar with your building’s Gathering Point (found under Emergency Evacuation Guidelines)

• Building alarms
  • When a building alarm sounds, proceed to your nearest stairwell and exit the building
  • Proceed to your building gathering spot and await for re-entry instructions

• Fire Extinguisher Usage
  • PASS – Pull, Aim, Squeeze, Sweep
  • Video – Fire Extinguisher Training
  • Hands-on Training is typically held every September
Campus Safety Tips

• Campus Speed Limit = 15 mph on all campus roads
• Look Up, Walk Smart Video
• Always be diligent of your surroundings
• If in a laboratory, follow all laboratory safety rules
• Safety Escort Service available through Public Safety (412-396-6002)
• CPR and AED Instruction – Cardiopulmonary Resuscitation and Automated External Defibrillator
  • AED Locations
  • CPR and AED Training is available through Public Safety (412-396-6002)
• Report all Incidents and Accidents within 24 hours of occurrence, using the Incident/Accident Investigation Report
Thank You for taking safety serious!

How can you get involved....

- Become a safety committee member – attend meetings and participate
- Submit a Safety Suggestion (www.duq.edu/ehs)
- Volunteer as a Floor Marshal – contact Paula Sweitzer (sweitzerp@duq.edu)
- Partake in evacuation drills
- Contact information
  - Chair, Jeff Henk (412-396-6011)
  - Vice Chair, Seth Brokenbek
  - Secretary, Mike Kiryk
  - Membership, Frank Cortazzo