



Safety for “Low Risk” Jobs

Presented by:

Haily Griffith

Occupational Health & Safety Manager

Office: 541-346-2962

hailyg@uoregon.edu

Objectives:

- Defining “low risk” and “high risk” jobs
- Safety at the UO: Making the case for safety
- Slip/trip/fall prevention
- Building a safety culture
- Working session: how do we increase awareness within our work areas?
- Wrap up



What's a "Low Risk" Job?



What's a "Low Risk" Job?

High Risk Jobs at UO

- Trades/maintenance
- Exterior/Grounds
- Custodial
- UOPD
- Dining Services
- Printing & Mailing Services
- Zero Waste
- Utilities & Energy
- Athletics
- Childcare

Lower Risk Jobs at UO

- Office settings
 - Multiple departments
- Academic settings
 - 9 Schools and Colleges
 - Classrooms
 - Offices
- Museums
- Studios



Safety at the UO

Why should we spend our safety resources on this?

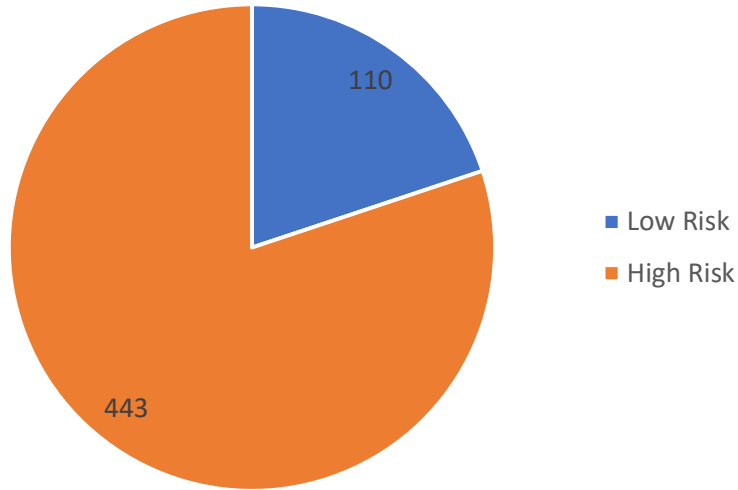


When obviously, we should be spending them on this?



Making the Case for Safety

Breakdown of Injuries
2018-3/2019



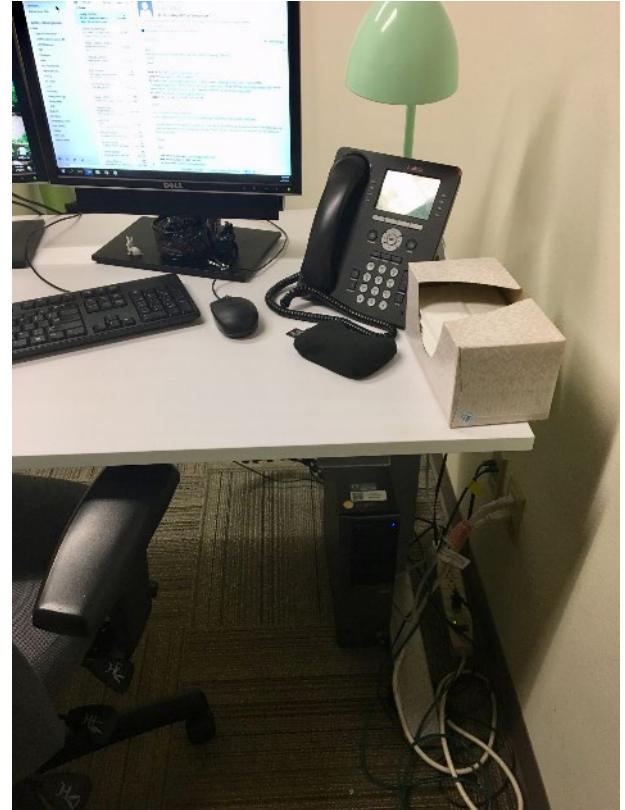
- Makes sense that more injuries occur to high risk jobs than low risk jobs...
- But, would you be surprised to find that higher percentage of low risk jobs result in medical treatment and lost time?



Safety for Low Risk Jobs

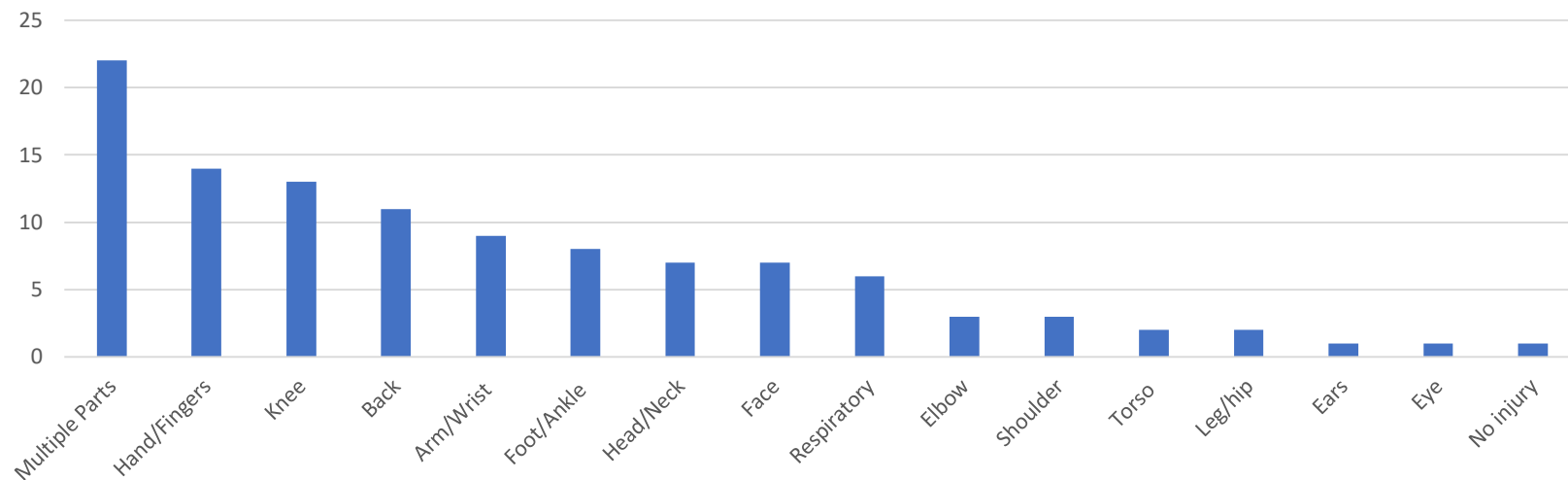
Safety Mindset

- “High” risk jobs have employees who think about safety EVERY day.
- Safety emphasis is typical for the high hazard industries.
- “Low” risk jobs are not NO risk jobs!
- But... those of us in the lower hazard jobs don’t necessarily think about safety every day!



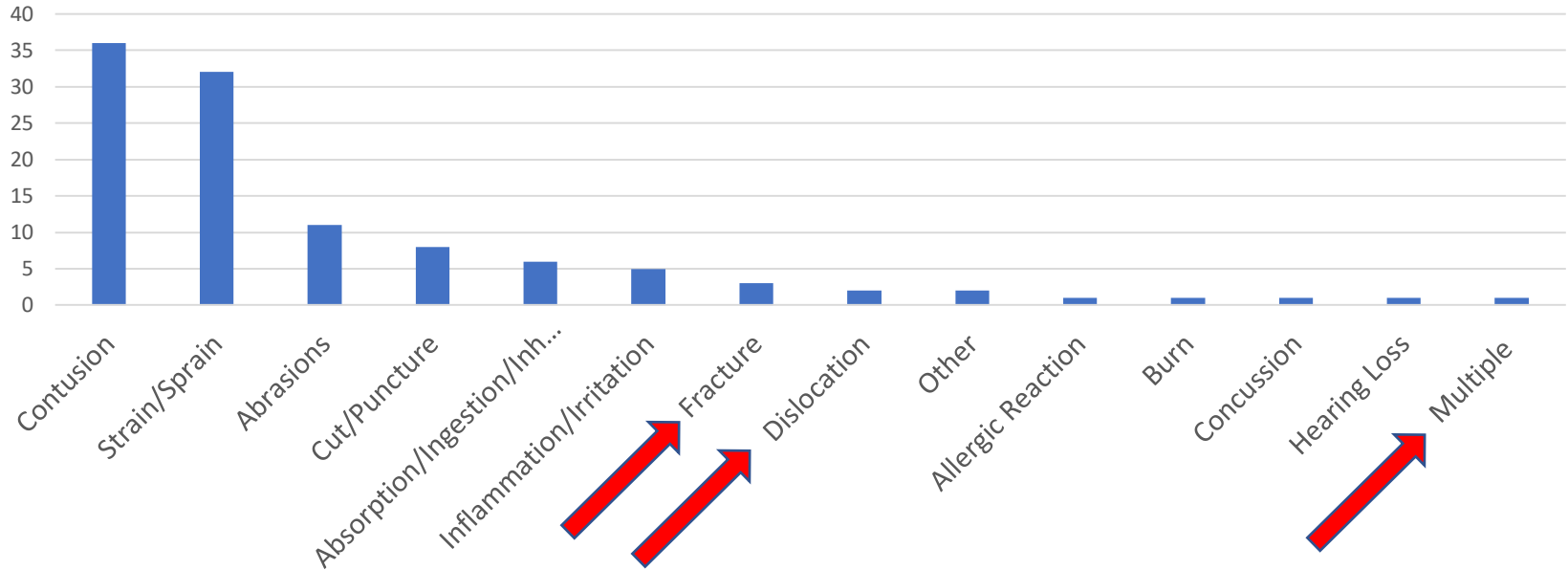
Making the Case for Safety

Body Part Injured
Low Risk Jobs
2018-3/2019



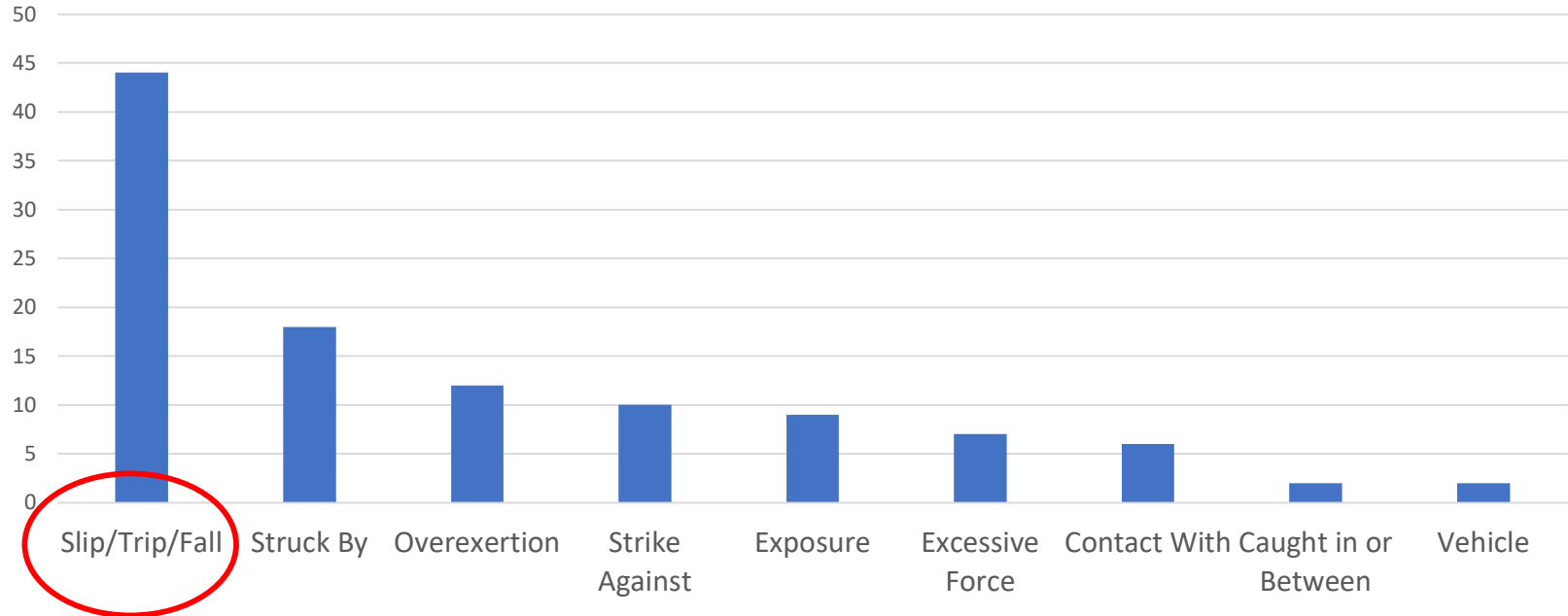
Making the Case for Safety

Nature of Injury
Low Risk Jobs
2018-3/2019



Making the Case for Safety

Mechanism of Injury
Low Risk Jobs
2018-3/2019



Slips, Trips and Falls – Oh My!

STFs have different causes

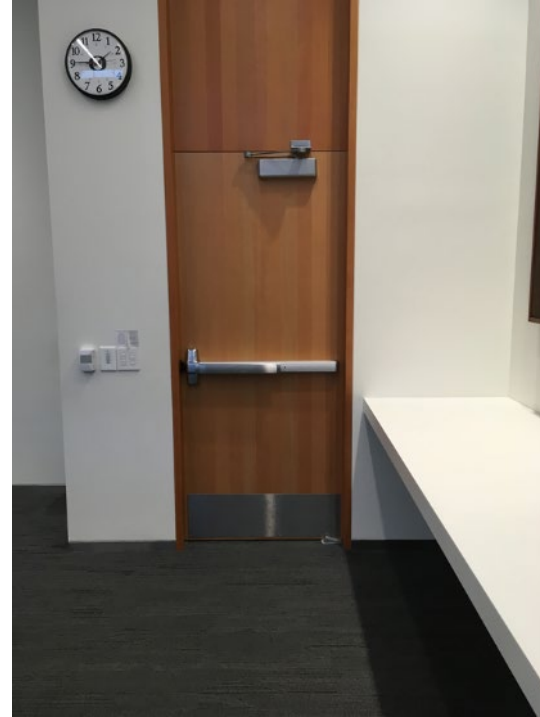
- Slips – loss of friction/traction between footwear and walking surface
- Trips – foot/leg comes into contact with an object causing loss of balance
- Falls – when the body is too far off its center of balance (slips & trips are often the catalyst)



Slip, Trip, Fall Hazards at UO



Slip, Trip, Fall Hazards at UO



STF Prevention!

If no hazard is present, why the slip/trip/fall?

- Eyes in the direction of travel
- Minimize rushing
- Phones in pockets
- Handrails, handrails, handrails!



STF Prevention!

Practice good housekeeping
Offices:

- Storage
- Extension cords
- Open file cabinets

Hallways/shared spaces:

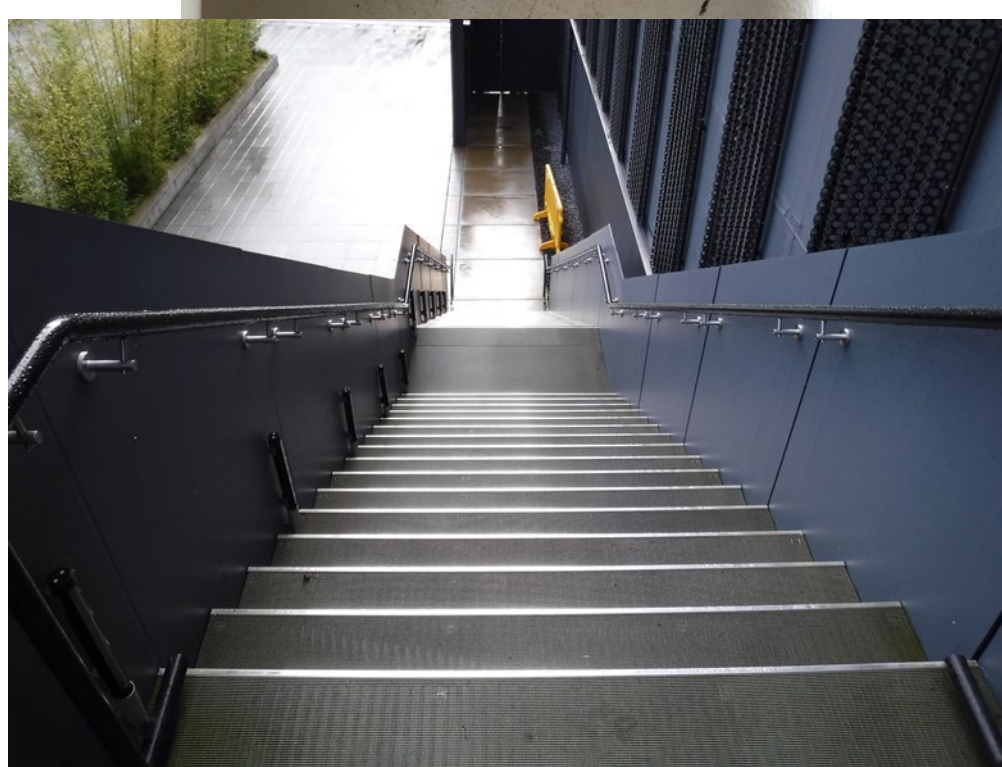
- Minimize distractions at floor transitions
- Walk-off mats
- Clean up spills



STF Prevention!

Practice good habits

- Wear good footwear
- Minimize rushing
- Keep phones in pockets
- Eyes in the direction of travel
- Use handrails



Ladder Types



Ladder



Not a Ladder

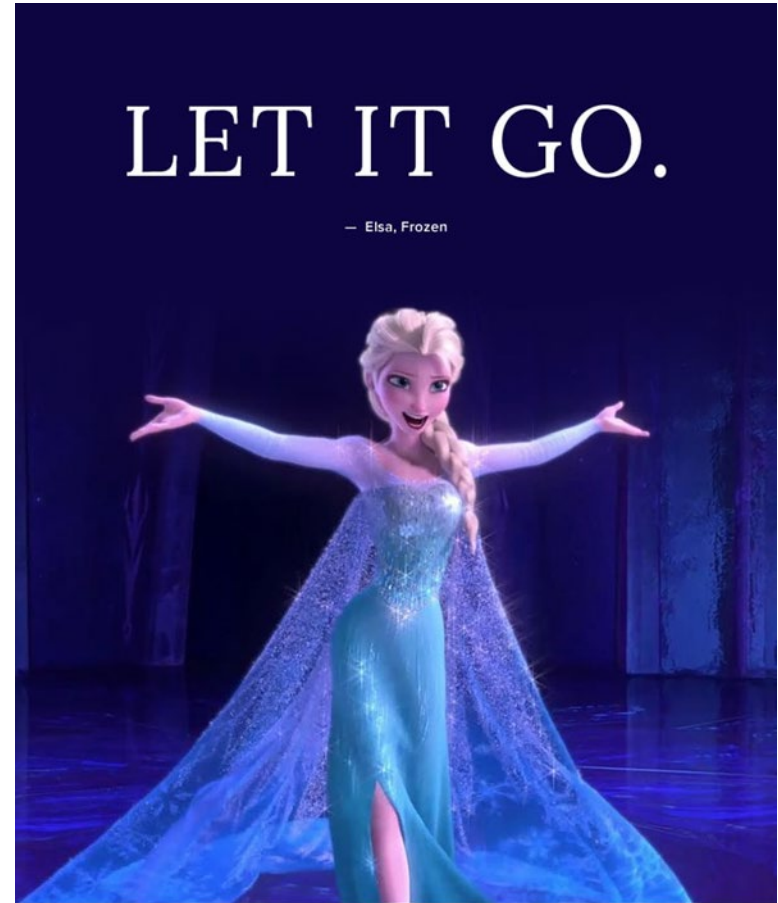
Ladder Types



Injury Prevention

What do the following have in common?

- Mangoes
- Camera
- Cart
- Phone
- Briefcase
- Pot of pasta sauce
- Box
- Scissors
- Chair
- Aerial work platform



Take Action!!

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"Did you get my email
about the wet floor?"

Building a Safety Culture

What you can do:

- Talk about hazards
- Talk about injuries
- Walk the walk
- Set clear expectations
 - Policy/procedures
 - Reporting hazards/injuries



Reporting Hazards

- Imminent Danger:

- Ok to intervene directly
- Or call EHS, UOPD, 911 etc.



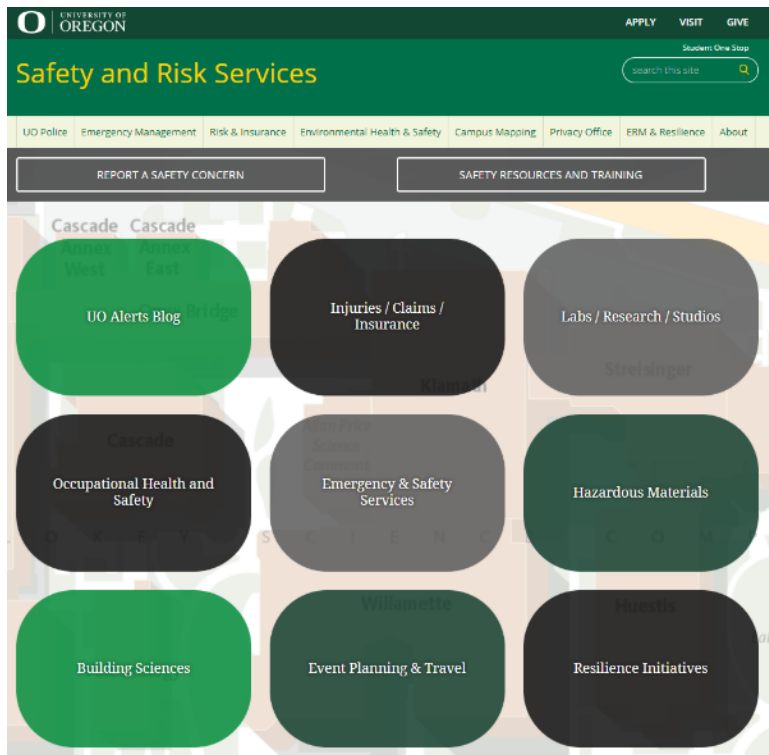
- All Other Hazards:

- If qualified, correct hazard
- If hazard is a “fix it” item, report to CPFM Work Control (6-2319)
- All other hazards
 1. Report to Supervisor
 2. Use the “Report a Concern” online form for EHS assistance



Report A Concern

safety.uoregon.edu



Report a Safety Concern

Please use this form to report a workplace health or safety concern at the University of Oregon. The concern will be reviewed by the UO Safety Advisory Committee and may be forwarded to other appropriate departments for follow up.

Please describe your workplace health or safety concern. *
Be as specific as possible.

Please describe the location of your workplace health or safety concern. *
Be as specific as possible (e.g., hallway outside Deady Hall room 413).

If you have a photo of the issue you are reporting you can upload it here.

file name

Please provide any recommended solutions.

Have you notified your supervisor?

☐ Check below if your supervisor has been made aware of this concern.

Contact Information

Providing your name and contact information will help us respond to this concern.

Your name

Your UO email

Your department

Thank you for helping to make the UO a safer place!

Reporting Injuries and Near Miss Incidents

- Report all injuries
 - Regardless of severity
 - As soon as possible
- Report Near Miss (Close Call) Incidents
- Report to Supervisor
 - Use Workplace Injury Report
 - Send to workinjury@uoregon.edu

WORKPLACE INJURY REPORT

Safety and Risk Services
1260 University of Oregon
1715 Franklin Blvd., Suite 2A

Phone: 541-346-3192
Fax: 541-346-7008
workinjury@uoregon.edu

Instructions: To be completed by employee with a lead staff member, supervisor or manager **WITHIN 24 HOURS** of when employee reports a work-related injury, illness, or near miss. **Complete ALL sections**, do not leave any blanks.

Department _____ Date of Report _____

Date of Incident _____ Time of Incident _____ a.m. ☐ p.m. ☐

Employee Information:

Employee Name Last _____ First _____ MI _____

Employee ID# _____ Birth Date _____ Position Title _____

Employee Category ☐ Regular, full-time ☐ Temporary UO ☐ Student Worker
☐ Regular, part-time ☐ Temporary Agency ☐ Volunteer

Working Days ☐ M ☐ T ☐ W ☐ T ☐ F ☐ S ☐ S Working Hours _____

Injury Information:

Nature of Injury

☐ Burn ☐ Inflammation/irritation
☐ Bruise ☐ Scratches/abrasions
☐ Cut ☐ Sprain/strain
☐ No Injury ☐ Other _____

Body Part Affected
☐ Left ☐ Right ☐ Both

Treatment

☐ Received 1st aid
☐ Will be seeking medical treatment
☐ Received medical treatment
(to file a workers' compensation claim complete 801 form)
☐ Hospital transport*
☐ Fatality*
☐ No treatment
☐ Other _____

Work Status

☐ Left work early
☐ Missed work, dates: _____
☐ No missed work

Cause of Injury

☐ Burned by: _____
☐ Cut by: _____
☐ Contact with: _____
☐ Struck by: _____

Fall/Slip/Trip **Sprain/Strain** ☐ Other

☐ Different level ☐ Lifting
☐ Same level ☐ Bending/squatting
☐ Floor condition ☐ Holding/carrying
☐ Weather condition ☐ Pushing/pulling
☐ Over object ☐ Reaching
☐ On sidewalk/path ☐ Repetitive motion
☐ On stairs ☐ Stairs
☐ Footwear ☐ Twisting/turning
☐ Rushing ☐ Walking

Blood**

Was blood present? ☐ Yes ☐ No
If yes, was anyone exposed to blood? ☐ Yes** ☐ No
**If an employee was exposed to another person's blood or bodily fluids, please refer to exposure procedures at safety.uoregon.edu/bloodborne-pathogens



Building a Safety Culture

Internal support:

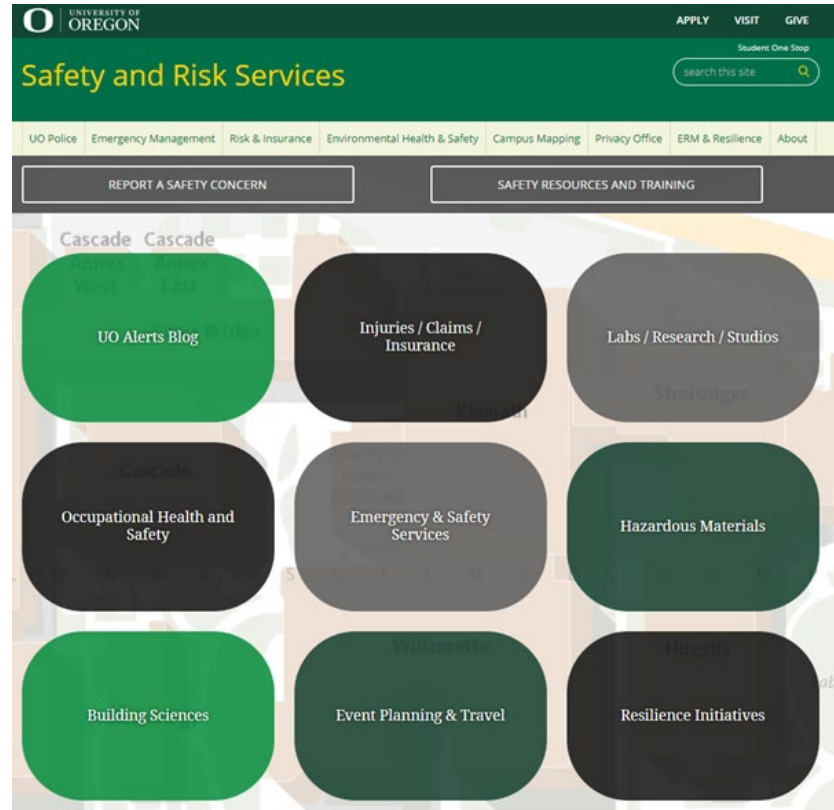
- Bring safety into regular communications
 - Staff meetings
 - Weekly emails
 - Newsletters
 - Safety committee
- Use EHS resources!



Building a Safety Culture


Safety Sheets!

safety.uoregon.edu



Safety Sheets!

- 1 page info sheet on safety topic
- Over 80 topics!

 UNIVERSITY OF OREGON

ERGONOMICS

ERGONOMICS
is the applied science of people interacting safely with objects. Every job is affected by ergonomics to varying degrees. Poor body mechanics during motion can result in musculoskeletal disorders (MSDs) which affect the muscles and corresponding nerves, blood vessels, tendons, and ligaments. EHS offers ergonomic assessments, training, and an ergonomic equipment lending library for employees. Pay attention to your body for signs of muscle fatigue. Stretch, take breaks, and hydrate. Never "push through the pain" to finish a task. Always complete duties keeping good body mechanics in mind.

EXAMPLE GOOD BODY MECHANICS:
WHEN STANDING

- Knees should be slightly bent
- Maintain the natural curves of the back
- Keep the shoulders relaxed

WHEN LIFTING


- Place one foot slightly in front of the other
- Maintain the natural curves of the back
- Use the abdominal and leg muscles
- Avoid twisting the back or knees
- Keep the load close to the body and minimize reaching


WHEN SITTING


- Adjust the chair for support in and upright position
- Keep the shoulders relaxed and wrists neutral(straight)
- Adjust the monitor to avoid tilting the head up/down


WHAT TO DO!

- Practice good body mechanics during all job tasks.
- If unsure, contact EHS for an ergonomic assessment.
- Stretch, take breaks, and stay well hydrated!
- Tell your supervisor if you develop physical symptoms you believe are work related.
- In an emergency, call **911** and **UOPD** (541-346-2939) for immediate assistance!


Practice good body mechanics!


Stretch, take breaks, and stay well hydrated!


Never "push through the pain"!

 Safety and Risk Services 1260
University of Oregon
Eugene, OR 97403
ehsinfo@uoregon.edu
safety.uoregon.edu/safetysheets

Environmental Health and Safety
ehsinfo@uoregon.edu
541-346-3792
#Don't get in the way of a good training. Contact EHS for more information.

Ergonomics and Safety
Coordinator - Michelle Gillette
michgill@uoregon.edu



General Topics

UNIVERSITY OF OREGON SLIPS, TRIPS, AND FALLS

SLIPS, TRIPS, AND FALLS

are some of the leading causes of injury or death in the workplace. Usually these occur because of loss of traction or contact with a fixed or movable object along a walking or working surface. There are a variety of environmental and behavioral hazards that can set the stage for a slip, trip, or fall. A few common hazard examples include: debris, spills, surfaces in disrepair, the wrong shoes, and weather related conditions. Being aware of these and other possible hazards can help lower the potential for incidents to yourself and your coworkers.

EXAMPLE BEST PRACTICES:

- Be aware of wet conditions
- Do not place cords or hoses in pathways
- Do not use pathways for storage
- Keep floors dry and free of spills
- Use caution signs in wet floor areas
- Use fall protection, if required in the area
- Wear appropriate shoes with traction
- Use handrails on stairs when going up and down
- Look up, face forward, and pay attention
- Do not text or read while walking
- When walking inside from outside, take the time to dry your shoes on the mats before proceeding

WHAT TO DO!

- Follow the example best practices above!
- Recognize hazards. Address them if you are qualified. If not, contact your supervisor or CPM's Work Control (541-346-2319).
- Bring questions and injuries to your supervisor!
- Direct additional questions to EHS.
- In an emergency, call 911 and UOPD (541-346-2919) for immediate assistance!



Practice good housekeeping area!

Look up, face forward, and pay attention!

Recognize and address or report potential pathway hazard

UNIVERSITY OF OREGON EMERGENCY CONTACTS

EMERGENCY CONTACTS

In the event of an emergency, establishing an emergency contact(s) allows the University or first responders to notify your loved ones. There are three ways to make this information available. Utilizing all three creates the best chance of a quick notification to your contact(s).

DUCKWEB

Is the preferred choice for housing emergency contact(s). HR (human resources) securely retains this information and can dispense it to managers, supervisors, first responders, or other necessary parties in the event of an emergency. Upon initial hire, you will receive a prompt to provide this voluntary information, but it can be updated at anytime. Follow these steps:

- Visit duckweb.uoregon.edu or follow the "duckweb" link at the bottom of the homepage
- Login using your UO ID and PAC
- Under "Personal Information" click on "Update Emergency Contacts"

YOUR SUPERVISOR

Is often on-site in the workplace with you. By sharing your contacts with them, they can quickly notify your loved ones in the event of an emergency. However, if your supervisor is not available, there may be no way for others to access the information.

SMARTPHONE'S MEDICAL ID

Many smartphones offer a medical ID feature. Should you be found incapacitated with your phone, the feature can be accessed even while the phone is locked. The layout and setup are unique to the operating system of the phone, i.e. Apple, Android, etc. Some phones will allow allergies or important health information to be displayed with your emergency contact(s).

DuckWeb Information System



Update your contacts in Duckweb under the "Personal Information" tab.



Give your supervisor your contacts.



Update your phone's medical ID.

UNIVERSITY OF OREGON EARTHQUAKE

BEFORE

1. Conduct a "nonstructural" assessment of your space.
 - Identify primary and secondary evacuation routes.
 - Move large or bulky material (boxes, heavy binders, etc.) to lower shelves to prevent falling items from causing injuries.
 - Secure heavy furniture to the wall (contact CPM or your facility manager for assistance) to prevent injury or blocked evacuation paths.
2. Identify safe places to **drop, cover, and hold** in rooms or buildings where you regularly spend time.

DURING

Drop: Take cover under sturdy furniture protecting your neck and head.
Cover: Cover under furniture, drop into your head down and cross your arms at head. Stay in this position until the shaking stops, then evacuate the area.

Unsecured objects, purses, and emergency supplies with it be allowed to reenter, and sprinkler systems to activate.

Area away from trees, buildings, walls, and lines. Avoid entering buildings, driving vehicle, pull to the side of the road avoiding overhead hazards such as overpasses, and utility poles.

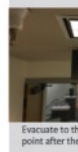
Buildings until declared safe by authorities.



Drop, take cover under sturdy furniture, and hold on to it.



Stay away from walls that could fall.



Evacuate to the safe point after the shaking stops.

UNIVERSITY OF OREGON HAZARD REPORTING

WHAT IS A HAZARD?

Activities or environmental factors in the workplace that could potentially lead to ill health effects, injury, or death. Not as common, imminent danger is a hazard that could immediately result in severe physical harm or loss of life. The University consists of numerous workplaces with different and evolving hazards.

WHY SHOULD I REPORT?

Safety is a collective goal. Reporting improves the safety of the University for you, faculty, staff, students, and visitors. Recognize and address or report all hazards. If an injury occurs, tell your supervisor immediately.

WHEN AND HOW DO I REPORT?

IMMINENT DANGER:

- Examples: on a roof's edge without fall protection, fire, standing on the top rung of a ladder, etc...
- It is okay to make contact with the person doing unsafe work, if doing so will not cause an injury or put yourself in danger.
- Immediately call for support! Examples: your supervisor, EHS, UOPD (541-346-2919) or 911

ADDRESS ALL OTHER HAZARDS:

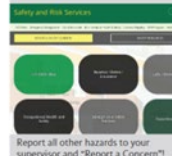
1. If you are qualified and able to address the hazard, do so. Examples: tape down cords, move a chair, clean a known spill, etc...
2. If the hazard is something easily addressed through facilities, contact CPM's Work Control (541-346-2319) or Housing Customer Service (houfaccc@uoregon.edu). Examples: light bulb out, broken outlet cover, etc...
3. For all other hazards, tell your supervisor and use the "Report a Concern" form on the Safety & Risk Services site: safety.uoregon.edu.



Learn to recognize all hazards!



Report immediately if believed to be imminent danger! Photo: Oregon OSHA



Report all other hazards to your supervisor and "Report a Concern"

Building a Safety Culture

EHS Support

- Training
- Hazard assessments
- Ergonomic assessments
- Workplace inspections



Working Session

1. Did I make a case for safety?
2. Biggest hazard in your work environment?
3. What can you do to increase safety awareness in your work area?
4. What can EHS do to help increase safety awareness?



Wrap Up!

What YOU can do to support safety in your work area:

For you:

- Phone in pocket
- Appropriate speed
- Handrails!

For your work area:

- Bring safety and injury prevention into your workplace
- Call EHS for support!



Occupational Safety Team

Haily Griffith
Occupational Safety Manager
346-2962
Hailyg@uoregon.edu

Michelle Gillette
Ergonomic & Safety Coordinator
346-8084
michgill@uoregon.edu

Katie Jones
Occupational Safety Officer
346-2515
kjones17@uoregon.edu

Trish Lijana
Workers' Compensation Program Manager
346-2907
trish@uoregon.edu



QUESTIONS?

Haily Griffith

Occupational Health & Safety Manager

Office: 541-346-2962

hailyg@uoregon.edu



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