

University of South Carolina Safety Training

29 June 2022

Supervisor Safety Training



Supervisor Safety Training

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Supervisor Safety Training

Introduction

- Everyone at USC Aiken is responsible for promoting a positive safety culture and creating a safe workplace for all.
- However, supervisors at all levels are crucial to the success of a safe workplace. Support of safety by supervisors and management is paramount.
- Supervisors have the experience necessary to identify hazards with tasks unique to their work area.
- Supervisors interact with workers daily and are most likely to impact worker safety.



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Supervisor Safety Training

Roles and Responsibilities

- **Workers**
 - Comply with all safety rules.
 - Report hazards and safety violations.
 - Report injuries.
 - Wear appropriate PPE.
 - Safely perform required tasks.
 - Stop unsafe conditions.
- **Supervisors**
 - Create a safe work environment free of known hazards.
 - Identify and reduce hazards.
 - Document and maintain safety training for their specific work area.
 - Assist in reporting injuries and illness.
 - Provide clean serviceable PPE.
 - Fulfill employer safety responsibilities as delegated.



Supervisor Safety Training Job Hazard Assessment (JHA)

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Job Hazard Assessments (JHA) are used to identify hazards in the work area, with equipment and while performing a specific task.

USC Aiken Job Hazard Analysis Worksheet

Requestor: Dr. <u>Mak A. Example</u>					Job Title: Associate Professor			
Assessor: Dominick S. Magliaro II, USCA ESH Manager					Analysis Date: 20 April 2022			
Activity	Hazard	Eye Protection	Ear Protection	Hand Protection	Head Protection	Foot Protection	Body Protection	Other
Vehicle Operation	Vehicle Accident							FUSS Training
Drilling	Fragmentation, Noise	ANSI Z87 Rated Glasses	Ear Plugs or Over Ear w/>22db NRR	Leather or Synthetic Gloves				
Extensometer Operation	Pinch Points			Gloves as applicable				
Material Handling	Drop or Pinch Point			Gloves as applicable		Safety toe shoes as applicable		
Pressure Measurement	Low Pressure	N/A for sealed system		Gloves as applicable				
Hand Tool Use	Fragmentation Pinch Points	ANSI Z87 Rated Glasses		Gloves as applicable				
Manometer Operation	Pressurized Liquid	N/A for sealed system. Z87 rated glasses for small amounts of liquids		Gloves as applicable				
Chemical Use	Chemical Contamination	Splash Proof Goggles		Impervious Gloves				See specific SDS for required protocol
Slips, Trips & Falls	Injury from Fall							Be aware of the work area and trip hazards



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Job Hazard Assessment (JHA)

To perform a job hazard assessment:

- Analyze the environment for all hazards.
- Identify equipment used and the associated hazards.
- Ensure safety equipment is available.
- Walk through each step of the task and assess associated hazards.

Common Hazards: walking surfaces, pinch/crush points, blocked exits/equipment, hazardous materials, fall hazards and environmental.



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Job Hazard Assessment (JHA)

Once the hazards are identified, control measures should be implemented for each hazard. Control measures in preferred order are:

- Eliminate the hazard. Can the task be performed without the hazardous step or item?
- Substitute the hazard for a less hazardous option.
- Can the hazard be reduced through engineering methods? Examples include mechanical guards, automatic shutoffs and ventilation.
- Implement a safety policy or install a warning sign. This option includes written procedures, training and equipment marking.
- Provide personal protective equipment (PPE) to reduce the hazard.

The control method should be documented in the hazard assessment.



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Supervisor Safety Training Workplace Orientation

The Workplace Orientation is an open dialogue session where the supervisor communicates hazards, emergency requirements and mitigating factors to the employee. The employee can discuss any safety or other concerns during this session or any other time without reprisal.



University of South Carolina Aiken
Employee Workplace Orientation

Employee: _____

Job Title: _____

Supervisor: _____

Promoting a Culture of Safety

USCA is committed to maintaining a safe environment for you, all employees, students, and visitors. If you see a potentially hazardous condition, report it to Operations or campus police immediately. Work with your colleagues and University administrators to promote safety in your area; think safety. If you can, consider ways to reduce or eliminate hazards by improving work practices or procedures. If you experience a job-related injury or "near miss," report it to your manager or supervisor immediately. Apply the USCA safe work process: Understand the task – See what is actually there (will conditions change) – Coach yourself or colleague (do it right the first time) – Act on what you know.

General Employee Training (GET) Completion and Testing Date: _____

Workplace Orientation

Become familiar with campus safety by reviewing emergency equipment and procedures with your supervisor: (initial)

- _____ Review USCA General Employee Training
- _____ Locate the two, fire alarm pull stations nearest your office and work area.
- _____ Locate the fire extinguishers nearest your office and work area.
- _____ Locate your department's First Aid Kit and building AED.
- _____ Locate a posting of emergency evacuation routes. Review the routes from your work area.
- _____ Locate emergency exits and Areas of Rescue Assistance (ARA).
- _____ Find the EAP and "Map of Rally Points".
- _____ Memorize the campus emergency number: campus phone (6111), cell 803-648-4011 or blue light phone.
- _____ Locate applicable Safety Data Sheets (SDS) for hazardous materials and the appropriate waste containers.
- _____ Review injury and illness reporting procedures with the employee.

Job Hazard Analysis (Not all Inclusive)

Does the job require operation of potentially hazardous equipment?

Is the employee likely to handle potentially hazardous materials?

Does the job require personal protective equipment (PPE) to perform the job safely? Does the employee have clean, fitted, serviceable and appropriate PPE as required? Examples: safety glasses, gloves, hardhat, ear protection, etc.

Is the lighting in the work area inadequate to perform essential job functions safely?

Are there any uncovered outlets or exposed electrical wires in the work area?

Are there any potential trip hazards in your work area?

Is there any required or specialized safety training?

Will the employee's duties and responsibilities involve other potential hazards or risks of illness or injury?

Examples: Dust, allergens, heat, shock, muscle strain, excessive noise, etc.

Employee Signature: _____ Supervisor Signature: _____ Date: _____

Instructions: Supervisor is to ensure employee receives GET and passes the written exam. The supervisor is to provide the workplace orientation to the employee. JHA is to be completed by the supervisor and necessary controls should be implemented. All hazards and controls must be communicated to the employee. This form is to be kept in the employee's file by the supervisor for the duration of employment and must be displayed on request by the EHS Manager or other auditor. If the work area changes or new hazards are presented, a new Workplace Orientation must be conducted. Please call the EHS office with any questions or to schedule additional training.

Environmental Health and Safety Office
Phone: (803) 641-3538



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Hazard Communication

OSHA Requires that employers fulfill Hazard Communication (HazCom) requirements.

- The mission of HazCom is to ensure workers understand the hazards and hazard mitigation for hazardous items.
- Employers must provide safety data sheets (SDS) for each hazardous item workers use, store or handle.
- Employers must ensure hazard labels are not defaced and are legible.
- Employers must ensure hazardous materials are stored and used in properly labeled containers.
- Employers must provide HazCom training to workers.



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Supervisor Safety Training Hazard Communication

To the right are Hazardous Communications (HazCom) pictograms.

The pictograms are required by OSHA, not to be confused with the NFPA hazard diamond. (extreme right)

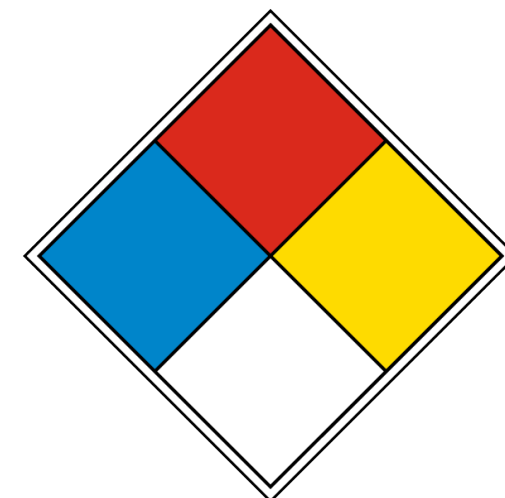
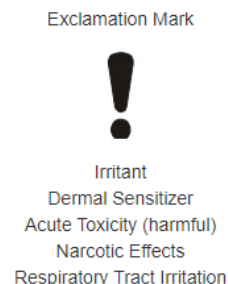
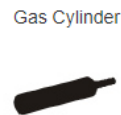
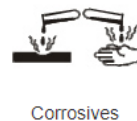


Figure C.2 – Exclamation Mark Pictogram





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Supervisor Safety Training Providing PPE

Personal Protective Equipment is the least desired method of hazard control according to the hierarchy of controls.

Supervisors must provide clean, serviceable, proper fitting and appropriate PPE to workers as required.

Examples of PPE are, safety-toe boots, eye-protection, hearing-protection, respirators, gloves and hard hats. Think head to toe safety!

Departments should budget for PPE for each job or task that requires PPE.





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Supervisor Safety Training

Providing a Safe Work Environment

- The Occupational Safety and Health (OSH) Act of 1970 discusses several health and safety responsibilities of employers. One part of the act is the “General Duty Clause”.
- Under the General Duty Clause of the OSH Act, employers must provide a work environment free of known hazards.
- Essentially, this responsibility falls upon supervisors and managers to assess their area for hazards and take action on hazards reported by employees.



Supervisor Safety Training Injury Reporting

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Supervisors are responsible for reporting work-related injuries and illness to human resources, EHS and CompEndium regardless of severity of the injury or illness.



Supervisor Safety Training

Injury Reporting

Important Phone Numbers for Injury Reporting:

- USCA Campus Police Emergency Line (803) 648-4011
- USCA Human Resources (803) 641-3455
- USCA Environmental Health and Safety Office (803) 641-3538
- CompEndium (877) 709-2667



Supervisor Safety Training

Student Activity

At this time, we are going to take a break. Following the break, we will perform a Job Hazard Assessment. A written test will be administered upon the course conclusion.



Supervisor Safety Training

Conclusion

In this course we have reviewed supervisor and employer responsibilities, HazCom, JHA, Workplace Orientations and Injury Reporting.

Please see 29 CFR 1910 Subparts I, J, K, 29 CFR 1910.1200 and the OSH Act of 1970 for more information.

Questions/Comments?

Contact your USC Aiken Environmental Health and Safety Office at (803) 641-3538 or Dominick.Magliaro@USCA.Edu