INJURY/ILLNESS PREVENTION ON THE JOB

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EH&S
Emergency Preparedness

Do you know how to exit the building?
Leadership

- Safety is a key ASU value and a top priority
- Leaders must demonstrate safe behavior
- You are key to any successful safety program
- Begins with role modeling safe behavior
- If leaders don’t lead, followers won’t follow!
- Safety **MUST** be taken seriously by everyone
Safety Responsibilities

- Communicate safety requirements and expectations to your employees
- Complete required training (Fire Safety, Lab Safety)
  - [http://cfo.asu.edu/ehs-training](http://cfo.asu.edu/ehs-training)
- Enforce university policies, especially requirements to use PPEs per training and SOPs
- Report and investigate incidents
Personal Liability

ASU employees, including managers and supervisors doing their job, and conducting business per University policy and their job description are acting as agents of ASU and would not be held personally liable.
If an Accident Does Occur

• Address employees needs first – Campus Health Service always our first choice
• 911 if an emergency
• Notify EH&S (5-1823 or web http://cfo.asu.edu/ehs-incident-reporting)
• Report the claim and complete work comp forms as indicated at http://www.asu.edu/hr/benefits/documents/wcflowchart.pdf
• Supervisor’s Incident Report -Blackboard class search under incident investigation).
Ask **WHY** at Least Three Times

- **First Why** - may get to what actually occurred
- **Second Why** - may get to what lead to the behavior or circumstance
- **Third Why** - should get us to any failure in our system or procedures that lead to the incident
- **More “Why’s”** - may be needed for serious or complicated incidents – EHS will take lead on these incidents
Simple Example of Why We Need to Investigate and Find Causes

- Example - Employee injured falling off a chair to change a light bulb
  - Why 1? Light bulb burned out
  - Why 2? Employee thought part of job
  - Why 3? Did not know FM changes bulbs or that a ladder was available
EH&S Safety & Awareness Training

• All ASU employees must complete Fire Safety & Prevention Training and an annual refresher.
• Laboratory employees must complete laboratory safety training and an annual refresher to work in a lab where hazardous materials are present.
• All employees operating an ASU owned or leased vehicle must complete Defensive Driving Training and a refresher every four (4) years.