

# New Employee Safety Orientation

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# Your Role in Safety

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All Bentley employees have a responsibility to maintain a safe environment, both for themselves and others. Your role in this includes:

- Participate in required safety training and fire drills; obey all warning signs and follow all safety procedures; don't take shortcuts and use common sense; respond safely to emergencies
- Report hazards, incidents, and near misses immediately to your supervisor
- Maintain a safety attitude and orderly work area
- Be aware of slip, trip and fall hazards and icy areas during inclement weather; use appropriate footwear

**Bentley's goal is an injury-free campus!**

# Your Role in Safety

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- Remove electrical/fire hazards from your office: don't overload electrical circuits, don't use extension cords or plug one power strip into another power strip
- Call work order control (x2208) regarding heating/cooling issues in your office; Bentley doesn't allow space heaters for general use
- Know how to evacuate your work area to safety
- Ask for help

# Where to Find Safety Information

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## **Environmental Health and Safety Specialist – Kat Fondo**

**Oversees safety program campus-wide and provides information on:**

- ◆ Hazardous chemicals
- ◆ Safety data sheets for chemicals
- ◆ Ergonomics
- ◆ Electrical safety or fire safety
- ◆ Other safety related issues

**Maintains Bulletin Boards with “Right to Know” info**

**Maintains Safety Office in Maintenance Bldg., Rm 204**

**Oversees campus-wide Safety Committee with one rep per building**

**Posts OSHA Safety Data Sheets and Reports**

# Additional Areas of Safety Concern

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## **Storm Water Pollution Prevention**

- Nothing is to be poured down the storm drains

## **Chemicals and Hazardous Waste**

- SDS/MSDS sheets can be accessed through MSDSOnline for chemicals on campus; if you order additional chemicals, I need to know!
- All spent chemicals need to be properly managed; hazardous waste is sent offsite through our hazardous waste vendor (Clean Harbors)

# Additional Areas of Safety Concern

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## Personal Protective Equipment

- Wearing of PPE is a requirement of the job; if a hazard can't be engineered out or controlled through administrative controls, then you need to wear PPE
- PPE includes: safety glasses, safety shoes, gloves, hard hats, hearing protection, safety vests on roadways, fall protection

## Contractor Safety

- All contractors need to sign in at WOC daily so that we have a record of them being on campus
- They're required to wear PPE and abide by Bentley's safety policies and procedures
- We don't allow contractors to borrow safety equipment such as ladders or extension cords; they need to provide their own equipment and PPE

**Lastly, if it seems unsafe, it probably is...so don't do it without asking someone about it! 90% of injuries are preventable!!!**

# Where to Find Fire Safety Information

Manager of Fire & Life Safety – Billy Buckly

Office of Fire & Life Safety Services Located in Facilities Building Oversees Fire & Life Safety  
Campus Wide.

Provides information on:

▲ Fire Safety   ▲ Fire Prevention   ▲ Public Education   ▲ Training   ▲ Community Relations

Preventive  
Maintenance &  
Testing of all Fire &  
Life Safety Systems

Monthly Fire & Life  
Safety Building  
Inspections

Building Code  
Enforcement  
Per N.F.P.A.  
Standards

Fire Extinguisher  
Training &  
Emergency  
Evacuation Drill  
Programs

# Life Safety Contacts

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- **Katherine Fondo**  
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When in doubt, ask!