



UNIVERSITY OF  
**GEORGIA**  
Facilities Management Division

## **SHOP SPECIFIC SAFETY**

*1180 East Broad Street  
Athens, Georgia 30602*

# SAFETY RESPONSIBILITY

Your Director has the responsibility of protecting personnel from occupational and environmental hazards.



Supervisors are to ensure that appropriate safety equipment and personal protective equipment is available and properly used.

*\*\*\* Each FMD employee is ultimately responsible for their own safety, and the safety of others in their work area. Each FMD employee has “stop-work” authority if they believe something to be unsafe. \*\*\**



# **UGA Hazards**

**Know your work area and potential hazards AHEAD OF TIME! Some Potential hazards are:**

- » Chemicals and Splash Hazards
- » Sharp Objects
- » Uneven Surfaces
- » Flying Debris
- » Hazardous Atmosphere
- » Electrical/Pneumatic/Hydraulic Energy
- » Power Tools
- » Asbestos and Lead Paint
- » Confined Spaces - Low Oxygen Environments

# Job Hazard Analysis

- Know the potential job hazards prior to work being conducted
- Use environmental and/or engineering controls such as ventilation, THEN use PPE to eliminate injury or exposure potentials

***Always modify your job duties  
to decrease your risk***



# ***“UGA Should Take Care of That Safety Hazard”***



“Somebody should really cover that up.”

**YOU ARE “UGA”!**

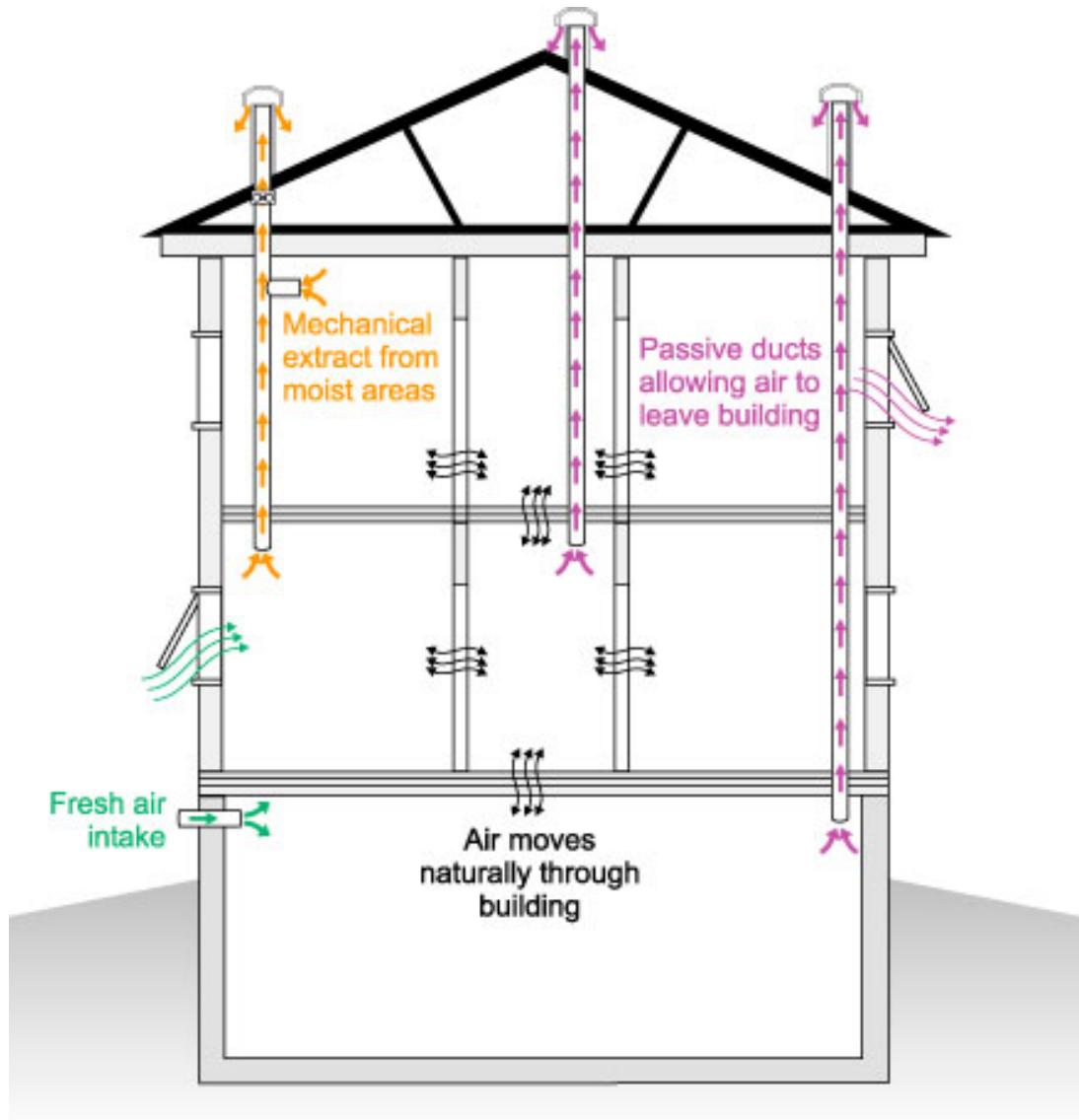
# ***Report What You See!***

When you find a safety issue, report it to your supervisor or call 2-7453 so a work order can be created to repair the issue.

***We can't fix the things we don't know about!***



# Ventilation vs. PPE



*Increasing your ventilation  
could reduce your need for  
a respirator*





# Prevent Injury



## Use Personal Protective Equipment (PPE)



*Safety Glasses or Goggles  
Face Shield  
Fall Protection  
Gloves  
Ear Plugs or Ear Muffs  
Respirator  
Dust Mask  
Hard Hat  
Coveralls*



# ***Universal Precautions - Bloodborne Pathogens***



*Universal precautions stress that all blood and body fluids should be assumed to be infectious for blood-borne diseases such as HIV and Hepatitis B. Wear your PPE!*



# CPR and First Aid



*Know the people in your shop who are certified in CPR and First Aid*

- OSEP “Building Safety and Security Representatives”
- Good Samaritan Laws
- Know the numbers!
  - UGA Campus Phones - 911
  - ACC FIRE
  - UGA Police 2-2200 or 911



# Fire Safety

Know the location of the building's fire extinguishers, alarms and exits

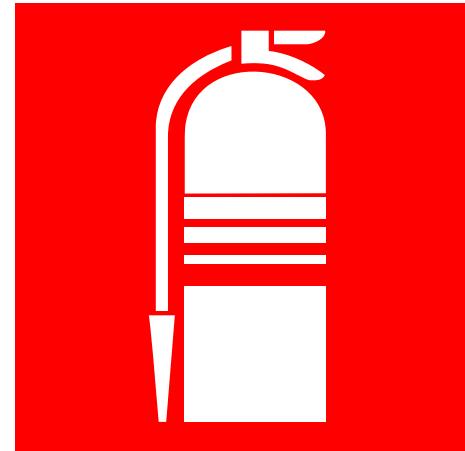
*Always alert others right away by pulling the fire alarm*

## **2 Choices -**

Pull alarm then exit

OR

Pull alarm and **PASS**



*Pull the pin  
Aim at the base of the fire  
Squeeze the nozzle  
Sweep the discharge back and forth*



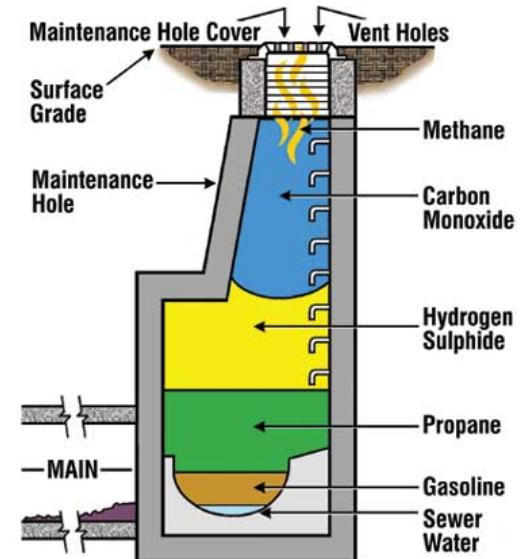
# Confined Spaces



**A confined space is a space that:**



- Is large enough and is shaped so that an employee can bodily enter and perform assigned work.
- Has limited or restricted means for entry or exit.
- Is not designed for continuous employee occupancy.



# *Proper Lifting*



- Clear your path ahead of time
- Lift with your legs, not your back!
- Move your feet to turn, not your back!
- GET HELP!***



# Ladder Safety

*Can you identify the safety issues here?*

- Face the ladder when using
- Use proper footwear
- Never carry an awkward load
- Lock your spreaders open
- Don't block exit routes
- Never leave material on steps
- Use the 3-point rule

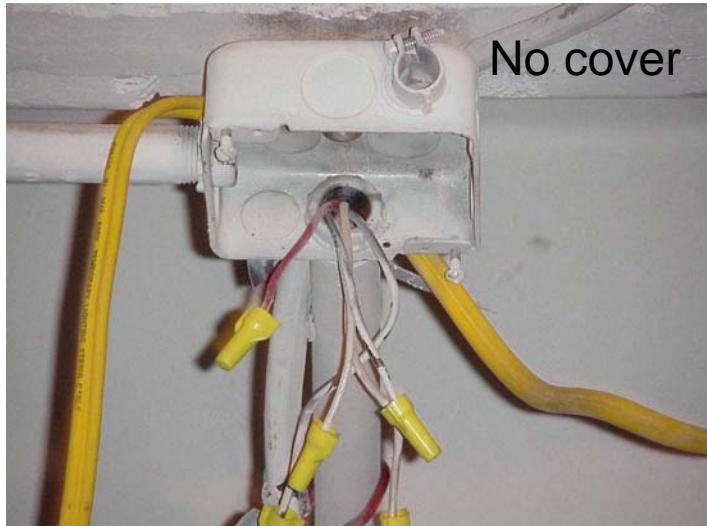
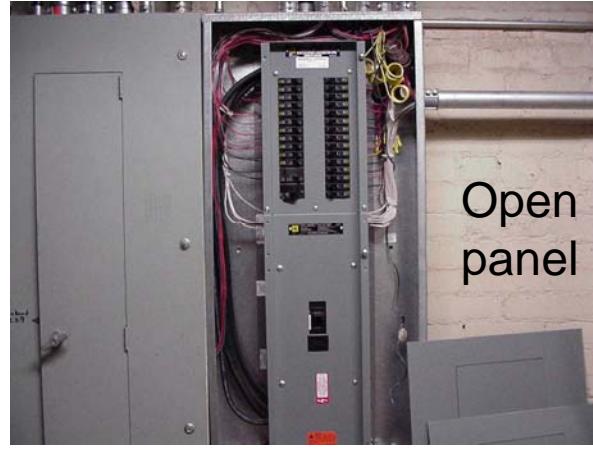
# ***3-Point Rule***



At least three of your four limbs in contact with the surface at all times.

Two feet and one hand, or two hands and one foot.

# Electrical Safety Violations



3:2 Removes ground



# Lock Out / Tag Out

## *Control of Hazardous Energy Sources*



Before working on, repairing, adjusting or replacing machinery and equipment, the machinery and equipment must be in a neutral or zero mechanical state.

Hazardous energy sources include:

Pneumatic

Electric

Hydraulic

Elevated Objects



*If you see a tag, do not operate the equipment!*

# Accident and Injury Reporting



Report ALL accidents and injuries immediately to your supervisor, **no matter how small the injury may appear.**



The UGA HR Department will have Workman's Compensation paperwork for you to sign.

Make sure to give your supervisor a copy of your medical release.



# ***RETURN TO WORK***

**FMD Return to Work Policy:**

*If you are injured on the job, we will keep you working by offering you light duty assignments within your doctor's restrictions.*

***PREVENT INJURY – SAFETY FIRST!!***