



THE OHIO STATE UNIVERSITY

Facilities Safety Program
Facilities Operations & Development Operations
Student Life Building and Mechanical Services, Facilities Services and
Environmental Services

Prepared by:
The Ohio State University
Environmental Health and Safety
Occupational Health & Safety

1314 Kinnear Road
Columbus, OH 43212-1168

614-292-1284 Phone
614-292-6404 Fax

www.ehs.osu.edu

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A Commitment to Safety

The Ohio State University Offices of Facilities Operations and Development (Operations) and Student Life are committed to providing a safe environment, all required personal protective equipment and appropriate safety training. This commitment extends to protecting the environment for students, other University employees and the community. The Environmental Health and Safety department helps to provide employees with a safe and healthy work environment. The goal of this program is to develop behavioral based safety awareness in order to reduce accidents and occupational illnesses and identify and control safety, health and environmental hazards.

There is no job or task so important, and no service so urgent that the time can't be taken to ensure work is performed safely for all involved.

University Occupational Health and Safety Policy 3.61

The Ohio State University holds in high regard the health and safety of faculty, staff, students, and guests. It is the policy of the university to provide a loss-control program that protects employees from occupational injuries and illnesses, protects university property from loss and damage, and protects the environment. Operational procedures as developed by university safety organizations will be implemented and enforced by all university department/administrative units consistent with the State of Ohio Public Employees Risk Reduction Program.

Responsibilities

Facilities Safety Manager (Environmental Health & Safety):

- Develop, implement, update and support the written Facilities Safety Program.
- Provide program oversight and implementation resources to assigned departments.
- Oversee development of Job Hazard Analyses and assist area leaders with implementation of requirements therein.
- Develop training plans for maintenance, housekeeping and grounds employees in FOD Operations and Student Life Building and Mechanical Services, Facilities Services and Environmental Services.
- Assist departmental supervisors with ensuring all training records are documented and record-keeping requirements are met for initial and annual training as required by regulatory agencies. Report training metrics to Occupational Health and Safety Director.
- Ensure access to training programs either through online programs or by providing in-person training.
- Investigate reported unsafe practices and conditions and help ensure prompt corrective action.
- Assist supervisory staff with inspections of the workplace to ensure a safe and healthy work environment.
- Assist with providing resources for regularly scheduled safety meetings.
- Review and investigate employee accidents; provide consultation to department leadership to address safety concerns.
- Assist with the development of and serve on safety committees where appropriate.

Senior Leaders (directors, district leaders):

- Ensure accordance to the prerequisites in this program.
- Maintain overarching responsibility for the health and safety program within respective area of responsibility.
- Ensure all staff are aware of and have the necessary resources to successfully practice the strategies and systems set out in the program.
- Provide information and resources to all supervisory staff in order to protect the safety and well-being of all employees.
- Monitor divisions and projects and hold each responsible for their individual safety performance.

Supervisors (assistant directors, managers, zone leaders):

- Ensure written Occupational Health and Safety programs are implemented within respective areas.
- Ensure affected employees have all safety related information, personal protective equipment and have been properly trained in all applicable areas this program.
- Provide operation and/or equipment specific safety procedures are in place for each activity assigned to personnel.
- Support safety committees; provide resources for participation in committees.
- Ensure training is provided to employees regarding all safe work procedures either through online participation or in-person arranged through the facilities safety manager.
- Ensure all training records are documented and record-keeping requirements are met for initial and annual training as required by regulatory agencies.
- Require correct use of provided personal protective equipment; monitor employee use.
- Report unsafe practices and conditions to the facilities safety manager and help ensure prompt corrective action.
- Determine safe practices, enforce observance and develop procedures for dealing with violations and general safety and incident prevention.
- Familiarize self with and apply the Facilities Safety Program and relevant occupational health and safety regulations.
- Arrange for medical treatment, including transportation if necessary, in the event of employee injuries. Complete the Supervisor Accident Analysis portion of the Employee Accident Report.
- When visiting worksites, conduct inspections of the workplace to ensure a safe and healthy work environment.
- Assist in the development of Job Hazard Analyses; ensure all job classifications are evaluated for hazards and information provided to affected employees.
- Be aware of the hazards that exist for the short term, temporary and newly hired employee. Ensure that new employees receive detailed safety instructions before assigning duties.
- Recruit employees for safety committees; when requested.

Employees

- Develop a personal awareness for safety, work in a manner to create a safe environment free of hazards.
- Follow all protocols, training, tools, manufacturers' specifications and equipment for the job.
- Participate in occupational health and safety education and training.
- Know the hazards for each assigned duty. Never complete a task without the proper training and use of personal protective equipment.
- Immediately notify your supervisor if the correct PPE is damaged or not available for you.
- Assist in the reduction and controlling of incident and illness producing conditions. Report unsafe conditions to the supervisor, who will engage the facilities safety manager.
- Report all incidents, injuries, or illnesses to supervisor and complete an Ohio State Employee Accident Report.
- Keep tools and personal protective equipment in good condition; notify supervisor when repair or replacement is needed.
- Report defects in workplace equipment or potentially dangerous situations to the supervisor immediately.
- Follow Occupational Health and Safety procedures as outlined in the Facilities Safety Program, other written EHS safety programs and general safe work practices and procedures.
- Participate in medical surveillance (e.g., hearing conservation programs, medical monitoring, etc.) when prescribed.

Employee Participation

An effective health and behavioral-based safety program requires participation and cooperation of all employees. Employee support is actively sought through participation on safety committees (where applicable), inspecting workplaces, reporting hazards and participating in safety training opportunities.

Safety Committees

The objective of a safety committee is to help bring workers and their management teams together in a cooperative effort to promote safety in the workplace. A safety committee assists with making recommendations for change to enhance the health and safety of the workplace.

Typical responsibilities of a safety committee may include:

- Develop safe work practices
- Identify additional safety needs, such as safety training
- Assist with workplace inspections and safety audits
- Review incidents that occur in the workplace to prevent reoccurrences of similar incidents
- Propose and create safety checklists
- Provide a forum in which the front-line employee and management can discuss safety items and concerns and collaborate on solutions
- Help reduce the risk of work injuries

Job Hazard Analyses

A job hazard analysis (JHA) is a procedure which helps ensure appropriate safety principles are woven into a task or job operation. A JHA exists for each classification series. A JHA helps to identify potential hazards and recommends the safest way to do the job for each job task.

Accident Analysis

A successful accident analysis discovers the root cause behind the accident.

Accident Analysis Procedure

- Employee seeks medical attention within 24 hours of event, if necessary.
- Employee notifies supervisor of injury.
- Employee completes sections 1 and 2 of the Accident Report Form.
- Supervisor completes and signs section 4 of the Accident Report Form within 24 hours of receiving form (subject to employee availability).
- Supervisor completes Supervisor Accident Analysis Report within 24 hours of receiving form (subject to employee availability).
- Supervisor submits completed Accident Report Form to Integrated Absence Management and Vocational Services (email: accidentreport@osu.edu or Fax: 614-688-8120) within 24 hours of receiving form (subject to employee availability).

Accident Analysis Components:

- Conduct the interview in a manner that is understood by everyone involved
- The purpose of the analysis and interview is fact-finding, not fault-finding
- Emphasize the goal is to learn how to prevent future incidents by discovering the root causes of what happened
- Avoid language or questions that may be perceived as intimidating or blaming
- Ask the individual to recount their version of what happened
- Do not interrupt the interviewee
- Ask clarifying questions to fill in any missing information or obtain additional facts
- Repeat back to the interviewees the information obtained; and then correct any inconsistencies
- Ask the individuals what they think could have prevented the incident, focusing on the conditions and events preceding the injury

Reporting

EHS will provide a quarterly incident report (IAMVS Quarterly Report) to stakeholders. Stakeholders will review report and identify training opportunities.

Training and Recordkeeping

Training is an important part of a successful safety program. This program outlines responsibilities for ensuring employees have the proper information to safely conduct working duties. Training programs will be obtained either through the EHS online portal (BuckeyeLearn) or in-person from a subject matter expert.

Records of training must be kept showing training dates, attendance, items covered and the name of the presenter. Safety training records shall be maintained in BuckeyeLearn.

Program Review

Stakeholders will review and update this program on an annual basis.

Appendix A (Occupational Health and Safety Programs)

The Occupational Health and Safety division of Environmental Health and Safety promotes health and safety procedures and assists the university in identifying, evaluating and eliminating occupational and workplace hazards that can cause illnesses or injuries. Online and classroom training sessions are provided for compliance with established federal, state and local regulations and with university policies.

The Safety Management Guidebook (https://ehs.osu.edu/sites/default/files/safety_management_guidebook.pdf) provides guidance on which programs are required to be implemented within a working group.

The following summarizes some of the written safety programs which can be found at <https://ehs.osu.edu/occupational-health-and-safety>:

Building Emergency Action Plan (all employees):

- The Ohio State Department of Public Safety manages the Building Emergency Action Plan (BEAP). The BEAP was developed to assist departments in preparing for building emergencies as required by the Ohio Fire Code – 1301:7-7-04 (D) Section 404 Fire Safety & Evacuation Plans; the Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.38 as required by the Ohio Revised Code, Chapter 4167 (Public Employees Risk Reduction Act); and by university policy (OSU Occupational Health & Safety Policy – 3.61).
- The BEAP template is intended for use by departments that occupy university facilities and should be completed as a building plan, including all departments and areas of the building in the planning and implementation process. It is expected departments will complete this plan to meet their specific needs, operations and locations. Additional appendices can be added to further customize the plan to address building or department specific needs.
- BEAPs are managed and coordinated through the Department of Public Safety, Emergency Management and Fire Prevention with the assistance of Environmental Health and Safety. Contact Emergency Management at 614-688-2863 for additional information or assistance completing a BEAP.
- BEAP training is required for all Ohio State employees.

Compressed Gas Safety (employees who work with or around compressed gasses):

- The purpose of the Compressed Gas Safety Program is to provide information relating to the hazards associated with compressed gases and outline the steps to ensure employees who work with or around compressed gases are not exposed to hazards; to provide procedures for common compressed gas work duties to minimize exposure in accordance with the OSHA Hazardous Materials, Compressed Gas standards (29 CFR 1910.101); Department of Transportation Hazardous Materials Regulations; and Compressed Gas Association (CGA) guidelines.

Confined Space (employees who are required to work in or around confined spaces):

- The Confined Space Program contains requirements for practices and procedures to protect employees from the hazards of entry into a confined space, adhering to the requirements set by the Occupational Safety and Health Administration (OSHA) in Section 29 of the Code of Federal Regulations, Standard Number 1910.146. An important component of the Confined Space Program is the requirement for entry permits, which can be obtained through EHS.

Construction Safety (employees who work in or around construction projects):

- All employees involved with construction activities on the Ohio State campus should become familiar with the Code of Federal Regulations (CFR) publications 29 CFR, Part 1910: OSHA General Industry and Health Standards and 29 CFR, Part 1926: OSHA Construction Industry Standards.
- Contractors performing construction activities on the Ohio State campus are required to submit a written copy of their company's safety and health program and the site-specific safety and health plan in accordance with Facilities Operations and Development's (FOD) Building Design Standards, Appendix V.

Crane Hoist Safety (employees who work with cranes and/or hoists):

- The Ohio State University Crane, Hoist and Sling Safety Program applies to all Ohio State staff members who operate and/or are responsible for cranes, hoists and slings. Moving large, heavy loads may involve the use of specialized lifting devices, such as cranes, hoists and slings. There are significant safety issues to be considered, both for the operators and for workers near them. The Occupational Safety and Health Administration (OSHA) has established regulations and guidelines for the protection of workers and facilities relating to crane, hoist and slings in 29 CFR 1910 Subpart N (Materials Handling and Storage). The Crane, Hoist and Sling Safety Program outlines departmental responsibilities and provides important safety information regarding the use of these specialized lifting devices.

Electric Safety (employees who work around electric hazards):

- Electricity is a serious workplace hazard, capable of causing both employee injury and property damage. It is the policy of Ohio State to protect all employees, students and other personnel from potential electrical hazards. This will be accomplished through compliance with the work practices described in the Electric Safety Program along with the effective application of engineering controls, administrative controls and the use of personal protective equipment (PPE). Ohio State seeks to put forth an organized effort to reduce the potential for injuries relating to electrical hazards.

Elevated Work Safety (employees who work at heights above 4 feet):

- The Elevated Work Written Program is developed and maintained to provide safety related information to users of these devices and minimize injuries as a result of improper use. This program covers all Ohio State personnel, including staff and contractors utilizing equipment to perform elevated work on Ohio State property.

Elevator Safety (employees who work in elevators):

- The preeminent safety standard for elevators (mechanical and hydraulic) has been developed by the American Society of Mechanical Engineers (ASME A17.3-2011) and has been adopted by the Occupational Safety and Health Administration (OSHA) and the American National Standards Institute (ANSI). Contractors perform all maintenance and service work on university elevators. Ohio State employees are not permitted to conduct maintenance or service. Contractors performing maintenance or service work on any of Ohio State's elevators are expected to know and follow all of the applications and practices contained in ASME A17.3-2011.

Employee Accident Reporting (all employees):

- Employees who are injured on the job or become ill as the result of a workplace exposure are required to complete an Employee Accident Report (EAR) and notify his/her supervisor.
- Main campus employees requiring non-emergency medical treatment as the result of a workplace injury or illness should go to University (Employee) Health Services (2nd Floor McCampbell Hall) during the hours of 7:30 am and 4:00 pm.

- Employees in need of emergency care as the result of a workplace injury/illness should go to the Wexner Medical Center or University Hospital East Emergency Departments. The decision to seek emergency medical treatment should consider whether emergency services would be obtained if the injury/illness was not work-related. In other words, would you go to the Emergency Room if the same injury occurred at home?
- Regional campus employees should seek treatment at the designated local health provider.

Blood and Body Fluid (BBF) Exposures (employees with potential BBF exposures):

- Employees who are exposed to blood and/or body fluids (BBFE) should report them immediately to their supervisor and complete an Employee Accident Report.
- The accident report should include as much information as possible about the exposure including type, cause and steps that could have been taken to prevent the exposure.
- Wexner Medical Center personnel should refer to the BBFE Protocol for instructions.
- Main campus personnel should call Employee Health Services at 614-293-8146 for instructions.

Fall Protection (employees who work at heights greater than four feet):

- Falls from elevations account for many workplace injuries each year. EHS has developed a Fall Protection Program to eliminate fall hazards from the workplace and protect workers who are required to perform work on elevated surfaces.
- Workers who are required to perform work on elevated surfaces should be familiar with the Ohio State Fall Protection Program and work closely with their competent person to ensure work is done safely and meets all related standards and guidelines set forth by OSHA, ANSI and EHS.
- The Ohio State Fall Protection Program outlines responsibilities for employees involved in elevated work; supervisors of employees involved in elevated work, elimination of fall hazards, and protection against fall hazards when they are present.
- Work at heights greater than four feet, unprotected from a fall hazard, should be reviewed by the competent person and/or EHS to ensure proper protection.

Forklift and Powered Industrial Truck Safety (employees who work with forklifts or powered industrial trucks):

- Powered industrial trucks include forklifts, platform lift trucks, motorized hand trucks and other specialized industrial trucks powered by electric or internal combustion engines. The Occupational Safety and Health Administration (OSHA) and National Fire Protection Agency (NFPA) have established rules and guidelines for the protection of workers and facilities relating to powered industrial trucks in 29 CFR 1910.178 Powered Industrial Trucks; and NFPA 505 Fire Safety Standard for Powered Industrial Trucks, including Type, Designation, Areas of Use, Conversions, Maintenance and Operations, which are incorporated into this plan.
- Ohio State units that own or lease powered industrial trucks or who have employees who operate powered industrial trucks are responsible to implement the written program.
- Supervisors should use the Forklift Supervisor Evaluation Form to assess and certify each employee's ability to safely and properly use a forklift. Copies of these forms should be kept in the appropriate departmental file.

Hand and Portable Power Tool Safety (employees who use hand or portable power tools):

- It is Ohio State's policy to take precautions to eliminate hazards associated with the use of hand and portable power tools and to ensure employees are properly trained to utilize these tools in a safe manner to minimize injuries related to their use. The Hand & Portable Power Tool Safety Program prescribes the duty to maintain tools and equipment, use hand and portable power tools in a safe manner, and minimize injury and/or accidents associated with their use.

Hazard Communication (all employees):

- The purpose of the Hazard Communication Program (HazCom) is to ensure employees are aware of hazardous chemicals in the workplace and are provided information regarding the potential hazards associated with exposure to these chemicals. This program is designed to comply with the Public Employment Risk Reduction Program (PERRP) [Ohio House Bill 308 an Act] and the Occupational Safety and Health Administration (OSHA) Hazard Communication Program or "Employee Right-to-Know" act. All employees are required to have Hazard Communication Training, and every department using hazardous chemicals should have a written program.

Hearing Conservation (employees exposed to loud noises ~greater than 85 dB~):

- Employee exposures to noise of sufficient intensity and duration can result in hearing damage. Noise-induced hearing loss rarely results from just one exposure. Usually it will progress unnoticed over a period of years. Initial noise-induced hearing loss occurs at higher frequencies where speech is found, making communication difficult. Excessive noise exposure is a cause of hearing loss. OSHA sets legal limits on noise exposure in the workplace. These limits are based on a worker's time weighted average over an 8-hour day. OSHA's permissible exposure limit (PEL) for noise is 90 A-weighted decibels (dBA) for all workers for an 8-hour day. The OSHA standard uses a 5 dBA exchange rate meaning, when noise levels are increased by 5 dBA, the amount of time a person can be exposed is cut in half.
- Employers are required to implement a Hearing Conservation Program when workers are exposed to a time weighted average noise level of 85 dBA or higher during an 8-hour work shift. Hearing Conservation Programs require employers to measure noise levels, provide free annual hearing exams and free hearing protection, provide training and conduct evaluations of the adequacy of the hearing protectors.
- The Ohio State Hearing Conservation Program outlines responsibilities for employees exposed to excessive noise, supervisors of those employees, administrative and engineering controls for noise exposures, and all other required elements of a hearing conservation program.

Heat and Cold Stress (employees working in extreme heat or cold conditions):

- EHS can provide monitoring and assist employees with developing procedures to minimize the adverse effects of heat and cold stress in workplace. Additionally, EHS can provide training to employees exposed to extreme temperatures.

Hot Work Permit (employees conducting welding, cutting, brazing operations):

- The purpose for the hot work permit program is to ensure that spark- and flame-producing construction and maintenance activities do not present an undue fire hazard to the people and Ohio State property. Hot work includes any operation producing flame, sparks or heat. Examples of hot work include but are not limited to torch cutting, welding, brazing, grinding, sawing, torch soldering, thawing frozen pipes and applying roofing.

Lead Safety (employees exposed to lead):

- It is Ohio State's policy to take precautions to eliminate potential hazards in the workplace. The purpose of the Lead Safety Program is to provide the hazards associated with lead and lead-containing materials, outline the steps to take to ensure employees who work with or around lead are not exposed to hazardous levels of lead, and to provide procedures for common lead related work duties to minimize exposure in accordance with the OSHA Lead Standard (29 CFR 1910.1025). The primary use of lead in the United States is for automobile lead-acid storage batteries, a type of rechargeable electric battery that uses an almost pure lead alloy. Lead-formed alloys typically are found in pipes, cable covering, building material, solder, radiation shielding, and collapsible tubes. Lead also is used in ceramic glazes and as a stabilizer in plastics. Lead was used extensively as a corrosion inhibitor and pigment in paints, but concerns about its toxicity led the ban of lead in paint for residential and public buildings.
- Lead enters the body primarily through inhalation and ingestion. Today, adults are exposed to lead mainly by breathing in lead-containing dust and fumes at work or from hobbies that involve lead. Lead passes through the lungs into the blood where it can harm many of the body's organ systems. While inorganic lead does not readily enter the body through the skin, it can enter the body through accidental ingestion (eating, drinking, and smoking) via contaminated hands, clothing, and surfaces.

Legionella Exposure Control Plan (employees with potential exposures to areas that could be contaminated with Legionella):

- It is the policy of The Ohio State University (OSU) to take precautions to eliminate potential hazards in the workplace. The purpose of the Legionella Exposure Control Plan is to specify the standard practices to be used by facility management to prevent legionellosis associated with building water systems. Legionellosis refers to two illnesses associated with legionella bacterium. When the bacterium Legionella causes pneumonia, the disease is referred to as Legionnaires' disease. Legionella can also cause a less severe influenza-like illness known as Pontiac Fever. Most all cases of legionellosis are the result of exposure to Legionella associated with building water systems.

Lockout Tagout (employees working on or near de-energized equipment)

- The Ohio State LOTO Program establishes requirements for the lockout of energy-isolating devices. The intent is to ensure that equipment is de-energized and isolated from all potentially hazardous energy sources and locked out (and tagged) before employees perform service or maintenance tasks where the unexpected energizing, start-up or release of stored energy could cause injury.

Personal Protective Equipment (employees who use personal protective equipment):

- Safety hazards are present in every workplace. To properly identify hazards and protect workers from them, a Job Hazard Analysis (JHA) should be performed identifying appropriate personal protective equipment (PPE). Administrative and/or engineering controls should be the first line of defense when protecting employees. PPE should be used when administrative and/or engineering controls are not sufficient to control exposure to the hazard(s).
- The Occupational Health and Safety Programs and Services page has detailed and specific guidance on selection of PPE as well as PPE appropriate for assigned job classifications and duties. This can be located at: <https://ehs.osu.edu/occupational-health-and-safety>

Pesticide Safety (employees who work with pesticides):

- OSU employees who apply pesticides as part of their job are required to either, obtain a Commercial Applicator License through appropriate training and testing, or work under the supervision of a Licensed Applicator as a Trained Service Person. Commercial Applicator License Training is available, for a fee, through the Ohio Pesticide Safety Education Program which is part of the College of Food, Agricultural and Environmental Sciences. Online Lessons are also available to help prepare for the certification training and exam.

Respiratory Protection (employees who wear respiratory protection):

- EHS manages the Respiratory Protection Program and provides respiratory fit tests for OSU employees required to use respiratory protection. Respiratory fit tests can be scheduled by using the OSU EHS Respirator Fit Test Scheduler (calendar available at (<https://osurespiratorfittesting.setmore.com/>) (follow the instructions after clicking the link) or can be requested by using the Service Request Form <https://ehs.osu.edu/service-requests> (select Occupational Health and Safety from the Service Area drop-down menu and Respiratory Fit Test from the Service drop-down menu).

Shop Safety (employees who work in maintenance, wood-working, mechanical, vehicle, metal, etc. shops):

- The EHS Shop Safety Program provides inspections and recommendations to shops for the hazards present. EHS will work with shop personnel to help ensure appropriate Safety programs and training are in place to protect workers from hazards they could encounter as part of their work assignments.

Silica Dust Safety (employees exposed to silica dust):

- Crystalline silica is a basic component of soil, sand, granite and many other minerals. Quartz is the most common form of crystalline silica. All materials containing silica can result in the presence of respirable silica particles when chipping, cutting, drilling or grinding takes place. Silica exposure occurs through inhalation of silica containing particles and occurs through many construction and general industry methods. The most severe exposures generally occur during abrasive blasting with sand to remove paint and rust from bridges, tanks, concrete structures and other surfaces. Other activities that may result in severe silica exposure include jack hammering, rock/well drilling, concrete mixing, concrete drilling, brick and concrete cutting/sawing, tuck pointing and tunneling operations. Exposure to excessive silica dust over long periods of time can result in silicosis.

Trenching and Excavating Safety (employees working in trenches or excavating):

- This policy establishes requirements for safe trenching, excavating and shoring activities at The Ohio State University. The intent is to ensure any activity involving trenching and excavating is conducted in a manner to minimize risk to employees, property, students, visitors and contractors.

Working Alone Safety (employees who work alone):

- Working alone describes situations during the course of employment when an employee is the only worker at the workplace and is not directly supervised by the employer, working at a site where assistance is not readily available, in an area where direct contact with a co-worker or supervisor is not available, in a dangerous area (either due to work processes or likelihood of being robbed) and/or traveling away from the base office to meet clients

Appendix B (Occupational Health and Safety Training Programs)

EHS has developed safety training courses that outline health and safety procedures and assist the university community in identifying, evaluating and eliminating occupational and workplace hazards that can cause illnesses or injuries. Online training courses are available, by topic, on Buckeye Learn or through the EHS website at <https://ehs.osu.edu/occupational-health-and-safety-training>.

Some of the safety training topics available include:

Arc Flash Awareness/Electrical Safety (employees performing any type of electrical work where an arc flash hazard exists):

Provides an overview of the OSU Electrical Safety and Arc Flash Safety Programs. Topics include arc flash prevention, labels, flash hazard analysis, NFPA boundary zones and personal protective equipment (PPE).

Biting & Stinging Insects (employees who perform work outdoors):

Provides an overview of common biting and stinging insects that OSU personnel may encounter, such as ants, bees, mosquitoes, spiders, and ticks. Topics include basic insect information, how to prevent bites/stings, and how to treat bites/stings.

Building Emergency Action Plan (BEAP) (all employees):

Provides an overview of the university wide plan describing what to do in the event of an emergency. Topics covered include evacuation plans, severe weather emergencies, fires, bomb threats, utility outages and workplace violence.

Confined Space Entry (employees who work in or around confined spaces):

Provides a general overview of Environmental Health and Safety's Confined Space Entry Program. Additionally, this training provides the user with an understanding of the responsibilities of various Ohio State departments when employees enter confined spaces, knowledge of the numerous hazards which may exist in a confined space, capable of recognizing what makes an area a "permit" or "non-permit" required confined space and the requirements for rescue and emergency services during confined space entry. The user will also know how to obtain a permit for entering a confined space and how to complete the permit at the conclusion of this training.

Crane, Sling, and Hoist Safety (employees who work with cranes, slings and/or hoists):

Provides the user with an understanding of the safety guidelines when operating specialized lifting devices, such as cranes, hoists, and slings.

Electrical Safety/Arc Flash Awareness (employees who work around electric hazards):

Provides an overview of the OSU Electrical Safety and Arc Flash Safety Programs. Topics include arc flash prevention, labels, flash hazard analysis, NFPA boundary zones and personal protective equipment (PPE). This online training course is meant for awareness purposes and does not meet any certification requirements. Training to meet certification must be arranged through a vendor.

Elevated Work (Aerial Lifts / Scaffolding / Ladders) (employees who work on elevated surfaces):

Provides safety related information and procedures in order to eliminate or minimize injuries as a result of improper use. Elevated work involves any work conducted above a substrate. Equipment used to vertically elevate a worker above the substrate includes, but is not limited to, aerial devices (i.e. scissor lifts, aerial lifts, boom buckets), scaffolding and ladders.

Fall Protection (employees who work at elevations above 4 feet):

Provides an overview of the Ohio State Fall Protection Program. Topics include types of fall protection, inspection/maintenance of fall protection systems, PPE, rescue operations, and authorized person summary.

Fire Extinguisher Training (employees who may use a fire extinguisher):

Designed for all OSU employees in order to understand how to properly fight a fire using a fire extinguisher. This module also includes information on the fire tetrahedron, types of fires, different types of fire extinguishers, fire extinguisher use, and the rules for fighting fires.

Forklift Safety Program Training (employees who operate forklifts):

Provides forklift operators the information required under OSHA regulations for classroom training. Topics covered include fundamental differences in types of forklifts; the differences between forklifts and vehicles; pre-use inspections; hazards and safety precautions to take when handling loads; safety precautions to take when operating a forklift; and identifying potential workplace hazards associated with forklift operation.

Hand and Power Tool Safety (employees who use hand and power tools):

Provides an introduction to hand and power tool safety. Topics include potential hazards, injury prevention, proper tool selection, transportation and maintenance and appropriate PPE.

Hazard Communication (all employees):

Provides an overview of the OSHA Hazard Communication Standard as it relates to occupational exposure to hazardous chemicals in the workplace.

Hearing Conservation (employees exposed to noise levels above 85 dBA):

This training provides an overview of the OSHA Occupational Noise Exposure Standard and the Ohio State Hearing Conservation Program. Topics include basic noise and hearing information, appropriate personal protective equipment and audiometric testing.

Heat and Cold Stress (employees exposed to extreme heat or cold conditions):

Provides an introduction to heat and cold stress. Topic areas include the definition of heat and cold stress, types of illness caused by heat and cold stress and prevention.

Hot Work (employees who work around welding, cutting, brazing operations):

Provides an introduction to hot work and hot work permitting. Topic areas include the definition of hot work, operations that warrant the need for a hot work permit and specialized hot work precautions.

Lead Safety Awareness (employees with potential lead exposures):

Covers safety information for any employee that is expected to be exposed to elevated levels of lead.

Legionella Awareness (employees with potential exposures to Legionella):

Provides information on what Legionella is, where it can be found, and the adverse health effects it may produce. This module will also provide information on prevention and control methods for reducing the risk of being exposed to Legionella.

Lockout / Tagout (employees who work or around with de-energized equipment):

Provides an overview of the OSHA Lockout / Tagout standard. Topics include types of energy, lockout procedures and devices, authorized and affected employees and the Ohio State Control of Hazardous Energy Policy.

Personal Protective Equipment (PPE) (employees who use PPE):

Provides a basic overview of the OSHA PPE Standard (CFR 1910.132). Topics include hazard assessments, exposures, engineering controls, administrative controls and types of PPE.

Poison Ivy Prevention (employees who work outdoors in areas where poison ivy exposures are possible):

Covers topics regarding Poison ivy information, location, identification, exposures, treatments and images.

Respiratory Protection (employees who use respiratory protection):

Provides an understanding of various types of respirators and their protection levels; the requirements for Voluntary Use of Respirators; the requirements of the Ohio State Respiratory Protection Program; the proper procedures for maintenance, storage, cleaning and inspection of respirators; proper donning and doffing procedures; and the proper use and limitations of your respirator.

Shop Safety (employees who work as part of a maintenance or mechanical/woodworking shop):

Provides general shop safety information to Ohio State staff working in a shop. This module covers general shop safety rules, access control, hazard communication, housekeeping, machine guarding, visitors/contractors in shops, inspections/recordkeeping and machine shop hazard matrix information.

Silica Dust Safety Training (employees who have the potential for silica dust exposure):

Covers the components of the OSU Silica Dust Safety Program. Topics covered include information of silica, exposure routes, silicosis, exposure limits, controlling silica exposure, respiratory protection, signage, and general housekeeping.

Skid Loader Operator Training (operators of skid loaders):

Provides understanding of the purpose of a skid loader; understand the characteristics of a skid loader; recognize the hazards associated with a skid loader; identify the controls and instrumentation of a skid loader; understand preventative maintenance and pre-operation checks; demonstrate safe use of a skid loader.

Trenching and Excavating Training (employees working in or around trenches or excavating):

Overview of the Ohio State Trenching and Excavating Safety Program. Topics include trenching precautions, protective systems, inspections, soil types and emergency response.

Worker Protection Standard (WPS) for the Worker (employees who perform tasks related to growing and harvesting plants on farms or in greenhouses, nurseries or forests):

Part of the Worker Protection Standard (WPS) training required by U.S. EPA, to protect workers from potential adverse effects of pesticides. Topics include forms of pesticides, pesticide exposures, and safe practices to minimize exposure to workers or pesticide handlers.

Worker Protection Standard (WPS) for the Pesticide Handler (employees who mix, load or apply agricultural pesticides; clean or repair pesticide application equipment; or assist with the application of pesticides):

Part of the Worker Protection Standard (WPS) training required by U.S. EPA, to protect workers from potential adverse effects of pesticides. Topics include forms of pesticides, pesticide exposures, and safe practices to minimize exposure to workers or pesticide handlers.

Appendix B – Stakeholders

Business unit vice president, business unit directors and designees, and facilities safety manager