

# STUDENT AND TEMPORARY EMPLOYEE SAFETY



Environmental Health & Safety



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Work related accidents and injuries are most likely to occur early in employment when safety procedures and work practices are new or not yet known. As a result, student and temporary employees have a higher risk of injury than other employees do.

This brochure will help you to recognize potential hazards in your work environment. It will also let you know where to go and what to do if you see hazards or if you are injured.

## Specific Safety Training

Your supervisor should give you safety training on all special equipment or safety practices you will need for your position.

- If you don't understand something, make sure you ask for clarification.
- Don't start a task if you are unsure about how to complete it safely.
- Prevent injury; take the time to learn proper work procedures!



## Report Safety Concerns

If you have safety concerns make sure to report them to your supervisor.

- Be aware of your surroundings and report any equipment or locations that appear to have safety issues.
- Bring any unsafe work practices to your supervisor's attention.

## Common Safety Hazards

These are some examples of safety hazards you may encounter while working. Make sure to report any safety hazards you see to your supervisor.

- **Blocked walkways or exits.** Nothing should be placed in walkways, in front of exits or in handicap access areas.
- **Improper material storage.** Heavy materials shouldn't be stored up high and materials shouldn't be stacked in a manner that could cause them to tip over.
- **Damaged flooring.** Ripped carpets, damaged floor tiles and broken stairs can cause trips. If you encounter damaged flooring, make sure to report it so it can be fixed or replaced.
- **Housekeeping.** File cabinet drawers can cause trips or injuries if they are left open. Cords and wastebaskets can be easy to overlook and may cause trips. Stacks of papers or books can be a fire hazard. Keep your work area tidy and be alert when you are in other work areas for potential hazards.

## Common Types of Workplace Injury

These are the most frequent types of workplace accidents and injuries:

- Slips, trips, falls, or collisions with objects resulting from being unaware of, or inattentive to, surroundings
- Injuries from improper lifting and handling of equipment/objects
- Being struck by moving objects
- Electrocutions
- Falls resulting from improper use of ladders and chairs



## Lifting and Handling Objects

Improper lifting of objects is one of the most common causes of workplace injuries. Back injuries are the leading cause of disabilities among people ages 19 to 45.

Before you move something make sure you can lift the weight, if it's too heavy get help. Then use the following techniques to prevent lifting related injuries:

- Lift with your legs, not your back
- Avoid twisting your back while lifting or moving. Turn your body by moving your feet.
- Get a firm grip on the object.
- Team lift
- Use a cart or dolly to transport objects.
- Hold an object you are carrying as close as possible to your body.
- Make multiple trips instead of carrying multiple objects.

## Electrical Safety

Electrical equipment can cause serious shock and burn injuries or fire if it is improperly used or maintained. According to the Consumer Products Safety Commission, misused or damaged extension cords cause about 3,300 residential fires each year, killing 50 people and injuring 270 others.

- Inspect electrical cords for fraying or exposed wiring and remove any damaged cords immediately.
- Do not run electrical cords across walkways.
- Do not string extension cords or power strips together.

- Make sure any power strip being used isn't overloaded.
- Never remove a grounding prong, and remove equipment from use if the grounding prong is missing.

## Bloodborne Pathogens

Bloodborne pathogens are microorganisms found in blood and body fluids that can cause diseases such as Hepatitis C and HIV.

- Unless you have specific training you should never clean up blood or body fluids.
- If you find blood or body fluids, immediately notify your supervisor or call the work order desk (at extension 2245) so someone who has been trained can come out and clean it up.

## More Safety Information

Environmental Health and Safety has published a number of brochures on safety topics. For more information about the safety topics covered in this brochure or other safety topics visit our website.

Safety topics include:

- *Chemical Safety*
- *Computer Workstation Ergonomics*
- *Emergency Evacuations & Fire Drills*
- *Fire Extinguishers*
- *Office Safety*
- *On the Job Injury Procedures*
- *Power Cords & Power Strip Safety*
- *Recycling Universal Waste*

## Incident Reporting

Report all incidents and near misses that occur on campus or as part of your job to Environmental Health and Safety. An incident report form can be found on the Environmental Health and Safety website.

All injuries must be reported within 24 hours.

## Emergency Procedures

Make sure you know at least two ways to get out of any building you are in. Identify the locations of fire extinguishers and fire pull alarms.

**You must evacuate the building if the fire alarm goes off!** Do not reenter the building until informed by police officers or fire fighters that it is safe.

**If the fire alarm goes off, or you are instructed to evacuate:**

- Leave the building using the nearest exit.
- Never use the elevator to exit
- Move away from the building.
- Stay out of the driveways and don't block building access for emergency responders.

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