

TEXAS WOMAN'S UNIVERSITY

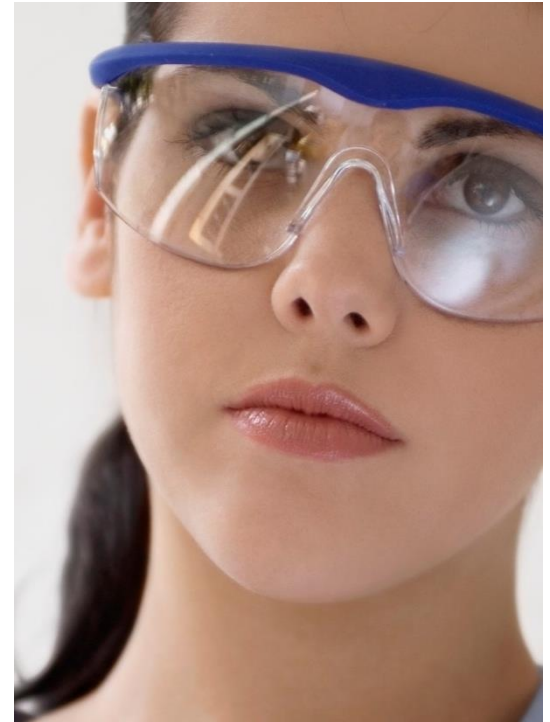
Denton ★ Dallas ★ Houston

Risk Management

New Employee Orientation

Objectives

- Provide overview of Department of Risk Management
- Some EH&S and Emergency Management Basics
- Takeaways



What We Do

- **Minimize risk exposure** to the physical, human, fiscal, and environmental resources at TWU, by:
 - **Identifying** risks to which the University may be exposed
 - **Eliminate** unnecessary or unreasonable risk exposures
 - **Implement** control measures to minimize the frequency, impact, and severity of incidents that are unavoidable
 - **Respond** to incidents that occur



Responsibilities

- Environmental Health & Safety (EH&S):
 - Safety Programs
 - Environmental Management
- Emergency Management:
 - Preparedness and Readiness
 - Business Continuity
- Risk Services:
 - Insurance Coverage
 - Identification of Other Risk Areas



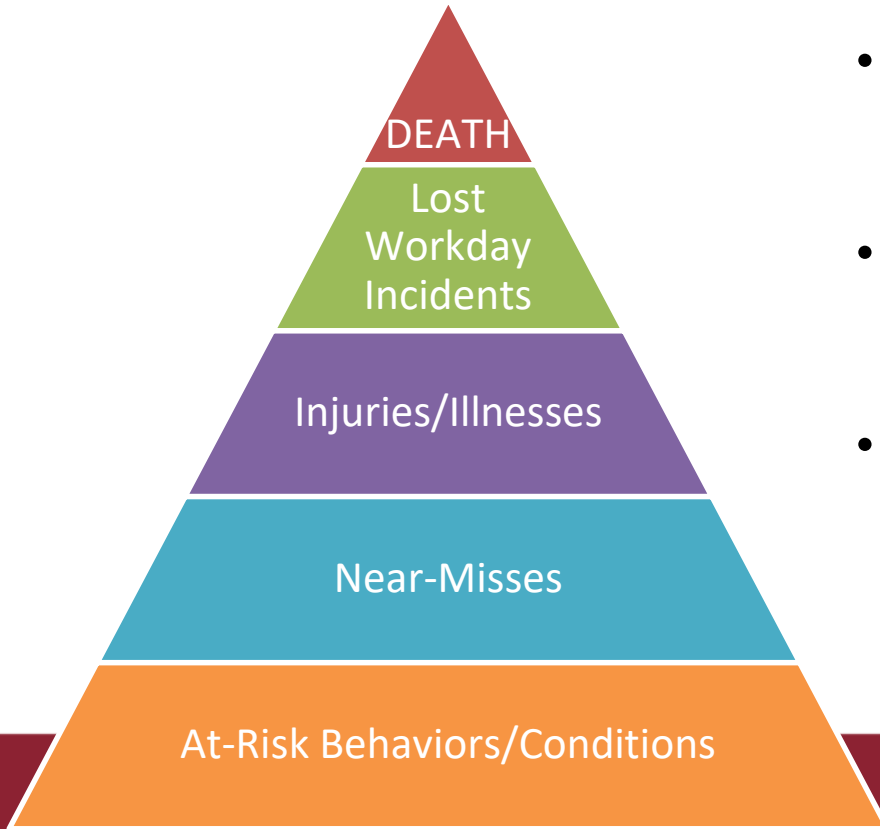
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Environmental Health & Safety Basics

Incident Pyramid



- This is a common EH&S risk management concept, but it is applicable to other areas
- The less issues **at the bottom of the pyramid**, the less likely a more serious incident occurs
- So again, **report all concerns or potential incidents** to your supervisor and Risk Management!

Fire Safety Basics

- Do not use candles, incense, and other open flame or spark-producing items (with limited exceptions)
- Do not accumulate unnecessary paper, debris, and other combustibles
- Do not overload outlets with multiple plugs
- Do not use extension cords
 - Electrical devices should only be plugged into an outlet, or plugged into surge protectors or uninterruptible power supplies, which are in turn plugged directly into an outlet



Fire Safety Basics

- Keep combustible materials away from heat sources
- Never leave cooking equipment unattended (including microwaves)
- Never use damaged electrical appliances, including any damage to the insulation on the cord
- Follow other fire safety rules for your building or department

Even minor damage can be a fire hazard!

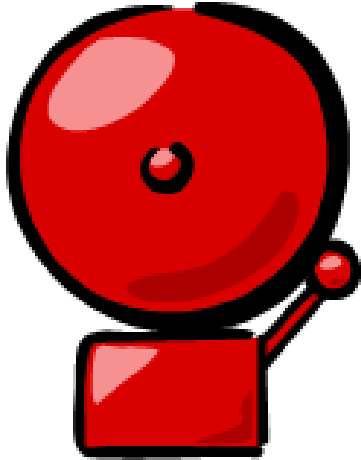


Fire Sprinklers

- Do not touch sprinkler systems and **DO NOT HANG THINGS ON SPRINKLER HEADS!!!**
 - Each head can discharge up to **25 gal/min!**
- Materials should not be stored within **18 inches** of any sprinkler head
 - Doing so prevents the sprinkler head from having the necessary spray pattern to properly extinguish a fire



Fire Alarms



- Only authorized DPS and EH&S personnel should attempt to operate fire alarm panels
- TWU Department of Public Safety (DPS) is automatically notified when there is an alarm or there is trouble in the system (including tampering with smoke detectors, valves, etc.)
- **Never** attempt to disable or silence any part of the alarm systems

#1 Rule

- **ALWAYS** evacuate the building immediately when a fire alarm sounds!
 - Do **not** assume it is a false alarm
 - Quickly and calmly make your way out of the building
 - Do **not** go back for **ANYTHING!**



Evacuation

- Learn emergency evacuation routes from your work area(s):
 - Locations of the **staircases** and **exit doors** leading from your area
 - **Never** try and use elevators
- Know the location of your department's evacuation **designated meeting area**
 - i.e. Know where you are meeting outside the building and who to “report in” with
- **Do not re-enter** until DPS give the “all clear”



Sweepers

- Employees **MAY NOT be assigned** to “sweep” their area or be the last person in the area
- Instead, you may instruct individuals to leave as you are travelling along the exit route
- Employees must NOT be travelling away from an exit when a fire alarm is activated



Mobility Impaired Individuals

- Individuals with mobility impairments need to know where the “Areas of Evacuation Assistance” are located
- **Stairwell landings** are Areas of Evacuation Assistance for most buildings
- Employees should generally assist mobility impaired individuals to these areas if possible, and then **inform emergency personnel of the individual’s location**



Fire Extinguishers

- Faculty, staff, and students are **strongly discouraged** from using fire extinguishers
- Instead, leave the building **immediately!**
- Only use an extinguisher if doing so is necessary **to escape the fire**



P.A.S.S. Technique

- IF you must use an extinguisher; remember P.A.S.S.:



Pull the extinguisher's safety pin



Aim the extinguisher at the source of the flames



Squeeze the trigger and hold it



Sweep the source of the flames until the extinguisher runs dry

Hazard Communication



- If you will work with any hazardous materials:
 - You are required to complete hazard communication training
 - Safety Data Sheets for hazardous materials in your workspace can be found online:
hq.msdonline.com/texaswomansuniversity

Hazardous/Regulated Waste

- Common items that cannot go in the normal trash:
 - Rechargeable batteries
 - Fluorescent bulbs
 - Electronics/anything with a circuit board
 - Any liquid wastes
- Also, almost **nothing** can be poured down the drain!
- If you are not sure how to dispose of something...contact **Risk Management** first!



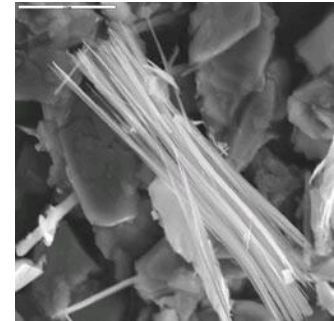
Bloodborne Pathogens

- If you will be exposed to blood or other potentially infectious materials as a necessary part of your job, **including providing first aid**, both of the following must be completed within your **first 10 days**:
 - Complete the Bloodborne Pathogen Exposure Control Plan training, then
 - TWU is required to offer you the Hepatitis B vaccination free of charge
- **Talk to your supervisor** about starting this process ASAP!



Asbestos

- There are significant quantities of building materials on campus that **contain asbestos**
- Asbestos in building materials that is **intact and left in place is not hazardous**
- So...**do not disturb** any building materials!
 - i.e. cutting, drilling, sanding, buffing, etc.
- Building materials are tested, and any asbestos is removed by a remediation contractor, prior to any demolition or renovation work



Food Safety

- To comply with State regulation, food prepared at home/unlicensed sources, is **not** permitted to be distributed on campus/TWU-sponsored events
- Does **not** apply to departmental potluck-type events as these are not “open to the public”
- There are still a number of ways to participate in food fundraisers on campus
- For more information visit the Food Safety page or contact Risk Management



Indoor Air Quality

- If you have health issues or indoor air concerns that might be related to your work environment, report them to Risk Management
- What Issues? – odors, respiratory issues, skin reactions etc.
- Indoor air quality monitoring can be conducted to identify potential issues.



Ergonomics

- Fitting a job to a person (not vice versa)
- Poor ergonomics can cause musculoskeletal disorders.
- Risk factors include – lifting heavy items, bending, reaching overhead, performing repetitive tasks etc.
- Risk Management can perform an ergonomic assessment of your work environment upon request.



Supervisor Responsibilities

- TWU is required to provide a place of employment that is **free from recognized hazards** that are causing, or **likely to cause**, death or serious physical harm
- Supervisors play an important role in meeting this requirement!



As a Supervisor, You Must:



- Ensure employees (including student employees) complete required **training**
- Include **safety instructions** when assigning a task
- Ensure employees have necessary **equipment/protective gear/supplies**
- When necessary, conduct thorough **incident investigations** to get to the root cause of an incident
- ***Lead by example!***

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Emergency Management Basics

Personal Preparedness

- Be “Pioneer Ready”
 - Make a plan
 - Build a kit
 - Be informed
- “Pioneer Ready” means you are prepared at home, in your car, at work



Severe Weather

- Watch -- Conditions are coming together for potential severe weather
- Warning -- Severe weather is imminent

The infographic is set against a background of a blue sky with white clouds. At the top left, there is a logo for 'WVVA PRECISION WEATHER' with a colorful icon. To the right of the logo, the title 'Do You Know the Difference?' is written in white on a dark blue background. Below the title, the words 'WATCH' and 'WARNING' are written in large, bold, white letters, separated by 'vs'. Under 'WATCH', there are two bullet points, each preceded by a white lightning bolt icon. The first bullet point reads 'WATCH INDICATES A RISK OF HAZARDOUS WEATHER' and the second reads 'IN A WATCH AREA, YOU SHOULD HAVE A PLAN IN CASE A STORM THREATENS'. Under 'WARNING', there are also two bullet points, each preceded by a white lightning bolt icon. The first bullet point reads 'WARNING MEANS EVENT IS OCCURRING, IMMINENT, OR LIKELY' and the second reads 'TAKE ACTION NOW TO SAVE PROPERTY AND LIVES'.

WVVA
PRECISION WEATHER

Do You Know the Difference?

WATCH vs WARNING

⚡ WATCH INDICATES A RISK OF HAZARDOUS WEATHER

⚡ IN A WATCH AREA, YOU SHOULD HAVE A PLAN IN CASE A STORM THREATENS

⚡ WARNING MEANS EVENT IS OCCURRING, IMMINENT, OR LIKELY

⚡ TAKE ACTION NOW TO SAVE PROPERTY AND LIVES

Severe Weather

Tornadoes

- Maintain awareness
- Shelter in place upon Tornado Warning
 - Move indoors (not a vehicle or portable)
 - Windowless interior room
 - Under sturdy object, if possible or against interior wall
 - Wait for “all clear” from DPS/Pioneer Alert



Severe Weather

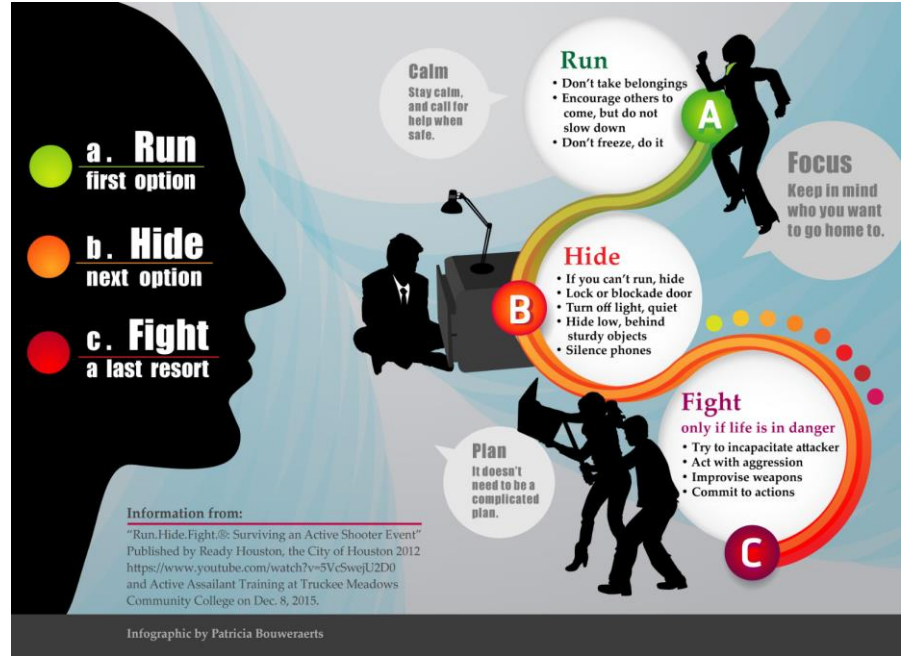
Winter Weather

- University maintains a winter weather plan
- Works in coordination with local officials, UNT, and local school district
- Closures will be distributed through
 - Pioneer Alert
 - Website
 - Bad Weather Lines:
Denton: 940-898-3430
Dallas: 214-689-2310
Houston: 713-794-2310
- Your safety comes first



Active Assailant

- **RUN**
 - Get out of building
 - Leave belongings
 - Follow instructions of police
- **Hide**
 - Out of assailant's view
 - Lock doors, block entry
 - Silence phone, remain silent
- **Fight**
 - Last resort
 - Improvised weapon



Pioneer Alert

- In an emergency, the Pioneer Alert system can deliver emergency messages from TWU DPS to an affected campus by the following methods:
 - Campus computers
 - Text message
 - Personal E-mail
 - Personal Telephone
- Update your contact info and preferences by going to: <https://portal.twu.edu/pioneer-alert.asp>



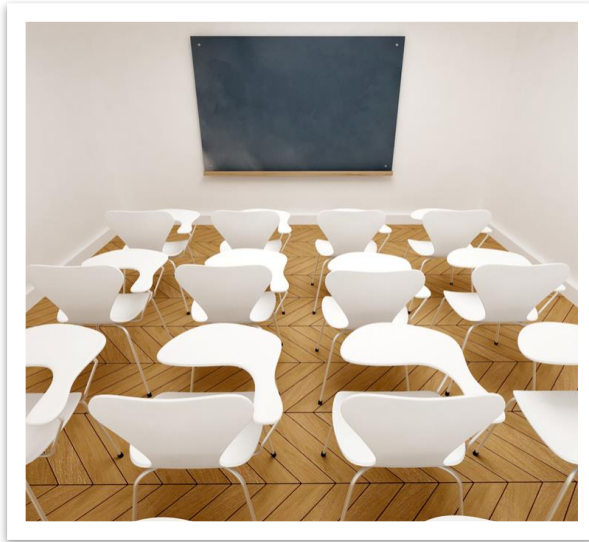
Insurance



- What is Worker's Compensation Insurance?
 - Type of insurance specifically designed to provide medical benefits and in some cases financial payments to employees who suffer injury in the course and scope of employment
- If injured on job, what do I do?
 - Report injury immediately to direct supervisor and HR

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Training

Training

- Risk Management automatically assigns applicable training based on your job
- However, we have also developed a **checklist of required training** based on job tasks (available online)
- Training completion is tracked by Risk Management
- You will get **regular reminders** until training is complete

See <https://twu.edu/health-safety/training/> for more info.



Training

- Training is available in the following formats:
 - Canvas training
 - Risk Management classroom training
 - Departmental classroom/meeting training
 - “On the job” training

Risk Management Training

Environmental Health & Safety and Emergency Management

Introduction

Welcome to Risk Management's online training!

All available training sessions appear for all users, **you are only required to complete the training sessions that apply to your position.**

If you have any questions about Risk Management training, email risk@twu.edu.

✓ Active Assailant Training	✓ Spill Prevention, Control & Countermeasu...
✓ Fire Safety and Evacuation Training	✓ Powered Industrial Trucks Training
✓ Storm Water Awareness Training	✓ Lockout/Tagout Training
✓ Ladder Safety Training	✓ Confined Space Entry Training
✓ Hazard Communication Training	✓ Electrical Work Safety Program Training
✓ Bloodborne Pathogens Training	✓ Fall Protection Training
✓ Hazardous Waste Training	✓ Respiratory Protection Training
✓ Hearing Conservation Training	✓ Chemical Hygiene Plan/Lab Safety Training

Risk Management Social Media

- Risk Management web site: <http://www.twu.edu/risk/>
 - EH&S page: <http://www.twu.edu/health-safety/>
 - Emergency Management Page: <http://www.twu.edu/emergency/>
- Twitter accounts:
 - EH&S: [@TWUEHS](https://twitter.com/TWUEHS)
 - Emergency Management: [@TWUReady](https://twitter.com/TWUReady)



Contacts

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Questions?

