

# School of Forest Resources

## Annual Safety Training

Mike Day, SFR Safety Coordinator

Gloves

Hardhats

Fall protection  
harnesses



## Steps to completion for SFR Web-based annual safety training:

- (1) View this presentation and read the PDF file ***SFR Safety Policy and Guidelines***, which provides more detail on relevant issues.
- (2) Address any questions to your supervisor or the listed safety information resources.
- (3) Download, **sign** and date the SFR Safety Training Completion form and **file** the signed form with the SFR office.



## **Policy statement**

**The School of Forest Resources and University of Maine workplace safety and hazardous materials policies were developed to satisfy compliance with federal and state laws and regulations. By Maine law, employees are obligated to comply with all SFR and UM safety regulations, policies, and procedures. Failure to do so may result in disciplinary actions, including loss of privileges for the use of University research facilities.**

# This training summarizes protocols and procedures for SFR personnel

- Resources and responsibilities
- Emergency action plan for Nutting Hall
- Training requirements
- Hazard assessment requirements
- General policies for chemical safety
- Field safety policies
- Personal protective equipment



# **Responsibilities:**

- **Employer / supervisor:**
  - Perform a hazard assessment for project
  - Assure that personnel have any required training
  - Engineering aspects of safe environment
  - Provide personal protective equipment (PPE)
  - File reports of accidents and injuries
- **Employee:**
  - Understand and comply with policies and procedures for specific projects
  - Inspect and use PPE
  - Report accidents, injuries, observed hazards, equipment defects, etc. to your supervisor



# Resources for safety information:

- **SFR Safety Policies and Guidelines manual**
- **SFR Safety Coordinator**
- **UM Dept. of Safety and Environmental Management (SEM)**
- **Laboratories:**
  - **Material Safety Data Sheets (MSDS) for chemicals**
  - **Chemical hygiene plan (CHP) manual**
  - **Standard operating procedures (SOP) manual**

# Emergency action plan for Nutting Hall

*You are responsible for learning  
and following these protocols*

- **Types of emergencies as identified  
by SEM that would require  
evacuation:**
  - Fire
  - Chemical spills



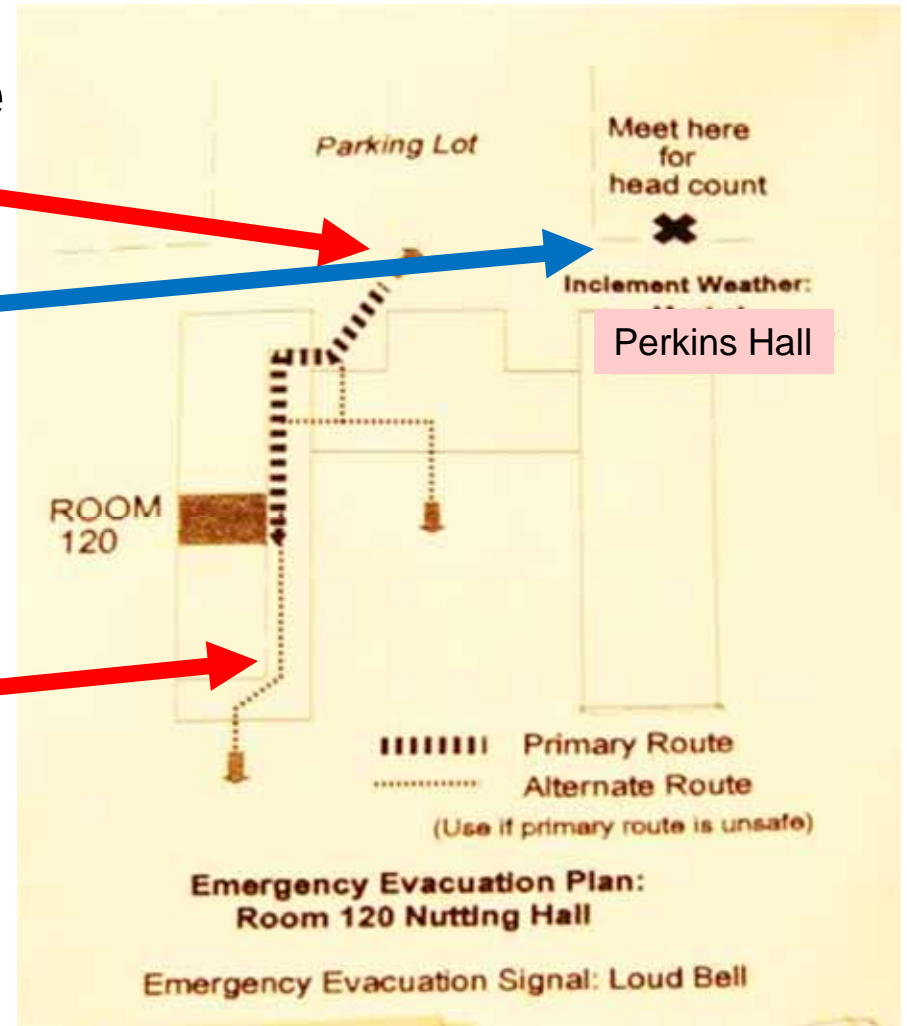
# Evacuation signal for Nutting Hall



**Loud  
horn**

# All workspaces have an evacuation route map. Know yours!

- Suggests primary route
- Post-evacuation rally point for ALL SFR personnel
- Secondary route(s) if primary is blocked or unavailable
- ***Do Not use elevator!!***



# **SFR Rally Points**

- **NW corner of Nutting Hall parking lot**
  - **This is the SFR. You had better figure NW out!**
- **Inclement weather: Perkins Hall**
- **Before leaving rally point check in with a evacuation coordinator**
- **Report any suspicion that someone remains in the building**

# **If the evacuation alarm sounds:**

- **Be sure others in your workspace know an alarm has sounded**
- **Isolate your workspace if safe to do so: close windows and doors**
- **Follow designated evacuation routes**
- **Meet at designated rally area**
- **Check in with evacuation coordinator before leaving rally area**
- **Inform responders if you think anyone is still in building**

## **If you discover an emergency:**

- **Warn others**
- **Close off workspace *if doing so does not put you in danger***
- **Follow posted evacuation routes**
  - **Warn others on the way out**
- **Pull building alarm near exit**
- **Call 911 from safe location**
  - **Do not use cell phone**
- **Remain available for responders**

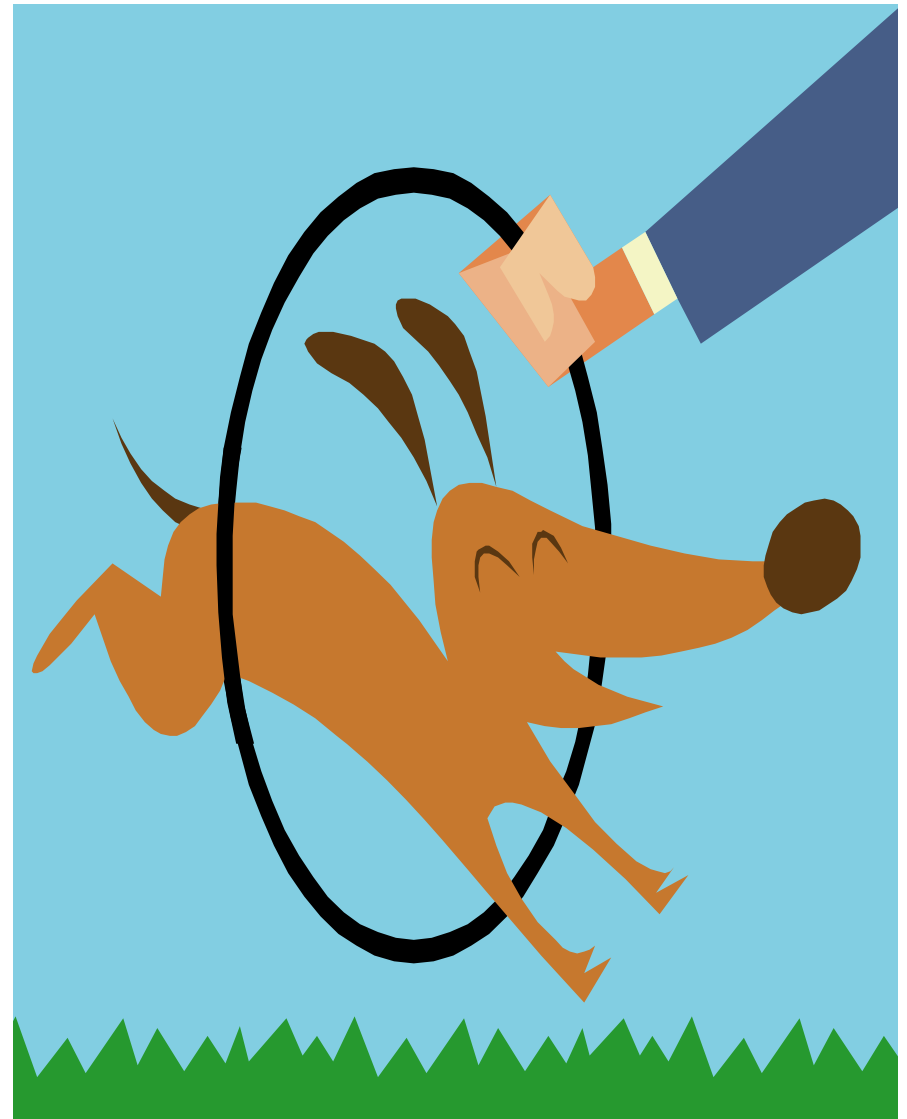
# Use of fire extinguishers



- **To use a fire extinguisher**
  - You must have hands-on training (provided by Facilities Management)
  - You must have a clear exit pathway
  - You must be certain that doing so will not endanger yourself or others
- **You are NEVER required to fight a fire**
  - If in doubt, evacuate!

# Training

- **Immediate responsibility lies with supervisors**
- **Training must cover these topics:**
  - **Hazard awareness**
  - **Project-specific procedures**
  - **Use of PPE and other safety equipment**



# **Training requirements for all employees:**

- **University basic safety training (web-based, EVERY YEAR)**
- **SFR policies and procedures (annual)**
- **Emergency action plans (annual)**
- **Personal protective equipment (PPE) used in specific duties (on assignment)**



# **Additional training for field workers:**

- **Field safety training on the web at SEM**
- **First aid / adult CPR (current card) if > 15 minutes from emergency responders**
- **Fire extinguisher if flammable chemicals used. Gasoline is excluded!**
- **Vehicle safety if driving**
- **Motorized equipment if used (chainsaws, etc.)**

# **Additional requirements for lab workers provided by lab supervisors:**

- Chemical hygiene plan including chemical waste storage & disposal (annual)**
- Standard operating procedures for all activities performed (SOP)**
- Chemical spill response**
- Fire extinguisher (if using flammable substances, every 3-years)**

# Special training requirements for specific projects include:

- Respirators (SEM only)
- Pesticides (SEM only)
- Ladder use
- Fall protection
- Confined spaces
- Radioisotopes (SEM)
- Chainsaw safety
- Other powered equipment
- Watercraft safety



# Hazard Assessment

- P.I.s or supervisors are required to perform a hazard assessment for all tasks performed for their projects
  - *Assessment must be documented in writing*
- A copy of the assessment must be maintained by the P.I. or supervisor
- Supervisors **MUST** train ALL employees in known workplace hazards and the use and inspection of any required personal protective equipment
  - *Training must be documented*

# **Hazard Assessment**

- **Assessment identifies specific hazards associated with work**
- **Identifies requirements to mitigate hazards**
  - **Personal protective equipment (PPE)**
  - **Engineering solutions (e.g., fume hood)**
  - **Procedures or special actions are documented**

**Examples: eye protection when working in dense sapling stands, using fume hood in lab, specialized training for fall protection**

# Hazard assessment forms

- Form available on the SFR website
- Responsibility of P.I./supervisor
- Usually covered by SOP form in chemical labs

## WORKPLACE HAZARD ASSESSMENT & PERSONAL PROTECTIVE EQUIPMENT (PPE) CERTIFICATION

Date of Assessment: \_\_\_\_\_

This Hazard Assessment was performed for the following job class, duties, or tasks: \_\_\_\_\_  
And, was performed by \_\_\_\_\_

(Name & Title, please print): \_\_\_\_\_

Signature: \_\_\_\_\_ The assessment revealed the following **hazards**:  
(Describe hazards requiring the use of PPE, i.e. Liquid chemicals that could splash into eyes.)

**Personal protective equipment** needed to protect employees includes:  
(i.e. Splash proof goggles)

### TRAINING PROTOCOL FOR USE OF PPE (# = Based on manufacturer recommendations)

When training employees please cover the following topics. If you need help establishing training protocol, please contact EH&S.

\_\_\_ What PPE is necessary

\_\_\_ When PPE shall be used.

\_\_\_ How to properly put on, take off, adjust, and otherwise wear the PPE. #

\_\_\_ Limitations and useful life of the PPE. #

\_\_\_ Proper care, maintenance, replacement, and disposal of PPE. #

\_\_\_ Other, please specify: \_\_\_\_\_

**Supervisors** providing the PPE training are to note the trained individuals name, ID#, and the date of training as part of the site specific training program developed by the University, which is located on the World Wide Web. \*Note – Respiratory protection and hearing protector training is required on an annual basis (if needed). Other PPE training is to be performed upon initial assignment to job tasks, or when deemed necessary by supervision

# Hazard assessment forms

- Part I\* – identifies potential hazards
- Part II\* – prescribes PPE, engineering, etc. to mitigate hazard
- Part III – certifies employee completion of required training. **Include a Part III for every employee!**

**\*Multiple Part III's can accompany single I + II**

**Completed  
hazard  
assessment  
forms must be  
maintained on  
file for at least  
5 years by  
project PI's or  
their assigns**

**WORKPLACE HAZARD ASSESSMENT &  
PERSONAL PROTECTIVE EQUIPMENT (PPE) CERTIFICATION**

Date of Assessment: \_\_\_\_\_  
This Hazard Assessment was performed for the following job class, duties, or tasks: \_\_\_\_\_  
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(Describe hazards requiring the use of PPE, i.e. Liquid chemicals that could splash into eyes.)

\_\_\_\_\_

\_\_\_\_\_

**Personal protective equipment** needed to protect employees includes:  
(i.e. Splash proof goggles)

\_\_\_\_\_

\_\_\_\_\_

**TRAINING PROTOCOL FOR USE OF PPE (# = Based on manufacturer recommendations)**  
When training employees please cover the following topics. If you need help establishing training protocol, please contact EH&S.

\_\_\_ What PPE is necessary

\_\_\_ When PPE shall be used.

\_\_\_ How to properly put on, take off, adjust, and otherwise wear the PPE. #

\_\_\_ Limitations and useful life of the PPE. #

\_\_\_ Proper care, maintenance, replacement, and disposal of PPE. #

\_\_\_ Other, please specify: \_\_\_\_\_

Supervisors providing the PPE training are to note the trained individuals name, ID#, and the date of training as part of the site specific training program developed by the University, which is located on the World Wide Web. \*Note – Respiratory protection and hearing protector training is required on an annual basis (if needed). Other PPE training is to be performed upon initial assignment to job tasks, or when deemed necessary by supervision

# **Chemical Safety Policies**

- **Chemical hygiene plans (CHP) must be developed for labs and field projects that will use hazardous chemicals**
  - **Plans must explicitly address spill recovery and waste disposal**
- **All workers must be trained in the CHP**
  - **Before using any chemical in field or lab**
  - **Before working in a lab**

# **Chemical Safety Policies**

- **Labs must have**
  - **Chemical hygiene plans**
  - **Material Safety Data Sheets (MSDS) for all chemicals used or stored in the lab**
  - **Written Standard Operating Procedures (SOP) for all chemical procedures performed**
  - **A generic SOP form is available from the SFR safety coordinator**

# **Chemical policies**

**You must never have  
any chemicals  
(including marking  
paints) in any  
non-laboratory spaces  
(including offices)**

# **Chemical policies**

**Absolutely, no food,  
drinks, or containers  
used for food (e.g.  
coffee cups) may be  
brought into labs**

# **MSDS hazard ratings**

## **(NFPA and J.T. Baker)**

- **Health – Flammability – Reactivity**  
+ Special ratings such as corrosion or contact hazard
- **0 = none    1 = slight    2 = moderate**  
**3 = severe    4 = extreme**
- **Ratings (in any category) > 2 indicate**  
***a hazardous chemical!***

# Field safety:

- Hazard assessment
- Site-specific training and PPE
- PLAN for emergencies



# Field Safety:

## General policies

- Use hardhats and eye protection when conditions warrant
- If possible work in pairs or larger groups
  - Required if power equipment is to be used
- Someone should know where you are working and when you intend to return
  - Notify them when you return
- Know how to contact closest emergency responders
- Make crew members aware of potentially dangerous circumstances and hazards

# **Field Safety:**

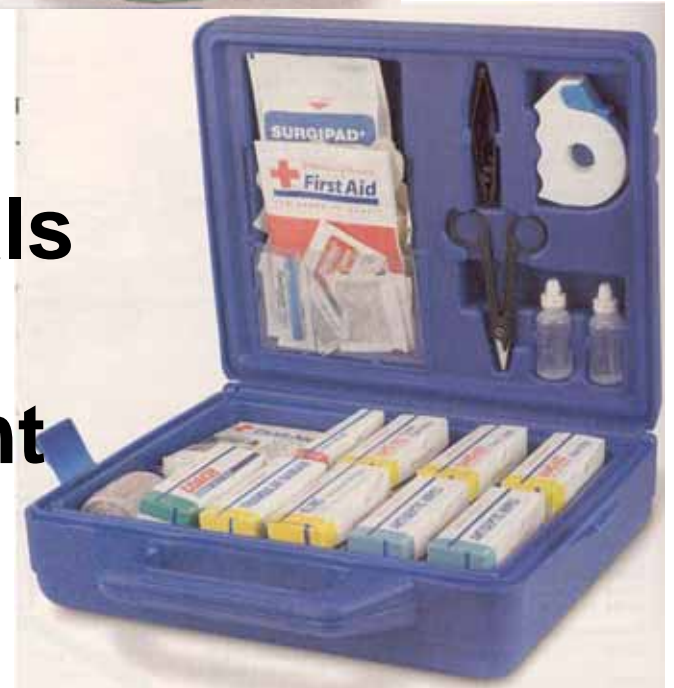
## **Personal protective equipment (PPE)**

- **Supervisors will provide workers with any required PPE with the exception of clothing and footwear.**
- **Supervisors will train workers in proper use and inspection of PPE**
- **Workers are responsible for using and inspecting PPE.**

# Field Safety:

## Required safety equipment

- Personal protective equipment (PPE)
- First aid kit
- Eyewash bottle
- Fire extinguisher
- Chemical spill kit/plan/training (if chemicals are being used)
- Communications equipment (recommended)



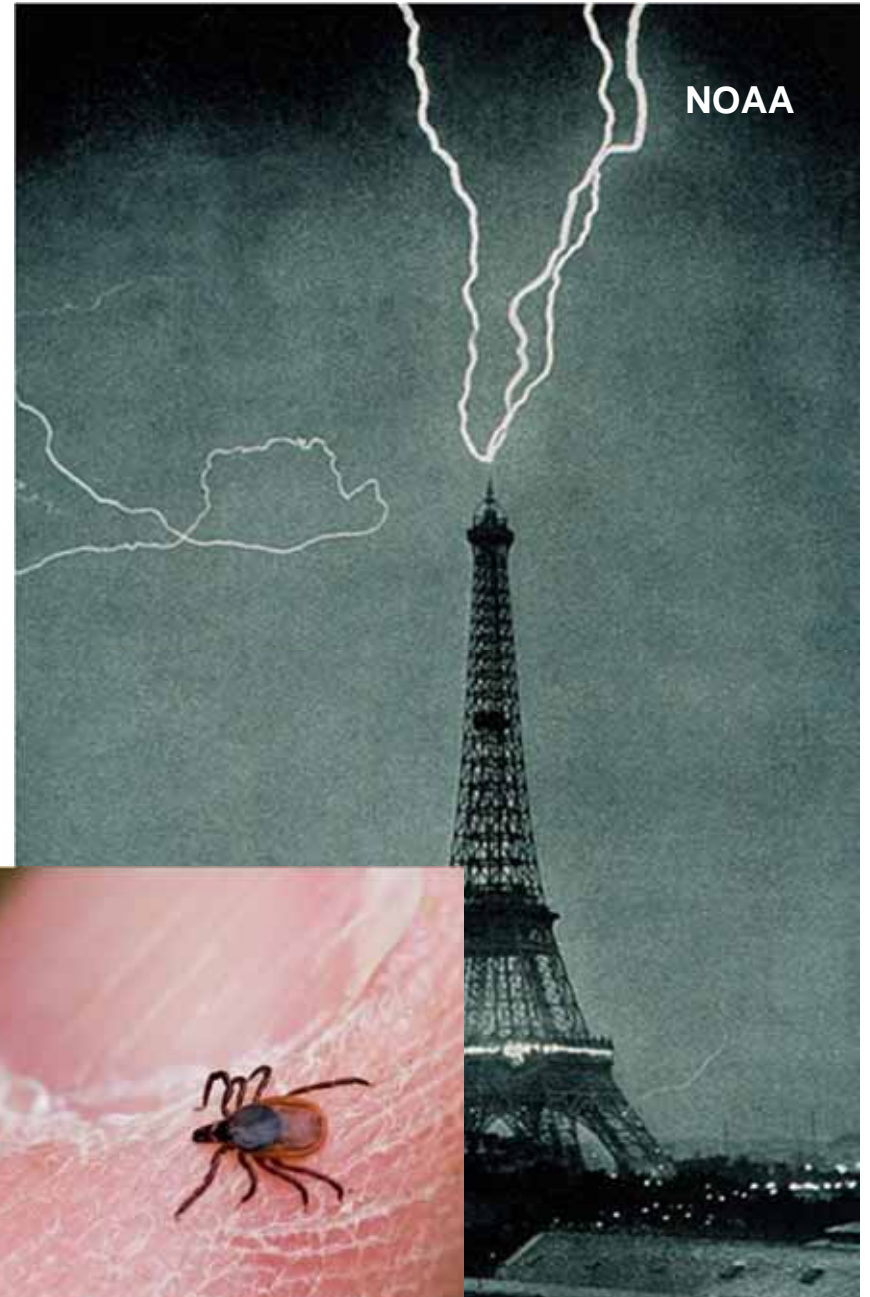
# Personal protective equipment for general field work:

- Hardhats if overhead hazards are present
- Safety glasses with side protection
- Appropriate footwear
  - Boots with ankle / lower leg protection
  - Rarely sneakers – NO SANDALS!
- Clothing 'appropriate for conditions'



# Two special risks:

- **Lyme disease**
  - Tuck pant legs
  - Use repellent
  - Check for ticks
- **Lightning**
  - Head to vehicles when thunder first heard
  - Avoid open sites and tallest trees
  - Sturdy shelter w/ few openings best



# Final Notes

- If you are unsure, **ASK YOUR SUPERVISOR!!!**
- Report all injuries, including minor injuries, to your supervisor and SFR office immediately.
- **Do NOT** forget to file copies of **ALL** training completion forms with the SFR office!!
  - if not, you may be required to redo training



# **Plan ahead**

**- and know where to go  
when the volcano blows**

University safety website for training, etc:

**<http://www2.umaine.edu/SEM/>**

**Mt. St. Helens from the perimeter of the dead-zone:  
(Nearly total destruction extended for 40+ kilometers )  
What would be your escape plan?**