



# Safety Orientation

Basic information for all new PLU staff members

Click the "comments" button in the upper right corner of each slide to view the script of the presentation.



## Purpose

PLU is required to provide a basic safety orientation to all new staff members to help ensure a healthy work environment.



- Because it is required by law
- To keep you and your co-workers safe
  - Hazard awareness & reporting
  - Injury reporting procedures
- Emergency response procedures



# Environmental Health & Safety

Helps protect all members of the PLU community!



# EHS Safety Homepage

Your central resource for  
Health and Safety at PLU.

Searchable: "health"  
"safety" "EHS"

[Map](#) [Directory](#) [Library](#) [About PLU](#) [Presidential Search](#) [Textbooks](#) [News](#) [ePass](#)

Search PLU

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Department of Environmental Health & Safety

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Learn about chemical safety.  
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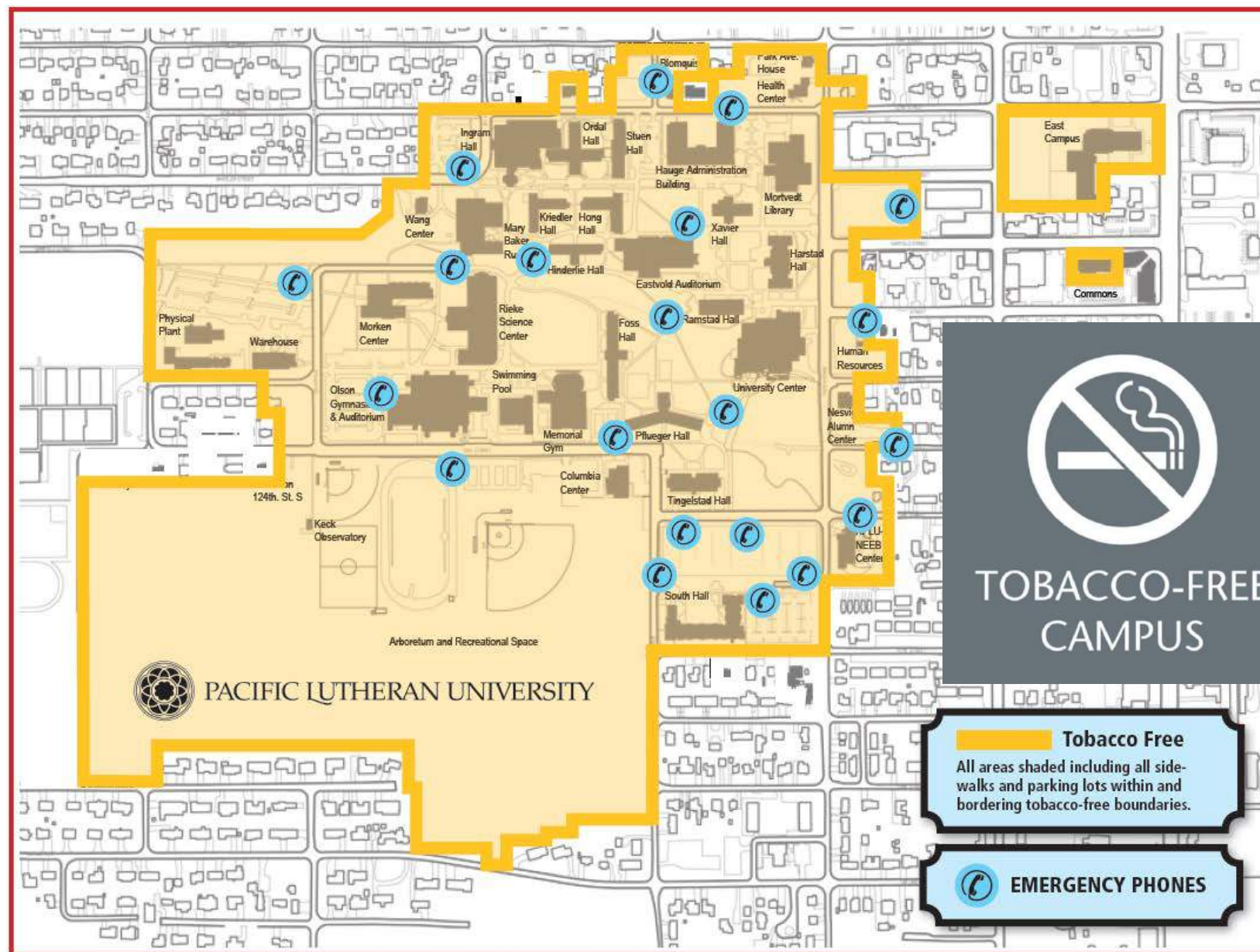
Safety | PLU

Health & Safety Learn about  
Information Environmental, h  
<https://www.plu.edu/safety>



# Tobacco-free Campus

- cigarettes
- smokeless tobacco
- cigars
- pipes
- any other smoking product





## First Aid

Emergency equipment, trained staff

For minor workplace injuries, use your first aid kit:

- Band-aids, disinfectant, ice packs, basic supplies.
- Be sure you know the location of your first aid kit.
- Locate the nearest AED to your workstation.
- For CPR or First Aid responders, call Campus Safety. All responders are trained.

Find the locations of 1<sup>st</sup> Aid kits and AED's HERE:

### Department of Environmental Health & Safety

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Campus Safety Contact Information

Emergency: 253-535-7911  
Non-Emergency: 253-535-7441

Contact Information



#### Health & Safety

Learn about the health & safety system at the university.

More Information

#### What is EHS?

Environmental, Health and Safety (EHS) is a service department who, through the implementation of workplace safety, health, and environmental policies and procedures, works to protect PLU's most important assets: students, faculty, staff and visitors.

On this website you can find useful EHS information regarding: Occupational Safety Training, PLU's Safety Committee, Industrial Hygiene Survey Reports, Hazard Reporting, Safety Procedures and additional links and resources.

#### Quick Links

- Campus Safety Incident Reports
- Emergency Assembly Map 2017/18
- Fire Safety
- Pierce County Burn Bans
- Chemical Safety
- Occupational, Health & Safety
- First Aid Kits and AEDs
- Ergonomics



# Safe Work Habits

Your good habits affect the safety of ourselves, co-workers, and students at PLU.



Ergonomic resources are found on the EH&S homepage, and consultation is available from EH&S if you find your issue difficult to resolve.

Be careful of slippery walkways and stairs! Slips, trips, and falls are the most common workplace accident at PLU.





# Reporting

Responsibilities as a staff or faculty member



## Report Injuries Promptly

You must report all injuries to your supervisor.



### Injury Report Form

TO BE COMPLETED BY INJURED PERSON:

Today's Date: \_\_\_\_\_

Name \_\_\_\_\_ PLU ID#: \_\_\_\_\_

☐ Employee

☐ Student

☐ Student Employee

☐ Visitor

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Accident: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

You must complete this form with your supervisor as soon as it is possible.



# Reporting Injuries & Hazards

Report incidents and injuries using forms found on the EH&S "Documents & Forms" link.

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[Campus Safety Contact Information](#)  
**Emergency:** 253-535-7911  
**Non-Emergency:** 253-535-7441

[Contact Information](#)  
Department of Environmental Health & Safety  
**Phone:** 253-535-7911  
**Fax:** 253-535-8411  
**Email:** [safety@plu.edu](mailto:safety@plu.edu)  
Pacific Lutheran University  
Garfield Station  
Tacoma, WA 98402

[Divisional Links](#)

- Finance & Admin
- Emergency Programs
- Campus Safety



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[More Information](#)

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## Safety Hazard Reporting Form

Report hazardous materials incidents, potential hazards, or unsafe activities.

[Quick Links](#)

- [FAMA Pathway Priority Cleaning](#)
- [Report an Injury or Safety Concern](#)  
Click "More" for an overview on Pacific Lutheran University's Health & Safety standards, or click below for quick access to important reporting forms.  
[MORE](#)
- [Injury Report Form](#)
- [Safety Hazard Reporting Form](#)



# Reporting Concerns About Students

If you are in regular contact with students, you may also need to know about how to report concerns specific to their safety.

Student Care Network

Student Rights and Responsibilities

Home

Student Code of Conduct

Student Rights and Responsibilities Procedures

Sexual Misconduct

Student Care Network

Post-Election Resources

Resources for Faculty

Resources for Parents/Guardians

Frequently Asked Questions for SRR

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ePass

Gmail

Banner

Care Form

Campus Calendar

WordPress

Web Help Desk

Instructional Technologies

Sakai

PACIFIC LUTHERAN UNIVERSITY

Inquiry. Service. Leadership. Care.

ACADEMICS

ADMINISTRATION

## Student Care Network

- An outlet for faculty, staff, students, and parents/guardians to report any concern (academic, emotional, physical, social) related to the well-being of a PLU student.
- SCN will connect with the student of concern and provide resources, support, and assistance as appropriate.

PACIFIC LUTHERAN UNIVERSITY

Student Care Network Reporting Form

The purpose of this form is to communicate any concerns that you have may have regarding the overall wellbeing of a PLU student. Concerns can be, but are not limited to: academic concerns, missing classes, changes in behavior, personal concerns, emotional concerns, family concerns, etc.

Reporter Information

Please provide your information so we can follow-up appropriately with you.

Your Name:

Relationship to student:

Your telephone number:

Your email address:

Class Section (if applicable):

Student of Concern

Name of Student



# Workplace Violence Prevention

When to report.

## University Violence Prevention Report Form

- Used to notify Campus Safety of incidents of potential, suspected, or actual violence, intimidation, harassment, threats, etc.
- Form should be completed by the concerned individual.

Staff & Students are required to notify Campus Safety immediately if they observe the following:

- A life-threatening situation in progress.
- Act of violence or threat in the workplace, residence halls or on campus.
- Threat of domestic violence potentially affecting the campus environment.
- Conduct that is imminently threatening or violent.
- The presence on campus of anyone not permitted.





# Workplace Violence Prevention

PLU requires staff to report concerns about the safety of PLU's students or co-workers.

Department of Campus Safety

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Crime Prevention Information

Parking & Tickets

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Contact Information

Department of Campus Safety

Phone: 253-535-7441

Email: csin@plu.edu

Harstad Hall G-28

Pacific Lutheran University

CAMPUS SAFETY

Welcome to Campus Safety

Our mission is to serve the campus community, promote and sustain a safe environment and effectively respond to campus incidents. Personal safety starts with the individual. Students and staff are encouraged to be responsible and practice good safety habits. To create and maintain the highest level of safety and security it takes a cooperative approach from both the individual and the university.

Quick Links

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PLU Vehicle Rentals

Driver Certifications

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Department of Campus Safety

UNIVERSITY VIOLENCE PREVENTION REPORT FORM

Use this form to notify Campus Safety promptly of incidents of potential or actual violence as set out in the University Violence Prevention Policy (see reverse).

Date of Event: M/D/Y	Time of Event:	Day of the Week:	Location of Event:
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INSTRUCTIONS: Please fill out all fields that are applicable in either Box A, Box B, or both Box A & B. Also, please supply as much information about the event or concern as possible. This form may be completed by a sponsor or facilitator on behalf of a concerned individual.

Box A (Affected Person) – The Affected Person is the person harmed or potentially harmed by a crime or action.

Name of Affected Person (if unknown, describe):		Gender: Male	Female
Affected Party Description - circle one: Faculty Staff Student Visitor Other			
Job Title:		Campus Location:	
Email:	Address:	Phone:	

University Violence Prevention Report Form [doc]

DOWNLOAD



# Additional Information

Campus Safety, Emergency Programs, Training



# Campus Safety & Emergency Programs

PLU Campus Safety and Emergency Programs are managed separately from Environmental Health & Safety Programs.

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Campus Safety Contact Information

Emergency: 253-535-7911

Non-Emergency: 253-535-7441

Contact Information

Department of Environmental, Health, Safety & Emergency Programs

Phone: 253-535-7233

Fax: 253-535-8431

Email: [safety@plu.edu](mailto:safety@plu.edu)

Pacific Lutheran University

Garfield Station, Room 113

Tacoma, WA 98447

Divisional Links

Finance & Administration

Emergency Management

Student Life

Emergency Procedures

Stay prepared by knowing PLU's emergency procedures.

MORE

Department of Emergency Programs

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Emergency Procedures

Notification & Information

Emergency Management

Training & Exercises

Continuity of Operations Planning (COOP)

Documents & Forms

Disaster Resources

EMERGENCY RESPONSE:

For immediate help, dial 7911 on a campus phone, call 253-535-7911 on a mobile phone, or activate a campus help station. If you are not on campus, call 911 first.

Emergency Training

Learn about ways you can help keep PLU prepared.

More Information

Weather Closures and Emergency Information:

1-877-322-0872

Welcome to PLU Emergency Programs

Department of Campus Safety

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Crime Prevention Information

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Map

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Student Life



# Other Training

Many workers at PLU will need additional training due to the hazards of the work they perform.

Your supervisor may assign or provide additional training, based on the hazards that are specific to your job.

Click the “Training” link on the EH&S Homepage to view additional training available for PLU staff:

Department of Environmental Health & Safety

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Health & Safety

Environmental Programs

Safety Committee

Training

Documents & Forms

Training

Department of Environmental Health & Safety

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Training

### Workplace Safety and Emergency Response Workshops

To enroll: Call Environmental Health & Safety at x8935 or by email at [Safety@plu.edu](mailto:Safety@plu.edu).

- Asbestos Awareness
- Bloodborne Pathogens and Infectious Waste
- Fire Safety / Fire Extinguisher Training
- First Aid / CPR / AED / BBP Training
- Forklift Safety
- Chemical Safety

safeCOLLEGES TRAINING

### My Assignments

Listed below are the courses assigned to you by your administrator. Additionally, you can track your progress towards completing each assignment.

Mandatory Training

This training is required and should be completed within your first month of employment.

✓

Title IX and Sexual Misconduct

Full Course 25m

Completed

### Did you know?

While you may think that your office is relatively safe, what you may not know is that every day the insulation in electrical cords battle to keep the deadly flood of electricity that encompasses your office from pulsing through your body, liquefying your insides into a smoldering pâté. There is hope though! Click here to



## Other Training

Go through the "Safety Training Checklist" in the back of your yellow book with your supervisor to determine what additional training might be needed.

If you have any questions about the hazards associated with your job, please do not hesitate to contact your supervisor or the PLU Environmental Health and Safety Manager!





Thank you!



You are an important part of making PLU a safe workplace.