

PACCAR Safety Orientation



Purpose of Safety Orientation

- The intent of this Safety Orientation is to inform you of the following:
 - The hazards that exist in your work environment
 - How to deal with these hazards
 - Your rights as an employee
 - How to seek help in an emergency
 - What is expected of you as an employee



Accidents

- Report accidents to supervisor immediately
- Minor accidents: file report within 24hrs
- Serious accidents: file report immediately!



First Aid

- Obtaining Treatment
 - Call 911 first for serious injuries.
 - Look for First Aid Kits or AED for treatment.
- Location of Emergency Showers, Eye Wash, and First Aid
 - All PACCAR labs have Emergency Showers, Eye Wash and First Aid Kits (by entrances).
 - PACCAR exits and hallways have Fire Extinguishers, Fire Alarms, AED's and First Aid Kits.
- Names and location of First Aid trained employees
 - Joshah Jennings, PACCAR 133
 - Scott Lewis, PACCAR 131



Potential Hazards on the Job

- Right-To-Know: You have the right to know the risks associated with the materials & tools you are working with. You have the right to feel safe while working them.
- Safety Data Sheets (SDS): Each lab that contains hazardous materials shall maintain SDS's that serve to identify risks, how to mitigate them, and treatment.
- All PACCAR Labs:
 - Safety glasses must be worn at all times.
 - You must receive safety training by WSU, CMEC, AND lab-specific training by your supervisor.
 - Forklifts, overhead cranes, and power tools require special training.
 - 2 Person Rule: never work in a lab by yourself
- PACCAR Chemical Labs:
 - Lab coats must be worn.
 - Nitrile gloves must be worn. Use the "1 glove" rule when using a door handle.
 - Adhere to SDS for any additional PPE.



Total Safety Program

- The Safety Committee and meetings are intended for training, education, and discussion of safety issues and concerns.
- Safety Committee Representatives:
 - Joshah Jennings, PACCAR 133
 - Scott Lewis, PACCAR 131
- Safety Policies and rules and their value:
 - Ensure the safety of ALL employees and visitors in our facility and at the University
 - Goal: *Everyone goes home every day with no accidents or injuries*
- Safety division resources: Police, Fire, Safety Services and Environmental Health and Safety.
- Campus Safety Plan: <https://safetyplan.wsu.edu/>



Personal Work Habits

- Proper lifting techniques, avoiding slips and falls
 - Lift with your legs, not your back
 - Rotate upper and lower body together
 - Get up and move occasionally
- Good housekeeping
 - Clean your work area daily
 - Keep walkways clear to minimize trip hazards
 - Empty trash containers in rear (south) of PACCAR
 - *Clean as you go* to improve safety for all
 - PUT TOOLS BACK. Remember, this is a shared work facility
- Safe work procedures
 - Follow the safe training procedures that you receive



Specific Training

- Your supervisor will provide lab-specific training for your area
 - Safe handling of hazardous materials
 - Proper PPE
 - Hazards involved
 - Specific procedures for processes and equipment operation in your research area
- Never use equipment with uncertainty
 - If you are outside of your comfort level contact Joshah Jennings or Scott Lewis



On-the-job Training

- You will be observed and assessed on your skill level and qualifications
- You will be trained and assigned tasks and expected to follow procedures provided to you in training.
- You may need to get specific training from WA Dept of Labor and Industries such as Forklift Licensing.



NEMO Equipment System

- Everyone using equipment needs to use NEMO to reserve, check-out, and check-in equipment.
- NEMO helps us keep track equipment hours which is used for budgeting but also writing and securing grants.
- Please go [here](#) for a quick tutorial on using NEMO.
- You can access NEMO from any device, including mobile phone.



nemo.cmec.cee.wsu.edu