

# Recognizing Hazards and Accident Prevention

**Otis College of Art and Design**  
**Health and Safety Training Series**

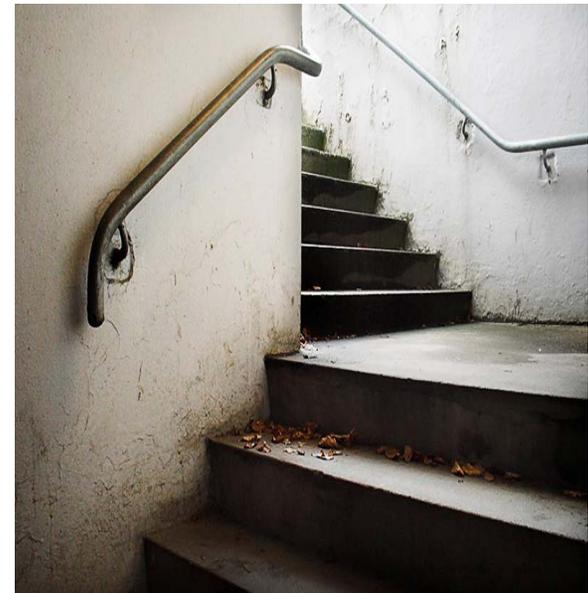
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# Hazard Recognition

- Certain conditions increase the risk of an accident and resulting personal injuries or property damage
- These factors can be environmental, process-based, or behavioral
- Occupational risks can be managed by consistently inspecting work areas and addressing discovered hazards in a timely manner

# Recognizing Environmental Hazards

- Physical workplace set-up (furniture, lay-out, landscape)
- Surrounding environment (air quality, lighting levels, noise)
- Contamination from chemical products or waste



# Recognizing Process-Based Hazards

- Using unguarded equipment or tools inappropriate for the task
- Poor housekeeping within the work area
- Inadequate work area protection (fire, electric shock, exposure)
- Poor ergonomic conditions or insufficient space for safe work
- Insufficient containment and protection in case of an emergency
- Lack of task-related safety training and supervision

# Recognizing Behavioral Hazards

- Not wearing personal protective equipment
- Acting complacent due to high familiarity with the task
- Not maintaining focus, acting distracted and distracting others
- Rushing ahead, attempting to skip steps to finish the task sooner



# What Constitutes a Risk?

- One or more hazards persist in a favorable environment under permissive circumstances
  - A lit butane torch is left unattended on a tabletop covered with sawdust
  - Six boxes holding paper records are precariously stacked on top of each other near a doorway
- It is important to note that a person is not often necessary to trigger an accident. A sparking faulty outlet can start a fire if enough flammable materials are stored nearby in an otherwise abandoned room!

Can you identify the risks pictured below?



# Injury and Illness Prevention Program

- A California law designed to establish a system for the employer and employees to identify, control, and reduce workplace risks that lead to an injury or illness
- Consists of eight elements for a streamlined and comprehensive safety program
  - Responsibility
  - Compliance
  - Communication
  - Hazard Assessment
  - Accident / Exposure Investigation
  - Hazard Correction
  - Training and Instruction
  - Recordkeeping



# Injury and Illness Prevention Program

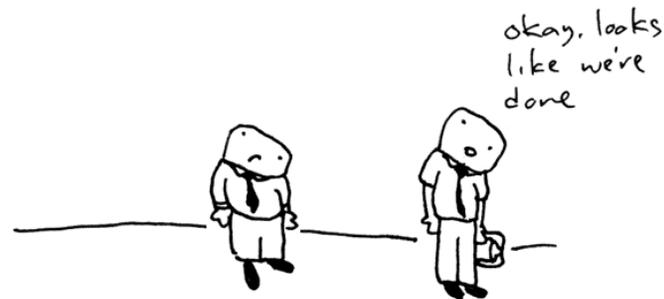
- Responsibility for compliance to related safety program standards is expected from both the employer and the employees
- Employer will conduct periodic inspections, identify and rectify various hazards, communicate known information about hazard controls to the employees, perform and document investigations of occurred incidents, train the employees on how to safely conduct their job assignments, and maintain related records in case of a state or federal audit.
- Employees may be held accountable for violating safety guidelines and instructions received during administered training.

# On-Campus Safety Inspections

- Safety inspections are regularly conducted and can focus locally or on the scale of the whole campus; the goal is to determine if any commonly recognized hazards are present, or if any practices taking place that introduce new risks.
- The safety inspection survey used at Otis College is designed for a generalized oversight of local work areas by the employees and their supervisors; additional site inspection or a hazard assessment assistance is readily available.

OFFICE SAFETY  
INSPECTION

Hallway: safe  
Door: safe



# Safety Training and Hazard Communication

- Effective safety training is a cornerstone of a robust incident and injury prevention program.
- At Otis College, safety training materials are available in both classroom and online formats, aimed to enable all members of College faculty and staff with options on how it would be most convenient to receive and maintain applicable safety training proficiency.
- Additional materials regarding identified hazards throughout campus are also posted or distributed, such as safety data sheets, emergency information posters, annually published OSHA injury statistics logs, and various warning signage.

# Closing Thoughts and Reminders

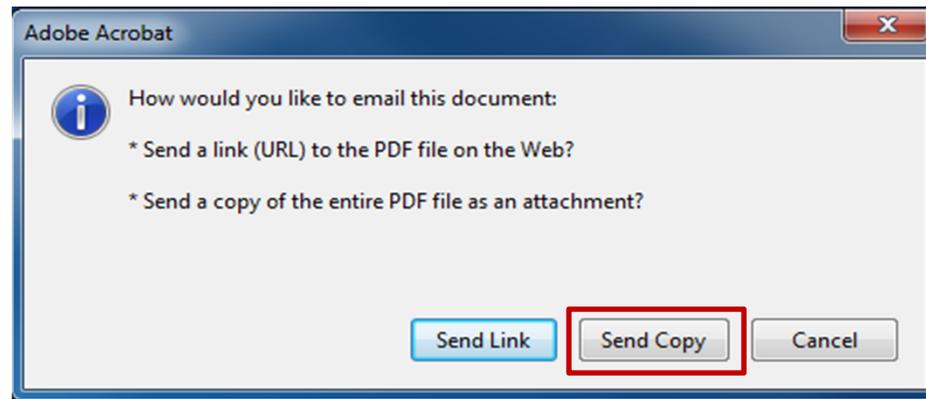
- Hazardous conditions in the workplace can be either reported to class instructors, staff supervisors, or directly to the Environmental Health and Safety Manager.
  - Employees may report observed risks or hazardous conditions anonymously if they so choose.
- In case a workplace incident or injury do take place, it is imperative that the event is reported as soon as possible, in order not to delay medical aid to any of the involved individuals, as well as to ensure that appropriate corrective measures are implemented in a timely manner before another incident takes place under identical circumstances.

Thank you and please direct any follow-up questions regarding this presentation to [pzaretskiy@otis.edu](mailto:pzaretskiy@otis.edu)

**Please proceed to the next slide for instructions on how to receive a certificate of training for this presentation**

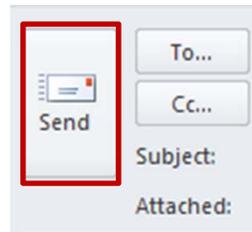
## Instructions for Submitting the Environmental Health and Safety On-line Training Confirmation Form

- Fill out all required fields and select the title of the completed training module from the drop-down menu box
- Click the “**Attach form to e-mail**” icon 
- Once a pop-up window will appears, click “**Send Copy**”



## Instructions for Submitting the Environmental Health and Safety On-line Training Confirmation Form

- A new Outlook E-mail message will appear with your Confirmation Form as an attachment; be sure to put [pzaretskiy@otis.edu](mailto:pzaretskiy@otis.edu) as one of the recipients and the click “**Send**” to complete the process!



- Please note that reviewing this presentation alone is not a good substitute for attending the training itself, as additional discussion of topics along with Q & A are often not fully covered by the slides. Training sessions covering various health and safety topics will be regularly announced.

# **Environmental Health and Safety On-Line Training Confirmation Form**

**Click the link below to start**

**[http://www.otis.edu/sites/default/files/Online Training Certificate.pdf](http://www.otis.edu/sites/default/files/Online_Training_Certificate.pdf)**