



ENE Office Safety

Self Audit Checklist Details

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Eric Holloway



ENE Office Safety

- Overall Safety Updates
 - Eric Holloway now chair of ENE Safety Committee
 - Team: Jeff Huddleston, Jim Whitford, and Rick Womack.
 - Recent presentation given at REM Safety Chair Meeting
 - Title: Implementing Safety in an Academic Setting
 - Received many requests for our AFL Safety Contract to use at other locations in the University.



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- REM Self Audit
 - Long, complicated process that ENE Safety Committee performs every November.
 - To simply for office safety, the Safety Committee has separated the “Office Safety” content into one simple page



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Section 1.1: General Emergency Procedures



CALL 911



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Section 1.2: ARMS Emergency Procedures

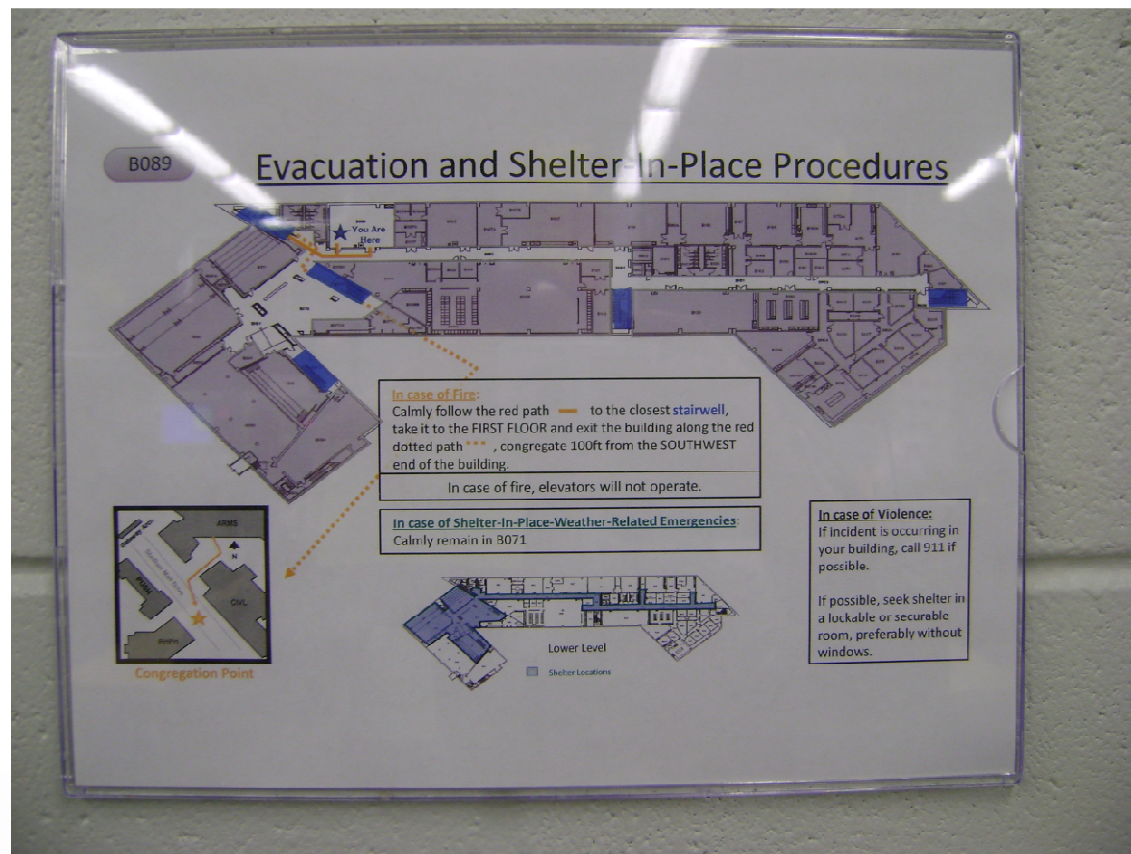
- **Emergency Alert Sign-Up:**

<http://www.purdue.edu/securepurdue/>

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Section 1.2: ARMS Emergency Procedures

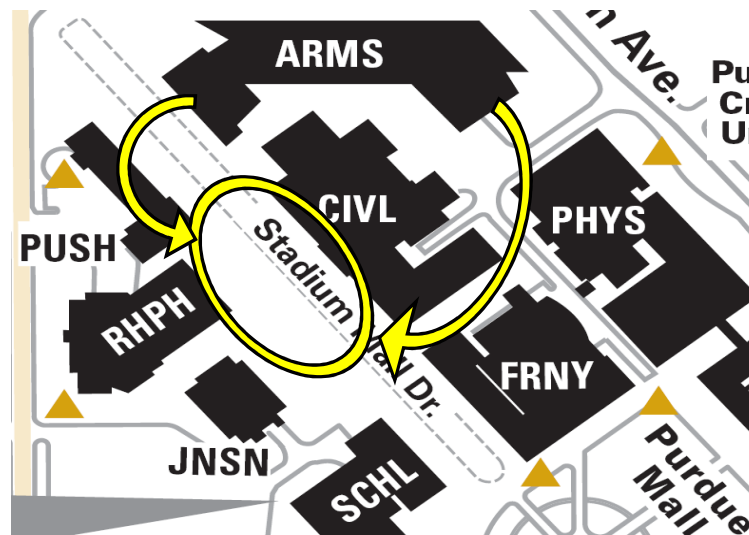
- **Evacuation Routes:** check each room's evacuation routes



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Section 1.2: ARMS Emergency Procedures

- Fire/Evacuation Assembly
- Take keys, coat, purse and any critical personal items
- **DO NOT USE THE ELEVATOR!**
- Meet at the emergency assembly area located in grass between Civil Engineering and Johnson Hall of Nursing





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Section 1.2: **ARMS Emergency Procedures**

- Inclement Weather/Tornado
- Proceed to the lower level of ARMS





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Section 1.2: ARMS Emergency Procedures

- **Shelter-in-Place**
- Remember your training from Dan Larson
- Purdue is re-instituting their Workplace Violence Program, more details to follow.



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Section 1.3: Building Emergency Plan

– Know the Location:

ENE Intranet:

<https://engineering.purdue.edu/Intranet/Groups/Schools/ENE/Safety>

ARMS Intranet:

<https://engineering.purdue.edu/Intranet/Groups/Facilities/ArmstrongHall>





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Section 1.4: Fire Exits

- No obstructions, shut the doors when leaving for a fire alarm



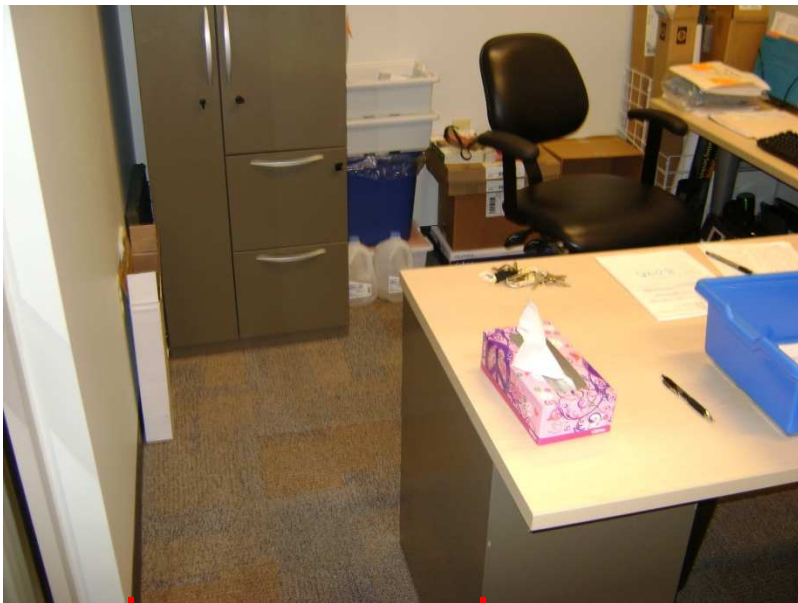
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- Section 1.5: **Sprinkler Heads**
 - No obstructions in an 18" plane below the head



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- Section 2.1: **Aisle Clearance**
 - 22" wide in office, 36" in high traffic or wheel-chair



22" clearance



36" clearance

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- Section 2.2: **Obstructions**
 - Don't block exits



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- Section 2.3: **Slips/trips/falls**
 - Watch out for tripping hazards



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- Section 2.4: **Uncluttered Storage**
 - Is this uncluttered?



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- Section 2.5: **Trash Disposal**
 - Store in a proper containers



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- Section 2.6: **Heavy item storage**
 - Store on lower or middle shelves



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- Section 2.7: **Material Storage**
 - Store in a safe manner



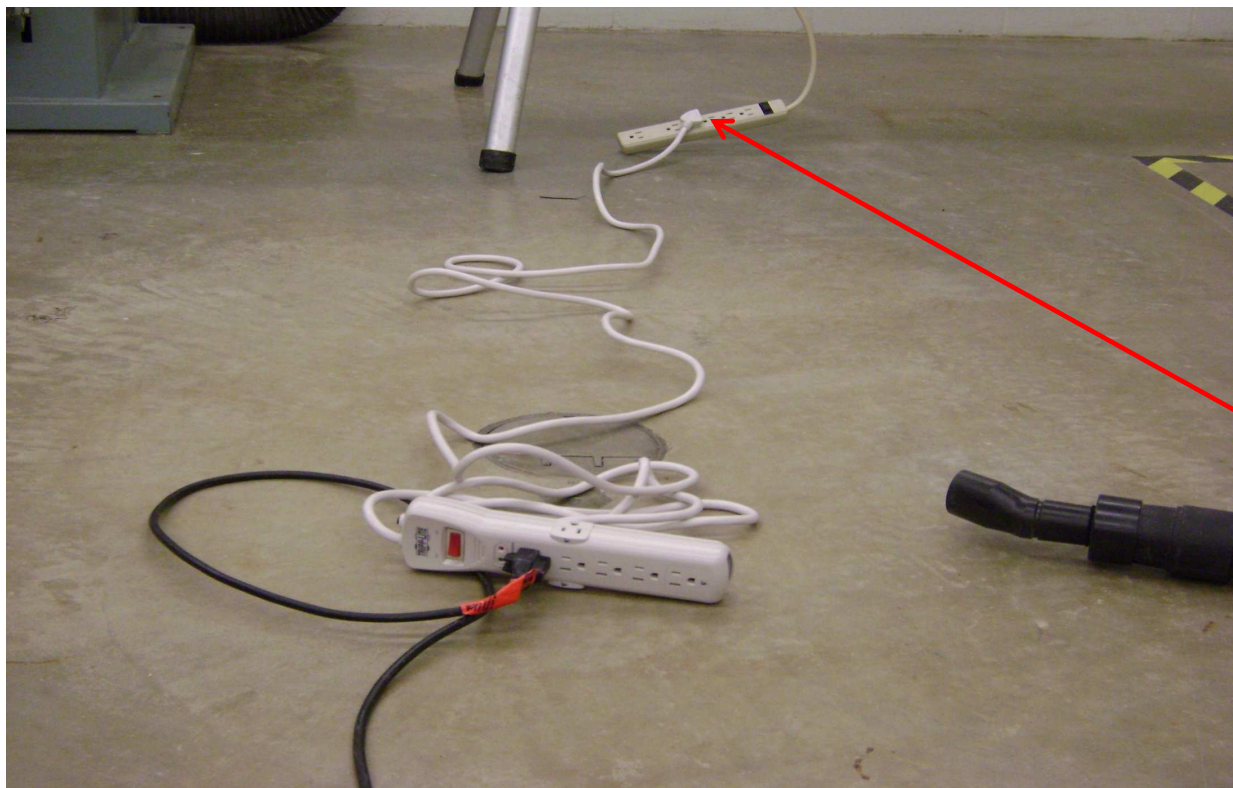
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- Section 3.1: **Outlet loading**
 - Be careful not to overload outlet



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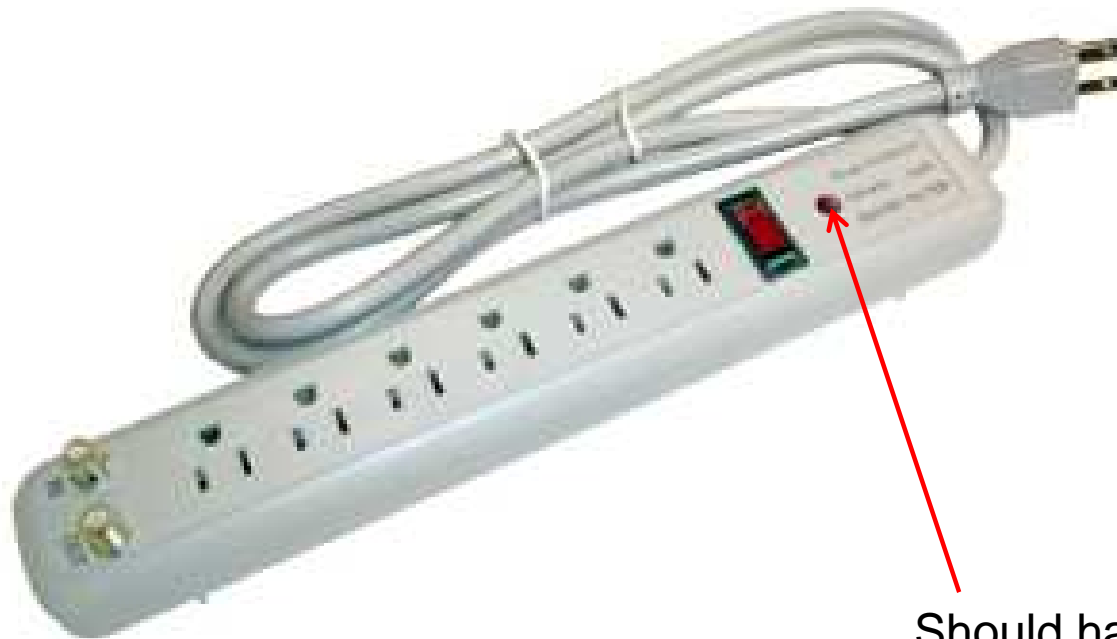
- Section 3.2: **Power Strip Usage**
 - No daisy-chaining



Daisy-chain

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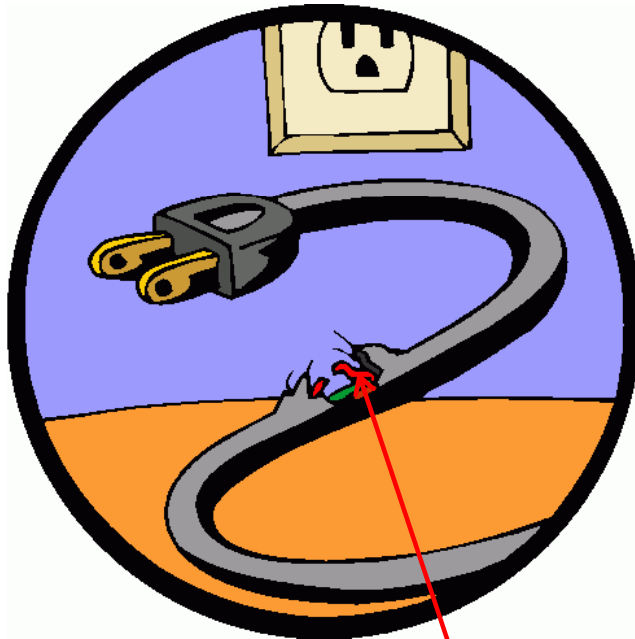
- Section 3.3: **Power Strip Type**
 - Automatic trip, not just ON/OFF.



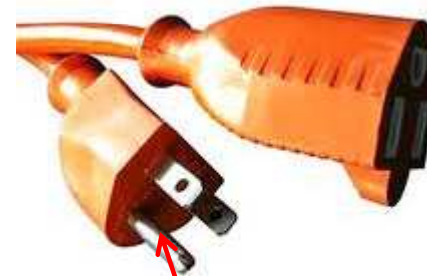
Should have some type of “Reset” indication

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- Section 3.4: **Extension Cords**
 - Check for fraying, need ground pin, avoid piggy-backing.



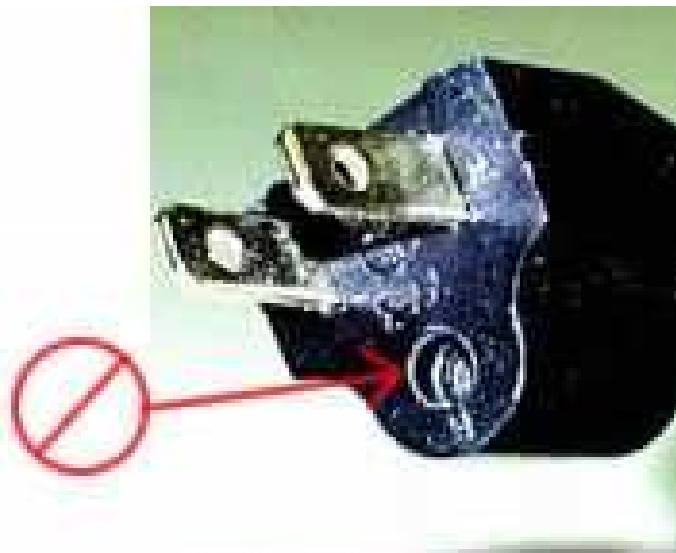
Frayed cord



Need ground pin

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- Section 3.5: **Ground Pin**
 - Is it secure/missing?



Never use a three-prong grounding plug with the third prong broken off.