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Safety Management Update, December 2023

UMS Office of Risk & Safety Management

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Safety Management Update - December 2023

1 message

Office of Safety Management <sem@maine.edu>
Reply-To: sem@maine.edu
To:

Mon, Nov 27, 2023 at 2:01 PM



November 27, 2023
UMS Risk & Safety Management

Risk and Safety Management News



Resources for University Emergency Preparedness

Emergency Preparedness Templates



Risk and Safety Management offers several important documents to everyone to help you with emergency preparedness. These documents should be customized to address the potential hazards in your area.

- The site-specific [Emergency Action Plan template](#) allows for assessing hazards and communicates actions to be taken in an emergency situation.
- The [template for a Classroom Announcement](#) includes guidance for emergency actions for students.

To download the files, click on the "Info" box below the form's name, then click the blue download button on the right.

Online Training

[Active Shooter Preparedness](#) training is available on UMS Academy. The University of Maine System (UMS) is dedicated to maintaining a safe and healthy work environment for all members of our common higher education community. It is important that our full UMS community understands the practical steps to take in preparation for this type of emergency and in the moment, should it ever occur. This training provides a basic understanding of Active Shooter situations and describes the most effective protocols to take in advance and in the moment.

Emergency Notifications

You may manage your emergency notification preferences through your portal using the emergency notification button on your launch pad.

Monthly Employee Safety Training

Not just for NEW Employees!

Any employee in need of training in these areas may register to attend

Upcoming Dates: December 5th & 7th

No Monthly Employee Safety Training in January.

See you in February!

New Employee Safety Training and Orientation (NESTO) is a two-day awareness level training program, delivered each month in-person and simultaneously via Zoom, which covers [14 safety topics that many employees will encounter](#) as part of their regular duties, such as ergonomics, portable ladders, and personal protective equipment.

Safety Management (SM) offers three modes of training delivery available to employees across UMS - in-person, online (UMS Academy), and virtual instructor-led training (to include an in-person component). Three modes of delivery provide employees flexibility in accessing the required safety training.

In-person locations

UMaine - Training Room, Safety Management, York Complex #7. Seating is limited.

UMaine Machias - Science Building, Room 102

You can learn more about available safety training topics, dates, and times on our [Safety Training webpage](#).



More Training Topics Coming Soon to UMS Academy!



- Cold Stress
- Asbestos Awareness Annual Refresher Training
- Occupational Responsibilities for Supervisors

To learn more about available safety training topics, visit our website's [Safety Management Training page](#). Also, be sure to [review the training calendar](#); click on the training topic in the calendar to view full course content, location, and registration information.

UMS Academy Specialized Safety Pathway User Tips

Our [UMS Academy Pathway User Tips](#) available on the Safety Management website will describe specific actions within UMS Academy that will improve your experience. When you can retake an annually required training topic and have it count for the next year, how to complete all LearnIt and ProvelIt sections to ensure you receive credit for completing the training, where to find and how to download the certificates of completion, and more will all make your UMS Academy learning experience better.



First Aid Guidance

Wondering about regulatory requirements, responsibilities, and equipment for first aid? Safety Management offers a [First Aid Guidance document](#) that answers these questions! If you have additional questions, please contact us at sem@maine.edu.

Did You Know?

Safety Management offers Hands on Fire Extinguisher Training!

Fire extinguisher training comes in two parts:

Part 1: Available on USM Academy

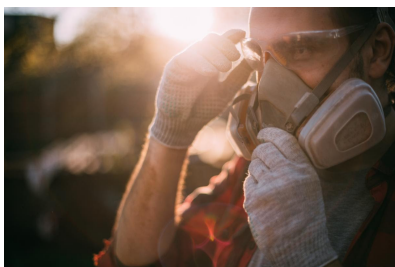
[This fire extinguisher training module](#) provides employees who may need to use a portable fire extinguisher with information about the components of fire, fire classifications, types of fire extinguishers, what to do in the event of a fire, rules for fighting fires, and how to use a portable fire extinguisher. This training is required for emergency first responders, evacuation coordinators, users of open flames, flammable materials, or chemicals, welders, and those working at remote sites without a nearby fire department. This training (Part 1 of 2) is required upon assignment and annually thereafter.



Part 2: Hands-On

This training provides employees who may need to use a portable fire extinguisher with hands-on demonstrated proficiency in using a portable fire extinguisher. After a quick review of Fire Extinguisher Training Part 1 with the instructor, trainees will be shown how to operate and use an electronic fire extinguisher training simulator to extinguish a digital on-screen fire following the PASS principles and rules for fighting fires. This training is required for emergency first responders, evacuation coordinators, users of open flames, flammable materials, or chemicals, welders, and those working at remote sites without a nearby fire department. It is required every three years (Fire Extinguisher Hands-on Training Part 1 is required upon assignment and annually thereafter).

For more details and to schedule your Hands-on Fire Extinguisher Training visit the [Safety Management Training Calendar](#).



Safeguard Strategies

Safety Management offers Respiratory Protection Training & Respirator Fit Tests!

Respiratory Protection Training covers why respirators are necessary, the required medical approval, limitations, and capabilities, use in emergencies, inspections, donning and doffing, seal checks, fit tests, recognizing medical signs and symptoms, and maintenance and storage of your respirator. Required for all employees who are required to, or choose to, wear respiratory protection (including filtering face pieces and dust masks).

Respiratory Fit Tests

If you would like more details on the required steps for fit tests and to schedule your Respiratory Fit Test [visit the Safety Management Training Calendar](#).

Accident Avoidance

Slips, trips, and falls consistently fall in the top three University insurance claims. These incidents may be reduced by evaluating these four areas:

- **S** – Surface
- **A** – Awareness
- **F** – Footwear and
- **E** – Environment

Help keep our community safer by raising awareness



of this concern. Supervisors, [download printable safety flyers for posting SAFE reminders.](#)

Safety Management - How can we help?

Safety Management partners and consults with University communities to provide tools, techniques, and services to support compliance and safely perform our collective mission. We provide occupational safety and emergency management support across the University system through these three key areas:



Technical Support • Outreach • Training

Risk Management – How can we help?

The Risk Management Department is a vital function for the University of Maine System both at the daily operational level and at the enterprise level. The Risk Management (RM) Department assists the University in meeting their academic, research, and operational goals by proactively managing potential loss exposures. The RM Department is the insurance and risk management service provider for all campuses and the administrative home for registering and insuring vehicles, airplanes, unmanned aerial and nautical vehicles, and more.

University of Maine System Department of Risk & Safety

Request Safety Management support in any of the following ways:

1. **Visit our website and fill out our form**
2. Send us an email: sem@maine.edu or
3. Give us a call: 207-581-4055

Please remember to provide your university and department in your request.

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