Session 2: Presentation Thumbnails

**WISE Pathways**
Women in Sustainable Employment
Building awareness of careers in construction, energy & utilities, public safety, and manufacturing for women.

**Work Habits**
Overview

**Work Habits of Successful Employees**
- First Impressions
- Attendance and Absenteeism
- Dependability
- Professionalism
- Resolving Conflict with the Boss
- Teamwork
- Cooperation
Work Habits – First Impressions

- Research
- Appearance
- Personal Business (Cell Phones)
- Don’t be complacent

Attendance and Absenteeism

- On time
- Every day
- Absences cost the company money
- Know the company policy
- Keep the boss informed
- Work breaks
- Keep healthy

Dependability

- Do your job
- Do your share and more
- Take responsibility
- Watch other’s safety
- Do what you say you will
Professionalism

• Keep work area organized
• Judged by your tools
• Follow procedures
• Learn, read
• Volunteer
• Extra effort

Fiscal Responsibility

• Money troubles can affect job performance
• Distraction
• Interference from second job
• Lack of focus

Teamwork

• Everybody works together
• All depend on others to do their part
• Help when you can
• Ask for help when needed
• Listen
• Speak up
Cooperation

• Work together
• It IS your job
• Offer to help when available
• Life may not seem fair
• No sulking

Case Study – Killing Time

• Study the case
• Identify options
• Evaluate options
• What should you do?
• Present decision and reasoning

Safety Awareness
Safety Awareness

- Essential to providing efficient, reliable, and safe electrical service to the public
- Electrical hazards
  - Cause more than 300 deaths and 4,000 injuries in the workplace each year
  - Ranks sixth among all causes of work-related deaths in the United States

Safety Regulation

- Injuries increased by 20% during the 1960's
- Occupational Safety and Health Act signed December 1970
- Workplace fatalities declined by 60%
- Rates of injuries declined by 40%

An Effective Workplace Safety and Health Program

- Improves employee morale and performance
- Reduces employee turnover
- Reduces the extent of work injuries
- Reduces workers' compensation costs
- Enhances company profitability
### Employer Responsibilities

- Compliance with OSHA standards and regulations
- Provide training, tools, and equipment needed to work safely
- Develop safety and health programs, policies, and procedures
- Conduct regular work observations and analysis
- Keep records of all monitoring data
- Resolve safety and health issues

### Employer Responsibilities

- Inform workers of their rights and responsibilities related to occupational safety and health
- Investigate and resolve all allegations of unsafe conduct or violations of policies and procedures
- Maintain confidentiality and privacy of employees
- Establish a company culture of safety by encouraging all employees to be safety specialists

### Employee Responsibilities

- Follow safety rules, policies, and procedures
- Ask questions about any rules, policies, and procedures you do not understand
- Report any hazards, unsafe actions, or violations of safety policies or procedures
- Help coworkers recognize unsafe actions or conditions
- Stop the unsafe behavior of others
- If instructed to perform an unsafe act, notify a supervisor immediately
- Report all injuries and illnesses to your supervisor
Grounds for Immediate Termination

- Drinking alcohol or drug abuse prior to or during work
- Fighting, theft
- Willful damage to property
- Failure to wear required personal protective equipment (PPE)
- Failure to comply with tool and equipment operation policies
- Inappropriately altering safety guards, barriers, or guardrails

Grounds for Immediate Termination

- Failure to follow recognized industry practices
- Engaging in dangerous horseplay
- Failure to notify the company of a hazardous situation
- Failure to notify the company of injuries at the time of occurrence
- Deliberately providing inaccurate information in safety/incident investigations

Drug-Free Lifestyle

- Substance abuse places a major burden on the workplace
- Impaired judgment and coordination lead to an increased risk of accidents and injuries
- Workplace substance abuse is a serious problem, especially in environments where co-workers rely on each other for safety
Drug-Free Lifestyle

• Employers provide employee education
• It is the responsibility of all workers, to be aware and do what they can to make the work environment safe for everyone
• All employees should help co-workers get the assistance they need

Personal Protective Equipment

• Safety glasses/face shields
• Hard hats
• Safety footwear
• Insulating gloves
• Insulating sleeve covers
• Flame-resistant clothing
• Fall protection equipment
• Respirators
• Cut-resistant chaps

Careers in Safety & Health

SCT
Safety Engineering • Consultation • Training
History of SCT

Originally serviced the industrial Coatings Industry. Expanded into the small business sector, glass manufacturing, construction and general industry.

What does SCT do?

Primary Areas of Expertise:
- Occupational Safety & Health Division
- Construction Division
- General Industry Division
- Glass Division
- Small Business Division

Occupational Safety & Health

- OSHA Medical Surveillance Clearance
- Spirometry (Slung Breathing Testing)
- Respiratory Fit Testing
- Audiometry (Hearing Testing)
- Drug-Free Safety Program/Policy Development
- Mobile On-Site Drug & Alcohol Testing
- American Red Cross Certified First Aid / CPR / AED Training
- Drug & Alcohol services accredited through Drug & Alcohol Industry Association (DAIA)
Construction & General Industry
- Site and facility OSHA compliance audits
- Environmental Testing & Monitoring
- Written program development and implementation
- Site-specific Safety Programs
- Safety Oversight
- Expert witness services
- Online & Traditional Classroom Training

Glass Technology
- Safety Oversight
- Program assessment, development and implementation
- OSHA compliance audits
- OSHA representation
- Training
- Industrial Hygiene services

Small Business
- OSHA-compliant safety training classes
- OSHA Online Training Provider
- PPE training
- Custom safety and health programs
- Flu shots & other health assessments
- Analysis of current safety programs
Available Jobs

- Occupational Safety & Health Technician(s)
- Training Director
- Industrial Hygienist

Safety Technician: What do you do?

- Safety Technician will inspect work areas and equipment to ensure compliance with company, state, and federal safety policies and regulations.
- Responsibilities also include documenting safety inspections, citing dangerous areas/procedures and recommending corrective procedures, and maintaining safety equipment supply and availability. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.
- TECHNICIAN MUST BE WILLING TO TRAVEL

Safety Technician: Skill Set

- Education: High School Diploma or GED (Required), two-year college or equivalent work experience (Preferred)
- Training: OSHA 10/30-Hour Construction Industry Standards, Forklift, Aerial Lift, On-Site Construction Experience (Recommended)
- Excellent organization and communication skills
- Proficiency in Microsoft Office suite (Word, PPT, Excel, Outlook)
- Compensation: Based on experience and education. Ranges from $11.75 to $33.51.
- Benefits: Company-sponsored health insurance, participation in company IRA, paid vacation. SCT is a Union shop, Local 5 (Bricklayers).
Training Director: What do you do?

- Perform administration, coordination and professional support for Safety Programs and Activities, including Mid-America OSHA Education Center and other general professional and administrative duties.
- Maintain and upgrade exiting Safety Training Programs
- Develop new Safety Training Programs
- Schedule Safety Training Classes
- Work with Marketing Department to sell Safety Training Programs and classroom space rental for community use

Training Director: Skill Set

- Requires bachelor's degree in any of the following disciplines: occupational safety and health engineering education or liberal arts. Master's degree preferred.
- Customer service oriented
- Resourceful and take initiative in seeking solutions to problems arise
- Work well independently and be detail-oriented
- Excellent written and communication skills
- Offer specific training in general industry and construction
- Proficiency in Microsoft Office Suite (Word, Excel, PPT and Outlook)
- Requires occasional lifting of 20-40 lbs
- Salary Range: $30,000 - $40,000

Industrial Hygienist: What do you do?

- Responsible for supporting a comprehensive industrial hygiene program, which includes, but is not limited to:
  - Identifying health hazards and designing control measures for these hazards
  - Conducting industrial hygiene related training
  - Interfacing with a variety of clients as a consultant
  - Writing detailed reports post-testing
Industrial Hygienist: Skill Set

- Position requires a bachelor's degree in industrial hygiene or related field, certified by the American Board of Industrial Hygiene as a Certified Industrial Hygienist (CIH).
- Experience establishing, implementing, and maintaining a comprehensive industrial hygiene program preferred.
- Must have expertise in Exposure Assessment, Asbestos Management, Hazard Communication, Noise/Conservation Hygienics, Industrial Ventilation, and Job Hazard Analysis.
- Must have knowledge of basic facility design and engineering principles.
- Position requires moderate travel.
- Requires thorough understanding of OSHA Standards and guidelines established by AIHA, ACGIH, and NIOSH.
- Salary Range: $25,000 - $50,000

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