

WISE Pathways

Women in Sustainable Employment

Building awareness of careers in construction, energy & utilities, public safety, and manufacturing for women.

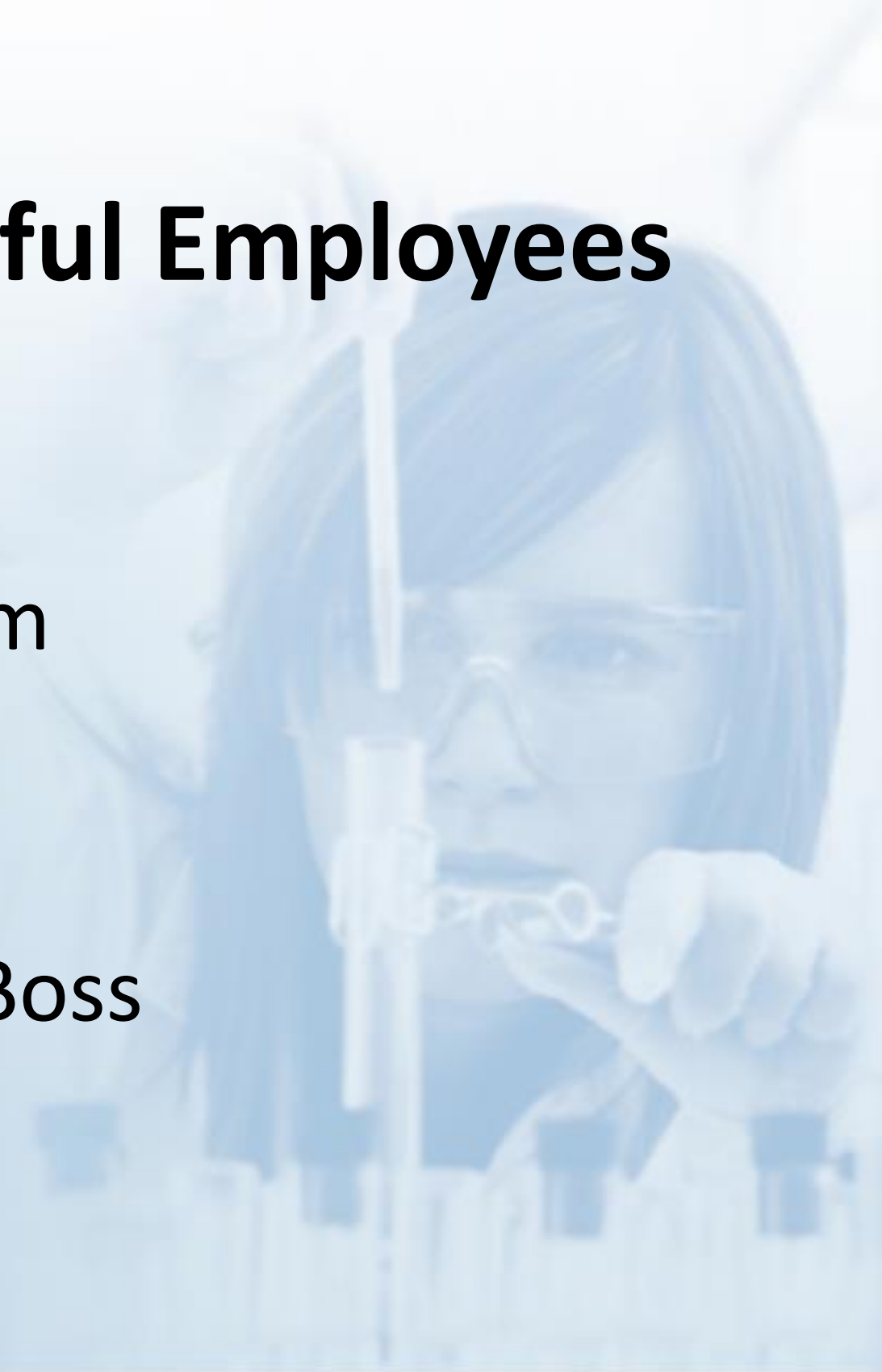




Work Habits

Overview

Work Habits of Successful Employees

- First Impressions
 - Attendance and Absenteeism
 - Dependability
 - Professionalism
 - Resolving Conflict with the Boss
 - Teamwork
 - Cooperation
- 
- A woman in a white lab coat and safety glasses is working in a laboratory. She is holding a pipette and looking at it intently. The background is a blurred laboratory setting with various pieces of equipment.

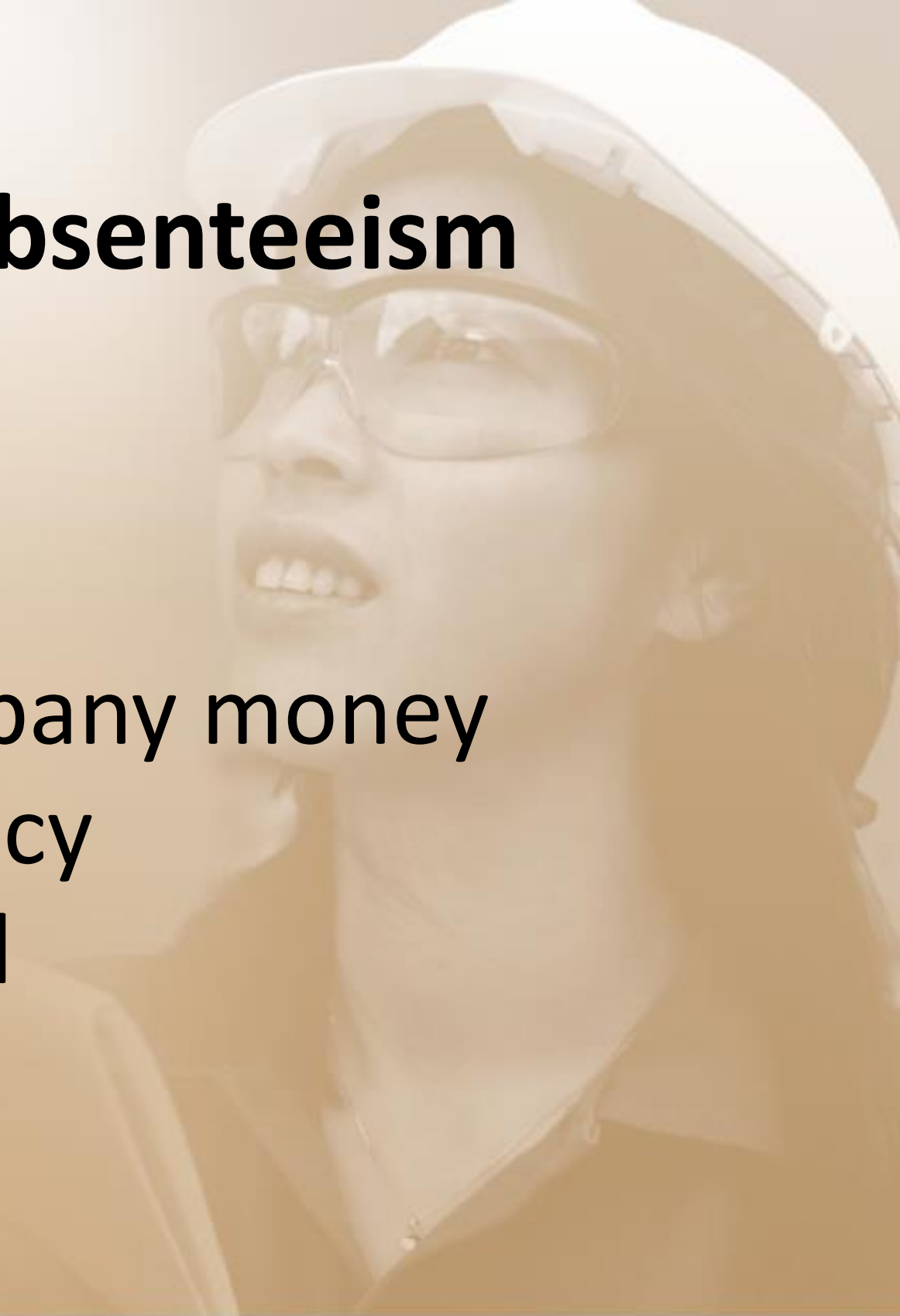


Work Habits – First Impressions

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

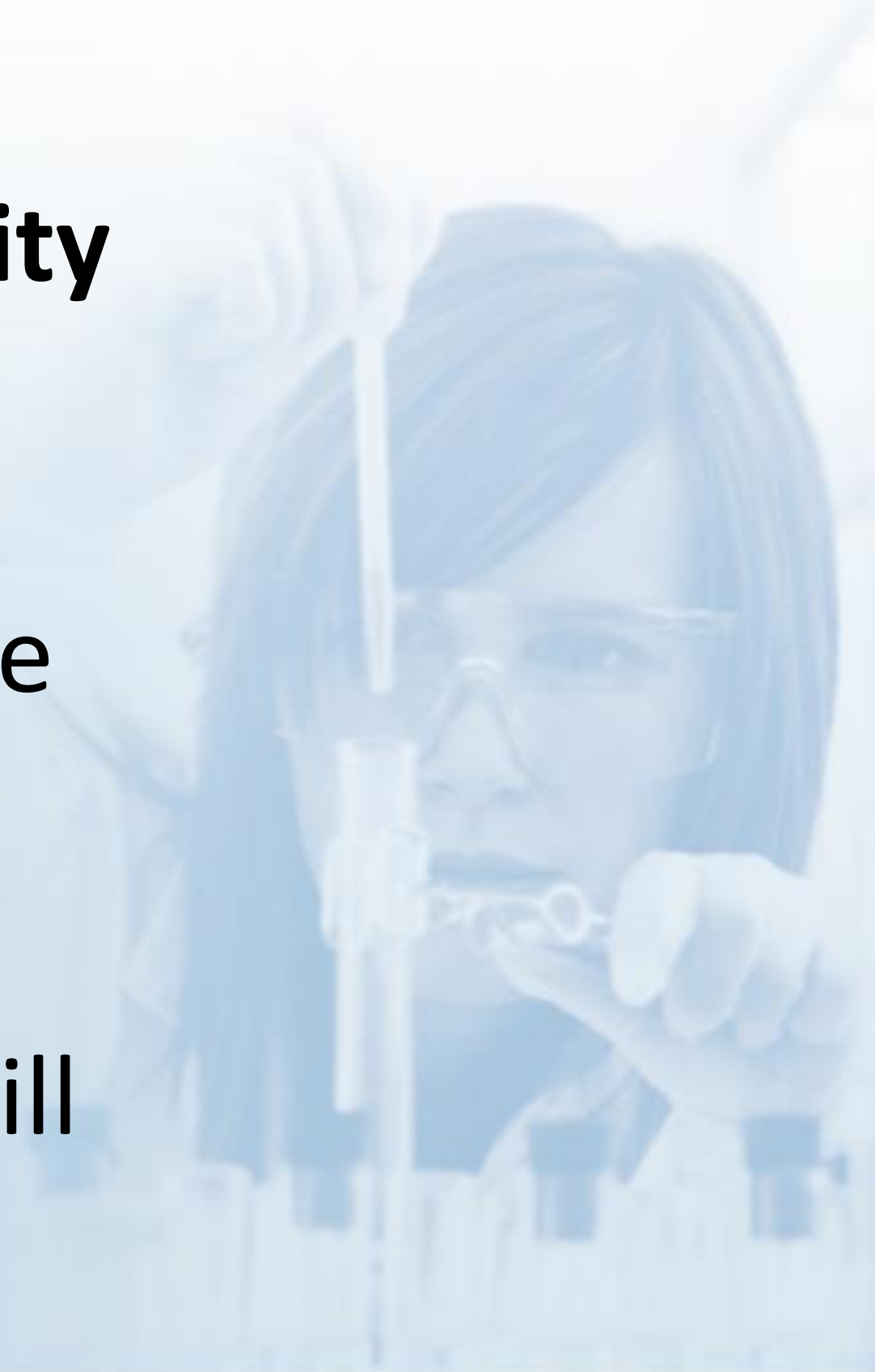
Attendance and Absenteeism

- 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

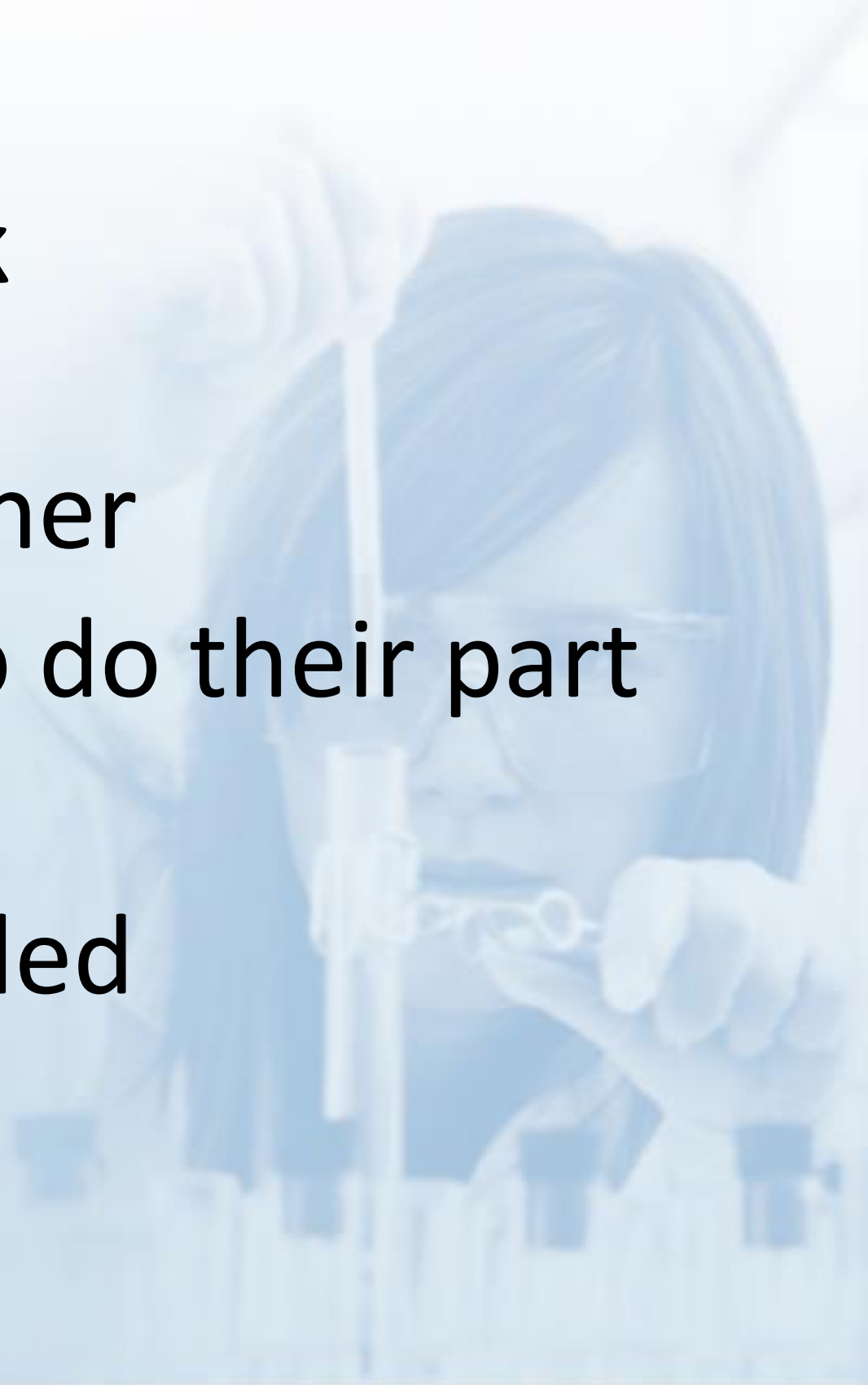
- Keep work area organized
- Judged by your tools
- Follow procedures
- Learn, read
- Volunteer
- Extra effort

Fiscal Responsibility

A woman wearing a white hard hat and safety glasses, smiling and looking upwards. The image is semi-transparent and serves as a background for the text.

- 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
- 

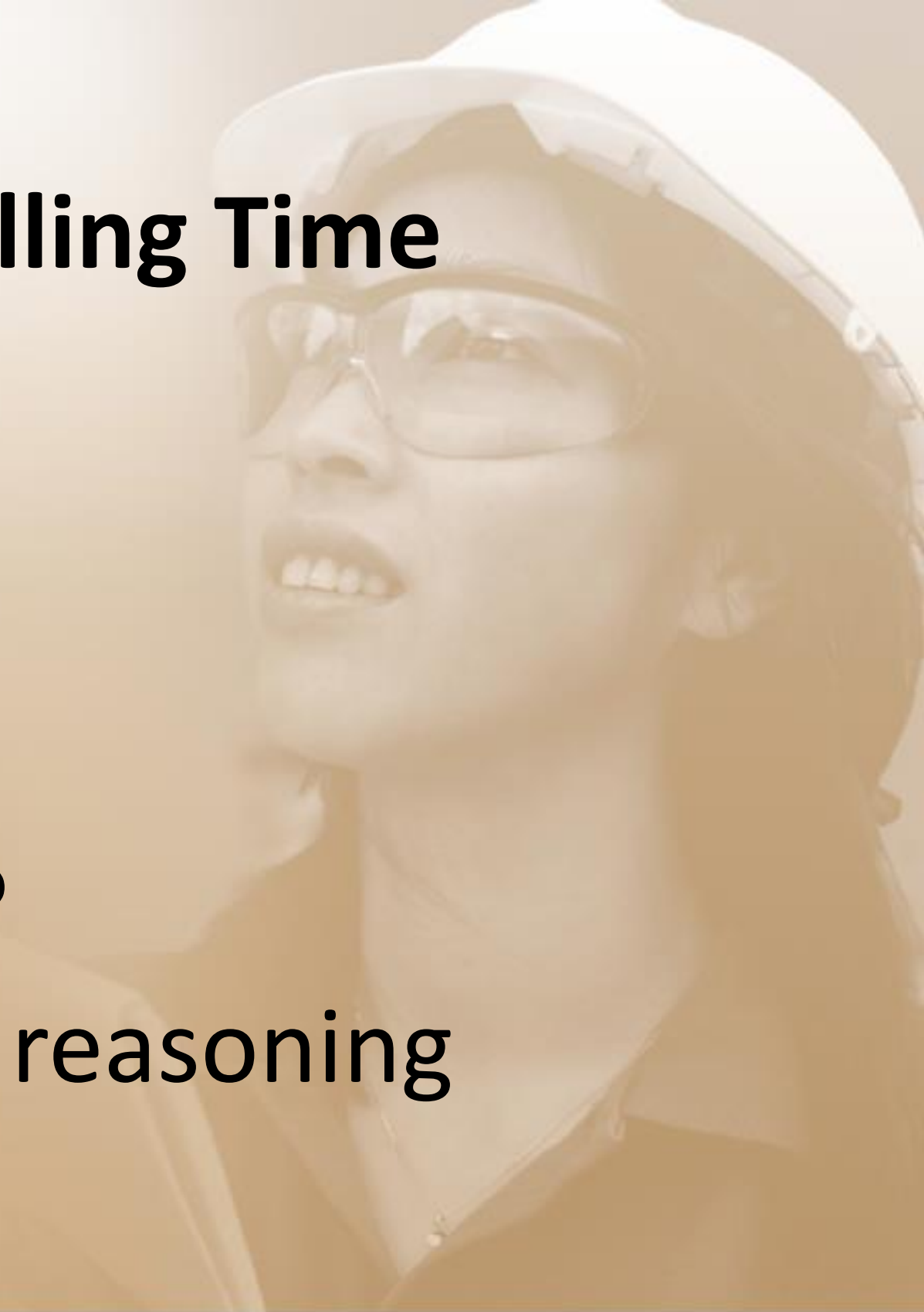


Cooperation

- 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



A blue-tinted photograph of a scientist in a lab coat and safety goggles working with laboratory glassware. The scientist is holding a test tube and a pipette, looking intently at the equipment. The background is a bright, slightly blurred laboratory setting.

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



Safety Engineering • Consultation • Training

History of SCT

Incorporated as Safety Controls Technology, Inc. in 1999 in Amherst, Ohio. Founded by Gail Grueser.

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 (Lung/Breathing Testing)
- Respiratory Fit Testing
- Audiometric (Hearing Testing)
- Drug Free Safety Program/Policy Development
- Mobile On-Site Drug & Alcohol Testing
- American Red Cross Certified First Aid / CPR / AED training
- Drug collection services accredited through Drug & Alcohol Industry Association (DATIA)



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
- COSE 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 years college or equivalent work experience (Preferred)
- Training: OSHA 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 existing 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
- Resources and taken initiative in seeking resolution when problems arise
- Work well independently and be detail-oriented
- Excellent written and communication skills
- OSHA 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 - \$60,000

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 eligible 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, Hearing Conservation, Ergonomics, Industrial Ventilation and Job Hazard Assessments to effectively identify health hazards, design control measures for hazards and perform related training as needed.
- Position requires moderate travel.
- Requires thorough understanding of OSHA Standards and guidelines established by AIHA, ACGIH and NIOSH.
- Salary Range: \$25,000 - \$55,000



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of careers in
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Support for this revised version of the WISE Pathways course is provided by a partnership with the Center for Energy Workforce Development (CEWD)

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