

**2007**  
**Accident Prevention Plan**  
**Seattle University**

**Edit date: May 15, 2007**

**I. Presidents Letter:**

**May 2007**

Seattle University is committed to providing a safe workplace for all employees. As such, it is the policy of Seattle University to create and maintain a safe and healthful work place free from recognized hazards that may cause harm to faculty, employees, students, and visitors.

The University has developed this program for accident prevention to identify, and eliminate hazards that may develop in the work place. Safety, health and job performance should be considered when performing any task. No task is so important that an employee must violate a safety rule or risk their personal safety or the safety of others.

Working jointly, the Environmental Health and Safety Coordinator, Department and Division heads, and area supervisors are responsible for insuring safe work practices and a safe work environment. Campus Public Safety will assist in designing and implementing appropriate response plans when accidents and/or disasters occur.

Additionally, all employees of Seattle University are expected to prevent accidents by adhering to safety guidelines and by notifying the Environmental Health and Safety Coordinator and the Office of Campus Security regarding any unsafe work practices and/or work environment hazards.

Safety is a cooperative venture and is dependent on our commitment to a safe work environment. Those who are interested in taking an active role to ensure workplace safety are encouraged to contact the Environmental Health and Safety Coordinator or the Office of Human Resources.

Sincerely,

Stephen Sundborg, SJ

## **II. Goal:**

**To develop and implement a comprehensive safety training program, to have a working accident prevention program and to promote a safe and healthy work environment for all staff.**

## **III. Responsibilities**

### **University Administration's responsibility:**

The University's administration recognizes the importance of providing a safe work environment for all employees. It is the responsibility of the administration to:

- Provide a safe and healthy work environment.
- Establish and maintain an Accident Prevention Plan to ensure that everyone who works for the university is aware of hazards that exist in the workplace and how to prevent accidents.
- Provide necessary safety equipment and personal protective equipment.
- Provide required safety training.
- Establish and maintain a system of reporting and recording accidents that will facilitate monitoring the effectiveness of the Accident Prevention Plan.
- Evaluate safety program on annual basis to ensure Plan compliance and that goals have been established for the following year.

### **Campus Public Safety's responsibility:**

The Department of Campus Public Safety is committed to serving all Seattle University employees, faculty and staff. It is the responsibility of Campus Public Safety to:

- Provide and maintain a library of Material Safety Data Sheets (MSDS) for all hazardous materials on campus, as required by law.
- Maintain all accident reports, including accidents regarding employees' exposure to toxic substances or harmful physical agents.
- Serve as the first line of contact in the event of an accident, disaster or emergency.
- Maintain safety records such as copies of accident reports, training records, safety inspection reports, and safety procedures.
- Conduct monthly safety inspections in each building and arrange for the correction of any hazards, deficiencies, or unsafe conditions detected. Training in conducting inspections is provided by Campus Public Safety.

### **Environmental Health and Safety Coordinators responsibility**

- Conduct safety orientation training for all new employees including orientation of potential hazardous materials and chemicals
- Serve as ad-hoc member of the Safety Committee
- Participate in annual safety inspection of all campus buildings
- Responsibility for Safety and Health training and education
- Training of supervisors on Personal Protection Equipment
- Responsible for updating and maintaining Seattle University's written Safety Programs

**Supervisor's responsibility:**

All individuals who supervise others will ensure that working conditions are safe for all employees. Each supervisor will:

- Proactively gain knowledge regarding safety and security issues impacting staff and/or students.
- Ensure that each employee receives an initial orientation before beginning work. This includes a general orientation as well as a detailed orientation in the use of any hazardous equipment or materials, and a review of all applicable safety and health rules.
- Ensure that each employee receives all personal protection equipment and appropriate training that may be needed before starting a project.
- Through direct observation, correct or educate employees who are seen working in an unsafe manner.
- Respond to employees' concerns for safety in a positive manner and take appropriate corrective action.
- Report all accidents and unsafe work conditions to Campus Public Safety.
- Prohibit employees from entering or being in any workplace that is not safe, and prohibit employees from using any equipment or materials that are not safe or do not meet regulatory requirements.

**Faculty's responsibility:**

Faculty members play a vital role in maintaining a safe and healthy workplace, and educational environment. Each faculty member will:

- Know and follow emergency evacuation routes and all safe practices applicable to the work environment and classroom.
- Use proper safety equipment or devices as needed.
- Educate students on the proper use of any hazardous materials/chemicals and on the use of required safety equipment or devices.
- Report any unsafe work/classroom practices or workplace/classroom hazards to Campus Public Safety and/or Environmental Health and Safety Coordinator (EHSC).
- Report all near-miss accidents to Campus Public Safety.
- Report every work related injury or occupational illness, regardless of how serious, to the supervisor or Campus Public Safety.
- Respond to employees' concerns for safety in a positive manner and take appropriate corrective action.

**Employee's responsibility:**

All employees will play an active role in creating and maintaining a safe and healthy workplace. Each employee will:

- Know and follow all safe practices that apply to their work.
- Use proper safety devices and protective equipment as required.
- Take care of all personal protective equipment, and report any defects or damages to the appropriate supervisor.
- Report every work related injury or occupational illness, regardless of how serious the injury/illness may seem, to both his/her supervisor and Campus Public Safety.

- Cooperate with any investigation of an accident.
- Report all near-miss accidents to his/her supervisor.
- Report any unsafe work practices or workplace hazards to his/her supervisor or Campus Public Safety.
- Participate in safety training as required.
- Become familiar with and knowledgeable of accident prevention guidelines, policies and procedures as outlined in the Human Resources Policy Manual located on the web on Insite.

#### **IV. Safety Committee**

The Safety Committee consists of management and employee representatives who have an interest in the general promotion of safety and health for Seattle University. The committee serves as an advisory group to the administration and is responsible for making recommendations on how to improve safety and health in the workplace. It has been charged with the responsibility to define problems and remove obstacles to accident prevention; identify hazards and recommend corrective actions; help identify employee safety training needs; and establish accident investigation procedures for the university.

##### **1. Membership**

The Safety Committee shall consist of a minimum of ten members. Five shall be voluntary and five shall be appointed; one each from Campus Public Safety, Human Resources, Facilities Operations, Student Life and Union (appointed by the Union). At no time shall the number of appointed members outnumber the number of voluntary members. Seattle University's Environmental Health and Safety Coordinator shall serve as an ad hoc, non-voting member of the Committee. Additionally, no two members will be drawn from the same area or department. Members, appointed and voluntary, shall be drawn from the major areas or departments of the university with specific representation encouraged from the Facilities maintenance and custodial staff as well as the faculty. Non-exempt status members shall be compensated by their respective departments for committee time only if above and beyond their regular work hours.

Safety Committee membership applications will be mailed out annually, in November. Each membership term will run February 1 to January 31. Representatives can serve for more than one year. If a vacancy occurs during the year then a new member will be chosen by the Safety Committee at the next scheduled meeting.

##### **2. Chairperson**

A chairperson or co-chairperson shall be elected by a majority vote of the members. Principal duties of the chairperson(s) shall include but not be limited to: 1) Calling and scheduling committee meetings; 2) Presiding over and conducting meetings; 3) Delegating committee work or projects to sub-groups or individuals among the membership; 4) Suggesting topics and/or directions for Committee consideration.

##### **3. Advisors**

Advisors on or for various topics or disciplines may sit on the committee at the discretion of the majority of the members.

#### **4. Meetings**

Committee meetings shall be held a minimum of four times a year and scheduled proportionally over that period. Frequency of meetings shall be determined by the membership. Supplemental meetings may be called at the discretion of the chairperson as circumstance dictates. Minutes of meetings will be posted on Safety Bulletin boards in each building. Minutes will be kept by Committee for a minimum of one year. Meetings shall be conducted according to Roberts Rules of Order to the degree agreed upon by the chairperson and members. Motions shall be offered and seconded and then voted on by the members. Motions shall pass upon majority voice or hand affirmation of those members present.

#### **5. Input/Communication**

Any employee of the University can request agenda topics to the committee for consideration and/or request direct presentation before the committee. Scheduling information shall be written and made available to all employees of the University by posting on clearly marked and visible safety bulletin boards.

#### **6. Extent of Authority**

The Campus Safety Committee is advisory only and answers ultimately to the University Executive Team. Within this context, the committee may make recommendations at any administrative or managerial level it deems the most appropriate. In doing so the committee recognizes the authority of the subject administrator, director or manager to disseminate the recommendations(s) to those employees within his or her realm of responsibility. Campus-wide recommendations should use the Department of Human Resources as its principal vehicle for distribution.

#### **7. Building Managers**

Each building and/or identifiable department should appoint a building marshal. Selection of the representative is a management decision. The Building Marshal will be the focal point within that particular department or building for matters of safety. The Building Marshal will represent that building on a subcommittee of the Campus Safety Committee. The Building Marshal is responsible for:

- a. Being the single point of contact within that department or building for all safety matters.
- b. Representing that department or building at meetings of the subcommittee of the Campus Safety Committee.
- c. Maintaining a safety bulletin board in an area where everyone who works in the department or building can see it.
- d. Conducting preliminary ergonomic evaluations of workspaces of building occupants as requested, following up with Campus Support Services as needed.

### **V. Safety Bulletin Board**

Safety bulletin boards are maintained in each building in a location visible to employees during their normal course of daily duties. The Safety Building Representative is responsible for maintaining the safety bulletin board and their name will be posted on the boards in each building. Bulletin boards may be requested by submitting a work request with the Facilities Work Request System.

The safety bulletin board, or part of an existing board, is reserved exclusively for safety material. The following information must be displayed on the bulletin boards. In addition, the Office of Human Resources will notify all staff, via Insite, of any updates or changes to the safety bulletin board.

- **Department of Labor and Industries Posters** – available from the Human Resource department;
  - Job Safety and Health Protection (F416-081-000)
  - Notice to Employees (F242-191-000)
- **OSHA 300 Log Summary of Injury and Illness** (posted from February 1 to April 30)
- **President’s Safety Policy Statement**
- **Emergency Telephone numbers**
- **Campus Safety Meeting Minutes:** meeting minutes from the most recent committee meeting.
- **Campus Safety Committee Member List**
- **Safety Posters and Newsletters:** distributed by Human Resources
- **Citation and Notice:** citations from a state or federal regulatory agency must be posted as required.

## **VII. Hazard Identification**

The Department of Campus Public Safety working in conjunction with Environmental Health and Safety Coordinator and supervisors, will inform all employees of potential hazards. **Specifically, EHSC will provide an initial overview/ orientation of potential hazardous materials, and EHSC will discuss, with all affected staff, specific chemicals that are potentially hazardous.** Each supervisor will discuss with each employee specific hazards found in the employee’s immediate work area.

Every employee will be given the pamphlet *Hazards in the Workplace: Your Right to Know*. This pamphlet describes what is required on chemical labels and how to read the Material Safety Data Sheet (MSDS). A MSDS is required for chemicals used on campus. The library of MSDS sheets is maintained by Campus Public Safety, and copies are stored in an area near the chemical. Employees are required to read the MSDS prior to working with the chemical.

Upon receipt of a written or verbal request, the University will prepare or procure and make available to employees, a translation into Cambodian, Chinese, Korean, Spanish, or Vietnamese (or other languages, based on available resources) any of the following:

- Seattle University’s written Chemical Hazard Communication Program.

- A Safety Material Data Sheet.
- Written material prepared by the Department of Labor and Industries to inform employees of their rights describing in this rule, regarding chemical hazard communication.

### **Reporting Accidents or Occupational Illnesses**

Employees are required to immediately report any injury or work related illness to their immediate supervisor and Campus Public Safety, regardless of how serious. If immediate medical treatment is required, then report the injury or illness with Campus Public Safety as soon as possible. A Campus Public Safety Incident-Accident report will be completed. The employee involved in the accident and any witnesses will be requested to assist Campus Public Safety officers in the accident investigation. A copy of the accident report will be provided to the immediate supervisor, department supervisor, university risk manager, the Safety Committee, and Human Resources.

The Campus Public Safety office responsibilities:

Report any accidental death, or probable death, of any employee, or the in-patient hospitalization of 2 or more employees within 8 hours will be reported to Labor & Industries (“L&I”)

Ensure that any equipment involved in an accident is not moved

Assign officers at the scene to assist L&I

Conduct a preliminary investigation for all serious injuries

Document the investigation findings.

All university employees are to:

Follow the steps described below in reporting an accidents or occupational illness: It is expected that a Campus Public Safety supervisor or senior staff member will take charge.

1. Call Campus Public Safety (CPS) on any campus telephone at 5-911, or by cell phone 296-5911.
2. If trained, then provide first aid as needed until CPS and/or Seattle Fire Department arrive at the scene.
3. CPS will arrange for transportation (ambulance, helicopter, campus vehicle, etc.), depending on seriousness.
4. CPS will notify campus administrators as appropriate, if not already present.
5. Do not move anything unless checked off with CPS supervisor, pending investigation of incident.

6. Injured to be transported to nearest E.R., hospital, first aid center, etc.  
(Depending on extent of injuries).

7. Remain with injured until relieved.

8. Injured member's family notified by HR, Supervisor, Hospital, local police, etc, who should properly notify these people, preferably in person or have an appropriate person do so.

#### B. Documentation

Campus Public Safety staff will:

1. Document all minor injuries (requiring doctor / outpatient care). After the emergency actions following an incident, an investigation of the incident will be conducted by CPS, in connection with the immediate supervisor. The findings shall be documented by CPS on our incident investigation form.

2. Document any fatalities, possible fatal injuries, an acute injury or illness from exposure to pesticides, or an injury that causes in-patient hospitalization of an employee. Accident scene will be closed off and sealed by CPS. CPS will see that the Department of Labor and Industries is notified as soon as possible (within 8 hours) or by contacting the OSHA toll-free at **1-800-321-6742**.

#### Accidental Near Misses

1. All accidental near misses (close calls) shall be investigated.

2. Document findings on campus public safety incident investigation form.

3. Review findings at monthly safety meetings or sooner if the situation warrants.

#### **The Office of Human Resources is responsible:**

For determining if the incident needs to be recorded in the OSHA 300 injury/illness log. If it does not need to be recorded in the OSHA log, it will be added to a separate incident report log which is used to record non-OSHA-recordable injuries and near misses. A recordable incident will be entered within six days of HR becoming aware of it. Human Resources will post a signed copy of the OSHA log summary for the previous year on the safety bulletin boards from February 1 until April 30. The log will be on file for 5 years. Any employee can view an OSHA log upon request at any time during the year.

The Safety Committee reviews all accident/incident reports and the OSHA 300 injury illness log on a regular basis. The Safety Committee will review these reports to identify any trends and to recommend solutions to identifiable hazards. OSHA logs will be kept in Human Resources for 5 years for review by request.

#### **Safety Inspections**

Seattle University is committed to identifying conditions and practices that are likely to result in injury or illness of employees. The University will take prompt action to eliminate any hazards that are found. In addition, by reviewing injury records and investigating accidents for their causes, management and the safety committee will regularly check the workplace for hazards.

Once a year an inspection team made up of safety committee members, Campus Public Safety, Facilities Operations and the ESHC will do an intense walk-through of all buildings on campus. They will document any hazards, or potential hazards. The results of the inspection will be used to eliminate or control obvious hazards, prompt a more intensive inspection if needed, and update the safety checklist. The annual inspection will occur each July.

Campus Public Safety will perform a monthly walk-through of each building and report any hazards to Facilities; Public Safety should also notify the Committee of changes to building structures that may impact safety as a result of the changes. These reports will be reviewed by the Committee at its periodic meetings.

#### **How an employee can report hazards**

Any employee who observes an immediate safety or health hazard must immediately report the hazard to Public Safety in person or by calling 5-911. Non-immediate hazards should be reported to the area supervisor or Safety Committee representative, and a work request submitted through Facilities' Work Request System. A copy of both reports will be forwarded to the safety chairperson to review at the next scheduled meeting.

### **VIII. Hazard Control**

Seattle University will meet Washington State safety standards where there are specific rules about a hazard or potential hazard in the workplace. Whenever possible, Seattle University is committed to designing work areas and maintaining equipment to eliminate potential hazards to employees. Where this is not possible, we will write rules that will effectively prevent exposure to potential hazards. When these controls are not fully effective or possible, employees will be required to use personal protective equipment (PPE) such as safety glasses, hearing protection, respiratory protection, etc.

#### **A. Safety and Health Training and Education**

Training is an essential part of our plan to provide a safe work place at Seattle University. All new employees will receive a safety orientation briefing by EHSC. The briefing will be conducted as soon as possible after the individual begins employment. A record of the completed orientation should be maintained by HR. The briefing document is located under Appendix A.

#### **B. Basic Safety Rules**

Following is a list of basic safety rules all employees, faculty and staff, are required to follow to help make Seattle University a safe place to work. This list is a general list of safety rules. Employees may be required to follow other safety rules specific to his/her position.

- Never do anything that is unsafe in order to get the job done. If you feel the job is unsafe report to your supervisor or the safety committee. It is the responsibility of the University to find a safer way for you to complete the job.
- Do not remove or dismantle any safety device.
- Never operate a piece of machinery without being properly trained and authorized to use the machinery.
- If required, always use personal protective equipment (PPE). The PPE is there to ensure your safety.
- Obey all warning signage.
- Campus Smoking Policy: Smoking is permitted only outside the building, 25 feet away from the entrance and/or operable portal (i.e., windows, sliding doors, etc.).
- Report any hazardous material spill to CPS immediately. Clean up all non-hazardous spills immediately. Close off the area to prevent accidental slip and fall injuries. If you are unsure of how to clean up a spill or you suspect that it may be a hazardous material, report the spill to your supervisor and to Campus Public Safety immediately.
- Do not bring firearms or explosives to the workplace. Seattle University is a weapons free work place/campus, except for required use by law enforcement officials.

**Supervisors are responsible for educating employees on specific workplace hazards (i.e. respirator and its use, ladders).** To ensure that all employees are trained before they start a task that requires training, the supervisor is responsible for conducting an initial orientation of the job and document the training by having both supervisor and employee sign off that the training has been completed. Appendix B documents the Certification of Safety Orientation and Personal Protective Equipment.

#### **Use and care of required personal protective equipment (PPE)**

- Some tasks require an employee to wear PPE to protect against injury.
- PPE-trained supervisors will instruct employees how to use and care for PPE. Any supervisor who does not have PPE training must contact the EHSC to receive appropriate training.

#### **On-the-job training about what you need to know to perform the job safely.**

- All new employees receive Basic Safety Orientation from EHSC, CPS and their supervisor.
- Before an employee is first assigned a task, the supervisor will show you what to do along with safety instructions and required PPE.
- We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task.
- Do not use equipment or attempt to do any of these tasks until you have received the required training and PPE.

#### **C. Disciplinary Policy**

It is expected that employees will use their good judgment, have knowledge of and follow all “safe practices that apply to their work” as per WAC 296.800.12005. The

University considers violation of safety rules inappropriate work conduct. The employment relationship is “at will” and may be terminated by the employee or the University for any reason with or without prior warning. Failure to follow safety rules may result in mandatory re-training on proper safety standards and disciplinary action up to and including termination of employment with or without prior warning, at the discretion of the University. Please see Human Resources Policy Manual, Section 13.23 Guidelines for Appropriate Conduct.

#### **D. Other written Safety Programs**

In addition to the Accident Prevention Plan, Seattle University has other written safety programs. Copies of these programs will be kept in Campus Public Safety, and Facilities Administration. Currently Seattle University has the following written programs:

- Confined Space Entry Plan
- Respirator Protection Program
- Tag and Lockout Program
- Fall Protection Work Plan
- PPE Program
- Hazardous Materials Program
- Hearing Protection
- Chemical Hygiene Plan
- Hazard Communication Plan
- Bloodborne Pathogens Control Plan
- Comprehensive Emergency Response Plan

Seattle University’s EHSC is responsible for updating and maintaining the written Safety Program documents.

#### **E. Equipment Maintenance**

The following departments have machinery and equipment that must be inspected or serviced on a routine basis. A checklist/record to document the maintenance items will be maintained and kept on file for the life of the equipment.

- Machine Shop
- Mechanics Shop
- Carpenters Shop
- Grounds Shop
- Electricians Shop
- Stage Shop
- Science and Engineering Laboratories

### **IX. Emergency Planning**

#### **First Aid Response Plan**

University employees are to be afforded quick and effective first-aid in the event of an injury. Campus Public Safety officers are First Aid and CPR certified and will respond to all first aid assistance calls. The Seattle Fire Department response is three to four minutes away and will be notified of serious injuries. Contact Campus Public Safety by dialing

5-911. In addition, Area Supervisors, and employees are encouraged to seek first aid training. Campus Public Safety offers First Aid training on a periodic basis. First aid supplies are readily available to all employees. Area supervisors are responsible for maintaining and storing these supplies in a convenient area for all employees. As part of an employee's initial orientation to the workspace, the area supervisor will familiarize the employee on the location and contents of the first aid kit.

### **A. Emergency Procedure**

The University is committed to providing for the safety, security, and welfare of the entire campus community. Campus Public Safety is primarily responsible for meeting this commitment including handling emergencies. There are some emergencies that demand an immediate response. Examples of these situations are:

- i. A life-threatening situation.
- ii. A significant crime in progress.
- iii. A suspect involved in a significant crime is still on the scene or has just fled the scene.
- iv. Fire, or indication of fire, or other threat of imminent serious injury to people and/or property loss.

In case of an emergency:

- i. Go to a campus telephone and dial 5-911 for Campus Public Safety.
- ii. Indicate the nature of the emergency; give your name, title or position, the location of the incident and the location from which you are calling.
- iii. Stay on the line to answer any questions. Campus Public Safety will initiate the appropriate action in response to your call.

In the case of an emergency requiring an immediate response by Seattle Police, Fire, or Medical Aid Unit(s):

- i. Go to the nearest campus telephone and dial 9-911.
- ii. Indicate the specific nature of the emergency. Immediate assistance will be sent to the scene.
- iii. Give your name and the exact location from which you are calling.
- iv. Stay on the line to answer any questions the 911 Operator may ask. Be prepared to give the telephone number from which you are calling, or, if unknown, the University's Campus Public Safety telephone number (206) 296-5911.

When your call to the 911 Operator is completed, hang up and dial 5-911 to notify Campus Public Safety of the nature of the emergency and the action you have taken. Campus Public Safety will coordinate Police, Fire, or Medical Aid Unit(s) response.

### **B. Emergency Evacuation Plan of a Campus Building:**

Campus Public Safety has in place an evacuation plan for each building on campus. These plans are on file in the Public Safety office.

- a. Evacuate the campus building whenever a fire alarm sounds, a Campus Public Safety Officer informs you to evacuate, or Campus Public Safety issues a written notice advising all persons to evacuate the building. Building personnel should help ensure other building occupants are aware of the evacuation request and help all building occupants to leave, if giving help will not put the employee in harms way.
- b. Proceed calmly to the nearest fire exit. While exiting close all doors and turn out office lights if possible. Do not attempt to use elevators.
- c. Exit the building at the base of the fire stairway. Move to the nearest campus mall and proceed 300 feet away from the building. In adverse weather, building occupants can proceed to an adjacent building.

### **C. Disabled Occupants**

If a disabled occupant is unable to exit a building unassisted, building personnel should assist the individual(s) to the nearest fire exit landing. Telephone Campus Public Safety at 5-911 or send a runner to Campus Public Safety located in the University Services Building (room 102) and advise the location of the disabled occupant. Transporting of disabled individuals should be avoided until emergency personnel arrive unless imminent life-threatening conditions exist in close proximity.

### **D. Campus Wide Evacuation Plan:**

In the event of a major disaster, it may be necessary to evacuate the main campus buildings. Individuals designated by Campus Public Safety will advise you.

- a. Evacuate your building through the nearest fire exit and go to the Campus Evacuation Camp located at the East Intramural Field (Championship Field). Register upon arrival so that your welfare is known.
- b. Bring any available first aid kit, keys, needed personal items, medication, eyeglasses, etc. with you to the Campus Evacuation Camp.
- c. Once at the East Intramural Field (Championship Field) Campus Public Safety staff will coordinate designated personnel at the Evacuation Camp.
- d. Do not attempt to leave the campus immediately. Trying to drive and/or walk long distances after a major disaster is most likely futile due to debris and other hazards.

### **1. During an Earthquake on Campus:**

- a. Stay calm; do not panic.
- b. If you are outdoors, go to an open space. Move away from buildings, poles, and power lines.
- c. If you are inside, stay there. Do not run outside.
- d. Move away from windows and large pieces of glass or mirrors.
- e. Crouch under a sturdy desk or table, or stand in a doorway (be cautious of winging doors).
- f. Do not use the elevator.
- g. Expect fire alarms and/or sprinkler systems to activate.

## **2. After an Earthquake on Campus:**

- a. Before moving, check to see if you are injured. Look for any smoke or fire.
- b. Check people around you for injuries. If there are any serious injuries, do not attempt to move the person unless he is in immediate danger.
- c. Do not light a match or lighter, as there may be gas leaks. If possible, make sure all electrical items are shut off.
- d. Use telephones to report emergencies to 5-911 (if on campus), or send a runner to report injuries and fire to Campus Public Safety at the University Services Building.
- e. Exit building through fire exit ways. Move away from the building as quickly as possible, as debris may fall from the building.
- f. Be prepared for aftershocks and to take cover under a desk, table, or in a doorway.
- g. Watch for falling objects, broken sidewalks, and any dangerous conditions.
- h. Do not re-enter the building after evacuation is complete, until you are instructed to do so. The building may have structural damage that you cannot see.
- i. Do not approach or touch downed power lines or objects touching downed power lines.
- j. Do not use the phone unless there is an emergency in your area.

## **3. What Can You Do?**

- a. Be as prepared as possible. Know what to do and where to go if a significant disaster occurs. Assess your office/room for objects that may fall and place heavy items down low.
- b. Prepare or purchase a disaster kit for your personal welfare.
- c. Take training courses in CPR and First Aid.
- d. Establish an out-of-state contact you can call so family and friends can make sure you are okay. Long distance numbers are more available during disasters than local numbers.

## CAMPUS SAFETY INSPECTION REPORT

Enter or write (-1) if item/practice is not in compliance

### A. Fire Extinguishers

- Maintenance required
- Inspection made and recorded on tag

### B. Electrical Equipment

- Doors, switch, in place, labeled
- Systems grounded
- Exit lights
- Emergency lighting operational
- General lighting, stairs, work areas, quarters maintained
- GFCI's in Restroom, sink, and kitchen areas

### C. Kitchen Equipment

- Stoves clean
- Automatic alarm-activated stove shut-off

### D. Housekeeping

- Gasoline kept in proper storage for portable equipment
- Exits clear
- Fall or slip hazards removed
- Tool storage
- Stairs clear/no trip hazards

### E. Shop Area, Work Bench

- Grinder guard 1/8" from wheel

- Housekeeping
- Safety goggles provided
- Hearing protection provided
- Floor clean and uncluttered
- Paints and chemicals properly stored
- Safety zones clearly marked around power equip.

**F. General**

- MSDS sheets available
- Floors free of oil grease
- Smoke detectors functional
- Safety bulletin board maintained
- Safety committee reports posted
- Station first aid kit maintained
- Shower floors non-slip

**G. Apparatus**

- Proper labeling in cabs
- Haz-Mat Guide book in place
- Seat belts in good condition/available
- Backup signals operational
- Ladder butt guards in place
- Daily maintenance check sheets signed
- Hearing protectors available
- Chain saws guarded
- Traffic cones on apparatus
- Electric cords in good condition
- Portable lights serviceable
- No loose tools in riding compartment



### Certification for Safety Orientation and Personal Protective Equipment Training

Instructions: Each employee must be given a safety orientation before beginning work. This checklist documents that each required item was explained to the employee. The supervisor is to place a check in each box after the item has been explained. Employees are not to sign this form unless all items have been explained and all questions have been answered satisfactorily.

The employee \_\_\_\_\_ has been:

- Told when required safety meetings are scheduled
- Shown where the first aid supplies are located and who to call for first aid
- Shown where the exits are located and the route from the assigned workstation
- Told what to do during any emergencies that could be expected to occur
- Shown how to operate a fire extinguisher
- Trained on chemical hazards according to the Chemical Hazard Communication program training requirements and:
  - Can find the Material Safety Data Sheet (MSDS) file and program document
  - Knows how to read labels and use the MSDS's
  - Knows generally what kinds of chemicals we use and their hazards
  - Knows about the hazards and precautions related to chemicals he/she may be using
- Trained on safe methods to perform the job/task the employee was assigned including any hazards associated with that job/task
- Given any personal protective equipment (PPE) required and trained for:
  - When PPE is necessary
  - What PPE is necessary
  - How to properly don, doff, adjust, and wear PPE
  - Limitations of PPE
  - Care, maintenance, useful life, and disposal of PPE
- Provide any formal training required to do his/her job such as proper lifting, etc.  
Initial formal training given:  
\_\_\_\_\_

The signatures below document that the above orientation was completed on the date below. All parties accept responsibility for keeping our workplace safe and healthful.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Campus Public Safety training: \_\_\_\_\_ Date: \_\_\_\_\_

EHSC trainer: \_\_\_\_\_ Date: \_\_\_\_\_

- Respiratory protection training is provided by the Environmental Health and Safety Coordinator



**Certification for Safety Orientation Training  
(Reviewed with employee in Human Resources)**

Instructions: Each employee must be given a safety orientation before beginning work. This checklist documents that each required item was explained to the employee. The HR Representative is to place a check in each box after the item has been explained. Employees are not to sign this form unless all items have been explained and all questions have been answered satisfactorily.

**University Administration's responsibility:**

The University's administration recognizes the importance of providing a safe work environment for all employees. It is the responsibility of the administration to:

- Provide a safe and healthy work environment.
- Establish and maintain a program to ensure that everyone who works for the university is aware of hazards that exist in the workplace and how to prevent accidents.
- Provide necessary safety equipment and personal protective equipment.
- Provide required safety training.
- Appoint a safety representative from each building, which is:  
\_\_\_\_\_

**Employee's responsibility:**

All employees will play an active role in creating and maintaining a safe and healthy workplace. Each employee will:

- Know and follow all safe practices that apply to their work.
- Use proper safety devices and protective equipment as required, including the location and use of fire extinguishers.
- Take care of all personal protective equipment, and report any defects or damages to the appropriate supervisor.
- Report every work related injury or occupational illness, regardless of how serious the injury/illness may seem, to both his/her supervisor and Campus Public Safety.
- Cooperate with any investigation of an accident.
- Report all near-miss accidents to his/her supervisor.
- Report any unsafe work practices or workplace hazards to employee's supervisor or Campus Public Safety.
- Participate in safety training as required.
- Become familiar with and knowledgeable of accident prevention guidelines, including the location of building emergency exits, the location of first aid kits, and who to call for first aid.

The signatures below document that the above orientation was completed on the date below. Both parties accept responsibility for keeping our workplace safe and healthful.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_