



Employee Health and Safety Handbook

Developed by:

**Department of Environmental Health and Safety
January 2006**

**CAMPUS EMERGENCY.....CALL 2111
(On Front Cover)**

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Introduction

Located in the heart of the City of Cleveland, Cleveland State University provides an environment rich in learning resources as it prepares students to address issues having metropolitan, regional, national and global impact. For many decades, CSU has been an institution, partner and resource to the region, while preparing tomorrows leaders to meet their challenges today!

Campus Health and Safety Policy

Policy Statement: Cleveland State University is committed to the health and safety of its employees and students. The University will promote the development and maintenance of programs to prevent safety hazards and promote health on our campus. The programs developed shall be compliant with, but not limited to, all federal, state and local regulations applicable to safety, health and the environment. All University-related facilities, activities, and programs shall be designed, conducted, and operated in a manner which reasonably protects human health and safety.

Responsibilities

*The Department of Environmental Health and Safety (DEHS) has the responsibility of developing and implementing appropriate environmental, health and safety programs, and activities associated with those programs.

*DEHS, in conjunction and consultation with the Office of University's Legal Counsel, is also responsible for ensuring the University maintains compliance with federal, state and local legislation that affects the campus environment, and the safety and health of all students, faculty, staff and visitors.

*Employees and students are responsible for knowing and adhering to health and safety policies and practices applicable to the instruction, research and work environment in which they participate.

Procedures

1. In cooperation with other campus departments, DEHS will dispense information on all University Safety and Health Programs.
2. DEHS will periodically conduct training programs, seminars, and or workshops relating to safety, health and environmental concerns.
3. As required by Ohio law, all University employees, shall follow all applicable safety, health and environmental programs established by the University. See Ohio Revised Code Section 4167.05 (B) in Appendix. Any violation of this policy or the sections,

provisions, policies and/or procedures contained in the *CSU Employee Health and Safety Handbook* will result in disciplinary action under applicable University rules, policies and procedures, and could potentially result in a complaint regarding such violation being filed with the Ohio Public Employment Risk Reduction Program of the Ohio Workers' Compensation Bureau. See Ohio Revised Code Section 4167.17 in Appendix.

4. All University students and visitors are expected to follow all applicable safety, health, and environmental programs established by the University. Any violation of those programs could result in appropriate measures being taken by the University pursuant to applicable University rules, policies and procedures.

Revised by:

Paul M. Novak, M.P.H.

Director of Environmental Health and Safety
November, 2005

Authorized by: University Administration

Safety is Everyone's Responsibility

Under Ohio Law, all employees are required to adhere to federal, state and local regulations, as well as programs and policies developed by CSU, applicable to health and safety in the workplace.

Public Safety

(Cleveland State University Police Department)

The Ohio Revised Code (ORC) empowers CSU Police Officers with full police authority on the property of Cleveland State University. The CSU Police Department is responsible for providing a safe and secure environment for the campus community. Officers patrol over 85 acres of state property. Security is provided for 38 structures containing over 4 million square feet of building space.

Services provided by the officers include arrests, reports of criminal activity and incidents, safety and money escorts, first aid and medical transports, response to fire and security alarms, building access control, motorist assists and crown control. In addition, CSU Police facilitate a safety escort program through the use of Student Community Service Officers on a round the clock basis.

CSU Police Officers are complemented in their efforts by the University Campus Watch, an organization made up of employee and other members of the University community.

This organization is a community-based crime prevention program that promotes personal security and overall safety awareness. All new employees are encouraged to consider becoming a member.

For information regarding the safety escorts, Campus Watch, or other matters related to personal security, please contact CSU Police at 216-687-2020.

EMERGENCY ASSISTANCE (Police, Fire, Medical)

In the event an employee requires emergency assistance (criminal activity, fire/smoke, medical emergency) they are to contact Campus Police by calling **ext. 2111**. Provide your name, location (building/room) and a brief description of the emergency. Employees should follow directions given and evacuate the area if feasible, unless directed otherwise.

Injuries at Work

If an employee becomes injured at work, they shall follow the following procedures:

A. Emergency

In an emergency situation, injured (ill) employees should be cared for immediately by qualified emergency response personnel. Call 2111 or 2020 to initiate emergency response. Then, as soon as practicable, complete the same procedures as in a non-emergency situation.

B. Non-Emergency

In a non-emergency situation, please follow these procedures:

1. Seek first aid or medical attention. Notify your supervisor. Potential sources of medical attention during routine business hours between 8:00am – 5:00pm:

a. Health and Wellness Services (Science Research 153) – the University Health & Wellness Services does not accept walk-in patients. Please call their Offices at extension 3649 before attempting to be seen.

b. St. Vincent's Charity Hospital Occupational Medical Center (2322 East 22nd Street, Cleveland, Ohio 44115) – the Occupational Medicine Center is located across the street from St. Vincent's Charity Hospital. Phone (216) 363-2691.

After routine business hours, proceed to St. Vincent's Charity Hospital (2355 East 22nd Street, Cleveland, Ohio 44115). Phone number is: (216) 861-6200.

Department of Environmental Health and Safety

The Department of Environmental Health and Safety (DEHS) at Cleveland State University is responsible for facilitating University compliance with applicable federal, state and local legislation pertaining to environmental health and occupational safety on campus (excluding fire safety). **The Director of Environmental Health and Safety serves as the University Compliance Officer.** In close cooperation with the University Administration, the Department of Public Safety (CSU Police) and Facilities Operations (Physical Plant), DEHS continues to develop policies and procedures to promote a safe and healthy workplace while encouraging proactive stewardship on behalf of our environment.

For more detailed information about DEHS and University safety and health programs, visit our website at: www.csuohio.edu/facilities_operations/ehs/index.html

Employee Training

Upon hire, new employees are required to attend a formal Safety Orientation Training Program conducted by the Department of Environmental Health and Safety. DEHS will inform employees of their rights, responsibilities, and obligations in terms of work place safety and health. In addition, DEHS will also facilitate additional training for applicable employees on specific safety programs including but not limited to Hazard Communication, Electrical Safety and Asbestos Awareness.

Reporting Safety/Environmental Concerns to DEHS

Non-Emergency

Should any physical safety or environmental concerns arise, employees should contact DEHS as follows:

Go to the DEHS website and download the form *Report a Safety/Health Concern*. Fill out the form and submit via campus mail to the Department of Environmental Health and Safety, PS 210.

Emergency

Should a physical safety or environmental concern (other than criminal activity, fire/smoke or medical emergency) requiring immediate response (suspicious

chemical odors, chemical spills, potential trip hazards, etc...) employees should contact DEHS as follows:

During daytime hours:

Contact Physical Plant Dispatch (X2500) and request a response from DEHS

After hours (4:30pm)

Contact Campus Police Dispatch (X2111) and request a response from DEHS

**REMEMBER: CAMPUS EMERGENCY PHONE IS 2111
(POLICE, FIRE, MEDICAL)**

Reporting Accidents/Incidents/Injuries

CSU employees are required to complete a CSU “Accident/Incident Report” Form for each accident/incident, especially if injury occurs. The form is accessible from the DEHS website. Please note that a supervisor’s signature is required; forms without a supervisor’s signature will be returned to the employee and will not be accepted without the signature of their supervisor.

Supervisors should provide copies of the “Accident/Incident Report” Form to the Director of Environmental Health and Safety and to Human Resources, Benefits Unit. In addition, supervisors are to complete a CSU Accident Investigation Form (also accessible from the DEHS website) and submit to DEHS as directed above. Supervisors’ involvement and assistance in the subsequent investigation is extremely important.

General Safe Working Guidelines

In performing job tasks, employees are reminded to adhere to the following general safety guidelines:

*Do not use broken equipment or tools

*Do not operate defective equipment

*Do not operate or repair machinery or equipment unless authorized by your supervisor and any indicated training has been provided

*If any doubt exists as to the mechanism to perform a job task safely, ask your supervisor for guidance, and your co-workers for assistance.

Asbestos Management

The Cleveland State University campus is comprised of numerous buildings ranging from the historic to modern. Some facilities were constructed using asbestos-containing materials (ACM). CSU has developed and implemented a formal asbestos management program, in which is incorporated an Operations & Maintenance Plan (O&M). Building surveys identifying the location of ACM have been performed, and information about ACM presence in a particular building is available for employees

Bloodborne Pathogens (Exposure Control Plan)

The University practices Universal Precautions in its treatment and handling of human blood or other potentially infectious materials. That is, should there ever be any question or doubt as to whether or not such substances are infectious, they will be handled as though they are infectious.

Any employees who are not specifically trained in biohazardous or infectious material remediation shall not clean up spills, but rather are to contact the Department of Environmental Health and Safety immediately to facilitate proper actions.

Battery Disposal

Common alkaline batteries may be disposed of in the regular trash containers. Certain types of rechargeable batteries are not permitted to be discarded in this fashion and must be collected for proper disposal by DEHS. Examples of batteries which must be collected are:

- *Lead-Acid Batteries (e.g. cars, golf carts, old video cameras, etc...)
- *Nickel-Cadmium Batteries (cell phones, pagers, radios, laptop computers, etc...)
- *Lithium Batteries (watches, hearing aids, garage door openers, etc...)

Contact DEHS ext. 9306 for proper disposal procedures

Computer Equipment Disposal

The University encourages the disposal of obsolete equipment. Certain types of electronic equipment such as computer equipment (monitors, CPU units, keyboards, etc...), is regulated by the Environmental Protection Agency and should never be discarded in the regular trash. Employees should contact Property Control (ext. 4060) for resale. If direct disposal is desired, issue a Service Request for the Movers – contact Environmental Operations (ext. 6964) or DEHS for more information.

Electrical Safety

Cleveland State University, in its ongoing efforts to provide for a safe and healthy campus environment, has developed the following electrical safety practices for its employees and students. The guidelines set forth are intended to reduce the potential of both direct electrical hazards (electric shock injury) and indirect electrical hazards (heat, fire or explosion) causing harm to building occupants. All University Departments, both academic and administrative, shall adhere to the electrical safety procedures set forth in this document.

A. General

1. All electrical tools and equipment on campus shall be **USED IN ACCORDANCE WITH MANUFACTURER’S RECOMMENDATIONS. IT IS THE RESPONSIBILITY OF THE USER TO READ ALL INTRUCTIONS AND FOLLOW THEIR DIRECTIONS.**
2. All electrical equipment on campus shall be Underwriter’s Laboratories (UL) or Factory Mutual (FM) approved, or equivalent.
3. Inspect all electrical tools and equipment periodically for defective or damaged wiring (frayed cords, cut wires, broken or defective plugs and/or switches) and report damaged equipment to your supervisor/instructor.
4. Do not use defective or damaged electrical tools and equipment; Tag the equipment with the date and message “DO NOT USE”, and either facilitate repair or discard.

5. Under no circumstances should electrical safety features or interlock mechanisms be bypassed or removed.
6. Never remove a plug from a receptacle by pulling on the electrical cord, but rather physically grasp the plug to remove it.
7. All electrical enclosures (switches, receptacles, junction boxes, etc...) shall be fitted with covers or plates.
8. Use only wooden, OSHA –approved, non-metallic and non-conductive ladders when using electrical equipment.
9. Ensure that all authorized individuals have received training appropriate for operation and/or repair of electrical tools/equipment.
10. Above all, report any perceived unsafe conditions involving electricity or electrical equipment or service to the Department of Utilities and/or the Department of Environmental Health and Safety.

B. Extension Cords

1. Never use extension cords as a substitute for permanent wiring needs (greater than ninety days) or run extension cords above ceilings or through walls. Additional receptacles/outlets can be installed by placing a Service Request with the Department of Utilities.
2. Multiple Power Outlets (“power strips”) used commonly for computer and related equipment usage shall be plugged directly into a grounded wall receptacle. Never plug a power strip into another power strip or extension cord.
3. Do not use extension cords to energize appliances (refrigerators, freezers, microwave ovens, etc...); they must be plugged directly into a grounded wall receptacle.
4. Where extension cord use is permitted, cords shall be arranged in such a manner so as not to create a potential trip hazard, be rated at least fourteen gauge (14 ga)

and heavy duty. Never allow sharp objects to come into contact with extension cords.

C. Grounding

1. Use only electrical tools and equipment that are grounded (three-prong plug).
2. Electrical adaptors (“cheater” plugs) allowing a three-prong grounded plug to be inserted into an ungrounded receptacle/outlet **ARE PROHIBITED.**
3. Wherever water is used within six feet of a electrical receptacle/outlet, provide a ground fault circuit interrupter (GFCI) receptacle/outlet.
4. Areas surrounding or leading to control switches, circuit breakers and other electrical panels shall be kept free and clear of any obstruction for a minimum of three feet (36 inches).

D. Repair and Maintenance

1. Work activities involving the building electrical supply and its components (circuit breakers, circuit breaker panels, and receptacles/outlets shall be performed only by a qualified individual as defined in the most current edition of National Electric Code (NEC), and shall be performed in compliance with regulations of the NEC, the Occupational Safety and Health Administration (OSHA), the National Fire Protection Association (NFPA), and guidelines set forth in this document and the University’s Lockout/Tagout Program. This shall be interpreted as being individuals representing the CSU Department of Utilities or a qualified Outside Contractor retained or approved by the University.
2. Prior to electrical work being performed by an outside contractor (non-CSU employee), The Department of Utilities (Facilities Operations) must first be notified. Outside Contractors are referred to the University’s Contractor’s Safety Guide for further information.
3. It is CSU policy to not perform work on energized wires, as per the University’s Lockout/Tagout Procedures. In the event it can be demonstrated that work activities cannot be performed in a de-energized state, an Energized Work Permit must be issued by the CSU Department of Utilities in accordance with the University’s Lockout/Tagout Program.

4. Wear appropriate personal protective equipment including, but not limited to insulated gloves, boots, face shield, etc...
5. Use only wooden, OSHA –approved, non-metallic and non-conductive ladders when maintaining or repairing electrical equipment
6. Ensure that all authorized individuals have received training appropriate for operation and/or repair of electrical tools/equipment.

E. Laboratories

1. Any non-commercially manufactured electrical apparatus assembled for use in campus laboratories must be evaluated and approved by a qualified individual as defined in the most current edition of the National Electric Code (NEC) prior to use.
2. Be able to recognize potential electrical hazards in your work area
3. Ensure that all authorized individuals have received training appropriate for operation and/or repair of electrical tools/equipment.

F. Training

1. Employees shall receive Electrical Safety Training upon hire included as part of a formal Safety Orientation Program by the Department of Environmental Health and Safety.
2. It is the responsibility of the area Supervisor to facilitate additional or higher levels of training appropriate for their employees' specific work tasks.

Fire Safety

Care should be taken by all employees to adhere to acceptable fire safety protocols. The following guidelines are important components of effective fire prevention measures:

***IMPORTANT: ONLY EMPLOYEES WHO HAVE RECEIVED HANDS-ON TRAINING ON FIRE EXTINGUISHER OPERATION AND USE MAY ATTEMPT TO USE THE EXTINGUISHERS.**

*Do not store large amounts of combustible materials (paper, cardboard, etc...) in the work area. Use a metal cabinet or dedicated storage area to store such excess material.

*Provide clear access paths to fire extinguishers and fire alarm pull stations. Identify their locations in your work area, and become familiar with emergency exits and means of egress.

*Smoking is prohibited in all University buildings. Open flames are also prohibited in all University Buildings with the exception of activities associated with licensed food service operations and laboratory procedures.

*Should a building fire alarm become activated, all employees are to immediately evacuate to the exterior of the building, and are not to return until an authorized by University Emergency Response personnel.

*Employees needing to perform welding or other hot work activities must first secure a Hot Work Permit from DEHS

Hazard Communication

CSU has developed a Hazard Communication Program. Developed by OSHA, it requires employers to make available to its employees all pertinent information pertaining to chemical hazards in the workplace both during routine work and an emergency.

In accordance with the Occupational Safety and Health Administration's (OSHA's) Hazard Communication Standard, Cleveland State University hereby informs its employees of the following:

1. The University has a written Hazard Communication Standard.
2. Specific provisions of the Standard are located in the Department of Environmental Health & Safety, Plant Services 210, (216) 687-9306, and are available from the DEHS website (www.csuohio.edu/facilities_operations/ehs/index.html).
3. The University will inform its employees of operations in their work areas that may involve the use of hazardous materials.
4. Employees should ensure that all chemicals have labels that provide the identity of a chemical and any hazards associated with the chemical.
5. Material Safety Data Sheets are maintained electronically in the Department of Environmental Health & Safety. Copies of MSDSs shall be available in

each work area containing hazardous materials. It is the responsibility of each chemical purchaser to ensure that MSDS are provided with each shipment by the manufacturer, and that the MSDS are added to a file for their respective location.

6. The University will provide training necessary for proper handling and use of hazardous materials for applicable employees

7. All CSU employees have access to an on-line MSDS database called *Chemwatch*. This database provides employees immediate access to information (in twenty different languages) about hundreds of thousands of chemicals at the click of a button. Simply go to the DEHS home page and click on the *Chemwatch* icon.

Hazardous Waste Management

Departments that use hazardous materials potentially generate hazardous waste. DEHS has instituted a hazardous waste management program to facilitate compliance with federal and state EPA regulations, including segregation, storage and disposal of such waste primarily from academic and research laboratories, but includes all areas of the campus. Employees should contact DEHS with questions regarding safe chemical use and disposal.

Laboratory Safety

The CSU Department of Environmental Health and Safety promotes safe laboratory practices including a formal chemical hygiene plan. Laboratories are inspected to facilitate compliance with applicable regulations and to promote the development of good laboratory skills where safety is of the utmost importance. DEHS has implemented programs for eyewash and safety showers, chemical fume hood inspections, chemical inventories, radiation safety and hazardous waste management.

Ladder Safety

Ladders represent a convenient and exceptionally handy tool for employee use. Although simple in concept, effective planning and care are important requirements for their safe use. Accidents involving ladders are recorded in the thousands every year across the nation, and are more commonly the result of improper use and care rather than a deficiency from the manufacturer. Employees should not substitute chairs, boxes or other items for use in place of a ladder.

Portable ladders are intended to support only one person at any one time. Some general ladder safety rules are as follows:

1. Use OSHA-Approved ladders
2. Never stand on the highest step
3. Do not try to reach beyond an arm's length – move the ladder closer to your target
4. Portable step ladders should be used with the ladder legs spread open and secured – do not use a step ladder in the folded position.
5. Place ladder on a flat surface where all legs are evenly distributed and the ladder does not wobble
6. Before use, visually inspect the ladder for defects (cracks, loose nails, bolts, etc...)
7. Do not use a damaged ladder; either submit for repair or discard
8. Remember to use only wooden, OSHA-approved, non-metallic and non-conductive ladders when using electrical equipment.

Lifting

Lower back injuries and related conditions can be prevented. Employees should practice the following guidelines to reduce overexertion and musculoskeletal injuries:

1. Evaluate the item and/or load to determine whether or not you can perform a lift or move the item.
2. Use a cart or dolly, or request another employee's assistance for items in excess of fifty (50) pounds)
3. Remove obstacles so as to establish a clear, dry path between the area you are in and the area to which you will be moving the item to.
4. Practice appropriate lifting techniques by bending at your knees (not your waist) and take a firm grip on the item to be moved. Lift the item while maintaining appropriate posture (back straightened) and keeping item close to your body.
5. Lower the item to the floor by again, bending at the knees while keeping your back straight.

Maintenance & Repair

Facilities Operations at CSU provides installation, operation, maintenance and repair of campus buildings and grounds. The Departments of Environmental Operations, Buildings and Grounds, and Utilities perform routine preventative maintenance and cleaning on building equipment. Additional work can be requested by individual departments by submitting a Service Request (billable to the department) to Facilities Operations.

Personal Protective Equipment

Personal protective equipment (PPE) is considered tools which an employee may need to perform a particular job duty safely. If the University determines such equipment is required, employees will be provided such equipment at no cost. Examples of PPE range from work gloves or safety glasses to respiratory protection. Questions regarding the use of PPE should be directed to DEHS.

APPENDIX

Ohio Revised Code Section 4167.05. Employee's duty to comply with provisions.

Each public employee shall:

- (A) Comply with Ohio employment risk reduction standards, rules, and orders adopted or issued pursuant to this chapter which are applicable to the public employee's actions and conduct;
- (B) Comply with safety rules the public employer establishes for the purpose of fulfilling compliance with Ohio employment risk reduction standards, rules, or orders adopted or issued pursuant to this chapter. All such rules the public employer adopts shall be reasonable as determined in accordance with the purposes and objectives of this chapter.

Ohio Revised Code Section 4167.17. Willful failure to comply with order; employer's variance, tolerance or exemption to be respected.

- (A) If a public employer, public employee, or public employee representative willfully fails to comply with any final order of the administrator or workers' compensation issued pursuant to this chapter, the administrator may apply to the court of common pleas of Franklin county or the court of common pleas of the county in which the violation occurred, for an injunction, restraining order, or any other appropriate relief compelling the public employer, public employee, or public employee representative to comply with such order. The court shall order such relief as it considers appropriate and shall, in addition, impose a civil penalty of not more than five hundred dollars per day per violation and not to exceed a total of ten thousand dollars per violation.
- (B) The administrator shall not seek to enforce this chapter, or any Ohio employment risk reduction standard, rule, or order adopted or issued pursuant thereto, in any manner that derogates from the immunity offered to a public employer by variances obtained under this chapter, or by variations, tolerance, or exemption allowed a public employer for reasons of national defense by the United States secretary of labor pursuant to section 16 of the "Occupational Safety and Health Act of 1970," 84 Stat.1590, 29 U.S.C.A. 651, as amended.

References

Code of Federal Regulations (CFR) Chapter 29 - Occupational Safety & Health Administration, 1910 and 1926

National Electric Code (2005)

National Fire Protection Association (NFPA) 70E, Standard for Electrical Safety in the Workplace (2004)

Ohio Revised Code (ORC), Section 4167

Certification of Receipt and Comprehension

I, _____, by my signature below, acknowledge that I have received, read and understand the sections, provisions, policies and procedures contained in the Cleveland State University Employee Health and Safety Handbook, (the “Handbook”). In addition, I acknowledge and understand the specific instructions, training methodologies and procedures contained in the Handbook regarding (1) Hazard Communication Standards; (2) Asbestos Management Program; and (3) Electrical Safety Practices. I further acknowledge that I have been advised of my right to consult with the University Compliance Officer and Director of Environmental Health and Safety (216) 687-9306 or his/her designee about any safety-related or health-related question I may have prior to signing this Certification.

By my signature below, I acknowledge that I have a responsibility as an employee of Cleveland State University to adhere to the specific sections, provisions, policies and procedures contained in the Handbook and I expressly acknowledge that I am obligated to follow them for my own health, safety and security.

Without waiving any of my rights under applicable University policies and procedures, collective bargaining agreements and/or civil service provisions, I understand and acknowledge that a violation of any of the sections, provisions, policies and/or procedures contained in the Handbook may subject me to discipline and/or referral of such violation to the Ohio Public Employment Risk Reduction Program of the Ohio Worker’s Compensation Bureau as provided under Section 4167.17 found in the Handbook Appendix.

I acknowledge receipt of the above certification and state that I have read it, that I have been given an opportunity to have any questions answered to my satisfaction, that I understand my obligations under the Handbook, and that I freely place my signature below.

Employee Signature

Date

Employee Department

CSU Health and Safety Officer

Date

CAMPUS EMERGENCY.....CALL 2111
(On Rear Cover)