



Employee Health and Safety Handbook

"See something, say something"

Developed by:

Office of Environmental Health and Safety

Revised July 2015

CAMPUS EMERGENCY.....DIAL 9-1-1

(On Front Cover)

TABLE OF CONTENTS

Introduction

Campus Health & Safety Policy

Safety: Everyone's Responsibility

Department of Facilities, Architect, Safety and Technology

Access Control and Security Systems

Environmental Health and Safety

Public Safety (CSU Police Department)

Access Control

Obtaining keys/access cards

Returning keys/access cards

Emergencies

Calling for Assistance

Blue-Light Emergency Phones

Voice Emergency Notification System

CSU Alert

Injuries at Work

Emergency Response to Injuries

Non-Emergency Response to Injuries Accident/Incident/Injury

Reporting

Reporting a Safety/Environmental Concern

Workplace Violence Policy

Employee Training

General Safe Working Guidelines

Asbestos Awareness

Bloodborne Pathogen (Exposure Control Plan)

Battery Disposal

Computer Equipment Disposal

Electrical Safety

Hazard Communication

Hazardous Waste Management

Laboratory Safety

Ladder Safety

Lifting

Personal Protective Equipment

Maintenance and Repair

Appendix Ohio Revised Code Section 4167.05

Ohio Revised Code Section 4167.17

References

Introduction

Located in the heart of the City of Cleveland, Cleveland State University (CSU) 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 tomorrow's 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 health and human safety.

Responsibilities

*The Office of Environmental Health and Safety (OEHS) has the responsibility of developing and implementing appropriate environmental, health and safety programs, and activities associated with those programs to ensure a safe and healthy environment exists for all students, faculty, staff and visitors.

*The Office of Environmental Health and Safety (OEHS), in conjunction and consultation with the Office of University Legal Counsel, is also responsible for ensuring the University maintains compliance with federal, state, and local legislation that affects the campus environment.

*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, the Office of Environmental Health and Safety will dispense information on all University safety and health programs.
2. The Office of Environmental Health and Safety 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 Safety and Health 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 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.

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.

Department of Facilities, Architect, Safety and Technology

The Cleveland State University Department of Facilities, Architect, Safety and Technology (FAST) is comprised of the following University Offices:

CSU Police Department

Office of Access Control and Security Systems

Office of Environmental Health and Safety

Office of Facilities Administration

Office of Facilities Management

Office of Information System and Technology

Office of University Architect

Office of Utilities

Access Control and Security Systems

Responsible for management and control of access to University properties, and the specification, installation and maintenance of security systems on campus including but not limited to security cameras, closed circuit televisions, security alarms and emergency communication technologies.

Environmental Health and Safety

The Office of Environmental Health and Safety (OEHS) at Cleveland State University is responsible for facilitating OEHS compliance with applicable federal, state and local legislation pertaining to environmental health and occupational safety on campus.

The Director of Environmental Health and Safety serves as the OEHS Compliance

Officer. In close cooperation with the University Administration and Facilities Management (Physical Plant), OEHS 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 OEHS and University safety and health programs, visit our website at www.csuohio.edu/ehs/ehs

Campus Safety (CSU 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 and oversee security for 51 structures containing over 5.3 million square feet of building space.

Services offered by the officers include making arrests; responding to reports of criminal activity and incidents; acting as money escorts; providing first aid and medical transports; responding to fire and security alarms; assisting with building access control; providing motorist assistance and crowd control. In addition, CSU Police manage a safety escort program through the use of Student Community Service Officers and provide crime prevention services and training across the campus.

CSU Police Officers are complemented in their efforts by University Security Officers (SO) whose duties include maintaining a high degree of visibility and deter criminal activity while assisting the CSU Police in lower-risk security tasks such as securing buildings after hours and providing escorts.

Campus Watch is a volunteer organization made up of employees 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.

The Community Emergency Response Team (CERT) is made up of volunteer members of the CSU campus community who are willing to become involved and assist in the event of a disaster or emergency situation. Members are provided comprehensive classroom and hands-on training to prepare them to assist emergency responders when needed.

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

Access Control (Keys/Access Cards)

In order to provide a reasonable level of security while still maintaining as much freedom of access as possible to the campus community, CSU has developed and implemented access control regulations. Departments are required to submit access request forms (ARF) for new employees. The form requires the signature of the Single Access Control Coordinator, SACC, for the building where access is needed. The form is sent to the Department of Access Control and Security Systems. The request form identifies the area(s) the employee will require access to, the scheduled access times permitted, and/ or the keys required.

Obtaining Keys/Access Cards

Once approval is granted, access cards can be obtained at the Viking Card Office located in Main Classroom, room 112.

Keys are issued at the Campus Safety Building from the Police Reception window. A Valid State issued ID and a signature is required for release of the key(s).

Lost Keys

All lost keys are required to be reported to the affected College/Department and the CSU Police Department. A formal Police Report will be filled out. No replacement keys will be issued without a completed Report. Lost key fees will apply.

Returning Keys/Access Cards

Prior to exiting the University or transferring to another department, employees are required to return their keys to the University Key Shop.

Emergencies

Calling for Assistance

For all campus emergencies (Police, Fire, Medical), employees are to DIAL 9-1-1 from any campus telephone or press the 9-1-1 button in the upper right corner of the phone. Cell phone users should also DIAL 9-1-1 and tell the operator who answers to connect you to CSU Police.

Blue-Light Emergency Telephones

Strategically placed throughout the exterior of the campus and in CSU parking facilities are emergency blue-light telephones, which when activated, connect the user directly to the Dispatcher at CSU Police Department Headquarters. Upon activation of an emergency phone, a police officer is immediately sent to the location to investigate. Please use these phones to report suspicious activity, crimes in progress, and fires or other safety emergencies.

Voice Emergency Notification Systems (VENS)

VENS is a campus-wide notification system CSU is implementing incrementally across the campus. This communication technology provides emergency information at the touch of a button, and allows for pre-scripted or real-time message broadcast inside CSU buildings. Speakers mounted externally to campus buildings provide for message broadcast externally as well.

CSU Alert

CSU has acquired technology that facilitates mass notification of emergency information via cell phones, email, text messages, conventional and satellite telephones and pagers.

Injuries at Work

If an employee becomes injured at work, they should perform the following actions:

Emergency Response to Injuries

In an emergency situation, injured (or 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 requirements as in the Non-Emergency Procedures below.

Non-Emergency Response to Injuries

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

- (1) CSU Health and Wellness Services 2112 Euclid Ave (Center for Innovation in Medical Professions – IM 205) – Campus extension 3649
- (2) St. Vincent Charity Hospital Occupational Medical Center (2475 East 22nd Street, Ste. 310 Cleveland, Ohio 44115) – the Occupational Medical center is located across the street from St. Vincent Charity Hospital. Phone 216-363-2691.
- (3) St. Vincent Charity Hospital (2325 East 22nd Street, Cleveland, Ohio 44115). Phone Number is 216-861-6200.

Accident/Incident/Injury Reporting

CSU employees are required to complete a CSU “Accident/Incident Report” Form for each accident/incident. The form is accessible from the OEHS website via the CSU A-Z Index. 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.

Additional information on accident reporting can be found on the OEHS website. Follow the links to Accident Reporting for forms and requirements.

Supervisors must provide copies of the “Accident/Incident Report” Form (for Supervisors/Directors/and Department Heads) to the Director of Environmental Health and Safety and to Human Resources, Benefits Unit. Supervisors’ involvement and assistance in the subsequent investigation is extremely important to ensure adequate corrections are developed and similar accidents are prevented.

Reporting a Safety/Environmental Concern

For any physical safety or environmental concern (other than criminal activity, medical needs or fires) requiring an immediate response, such as suspicious chemical odors, mercury or other chemical spills, or asbestos damage concerns, employees should DIAL 9-1-1 and report the concern, requesting OEHS be notified. Never leave reports of spills on voicemail.

Should a physical safety or environmental concern that does not require an immediate response, employees may notify OEHS by going to the OEHS website and downloading and filling out

the *Report a Safety and Health Concern* form. Forward the form to the Office of Environmental Health and Safety, PS 210.

Workplace Violence Policy

Cleveland State University is committed to providing a safe and healthy campus for all members of the University community. CSU has developed and implemented a Violence Free Campus Policy that provides guidance for the campus of when and how to report perceptions of threatening behavior, and how the situation will be handled. Employees should report threatening behavior to the CSU Police Department by dialing extension 2020 from any campus telephone, or from off campus, dial 216-5BE-SAFE (216-523-7233).

Employee Training

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

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; this includes furniture.
- *Never operate defective equipment.
- *Do not operate or repair equipment or machinery unless authorized by your supervisor and after receiving the appropriate training
- *If any doubt exists as to the mechanism or process required to perform a job task safely, ask your supervisor and/or OEHS for guidance.

For personal safety and security, always be aware of your surroundings. If possible, never travel alone and take care to secure all personal items in desk drawers, file cabinets or glove compartments and trunks. Never leave valuables alone and unsecured even for a moment. Always remember the “*See something, say something*” motto to help make a safer campus for everyone.

Asbestos Awareness

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). Care should be taken to never disturb ACM. Those employees whose job duties may potentially disturb ACM are provided with the appropriate training, equipment and personal protective equipment to do so. Building surveys are available and have been prepared and updated which identify the location of ACM have been performed, and provides information about ACM.

Bloodborne Pathogens (Exposure Control Plan)

The University practices and promotes the use of universal precautions in its treatment and handling of human blood or other potentially infectious materials, and has developed an Exposure Control Plan. That is, should there ever be any question or doubt as to whether or not a substance is infectious, it will be handled as though they it is infectious.

Any employees who has not been trained in biohazardous or infectious material remediation shall not clean up spills, but rather are to contact the Office 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 OEHS. 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 OEHS 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 removal and possible resale. If direct disposal is desired, issue a Service Request for the Movers – contact Environmental Operations (Facilities Management) at ext. 6964 or OEHS for more information. Using this process, the University is able to ensure that the computer components are recycled properly, and that any data that may be left on the computer is removed for security purposes.

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. All University Departments, both academic and administrative, shall adhere to the electrical safety procedures set forth in this document. These guidelines are intended to reduce the potential of both direct electrical hazards (electric shock injury) and indirect electrical hazards (heat, fire or explosion) which has the potential to harm to building occupants.

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 INSTRUCTIONS AND FOLLOW THEIR DIRECTIONS.**
2. All electrical equipment on campus shall be Underwriters 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 initiate 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. 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, non-metallic and non-conductive ladders that exceed OSHA and ANSI requirements 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 Office of Utilities and/or the Office 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 or doorways. Additional receptacles/outlets can be installed by placing a Service Request with the Office 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.) These items must be plugged directly into a grounded wall receptacle.
4. When extension cord use is permitted, cords shall be arranged in such a manner so they do not 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 (i.e., 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 an electrical receptacle/outlet, provide a ground fault circuit interrupter (GFCI) receptacle/outlet must be used.
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 Office of Utilities or a qualified Outside Contractor retained and approved by the University.
2. Prior to electrical work being performed by an outside contractor (non-CSU employee); The Office of Utilities and Facilities Management 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 Office 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 ladders that exceed OSHA and ANSI requirements, (i.e., 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. All faculty members and students must 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 Office 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 away from exits and proceed their department's primary or secondary area of assembly. Do not return until authorized by University Emergency Response personnel.

*NEVER use elevators during a building evacuation – use the stairs furthest from the fire.

*Direct any disabled individuals to designated areas of rescue, usually inside the nearest stairwell.

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

Hazard Communication

CSU has developed a Hazard Communication Program as required by OSHA. Employers must make this program available to its employees; provide training and pertinent information pertaining to chemical hazards in the workplace both during routine work and an emergencies.

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 Office of Environmental Health & Safety, Plant Services 210, (216) 687-9306, and are available electronically from the OEHS website (www.csuohio.edu/offices/ehs/).

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. Safety Data Sheets (SDSs) are maintained electronically in the *Chemwatch* database maintained by the Office of Environmental Health & Safety. Copies of SDSs shall be available in each work area containing hazardous materials. It is the responsibility of each chemical purchaser to ensure that SDS are provided with each shipment by the manufacturer, and that the SDS 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 the on-line SDS database (*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 OEHS home page and click on the *Chemwatch* icon.

Hazardous Waste Management

Departments that use hazardous materials potentially generate hazardous waste. OEHS has developed a hazardous waste management program to facilitate compliance with federal and state EPA regulations, including segregation, storage and disposal of waste primarily from academic and research laboratories. Employees should contact OEHS with questions regarding safe chemical use and disposal.

Laboratory Safety

The CSU Office of Environmental Health and Safety promotes safe laboratory practices and has developed a chemical hygiene plan to provide guidance to faculty, employees and staff. The CHP provides guidance on, but is not limited to chemical safety, personal protective equipment (PPE), labeling, control measures and equipment. 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. OEHS has implemented programs for eyewash and safety showers, chemical fume hood inspections, chemical inventories, radiation safety and hazardous waste management. Please refer to OEHS web site for Lab decommissioning process/forms/policy.

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 ladders that exceed the OSHA & ANSI requirements.
2. Never stand on the highest step
3. Do not try to reach beyond an arm's length. Instead, move the ladder closer to your target which makes you less likely to lose your balance.
4. Portable step ladders should be used with the ladder legs spread open and secured. Never 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, dolly, overhead crane (or other mechanical means), 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.

Personal Protective Equipment

Personal protective equipment 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 OEHS.

Maintenance & Repair

Facilities Management at CSU provides installation, operation, maintenance and repair of campus buildings and grounds. Facilities Management (Mechanical Operations, Custodial Services, Buildings Maintenance, 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 Management.

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 (2008)

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

Ohio Revised Code (ORC), Section 4167.17

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 EHS 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.....DIAL 9-1-1
(On Rear Cover)**

Cleveland State University

Department of Facilities, Architect, Safety and Technology

Access Control and Security Systems.....216-687-5046
Environmental Health and Safety.....216-687-9306
CSU Police.....216-687-2020