



Employee/Student Health and Safety Handbook

Developed by:

Department of Environmental and Occupational Health and Safety

**For On Campus Emergencies - Call 911
or Ext. 2911 from University phones
or 330-972-2911 from cell phones.**

NOTES:

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CAMPUS HEALTH AND SAFETY POLICY

POLICY STATEMENT

The University of Akron is committed to the health and safety of its employees, students and guests. The University will develop and maintain programs with the intent of preventing safety hazards and promoting 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 that reasonably protects human health and safety.

DEPARTMENTS

The Campus Safety Division is comprised of several University safety-service departments that report to the Assistant Vice President of Campus Safety. These include Access Control and Security Systems, Emergency Management, University Police and the Department of Environmental Occupational Health and Safety (EOHS).

EOHS RESPONSIBILITIES

EOHS is responsible for developing and implementing appropriate environmental health and safety programs and training. EOHS regularly consults with the University's Office of General Counsel to ensure that the University maintains compliance with federal, state and local legislation that affects the safety of the campus environment.

of the Ohio Workers' Compensation Bureau. See Ohio Revised Code Section 4167.17 in Appendix.

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.

Developed by:

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Director of Environmental Occupational Health and Safety

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PUBLIC SAFETY

The Ohio Revised Code (ORC) Section 3345.04 empowers the **University of Akron Police Officers** with full police authority. Services provided by the officers include arrests, reports of criminal activity and incidents, crime prevention and education, safety and money escorts, transports, response to fire and security alarms, building access control, motorist assists and crowd control. For information regarding the safety escorts, Campus Patrol, or other matters related to personal security please contact UAPD at 330-972-7123 or visit the web site at <http://www.uakron.edu/police/>.

EMERGENCY ASSISTANCE (Police, Fire, Medical, Hazmat)

In the event employees require emergency assistance (criminal activity, fire/smoke, medical emergencies or hazardous materials incidents) please

EMPLOYEE TRAINING

Upon hire, new employees

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 EOHS. 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, pager

A. GENERAL

1. All electrical tools and equipment on campus shall be **USED IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS.**
2. **IT IS THE RESPONSIBILITY OF THE USER TO READ ALL INSTRUCTIONS AND FOLLOW THE DIRECTIONS.**
3. All electrical equipment on campus shall be Underwriter's Laboratories (UL) or Factory Mutual (FM) approved, or equivalent.
4. Inspect all electrical tools and equipment before and after each use for defective or damaged wiring (frayed cords, cut wires, broken or defective plugs and/or switches) and report damaged equipment to your supervisor/instructor.
5. Do not use defective or damaged electrical tools and equipment; tag the equipment with the date and message _____ and either repair or discard.
6. Users shall not bypass or remove electrical safety features or interlock mechanisms.
7. Never remove a plug from a receptacle by pulling on the electrical cord, but rather physically grasp the plug to remove it.
8. All electrical enclosures (switches, receptacles, junction boxes, etc.

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 or outlets can be installed by placing a Service Request with the PFOC.
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.); appliances 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 two-prong 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.
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.

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 dedicat

3. The University will inform its employees of operations in the employees' 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 (SDS) are maintained electronically in the Department of Environmental Occupational Health & Safety.

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 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. Damaged ladders are un-repairable. These must be discarded.
8. Remember to use only fiberglass, 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 to establish a clear, dry path for transporting the item.
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

The Physical Facilities Operation Center (PFOC) provides installation, operation, maintenance and repair of campus buildings and grounds. Departments can request work by submitting a Service Request by calling extension 7415. Additional information about PFOC can be found at the following web site <http://www.uakron.edu/pfoc/>.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) is considered tool(s) that an employee may need to safely

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 Fire Protection Association (NFPA) 70E, Standard for Electrical Safety in the Workplace (2005)

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 University of Akron Employee Health and Safety Handbook, (the “Handbook”).

I acknowledge 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

Employee ID Number

Employee Department

Date

University of Akron
Health and Safety Officer

Date