

EASTERN MICHIGAN

UNIVERSITY™

Safety Policy and Procedures Program



Department of Public Safety
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Revised
August 2009

EASTERN MICHIGAN UNIVERSITY

SAFETY POLICY & PROCEDURES PROGRAM

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EASTERN MICHIGAN UNIVERSITY SAFETY POLICY AND PROCEDURES

PURPOSE

To identify the safety rules and regulations of Eastern Michigan University.

SCOPE

All divisions and departments are required to comply with Eastern Michigan University's safety policy and procedures. This policy and procedures applies to all employees including faculty, staff, full and part time employees, temporary employees, administrative personnel, graduate assistants, work study students, and student workers. Employees responsible for students in classes shall enforce this policy.

POLICY

Eastern Michigan University shall maintain a clean and safe workplace and University employees are required to conduct their business in a safe and efficient manner.

This policy includes the issuance of multiple items of safety equipment to Eastern Michigan University employees for their individual use. The University supplies guards and other safety equipment for machinery in an ongoing quest to maintain a safe workplace.

As management of Eastern Michigan University, we accept the responsibilities to make the safety of human beings and prevention of property damage as well as environmental damage our primary concerns. We shall attempt to reduce the possibility of accidents and our safety procedures shall take precedence over expediting of projects and/or short cuts.

This policy includes the instruction of each employee in the objectives of standard operating procedures, hazards, safeguards, and the rules and regulations governing our safety program.

Further, Eastern Michigan University shall comply with all applicable federal, state and local safety rules, regulations and ordinances.

Eastern Michigan University's policy also includes disciplinary action for violation of any of the safety rules.

RESPONSIBILITIES

President

- Ensure provisions for health and safety compliance are afforded to all University employees.

Vice Presidents

- Ensure all personnel in their divisions receive the necessary safety training and required safety equipment.

Deans, Directors, and Department Heads

- Provide a healthy and safe work environment.
- Ensure compliance with all health and safety rules, regulations, and policies.
- Encourage health and safety suggestions from supervisors and employees.
- Include health and safety compliance in supervisor evaluations.

Supervisors

- Train new employees on how to do their job safely.
- Retrain employees whenever a new hazard is presented, when employees demonstrate a lack of knowledge and annually as required by rules and regulations.
- Conduct and document safety inspections of equipment, machinery, and property.
- Enforce all University Safety Programs.
- Ensure employees follow the health and safety rules.
- Ensure employees are not exposed to health and safety hazards by eliminating hazards through engineering controls, workplace practices, use of personal protection equipment, and employee training.
- Document safety training.

- Act promptly when unsafe acts and/or conditions are observed or reported.
- Investigate and document all accidents and near misses. Report them to Risk Management.
- Contact the Health and Safety Office for assistance with health and safety concerns.
- Include health and safety compliance in employee evaluations.
- Hold periodic safety meetings; include safety information in staff meetings. Document all meetings.
- Participate in safety meetings on committee level.
- Establish and document preventive maintenance schedules.
- Understand job processes completely.
- Set a "POSITIVE" example for safety.

Employees

- Comply with the health and safety rules and wear required personal protective equipment.
- Report unsafe conditions, equipment, work areas, and work practices promptly to the supervisor.
- Offer suggestions for accident prevention and recommend safety improvements to supervisors and the Health and Safety Committee.
- Provide input on safety policies and procedures and assist with their implementation.
- Serve on safety committees.
- Participate in building safety surveys with the Health and Safety Office and other designated personnel.

Health and Safety Office

- Is the liaison with local, state, and federal health and safety agencies.
- Coordinates safety programs.

- Conducts campus safety inspections, including building safety surveys with employees and other designated personnel.
- Provides and distributes safety materials, including safety standards.
- Promotes and provides safety education.
- Conducts Safety Awareness and Hazard Communication training for all employees.
- Maintains the University's safety training data base and distributes the information accordingly.
- Chairs the University's Health and Safety Committee.
- Investigates and reports on accidents, safety complaints, and health concerns.

Risk Management

- Ensures completion of accident records.
- Analyzes accident records and addresses increasing trends.
- Maintains required MIOSHA 300 log documentation.
- Protects the University's human and physical assets against accidental losses.
- Coordinates the Return-To-Work Program.
- Provides ergonomic analyses of workstations.
- Participates on the University Health and Safety Committee.

Physical Plant - Engineering

- Ensures health and safety items are a priority in new buildings, renovation plans, and designs.
- Improves illumination, ventilation, or sound levels as needed.
- Guards machinery using approved safety devices and improved machinery layout.
- Improves storage practices.

Physical Plant - Maintenance

- Discovers and repairs conditions in building mechanical equipment and systems which, if uncorrected, may cause accidents.
- Provides long-term care of buildings and equipment by adjustments, cleaning, inspections, and repair.
- Maintains records of preventive maintenance efforts.

Purchasing

- Ensures equipment purchases comply with safety standards.
- Ensures appropriate safety devices are procured.
- Purchases less toxic and/or less flammable or reactive products.
- Ensures safety compliance requirements are included in projects using outside contractors.

Departments Hiring Outside Contractors

- Advise outside contractors of Eastern Michigan University's safety policies and procedures.
- Require outside contractors to provide Material Safety Data Sheets for products brought onto University property.
- Require outside contractors to comply with all federal, state, and local health and safety regulations.

RESOLVING HEALTH AND SAFETY CONCERNS

The Michigan Occupational Safety and Health Act (MIOSHA) Act No. 154 provides job safety and health protection for Michigan employees through the maintenance of safe and healthy working conditions. This Act enables employees and employee representatives who believe that an unsafe or unhealthy condition exists in their workplace to request an inspection by the Department of Labor and Economic Growth. Prior to contacting the Michigan Department of Labor and Economic Growth, Eastern Michigan University employees should attempt to resolve the health and/or safety concern through the established policies listed below.

Employees

If the concern is within the employee's job responsibilities to correct, they should correct the situation and report the correction to their supervisor.

If the concern is not within the employee's job responsibilities to correct, they should immediately report the situation to their supervisor. For some bargained-for employees, safety concerns should be reported according to their bargaining contract. Safety concerns can also be reported to your Health and Safety Committee representative or directly to the Health and Safety Office.

If a health and safety concern is not addressed in a timely fashion by the supervisor or union representative, contact the Health and Safety Office at 7-0794.

Supervisors

If the concern is within the supervisor's responsibilities to correct, he or she should correct the situation immediately.

If the concern is not within the supervisor's responsibilities to correct, the supervisor should report the concern, preferably in writing, to the dean, director, department head, and/or vice president for his or her department. The Health and Safety Director should be copied on the report.

For safety issues which do not fall under the supervisor's or department's jurisdiction, the Health and Safety Office should be contacted to investigate the situation. The Health and Safety Office will make recommendations accordingly.

Deans, Directors, Department Heads and Vice Presidents

All health and safety concerns shall be responded to in a timely fashion. Employees and supervisors shall be apprised of corrective actions being taken to address health and safety concerns.

The Health and Safety Office shall be contacted by the dean, director, department head and/or vice president whenever guidance regarding health and safety is needed.

Prior to installation of new equipment or renovation of a space, the Health and Safety Office should be contacted to review the proposed changes for health and safety issues.

Health and Safety Office

The Health and Safety Office shall respond to reported health and safety concerns. In addition, building health and safety audits shall be conducted and the appropriate departments notified of necessary actions to correct health and safety violations.

The Health and Safety Office shall be the liaison with federal, state and local health and safety inspectors.

New equipment and renovation projects shall be reviewed for potential health and safety issues and recommendations made accordingly to minimize the creation of new health and safety issues.

Students

In teaching laboratories, students should report health and safety concerns to the graduate teaching assistant or the instructor.

Safety concerns regarding a particular class should be addressed to the class instructor or the department head.

General concerns should be reported to your advisor, the department head of the area where the problem is occurring and/or the Health and Safety Office.

Building Administrators

Shall respond to building safety complaints in a timely fashion, notifying the appropriate departments of the need for corrective actions.

COMMUNICATIONS

EMERGENCY PHONE NUMBERS:

Fire Department.....	911
Police Department.....	911/7-1222
EMS.....	911
Health and Safety Office.....	7-0794
Risk Management.....	7-1357
University Health Services.....	7-1122
Physical Plant.....	7-3380
Radiation Safety Officer.....	7-0086/7-0106

Emergency phone numbers should be posted by telephones. Departments should provide the Department of Public Safety with a list of emergency contact phone numbers. Departmental postings should include the location, within the department, of the emergency phone contact list.

Evacuation routes/plans are to be posted in all campus buildings. It is each department's responsibility to designate an evacuation location/meeting place outside the building for all emergencies requiring evacuation. See Chapter 7 of the Emergency Response Plan (ERP) for additional evacuation information.

In an emergency situation where evacuation is necessary, evacuation of Eastern Michigan University's premises shall be made under direction of the Department of Public Safety and/or a senior Ypsilanti Fire Department official.

Supervisors are responsible for knowing how many employees are in their work area and accounting for all the employees at the designated evacuation location.

FIRE SAFETY

Eastern Michigan University will rely on the local area fire departments to handle all fire related emergencies.

Employees shall be trained on the evacuation routes from their buildings and on the location of fire pull stations.

Employees shall be trained to pull the fire alarm, evacuate the area and call 911 from an isolated area.

Everyone (employees, students, visitors, etc.) is required to exit buildings whenever a fire alarm is sounded, unless prior notification of testing has been provided.

Employees, when leaving a fire area, shall close doors along the way whenever possible.

Supervisors are responsible for assembly of their staff in designated locations during a fire related evacuation.

Employees shall know the location of fire extinguishers, however, shall only use them if trained* on their use.

Fire extinguishers and pull stations shall be readily accessible and not blocked by equipment or stored items.

Employees working in areas with special extinguishing systems (e.g., Halon) shall be trained on their use and the procedures to follow when they are discharged.

Fire doors shall be kept closed at all times. Propping of fire doors is prohibited.

Employees shall be trained* to "Stop, Drop, and Roll" in the event of clothing catching on fire.

An eighteen (18) inch clearance shall be maintained below all sprinkler heads.

Please refer to Chapter 10 of the Emergency Response Plan (ERP) for additional fire safety information.

*Training is available at the University. Please contact the Health and Safety Office (7-0794) to schedule fire safety training.

EXTREME WEATHER EMERGENCIES, NATURAL DISASTERS AND OTHER EMERGENCIES

In cases of extreme weather conditions, the campus Emergency Team (E-Team) will make the decision for any modification of class schedules and/or work schedules.

Any alteration of class/work schedules will immediately be conveyed to University Communications and the Department of Public Safety.

Information regarding any closings will be carried on the EMU Newline (734.487.2460); the switchboard (734.487.1849); WEMU (89.1 FM); WJR (760 AM); WWJ (950 AM) WAAM (1600 AM), and www.emich.edu/univcomm/weatherpolicy.html as well as other radio and television stations.

1. Weather Conditions:

Thunderstorms (lightning)

Thunderstorms generally occur during the warm months. More people are seriously or fatally injured by lightning from thunderstorms than by any other weather condition. Remain inside buildings and do not touch electrical appliances, water faucets, or telephones. Electrical energy from a lightning strike can be carried inside on wires and pipes. If you are in an open area, kneel down and place your hands on your knees. Stay away from single trees or poles since lightning generally strikes the highest object. In a group of trees, stay in the middle.

Snowfall and Ice

Michigan occasionally has heavy snowfall or ice conditions affecting University operations. The Physical Plant is responsible for snow and ice removal. The Department of Public Safety shall contact Physical Plant staff for early arrival when necessary

Tornados

- The Eastern Michigan University campus has three tornado warning sirens. The sirens are tested monthly from March through September on the first Saturday of the month at noon. During an actual warning, the sirens are sounded. Do not assume because the siren is no longer sounding the warning has been canceled. Tune into WEMU for weather updates and all-clear information.
- Stay in the building, do not evacuate.
- If a tornado warning is in effect, whenever possible, go to an interior hallway on the lowest floor in the building.
- Take immediate shelter under tables, desks, doorways, and similar places.

- Keep away from overhead fixtures, windows, filing cabinets, bookcases, and electrical power equipment.
- Assist disabled persons, locating a safe place for them.

2. Natural Disasters - Earthquakes, Floods, etc.

If the Department of Public Safety or another designated official orders evacuation:

- Evacuate as instructed by emergency personnel.
- Assist disabled persons.
- Beware of falling debris or electrical wires as you exit.
- Proceed to evacuation area.
- Take precautions against aftershocks.
- Follow all emergency instructions.

3. Other Emergencies

Chemical Spills

- Evacuate the area and warn others to stay away from the spill area.
- Call 911 from outside the spill area.
- Report the exact location, material spilled (if known), and quantity spilled.
- Do not attempt to rescue someone unless you know what was spilled and how to properly protect yourself from the hazard.
- Only properly trained and protected individuals should clean up spills.
- For chemical splashes to eyes and skin, immediately flush the eyes and/or skin for at least fifteen (15) minutes. Remove contaminated clothing. Seek medical attention immediately.
- For incidental spills follows procedures outlined in your departments standard operating procedures. If the appropriate training, protective equipment, or spills clean up materials are not available, leave the area and call 911.
- Properly dispose of all chemicals and materials used for chemical spill cleanup.

Radioactive Material Spills

- Remain calm.
- Attend to injuries and emergencies first. These take precedence over radioactive contamination.
- Alert others of the spill. Call 911 for assistance.
- Wear appropriate personal protective equipment to isolate and contain the spill. Do not spread radioactive contamination beyond the immediate area and do not allow others to enter the contaminated area.
- Monitor all parties involved with the spill, the spill area and the surrounding area.
- Clean up spills using paper towels and absorbent pads. All materials used for spill cleanup must be disposed of according to radioactive waste disposal procedures.

Biological Spills

- Alert others of the spill.
- Use appropriate personal protective equipment (gloves, goggles, etc.).
- Cover the spill with paper towel; pour disinfectant (1:10 bleach dilution) around the edges of the spill working into the spill. Do not create splashes. Allow contact for 20 minutes.
- Clean up the paper towels and rinse the area. Dispose of all contaminated waste as a biohazard.

Please see Chapter 11 of the Emergency Response Plan (ERP) for additional information regarding spills.

EMPLOYEE INJURY/ILLNESS & MEDICAL EMERGENCIES

Work related injuries and illnesses should be checked by staff at Midwest Health Center. Midwest Health Center is located at 9301 Middlebelt Road, Romulus, Michigan 48174, and Phone No. 734.941.1000. Hours: Monday through Friday 7 a.m. to 6 p.m. After hours/weekends/holidays, go to Midwest Health Center located at 5050 Schaefer, Dearborn, Michigan 48126, and Phone No. 313.581.6009.

If time permits, notify or have someone notify Risk Management (7-1357) of the situation and where the employee is being sent for medical care. All work related injuries must be reported to your supervisor. Both the employee and the supervisor must fill out the Employee Injury Report Form and send it to the Office of Risk Management and Workers' Compensation, 11 Welch Hall. The Employee Injury Report Form can be found in Appendix 1.

If the illness/injury is due to a chemical exposure, have someone other than the victim obtain an MSDS on the suspected chemical(s) and provide this to the medical facility at the time of treatment.

For major injuries or heart attack, call 911. Stay with the victim. If needed, you may begin CPR only if you are currently trained and certified, however you are not required to render aid to the victim. If you start CPR, you must continue care, up to your level of training and stay with the victim until advanced medical help arrives. It is recommended that each department have staff trained to perform CPR. Classes are available through University Health Services. Call 487-1122.

For electrical shock call 911. Do not go near the victim until you have verified that the power source has been turned off. You may give CPR only if needed and you are properly trained and certified.

For additional information regarding employee injury/illness/medical emergencies, see Chapter 12 of the Emergency Response Plan (ERP).

UTILITY FAILURES

In the event of a power failure:

1. Between 8:00A.M. and 5:00 P.M., notify Maintenance Operations at 7-3380 or deliver a message to Physical Plant, located on Ann Street. Phones in the outage area may not operate.
2. After hours, notify the Department Public Safety, 7-1222, or deliver a message to the Public Safety Office, located within the Parking Structure.
3. If evacuation of the building is required, assist disabled persons to designated areas.
4. Staff in laboratories, machine shops and/or offices should secure experiments, activities, and equipment that may present a hazard if electrical power is off or if a hazard may be created by the return of power.
5. Turn off all electrical equipment and appliances (leave lights on).
6. If emergency lighting is not operational, note the location of the fixture and report it to the Physical Plant after the power has been restored.

In the event of a gas line rupture, steam leak or a major water line failure, contact the Department of Public Safety at 911 immediately.

Contact the Physical Plant to report other system failures.

Please see Chapter 14 of the Emergency Response Plan (ERP) for additional information on utility failures.

LOSS PREVENTION

The department of Risk Management and Workers' Compensation provides the University with a loss prevention program to evaluate the University's various risks.

General loss control inspections are conducted on a semiannual basis and property loss control inspections are conducted on an annual basis. Reports assessing the risks are issued so that the University may respond.

CHEMICAL HAZARD COMMUNICATION

The Hazard Communication program was established to provide employees with information regarding the chemicals in their work environment.

Determination

The department ordering the chemical shall rely on Material Safety Data Sheets (MSDS) from the suppliers to determine the degree of hazard.

Labels

Original container labels should contain the following information:

- Identity of material
- Hazard level
- Name and address of responsible supplier-contact.

Secondary containers of chemicals used within the University must be labeled as to their identity and hazard.

MSDS

Supervisors shall ensure copies of MSDSs are maintained and the MSDS location poster is prominently displayed. MSDSs will be located within the department of use and a copy maintained in the Health and Safety Office. MSDSs must be available for review by all employees and other concerned parties. An example MSDS can be found in Appendix 2.

Training

All employees at the University must attend a session of the Safety Awareness and Hazard Communication training program provided by the Health and Safety Office. Hazard Communication training information can be found in Appendix 3. Departments must provide specific training on the hazardous chemicals present in their work area.

Before the introduction of any new chemical considered "hazardous" into the workplace, each affected employee will be given training regarding the chemical, associated hazards and proper use, handling and disposal. The chemical will also be added to the department's chemical inventory.

Employees working in laboratories must receive Laboratory Safety training prior to working in the laboratory with chemicals.

For additional information regarding chemicals, please see the Eastern Michigan University Hazard Communication program, the EMU Chemical Hygiene Plan (CHP) or contact the Health and Safety Office at 7-0794.

LOCKOUT/TAGOUT

The purpose of the Lockout/Tagout program is to ensure employees are protected from unintended mechanical and/or electrical motion or unintended release of energy which could cause injury or death when they set up, adjust, repair, service, install or perform maintenance work on equipment, machinery or processes. Lockout/Tagout procedures apply to all employees performing any of the aforementioned tasks.

- The power source of any equipment, machine or process to be set up, adjusted, repaired, installed or where maintenance work is to be performed and unintended motion or release of energy would cause personal injury or death, shall be locked out by each employee doing the work. Sources of energy, such as springs, air, hydraulic fluid and steam, shall be evaluated in advance to determine whether to retain or relieve the fluid pressure prior to starting work.
- Safety locks are for the personal protection of the employee and are only to be used for locking-out equipment.
- Safety locks, adaptors and "DANGER" tags can be obtained from the supervisor.
- Equipment locks and adaptors can be obtained in the departmental supervisor's office. The sole purpose of the "equipment" lock and adaptor is to protect the equipment during periods of time when work has been suspended or interrupted. The equipment locks are **not** to be used as a substitute for the employee's personal safety lock.
- Safety locks shall contain a brass (or other suitable material) tag with the employee's name and department stamped on it.
- One key of every lock issued shall be retained by the employee to whom it was assigned. The only other key to the lock shall be retained by the key controller in the main office.
- Employees shall request assistance from their supervisors if they do not know where or how to lock-out equipment.
- Any questions regarding lockout procedures should be directed to the supervisor.

For additional information regarding Lockout/Tagout procedures, see the Eastern Michigan University Lockout/Tagout Program or contact the Health and Safety Office at 7-0794.

CONFINED SPACE ENTRY

The purpose of the Confined Space Entry program is to ensure employees entering into confined spaces or permit-required confined spaces are properly trained and provided with the appropriate equipment to enter the space and perform their work safely.

MIOSHA defines a confined space as any space that meets all the following criteria:

- is large enough and so configured that an employee can bodily enter and perform assigned work;
- has limited or restricted means for entry or exit (e.g., bins, tunnels, hoppers, silos, tanks, vaults, pits, etc.); and
- is not designed for continuous employee occupancy.

A "permit-required" confined space is defined by MIOSHA as any confined space that has one or of the following characteristics:

- contains or has a potential to contain a hazardous atmosphere (e.g. oxygen deficit or enriched, flammable and/or toxic);
- contains materials that have the potential for engulfing an entrant (e.g., sand, grain, liquid, etc.)
- has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, or by a floor that slopes downward and tapers to a smaller cross section; or
- contains any other recognized serious safety or health hazard.

Confined spaces and permit-required confined space must be identified and posted with signs. Permit-required confined spaces are labeled as follows:

**DANGER
PERMIT-REQUIRED CONFINED SPACE DO
NOT ENTER WITHOUT AUTHORIZATION**

OR

**DANGER
PERMIT-REQUIRED CONFINED SPACE
AUTHORIZED PERSONNEL ONLY**

Non-permit-required spaces are labeled as follows:

**DANGER
CONFINED SPACE
AUTHORIZED PERSONNEL ONLY**

OR

**DANGER
CONFINED SPACE
KEEP OUT
UNLESS AUTHORIZED**

When labeling of a confined space is not practical, it is not necessary to affix a label to the opening of the space (e.g., manhole covers, etc.). Confined spaces not identified with labels/signs include: sanitary and storm sewers; some sanitary/storm sumps; crawl spaces/pipechase access points in public areas (e.g., stairwells, classrooms, mechanical room doorways, attic accesses, etc.); air plenums above ceilings; exterior window wells and air intake wells, exterior (e.g. manholes) access points to utility tunnels and other spaces in which it is impractical to affix labels to the point of entry (specifically floor hoist pits, and hot surfaces such as boilers and exhaust stacks).

Only employees with proper training and monitoring equipment may enter into a confined space. For additional information regarding confined space entry, please refer to Eastern Michigan University's Confined Space Entry Program or contact the Health and Safety Office (7-0794).

PERSONAL PROTECTIVE EQUIPMENT

Eastern Michigan University's departments provide the following personal protective equipment, as needed:

Aprons, Lab Coats	Respirators/Dust Masks
Ear Muffs	Harnesses, and Lifelines
Ear Plugs	Safety Glasses
Face Shields	Safety Goggles
Gloves	Safety Shoes
Hard Hats	Toe Protectors

Prior to using any of the above safety equipment, a workplace assessment must be conducted and documented by the issuing department. Employees must be trained on the proper use, maintenance and limitations of all safety equipment. Workplace Assessment Forms are available from the Health and Safety Office.

Each of the above items is required at specific locations at various times. Some items are required equipment for all employees and visitors in shop areas and laboratories, such as safety glasses.

The personal protective equipment provided must comply with safety standard requirements.

Safety Shoes

Each employee will wear suitable work shoes. Sneakers,* sandals or woven shoes are not permitted for work conducted in the following areas:

Groundskeeping Operations

Laboratories Machine

Shops Mechanical Rooms

Physical Plant Workshops

Others as Identified

Steel toe, reinforced shoes are required in some of the above areas and shall be provided accordingly.

*Where applicable, steel toe sneakers meeting OSHA specifications are permitted.

HOUSEKEEPING

A clean, uncluttered workplace is necessary to ensure safe operations at Eastern Michigan University. At the beginning of a work shift, each employee should quickly observe his or her work site for debris or any other material detracting from an orderly workplace. The employee should remove, contain or isolate any safety hazards and report the hazard to their supervisor.

Operation

During daily operations, each employee will perform his or her work in such a manner to not detract from good housekeeping at his or her work site. Any abnormal conditions the employee cannot correct should be referred to the supervisor. At the end of the work shift, the work site shall be left neat and orderly.

Spills

Spills of hazardous materials should only be clean by trained individuals. Please reference the section on "Other Emergencies" on page 11 for additional information on hazardous materials spills.

Each spill must be contained and cleaned as quickly as possible to maintain a safe work environment. Liquid spills increase the potential of falls due to slippery footing. Hazardous material spills shall only be cleaned by appropriately trained individuals. Waste materials generated from a chemical, radiological or biological spill cleanup must be disposed of as a hazardous waste. Contact the Health and Safety Office for assistance with the hazardous waste disposal.

If a hazardous material spill occurs and the storm or sanitary drainage system becomes contaminated, notify the Health and Safety Office at 7-0794 (after hours and weekends and holidays, call 7-1222) and the proper authorities will be notified.

HAZARDOUS MATERIALS DISPOSAL

Generators of hazardous waste are required to comply with federal, state and local rules and regulations regarding hazardous materials disposal. These include the Resource Conservation and Recovery Act (RCRA) which requires a "cradle to grave" accounting system for hazardous wastes; the Department of Transportation (DOT) which requires proper identification, labeling and packaging of hazardous wastes and Michigan Act 64 which regulates generators, haulers and facilities handling hazardous wastes through licensing and inspections.

Eastern Michigan University is required to comply with all hazardous wastes disposal regulations. Hazardous chemicals, radiological and biological wastes cannot be disposed of as normal trash or poured down the drain. The Health and Safety Office coordinates hazardous chemical and biological waste disposals. If you are not sure how to dispose of a hazardous material, if you have hazardous waste for disposal or if you have any questions regarding hazardous waste disposal, please contact the Health and Safety Office at 7-0794 for assistance.

Universal wastes are specific hazardous waste streams that when recycled are exempted from some of the hazardous waste regulations. At Eastern Michigan University, the following waste streams are treated as universal wastes:

Batteries- all types.

Electrical Lamps- including fluorescent, high intensity discharge, sodium vapor, mercury vapor, neon and incandescent lamps.

Electrical Equipment- including computers, televisions, microwaves, etc.

Pesticides- including certain suspended, canceled or unused pesticides.

Devices containing elemental mercury- including thermostats, switches, thermometers, manometers, barometers and various medical devices.

Ballasts.

For disposal of batteries, electrical lamps and electronic equipment, contact Physical Plant Recycling at 7-3403.

For disposal of ballasts, pesticides and mercury containing devices, contact the Health and Safety Office at 7-0794.

DISCIPLINARY ACTION

Adherence to safety rules and regulations is essential to the success of Eastern Michigan University. Subject to the provisions of the specific collective bargaining agreement for the employee, Eastern Michigan University supports the following recommendations for disciplinary action:

First Offense:	Verbal Warning
Second Offense:	Written Warning
Third Offense:	Warning and three day suspension without pay
Fourth Offense:	Written Warning and five day suspension without pay
Fifth Offense:	Termination

Disciplinary action applies to any employee violating a safety rule and supervisors not enforcing the rules.

RELATED SAFETY PROGRAMS

Related safety programs include:

- Bloodborne Pathogens
- Confined Space Entry
- Emergency Response Plan
- Hearing Conservation
- Laboratory Safety/Chemical Hygiene Plan
- Lockout/Tagout
- Personal Protective Equipment
- Powered Groundskeeping Equipment
- Powered Industrial Trucks
- Respiratory Protection

Health and Safety Information

If you have any questions regarding the safety policy and procedures of Eastern Michigan University, do not hesitate to contact the Health and Safety Office at 487-0794.

To see an example of a **Material Safety Data Sheet (M.S.D.S.)**

Please follow the link provided.

<http://www.sciencelab.com/msdsList.php>



EASTERN MICHIGAN UNIVERSITY
Department of Risk Management and Workers' Compensation

Employee Procedures for Occupational Injuries or Illnesses

SEEK MEDICAL ATTENTION IMMEDIATELY IN THE EVENT OF AN EMERGENCY

Step 1: Notify your supervisor immediately after a work related injury or illness occurs.

Step 2: Complete a **Report of Employee Occupational Injury** form in its entirety and attach additional information or reports (example: police reports, departmental reports, etc.) when applicable.

Step 3: Submit the report to your supervisor and retain a copy for your records.

Step 4: Determine whether or not you require medical treatment.

Midwest Health Center is Eastern Michigan University's designated health care provider for all work-related injuries. If medical treatment is necessary, you must go to Midwest Health Center for the first 10 days of treatment.

Monday – Friday 7:00 a.m. – 6:00 p.m.

Midwest Health Center, P.C.
 9301 Middlebelt Road
 Romulus, MI 48174
 (734) 941-1000

After Hours and Weekends

Midwest Health Center, P.C.
 5050 Schaefer
 Dearborn, MI 48126
 (313) 581-6009
Open 24 hours – 7 days a week

***SEEK MEDICAL ATTENTION AT THE NEAREST
 EMERGENCY ROOM IN THE EVENT OF AN EMERGENCY***

Medical care will not be authorized unless the Department of Risk Management and Workers' Compensation is notified of your injury. Exceptions may be made in the event of an emergency.

Step 5: Advise your physician and physician's billing department that your injury or illness occurred at work. For questions about billing, your physician's office should contact the Department of Risk Management and Workers' Compensation at (734) 487-1357.

Step 6: Your physician will provide you with a "Work Status Report." Keep a copy for your records and present the original to your supervisor. Discuss this statement with your supervisor to determine whether or not you may return to work. Continue to provide your supervisor with updated medical reports.

If you are unable to return to work, YOU must IMMEDIATELY notify the Department of Risk Management and Workers' Compensation at (734) 487-1357 for further instructions.

**Department of Risk Management and Workers' Compensation
 11 Welch Hall, Ypsilanti, Michigan 48197
 Phone (734) 487-1357 • Fax (734) 487-6827**



EASTERN MICHIGAN UNIVERSITY

Department of Risk Management and Workers' Compensation

Supervisor Procedures for Occupational Injuries or Illnesses

ACCIDENTS RESULTING IN A FATALITY OR ANY HOSPITALIZATION OF 3 OR MORE EMPLOYEES SUFFERING INJURY FROM THE SAME ACCIDENT, OR ILLNESS FROM EXPOSURE TO THE SAME HEALTH HAZARD ASSOCIATED WITH THEIR EMPLOYMENT, MUST BE REPORTED IMMEDIATELY.

SEEK MEDICAL ATTENTION IMMEDIATELY IN THE EVENT OF AN EMERGENCY

- Step 1:** In the event an Eastern Michigan University employee is injured in the course of their employment, advise the employee to complete sections A-E of a **Report of Employee Occupational Injury** form.
- Step 2:** Complete sections F – K of the supervisor's section of the report immediately after the accident occurs, attach additional information or reports (example: police incident reports, departmental reports, etc.) when applicable.
- Step 3:** If the employee states that there were witnesses to the injury, discuss the injury with the witnesses and submit pertinent documentation via email to the Department of Risk Management and Workers' Compensation.
- Step 4:** Deliver the original report to the Department of Risk Management and Workers' Compensation as soon as practical but no later than **24-hours** after the accident (a faxed copy is acceptable but must be followed by the original).
- Step 5:** If the employee determines he/she needs medical treatment, direct him/her to **Midwest Health Center**. Midwest Health Center is the University's designated Workers' Compensation health care provider (see attached map).

NOTE: The injured employee's supervisor, co-worker or other University employee should not provide transportation to or from the medical provider's location. The injured employee should determine if they are able to drive in order to seek medical treatment. If the injured employee determines they are able to drive, they should use their personal vehicle for transportation. If the injured employee determines they are unable to drive, then an ambulance or taxi cab should be called for transportation. In the event of an emergency, medical treatment should be sought immediately.

The Department of Risk Management must be notified of the injury in order to authorize medical treatment. If the injured employee is seeking medical treatment, notify Risk Management via the Report of Employee Occupational Injury form or telephone call.

- Step 6:** The injured employee will receive a "Work Status Report" from the treating physician. Determine whether or not you can accommodate the employee's restrictions. Deliver the original "Work Status Report" to the Department of Risk Management within 24 hours of receipt.

If you are unable to accommodate the injured employee's restrictions, contact the Department of Risk Management and Workers' Compensation IMMEDIATELY at 487-1357 for further instruction.

- Step 7:** When you are able to accommodate the employee, notify the Department of Risk Management and Workers' Compensation immediately upon the employee's return to work.

**Department of Risk Management and Workers' Compensation
11 Welch Hall, Ypsilanti, MI 48187
Phone (734) 487-1357 • Fax (734) 487-6827**



EASTERN MICHIGAN UNIVERSITY

Department of Risk Management and Workers' Compensation
Report of Employee Occupational Injury

Sections A-E to be completed by the injured EMPLOYEE

Section C: Injury Information

19. What body part(s) is affected? _____ 20. Nature of injury: _____
(Example: LEFT Foot/Ankle) (Example: Sprain, bruise, cut)

21. Did you seek medical attention? **Y** **N** If yes, where: _____
(Midwest Health Center is the University's designated WC Health Care Provider)

22. When did you receive medical attention? _____
Date Time

23. Did you lose full days of work due to this injury? **Y** **N** 24. If yes, when: _____
Dates From To

25. If you lost days from work, specify type of time to utilize: **SICK** **VACATION** **OTHER**

Section D: Supervisor Information

26. Date and time reported to Supervisor: _____ 27. Was it reported the day it occurred? **Y** **N**
Date Time

28. If no, why was there a delay in reporting? _____

Section E: Signature Information

By signing this Report of Employee Occupational Injury, I, the undersigned injured employee acknowledge that the above statement is true and the accident and injury occurred within the course of employment at Eastern Michigan University.

Those who commit fraud will be prosecuted to the fullest extent of the law.

29. Signature of Employee: _____ Date _____

30. Signature of Supervisor: _____ Date _____
(Signifies receipt of employee's report but does not acknowledge content as fact)

For Risk Management Purposes ONLY

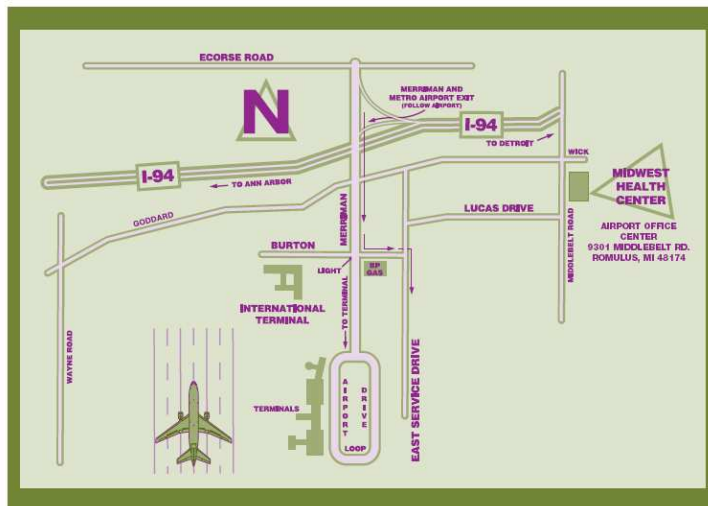
Location Code: _____ Fund: **Auxiliary** **General** Division: _____

RO MO IND Claim #: _____

IF INJURED ON THE JOB, GO TO:

**Midwest Health Center, P.C.
9301 Middlebelt Road
Romulus, MI 48174
Phone: (734) 941-1000**

**Monday through Friday
7:00 a.m. – 6:00 p.m.**



Directions from Eastern Michigan University

Take I-94 East
Exit #198 Metro Airport/Merriman/Middlebelt
Turn **RIGHT** on Middlebelt Rd.
Midwest Health Center is located on the **LEFT**
Travel Time: Approximately 20 minutes

AFTER HOURS INJURIES, GO TO:

**Midwest Health Center, P.C.
5050 Schaefer
Dearborn, MI 48126
Phone: (313) 581-6009**

Open 24 hours – 7 days per week



Directions from Eastern Michigan University

Take I-94 East
Exit # 208 Greenfield/Schaefer
Turn **LEFT** on Schaefer
Travel approximately 1 mile
Midwest Health Center is located on **RIGHT**
Travel Time: Approximately 30 minutes

SEEK MEDICAL ATTENTION AT THE NEAREST EMERGENCY ROOM IN THE EVENT OF AN EMERGENCY

Hazard Communication Standard

- Federal Standard 1983
- Michigan Right to Know Law – 1986
- Standard enacted to protect workers from serious injury or death on the job. Achieved through information training.

Basic Requirements of the Standard

- Written program
- Chemical hazard determination
- Employee information training

Non-discriminatory

- The employer is prohibited from discharging or discriminating against an employee who exercises his/her rights regarding hazardous chemical information in the workplace afforded by the Right-To-Know Law.

Divisions and Departments Must

- Designate individuals responsible for implementation of the program.
- Identify chemical hazards (chemical inventory and MSDS).
- Train employees on the hazards present and how to protect themselves (MSDSs, labels, personal protective equipment, engineering controls.)

Employees Must

- Follow all health and safety rules and policies.
- Label all containers of chemicals.
- Wear and use personal protective and safety equipment.
- Report all signs and symptoms of exposure and all exposure incidents.

Labels

- Must be on all incoming shipments of chemicals.
- All containers which these materials are transferred into must be labeled with the name and hazards.
- Pipes containing hazardous materials must also be labeled.

Chemical Hazards

- There are two types of hazards associated with chemicals:
- Physical Hazards & Health Hazards

Physical Hazards Include

- Combustible - Oxidizer
- Compressed Gas - Pyrophoric
- Explosive - Reactive (unstable)
- Flammable - Water-reactive
- Organic Peroxide
-

Combustible Materials

Combustible liquids are liquids having a flashpoint at or above 100° F but lower than 200° F.

Combustibles are non-liquid materials having the above properties.

- Combustible liquids: some paints, alcohols, and cleaning products.
- Combustibles: paper and wood

Compressed Gas

A gas or mixture of gases under at least 40 pounds per square inch (PSI) pressure.

- Acetylene
- Oxygen
- Compressed Air

Explosive

A substance causing a sudden release of pressure, gas and heat, when subjected to sudden shock, pressure or high temperature.

- Fireworks
- Perchloric acid exceeding 72-percent strength.

Flammable Liquid

Any Liquid having a flashpoint below 100° F.

-Methanol -Ethyl ether -Acetone

Flammable Solid

Solid materials which are easily ignited and burn intensely without other fuel being needed.

- Zinc dust - Magnesium dust

Flammable Gas

Compressed gases which meet federal specifications of lower flammability limit, flammability range, flame projection or flame propagation.

- Hydrogen - Oxygen

Organic Peroxide

An organic derivative of the inorganic compound hydrogen peroxide, which is explosively sensitive to heat, shock and friction.

- Ethyl ether - Tetrahydrofuran

Oxidizer

Chemicals other than blasting agents or explosives which initiate or promote combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases.

- Nitric Acid - Hydrogen peroxide

Pyrophoric

A chemical that will ignite spontaneously in air at a temperature of 130°F or below.

- Potassium metal - Sodium metal

Reactive (unstable)

Chemicals which in their pure state, or as produced or transported, will vigorously polymerize, decompose, condense or will become self-reactive under conditions of shock, pressure, or temperature.

- Hydrogen cyanide - Acrylonitrile

Water Reactive

A chemical which reacts with water to release a gas that is either flammable or presents a health hazard.

- Phosphorous oxychloride - Sodium

Health Hazards Include

- Agents damaging the lungs, skin, eyes or mucous membranes
- Carcinogens
- Corrosives
- Hematopoietic Toxins
- Hepatotoxins
- Irritants
- Nephrotoxins
- Neurotoxins
- Reproductive toxins
- Sensitizers
- Toxic Agents

Lung, Skin, Eye or Mucous Membrane Damaging Agents

- Skin-damaging chemicals are those which affect the dermal layer of the body. Signs and symptoms of skin damage include defatting of the skin, rashes and irritation.
- Ketones
- Chlorinated compounds

Eye-damaging Chemicals

Eye-damaging chemicals are those which affect the eye or visual capacity. Signs and symptoms include conjunctivitis and corneal damage.

- Organic solvents - Acids

Lung-damaging Chemicals

Lung-damaging Chemicals are those which affect the lungs and respiratory system. Signs and symptoms include difficulty breathing.

- Phosgene - Hydrofluoric Acid

Carcinogen

A chemical causing visible destruction of, or irreversible alterations in, living tissue by chemical action at the site of contact.

- Most acids - Most bases

Hematopoietic Toxins

Chemicals affecting the blood system. Signs and symptoms include cyanosis (a bluish-purple color of the skin and tongue due to a lack of oxygen in the blood) and loss of consciousness.

- Carbon Monoxide - Cyanides

Hepatotoxins

Chemicals which affect the liver. Signs and symptoms include jaundice and liver enlargement.

- Carbon tetrachloride
- Nitrosamines

Irritants

Substances which cause reddening or pain short of actual tissue damage.

- Most acids - Most bases - Many solvents

Nephrotoxins

Chemicals affecting the kidneys, Signs and symptoms include edema (swelling) and proteinuria (protein in the urine).

- Halogenated Hydrocarbons - Uranium

Neurotoxins

Chemicals affecting the nervous system. Signs and symptoms include narcosis (stupor/unconsciousness), behavioral changes, decrease in motor functions.

- Mercury - Carbon disulfide

Reproductive Toxins

Chemicals which affect the reproductive capabilities including chromosomal damage (mutations) and effects on the fetuses (teratogens). Signs and symptoms include birth defects and sterility.

- Lead - Ethidium Bromide

Sensitizers

A substance which on first exposure causes little or not reaction in humans or test animals, but which on repeated exposure may cause a marked response not necessarily limited to the contact site.

- Isocyanates

Toxic Agents

Chemicals which have properties of being poisonous, causing death or severe temporary or permanent weakness.

- Some pesticides - Sodium cyanide - Arsenic

Information on an MSDS

- Name of the product - Health effects and first aid
- Hazardous ingredients - Reactivity
- Physical properties - Storage and disposal
- Fire and explosion data - Spill and leak procedures
- Transportation data
- Personal Protective Equipment
- Toxicity and exposure limits (PELS)

Employee Training

- Know what chemicals are present and where
- Know where the written hazard communications program, chemical inventories and MSDSs are located
- Known how to protect yourself from exposures
- Know the signs and symptoms of exposures and how to detect a chemical release.

Methods to Detect Exposure

- Visual- Skin rashes, skin discoloration, known splash to the skin
- Odor- use caution, some chemicals don't have odors or can do great harm before you smell them.
- Other signs and symptoms – nausea, dizziness, difficulty breathing
- Environmental Monitoring- conducted by the Health and Safety Office

Measures to Protect Employees From Exposure

- Engineering Controls- ventilation, using fume hoods
- Administrative Work-practice Controls- Requiring hand-washing before eating, drinking and smoking; requiring less toxic chemicals be used.
- Personal Protective Equipment- gloves, goggles, face shields, aprons, lab coats

Emergency Procedures for Chemical Spills

- Leave the area
- Notify others in the area and your supervisor
- Call 911
- Know the location of emergency eye-washes and safety showers for chemical splashes to eyes and skin

General Rules for Handling Chemicals

- Do not use any chemicals unless you've received training
- Follow label directions: dilute the product as directed. Adding more is better! Do not mix chemicals at random.
- Wear the necessary personal protective equipment.
- Report any and all signs and symptoms of exposure to your supervisor
- Report all accidents injuries and spills to your supervisor
- Do not clean up chemical spills unless you have been trained and have the appropriate protective equipment.