

A graphic illustration at the top of the page shows a row of orange hard hats. Below them, a pair of orange safety gloves is shown, with white reflective strips on the back of the hands. The entire graphic is set against a white background with orange horizontal bars at the top and bottom.

Employee Safety Handbook

MILLERSVILLE
UNIVERSITY

Find Your Future. Here.

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Coordinators: Services for Students with Disabilities—Mrs. Sherlynn Bessick, Director, Office of Learning Services, Lyle Hall, 717-872-3178; Title VI and Title IX—Ms. Patricia Hopson-Shelton, Assistant to the President for Social Equity and Diversity, Delaware House, 717-872-3787; ADA Coordinator—Mr. Dale McCloud, Associate Vice President for Human Resources, Dilworth Building, 717-872-3017.

Employee Safety Handbook

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Welcome to Millersville University. The skills each of you brings to the University will help us achieve our mission. One of the keys to accomplishing our mission is a safe and healthy campus environment, and you play a significant role in achieving this objective.

This Employee Safety Handbook is intended for use by all Millersville University faculty, staff, students, and visitors. It has been developed to provide you with answers to general questions you may have concerning health and safety in the workplace. This manual is not designed to replace workplace-specific health and safety training that you and your supervisor need to conduct on the job. You and your supervisor need to discuss specific health and safety training, orientation, and policies/procedures for your department. Your supervisor must inform you of the health and safety procedures you will need to do your job.

The University's policies, procedures, manuals, and other safety resources may be found at the Environmental Health & Safety (EHS) office web page located at the Human Resources department website on the Millersville University home page (www.millersville.edu). Or you may contact the EHS office directly at 872-3017.

Good luck and remember, we need your help to make Millersville University a safe and healthy working environment.

Health & Safety Policy

All employees of Millersville University must make every effort to integrate injury and illness prevention into every part of their daily activities. It is everyone's responsibility to maintain a safe environment for learning, teaching, and working.

The goal of the Accident and Illness Prevention Program (AIPP) is to establish a workplace environment free of hazards, and to manage University activities to minimize hazards, while fostering an environment that ensures the health and safety of students, staff, faculty, and visitors. This Employee Safety Handbook will summarize all of the key components of the University AIPP.

Health & Safety Responsibilities

All faculty, staff, students, and visitors must work together to ensure a healthy and safe work environment at Millersville University.

Employees

Each Millersville University employee is responsible for:

- Following all health and safety rules, procedures, regulations, and laws.
- Reporting hazardous or unsafe conditions or practices to your supervisor immediately.
- Wearing, using, and caring for any assigned personal protective equipment.
- Attending any necessary health and safety training.



- Reporting any job-related injury or illness to your supervisor and seeking medical treatment immediately.
- Refraining from the operation of any equipment without proper training, instructions, and authorization.

Supervisors

Millersville University supervisors have the following responsibilities:

- Provide a workplace environment free of recognized hazards.
- Train and inform new employees in the use of personal protective equipment, machine guarding and operation, applicable safety proce-

dures (such as lockout/tagout), chemical safety, electrical safety, radiation safety, etc.

- Inform new employees of this AIPP and other health and safety responsibilities, procedures, rules and regulations.
- Provide any necessary personal protective equipment including cleaning, care, storage, and maintenance devices and equipment.
- Ensure personal protective equipment is used, used properly, and each employee is trained in its use.
- Provide additional health and safety training as processes and procedures change, new chemicals are added to the work environment, and as necessary.
- Investigate and report all on the job accidents and illnesses immediately and ensure the injured employee receives prompt medical attention.
- Complete all of the workers compensation and accident forms immediately and submit these forms to the EHS office.
- Investigate workplace hazards and report these hazards to the EHS office immediately. Work with the EHS director, Facilities Management employees, outside contractors or vendors, etc., to correct workplace hazards.
- Coordinate and conduct routine, internal inspections and audits to assure safe and healthy work conditions.
- Attend health and safety training classes and ensure each employee attends these training classes.
- Work with their immediate supervisor to obtain necessary funding for implementing health and safety improvements, training, etc.

Vice Presidents/Deans/Chairs/ Department Managers/Directors

These academic and administrative professionals are responsible for:

- The health and safety of their staff, students, and visitors.
- Complying with applicable health and safety rules and regulations.
- Providing adequate funding for health and safety improvements and for the implementation of those improvements.

Environmental Health & Safety Office

The Environmental Health & Safety Office is responsible for the development, implementation, and maintenance of the Accident and Illness Prevention Program. This includes oversight and management of programs that ensure the protection of the environment, assurance of a healthy and safe working and learning environment for employees and students, and compliance with applicable rules and regulations. The EHS office will assist departments with compliance including safety meetings, training, and reporting programs, informational materials, safety inspections, and accident investigations to identify unsafe conditions or work practices, and record keeping.

Safety Committees

A network of safety and health committees exists to discuss safety, health, and environmental issues. This includes the campus safety committee, the School of Science and Mathematics safety committee, and the Student Senate safety committee.

Safety Practices

Communication of Hazards

Faculty, staff, and students must be informed of any recognized hazards in the workplace. It is the responsibility of supervisors to provide adequate health and safety orientation relating to standard operating procedures, hazard recognition and avoidance, use of personal protective equipment, and accident and injury reporting. This health and safety orientation needs to be provided before the employee begins to work in the department.

Information presented by supervisors must be provided in a manner understandable to all affected employees. Appropriate hazard warning signs must be posted in the work area. Regulations, policies, and procedures affecting employees must be made available to them.

Chemical Safety/Right To Know

Closely related to communication of hazards is your right to know of the chemical hazards associated with products and chemicals you use in the workplace. The EHS office maintains a master list of all chemicals used at the University. Each department is responsible for updating its chemical inventory (on an annual basis) and keeping up-to-date copies of material safety data sheets (MSDS's) in department-specific binders, in the workplace. You may obtain hazard information regarding the chemicals you use by referring to these binders in your department. Or you may contact the EHS office. The EHS office provides right to know training and administers the campus MSDS system.

Always read the MSDS before using any new product or using a product for the first time. The MSDS will provide you with specific hazard data on flammability, reactivity, toxicity, and other important health and safety information.

All products have hazard-warning labels affixed to the container. These warning labels provide you with a second, easy-to-read description of the flammability, reactivity, toxicity hazards as well as what protective equipment to wear when handling the chemical. Each hazard is rated on a scale of 0-4 with zero being no hazard and four being the highest hazard. Do not deface or remove hazard-warning labels from containers.

Supervisors are responsible for ensuring that any container that does not have a hazard-warning label is clearly marked with the type of chemical and the hazard-warning label before it is used.

Fire Safety

The EHS office is responsible for administration of fire safety activities on campus. This includes conducting random, regularly scheduled and unannounced fire drills in campus buildings. The EHS office also conducts fire inspections and audits, and training. The Facilities Management department is responsible for other aspects of fire safety on campus including regular inspection of fire extinguishers, fire safety system inspection and maintenance, and compliance with fire safety and building codes.

Faculty, staff, students and visitors are responsible for following fire safety rules and evacuating buildings during fire drills, or whenever the fire alarm is activated.

If you see smoke or fire inside a building, do the following:

- Activate the building fire alarm.
- Leave the building.
- From a safe location, dial 911 to report the fire or dial University Police at extension 3433.

Remember these five basic rules for safely evacuating a building:

- Leave immediately.
- Go to the nearest exit.
- Evacuate in an orderly fashion.
- Move away from the building; never try to reenter the building.
- Remain there until the all clear sign is given.

Supervisors, administrators, faculty, department chairs, deans, and directors are responsible for ensuring an orderly evacuation of their department, classroom, office, or area.

To prepare yourself for a fire emergency:

- Know the location of the nearest exit and an alternative exit.
- Know the location of fire safety equipment, such as fire extinguishers, pull alarm boxes, etc.
- Practice your evacuation route so it becomes a routine.

- Know where you and others will meet, outside the building, once you evacuate.
- Never assume the fire alarm is a false alarm. Leave as soon as you hear the alarm without hesitation.
- Don't waste time looking for your car keys or jacket. Get out right away.
- Don't assume the alarm is a fire drill. It could be a real fire.

Smoking and the use of open flames and candles is prohibited in all campus buildings.

All building occupants must evacuate when the fire alarm sounds. Failure to leave the building during a fire drill or fire emergency is a serious offense.

Radiation Safety

Any department that uses radioactive materials must follow strict protocol for the safe handling, labeling, use, disposal and storage of radioactive materials. The EHS office works with these departments to ensure compliance with federal radiation safety rules and regulations.

The Radiation Safety Officer (RSO) must authorize any request for new uses or changes in use of radioactive materials on campus. Contact the RSO at 872-3017. This includes the use of new radioactive materials, new procedures, new experiments, new storage and usage locations, or any other change to the radiation safety program.

All rooms or laboratories where radioactive materials are used or stored are labeled. Do not drink or eat in these rooms.

All faculty, staff, or students who use radioactive materials must wear appropriate personal protective equipment and follow work practices and procedures that reduce exposure to radiation to as low as is reasonably achievable (ALARA). All faculty, staff, or students who use radioactive materials must wear dosimeters to measure their exposure. Undergraduate students using these materials in laboratories under the direction of an approved faculty member do not need to wear dosimeters but must follow ALARA safety practices.

All radioactive materials, or radioactive waste, must be stored in labeled, locked, and secure storage receptacles at all times.

Any spills or leaks of radioactive materials must be reported to the RSO immediately. Move out of the area where the spill has occurred, cordon off the area, and contact the RSO.

Inventories, audits, inspections, calibration of instruments, leak tests, and other radiation safety measures and procedures will be conducted as required by the Millersville University license with the Nuclear Regulatory Commission.

Accident Reporting and Workers Compensation

If you are injured at work, to be eligible for workers compensation benefits, you must:

1. Notify your supervisor as soon as possible. Report the accident or injury to your supervisor within 24 hours of the occurrence.
2. If a physician's care is necessary, go to the Witmer Infirmary or see one of the other University-designated physicians for initial treatment and for the next 90 days following the initial treatment.
3. After this 90-day period you may continue to see a University-designated physician or a physician of your choice.
4. In the event of a life-threatening emergency, proceed directly to the hospital emergency room or dial 911 for emergency medical assistance.

Injuries requiring only basic first aid do not have to be reported to your supervisor and the EHS office. An example of basic first aid is the use of a band-aid on a paper cut or a blister on the hand.

In order to ensure that your medical treatment will be paid for by Millersville University/Inservco, you must select from one of the University-designated physicians.

Each employee will receive a wallet card with the panel of University physicians. In addition, each work area has a poster that lists the panel of University physicians.

There are two forms that must be completed when you report an injury to your supervisor:

- Millersville University Employee's Report of Injury form
- Employer's Report of Occupational Injury or Disease form

The employee completes the Employee's Report of Injury form. Then the employee and their supervisor fill out the Employer's Report of Injury form together. These forms must be submitted to the EHS office in the Human Resources department within 24 hours of the injury.

The Human Resources department submits this information to Inservco and the Pennsylvania Department of Labor & Industry as required.

The injured employee will receive a Workers Compensation Employee Notification form in the mail. This form informs employees of their rights under the Pennsylvania Workers Compensation Law. Employees must sign and return one of the forms to the Human Resources department, acknowledging they have been informed of their rights under the law.

Supervisors are responsible for completing the workers compensation forms and sending them to the Human Resources department. If necessary, contact the injured employee at home to get the information necessary. Do

not delay in sending the forms to the Human Resources department. All forms need to be submitted within 24 hours of the worker reporting the injury.

To aid the supervisor in the workers compensation process, use the information sheets available in the Human Resources department, or online at the EHS website. The information sheets walk the supervisor through the various stages of the workers compensation process, and answer many commonly asked questions.

Supervisors are responsible for reporting any serious incident that could have caused injury or illness to the EHS director immediately.

Supervisors are responsible for working with the employee, their physician, and the EHS office to find modified work for employees, when the employee's physician prescribes it. No employee is to be assigned modified work without a written prescription from the physician stating exactly what type of work the employee can and cannot do, the amount of time the employee can work, any other restriction, and a date when the employee will be able to return to work on a non-modified basis. All modified work must be coordinated with the EHS director.

Supervisors are responsible for ensuring that any injured employee who has returned to work under medical restrictions (modified work) does not overexert himself or herself, or perform work outside the restrictions. This could result in the employee reinjuring themselves.

Supervisors are responsible for checking that the employee is using the correct leave codes on time slips and that time slips with injury leave, or other leave, are submitted to the Human Resources department.

Supervisors are responsible for notifying the Human Resources department when an employee is injured and will miss work. Do not assume that the notification will come from the Witmer Infirmary, or another workers compensation medical provider.

Student employees of the university will be treated the same as all other work-related injuries or illnesses. Any student injury or illness (non-work related) will be reported to the EHS director by the faculty member or advisor.

Non work related student injuries are not compensatable under workers compensation.

Training

The EHS office provides a variety of training programs to the campus community. Many of these training programs are offered on a routine basis. Others are offered to specific departments and are tailored to their specific needs. If you would like to schedule a specific training program, please contact the EHS office. If you do not see a training program listed, contact our office to see if we can help you.

Training programs offered include:

- Asbestos Awareness
- Bloodborne Pathogens
- Chemical Safety

- Confined Space Entry
- Emergency Preparedness
- Ergonomics and Work Station Design
- Fire Safety
- Laboratory Safety
- Lock Out/Tag Out
- Personal Protective Equipment
- Radiation Safety
- Respiratory Protection
- Right-To-Know (Hazard Communication)
- Suspicious Packages/Envelopes and Bomb Threats
- Mold and Indoor Air Quality
- Fire Extinguisher Training
- Spill Response and Hazardous Waste Operations

Emergency Preparedness

In the event of an emergency at Millersville University, the University has an Emergency Operations Plan (EOP) to help direct and coordinate the emergency response actions. If you would like to see the full EOP, please contact the EHS office. For a summary of the EOP, visit the EHS website.

The Millersville University EOP was developed by the Campus Safety Committee with additional input from the Millersville borough fire, police, and emergency management offices, the Penn Manor School District, and the Lancaster County Emergency Management Agency (LEMA).

The EOP sets forth the framework for how the University, either alone or in conjunction with local and state emergency management agencies, will respond to an emergency.

Some of the specific elements of the EOP include:

- Definitions of Emergencies
- Command and Control
- Direction and Coordination
- Responsibilities
- University Notification System
- Campus Sources of Assistance
- Off Campus Sources of Assistance
- Emergency Evacuation Maps
- Emergency Procedures

There are specific emergency procedures developed for responding to a wide variety of emergencies which may befall the University including fire, chemical spills, nuclear power plant incidents, natural disasters, etc.

In the event of an emergency, you will be instructed to either evacuate the building (such as in the event of a fire) or to remain inside the building (shelter in place), such as in the event of a tornado.

Emergency notifications will be communicated by building coordinators at your building, University police or borough fire/police department personnel, through email, phone mail, campus radio/TV, or public address systems.

The Millersville University EOP classifies all emergencies as one of two types:

Level 1 Emergency (Minor Emergency)

An incident, potential or actual, local in nature and with limited impact. This level of emergency will not seriously affect the overall functional capacity of the University. The impact of this emergency can be handled using University resources.

Level 2 Emergency (Major Emergency)

Any potential or actual incident that affects an entire building or buildings, a major portion of the campus, or the entire campus. This emergency may seriously impair or halt the operations of the University, and in some cases, mass personnel casualties and severe property damage may be sustained.

The EOP also designates an Emergency Response Team to direct and coordinate the emergency response effort.

Millersville University believes the best way to prepare for and respond to an emergency or disaster, which strikes the campus or Millersville area, is to work closely with municipal, county, and state emergency preparedness officials. Towards that goal, University personnel meet on a periodic basis with Millersville borough and Penn Manor School District representatives to plan and coordinate emergency response efforts.

Hazardous Waste

All hazardous waste generated at Millersville University must be properly containerized, labeled, stored, and disposed of in accordance with environmental laws and regulations.

The University does not generate large quantities of hazardous waste; however, this does not exempt us from applicable environmental laws and regulations.

Most of the hazardous waste generated at Millersville University comes from science departments in the form of expired chemicals and leftover waste from laboratory experiments. However, other University departments also generate hazardous waste, such as Facilities Management, Art, and Industry & Technology.

All hazardous waste must be stored in approved containers. If you need a container, contact the EHS office at 872-3017.

All containers of hazardous waste must be labeled.

Contact the EHS office to obtain labels.

Hazardous waste may be stored at specific Satellite Accumulation Areas in each department so long as the waste is stored in an appropriate container, and the container is sealed and properly labeled. A department or building may have multiple Satellite Accumulation Areas. Once the total quantity of hazardous waste stored in the containers exceeds 55 gallons (or one quart of acutely hazardous waste), the waste must be moved to a 180-day storage facility. Contact the EHS office if waste containers need to be moved to the storage facility.

At least once every six months, the University disposes of the hazardous waste using a licensed hazardous waste hauler/treatment and disposal facility.

If you have any questions as to whether the waste is hazardous or not, contact the EHS office at 872-3017. Do not dispose of any material which might be hazardous waste.

In order to minimize the amount of waste the University generates, faculty and staff should order only the amount of a chemical or product that is necessary to do the job. Avoid ordering bulk amounts of chemicals or products that may never be fully used as these become very expensive for the University to dispose of as hazardous waste.

Never remove the original chemical or product label from a container. Unknown chemicals or products (no label) are extremely expensive to dispose of.

Report any spills or leaks of hazardous waste to the EHS Director immediately.

Spills and Leaks

Any significant amount of a chemical or product which spills or leaks should be reported to the EHS office immediately.

If the spill or leak is small (example – a 25 milliliter beaker of a chemical spills onto a laboratory bench top) you can clean it yourself. Remember to safely dispose of any cleaning materials. For example, if you use paper towels to wipe up a small spill of acetone or other flammable material, do not throw the paper towels into a waste receptacle. The solvent-covered towels could ignite and cause a fire. Instead, dry the towels in a laboratory fume hood to allow the solvent to evaporate, or place the towels in an approved flammable material disposal container.

If the spill is large (example – a 5-liter bottle of acetone falls onto the floor and breaks) or involves a highly hazardous, reactive, or flammable material, do not attempt to clean it yourself. Note what was spilled, where it was spilled, when it was spilled, and how much was spilled, and call 911 or University Police at 872-3433 immediately. Give the dispatcher as much information as possible. Try to cordon off the area to prevent others from entering. If necessary, pull the building fire alarm and evacuate the building. Stay outside the building to provide emergency responders with information about the chemical/product, and what happened. The spill or leak will be cleaned by trained University personnel, or fire department/Lancaster County Haz Mat team members.

Laboratory Safety

All chemicals must be stored in the original containers with the labels affixed.

If you transfer a chemical to another bottle or smaller container for bench top use, make sure to label the container with the chemical name and a hazard label.

All chemicals must be stored in approved storage containers (such as flammable or acid storage lockers). Laboratory fume hoods are not approved storage facilities.

All chemical storage closets, rooms, or lockers must be labeled.

All eye wash stations and emergency showers must be functional, inspected, and must not be blocked or restricted.

Use laboratory fume hoods to work with any hazardous chemicals.

Report any malfunctioning laboratory fume hoods to the Facilities Management department. Do not use a fume hood which is not operating or operating improperly.

Use lab coats, eyeglasses or goggles, gloves, or any other necessary personal protective equipment. Open toed-shoes or sandals are not allowed inside the laboratory.

There will be no smoking or open flames (except Bunsen burners or other laboratory equipment needed for experiments) in the laboratory or offices.

The use of food, drink, or cosmetics, is prohibited inside laboratories.

Follow all radioactive material safety procedures in the laboratory.

Dispose of any cracked or broken glassware in approved glassware receptacles. Do not place broken glassware in normal waste receptacles.

Any hypodermic needles or sharps used in instrumentation or laboratory experiments must be disposed of in approved sharps disposal containers. Do not place sharps or needles into normal waste receptacles.

Do not work on any instrumentation unless you are trained in repair and maintenance work. Unplug the instrument before working on it to avoid electrical shock. Dissipate any stored energy inside the instrument (such as capacitors).

Always work inside laboratory fume hoods with the hood sash pulled down to the appropriate level. This protects the face from chemical splashes and maximizes the exhaust ventilation.

Do not work with your face inside the hood. Keep your hands inside the hood, and your face outside to avoid breathing chemicals.

Make sure to turn off any gas used in the hood by closing the control knob on the outside of the hood. The same holds true for bench-top gas lines. Make sure the control knob is turned off when you are finished with the experiment.

Clean up any small chemical spills immediately and properly dispose of the waste.

Keep the laboratory neat and clean. Good housekeeping is an important safety measure in laboratories.

Place all hazardous waste (leftover chemical waste from lab experiments) into the appropriate and marked container. Do not mix waste streams.

Separate mercury-containing waste from non-mercury containing waste.

Do not attempt to clean up mercury spills or mercury from a broken thermometer. Move away from the spill, cordon off the area, and call the Chemistry department or the EHS director.

Do not remove labels from waste containers. Keep the lids securely fastened.



Keep compressed gas cylinders chained and secured at all times.

Refer to material safety data sheet (MSDS) binders for hazard information related to the chemical or product you are using. Binders are located in laboratories. You can also find MSDS's for the chemical or product at the manufacturer web sites.

All incompatible chemicals must be separated and segregated. Do not store incompatible chemicals (example – acids and solvents) in the same cabinet, locker, or other storage area.

Any biological waste (infectious waste) such as animal cadavers must be disposed of properly. Place all biological waste in approved and labeled biohazard waste bags or containers and take to the storeroom for proper disposal. Do not place biological waste into normal trash receptacles.

Infectious Waste and Bloodborne Pathogens

Infectious waste is material such as blood and other body fluid, laboratory media, surgical dressings, sharps, dead animals from laboratory experiments, etc.

This type of waste cannot be disposed of as normal trash. Therefore, infectious waste is separated and segregated from normal waste streams and disposed of

properly.

Infectious waste must be stored in appropriately labeled containers to warn against accidental exposure to the infected material.

If you have any infectious waste, please contact the EHS office at 872-2017 or the Witmer Infirmary at 872-3250.

Anyone who handles infectious waste must receive bloodborne pathogen training. If you need this training, contact the EHS office.

Bloodborne pathogens are diseases which can be transmitted from human to human through contact with infected blood. Examples include human immunodeficiency virus (HIV or AIDS), hepatitis B and hepatitis C.

To prevent accidental exposure to bloodborne pathogens, follow these basic safety measures:

1. Training. Anyone on campus who, as part of their normal job, may be accidentally exposed to bloodborne pathogens must receive bloodborne pathogen training. This includes, but is not limited to, members of the University Police, Health Services, and Housekeeping departments.

2. Universal Precautions. Universal precautions are a set of work practices which will minimize the risk of exposure to bloodborne pathogens:

- Never touch blood, other body fluids, sharps (such as hypodermic needles), or materials which may be infected, unless you have received training and are wearing protective equipment.
- Always wear personal protective equipment when handling any waste or material which may contain blood, other body fluids, or other infected materials. Personal protective equipment for safely handling materials which might contain bloodborne pathogens include disposable surgical gloves, eye protection, and a surgical mask.
- Clean up any blood, other body fluids, sharps, or materials which may be infected as soon as possible. Clean the area with a disinfectant or diluted bleach solution to kill the microorganisms which cause disease.
- Always dispose of any blood, other body fluids, sharps, or materials which may be infected in approved and labeled infectious waste containers. These are red bags or containers which have the infectious waste universal precaution label. Make sure the waste is taken to the Witmer Infirmary immediately for safe storage and disposal.

3. Immunization. Another way to prevent infection is to be immunized for the hepatitis B virus. The hepatitis B vaccination is a three-part immunization process. Each immunization shot must be taken, in the prescribed order, for the vaccine to be fully effective at preventing disease. The hepatitis B vaccine is a safe and highly effective vaccine to prevent this disease.

Always dispose of needles and sharps in a sharps dis-

posal container (a rigid plastic container designed specifically for used needle disposal). People who routinely use needles, such as diabetics, should keep a sharps disposal container nearby. Never dispose of sharps and needles in normal waste containers. If you need a sharps disposal container, contact the Witmer Infirmary at 872-3250.

5. Be careful when handling trash containers and trash bags to avoid accidental needle sticks or cuts from sharp objects hidden in the trash. To prevent accidental cuts from these sharps:

- Check the container before you pick it up for any protruding sharps.
- Do not compact the trash (push it down) with your bare hand. Many accidental needle sticks occur when people push the top of the trash down with their hand to squeeze out air and compact the bag.
- Always wear sturdy gloves when handling the trash.



Ergonomics

Ergonomics is the science of preventing workplace injury by matching the job to the employee. Many improperly designed work stations place the employee in stressful or awkward positions or require repetitive work that can cause injury. The goal of ergonomics is to design or redesign/modify the work environment to minimize any unnecessary stress to the body.

If you feel your workstation or office set-up is not ideal, contact the EHS office for a workstation evaluation. The EHS director will come to your office and look at the way your work station/office is set up and make recommendations to improve it, from an ergonomic perspective. Typically, very simple and inexpensive modifications and improvements can be implemented to alter the workstation in such a way as to minimize or eliminate any problems.

To avoid ergonomic injuries follow these basic measures:

- Always bend at the knees, not the back, to pick up an object. Keep the object close to your body and in front of you as you lift it. Do not twist, turn, or bend as you reach for or lift the object. Keep your

back and head straight as you lift.

- Get help before trying to lift heavy objects.
- Avoid repetitive motion wherever possible.
- Stretch and loosen up before starting vigorous work.

Personal Protective Equipment

Faculty, staff, and students may be required to wear personal protective equipment (PPE) while performing certain jobs.

Your supervisor or faculty member will inform you and train you in the use of any PPE. Your supervisor or faculty member will also supply you with the appropriate PPE and any cleaning, maintenance, and storage materials.

It is your responsibility to care for and maintain your PPE.

It is your responsibility to wear and use your PPE at all times and as it was intended to be used.

Training in the use of certain forms of PPE (such as respirators) will be conducted by the EHS office.

The following is a general guideline for selecting the right type of PPE for the hazard:

- Chemical hazards – lab coats, eyeglasses, goggles, splash shields, respirators, gloves (different types for different chemical hazards), disposable suits.
- Noise (hearing protection) – earplugs or earmuffs. Personal tape players, CD players, MP3 players, or other electronic devices are not approved hearing protection and cannot be used instead of earplugs or earmuffs.
- Physical hazards (welding) – welding glasses or helmet equipped with the appropriate filter lenses to protect the eye from flying particles and ultraviolet light. Welding apron, leggings, sleeves or coat.
- Physical Hazards (eye protection) – Minimum eye protection is safety glasses with side shields. You may wear your prescription glasses underneath safety goggles. Do not wear contact lenses. Other forms of eye protection are goggles and splash shields.
- Physical hazards (foot protection) – Steel-toed shoe or boot. No open-toed shoes in laboratories.
- Physical hazards (head protection) – Hard hats to be used in all areas, including construction and renovation areas where contractor employees are wearing head protection, where overhead work is being performed.
- Physical hazards (housekeeping and cleaning) – Minimum eye protection is safety glasses with side shields or goggles. Do not mix or use janitorial chemicals without wearing eye protection. Use eye protection when cleaning or dusting overhead (dust and debris may fall into your eye) or when cleaning very dusty/dirty areas. Always wear gloves to protect your hands from chemicals. Wear sturdy leather or cloth gloves when handling the trash (to avoid accidental cuts or needle sticks).

- Physical Hazards (grounds crew) - Minimum eye protection is safety glasses with side shields or goggles. Always wear eye protection when operating mowers, weed cutters, chain saws, leaf blowers, etc. Wear gloves to avoid cuts and lacerations.

- Chemical Hazards (respirators) – Only use respirators with the authorization of the EHS office (except disposable dust masks). You must receive proper training in the use and care of the respirator, be medically certified to wear the respirator, and have been fit tested to insure the respirator seals to your face. Contact the EHS office at 872-3017 if you have a need to wear a respirator or need respirator training.

Workplace Hazard Inspections & Audits

In order to identify hazardous conditions, it is necessary for faculty and staff to perform routine inspections and audits of the work areas, buildings and grounds, laboratories, etc. The EHS director can assist you in conducting these inspections and audits. The EHS director may conduct his own independent, unannounced, and periodic inspections and audits.

Hazards which pose an immediate threat to life and health must be corrected as soon as they are identified. Consult your supervisor to determine the proper means to control and remove the hazard if it is not obvious and readily apparent how to do so. If your supervisor is unavailable, report the hazard to your department head, Facilities Management, or the EHS director. If others might be affected by the hazard, you, your supervisor/department head, or Facilities Management must notified the affected employees immediately.

Once identified, non-emergency hazards should be corrected and controlled as soon as possible. If multiple hazards are found, they need to be prioritized for remediation and control, with temporary measures put into place to protect faculty, staff, visitors, and students.

Supervisors, department heads, managers, faculty members, etc., should welcome and encourage employee notifications of safety hazards

Documentation

Workplace Safety Standard Operating Procedures

Standard operating procedures (SOPs) have been developed for many different workplace hazards. These SOPs are available through your supervisor, at the EHS office located in the Human Resources department, or online at the EHS website.

All employees are responsible for reading and understanding these specific workplace procedures before performing work which could expose them to one or more of these hazards.

Supervisors are responsible for making sure employees: have access to these SOPs; read and understand them before conducting work; are supplied with any necessary equipment; including personal protective equipment, and receive any

Supervisors are responsible for maintaining all safety records and submitting copies to the EHS office. This may include training records, safety inspections, audits, new material safety data sheets, etc.

Environmental Protection

Environmental compliance focuses on activities which could affect or impact the air, soil, or water. Activities which could have a negative impact on the environment, if not properly managed and controlled include handling and disposal of asbestos, lead-based paint, hazardous waste, PCBs, chemicals, etc., underground and aboveground storage tanks, construction site run-off, oil spills, gasoline spills, inspection and maintenance of refrigeration, heating, and cooling systems, etc.

All faculty, staff, and students can play a role in protecting the environment by minimizing the amount of waste they generate, and recycling the waste. Dispose of materials such as bottles, cans, batteries, newspaper, scrap metal, etc., into appropriate recycle containers.

Never pour any chemical or unknown material into a sink, storm drain, or anything that discharges into the septic system.

Never pour any chemical or unknown material onto the ground, dirt, or parking lot. Even oil spilled onto a parking lot surface will wash into the septic system with the first rain, and flow to a stream or river.

For information on other environmental issues such as mold, radon, indoor air quality, lead-based paint, etc. contact the EHS Office.

Drinking Water Quality

Millersville University maintains its own drinking water system. As such, the Facilities Management department routinely samples and checks the quality of the drinking water. An annual summary report of the EPA primary and secondary drinking water requirements is produced and shared with the campus community.

necessary training.

The EHS director is responsible for creating and updating these SOPs; auditing the programs to determine effectiveness; and working with the supervisors and employees to maintain the programs. The EHS director also conducts training.

A summary of these workplace safety SOPs includes:

Lockout/Tagout

The Lockout/Tagout (LO/TO) program applies to the control of energy during servicing and/or maintenance of machines and equipment. This program specifically outlines the definitions, procedures and training

requirements to be utilized by Millersville University employees to guard against the unexpected energizing, start-up, or release of stored energy that could cause injury. It is the duty of each employee to become familiar with the contents of this program and ensure compliance with its procedures. Heads of departments shall ensure that employees under their supervision receive training in the contents of this program and ensure records of this training are maintained.

The LO/TO program is used to establish procedures for affixing appropriate lockout or tagout devices to energy-isolating devices, and to otherwise disable machines or equipment to prevent unexpected energization, start-up or release of stored energy in order to prevent injury to employees.

Confined Space Entry

The Confined Space Entry (CSE) program applies to the safe working practices for entering and working in confined spaces. A confined space is a space large enough for a person to physically gain entry, but with limited means of egress, and is a space not designed for continuous occupancy. These spaces may also contain a variety of hazards, which may cause injury or death.

This program specifically outlines the definitions, procedures and training requirements to be utilized by Millersville University employees to prevent accidents, which may cause injury or death when entering or working in a confined space. It is the duty of each employee to become familiar with the contents of this program and ensure compliance with its procedures. Heads of departments shall ensure that employees under their supervision comply with this procedure and follow confined space entry safety protocols. Heads of departments shall ensure that employees under their supervision receive training in the contents of this program and ensure records of this training are maintained.

The CSE program applies to all employees, contractors, or other individuals whose job duties require them to work directly in confined spaces.

The CSE program establishes procedures for safe working practices and for safe entry of confined spaces. These procedures must be followed before any employee enters a confined space.

Machine and Electrical Safeguarding

The electrical and machine safeguarding program applies to the use of various safety devices and equipment to prevent employees from being injured while operating machinery or working on or near electrical equipment. This program specifically outlines the definitions, procedures and training requirements to be utilized by Millersville University employees to safeguard against injury when working on, with, or near mechanical or electrical equipment. It is the duty of each employee to become familiar with the



contents of this program and ensure compliance with its procedures. Heads of departments shall ensure that employees under their supervision receive training in the contents of this program and ensure records of this training are maintained.

The program provides general guidelines and procedures for machine and electrical safeguarding.

Pre-Operational Review

The pre-operational process review program applies to the prevention of workplace injuries by reviewing new machinery or equipment before it is used. This program specifically outlines the definitions, procedures and training requirements to be utilized by Millersville University employees to safeguard against injury or exposure while on the job and unforeseen hazards from new machinery or equipment. It is the duty of each employee to become familiar with the contents of this program and ensure compliance with its procedures. Heads of departments shall ensure that employees under their supervision receive training in the contents of this program and ensure records of this training are maintained.

This program applies to all newly installed equipment and machinery.

Respiratory Protection Program

The respiratory protection program (RPP) applies to the use of various respirators to protect the employee. This program specifically outlines the definitions, procedures and training requirements to be utilized by Millersville University employees to use respiratory protection on the job. It is the duty of each employee to become familiar with the contents of this program and ensure compliance with its procedures. Heads of departments shall ensure that employees under their supervision receive training in the contents of this program and ensure records of this training are maintained.

The purpose of the program is to provide general guidelines and procedures for the use of respiratory protection.

Substance Abuse and Prevention Program

The substance abuse and prevention program addresses prevention of workplace injuries caused by employees using alcohol or illegal drugs on the job. This program specifically outlines the definitions, procedures and training requirements to be utilized by Millersville University employees to safeguard against



injury while on the job, due to the abuse of illegal drugs, narcotic substances or alcohol. It is the duty of each employee to become familiar with the contents of this program and ensure compliance with its procedures. Heads of departments shall ensure that employees under their supervision receive training in the contents of this program and ensure records of this training are maintained.

This program applies to all employees who may operate equipment or perform other work and whose abuse of illegal drugs or alcohol could cause injury to themselves or others.

Hearing Conservation Program

The hearing conservation program applies to hazards, which may damage the hearing of workers, and the use of various hearing protection devices (personal protective equipment) to protect a person's hearing. This program specifically outlines the definitions, procedures and training requirements utilized by Millersville University employees to safeguard against injury from noise. It is the duty of each employee to become familiar with the contents of this program and ensure compliance with its procedures. Heads of departments shall ensure that employees under their supervision receive training in the contents of this program and ensure records of this training are maintained.

This program applies to all employees who may be exposed to occupational noise in excess of the OSHA action level of 85 decibels on the A scale (dBA) for a full work shift.

Bloodborne Pathogens Program

The bloodborne pathogens prevention program applies to the prevention of workplace injuries caused by employees who may be exposed to bloodborne pathogens during the course of their employment at Millersville University. This program specifically outlines the definitions, procedures and training requirements utilized by Millersville University employees to safeguard against exposure on the job to bloodborne pathogens. It is the duty of each employee to become familiar with the contents of this program and ensure compliance with its procedures. Heads of departments shall ensure that employees under their supervision receive training in the contents of this program and ensure records of this training are maintained.

This program applies to all employees who may be exposed to bloodborne pathogens on the job at Millersville University.

Fire Safety Program

Fire safety is an important part of the day-to-day activities at Millersville University. Millersville University has approximately 2,500 students residing in campus residence life buildings. In addition, there are approximately 7,800 students and 1,000 faculty and staff working, teaching, and learning in the other campus buildings during the semester. Ensuring fire safety in campus buildings is vital to the protection of life and health.

The purpose of the comprehensive fire safety program is to provide users with information to help them prepare for their role in making fire safety an integral part of their experience at Millersville University.

Personal Protective Equipment

The personal protective equipment (PPE) program applies to the use of various PPE to protect the employee. This program specifically outlines the definitions, procedures and training requirements to be utilized by Millersville University employees to use PPE on the job. It is the duty of each employee to become familiar with the contents of this program and ensure compliance with its procedures. Heads of departments shall ensure that employees under their supervision receive training in the contents of this program and ensure records of this training are maintained.

Eye Protection Program

The eye protection program applies to the use of eye protection during various work activities at the University in order to protect the employee from injury. This program specifically outlines the definitions, procedures and training requirements to be utilized by Millersville University employees to prevent unexpected and accidental injury and damage to the eye. It is the duty of each employee to become familiar with the contents of this program, and use eye protection on the job. Heads of departments shall ensure that employees under their supervision receive training

covering the contents of this program, how to properly use eye protection, how to select the appropriate eye protection for the job (hazard), and how to ensure adequate supplies of appropriate eye protection are easily available for all employees.

Asbestos

All presumed asbestos-containing materials (ACM) have been identified for each campus building. A master list of these materials is maintained at the EHS office and the Facilities department. If you would like to know if a material in your building contains asbestos, please contact the EHS office at 872-3017. If a suspect material is not identified on this list, samples will be collected and analyzed to determine if the material contains asbestos.

If you suspect a material might contain asbestos – do not disturb the material and avoid creating dust. Notify the EHS director immediately.

Do not attempt to remove or clean ACM or suspect ACM yourself. Only trained and certified personnel may do so. Asbestos abatement contractors will conduct all asbestos removal in campus buildings.

Housekeepers and Facilities employees must be careful when working around asbestos flooring materials or thermal system insulation such as pipe wrappings and tank coverings. If these materials are broken, friable, or damaged in such a way as to create a dust, do not clean or work on these materials and report this to the EHS office immediately.

University personnel or contractor employees who must cut, drill, break, damage, or remove any system (i.e., pipes, ductwork, floors, walls, ceilings, tanks) that might be covered in or contain asbestos must ensure the system is asbestos free before conducting work. If you have any doubt, stop work and contact the EHS Office or the Facilities Management department immediately. If, after removing a wall, a partition, a ceiling, or other structure, new, previously unidentified and suspect ACM is discovered, stop work and contact the EHS Office or the Facilities Management department immediately.

University employees who may come into contact with asbestos through the normal course of their employment will receive asbestos awareness training.

CDL, Forklift, and Vehicle Safety

Operators of large motor vehicles such as university trucks must receive Certified Drivers License (CDL) training and maintain their CDL license to safely operate these vehicles. The CDL program is administered through the Human Resource department.

Anyone who operates a powered industrial truck such as a forklift must receive safety training before being allowed to use this equipment.

All employees must operate university passenger cars and vans in a safe manner. Always wear seat belts when operating university vehicles. Complete any

required safety training and driver education before using a university vehicle.

Fall Safety

The Fall Safety program provides all the necessary safety measures to allow employees to safely work in high locations.

All employees who must work in elevated locations must use appropriate safety measures to prevent falls. Approved fall protection devices include ladders, lifts, scaffolding, and fall arresting devices.

Trenching, Excavations and Underground Work

The Trenching, Excavations, and Underground work program provides all of the safety measures necessary to allow employees to work in, and dig trenches and excavations.

Operators of backhoes and trenching equipment must first contact the PA One Call system at 1-800-242-1776 before digging. This is to ensure they do not damage or break buried utilities (gas, electrical, etc.).

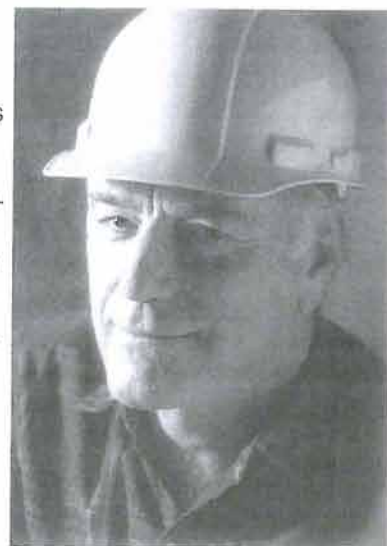
If while digging you accidentally damage or break a buried utility, stop work immediately and contact the Facilities Management office, the Millersville Fire Department, University Police, and the EHS office.

Hazardous Materials Program

The hazardous material program applies to the safe handling, storage, and disposal of all materials that are listed as hazardous waste.

The procedures outlined in this SOP will protect employees from being injured while handling hazardous waste; prevent spills, leaks or accidental discharges of hazardous waste into the environment; provide for the proper labeling and storage of hazardous waste; and provide for safe hazardous waste disposal, including record-keeping requirements. This

program specifically outlines the definitions, procedures and training requirements related to the safe handling, storage, and disposal of hazardous waste. It is the duty of each employee to become familiar with the contents of this program and ensure compliance with its procedures. Heads of departments shall ensure that employees under their supervision receive training in the contents of this program and ensure records of this training are maintained.





Environmental Health & Safety and Emergency Phone Numbers

Emergencies

911 or 3-911

Environmental Health & Safety Office

717-872-3017

University Police

717-872-3433

Witmer Infirmary (Health Services)

717-872-3250

Facilities Management

717-872-3282

Human Resources Department

717-872-3017

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