

# Education Employee Safety Manual

## University of Indianapolis

### **An Employee Guide to Safety Policies & Procedures to Support a Safety-Conscious Work Environment**

Provided by: Gregory & Appel Insurance

Legal disclaimer to users of this form employee handbook:

The materials presented herein are for general reference only. Federal, state and/or local laws, or individual circumstances, may require the addition of policies, amendment of individual policies, and/or the entire manual to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that University of Indianapolis is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

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University of Indianapolis recognizes that our people drive the institution. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings and procedures that foster protection of health and safety. All work conducted by University of Indianapolis employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

University of Indianapolis is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community and University of Indianapolis.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local and University of Indianapolis policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, University of Indianapolis will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, University of Indianapolis subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds University of Indianapolis in higher regard with customers, and increases productivity. This is why we will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of University of Indianapolis is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of University of Indianapolis will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor institution safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this institution. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at University of Indianapolis must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the workplace.

The primary responsibility of the employees of University of Indianapolis is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees MUST become familiar with, observe and obey University of Indianapolis' rules and established policies for health, safety and preventing injuries while at work. Additionally, employees MUST learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction **NOT** to begin the task until he or she discusses the situation with his or her supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact the Safety Coordinator.

**NO EMPLOYEE IS EVER REQUIRED** to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.

## **General Safety Rules**

### **Conduct**

- Horseplay, 'practical jokes,' etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.

### **Drugs, Alcohol & Tobacco**

- Use and/or possession of illegal drugs or alcohol on this property or on University of Indianapolis time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden. To learn more about this policy, please visit [https://www.uindy.edu/policies/files/drug\\_free\\_workplace\\_policy\\_nov\\_2017.pdf](https://www.uindy.edu/policies/files/drug_free_workplace_policy_nov_2017.pdf)
- The University of Indianapolis is dedicated to maintaining a safe and healthy work and academic environment, improving indoor and outdoor air quality, and promoting the comfort of university students, faculty, staff, and guests. Therefore, the entire University of Indianapolis campus is smoke-free. To learn more about this policy, please visit [https://www.uindy.edu/documents/Tobacco\\_Free\\_Policy\\_HR01.pdf](https://www.uindy.edu/documents/Tobacco_Free_Policy_HR01.pdf)

### **Housekeeping**

You are responsible to keep your work area clean and safe. Clean up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.

The following areas must remain clear of obstructions:

- Aisles/exits
- Fire extinguishers and emergency equipment
- All electrical breakers, controls, and switches

## **Injury Reporting**

All work-related injuries must be reported to your supervisor as soon as practicable. Failure to report injuries can result in loss of Workers' Compensation benefits.

University of Indianapolis provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured or ill employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release.

University of Indianapolis is committed to providing safety- and health-related orientation and training for all employees at all levels of the institution. The institution will maintain and support a program to educate and familiarize employees with safety and health procedures, rules and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but not be limited to the following:

1. Hazards associated with the work area specific to department
2. Hazards associated with a specific job or task specific to department
3. Operation of specific equipment
4. Personal protective equipment
5. Emergency procedures
6. Employee accident reporting requirements
7. Return to work program
8. Any OSHA required training not included or addressed above

## **Off-Site Safety**

- a. Employees of University of Indianapolis are required to follow all safety and security procedures during off-site visits.
- b. If your contact person does not advise you regarding safety hazards consider the following:
  - Emergency exit location(s);
  - Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs, maintain three point contact (hand on rail and feet on steps);
  - Wear shoes that support your feet and are slip-resistant.
  - If teaching/supervising/visiting a tech ed/shop class, etc., avoid clothing that is either constrictive or too loose; loose clothing can get caught in machinery or other equipment.

These rules are established to help you stay safe and injury-free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, may result in discipline as outlined in the Staff Handbook and Faculty Handbook. To view the handbooks, please visit:

[https://www.uindy.edu/policies/files/faculty\\_handbook\\_2016\\_17.pdf](https://www.uindy.edu/policies/files/faculty_handbook_2016_17.pdf)

[https://www.uindy.edu/policies/files/staff\\_handbook\\_march\\_2018.pdf](https://www.uindy.edu/policies/files/staff_handbook_march_2018.pdf)

When working at different locations, employees are required to follow the above rules, as well as all location rules and procedures, and work in a manner that reflects positively on the institution. Before operating any equipment at a customer location, permission must first be secured.

### **Periodic Inspections**

It is the policy of University of Indianapolis that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures as relates to employees, contractors and vendors.

All employees are responsible for cooperating during these inspections and managers and supervisors are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

### **Incident Reporting**

1. Any work-related injury or suspected injury must be reported to your supervisor. Workers compensation incident report must be completed and submitted to HR as soon as possible.
2. University of Indianapolis provides light duty work for employees recovering from injury. Employees are required to return to light duty work immediately upon release.
3. An accident investigation will be conducted to determine the root cause of the accident. The injured employee may be asked to participate in the investigation.

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both University of Indianapolis and its employees. We want our injured employees to get the best possible medical treatment immediately to ensure the earliest possible recovery and return to work. University of Indianapolis has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

University of Indianapolis wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Return to Work program which includes transitional or light duty work.

### **Employee Procedures**

- All work-related injuries should always be reported immediately to your supervisor.
- If there seems to be a reasonable connection between the incident and the use of drugs or alcohol, the employee may be asked to provide a urine and breath sample as soon as possible following the accident. If possible, urine and breath tests will be performed in conjunction with the necessary medical treatment.
- You must complete and sign a Worker's Compensation Incident Report.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Return to Work Evaluation form.
- Under this program, temporary light duty work is available for a limited time.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full

disability benefits under the workers' compensation program and may result in disqualification for certain employee benefits, and, in some cases, be a basis for termination.

- Employees who are unable to work and whose absences University of Indianapolis approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Return to Work Evaluation form and Return to Work Request / Physician's Authorization form.
- Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a Return to Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. **No permanent light duty positions will be created.**
- Cooperate with our Workers Compensation Insurer and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your supervisor and the Human Resources department.

### **General Emergency Guidelines**

- Stay calm and think through your actions
- Know the emergency numbers:
  - Fire/Police/Ambulance: 911
  - Internal Emergency Number: 317-788-3386
  - Human Resources: 317-788-6132
  - Watchdog Alert System (To learn more about Watchdog, visit <http://www.uindy.edu/campus-life/watchdog>)
  - Operator: "0"
- Know where the exits are located.
- In the event of any emergency, do not take elevators; use the stairs.
- Do not hesitate to call or alert others if you believe that an emergency is occurring; you will not "get in trouble."
- First aid supplies and emergency equipment are located in the Health & Wellness Center - HP 108 for use by those who are authorized and properly trained.
- Please refer to <https://www.uindy.edu/police-department/index> for additional information.

### **Evacuation**

- Employees will be notified of a fire alarm by the fire alarm system.
- Upon becoming aware of a fire alarm, employees should immediately evacuate the building and head to the assigned rally point. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. *(Note: never use elevators during fire alarm situations.)*

- Building Evacuation Coordinators should be the last persons to leave the area. Check the building to be sure that all personnel have evacuated.
- Any employee having mobility, visual, hearing, or other condition, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through Human Resources.
- Upon exiting the building, all personnel should report to the respective rally point or a head count.
- If any employee is missing, an immediate report should be made to the Building Evacuation Coordinator who will in turn report to the University Police or first available fire department officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy an area or building will be issued by the incident commander.
- In the event of inclement weather, the incident commander will make arrangements for all personnel to move to shelter.

### **Medical Emergency**

- Upon discovering a medical emergency, call 911.
- Notify the supervisor and report the nature of the medical emergency and location.
- Stay with the person involved, being careful not to come in contact with any bodily fluids.
- University Police will meet the fire department.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Human Resources will make any necessary notifications to family members of the person suffering the medical emergency.

### **Severe Weather (Have Campus Police Review this Section)**

- University Police will monitor the weather and work with the weather service. If a severe weather report is issued, a Watchdog Announcement will be issued.
- Employees will shut down all equipment and will be instructed where to go for safety. The supervisor will take the weather radio with her/him. When the severe weather warning is cancelled, she/he will send runners to advise that it is safe to return to work areas. A general announcement will also be made.

### **Fire Safety**

- Alert other persons in the immediate hazard area.
- Activate a fire alarm or call **911** to page an emergency announcement.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:

**P**=Pull the safety pin.

**A**=Aim the nozzle at the base of the fire.

**S**=Squeeze the operating lever.

**S**=Sweep side to side covering the base of the fire.

*\* When using a fire extinguisher, always stay between the fire and an exit; stay low and back away when the fire is extinguished.*

*\* Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*

– Have someone notify University Police of where the emergency is located. He/she will relay this information to the fire department.

## **Workplace Violence**

– Any employee who feels that she/he has been threatened should immediately report their concern to the supervisor and to Human Resources.

– If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and stay away from the person exhibiting threatening behavior.

– Depending upon the level of concern, call 911 immediately.

– Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

The University of Indianapolis attempts to provide a place where all employees and students can work and learn in an atmosphere free from discrimination and harassment based on the Nondiscriminatory Policy stated above. The University does not tolerate the harassment of students or employees and responds to every complaint with established process and provides proper remediation when harassment is shown to have occurred. Moreover, the University does not tolerate the intimidation or exploitation of any student or employee for private advantage by anyone.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Examples of conduct prohibited by this policy include but are not limited to:

– Unwelcome sexual flirtation, advances or propositions;

– Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability or sexual orientation;

– Explicit or degrading verbal comments about another individual or his/her appearance;

– The display of sexually suggestive pictures or objects in any workplace location, including transmission or display via computer;

– Any sexually offensive or abusive physical conduct;

– The taking of or the refusal to take any personnel action based on an employee's submission to or referral of sexual overtures; and

– Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability or sexual orientation.



If you believe that you are being subjected to workplace harassment, you should:

1. If you feel comfortable enough to do so, tell the harasser that his or her actions are not welcome and he/she must stop.
2. Report the incident immediately to University Police, your supervisor or the Human Resources department.
3. Report any additional incidents that may occur to one of the above resources.










Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given University of Indianapolis' obligation to investigate and act upon reports of such harassment. Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.

### **Employee Vehicle Use**

University of Indianapolis recognizes that our employees are our most valuable asset and the most important contributors to our continued growth and success. The University is committed to providing a safe working environment for all employees. You may review the University's Employee Vehicle Policy [here](#).

### **Hazard Communication**

1. All University of Indianapolis employees have a right to know what chemicals they work with, what the hazards are and how to handle them safely.
2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDSs detail the chemical contents, associated hazards and general safe handling guidelines. At University of Indianapolis, the SDS collection is located at <https://my.uindy.edu/web/home-community/facilities-sds>. Employees are free to utilize the SDSs as needed.
3. General rules for handling chemicals in an office environment are:
  - Read all label warnings and instructions.
  - Follow instructions for quantity. More is not better.
  - Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
  - Always wash your hands after handling chemicals.
  - If a chemical enters your eye(s), immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
  - Any questions or concerns regarding chemicals should be reported to your supervisor and Human Resources.
4. All chemical containers must be labeled to identify contents and hazards. Standardized pictograms, denoted by red frames, will be required on all chemical labels regardless of whether the shipment is domestic or international.

 <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive toxicity</li> <li>• Respiratory sensitizer</li> <li>• Target organ toxicity</li> <li>• Aspiration toxicity</li> </ul>	 <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-heating <ul style="list-style-type: none"> <li>• Emits flammable gas</li> </ul> </li> <li>• Self-reactives</li> <li>• Organic peroxides</li> </ul>	 <ul style="list-style-type: none"> <li>• Irritant (skin and eye) <ul style="list-style-type: none"> <li>• Skin sensitizer</li> </ul> </li> <li>• Acute toxicity (harmful)</li> <li>• Narcotic effects</li> <li>• Respiratory tract irritant</li> <li>• Hazardous to ozone layer</li> </ul>	 <ul style="list-style-type: none"> <li>• Gases under pressure</li> </ul>	 <ul style="list-style-type: none"> <li>• Skin corrosion/burns</li> <li>• Eye damage</li> <li>• Corrosive to metals</li> </ul>	 <ul style="list-style-type: none"> <li>• Explosives <ul style="list-style-type: none"> <li>• Self-reactives</li> <li>• Organic peroxides</li> </ul> </li> </ul>
			 <ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	 <ul style="list-style-type: none"> <li>• Aquatic toxicity <i>*under EPA jurisdiction</i></li> </ul>	 <ul style="list-style-type: none"> <li>• Acute toxicity (fatal or toxic)</li> </ul>

### Bloodborne Pathogens

1. Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS and hepatitis.
2. Because we cannot tell by looking at a person if he/she is infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.
3. In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill/injured person to support him/her, just be sure to stay out of contact any bodily fluids.
4. In the event that you find spilled bodily fluids, a syringe, or other medically contaminated materials, do not attempt clean up by yourself. Call Human Resources immediately for instructions.

### Respiratory Protection

1. Do not perform operations requiring respirators unless you have been approved for use. Respirators must be fit tested for the user.
2. Inspect respirators for cracked or worn parts before and after each use and after cleaning.
3. Do not work in an area that requires the use of respiratory equipment, if you fail to obtain a tight seal between the respiratory and your face.
4. Do not wear a respirator if facial hair prevents a tight seal between the respiratory and your face.
5. Clean and sanitize respiratory equipment according to manufacturer's recommendations after each use.
6. Store respiratory equipment in a clean and sanitary location.

## **Fire Prevention**

1. Smoking is not allowed on campus.
2. No candles or open flames are allowed within the office facility.
3. Contractors performing hot work must contact Layne Maloney, Executive Director Facilities Management at 317-788-3258 for approval.
4. No flammable chemicals are allowed inside the building at any time, except in certain circumstances (science classes, etc.). If you feel that there is a work-related need to use a flammable chemical, contact the supervisor for guidance on Hazard Communication and fire safety.

## **Electrical Safety**

1. With the exception of independently fused multi-tap cords for computers, extension records are not allowed except for maintenance or construction work.
2. Keep electrical cords out of areas where they will be damaged by stepping on or kicking them.
3. Turn electrical appliances off with the switch, not by pulling out the plug.
4. Turn all appliances off before leaving for the day.
5. Never run cords under rugs or other floor coverings.
6. Any electrical problems should be reported immediately.
7. The following areas must remain clear and unobstructed at all times:
  - Exit doors
  - Aisles
  - Electrical panels
  - Fire extinguishers

## **Lifting**

1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand to an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.

14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
16. Never lift anything if your hands are greasy or wet.
17. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

### **Ladders & Stepladders**

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
5. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down it.
8. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools.
10. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use a ladder or step stool.
11. Do not stand on the top two rungs of any ladder.
12. Do not stand on a ladder that wobbles, or that leans to the left or right of center.
13. When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
14. Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
15. Do not move a rolling ladder while someone is on it.
16. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
17. Do not carry items in your hands while climbing up or down a ladder.

### **Housekeeping**

1. Do not place materials such as boxes or trash in walkways and passageways.
2. Sweep up shavings from around equipment such as drill presses, lathes or planers by using a broom and a dust pan.
3. Mop up water around drinking fountains, drink dispensing machines and ice machines immediately.
4. Do not store or leave items on stairways.
5. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
6. Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
7. Straighten or remove rugs and mats that do not lie flat on the floor.
8. Remove protruding nails or bend them down into the lumber by using a claw hammer.

9. Return tools to their storage places after using them.
10. Do not use gasoline for cleaning purposes.
11. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

### **Aggression Control Procedures**

1. If you perceive no immediate physical threat:
  - a. Notify other staff members and have a standby to render assistance.
  - b. State clearly who you are, what you can do to help and what your time limits are as a staff member.
2. If you perceive the possibility of severe physical injury:
  - a. Assume a non-threatening physical posture and voice tone.
  - b. State in clear concise terms what you want the individual to do.
  - c. State what you can do to help.
  - d. Speak with authority.
  - e. Make direct commands.
  - f. Set a time limit. At the end of set time, seek assistance from a staff member.
  - g. Report to University Police
3. If you are assaulted:
  - a. Leave the area.
  - b. Report the assault to your supervisor and University Police.
  - c. Do not return alone. Bring assistance with you.
4. Breaking up an altercation:
  - a. Do not attempt to break it up alone.
  - b. Call for help from staff members or call security.
  - c. Stay out of the immediate area.
  - d. Wait for help from at least one other person. Do not intervene alone.
  - e. Report to University Police.

### **Office Safety**

1. Do not mount pencil sharpeners so that they protrude beyond the edges of desks or tables.
2. Do not stand on a swivel chair.
3. Do not raise the seats on swivel chairs beyond the point where your feet can touch the floor.
4. Do not compact material in the wastebasket with your hands or your feet.
5. Do not use cardboard boxes as waste receptacles.
6. Do not leave file drawers open; always use the handles to close them.

7. Do not stack file cabinets on top of one another. And leave room for sprinkler clearance.
8. Open one file cabinet drawer at a time.
9. Put heavy files in the bottom drawers of file cabinets.
10. Personal heaters are discouraged; however, if you have a heater it must automatically turn off after a certain period of time and must have a tip over safety switch.

### **General Lab Safety (More Specific Rules Apply to Certain Labs)**

1. Do not store reagents on the lab bench.
2. Do not eat or drink, or chew gum or tobacco in a science laboratory or storage area. Do not store food or beverages in the refrigerator located in the laboratory.
3. Safety glasses must be worn when working in the lab area.
4. Wash your hands before and after working in the lab, and after spill cleanups.
5. Wear your lab smock when you are working in the lab.
6. Using tape, cover the opening of the Dewar flasks that have test samples in them for storage.
7. Never leave gas burners, hot plates, heating mantles or other heat sources unattended when they are "on."
8. Do not lean into the fume hood when the hood is "on," or open containers of chemicals have been placed under the hood.
9. Do not use the fume hood as a storage area.
10. Obtain and read the Safety Data Sheets (SDSs) for each chemical you will be using before beginning any experiment. Read and follow the safety instructions and use the stated required personal protective equipment (PPE).
11. Do not mix chemicals in the sink drain.
12. Wear your safety goggles while working in the lab.
13. Do not block the access to the laboratory eyewash, safety shower, fire alarm pull box or fire extinguishers.
14. Wear shoes or boots that cover your feet completely; do not wear open-toed shoes or sandals.
15. Do not block any escape routes in the lab.
16. Never block a fire door "open."
17. Never store materials in lab or storage area aisles.

### **Food Service Safety**

(Food Service Management is handled by Quest and safety question should be relayed to Quest's Manager, Jeff Fell at [fellj@uindy.edu](mailto:fellj@uindy.edu)).

1. Unplug electrical appliances, such as blenders, grinders and coffee pots from their power source before cleaning them.
2. Wear your closed-toe, low heel, non-slip shoes that have rubber soles while you are at work.
3. Do not store cleaning products along with food products.
4. Turn the power switch of the exhaust hood fans to "on" when the ranges are in operation. Use the spray can labeled "Degreaser" to clean the grease off of the hood filters.

5. Store cleaning equipment such as brooms, mops, carts and pails in the utility closet.
6. When handling knife blades and other sharp cutting tools, direct sharp points and edges away from you.
7. Cut in the direction away from your body when using knives.
8. Store knives in knife blocks or in sheaths after using the knives.
9. Always use sharp knives and never ones with dull blades.
10. Do not use honing steels that do not have disc guards.
11. Do not attempt to catch a falling knife.
12. Use knives for the operation for which they are named.
13. When opening cartons, use the safety box cutters. Do not cut with the blade extended beyond the guard.
14. Do not use knives that have broken or loose handles.
15. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
16. Do not leave knives in sinks full of water.
17. Do not pick up knives by their blades.
18. Carry knives with their tips pointed toward the floor.

## **Electrical Safety**

1. When using an extension cord:
  - a. Look to see that the wattage labeled on the tool, appliance or equipment does not exceed the wattage limit labeled on the cord.
  - b. Do not run the cord through doorways, holes in ceilings, walls or floors.
  - c. Never remove, bend or modify any metal prongs on the plug of the cord.
  - d. Do not use the cord under wet conditions.
  - e. Do not plug one extension cord into another.
  - f. Never drive over, drag, step on or place objects on a cord, or walk on it.
  - g. Always unplug the cord when you have finished using it.
  - h. Do not use the cord as a permanent power source.
2. When working on live circuits, use tools that have the blue rubber handgrips and the UL approval label on the tool; these tools are insulated.
3. Do not use a metal ladder during electrical work.
4. Never connect a heating unit that has a wattage label reading in excess of 1500 watts into a utility 15-amp outlet.
5. Use the fuse handling equipment when removing or installing fuses where fuse terminals are energized.
6. Post the "Electrical Hazard" safety signs or symbols, or the accident prevention tags, to warn personnel of electrical hazards.
7. Wear your protective gloves and aprons, as well as your face protection, when you are working in the battery service rooms.
8. Unplug the electrical cord before making any mechanical or electrical adjustments to the machine it is connected to.

9. Visually inspect light poles, stadium poles and court poles for decay before climbing them. Do not climb any poles that are decayed.
10. Use your safety belt when climbing poles.
11. Wear your insulated gloves when working in an area that has "High Voltage Area" signs posted. Do not use gloves if they have cracks or "pin pricks."

### **Custodian Safety**

1. Wear your safety gloves when emptying trash containers.
2. Do not compact the trash using your hands or feet; use the "trash-mashing" tool for this purpose.
3. When handling trash, do not sling the bag over your shoulder or hang it by your side.
4. When stripping the floor:
  - Move slowly.
  - "Strip" small amounts of the area at a time.
  - Avoid standing on slippery areas.
5. Read and follow the appropriate Safety Data Sheet before mixing any chemicals.
6. Wear your protective gloves when you are using cleaning chemicals.
7. Do not handle any lab chemicals while working in the school lab.

### **Machine Shop Safety**

1. After making adjustments or repairs, replace the guards before starting machines.
2. Do not remove, alter or bypass any safety guards or devices when operating any piece of equipment or machinery.
3. Do not wear loose clothing or jewelry in the machine shop.
4. Contain long hair under a hat or hair net, regardless of gender.
5. Read and obey safety warnings posted on or near any machinery.
6. Do not try to stop a workpiece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam.

### **Pesticide and Fertilizer Safety**

1. Read and follow the Safety Data Sheet (SDS) for the pesticide or fertilizer you are going to use before applying.
2. Cover open cuts and scratches by using the fluid impervious bandages before handling or applying pesticides.
3. Do not transfer pesticide or fertilizers into a container that is unmarked or does not have a label.
4. Do not store pesticides near hot lamps, in direct sunlight nor in or near other sources of heat.
5. Do not transport pesticide containers in the inside of your vehicle.
6. Do not smoke or use matches or lighters while handling or spraying pesticides or fertilizers.



7. Take a shower immediately after you have completed your work applying pesticides or fertilizers.
8. Immediately remove clothing that has become saturated with pesticides and dispose of these clothing items by placing them in the metal container labeled "PESTICIDE CLOTHING."
9. Store pesticides on the metal shelves in the area posted "PESTICIDE STORAGE."
10. Only mix chemicals in the area posted "CHEMICAL MIXING AREA." Rinse containers three times with water after using them.

## **Hydraulic Lifts**

1. Follow the operating instructions provided by the lift's manufacturer.
2. Wear eye protection when working under vehicles to block dirt, debris and other particles from entering your eyes.
3. Use, and never bypass, the safety latches on the hydraulic lift contact pads.
4. Do not stand in front of vehicles that are being driven onto the lift.
5. Do not raise the lift with anyone inside the vehicle.
6. Remove all tools, cords, hoses, trash and any other debris from the lift area and wipe up all grease and oil spills before driving a vehicle into your service bay.
7. Do not use any lift that has cracked contact pads, cracked lift arms or any other visible damage.
8. Do not leave the controls unattended while the lift is in motion.
9. Do not block or "tie open" the lift's control while the lift is in motion.
10. Do not use the engine or transmission supports or stands as a substitute for jack stands.
11. If the vehicle begins to slip off of the lift, run in the opposite direction of the fall, but not toward a wall or work bench that might trap you between the object and the vehicle.
12. Before you lower the vehicle, remove tool trays, stands and any other obstruction from under the vehicle.

## **Chain Saw Safety**

1. When transporting a chainsaw in a vehicle, keep the chain and the bar covered with a guard and secure the saw to prevent fuel spillage.
2. When transporting a chainsaw by hand, stop the engine, grip the saw handle, place the muffler at the side away from your body and position the guide bar to the rear.
3. Do not remove the chain brake or alter handles, chain brakes, chains or covers.
4. Always start a chain saw with a 10-inch or larger bar, on the ground. Engage the chain brake, place one foot through the bottom handle, hold the top handle and pull the starter rope.
5. Do not place a chainsaw on your knee when starting it.
6. Always use both hands to maintain control of the chainsaw.
7. When moving from tree to tree or cut to cut, activate the chain brake, remove your finger from the trigger and keep the bar away from your body.
8. Do not operate a chainsaw above your shoulder height.
9. Keep the nose of the bar clear of other nearby objects during cutting to prevent kickback.

10. Do not set a saw down while the blade is engaged.
11. Stop the engine and turn the switch to "OFF" when the chain saw is to be left unattended.

### **Welding/Cutting/Brazing**

1. Do not leave oily rags, paper such as blueprints or other combustible materials in the welding, cutting or brazing area.
2. Do not perform "hot work," such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible."
3. Use the red hose for gas fuel and the green hose for oxygen.
4. Do not use worn, burned or cracked hoses.
5. Do not use oil, grease or other lubricants on the regulator.
6. "Blow Out" hoses before attaching the torch.
7. Ignite torches with friction lighters only. Do not use a cigarette lighter.
8. Do not change electrodes with bare hands; use dry rubber gloves.
9. Bleed oxygen and fuel lines at the end of the work-shift.
10. Do not wear contact lenses when welding.
11. When welding, wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt, long pants and an apron.
12. Wear clothing made of cotton, wool or non-synthetic fibers. Wear long sleeve shirts, long pants, boots and gloves.
13. Use the welding screen to shield other employees from flying slag and intense light.
14. Before welding, place the floor fan behind you to keep welding fumes away from your face.
15. Do not use a torch on any container that is labeled "Flammable" or "Combustible."

### **Hazardous Materials Safety**

1. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product used in your workplace.
2. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled "Flammable," "Corrosive," "Caustic" or "Poisonous."
3. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears or other signs of visible damage.
4. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
5. Before pouring, dispensing or transferring any liquid from a bulk container labeled "Flammable," observe the following safety procedure:
  - a. Only use red color-coded, metal containers for transferring the liquid.
  - b. Electrically ground and bond the containers as follows:
    - (1) Attach the clip at one end of the grounding wire to the rim of the dispensing container and then attach the clip at the other end of the grounding wire to a ground source, such as a ground driven steel stake.
    - (2) Attach the clip at one end of the bonding wire to the rim of the dispensing container and then attach the clip at the other end of the bonding wire to the rim of the receiving container.

(3) You are now ready to dispense the liquid from the bulk container into the opened receiving container. Upon completion, replace the lid on the receiving container and remove the bonding wire.

6. Do not use chemicals from unlabeled containers and unmarked cylinders.
7. Do not perform "hot work," such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible."
8. Do not drag containers labeled "Flammable."

## **Machine Safety**

1. Do not remove, alter or bypass any safety guards or devices when operating mechanical equipment such as mechanical power presses, press brakes, metal working lathes, radial arm saws, drills, horizontal mill, punch press, or when bending or forming materials.
2. Replace guards, before starting the machine, after making adjustments or repairing the machine.
3. Do not try to stop a workpiece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam.
4. Do not wear loose clothing, jewelry or ties in the machine shop.
5. Read and obey safety warnings posted on or near any machinery.
6. Wear a hat or hair net to constrain long hair, regardless of gender.
7. Wear hard hats, hearing protection and safety goggles while operating heavy equipment.
8. Wear seat belts when operating scrapers, loaders, dozers, tractors and graders.
9. No passengers are permitted on heavy equipment.
10. Keep windows and windshield clean.
11. Do not use heavy equipment if its horn and backup alarm do not sound.
12. Do not crawl under the raised dump body during inspection of a dump truck.
13. Turn off the engine before leaving heavy equipment unattended.
14. Do not jump "off" or "on" any heavy equipment.
15. Do not stay in the cab of haulage vehicles while the payload is being loaded or unloaded by cranes or loaders.
16. When finished using bulldozers or loaders, land the blade on the ground, set the brakes, turn off the power and shift the gear lever into neutral.
17. Keep heavy equipment in gear when going down grade. Do not use neutral.
18. Do not enter the bucket swing radius while the equipment is in operation.
19. Display the "Slow Moving Vehicle" sign when operating heavy equipment on roads.

## **Grinders & Grinding Wheels**

1. Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage by conducting a "ring" test. Tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ring sound, do not use the wheel.

2. Do not use a grinding wheel that has chips, cracks or grooves.
3. Do not use the grinding wheel if it wobbles. Tag it "Out of Service".
4. Adjust the tongue guard so that it is no more than 1/4 inch from the grinding wheel.
5. Adjust the tool rest so that it is no more than 1/8 inch from the grinding wheel.
6. Do not use a bench grinder if it is not firmly anchored to the work bench or other secure platform.
7. Do not install a grinding wheel whose labeled RPM is lower than the rated speed of the grinder.
8. Stand to one side of the plane of a rotating grinding wheel during the first few seconds of operation.
9. Grind on the side of the wheel only when it is made for side grinding.
10. Turn the grinder "off" when you have finished working with it and remain at the machine until it has completely stopped turning.

### **Hand Tool Safety**

1. Do not continue to work if your safety glasses become fogged.
2. Tag worn, damaged or defective tools "Out of Service" and do not use them.
3. Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
4. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
5. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
6. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in your pocket unless the tool or your pocket is sheathed.
7. Do not perform "makeshift" repairs to tools.
8. Do not throw tools from one location to another or from one employee to another.
9. Transport hand tools only in tool boxes or tool belts. Do not carry tools in your hand or clothing when climbing.

### **Compressed Gas Cylinders – Storage & Handling**

1. Do not handle oxygen cylinders if your gloves are greasy or oily.
2. Store all cylinders in the upright position.
3. Place valve protection caps on gas cylinders that are in storage or not in use.
4. Do not lift cylinders by the valve protection cap.
5. Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "Corrosive."
6. Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.
7. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.

8. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.

## **Forklift Safety**

1. Only employer authorized personnel may operate forklifts.
2. Do not exceed the forklift lift capacity. (Refer to the lift capacity plate on the forklift.)
3. Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to a forklift.
4. Lift the load an inch or two to test for stability: If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.
5. Do not raise or lower a load while you are in route. Wait until you are in the loading area and have stopped before raising or lowering the load.
6. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
7. Drive with the load at a ground clearance height of 4-6 inches at the tips and two inches at the heels in order to clear most uneven surfaces and debris.
8. Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
9. Approach railroad tracks at a 45-degree angle.
10. Do not drive over objects in your pathway.
11. Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
12. Steer wide when making turns.
13. Do not drive up to anyone standing or working in front of a fixed object such as a wall.
14. Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.
15. Obey all traffic rules and signs.
16. Sound the horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
17. Do not exceed a working speed of five miles per hour and slow down in congested areas.
18. Stay a minimum distance of three fork truck lengths from other operating mobile equipment.
19. Drive in reverse and use a signal person when your vision is blocked by the load.
20. Look in the direction that you are driving; proceed when you have a clear path.
21. Do not use bare forks as a man-lift platform.
22. Do not load pallets of wood that are not banned on to the forklift.
23. Do not drive the forklift while people are on an attached aerial lift platform.
24. Drive loaded forklifts forward up ramps and in reverse when driving down a ramp.
25. Drive unloaded forklifts in reverse when going up a ramp & forward when going down a ramp.
26. Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
27. Do not attempt to turn around on a ramp.
28. Do not use "Reverse" to brake.

29. Lower the forks completely, turn off the engine and set the parking brake before leaving your forklift.

### **Hand Truck Safety**

1. When loading hand trucks, keep your feet clear of the wheels.
2. Do not exceed the manufacturer's load rated capacity. Read the capacity plate on the hand truck if you are unsure.
3. Place the load so that it will not slip, shift or fall. Use the straps, if they are provided, to secure the load.
4. For extremely bulky or pressurized items, such as gas cylinders, strap or chain the items to the hand truck.
5. Tip the load slightly forward so that the tongue of the hand truck goes under the load.
6. Push the tongue of the hand truck all the way under the load that is to be moved.
7. Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
8. Push the load so that the weight will be carried by the axle and not the handles.
9. If your view is obstructed, ask a spotter to assist in guiding the load.
10. Do not walk backward with the hand truck, unless going up ramps.
11. When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
12. Move hand trucks at a walking pace.
13. Store hand trucks with the tongue under a pallet, shelf or table.

### **Painter Safety**

1. If oil based paint is used, store rags that have oil or paint on them in closed metal containers labeled "oily rags."
2. Press the pressure relief valve on painting canisters and painting guns prior to disconnecting them.
3. Do not eat, drink, smoke or apply cosmetics where spray painting is taking place.
4. Do not operate spark inducing tools such as grinders, drills or saws near containers labeled "Flammable" or in an explosive atmosphere such as paint spray booths or rooms.
5. Perform all spray painting operations in a well ventilated area
6. Do not point the spray gun toward any part of your body or at anyone else.
7. Turn the control switch to the "on" position to operate the mechanical ventilation system before and during all spraying operations.
8. When mixing paint and thinner, wear your face shield.
9. Use your safety line (lanyard) to haul paint up to a job.
10. Wear your face shield and safety gloves when using airless spray guns.
11. Do not use window jacks when painting windows; use a bucket instead.
12. Wear a protective gown, read and follow the SDS sheet for the paint that you are using and follow the label on the paint can while mixing paint.

13. When using a pressure washer on a swing station, secure yourself by using the safety line. Do not use a ladder for pressure wash work.
14. Wear the respirator issued to you when applicable.

#### Employee Acknowledgement:

University of Indianapolis is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for all of our employees. We value you not only as an employee but also as a human being critical to the success of your family, the local community and University of Indianapolis. You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be a strict compliance with all applicable federal, state, local and University of Indianapolis policies and procedures. Failure to comply with these policies may result in disciplinary action. Respecting this, University of Indianapolis will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, University of Indianapolis subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds University of Indianapolis in higher regard with customers and increases productivity. This is why University of Indianapolis will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of University of Indianapolis is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices, company rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of University of Indianapolis will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way with University of Indianapolis operations. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at University of Indianapolis must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the workplace.

By signing this document, I confirm the receipt of this University of Indianapolis employee safety handbook. I have read and understood all policies, programs and actions as described, and agree to comply with these set policies.

Employee Signature:

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Date:

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