



FERRIS STATE UNIVERSITY

New Employee
Safety Orientation Manual

March 2004

Table of Contents

Environmental Health And Safety Policy	4
Work Related Injuries and Emergencies	5
Work Related Injuries (Big Rapids)	5
Work Related Injuries (CPTS / Grand Rapids)	5
Work Related Injuries (Extended Learning Sites).....	6
Unsafe Conditions.....	6
First Aid & CPR Training.....	6
Automatic External Defibrillators (AED's).....	6
Hazard Communication (Haz-Com).....	6
Requirements of Haz-Com Standard	6
Locations of Hazardous Chemicals, Written Haz-Com Program, and MSDS's	7
Detection of Hazards & Protective Measures.....	7
Physical & Health Hazards	7
Ferris State University Hazard Communication Program Highlights	8
Bloodborne Pathogens	8
Purpose of Exposure Control Plan.....	8
Job Classifications Requiring Additional Training	8
Severe Weather, Tornado and Evacuation.....	8
FSU – Tornado Safety Procedures.....	9
FSU – Emergency Action Guide	10
Fire Safety and Hot Work.....	11
The PASS Method – How most fire extinguishers work	11
Fire Extinguisher Ratings	11
Obtaining Hot Work Permits	11
Fire Alarms	12
Confined Space Entry	12
Confined Space Operations	12
Lockout / Tagout Procedures.....	12
Personal Protective Equipment (PPE).....	12
Hearing Conservation Program	12
Health Effects of Noise Exposure.....	13
Respiratory Protection Program.....	13
Ergonomics and Back Safety.....	13
Computer Ergonomics	13
Lifting Safety	14
Ergonomic Risk Factors.....	14
What Can I Do To Prevent Injuries	15
Asbestos	15
Medical Waste	15
Disposal of Chemicals and Waste	15
Chemical Safety	15
Indoor Air Quality and Mold.....	16
Vehicle Use and Operation.....	16
Recycling	16
Personal Protection and Safety	17
Accident Prevention Signs and Tags	17

This Page Intentionally Left Blank

Environmental Health And Safety Policy

(Supersedes 1989:04)

I. POLICY

It is the responsibility and intent of Ferris State University to protect the health and safety of students, faculty, staff and visitors while engaged in the educational and business activities of the University. To this end the University will provide the necessary services and controls to promote, create and maintain a safe and healthful campus environment and operations. The purpose of this policy statement is to establish the University's commitment to campus environmental health and safety.

II. PROCEDURES

The Environmental Health and Safety Office has been established to provide a comprehensive program of services and activities to protect faculty, staff, students, and campus visitors from avoidable and unnecessary risks of illness, injury or death. The responsibilities of the Environmental Health and Safety Office shall include the following:

1. Perform regular inspections of campus facilities to identify hazards and potential hazards and determine compliance with OSHA and fire regulations. Recommendations of corrective actions shall be submitted to appropriate offices.
2. Provide a program of safety training for employees to comply with OSHA regulations and to promote safe and healthful operating procedures.
3. Investigate employee job-related injuries and illnesses and recommend necessary action to reduce the possibility of recurrence.
4. Review proposals for new construction and major remodeling to insure compliance with OSHA and fire safety regulations.
5. Provide technical expertise and knowledge of regulatory compliance techniques for the guidance of management in the formulation of policy and decisions regarding the maintenance of a safe and healthful campus environment and operations, and to insure compliance with health and safety laws and regulations.
6. Operate a hazardous waste management system and provide necessary control measures to insure compliance with hazardous waste laws and regulations.
7. Develop for adoption all necessary safety rules and procedures to implement the University's compliance with OSHA regulations.

In order for the Environmental Health and Safety Office to fulfill its responsibilities contained in this policy and any other efforts to create and maintain a healthful and safe campus environment, the cooperation of all members of the University community is requested.

Richard Duffett, Vice President
Administration and Finance
Contact: Contact: Environmental Health & Safety Office

Work Related Injuries and Emergencies

Work Related Injuries (Big Rapids)

- Inform your supervisor of all work related injuries or illnesses immediately.
- You and your supervisor will complete an incident report within 24 hours to document and correct the situation that caused the incident.
- Please send completed incident reports to FSU – Big Rapids, Human Resources, 420 Oak Street, PRK 150, Big Rapids, MI 49307-2020.
- All non-life threatening injuries are treated at Birkan Health Center, 1019 Campus Drive, Phone 591 – 2614.
- Birkan Health Center is normally open Monday through Friday 8am to 11:30am and 1pm to 4:30pm, closed Thursdays at 3:30pm. Hours vary when school is not in session.
- When the Birkan Health Center is closed and immediate care is needed the Mecosta County General Hospital – Occupational Wellness Clinic is used.
- Please contact Human Resources at (231)591-2150, when the Birkan Health Center is not used.
- Contact 911 for any life threatening injuries for medical transport to Mecosta County General Hospital. State clearly the nature of the injury, where the ambulance is needed, and remain on the phone until instructed to hang-up.

Work Related Injuries (CPTS / Grand Rapids)

- Inform your supervisor of all work related injuries or illnesses immediately.
- You and your supervisor will complete an incident report within 24 hours to document and correct the situation that caused the incident.
- Notify the Vice Chancellor's Office, 151 Fountain Street NE, (616) 451-4777 as soon as possible to inform of any unsafe working conditions or potential hazard.
- Please send completed original incident reports to FSU – Big Rapids, Human Resources, 420 Oak Street, PRK 150, Big Rapids, MI 49307-2020. Fax (231)591-2978.
- All non-life threatening injuries are treated at...
- The normal hours are...
- Contact GRCC Campus Police at **234-4010** for any life threatening injuries for medical transport to Spectrum Health, 100 Michigan Street NE, Grand Rapids, MI 49503. State clearly the nature of the injury, where the ambulance is needed, and remain on the phone until instructed to hang-up.
- It may be necessary to meet the ambulance to provide direction to the location of the victim.

Work Related Injuries (Extended Learning Sites)

- Inform your supervisor of all work related injuries or illnesses immediately.
- You and your supervisor will complete an incident report within 24 hours to document and correct the situation that caused the incident.
- Contact Human Resources at (231)591-2150, if possible, before obtaining treatment for non-life threatening injuries.
- Please send completed original incident reports to FSU – Big Rapids, Human Resources, 420 Oak Street, PRK 150, Big Rapids, MI 49307-2020. Fax (231)591-2978.
- Contact 911 for any life threatening injuries for medical transport to the nearest hospital. State clearly the nature of the injury, where the ambulance is needed, and remain on the phone until instructed to hang-up.
- It may be necessary to meet the ambulance to provide direction to the location of the victim.

Unsafe Conditions

- Report an unsafe condition immediately to your supervisor.
- Contact the FSU Physical Plant, General Services at extension 2920 for assistance.
- Report chemical spills to your Supervisor.

First Aid & CPR Training

- Contact FSU Human Resources, Safety Coordinator (231)591 – 2150 to schedule a time or for training availability.

Automatic External Defibrillators (AED's)

- An AED is an important step toward preventing death from sudden cardiac arrest in your organization and your community.
- AED's are located in various areas around campus.
- See the AED Business Policy for additional information.

Hazard Communication (Haz-Com)

Requirements of Haz-Com Standard

- Chemical manufacturers are required to conduct a hazard determination and supply the information to users of their products.
- Employers are required to establish a written Hazard Communication Program that includes:
 - Listings of hazardous chemicals.
 - Methods used to inform employees of hazards.
 - How multi-employer worksites share Haz-Com information.

- Containers are required to be labeled with the identity of the material, appropriate hazard warnings, and manufacture information.
- Material Safety Data Sheets (MSDS's) are required to be available to employees.
- The employer is required to provide training to employees.
- DOT markings, placards, and labels must be maintained.
- Pipe and piping systems in building mechanical rooms/areas are color coded or are labeled.
- Trade Secrets are allowed but information must be disclosed for emergencies or to allow exposure determinations.

Locations of Hazardous Chemicals, Written Haz-Com Program, and MSDS's

- Chemicals are used at many locations on campus.
- Copies of the written Haz-Com program may be obtained from Human Resources, Safety Coordinator.
- MSDS's may be accessed on www.Ferris.edu at Quick Links, MSDS Finder. Call Human Resources for assistance at (231)591-2150.

Detection of Hazards & Protective Measures

- Your Supervisor will describe the nature of the hazards in your work area and the protective measures required.

Physical & Health Hazards

- The following are common physical and health hazard definitions found on MSDS's.
- **Combustible Liquid** – means any liquid having a flashpoint at or above 100 degrees F (37.8 deg. C) but below 200 degrees F (93.3 deg C).
- **Compressed Gas** – means a gas having, in a container, an absolute pressure exceeding 40 psi.
- **Flammable Liquid** – means any liquid having a flash point below 100 degrees F (37.8 deg. C).
- **Flashpoint** – means the minimum temperature at which a liquid gives off a vapor in sufficient concentration to ignite.
- **Health Hazard** – means a chemical for which there is evidence that acute or chronic health effects may occur in exposed individuals. This includes chemicals that are carcinogens, toxic, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, hematopoietic system toxins, and other agents that damage the lungs, skin, eyes, or mucous membranes. See Appendix A to 1910.1200 – Health Hazard Definitions (attached) for more information.
- **Organic Peroxide** – means an organic compound that is considered to be a structural derivative of hydrogen peroxide.

- **Oxidizer** – means a chemical that initiates or promotes combustion.
- **Pyrophoric** – means a chemical that will ignite spontaneously in air.
- **Unstable (reactive)** – means a chemical which will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shocks, pressure or temperature.
- **Water-Reactive** – means a chemical that reacts with water to release a gas that is either flammable or presents a health hazard.

Ferris State University Hazard Communication Program Highlights

- If applicable, you will receive Hazard Specific training for your job from your supervisor.
- This training will include...
 - A description of the chemicals used in your work area(s).
 - Hazards associated with those chemicals.
 - Personal Protective Equipment required to protect yourself from hazards.

Bloodborne Pathogens

- Never expose yourself to another persons blood or other body fluids as they may carry infectious diseases.
- Special training and precautions are used for jobs which may involve exposure to blood or other body fluids.
- If you do get another persons blood or body fluid on your skin, wash it off as soon as possible with non-abrasive soap.
- Report any exposure to your supervisor.

Purpose of Exposure Control Plan

- The purpose of the FSU Exposure Control Plan is to provide health protection measures for employees who may be occupationally exposed to blood or other potentially infectious materials.

Job Classifications Requiring Additional Training

- The following job classifications require additional training prior to assignment to tasks involving potential occupational exposure to blood or other potentially infectious materials.

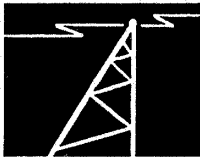
○ Boiler Operators	○ Plumbers
○ Custodians	○ Public Safety

Severe Weather, Tornado and Evacuation

- See attached FSU procedures
- A WATCH means that the conditions are expected to develop
- A WARNING means that severe weather has been sighted in the area.

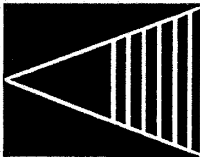


Ferris State University Tornado Safety Procedures



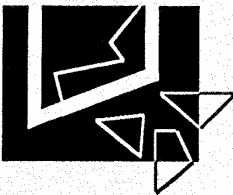
Tornado Watch

- Means tornadoes are expected to develop
- Notice of a tornado watch is announced on radio and TV and disseminated by a telephone fan-out system on campus.
- Stay alert for a possible **tornado warning**.



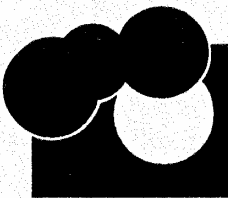
Tornado Warning

- Means **a tornado has been sighted** in the area.
- The alarm for a tornado warning is sounded from a siren located on top of the Business Building.



Take Shelter

- **Take shelter immediately** when tornado warning is given.
- **Stay away from windows.**
- Take shelter in a small windowless space. Closets, windowless bathrooms, storage rooms, and similarly protected areas provide the best shelter.
- Avoid large or high-ceilinged rooms, such as lecture halls, auditoriums and gymnasiums.
- In open country, move away from the tornado at a right angle to its path. If this is not possible, lie flat, face down, in the nearest depression or ditch.
- **Don't stay in a vehicle.**



After the Storm

- After the tornado or violent storm, avoid going outdoors until the area has been cleared of all hazards, such as downed power lines.
- **Stay alert** for the possibility of more tornadoes, violent storms often produce more than one tornado.
- The all-clear signal is a short steady sound on the siren.

FSU – Emergency Action Guide



EMERGENCY NUMBERS

Fire, Police, Ambulance 911
 FSU Department of Public Safety (DPS) 591-5000
 FSU Physical Plant 591-2920
 Mecosta County General Hospital 796-8691
 FSU Health Center 591-2614
 Emergency Radio Frequency FM 100.9 or AM 1460
 Building Emergency Coordinator:
 Name: _____ Extension: _____
 Building Emergency Coordinator Alternate:
 Name: _____ Extension: _____

FIRE/EXPLOSION

Before there is an emergency, become familiar with the nearest exits and evacuation routes in your area.

If a fire or an explosion occurs:

- ◆ Pull the nearest fire alarm.
- ◆ Use the nearest fire extinguisher, if the fire is small and it is safe to do so.
- ◆ Evacuate the area immediately, if the fire is out of hand.

If a fire alarm is activated:

- ◆ Follow established evacuation procedures & proceed to the nearest exit.

EVACUATION

- ◆ Feel closed doors before opening -- if door is hot, do not open.
- ◆ Close (**do not lock!**) doors & windows behind you.
- ◆ Do not use elevators. Use stairwells -- stay to the right and use handrails.
- ◆ Stay calm. Walk. Avoid running pushing or crowding others.
- ◆ Assist those people who are disabled.
- ◆ If you are trapped in a room, place a wet cloth around and under the closed door to prevent smoke from entering.

If time permits,

- ◆ Secure important documents and turn off electrical devices.
- ◆ Take appropriate weather apparel, car keys, purses, etc. with you.



SEVERE WEATHER

Tornado Watch: Conditions are favorable for tornado development. Stay tuned to FM 100.9/ AM 1460, or TV channel 9/10 or 13.

Tornado Warning: A tornado has been spotted in the area.

- ◆ Stay calm and remain inside.
- ◆ Go to your designated shelter/safe area:

Building _____ Room _____

- ◆ If you cannot make it to the shelter, take cover under your desk.
- ◆ Wait for your Building Emergency Coordinator to dismiss you.

Winter Storm Watch: Stay tuned to FM 100.9/ AM 1460, or TV channel 9/10 or 13.

INJURIES & ACCIDENTS

- ◆ Stop all activity around the person to prevent further injury.
- ◆ Assess the situation. If the injury appears serious, call 911.
- ◆ Do not move the victim unless he/she is in immediate danger.
- ◆ Do not attempt to treat the injury unless you are medically trained to do so. Protect yourself against bloodborne pathogens.
- ◆ Complete the applicable Employee or Student Incident Report form.

CPR

Call 911

Check the victim for unresponsiveness. If there is no response, call 911, and then return to the person.



Tilt head, lift chin. Check breathing.

Position the person flat on their back. Kneel by their side and place one hand on the forehead and the other under the chin. Tilt the head back and lift the chin until teeth almost touch. Look and listen for breathing.

Give two breaths.

If not breathing normally, pinch the nose, and cover the mouth with yours. Give two full breaths. The person's chest will rise if you are giving enough air.

Check pulse.

Put your fingertips on the Adam's apple, sliding them into the groove next to the windpipe. Feel for a pulse. If you can not feel a pulse or are unsure, move on to the next step.

Position hands.

Position your hands two fingers above the breastbone. Place one hand on top of the other.

Pump 15 times.

Push down firmly two inches. Push on chest 15 times. Repeat Steps 3 - 6 until emergency team or another trained person relieves you.



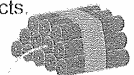
WORKPLACE VIOLENCE/BOMB THREAT

Phone Calls/Mail:

- ◆ Don't hang up -- try to keep the caller on the line.
- ◆ Record the exact date and time of the call and as much information as possible about the caller and the nature of the call.
- ◆ Call 911 (or have someone do it for you, if you're still on the line).
- ◆ If you receive threatening, harassing, intimidating, or otherwise-suspicious mail, avoid handling the item as much as possible, evacuate the room, and call 911 for instructions.

Crime/Violence in Progress:

- ◆ Do not take any action that may jeopardize your safety or the safety of others. Do not attempt to apprehend or detain suspects.
- ◆ Call 911 and provide as much detailed information as possible.



Fire Safety and Hot Work

- Keep exits clear and report any problems to your supervisor.
- Store flammable materials in proper containers and locations.
- In resident halls, report discharged extinguishers to the front desk.
- Contact the FSU Physical Plant, General Services at extension 2920 to report discharged extinguishers.

The PASS Method – How most fire extinguishers work

- PULL – pull the pin or release other locking devices.
- AIM – aim the extinguisher nozzle at the base of the fire.
- SQUEEZE – squeeze or press the handle.
- SWEEP – sweep from side to side at the base of the fire while discharging the contents of the extinguisher.

Fire Extinguisher Ratings



Class "A" fires- Wood, Paper, Trash having glowing embers, cloth, rubber, etc.



Class "B" fires- Flammable liquids, Gasoline, Oil, Paints, Grease, etc.



Class "C" fires- Class "A" or "B" fires which also involves energized equipment.



Class "D" fires- Combustible metals.

Obtaining Hot Work Permits

- A Hot Work Permit is required when welding, cutting, or other operations that produce heat, sparks or flame that can start a fire are being conducted.
- Hot Work Permit can be obtained by contacting General Services at ext. 2920 or Public Safety at ext. 5000.

- Some areas are designated as welding and cutting areas. Contact your supervisor with any questions.

Fire Alarms

- Buildings are equipped with alarm systems to notify occupants in the event of a fire.
- Evacuation routes are posted in each building.

Confined Space Entry

- There are many types of confined spaces on campus such as pits, tanks, vaults, manholes, tunnels, and crawlspaces.
- Signs are posted at the entrances of most spaces. Spaces such as manholes are not labeled but are considered to be confined spaces.
- Entry into these spaces is restricted to trained employees only.

Confined Space Operations

- Only trained employees may perform operations in confined spaces
- Many tasks take place in confined spaces such as maintenance, adjustments and repair.

Lockout / Tagout Procedures

- Lockout / tagout is a procedure required to be used when performing maintenance, service or adjustments on equipment, machines or processes.
- Training is required prior to assignment to tasks requiring the maintenance, service or adjustment of equipment, machines or processes.
- Unplug office equipment before removing guards or freeing jams.

Personal Protective Equipment (PPE)

- PPE is available from Science Stores and the Physical Plant Central Stores.
- Supervisors issue the PPE required and provide training on its use, storage, and care.
- PPE includes gloves, aprons, safety glasses, goggles, ear plugs, respirators, and much more.

Hearing Conservation Program

- Employees exposed to greater than a Time Weighted Average (TWA) of 85 dB over an eight hour period are required to participate in a hearing conservation program.

Health Effects of Noise Exposure

- The human ear consists of three main parts: the outer ear, middle ear and inner ear.
 - The outer ear collects the airborne sound waves which subsequently vibrate the eardrum.
 - The middle ear has three small interlocking bones (the hammer, anvil and stirrup) which transmit vibrations from the eardrum to the inner ear.
 - The inner ear transforms vibrations into nerve impulses.
 - Vibrations disturb the fluid of the inner ear's cochlea which is a snail-shaped tube containing thousands of very sensitive hair-like cells.
 - The hair-like cells transform the motion of the disturbed fluid into nerve impulses transmitted to the brain.
- Occupational hearing loss results from a slow degeneration of the hair cells of the inner ear.
 - The outermost hairs degenerate first causing hearing loss at the higher frequency range.
 - The inner hairs degenerate later causing hearing loss at lower frequencies.

Respiratory Protection Program

- This program applies to all employees who are required to wear respirators during normal work operations, and during some non-routine or emergency operations such as a spill of a hazardous substance.
- Training, medical evaluation, and fit testing is required prior to being assigned to tasks requiring the use of respirators.
- Any employee who voluntarily wears a respirator when a respirator is not required is subject to the medical evaluation, cleaning, maintenance, and storage elements of this program, and must be provided with certain information specified in this section of the program.

Ergonomics and Back Safety

Computer Ergonomics

- SCREEN – Keep the top of the screen at or just below eye level, approximately 16 to 22 inches away.
- CHAIR – Learn the adjustments on your chair. Keep your back supported, feet flat on floor or use a foot rest, if needed. Keep knees at approximately 90 degrees when seated, with lower legs perpendicular to the floor.

- **KEYBOARD** – Place keyboard at a height so wrists are straight and elbows are approximately 90 degrees. A wrist rest may provide additional support. Maintain a light touch on the key board.
- **DOCUMENT HOLDERS** – Place holder and screen at the same height and distance.
- **EYE COMFORT** – Reduce glare by controlling light from uncovered windows. If possible, set computer at a right angle to a window or glare screens may help.
- **ORGANIZE WORK AREA** – Keep most frequently used items such as telephone and calculator within easy reach. Avoid cradling the telephone on your shoulder.
- **EXERCISE** – Warm-up before work by doing simple exercises. Micro breaks throughout the day can help energize the body and relieve muscle tension. Frequently refocus eyes on objects far away.
- **COMMUNICATION** – Talk to your Supervisor before issues become injuries.

Lifting Safety

- Lifting is very much a part of our every day jobs. And, because it is something we do so often, we tend to do it without thinking, or until we strain a muscle, or worse, hurt our backs.
- Plan the lift by looking at the object to be lifted and the surrounding area.
- If the object is too heavy or too awkward for you get help or use a mechanical lifting device.
- Clear the area of any items that may interfere with the lifting.
- Plant your feet and lift with your legs. **DO NOT TWIST YOUR BACK!**

Ergonomic Risk Factors

- There are three main risk factors associated with ergonomics related injuries. Minimizing these risk factors or changing how we approach them can reduce the chance of injury.
- **FORCE** – Tasks that require a high level of physical exertion such as heavy lifting are at risk for causing injury.
- **REPETITION** – Task that require performing the same motion or series of motions continually for an extended period of time are at risk of causing injury.
- **AWKWARD POSTURES** – Tasks that require us to assuming positions that place stress on the body, such as reaching above the shoulder, squatting, leaning over a counter, or twisting the body while lifting are at risk for causing injury.

What Can I Do To Prevent Injuries

- Stay in shape, don't smoke, and minimize your exposure to risk factors.
- Talk to your supervisor about your job and understand the risks.
- Get help when needed.

Asbestos

- The buildings at FSU were constructed at various times and may contain building products that have asbestos as part of their structure.
- Asbestos is a fibrous mineral that has the potential to cause health hazards in its friable form. Normally for asbestos containing building materials to become friable it must be damaged.
- The most common type of building materials that are in some buildings are 9" x 9" floor tiles.
- When it is necessary to remove asbestos containing building materials, FSU posts notices prior to the removal activities and uses proper techniques to complete the tasks.
- Air sampling is conducted and special methods are used to maintain the safety of building occupants.
- Waste is disposed in accordance with state regulations.

Medical Waste

- Medical waste is produced at a part of various activities.
- FSU produced medical waste is autoclaved or disposed of by a licensed bio-hazardous disposal company.
- Sharps containers for student use can be obtained from the Birkan Health Center.

Disposal of Chemicals and Waste

- Check with your supervisor for proper disposal of waste materials.
- Chemicals in most cases may not enter the sewer system.
- The best method of reducing the amount of waste produced is to limit the amount purchased to what is needed to complete the task.

Chemical Safety

- If you are unsure of a chemicals identity, notify your supervisor immediately.
- Never smell, taste or otherwise expose yourself to a chemical to attempt to identify it.
- Store all chemicals in the proper labeled container.

- If a small quantity of flammable chemicals must be stored outside of a flammable cabinet, it must be in an approved labeled container with a self closing lid.
- Bonding and grounding are required when transferring flammable liquids between containers.
- Secondary containment is required for some materials such as oils, polluting materials and other listed materials.

Indoor Air Quality and Mold

- If you have concerns about your work environment contact your supervisor.
- HEPA filters are available from General Services.
 - High Efficiency Particulate Air (HEPA) filters remove approximately 99% + of particles .5 micron in diameter.

Vehicle Use and Operation

- Powered industrial trucks (PIT) and aerial lifts require special training and permits. Do not operate a vehicle unless properly trained and permitted.
- Seatbelts are required to be used in vehicles equipped with them.
- Aerial lifts require the use of a safety harness and lanyard while operating.
- Smoking is prohibited in all University owned vehicles.
- Smoking is prohibited when refueling.
- Stay in clear view of the nozzle while refueling to prevent fuel spills.
- A FSU type A permit is required to operate the general classification of PIT's
- A FSU type B permit is required to operate the grounds classification of PIT's
- A FSU type C permit is required to operate the construction classification of PIT's
- Your Michigan Drivers License is required to apply for a PIT permit.
- A CDL is required for...
 - Any vehicle or combination of vehicles with a GVWR over 26,000 pounds.
 - Any vehicle transporting hazardous materials requiring placards.
 - Any vehicle designed to transport 16 passengers or more including the driver.

Recycling

- To minimize the amount of general trash, recycling efforts have been implemented by the University.
- Current recycling programs include:
 - Office paper
 - Batteries
 - Lead
 - X-Ray film

Personal Protection and Safety

- All employees of the University are required to report to the Department of Public Safety or Human Resources, any violence, threats of violence or weapon violations that they have witnessed or received, or any potentially dangerous situation. Please review the “Campus Violence and Weapons Prohibition” Business Policy Letter for more information.
- The Department of Public Safety (DPS) can be reached by calling extension 5000.
- Report suspicious activities immediately.
- Campus lighting surveys are conducted to assure that the proper lighting levels are maintained.
- If you observe outside lights not working, contact the physical plant at extension 2920.
- If you are in building during off hours it is suggested to notify DPS when you arrive and leave.
- You may contact DPS to accompany you to and from buildings if you are uncomfortable.

Accident Prevention Signs and Tags



- **Danger** - Used where an immediate hazard exists. A danger sign indicates that an immediate hazard exists and that special precautions are necessary.
- **Caution** - Used to warn off a potential or to caution against an unsafe practice. A caution sign indicates a possible hazard and that proper precautions shall be taken.
- **Warning** - Used to represent a hazard condition between “Danger” and “Caution”.
- **Notice** - Used to notify employees of company policies.