



FERRIS STATE UNIVERSITY

New Employee  
Safety Orientation Manual

August 2019

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## Quicks Facts:

SHERM Department Website: <https://ferris.edu/sherm>

SHERM Department Phone: (231)591-3848

Academic Affairs Laboratory Safety Phone (231)591-2154 (Big Rapids Campus)

Area of Responsibility	Contact	Phone
University Environmental Compliance	Michele Upton	(231)591- 2151
University Hazardous Waste Management System	Michele Upton	(231)591- 2151
Big Rapids Campus Asbestos/Lead Compliance	Michele Upton	(231)591- 2151
University Risk Management	Mike McKay	(231)591-2147
University Safety and Health	Mike McKay	(231)591-2147
University Employee Injury	Mike McKay	(231)591-2147
University Workers' Compensation	Mike McKay	(231)591-2147
Big Rapids Campus Laboratory Safety	Anne Hawkins	(231)591- 2154
Big Rapids Campus Laboratory Hazardous Waste	Anne Hawkins	(231)591- 2154

# **Environmental Health and Safety Policy**

## **I. POLICY**

It is the responsibility and intent of Ferris State University to protect the health and safety of faculty, staff, students 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 environment and operations. Colleges and departments shall develop programs, standards, and procedures to, at a minimum, comply with federal, state and local regulations.

## **II. PROCEDURES**

The Safety, Health, Environmental and Risk Management (SHERM) Department has been established to provide a comprehensive program of services and activities to assist colleges and departments in protecting faculty, staff, students, visitors and the environment. The responsibilities of the SHERM Department shall include the following:

1. Advise and collaborate with colleges and departments in the development of programs, standards and procedures to implement the University's compliance with federal, state and local regulations.
2. Perform regular reviews of University facilities to identify hazards and potential hazards and determine compliance with federal, state and local regulations. Recommendations of corrective actions shall be submitted to the appropriate offices.
3. Provide training programs to assist colleges and departments in complying with federal, state and local regulations and to promote safe, healthful and environmentally sound operating procedures.
4. Review injuries, illnesses, incidents and near misses to recommend necessary actions to reduce the possibility of recurrence.
5. Review proposals for new construction and major remodeling for compliance with federal, state and local regulations.
6. 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 University environment.
7. Operate a hazardous waste management system and provide necessary control measures for compliance with hazardous waste laws and regulations.

In order for the SHERM Department to fulfill its responsibilities contained in this policy and any other efforts to create and maintain a healthful, safe and environmentally sound University environment, the cooperation of all members of the University community is requested.

## 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 – Safety, Health, Environmental & Risk Mgt, 420 Oak Street, PRK 153, Big Rapids, MI 49307-2020. Fax: (231)591-2978
- All non-life threatening injuries are treated at Birkam Health Center, 1019 Campus Drive, Phone: (231)591 – 2614.
- Birkam 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 classes are not in session.
- When the Birkam Health Center is closed and immediate care is needed the Spectrum Big Rapids Occupational Wellness Clinic is used.
- Please contact the SHERM Department when the Birkam Health Center is not used. Phone: (231) 591-2150
- Contact 911 for any life threatening injuries for medical transport to Spectrum Big Rapids. 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, as soon as possible to inform of any unsafe working conditions or potential hazard. Phone: (616) 451-4777
- Please send completed original incident reports to FSU – Safety, Health, Environmental & Risk Mgt, 420 Oak Street, PRK 150, Big Rapids, MI 49307-2020. Fax (231)591-2978.
- All non-life threatening injuries are treated at Med1 Occupational Wellness, Leonard at 1140 Monroe Ave Ste 150, Grand Rapids, MI 49503. Phone: (616)459-6331
  - The normal hours are 24/7/365 – call ahead.

- Contact GRCC Campus Police 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. Phone: (616) 234-4010
- 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 the SHERM department if possible, before obtaining treatment for non-life threatening injuries. Phone: (231) 591-2150
- Please send completed original incident reports to FSU – Safety, Health, Environmental & Risk Mgt, 420 Oak Street, PRK 153, 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.

***Treatment of Students Injured in class (Business Policy)***

- Students who are injured in class for any reason should be referred to the Birkam Health Center, or Spectrum Big Rapids, depending on the severity of the injury.
- Referrals to the Birkam Health Center can be made on a "no charge" basis when, in the judgment of the instructor, treatment should be provided without delay.
- In such instances, instructors should advise the Health Center by phone of the referral and authorize the visit to be on a "no charge" basis.
- Either the student or the instructor need to fill out the "Student Incident/Accident Report".
- Students referred to the hospital would be on the same basis as for a normal out-patient hospital visit. The student (or parents) or their insurance would be expected to cover resulting costs.
- <http://www.ferris.edu/htmls/administration/buspolletter/treat.917.htm>

### ***Transportation of Sick & Injured (Business Policy)***

- When someone becomes seriously ill or sustains serious injury, 911 must be called immediately.
- If an illness or injury appears non-life-threatening, and the sick or injured person is conscious, is able to make the decision themselves, and is able to provide or secure their own transportation to a medical facility or elsewhere, the University is not involved in the decision.
- University personnel should not transport anyone who is seriously ill or injured, but should, instead, obtain emergency assistance by calling 911.
- The University is not responsible for costs incurred through emergency transportation; such costs are the responsibility of the injured person.
- **Exceptions**
  - Under certain circumstance, and at the express direction of the Director of Public Safety or his/her designee, the Ferris State University Campus Police may provide transportation of sick or injured persons.
  - If an employee illness or injury appears non-life-threatening, and the sick or injured employee is conscious and able to make the decision themselves, University personnel may transport a fellow employee to a medical facility, provided the sick or injured employee has so requested.
- <http://www.ferris.edu/htmls/administration/buspolletter/bp10810.pdf>

### ***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 and notify campus police.

### ***First Aid, CPR Training & Automatic External Defibrillators (AED's)***

- View the FSU Staff Center for Training & Development website for training availability.
- <http://www.ferris.edu/HTMLS/administration/adminandfinance/human/Training/homepage.htm>
- 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.
- <https://ferris.edu/HTMLS/administration/buspolletter/bp10509.pdf>



### *Near Miss Reporting*

- Report all near misses to your supervisor.
- You and your supervisor will complete an incident report within 24 hours to document and correct the situation that caused the incident.
- A near miss is an incident that could have resulted in an injury or property loss but didn't.

### *Forms*

- **Employee Incident Report: (all employee types)**  
<https://ferris.edu/HTMLS/administration/adminandfinance/finance/sherm/pdfs-docs/IncidentReportForm.pdf>
- **Student Incident Report: (non-employee)**  
<https://ferris.edu/HTMLS/administration/adminandfinance/finance/sherm/pdfs-docs/student-injury.pdf>
- **Motor Vehicle Loss Report: (damage to University vehicles)**  
<https://www.ferris.edu/HTMLS/administration/adminandfinance/finance/sherm/pdfs-docs/MotorVehicleLoss.pdf>

## **Hazard Communication (Haz-Com) - GHS**

### *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.
- As of June 1, 2015, all labels will be required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification.
- Supplemental information can also be provided on the label as needed.
- (Material) Safety Data Sheets - (M)SDS's are required to be available to employees in the specific 16 section format.
- 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, labeled or otherwise identified.

- 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.
- See the Chemical Safety Business Policy, individual department or laboratory plans for information on written Haz-Com/lab safety program(s).
- (M)SDS's may be accessed on [www.Ferris.edu](http://www.Ferris.edu) by clicking: Resources, Quick Links and then MSDS Finder. ( <http://ferris.msdssoftware.com/> )
- Contact SHERM for general assistance
- For Big Rapids campus laboratory safety questions contact Academic Affairs Laboratory Safety

### ***Detection of Hazards & Protective Measures***

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

### ***Physical & Health Hazards***

- The following are common physical and health hazard definitions found on (M)SDS'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 and procedures required to protect yourself from hazards.
- Inventories, New (M)SDS or revised (M)SDS's are submitted to the SHERM department.

### **Bloodborne Pathogens**

- Never expose yourself to another person's 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 person's blood or body fluid on your skin, wash it off as soon as possible with non-abrasive soap.
- Report any exposure to your supervisor and complete an incident report.

### ***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.

<https://ferris.edu/HTMLS/administration/buspolletter/Bpl9747.pdf>

### ***Job Classifications Requiring Additional Training***

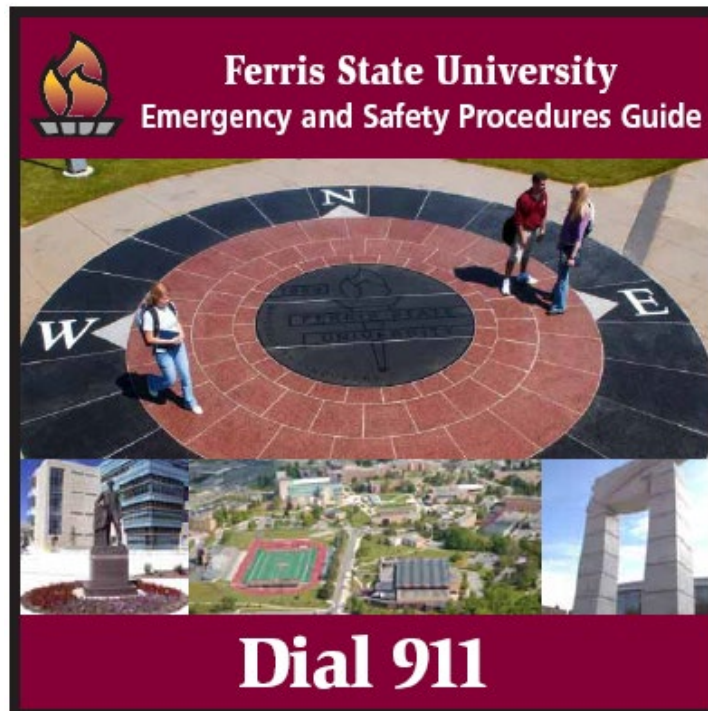
- The following job classifications require additional training prior to assignment to tasks involving potential occupational exposure to blood or other potentially infectious materials.
  - Boiler Operators
  - Plumber
  - Custodians
  - Public Safety

## Severe Weather, Tornado and Evacuation

- A WATCH means that the conditions are expected to develop
- A WARNING means that severe weather has been sighted in the area.
- Lightning Prediction System: <http://ferris.thormobile15.net/>
- Inclement Weather Policy:  
<http://www.ferris.edu/HTMLS/administration/buspolletter/administrative/University-Closing-Cancelling-Classes-Policy.pdf>

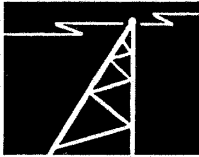
### *FSU – Emergency and Safety Procedures Guide*

- <https://ferris.edu/HTMLS/administration/adminandfinance/finance/sherm/Safety/pdfs-docs/FSU-FlipCharts.pdf>
- Big Rapids -
- <https://ferris.edu/HTMLS/administration/adminandfinance/finance/sherm/Safety/pdfs-docs/EmergencyActionGuide.pdf>
- Kendall –
- Grand Rapids –



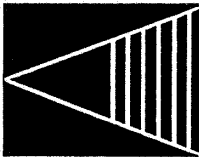


## Ferris State University Tornado Safety Procedures



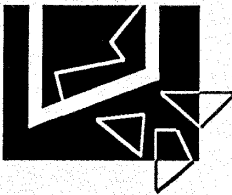
### **Tornado Watch**

- 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**.



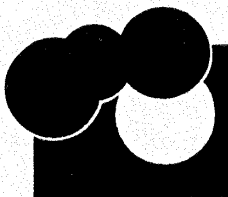
### **Tornado Warning**

- 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.

## 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.



Class "K" fires- Kitchen fires involving cooking oils, fat & grease.

### *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 or evacuation.
- If you discover a fire, activate the fire alarm to notify and evacuate building occupants then call 911 to notify the fire department.
- 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 department supervisors 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 heavy or awkward, 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" or 12" x 12" 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 monitoring 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 Birkam Health Center. Students are responsible to return the container when full.

### **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.
- SHERM department can assist your department with chemical safety and storage requirements.
- For Big Rapids campus laboratory safety questions contact Academic Affairs Laboratory Safety

## **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. Report spills to the Motor Pool Office.
- A FSU permit is required to operate PIT's
- Coordination of eyes, hands and feet is required to apply for a PIT permit.
- A Commercial Driver's License (CDL) is required for...
  - Vehicles or combination vehicles with a GVWR over 26,000 pounds.
  - Vehicles transporting hazardous materials requiring placards.
  - Vehicles designed to transport 16 passengers or more including driver.
- CDL Drivers are required to have a current Medical Examiner's Certificate and included in the Drug and Alcohol Testing program. Contact the SHERM department at Phone: (231)591-3848 to more information or to register.
- All motor vehicle losses are reported on the Motor Vehicle Loss Form.

### ***Forms***

- <https://ferris.edu/HTMLS/administration/adminandfinance/finance/sherm/pdf-s-docs/MotorVehicleLoss.pdf>

## **Recycling and Sustainability**

- 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.
- Contact the Department of Public Safety (DPS) 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, Tags and Pictograms

<b><i>DANGER</i></b>	<b>CAUTION</b>	<b>WARNING</b>	<b>NOTICE</b>
<i>PERMIT REQUIRED CONFINED SPACE DO NOT ENTER</i>	FORKLIFT TRAFFIC AREA WATCH FOR FORKLIFTS	KEEP GUARDS IN PLACE	SAFETY GLASSES REQUIRED BEYOND THIS POINT

- **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.
- **Global Harmonized System Pictograms** – graphic symbols used to communicate specific information about the hazards of a chemical.

## Global Harmonized System Pictogram Sample

Table 1 - Global Harmonized System Pictogram Sample

<p style="text-align: center;"><b>Health Hazard</b></p> <p style="text-align: center;"></p> <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>	<p style="text-align: center;"><b>Flame</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Flammables</li> <li>▪ Pyrophorics</li> <li>▪ Self-Heating</li> <li>▪ Emits Flammable Gas</li> <li>▪ Self-Reactives</li> <li>▪ Organic Peroxides</li> </ul>	<p style="text-align: center;"><b>Exclamation Mark</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Irritant (skin and eye)</li> <li>▪ Skin Sensitizer</li> <li>▪ Acute Toxicity</li> <li>▪ Narcotic Effects</li> <li>▪ Respiratory Tract Irritant</li> <li>▪ Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<p style="text-align: center;"><b>Gas Cylinder</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Gases Under Pressure</li> </ul>	<p style="text-align: center;"><b>Corrosion</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Skin Corrosion/Burns</li> <li>▪ Eye Damage</li> <li>▪ Corrosive to Metals</li> </ul>	<p style="text-align: center;"><b>Exploding Bomb</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Explosives</li> <li>▪ Self-Reactives</li> <li>▪ Organic Peroxides</li> </ul>
<p style="text-align: center;"><b>Flame Over Circle</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Oxidizers</li> </ul>	<p style="text-align: center;"><b>Environment (Non-Mandatory)</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Aquatic Toxicity</li> </ul>	<p style="text-align: center;"><b>Skull and Crossbones</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Acute Toxicity (fatal or toxic)</li> </ul>