

## Safety

To the Faculty:

Safety is a priority at Elon University. All of us work to provide a safe, healthy environment for students, but it is equally important that we keep Elon University safe as a workplace. Safety is an individual responsibility. If each one of us is careful in his or her actions and changes those conditions that might be unsafe, most accidents will be prevented. The keys to a fine safety record are people, preparation, and prevention.

Elon University appreciates your expertise in your particular job. To be skillful means not only that you do your job well, but also that you do it safely. Constant attention and preparation are essential. Most people are fortunate to have working careers that are free from serious or disabling injuries. We want that to be true for everyone at Elon.

This section of the *Faculty Handbook* provides you with the Elon University safety policies and standards. Please take time to read it and become familiar with our standards.

Best wishes to you for a safe and rewarding experience at Elon University.

Leo M. Lambert  
President

### Introduction

Elon University has a complete safety program for faculty, staff, students, and the environment. There are many components of the overall Elon University safety plan. Included are a safety committee, disaster plan, hazard communication plan, employee “right to know” training, waste control-recycling program, office of the safety officer and general safety office. Questions regarding safety and the environment can be addressed through the office of the chair of the safety committee or the safety officer.

#### A. Safety Committee

Safety issues are addressed through the safety committee chaired by the assistant vice president for business and finance. The safety committee serves as an advisory committee to the vice president for business, finance, and technology. The committee includes representation from: campus police & security, health services, business and

finance, student life, environmental services, physical plant, human resources, athletics, science department, biology department, telecommunications and purchasing. Typical issues discussed include disaster planning, accident reporting, student health and safety, employee labor laws, and environmental compliance.

#### B. Written Safety Plans

Elon University maintains written safety plans including the disaster plan, confined spaces entry plan, hazard communication plans, chemical hygiene plans and safety manuals for students, staff and faculty. A safety library is maintained in the office of the safety officer. Written plans and other information are available upon request. A list of topics with written plans follows.

- |                             |                              |
|-----------------------------|------------------------------|
| 1. Back & Lifting Safety    | 18. PPE                      |
| 2. Blood-borne Pathogens    | 19. Chemical Safety Plan     |
| 3. Chemical Safety Plan     | 20. Compressed Gas Cylinders |
| 4. Electrical Safety        | 21. Confined Space Program   |
| 5. Excavation & Trenching   | 22. Crane & Hoist            |
| 6. First Aid & CPR          | 23. Flammable Liquids        |
| 7. Hazwoper                 | 24. Forklift Safety          |
| 8. Lockout/Tag out          | 25. Hearing & Noise Program  |
| 9. Emergency Action Program | 26. Lab Health & Safety      |
| 10. Ergonomics              | 27. Ladder Safety            |
| 11. Eye & Face Protection   | 28. Machine Guarding         |
| 12. Fall Protection         | 29. Painting Operations      |
| 13. Fire Extinguisher       | 30. Plumbing                 |
| 14. Hand Tool Safety        | 31. Power Tool Safety        |
| 15. Hazard Communication    | 32. Respiratory Protection   |
| 16. Housekeeping & Storage  | 33. Scaffold Safety          |
| 17. Office Safety           | 34. Welding Safety           |

#### C. Waste Control

Elon University has a complete recycling program through environmental services (278)-5500. Additional chemical waste streams are controlled through each department. Details are available in the office of the safety officer.

#### D. Employee Training

Information and training is available through safety workshops (open invitation through campus mail) and specific department workshops. Faculty are welcome to request safety and environment training for themselves, classes, or departments by contacting the office of the safety officer at 278-5555.

**E. Housekeeping**

A workplace must be clean and orderly to be a safe, efficient and pleasant place to work. Materials and equipment should be kept out of aisles, hallways and stairways and returned to storage after use. Employees may prevent serious accidents by following the rules listed below:

1. Spilled liquids should be cleaned up immediately using proper clean-up procedures.
2. All trash, scrap and debris should be thrown in the proper waste containers, not in ashtrays.
3. Things should be returned to their proper place when their use is finished.
4. Needed repairs and other hazardous housekeeping conditions should be reported to supervisors in a timely manner.
5. Lighted matches or cigarettes should be kept off floors and should not be deposited into waste containers.

Housekeeping is simpler and safer if things are kept picked up and tools and materials are stored in their proper places after use.

**F. Equipment Usage**

1. Use of any equipment, machine or device without the express permission and approval of the supervisor responsible for the equipment is prohibited.
2. Untrained and/or unqualified employees are not permitted to perform electrical or mechanical installations, maintenance, repair or removal of equipment from any facility on campus.
3. All electrical work involving dangerous voltages that include all power distribution must be handled by a licensed electrician.
4. All persons handling chemicals of any kind must be instructed in proper handling procedures and informed of potential dangers involved in the misuse or mishandling of these substances. Employees working in areas with chemicals will be trained by their immediate supervisor. Supervisors in these areas will have an updated manual of material safety data sheets of all the chemicals in use, along with proper handling instructions and appropriate medical action in the event of an accident.

### G. Office Safety

Very serious accidents can occur in office areas. Some of the more common causes of office injuries are associated with improper material handling, incorrect use of file cabinets, and poor housekeeping. All employees should follow these office rules:

1. Proper lifting techniques should be used (including use of support belts)
2. Top drawers of filing cabinets should not be overloaded
3. One filing cabinet drawer should be closed before opening another
4. Cabinet drawers should be closed gently
5. File and desk drawers should be kept closed when not in use
6. Machine cords should be kept out of the way, where they will not cause tripping hazards
7. Spilled liquids should be wiped up immediately (using proper procedures).
8. Paper clips, thumbtacks, pencils, papers and other items that have been dropped should be picked up immediately.
9. Employees should not stand on chairs to reach high storage areas

### H. Eye Protection

1. Employees are required to wear adequate eye protection when their work exposes them to a risk of eye injury or when they are in areas that present eye injury hazards. *This policy also applies to visitors to the work area.* Regular tempered eyeglasses are not safety glasses.
2. In some areas, safety glasses may not be sufficient. Safety goggles, safety face shields or safety glasses with side shields may be necessary. In such areas, all rules regarding the wearing of eye protection devices must be followed.
3. Employees should use emergency showers and eye wash stations as necessary.
  - a. If harmful chemicals come in contact with eyes or skin, employees should use proper emergency showers and eye wash stations, which can reduce the possibility of serious injury. *Employees should make sure they know the location of the nearest emergency shower and eye wash station in their area.*
  - b. Speed is essential. If chemicals splash in eyes or skin, employees should *immediately* start flushing the area with water. Any contaminated clothing should be removed during the rinsing. Flushing with water should last for at least 15 minutes.

### I. Use of Emergency Fire Fighting Equipment

1. Fire extinguishers are located throughout all the buildings. Employees should know the locations of fire extinguishers in their areas.

2. A minor fire can burn out of control if not combated quickly and effectively. Employees should learn the correct procedure for using a fire extinguisher so that they will be ready to act in an emergency. Employees should recognize the following categories of fires, since different types of fires require different types of extinguishers.
  - a. Type “A” fires – paper or wood fires
  - b. Type “B” fires – chemical fires
  - c. Type “C” fires – electrical fires
  - d. Type “D” fires – metals that burn
3. An extinguisher for all anticipated hazards should be placed in work areas. The most common fire extinguisher on campus is an ABC Dry Power Extinguisher which will help with fires in the first three categories of fire listed above (paper, wood, chemical, and electrical).
4. Employees should notify environmental services immediately if they observe that a fire extinguisher has been discharged or damaged.
5. Employees should follow the procedures below in case of fire:
  - a. Locate the fire extinguisher in your area
  - b. Remove the ring from the handle
  - c. Standing well back from the flames, aim the extinguisher at the bottom of the fire and squeeze the handle to eject the dry powder
  - d. If the fire gets out of control, leave the area immediately. **Dial 911** and give the emergency operator complete details

## J. Electrical Safety

A hazard of the electronics industry is the potential presence of exposed quantities of lethal voltages and currents. Every effort must be made to insure that “live” electrical sources are shielded or covered to prevent accidental contact. Because of the danger of electrical shock, employees must keep the equipment and work area safe at all times.

1. Employees must follow the rules below when working with electricity:
  - a. Do not work alone.
  - b. Only trained and authorized employees shall operate electrical equipment.
  - c. Safety devices that have been installed on equipment are there for employees’ protection and should not be circumvented.
  - d. Hazardous set-ups must be avoided.

- e. Operators of electrical equipment are responsible for seeing that visitors are not exposed to any hazard.
  - f. Maintenance, repairs or construction of electrical equipment must be conducted in accordance with all safety regulations established by the physical plant.
  - g. Lock out procedures must be observed.
2. Employees should use the following first aid procedures for electrical shock
- a. Cut voltage and/or remove victim from contact as quickly as possible.
  - b. Keep the victim warm and lying down.
  - c. Call for emergency help. *Dial 911.*
  - d. If required and you are qualified, administer artificial respiration and/or heart massage (CPR) until help arrives.

#### K. Chemical Safety

1. Chemicals present different problems in storage, handling, use and control. Some explode when heated, react with water, heat spontaneously, and decompose into hazardous substances or cause ignition on contact with combustible materials. Employees must know and understand the properties of each chemical they work with or check with their supervisor prior to using any chemical unfamiliar to them. Employees should not take chances. Employees who don't know about a chemical should ask! All employees have a right to know about chemicals they are using or working around. Material safety data sheets are maintained for all chemicals on campus.
  - a. *Toxic* chemicals are hazardous substances if eaten inhaled or absorbed through the skin even in small quantities, may endanger health
  - b. *Corrosive* chemicals can cause severe skin irritations or burns if used incorrectly. If these materials enter the eyes they can blind a person
2. Employees should always wear eye, face and hand protection when using chemicals. Personal protective equipment such as safety goggles; face shields, gloves, aprons and respirators must be worn when handling hazardous materials. Chemical containers must be kept closed when they are not in use, and chemicals should be used only under ventilated hoods or in well-ventilated areas.
3. Questions about chemical safety should be directed to the safety officer.

**L. Motor Vehicles**

1. Motor vehicle accidents generally result from one of two reasons: (1) operator carelessness or (2) mechanical failure. Motor vehicle operators must constantly be aware of driving conditions, as well as distractions of other motor vehicles and pedestrians.
2. Preventive maintenance of motor vehicles begins with the operator. Each operator should check his/her vehicle every day for defects, oil, breaks and steering. And defects noted should be reported to the mechanic shop on a work order. The mechanic shop will perform preventive maintenance checks on all vehicles as required.
3. Accidents involving university vehicles must be reported to campus safety and police (278)-5555. Reports must be filed with Elon's insurance coordinator in Alamance 113. Questions about insurance should be directed to (278)-5427.
4. All employees must have official approval prior to operating any university vehicle.
5. Members of the university community are expected to abide by common motor vehicle safety practices in all campus parking lots and on all campus roads. The maximum speed limit on all campus roads and parking lots is 10 mph. Members of the university community who violate the maximum speed limit or who drive recklessly are subject to loss of parking privileges and/or to campus judicial action.

**M. On-The-Job Injury**

Each person is expected to cooperate in the promotion of safety and health throughout the campus and to comply with the rules listed below which are designed for employee protection from on-the-job injuries.

1. Running in work areas or on stairways is prohibited.
2. Jumping down stairways, from ladders or stages from platforms, or from any height, is prohibited.
3. Horseplay or other misconduct that might lead to any injury is prohibited.
4. Guards and safety devices on a machine must be kept in place while the machine is in operation. Only designated employees may remove them and then only when it is necessary to make repairs, adjustments or for other valid reasons.
5. Work may not be performed from the top platform of any stepladder.

6. Employees are expected to keep their work areas clean and free from any slipping or tripping hazards.
7. All job-related injuries must be reported to the supervisor without undue delay after the injury occurs.
8. Confined space procedures must be followed at all times when work in this space is required.
9. Utility cut-off must be trained personnel.

N. Sub-Contractors on Campus

1. All university safety procedures must be observed.
2. Adequate insurance must be provided prior to work.
3. Housekeeping rules must be observed.
4. Use of university equipment and/or materials must be approved prior to approval of contract.
5. All parking regulations must be followed.

O. Reporting Unsafe Procedures and/or Conditions

The following offices or individuals should be consulted in matters of employee safety:

1. Physical Plant (278)-5500
2. Safety Officer (278)-5555
3. Campus Safety and Police (278)-5555
4. Chair, Safety Committee (278)-5428

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