

# Cedarville University

## Employee Safety & Security Orientation

The responsibilities for Campus Safety and Security at the University are divided into two different departments and managed by separate Directors. Both departments answer directly to the Associate Vice President of Operations within the Business Division. While some of their functions are closely interrelated, both have certain distinctive areas of responsibility. This document provides an overview of each department and its functions, in addition to helpful information concerning safety and security issues that pertain to all faculty and staff. It is intended to provide an overview of this information for employee orientation purposes.

### **Campus Security Department Functions:**

The Campus Security Department manage matters pertaining to security issues, criminal investigations, patrol functions for all the buildings and grounds and emergency responses to medical, fire and law enforcement incidents that occur on campus property. It is also responsible for parking and traffic management (including the parking registration process), access control and security cameras, ID services, passport pictures and FBI/BCI fingerprint background checks. Training and certification for students using university owned vehicles such as vans and cars is also conducted by this department.

The department operates on a 24-hour-a-day basis. To contact the officer for services during business hours, Monday – Friday, call ext. 7992 or you can go to the main service office located on the upper level of the SSC (STEVENS STUDENT CENTER) next to the information desk. After 5:00 p.m. or on weekends and holidays you may reach an officer by dialing 999 from any on-campus phone 24/7. From off campus or when using a cell phone, dial 937-239-6491 to speak with an officer directly. Dial 911 for all situations requiring emergency medical, police or fire department intervention.

Please refer to the Campus Security website by logging into myCU and type in “Access Campus Security”. Information can be found on the site pertaining to the Annual Campus Security and Fire Safety Report (ASR) that is a requirement of the Federal Campus Security Act. This includes campus crime statistics, crime prevention tips, fire safety and security policies/procedures, Title IX policies and procedures, steps to take to report an incident and many other important topics.

<https://www.cedarville.edu/offices/campus-security>

### **Campus Safety Department Functions:**

Safety and Health related policies and procedures are managed by the Campus Safety Department. This includes Occupational Safety and Health related policies and procedures (OSHA compliance), accident and injury reporting and investigations, workers compensation insurance and claim management, safety training and record keeping, hazardous materials management and waste disposal, emergency preparedness planning, insurance claim management for both property casualty related accidents and personal injury, fire safety compliance (fire alarm and suppression systems) and elevator maintenance and inspection program. These functions are part of the universities overall risk management program in addition to those provided by the Campus Security Department.

For more detailed information please refer to the Campus Security website as previously indicated and you will locate specific emergency response plans and information, as well as other safety related resources. An additional source of information can be located on the Human Resources website by logging into myCU, “University Handbook” and refer to Chapter 6. The Campus Safety Department is located in the Operations Center (Physical Plant Building) and the director can be reached by contacting ext. 7993.

<https://www.cedarville.edu/Faculty-Staff/Personnel-Policy-Handbook>

This is not a complete list of all safety policies and procedures at the university but provides a summary of the primary safety issues that pertain to faculty, staff, and student workers. It also serves as a statement of compliance and includes the code reference source. Of course, the relevance of some of this material will vary depending on an individual's duties and responsibilities.

### **Safety Hazard Reporting – (OSHA 29 CFR 1903.1, General Duty Clause):**

Cedarville University is concerned for the safety of all persons on its property. To keep our campus free of potential hazards and limit our liability exposure, it is important to report hazardous conditions that could lead to potential injury. Also, report incidents where trips, falls, and “near misses” occur without injury. Knowing where potential injury could occur should help us to prevent potential problems and continue to keep the campus a safe environment for our employees and students.

### **Injury and Accident Reporting/Workers’ Compensation – (OSHA 29 CFR Parts 1904; ORC (Ohio Revised Code) 4123:01):**

Worker’s Compensation is a law mandated by the State of Ohio to provide insurance coverage for all employees who may be injured on the job. The purpose is to help the injured employee recover and return to work status as quickly as possible. In Ohio, all employers must select a Maintenance Care Organization (MCO) to help manage their claims. At Cedarville University our MCO is Comp Management Health Systems, Inc., P.O. Box 1040, Dublin, Ohio 4317.

How to report an injury and file a claim?

- In case of emergency seek care immediately, contact 911.
- Notify your supervisor immediately of a work-related injury.
- Your supervisor should call Campus Safety to start the claims process and complete the appropriate incident report forms. These can be located on the Campus Security/Safety website under “Safety Procedures” – accident and injury reporting.
- If you need medical care, Campus Safety can assist you in selecting a participating medical provider offered within the MCO network. One of our primary medical providers that we recommend for occupational related injuries, is the Citran Occupational Health Center located at 7774 Dayton Springfield Rd, Fairborn, OH 45324, phone #: 937-340-6488.

It is especially important that all employees work safely to avoid both the personal and financial impacts of having an injury and the corresponding higher worker’s compensation costs that can be incurred by the university.

**First Aid Responders and Kits (29 CFR 1910.151 (b), (c) and ANSI/ISEA Z308.1-2015):**

Several long-standing OSHA regulations require that first aid supplies be readily or accessible to employees in the critical minutes between the occurrence of any injury and the availability of trained first aid responders.

At the university areas such as workshops and certain labs should have first aid supplies available for basic first aid emergencies. Prompt response from a Campus Security Officer who has been trained in basic first aid and by contacting emergency 911 to request response from our campus EMS squad or the Cedarville Fire Department EMS are also available.

**Working Safely with Chemicals – Hazard Communications (OSHA 29 CFR 1910.120):**

Employees who work with chemicals as a regular part of their job must be aware of any dangers associated with chemical hazards and how to safely work with these products. This information is located on Safety Data Sheets (or MSDS's) that are located on the Campus Safety/Security website under "Safety Information" and can be viewed on-line. For more information check with your supervisor or contact the Campus Safety Department to determine how this may apply to you. You may also refer to the Hazardous Communication Policy for the university on the Campus Safety/Safety website.

<https://www.cedarville.edu/-/media/Files/PDF/Campus-Safety/Secure/Chemical-Hazard-Communications-Policy.pdf>

**Electrical Safety (OSHA 29 CFR 1910.147, 331-335 & NFPA (National Fire Protection Association) 70E):**

When working with or around electrical equipment, use caution and assume responsibility for your safety and security of others. Call a university electrician in the Physical Plant Department to repair electrical problems in your building. Defective equipment should be labeled as such and removed from service. All new, permanent, or temporary electrical installations, or the replacement and repair of any electrical installation must be performed by qualified Physical Plant personnel and in accordance with the requirements of the National Electrical Code (NEC).

While working on live electrical circuits, authorized personnel will de-energize the system and follow proper lock-out/tag out procedures. If it becomes necessary to work on any live circuits for testing or troubleshooting purposes, proper ARC-flash equipment, PPE, and safety procedures will be utilized.

**Ergonomics (OSHA 29 CFR 1903.1; General Duty Clause):**

Cumulative trauma to the body may cause injuries to the muscles, tendons, and nerves, based on force, pressure, posture and repetitive motion. Employees should be aware of their workstations and work environment by adapting to the way a task is performed and keeping their body in a natural position. They should also alternate/vary task activities to avoid working in a static position for an extended period. Please direct any further questions to your supervisor or contact the Campus Safety Department.

## **Back Injury Prevention & Safe Lifting (OSHA 29 CFR 1903.1; General Duty Clause)**

Our backs can be injured by improper lifting of moderate to heavy objects, falling, auto accidents, and sports activities.

### **Basics of Good Lifting Techniques:**

- Size up load before trying to lift it.
- Ask for help when lifting a load that is too heavy for you.
- Bend knees, lift with legs and keep buttocks extended outward.
- Do not twist or turn your body – move your body with your feet.
- Make certain your pathway is clear of obstacles.
- Set the load down by bending your knees and allowing your legs to do most of the work.
- Push, not pull, the object when possible.
- Use proper posture when sitting, standing, or reclining.
- Use equipment that is available to help with lifting.

### **Indoor Air Quality (ASHRAE standards):**

If you have any questions or concerns regarding indoor air quality issues, please contact the Physical Plant and/or Campus Safety Departments. This may concern mold related concerns, foul odors, ventilation issues, etc. Carbon Monoxide is often a concern in buildings throughout the United States. Be aware that chronic symptoms of headache, nausea, dizziness, fatigue, ringing in the ears and vomiting may be signs of over exposure to CO. Report such matters immediately!

### **Emergency Procedures/Fire Prevention & Response (OSHA 29 CFR 1910.38):**

The university has specific procedures for handling fire safety/prevention issues and evacuation in the event of fire. All people must evacuate from the building when a fire alarm is sounded unless they are directed to do otherwise by Campus Safety/Security or Fire officials.

General fire safety & prevention regulations also require that nothing be stored within 18 inches of the ceiling and sprinkler heads unless the items are against the wall such as on a bookshelf. In non-sprinkled areas all storage must have a 22-inch space from the ceiling, including those items stored on a bookshelf. All power supply units must be surge protected and be plugged directly into a wall receptacle. Extension cords are only to be used on a temporary basis and must be unplugged after use. For a complete list of fire safety requirements, refer to the following fire response plan on the Campus Safety/Security website.

<https://www.cedarville.edu/-/media/Files/PDF/Campus-Safety/Non-Resident-Hall-Fire-Plans.pdf>

Tornado procedures and shelter locations have been established and are posted in most buildings on campus and are listed under “Emergency Procedures” on the Campus Safety/Security website, along with other procedures to follow in the event of a tornado emergency.

<https://www.cedarville.edu/offices/campus-security/tornado>

### **Personal Protection Equipment (OSHA 29 CFR 1910.132):**

Personal protective equipment, PPE, is designed to protect you from health and safety hazards that cannot be removed from your work environment. Personal protective equipment is designed to protect many parts of your body including eyes, head, hands, feet, ears, and lungs. Ask your supervisor about obtaining PPE for use while on the job.

#### **Protection:**

- Eyes – always use the correct eye and face protection if you work with liquid chemicals, hazardous gases, or flying particles. Safety glasses & goggles are the basic form of eye protection.
- Head – head gear is required if you work where there is risk of injury from falling objects, or if you work near exposed electrical conductors which could come in contact with your head. There are 3 different classes of Hard Hats – A, B & C. At Cedarville, the most common hard hat is the Class-A issue, which protects against falling objects and electric shock up to 2,000 volts.
- Hand – must wear when exposed to hazards of skin absorption of harmful substances, severe cuts or lacerations, abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes.
- Foot – wear personal foot protection that is best for you while performing your job (do not wear thong or sandal type footwear or go in bare feet). Use common sense to protect yourself and others.
- Hearing – you need to protect your ears when sound levels reach 85 decibels or higher for an 8-hour period (the sound of a standard lawn mower). The most common type of ear protection is earplugs or earmuffs. DO NOT wear portable radio earphones while working. Wearing earphones prevents you from hearing potential dangers in the environment.
- Respiratory – if you are working around chemical vapors, dusts, odors, etc. and wish to wear some form of respiratory protection it should first be determined if certain engineering controls can be implemented to eliminate the need for wearing these devices. Respirators typically include N-95, KN-95 or N-99 face masks (does not include surgical style face masks) or air-purifying respirators such as half or full-face respirators with canister filters. Since the university is a voluntary use campus, you should contact the Campus Safety Department for determination of the need and review the OSHA requirements for wearing respirators if used on a mandatory basis.

### **Forklifts/Powered Industrial Trucks (29 CFR 1910.178):**

Cedarville University utilizes forklifts and tele-handler style vehicles designed to move materials that are considered powered trucks. No employee is authorized to use this equipment without undergoing the proper training as specified in the OSHA standard. Training is coordinated and authorized by obtaining approval from the Campus Safety Department.

#### **What are powered industrial trucks?**

- Powered industrial trucks, commonly called forklifts, or lift trucks, are used in many industries, primarily to move materials. They can also be used to raise, lower, or remove large objects or several smaller objects on pallets or in boxes, crates, or other containers. Powered industrial trucks can either be ridden by the operator or controlled by a walking operator. Over-the-road

haulage trucks and earth-moving equipment that has been modified to accept forks are not considered powered industrial trucks.

**What can be done to reduce the hazards related to powered industrial trucks?**

- Determining the best way to protect workers from injury depends on the type of truck operated and the worksite where it is being used. Employers must ensure that each powered industrial truck operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the training and evaluation specified in OSHA 29 CFR 1910.178(l)(1).

**Blood Borne Pathogens (OSHA – 29 CFR 1910.1030):**

The blood borne pathogen standard was put into effect by OSHA and designed to eliminate or minimize occupational exposure to hepatitis B virus (HBV), human immunodeficiency virus (HIV) and other blood borne pathogens.

**General considerations:**

- Follow universal precautions and wear proper gloves and protective clothing during the clean-up process.
- Train all employees who might be exposed to blood or other body fluids on the job to understand:
  - The risks of exposure and the means of transmission, and...
  - Procedures and practices that prevent exposure such as the use of surgical gloves and eye protection.

If you have any questions regarding this standard and how it may apply to your job, contact the Campus Safety Department. The university policy on this topic can be found on the Campus Safety/Security website.

<https://www.cedarville.edu/-/media/Files/PDF/Campus-Safety/Secure/Bloodborn-Pathogens-Policy.pdf>

**Fall Protection & Prevention (OSHA 29 CFR 1910.28):**

When using aerial lifts, scaffolds or when working on any height above 4 ft., certain fall prevention and protection measures must be taken, such as wearing a safety harness with lanyard while in a bucket or scissors lift or working on a leading edge of a roof or platform. Avoid carrying heavy or cumbersome loads in your hands while walking up and down stairways when your visibility can be impaired, that could result in a slip, trip, or fall.

All people must receive the necessary training prior to using fall protection equipment. Contact the Campus Safety Department for further information.

**Ladder Safety Requirements (OSHA 29 CFR 1910.28):**

Falls from ladders account for 20 percent of all fatal and lost work-day injuries in general industry. In general, ladders must be capable of supporting their maximum intended load and should be inspected before initial use in a work shift to identify defects that could cause injury. The three basic types of portable ladders used at Cedarville University are the step ladder, straight ladder, and extension ladder.

The university uses fiber glass ladders that are non-conductive, and OSHA approved instead of aluminum or wooden ladders.

Basic safety tips for using **step ladders** –

- Never use a stepladder over 20 feet long.
- Always open a stepladder completely and make sure the spreader is locked open before using the ladder.
- Never substitute makeshift devices of wire or rope for stepladder spreaders.
- Do not stand higher than the third step from the top of a stepladder. Especially, do not stand or sit on the top cap, or stand on the pail shelf, or on the back of a stepladder.
- Never set it up on blocks or other props to increase height.
- Do not straddle the front and back of a stepladder.
- Do not place a ladder in front of a door.

Avoid using chairs, standing on furniture or other unapproved devices to reach items above shoulder or head levels

Basic safety tips for using **straight or extension ladder** –

- Use the 4 and 1 rule – this means the ladder should be 1 foot away from the vertical for every 4 feet of ladder (ex: 20 ft. ladder/20 divided by 4 = 5 feet).
- When climbing on to a roof or platform extend the ladder 3 ft. above the level.
- Always face the ladder and use two hands when climbing – pull up items using a rope.
- When you can, tie off the ladder to the building or structure. This is not always possible or required.
- When using these ladders “three-point contact” is recommended. This means that either two hands and one foot or two feet and one hand should be always on the ladder.

### **Hand & Portable Powered Tools & Equipment (OSHA 29 CFR 1910.212, 1926.300 & 307):**

When working with any tool, you should make every effort to keep your hands (and other body parts) away from the point of operation. Most power tools come with guards around the point of operation. As with larger pieces of equipment, however, not everyone utilizes guards as they should, and they sometimes attempt to remove them. The guards must be always on the equipment.

You should make every effort to use the correct tool for the job you are performing and not attempt to modify them in any way.

### **Compressed Air & Gases (OSHA 29 CFR 1910.101; General Safety Practice - common risks of high-pressure air):**

Employees using compressed air must not use it to blow dust or dirt off themselves or their clothing, due to injuries that it may cause to the eyes, ear drums or flesh. In addition, it is only to be used as a cleaning method for other items, when necessary, if the proper eye protection is worn. Others working around the use of compressed air should be shielded from the air blast and flying chips.

Compressed air tanks must be kept away from areas where they can be struck or knocked over and secured upright by chain, cable, or something similar. Oxygen cylinders should be stored at least 20 feet away from combustible materials. When not in use, valves should be tightly closed.

**Aerial Lifts (OSHA 29 CFR 1926.453):**

The use of aerial lifts may be necessary to perform certain duties that require accessibility to ceilings, walls, or higher elevations in outdoor areas that a ladder may not be able to safely reach. These lifts are typically the single bucket one person lift, scissors platform lift, or reciprocating boom lift commonly used in outdoor applications.

At Cedarville University all people using a lift must be fully qualified and competent in the operation of each piece of equipment they operate as specified in OSHA standards. Training and certification can be obtained by contacting the Campus Safety Department. The universities policy can be located on the Campus Safety/Security website.

<https://www.cedarville.edu/-/media/Files/PDF/Campus-Safety/Aerial-Lifts-and-Work-Platforms.pdf>

**Confined Spaces (OSHA 29 CFR 1910.146):**

A confined space is defined as an area that:

- Has adequate size and configuration for employee entry,
- Has limited means for access or egress,
- It is not designed for continuous occupancy,
- May have hazardous mechanical moving parts, water, or atmospheric problems, such as dangerous levels of carbon monoxide or low oxygen levels.
- May be subject to a cave in resulting in entrapment.

A determination must be made if it is safe for entry by a certified competent person such as the Campus Safety Director and if so, specific procedures must be followed to work in the space. Common examples of confined spaces include areas such as trenches more than 5 ft. in depth, manholes, well pits, and inside tanks. Direct all questions about working in confined spaces to the Director of Campus Safety.