Edgewood College Safety Guidelines

Think Safety!
Edgewood College’s safety policies and procedures are written to protect the health and safety of our employees and the public. In order to achieve this safety objective, Edgewood College provides safety training.

Edgewood College believes that all workplace accidents can be prevented by identifying and eliminating potential hazards and the use of safe behaviors.

Safety Do’s
1. Do obey posted safety rules and signs.
2. Do follow supervisor’s instructions.
3. Do correct or report unsafe conditions to your supervisor.
4. Do report all accidents, injuries, or illnesses to your supervisor immediately.
5. Do only use tools issued by Edgewood College for the job.
6. Do use protective equipment issued to you, and wear appropriate clothing for hazards in your work areas.
7. Do get help lifting heavy loads.
8. Do keep your work area clean.
9. Do report equipment problems to your supervisor immediately.
10. Do wear appropriate footwear for your job duties.

Safety Don’ts
1. Does not use, adjust, or repair equipment unless you are properly trained and authorized to do so.
2. Do not undertake a job that you are not trained to perform.
3. Do not engage in horseplay.
4. Do not use improperly working equipment.

Hazard Communication
The purpose of hazard communication, also referred to as the “Employee Right to Know” law, is to ensure that all chemicals are evaluated to determine whether or not they are hazardous and to make employees aware of any dangers. When you have access to and understand the nature of chemical hazards within your employment, you are better able to protect yourself. Employees who may be exposed to hazardous chemicals on the job will receive training on the chemicals used in their area.

Blood-Borne Pathogens
Blood-borne pathogens are diseases that you can get from other people’s body fluids, like blood. There are many fears and misunderstandings about these diseases. To help alleviate fears, Edgewood College has developed a blood-borne pathogen program. As part of this
program, employees will be trained in order to increase general awareness and knowledge of blood-borne pathogens.

In the event of a blood spill, contact your supervisor or Custodial staff immediately. These individuals are trained in the proper cleanup and disposal of blood-borne pathogens.

Universal precautions as described below are methods of protecting yourself from exposure.

- Treat blood or other body fluids of all employees as potentially infectious.
- Wear medical gloves if you are helping to treat injured coworkers.
- If trained in CPR, wear CPR mouthpiece when resuscitation is necessary.
- Wear mask, gown, and eye protection if there is the potential of splashing body fluids.

All of these items are located in the first aid kits in your area.

Tell Your Supervisor!

- Report all injuries to your supervisor.
- If the area needs cleanup, contact your supervisor immediately.
- If your supervisor is not accessible, call Custodial staff.

Lock-Out/Tag-Out

To eliminate injuries, Edgewood College has developed a lock-out/tag-out policy and procedure. The policy establishes specific procedures to follow when performing service or maintenance on a machine when unexpected startup could occur. Only trained and authorized employees will be able to lock-out/tag-out machinery.

- Lock-Out
  Placing a lock on equipment ensures that whatever is being serviced cannot be set in motion while maintenance is being performed.
- Tag-Out
  Placing a tag on the equipment shows other employees that they should not try to start or operate the equipment while the tag and lock are still in place.

Personal Protective Equipment

The objective of the Personal Protective Equipment (PPE) is to protect employees from the risk of injury by creating a barrier against workplace hazards. There are few jobs at Edgewood College that require the use of PPE. You will be informed by your supervisor which jobs require the use of PPE. Training will be provided on how and when you use PPE if it is required for your position.
Confined Spaces
A confined space:

1. Is large enough and so configured that an employee can bodily enter and perform assigned work; and
2. Has limited or restricted means for entry or exit; and
3. Is not designed for continuous employee occupancy.

Permit-required confined space is a confined space that has one or more of the following characteristics:

1. Contains or has potential to contain a hazardous atmosphere;
2. Contains a material that has the potential for engulfing an entrant;
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-sections; or
4. Contains any other recognized serious safety or health hazard

Permit-required confined spaces and Edgewood College are:

- Cooling Tower – Sonderegger Science Center Roof
- Storm Sewer Drains
- Air Handling Units

NO ONE IS ALLOWED TO ENTER A PERMIT-REQUIRED CONFINED SPACE.

If you have any questions about a confined space, do not hesitate to ask your supervisor.

Ladder Safety

Select the Most Appropriate Ladder

- Select a ladder that allows easy access to items. Do not use a ladder that is too short and will require an overhead reach
- Never overload the ladder. Read the labels to determine the maximum allowable weight.
- Never use a substitute, such as a chair or box.
- Never use a metal ladder near any electrical current. Instead use a wooden or non-conductive fiberglass ladder.

Inspect Your Ladder

- On metal ladders, check for sharp edges, dents, and bent or loose steps.
- On wood ladders, check for splitting wood, cracks, chips, and loose rungs.
• If a ladder has a structural defect, do not use it. Instead, put a “Do Not Use” sign on the ladder and alert the management of the store.
• The stability of a stepladder can be checked by standing on the first step from the bottom and twisting the ladder. If it feels unsteady, choose another ladder.
• Ensure the rubber leg skids are intact.
• Read all labels on the ladder prior to use.

Carry the Ladder Correctly

• If the ladder is too heavy to safely lift, get help!
• Carry the ladder parallel to the ground.
• When carrying a ladder with a partner, make sure both people are on the same side of the ladder.

Set Up the Ladder Properly

• Make sure the legs are fully extended and the spreader is locked.
• Check that all four feet of the ladder are firmly supported.

Climb the Ladder Properly

• Always face the ladder when ascending or descending.
• Always maintain three contact points with the ladder. Two feet/one hand or two hands/one foot should be in contact with the ladder at all times.
• Do not use top step for standing.
• Do not stand on cross-bracing.
• Do not overextend sideways. Keep belt buckle positioned between the side-rails at all times. This will help to maintain your center of gravity. If an item cannot be safely reached, move the ladder.
• Use caution when getting on or off the ladder.

Practice Safe Work Habits

• Do not place a ladder in front of a door that is not locked, blocked, or guarded. Also, block off areas where the ladder is being used if there is a possibility of customers walking into the ladder or boxes being dropped.
• Never move or shift the ladder while on it.
• Only one person should be on the ladder at any time.
• Never leave a raised ladder unattended.
• Use extreme caution when pushing or pulling items when on the ladder. As you go higher on a ladder, the center of gravity of the ladder also increases. This means the ladder can more easily tip.
• Never use a closed stepladder as a straight ladder. It may slip out from underneath you.
If on a ladder and you start to fall, do not “stiffen up”. Instead, relax and try to roll as you land. Doing this may help to prevent a fracture or other serious injury from occurring.

When the job is finished, make sure the ladder is safely stored.

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Fire Safety

If You Discover a Fire

1. Call 9-911 for emergency response to report the fire. Then, notify Edgewood College CAC (dial 4444).
2. Notify your supervisor of the Fire.
3. Evacuate!

The supervisor should begin an immediate evacuation.

Fire Evacuation

When you are told of a fire or hear the alarm sounding, evacuate immediately and follow your supervisor’s instructions. Be familiar with the exit routes. All exits are marked with lit exit signs.

Stay away from the building and out of the way of the fire department. Gather with those from your department so your supervisor can account for everyone.

If unable to evacuate an area, retreat to a room with windows on the exterior of the building. If possible, try to get to the first floor. Close the door and seal openings to keep smoke out. Break a window to signal to those outside and provide an exit.

Five Fire Safety Basics

1. Evacuate immediately!
2. Move calmly to the exits.
3. Feel every door before entering.
4. Do not run if your clothing catches on fire.
   Stop, drop, and roll.
5. Do not leave the premises.

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Tornado Safety

If a tornado warning is issued, the weather conditions will be verified and, if warranted, an announcement will be made to move the designated shelters.
Avoid windows, doors, wide free-span roofs, and outside walls. Interior hallways on the lowest floors offer the best protection. Stay low to the floor and protect your head. If you are unable to make it to a designated area, take cover under a heavy table or piece of equipment. No one should leave a shelter area until an “all clear” is issued.

Bomb Threat Safety
Evacuate your area using the same route designated for fire and gather in the same areas. DO NOT LEAVE THE GATHERING AREA UNTIL YOU ARE SPECIFICALLY TOLD TO DO SO BY YOUR SUPERVISOR.

Lifting
Almost two-thirds of all working people suffer some form of lower back pain and most will suffer recurring pain. The key to preventing back injuries is to use proper body mechanics when lifting.

Always remember the Rules of Safety Lifting.

1. Do not overexert. Get help if you need it.

2. Get a feel for the load by turning it, tilting it, etc.

3. Stand as close to the load as possible with your legs slightly apart, or even staggered a bit

4. Bend your knees as far as comfortable, but not past 90 degrees.

5. Use the muscles of your legs, and hips.
6. Lift the object slowly and steadily. Do not jerk or speed up. Keep load close to the body.

7. Do not turn or twist.

8. Carry the object against your thighs or abdomen, keeping the load close to your body.

9. Lower the load by bending your knees and hips.

**Ergonomics**

Ergonomics is the study of optimizing human performance by designing equipment and the environment to safely minimize effort. In other words, adapt the work environment to meet the needs of the employee by designing tasks and tools within their capabilities and limitations.

Ergonomic designs are also used to eliminate or minimize the risk of Cumulative Trauma Disorders (CTD). CTDs include Carpal Tunnel Syndrome and Tendonitis.

**Ten Principles of Ergonomics**

1. Keep Everything Within Easy Reach
2. Work at Proper Heights
3. Maintain Good Posture
4. Be Aware of Force Limitations
5. Simplify Motions
6. Minimize Direct Pressure
7. Ensure Comfortable Work Environment
8. Understand the Task
9. Ensure PPE Fits Comfortable
10. Facilitate Task Variety

If you have any questions or concerns about these Safety Guidelines, please call Scott Lanphear, Environmental, Health, Safety and Risk Specialist, at ext. 6709. HAVE A SAFE DAY!

Edgewood College Safety Guidelines are intended solely for your information and guidance and do not constitute a contract of employment in any manner whatsoever.
Edgewood College Hazard Communication

**Purpose**
To inform employees, contractors, or contract/temporary employees regarding the hazards of substances with which they work, and the methods with which to protect themselves from those hazards.

**Labels**

*Manufacturer*
Labels supplied by manufacturers, importers, distributors, or other responsible parties must include:
- Identification of the hazardous contents.
- Appropriate hazard warning.
- Name and address of the responsible party which can answer questions regarding the product.

*In-House*
All In-House Labels will contain:
- Identification of the hazardous material.

Optional Information:
- Appropriate hazard warnings.
- Appropriate PPE requirements.

**The HMIS System**
The HMIS system consists of a square or rectangular label. Three color panels are used:
- Blue = Health
- Red = Fire
- Yellow = Reactivity
- Additional Section = PPE

A number system ranging from 0 to 4 describes the severity of the hazard:
- 4 indicates a severe hazard, 3 indicates serious hazard
- 2 indicates moderate hazard, 1 indicates slight hazard
- 0 indicates minimal hazard

**Access to MSDSs**
- All Edgewood College employees have access to the MSDSs.
- MSDS binders are located
  - Science Labs
  - Art Dept.
  - EHSR Office, Sonderegger 408D
Edgewood College Bloodborne Pathogen

Workers in many different occupations are at risk of exposure to bloodborne pathogens. OSHA estimates that 5.6 million workers in the health care industry and related occupations are at risk of occupational exposure to bloodborne pathogens, including HIV, hepatitis B virus (HBV), hepatitis C virus (HCV), and others. First aid team members and housekeeping personnel in some settings are other examples of workers who may be at risk of exposure. In 1991, OSHA issued the Bloodborne Pathogens Standard to protect workers from this risk.

WHAT ARE BLOODBORNE PATHOGENS

Pathogens are disease-carrying bacteria or viruses. Bloodborne pathogens are bacteria or viruses that exist in blood or other body fluids. If you come into contact with blood or other body fluids, you run the risk of contracting:

- AIDS
  - HIV (the virus that causes AIDS)
- Hepatitis B
- HBV (the virus that can lead to hepatitis)

DISPELLING THE MYTHS

Casual contact with a person who has HIV or HBV will not harm you. HIV and HBV cannot be transmitted through:

- Sneezing or coughing
- Sharing hands or hugging
- Sharing water fountains, restrooms, or work equipment.

The most common ways these viruses are transmitted are:

- Sexual contact
- Sharing needles (IV drug use)
- Direct contact between broken skin and infected body fluids
- Being stuck by an infected needle

BLOODBORNE PATHOGEN PROGRAM (BBP)

Edgewood College’s bloodborne pathogen program provides protection and knowledge for employees who may have occupational exposure to bloodborne pathogens. Edgewood College will take feasible and practical steps to protect employees who may come in contact with bloodborne pathogens. Edgewood College has made a determination of job classifications in
which employees may be expected to incur such occupational exposure, regardless of frequency.

The job classifications that may incur occupational exposure (the "Exposure Group") are:

1. Athletics (coaches-contact sports)
2. Campus Health Nurse
3. Clinical Nursing Faculty
4. Environmental, Health, Safety and Risk staff
5. Facilities Operations staff
6. Resident Advisors
7. Director and Asst. Director of Resident Life
8. Security
9. Food Service

Our BBP program can be found on the Environmental Health, Safety and Risk SharePoint, http://my.edgewood.edu/sites/services/ehs/default.aspx or at the EHSR office in Sonderegger 408D.

TRAINING

Edgewood College shall ensure that annual training is provided to employees in the Exposure Group.

All employees are provided an overview of the BBP program as part of new hire orientation.

EXPOSURE CONTROL

Primary methods to reduce the risk of exposure to bloodborne pathogens in the workplace include the following:

**Engineering Controls**

Puncture-resistant disposal containers and resuscitation bags are considered engineering controls because the source is isolated or removed.

**Employee Work Practices**

Hand washing and personal hygiene are controls that reduce the likelihood of exposure to bloodborne pathogens.