Ursinus College

Workplace Safety and Health Guide

For the

Accident and Illness Prevention Program (AIPP)

TABLE OF CONTENTS

I. PREFACE

Ursinus College is committed to providing safe and healthful working conditions for all employees. It strives to discover, correct, and prevent safety and environmental health hazards that could affect faculty, staff, students or visitors. This Guide has been designed to meet the requirements of the Health and Safety Regulations of the Pennsylvania's Workers' Compensation Law. It is a guide for the designated Safety Coordinators to implement the Accident Illness Prevention Program, one of the requirements of a state certified Safety Committee.

II. SAFETY PROGRAM ELEMENTS AND TEMPLATES

Program elements A through O must be contained within the Accident & Illness Prevention Program and are considered mandatory by the Pennsylvania Bureau of Workers' Compensation. The mandatory elements must be developed, implemented and monitored by the self-insured employer. Elements P.1 thru P.12 are Protocols or Standard Operating Procedures, when applicable to the Workplace and Workplace Environments.

A. SAFETY POLICY STATEMENT

Ursinus College has established a safety policy statement approved by the VP for Finance & Administration. It is reviewed annually for changes and updated by the Environmental Health & Safety/Risk Manager and Director of Human Resources. The policy statement is provided to new employees during orientation and communicated on an annual basis to all employees via e-mail. The approved and signed policy statement is below.

Ursinus College Safety Policy

The college will comply with or exceed applicable OSHA, EPA, state and local rules and regulations and will cooperate in a reasonable manner with procedures to assure safety, health and well-being of employees, students and campus visitors. We work together to reduce accidents, injuries and hazards.

All new employees take part in a general orientation program provided by the Human Resources Office. Additional safety training will be provided to employees dependent upon the job requirements. The supervisor and/or the Environmental Health & Safety/Risk Manager will provide training.

The College is committed to providing safe and healthful working conditions for all employees. We strive to discover, correct and prevent safety and environmental health hazards that could affect our colleagues, our students, or our visitors.

The key to success of the safety and health program is the individual employee. All employees are:

- Required to immediately report any unsafe or hazardous campus conditions to their supervisor, the Facilities Services Department or the Environmental Health & Safety/Risk Manager;
- Required to inform their supervisor and the Environmental Health & Safety/Risk Manager or the Human Resources Office of any injury, accident or property damage as soon as possible;
- Responsible for the safe and proper care of College buildings, campus areas, equipment and vehicles, including the use of chemicals and material.
- Expected to work safely and adhere to all established safety rules, procedures, and work practices.

All employees are reminded to use extreme caution in all situations where the risk of fire is possible and to become familiar with procedures for fire safety. College buildings are equipped with fire alarm systems. If a fire is discovered, please activate the nearest pull alarm. Employees should cooperate with Fire Company personnel in the event of fire emergencies.

_____ _____

Annette Parker, VP for Finance & Administration Date

B. DESIGNATED A&IP COORDINATOR

The Director of Human Resources, Environmental Health & Safety/Risk Manager, and the Ursinus College Safety Committee are designated and empowered to coordinate the safety and health program and services for the college. Employees are notified of these individuals on an annual basis. The Director of Human Resources (manages, directs, and complies with applicable federal, state, and local regulations) and the Environmental Health & Safety/Risk Manager (manages, directs, and coordinates compliance with applicable OSHA, EPA/DEP and other regulations) to ensure a safe and healthy and compliant work environment for employees. The Director of Human Resources, Environmental Health & Safety/Risk Manager, and Safety Committee members work closely with Facilities, Residence Life, Campus Safety, Human Resources, and the Chemistry/Biology/Art/Theater departments.

Safety Committee specific responsibilities are listed under Program Element C. and/or Program Element K.

The following individuals have been designated and empowered to coordinate the safety and health efforts of Ursinus College. Specific names are listed in the Appendices.

Environmental Health & Safety/Risk Manager:	610-409-3221
Director of Human Resources:	610-409-3589
Safety Committee Members:	Safety Committee web page

C. ASSIGNMENT OF RESPONSIBILITIES FOR DEVELOPING, IMPLEMENTING, AND EVALUATING THE A&IP PROGRAM

Every employee has some responsibility for safety and health. Typical safety and health responsibilities are highlighted by categories on the next two pages. While the Safety Coordinator may not be specifically responsible for each item, the coordinator has shared responsibilities with other college departments for all safety and health related issues. Specific employee safety responsibilities are reviewed upon the assignment of duties by the Environmental Health & Safety /Risk Manager, Director of Human Resources or Supervisor and periodically communicated as necessary by email.

Safety Coordinator/Designee
General Responsibilities

Communication:

- Provide guidance and recommendations to all levels of management in the formulation of policy and promoting of safety practices.
- Coordinate revisions to the Ursinus College safety and health program and procedures with the VP for Administration &Finance and communicate as necessary to all employees.
- Ensure that all employees are aware of the college's safety and health policies, procedures, rules, and enforcement measures.
- Ensure ideas and comments related to safety and health are reviewed by the Safety Committee as received through the Safety Committee suggestion survey and that responses to suggestions are published after evaluation.
- Distribute/post Safety Committee meeting notes. Meeting minutes are posted on the shared public "S" drive EHS folder.
- Ensure that procedures are in place and followed to direct and maintain continue care for injured workers.
- Maintain applicable Safety Data Sheets and ensure appropriate availability.
- Ensure appropriate safety signage is posted.
- Ensure emergency procedures, lists of emergency personnel, and emergency telephone numbers are posted and kept updated.
- Ensure the college's workers compensation insurance risk consultant provides information and statistical reports regarding program effectiveness to selected management and the Safety Committee on an annual basis.
- Coordinate the development of emergency evacuation maps highlighting the path to all exits and posting of maps upon completion.

Reporting:

- Coordinate and/or maintain the safety program documentation necessary to comply with College standards.
- File the required Accident and Illness Prevention Program reports annually. (UCIC submits)
- Maintain current credentials of accident and illness prevention service providers

- Complete and file all required accident reports.

Hazard Identification:

- Coordinate or conduct scheduled inspections to identify existing and potential hazards of all work areas.
- Direct and/or assist managers and supervisors in taking immediate corrective action to eliminate or control unsafe acts or conditions.
- Establish procedures for pre-operational process reviews, if applicable.
- Perform hazard analyses and make recommendations to eliminate unsafe or effectively control unsafe or unhealthy working conditions.
- Develop procedures for identifying, reporting, and responding to industrial hygiene concerns.
- Perform initial industrial hygiene and ergonomic evaluations to determine an appropriate course of action or appropriate consultant services.

Accident Investigation:

- Develop and implement procedures for reporting, investigating, recording, and tracking workplace accidents.
- Investigate all accidents and reported near misses.
- Conduct thorough and prompt investigations or ensure they are performed for all reported accidents.
- Make recommendations to eliminate unsafe or unhealthy conditions.
- Follow-up to ensure recommendations have been effectively communicated.
- Determine inadequacies in the reporting or investigation systems using failure analysis. (Identify the step that failed and make corrections. For example, over a two-week period, seven Facilities student employees cut themselves with a utility knife while removing carpet. Self-retracting utility knives were purchased which resulted in no further incidents.)

Budget/Financial Resources:

- Work with appropriate budget/fiscal staff to ensure necessary funds are available for training, Safety Committee operation, and correction of unsafe or unhealthy conditions.
- In conjunction with program evaluation, review the impact of injury and illness trends upon the college's worker's compensation insurance premiums.

Evaluation:

- Establish and monitor the overall safety program goals and objectives, including those for injury reduction and prevention.
- Monitor and evaluate the effectiveness of the safety and health program.
- Determine the measures and performance metrics used to evaluate program effectiveness.
- Review the number and types of claims submitted annually in comparison to other years as a way to determine the safety and health program's effectiveness.
- Perform loss analyses to identify the types of injuries and possible trends.
- Review the safety and health program elements periodically to develop recommendations that address current program needs and for continuous improvement.
- Review and analyze accident investigation reports to identify casual factors, possible trends, and corrective actions.
- Evaluate the quality and effectiveness of safety training and education programs.
- Evaluate operations to identify hazards and determine necessary controls.

Training:

- Identify and develop the necessary safety training programs and materials for new and existing employees.
- Ensure that a safety and health orientation is provided to all new employees.
- Conduct and/or coordinate safety and health training for all employees and work locations as needed.
- Ensure training is provided for all evacuation team members and college employees on emergency response procedures.
- Ensure there are an appropriate number of individuals trained in First Aid and/or CPR to provide suitable coverage of the employee population.
- Conduct and/or coordinate training for Safety Committee members.
- Ensure managers and supervisors are provided instructions for reporting injuries.
- Ensure designated employees receive training to effectively perform accident investigations.

Overall:

- Develop, analyze, plan, implement, coordinate and manage the overall safety and health program.
- Maintain and update the college's safety manual.
- Develop safety policies, procedures, and protocols to ensure compliance and address workplace hazards.
- Organize and coordinate the Safety Committee to involve employees from the various departments into the safety process.
- Establish goals and objectives at least annually.
- Assess goals and objectives annually.
- Implement or administer an effective employee suggestion and communication program to address concerns and ideas to improve employee safety and well-being.
- Ensure confidentiality of information related to specific employees.
- Ensure the emergency action plan is updated annually and drills conducted and evaluated every six months.
- Ensure the necessary industrial health services are provided to employees.

Specific Responsibilities

Safety Committee Members: (Member Names are listed on the Safety Committee webpage.)

- Assist in the college's safety efforts by identifying and recommending solutions for workplace safety and health issues.
- Ensure safety and health issues are reviewed and ideas for improvement are regularly considered and communicated to management.
- Assist in the identification and correction of workplace hazards.
- Bring workers and management together in a cooperative effort to promote safety and health in the workplace.
- Set committee goals and objectives while monitoring progress and achievements.
- Review or investigate injuries and provide recommendations to prevent recurrences.
- Assist in the communication of safety and health information to employees.

Managers and Supervisors:

- Ensure applicable safety and health training is provided to all employees.
- Provide or disseminate safety information to employees as appropriate.
- Assist in the identification and reporting of hazards and continually monitor the safety and health conditions within the work area.
- Take or coordinate the corrective actions necessary to address any unsafe work condition or acts.
- Investigate and report all accidents and injuries. Complete an Accident Investigation Report (Appendix G) regardless of severity or whether or not an injury occurred. If an injury occurred ensure emergency medical care is provided and complete an Injury Report Form.
- Provide or make available the necessary safety or personal protective equipment required for the work environment or task.
- Provide or arrange for job specific safety orientation to all new employees and upon assignment of a new task or operation that has exposure to hazards.
- Know building evacuation procedures and designate individuals to provide needed assistance to physically disabled personnel during emergency evacuations.
- Know emergency phone numbers. Contact Campus Safety for medical emergencies.

Employees (including student employees):

- Ensure the safety and health of themselves and of those around them.
- Be familiar with and adhere to established safety procedures, rules, and work practices.
- Utilize and properly maintain all necessary/provided safety or personal protective equipment and controls.

- Immediately report all workplace injuries or accidents to their supervisor and Environmental Health & Safety/Risk Manager the Human Resources Office.
- Report all workplace hazards or safety concerns through the safety suggestion process or through the supervisory chain of command.
- Participate in all required college issued safety training and education efforts.
- Upon request, participate in all applicable safety training provided by the college.

Safety Responsibility Communication:

Name	Safety Role	Date of Orientation or Refresher

D. PROGRAM GOALS AND OBJECTIVES

The overall goal is to prevent injuries and provide for a safe work environment. The purpose of this policy is to establish the methods used for developing, communicating, and evaluating the college's safety program goals and objectives.

The establishment of annual goals and objectives provides direction and a means of communication that encourages continuous safety program improvement. Safety program improvement can be achieved by reducing accident frequency, accident severity, and their related costs (trailing indicators). Program improvement may also be achieved through the proactive methods of evaluation and enhancement of the safety program or services (leading indicators). The following definitions apply:

Goals: Program goals are the broad, long term intentions or achievements an organization strives to accomplish. Goals are stated in specific terms that can be measured quantitatively or qualitatively.

Objectives: Are specific actions or targets that are established to support and/or achieve the goal.

Performance Indicator: Is a system or measure used for analysis, trending, and comparing achievements to goals.

Trailing Indicator: Is a performance indicator that responds to circumstances that already exist. The trailing indicator is reactive to identified weaknesses and/or demonstrated failures.

Leading Indicator: Is a performance indicator that responds to changing circumstances and takes actions to achieve desired outcomes before failures and weaknesses present themselves.

Goal Development

Responsibilities: The College's safety goals and objectives are developed annually on a fiscal year basis. The responsibility to develop the goals and objectives is accomplished through a cooperative effort between the Environmental Health & Safety/Risk Manager, Director of Human Resources, and VP of Finance & Administration. Individuals or groups that participate in the goals and objectives development include, but are not limited to, the following:

Director of Human Resources
Environmental Health & Safety/Risk Manager
Safety Committee Members

The Environmental Health & Safety/Risk Manager and Director of Human Resources are responsible for ensuring all safety program goals, objectives, and performance indicators are established annually. Once drafted, the goals and objectives are shared and discussed with the Safety Committee before being communicated to senior management for approval.

Criteria: When possible, goals and objectives are developed and defined in a format that meets the following criteria: Specific, Measurable, Achievable, Relevant and Time Based. The following is a description of the individual criteria or format components.

Specific: Must address a precise or specific circumstance. Avoid broad base topics.

Measurable: The goals can be expressed in quantitative or qualitative terms. Quantitative measures are expressed by use of data and percentages. Qualitative measures are expressed through relationship and/or comparison to norms.

Achievable: The capability to reach a desired outcome. Remember to strive for excellence but be careful to avoid setting unachievable or unrealistic goals.

Relevant: The goal should be directly related to needs of the organization.

Time-Based: The goal should be assigned a benchmark to provide direction and motivation for achievement.

Performance Indicators: Leading and trailing performance indicators are identified and used for the establishment of College goals and objectives. Trailing indicators are after-the-fact measures of safety performance and the outcomes for having or not having effective safety systems in place. Leading indicators are proactive performance measures based on actions to achieve desired outcomes before failures and weaknesses present themselves.

Trailing Indicators that may be used include:

- Workers' Compensation Costs
- Cost per claim or injury
- Number of claims/injuries
- Claim or injury frequency rates
- Injury types
- Number of lost time injuries
- Number of incident only claims

Leading Indicators that may be used include:

- Closure rates for corrective actions or recommendations
- Internal auditing or analysis of safety policies and procedures
- Development/implementation of procedures or training programs
- Increased frequency of inspections/hazard identification
- Employee safety surveys or suggestions
- Development of safety sub-committees
- Increased reporting of near misses
- Root cause/causal factor analysis

Goal Communication and Evaluation

Communication: Information and progress regarding the safety goals and objectives are communicated to senior management and shared with all employees. This communication is essential for increasing the visibility of the safety program, to garner the necessary support for the safety program, maximize college resources to accomplish the goals and objectives, and ensure safety performance accountability at all levels.

At minimum, annual goals and objectives are provided to senior management to keep them informed on and involved in the College's safety efforts and initiatives. The methods for communicating goals and objectives include the following:

Senior Management: Goals and objectives are communicated in writing to the VP of Finance & Administration for approval and provided to other senior managers.
Managers/Supervisors: Following administrative approval, goals and objectives are communicated to managers/supervisor during management meetings and/or administrative memo or directive.
Employees: Employees are informed of safety goals and objectives via staff meetings, memos, newsletters, e-mails and/or training sessions.
Environmental Health & Safety/Risk Manager: The Environmental Health & Safety/Risk Manager is responsible for providing goals and objectives information and progress reports to the VP of Finance & Administration.

Evaluation: Performance indicators or measures are established to help determine if the desired results are being achieved. The status of the College's goals and objectives is monitored every 6 months, and changes are made where necessary and possible to improve performance. If an established goal is reached before the defined target, a new goal is established. The achievement or effectiveness of the goals and objectives is evaluated at least annually. Each time the goals and objectives are monitored or evaluated, the status is reported in writing to senior management and the Safety Committee.

Recordkeeping

All records pertaining to the safety program goals and objectives are maintained by the Environmental Health & Safety/Risk Manager and will be kept in that office. The following is a list of the records that are maintained in accordance with the safety goals and objectives policy.

- List of approved goals and objectives including dates of development and completion.
- Reports monitoring and evaluating the status and achievement of goals and objectives.
- Copies of memos or correspondence pertaining to the communication of the safety goals and objectives.
- Minutes of meetings that involved the communication of the goals and objectives.
- Names and titles of individuals involved in the development and implementation of the safety goals and objectives.
- Documentation of suggestions concerns and/or disputes in relation to the goals and objectives.

Sample 1 with examples:

Member School Name
Goals and Objectives
For Fiscal Year _____

Goal #1: To reduce injury/claims rate by ___%.

Objective	Action Items	Performance Indicator / Due Date	Status
Perform loss and data analysis.	• Review and analyze injury loss reports. • Review claim reports. • Review accident investigation reports. • Develop injury analysis report and communicate injury statistics.	• Identify most frequent injury types. • Identify most costly injuries. • Identify work locations with high injury rates. • Communicate information to management.	
Identify work procedure and training needs.	• Conduct hazard assessments and workplace inspections. • Evaluate safety policies and procedures. • Review operations, job types, and work locations. • Review operations, tasks, and equipment. • Review Training records.	• Hazard assessments completed. • Self-assessment and report completed. • Work procedures identified. • Affected work locations and employees identified. • Training needs identified.	
Develop and implement necessary work procedures and training.	• Target most frequent and severe injury types. • Develop safety policies, procedures, and training. • Communicate information to managers and supervisors. • Provide train-the-trainer to identified staff. • Provide training to all employees. • Assess and provide necessary PPE, equipment, or safeguards.	• Reduce back related injuries by 10%. • Reduce injury related costs. • Develop back safety program and training. • Training provided to identified or affected employees. • Corrective actions implemented.	

Goal Review and Communication:

Reviewer Signature	Date Reviewed	Communication	Date

Goal #2: To maintain program compliance and identify opportunities for improvement.

Objective	Action Items	Performance Indicator / Due Date	Status

Goal Review and Communication:

Reviewer Signature	Date Reviewed	Communication	Date

Goal #3: To increase program visibility and promote workplace safety and health program awareness.

Objective	Action Items	Performance Indicator / Due Date	Status
Communication	- Annual email with Safety Committee information – members - Periodic announcements on webpage and in Ursinus News - Use of Safety Suggestion Survey	- Email sent annually - Announcements placed on webpage and UC News - At least one employee used the survey	
Promote safety and health	- Participate in the annual Wellness Fair in October/November	- Man a table at the fair - Employees signed up for ergo evaluation - 20 employees reviewed back safety with members	

Goal Review and Communication:

Reviewer Signature	Date Reviewed	Communication	Date

Sample 2:

Member School Name
Goals and Objectives
For Fiscal Year _____

Goal or Objective	Action Items	Performance Indicator / Due Date	Status and Communication

_____ _____

Reviewer Signature Date

Goals and Objectives

E. METHODS FOR IDENTIFYING AND EVALUATING HAZARDS AND DEVELOPING CORRECTIVE ACTIONS FOR THEIR MITIGATION

Safety Inspections

The primary purpose of a safety inspection is to detect and correct potential safety and health hazards. The identification of hazards is a proactive means of reducing or preventing workplace accidents and injuries. Safety inspections and reporting of safety and health hazards is a group effort that includes Safety Committee members, Campus Safety Officers, Facilities trades and grounds crews, all other employees, and students. The frequency of inspections is dependent upon the severity of the potential hazards and the likelihood for employee contact with those potential hazards. Training in hazard identification and inspection procedures is provided to all individuals assigned the responsibility to perform these inspections.

- Safety Committee members conduct slip/trip/fall inspections of all common areas of administrative buildings and exterior areas of all buildings on campus annually. Safety Committee inspections are documented, and a summary provided by the Environmental Health & Safety/Risk Manager
- Daily, Campus Safety Officers walk through all buildings and report any hazards to Facilities/ Environmental Health & Safety.
- Facilities trades and grounds employees work daily in and around buildings on campus reporting and/or correcting hazards as they arise throughout the work day. Work orders are placed for noted deficiencies and distributed to the appropriate trade for correction.
- Employees and students report hazards to Facilities or Campus Safety daily.
- Egress inspections of residence halls occur at least annually. Resident Advisors and Campus Safety officers check for egress issues as part of daily rounds.
- Facilities conducts annual night light walks to assess lighting needs on campus.
- Laboratory inspections are conducted annually by the Environmental Health & Safety/Risk Manager

The Environmental Health & Safety/Risk Manager provides applicable checklists for the safety inspections that include a place for comments to explain or detail identified hazards, deficient items, or recommendations. Inspections focus on the following categories:

- General conditions – housekeeping, lighting, walking and working surfaces, proper safety and health related postings or labeling present.
- Specific hazards – machinery, equipment, supplies, chemicals, and tools.
- Fire safety– written policies and procedures, fire drills, fire exits, and portable fire extinguishers.
- Work practices – improper or unnecessary manual lifting, inefficient work layout and procedures, hazardous storage of heavy materials in overhead areas, improper use of equipment, and employee lack of awareness of safe work practices.

After safety inspections are completed, the Environmental Health & Safety/Risk Manager reviews the reports and initiates corrective measures. Copies of all inspection reports are maintained for the past three complete fiscal years and maintained by the Environmental Health & Safety/Risk Manager.

Specific inspection checklists include the following:

- Lab inspection template
- STF inspection template
- Office inspection template

These checklists are included in the Appendices at the end of this document and are available from the Environmental Health & Safety/Risk Manager.

Hazards Identified by Managers and Employees

Managers and supervisors must be aware of the safety and health conditions within their respective work areas and have the responsibility to assist in the identification and reporting of potential hazards.

Employees are responsible to identify and report hazards in their work area through the Health and Safety Suggestion program, Program Element J, or by reporting the hazard directly to the manager or supervisor, the Safety Coordinator, a member of the Safety Committee, or Facilities Services.

Corrective Actions and Solutions

The results of inspections are communicated to the appropriate managers and supervisors responsible for those work areas. Inspection findings and recommendations are also shared with Safety Committee members. With support from the Environmental Health & Safety /Risk Manager and Safety Committee, managers and supervisors are responsible for developing and implementing the necessary corrective actions for identified hazards and deficiencies. Hazards and recommendations that are easily correctable shall be addressed immediately.

All identified hazards, deficiencies, or recommendations are tracked and reviewed to ensure effective corrective actions are completed. Records indicating the completion of corrective actions because of inspections are forwarded to and maintained by the Environmental Health & Safety /Risk Manager. All other hazards reported to Facilities are tracked through the work order system.

Because of safety inspections, any changes to the work environment, processes, or equipment are communicated to all affected employees. If procedures are not in place to address the identified hazards or deficiencies, they are developed and implemented with the appropriate training provided to employees exposed to the hazard. Copies of management and employee communications and training records are maintained by the Environmental Health & Safety /Risk Manager.

F. INDUSTRIAL HYGIENE SURVEYS

Industrial hygiene is both a science and an art that is devoted to the anticipation, recognition, evaluation, and control of environmental factors arising in or from the workplace that have the potential to cause sickness, impaired health and well-being, or significant discomfort among workers. Industrial hygiene includes the development of corrective measures to control health hazards by either reducing or eliminating the exposure. (Definition from the Fourth Edition of the National Safety Council "Fundamentals of Industrial Hygiene")

The following industrial hygiene procedure recognizes conditions or situations requiring industrial hygiene services that may be provided by an internal source and those that may require assistance from a contractor. It is the responsibility of the Environmental Health & Safety /Risk Manager or designee to determine when industrial hygiene services are required when responding to industrial hygiene concerns or complaints. The *Industrial Hygiene Evaluation Report* and *Industrial Hygiene Evaluation Report Guideline* (Appendix E) is utilized to assist in making this determination. If a determination cannot be made by the Environmental Health & Safety /Risk Manager or designee after completing the *Industrial Hygiene Evaluation Report,* a contractor is requested to assist in the evaluation. All supervisors and employees are made aware of the procedures for obtaining these types of services, with the communication provided and documented at least every two years. When industrial hygiene issues occur (indoor air quality concerns, excessive noise levels, visible mold, etc.) the following procedure applies:

1. The Environmental Health & Safety/Risk Manager or designee evaluate the industrial hygiene related issue as soon as possible.

    a. For potentially serious situations, immediate administrative actions are taken to protect employees when there is a clear and present danger, up to and including the evacuation of the affected area or the entire building/facility. Any decision to close the office is made by the Environmental Health & Safety/Risk Manager in consultation with the VP for Finance & Administration and Director of Facilities.

    b. Information is gathered, evaluated, and documented by completing the *Industrial Hygiene Evaluation Report.* Note: To assist in obtaining the appropriate information and completing the report, use the I*ndustrial Hygiene Evaluation Report Guideline* (Appendix E).

    c. The Environmental Health & Safety/Risk Manager and/or others involved in the review of industrial hygiene issues or reports are not to divulge confidential employee medical information regardless of the method of correction identified below.

2. Issues that are easily identifiable and/or correctable by building management, maintenance staff, or housekeeping staff without the assistance of a sub-contracted safety consultant are corrected rapidly. Examples of such correctable actions are inadequate housekeeping procedures, HVAC repairs/ maintenance, noise abatement, etc. All corrective actions are documented and maintained on file.

3. Issues that are not readily identified may require the assistance of an industrial hygienist. When assistance is needed, provide a detailed description of the concerns and source (if known) of the issue. If a

determination cannot be made whether an industrial hygienist is needed, contact a consultant to review the *Industrial Hygiene Evaluation Report* for recommendations on how to proceed.

a. For industrial hygiene issues, the Environmental Health & Safety/Risk Manager consults with the building representative and Facilities, to determine if an industrial hygiene survey should be conducted. The current vendor consulted for indoor air quality concerns is:

    Criterion Laboratories, Inc.
    3370 Progress Drive, Suite J
    Bensalem, PA 19020
    215-244-1300

b. All documentation related to evaluations, reports, sampling results, and corrective actions are maintained for a minimum of three years. In some cases, documentation directly related to employee medical and exposure records is maintained for the duration of employment plus 30 years.

4. Management, affected employees, and vendors are notified of the findings, recommendations, and corrective actions of industrial hygiene related issues and services. Awareness, recognition, or other training is provided to employees (maintenance staff, custodial crews, affected employees, etc.) as needed to address any work environment and industrial hygiene related issues.

G. INDUSTRIAL HEALTH SERVICES

The College takes the health and well-being of its employees seriously, providing the applicable health services necessary to address the needs of its employees.

Industrial health services address the physical, mental and social well-being of employees in relation to the job and working environment. These services are provided both before and after an accident or illness has occurred. The results of these services are intended to produce recommendations for the identification, control, or elimination of workplace health hazards.

Industrial health related services are generally administered by more than one individual or program area of the College. For purposes of compliance, the Safety Coordinator is provided with or has access to the necessary information and records to ensure the adequacy of the Industrial Health Services Program.

Procedure

Methods of Recognition: The following methods are utilized, if applicable, to aid in determining the need for and types of College provided industrial health related services.

- Hazard identification and workplace inspections
- Industrial Hygiene Surveys
- Independent Program Assessments
- Safety Committee Recommendations
- Employee Suggestion Program
- State and Federal Regulations

Methods of Program Communication: The following methods are used to periodically communicate the types and content of industrial health services or programs made available to employees.

- Dissemination of policy to all new employees during orientation
- Annual memo and/or periodic college-wide emails
- Annual and periodic training programs or workshops
- Safety Committee Minutes

Methods of Evaluation: The Industrial Health Services Program is reviewed annually by the Environmental Health & Safety/Risk Manager to determine effectiveness. All additions or modifications to the program or services offered are discussed with senior management before they are enacted.

The following methods may be used to assist in the determination of appropriateness and effectiveness of the available industrial health related services

- Loss and Trend Analysis
- Independent Program Assessments
- Program participation/attendance
- Employee Suggestions
- Comparison to State and Federal Regulations

Recordkeeping:
Records pertaining to services provided under this policy are maintained by the Environmental Health & Safety/Risk Manager. The records that are maintained include the following:

- Training and attendance records
- Medical surveillance records, if applicable
- Copies of communications including memos and emails
- Copies of release and/or declination forms
- Inspections and/or assessment reports used to evaluate the program and program needs
- List of recommendations offered by employees regarding the program

Industrial Health Service Programs

The following list of services and programs are provided or made available to employees.

Medical Surveillance Programs: A medical surveillance program evaluates and monitors the health of employees required to work in areas that may result in hazardous exposures. Examples include hazardous atmospheres requiring the use of respirators, high noise levels requiring hearing protection, the maintenance or removal of asbestos/lead containing materials, or an occupational exposure to blood or other body fluids. The medical surveillance programs in place include:

- Blood Testing if exposed to bloodborne pathogens

If work would result in a hazardous exposure, the following medical surveillance programs would be implemented as applicable:

- Respirator Fit Testing
- Medical Questionnaires
- Pulmonary Function Tests
- Baseline and Annual Audiometric Testing

Preventative Services: Preventative services are offered in response to an identified need or benefit and can be occupational specific within the college. The preventative services address the physical, emotional, and mental well-being of employees. Many of the services listed are voluntary but can be made mandatory if management deems them essential for duty.

- Hepatitis B Vaccinations (for those covered by the OSHA Bloodborne Pathogen Standard)
- Flu Vaccinations
- First Aid/CPR/AED Services
- Industrial Hygiene Investigations and Monitoring
- Ergonomic Evaluations
- Substance Abuse Awareness (see the Drug Free Workplace Policy and College Work Rules on the Human Resources webpage)
- Employee Assistance Program
- Back Injury Prevention Program
- Health Screenings
- Health and Wellness Fairs and Workshops

Medical Management Services: The college partners with third party service, Health Advocate, to provide employees with information about services available to treat conditions in relation to their physical, emotional and mental health.

Post-Accident and Illness Services: A work-related injury can cause concern for injured employees, their families, and other employees. The College's workers' compensation administrator has expert medical providers on contract to assist employees with the diagnosis, treatment, and rehabilitation of their workplace injuries or illnesses.

Panels of Physicians are posted in each work location for employees and available on the college webpage to choose a provider for the treatment of workplace injuries or illnesses. In addition to medical treatment, the prompt and efficient payment of claims and medical bills associated with the injury is also the responsibility of the administrator.

Modified Work Duty Program: Each injured employee is treated on an individual basis regarding work restrictions when he/she returns to work. The Safety Coordinator, Human Resources, and Supervisors work together to determine what type of work can be done to accommodate the restrictions.

Employee Assistance Program: The College recognizes that employees experience everyday challenges of life that may affect health, family life and desire to excel at work. This program provides the preventative and follow-up services to deal with a variety of needs that includes, but is not limited to, the following: marriage, relationship, and family problems; problems at work, changes in mood, legal and financial issues, stress and anxiety, alcohol and drug dependency, identity theft, and health and wellness concerns. Employees are entitled to receive up to three consultations with a licensed clinician per incident, per individual, per calendar year at no cost.

H. A&IP ORIENTATION AND TRAINING

General safety and health orientation is required and provided by the Human Resources Office for all new employees, including temporary employees, within two weeks of their appointment date. New employees receive a job specific safety orientation before beginning their assigned duties. Supervisors ensure new employees are educated on worksite or hazard specific safety procedures.

General new employee safety orientation, at minimum, includes information on the following areas:

- Environmental Health & Safety/Risk Manager and Safety Committee contact information
- Substance Abuse Awareness and Prevention policies and information (Drug-Free Workplace Policy)
- Employee assistance programs
- Wellness programs
- Workers' Compensation Information and Rights
- List of Designated Health Care Providers
- Reporting injuries and accidents
- Safety Policy Statement
- Employee Safety Suggestion Program
- General safety rules, employee responsibilities, and enforcement methods.
- Emergency Notification and Evacuation Procedures

Employees receive periodic and as needed safety training on a continual basis to enhance their knowledge, skills, attitudes and motivations concerning safety policies and procedures. Supervisors ensure employees are educated on worksite or hazard specific safety procedures by utilizing various methods such as safety talks, hands-on training, formal certification training, and pre-work meetings or inspections. The safety training provided to existing employees is based on several factors including College policy, type of operations or work environments, and hazard exposure. Workplace safety inspections, employee safety suggestions, accident investigations, injury analysis, and program evaluations are also used to aid in the determination of training needs and effectiveness of the training provided.

Specific safety training provided to employees due to their responsibilities or the hazards associated with the nature of the work / worksite includes the following:

- Safety Committee member certification training - annual
- Bloodborne Pathogens – annual
  Facilities, Campus Safety, Biology and Chemistry Departments, Athletic Trainers and Coaches, Lifeguards, Residence Advisors and Assistant Residence Directors
- Hazardous Communication and Hazardous Waste Management – initial and periodically
  Facilities, Chemistry and Biology Staff, Theater and Visual Arts Staff, Campus Safety
- Powered Industrial Tools – every 3 years as certifications expire
- Emergency Action Plan – annually, via email
- Confined Space, Lockout/Tagout, Machine Guarding, Personal Protective Equipment, Asbestos, Fall Protection, Lifts, and Small Spills Leaks – periodically to Facilities staff
- OSHA Laboratory Standard – initially and periodically to Chemistry and Biology staff
- SPCC, Chiller Plant Safety, and Refrigerant Policy – annually to affected Facilities staff

- General Safety Training – new Facilities employees (initial) and Facilities student employees (initial and annual)
- Golf/Utility Cart Training – initially for all Facilities Trades and Facilities student employees and upon request from other departments

All training records, including attendance rosters and curriculums, are maintained for a minimum of three fiscal years. Some records for mandatory training are kept indefinitely.

I. REGULARLY REVIEWED AND UPDATED EMERGENCY ACTION PLAN

An emergency evacuation plan has been developed to meet the needs of each building where employees are located to help ensure employee's personal safety should an evacuation become necessary.

Initial and periodic training is provided to ensure all employees are aware of the proper emergency response and evacuation procedures. The training and education provided is specific to the appropriate employee work locations. Information on the emergency response and evacuation procedures is provided during new employee orientation and at least annually communicated to all employees. In addition, specific training on building evacuation responsibilities and procedures is provided to all building safety team members on an annual basis.

New employees receive a copy of the emergency action plan at new employee orientation to review and an acknowledgement sheet to sign and return to the Environmental Health & Safety/Risk Manager. Bi-annually, all employees receive a copy of the plan via email with the emergency drill announcement. Building coordinators and floor captains annually receive a copy of the list of duties to review.

The emergency evacuation plan, building safety team contact information, and any updates to emergency plan are reviewed and updated at least annually. The information is provided to all employees via email and is accessible on the College's website.

An emergency drill is performed a minimum of once every six months for all occupied building locations. The drills are held during normal occupancy times and cover the various work shifts. Emergency drills include the actuation of the alarm initiating and signaling devices. Reports of the drills are documented and maintained by the Emergency Management Coordinator. The documentation includes the date, time of day, occupant response remarks, and the signature of the person conducting the drills.

J. EMPLOYEE A&IP SUGGESTION AND COMMUNICATION PROGRAMS

Identifying and eliminating unsafe acts or conditions are key factors in ensuring the safety of all employees. Because employees are often the first to be aware of hazards or ways to improve safety, an employee safety and health suggestion program has been established.

An employee Safety Suggestion Survey is set up for employees to report safety and health related concerns or recommendations for improvement. New employees are informed of the way to make safety suggestions during orientation and all employees are reminded annually via email. Suggestions or concerns may also be reported in less formal ways, such as communicating directly with managers and supervisors, the Safety Coordinator, or Safety Committee members.

Regardless of the method communicated, suggestions are reviewed by the Safety Coordinator and/or Safety Committee for possible merit at the next monthly Safety Committee meeting. Follow-up occurs for all concerns and appropriate suggestions with responses provided as quickly as possible.

The Safety Coordinator tracks submissions to ensure appropriate responses are provided in a timely manner. Employees who provide their name or contact information receive a direct response to their concerns or suggestions. Responses to anonymous suggestions are recorded in the Safety Committee meeting minutes. When appropriate, senior management and affected employees are notified of changes resulting from a suggestion.

K. A&IP PROGRAM EMPLOYEE INVOLVEMENT

The Safety Committee is a key component of the workplace safety and health program and efforts. The Safety Committee ensures safety and health issues are treated as an integral function of the College. The purpose of a Safety Committee is to regularly bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace. The committee is empowered to routinely identify and recommend solutions to senior management for the College's safety and health related issues.

The College has an established a functioning Safety Committee. The committee is comprised of at least four members. Meetings are conducted monthly or as needed in the event of an immediate issue. Meeting agendas are prepared and provided to members in advance of the meeting. Minutes from the meetings are made available to all employees on the shared "S" drive on the college's intranet system or can be obtained from the Environmental Health & Safety/Risk Manager.

The Safety Committee assists in and enhances the College's accident and illness prevention efforts by performing the following primary duties.

- Represent and review the safety and health concerns of employees
- Set annual committee goals and objectives and monitor progress and achievements
- Communicate the committee's accomplishments and status of goals to senior management
- Communicate committee agendas, meeting minutes, and safety and health related information with management, Safety Committee members, supervisors, and employees, as necessary
- Assist in the identification and correction of workplace hazards
- Review and/or investigate injuries and provide recommendations to prevent recurrences

To establish effective Safety Committees, all members receive initial training upon the assignment of duties. The training, at minimum, covers the following three areas: Safety Committee Operations, Accident Investigation, and Hazard Identification. Annual refresher training will be provided to satisfy certification requirements in accordance with Title 34 PA Code Chapter 129, Subchapter F, Workplace Safety Committees.

Employee and management cooperation are essential to the success of a safety program and Safety Committees. To ensure employee involvement in the safety efforts, Safety Committees are composed of an equal number of management (employer) and employee (non-employer) members.

In addition, employees are encouraged to participate in available industrial health related services and to participate in the safety suggestion program.

L. ESTABLISHED SAFETY RULES AND METHODS FOR THEIR ENFORCEMENT

The orderly and effective administration of the College requires that all employees always follow rules and proper standards of conduct. Rules and standards are necessary to protect the safety and health of all employees and to maintain the goodwill and reputation of the College. An employee who fails to abide by proper standards of conduct or who violates work rules will be subject to disciplinary action, including discharge. College work rules and enforcement procedures are available for review on the Human Resources website. All new employees are advised to review all college policies and procedures that are available on the Human Resources website.

The Safety Coordinator, Managers/Directors/Supervisors are empowered to notify and halt the work of contractors working on campus when violating any applicable federal, state, or College safety standards. Contractors are provided with a copy of the Contractor Safety Guide prior to work and are required to sign an acknowledgement of receipt of the guide.

Drug-Free Workplace

In accordance with the Drug-Free Workplace Act of 1988 (Pub. L. No. 100-690, 5151-5160), all College employees are on notice that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace.

Employees in violation of this probation will be subject to disciplinary action, including discharge under college work rules.

In addition to this notice, employees must notify the President of Ursinus College of any criminal drug statute conviction for any violation occurring in the workplace no later than five days after the conviction.

All employees are further advised that the College, upon being advised by an employee that the employee has been convicted of a criminal drug statute violation occurring in the workplace, will so notify any appropriate federal funding agency within ten days, and will, within thirty days:

• take appropriate personnel action against such an employee, up to and including termination, or

• require the employee to participate satisfactorily in a drug abuse assistance rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

The College offers drug-free awareness programs to inform employees about the dangers.

Tobacco Use

The College has approved a “smoke-free” policy for all public buildings on campus. Smoking is forbidden in all buildings and employees are expected to observe the policy.

Smoking cessation is encouraged through the College’s Wellness initiatives and the College’s health insurance carrier.

M. METHODS FOR ACCIDENT INVESTIGATION, REPORTING, AND RECORDKEEPING

The Accident Investigation Program prescribes the procedures for reporting and investigating all workplace accidents. Accidents are reported and investigated to identify the facts surrounding the accident and determine the causes to prevent recurrences. Workplace accidents that should be reported include any that result in occupational injury, illness or disease, fatality, damage to motorized vehicles, and other property damage as well as near misses.

The timely reporting and investigation of workplace accidents provides for the following:

- Establishes a written record of the factors that contributed to or caused the accident.
- Ensures prompt investigation of accidents to initiate and support corrective actions.
- Provides statistical information for use in analyzing all phases of accidents and events.
- Provides information that may be used in the identification of workplace hazards and employee training.

The Safety Coordinator develops and maintains the written Accident Investigation Program; is responsible for all aspects of the Program; and has full authority to make necessary decisions to ensure the success of the program. The Safety Coordinator:

- Serves as the contact and resource person for accident reporting procedures
- Conducts training to ensure that supervisors and employees are informed and knowledgeable of current accident reporting procedures
- Ensures that all accident report forms are correct and filed in a timely manner.
- Ensures that supervisors and managers or those responsible to conduct investigations are trained in accident investigation procedures and techniques.

Accident Response and Reporting

During new employee orientation, employees are notified that all workplace accidents (including near misses) must be reported to their manager or supervisor regardless of severity or lack of the occurrence of an injury. *When an injury occurs, the manager or supervisor is responsible to report the injury by* completing an Injury Report Form available on the Human Resources webpage. Hard copies of the form are available in the Human Resources and Environmental Health & Safety/Risk Manager offices. Claim reports are completed and notifications made as soon as possible upon knowledge of injury and within the following timeframes based on the type of claim:

- Medical Only – within 5 days of notification.
- Indemnity (lost time) – within 48 hours of notification.
- Fatality – Immediate notification.

The manager or supervisor is trained to ensure that the employee chooses a Panel of Physicians doctor from the list which is posted in the work location and available electronically on the Human Resources webpage. In the event of a potential blood or body fluid exposure, employees are directed immediately to the local Emergency Room, since many of the panel doctors are not equipped to handle these exposures. Follow-up by the Workers' Compensation Coordinator occurs to ensure the employee understands their responsibility to treat with a panel

doctor. Employees are not discriminated against for reporting a work-related fatality, injury, or illness; filing a safety and health complaint; asking for access to occupational injury and illness records; or exercising any rights afforded by the Workers' Compensation Act.

In the event of a workplace accident and/or illness the following procedures are followed to ensure prompt and effective care to the involved individual(s).

Responding Supervisor/Employee Actions

- If an injury or illness is involved, provide immediate assistance to the injured employee by seeking medical attention.
  - Provide or arrange for first aid/CPR as appropriate.
  - Request EMS assistance if necessary.
  - Take the employee to the physician of their choice or to the nearest medical facility.
- Write down the date and time of the injury, date and time that notification of the injury was received, and any other pertinent facts for future reference.
- Cooperate fully with any emergency response or law enforcement personnel on the scene. Do not interfere with an official investigation, such as a traffic accident, criminal, or workplace violence investigation.

Affected Employee Actions

- Seek immediate medical attention for the nature of the injury or illness.
- Notify a supervisor or manager immediately of the accident and if an injury or illness has occurred. Employees are encouraged to notify a supervisor or manager as soon as possible, but at least within 24 hours or at the beginning of the next shift, of the date and time of injury or first manifestation of the illness.
- Receive further information and instructions from the human resource office, workers' compensation claims administrator, and immediate supervisor regarding claim and benefit procedures.

Accident Investigation

An accident is defined as an unexpected and undesirable event arising from unsafe acts or conditions. All accidents, including near misses, are investigated. The Safety Coordinator and/or Manager/Supervisor are responsible to investigate all reported accidents as soon as possible and at least within 48 hours. Failure to properly investigate accidents, concealing facts, or failing to obtain all the facts available interferes with accident prevention.

When an accident is reported, the EHS/Risk Manager and/or Campus Safety representative completes the Accident Investigation Form (Appendix G). The completed form is forwarded to the Environmental Health & Safety/Risk Manager.

The Safety Coordinator, Safety Committee, or other designated employees are responsible to conduct follow-up accident investigations when necessary to determine the causes of the accident and recommendations to prevent recurrences. The need to conduct follow-up investigations may vary and depends on the circumstances or severity of the accident or injury.

Accident Investigation Procedures

Thorough accident investigations help to determine why accidents occur, where they happen, and any trends that might be developing. An analysis of the conditions and circumstances of the accident provides a basis to

implement corrective measures to prevent recurrences. For all accident investigations, the supervisor, Safety Coordinator and/or Safety Committee performs some or all the following procedures:

- Conduct a thorough accident investigation at the scene of the injury as soon after the injury as safely possible. Accidents become increasingly difficult to remember and document with the passage of time.
- Go promptly to the scene of the accident and document the details of the surroundings by taking photographs or making sketches. Save or preserve any physical evidence that may be used for future litigation proceedings.
- Use the Accident Investigation Form (Appendix G) as a guideline to gather information and conduct the investigation.
- Stress obtaining facts, rather than placing blame or responsibility. Listen to conversations that may be going on, realizing that unsolicited comments often have merit and can indicate areas of further inquiry.
- Ask the employee involved in the accident and any witnesses, in separate interviews, to tell exactly what happened. Do not interrupt or ask for more details at that time; just let the employee describe it in their own style.
- Repeat the employee or witness's version of the event and allow them to make any corrections or additions.
- Remind employees that the purpose of the investigation is to determine the cause and possible corrective actions that can reduce or eliminate the possibility of a recurrence.
- Complete the appropriate sections of the Accident Investigation Form with the employee, and review the data with the employee for accuracy.
- Encourage employees to give their ideas for preventing similar accidents in the future.
- Study the information gathered to determine the possible causes or factors that contributed to the accident. Realize that many accidents involve both unsafe conditions and unsafe acts.
- Determine the corrective actions and recommendations to prevent future accidents and injuries.
- When possible, correct any unsafe conditions or acts immediately. If immediate correction is not possible, report the situation to the appropriate level of management.
- If an employee sustained any injury or required medical attention, contact the workers' compensation claims administrator regarding additional reports that may be required.
- Submit the original Accident Investigation Form to the Safety Coordinator within 48 hours of the date of injury or notification by the employee.
- Inform the Safety Coordinator and Workers' Compensation Coordinator of any additional information or related facts as the claim progresses.
- Communicate information regarding identified hazards, new procedures, or other corrective actions so all employees may benefit from the experience and findings.

Follow Up to the Accident Investigation

Management is responsible for evaluating the recommendations resulting from accident investigations and establishing a plan of action. The Safety Coordinator and/or Safety Committee monitor the progress of the corrective actions and ensures they are completed. Any trends noted during accident investigations are reviewed with employees and supervisors to determine if the job can be altered, any hazards can be eliminated, or if additional training is needed.

Follow-up actions include the following:

- Respond to the recommendations in the report by determining and explaining what corrective actions can be accomplished.
- Develop a timetable for corrective actions.
- Monitor that the scheduled actions have been completed.
- Check the condition of injured worker(s).
- Inform and train other workers at risk.
- Re-orient worker(s) on their return to work.

Program Evaluation

The Accident Investigation Program is evaluated periodically by the Safety Coordinator to determine whether the program is being followed and if further modification or training is necessary. In addition to the program review, all completed injury reports accident investigation forms (minus any confidential employee information) are reviewed by the Safety Coordinator and Safety Committee. The information obtained from the review and analysis of the Accident Investigation Reports is utilized to develop corrective actions and procedures to prevent the recurrence of injuries.

The Accident Investigation Forms are utilized to identify:

- The types of injuries or injury trends.
- The causal factors that contributed to the accident.
- Areas with an above average number of accidents or where the accidents incurred are of a more serious nature.
- Equipment, materials, or environmental factors that seem to be commonly involved in accidents.
- Corrective work practices, procedures, or equipment which could be used throughout the College.
- Future training needs.
- Manager's or supervisor's ability to understand their operations and resolve their accident problems.
- Where greater management emphasis is needed.
- Annual safety goals and objectives.

Recordkeeping

The Workers' Compensation Coordinator and Safety Coordinator are responsible for maintaining the documentation of accident related records. Examples of such records may include:

- Claim forms
- Return to work information
- Medical surveillance records
- Completed accident investigation forms
- Copies of communications related to accident investigations findings or recommendations.
- Evaluations or accident analysis reports

N. AVAILABILITY OF FIRST-AID, CPR, AND OTHER EMERGENCY TREATMENTS

All employees are afforded prompt first aid treatment of injuries or illnesses, either by providing employees trained in first aid and CPR at the worksite, or by ensuring that emergency treatment services are within reasonable proximity of the worksite. The basic purpose of this procedure is to assure that adequate first aid is available in the critical minutes between the occurrence of an injury or illness and the availability of emergency treatment for the employee.

In workplaces where, serious injuries or accidents are possible, such as those involving falls, suffocation, electrocution, or amputation, emergency medical services must be available within 3-4 minutes. A response time of up to 15 minutes is generally considered reasonable in workplaces, such as offices, where the possibility of such serious work-related injuries is more remote. If emergency care is not available within the appropriate timeframes, an employee or employees are adequately trained to render first aid and CPR. These employees are designated as first responders and are provided with the appropriate first aid supplies or protective equipment. For worksites that rely solely on assistance from outside emergency responders, appropriate steps are taken to ascertain that emergency medical assistance will be promptly available when an injury or illness occurs.

The College maintains 26 AED units located in all administrative buildings, main campus residence halls and Musser Hall. Campus Safety Officers are trained in first aid and CPR, serving as First Responders to incidents on campus. The UCEMS student group is trained in first aid and CPR and responds to incidents when classes are in session. Approximately 75 faculty and staff are trained in use of an AED. If the event outside emergency assistance is required, the Collegeville Fire Company and Police Departments are adjacent to the campus. Additionally, Trappe Ambulance is staffed by paid employees and responds immediately.

First Responders receive training in First Aid and/or CPR by an approved organization (American Heart Association). Refresher training is provided by the College consistent with the requirements of the certification. Campus Safety Officers complete annual training regarding bloodborne pathogens and universal precautions.

Employees are to take the following steps in the event of a medical emergency:

- Obtain enough information to provide critical details.
- Contact Campus Safety and outside emergency medical assistance.
- Send someone to contact help if unable to leave the injured person.
- Act as directed by the First Responder or emergency service personnel.

Although First Aid and CPR services can provide a quick response, employees are reminded that calling off-site emergency medical services should not be delayed. Employees should dial 911 or 610-409-0911 if an injury or illness is serious or a First Responder is not immediately available. The procedure for obtaining emergency medical assistance is provided during new employee orientation and annually for all employees. The procedures are posted on the Campus Safety webpage.

First Aid Kits are found in the higher risk work areas of the campus including Facilities, Theater, Visual Arts, and Biology and Chemistry departments. Additionally, the college's Wellness Center can provide first aid supplies during regular business hours. First Aid Kits are maintained by each department.

If an employee requests medical treatment, he/she is taken to a local emergency room or a Panel of Physicians doctor depending on the nature of the injury. The manager/supervisor or other designated employee ensures that the employee is transported and accompanied, if appropriate, to the medical facility. The manager or

supervisor immediately notifies the employee's emergency designee when necessary. Most employees have provided emergency contact information which is available by contacting the Human Resources Office.

All work-related injuries and illnesses are reported and investigated in accordance with the workers' compensation and accident investigation procedures. Depending on the nature of the injury or illness, the Safety Coordinator and/or manager/supervisor is responsible to investigate all work-related accidents as soon as possible and at least within 48 hours. The Accident Investigation Report (Appendix G) is completed as appropriate.

The Safety Coordinator reviews the following on an annual basis to determine the adequacy and effectiveness of the program:

- Established medical emergency procedures are adequate
- Confirm with Campus Safety that CPR and 1st Aid Certifications are current
- Employee AED training offered annually
- AEDs checked quarterly
- First Aid Kits maintained by departments

O. METHOD(S) FOR DETERMINING AND EVALUATING A&IPP PROGRAM EFFECTIVENESS

Most accidents and injuries occur because of readily identifiable and correctable safety and health hazards. The purpose of this section is to provide the methods for evaluating the effectiveness and quality of the workplace safety and health program to satisfy the requirements of the Bureau Workers' Compensation (BWC) and the College. Determining and evaluating the effectiveness of the workplace safety and health program is essential for continuous improvement and injury prevention.

The Safety Coordinator and Safety Committee work together to develop a written procedure that identifies the methods, data, information, and frequency of evaluation utilized to determine program effectiveness. The determination of effectiveness is performed annually and includes data, at minimum, for the current and past two complete fiscal years. Injury statistics and analysis results are provided at least annually to senior management and Safety Committee members. The information is necessary to communicate safety concerns or hazards, the impact of losses, and the established performance measures. At minimum, program effectiveness and evaluation results must be provided to senior management.

The Safety Coordinator with assistance of Safety Committee members and the College's third-party administrator for workers' compensation, SISCO, is responsible for the following:

1. Developing performance indicators and measuring performance.
2. Conducting loss analyses to identify injury types, trends, and locations.
3. Preparing injury and statistical reports.
4. Conducting periodic program element reviews and evaluations.
5. Coordinating revisions to the safety and health program with the Vice President of Finance & Administration or designee.
6. Communicating statistical information and analysis results within the College.
7. Maintaining program documentation including statistical reports, loss analyses, program evaluations, and copies of communications.
8. Establishing goals and objectives at least annually.

Determining Program Effectiveness

Before measuring the effectiveness of a safety program, the data or indicators used to evaluate the program must be determined. Effectiveness can be measured by focusing on reducing existing problems/failures (trailing indicators) or by comparing program success with a baseline (leading indicators), or both.

One method to accomplish this effort begins with tracking the results provided in the effectiveness measures spreadsheet which uses a series of trailing indicators to track the claims history. An analysis of the data is conducted a minimum of annually and a comparison of the loss history is used as the basis for determining trends and performance. The following trailing indicators are tracked to measure the overall effectiveness of the loss reduction efforts.

- Total workers' compensation costs
- Total number of accepted claims
- Frequency rate per 1000 employees
- Cost rate per employee

- Average cost per claim

The use of trailing indicators does not provide a reliable method to gauge or measure the future success of a safety program. While important to identify trends and areas in need of improvement, trailing indicators are after-the-event measures and tell only what has already happened. Rather than relying solely on them, it is desirable to also establish proactive measures (leading indicators) to assist in the determination of safety program effectiveness. Measuring the level of safety-related activities being carried out is a leading indicator that signals future progress. Examples of leading indicators that may be utilized by the College include:

- Number of hazards (not accidents) reported and corrected
- Number of inspections and equipment safety checks scheduled and performed
- Number of safety related trainings / meetings scheduled and conducted
- Program objectives set and completed
- Number of safety policies or procedures developed and implemented.
- Data from employee safety opinion surveys and how results change over time
- Closure rates for identified safety issues and corrective actions.
- Measures of the quality with which safety tasks were completed.

Examples of other methods recognized by the Bureau of Workers' Compensation for determining program effectiveness include:

1. Comparison of incidence rate using the OSHA/ of Labor Statistics (BLS) formula and then comparing incidence rate to the OSHA/ of Labor Statistics (BLS) published incidence rate for the applicable business or industry, indicating what the incidence rate represents. This method is acceptable for evaluating effectiveness, even though the College/University is not regulated by OSHA.
2. Comparison of injury and illness rate derived via the *Employer's Report of Occupational Injury or Disease* (Form LIBC-344, Rev. 8-93), using the appropriate formula and then comparing rate to the rates published in the current edition of *Pennsylvania Work Injuries and Illnesses*, Table 2, "Injury and Illness Rates in Selected Industries".
3. State the experience modification factor and compare this rate to that for the previous two year.
4. State the loss ratio and compare this ratio to that for the previous two year.
5. Other methods deemed appropriate.

Loss and Data Analysis

When evaluating and determining the effectiveness of a safety program, a loss analysis is conducted to identify possible injury trends. Identifying the types of injuries and where they are occurring is critical to discovering program needs and goal/objective development. Loss and data analysis allow for the efficient allocation of resources and efforts to be focused on the areas or issues having the most impact on the injuries.

An annual loss analysis is conducted to identify the injury types, locations, and possible trends. Reports from the College's third-party administrator for workers' compensation, SISCO, are utilized to assist in the analysis of the loss data. The following reports are provided to assist with the identification and analysis of the injuries.

- Total workers' compensation costs incurred by fiscal year
- Total number of injuries by fiscal year
- Injuries and costs by fiscal year and location/

- Number of open vs. closed claims
- Injury numbers by days of the week
- Injuries by type, body part, and cause-code
- Injuries by type, body part, and cause-code listed by location/
- Injury cost by type, body part, and cause code
- Injury cost by type, body part, and cause-code listed by location/
- Claim detail and injury description
- Claim detail and injury description listed by location/

Program Review and Evaluation

Program reviews are a method used to evaluate the quality of the Workplace Safety and Health Program. Periodic reviews or critiques of the individual program elements are implemented to ensure compliance and identify opportunities for improvement (i.e. gap analysis or self-audits). Deficiencies or areas in need of improvement are addressed by the appropriate actions to ensure compliance and effectiveness in preventing workplace injuries and illnesses.

The results of program reviews or audits are also used to establish annual goals/objectives, determine loss reduction strategies, and adequately address the College's hazards. Information can be collected by comparing current procedures against the College requirement guide and using an appropriate self-auditing questionnaire, report, or checklist.

The Safety Coordinator will use available OSHA checklists as well as compare the programs to the OSHA standards for each applicable program. Safety inspections performed during the year will also be used to assess the programs.

All mandatory program elements (A-O) require annual review to evaluate compliance and opportunities for improvement. All other protocols are reviewed as required by law or periodically. Program review and evaluation is essential for continuous improvement and the establishment of annual program goals and objectives. Copies of the program reviews or evaluation reports are maintained by the Environmental Health & Safety/Risk Manager.

P. PROTOCOL OR STANDARD OPERATING PROCEDURES, WHEN APPLICABLE TO THE WORKPLACE AND WORKPLACE ENVIRONMENTS

Under the Accident and Illness Prevention Program (AIPP) Elements section of the Pennsylvania Workers' Compensation Health and Safety Regulations, 34 PA Code Chapter 129, there are requirements that written protocols or standard operating procedures be developed to address any of the twelve (12) program elements in section P determined to be applicable to the workplace.

The College has in place programs for the elements listed below. The applicable policies and procedures are found in the Facilities Safety Manual. The Substance Abuse and Awareness program is available from the Human Resources office.

1. Electrical and Machine Safeguarding: A procedure for the installation and systems, hardware and equipment installed upon, around, over, or near any machine or electrical installation to eliminate accidental contact by any person with the hazardous mechanical or electrical components for preventing injuries.

2. Personal Protective Equipment: A program that addresses the selection, purchase, training of employees, and enforcement of the use of devices and apparel determined necessary for employees to protect against hazards in the work environment.

3. Hearing Conservation Program: Programs established to reduce or eliminate, if possible, the level of noise in the work environment to safe levels through engineering controls, administrative control and/or personal protective equipment. Methods may include personal protective equipment (mandatory hearing protection), point of operation equipment guards, non-hazardous tools, proper illumination and other similar engineering controls.

4. Sight Conservation: Programs established to reduce or eliminate, if possible, hazard in the work environment to protect and conserve employee eye sight from equipment and any physical or environmental hazards to employees' eyes, through engineering controls, administrative control and/or personal protective equipment. Methods may include personal protective equipment (mandatory safety glasses, goggles, and face shields), point of operation equipment guards, non-hazardous tools, proper illumination and other similar engineering controls.

5. Lockout/Tag-Out Procedures: A procedure consisting of controls and employee training to ensure that machines, equipment, or piping are isolated, de-energized, and completely inoperative (locked out) before servicing or maintenance is performed. This procedure shall also protect employees from the unexpected machine startup, release of unsafe liquid or gas, or contact with electrical sources.

6. Hazardous Material Handling, Storage, and Disposal Procedure: A procedure that identifies and controls the receipt, handling, storage and disposal of hazardous chemicals and products containing hazardous chemicals. Included is the development of a chemical inventory, procurement of material safety data sheets (SDS), training for employees in identifying hazardous materials, understanding possible exposures and routes of entry of the chemical into the body, knowledge of the signs and symptoms of overexposure and recommended first-aid procedures.

7. **Confined Space Entry Procedure:** A procedure to follow when entering, for any reason, any area that has limited openings for entry and exit that would make escape difficult in an emergency, has a lack of ventilation, contains known and potential hazards, and/or is not intended or designed for continuous human occupancy.

8. **Fire Prevention & Control Practices:** Documented practices for the prevention and control of fires and their related cause factors. These practices also include methods for responding to fires should they occur, employee evacuation procedures, and other applicable techniques for protecting life.

9. Substance Abuse Awareness & Prevention Policies and Programs: These policies and programs must include the employer's methods that are implemented to inform employees of the hazards associated with the use of or being under the influence of alcohol or other controlled substances in the workplace.

10. Control of Exposure to Bloodborne Pathogens: A program providing for protecting employees against the hazards related to exposure to blood or other potentially infectious body fluids. This also includes employee training and a procedure for implementing an immediate response should an exposure incident occur.

11. Other hazards as they apply to a specific workplace or setting: Additional safety hazards and programs not listed above should be addressed as needed. Examples include, but are not limited to: Fall Protection, Respiratory Protection, Ergonomics, Back Injury Prevention, Powered Industrial Trucks, Excavation and Trench Safety, Asbestos, Lead, and Driver/Pedestrian Safety.

Q. PROTOCOL ASSESSMENT CHECKLIST

Workplaces are assessed for potential hazardous exposures to the protocols. If applicable, programs to address the protocols are developed. The extent of the required programs is based on the type and degree of identified hazards.

The Safety Coordinator may need assistance to make these determinations; therefore, a *Protocol Assessment Checklist* containing questions and examples may be provided for Supervisors/Managers to complete. The list of examples on the *Protocol Assessment Checklist* is NOT all inclusive. The *Protocol Assessment Checklist* assists in determining whether there is a need for specific policies and programs. Safety Coordinators may meet with Directors and Division Chiefs to compile the information or it may be distributed to them for completion. Consultants assist in the information gathering and assessment process, when necessary, and are also used to inspect the workplace to determine the extent of the program required to address the identified hazards and develop the needed policies, procedures and training.

Protocol Assessment Checklist

The following protocols are required if the hazards or potential for the hazards exist within the workplace. Supervisors and Managers should be aware of the hazards for which employees may encounter, ensuring assessments are conducted.

Assessment Instructions: This is not an inspection, but only an assessment. To assist your understanding of the protocol, a definition and examples are provided. (Please note the example lists are not all inclusive, but they are provided for clarification of the definition.) Please review the below protocols to determine if each hazard or potential for the hazard exists in any workplace for which subordinate employees work. You may consult supervisors to ensure answers are accurate. After reviewing the hazard definition and questions, check the appropriate response. If assistance is needed to complete the assessment, please contact the Safety Coordinator identified below.

Contact Information: Upon completion, please return the assessment to the Safety Coordinator listed below. The information will be used to review the workplace safety and health measures in place that address these hazards.

Safety Coordinator: Carol P. McMillin
Mailing Address: Ritter Hall
E-Mail Address: cmcmillin@ursinus.edu
Telephone Number: 610-409-3221

1. Electrical and Machine Safeguarding: A procedure for the installation and systems, hardware and equipment installed upon, around, over, or near any machine or electrical installations to eliminate accidental contact by any person with the hazardous mechanical or electrical components for preventing injuries.

Machine Safeguarding: In general, any equipment, machine part, function, or process which may cause injury must be safeguarded. Where the operation/maintenance of equipment or a machine or accidental contact with them can injure the operator or others, the hazard must be controlled or eliminated.
Electrical Safeguards: The most common types of positions that expose employees to electrical hazards or require electrical safeguards are electricians, maintenance staff, and machine technicians. The hazards commonly associated with electricity include shock, igniting combustible materials, and damage to equipment thus causing other hazards.

	Yes	No	Unsure
a. Do employees operate or perform maintenance on mechanical equipment?			
b. Do any hazards exist which would require machine safeguarding?			
• Points of Operation			
• Ingoing Nip Points			
• Pinch Points			
• Rotating Parts			
• Flying Chips and Sparks			
• Other, explain			
c. Are machine guards in place (examples of guards: barrier guards, two-hand tripping devices, electronic safety devices, etc.)?			
d. Are employees performing electrical work or maintenance and servicing of electrical equipment?			
e. Do any of these hazards require electrical safeguarding?			
• Equipment or machinery in need of de-energizing and lockout/tagout procedures prior to maintenance, repair, or inspection.			
• Installation of equipment or machinery.			
• Electrical wiring, installation, or connections.			
• Voltage specific work, including high voltage.			
• Working in proximity to exposed electrical hazards.			
• Use of tools or equipment too close to energized or arcing parts.			
• Working in an elevated position near overhead lines.			
• Usage of equipment in hazardous or wet/damp locations.			
• Other, explain			
f. Have applicable personnel been made aware of and trained in Electrical and Machine Safeguarding hazards and procedures?			
g. Is a workplace safety program and procedure in place to address all the hazards identified under this protocol?			
Comments			

2. Personal Protective Equipment (PPE): A program that addresses the selection, purchase, training of employees, and enforcement of the use of devices and apparel determined necessary for employees to protect against hazards in the work environment.

The purpose of personal protective clothing and equipment (PPE) is to shield or isolate individuals from the chemical, physical, and biologic hazards that may be encountered. PPE is used to protect the respiratory system, skin, eyes, face, hands, feet, head, body, and hearing. Some examples of work and workplaces that require PPE are welding, painting; spray booths, construction, elevated work, healthcare workers, labs, exposure to chemicals, etc.

	Yes	No	Unsure
a. Do any employees currently use Personal Protective Equipment?			
• Safety glasses			
• Safety boots			
• Work gloves			
• Face shields			
• Respirators			
• Hard hats			
• Other, explain			
b. Has environmental sampling been conducted to identify and determine if a Personal Protective Equipment (PPE) program is needed?			
c. Is training on the use of specific types of PPE conducted?			
d. Is a workplace safety program and procedure in place to address all the hazards identified under this protocol?			
Comments			

3. Hearing Conservation Program: Programs established to reduce or eliminate, if possible, the level of noise in the work environment to safe levels through engineering controls, administrative control and/or personal protective equipment. Methods may include personal protective equipment (mandatory hearing protection), point of operation equipment guards, non-hazardous tools, proper illumination and other similar engineering controls.

Noise can be broken down into three general classifications: Continuous: wide-band noise of about the same constant level of amplitude, frequency content, and duration. Sounds repeated more than once each second are considered constant or steady such as noise from engines, fans, printing presses, boiler rooms, woodworking equipment. Intermittent: exposure to wide-band noise several times during the work shift (such as power tools, discharges from steam or air-pressure relief valves, air compressor machine noise). Impact: temporary pulsing or a sharp burst of sound, usually less than 1/2 second in duration, which is not repeated more than once each second (such as power punch presses, jack hammers, and firing ranges).

	Yes	No	Unsure
a. Do "high noise" areas exist near where employees work?			
If yes, is the noise Continuous			
Intermittent			
Impact			
b. Have noise surveys been conducted in "high noise" areas?			
c. As applicable, is baseline and annual audiometric testing conducted based on exposure?			
d. Is a workplace safety program and procedure in place to address all the hazards identified under this protocol?			
Comments			

4. Sight Conservation: Programs established to reduce or eliminate, if possible, hazard in the work environment to protect and conserve employee eye sight from equipment and any physical or environmental hazards to employees' eyes, through engineering controls, administrative control and/or personal protective equipment. Methods may include personal protective equipment (mandatory safety glasses, goggles, and face shields), point of operation equipment guards, non-hazardous tools, proper illumination and other similar engineering controls.

Some jobs and work tasks that may require sight conservation programs include construction, manufacturing, maintenance, welding, cutting, grinding, landscaping, chemical exposure or mixing, laboratories, etc.

	Yes	No	Unsure
a. Are employees working in areas or performing tasks that put their sight at risk?			
b. Do employees have a need for a sight conservation plan?			
c. Are emergency eyewash bottles, stations or showers provided or available to employees?			
d. Is a workplace safety program and procedure in place to address all the hazards identified under this protocol?			
Comments			

5. Lockout/Tag-Out Procedures: A procedure consisting of controls and employee training to ensure that machines, equipment, or piping are isolated, de-energized, and completely inoperative (locked out) before servicing or maintenance is performed. This procedure shall also protect employees from the unexpected machine startup, release of unsafe liquid or gas, or contact with electrical sources.

There are a wide variety of energy sources on which lockout/tagout must be used to protect workers from the release of hazardous energy. Some of these energy sources include: electrical, mechanical, pneumatic, chemical, fluid and gases, hydraulic, thermal, water under pressure, and gravity. A lockout/tagout policy/procedure is **not** indicated for work on cord and plug connected electric equipment for which exposure to the hazards of unexpected energizing or startup of the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee performing the servicing and maintenance (example: photocopier or document shredder).

	Yes	No	Unsure
a. Do employees work on any of the following energy sources?			
• Electrical			
• Mechanical			
• Pneumatic			
• Chemical			
• Fluid and Gases			
• Hydraulic			
• Thermal			
• Water under pressure			
• Gravity			
b. Are energy-isolating devices, such as locks, tags, chains, wedges, key blocks, or other hardware used by or provided to employees?			
c. Is a workplace safety program and procedure in place to address all the hazards identified under this protocol?			
Comments			

6. Hazardous Material Handling, Storage, and Disposal Procedure: A procedure used that identifies and controls the receipt, handling, storage and disposal of hazardous chemicals and products containing hazardous chemicals. Included is the development of a chemical inventory, procurement of material safety data sheets (MSDS), training for employees in identifying hazardous materials, understanding possible exposures and routes of entry of the chemical into the body, knowledge of the signs and symptoms of overexposure and recommended first-aid procedures.

	Yes	No	Unsure
a. Is the Employee Workplace Notice posted at prominent work locations?			
b. Are hazardous substances and/or materials used or stored within the work environment?			
If yes, has a list of those substances been compiled?			
c. Do employees receive initial and/or annual PA Worker & Community Right-To-Know training?			
d. Are safety data sheets (SDS) maintained and made available to employees?			
e. Are all containers or pipelines containing and hazardous materials properly labeled?			
f. Is a workplace safety program and procedure in place to address all the hazards identified under this protocol?			
Comments			

7. Confined Space Entry Procedure

A required procedure for entering an area where the space has limited or restricted means of entry or exit, is not designed for continuous employee occupancy or has the potential for a hazardous atmosphere *(an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue, injury, or acute illness).*

> "Confined space" means a space that: (1) Has adequate size and configuration for employee entry. (2) Has limited or restricted means for entry or exit. (3) Is not designed for continuous employee occupancy. Examples of confined spaces include: tanks, vessels, boilers, silos, storage bins, hoppers, vaults, pits, sewer, cold Storage (ex. walk in freezer), manholes, etc.

	Yes	No	Unsure
a. Do confined spaces exist in any workplace? If yes, what kind?			
b. Do employees work near any confined spaces?			
c. Do employees ever enter confined spaces for any reason?			
d. Have surveys been conducted to identify the potential hazards with confined spaces?			
e. Is a workplace safety program and procedure in place to address all the hazards identified under this protocol?			
Comments			

8. Fire Prevention & Control Practices: Documented practices for the prevention and control of fires and their related cause factors. These practices also include methods for responding to fires should they occur, employee evacuation procedures and other applicable techniques for protecting life.

Workplaces, operations or conditions that may require specific fire prevention/control procedures may include: smoking areas; heating, ventilating, and air conditioning systems, including their pipes, switches, wiring, and boiler controls; electrical equipment, including wiring and controls and extension cords; static electricity; forklift fueling and servicing; hot work; flammable and combustible liquids and gases; storage areas; packaging, including cardboard, excelsior, foam compositions, and paper; and waste removal.

	Yes	No	Unsure
a. Do operations or hazards exist that create a need for fire prevention or control procedures beyond the emergency evacuation plan or general safety inspections?			
b. Do employees work with flammable/combustible substances or are they stored in the work area?			
c. Have potential ignition sources and fire hazards been identified?			
If yes, do work areas contain fire protection (detection, alarm and suppression) equipment or systems?			
d. Are periodic fire prevention inspections conducted?			
e. Is a workplace safety program and procedure in place to address all the hazards identified under this protocol?			
Comments			

9. Substance Abuse Awareness & Prevention Policies and Programs: These policies and programs must include the employer's methods that are implemented to inform employees of the hazards associated with the use of or being under the influence of alcohol or other controlled substances in the workplace.

	Yes	No	Unsure
a. This protocol applies to all departments.	X		
b. Are employees made aware of the policy regarding substance abuse?			
c. Is information regarding the policy periodically provided to employees?			
d. Do employees receive initial and ongoing substance abuse awareness and prevention training?			
e. Have supervisors and managers received training on how to recognize and respond to impaired behaviors?			
f. Are employee assistance programs or services available to employees?			
g. Are employees subject to drug testing?			
h. Is a workplace safety program and procedure in place to address all the hazards identified under this protocol? Note: For all Member Schools under the Governor's jurisdiction, please answer yes (the SEAP program); all other Member Schools must answer this question.			
Comments			

10. Control of Exposure to Bloodborne Pathogens: A program providing for protecting employees against the hazards related to exposure to blood or other potentially infectious body fluids. This also includes employee training and a procedure for implementing an immediate response should an exposure incident occur.

Bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, the hepatitis B virus (HBV), the hepatitis C virus (HCV), and the human immunodeficiency virus (HIV). An occupational exposure is defined as employees with reasonably anticipated eye, mouth, other mucous membrane, non-intact skin, or potential contact with blood, bodily fluids or other potentially infectious materials (OPIM) that result from the performance of their job duties. Some examples of jobs with the potential for occupational exposure may include laundry worker, plumber, janitor, housekeeper, nurse, dental assistant, park grounds-keeper, gardener, or first aid/CPR providers such as a lifeguard or first responder.

	Yes	No	Unsure
a. Is there a risk for an occupational exposure to blood or other potential infectious material (OPIM) in any work location?			
b. Have employees been trained in first aid, CPR, and AEDs?			
c. Are there housekeeping staff or other employees assigned the responsibility for cleaning up blood or other potentially infectious materials?			
d. Does a BBP policy and procedure exist?			
e. Are employees informed on how to report an exposure?			
f. Do employees receive orientation or other training regarding blood or OPIM?			
g. Is a workplace safety program and procedure in place to address all the hazards identified under this protocol?			
Comments			

11. Pre-Operational Process Review: A procedure providing for the review of plans, drawings, diagrams and specifications for the processes, equipment and machinery, prior to their use and introduction into the workplace. This purpose of this review is for identifying and correcting hazardous conditions.

When changes are being considered for a workplace because of new or modified facilities, operations, equipment, technology, or procedures, potential hazards must be identified and addressed prior to their introduction into the workplace. Typical areas include: facilities / physical plant; maintenance and construction; equipment and machinery; and manufacturing or production processes.

	Yes	No	Unsure
a. Are there work areas or jobs that experience frequent process, procedural or physical plant changes?			
b. When new equipment or machinery is purchased, is training provided?			
c. When new equipment or machinery is purchased, or employees change work locations, are safety issues or procedures considered and communicated with the Safety Coordinator or other staff?			
d. Do responsibility, review, and approval procedures exist for proposed changes to the work environment?			
e. Is a workplace safety program and procedure in place to address all the hazards identified under this protocol?			
Comments			

12. Other hazards as they apply to a specific workplace or setting: Identified safety hazards and programs areas not listed in section P must be addressed according to the needs of the Member School. They include but are not limited to the following list.

	Yes	No	Unsure
a. Fall Protection and elevated work or platforms.			
b. Walking and working surfaces.			
c. Scaffolding and ladder usage.			
d. Powered Industrial Vehicles			
e. Excavation and Trench Safety.			
f. Asbestos			
g. Lead			
h. Ergonomics			
I. Fleet and Driver Safety			
j. Ionizing and Non-ionizing Radiation			
k. Is a workplace safety program and procedure in place to address all the hazards identified under this protocol?			
Comments			

Appendix A – Safety Committee Members

Ursinus College
Safety Committee Members
April 2019

Member	Department/Area
Carol P. McMillin, Chairperson	Environmental Health & Safety/Risk Manager
Kelley Williams	Director of Human Resources
John Bera	Director of Campus Safety
Shammah Bermudez	Director of Disability Services
Ann Breen	Biology Lab Manager
Katie Hagan Duffie	Coach, Athletics
Deb Feairheller	Assistant Professor Health and Exercise Physiology Director, the HEART Laboratory
James Futter	Audio Visual Technology Engineer Information Technology / CASE
Colleen Grzywacz	Administrative Assistant, MCS, Art & Art History and Film Studies
Meghan Jones	Professor and Theater Technical Director
Christopher Guy	Associate Controller Grants and Contracts
Peter Looft	Campus Safety Officer
Mike Mackin	Mechanic, Facilities
Gabe Moliken	Network Operations Support
Cale Nelson	Assistant Director, Human Resources
Jordan Scharaga	Events Assistant, Conferences & Special Events (CASE)
Matt Zrada	Chemistry Lab Manager

Appendix B – Laboratory Inspection Checklist

Use this form to inspect Biology and Chemistry Department laboratories to ensure applicable OSHA, EPA, and DEP regulations are followed and most importantly, to ensure the safety of the Faculty, Staff, and students utilizing the laboratories. The Environmental Health & Safety Coordinator performs the inspections at least once a year. Occupants of the laboratories may use this form as a checklist to ensure compliance.

Date: _____ Building and Room #: _____

Professor Name: _____ Department: _____

Inspector (s): _____

A. General Safety			
1. Entrances posted with emergency contact information	Y	N	N/A
2. Exit and aisles unobstructed	Y	N	N/A
3. Aisles have minimum 36" clearance	Y	N	N/A
4. Designated eating/drinking area	Y	N	N/A
5. Separate food storage area	Y	N	N/A
6. Labeled glass disposal boxes present	Y	N	N/A
7. If first aid kit is present, dated items within expiration	Y	N	N/A
8. All belts, blades, or other moving parts on equipment properly guarded	Y	N	N/A
9. Rigid, imperious sharps containers present, if needed	Y	N	N/A
B. Chemical Safety			
1. Spill kits available	Y	N	N/A
2. Chemical inventory updated annually	Y	N	N/A
3. Chemicals dated upon receipt	Y	N	N/A
4. Peroxide forming chemicals dated upon receipt and when opened	Y	N	N/A
5. Chemical containers labeled with full name and hazards, capped, and in good condition. This	Y	N	N/A
includes wash bottles, soap containers, etc.	Y	N	N/A
6. Chemicals stored by hazard class (not alphabetically only)	Y	N	N/A
7. Chemicals stored improperly (corrosive liquids above eye level, liquids on shelf without lip,	Y	N	N/A
on the floor, in wrong hazard section – circle all that apply)	Y	N	N/A
8. Chemicals stored in, around, or under sinks	Y	N	N/A
9. Flammable chemicals requiring refrigeration stored in flammable or explosion proof refrigerators only?	Y	N	N/A
10. Refrigerators labeled "CHEMICAL USE ONLY" or "FOOD USE ONLY"	Y	N	N/A
11. Chemicals stored in refrigerators/freezers labeled properly and stoppered or tightly closed	Y	N	N/A
12. Liquid nitrogen stored in well ventilated rooms (no cold rooms)	Y	N	N/A
13. Empty chemical bottles tripled rinsed and label removed/defaced prior to disposal	Y	N	N/A
14. Empty P-listed chemicals disposed of as hazardous waste	Y	N	N/A
C. Hazardous Waste			
1. Hazardous waste collected in laboratory	Y	N	N/A
2. Satellite Accumulation Area (SAA) bin present and labeled	Y	N	N/A
3. Containers properly labeled	Y	N	N/A
- with words "hazardous waste"	Y	N	N/A
- start accumulation date	Y	N	N/A
- full chemical names of contents	Y	N	N/A
4. Containers properly closed (no funnels, parafilm, etc.)	Y	N	N/A
5. Containers in good condition (not leaking, cracked, etc.) and compatible with the waste	Y	N	N/A
6. Containers in SAA bin (secondary containment)	Y	N	N/A
7. Wastes stored by compatibility	Y	N	N/A
8. Used oil (from vacuum pumps) containers labeled with words "used oil" and start	Y	N	N/A
accumulation date	Y	N	N/A

9. Greater than 55 gallons of waste in SAA	Y	N	N/A
D. Safety Equipment			
1. Fume hood/Biosafety Cabinet present	Y	N	N/A
- Certified within last year	Y	N	N/A
- Storage kept to minimum and away from back of hood	Y	N	N/A
- Sashes pulled down when not in use	Y	N	N\A
- In working order	Y	N	N/A
- Sashes/doors open/close properly	Y	N	N/A
2. Safety Showers/Eyewashes present	Y	N	N/A
If no, does the laboratory require one	Y	N	N/A
- Sink eyewashes tested weekly and documented	Y	N	N/A
- Wall eyewash/safety shower tested monthly and documented	Y	N	N/A
- Clearly labeled	Y	N	N/A
- Located within 50 feet of work area and clearly accessible	Y	N	N/A
- Located away from electrical equipment	Y	N	N/A
3. **Personal Protective Equipment (PPE)**			
- Safety glasses/goggles available and worn as required by department	Y	N	N/A
- Appropriate closed toed shoes worn (no sandals or open-toed shoes)	Y	N	N/A
- Gloves available and appropriate for the hazards	Y	N	N/A
E. Fire Safety			
1. Fire extinguisher present	Y	N	N/A
- Mounted on bracket(s)	Y	N	N/A
- Readily accessible and visible	Y	N	N/A
- Seal in place and unbroken	Y	N	N/A
- Fully charged	Y	N	N/A
- Dated with current inspection date	Y	N	N/A
2. Flammable storage cabinets in good condition – closeable, shelves stable)	Y	N	N/A
3. Emergency Action Plan posted in laboratory	Y	N	N/A
4. If sprinklers present, storage within 18" of sprinkler head	Y	N	N/A
5. Excessive combustible materials present	Y	N	N/A
6. Flammables stored away from exits and ignition sources	Y	N	N/A
7. Quantity of flammable liquids stored outside flammable cabinets less than 25 gallons	Y	N	N/A
F. Compressed Gases			
1. Properly secured in an upright position 1/3 from the top of cylinder	Y	N	N/A
2. Protective caps in place on stored cylinders	Y	N	N/A
3. Marked appropriately with name of contents	Y	N	N/A
G. Electrical Safety			
1. Electrical equipment equipped with ground plugs or properly grounded	Y	N	N/A
2. Extension cords in good condition – 3-pronged and not frayed	Y	N	N/A
3. Electrical cords intact and out of aisles	Y	N	N/A
4. Clear access to electrical panels (3' clearance required)	Y	N	N/A

Additional Information/Comments

_____

_____

_____

_____

_____

_____

Appendix C – Slips/Trips/Falls Inspection Checklist

Exterior Areas of Academic Buildings

Date: **Inspector Name(s):**

	BUILDING NAME	BUILDING NAME
Stairs in good condition (e.g. no broken/protruding edges, etc.)?		
Ramps in good condition? (no broken pieces, deep holes/openings, cracks, signs of upheaval or unevenness)		
Handrails in place and in good condition? Check to see if hand rails secured by trying to move.		
Sidewalks/paths in good condition? (no broken pieces, deep holes/openings, cracks, signs of upheaval or unevenness, missing bricks or stepping stones)		
Transitions from different surfaces smooth? (no dips, holes...)		
ADDITIONAL COMMMENTS		

Return completed from to the Environmental Health & Safety/Risk Manager

Appendix D – Office Safety Checklist

Subject		Y	N	N/A	Comments
Carpets/Floors	Well secured (not sticking up)?				
	Carpet seams worn or frayed (to the extent that a tripping hazard could exist)?				
	Floors free of loose tiles and projections that create a tripping hazard?				
	Wastebaskets, briefcases, or other objects placed where they are not tripping hazards?				
	Floors clear of pencils, bottles, or other loose objects?				
	Area rugs secure?				
Electrical Appliances	Cords in good condition - not frayed, no bare wires exposed?				
	Electric fans protected by guards?				
	All switch/receptacle plates in place?				
	Space heater present?				
	If space heater present, labeled "UL-listed"?				
	If space heater present, equipped with an automatic shut-off switch if tipped over?				
	If space heater present, located at least 3" away from combustibles (trash cans, files, curtains, etc.)?				
	If space heater present, plugged directly into the wall outlet?				

Subject		Y	N	N/A	Comments
	If owner of space heater present, inquire if there are heat issues with the office and if the owner has contacted Facilities Services for an assessment?				
	Cords in walkways covered by runners or cord protectors?				
	Multi-outlet strips directly plugged into the wall outlet (not into other multi-outlet strips)?				
	Extension cords plugged directly into the wall (no other extension cords)?				
Electrical Panels	If present, 36" of unobstructed access to the breaker panel?				

Appendix E – Industrial Hygiene Evaluation Form

Industrial Hygiene Evaluation Report

The Safety Coordinator or designee shall complete this report when an Industrial Hygiene issue is reported. Please use the Industrial Hygiene Investigation Report Guideline to assist in the information collection phase and completion of this form. If the Safety Coordinator or Member School is unable to resolve the issue, contact an Industrial Hygienist or other expert for assistance. Please attach any relevant documents (photos, drawings, accident reports, sampling results, etc.) and maintain the completed report on file.

Member School//Division/Site	Address

Number of Employees On-Site	Number of Employees Affected	Leased/Owned Facility	Building Manager Contacted
		☐ Leased ☐ Owned	☐ Yes ☐ No

Building Information

Description of Complaint/Concern

Health Symptoms

Date/Time Symptoms First Occurred	Date/Time Symptoms First Reported

Do Symptoms Still Exist?	Day(s) Symptoms Exist	Seasonal	Season(s) Symptoms Exist	
☐ Yes ☐ No	☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Weekend	☐ Yes ☐ No	☐ Spring ☐ Fall	☐ Summer ☐ Winter

Location of Employee

Known/Suspected Causal Factors

Has the Issue Been Resolved? Describe the Actions Taken.
☐ Yes ☐ No

Safety Coordinator/Designee	Phone Number	Date

Industrial Hygiene Evaluation Report Guideline

I. Building Information: Collect information related to the building structure and personnel.

a. Address: List the address where the Industrial Hygiene complaint/concern has occurred.
b. Number of Employees On-Site: List how many employees are on-site during a typical workday.
c. Number of Affected Employees: List how many employees are directly affected by the Industrial Hygiene complaint/concern.
d. Leased/Owned Facility: Is the building of concern leased or owned?
e. Building Manager Contacted: Has the building manager been contacted about the Industrial Hygiene complaint/concern?
f. Structure Material: What type of material was used to construct the building?
g. Constructed/Renovated: When was the building first constructed? Were there any renovations and when did they occur?
h. Number of Floors/Below Grade Areas: How many floors are within the building? Are there any below grade areas?
i. Number of Floors/Areas Affected: How many floors/areas are affected by the Industrial Hygiene complaint/concern?
j. Number of Heating Ventilation and Air Conditioning (HVAC) Units: How many HVAC units are operable in the building? Describe the maintenance schedule for the HVAC units.
k. Water Damage/Mold History: Was there any water or mold damage in the past and when? Was previous sampling performed by an industrial hygienist or other qualified individuals?
l. Operable Windows: Are the windows in the building fixed or operable?

II. Description of Complaint/Concern: Describe the complaint/concern and the effects it is having on the employee(s) and building environment.

a. Example: An employee on the second floor of the North Building is experiencing coughing and sneezing when the air handling unit turns on to supply air.
b. Example: Employees on the fourth floor of the South Building noticed visible mold growth on the wall behind the refrigerator.

III. Health Symptoms: Describe in detail the symptoms that each employee is experiencing. Please describe the specific symptoms, such as headache, sinusitis, upper respiratory, skin rash, fatigue, or other. Describe the magnitude of these symptoms.

IV. Time Course: Describe specifically when the employee(s) are experiencing their listed symptoms.

a. Date/Time Symptoms First Occurred: Specify as accurately as possible when the symptoms first occurred.
b. Date/Time Symptoms First Reported: Specify when the symptoms were first reported and who the complaint/concern was reported to.
c. On-Going Symptoms: Is the employee still experiencing the listed symptoms? Are the symptoms improving, consistent, or worsening?
d. Days of the Week: List each date of the week, including the weekend, in which symptoms occur.

e. Seasonal: List each season in which symptoms occur.

V. Location of Employee(s): Describe in detail the characteristics of the location in which the employee works.

a. Specific Location: Describe the location(s) where the complaint/concern exists (Building, Floor, Room, etc.)
b. Location Dimensions (ft^2): Define the approximate dimensions of the affected area(s).
c. New/Long Term Occupants: List each occupant and the duration they have occupied the specific location.

VI. Known/Possible Causal Factors: Describe in detail any known/possible causal factors that may contribute to the Industrial Hygiene complaint/concern.

a. Previous Issues/Responses: Describe any previous Industrial Hygiene investigations or responses which occurred in the building.
b. Hazard Identification: Has a hazard been identified? If yes, please describe the hazard and if it has been eliminated.
c. Odors: Are there any odors present? (musty, mold-like, smoke, etc.)
d. Water Intrusion/Leaks: Describe any signs of water intrusion/leaks?
e. Internal/External Moisture Sources: Describe any internal/external moisture sources in the affected area(s).
f. Humidity: Are there signs of excessive humidity?
g. Maintenance Procedures/Housekeeping: Describe the daily, weekly, and monthly maintenance/housekeeping procedures.
h. Construction/Renovations: Describe any past construction or renovations in the specified area? Has anything new been introduced to the workplace?
i. Chemical/Product Use: List any chemicals or products used in or near the workplace.
j. Suspected/Visible Growth: Describe any material containing suspected/visible mold growth. What are the approximate dimensions of the area?
k. Unique Activities: List any uncommon events that may relate to the Industrial Hygiene complaint/concern.
l. Other: Describe any other information that may contribute to the Industrial Hygiene investigation.

VII. Has the Issue Been Resolved: Describe the actions taken to resolve the Industrial Hygiene issue. Describe how the complaint/concern has been corrected. If the Member School is unable to correct complaint/concern, a consultant and/or the Office of Administration may be contacted to help further assist in the investigation.

Appendix F – Safety Suggestion Form

SAFETY & HEALTH SUGGESTION FORM

To help the College achieve a healthier and safer work environment, use this form to report suggestions for improving the health and safety of your work environment. The form can be used to report unsafe acts, to suggest ideas for performing tasks safer, or to report safety hazards. By including your name, staff can seek clarifying information about your suggestion, and you will receive a response to your suggestion.

Explanation of suggestion

What benefit will be received if the suggestion is implemented?

Is there a cost associated with the suggestion?

☐ Yes ☐ No ☐ Unsure Estimated Cost $

In your opinion, is there an immediate health or safety concern if the idea is not implemented? Please explain.

☐ Yes ☐ No ☐ Unsure

Your name (optional)	Date	Work Phone Number or E-Mail

A. Employee Data		Claim # (if known):			
Date of accident:		Time:		A.M	P.M.
Employee Name:					
Working Title:		Dept.			
Employee Contact #:	Hm.	Wk.		Other	
Supervisor Contact:				Wk	

B. Accident Description

Obtain written and/or recorded statements from injured employee. What happened? What caused the accident? What were the contributing factors? Reconstruct the sequence of events that led to the injury. Attach additional sheets if necessary. This document becomes an official accounting of the facts surrounding the accident. When documenting the facts, include answers to the following questions:

1. Where did the accident happen and who was involved? Provide a full description of the surroundings of the location and the individuals involved.
2. What was happening at the time of the accident and why was it taking place?
3. What were the events leading up to the accident? Describe the sequence in order and when they took place.
4. What exactly caused the injury and how did it happen? What were the mechanics, equipment, or tools involved?
5. Describe the injury or injuries incurred. What body part and what kind of injury? (Indicate if no injury occurred.)
6. If a physical injury was avoided, what could have happened to cause an injury?

C. Accident Findings
After review of all facts, what was the hazardous condition, unsafe work practice, or other causal factors (procedure, equipment, people, and environment) that contributed to the accident / injury?
D. Corrective Action
What is recommended to prevent this type of accident from occurring again?
Actions taken to ensure recommendations are considered:
Signature of Accident Investigator Date Time

Returned completed form to the Environmental Health & Safety/Risk Manager.

Maintain one copy in any retrievable format in the site file for a minimum of 3 years.
Note: Employee medical and exposure records must be maintained for the duration of employment plus 30.

Note: If a workers' compensation claim is filed, send to Human Resources, Corson Hall.

Accident Investigation Form Instructions

Purpose of Form: Effective loss control efforts require documentation of accidents to determine hazards or problem areas, procedures, or systems and to perform trending. Thorough investigation is required to determine the facts surrounding events so that remedial action can be taken, if required. This from provides an outline of needed information.

Filing Deadline: This form must be received by Environmental Health and Safety/Risk Manager no later than 5 days post-accident.

Completed by:

A. Employee Data

Complete the top of the form with the identifying information and the date and time of the accident. If a claim has been filed, complete the space for the claim number.

B. Accident Description

The next two pages contain benchmarked accident investigation procedures. Obtaining enough information is necessary to ensure that all facts surrounding the accident are obtained so that effective loss control procedures can be established to protect against future accidents occurring. The form is developed to capture this information and to help the accident investigator come to reasonable conclusions concerning the events.

1. Where did the accident happen and who was involved? Go to the scene. Provide a visual image of the location of the accident. The reader should be able to visualize the area and the surrounding environment. Include names of the people involved and interviewed.
2. What was happening at the time of the accident and why was it taking place? Document the sequence of events leading up to the accident. Include the activities surrounding the event and their purpose.
3. What exactly caused the injury and how did it happen? What were the mechanics that caused the injury or could have caused an injury? Were procedures followed? Are the procedures faulty? Was equipment in good repair? Were there environmental hazards?
4. Describe any injury incurred, body parts and kinds of injuries. Through interview with the affected employee, determine what kinds of injuries were sustained and what body parts were involved. If an injury was avoided, what could have caused an injury?

C. Investigation Results

After review of all facts, what was the hazardous condition, unsafe work practice or other root cause of the accident/ injury?

D. Corrective Action

What is recommended to help prevent this type of accident from occurring again? Provide short term and long-term corrective actions that will prevent or eliminate the hazardous condition, unsafe work practice, and root causes.
Who will be contacted concerning recommended action to ensure follow-up? Completion of this section ensures that the management staff involved knows that action has been taken to remedy the hazardous condition.

Accident Investigation Best Practices

I. Fact-Finding

1. Emphasis is placed on gathering facts; not to place blame or determine the cause of accident.
2. Inspect the accident site before any changes occur.
3. Preserve essential and critical evidence.
4. Take photographs and/or make sketches of the accident scene.
5. Interview the injured employee and witnesses as soon as possible after an accident. Record pre-accident conditions, the accident sequence, and post-accident conditions.
6. Document the location of injured employee, witnesses, machinery, equipment, energy sources, and hazardous materials.
7. Ask *who, what, when, where, why, and how* during interviews.
8. Re-interview injured employee and witnesses to resolve conflicting accounts of the accident.
9. Remain completely objective during interviews and in documentation – no opinions, just the facts.
10. Keep complete and accurate notes.

II. Interviews

1. Get preliminary statements from victims and witnesses as soon as possible.
2. Explain the purpose of the investigation (accident prevention) and put each witness at ease.
3. Let each witness speak freely and take notes without distracting the witness.
4. Record the exact words used by the witness to describe each observation.
5. Be sure that the witness understands each question.
6. Identify the witness completely (name, occupation, years of experience, phone number).
7. Supply each witness with a copy of his or her statement (signed statements are desirable).

III. Accident Reconstruction

1. Develop a sequence of events from the information obtained from the victims and witnesses.
2. Identify hazardous conditions present during the accident.
3. Identify unsafe work practices present during the accident.
4. Identify system issues that caused or contributed to the accident.
5. Determine root causes of the accident by Job Safety Analysis or other methods.
6. If discrepancies exist, contact the Safety Coordinator regarding the discrepancies and ask for assistance.

IV. Investigation Reporting

1. Provide complete, thorough information about the accident (*who, what, where, when, why, and how* data).
2. Describe the accident. Document the sequence of events of the accident. Identify the extent of damage to the employee and/or property.

3. Identify hazardous conditions and/or unsafe work practices for each event of the accident.
4. Identify the root cause of each hazardous condition or unsafe work practice.
5. Provide short-term and long-term corrective actions that prevent or eliminate the identified hazardous conditions, unsafe work practices, and root causes.
6. Describe the corrective actions recommended, the persons who are accountable for each corrective action, and the approximate time frame for correction.

V. Corrective Actions

1. Recommend immediate corrective actions to eliminate or reduce hazardous conditions and/or unsafe work practices.
2. Recommend long-term corrective actions that correct policies, programs, plans, processes, and/or procedures.
3. Recommend engineering controls, administrative controls, and/or personal protective equipment.
4. Estimate the cost to implement each immediate and long-term corrective action.
5. Develop an action plan for each corrective action.
6. Monitor implementation of the action plan to ensure appropriate corrective action is taken.

Contacts

The local OSHA office has safety and health resources available. The local OSHA office can be found in the blue pages of the telephone directory. A significant amount of technical and other information can also be obtained from OSHA on-line at www.osha.gov.

OSHA Allentown Office
Stabler Corporate Center
3477 Corporate Parkway, Suite 120
Center Valley, PA 18034
267-429-7542

Appendix H – Communications and AIPP Coordinators

AIPP Coordinators:

Director of Human Resources: Kelley Williams
Environmental Health & Safety/Risk Manager: Carol P. McMillin

Annual Email to Faculty and Staff:

Subject: Workplace Safety

Human Resources and the Environmental Health & Safety/Risk Manager manage workplace safety policies and procedures. The College's Safety Committee meets monthly to review workplace safety and policies and procedures. The information that follows reviews the college's safety policy, injury reporting, reporting of workplace hazards, how to make suggestions to improve workplace safety, and reporting indoor environmental quality issues. After reviewing the information, if you have any questions, please contact one of us.

What is the college's Safety Policy?

The College is committed to providing safe and healthful working conditions for all employees. It strives to discover, correct and prevent safety and environmental health hazards that could affect our colleagues, our students, or our visitors. We work together to reduce accidents, injuries and hazards.

The key to success of the safety and health program is the individual employee. All employees are:

- Required to immediately report any unsafe or hazardous campus conditions to their supervisor, the Facilities Services Department or the Environmental Health & Safety/Risk Manager;
- Required to inform their supervisor and the Environmental Health & Safety/Risk Manager or the Human Resources Office of any injury, accident or property damage as soon as possible;
- Responsible for the safe and proper care of College buildings, campus areas, equipment and vehicles, including the use of chemicals and material.
- Expected to work safely and adhere to all established safety rules, procedures, and work practices.

Who are the members of the Safety Committee and where can I access the Meeting Minutes?

What are your responsibilities as an employee/supervisor/manager (including student employees)?

Managers and Supervisors:

- Ensure applicable safety and health training is provided to all employees, or ensure it is provided.
- Provide or disseminate safety information to employees as appropriate.
- Be continuously aware of safety and health conditions within the work area. Assist in the identification and reporting of hazards.
- Take or coordinate the corrective actions necessary to address any unsafe work condition or acts.
- Investigate and report all accidents and injuries. Complete an Accident Investigation Report regardless of severity or whether or not an injury occurred. If an injury occurred ensure emergency medical care is provided and complete an Injury Report Form .

- Provide or make available the necessary safety or personal protective equipment required for the work environment or task.
- Ensure job specific safety orientation has been provided to all new employees and upon assignment of a new task or operation that has exposure to hazards.
- Be aware of building evacuation procedures and ensure individuals are designated to provide needed assistance to physically disabled personnel during emergency evacuations.
- Be aware of emergency phone numbers. Contact Campus Safety for medical emergencies.

Employees (including student employees)

- Ensure the safety and health of themselves and of those around them.
- Be familiar with and adhere to established safety procedures, rules, and work practices.
- Utilize and properly maintain all necessary/provided safety or personal protective equipment and controls.
- Immediately report all workplace injuries or accidents to their supervisor and the Environmental Health & Safety/Risk Manager.
- Report all workplace hazards or safety concerns through the safety suggestion process or through the supervisory chain of command.
- Participate in all required college issued safety training and education efforts.
- Upon request, participate in all applicable safety training provided by the college.

What should I do if I am injured on the job?

You should report a work-related injury as quickly as possible to establish a claim through our worker's compensation carrier to provide support should treatment be needed.

- Complete the Injury Report Form and Medical Treatment Notice to Employees Form and submit it to the Environmental Health & Safety/Risk Manager or Human Resources.
- If medical treatment required, seek treatment from one of the college's Panel Physicians.

How do I report unsafe conditions/hazards or make suggestions to improve workplace safety?

- Report unsafe conditions/hazards to Facilities at 610-409-3598 or ext. 3598. If there is immediate danger to persons, call Campus Safety at 610-409-3333 or ext. 3333.
- To make suggestions to improve workplace safety, contact any Safety Committee Member or use the Safety Suggestion Form located on the Environmental Health & Safety webpage.

How do I report indoor environmental quality issues?

Environmental factors arising in or from the workplace can have the potential to cause sickness, impaired health and well-being, or significant discomfort to employees. If you become aware of any health hazards or complaints due to suspected health hazards in any building, please contact the Environmental Health & Safety/Risk Manager at 610-409-3221 or ext. 3221 and Facilities at 610-409-3598 or ext. 3598 who will implement an industrial hygiene investigation to determine the source of the issue and develop corrective actions to control the issue.