

MOUNT VERNON NAZARENE UNIVERSITY

Safety Manual

Policies and Procedures

September 2006

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Purpose of Safety at Mount Vernon Nazarene University

MVNU adheres to principles that enhance and promote a healthy, wholesome atmosphere. People must feel secure within their present environment if they are to be positive and active members of their community.

MVNU strives to make its community safe, useful, and functional. Safety is defined as “the condition of being safe from undergoing or causing hurt, injury, or loss.”

This Safety Manual is provided to inform the campus community of MVNU Safety Procedures, their development, and execution. An “Emergency Procedures” flip chart provides specific steps to take in emergencies such as fire, gas leak, etc.

ALL STAFF, FACULTY, AND STUDENTS SHOULD TAKE THE TIME TO REVIEW THE CONTENTS OF THIS GUIDE SO THEY WILL BE PREPARED IN THE EVENT OF AN EMERGENCY.

Safety Committee

The MVNU Safety Committee consists of the following individuals:

1. Director of Facilities Services
2. Director of Safety and Security
3. Records and Benefits Officer
4. Coordinator of Student Health Services/University Nurse
5. Vice President for Student Development
6. Director of Business Services
7. Director of Human Resources
8. OSHA Representative

Safety Policy

Administrators and supervisors must do everything within their control to ensure a safe environment and to be in compliance with federal, state, and local safety regulations.

General Safety Rules

- All work-related injuries or illnesses, however slight, must be reported to your supervisor immediately.
- Report unsafe conditions in the workplace immediately, including defective tools or other equipment, to your supervisor and the Director of Safety and Security.
- Use only the proper tools for the job. Do not use defective tools or equipment. If the proper tools are not available, request assistance from your supervisor.
- Supervisors should establish safe job procedures and also insist on employees observing and obeying safety rules. Deviations from established procedures require the approval of your immediate supervisor.
- If unsure of how to operate a machine or perform any assigned task, ask your supervisor before proceeding.
- Personal protective equipment must be worn or used in any area for which it has been issued.
- Get assistance lifting any item which is too bulky, awkward, or heavy for you to lift safely.
- If a repetitive task causes you discomfort, or you feel it is unsafe or unhealthy, report it to your supervisor immediately.
- Look where you are going, make sure there is enough light, and do not carry a load that blocks your forward vision.
- Avoid slippery, wet, or greasy floors - Clean up spills as they occur.
- Do not use a chemical unless you fully understand its toxic properties and have the knowledge required to work with it safely.
- Alcohol and other drugs are prohibited.

General Safety Rules (Continued)

- Horseplay and/or practical jokes are prohibited.
- In case of injury, Workers' Compensation report forms must be completed promptly. Forms are available in the Human Resources Department.

The following guidelines state the proper procedures to insure your safety:

Lifting

- Face the object. Do not twist your body.
- Bend your knees, go down as far as necessary with the legs, not the back.
- Hold the object close to your body. Keep an elbow into the side of the body while lifting. If you cannot keep an elbow into your body, do not lift it.
- Lift with your legs, using the large muscles of the thigh, not the small muscles of the back. Lift smoothly, without jerking suddenly.
- Lift a heavy load no higher than the waist. Lift a light load not higher than the shoulders. Use a step-stool when necessary. Heavier weights may strain the arm, shoulder, back, and neck muscles.
- Pivot on your feet to turn with the object, turning your whole body at one time. Do not twist to set the object down.
- Get help with heavy loads--mechanical assistance is preferred.

Stair Use

- Keep one hand free to hold handrails.
- Watch where you are putting your feet on the stairs.
- Walk, never run, when going up or down the stairs.
- Take one stair at a time.

Wet Surfaces

- When walking on wet surfaces, take short steps to keep your balance. Walk with your feet pointed slightly outward for a stable base of support, and make wide turns at corners.
- Wear slip-resistant shoes with adequate friction for the condition of the walking surface.
- Whenever you see water, oil, or any other spilled substance clean it up right away. The spill should be marked with a sign, paper towels, or wastebasket while you are getting necessary cleanup supplies, or while you report it to the appropriate person of that work area.
- Make sure you have the right climbing equipment for the job. If you are not sure what equipment you need, check with your supervisor.

Ladder Use

- Set ladder on firm stable ground.
- Set the base of the ladder out from its support, one foot for every four feet of working ladder height.
- Have someone hold the base, or tie off the ladder securely.
- Extend an extension ladder three feet beyond its contact with the building.
- Always inspect the ladder before using it and never use the top rung.
- Do not over-reach. Keep your arms and legs close to your center of balance.

Recognize potentially dangerous situations and look for logical solutions to them. Think through your job before you begin. Ask for help if needed.

Right-To-Know Hazard Communication Program

General Policy

The purpose of this program is to inform employees that MVNU is complying with the Occupational Safety and Health Administration (OSHA) hazard communication standard, and the Title 29 Code of Federal Regulations 1910.1200. Compliance includes the compiling of hazardous chemicals lists, the use of Material Safety Data Sheets (MSDS), ensuring that containers are labeled, and providing employees with training.

Hazardous Materials

If your job duties involve contact with or exposure to hazardous materials, contact your supervisor for a briefing of specific safety requirements. Material Safety Data Sheets (MSDS) are available for review on request.

Copies of the written program may be obtained from the Director of the Facilities Services.

Chemical Hazard Identification

A list of chemicals is on file in the housekeeping closet of each building. If there is any question about a chemical, Material Safety Data Sheets (MSDS) should be reviewed. Material Safety Data Sheets (MSDS) are on file in the office of the Director of Facilities Services.

Incoming Chemicals - Employee Information and Training

Incoming chemicals must be labeled and classified as hazardous and must be stored in locations that meet safety standards. Material Safety Data Sheets (MSDS) will also accompany these products and be stored in notebook binders at the locations.

All employees, including temporary employees, working with or potentially exposed to hazardous chemicals, will be appropriately informed and trained (per CFR 1910.1200 [h]) concerning the potential hazards of the chemicals to which they may be exposed.

Protective Equipment

Safety equipment is supplied by MVNU for employees who need the protection. Listed below are some of the safety devices that the university provides:

- Goggles and shields
- Rubber gloves
- Hearing protection
- Ventilation hoods
- Exhaust hoods
- Aprons

Labeling

Chemicals received at MVNU must be in properly labeled containers and have updated copies of Material Safety Data Sheets (MSDS).

Contractor Policy

No hazardous material will be introduced into the work place by vendors, salespersons, or employees without Material Safety Data Sheets (MSDS) being presented to the appropriate department.

The Director of Facilities Services or Facilities Services personnel will provide outside contractors with all necessary information concerning the potential hazards of the substances to which they may be exposed, as well as appropriate protective measures required to minimize this exposure. Material Safety Data Sheets (MSDS) will be made available by the Facilities Services.

All outside contractors will make available a list of hazardous chemicals and Material Safety Data Sheets (MSDS) for the materials that their employees will be using on University property.

Bloodborne Pathogens

Refer to the Contagious and Infectious Disease Policy in the Staff Handbook.
(<http://nzs.mvnu.edu/dept/humanres/hrhandbook/staff.pdf>)

Vehicle Policy

The campus of Mount Vernon Nazarene university has established 20 MPH as the speed limit throughout campus. Employees, students, and visitors of MVNU are expected to observe and obey traffic-control devices on campus just as they would observe state and local traffic-control devices and laws. Traffic-control devices on campus are speed-limit signs, speed bumps, stop and yield signs, no parking signs, and pedestrian crosswalks. MVNU is private property and as a matter of policy and respect, we ask that all drivers refrain from driving or parking on the grass.

The Security Department of MVNU patrols the campus 24 hours a day to protect the people and the property of the university, and to enforce traffic safety.

Any person operating a motor vehicle while on the campus of MVNU must be in possession of a valid operator's license for his/her respective state of residency. Persons who drive on campus are expected to operate their motor vehicles in a safe and courteous manner, in accordance with the laws of the state of Ohio. Violators of those state laws will be prosecuted.

Safety Rules

The following guidelines provide the correct and proper procedures to ensure your safety:

Office

- Follow proper lifting procedures (see page 5 - **Lifting**) when moving boxes or other large objects. Ask for help with heavy loads.
- Keep desk and file drawers closed when not in use.
- To avoid falls, clean up liquids spilled on uncarpeted floors.
- Extension cords, wastebaskets, and other obstructions should not be left in aisles or walkways.

Office (Continued)

- Offices, halls, and stairways should be well lit. Contact the Facilities Services Office via Facilities Services Requisition Forms when light bulbs need to be replaced.
- Do not overload electrical outlets.
- Turn off equipment (computers, printers, copiers, projectors, etc.) at the end of the workday.
- Use a chair that provides support for your back. Adjust the chair to fit your height. Use a footrest if necessary.
- Practice proper keyboarding techniques and use a wrist rest to help avoid carpal tunnel syndrome.
- Take frequent, short breaks to rest your eyes when working on the computer for extended periods.
- Know where the fire extinguisher for your office/building is located and know how to use it.
- Know the emergency/evacuation plan for your office/building in case of tornado or fire.

Housekeeping

The Director of Facilities Services will provide safety training. However, to ensure your own safety, you will need to abide by the following guidelines:

- Mops, buckets, and other equipment should be placed where no one can fall over them.
- Equipment or tools with defective electrical cords or plugs should not be used; they should be tagged for repair, and a Facilities Services Requisition should be completed.
- Wear rubber gloves when using strong solutions and when you are cleaning toilets and urinals.
- To avoid infection, keep your hands away from your face.
- Tools or equipment that are not working properly should be reported immediately and should not be used until they have been repaired or replaced.

Housekeeping (Continued)

- When your hands are wet or you are standing on a damp floor, do not touch light switches or handle electrical equipment.
- Use a ladder to reach high places. Do not climb on furniture or bath fixtures.
- Be alert to objects that may cause accidents. Remove them when possible or report the hazard to your supervisor.
- Observe the rules for lifting safely.
- Do not try to repair machines or equipment. Report them to your supervisor.
- Do not run your hands along surfaces that have not been checked for razor blades, broken glass, etc.
- Horseplay and practical jokes are strictly prohibited.
- Hold wastebaskets by the sides and empty over a newspaper or open refuse bag. Never compact trash with hands or feet.
- Do not leave boxes, equipment, or carts where anyone could stumble over them. Observe good housekeeping rules - put things away properly!
- Know where fire extinguishers are located and know how to use them.
- Keep supply closets in a clean and orderly manner. Do not store combustibles or flammable materials in closets.
- Walk - never run on the job! When going up and down stairs, use hand rails.
- Think safety at all times and take safety precautions to protect yourself, your fellow employees, and guests.

Maintenance

Director of Facilities Services will provide safety training. You will need to abide by the following guidelines to ensure your own safety:

- Use proper personal protection equipment as appropriate for the job: gloves, ear plugs, helmets, safety glasses, face shield, special clothing, foot wear, dust or vapor masks. Gloves or loose-fitting clothing are not to be worn around moving machinery.
- Do not work with faulty tools or machinery.
- To avoid a serious electrical shock, do not handle electrical tools, machines, switches, or connections with wet hands or when standing on a damp floor.
- Turn off electricity before making repairs to machinery. If you are working out of sight of the switch, leave a tag at the switch stating the machine is under repair.
- Never overload a fuse or circuit.
- See that ladders are in good repair, and have nonskid feet.
- Use ladders to reach high areas. Never stand on the top or the next-to-top rung of a ladder.
- Do not use metal ladders for electrical repairs.
- Wear goggles when grinding or cutting steel, iron, and metals.
- Do not handle flammable liquids in enclosed areas.
- Obey the rules for safe lifting.
- Clean up anything dropped or spilled.
- Have an assigned place for every machine and tool, and return it there.
- Do not try to operate machinery you do not understand.
- Horseplay and/or practical jokes are prohibited.

Maintenance (Continued)

- Know where fire extinguishers are located and know how to use them.
- Walk, never run on the job! Use the handrail going up and down stairs.
- Think safety at all times and take safety precautions to protect yourself and your fellow employees.
- Riding in/on the back or sides of vehicles is prohibited.

Grounds

The Director of Facilities Services has the responsibility of training and providing proper equipment. You will need to abide by the following guidelines to ensure your own safety:

- Use gloves when working around trees with thorns, etc.
- Protective hearing devices must be worn when using noise producing equipment.
- Protective eye equipment must be worn when using any equipment that produces flying particles.
- Protective masks must be worn when using any toxic sprays for weed or pest control.
- Rules for the use of brush cutting tools:
 - Proper tool handling is important. If handled improperly, the sharp edges of the tool can cause serious injury.
 - Proper safety clearance is essential.
 - For extra protection, safety shoes or boots should be used when needed.
- Riding in/on the back or sides of vehicles is prohibited.

Emergency Procedures

This section of the guide is intended to help staff, faculty, and students respond to emergency situations that may occur on the campus of Mount Vernon Nazarene University. Such emergencies can occur at any time and without warning, but their effects can be minimized if proper emergency procedures are established and followed.

The University is committed to the safety and security of all members of the campus community. In times of emergency, the University will provide appropriate campus-wide response to assure life, safety, and minimize losses.

Emergency preparedness is also an individual responsibility. This guide will serve as a quick reference for efficient action during emergencies, and should be kept in an easily accessible location at all times. All staff, faculty, and students should take the time to read and understand the contents of the guide before an emergency occurs.

In an emergency, correct and immediate action is important and instills in all present a feeling that things are under control. Know emergency procedures, have them available, and use them.

Emergency Phone Numbers

Security -----	4000
Facilities Services -----	4430/4431/1075
Nurse -----	4632
Student Development -----	4600
Emergency Assistance -----	911
Mount Vernon Fire Dept./Emergency Squad -----	9-397-4444
Mount Vernon Police -----	9-397-2222

When Calling:

- Give your name.
- Give your building and extension.
- Describe the situation clearly and accurately.
- Do not hang up! Let the person you are calling end the conversation. Other information may be needed.

Gas Leak

Emergency Phone Number

Security----- 4000

When Calling:

- Give your name.
- Give your building and extension.
- Describe the situation clearly and accurately.
- Do not hang up! Let the person you are calling end the conversation. (Other information may be needed.)

In the event of a GAS LEAK, employees should take the following actions:

- Notify campus Security at extension 4000. Security will call the Facilities Services and Columbia Gas.
- The leak will be assessed to determine the appropriate course of action.
- Be prepared to calmly evacuate the building upon notice from a Security officer.

Power Outage

Emergency Phone Number

Security-----4000

When Calling:

- Give your name.
- Give your building and extension.
- Describe the situation clearly and accurately.
- Do not hang up! Let the person you are calling end the conversation. (Other information may be needed.)

In the event of a POWER OUTAGE, employees should take the following actions:

- Notify campus Security at extension 4000.
- If the building has an elevator, use the stairways and exit doors only. DO NOT use the elevators.
- If a power outage occurs in a dorm, the Resident Director will advise the Resident assistants of the situation. The Resident Director and Resident Assistants will be responsible for maintaining order in the dorm.

Chemical or Radiation Spills

Emergency Phone Number

Security-----4000

When Calling:

- Give your name.
- Give your building and extension.
- Describe the situation clearly and accurately.
- Do not hang up! Let the person you are calling end the conversation. (Other information may be needed.)

In the event of a CHEMICAL OR RADIATION SPILL, employees should take the following actions:

- Call campus Security at extension 4000 and advise them of the situation.
- Be specific about the nature of the involved material and exact location. Security will notify the proper emergency personnel.
- Keep all persons as far away from the accident scene as possible.
- Detain all persons involved in the accident. They will need to be examined by emergency personnel.
 - Do not return to an evacuated building unless told to do so by Security.

Explosion

Emergency Phone Number

Security-----4000

When Calling:

- Give your name.
- Give your building and extension.
- Describe the situation clearly and accurately.
- Do not hang up! Let the person you are calling end the conversation. (Other information may be needed.)

In the event of an EXPLOSION in the building, employees should take the following actions:

- Immediately take cover under tables, desks, or other such objects that will give protection against flying glass and debris.
- Call campus Security extension 4000.
- Activate the building fire alarm system.
- Evacuate the immediate area of the explosion. Seek and assist any injured and disabled persons in evacuating the building. Exit using the stairways. DO NOT use the elevators.
- Once outside, move at least 150 feet away from the affected building. Keep roadways and walkways clear for emergency vehicles.
- Wait for further instructions from campus Security or other emergency personnel. Do not go back into the building until instructed to do so.

Severe Storm/Tornado

Emergency Phone Number

Security-----4000

When Calling:

- Give your name.
- Give your building and extension.
- Describe the situation clearly and accurately.
- Do not hang up! Let the person you are calling end the conversation. (Other information may be needed.)

Periodically, Mount Vernon experiences storms with strong winds and driving rains. These types of storms cause flooding, falling trees, and power outages.

In the event of a SEVERE STORM/TORNADO, take the following actions:

- Stay in the building.
- Take shelter in an inner area or basement, if possible. Otherwise, take shelter under a table or desk.
- Keep away from overhead fixtures, windows, filing cabinets, and bookcases.
- Assist any disabled person in the area and find a safe place for them.
- If you are caught outside, move to an open area away from the buildings, trees, power lines, and roadways. Lie flat, preferably in a ditch or low lying area.
- Avoid all power lines that may be hanging or lying on the ground.

IF AN EVACUATION IS ORDERED:

- Seek out any disabled or injured persons in the area and give assistance.
- Exit using the stairways. DO NOT use elevators.
- Beware of falling debris or electrical wires as you exit.
- Go to an open area away from buildings, trees, power lines, and roadways.

Bomb Threat

*In the event you would receive a **BOMB THREAT** over the phone, remain calm and follow these procedures:*

RECORD:

- Time received call _____ a.m. or p.m.
- Background sounds/noise.
- Did you recognize the voice?
- Male or female voice?
- Did the person have an accent?
- Exact wording of the call.

ASK:

- Where is the bomb located?
- What time is it set to detonate? _____ a.m. or p.m.
- What does the bomb look like?
- What type of bomb is it?
- What will cause the bomb to explode?
- Is there more than one bomb? Where?
- Where are you now?
- What is your name? Address? Telephone number?

Call Campus Security at extension 4000.

Be prepared to evacuate the building upon notice from a security officer or police.

FOLLOW UP:

Emergency Phone Number

Security-----4000

When Calling:

- Give your name.
- Give your building and extension.
- Describe the situation clearly and accurately.
- Do not hang up! Let the person you are calling end the conversation. (Other information may be needed.)

Fire

Emergency Phone Number

Security-----4000

When Calling:

- Give your name.
- Give your building and extension.
- Describe the situation clearly and accurately.
- Do not hang up! Let the person you are calling end the conversation. (Other information may be needed.)

KNOW THE LOCATIONS OF FIRE EXTINGUISHERS IN YOUR AREA AND KNOW HOW TO USE THEM.

UPON DISCOVERY OF A SMALL FIRE:

- Call the Fire Department at 911.
- Call Security at extension 4000.
- If an appropriate fire extinguisher is available, follow the instructions on it. Direct the fire extinguisher at the base of the flames.
- Pull the fire alarm and get help if necessary.

UPON DISCOVERY OF A LARGE FIRE:

- Pull emergency alarm and give verbal alarm.
- Call the Fire Department at 911.
- Call campus Security at extension 4000.
- Evacuate the building, alerting people as you go. Assist any disabled persons in the area. Exit using the stairway. DO NOT use elevators.
- Make sure all doors leading to the main hallways are closed to prevent further spread of fire. DO NOT lock doors.

Fire (Continued)

- Once outside, move to an open area at least 150 feet away from the affected building. Avoid inner courtyards. Keep roadways and walkways clear for emergency vehicles.
- Wait for further instruction from campus Security or emergency personnel. DO NOT go back into the building until instructed to do so.
- If someone's clothes are on fire, have him drop to the ground and roll.
- Smother the fire with a blanket, rug, or heavy coat.

LOCATION OF NEAREST FIRE EXTINGUISHER IS _____.

First Aid

IN THE EVENT OF A LIFE THREATENING ILLNESS OR INJURY ON CAMPUS:

Emergency Squad----- 911
Security -----4000

IF IT IS NOT LIFE THREATENING:

Security -----4000
Nurse -----4632

Evacuation Of Disabled Persons

VISUALLY-IMPAIRED PERSONS:

In the event of an emergency, tell the person the nature of the emergency and guide him to a safe area.

HEARING-IMPAIRED PERSONS:

- To warn a hearing-impaired person of an emergency, get his attention with a gesture or a light tap on the arm or shoulder.
- Write a note explaining the nature of the emergency.

PERSONS USING CRUTCHES, CANES, OR WALKERS:

- If time permits, help guide the person to a safe area.
- Carrying options include using a two-person arm lock position, or having the person sit in a sturdy chair and be carried by two people to a safe area.

PERSONS IN WHEELCHAIRS:

Always consult with the person in the wheelchair regarding:

- The number of people necessary for assistance.
- Ways of being moved from the wheelchair.
- Whether to extend or bend extremities when lifting because of pain, catheter, braces, spasticity, etc.
- Being carried forward or backward on a flight of stairs.
- The type of assistance necessary after evacuation.