EMPLOYEE HEALTH AND SAFETY HANDBOOK

UNC PEMBROKE

ENVIRONMENTAL HEALTH AND SAFETY
UNIVERSITY OF NORTH CAROLINA PEMBROKE

REVISED 10/17

CONTACT INFORMATION

EMERGENCY (POLICE, FIRE AND AMBULANCE):

911 (or 9.911 from a campus phone)
910.521.6235 (from cell phone or off campus)

Emergency Information Hotline: 910.521.6888
Campus Operator: 910.521.6000
UNCP Website: www.uncp.edu

MEDICAL TREATMENT

Southern Occupational Health Works: 910.272.9675
Southeastern Regional Medical Center (Emergencies): 910.671-5000
Scotland Memorial Hospital (Emergencies): 910.291.7000

NOTE: All accidents must be promptly reported to your supervisor and the Human Resources and Environmental Health and Safety offices at safety@uncp.edu.

FACILITIES OPERATIONS

Help Desk: 910.521.6233

HUMAN RESOURCES AND ENVIRONMENTAL HEALTH AND SAFETY (EH&S)

910.521.6792 or 910.775.4772
safety@uncp.edu
accidentreporting@uncp.edu
Website: http://studentaffairs.uncp.edu/health-safety/

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SAFETY AND HEALTH POLICY, AUTHORITY AND RESPONSIBILITIES

POLICY STATEMENT

It is the policy of the University of North Carolina at Pembroke (UNCP) to provide a safe and healthful environment, free from recognized hazards, which may cause serious injury to faculty, staff, students and visitors. This is accomplished by maintaining a comprehensive safety, health and environmental program, which is dependent on the active participation of all university employees.

UNC Pembroke will conduct all of its activities in compliance with all applicable environmental health and safety standards, codes, regulations and laws. Each and every person at the institution understands safety and health is not an additional job responsibility, but that it is an integral part of every task. If any task is not being performed safely, then it must be stopped, and then altered so that it can be performed safely.

UNC Pembroke believes that its most valuable resource is the people who teach, learn and work at this institution, and will do all that is reasonable to protect them.

Primary responsibility for safety and environmental compliance as the university rests with the chancellor and, by delegated authority, to the vice chancellor for Student Affairs. The vice chancellor is responsible for ensuring that environmental, health and safety concerns are given an appropriate level of importance and support. The operational component of the safety and health programs has been delegated to the Environmental Health and Safety office through the vice chancellor for Student Affairs. Environmental Health and Safety operates in a manner consistent with other UNC campus committees and the campus community to provide policies, educational opportunities, program management and consultative services that support the mission of the university while continuously improving the safety, health and sustainability of the campus environment.

The primary purpose of the Environmental Health and Safety office is to conduct safety inspections, identify and correct unsafe conditions, conduct safety training, provide consultative services to management, investigate accidents to determine the root cause and take corrective action (risk management), and maintain a safe working and living environment for all faculty, staff, students and visitors.

AUTHORITY AND RESPONSIBILITIES

UNIVERSITY ADMINISTRATION

Chancellor

- Has the ultimate responsibility for establishing and maintaining health and safety programs and establishing a system for assessing safety performance for the university.

Vice chancellors, deans and department heads

- Responsible for ensuring facilities and equipment meet the requirements for a safe work environment for activities being conducted or modify those activities accordingly to come into compliance with applicable rules, regulations and standards.
- Ensuring individuals under their management have the authority and support to implement environmental health and safety policies, practices and programs.
- Ensuring areas under their management are in compliance with university, state and federal environmental health and safety policies, practice and programs.
- Establishing priorities and committing resources for correction of environmental health and safety deficiencies.

University Safety and Health Committee

- Responsible for formulating, reviewing and/or recommending the adoption of environmental health and safety policies.

Environmental Health and Safety (EH&S)

- Providing staff support to safety committees.
- Assisting in the formulation of safety policies.
- Providing safety and health-related technical services.
- Monitoring the effectiveness of safety and health programs.
- Investigating identified hazards.
- Recommending actions to correct safety deficiencies.
- Developing and assisting in implementation of safety programs.
- Providing training materials, assistance and programs on safe and healthy work practices.
- Consulting with employees and supervisors about safety and health issues.
- Providing guidance and technical assistance to supervisors and managers in schools, departments and other work areas in identifying, evaluating and correcting health and safety hazards.

Supervisors, faculty, principal investigators, first line supervisors, and all other person in authority:

- Responsible for providing a safe and healthy environment for those areas and personnel for whom they have supervisory or administrative responsibility, incorporating safety and health issues as an integral part of all activities at UNC Pembroke.
- Being continuously aware of the safety and health needs of all co-workers and employees for whom they are responsible.
- Initiating and enforcing necessary preventative measures to control hazards.
- Ensuring necessary equipment and personal protective equipment are provided, maintained and used.
- Ensuring employees are trained prior to beginning new tasks.
- Promptly investigating and reporting all on-the-job accidents and requesting medical treatment as required.
- Taking prompt action when unsafe acts or conditions are reported or observed.
- Performing inspections, training employees in safe work habits, enforcing fire prevention, preparing reports, and investigating accidents.

All UNC Pembroke employees:

- Participating in mandated safety training programs provided by EH&S, supervisors and other instructors.
- Properly using university supplied materials and equipment.
- Working in a safe manner to protect themselves, fellow faculty and staff, students, the public, and state property; for making recommendations to improve safety and health in the workplace.
- Good conduct is expected – "horseplay" or "fooling around" will not be tolerated.
- Immediately notifying the supervisor of any accident involving injury, illness or near-misses and promptly reporting unsafe conditions.
- Strictly following federal, state and university safety requirements and guidelines.
- Failure to comply with or enforce safety and health rules and regulations may result in disciplinary action up to and including dismissal.
- Each employee is responsible for following the safety instructions in the performance of their duties and attending training. All employees can make complaints concerning safety and health problems without fear of retaliation.

BASIC SAFETY RULES

The following basic safety rules have been established to help make our university a safe and efficient place to work. These rules are in addition to safety rules that must be followed when doing particular jobs or operating certain pieces of equipment. Those rules are listed elsewhere in this program. Failure to comply with these rules can result in disciplinary action.

- Never do anything that is unsafe just to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
- Do not remove or disable any safety device! Keep guards in place at all times on equipment and machinery.
- Never operate a piece of equipment unless you have been trained and are authorized.
- Use your personal protective equipment whenever it is required.
- Obey all safety warning signs.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Do not bring firearms or explosives onto university property.
- Smoking is only permitted outside a 100-foot buffer surrounding all university buildings.
- Horseplay, running and fighting are prohibited.
- Loose clothing, jewelry and hair longer than shoulder length shall not be worn around moving machinery.
- Report and clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent injuries.

COMMUNICATION OF HAZARDS IN THE WORKPLACE

Employees must be informed of any recognized hazards in their workplace. It is the supervisor's responsibility to provide adequate safety and health orientation related to standard operating procedures, hazards, and personal protective equipment. This orientation shall be provided upon hire, prior to working in the area.

REPORTING A SAFETY HAZARD

If an employee identifies a safety hazard, he or she will report it to his or her supervisor

immediately or report it to the EH&S office. Reports to EH&S can be verbal, written or submitted electronically. All reports of any safety hazard can be done without fear of retaliation.

TRAINING

Some employees may be required to attend in-house training sessions on topics such as bloodborne pathogens, hazard communication, or laboratory safety. Training is offered by EH&S on a regular basis during regular work hours at no cost to you or your employees.

In some cases, supervisors may conduct specialized training sessions. Supervisors can contact EH&S for information or assistance in acquiring training. Other training may have to be provided by outside vendors.

At a minimum, safety and health training for employees must include:

- Recognition of safety and health hazards.
- General and job-specific safety and health practices; and,
- Federal, state, and university safety and health policies applicable to their jobs.

Training shall occur when an employee is hired, when an employee is given a new work assignment for which training has not been previously given, and when a new hazard (chemical or physical) is introduced into the work place.

Faculty, staff and students may be required to wear personal protective equipment (PPE) while performing their jobs or in certain environments (ex: chemical laboratories). Your supervisor will inform you of the specific PPE required based upon the hazard of the job/task.

GENERAL WORKPLACE SAFETY

The UNC Pembroke campus is home to a very diverse work force and everyone plays an important role in keeping our campus safe. Here are some general safety reminders for employees who work and travel on campus.

PREVENTING ACCIDENTS AND MANAGING WORKPLACE HAZARDS

Whenever possible, safety hazards should be eliminated from the workplace. Hazards may include, but are not limited to: biological, chemical, environmental, physical and radiological hazards. When hazards cannot be eliminated, they must be mitigated with special training, equipment and procedures. These may include: standard operating

procedures (SOPs), job safety analyses (JSAs), safety controls and personal protective equipment (PPE). Your supervisor will review your job description and determine if safety controls and PPE are required. Items such as eye and face protection, hearing protection, safety shoes and protective clothing will be provided (at no cost to employee) by your department. Some safety controls and PPE, such as respirators, require medical surveillance.

Routine housekeeping and safety consciousness in the workplace can prevent accidents such as slips, trips and falls. Fire safety, electrical safety, office ergonomics and an awareness of workplace violence are also important components in maintaining an injury and illness free work environment for UNC Pembroke employees and students.

GENERAL SAFETY

Housekeeping and general caution are key factors in avoiding accidents. To prevent injury, several general rules should be followed:

- Keep floors clear of debris and spilled liquids.
- Maintain floor coverings in good condition to avoid tripping hazards caused by loose tile and frayed carpet edging.
- Keep designated walkways and doorways clear, unobstructed and free of electrical cords, boxes and office equipment at all times.
- When using filing cabinets, file materials from the bottom to the top. Only open one file drawer at a time.
- Use proper step stools or the appropriate ladder, not chairs, when climbing to reach high items.
- Properly store and handle any potentially hazardous chemicals.

SLIPS, TRIPS AND FALLS

Slips, trips and falls are the most frequent injuries on campus. Falls can result in head injuries, back injuries, broken bones, muscle sprains and strains, and death. Many of these accidents occur outside buildings on stairs and walkways. Others occur indoors and are often the result of unsecured wires and cords, spills or loose flooring.

The following are simple ways to reduce your risk of a slip, trip or fall incident:

- Practice good housekeeping. Keep work areas clean and free of spills or debris. Immediately clean or report spills and debris problems.
- Be a cautious carrier. Don't carry loads that obstruct your view while walking. Make sure the path is clear.
- Wear proper footwear. Use footwear that is appropriate for your work tasks and environmental demands.

- Hold handrails when using stairs and ramps. While most falls occur on level surfaces, those that occur on stairs can be very serious.
- Use stepstools. If you have to reach items on high shelves, use a step stool or stepladder rather than a chair.
- Take your time. Walk with caution, especially if you anticipate any slip or trip hazards along the way.

ELECTRICAL SAFETY

Almost all workplace areas have the potential to present serious electrical hazards. To protect yourself, follow these important guidelines:

- Use extension cords that are properly rated for the equipment.
- Avoid the use of extension cords as permanent wiring.
- Be sure the work surface is dry before operating electrical devices.
- Use GFCI (ground fault circuit interrupt) type receptacles, especially where work areas might become wet.
- Never unplug equipment by pulling on the cord; always remove by the plug.
- Replace frayed or damaged cords.
- Ensure electrical cords are not damaged by being wedged against furniture or doors. Do not run cords under carpeting.
- Only plug one piece of equipment into each outlet. If more than one socket needs to be used, use an approved power strip with circuit breaker. Do not "daisy chain" extension cords and/or power strips.

ERGONOMICS

Ergonomics is the science of adapting tasks, machines and the work space to the capacities and limitations of the human form, in order to promote the health and safety of the worker. Ergonomic wellness in the office can be achieved by the following guidelines:

- Educate yourself about the potential risks associated with tasks involving prolonged repetitive motion and make the necessary adjustments to achieve the best "fit" for your work station.
- Avoid performing similar tasks for long durations. Take frequent short breaks or use alternate activities to break up long stretches of work, especially when using a computer for extended periods.
- Use proper body posture during tasks such as computer input or lifting heavy objects.
- Adjust lighting sources to avoid glare.

- For assistance with ergonomic awareness training, contact EH&S.

WORKPLACE VIOLENCE

UNC Pembroke strives to provide employees and students a safe environment in which to live and work. Therefore, the university will not tolerate violence or threats of violence on campus.

- Any person experiencing or observing imminent violence should call emergency services at 9-911 or Campus Police at 521.6235.
- Report any acts or threats of violence to your immediate supervisor or Human Resources. Such reports will be promptly and thoroughly investigated.

FIRE SAFETY

Fire safety is everyone's responsibility. You can help prevent fires by using good housekeeping practices. These practices include:

- Keeping walkways and exits clear.
- Keeping fire doors closed when not in use (never prop them open).
- Storing supplies and equipment in appropriate locations and limiting the quantities of stored flammable materials. All storage must be in compliance with the North Carolina Fire Code and applicable laws and regulations.
- Using microwaves and toaster ovens in authorized locations only.
- Eliminating the use of unauthorized personal appliances, such as hot plates, microwaves, refrigerators or space heaters.

Knowing how to respond to a fire can save your life and others. All employees should know the location of safety equipment, such as fire extinguishers and fire alarm pull stations. It is also helpful to know about the different types of fire extinguishers and how to operate them.

Employees are not required to fight fires, but may extinguish small fires (e.g., a trash can fire) with a fire extinguisher if they are properly trained and feel comfortable.

EH&S provides fire safety awareness training and fire extinguisher training. Contact EH&S at 521.6792 or 775.4772 for more information or to schedule a training session.

All fires, regardless of size, must be reported immediately by calling 911. You must also call the EH&S office at 521.6792 or 775.4772 anytime a fire extinguisher is used or discharged.

If your clothing catches on fire, protect your face and stop, drop and roll. If you are

near an emergency shower, you can use it immediately to extinguish the flames. If using a fire extinguisher, be careful not to shoot directly into someone's face. Immediately seek medical treatment and report the incident to a supervisor.

ELEVATOR SAFETY

All elevators on campus are equipped with an emergency telephone. They are connected directly to a campus-based 24-hour answering service. If you are trapped in an elevator, use the emergency call system to get help. You do not need to dial; it will ring automatically and identify your location. Answer any questions the operator asks concerning your situation and help will soon be on the way. Stay calm and remain inside the elevator; do not attempt to force the doors open and exit.

If an elevator does not seem to be operating properly, call the Facilities Operations Help Desk at 521.6233 and report the problem. A technician will be dispatched to evaluate and correct the problem.

TOOL MAINTENANCE

Faulty or improperly used hand tools are a hazard. Each employees shall be responsible for ensuring that tools and equipment (both university and employee-owned) used by them or other employees at their workplace are in good condition and in compliance with applicable safety standards. Hand tools such as chisels, punches, etc., which develop mushroom heads during use, must be reconditioned or replaced as necessary. Broken or fractured handles on hammers, axes and similar equipment must be replaced promptly.

Worn or bent wrenches should be replaced. Appropriate handles must be used on files and similar tools.

Appropriate safety glasses, face shields, etc., must be worn while using hand tools or equipment which might produce flying materials or be subject to breakage. Eye protection must be worn when driving in tempered spuds or nails.

Check your tools often for wear or defect. Jacks must be checked periodically to assure they are in good operating condition. Tool handles must be secured tightly into the heads of tools. Tool cutting edges should be kept sharp enough so the tool will move smoothly without binding or skipping. When not in use, tools should be stored in a dry, secure location.

PORTABLE POWER TOOLS

Portable power tools pose a special danger to employees because they are deceptively

small and light, yet they can do great bodily harm if used improperly or poorly maintained. These rules apply to all power tools, but are especially important when handling portable saws, drills, and power screw drivers.

Check your equipment before you use it. All grinders, saws and similar equipment should be equipped with appropriate safety guards. Power tools should not be used without the correct shield, guard, or attachment recommended by the manufacturer.

- Use required personal protective equipment safety glasses, safety goggles and face shields, etc. when using or working near hand or power tools.
- Hand and power tools shall be maintained in safe operating condition.
- Portable electric power tools shall be double insulated or grounded, using a three conductor cord and a three prong plug. Electric on/off switches shall operate properly.
- Any damaged, defective tool shall be reported to your supervisor immediately.
- All bench grinders shall contain a safety guard and grinding wheel maintained for safe operation.
    - Work rest must be rigidly supported and readily adjustable. Work rest shall be kept at a distance not to exceed one-eighth (1/8) inch from the surface of the wheel. Side grinders must have guards installed and maintained.
    - Tongue guards shall be installed and maintained within ¼" of the wheel.
    - Grinding wheels shall fit freely on the spindle and not be forced on.
    - All employees using abrasive wheels shall be protected by eye protection equipment which meets ANSI-Z87.1-1989 and the grinder mounted eye shield shall be maintained and permanently attached to the floor or bench grinder.
- All portable, electric circular saws shall be equipped with guards above and below the base plate or shoe. When the tool is withdrawn from the work, the lower guard shall automatically and instantly return to the covering position.

LADDERS

Check ladders each and every time before you climb. Ladders should be maintained in good condition: joints between steps and side rails should be tight; hardware and fittings securely attached; and movable parts operating freely without binding or undue play. Non-slip safety feet should be provided on each ladder. Ladder rungs and steps should be free of grease and oil.

Employees are prohibited from using ladders that are broken, missing steps or rungs, or that have broken side rails or other faulty equipment.

It is prohibited to place a ladder in front of doors opening toward the ladder except

when the door is blocked open, locked or guarded.

It is prohibited to place ladders on boxes, barrels or other unstable bases to obtain additional height.

Be careful when you climb a ladder. Face the ladder when ascending or descending. Do not use the top step of ordinary stepladders as a step.

When portable ladders are used to gain access to elevated platforms, roofs, etc., the ladder must always extend at least three (3) feet above the elevated surface.

It is required that when portable ladders are used, the base must be so placed that slipping will not occur, unless it is lashed or otherwise held in place.

All portable metal ladders must be legibly marked with signs reading "CAUTION" – "Do Not Use Around Electrical Equipment." Employees are prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes. Only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder). Metal ladders should be inspected for tears and signs of corrosion. Rungs of ladders should be uniformly spaced.

OFFICE SAFETY

The office is like any other work environment in that it may present potential health and safety hazards. Most of these, however, may be minimized or eliminated by designing jobs and workplaces properly, and by taking into account differences among tasks and individuals.

Inadequate environmental conditions, such as noise, temperature, and humidity, may cause temporary discomforts. Environmental pollutants such as chemical vapors released from new carpeting and furniture may also induce discomforts.

RESPONSIBILITIES OF OFFICE STAFF

Report all safety problems immediately.
Do not attempt to repair any office equipment or systems.
Maintain a neat and sanitary office environment.

ELECTRICAL SAFETY

Electric cords should be examined on a routine basis for fraying and exposed wiring. Particular attention should be paid to connections behind furniture, since files and

bookcases may be pushed tightly against electric outlets, severely bending the cord at the plug. Electrical appliances must be designed and used in accordance with UL requirements.

USE OF EXTENSION CORDS

Extension cords shall only be used in situations where fixed wiring is not feasible. Extension cords shall be kept in good repair, free from defects in their insulation. They will not be kinked, knotted, abraded, or cut. Extension cords shall be placed so they do not present a tripping or slipping hazard. Extension cords shall not be placed through doorways having doors that can be closed, thereby damaging the cord. All extension cords shall be the grounded type, having three conductors on the plug, and the third conductor must not be loose or missing.

HOUSEKEEPING

Good housekeeping is an important element of accident prevention in offices. Poor housekeeping may lead to fires, injuries to personnel or unhealthful working conditions. Mishaps caused by dropping heavy cartons and other related office equipment and supplies could also be a source of serious injuries to personnel. Passageways in offices should be free and clear of obstructions. Proper layout, spacing and arrangement of equipment, furniture and machinery are essential.

All aisles within the office should be clearly defined and kept free of obstructions. Chairs, files, bookcases and desks must be replaced or repaired if they become damaged. Damaged chairs can be especially hazardous. Filing cabinet drawers should always be kept closed when not in use. Heavy files should be placed in the bottom file drawers.

Materials stored within supply rooms must be neatly stacked and readily reached by adequate aisles. Care should be taken to stack materials so they will not topple over. Under no circumstances will materials be stacked within 18 inches of the ceiling (to allow for fire protection). Materials shall not be stored so that they project into aisles or passageways in a manner that could cause persons to trip or could hinder emergency evacuation.

COMPUTER WORK STATIONS

Complaints concerning musculoskeletal problems are frequently voiced by computer operators. Most common are complaints relating to the neck, shoulders and back. Others concern the arms and hands and occasionally the legs. Certain common characteristics of computer operation have been identified and associated with increased risk of musculoskeletal problems. These include:

1. Design of the workstation
2. Nature of the task
3. Repetitiveness of the job
4. Degree of postural constraint
5. Work pace
6. Work/rest schedules
7. Personal attributes of individual workers

The key to comfort is in maintaining the body in a relaxed, natural position. The ideal work position is to have the arms hanging relaxed from the shoulders. If a keyboard is used, arms should be bent at right angles at the elbow, with the hands held in a straight line with forearms and elbows close to the body. The head should be in line with the body and slightly forward.

MONITORS

When work is conducted at a computer, the top of the monitor should be at, or just slightly below, eye level. This allows the eyes to view the screen at a comfortable level, without having to tilt the head or move the back muscles. Control glare at the source whenever possible; place monitors so that they are parallel to direct sources of light such as windows and overhead lights, and use window treatments if necessary. When glare sources cannot be removed, seek appropriate screen treatments such as glare filters. Also, keep the screen clean.

OFFICE CHAIRS

The chair is usually the most important piece of furniture that affects user comfort in the office. The chair should be adjusted for comfort, making sure the back is supported and that the seat pan is at a height so that the thighs are horizontal and feet are flat on the floor. An ergonomically sound chair requires four degrees of freedom - seat pan tilt, backrest angle, seat height, and backrest height.

Operators can then vary the chair adjustments according to the task. In general, chairs with the most easily adjustable dimensions permit the most flexibility to support people's preferred sitting postures. Armrests on chairs are recommended for most office work except where they interfere with the task. Resting arms on armrests is a very effective way to reduce arm discomforts. Armrests should be sufficiently short and low to allow workers to get close enough to their work surfaces, especially for tasks that require fixed arm postures above the work surface.

WORKING HEIGHT

The work surface height should fit the task. The principle is to place the surface height where the work may be performed in such a manner to keep arms low and close to the body in relation to the task. If the working height is too high, the shoulders have to be lifted to compensate, which may lead to painful symptoms and cramps at the level of the neck and shoulders.

If, on the other hand, the working height is too low, the back must be excessively bowed, which may cause backache. Generally, work should be done at about elbow height, whether sitting or standing. Adjustable work stations should be provided so that individuals may change the stations to meet their needs. A computer workstation without an adjustable keyboard height and without an adjustable height and distance of the screen is not suitable for continuous work.

OFFICE LIGHTING

Different tasks require different levels of lighting. Areas in which intricate work is performed require greater illumination than warehouses. Lighting needs vary from time to time and from person to person as well. One approach is to use adjustable task lighting that can provide needed illumination without increasing general lighting. Task lamps are very effective to supplement the general office light levels for those who require or prefer additional light. Some task lamps permit several light levels. Since task lamps are controlled by the individual, they can accommodate personal preferences.

WASTE DISPOSAL

Office personnel should carefully handle and properly dispose of hazardous materials, such as broken glass. A waste receptacle containing broken glass or other hazardous material should be labeled to warn housekeeping personnel of the potential hazard.

CHEMICAL SAFETY

Each office employee must be made aware of all hazardous materials they may contact in their work area. The Hazard Communication program is outlined later in this document.

EMERGENCY ACTION PLANS

Emergency Action Plans are designed to control events and minimize the effects in the event of an emergency on campus. Through careful pre-planning, establishment of emergency action teams, training and drills, employees can be safeguarded and potential for damage to Marshall University assets minimized.

Emergency Action Plans include:

1. Exits routes, meeting areas and employee accounting.
2. Emergency evacuation, incident command and notification to emergency services.
3. Personal injury and first aid response, as well as property damage response.
4. Protection of Marshall University information, both hard copy and electronic media.
5. Bomb threats and facility security.
6. Use of fire extinguishers.

PERSONAL PROTECTIVE EQUIPMENT

It is the responsibility of the employer to provide, at no cost to the employee, all personal protective equipment required by the job that the employee does not wear off the jobsite or use off the job.

Protective equipment, including personal protective equipment (PPE) for ears, eyes, face, head and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, inspected, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

EYE AND FACE PROTECTION

- Chemical hazards: To protect the eyes and face from splash when using or dispensing corrosive liquids, non-vented chemical goggles or safety glasses with side shields and a full-face shield offer the best protection. Safety glasses are the minimum protection recommended for all operations involving hazardous chemicals.
- Physical hazards: When using high-pressure cleaning or spray equipment, safety glasses with side shields and a full-face shield are recommended.

Work activities that produce chips or dust—such as grinding/drilling, power fastening, or power tools—require safety glasses with side shields as a minimum protection level and in some instances may also require the use of a full face shield.

- Welding: Welding operations require a full welding hood with the appropriate tinted vision screen. Safety glasses with side shields are also required to be worn under the hood.

When doing acetylene-oxygen torch soldering, brazing or cutting, appropriately tinted

safety glasses with side shields or tinted goggles are the appropriate PPE.

- Lasers: When using lasers or when in an area with a working laser, appropriate safety eyewear is required. Different lasers require different types of eye protection. Consult EH&S at 910.521.6792 or 910.775.4772 for appropriate protective eyewear.

HAND/ARM AND BODY PROTECTION

When using hazardous chemicals, specialized gloves offering protection for specific chemical families, a laboratory coat and at times a splash apron are the appropriate PPE.

Insulated gloves and arm sleeve covers are recommended when handling hot or cold materials. To reduce cut or abrasion injuries, use puncture or abrasion resistant gloves, arm sleeve covers, and at times an apron, to lessen this exposure.

HEAD AND FOOT PROTECTION

Occasions may develop during a work shift or job duty when the use of a hard hat or other head protection and foot protection is necessary. All hard hats or safety shoes must meet the requirements for protection outlined by the American National Standards Institute (ANSI).

HEARING PROTECTION

If your work areas or specific job tasks have been designated as requiring hearing protection, you must wear approved protective equipment. Personal stereo or MP3 player ear buds and head phones are not approved hearing protection. Supervisors are responsible for identifying hearing protection areas and generally provide training on the use of hearing protection equipment. Certain work areas or tasks may be designated as requiring additional protective measures. If you have questions about high noise levels in your work area, ask your supervisor or contact EH&S for more information.

RESPIRATORY PROTECTION

Some employees are required to wear respirators for specific job duties. Respirators include N-95 dust masks, air-purifying negative-pressure respirators, self-contained breathing apparatus, supplied-air respirators, and other such devices. If you wear one of these respirators (except for the N-95 dusk mask), you must have a physical exam and you must be “fit tested” and trained before using it on your job. Departments with employees wearing respirators must have a written Respiratory Protection Program.

Please contact the EH&S office for more information.

MISCELLANEOUS PERSONAL PROTECTIVE EQUIPMENT

Some employees may be required to wear other types of PPE not mentioned above. If you have questions about any type of personal protective equipment, please contact your supervisor or the EH&S office for assistance.

WORKPLACE HAZARD INSPECTIONS

In order to identify hazardous conditions, it is necessary for faculty and staff to conduct routine inspections of their work areas. EH&S is available to assist in inspection activities and also conduct independent compliance inspections upon request, or as they deem necessary.

Imminent hazards must be corrected immediately. If the means of correction are not readily apparent or available, the condition must be reported immediately to your supervisor. If your supervisor is unavailable, report the condition to your department head or to the appropriate Facilities Operations (FO) department, or EH&S. Supervisors must also inform any faculty, staff or students who may be affected by the condition.

Faculty, staff and/or students shall not be discriminated against for reporting health or safety hazard to their supervisors or to EH&S. Supervisors are to encourage their staff to appropriately report all workplace hazards.

ACCIDENT REPORTING

Most accidents can be prevented. Safety is an important work practice; in fact, you should be aware that safety is one of your job performance measures. Supervisors shall make sure that a high level of safety awareness exists in each facility and that all employees are thoroughly trained in their duty assignments, including proper safety practices. **If an accident occurs, it must be reported to your supervisor as quickly as possible.**

Unsafe working conditions, near-miss accidents or accidents that did not result in a hospital visit should be reported internally using the University's Accident-Injury Report

The following sections describe the procedures used to report accidents:

1. If an employee suffers an on-the-job injury, the employee's supervisor must be notified immediately so that the supervisor can assess the nature and extent of the injury. All medical care provided to the employee will be selected and

approved by the University of North Carolina at Pembroke. If the injury is serious and requires immediate medical attention, the supervisor will call 911 to facilitate stabilization and transport of the injured employee to a hospital or other appropriate medical care facility. Less serious injuries that still require medical attention will be referred by Human Resources (HR) via the supervisor to an approved medical provider. First aid cases may be directed to an approved physician's office or treated in the department, depending on the nature and extent of injury.

2. As soon as it is feasible at the time of the incident, the employee should complete the North Carolina Employee Incident Report and their supervisor should complete a copy of North Carolina Supervisor Incident Investigation Report. These forms are available in each respective department, on the Human Resources Department website, and the Environmental Health and Safety (EH&S) office Accident Reporting webpage. These forms should be completed and forwarded as soon as possible to accidentreporting@uncp.edu. If off-campus medical care is required, the supervisor should contact HR for a copy of the Workers Compensation Authorization/Physicians Report/Pharmacy Guide and provide this form to the injured employee. The employee will then take it to the attending physician's office where it will be completed by the medical provider. This form will be used to verify the initial treatment authorization for medical services.
3. As soon as possible after an incident, the employee's supervisor should contact the EH&S office so that a thorough investigation of the events surrounding the incident can take place. A root cause analysis will be conducted to identify the cause of the incident. Once a cause has been determined, remedial action (policy changes, work orders, re-training, etc.) will be implemented to insure that the hazards are mitigated and that a repeat incident will not occur.
4. After medical treatment has been provided to the employee, the injured employee and/or his/her representative should return the Workers Compensation Authorization/Physicians Report/Pharmacy Guide to Human Resources via the supervisor. Approved physician offices will be aware of the necessity to complete the paperwork in a timely manner and will be prepared to do so. If an employee is returned to work with restrictions, alternate duty work will be made available to the employee when possible. Priority for alternate duty work will be firstly, to return the employee to the employing department, secondly to the employing division and thirdly to return the employee to work in another university division.
5. If the employee is unable to return to work, the Human Resources will consider the case for referral to a third party administrator for rehabilitative case management. Ongoing medical care for the injured employee will be coordinated by HR and the designated case manager until the employee is released to return to work.

EMERGENCY MANAGEMENT

Planning for emergencies is important at several levels to ensure a timely and effective response throughout the campus community in a crisis situation. An emergency is defined as any unplanned event that may cause harm to the university community, disrupt operations, cause damages or threaten the institution's facilities or status. An 'all-hazards' approach which includes, but is not limited to, emergency planning, emergency response, disaster mitigations, disaster recovery, and business continuity planning will be used.

PLANNING AHEAD

Planning ahead for emergencies is critical for remaining safe during and emergency and recovering quickly from an emergency.

- Know the emergency procedure for your building and work area.
- Identify the location of emergency equipment and learn how to use it. Commonly used equipment includes fire extinguishers, fire alarm pull stations, telephones, first aid kits and emergency eyewash and safety showers.
- Know the hazards and the proper precautions. Materials and equipment in your building and work area pose different hazards. These hazards may require special precautions to avoid or minimize risk.
- Identify at least two exits from your work area. One of them may be inaccessible during an emergency.
- If you have a disability that could interfere with emergency evacuation, work with your supervisor to plan for emergency situations. Identify a co-worker who can help you during evacuations or emergency responses. Study and remember the features of buildings, including stairways, exits, emergency phone locations and elevators.

FIRE SAFETY

In case of fire:

1. Evacuate Immediately
2. Pull the nearest fire alarm
3. Get to a phone
4. Call the emergency number 9-911 (from campus phones) or 911 (from non-campus phone)
5. Report to Dispatcher
    - Location you are calling from
    - Location of the fire
    - Type of fire (ex: house, building, car, brush, etc.)

- If the burning building is occupied
- Your identity

Assemble in an area established by your supervisor. If unable to leave contact Campus Police and give your exact location so the firefighters can be directed to you.

- Emergency Numbers
  - Emergency: 9-911 (from campus phones)
  - Campus Police - 6235

FIRE ALARM EVACUATION

When the fire alarm is heard, leave the building via the nearest exit and travel a safe distance from the building.

DO NOT USE THE ELEVATORS!

Assist all persons with impaired mobility to the nearest illuminated exit or stairwell to await rescue by trained personnel. Faculty and Staff should notify Campus Police of any known student or visitor with impaired mobility that is unable to independently exit the building.

Department Heads, managers and supervisors are responsible for having a plan to account for employees and notify Campus Police of those missing who may be trapped in the building.

Every alarm should be treated as a real emergency

State and local regulations require all occupants to leave the building if a fire alarm occurs.

Before a fire occurs, there are some simple steps you can follow that will aid your survival. Find the nearest exit and also an alternate exit, should the primary one be blocked. Ensure that the path out is clear of any obstructions and that all doors leading out of the building can be opened. Find the nearest fire extinguisher and learn how to use it if necessary.

IN THE EVENT OF A FIRE:

- Evacuate immediately.
- Rescue any person in immediate danger.
- Sound the fire alarm. Pull stations are near each exit on each floor.
- Call Campus Police at 910.521.6235 or dial 911. (If you are calling from on campus, you will need to dial '9' and then 911.) Stay on the phone until the

dispatcher and/or Campus Police obtain all information.

- When the fire alarm sounds, evacuate the building immediately, using the nearest exit. As you exit, close as many doors as possible between you and the fire. Move a safe distance away from the building (at least 50 feet) but stay out of roadways and parking lots. This is where the first responders will be arriving.
- Before opening any door, feel it with the back of your hand. If it is hot, do not open it! If it is not hot, open cautiously, bracing yourself against it to slam it shut if you feel a rush of heat.
- If the closest exit is blocked, go to an alternative exit. If all doors are blocked, exit through a ground floor window, but be careful of broken glass.

IF YOU BECOME TRAPPED BY THE FIRE:

- Stay calm; fire fighters are on the way.
- Move as far away from the fire as you can, closing every door between you and the fire.
- Hang or wave an object from a window or outside the door to attract the attention of rescuers.
- If smoke enters under the door or around vents, stuff the opening with towels, drapes, or anything available. Soak them with water if possible.
- Crack open the window at the top to let heat and smoke out and at the bottom to let in fresh air. Stay as close to the floor as possible. Crawl if necessary.

IF YOU DECIDE TO FIGHT THE FIRE:

- Do not let the fire get between you and the exit.
- Avoid breathing smoke or fire gases.
- Use the proper fire extinguisher.
    1. Do not use water on an electrical fire.
- Use the following procedure to for all extinguishers.
    1. Pull the pin.
    2. Aim the nozzle at the base of the fire.
    3. Squeeze the handle.
    4. Sweep from side to side.
- Leave the area if the fire increases in intensity.

SHELTER IN PLACE

Shelter-in-Place means selecting a small, interior room if possible, with no or few windows, and taking refuge there. It does not mean sealing off your entire building. If you are told to shelter-in-place, follow the instructions provided.

WHY YOU MIGHT NEED TO SHELTER-IN-PLACE:

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment (an example would be a rail car derailment and spill at the South end of Campus). Should this occur, information will be provided by University authorities through Brave Alerts. The important thing is for you to follow the instructions of university authorities and know what to do if they advise you to shelter-in-place.

HOW TO SHELTER-IN-PLACE

1. Stop classes or work, or close business operations.
2. If there are others in the building, provide for their safety by asking them to stay—not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
3. After the initial emergency campus communication information has been conveyed (first half hour), students, staff and visitors may wish to contact relatives to let them know the situation.
4. Close and lock all windows, exterior doors and any other openings to the outside. Shut down ventilation fans and air conditioners.
5. If you are told there is danger of explosion, close the window shades, blinds or curtains.
6. Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary.
7. Bring everyone into the room(s). Shut and, if possible, lock the door(s).
8. Listen for campus loud speaker broadcasts, monitor the LiveSafe App or check the UNC Pembroke homepage (www.uncp.edu) until you are told all is safe or you are told to evacuate. University and local officials may call for evacuation in specific areas at greatest risk in your community.

LABORATORY SAFETY

Maintaining the highest safety standards within laboratories is a top priority at UNC Pembroke. Many laboratories contain hazardous materials and chemicals, biological agents and/or radioactive materials. Laboratories may also house potentially dangerous equipment, such as compressed gas cylinders or powerful lasers. All lab personnel must know how to work safely according to the particular hazards and equipment present in their laboratories.

Laboratory safety is an intrinsic part of research. It must be fully integrated into all

research protocols and be a fundamental component of laboratory instruction. This emphasis on laboratory safety is prioritized across all levels of the university, from the Chancellor's office to individual principal investigators (PIs) and laboratory workers. PIs/laboratory supervisors play an especially critical role in maintaining day-to-day laboratory safety.

LABORATORY BASICS

- Know the location of all exits, emergency safety equipment and emergency procedures.
- Do not smoke, eat or drink in the laboratory.
- Do not use your sense of smell to identify chemicals/hazards.
- Do not use mouth suction in filling pipettes with chemical reagents.
- Use a suction bulb or other mechanical device to suction/transfer chemicals.
- Never force glass tubing into rubber stoppers.
- Use safety devices and PPE for handling hot items.
- Label all containers of chemicals including waste containers.
- Confine long hair and loose clothing.
- Never conduct experiments while alone in the laboratory.
- Always wear eye protection when in the lab and additional PPE as required when handling or exposed to chemicals.
- Use proper laboratory hoods designed to control chemicals fumes, mist, vapors, and biological and radioactive materials.
- Turn off all hot plates, open burners and other potentially hazardous devices when leaving the laboratory.
- Minimize the production of aerosols.
- Do not store food in refrigerators with chemical, biological or radioactive materials.
- Properly label hazardous waste for disposal.

LABORATORY HAZARDS

Laboratories are unique working environments with various health and safety hazards. All lab personnel must know how to work safely with the materials, equipment and operations in their laboratory, and be aware of the hazards present.

THESE HAZARDS INCLUDE, BUT ARE NOT LIMITED TO:

Chemicals: Thousands of chemicals are contained in UNC Pembroke laboratories, some of which are created on campus. Some labs also contain chemicals that are regulated by OSHA as particularly hazardous substances.

Biological Agents: Various biological agents are present in some laboratories, including agents that have been classified as Biosafety Level 2 by the Centers for Disease Control and Prevention (CDC).

Physical Hazards: Sharps, glassware, lasers and other physical hazards are present in campus laboratories and require special precautions.

LABORATORY SAFETY TRAINING

Training is an essential component of laboratory safety. All lab personnel should take the appropriate laboratory safety classes **before** beginning work in the laboratory.

Laboratory personnel will require a combination of both general laboratory safety training and laboratory-specific training. Training requirements depend on the particular materials, equipment and operations in a given laboratory. In order to obtain the proper training, laboratory personnel should discuss their training needs with their PI and/or laboratory supervisor. PIs are responsible for ensuring that training requirements have been met by laboratory staff and are responsible for providing laboratory-specific training.

Contact the EH&S office for additional training-related questions.

WORKING SAFELY IN THE LABORATORY

All laboratory personnel are responsible for working safely and following the safety rules. Individual laboratories may have additional safety rules, which would be communicated by the PI and/or laboratory supervisor.

The following are key laboratory safety topics and are applicable to everyone working in a laboratory:

- Personal protective equipment (PPE) and proper lab attire. All lab personnel are responsible for using the required PPE and wearing appropriate lab attire as required. PPE requirements differ based on the type of research and potential hazards involved.
- Training. All lab personnel must be properly trained. This includes reading, understanding and following the UNCP Chemical Hygiene Plan. All training must be documented with records maintained in each department.
- Safety equipment. All lab personnel must know the location and proper use of safety equipment, including fire extinguishers and emergency shower and eyewash stations.
- No food in the lab. Food and beverages cannot be stored or consumed in the laboratory.

- Housekeeping. Good housekeeping is required to maintain a safe lab. All laboratories must be kept clean and sanitary with proper chemical and biohazard materials management.
- Work with a partner. Research staff and/or students should never work alone on procedures involving hazardous chemicals, biological agents or other physical hazards.
- Minors in laboratories. Minors under the age of 14 are not allowed in laboratories or shops other than as part of an approved and supervised tour and other restrictions may apply. Contact the EH&S office at 910.521.6792 or 910.775.4772 for details.

LABORATORY SECURITY

All lab personnel must control lab access and take precautionary security measures to prevent theft of materials or equipment from the lab. Some campus labs already have strict security measures in place, due to the materials they contain or to the nature of research conducted therein.

Hazardous materials must always be protected against theft. These include, but are not limited to, infectious agents, toxins, radioactive materials, acutely toxic chemicals, carcinogens, teratogens, explosives, reactive chemicals and compressed gases. Diversion of even small quantities of hazardous materials can have serious consequences when they are used for criminal purposes. One easy way to increase security is to make sure that your laboratory door is locked whenever the lab is left unattended, even for a few minutes.

HAZARDOUS MATERIAL SPILL OR RELEASE

Different types of hazardous materials are used on the UNC Pembroke campus. In the event of a hazardous material spill, certain procedures must be followed according to the severity of the spill and the type of material involved.

Spills must be cleaned-up or contained immediately by trained personnel.

Immediately report any accidents that involve chemical spills, leakage and emission of gasses, radioactive material or other dangerous substances to the Campus Police (x6235), the EH&S office (x6792 or x4772) and to the Building Facility Manager.

1. When reporting, be specific about the nature of the involved material and the location. The Campus Police will contact the necessary specialized authorities and medical personnel.
2. A professor or supervisor should evacuate the affected area at once and seal it

off to prevent further contamination until the arrival of first responders.
3. Anyone who may be contaminated by the spill should avoid contact with others as much as possible, remain in the vicinity and give their names to a campus police officer. Required first aid and clean up by specialized authorities should be started at once.
4. If necessary or if directed to do so by police personnel or the building facility manager, activate the building fire alarm.
5. The senior campus police officer will immediately notify the following:
    - Local Fire Department
    - Hazardous Materials Response Team
6. The fire department has concurrent and overlapping responsibility and authority with the university to protect life and property. Fire department personnel are specially trained and possess technical knowledge of dangerous chemicals.
7. Personnel working in the affected area should use a self-contained breathing apparatus.
8. Water or chemical fire retardants should NOT be used without fire department approval (these could result in poisonous fumes).

BIOLOGICAL (BLOOD) SPILL PROCEDURES

Health care or custodial personnel trained in spill cleanup should follow established protocols. For blood or body fluid spills in residence halls, academic buildings, administrative buildings or on outside surfaces, contact Physical Plant at 6233. (After hours – contact Campus Police at 6235).

- Wear disposable gloves and absorb fluids using a blood-spill kit.
- Clean area of all visible fluids with detergent (soap/water).
- Decontaminate area with an appropriate disinfectant, e.g. bleach.
- Place all disposable materials into a plastic leak-proof bag.
- Always practice "universal precautions" when handling human body fluids.

OCCUPATIONAL HEALTH

HAZARD COMMUNICATION PROGRAM

Nearly every workplace contains chemicals that may pose a health or physical hazard to employees if exposures occur or dangerous concentrations are exceeded. UNC Pembroke recognizes its responsibility to provide all employees that are potentially exposed to hazardous chemicals with the necessary tools to protect themselves and co-workers. In 2013, OSHA modified the Hazard Communication Standard to adopt the Globally Harmonized System (GHS) to enhance the safety and health of workers through more effective communications on chemical hazards.

The Hazard Communication Program has been developed and is administered by the Department of Environmental Health and Safety (EH&S). The purpose of this program is to:

- Identify hazardous chemicals in the workplace.
- Evaluate the potential hazards of chemicals to which employees may be exposed.
- Communicate information on physical and health hazards of chemicals.
- Identify protective measures for faculty, staff and students.
- Insure availability of Safety Data Sheets (formally MSDS).
- Educate employees.

LISTS OF HAZARDOUS CHEMICALS IN THE WORKPLACE

At UNC Pembroke, individual shops, laboratories or department work sites are responsible for maintaining a current inventory of hazardous chemicals used in their areas (updated annually). Inventories may be maintained on a computer database for ease of access but must also be posted in the area of storage.

HAZARD EVALUATION

Chemical manufacturers and importers are required by OSHA to review available scientific evidence concerning the hazards of the chemicals they produce or import, and to report the information to employers who distribute or use their products.

Downstream employers, such as UNC Pembroke, rely on those evaluations to determine the measures necessary to protect employees from the potential hazards of any chemical.

LABELS AND OTHER FORMS OF WARNING

UNC Pembroke relies upon labeling provided by the manufacturer or suppliers on newly purchased chemicals. Individual departments are responsible for ensuring that each secondary chemical container in the workplace is properly labeled. Secondary container labels must contain the identity of the chemical and be in compliance with GHS labeling standards. Employees shall not remove or deface existing labels on incoming containers of hazardous substances. GHS requires that chemical labels contain a signal word, applicable pictogram(s) and a hazard statement for each hazard class and category.

Employees are not required to label portable containers into which hazardous chemicals are transferred (aka secondary containers) provided that the employee who makes the transfer remains in attendance with the secondary container and uses all of

the contents during the work shift. Whenever the container is left unattended or the hazardous chemical remains in the container for use at a later time or by another individual, it must be properly labeled per the GHS standard.

When a container is reused for another compatible hazardous chemical or for hazardous waste disposal, the original label must be removed and the container relabeled to identify the new material or waste. All containers must be labeled to identify their contents.

Fixed containers such as a storage tank must be labeled with the identity of the chemical it contains and the appropriate hazard warning. Alternative written identification systems for fixed containers may be implemented as long as they convey the same hazard warning information.

The hazard warning label should clearly convey the appropriate GHS precautions, signal words, pictogram, or symbols that assure that the worker is aware of the chemical hazards associated with the chemical. Employees must be trained on the new label elements and the safety data sheet (SDS) format. Widely accepted systems for hazard identification and labeling include;

ANSI Z129.1-2000 as well as the GHS: Hazardous Industrial Chemicals - Precautionary Labeling uses a word hierarchy, or signal word to convey levels of hazard. The two signal words are *DANGER and WARNING,* the meaning of each are provided below.

DANGER - If this product gets in or on you, immediate harm will be caused.

WARNING - If this product gets in or on you, in sufficient quantity, you will suffer harm.

Hazard Communication Standard Pictogram – Effective June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

Health hazard • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	Flame • Flammables • Pyrophorics • Self-Heating • Emits flammable Gas • Self-Reactives • Organic Peroxides	Exclamation Mark • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory) •
Gas Cylinder • Gases Under Pressure	Corrosion • Skin Corrosion/Burns • Eye Damage • Corrosive to Metals	Exploding Bomb • Explosives • Self-Reactives • Organic Peroxides •
Flame Over Circle • Oxidizers	Environment • (Non-Mandatory) • Aquatic Toxicity	Skull and Crossbones • Acute Toxicity (fatal or toxic)

All university employees must ensure that chemicals it receives are labeled with the identity of hazardous chemical(s) and appropriate warnings.

Secondary containers (portable containers) that are used immediately by the employee handling the container and the contents used completely are not required to have a GHS label.

Warning labels will be displayed in areas where there may be airborne hazardous chemicals. This would include areas such as welding; operation of internal combustion engines; indoor applications of paint; or adhesives; grinding and sanding operations; and removal of the above potentially hazardous environments is responsible for posting the area warning signs. All pipes containing hazardous chemicals will also be labeled.

SAFETY DATA SHEETS (FORMALLY MSDS)

A Safety Data Sheet (SDS) is a document that provides information about the hazards of a chemical or product. State and federal law requires that all chemical manufacturers, distributors and importers develop an SDS for each hazardous chemical they produce or import, and provide the SDS at the time of shipment to the end user, such as UNC Pembroke.

An SDS provides the end user with important information regarding the chemical they are about to use and provides significantly more information than the container label.

It is the responsibility of each manager or supervisor to ensure access to the current SDS for each hazardous chemicals used within their area by their employee. The primary method of accessing an SDS at UNC Pembroke is through a paper copy maintained in the area of use by each department. EH&S can assist managers and supervisors in finding current copies of a particular SDS upon request.

SDS's should be reviewed for all hazardous chemicals prior to use in the workplace. All employees have the right to review an SDS before working with a hazardous chemical, and at any time that the chemical is present in the workplace.

GHS requires a standard 16-section SDS:

Section 1 Identification
Section 2 Hazard(s) identification
Section 3 Composition/information on ingredients
Section 4 First-aid measures
Section 5 Fire-fighting measures
Section 6 Accidental release measures
Section 7 Handling and storage
Section 8 Exposure controls/personal protection
Section 9 Physical and chemical properties
Section 10 Stability and reactivity
Section 11 Toxicological information
Section 12 Ecological information
Section 13 Disposal considerations
Section 14 Transport information
Section 15 Regulatory information
Section 16 Other information, including the date of preparation or last revision

EMPLOYEE INFORMATION AND TRAINING

Departmental and laboratory supervisors must provide employees with information and training on hazardous chemicals used or stored in their work area at the time of their initial assignment, and whenever a new hazard is introduced into their work area.

Departments shall furnish employees with an explanation of:

- Location of hazardous materials in the workplace.
- Methods and observations that may be used to detect the presence or release of hazardous chemicals in the work area.
- The physical and health hazards of the chemicals in the work area.
- The measures employees can take to protect themselves from these hazards.
- Location and availability of hazard communication information, such as the site-specific chemical inventory list and SDS locations.

The EH&S office provides instruction on GHS labeling and SDS information as part of the Hazard Communication Program training included as part of New Employee Orientation and upon request by individual departments.

MEDICAL EMERGENCIES

In the event that there is a chemical related medical emergency on campus, call 911.

NON-ROUTINE TASKS

The department head, supervisor, PI or designee shall provide any person required to perform a non-routine task with appropriate hazard communication training and sufficient time to review appropriate hazard information prior to initiation of the task. This information should include SDS's, labels, and any other appropriate hazard information. All tasks involving chemicals that are being used for the first time, or are only rarely used shall be considered non-routine tasks.

MEDICAL SURVEILLANCE

Medical surveillance is the process of using medical examinations, questionnaires and/or biological monitoring to determine potential changes in health as a result of exposure to hazardous chemicals or other hazards.

Medical surveillance is required of employees who are routinely exposed to certain hazards as part of their job description (e.g., animals) and may be offered to other employees based upon quantifiable or measured exposure. Individuals with questions regarding work-related medical surveillance are also encouraged to speak with their supervisor and/or contact EH&S at 521.6792 or 775.4772 for more information.

Note: All employees who work with or are exposed to animals must complete a *Medical History Questionnaire* annually. Medical surveillance may also be provided for employees requiring vaccinations or monitoring (e.g., TB testing, HPB Vaccination) or after potential exposures to hazards (e.g., needle sticks).

PUBLIC ACCESS DEFIBRILLATORS

The UNC Pembroke Public Access Defibrillation (PAD) Program provides for a more rapid response to sudden cardiac arrest for employees, students and visitors on campus. The program is designed to save lives through improved training, early administration of Cardio Pulmonary Resuscitation (CPR) and by making automated external defibrillators (AEDs) on campus available. The campus AEDs are intended to be used in conjunction with CPR to save the life of any individual who is suffering a sudden cardiac arrest.

SMOKING POLICY

North Carolina law enacted on July 01, 2007 allows all universities to regulate smoking at properties owned or leased by the state university. A majority of buildings on UNC Pembroke's campus have been smoke free for several years per the UNCP Smoking Policy (POL 04.26.06). This policy includes **state-owned vehicles** (including all golf carts, gators, etc.) and **all state-owned buildings** and their 100 foot perimeter as part of UNC Pembroke's non-smoking policy.

At UNC Pembroke, smoking is defined as the use or possession of any type of lighted tobacco products including, but not limited to, lighted cigarettes, lighted cigars, lighted cigarillos, lighted pipes, and lighted bidis. This policy also prohibits the use of electronic cigarettes/electronic vapor inhaling devices (e-cigs), and all other tobacco products within university buildings

SECURITY

The safety and security of students, faculty and staff is a primary concern at UNC Pembroke. All departments at the university engage in a continuing effort to keep our campus safe and secure. A truly safe campus can only be achieved through the cooperation of all members of the campus community.

UNIVERSITY POLICE

UNC Pembroke Police and Public Safety provide 24-hour-a-day patrol protection of the campus. UNCP police officers are vested with full law enforcement powers and

responsibilities, identical to the local police or sheriff departments. Officers are responsible for a full range of public safety services, including all crime reports, investigations, medical emergencies, fire emergencies, traffic accidents, enforcement of laws regulating underage drinking, the use of controlled substances, weapons and all other incidents requiring police assistance.

Additionally, officers routinely share information with appropriate university officials concerning incidents and conditions on campus so that appropriate action can be taken. When a criminal violation is charged, the matter is sent to the criminal courts just as if a crime had been committed in your community. Violations of university rules, regulations and policies that are not criminal violations are routinely reported to the appropriate university officials. Violations of university regulations which are also violations of criminal law may result in a charge against the violator the criminal courts and also action on the part of the university.

In such cases the action on the part of the university and the action of the criminal courts are independent and neither depends on the outcome of the other.

MOTORIST ASSISTANCE

Students, faculty, staff and/or visitors on campus who find themselves in need of emergency vehicle service should call Campus Police (910.521.6235) for assistance. Emergency supplies such air tank, jumper cables, gas can, a device for unlocking automobile doors, and assorted tools are available.

CAMPUS ESCORT SERVICE

Campus Police provides an escort service aimed at pedestrian safety on campus. The hours of operations are primarily from dusk until 12 a.m. (midnight), but escorts are available upon request from midnight until dawn. To obtain an escort, dial 910.521.6235.

EMERGENCY TELEPHONE SERVICE

Campus Police has a modern communications system which allows the campus population the ability to contact police officers directly 24 hours a day (910.521.6235). A telephone for emergency use only is located in the lobby of the police office. There are emergency call box telephones located at various sites on campus. These telephones are easily identifiable by the "Emergency" marking and blue strobe light mounted directly on top. To use these telephones, a caller must depress the call button and the telephone rings directly to the police.

LIVESAFE APP

Beginning in the fall 2016 semester, a free and newly-developed, downloadable mobile app was made available to all UNC Pembroke students, families, faculty, community

members, and staff. Since implementation, the LiveSafe App has greatly increased the ability for all users to easily contact Campus Police and Public Safety to report crimes, suspicious behavior, and safety hazards. In addition, Campus Police are able to easily send messages to all users or targeted users in the event of an emergency on campus with a feature called geo-fencing.

The LiveSafe App can be downloaded for free from the Google Play or the App Store. Additional information and answers to frequently asked questions can be found here.

CRIMINAL BEHAVIOR/SUSPICIOUS PERSON

Campus Police is staffed 24 hours a day for your assistance and protection. This service is provided seven days a week on a year-round basis.

QUICK RESPONSE

In-Progress Incidents

- Do not attempt to apprehend or interfere with the crime except in case of self-protection.
- Give your name and location and make sure the dispatcher understands that the incident IS IN PROGRESS.

REPORTING CRIMES IN PROGRESS

Call 6235. Provide the following information: (1) nature of the incident. Advise that the incident is in progress; (2) location; (3) description of suspect(s); (4) description of weapons; (5) description of property; (6) auto license of vehicle; (7) direction of travel upon escape; and (8) stay on the line with the dispatcher.

REPORTING CRIMES WHICH HAVE ALREADY OCCURRED

- All crimes should be reported.
- Call 6235. Do not touch anything that may relate to the crime.
- When Campus Police responds, provide a description of property and the names/descriptions of any suspects or witnesses.

CRIME PREVENTION

- Always lock your office, car and room door(s) when you leave (even if it's just for a few minutes).
- Avoid walking or jogging alone. Avoid poorly lit areas.
- Engrave your driver's license number on all valuables. Keep records of all credit

cards and property serial numbers. Campus Police will loan you an engraver.
- When walking at night to a parking lot, have your keys ready so that you can get into your car quickly and without attracting someone's attention. Be alert to your surroundings.
- Do not leave keys in your car or valuables in view. Lock all valuables, radios, cell phones, sporting equipment, camera, briefcase, luggage, etc), in the trunk.
- Call 6235 to request a ride from Campus Police. This is an "on-campus" service provided free of charge to all students.
- Never leave laptop computers, wallets, purses, book bags, etc. unsecured or unattended.
- Report all threats and suspicious activities or persons.

PERSONAL SAFETY TIPS

Do not let people into a locked building or office unless you work with them or they have been properly identified. This is especially important at all entranceways and elevators at residence halls. If the person insists, call the Campus Police at 521.6235.

Contact Campus Police at 521.6235 if you receive suspicious calls or see suspicious people roaming on campus.

Always keep the door locked when you are alone in your office or residence hall room.

Don't investigate a suspicious noise or person by yourself.

Keep a list of important emergency numbers with you.

Never walk alone at night. Always walk in groups and maintain an alert and confident manner, actively paying attention to your surroundings. Use the LiveSafe app.

Always choose the best-lit and most-traveled paths regardless of the time of day or night.

Be aware of obstacles and unsafe areas. A college campus is a busy area. Always cross streets at crosswalks. Obey signs and warnings about construction areas.

Remember that online safety is also vital. Be social media sites. Don't post your phone number or address, and be mindful of the possibility of online stalking. Report any suspicious contacts or incidents to the police.