

The cover features a solid orange background with a white border. Four dark blue squares are positioned at the top, bottom, left, and right midpoints of the white border. The text is centered within the border. At the top, there is a dark blue horizontal bar, and at the bottom, there is a white horizontal bar.

LANGSTON UNIVERSITY
SAFETY MANUAL

OFFICE OF HUMAN RESOURCES

LANGSTON UNIVERSITY

SAFETY POLICY STATEMENT

As a Langston University employee, you are a valuable asset to the school. The policy of Langston University is to provide a working environment free of uncontrolled hazards in support of its goal in providing a safe and healthy workplace. We want, and expect you to perform your job in a safe manner in response to the circumstances that may arise during the course of your employment.

INTRODUCTION

This manual contains safety policies developed to control the risks associated with school operations. It is impossible to write a rule for every potential work scenario, therefore, while many policies are detailed in this manual, others dealing with your specific job responsibilities may be given to you by your supervisor or their designee specific to the recognized job tasks at hand. This manual has been designed for a single purpose; to assist you in avoiding workplace injuries or illness.

If you have a suggestion that could reduce the potential for accidents in your workplace and make your place of employment even safer, please talk with your supervisor or supervisor designee. Remember that at Langston University accident prevention is a part of every employee's job.

Accidents are the result of unsafe conditions and/or unsafe acts or practices. Many accidents are caused by the use of unsafe equipment, using tools in an unsafe manner, or by neglecting to follow the safe methods of doing your job.

Please note that violations of school safety policies, or unsafe practices could result in severe and painful injury, as well as termination of employment as compliance with school safety policies is a condition of employment. Failure to follow either established school policies or supervisor's directions subject the employee to the school's disciplinary procedures.

Questions and requests for additional information relative to the contents of this manual should be directed to your immediate supervisor/manager/foreman or their designee.

SAFETY RESPONSIBILITY

1. PRESIDENT'S RESPONSIBILITIES

Every employee of Langston University is responsible for their own personal safety. This begins with school management and extends throughout the organization. The President, or his designee, is responsible for providing a safe work environment and adequate supervision of its operations. This includes, as applicable, the provision of tools and equipment, proper safety equipment/clothing, training and on-site direction. In addition, the President, or his designee, is responsible for implementing the following:

- a. Periodic inspections of school departments.
- b. Ensures prompt preventative and corrective action is taken on unsafe conditions/actions.
- c. Ensures that all accidents are investigated and reported.
- d. Review reports of accidents and ensures appropriate corrective actions are taken.

2. VICE PRESIDENT'S RESPONSIBILITIES

- a. Promotes safety awareness and demonstrate a proper safety attitude by example.
- b. Trains all employees in the safest way to do their jobs, and point out where hazards exist.
- c. Makes sure the necessary safety equipment and protective devices for each job are provided and properly used.
- d. Conducts frequent safety inspections of all work areas and operations in order to improve housekeeping and eliminate unsafe conditions while encouraging safe work methods.
- e. Takes prompt corrective action when unsafe conditions and unsafe actions are observed.
- f. Investigates and reports to the President all accidents and incidents involving school personnel and/or property.
- g. Reviews work change practices and newly purchased equipment for potential risks being introduced in to the operations.
- h. Informs employees regarding disciplinary policy for violations of safety policies and takes appropriate action when warranted.

3. EXEMPT EMPLOYEES RESPONSIBILITIES

- a. Follow school safety practices, policies, procedures and specific instructions.
- b. Report unsafe conditions and practices to your supervisor. Keep work areas clean and orderly at all times.
- c. Operate only equipment you have been authorized and instructed to safely use.
- d. Report all accidents/incidents immediately to your supervisor and complete an accident report as soon as possible.

4. NON EXEMPT EMPLOYEES RESPONSIBILITIES

- e. Follow school safety practices, policies, procedures and specific instructions.
- f. Report unsafe conditions and practices to your supervisor.
- g. Keep work areas clean and orderly at all times.
- h. Operate only equipment you have been authorized and instructed to safely use.
- i. Report all accidents/incidents immediately to your supervisor and complete an accident report as soon as possible.

WHAT TO DO IF AN ACCIDENT OCCURS

- a. All accidents/incidents, no matter how minor, shall be reported immediately to your supervisor. Prompt reporting will ensure proper treatment (if required) and a rapid correction of unsafe conditions or behavior causing or contributing to the accident.
- b. The supervisor will arrange for transportation and accompany the injured employee to the medical facility to facilitate paperwork and address questions by both the treating physician and injured/ill employee.
- c. The supervisor and employee must complete the school's accident report forms as soon as possible and route as directed.
- d. First aid and CPR shall be performed only by trained personnel.
- e. All employees will follow established Bloodborne Pathogens procedures.

EMERGENCY ACTION PLANS

Emergencies (fire, severe storms, bomb threats, etc.) require immediate action by all employees. The following emergency action plans have been developed by the President, or their designee responsible for monitoring and overseeing the evacuation/activities.

The President, or designee, for their respective areas will: direct actions of personnel; be familiar with the location of fire extinguishers; be aware of individuals who have first aid or CPR training; be aware of individuals that may need special assistance during building evacuation and make arrangements to assure their safety; familiarize employees with evacuation route; ensure their building area is clear and account for personnel after building evacuation.

1. Fire Evacuation

- a. When the fire alarm sounds, turn off all equipment and walk to the nearest exit out of the building.
- b. Assemble away from the building at the designated area(s).
- c. The President, or their designee, will account for all individuals from their areas. Employees will remain outside until the all clear is given.

2. Severe Storms – Tornadoes

In severe weather, you are safer in the building than in the open and, therefore, you should not leave the building during these events. If the need arises, move to the designated storm shelter in your work area.

3. Bomb Threats

While some bomb threats are hoaxes, each one must be treated seriously. The receiver of the bomb threat should attempt to obtain as much information as possible regarding the threat. The incident should be reported immediately to your principal. Evacuation procedures are the same as a fire evacuation

RECORDKEEPING

Documentation is a critical component of any effective safety effort. As such the following records will be developed and maintained in school files:

- a. Employee training records
- b. Certifications
- c. Accident/Incident reports
- d. Hazard identification and correction actions
- e. Signed acknowledgements
- f. Equipment inspection/certifications
- g. OSHA 300

DRUG POLICY

The school has a vital interest in maintaining a safe and efficient workplace for employees, students and the public at large. The use of alcohol, illegal drugs and/or performance impairing drugs can cause avoidable injuries to employees, damage to property and productivity losses. Drinking alcoholic beverages or possessing and/or using illegal substances during working hours is prohibited. Any employee reporting to work while under the influence of alcohol or illegal substances shall be subject to disciplinary action up to and including termination.

To ensure a safe and productive work environment, Langston University has chosen to implement a drug testing procedure that provides for post offer, post accident, random and reasonable suspicion drug testing of employees. *See Drug Policy*

VIOLENCE IN THE WORKPLACE

Violence in the workplace by students, visitors and/or co-workers is becoming more common. For this reason, it is the policy of Langston University that physical violence, or the threat of violence, even in a joking manner, is not appropriate at the school and may result in disciplinary action.

School employees are to report all violence or threats of violence to their supervisor at the earliest opportunity. Report the actual behavior or threats that were made, give the facts of where and when it happened, who witnessed it, and what was said.

Any employee who observes anyone with a weapon on the premises shall report the observation immediately to their principal at the earliest opportunity.

BIOLOGICAL EXPOSURE CONTROL PLAN

During the course and scope of your job you may come into contact with co-workers, students and/or members of the public who pose a risk of communicating blood and/or airborne diseases. For your protection, do not allow yourself to come into unprotected contact with blood or other body fluids. *See Blood/Airborne Pathogens Program*

ERGONOMICS

Depending on the physical demands of your job, changes in the physical layout or actual work procedures may be required to minimize your risk of cumulative trauma type injury. These changes can only come about as a result of your communication of any work related conditions that can be resolved through an ergonomic evaluation of your work area/practices. At that time, modifications will be made as appropriate with the understanding that you will support these changes.

Langston University has developed an ergonomics program to educate and train employees on the basic principles of ergonomics and proper body mechanics. This program includes written guidelines to address musculoskeletal injuries caused by exertions, repetitive motions or sustained postures. This would include back injuries, sprains, strains, carpal tunnel syndrome, or other cumulative trauma disorders. *See Ergonomic Program*

GENERAL POLICIES FOR ALL OPERATIONS

You should be familiar with and practice safe methods of doing your job. If in doubt, ask your supervisor!

Illness and/or extreme fatigue may affect your ability to perform your job safely. You are responsible for monitoring your personal physical condition and taking appropriate actions to ensure that you receive adequate rest and that any medications do not impact you job performance.

Horseplay of any kind is strictly forbidden and employees who willfully engage in horseplay are subject to the school's disciplinary procedures, up to, and including termination.

Clean and orderly work areas and equipment are a requirement for both accident and fire prevention. Take the time to keep your work area clear of unnecessary materials, tools and/or equipment.

All exits and stairways should be maintained clear and free of storage and other obstructions.

Only approved, grounded electrical extension cords shall be used and only when fixed electrical service is not available. All extension cords, when not in use, must be unplugged, coiled and stored in their designated locations.

Lifting shall be performed using proper lifting techniques to include the assistance of other personnel as necessary. When using lifting equipment (dolly, etc), the equipment will be checked for proper condition/operation prior to actual loading.

The use of personal music device (IPOD, MP3, radio) or other sound producing devices in the work area (to include vehicles) will be at the discretion of the immediate supervisor. At no time, however, will any device volume be in excess of 85 decibels.

Smoking is prohibited.

SLIP & FALL PREVENTION

Slips/falls can be caused by poor housekeeping, poor walking surface condition, foreign material on the walking surface, and wearing inappropriate footwear. In order to avoid slip/fall injuries, employees will practice good housekeeping and wear appropriate rubber soled, anti-slip footwear. (*see Housekeeping program*)

Electrical cords must be kept clear of the employee walk area and kept coiled and off of the floor when not in use.

Walking surfaces will be kept clean and dry, as well as in good condition. Damaged surfaces should be reported immediately and barricaded if warranted. Employees should also mop floors such that they back out of a room or area while mopping, rather than having to walk back across the wet floor. "Caution Wet Floor" signs will be used whenever mopping floors.

Walk, never run. Rushing is hazardous, especially when carrying hot foods, dishes, or glassware.

Wear anti slip, low heeled shoes, with closed toe and heel, and where appropriate, keep shoestrings tied.

Keep water, grease and food cleaned up from the floor.

Keep mops, brooms, boxes, and other articles from passageways so that co-workers will not tumble over them.

LADDERS

Only school supplied ladders and stools will be used during any work above the floor.

The ladder/stool will be inspected before use and any damage or questionable condition will be reported to your supervisor immediately.

Care as to the placement of the ladder/stool will be made as to not place the employee at risk of opening doors or other situations that will impact the employee's safe work above the floor level.

Use both hands when ascending or descending ladders and always face the ladder.

Do not climb higher than the 2nd step from the top of a step ladder. Do not climb straight ladders higher than the third step from the top. *See Ladder Safety Program*

EXTREME TEMPERATURE CONDITIONS

School operations may expose employees to temperature extremes in the workplace. These exposures may result in possible injury or illness and as such the company has developed procedures to address and control these situations. Employees are responsible for monitoring their own physical condition both on and off the job as it relates to their ability to tolerate these conditions. *See Temperature Extremes Program*

HAZARD COMMUNICATION

All potentially harmful products used by the school are to be evaluated and the risks associated with these products communicated to the affected employees prior to use and/or exposure to these products. Annual training on this subject will be provided with additional training as new products are introduced in the work area. *See Hazard Communication Program*

PERSONAL PROTECTIVE EQUIPMENT

Head Protection

Approved head protection (hard hats) must be worn when the work may result in a potential risk of injury to your head. Head protection must be worn as recommended by the manufacturer to include replacement by the stamped date. Employees are responsible for keeping track of, and maintaining this equipment in good condition. Caps or hats are recommended to be worn to insure protection from heat, cold, and/or wind during normal activities.

Hearing Protection

The school has implemented a Hearing Conservation Program to control the risks associated with high noise levels in the work area. Approved ear protection shall be worn under all work conditions that have been determined by the school to exceed acceptable noise levels. Hearing protection shall be provided by the school and employees are responsible for keeping track of, and maintaining the equipment in good condition. *See Hearing Conservation Program*

Respiratory Protection

The school has implemented a Respiratory Protection Program to control the risks associated with workplace exposure to dusts, vapors, fumes and/or other airborne particulate. Employees are responsible for keeping track of, and maintaining the equipment in good condition. *See Respiratory Protection Program*

Foot and Hand Protection

Shoes or boots suitable to the type of work and work area conditions shall be worn at all times. Slip resistant soles may be required in some operations. Safety-toed footwear will be required at all job site locations where a higher-level risk of foot injury exists. Open toe shoes are prohibited from all job site work areas.

Hand protection will be chosen based on the risk potential and utilized by the employee during the performance of their assigned work activities. However, in operations such as pedestal grinding or other situations where the glove may cause or contribute to an injury, other methods of hand protection shall be used. Consult your supervisor in regard to glove selection and use. All gloves required at a job site will be provided by the company.

Outerwear Protection

Regular work clothing will be cotton or other natural fiber. Shorts and tank top shirts are prohibited. Employees are responsible for keeping track of, and maintaining their clothing and any school provided gear in good condition or replaced as necessary. Contaminated clothing or gear will be removed and replaced when the contaminants pose a health or fire hazard.

MAINTENANCE OPERATIONS

HAND TOOLS

The school will provide the proper hand tools necessary to perform assigned repairs/maintenance of school equipment and/or property. These tools are to be maintained in proper condition and used for their intended purpose. Employees will immediately report any damage or loss of these tools to their supervisor.

Do not leave tools on overhead work areas or other areas where they pose a potential risk of injury where they may fall and strike someone working below.

Never leave tools lying around where they may be tripped over or interfere with other work in progress.

Do not carry an edged or pointed tool in pockets or belts unless the point or edge is protected.

PORTABLE POWER TOOLS

Do not attempt to operate any power tools without proper instruction and authorization.

Never use any portable power tools without checking for both proper safeguard operation, (e.g. grinder guards, weedeater guards) and electrical continuity. Questionable items should be inspected and tested by qualified personnel. Always report defects or minor shocks on any piece of equipment. Any electrical equipment or cord without a ground prong intact shall not be used.

Ground fault circuit interrupters (GFCIs) shall be used in all wet locations.

Electrical cords should be protected from damage by oil or wear and not left in aisles where they may be run over by trucks or other equipment or cause a tripping hazard. Never run an electrical cord through a doorway.

MOTOR VEHICLE OPERATION

In recognition of the high risks associated with motor vehicle operation, the school has implemented the following requirements:

- a. All employees who operate vehicles for this school must have a valid Oklahoma driver's license, operator, commercial or chauffeur's license as required for the equipment being operated.
- b. Only school employees are permitted to operate or ride in school owned equipment/vehicles
- c. Employees are required to obey all Oklahoma traffic regulations. Cost for violations of traffic laws are the responsibility of the employee. Employees convicted of two or more traffic moving violations within a 12-month period will not be allowed to operate school vehicles.
- d. Employees must report all vehicle accidents as required by city and state accident reporting procedures. Employees involved in vehicle collisions will report the incident to their supervisor or designee immediately after contacting the local law enforcement agency.

SAFETY POLICY/PROCEDURE ACKNOWLEDGEMENT

By my signature below, I acknowledge that:

1. I have received and read the school's safety policy/procedures and I have been given the opportunity to ask questions and have received clarification of any area of the policy/procedures that I questioned. I agree to abide by the provisions in the policy/procedures and I understand that failure to do so may result in disciplinary actions, up to and including, termination of my employment with the school.
2. I understand the potential hazards and physical requirements of these duties as well as the necessary precautions to control these hazards.
3. I have been informed and I understand that I am to report any accident and injury while performing the duties of my job to my immediate supervisor immediately, or if in their absence, the next available senior school representative. An Accident Investigation Report must be completed and signed immediately (as is reasonable under the injury circumstances) by me after my injury.
4. I have been informed and I understand that I am to immediately report any unsafe acts and/or conditions that I discover during the performance of my job duties.

Employee's Signature _____

Witness Signature _____

Printed Name _____

Dated: _____