

EMPLOYEE  
HEALTH AND SAFETY  
PROGRAMS  
AND  
RISK MANAGEMENT  
MANUAL  
ADDENDUM

FROSTBURG STATE UNIVERSITY  
OFFICE OF HUMAN RESOURCES  
SAFETY OFFICE

JULY 2005

**ADDENDUM  
TO THE FROSTBURG STATE UNIVERSITY  
EMPLOYEE SAFETY AND RISK MANAGEMENT MANUAL**

This *Employee Safety and Risk Management Manual Addendum* does not constitute an expressed or implied employment contract. Frostburg State University (FSU) reserves the right to unilaterally change any provision or requirement contained in this document at any time. However, changes will be made according to established procedures. Materials contained within are all or part of a larger and complete procedure, policy, guideline and standard. Copies of the initial *Employee Safety and Risk Management Manual* are available on request from the Office of Human Resources Safety Office at **x4897**.

The following workplace health and safety guidelines, standards, policies and procedures are hereby part of the initial *Employee Safety and Risk Management Manual*.

FSU personnel should be working only with the proper equipment and procedures for which they have been trained in order to accomplish their assigned daily tasks.

## INTRODUCTION

Safety is always high on the agenda at Frostburg State University and it is true that “an ounce of prevention is worth a pound of cure.”

This Addendum is designed to be a general introduction to safety matters not included in the initial *Employee Safety and Risk Management Manual*. It is written as a general guide for all employees. This Addendum does not address every conceivable situation, and for the most part avoids highly technical data. Nevertheless, the contents of this Addendum constitute the Occupational Safety and Health Administration (OSHA) and Maryland Occupational Safety and Health (MOSH) rules and regulations that employees are expected to follow.

Any employee having safety questions or concerns should consult with his or her immediate supervisor before doing anything that may place the employee at unreasonable risk. For further information and copies of any safety rule, policy, standard, procedure, regulation or guideline, please call the Office of Human Resources Safety Office at **x4897**.

Sincerely,

*Kathy Snyder*

Kathy Snyder  
Director of Human Resources

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## **EMPLOYEE ACCIDENT REPORTING PROCEDURES REVISED**

In the event of a medical emergency or employee injury on campus, immediately call the University Police at **x4222**. University Police Officers are certified as Maryland First Responders, a level below that of Emergency Medical Technicians. The University Police are in a position to respond quickly, render first aid and assess an injured employee's need for transportation to the Frostburg Medical Center for evaluation and treatment.

If a medical emergency or injury is so serious that the need for advanced medical care is obvious, immediately call the Allegany County Emergency Management Center at **911** for an ambulance. Direct contact in this circumstance will save precious time and may shorten the injured employee's period of discomfort.

An injured employee who is unable to drive on his/her own may be transported by their immediate supervisor or by the University Police from the place of injury on campus to the Frostburg Medical Center. The University Police will not provide transportation to any local hospital. (The sole exception is emergency commitment of a mental patient if there are sufficient resources present to do so.) If an injured employee chooses to go to a hospital, they must arrange for transportation or, in the event of serious injury, call an ambulance.

The University does not provide transportation from a medical facility back to campus or home. When completing the release process from the medical facility, the employee will acquire a medical evaluation concerning the injury. The employee must arrange for transportation back to work or home.

An injured employee may refuse to go to the Frostburg Medical Center for evaluation and treatment. The employee may choose to go directly to a local clinic or hospital, his or her own physician or other provider instead.

The Office of Human Resources should be notified immediately, or as soon as possible, at **x4398** when an injured employee is enroute to a medical facility. In the event of a medical emergency or employee injury occurring outside of normal office hours, the University Police will notify the Office of Human Resources on the morning following the event and forward a copy of the Police Incident Report.

The immediate supervisor will keep in touch with an injured employee during time away from work. The Injured Worker's Insurance Fund (IWIF) and the Office of Human Resources also will maintain contact with the injured employee.

An injured employee, or the employee's representative, must complete the IWIF Employee's Report of Injury and Authorization for Release of Medical Information forms. The injured employee's supervisor must complete a Supervisor's Accident Investigation form. Any witnesses to the injury must complete an Accident Witness Statement form. All completed forms must be sent to the Office of Human Resources within 48 hours after an alleged injury.

**FOLLOWING ARE THE IWIF FIRST REPORT OF INJURY FORMS TO BE COMPLETED AND SENT TO THE OFFICE OF HUMAN RESOURCES WITHIN 48 HOURS OF AN EMPLOYEE INJURY.** Contact the Office of Human Resources at **x4398** for additional copies.

# Accident Investigation FORMS

## How To Use These Important Tools

### Includes:

**Employee's Report  
of Injury Form**

**Accident Witness  
Statement Form**

**Supervisor's Accident  
Investigation Form**

*Forms may be copied  
as needed.*

### Need Help?

If you would like assistance in setting up supervisory training on how to use these forms, please contact your IWIF loss control consultant or call 410-494-2071.

Accident investigation forms/statements **should be filled out** by the **injured employee, supervisor or any witness** to the accident.



Train your supervisors to conduct the preliminary investigation as soon as possible.

**IMPORTANT** - Care must be taken to assure the investigation is fact finding, not fault finding. Obtaining signed statements as soon as possible following an accident insures that you, the employer, have an accurate account of how the injury occurred. These completed statements are important in helping to correct hazards and prevent the accident from recurring. They also help to spot possible third-party liability as well as possible fraudulent claims.

### After I have these forms completed - what do I do with them?

Hold on to them. When you call the COMPCall injury hotline to report the accident, advise the operator that these forms were completed or if you are planning to have the forms completed. Please keep the completed forms for future reference and inform the IWIF claims adjuster you have them if needed. These completed forms can be valuable information in the claims investigation of an injury and for building a case in the event of a workers comp hearing.

### What if my injured employee is physically unable to fill out the Employee's Report of Injury?

Use common sense and good judgement. If the injury is severe - remember, your employee's health and care are first and foremost. If possible, have the form filled out at a later, more appropriate time when the employee is physically able to document the accident.

### What if my employee refuses to fill out or sign an Employee's Report of Injury?

Of course, you cannot make an employee fill out the document. You can however stress the importance of getting "their" account of the accident to help prevent the injury from happening again. Also, still obtain the supervisor's report as well as any witness statements.

### What if my Employee has retained an attorney - Can I still ask the injured employee to fill out an Employee's Report of Injury?

Yes - you, the employer as part of your company's accident management plan, can still ask the employee to fill out the report form.



# IWIF Accident Witness Statement

(To be completed by accident witness)

Injured Employee's name: \_\_\_\_\_  
Last First Middle

Name of Witness: \_\_\_\_\_  
Last First Middle

Job title of Witness: \_\_\_\_\_ How long employed here? \_\_\_\_\_

Home address of witness: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Location of accident: \_\_\_\_\_  
Address/Name of building Area (bathroom, etc.)

Date of accident: \_\_\_\_\_ Time of accident: \_\_\_\_\_

Describe fully how accident occurred: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(continue on other side, if necessary)

Describe bodily injury sustained (be specific about body part(s) affected): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Recommendation on how to prevent this accident from recurring: \_\_\_\_\_

\_\_\_\_\_  
(continue on other side, if necessary)

Name of Supervisor: \_\_\_\_\_  
Last First Middle

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_

# IWIF Supervisor's Accident Investigation

(To be completed by the employee's supervisor or other responsible administrative official)

|   |                         |   |   |
|---|-------------------------|---|---|
| Location where accident occurred  |                         | Employer's Premises: Yes <input type="checkbox"/> No <input type="checkbox"/> | Date of accident or illness   |
|   |                         | Job site: Yes <input type="checkbox"/> No <input type="checkbox"/>            |   |
| Who was injured?  |                         | <input type="checkbox"/> Employee   | Time of accident a.m. <input type="checkbox"/>                        |
|   |                         | <input type="checkbox"/> Non-Employee   | p.m. <input type="checkbox"/>   |
| Length of time with firm  | Job title or occupation | Name of dept. normally assigned to  | How long has employee worked at job where injury or illness occurred? |
| What property was damaged?  |                         |   | Property owned by   |
| What was employee doing when injury/illness occurred? What machine or tool? What operation? |                         |   |   |
|   |                         |   |   |
| How did injury/illness occur? List all objects and substances involved.                     |                         |   |   |
|   |                         |   |   |
|   |                         |   |   |
| Part of body affected   |                         | Any prior physical defects? If so, what?                                      |   |
|   |                         | Yes <input type="checkbox"/> No <input type="checkbox"/>                      |   |
| Nature and extent of injury/illness and property damaged (be specific)                      |                         |   |   |
|   |                         |   |   |

**PLEASE INDICATE ALL OF THE FOLLOWING WHICH CONTRIBUTED TO THE INJURY OR ILLNESS**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Improper instruction          | <input type="checkbox"/> Failure to lockout            | <input type="checkbox"/> Unsafe arrangement or process |
| <input type="checkbox"/> Lack of training or skill     | <input type="checkbox"/> Unsafe position               | <input type="checkbox"/> Poor ventilation              |
| <input type="checkbox"/> Operating without authority   | <input type="checkbox"/> Improper dress                | <input type="checkbox"/> Improper guarding             |
| <input type="checkbox"/> Horseplay                     | <input type="checkbox"/> Improper protective equipment | <input type="checkbox"/> Improper maintenance          |
| <input type="checkbox"/> Physical or mental impairment | <input type="checkbox"/> Unsafe equipment              | <input type="checkbox"/> Inoperative safety device     |
| <input type="checkbox"/> Failure to secure             | <input type="checkbox"/> Poor housekeeping             | <input type="checkbox"/> Other _____                   |

Supervisor's corrective action to insure this type of accident does not reoccur: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was employee retrained in the appropriate use of Personal Protective Equipment/Proper safety procedures? Yes \_\_\_ No \_\_\_

Was employee cautioned for failure to use Personal Protective Equipment/Proper safety procedures? Yes \_\_\_ No \_\_\_

Supervisor's name \_\_\_\_\_ Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

## **PUBLIC ASSEMBLY OCCUPANCY**

According to the Maryland Fire Prevention Code, NFPA 101 Life Safety Code, public assembly occupancies include, but are not limited to, all buildings or portions of buildings used for gathering together **50 or more persons** for such purposes as deliberation, worship, dancing, entertainment, eating, drinking, amusement or awaiting transportation.

Public assembly events involve risk factors associated with having a large number of people in one location. The primary risk factors are the high occupant density, occupants who are unfamiliar with the building, and in some cases darkness. These risks can be managed through proper event planning and management.

Information on campus room capacities is available from the Office of Human Resources Safety Office at **x4897** or the Office of Conferences and Events at **x4020**. The type of assembly being held determines the capacity a room or portion of a building will allow. Be aware that the occupant load is the maximum capacity based on the net clear floor area. Stages and other obstructions, seating arrangements, and the use of tables and showcases will decrease capacity. The type of event and the activity is also a determining factor.

These figures give you an idea of the formula used to determine the capacity for a specific assembly area, activity and occupant load:

| <b>Use</b>                                | <b>Minimum area per person</b> |
|---|--------------------------------|
| Concentrated (concerts, dances, lectures) | 7 sq. ft.                      |
| Less concentrated (dining, exhibit rooms) | 15 sq. ft.                     |
| Fixed seats (lecture halls, auditoriums)  | Number of fixed seats          |
| Stage areas (persons on stage)            | 15 sq. ft.                     |

All exits must remain unobstructed and provide clear access to the outside at all times. Wires and cables are not to be placed in front of exits or on steps. All wires and cables on floors must be properly taped down or covered to avoid tripping hazards.

## **TENT SAFETY GUIDELINES**

The Office of Human Resources Safety Office may inspect any tent to determine compliance with the Maryland Fire Prevention Code, NFPA 101 Life Safety Code. Any violation(s) must be corrected prior to an event, or immediately if discovered during an event.

All tent fabric must be flame-resistant. A certificate or other proof of approval by a testing laboratory must be provided as evidence of the required fire resistance. The required certificate should be available from the tent supplier. A competent person must be responsible and willing to identify and understand the manufacturer's recommendations.

The area enclosed by a tent and at least 10 feet outside of such tent must be cleared of all flammable or combustible materials and unnecessary vegetation prior to erecting the tent. The premises must be kept free of flammable or combustible materials during the period for which the area is used. No hay, straw, shavings, sawdust or similar combustible materials are permitted within a tent unless they have been treated to be flame-retardant. A certificate or other proof of approval by a testing laboratory indicating that the material has been properly treated must be provided to the Office of Human Resources Safety Office prior to placing the material in the tent. The required certificate should be available from the material manufacturer or supplier.

The number of separate exits required for an enclosed tent is based on the floor area of the tent. The maximum number of occupants also is based on the square footage of the tent's floor. The occupant load will also give the number of exits required from the tent.

A tent exit must be at least 32 inches wide. Guide wires or ropes must not cross an exit at a height of less than seven feet. When a tent is placed near a fence or other obstruction, a clear exit path must be maintained to an area sufficiently away from the tent. Tent stakes must be railed off, capped or covered with yellow/orange or another bright color so they stand out.

Any tent that has sides attached and rolled up is capable of being closed and must meet the requirements for an enclosed tent, even if the tent is intended to remain open during the event.

One portable fire extinguisher (5-pound, dry chemical all purpose, ABC) must be furnished at each exit of an enclosed tent. The sponsor for the event using the tent is responsible for ensuring that fire extinguishers are provided. Arrangements for portable fire extinguishers may be made with the Office of Human Resources Safety Office at **x4897**. If cooking takes place inside a tent, a portable fire extinguisher shall be at the cooking site. Inform the Office of Human Resources Safety Office at **x4897** if open flames are to be used for food cooking and warming, since additional precautions must be used.

Tents also must meet most of the requirements for buildings. Assistance in using tent safety guidelines and meeting the requirements is available from the Office of Human Resources Safety Office at **x4897**.

## **FIRE EMERGENCY PROCEDURES**

A fire emergency exists when an uncontrolled fire or imminent fire hazard occurs in any building or area on the campus. A fire emergency also exists when there is spontaneous or abnormal heating of any material, an uncontrolled release of combustible or toxic gases (e.g., natural or propane or other material) or a flammable liquid spill. Upon discovery of evidence of a fire emergency, an employee shall abide by the following emergency actions.

Activate the fire alarm if the building is equipped with a manual fire alarm system. In a building without a fire alarm system, shout a warning and knock on doors. The occupants must be alerted to the fire emergency so that a safe and orderly evacuation can occur. If time allows, shut off any machinery and/or equipment that produces heat.

It is the responsibility of every employee and student to immediately evacuate a University building when the fire alarm system is activated or a fire emergency exists. Instructors shall dismiss students and supervisors shall direct employees and any visitors to the nearest safe exit. Please assist any individual who may need help in evacuating a building. Anyone who cannot be evacuated shall be taken to a safe area (such as an enclosed stairway) until the University Police and/or Fire Emergency Personnel arrive and can be directed to that location.

When out of the building call the University Police at **x4222** to report the fire emergency. Give the dispatcher as much information as possible including your name, the building, floor, and room number and any other specifics about the area. Remember that a phone call must be made to the University Police. **BUILDING FIRE ALARM SYSTEMS DO NOT NOTIFY THE FIRE DEPARTMENT.** When the University Police arrive, give them as much information as possible about the fire emergency.

After evacuating, stand clear of the building and the roadway. Follow any directions given by the University Police or Fire Emergency Personnel, and do not re-enter the building without permission. The University Police or Fire Emergency Personnel shall give the "all clear" when the building is safe to enter.

ALL ACTIVATED FIRE ALARMS, EVEN IF AN EXTINGUISHED FIRE OR AN ALARM SUSPECTED TO BE FALSE OR ACCIDENTAL, MUST BE REPORTED TO THE UNIVERSITY POLICE AT **x4222** AND ALL OCCUPANTS MUST EVACUATE THE BUILDING.

A copy of the Faculty and Staff Fire Evacuation Procedures is available from the Office of Human Resources Safety Office at **x4897**.

## **FIRE PREVENTION AND SAFETY GUIDELINES**

Fire prevention is the responsibility of every employee. Test smoke detectors, both battery-operated and hard wired, in your immediate area. Replace batteries when you hear the detector beeping every few seconds. Do not cover the detector with any type of material. For additional information contact the Office of Human Resources Safety Office at **x4897**.

Open flames (candles) are not allowed in student rooms, office areas, classrooms or anywhere else on campus without special permission from the Office of Human Resources Safety Office. When permitted, candles must be kept in glass containers and away from combustible materials such as drapes, window shades, paper products, napkins and paper table covers. Do not leave candles burning when you leave a room.

Cooking fires (outdoor grills and pits) do not require special permission, but must be located at least 15 feet from buildings and vehicles and positioned so that smoke does not enter buildings.

Indoor pyrotechnics and outdoor fireworks require a Public Display of Fireworks Permit issued by the Office of the State Fire Marshal. The event sponsor must apply for a permit by calling the Office of Human Resources Safety Office at **x4897** and providing the event date and time, location, type of fireworks, number of persons attending and method of payment. Application fee is currently \$50 (check payable to State of Maryland). The Office of Human Resources Safety Office will contact the Office of the State Fire Marshal and arrange a site visit. The Office of the State Fire Marshal must receive the application for permit at least 20 days before the event.

Fog machine usage during a performance, dance, recital or other public assembly may activate smoke detectors and/or obscure exits. The Office of Human Resources Safety Office and the person in charge of the event must evaluate areas where fog machines are to be used. Fog machines shall not be used without an assigned and responsible person watching the operations of the machine from start to finish of the activity. Contact the Office of Human Resources Safety Office at **x4897** for a review of activity and location of fog machines.

Most campus buildings are equipped with fire alarms, smoke detectors and heat detectors. Every campus building has exits sufficient to permit the prompt and safe evacuation of occupants in case of a fire or other emergency. Visible, illuminated EXIT signs mark exits. Keep exit doors and signs clear of obstructions. Enclosed stairways provide safe passage to the outside in the event of an emergency. Keep stairway doors closed to prevent the spread of fire and smoke, and keep stairwells clear of storage. Keep life safety equipment free of obstructions.

## **ACCIDENT PREVENTION GUIDELINES**

### **Unsafe Acts + Unsafe Conditions = Accidents and Employee Injuries**

Please read the following and ask if any pertain to you:

- **Unsafe Acts:** Improper lifting; taking shortcuts; using the wrong tool or equipment; improper operation of equipment and machinery; climbing a storage rack; standing on

furniture to reach above your head; failure to use eye protection; standing on the top rung of a ladder; not wearing proper protective clothes or equipment.

- **Unsafe Conditions:** Poor housekeeping; lack of equipment guards; poor maintenance of equipment and hand tools; improper material storage and handling; slip, trip and fall hazards; spills on floors not cleaned up; wet feet on tile or wooden floors.

Preventing accidents and employee injuries is an individual responsibility. No one wants to be involved in an accident or part of the cause that led to an injury. All of us must strive for a safe campus where we can work, teach and learn.

### **CRISIS INTERVENTION PLAN**

Frostburg State University is committed to providing an educational climate conducive to the personal and professional development of individuals. With approximately 5,000 students, FSU realizes that crises, or critical incidents, will occur and that these crises can have a significant impact on the University community. Such critical incidents will require an effective and timely response.

Goals of the Crisis Intervention Plan are as follows:

- To respond to crises involving students and to provide for the safety and security needs of the University community.
- To offer counseling, guidance and support to members of the University community, their families and University caregivers.
- To use the crisis as a teaching moment to enhance the quality of life for University individuals touched by the incident.
- To review and revise the Crisis Intervention Plan every three years or as required.

During a response to a crisis, confidential information may be given by several sources and will require thought by an on-site response team member concerning who else should be given this information. Information that has not been officially released may be given to a team member for that team member's use only. Information should not be shared with others until an official decision is made as to what information will be released and to whom.

As a University representative, a response team member is legally responsible to report any confidential information in which there is a potential threat to safety or security (acts such as suicide, rape or other violence) to the Coordinator of the Crisis Intervention Plan at **x4311**.

Call the Student Development Office at **x4311** for more details on the Crisis Intervention Plan.

### **WORKPLACE VIOLENCE POLICY**

Frostburg State University is committed to maintaining a work environment that is as free as possible from acts or threats of violence or intimidation. The safety and security of FSU employees, students and visitors are of vital importance.

Violent or threatening behavior directed at employees, students, visitors, oneself or property will not be tolerated. This policy applies to any acts of violence or threats made on FSU property, at FSU events or under other circumstances that may negatively affect FSU's ability to conduct business. Included in this prohibition are such acts or threats of violence whether made directly

or indirectly, by words, gestures or symbols that infringe on the University's right or obligation to provide a safe workplace for its employees, students and visitors.

For the purposes of this policy, the workplace and University premises are defined as follows:

- The physical premises of Frostburg State University in Frostburg, Maryland, as well as any other premises owned or controlled by Frostburg State University, including the University System of Maryland at Hagerstown;
- Other properties rented or leased by Frostburg State University;
- Motor vehicles owned or leased by Frostburg State University;
- Locations to which an employee is assigned in the performance of duties; e.g., a field work site or an athletic venue at another institution;
- Locations in which a student is present at a University-sponsored event or activity; e.g., a field trip, a study-abroad program or an athletic venue at another institution; and
- Extensions of the physical workplace in the case of incidents that begin on campus and proceed off-premises; e.g., stalking.

FSU defines violence as follows and prohibits these behaviors:

- The use of physical force with the intent to commit harm.
- Acts or threats in any manner or form which are intended to intimidate, coerce or cause fear of harm.
- Acts or threats of violence made directly or indirectly by words, gestures or symbols.
- Property crimes that would reasonably be anticipated to have the effect of intimidating or causing fear of harm.

Employees and visitors may not possess, carry or store firearms, edged weapons, martial arts weapons or blunt force weapons on University property, to include privately owned vehicles parked on University grounds. Students may possess weapons only as provided in FSU policies found in the *Pathfinder* and *Residence Hall Handbook*. This restriction shall not apply to University-issued weapons carried by Police Officers in the performance of their duties, tools used by employees in the performance of work duties, weapons used for educational, demonstration or theatrical purposes as part of the University curriculum, or otherwise legal items such as a small pocketknife carried with no intent of injuring, threatening or intimidating others.

To help prevent workplace violence, the Office of Human Resources ensures that reference checks of prospective employees are conducted. A criminal background check is conducted for candidates to whom an offer of employment is extended. In certain circumstances and with cause, the Office of Human Resources will conduct a criminal background check of an employee thought to pose a threat of violence. Workplace violence training shall be offered through the Office of Human Resources.

Any member of the University community who observes behavior in violation of the Workplace Violence Policy, or that could reasonably be interpreted as a precursor to an act of violence or intimidation, shall make an immediate report to the University Police at **x4222**. In cases of imminent danger, the University Police will intervene. When time and circumstances permit, the supervisor of the employee-victim and/or employee-perpetrator, the Director of Human Resources and the Chief of University Police will make a threat assessment and report to the Vice President for Administration and Finance.

A post-incident team consisting of the Director of Media Relations, the Chief of University Police, the Director of Human Resources and the Director of Counseling Services shall ensure that proper attention is given to medical, law enforcement, counseling, employment and public relations issues. If a student is involved, the post-incident team shall include a senior

representative of the Student and Educational Services Office (see also the Crisis Intervention Plan).

The Chief of University Police will prepare a workplace violence report on or about January 1 of each year. The report will enumerate the number of workplace violence incidents in the previous year and make recommendations as appropriate.

Violation of the Workplace Violence Policy by any employee will result in disciplinary action that may lead to termination of employment and/or criminal prosecution. Violations by students will result in University judicial action and/or criminal prosecution. Violations by groups or individuals who are neither employees nor students will result in restriction from University property and/or criminal prosecution.

### **ELECTRICAL SAFETY AND RELATED REQUIREMENTS**

OSHA Standard 29, Code of Federal Register (CFR) 1910, Subpart S, Section 1910.301 to 1910.399 educates, guides and instructs the electrical worker who will install, repair and maintain electrical systems, equipment and machinery in the workplace.

All work completed on electrical wiring and equipment must comply with the following: National Electrical Code (NEC), NFPA 70E, 29 CFR 1910.147, Control of Hazardous Energy, 29 CFR 1910.151, Special Industrial (High Voltage Electricity), 29 CFR 1910.331, Scope, 29 CFR 1910.332, Training, 29 CFR 1910.333, Selection and Use of Work Practices, 29 CFR 1910.334, Use of Equipment, 29 CFR 1910.335, Safeguards for Personal Protection.

Electricity is one of the most commonly encountered hazards in any facility. OSHA regulation 1910.333 specifies that safety-related work practices shall be employed to prevent electric shock or other injury resulting from direct or indirect electrical contacts when work is performed near or on equipment or circuits that are or may be energized. Specific safety-related work practices shall be consistent with the nature and extent of the associated electrical hazards.

When performing work on electrical systems, equipment and machinery, the worker will comply with OSHA Standard 1910.137, Electrical Protective Equipment; e.g., insulating blankets, matting, covers, line hose, gloves, sleeves, headgear, foot protection and related protective equipment. A complete copy of the Standard can be acquired from the Office of Human Resources Safety Office at **x4897**.

Power tools and appliances must be free of cracks, fraying, heat damage and insulation damage. Electrical controls, disconnect switches and transformers must not be blocked in a manner that will impede access to the devices. The regulations require a minimum of three feet of clearance. All equipment must have grounded three-prong plugs. Live parts to which an employee may be exposed shall be de-energized before the employee works on or near them, unless the employer can demonstrate that de-energizing introduces additional or increased hazards or is infeasible due to equipment design or operational limitations. Live parts that operate at less than 50 volts to ground need not be de-energized if there will be no increased exposure to electrical burns or to explosion due to electric arcs.

### **EXPOSURE CONTROL PLAN (REVISION OF THE BLOODBORNE PATHOGENS STANDARD)**

The FSU Exposure Control Plan is in compliance with the OSHA revision of the existing Bloodborne Pathogens Standard 29 CFR 1910.1030 to protect employees in assigned tasks where body fluids may be involved. The Exposure Control Plan specifically protects the positions of Plumber; Housekeeper; Groundskeeper; Registered Nurse; Nurse Practitioner; Physician;

University Police Officer I, II, III, IV, Chief; Garbage Collector; Auto Mechanic; Vehicle Operator; Children's Center Director and Assistant Director; Athletic Equipment Specialist; Athletic Trainer and Rehabilitation Coordinator. For a complete copy of the OSHA standard and the Exposure Control Plan, call the Office of Human Resources Safety Office at **x4897**.

### **PROPER USE OF PERSONAL PROTECTIVE CLOTHING**

Personal protective clothing consists of many different types, including aprons, arm and hand protection, vests, jackets, coveralls, full body suits and leggings.

Refer to the manufacturer's selection guides for the effectiveness of specific materials in specific circumstances. Duck, a closely woven cotton fabric, is good for light-duty protective clothing and can protect against cuts and bruises on jobs where employees handle heavy, sharp or rough material. Wool and specially treated cotton are two natural fibers that are fire-resistant and comfortable since they adapt well to changing workplace temperatures. A heat-resistant material, such as leather, often is used to protect against dry heat and flame. Rubber and rubberized fabric, neoprene, and plastics protect against some acids and chemicals. High voltage electricians use rubber type insulated protective clothing.

Personal protective clothing should not be used as a substitute for engineering, work practices and/or administrative controls. Personal protective equipment should be used in conjunction with these controls to provide for employee safety and health at a higher level in the workplace.

For complete copies of OSHA Standards 29 CFR, 1926.133, 134, 100 and 101 and OSHA Standards 29 CFR, 191.132 and 1910.138, call the Office of Human Resources Safety Office at **x4897**.

### **COMMERCIAL DRIVER'S LICENSE (CDL) REQUIREMENTS**

The Federal Motor Carrier Safety Regulations (FMCSR) deal with commercial motor vehicle safety regulations relative to the movement of interstate commerce. The State of Maryland has adopted several portions of the FMCSR including those pertaining to the movement and control of hazardous materials, Commercial Driver's License (CDL) qualifications, and Hours-of-Service (HOS) to name a few. More specifics on the regulations adopted by Maryland are found in the State Highway Maryland Motor Carrier Handbook.

The Maryland Motor Carrier Portal is a one-stop shop for motor carriers, commercial motor vehicles and commercial driver's license information. The Portal provides access to agencies, both regulatory and enforcement, needed by commercial motor carriers and commercial drivers in Maryland. You can access the Portal online by going to [www.marylandtransportation.com](http://www.marylandtransportation.com) and clicking on **Maryland Motor Carrier Program** on the left side of the page.

### **ALCOHOL AND DRUG TESTING REGULATIONS**

The U.S. Department of Transportation (DoT) Federal Motor Carrier Safety Administration (FMCSA) has adopted controlled substance and alcohol testing requirements for drivers who are required to have a Commercial Driver's License (CDL). This is an extension of the previous rule and covers both interstate and intrastate truck and motor coach operations, including those operated by state governments. The regulations require urine specimens to be tested for cocaine, opiates, marijuana, amphetamines and phencyclidine (PCP).

For a copy of the specific guidelines on the Maryland Motor Carrier Handbook pertaining to Commercial Driver's Licenses, the U.S. Department of Transportation Federal Highway

Administration Commercial Driver's License, Interpretations and Guidance, or the State of Maryland Motor Vehicle Administration, Maryland Commercial Driver's License Manual, call the Office of Human Resources Safety Office at **x4897**.

### **HAND AND POWER TOOL SAFETY GUIDELINES**

Hand and power tools enable employees to apply additional force and energy to accomplish a task, improving efficiency and making better products. Disabilities that can result from misuse of tools or using damaged tools include loss of vision; puncture wounds from flying chips; severed fingers, tendons, and arteries; broken bones; contusions; infections from puncture wounds; and ergonomic stress.

Applicable OSHA Standards 29 CFR 1910.241, Definitions, 29 CFR 1910.242, Hand and Portable Powered Tools and Equipment, 29 CFR 1910.243, Guarding of Portable Powered Tools, 29 CFR 1910.244, Other Portable Tools and Equipment.

Before using a tool, inspect it to determine that all moving parts are operable and that the tool is clean. Any tool that is malfunctioning shall be immediately removed from service. Tools shall be inspected at regular intervals and repaired in accordance with the manufacturer's specifications.

Employees shall be trained in the safe and proper use of the tools assigned to complete daily tasks. Use the right tool for the job and keep it in a clean and safe place.

### **SKYLIGHTS AND RELATED HAZARDS**

A worker faces serious hazards when working on a roof that has a skylight. OSHA Standards 29 CFR, Part 1910.23(e) (8) and 29 CFR, Part 1910.23(a) (4) explain requirements for skylight screens. In 1989, the National Institute for Occupational Safety and Health (NIOSH) published *Preventing Worker Deaths and Injuries from Falls through Skylights and Room Openings* (NIOSH No. 90-100). This safety note states the following recommendations:

- Employers should ensure that employees working near roof openings or skylights are trained to recognize the hazards.
- Manufacturers should affix conspicuous decals warning against stepping or sitting on a skylight.
- Employers should consider installing dome-shaped metal grillwork over skylights.
- Manufacturers should ensure that skylights are strong enough to support the weight of at least a 300-pound live load.
- Railings or screens to guard skylights and other openings in roofs must be installed before roofing work begins and remain in place until the work is completed.

Making these recommendations part of employee safety guidelines for working on roofs will prevent injuries and fatalities.

## **ERGONOMICS/MUSCULOSKELETAL DISORDER (MSD) STANDARDS**

The purpose of the OSHA 29 CFR 1910.900 Ergonomics Program Standard is to reduce the number and severity of musculoskeletal disorders (MSD's) caused by exposure to the following risk factors in the workplace:

- **Repetition.** Doing the same motions over and over again places stress on muscles and tendons. The severity of risk depends on how often the action is repeated, the speed of the movement, the number of muscles involved and the required force.
- **Forceful Exertions.** Force is the amount of physical effort required to perform a task (such as heavy lifting) or to maintain control of equipment or tools. The amount of force depends on the type of grip, the weight of an object, body posture, the type of activity and the duration of the task.
- **Awkward Postures.** Placing the body in an awkward position can cause stress and injury to muscles and tendons. Awkward postures include repeated or prolonged reaching, twisting, bending, kneeling, squatting, working overhead with hands or arms and holding fixed positions.
- **Contact Stress.** Pressing the body against a hard or sharp edge can result in too much pressure on nerves, tendons and blood vessels. For example, using the palm of the hand as a hammer can increase the risk of suffering an MSD.
- **Vibrations.** Operating vibrating tools such as sanders, grinders, chippers, routers, drills, vacuum sweepers, buffers, mixers, jack hammers, augers and other related saws and power tools can lead to nerve damage.

Ergonomics is the science of fitting jobs to the people who work in them. The goal of an ergonomics program is to reduce work-related MSD's developed by workers when major parts of their jobs involve reaching, bending over, lifting heavy objects, using continuous force, working with vibrating equipment and doing repetitive motion tasks for long periods of time. For more information on ergonomics call the Office of Human Resources Safety Office at **x4897**.

## **VAN DRIVERS' SAFETY TRAINING PROCEDURES**

U.S. Department of Transportation, National Highway Traffic Safety Administration research has shown that loading a 15-passenger van shifts the center of gravity rearward and upward, increasing the likelihood of rollover and the potential for loss of control in panic maneuvers. Due to these increased risks, the National Highway Traffic Safety Administration recommends that federal, state and county agencies that use 15-passenger vans establish a training course for drivers and reduce the maximum load of a van to 10 passengers only.

Following are FSU's general operational rules for 15-passenger vans:

- Only trained and certified drivers are permitted to operate these vans. Van operators must possess a valid driver's license appropriate for the vehicle being driven.
- Students must have two years of driving experience and a clean driving record.
- Faculty and staff must comply with the University System of Maryland policy.
- Potential van drivers must successfully complete a van drivers' safety training session conducted by the Office of Human Resources Safety Office to become aware of their responsibility when operating a 15-passenger van. Possession of a Commercial Driver's License (CDL) exempts a driver from the training.

Drivers are responsible for inspecting the vehicle prior to leaving the University Police parking lot.

- Vans are limited to no more than 10 passengers, including the driver.

- Check signals, flashers, headlights and interior lights.
- All equipment and luggage carried shall be secured in a safe manner.
- Trailers and roof-mounted loads are prohibited.

There must be a suitable number of drivers for the trip, based on the distance being driven.

- No driver shall drive for more than four hours at a time without a rest or meal break.
- Relief drivers must meet the same qualifications as the initial driver.
- Trip planning must include a rest period from 12:00 midnight to 6:00 a.m. Driving through the night is prohibited.

All passengers shall adhere to the following rules:

- Wear seat belts at all times while traveling. Use only seats equipped with seat belts.
- No alcohol, drugs or lighted tobacco products are allowed in vehicles.

Other safety considerations:

- Vehicle headlights shall be on when driving.
- Drivers shall not drive a vehicle that is not operating properly.
- Drivers must obey all traffic regulations, including posted speed limits.
- Travel shall be curtailed during hazardous weather conditions (including, but not limited to, fog, heavy rain, ice, snow and wind).

The Office of Human Resources Safety Office conducts van drivers' safety training sessions regularly and will consider specially scheduled sessions. Call **x4897** for training schedules.

### **ENVIRONMENTAL STATEMENT**

Frostburg State University's first priority is the health and well being of its employees and students. Compliance with standards from the Federal Environmental Protection Agency and the Maryland Department of Environment is crucial. A healthier and cleaner environment is not the responsibility of one person, department or division. Maintaining a balance with the environment is the responsibility of each FSU employee and student.

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**IT IS THE RESPONSIBILITY OF EVERY  
FROSTBURG STATE UNIVERSITY EMPLOYEE  
TO STRIVE FOR AND ACCOMPLISH A  
SAFE AND HEALTHY CAMPUS ENVIRONMENT  
AND TO HAVE AN ACCIDENT-FREE  
WORKPLACE FOR TEACHING,  
LEARNING AND WORKING,  
AND FOR COMMUNITY ACTIVITIES.**

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|--------------------------|--------------|
| <b>SAFETY OFFICE</b>     | <b>x4897</b> |
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| <b>EMERGENCY</b>         | <b>x4222</b> |