

PN 3.060

EMPLOYEE HEALTH AND SAFETY TRAINING

Frostburg State University will provide appropriate education and training to its employees to give them the necessary information to perform their duties in a safe manner.

Employees may request education and training programs related to health and safety issues by contacting the Health and Safety Committee, either in writing or through a committee member.

The Human Resources Office will include safety training that has general application in its staff development and training schedule. Appropriate safety literature will be included in each new employee's orientation packet.

The Office of Human Resources will conduct a monthly safety training session that is designed for the safety concerns of Physical Plant Personnel.

Driver Improvement Training will be presented by the Public Safety Department at a level consistent with UMS or other public policy.

The Residence Life Office will train student employees in safety matters, especially fire safety and crisis resolution.

Training records will include training date, topics covered and the names of employees in attendance.

If appropriate, supervisors may require employees to demonstrate the procedures taught. Supervisors may refer employees for additional training when necessary.

Health and safety training will be evaluated in accordance with Risk Management Evaluation Program procedures.

(Executive Order)

PN 3.061

MEDICAL/HEALTH MANAGEMENT SERVICES

Frostburg State University will establish medical and health services to help assure that employees incapacitated by work related illnesses and injuries are able to safely return to work as quickly as possible.

The university will contract with a medical provider for initial evaluation of workplace injuries. The medical provider will also offer treatment to the injured employee.

Light or modified duty work assignments and activities will be used to bring injured employees back to work before they are medically certified to assume their usual job responsibilities. Light or modified duty assignments will be made under the authority of, and consistent with, University of Maryland System policy.

When time loss exceeds reasonable expectation or there is reasonable cause to believe the employee is misusing leave or worker's compensation benefits, a second medical opinion by a physician selected by Frostburg State University or the Injured Worker's Insurance Fund will be required.

Supervisors will maintain contact with the injured employee to demonstrate the university's sincere interest in the employee's recovery needs. Such contact will be made at least once per pay period.

Medical monitoring will be provided for Level II Asbestos Workers according to the schedule set by the Maryland Asbestos Program. Medical monitoring will also be provided as specified in the Frostburg State University Chemical Hygiene Plan and Bloodborne Pathogen Plan.

(Executive Order)

PN 3.062

FIRE/SAFETY/HEALTH PROCEDURAL INFORMATION

The primary document for conveying fire, safety and health procedures is the publication, Employee Safety Programs at Frostburg State University. A copy of this publication shall be revised and re-issued to every employee on a two year cycle. The most current version will be issued to every new employee within ten days of initial employment. Until revised versions are distributed, the Department of Public Safety will announce changes to procedures or new regulatory requirements in State Lines and supplemental safety bulletins.

Fire alarm procedures are included in the employee safety manual and the residence hall guide. They are also sent as an individual mailer at the start of each academic year.

Laboratory safety procedures are separately described in the Frostburg State University chemical hygiene plan.

Procedures for those with potential occupational exposure to blood or other human bodily fluids are described in the Frostburg State University blood borne pathogen plan.

Additional procedures may be developed and promulgated as needs or regulations dictate. Current procedures are subject to revision as specified by regulation, or upon the recommendation of the Health and Safety Committee and/or the Public Safety Department.

(Executive Order)