

**EMPLOYEE SAFETY TRAINING  
2007**

Please print

Name \_\_\_\_\_ Title \_\_\_\_\_

Department \_\_\_\_\_

**1. Accident Reporting** - Report any incident/accident to your supervisor and complete an Occurrence Report. The Student Health Center is available for triage during their normal work hours.

**2. Bloodborne Pathogens/Universal Precautions** - Blood and body fluids are to be considered infectious. Pathogenic microorganisms may be transferred through blood and other body fluids. Exposure control includes gloves, keeping cuts or broken skin covered, frequent hand washing, and specific containers for sharps. **Biohazard Labeling** - Fluorescent orange and orange-red with lettering and symbols, red bags or containers signify potentially infectious materials

**3. Driving Safety** - Totally familiarize yourself with the University vehicle you are driving. A copy of your driver's license will be sent to the Business Office. Only licensed drivers are to drive utility vehicles (golf carts). The Safe Operation of Utility Carts video is available through the Environmental Health & Safety Office.

**4. Electrical Safety** - The primary hazards associated with electricity and its use are shock, burns, ARC blasts, explosions and fires. Use ground fault interrupters in areas that are damp; garages, utility rooms, bathrooms, and the outdoors. The use of extension cords is limited to temporary use only per Ohio Fire Codes. Never use extension cords instead of permanent wiring. Take time to request electrical repairs and changes via work order addressed to the Physical Plant.

**5. Emergency Procedures** - Emergency numbers should be posted. Know the location of the nearest phone and the instructions for each type of emergency that could occur. AU Emergency Operations Plan (PDF) <http://eagleweb.ashland.edu>. **Fire Alarm** - Exit building immediately to location pre-determined by your department.

**6. Environmental Health & Safety (EH&S)** faculty and staff information pages can be found on the following Eagle web site:

<http://www3.ashland.edu/services/environmental/index.htm>

**7. First Aid Supplies** - First aid supplies are available for minor first aid needs. Large and small kits are provided about campus in all work areas. Larger kits are maintained by a service. Supplies to replenish small kits can be requisitioned through the Bookstore. First aid/CPR certifications are offered to employees.

**8. Hazard Communication (Right to Know) Program**

Job duties may have potential physical and/or chemical hazards. Written operational procedures to safeguard employees should be reviewed and followed. The Occupational Safety and Health Administration (OSHA) is the Federal enforcement agency that identifies workplace hazards and requires employers to provide information, training, and protection to their employees.

**9. Hearing Conservation** - Continued higher noise levels cause hearing loss. Hearing protection will be supplied to employees. Hearing exams are offered cost-free to employees through Samaritan Hospital.

**10. Hot Work Procedure** - Before hot work such as welding, brazing, flame cutting, hot riveting, soldering and other activities that produce sparks or use flame is performed; a pre-work evaluation, work site inspection, and fire protection evaluation must be performed.

**11. Ladder Safety** - Inspect ladders prior to use for defects. Ladders must have safety feet and be appropriate for the specific job at hand. Never stand on the top of the ladder. Always face the ladder when climbing.

**12. Material Safety Data Sheet**

A material safety data sheet (MSDS) is a form containing data regarding the properties of a particular substance. The MSDS is required to state the chemical's risks, safety and impact on the environment. Know the location of departmental MSDSs.

**13. Personal Protective Equipment PPE** - PPE must be worn to protect against physical and/or chemical hazards and include safety glasses or goggles, hearing protection, gloves, and safety shoes. Ashland University has a non-slip safety shoe reimbursement program for employees whose job duties include walking on wet floors. AU also has a prescription safety eyewear program for employees whose job duties include safety glasses. Call the Environmental Office for more details.

**14. Recycling** - The Recycling Department encourages everyone to recycle paper, cardboard, glass, aluminum, electronics, furniture, etc. Your effort can help save valuable resources and landfill space.

**15. Respiratory Protection** - The preferred course is to reduce or eliminate the level of contamination. If this is not possible, a respirator may be needed. Prior to wearing a respirator, employees must pass a respiratory evaluation. Respirator selection is based upon the physical and chemical properties of the air contaminants and concentration level likely to be encountered by the employee. Employees must be trained in care and use of respirators prior to use.

**16. Workplace Violence** - Workplace violence is violence or the threat of violence against workers. It can occur at or outside the workplace and can range from threats and verbal abuse to physical assaults and homicide. Report violence or threats of violence to your supervisor.

**Your signature and date documents that information on the above topics has been relayed to you and that the information pages have been read and understood.**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_