

EMERGENCY EVACUATION AND FIRE SAFETY

All units should have written emergency response plans – **Be sure to check with your supervisor on the procedures you need to follow should an emergency occur in your work area.** General emergency response guidelines include:

- Knowing at least 2 exits from your work area.
- Immediately evacuating to a pre-determined site outside your building whenever a fire alarm sounds.
- Knowing the location of fire alarm stations and how to use them.
- Never attempting to use elevators during fire emergencies.
- Knowing the location of rescue assistance areas for persons with mobility impairments in your building and how to be of assistance if needed.
- Not re-entering the building until authorized to do so.

To help keep work areas fire-safe:

- Never park in or block fire lanes.
- Never obstruct exits or block open fire doors.
- Know the location of fire extinguishers and how to use them.
- Store flammable and combustible materials properly.
- Place coffee pots and other heating appliances on non-combustible surfaces.
- Never use heating appliances or open flames without specific approval from EHS and only in authorized areas.

TOOLS AND EQUIPMENT

When your job requires you to use tools and equipment, make sure you use them properly. Read and heed instruction manuals and follow these additional guidelines:

- Use only Type I or Type II ladders and step stools - don't stand on chairs, buckets or other objects.
- Stay focused! Don't talk to others or let your mind wander while operating tools or equipment.

- Practice good housekeeping – during the job as well as after it's completed.
- Be sure required guards are always in place – know and follow established lockout-tagout procedures.
- Inspect tools and electrical cords each time you use them and don't use them if they're damaged
- Keep cutting-edge tools sharp; carry tools sharp-side down.
- Be sure electrical tools and equipment used in damp or wet locations are plugged into ground fault circuit interrupter outlets (GFCIs).
- Use appropriate protective eye, hearing, respiratory and other types of personal protective equipment.
- Don't wear loose clothing, jewelry or gloves when working in close proximity to moving parts.
- If you don't have what you need to do a task safely, please bring it to the attention of your supervisor.

ERGONOMICS AND INJURY PREVENTION

Ergonomics is arranging your work tasks and environment to fit *you* in order to minimize your risk of strains, sprains and other types of musculoskeletal injuries. Ergonomic strategies include:

- Warm up and stretch before, and intermittently throughout, your workday.
- Purchase and use tools and equipment that minimize the need to use excessive force, highly repetitive movements, and awkward postures – if it's adjustable, adjust it to fit *you*!
- Take sufficient rest breaks.
- Lift properly and don't try to lift more than you can handle safely...remember to always keep the load close, maintain the three natural curves in your back, and don't twist while lifting.
- Prevent injuries due to slips, trips, and falls:
 - Wear appropriate footwear.
 - Use available handrails.
 - Exercise extra care when walkways are slick.
 - Wipe your feet.
 - Think fast! If you slip and fall, tuck and roll.
 - Report problem areas.
- If you're not sure how to do a task safely, please bring it to the attention of your supervisor.

ENVIRONMENTAL HEALTH ISSUES

The University strives to provide you with a work environment that is free of hazards that could adversely affect your health. To minimize your risk of encountering environmental hazards, please observe the following:

- Smoking is not allowed in University buildings or other posted areas.
- Proper ventilation and other controls must be provided prior to performing activities that generate dust, smoke fumes or vapors.
- If respiratory or hearing protection is required, participation in related medical surveillance programs is also required.
- Do not drill, saw or otherwise disturb materials or finishes that may contain asbestos or lead.
- Make sure you have access to Safety Data Sheets (MSDSs) for any chemicals or hazardous materials you may use or encounter in the workplace.
- If you see evidence of the presence of mice, squirrels, birds, wasps, or other pests that can pose physical or biological hazards in buildings, please be sure to promptly report it to Facilities or appropriate maintenance personnel.
- If you will be engaged in research or other activities that could involve exposure to hazardous biological organisms or radioactive materials, contact Environmental Health and Safety for restrictions and training requirements that may apply.

DO NOT HANDLE MATERIALS OR ENTER AREAS POSTED WITH THE FOLLOWING SYMBOLS UNLESS YOU HAVE BEEN PROPERLY TRAINED AND AUTHORIZED!



As an employee of the University of Idaho, you're an important and valued member of the University community. This brochure presents general information about safety policies, procedures, and programs all employees are expected to follow to ensure a safe and healthy working environment is maintained for themselves and others. Your supervisor is responsible for providing you with a job specific orientation and information that will allow you to perform your job safely. Your commitment to safety is essential and much appreciated!

BUILDING SAFETY

University facilities are inspected on a regular basis, but if you notice lights that are out, spills on floors, or other conditions that need correction, please report them to your supervisor or appropriate maintenance personnel. Other things you can do to keep your work area safe include:

- Use only UL listed, circuit protected power strips for computers, printers and other stationary equipment - regular extension cords are not approved for long-term use!
- Do not use portable heaters in your work space unless approved by Facilities.
- Observe and obey posted warning signs.
- Practice good housekeeping and storage techniques.
- Keep exits and corridors unobstructed and accessible at all times.
- Don't block open fire doors.
- Don't obstruct emergency equipment, such as fire extinguishers, alarm pull stations, and eyewashes.
- Don't do it yourself - Construction, electrical wiring, renovation or other modifications cannot be made to University facilities without prior approval from Facilities (208) 885-6246.

REPORTING AND RESPONDING TO ACCIDENTS

Be sure to check with your supervisor on unit-specific accident reporting procedures.

General accident reporting /response procedures include:

- Get/provide appropriate medical attention as soon as possible.
- Know the location of first-aid kits and how to use them.
- Report all accidents and incidents to your supervisor as soon as possible.
- If you receive medical attention or miss time from work due to a work-related injury, a workers compensation claim must be filed.
- Ensure all hazards are addressed.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Environmental Health and Safety offers a variety of safety courses through NetLearning@uidaho, the University's comprehensive, web-based learning management system. Be sure to check with your supervisor on courses you can take to enhance your safety knowledge base and performance.

NetLearning@uidaho may be accessed through the University's Professional Development & Learning portal at:

<http://www.uidaho.edu/netlearning>

NetLearning@uidaho

CONTACTS

Samir Shahat, Director

General Safety Program Administration
Environmental Compliance
Acting Radiation Safety Officer
Department Supervisor
samir@uidaho.edu

Jane Westervelt, Office Manager

Office and Budget Management
NetLearning@uidaho Administrator
janew@uidaho.edu

Tamar Didberidze, Radiation Safety Technician

Radiation Safety
tamard@uidaho.edu

Tom Hicks, Hazardous Materials Specialist

Hazardous Materials Program Management
thicks@uidaho.edu

Mark Borth, Hazardous Materials Technician

Hazardous Waste Program
borth@uidaho.edu

Megan Grennille, Industrial Hygienist

Laboratory Safety Officer
Indoor Air Quality
Workplace Health Issues
mgrennille@uidaho.edu

William Robinson, Industrial Hygiene Specialist

Asbestos and Lead Program
Respirator Protection Program
wrobinson@uidaho.edu

Kelvin Daniels, Occupational Safety Specialist

Occupational Safety
Workers Compensation
Accident Investigation
Safety Program & Training Development
kelvind@uidaho.edu

Patricia Baker, Occupational Safety Technician

Workplace Safety Inspections
First-Aid/CPR/AED Program
R&E Center Occupational Safety
patriciaba@uidaho.edu

Elaina McIntosh-Perry, Fire Safety Specialist

Fire Safety Program Management
Fire and Building Code Compliance
elainam@uidaho.edu

UNIVERSITY SAFETY POLICIES AND PROCEDURES - ADDITIONAL INFORMATION

Remember, if you have safety concerns, don't hesitate to discuss them with **your supervisor**.

Many units have also established **unit safety committees** to provide a forum for identifying and resolving safety concerns and to serve as liaisons to the University's Safety & Loss Control Committee. Be sure to find out who your safety committee representatives are and consider serving yourself when the opportunity arises.

For information on University safety policies and procedures, please refer to Chapter 35 of the Administrative Procedures Manual (APM), which may be accessed online at:

<http://www.uidaho.edu/apm/35>

Moscow Campus Phone Numbers

Emergency:	911
Police Non-Emergency:	882-2677
Campus Security	5-7054
Environmental Health & Safety:	5-6524
Facilities Maintenance & Operations:	5-6246

Off-Campus Phone Numbers

Emergency:	_____
Police Non-Emergency:	_____
Fire:	_____
Environmental Health & Safety:	(208) 885-6524

University of Idaho

Safety Matters

ENVIRONMENTAL HEALTH & SAFETY

Mailing Address: 875 Perimeter Dr. MS 2030
Moscow, ID 83844-2030
Street Address: 1108 W. 6th Street
Phone: (208) 885-6524
Fax: (208)885-5969
E-mail: safety@uidaho.edu
<http://www.uidaho.edu/ehs>



Updated 3/28/17