

New Employee Safety Orientation

Occupational and Environmental Health and Safety

Updated August 2018

Objective

- University Policy regarding safety
- Responsibilities of all parties including yourself, the supervisors and administration
- Safe use of facilities and safety responsibilities around campus
- Who to contact, where to go and what to do, for information or if an incident occurs

Support for Safety

At the core of the University's safety and health program is the value placed on it by senior leadership. That support is demonstrated, primarily, through policy statements.

As spelled out in [Policy 3-300](#), Occupational and Environmental Health and Safety: No task is so important and no service so urgent that it cannot be done safely.

Your Responsibility

All University of Utah faculty, staff and students are responsible to:

- Participate in required training programs
- Perform activities as trained.
- Promptly report safety, fire, health and environmental hazards and injuries or illnesses to their supervisor or program director.
- Give due consideration to personal safety and the safety of others while performing assigned tasks.

Supervisor's Responsibilities

Faculty, principal investigators, first-line supervisors, and all other persons in authority are responsible to:

- Provide safe and healthy environments for those areas and personnel for whom they have supervisory responsibility.
- Be continuously aware of the safety and health needs of all personnel for whom they are responsible.

Supervisor's Responsibilities (cont.)

- Initiate and enforce necessary preventive measures to control hazards.
- Ensure necessary support such as personal protective equipment, occupational medical examinations, administrative and engineering controls, etc. are in place.
- Ensure personnel are trained prior to beginning new tasks.
- Review accident and injury reports for their area(s).
- Serve as the focal point for safety and health concerns.

Administration's Responsibilities

The University President has ultimate responsibility to establish and maintain environmental health and safety programs.

Vice Presidents, Deans, Directors, and Department heads are responsible to:

- Provide facilities and equipment required for a safe work environment.
- Ensure individuals have the authority and support to implement health and safety policies, practices, and programs.

Administration's Responsibilities (cont.)

- Set priorities and commit resources for correcting safety deficiencies
- Form procedures for dissemination of policies and other safety-related information
- Found procedures to implement policies
- Establish a system to assess safety performance

Facility Use

We are responsible to maintain corridors, exits and emergency equipment free from obstruction; use of hazardous materials only in designated areas and dispose of waste appropriately.

Consult with Facilities Management on any facility modifications to ensure hazardous materials, code compliance and other issues are properly managed.

Animals

- Except for service animals they are not allowed in University buildings or facilities
- Must be on a leash
- Cannot be left unattended
- Not allowed in flower and garden beds or fountains
- Owners must clean up after them

Tobacco Free – Campus

- On July 1, 2018, Tobacco use, including, but not limited to, cigarettes, e-cigarettes, cigars, cigarillos, and pipes will not be appropriate anywhere on the University Campus except for areas exempted by the Sr. Vice President for Health Sciences to support unique patient care situations.
- This was a student led initiative, supported by the Faculty Senate so we are all committed to seeing it be successful. Our preferred approach is to use education and awareness as our means for implementing – there will be no citations or tickets issued. We are all empowered to let others know this is our new normal; we are all asked to respect and follow this new rule.

Smoking / Indoor Clean Air Act Off Campus Employees

In accordance with the Utah Indoor Clean Air Act, smoking (including e-cigarettes) is NOT allowed in any University facility or vehicle, owned operated or leased.

The Utah Indoor Clean Air act requires smokers to remain at least 25 feet from any entrance, operable window or building air intake.

The presence of an ashtray in a given location does not negate the 25 foot rule.

Tobacco use in University owned vehicles is not allowed

Regulated Waste Disposal

Batteries, chemicals, biohazard materials, oil and paints are not to go down drains or into regular trash. Regulated waste collection is available from OEHS.

There are specific regulations and significant financial and environmental consequences for noncompliance.

TRAX

Never walk on the light rail tracks. Only walk on approved paths around tracks and trains.

Never toss or throw anything at a train.

Do not race a train.

Never try to go around crossing gates when they are down (autos or pedestrians).

Personal Protective Equipment

Personal protective equipment required by your work assignments will be provided to you by the University at no cost.

Personal protective equipment not provided by the University is not allowed.

In Case of Emergency

Fire, Police and Ambulance dial:

- 911

For non-emergencies

- 801-585-2677 or 5-COPS.

Non-Emergency Clinics

REDMED Employee Health Clinic

Ground Floor Union Building

200 Central Campus Dr.

Salt Lake City, UT 84112

Phone: (801) 213-3303

Hours: M-TH:

8:00AM – 5:00PM,

Friday: 9:00AM – 3:30PM

Redwood Health Center

Occupational Medicine Clinic

1525 West 2100 South

Salt Lake City, UT 84119

Phone: (801) 213-9777

Hours: M-F

8:00AM – 5:00PM

After Hours Injury Care

(After 5 pm) (801) 213-9700

Evacuations

Evacuate buildings immediately upon hearing an audible alarm the request of public safety authorities or when remaining in the building may cause you harm.

Know the location of at least two emergency exits in your work area.

Do not use elevators when evacuating in emergencies.

Evacuate to your designated Emergency Assembly Point. (EAP)

Do not re-enter evacuated buildings until public safety officials indicate it is safe to do so.

Campus Closures

The University President is the only individual with the authority to close campus.

During closures, consideration will be given to maintaining appropriate service levels in departments that provide critical services to the University community or the general public. Departments designate which employees are needed in the operation of the University when closure conditions exist.

Reports

Report all incidents immediately.

- Report injuries and illnesses on the job with the First Report of Injury or E-1 form (HR and OEHS)
- Report property damage and injuries or illnesses involving students or campus visitors using Campus Incident/Accident Report form (Risk Management)

Reports (cont.)

Report all incidents immediately.

- Incidents that have occurred use the Incident Report (OEHS)
- Report a Hazard/Near Miss (OEHS)

Doing Things Right

It is important for your safety and the safety of others that you:

- Know your risks and hazards and work accordingly.
- Obey barriers, guards and warning signs.
- Seek out and follow safety and health information relevant to your assignment.
- Maintain and use equipment safely.
- Know when personal protective equipment is necessary and how to use it.
- Participate in a medical surveillance program if required by the work you do.

Safety Training

To help you do things right your immediate supervisor will provide you with information about:

- Hazardous materials in your work environment and how to protect yourself when working with these materials (also known as Hazard Communication or HazComm).
- How to respond to emergencies, especially evacuation instructions.
- How to report hazards and incidents.

Conclusion

Proper training and education are critical. Your training must be updated whenever you change assignments, begin work with new processes or equipment or when events (incidents) indicate training is warranted.

Occupational and Environmental Health and Safety

Thank you!



Our life's work is caring for each other's work life