DUQUESNE UNIVERSITY

INJURY AND ILLNESS PREVENTION PROGRAM

Prepared by: Environmental Health and Safety Department

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SAFETY POLICY

The Duquesne University Safety Policy is set forth in The Administrative Policy No. 29 as follows:

*Duquesne University places highest emphasis on protecting the environment and the health and safety of all persons who work in or visit our facilities. Therefore, Duquesne University requires all employees, students, and visitors to strictly adhere to public safety, occupational safety and good laboratory practices and procedures as established by University procedures and required by laws and regulations.*

*Occupational and environmental incidents can be prevented. University employees and students are expected to be committed to this premise and are responsible for their safety within the campus. Violation of University safety policies and procedures can result in disciplinary action up to and including termination.*

The safety and health of the members of the Duquesne University community is of primary importance. Duquesne is committed to providing a safe workplace for all employees and has developed this program for injury/illness prevention to involve management, supervisors, and

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employees in identifying and eliminating hazards. No task is so important, that any faculty, staff or student must violate a safety rule, or take a risk of injury or illness in order to accomplish a task.

**PURPOSE**

The purpose of this policy is to promote an active culture of safety awareness and prevention through training, accident investigation and response.

**SCOPE**

Faculty, staff and students are required to comply with all Duquesne University safety rules and are encouraged to actively participate in identifying ways to make the University a safer place to work.

**RESPONSIBILITIES**

**Environmental Health & Safety Department Responsibilities**

The Department of Environmental Health & Safety, in cooperation with the Department of Facilities Management insures that all aspects of construction, maintenance and management of facilities and utilities on campus are in compliance with federal, state and local environmental, safety and health regulations. This includes maintenance and routine testing of fire alarm systems across campus, the development and implementation of Duquesne University policies and procedures, and employee training.

The Director of Environmental Safety and Health has the responsibility and authority to:

1. Develop and implement rules of safe practice.
2. Develop and implement safe operating rules for use of electrical and mechanical equipment consistent with manufacturer's recommendations and specifications.
3. Develop and implement a system to encourage employees to report unsafe conditions.
4. Conduct a thorough investigation of each accident, whether or not it results in an injury, to determine the cause of the accident and to prevent reoccurrence.
5. Instruct supervisors in safety responsibilities.
6. Develop and implement a program of employee safety education.
7. Conduct scheduled and unscheduled inspections to identify and correct unsafe working conditions.
8. Maintain records of training, periodic inspections, corrective actions and investigations as required by law or University policy.

**Supervisor Responsibilities**

1. Ensure that each employee supervised has received an initial safety orientation before beginning work.
2. Ensure that each employee supervised is already trained or receives on-the-job training on safe operation of equipment or tasks before starting work on that equipment, project, or any new work assignment.
3. Ensure that each employee receives required personal protective equipment (PPE) before starting work on a project requiring PPE, and that they are trained on any new or existing PPE in accordance with the manufacturer and OSHA standards.
4. Perform a daily walk-around safety-check of the work area and promptly correct any hazards that are found.
6. Set a good example for employees by following safety rules and attending required training(s).
7. Investigate all incidents in work areas and report the findings to supervisors and EH&S.
8. Inform other employees/subcontractors of Duquesne safety/health program requirements prior to commencing work. Supervisors should attend construction team meetings that directly affect buildings under their supervision.
9. Direct engineering, administrative work practices, and equipment that will improve safety.

Employee Responsibilities

1. Follow safety rules described in this program, specifically those presented in Appendix D (General Safety Rules), Appendix E (Lab Safety Rules), and applicable OSHA standards.
2. Report unsafe conditions or actions to supervisors or EH&S promptly regardless of how serious.
3. Report all near-miss incidents to supervisors promptly.
4. Always use personal protective equipment (PPE) in good condition when it is required.
5. Do not remove or defeat any safety device or safeguard provided for employee protection.
6. Encourage co-workers by words and example to use safe work practices on the job.
7. Make suggestions to supervisors, safety committee representatives, or EH&S about changes that will improve employee safety.

DUQUESNE UNIVERSITY SAFETY COMMITTEES

Duquesne University maintains three distinct safety committees. The University Safety Committee is the umbrella committee which provides oversight and direction for health and safety initiatives university-wide. The specific roles and membership of each committee are described below:

University Safety Committee

This committee consists of representation from EH&S, Public Safety, Facilities Management, Risk Management, Public Affairs, Legal Affairs, the Office of Research, and Student Life. It meets bi-annually, and its mission is to direct, oversee and coordinate all safety efforts on
campus and to develop, maintain and disseminate University-wide educational EH&S programs with an aim of continuously improving all aspects of environmental health and safety performance on campus.

The Chairperson of the Committee is the Vice President for Management and Business. They direct and coordinate the Committee’s efforts in preventing personal injury and financial loss due to accidents. The Chairperson works in close coordination with the Provost and Vice President for Academic Affairs and routinely reports on the status of environmental health and safety on campus on an annual basis or as otherwise required.

**Labor Management Safety Committee**

This committee consists of representatives from EH&S, Faculty, Grounds, Housekeeping, Maintenance, Parking, Public Safety and Residence Life. It meets monthly and its mission is to identify and address environmental and procedural safety concerns, campus-wide. This committee reviews incidents involving work-related fatalities, injuries/illnesses, near-miss incidents as well as safety/health complaints, injury/illness records and other reports/documents relating to occupational safety and health. The Committee also administers the University Safety Incentive Program and rewards safety excellence.

**EH&S/Radiation Safety Committee**

This committee consists of representatives from Biology, Chemistry, Nursing, Pharmacy, Physical Therapy, Physics, Instrumentation, Research, EH&S and Facilities Management. It meets quarterly, and its mission is to review lab safety issues relating to chemical, biological, and radioactive use, including accidents, training, upcoming events and new policies.

**ACCIDENT INVESTIGATION**

Employees are required to report any injury or work related illness to their immediate supervisor regardless of severity. All accidents are to be thoroughly and properly investigated, with results of each investigation reduced to writing and submitted to the office of Risk Management.

**Supervisor and Employee responsibilities:**

1. Investigate a serious injury or illness using the procedures outlined below.
2. Complete an Accident/Incident form.
3. Forward the completed Accident/Incident report to the Department of Risk Management.

**EH&S and Risk Management responsibilities:**
1. Determine from the employee’s report, incident investigation report, and/or any claim report, if the incident is recordable on the OSHA 300 Injury and Illness Log and Summary.
2. Enter a recordable incident within seven days after the University becomes aware of the incident.
3. If the incident is not recorded on the OSHA log, add it to a separate incident report log, which is used to record non-OSHA recordable injuries and near misses.
4. Before the scheduled monthly safety committee meeting, make any new injury reports and investigations available to the safety committee for review, along with an updated OSHA and incident log report.
5. If there is a fatality while working or an employee is not expected to survive, or when three or more employees are admitted to a hospital as a result of a work-related incident, EH&S will contact the Regional OSHA office within 8 hours after becoming aware of the incident.

**Investigation Methods for Serious Injuries:**

When an incident that results in death or serious injury occurs, a preliminary investigation will be conducted by the team consisting of the immediate supervisor of the injured person(s), EH&S, a person designated by Facilities Management, an employee representative of the safety committee, and other persons whose expertise would help the investigation.

The investigation team will take written statements from witnesses, photograph the incident scene and equipment involved. The team will also document the condition of equipment and any relevant factors pertaining to the incident and operations. The team will make a written “Incident Investigation Report” of its findings. The report will include the sequence of events leading up to the incident, conclusions about the incident, and any recommendations to prevent future occurrences of similar incidents.

A written report will be prepared from notes and diagrams made at the scene, or a recording device may be used to record direct eyewitness statements as near to the actual time of observation as possible. (Advise witnesses that they are being recorded.) All statements shall include the time and date, and the location where the statement was made. All pictures shall be similarly identified. The names and addresses and day and evening phone numbers of all eyewitnesses must be noted or recorded.

If a formal police report or other official investigation is conducted by any government agency, the name and badge number of the official, or a business card, shall be obtained.

A satisfactory accident report shall answer the following questions:
1. **What happened?**  The report should begin by describing the accident, the injury sustained, the eyewitnesses, the date, time and location of the incident and the date and time of the report. Remember: who, what, when, where and how are the questions that the report must answer.

2. **Why did the accident occur?**  The ultimate cause of the accident may not be known for several days after all the data are analyzed. However, if the cause is obvious it should be stated.

3. **What should be done?**  Once the cause of the accident is determined, a corrective action should be suggested for avoiding future accidents of a similar character. This is a decision by the Department of EH&S, the Department Manager, and the supervisor. Once a solution has been adopted, it is everyone's responsibility to implement it.

4. **What has been done?**  A follow up report will be issued to determine if the suggested solution was implemented, and if so, whether the likelihood of accident has been reduced.

**SAFETY DOCUMENTATION AND RECORDKEEPING**

**Reporting**

All serious accidents must be reported to OSHA. In cases of hospitalization or death, a full investigation with copies to governmental authorities will be required. In less serious cases, the investigation report must be presented to Risk Management.

Under the OSHA Recordkeeping Standard (29 CFR 1904), affected employers are required to prepare and maintain records of serious occupational injuries and illnesses, using the OSHA 300 log. This information is important for employers, workers and OSHA in evaluating the safety of a workplace, understanding industry hazards, and implementing worker protections to reduce and eliminate hazards.

Duquesne University maintains records of employee training, hazard identification and abatement, and accident investigation. The Departments of EH&S, Risk Management, and Facilities Management maintain these records.

Records will be kept for all safety program activities, and may include all of the following:

- Training schedule for each employee
- Initial orientation training
- Job description and job hazard analysis
- Safety meetings
- Safety committee meetings
- Vehicle inspection forms
- CPR/First Aid training
- Injury and illness investigations
SAFETY INSPECTION PROCEDURES

This plan sets out a system for identifying workplace hazards and correcting them in a timely fashion. Duquesne University is committed to identifying hazardous conditions, practices, and techniques which are likely to result in injury or illness to employees. Prompt action will be taken to eliminate any hazards that are identified. In addition to reviewing injury records and investigating incidents for their causes, EH&S, and the Labor Management Safety Committee will regularly check the workplace for hazards.

Daily Inspections

Safety inspections are to be performed daily by employees and supervisors within their respective work areas. Any violations of safe work practices or identification of safety hazards should be reported immediately. The supervisor is responsible for reporting and notifying EH&S, in writing, of any unsafe condition that is reported within their respective area of control.

Monthly Safety Inspection

Each month, before the regularly scheduled labor safety committee meeting, a subcommittee comprised of EH&S, supervisors, and employees will inspect designated buildings using the standard safety inspection checklist (Appendix C). The team members will speak to workers about any safety concerns in the buildings. The EH&S staff will submit a report of any hazards and safety concerns as well as the status of any recommended corrective action the committee members at the monthly meeting. The results of the inspection and actions taken will be emailed to applicable personnel and posted in the Labor Safety Committee meeting minutes.

Safety Audits

One method to establish a safer workplace is to study past accidents and worker compensation claims to avoid similar problems in the future. Work rules can be reviewed and modified based upon the study of these accidents. Such audits shall be periodically conducted by EH&S in cooperation with Risk Management and Facilities Management.

Job Hazard Analysis

As part of Duquesne University’s on-going safety program, a “Job Hazard Analysis” form is used to look at each type of job task. This analysis is performed by the supervisor of that job task with the EH&S staff and/or a member of the safety committee. The job task is adjusted as needed to eliminate or control any hazards. The job tasks are also analyzed for required PPE.
Employees will be trained in the revised operation and proper use of required PPE, and the results. Job Hazard Analysis will be reported to the Labor Management Safety Committee. Each job will be analyzed on a routine basis, or whenever there is a change in how the task is done, or if there is a serious injury while doing the task.

SAFETY AND HEALTH TRAINING AND INSTRUCTION

Training is one of the most important elements of any injury and illness prevention program. Such training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies and put the injury and illness prevention program into action. Training is required for both supervisors and employees. The content of each training session will vary, but each session will include the following:

- Preventive actions to reduce injuries and illness.
- When personal protective equipment is required or necessary, and how to use and maintain the equipment in good condition.
- What to do in case of emergencies occurring in the workplace.

Supervisors are also vested with special duties concerning the safety of employees. Supervisors are key figures in the establishment and success of Duquesne University's injury and illness prevention program. They have primary responsibility for implementing the injury and illness prevention program. Supervisors are responsible for being familiar with safety and health hazards to which employees are exposed, how to recognize them, the potential effects of these hazards, and rules and procedures for maintaining a safe workplace. Supervisors shall convey this information to the employees at the workplace, and shall investigate accidents according to the accident investigation policies contained in this manual.

Safety training is a two-way street. Duquesne University can instruct safety, but only employees can practice safety. Safety education requires employee participation. The following general rules apply in all situations:

- No employee should undertake a job that appears to be unsafe.
- No employee is expected to undertake a job until he/she has received adequate safety instructions, and is authorized to perform the task.
- No employee should use chemicals without fully understanding their toxic properties and without the knowledge required to work with these chemicals safely.
- All accidents or incidents must be reported promptly.

DISCIPLINARY PROCEDURES FOR SAFETY VIOLATIONS

The success of Duquesne University’s Injury and Illness Prevention Program is dependent upon the full participation of its employees. Accident and Injury/Illness Prevention is the key goal of
this program. Duquesne University has established certain safety rules designed to prevent accidents and injuries. Compliance with these rules is mandatory. Penalties for violation of these safety rules may result in discipline up to and including termination in accord with University policy and procedures.
APPENDIX A: Safety Suggestion Form
| ACTION TAKEN | \_
| \_ | \_ |

| Written Response Form | Your Suggested Solution |

**Instructions**

This form is for non-emergency issues and should be given to your campus safety representative. Please type or print any suggestions/comments that are not mandatory unless direct response is requested.

- Name: \_
- Department: \_
- Date: \_
- Signature: \_
- Suggested by: \_

**Physical Plant**
The safety committee will review and respond accordingly.

**DUQUESNE UNIVERSITY**
Campus Safety

**SafeFirst**
APPENDIX B: Accident Report Form
DUQUESNE UNIVERSITY
ACCIDENT/INCIDENT INVESTIGATION REPORT

**Instructions:** Complete this form as soon as possible after an accident or incident. Sign and return to: Marissa Sundberg, PHR, 102K Koren Building (Fax 412-396-2236, Phone 412-396-6677, sundbergm@duq.edu)

### Section 1 – Completed by Individual with Supervisor

<table>
<thead>
<tr>
<th>Completion Status</th>
<th>(Select one)</th>
<th>Employee</th>
<th>Student</th>
<th>Other</th>
</tr>
</thead>
</table>

**This report is made by:**

- Employee
- Supervisor
- Other

**Name (printed):**

**Status:**

- Employee
- Student
- Other

**Job Title (if applicable):**

- This employee works:
  - Regular full time
  - Regular part time
  - Seasonal
  - Temporary

**Email Address:**

**Work Phone Number:**

**Date of Birth:**

**Sex:**

- Male
- Female

**Married:**

- Yes
- No

**Employee Address:**

**City:**

**State:**

**Zip Code:**

**Are you enrolled in Medicare:**

- No
- Yes

**Date of Hire:**

**Date of Accident / Near Miss:**

**Reporting Date:**

**Time of Accident / Near Miss:**

**Normal Starting Time (if applicable):**

**Exact Location of Accident / Near Miss:**

**Department Supervisor & Extension:**

### Section 2 – Description of the Incident

**What part of employee’s workday?**

- Entering or leaving work
- Performing normal work activities
- During meal period
- During break
- Overtime
- Other

**Names of witnesses (if any):**

**Written witness statements:**

**Statement continued on attached sheets:**

**Photographs: Maps / drawings:**

- Attached

**What personal protective equipment was being used (if any)?**
Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.

Description continued on attached sheets:  

### Section 3 – Injured employee (complete this part for each injured employee)

<table>
<thead>
<tr>
<th>Nature of injury: (most serious one)</th>
<th>Part of body affected: (circle all that apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Abrasion, scrapes</td>
<td>![Front]</td>
</tr>
<tr>
<td>□ Amputation</td>
<td>![Back]</td>
</tr>
<tr>
<td>□ Broken bone</td>
<td></td>
</tr>
<tr>
<td>□ Bruise</td>
<td></td>
</tr>
<tr>
<td>□ Burn (heat)</td>
<td></td>
</tr>
<tr>
<td>□ Burn (chemical)</td>
<td></td>
</tr>
<tr>
<td>□ Concussion (to the head)</td>
<td></td>
</tr>
<tr>
<td>□ Crushing Injury</td>
<td></td>
</tr>
<tr>
<td>□ Cut, laceration, puncture</td>
<td></td>
</tr>
<tr>
<td>□ Hernia</td>
<td></td>
</tr>
<tr>
<td>□ Illness</td>
<td></td>
</tr>
<tr>
<td>□ Sprain, strain</td>
<td></td>
</tr>
<tr>
<td>□ Damage to a body system:</td>
<td></td>
</tr>
<tr>
<td>□ Other __________________________</td>
<td></td>
</tr>
</tbody>
</table>

### Section 4 – Signature and date (applicable persons please print, sign, and date)

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Name</td>
<td>Signature</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Name</td>
<td>Signature</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reviewed By:</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Printed Name</td>
<td>Signature</td>
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</table>

### Notes

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
APPENDIX C: Hazard Detection Form
<table>
<thead>
<tr>
<th>Building:</th>
<th>Time:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspectors:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Checklist Items</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>A. General All Areas</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Are all ceiling tiles in place and in good condition?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Are all walking or working surfaces free from tripping/slipping hazards?</td>
<td></td>
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<tr>
<td>3. Are emergency contacts posted near telephones or call boxes?</td>
<td></td>
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<tr>
<td>4. Is consumption of food, beverage, etc., prohibited where required?</td>
<td></td>
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</tr>
<tr>
<td><strong>B. General Maintenance and Mechanical Rooms</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Are machine and belt guards in place and in good condition?</td>
<td></td>
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<tr>
<td>2. Is equipment properly maintained and adjusted to prevent personal injury and equipment damage?</td>
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<tr>
<td>3. Is piping appropriately identified as to contents and direction of flow?</td>
<td></td>
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<tr>
<td>4. Are areas requiring use of PPE (e.g. eye protection) adequately posted with warning signs and enforced?</td>
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<tr>
<td>5. Is damaged/malfunctioning equipment tagged and logged?</td>
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<tr>
<td>6. Is equipment for repair de-energized or LOTO procedures followed?</td>
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<tr>
<td><strong>C. Exits/Corridors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Are all corridors unobstructed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Are all exit doors unobstructed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Are exit signs posted and properly illuminated to clearly indicate exits?</td>
<td></td>
<td></td>
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<tr>
<td>4. Are all exit doors able to be opened from the inside without special knowledge/keys?</td>
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<tr>
<td><strong>D. Electrical</strong></td>
<td></td>
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</tr>
<tr>
<td>1. Is there at least three feet in front of electrical panels/breaker boxes?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Are electrical hand tools properly grounded and double insulated?</td>
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</tr>
<tr>
<td>3. Are cords/plugs free from damage or deterioration?</td>
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<tr>
<td>4. Are circuit breaker panels free from combustible materials?</td>
<td></td>
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<tr>
<td>5. Are cover plates in place on junction boxes to eliminate exposed wiring?</td>
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<tr>
<td>6. Are “Warning High Voltage” signs placed on high voltage enclosures for systems rated 600V or greater?</td>
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<tr>
<td>7. Is all electrical equipment, including light fixtures, protected from physical damage by enclosure/guards?</td>
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<tr>
<td><strong>E. Emergency Equipment</strong></td>
<td></td>
<td></td>
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<tr>
<td>1. Is emergency equipment (alarm boxes, fire extinguishers, eyewashes, showers, etc.) accessible and not blocked by equipment?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Are emergency eyewashes and showers provided in chemical areas?</td>
<td></td>
<td></td>
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<tr>
<td>3. Is all emergency equipment in working condition?</td>
<td></td>
<td></td>
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<tr>
<td>4. Are spill kits accessible and fully stocked per list?</td>
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<tr>
<td><strong>F. Storage – General</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Is good housekeeping practiced in work areas (is it free of debris, combustibles, and obstructions? Are aisles maintained?)?</td>
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<tr>
<td>2. Are storage areas adequately supported/stable to avoid tipping/falling?</td>
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<td></td>
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<tr>
<td>3. Is there two feet clearance between stacked materials and ceiling height?</td>
<td></td>
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</tr>
</tbody>
</table>
G. Storage – Fire Protection
1. Is the storage of combustibles in the work area held to a minimum to avoid fire hazards?
2. Is clearance of at least 18 inches maintained around fire sprinkler heads?
3. Are flammable/combustible liquids in excess of one day’s operational supply kept in approved flammable materials storage (FMS) cabinet?
4. Are all flammable containers properly closed to control vapors?
5. Are all flammable containers properly labeled?

H. Storage – Compressed Gas Cylinders
1. Are all cylinders properly secured individually with straps or chains to prevent tipping?
2. Are protective valve caps in place when the cylinder is not in use?
3. Are empty and full cylinders stored separately?
4. Are cylinder contents adequately labeled and visible?
5. Is the correct regulator being used for the cylinder service?

I. Personal Protective Equipment (PPE)
1. Is the required personal protective equipment worn?
2. Is the requirement of personal protective equipment enforced?
3. When PPE is not in use, is it properly stored and maintained?
4. Is all PPE free from damage and deterioration?
5. Are all employees using respiratory protection properly trained and authorized by EH&S?
6. Is self-contained breathing equipment properly maintained?

J. Elevated Work Areas / Railings
1. Are drain openings pits in the floor or walking surfaces guarded to prevent tripping/slipping?
2. Are toe boards in place on elevated platforms to prevent objects from falling?
3. Are standard guardrails provided on elevated platforms?
4. Are fall arrest systems used at elevated heights and leading edge work?
5. Are railings provided and in good condition on stairways?
6. Are scaffolds properly constructed, level and plumb with cross braces, toe boards, and tie-offs.

K. Ladders
1. Are portable ladders in good condition and safe to use?
2. Are spreaders and steps secure and functional?
3. Is there a current inspection sticker on the ladder?

L. Forklifts
1. Are forklift load limits clearly posted in the area of use?
2. Are forklift operating rules clearly posted in the area?
3. Are all operators trained and authorized?

M. Fire Protection
1. Are walls and floors free of holes/penetrations?
2. Are no smoking regulations clearly posted and being followed in “NO SMOKING” areas?
3. Are fire extinguisher signs clearly visible?
4. Is access to fire extinguishers clear and unobstructed?
5. Are all extinguishers in place and properly mounted?
6. Are all extinguishers inspected monthly and annually and tagged appropriately?

N. General – Egress, ADA, and Life Safety
1. Are automatic door openers working correctly?
2. Are ramps accessible and clear?
3. Are ramps in good repair?
4. Are stairs even in height?
5. Are there handrails where there are four or more risers?
6. Are blue lights and emergency phones in working order?
7. Are walking surfaces even and in good repair?
8. Is lighting illumination sufficient for the location?
9. Are fire rated doors equipped with self-closing devices, latching hardware?
10. Are fire rated doors uninhibited by wedges or stops?
11. Are “NO ADMITTANCE” areas secured?
12. Are evacuation plans posted at designated locations?
APPENDIX D: General Safety Rules
Duquesne University
General Safety Rules

1. Safe Behavior –
   a. Incorporate safety and quality into every job procedure. No job is done efficiently unless it has been done safely.
   b. Caution fellow workers when they perform unsafe acts.
   c. Ask questions when there is doubt concerning safety.
   d. Consumption of alcohol and illicit drugs is prohibited.
   e. Anyone under the influence of alcohol or drugs, including prescription drugs which may impair motor skills and judgment, shall not be allowed on the job.
   f. Horseplay, scuffling, and other acts which tend to have an adverse influence on safety or wellbeing of other employees are prohibited.
   g. Do not throw objects, especially material and equipment.

2. Materials / Equipment –
   a. Good housekeeping must be practiced at all times in the work area. Replace all tools and supplies after use.
   b. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
   c. All guards and other protective devices must be in proper places and adjusted, and deficiencies must be reported promptly to the supervisor.
   d. Employees shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received specific instructions.
   e. Obey safety signs

3. Personal Protective Equipment – appropriate PPE and clothing must be worn at all times when required: safety glasses, gloves, hardhat, hearing protection, respirator, etc.

4. Recycling / Waste –
   a. Clean up waste and eliminate any dangers (slips, trips,& falls) in the work area. Good housekeeping helps prevent injuries.
   b. Dispose and recycle all waste properly and carefully.
5. **Clothing** – loose clothing, jewelry and hair longer than shoulder length shall not be worn around moving machinery. Do not wear shoes with worn or thin soles.

6. **Safety Equipment** – be familiar with the location and operation of safety equipment in your department:
   - a. safety showers
   - b. eyewash stations
   - c. fire extinguishers
   - d. emergency red phones
   - e. fire alarm pull stations
   - f. spill kits
   - g. first aid kits

7. **Food/Beverage** – use the designated break areas for consumption of food and beverages. Don’t store or eat / drink when working with chemical substances.

8. **HAZCOM** – read all Safety Data Sheets (SDS’s) and labels before handling chemicals – know the hazards.

9. **Spills** – clean up small spills immediately, otherwise contact Public Safety x2677 (COPS).

10. **Evacuations** – leave the building immediately when alarm sounds.
APPENDIX E: Lab Safety Rules
1. **Personal Protective Equipment** – appropriate PPE must be worn at all times: lab coats, safety glasses, and gloves.

2. **Clothing** – no open-toed shoes, slippers or high heels. No shorts/skirts above the knee. Loose hair and clothing must be constrained.

3. **Safety Equipment** – be familiar with location of safety equipment in your department:
   - safety showers, eyewash stations, fire extinguishers, emergency red phones, fire alarm pull stations, spill kits, first aid kits, etc.

4. **Safety Shower/Eyewash Use** – when needed, get to the unit immediately and flush body or eyes for 15 minutes or until medical personnel arrive.

5. **Hazardous Waste** – follow all regulations, including:
   a. DU Hazardous Waste Label properly completed (legibly with no acronyms, structures, formulas, etc).
   b. Container must be capped when not in immediate use.
   c. Container must be in secondary containment at all times.
   d. Full waste containers must be delivered to the hazardous waste storage vault weekly.

6. **Food/Beverage** – no food, beverages, food containers or wrappers are permitted in any lab.

7. **Personal Items** – no medications, make-up, chapstick, etc. are permitted into any lab.

8. **HAZCOM** – read all SDSs and labels before handling chemicals – know the hazards.

9. **Spills** – clean up small spills immediately, otherwise contact Public Safety x2677 (COPS).

10. **Evacuations** – leave building immediately when alarm sounds.

11. **Visitors** – children under the age of 15 are not permitted in any laboratory without constant supervision, prior EHS approval and training. Outside of the lab, children must be supervised at all times. All other visitors must be accompanied at all times.
12. **Laboratory Doors** – keep all laboratory doors closed at all times.

13. **Laboratory Facilities** – contact Facilities Management at x6011 about problems with laboratory facilities (e.g. fume hoods).

14. **Shipping** – packages containing chemicals or biological materials cannot be shipped without EHS review (this includes dry ice shipments).

Violation of these, and any other Laboratory Safety Rules, are subject to enforcement under the Duquesne University *Facility Safety Inspection Procedure*.

For more thorough information, visit [www.duq.edu/ehs](http://www.duq.edu/ehs)