



Kettering University Environment, Health and Safety

General Awareness Training Guide

The Kettering University Environment, Health and Safety (EHS) Policy states that all employees are responsible for environmental protection and safe work practices. General information on the EHS program can be found in the Kettering University Employee Handbook located on-line at: http://www.kettering.edu/hr/employee_handbook.jsp.

The following general awareness guide applies to all employees. Specific EHS written programs and procedures are available from the Human Resources (HR) Department or at the HR web site under Environment, Health & Safety. Depending on job responsibilities, certain employees are given detailed training on specific programs and procedures. If further information is needed, please contact the Director of Environment, Health and Safety in the HR Department.

Emergencies

To report an emergency using a campus phone **dial 911** and campus safety will coordinate the response and contact the appropriate emergency agency, if necessary. **Do not dial 6-911** to directly request emergency services as this will actually delay response time. Blue Light stand alone emergency phones are located outdoors and designated emergency phones are located on the exterior of the AB and Thompson Hall buildings, near or in the elevator in the AB and in all other elevators on campus. Campus Maps with the locations of outdoor phones denoted are available at the HR web site under Environment, Health & Safety.

Incidents

The Kettering University EH&S Incident Reporting Procedure should be followed whenever a staff or faculty member, student, contractor, or visitor is involved in an accident, is injured or becomes ill as a result of conditions on campus. **If non-life threatening medical treatment is necessary**, when possible, **obtain an Employer Authorization Medical Treatment form** (available from the HR office) **before being transported to the approved medical facility.**

It is the responsibility of faculty or staff to complete the required EH&S Incident Report when a student they supervise is injured. EH&S Incident Report forms are available on the HR website under forms.

First Aid

First Aid Kits are located in the vicinity of all work areas and laboratories where injuries may occur. These kits are to be used for self-care by injured parties. In the

event of an accident or injury needing more complex first aid, Campus Safety should be contacted by dialing 9501 or 911. First aid should only be provided by trained personnel such as Campus Safety and Recreation Center staff.

Bloodborne Pathogens

It is important that people protect themselves from exposure to blood and other bodily fluids. There is a possibility – although probably remote – that exposure could lead to infection with the Hepatitis B, Hepatitis C or the HIV (AIDs) virus. For this reason, **only employees who have annually completed the On-line Bloodborne Pathogen training may provide first aid or clean up potentially contaminated bodily fluids such as blood, urine, vomit, and saliva.**

Emergencies Requiring Evacuation or Involving Extreme Weather

Fire – A siren will sound within the building; leave the building at the closest exit, making sure to close all doors behind you. Do not use the elevators. After exiting the building meet at your departments designated area.

Tornado – An announcement will be made by Campus Safety through the loudspeakers followed by a “Whooping” sound. Seek shelter immediately.

Shelter areas on campus are:

Academic Building – the tunnel and the 1st floor inner hallways

Campus Center - the tunnel and the 1st floor inner hallways

C. S Mott Building – the 1st floor north-south center hallway

Recreation Center – the lower level restrooms and the northeast storage room

Thompson Hall – the basement lounge area and the Campus Center 1st floor inner hallways.

Sever Thunderstorms – Turnoff all electrical equipment such as computers, printers and copy machines.

Additional information can be obtained from the Kettering University Employee Handbook, your supervisor or from the Human Resources Department at extension 9891.

Personal Protective Equipment

In some areas of the campus, signs may be posted stating that certain personal protective equipment must be used. Generally, these areas include laboratories, workshops, and storage areas. Examples of **personal protective equipment (PPE) include such items as safety glasses or goggles, gloves, hard hats, earplugs, steel toe boots and other protective clothing.** All persons must observe the personal protective equipment requirements when posted or when use of personal protective equipment is required by your supervisor during the performance of your job duties.

Personal protective equipment for use by staff, faculty, and visitors is available from your supervisor or from the Human Resources Department. Faculty members are responsible for seeing that all students obtain and use the required personal protective equipment.

Asbestos

Asbestos is still in place in some areas of the Campus Center and Academic Buildings. To avoid exposure to asbestos, there should be no contact with, removal of, or disturbance of walls, ceilings, floor tiles, or piping in any of the buildings without checking with Physical Plant or EHS personnel.

Only persons trained in accordance with EPA and OSHA regulations can perform work involving contact or potential contact with or disturbance of asbestos or asbestos containing materials. Department personnel located near an asbestos abatement project will be notified.

Confined Spaces

OSHA identifies certain areas as unsafe to enter without taking adequate precautions. These areas are called confined spaces. Examples of confined spaces include air ducts, utility tunnels, sumps and other areas which contain hazards or hazardous materials and which are not designed for continuous occupancy by people.

Signs that read “Confined Space” or “Permit Required Confined Space” identify regulated confined spaces on campus. The areas which are identified as confined spaces can only be entered by persons trained under Kettering University’s Confined Space Program or by trained contractors hired by the University.

Hazardous Chemical Use and Purchase

Under OSHA’s Hazard Communication Standard (also called the Employee Right-to-Know Standard), Kettering University is required to maintain Material Safety Data Sheets (MSDS’s) for chemical materials that are not intended for or packaged for use by the home consumer. These MSDS’s are available to all employees upon request. Material Safety Data Sheets contain information on the safe handling and use of individual chemicals or products. They are located in the Human Resources Department and in the department where they are normally used.

Those employees who regularly handle or use regulated hazardous chemicals as a requirement of their job are trained under the Kettering University Hazard Communication Program. Chemistry staff and faculty are also covered by the Chemistry discipline’s written Chemical Hygiene Plan.

An MSDS must be provided for all newly purchased hazardous chemicals to be used on campus. Employees should request the MSDS on the paperwork prepared in order to purchase these materials.

Hazardous Material Spill or Release Emergencies

In order to respond in a safe manner and comply with environment and safety regulations, Kettering University contracts with a firm skilled and trained in hazardous materials response and clean up. **Campus Safety should be notified immediately if response or clean up services are needed.** Campus Safety or EH&S will notify the Kettering University contractor, if necessary.

Donated Materials and Equipment

When a donation of materials or equipment is offered to the University, contact the Director of EH&S to determine the risk and potential hazards of the item(s) prior to acceptance. In addition, a Material Safety Data Sheet (MSDS) should be provided for any donated materials or equipment which contains chemical substances, prior to arrival of such gifts. This will allow arrangements to be made to safely receive, handle and store the materials or pieces of equipment once they arrive on campus.

Transporting Hazardous Materials

The U.S. Department of Transportation (DOT) regulates transportation of hazardous materials. Companies transporting or preparing hazardous materials for transportation on public thoroughfares must be registered with the DOT, pay the required fee, and provide extensive training to drivers and other employees. **Some examples of regulated hazardous materials likely to be found on campus include chemicals used in laboratories, welding gases or other pressurized gases, and boiler treatment chemicals.**

Kettering University is not registered to transport hazardous materials. Therefore, Kettering suppliers should make all deliveries of hazardous materials to Kettering University. However, the regulations provide for exemptions in some cases. Contact the Director of Environment, Health and Safety for information on identifying hazardous materials regulated under the DOT and for assistance in determining your legal responsibilities.

Waste Disposal

Waste disposal is highly regulated by the EPA. Kettering University must comply with federal and Michigan hazardous and non-hazardous waste regulations. This includes the handling, storage, and disposal of all regulated wastes. **Examples of some of the regulated wastes produced at Kettering University include: batteries, computer & electronic equipment, fluorescent lights, paint, used oil & fluids, solvents, discarded cleaning supplies, laboratory chemicals and mercury containing items.** Contact EH&S for direction on disposal.

Unless covered by a specific written procedure or directive of the Environment, Health, and Safety program, no waste should be disposed into a sink or sewer.

