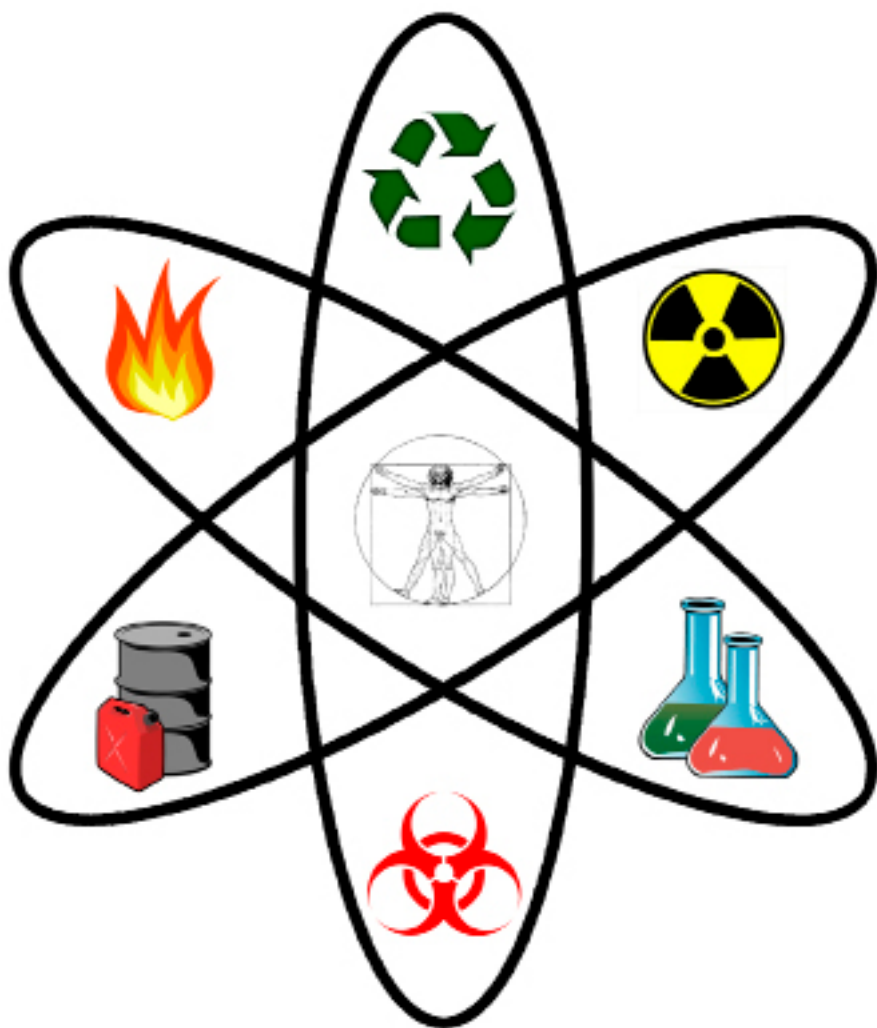


# IUPUI

## Employee Health and Safety Handbook



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# **Responsibility and Accountability**

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**G**ood environmental health and safety practices are the responsibility of each IUPUI faculty and staff member, student, and visitor. The following is a summary of these responsibilities.

## **Individual Responsibilities**

All IUPUI faculty, staff, and students are responsible for:

- Participating in mandated training programs provided by Environmental Health & Safety (EHS), supervisors, and other instructors;
- Promptly reporting unsafe conditions, environmental health hazards, and injuries and illnesses to their supervisor or program director;
- Considering their own safety and the safety of others while performing assigned tasks; and
- Strictly following federal, state, and university safety requirements and guidelines; and
- Ignoring established policies and procedures may result in disciplinary action, up to and including termination.

## **Supervisor Responsibilities**

Supervisors, faculty, principal investigators, and all other persons in authority are responsible for:

- Providing safe, healthy environments for those areas and personnel for whom they are responsible, incorporating safety and health issues as an integral part of all activities at the University;
- Being continuously aware of the safety and health needs of their co-workers and employees;

- Initiating and enforcing necessary preventive measures to control hazards;
- Ensuring that necessary support such as engineering and administrative controls, personal protective equipment, occupational medical examinations, and local exhaust ventilation are in place and adequate for operations;
- Ensuring employees are aware of all workplace hazards;
- Ensuring employees are trained prior to beginning new tasks;
- Reporting injuries and illnesses to IUPUI Health Services;
- Reviewing accident and injury reports for their area(s);
- Serving as a focal point for safety and health concerns; and
- Immediately notifying EHS when they become aware of a violation of any university, state, or federal environmental health or occupational safety rule or regulation. They must also notify EHS regarding any contact with the state and federal regulatory agencies.

## **Management Responsibilities**

University Administration, all Vice Presidents, Deans and Department Heads are responsible for:

- Ensuring that facilities and equipment meet requirements for a safe work environment for activities being conducted or for modifying those activities accordingly to comply with applicable rules, regulations, and standards;

- Ensuring individuals under their management have the authority and support to implement environmental health and safety policies, practices, and programs;
- Ensuring areas under their management comply with university, state, and federal environmental health and safety policies, practices, and programs;
- Establishing priorities and committing resources to correct environmental health and safety deficiencies;
- Establishing procedures for dissemination of policies and other safety-related information;
- Establishing procedures to implement policies; and
- Immediately notifying EHS when they become aware of a violation of any university, state, or federal environmental health or occupational safety rule or regulation. They must also notify EHS regarding any contact with the state and federal regulatory agencies.

**The University President and Chancellor** have the ultimate responsibility for establishing and maintaining health and safety programs and establishing a system for assessing safety performance for the University.

The formation of departmental or school safety committees is highly encouraged. Experience has shown that these committees can provide an effective means of implementing safety programs. EHS can provide guidance and offers staff for membership to aid in the development of these committees.

# **The Office of Environmental Health and Safety**

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## **Mission Statement**

The Office of Environmental Health and Safety (EHS) is dedicated to preserving the health and safety of students, faculty, staff, and visitors. EHS is dedicated to preserving the quality of the overall environment of the University and ensuring that the activities of the University have minimal impact on the environment. Preservation of University assets is also an important function of EHS although secondary to protection of the health and safety of the University community.

The mission is accomplished by EHS staff providing technical guidance, compliance assistance, quality assurance, remediation, and training to the campus community, associated facilities, and when appropriate the general public.

## **IUPUI and EHS**

Environmental Health and Safety (EHS) is responsible for the development, oversight, and management of environmental health and safety programs that provide safe and healthy conditions for work and study, help protect the environment, and comply with applicable laws and regulations. EHS provides educational programs, technical assistance, and numerous health and safety services to the IUPUI community. The staff also functions as consultants to Deans, Directors, Heads of Academic Departments, and Administration. The Department conducts health and safety investigations as necessary and upon request. EHS also assists other departments in the development of safety programs and participates in health and safety training and education.

# **Organizational Activities**

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The Office of Environmental Health and Safety is a unit of Finance and Administration. Duties and responsibilities are organized by the activities of each operational unit as follows:

## **Asbestos Management**

- Air Monitoring for Asbestos
- Asbestos Project Management
- Asbestos Repair/Removal
- Building Surveys
- Mold Mitigation
- Training

## **Biological Safety**

- Biosafety, Biosecurity, Biosurity
- Biohazard Compliance
- Biosafety Inspections
- Committee Representation
- Protocol Review
- Training

## **Environmental Management**

- Air Pollution Compliance
- Chemical Waste Management and Disposal
- Community Right-to-Know
- Emergency Planning and Response for Hazardous Chemicals
- Materials Emergencies
- Environmental Assessments
- Hazardous Materials Transportation Compliance
- Infectious Waste Management
- PCB Compliance
- Underground Tanks
- Wastewater and Stormwater Discharge
- Wellfield Protection

## **Industrial Hygiene**

- Indoor Air Quality
- Ergonomics
- Personal Exposure Monitoring
- Occupational Health Hazard Control
- Hearing Conservation
- Hazard Communications
- Personal Protective Equipment
- Respiratory Protection and Fit Testing
- Training

## **Laboratory Safety**

- Lab Safety Committee • LabNotes Newsletter • Fume Hood Certifications • Emergency Shower Certification
- Building Plan Review • Laser Safety • IACUC Reviews and Inspections • Safety Inspections • Training

## **Occupational Safety**

- Accident/Injury Investigation • Chemical Inventory
- Master MSDS Information Data Base • Regulatory Program Development • Safety Inspections • Training

## **Construction Safety**

- Site Inspection • Plan Review • Training



# Asbestos Management

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The Occupational Safety and Health Administration (OSHA) has determined that building materials used prior to 1981 must be presumed to contain asbestos, unless proven otherwise by an accredited inspector. Therefore, all IUPUI buildings constructed before 1981 have been inspected for asbestos content. Results of the inspection survey may be obtained by contacting Environmental Health and Safety.

Asbestos is a fibrous mineral that was used in many different building materials before its health hazards were fully known. Primarily, asbestos is found on campus in pipe insulation, floor tiles, floor sheeting, mastic, roofing, counter tops, and fume hoods. Other materials that may contain asbestos include: wallboard, taping compound, plaster, sinks, ceiling tile, spray-on fire proofing, chase panels, electrical insulation, and putty/caulk.

Asbestos is only a hazard if the microscopic-size fibers are released into the air. Humans can breathe in the fibers which can lodge in the lungs. Most people experiencing health effects from asbestos worked with raw materials and breathed air with high concentrations of asbestos over long periods of time.

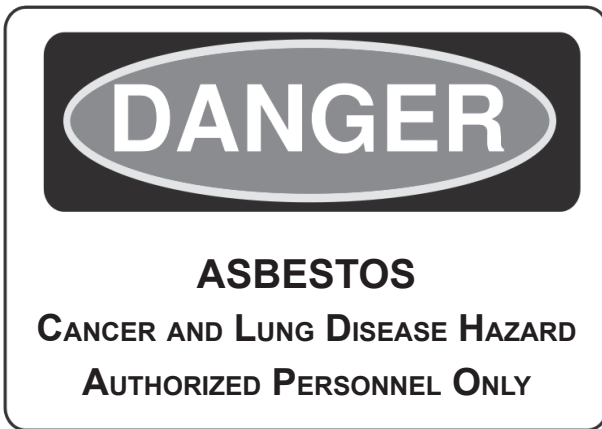
The three diseases directly related to asbestos exposure are:

- Asbestosis - a scarring of the lungs caused by exposure to asbestos. Continued exposure may lead to degeneration of lung function and to death.
- Lung Cancer - a malignant growth of tissue in the lungs, specifically of the bronchi covering.
- Mesothelioma - a rare cancer of the lining around the lungs (pleura) or the abdomen (peritoneum). It is almost always caused by exposure to asbestos.

IUPUI's asbestos-management program complies with all State and Federal regulations during renovation projects and normal maintenance activities. EHS has state-licensed workers who remove asbestos daily. Asbestos warning signs mark the regulated area where asbestos materials are being removed. The warning signs will be posted at such a distance from the removal project that an employee may read the signs and avoid the regulated area. Several engineering controls and work practices are used to contain asbestos fibers in the regulated area.

### **Training**

To ensure environmentally safe working conditions, all maintenance and custodial personnel, and construction contractors attend Asbestos Awareness Training. Building materials should not be disturbed without previously consulting the Office of Environmental Health and Safety (EHS) which can determine the asbestos content.



**Contact EHS before disturbing materials that may contain asbestos.**

## Biological Safety

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**B**iological Safety at IUPUI is a complete program dedicated to the recognition, evaluation, and control of biohazards to minimize the health risk to students, faculty, staff, and the public from potential exposure to recombinant DNA and vectors, pathogenic microorganisms and other biohazardous materials used in research and teaching activities.



The program is based on government regulations, guidelines, and current professional standards. To ensure the safe handling of these biological hazards, the University requires compliance with the NIH Guidelines, the standards in the BMBL, and all other institutional policies. Compliance with other applicable federal, state, and local regulations is also required.

The Principal Investigator (PI) is directly and primarily responsible for the safe operation of the laboratory. All laboratory personnel are to be informed of the hazards associated with the work and proper safety precautions. The PI is also responsible for submitting Institutional Biosafety Committee or Biohazard Committee forms for proposed research and registering the human and animal pathogens used in his/her research and teaching laboratories with the Biosafety Office. The Biological Safety Manual (found at **ehs.iupui.edu**) assists investigators in assessing risk by providing agent summary statements and describing safety practices, containment equipment, and facilities for the agent(s) used. The Biosafety Office is also available to assist investigators with selecting appropriate safeguards.

Compliance with all applicable regulations and University policies is met by attending all necessary training related to your stated duties, review and approval of all research activity by the appropriate committee, and by routine lab inspections by the Biological Safety staff. Risk communication is vital to your safe use of biological materials. You should be aware of the hazards in your occupational area. The Biological Safety Program should be viewed as a resource. Any questions or concerns related to the use, storage, risks, and disposal of biological materials are welcome.

## **Training**

### ***Bloodborne Pathogens***

New employees at IUPUI who are reasonably anticipated to have occupational exposure to human blood, tissues, and/or cell lines are required to receive annual training under the OSHA Bloodborne Pathogen Standard. Regularly scheduled training sessions are on the second and fourth Monday of every month at 8:30 a.m. Training locations can be found at **ehs.iupui.edu**. Subsequent annual refresher training can be done using the online module at **[http://www.ehs.iupui.edu/BBP2004/BBP\\_home.asp](http://www.ehs.iupui.edu/BBP2004/BBP_home.asp)**.

### ***Biological Safety***

Training sessions in Biological Safety are on the fourth Monday of every month at 9:30 a.m. (immediately after Bloodborne Pathogen Training). Staff working with biohazards assessed at Biosafety Level 2 or higher are strongly encouraged to attend. Staff scheduled to work in the BL3 labs on campus must attend additional training. Please contact the Biosafety Manager to schedule your session.

## ***Air Shipment of Biological Materials***

Training is required prior to shipment or document signature of regulated biological materials. Sessions are held the first Tuesday of each month and on a quarterly basis on the second Thursday of the month. A schedule can be found at **[ehs.iupui.edu](http://ehs.iupui.edu)**.

# Biological and Infectious Waste

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**B**iological waste includes any research wastes that contain any biological materials used or generated in the laboratory. This includes all risk group 1 organisms, as well as culture media.

Infectious waste includes any waste item contaminated with biological agents suspected to be capable of transmitting disease. Infectious and biological waste can be divided into three primary groups:

**Liquid wastes** such as blood, other body fluids, other potentially infectious material, or culture media.

**Soft materials** such as dressings, bandages, bedding, toweling etc. that are saturated to the point of releasing blood, body fluids or other potentially infectious materials when handled or compressed. Agarose plates and slants are included.

**Sharps** are objects or instruments contaminated with blood, body fluids, or other infectious agents that could penetrate the skin or could do so if broken. Examples of sharps waste include:

- glassware • pipettes (glass and hard plastic)
- hypodermic needles • scalpel blades • lancets
- Petri plates (glass and hard plastic)



## Segregation and Storage

- ***Infectious waste*** must be in leak-proof containers that have the biohazard symbol on it.
- ***Infectious sharps*** must be placed in a puncture resistant container constructed of hard plastic with the biohazard symbol on it.
- Before treatment, all infectious waste must be labeled and secured from public access.

## Waste Disposal

Infectious wastes are disposed using chemical treatment, autoclave, or offsite vendors.



## Suspicious Packages

Biological threats targeting individuals or departments can frequently be controlled by screening materials and following certain procedures. Responding Public Safety agencies have plans in place to deal with these types of threats. Following those procedures will activate those plans and promote the highest level of safety while minimizing the disruption associated with these incidents.

For more information regarding biosafety and for mail and package handling procedures, please visit the EHS website at **[ehs.iupui.edu](http://ehs.iupui.edu)**.

# Hazardous (Chemical) Waste Disposal

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Disposing of chemicals properly is important to protect employee health and the environment. The Environmental Protection Agency (EPA) enforces strict laws on the proper management of hazardous waste. The EPA has assessed fines exceeding \$1 million against universities and sometimes brings criminal charges against individuals who fail to follow proper procedures.

Environmental Health and Safety (EHS) has developed a guidebook, The IUPUI Waste Disposal Guidelines, which provides information on segregation, packaging, labeling, and disposal of chemical waste materials. This guidebook can be obtained on the EHS website at **[ehs.iupui.edu](http://ehs.iupui.edu)**.



**Bottom Line:** If you need assistance to determine if you are producing a hazardous waste, call EHS at 274-4351.

Materials other than paper, empty containers, food waste, and common household materials require special disposal other than in the dumpster. Materials that require disposal through the IUPUI chemical waste disposal program include:

- Laboratory chemicals;
- Janitorial materials such as floor waxes, strippers, and cleaning products;
- All paint and related thinners and solvents;
- Maintenance materials such as degreasing and lubricating agents;



- Water treatment chemicals, sludge-type waste, heating/air-conditioning treatment products;
- Pesticides, herbicides, rodenticides; and
- Batteries, except common household batteries such as AA, AAA, 9-volt.

Key issues related to the proper containment, storage and disposal of waste materials include:

- Identify the need for disposal through the EHS Hazardous Waste Disposal program.
- Segregate materials in compatible containers. Avoid mixing chemicals unless approved beforehand by EHS.
- Store waste materials in closed containers in appropriate locations. Waste containers should be labeled with the waste contents when they are put into service.
- Submit a completed “IUPUI Hazardous Materials Manifest for Intracampus Transportation” form to EHS when waste containers are full and/or ready to be disposed. The waste manifest can be found online at [ehs.iupui.edu/ehs/environment\\_manifestForm.asp](https://ehs.iupui.edu/ehs/environment_manifestForm.asp).
- Package compatible materials in boxes with packing materials so that they will not break during transportation.
- There is no cost to the department for waste disposal except for unusual circumstances such as unlabeled, abandoned, or unpackaged wastes. In some circumstances, containers for waste collection can be obtained free from EHS.

# **Waste Minimization and Recycling**

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UPUI is dedicated to protect the environment and preserve the natural resources of our community. In this light, all employees are urged to look for ways to reduce or eliminate any waste item, including chemicals. The following waste-minimization techniques should be considered when evaluating such opportunities:

## **Purchase Control**

- Order only the volumes of materials necessary to complete the desired activity or project.;
- Purchase smaller lots of materials on a more frequent basis. Purchase only volumes that can be used during a defined period of time (e.g., every three or six months);
- Be aware of any physical property of the material or chemical that may prevent long-term storage of the material (e.g., peroxide formation); and
- Establish a centralized purchasing system within the department or area to avoid duplicate orders of chemicals.

## **Inventory Control**

- Attempt to redistribute unused materials and chemicals to other campus users;
- Attempt to return unused, unopened materials to vendor for credit; and
- Ensure all containers containing chemicals are always labeled.

## Operational Controls

- Make double-sided photocopies when practical;
- Use recycled and recyclable materials such as non-glossy, non-colored paper stock;
- Use water-soluble, biodegradable scintillation fluids in place of solvent-based fluids;
- Use specialty, biodegradable glass-cleaning detergents instead of sulfuric acid/chromic acid cleaners;
- Use a heat gun in place of chemical-based paint strippers;
- Use water-based preservatives and degreasers where feasible;
- Avoid wet chemistry techniques when practical.;
- Reclaim and reuse materials when feasible (e.g., use spent solvent for initial gross cleaning and fresh solvent only for the final rinse);
- Neutralize corrosive wastes as the final step of an experiment or procedure; and
- Avoid mixing hazardous and non-hazardous wastes.

## Recycling

The University offers the following campus-wide recycling programs:

- *Beverage Containers:* Collection containers are in vending areas and other campus locations for plastic and metal beverage containers.
- *Office Paper:* Recycle white paper, letterhead, and envelopes. Desktop collecting bins and other office-collection receptacles and collection services are available by contacting CFS Call Center at 8-1900.

- *Mixed Paper*: Recycle colored paper, Post-It Notes, and manila folders. Desktop collecting bins and other office-collection receptacles and collection services are available by contacting CFS Call Center at 8-1900.
- *Batteries*: EHS collects nickel/cadmium and lead/acid batteries for recycling. To request a battery pickup, please fill out the hazardous waste manifest form. Standard household-sized (A, AA, AAA, C, D, 9-volt) batteries are not collected for recycling and may be disposed of in the trash.
- *Other items* such as newspapers, magazines, cardboard, and printer/toner cartridges.



**[recycles.iupui.edu](http://recycles.iupui.edu)**

## Fire Protection Services

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The Fire Protection program is based on the requirements of the International Fire Code and the National Fire Protection Association. Fire Protection personnel respond to all fire alarms activated on campus to assess the situation and assist the Indianapolis Fire Department in the case of actual fires.

Another primary function is to survey the campus for fire hazards and to assure compliance with applicable fire codes. Personnel are available for training on fire extinguisher use, building evacuation and other fire safety topics. Fire Protection staff maintain fire alarm systems and provide for the temporary shutdown of those systems as well as sprinkler systems when necessary.



You can do your part by being ready to respond in an emergency situation. Here are a few tips:

- Become familiar with workplace emergency procedures and policies;
- Know the emergency evacuation plan for your work area; and
- Be aware of the location of fire extinguishers, fire alarm pull stations, flashlights, and emergency supplies.

All personnel, visitors, and students must leave non-hospital buildings immediately when the fire alarm sounds. Specific emergency procedures regarding fires can be found in the Emergency Procedures Section of this handbook, in the IUPUI Emergency Procedures Handbook, or on the EHS website at [ehs.iupui.edu](http://ehs.iupui.edu).

# **Industrial Hygiene**

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**I**ndustrial Hygiene is the study and prevention of occupational illnesses due to materials and conditions present in the workplace. This involves the anticipation, recognition, evaluation, and control of workplace hazards to maintain a healthy and safe environment for all university faculty, staff, students, and visitors. Hazards evaluated and controlled include:

## ***Air Contaminants***

Dusts, fumes, mists, fibers, gases, vapors

## ***Chemical Hazards***

Lab chemicals, cleaning supplies, paints, solvents

## ***Physical Hazards***

Heat, cold, noise, illumination, temperature extremes

## ***Indoor Air Quality Issues***

Health symptoms experienced in a building due to airborne agents or other factors present. The most common health symptoms experienced include:

- headaches
- runny/stuffy nose
- eye irritation
- coughing/sore throat

Common causes of indoor air quality symptoms include:

- chemicals (often very low concentration)
- biological (mold, allergens)
- airborne particulates
- renovation in adjacent areas

Employees experiencing symptoms they believe are caused by their work environment are asked to complete the Indoor Air Quality Questionnaire at [ehs.iupui.edu/ehs/indus\\_hyg\\_IAQuestionnaire.asp](https://ehs.iupui.edu/ehs/indus_hyg_IAQuestionnaire.asp).

## **Personal Exposure Monitoring**

Monitoring an employee's contact with a toxic substance or harmful physical agent in the course of employment. For example: employees who routinely work with formaldehyde.

## **Respiratory Protection and Fit Testing**

Employees who are required to wear a respirator shall be fit tested and trained annually by EHS. Prior to being fit tested, all employees shall complete a Medical Evaluation Questionnaire found at [ehs.iupui.edu](https://ehs.iupui.edu) under Industrial Hygiene.

## **Hearing Conservation**

Employees who are exposed to 85 decibels or greater over an 8-hour time weighted average must participate in the Hearing Conservation Program. Annual audiograms, training, and the use of hearing protection is required for those who qualify. Departments included in the Hearing Conservation Program include: Campus Facility Services (CFS), Laboratory Animal Resource Center (LARC), Police Department, and Environmental Health and Safety (EHS).

## **Accident/Injury Investigations**

Accidents and injuries that occur on campus are investigated by EHS to determine the cause and make recommendations to prevent future accidents or injuries.

## **Training**

Online or classroom training sessions are available for Anesthetic Gas Safety, Formaldehyde Hazard Communications, Hearing Conservation, Mold Awareness, Respirators, Personal Protective Equipment, Ergonomics, and Hearing Conservation. Visit **[ehs.iupui.edu](https://ehs.iupui.edu)** for more information.



## Occupational Safety

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The goal of occupational safety on campus is to provide safe working conditions for all employees.

EHS has developed occupational safety programs and training per the regulatory standards implemented by the Occupational Safety and Health Administration (OSHA). Topics include but are not limited to:

- Confined Space • Lockout/Tagout • Electrical Safety • Fall Protection • Powered Industrial Trucks • Portable Ladder Safety • Scaffolding • Hand and Power Tool Safety • Machine Guarding

Additional information and resources can be found at [ehs.iupui.edu](http://ehs.iupui.edu).

## Construction Safety Program

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Contractors are found at many IUPUI sites, at times working side by side with IUPUI employees. Contractors may be exposed to hazardous conditions in IUPUI locations and may also expose IUPUI employees and the community to hazards.

The Construction Safety Program has been developed to ensure that construction work on IUPUI sites is performed in a safe and healthy manner.

Additional information and resources can be found at [ehs.iupui.edu](http://ehs.iupui.edu). Contact EHS at 274-2005 with construction activity concerns.



# Radiation Safety

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As part of your routine job duties, you may have to enter an area of the university/hospital complex containing radioactive material. The areas in which this material is used and/or stored are located throughout the Clarian/ IUPUI campuses.

All of these areas must post the radiation warning symbol. The actual containers holding radioactive material will also be labeled with this symbol. An illustration

of the radiation symbol is provided.

It is important that you do not touch any object labeled with a radiation warning symbol nor should such an object be removed from the area in which it is stored.

Although levels of radiation exposure expected in these restricted

areas are low, any exposure to radiation

should be maintained as low as reasonably

achievable (ALARA). In keeping with the ALARA philosophy, to minimize your exposure to radioactive materials, the safety principles of time and distance should be applied:



1. Maintain a reasonable distance between you and the source of radiation; and
2. Keep the time of exposure to radiation to a minimum while performing your assigned duty.

If you observe any condition involving radiation or radioactive materials that appears to be unsafe, leave the area immediately and notify the Radiation Safety Office at 274-4797 during normal working hours of 8:00 am to 5:00 pm, Monday through Friday. For times other than normal working hours, this number will provide paging instructions.

If your job requires you to work with radiation and/or radioactive material, contact the Radiation Safety Office to determine training and monitoring procedures prior to working with these machines or materials.

For additional information please go to the Radiation Safety web site at **[radsafe.iusm.iu.edu](http://radsafe.iusm.iu.edu)**.

# Laboratory Safety

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The Occupational Safety and Health Administration (OSHA) enacted the Laboratory Standard “Occupational Exposure to Hazardous Chemicals in Laboratories.” This standard deals specifically with hazardous chemical recognition, safe use, storage, and disposal. The standard requires the identification of chemical hazards, development of standard operations procedures to control chemical hazard exposures, and training for all laboratory staff.

There are three major components of the IUPUI laboratory safety program: publications, laboratory safety training, and laboratory safety surveys.

Publications pertaining to laboratory safety provide rules and guidance concerning physical and chemical hazards in the laboratory are available at **ehs.iupui.edu**.



## Policies

Specific IUPUI policies relate to laboratories on campus. Staff working in these areas should be familiar with them. The policies include:

- Anesthetic Gas Safety;
- Policy for Servicing Fume Hood Exhausts;
- NO Eating, Drinking and Related Activities in Laboratories;
- Laboratory Decommissioning Policy;
- Eye Protection in Laboratories; and
- Mercury Reduction/Elimination.

Further information on these policies is provided during the Laboratory Safety Training sessions.

## **Lab Notes**

Lab Notes is a quarterly newsletter published by EHS that focuses on important potential issues in laboratories. The newsletter is distributed by e-mail to all online subscribers. To receive your free quarterly publication of LabNotes, please visit **[ehs.iupui.edu](http://ehs.iupui.edu)** to register.

## **Training**

Laboratory safety training is required upon hire for all employees who work in a laboratory. EHS provides training on the second Monday of each month. Times and locations can be found at **[ehs.iupui.edu](http://ehs.iupui.edu)**.

## **Surveys**

Laboratory safety surveys are conducted annually to determine the application of principles learned from the laboratory safety publications and training. Safety equipment such as fume hoods, safety showers, and eyewash stations are also tested annually. The forms used during laboratory safety inspections can be found at **[ehs.iupui.edu](http://ehs.iupui.edu)**.

## **Chemical Hygiene Plan**

The Chemical Hygiene Plan is the written program of policies and procedures for the safe use of hazardous chemicals in a laboratory. Major components of the plan include:

- Employee information and training
- Hazard identification
- Personal exposure monitoring
- Medical surveillance
- Standard operating procedures
- Personal protective equipment
- Laboratory signage

## **Purpose**

The purpose of the IUPUI Chemical Hygiene Plan is to define work practices and procedures that help protect laboratory workers at IUPUI from health and safety hazards associated with the hazardous chemicals with which they work. The IUPUI Chemical Hygiene Plan is a requirement of the OSHA Laboratory Standard.

## **Applicability**

The Laboratory Standard supersedes the Hazard Communication standard and applies to all employees engaged in the laboratory use of hazardous chemicals.

# Laser Safety

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The IUPUI Laser Safety Program is designed to provide guidance for the safe use of lasers in research and to help provide safety for all personnel and visitors who may be exposed to the radiation emitted by lasers.

The Laser Safety Policy is based on standards enacted by the American National Standard Institute for the Safe Use of Lasers (ANSI Z136.1), which should be consulted directly for more detailed information, and applies to all laser and laser systems, whether purchased, borrowed, fabricated, or brought in for use by others.

Prior to the use of a Class 3b or 4 laser at IUPUI, an individual must complete sufficient and appropriate training to ensure the safe use of this device.

The training shall consist of:

- Reading the “Laser Safety Guide”;
- Completion of IUPUI’s Online Laser Safety Training Course;
- Review of operating and emergency procedures;
- Review of the SOP for the use, set-up, and alignment, if applicable;
- Selection and use of personal protective equipment;
- Identification and proper use of engineering controls;
- Identification of administrative controls, including warning signs and lights;
- Identification of non-laser safety hazards associated with the laser; and
- For Laser Controlled Area in which multiple lasers/ wavelength operate, advising the worker of other

laser and non-beam hazards associated with other systems.

Visit **[ehs.iupui.edu](https://ehs.iupui.edu)** to complete the Online Laser Safety Course or to view the Laser Safety Manual.



# Office Safety

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While office areas are typically safer than some areas on campus, there are hazards in offices that may cause illnesses or injuries. Situations, materials, and equipment that can lead to illness or injury include:

- **Slips, Trips, and Falls** - Falls are on of the most common type of job related accidents. Half of all fall injuries are sustained by office workers. Falls can result from using equipment other than a ladder to reach objects from higher places. Wet floors, worn footwear, poor housekeeping, electrical and phone cords, misplaced supplies, and open file cabinet drawers can also cause slip and trip injuries.
- **File Cabinets** - A full top drawer with partially filled bottom drawers or opening more than one drawer can cause the cabinet to tip over. Trips can occur when drawers are left open. Drawers can pinch fingers if slammed shut.
- **Electrical Hazards** - Electrical shock can result from frayed wiring or improperly grounded equipment. Extension cords are permitted for temporary use only.
- **Chemical Exposure** - Chemical exposure may result from office products such as glues, solvents, toners, and cleaners.
- **Ergonomics** - Musculoskeletal disorders and eye strain can result from frequent and improper computer use.

- **Portable Heaters** - are discouraged but if used should be UL approved. They shall have an automatic shut off if tipped over. Only use in areas that are occupied and keep away from combustible materials such as paper, books, and office furniture. Unplug the unit when not in use.
- **Open Flames** - The use of candles and incense is discouraged in the office; they can only be used under special circumstances.
- **Back Injuries** - may result from improper lifting techniques or lifting a load that is too heavy.

## Home Safety

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On average, home related injuries result in nearly 20,000 deaths and 21 million medical visits each year in the United States. Injuries in the home result in 1 person in every 37 being disabled one full day or more. The leading causes of deaths in the home are falls, poisonings, fires/ burns, drowning, and suffocation/choking. Some keys to ensuring safety in your home are:

- Post a list of emergency telephone numbers including the police, fire, doctors, and poison prevention centers at every telephone in the home;
- Keep all potentially dangerous products (medications, cleaning supplies, pesticides, fertilizers) locked up, stored in high places and with child-resistant closures on them;
- Carbon monoxide is a colorless, odorless, poisonous gas that is produced by fuel-burning appliances. Check all fuel-burning appliances to be sure they work properly. Install carbon monoxide detectors near areas where people sleep;
- To prevent falls, make sure all porches, hallways, and stairwells are well lit. Use nightlights to light hallways and bathrooms during night-time hours;
- Keep stairs, steps, landings and all floors clear;
- Use a sturdy step stool or ladder when climbing. Do not stand on furniture;
- Install smoke detectors on every level of your home, including the basement and workshop, and outside all sleeping areas. Mount a Class ABC fire extinguisher on a wall near an exit;

- Store flammable materials away from heat sources
- such as the furnace, fireplace, and water heater;
- Do not smoke in bed; and
- Inspect electrical equipment regularly for frayed or cracked cords, sockets, and plugs.

For more information about home safety visit,  
**[homesafetycouncil.org](http://homesafetycouncil.org)**.

# Ladder Safety

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Each year there are more than 164,000 emergency room-treated injuries in the U.S. relating to ladders. The U.S. Consumer Product Safety Commission (CPSC) offers the following safety precautions to help prevent these injuries:

- Make sure the weight your ladder is supporting does not exceed its maximum load rating (user plus materials). There should only be one person on the ladder at one time;
- Use a ladder that is the proper length for the job. Proper length is a minimum of 3 feet extending over the roofline or working surface. Do not stand on the top three rungs of a straight, single or extension ladder;
- Straight, single or extension ladders should be set up at about a 75-degree angle;
- All metal ladders should have slip-resistant feet;
- Metal ladders will conduct electricity. Use a wooden or fiberglass ladder in the vicinity of electrical energy, components, and sources. Do not let a ladder made from any material contact live electric wires;
- Be sure all locks on extension ladders are properly engaged;



- The ground beneath the ladder should be level and firm. Large flat wooden boards braced under the ladder can level a ladder on uneven ground or soft ground. A good practice is to have a helper hold the bottom of the ladder;
- Do not place a ladder in front of a door that is not locked, blocked or guarded;
- Keep your body centered between the rails of the ladder at all times. Do not lean too far to the side while working;
- Do not use a ladder for any purpose other than that for which it was intended;
- Do not step on the top step or bucket shelf or attempt to climb or stand on the rear section of a stepladder;
- Never leave a raised ladder unattended; and
- Follow use instruction labels on ladders.

**For more information about ladder safety,  
visit [cpsc.gov](http://cpsc.gov)**

# Ergonomics

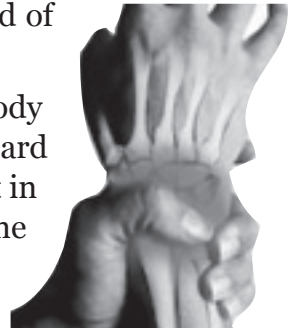
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**E**rgonomics is the science of fitting the workstation and tools to the user to reduce musculoskeletal stresses that could lead to injury and illness.

Musculoskeletal Disorders (MSDs) are disorders of the muscles nerves, tendons, ligaments, joints, cartilage, blood vessels or spinal discs.

**Risk factors** that may lead to MSDs include:

- *Repetition* - performing essentially the same task repeatedly with little rest;
- *Forceful Exertions* - using excessive force (such as with hand tools) or lifting/pushing/pulling too much weight;
- *Awkward Posture* - the arrangement of body parts relative to each other during work. Awkward postures include repeated or prolonged reaching, twisting, kneeling, squatting, working overhead with hands or arms, or holding a fixed position for an extended period of time;
- *Localized Pressure* - when a body part is compressed against a hard or sharp object. This can result in putting too much pressure on the soft tissue, nerves, tendons, and blood vessels;
- *Vibration* - operation of tools that vibrate can lead to nerve damage; and
- *Individual Susceptibility* - individuals may be predisposed to MSDs based on their heredity, prior injuries, other illnesses, medications, etc.



## Symptoms of MSDs

- Painful joints
- Pain, tingling or numbness in hands or feet
- Shooting or stabbing pains in arms and legs
- Swelling or inflammation
- Burning sensation
- Pain in wrists, shoulders, forearms, knees
- Fingers or toes turning white
- Back or neck pain
- Stiffness

If signs and symptoms of ergonomic injuries are not reported early, permanent disability may result. It is important that you report signs or symptoms of injuries to your supervisor and IUPUI Health Services right away to avoid problems in the future.

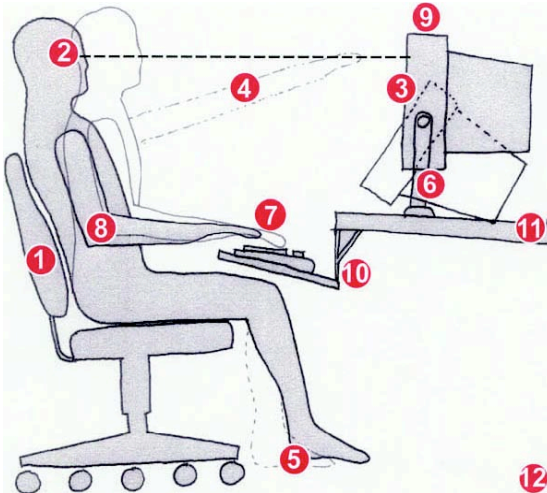
Visit **[ehs.iupui.edu](https://ehs.iupui.edu)** for more information about computer workstation set-up and ergonomics in the laboratory.

Contact EHS at 274-2005 to schedule an evaluation of your workstation.



## Workstation Design

1. Use a chair with a dynamic chair back and sit back in it;
2. Top of the monitor casing 2-3" above eye level;
3. No glare on screen. Use an optical glass anti-glare filter where needed;
4. Sit at arm's length from the monitor;
5. Feet on floor or stable foot rest;
6. Use a document holder, preferably in-line with the computer screen;
7. Wrists flat and straight in relation to forearms to use keyboard/mouse/input device;
8. Arms and elbows relaxed close to the body;
9. Center monitor and keyboard directly in front of you;
10. Use a negative tilt keyboard tray with an upper mouse platform or downward tiltable platform adjacent to the keyboard;
11. Use a stable work surface and stable (no bounce) keyboard tray; and
12. Take frequent short breaks (micro breaks).



Information provided by Cornell University Ergonomics Web at  
[ergo.human.cornell.edu](http://ergo.human.cornell.edu)

## **Back Safety**

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**P**reventing back injuries is a major workplace safety challenge. According to the Bureau of Labor Statistics (BLS), more than one million workers suffer back injuries each year, and back injuries account for one of every five workplace injuries or illnesses. Further, one-fourth of all compensation indemnity claims involve back injuries, costing industry billions of dollars on top of the pain and suffering experienced by employees.

Although no approach has been found for totally eliminating back injuries resulting from lifting materials, a substantial number of lifting injuries can be prevented by implementing an effective ergonomics program and by training employees in appropriate lifting techniques.

### **Back Lifting Ratio**

There is a 10:1 ratio for every lift performed. For example, if an object is 10 pounds, it takes your back 100 pounds of back pressure to pick it up.

The best way to prevent back injuries is to develop habits that reduce the strain placed on the back.

## General Lifting Techniques

Everyone lifts, holds, carries, pushes and pulls on a daily basis whether it is during leisure activities or on the job. Manual material handling involves lifting light, heavy, or awkward objects. Safe lifting is a critical aspect of daily activities and should be the focus of any manual material handling. Before you lift, remember the following:

- Wear supportive shoes;
- Use lift assists (coworkers, hand dollies, carts, lift tables, forklifts);
- Carry all movements out horizontally (e.g., push and pull rather than lift and lower);
- Always use your body weight and not your feet when pushing;
- Try to have most workplace deliveries placed at hip height;
- Always keep objects in the comfort zone (between hip and shoulder height);
- Keep all loads close to and in front of the body;
- Keep the back aligned while lifting;
- Maintain the center of balance;
- Let the legs do the actual lifting;
- Reduce the size of the material to keep it light, compact and safe to grasp; and
- DO NOT use back support belts unless prescribed by your doctor. Refer to IUPUI's Manual Material Handling Program for additional information regarding back belts located at **[ehs.iupui.edu](https://ehs.iupui.edu)**.

## Plan the Lift

- Size up the load, its weight, shape and position;
- Determine if the load is too large, too heavy or too awkward to move alone;
- Get help from a coworker or use a mechanical aid device to help with the lift when necessary;
- Decide on the safest route to take;
- Check for any problems or obstacles such as slippery or cluttered floors;
- Investigate the location where the load is going to be placed in order to anticipate any difficulties; and
- Always exercise or warm-up the back prior to lifting.

## Squat Lifting

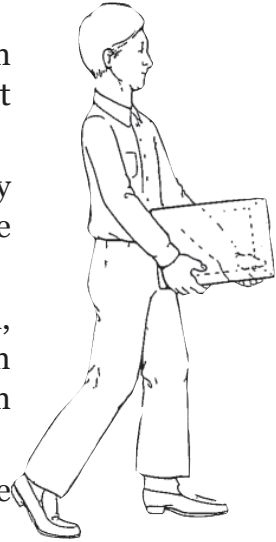
- Squat lifting should be performed as follows:
- Stand as close to the load as possible;
- Place your feet shoulder width apart;
- Tighten your stomach muscles so you can tuck your pelvis;
- Bend at the knees, keeping your back straight and stomach tucked;



- Get a good firm grip on the load;
- Keep the load close to the center of your body;
- Lift smoothly with your legs, gradually straightening the knees and hips into a standing position; and
- Avoid twisting your body as you lift.

## Carrying Loads

- Keep the load close to the center of your body to take full advantage of the mechanical leverage of your body;
- Do not change your grip on the load unless it is weight supported;
- Avoid twisting your body without pivoting your feet at the same time;
- If you must change direction, move your feet in that direction instead of twisting your trunk in that direction;
- Make sure you can see over the load; and
- Move carefully toward your destination.



**Unloading Objects** should be done the same way as lifting objects but in the reverse order:

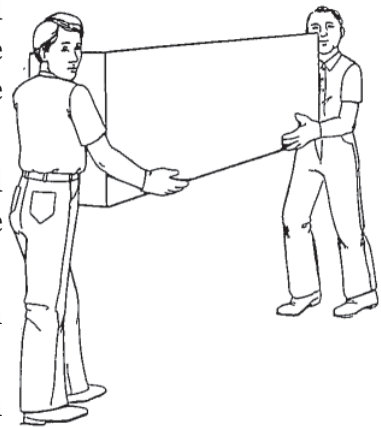
- Slowly bend your knees to lower the load;
- Keep your back straight and the weight close to the center of your body;
- Allow enough room for fingers and toes when the load is set down;
- Place the load on a bench or table by resting it on the edge and pushing it forward with your arms and body; and
- Secure the load to ensure that it will not fall, tip over, roll or block someone's way.

**One-Arm Loads** are used when carrying items such as pails or buckets. Lifting and carrying one-arm loads should be performed as follows:

- Bend the knees and at the waist keeping your back straight;
- Reach for the load;
- Grasp the handle of the load firmly;
- Lift with your legs, not your shoulders or upper back; and
- Keep your shoulders level while switching hands regularly to reduce overexertion on one side of the body while carrying the load.

**Team Lifts** are used when objects are too heavy, too large or too awkward for one person to lift. Team lifts should be performed as follows:

- Work with someone of similar build and height, if possible;
- Choose one person to direct the lift (e.g., “lift on the count of three”);
- Lift with your legs and raise the load to the desired level at the same time;
- Always keep the load at the same level while carrying;
- Move smoothly and in unison; and
- Set the load down together.



## Mechanical Aids

Special lifting equipment such as hand trucks, carts, dollies, forklifts, hoists and wheelbarrows can help move loads when they are too heavy, awkward or a coworker is not available. Although mechanical aids are used, safe lifting procedures should still be followed by maintaining the natural curvature of the back, using the legs for any lifting that is encountered, and avoiding twisting the back.

## Exercises

A few minutes should be taken everyday to stretch and strengthen your muscles. Stretching and strengthening your muscles can help prevent injuries and make your job easier on your back.

Stretches permit the flexibility the body needs to assume many different postures. All stretches should be done gently. Bouncing while stretching could result in injury.

**CAUTION:** Consult your doctor. Do not exercise if you are in pain. Gradually perform exercises - do not overdo exercises initially.

## Side Bends

The sidebend stretch helps stretch the back and should be performed as follows:

- Move your feet shoulder width apart;
- Stand with your hands clasped directly over your head;
- Lean to the right and stretch to a point that feels comfortable and hold that position for five seconds;
- Lean to the left and stretch to a



point that feels comfortable and hold that position for five seconds; and

- Repeat three times on each side.

## Back Bends

- The backbend stretch helps stretch the lower back and should be performed as follows:
- Move your feet shoulder width apart;
- Stand and place your hands on your lower back;
- Slowly lean into your hands with your upper back and stretch to a point that feels comfortable and hold that position for five seconds; and
- Repeat three times.

## Wall Slide

- The wall-slide exercise helps strengthen leg and thigh muscles and should be conducted as follows:
- Stand with your back to a smooth, open wall space with a non-slippery floor;
- Put your shoulders against the wall and move your feet so that your heels are touching the wall to enhance the curve in your lower back;
- Move your feet so that they are about



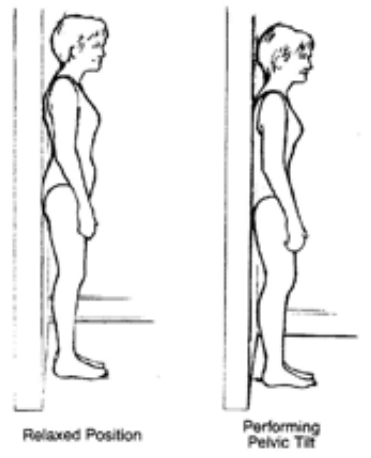


shoulder width apart and your heels are located about 12 to 18 inches from the wall;

- Place your palms on your thighs;
- Slowly slide down with your back flat against the wall until your thighs are at approximately a 45-degree angle to the wall;
- Hold this position until you feel fatigue or a burning sensation in your thigh muscles;
- Slowly slide back up the wall and walk around; and
- When you can maintain the 45-degree angle wall-slide position for three minutes, try the 90-degree angle wall-slide position eventually working up to holding the 90-degree position for three minutes.

## **Pelvic Tilt**

- The pelvic tilt exercise while standing strengthens abdominal and hip muscles and should be conducted as follows:
- Stand with your back against a smooth, open wall;
- Inhale and tighten your abdominal and buttock muscles in a way that rotates your pelvis so that your lower back is pressed against the wall, eliminating the hollow area;
- Hold this position for 10 seconds, exhale, release the position; and
- Repeat 10 times.



# Accidents and Injuries

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While a wide variety of injuries occur on campus, the majority of reported incidents are in the following categories:

- Back injuries and other sprains/strains
- Slips, trips, and falls
- Cuts and abrasions

Injury prevention relies on knowledge of job tasks and equipment, recognition of hazards, and a safe-work attitude and behavior. Task and equipment knowledge require specific training with the references of equipment manuals and written standard operating procedures.

## Hazard Recognition

Hazard recognition is a learned skill of identifying where and how safety problems may occur. Job experience and a keen sense of observation are important attributes in hazard recognition. A person with a safe attitude works in a safe manner while eliminating known high risk activities. Keys to preventing occupational injuries include:

- Do not take chances or shortcuts;
- Know how to use hazardous materials and equipment;
- Take responsibility for your own safety;
- Be observant; and
- When in doubt, **ask!**

## Reporting Accidents and Injuries

Knowing what to do and who to contact in the event of an accident or injury can make it easier to get medical treatment and help prevent of similar accidents.

## **Employees Injured on the Job**

### *Notify the Supervisor*

If an employee sustains an injury while at work, the supervisor must be notified immediately. The supervisor must complete an electronic authorization-to-treat form before the injured employee receives care. The required form can be found at **ehs.iupui.edu**, under Accidents and Injuries.

Injured employees must receive care at IUPUI Health Services, unless the injury requires an Emergency Room visit or occurs after hours.

Within twenty-four (24) hours, the supervisor or designee from the department must fill out and submit an electronic Injury/Illness Form located at **ehs.iupui.edu**, under Accidents and Injuries. A printed copy must be signed by the employee and supervisor and mailed to IU Risk Management, Poplars 705, Bloomington.

The Injury/Illness form should be completed regardless of whether the injury required professional medical attention.

Supervisors or department designees must be authorized to complete the Injury/Illness form. Contact IU Risk Management at 812-855-4847 to register supervisors.

## **Seeking Medical Attention**

Obtain medical attention from IUPUI Health Services during normal working hours;

M, T, W, F 7:30 a.m. - 5:00 p.m.

Thursday 9:00 a.m. - 5:00 p.m.

**Location:** 1140 West Michigan Street Coleman Hall,  
Room 101

**Phone:** 274-5887

## **After hours or emergencies:**

If IUPUI Health Services is closed or the injury is an emergency, employees should go to the University Hospital Emergency Room. If an ambulance is needed, the employee may be transported to Wishard or Methodist Hospital.

## **After Medical Treatment**

IUPUI Health Services will give the injured employee a Work Status Report, which may list work restrictions or indicate that the employee is to be off work.

### *Off Work*

If the form indicates the employee is to be off work, the employee must contact his/her supervisor to advise them as such.



### *Restrictions*

The form may indicate that the employee has work restrictions. If so, the form must be taken to his/her supervisor following the appointment and before leaving campus for an evaluation of transitional work that may be available within the department. If transitional work is not available through the employee's department, the departmental coordinator is required to call the Worker's Compensation Unit at 812-855-4847 before the employee leaves campus. If after normal business hours, call the following work day.

## **Return-To-Work Program**

After seeking medical treatment from IUPUI Health Services or the emergency room, employees injured on the job may be released to work with temporary restrictions.

## *Options for Transitional Work*

IU Risk Management Worker's Compensation Unit, along with IUPUI EHS, have evaluated and established a transitional duty job pool for IUPUI.

The job pool allows employees on temporary restrictions and whose departments cannot provide them with transitional work an opportunity to continue to work.

Employees who choose to participate in the return-to-work program will be given a temporary job on campus outside of their home department. Their regular salary will continue through their home department during this period of transitional duty. Their home department may be entitled to a partial reimbursement from Risk Management. The department accepting the employee with temporary restrictions has no financial obligations.

Arrangements for transitional duty work will be made through IU Risk Management Worker's Compensation Unit at 812-855-4847.

If the University can provide work for an employee, the employee is not entitled to receive temporary total disability benefits through worker's compensation. If the employee declines to participate in the Return-To-Work Program, the employee will be placed on an FMLA leave, if eligible.

Questions related to Worker's Compensation should be directed to IU Risk Management at 812-855-4847.

# **Hazard Communication Program**

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## **Applicability**

The Hazard Communication Program is an OSHA/ IOSHA requirement and is intended to provide information regarding the use of hazardous chemicals in the work place. The Hazard Communications Program does not apply to Laboratory Personnel. All employees of IUPUI who do not work in a laboratory should be familiar with the requirements of the written program.

## **Written Program**

Employees have the right to know the hazards involved with the chemicals and products with which they work. Each department at IUPUI has a copy of the written program, which must be made available to all employees. The written program specifies the university policy, the training requirements, the responsibilities of employees relating to the program, and procedures for program implementation and maintenance. A copy of the Hazard Communication Program can be found at **[ehs.iupui.edu](http://ehs.iupui.edu)**.

## **Labeling**

All containers of hazardous chemicals must be correctly labeled. Labels are the primary source of information to prevent unnecessary exposure to hazardous chemicals. All employees who use hazardous chemicals must be knowledgeable of the hazards associated with the chemical and how to use it safely.

## **Material Safety Data Sheets (MSDS)**

The Material Safety Data Sheet (MSDS) is a detailed reference prepared by the chemical manufacturer. The MSDS contains technical, safety, and health information about the chemical. These documents must be available to all staff on every shift. All staff must know what an MSDS is and where it is located for their work area. A master file of IUPUI MSDS documents is maintained by EHS.

MSDSs can be obtained from numerous websites. The EHS website provides the following resources for MSDSs:

- [www.msdsolnline.com](http://www.msdsolnline.com)
- [www.toxnet.nlm.nih.gov](http://www.toxnet.nlm.nih.gov)
- <http://ccinfoweb.ccohs.ca/default.html>



If, after checking online, further assistance is needed in locating MSDSs, contact EHS and one will be provided.

## **Chemical Inventory**

Each department is required to conduct a chemical inventory to identify chemicals used or located in the work area. A list of chemicals is prepared of those located during the inventory. A MSDS must be maintained for each chemical product on the chemical inventory list.

# **Public Safety**

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**P**ublic Safety involves protection of faculty, staff, students, and visitors from personal harm and loss of possessions. Campus departments providing public safety and services are:

## **IUPUI Police**

As a part of the CAMPUS WATCH program, all students and staff should report public safety problems to the IUPUI Public Safety Dispatch Center at 274-7911. Any activities you observe that make you uncomfortable or question the appropriateness of the activity should be reported.

## **Escort Service**

The University provides safety escorts 24 hours a day. Escorts are available by calling 274-SAFE (274-7233). Between 6:00 p.m. and midnight a special vehicle is provided for this service by Parking Services. At all other times IUPUI police and security officers provide escorts on foot and by vehicle for persons concerned about their personal safety.

## **Jump Start and Lockout Service**

Jump start and lockout services are provided by Parking Services Monday through Friday from 8:00 a.m. to midnight and Saturdays from 10:00 a.m. to 8:00 p.m. If your vehicle will not start or if you are locked out of your car, call 274-SAFE (7233).



## **Emergency Telephones**

Emergency telephones are located in many areas on campus. Telephones in the surface lots are identified by BLUE LIGHTS. To operate, push the button and talk directly to the IUPUI Public Safety Dispatch Center. Remember, DO NOT TRY TO APPREHEND any suspicious person. Let the police respond. As you park and walk around campus, make note of the location of emergency telephones nearby.

## **Emergency Procedures**

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**T**his section contains only brief summaries of the emergency procedures. The entire approved procedures are contained in the Emergency Procedures Handbook (flipchart). All of the procedural steps in the Emergency Procedures Handbook should be followed.

### **Hazardous Materials—Spills, Gas Leaks, Odors**

If you are involved in or discover a chemical spill, follow the steps in E.S.C.A.P.E.

- **Exit the area** - Immediately after a hazardous chemical is spilled you must exit the area.
- **Shut the doors and secure the area** - Shut the doors to the area where the spill is located and secure the area if possible.
- **Call 911** - From a campus phone or 317-274-7911 from a non-campus phone.
- **Assess the situation** - Determine if the spill is Immediately Dangerous to Life or Health (IDLH). IDLH incidents are those that pose a significant and immediate threat to building occupants. If the spill does not pose a threat to building occupants then remain outside the entrance of the laboratory until the spill response team arrives. If you determine the situation is IDLH, then proceed to the next step.
- **Pull the fire alarm** - After determining a spill poses an immediate danger to building occupants, pull the fire alarm.
- **Exit the building** - Once the fire alarm has been activated exit the building.

## Chemical Contamination

Remove contaminated clothing and rinse contaminated skin or eyes immediately with fresh water, in an emergency shower or eyewash for at least 15 minutes.

## Medical Emergency

Call Wishard Ambulance Service at 9-911 from a campus phone or 911 from a non-campus phone and IUPUI Public Safety Dispatch Center at 911 from a campus phone or 317-274-7911 from a non-campus phone for serious medical emergencies requiring an ambulance.



**DO NOT MOVE THE INJURED PERSON UNLESS HE/SHE IS IN A LIFE THREATENING SITUATION.**

Follow this procedure for serious medical emergencies **only**. It is not to be used for cuts, scratches, headaches, or other non-life-threatening situations. Examples of Medical Emergencies include but are not limited to: heart attacks, unconscious persons, severe cuts where bleeding is extreme, broken bones, serious injury to the eyes or head. If in doubt, treat the situation as a medical emergency and call 9-911.

## Tornado Warning

When there is a tornado warning notification, seek shelter immediately. If you are on the upper floors of the building, seek shelter on the lowest level or in an interior room. If you are in the outer areas of the building, move to the inner areas away from windows and outside doors. Notify IUPUI Public Safety Dispatch Center at 274-7911 of any injuries or damage.

## Earthquake

If you are outdoors, stay outdoors away from buildings and power lines. If you are indoors, stay indoors and get under a table or desk or stand in a doorway. If you are driving, pull over and stop away from bridges, overpasses and power lines. Rescue and emergency medical crews may not be readily available, so help each other.

## Fire

If you see a fire, smell a burning odor that you think is caused by a fire, or see smoke that you think is caused by a fire, activate the fire alarm, and then call the IUPUI Public Safety Dispatch Center at 274-7911.

***Do not attempt to put out the fire unless you know it is safe to do so.***

Do not use a fire extinguisher unless you are qualified and trained to do so. For example, you may attempt to put out a fire in a waste basket by putting water on the fire in the waste basket if the smoke is not heavy and the heat is not intense.



If the fire alarm sounds in your building, **evacuate the building immediately** unless you work in a hospital or hospital-operated facilities with patient care.

**Move away from the building entrance to a predesignated area.**

**DO NOT USE THE ELEVATORS**

## Policies

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Several policies on the environment, health, and safety are briefly discussed in this section, but you should refer to the policy for complete detail. Policies are located on the EHS website at [ehs.iupui.edu](http://ehs.iupui.edu).

### **Anesthetic Gas Use Policy**

This policy applies to all employees who work with or supervise work involving anesthetic gases at the IUPUI campus. Departments using anesthetic gases shall ensure that all personnel have been trained prior to anesthetic gas use. Anesthetic gas equipment shall be maintained and all safety guidelines for anesthetic gas use must be followed.

### **Chemical Spill Reporting**

This policy explains how chemical spills are to be reported and references the “IUPUI Staff and Faculty Emergency Procedures Handbook” as listing the appropriate procedures to follow. The policy pertains to all chemicals and chemical product mixtures. Small spills of non-hazardous materials are exempted from the reporting procedures but are covered by the policy in other ways. If a spill is reported properly, there is not a charge for cleanup of the material under normal circumstances. Improperly handled or unreported spills may result in costs to the department responsible for the spill.

### **First Aid Kit Use**

This policy outlines the conditions under which first aid kits may be used. It states that Band-Aids and antiseptic agents may be dispensed without meeting the requirements for a first aid kit, as long as the supervisor is advised of the injury



and the injury does not require medical attention. The policy requires compliance with Human Resources Administration policy for “On-the-Job Injuries.”

The use of first aid kits will be limited to treating injuries that need immediate attention prior to proper medical care being administered. The acceptable contents of first aid kits are listed. Use of the kit is limited to trained personnel ONLY. First aid training can be arranged through EHS as demand for classes dictates. If interested in first aid or CPR training, contact EHS.

### **Food Safety Policy**

From time to time, approved IUPUI student groups and others affiliated with the IUPUI campus participate in various events, including fundraisers, which involve the sale of food to students, faculty, staff and the public. The sale of foodstuffs may present an opportunity for the spread of communicable and foodborne illnesses. Due to the nature of food service, any food-related disease outbreak has the potential of affecting a large number of individuals.

IUPUI has developed this policy to oversee oversight the events within the scope of this policy so that all food products intended for human consumption and offered for sale on campus are managed to reduce the risk of foodborne illness. For additional information refer to the Food Safety Policy at **[ehs.iupui.edu](https://ehs.iupui.edu)**.

### **Fume Hood Servicing**

This policy was developed to protect the Campus Facility Services personnel (CFS) and the IUPUI laboratory occupants from potential exposure to hazardous materials while servicing exhaust systems. Refer to the Fume Hood Servicing Policy at **[ehs.iupui.edu](https://ehs.iupui.edu)** for additional information.

## **Injuries Incurred On-the Job**

If you sustain an injury while at work, notify your supervisor immediately. The supervisor must complete an electronic authorization-to-treat form before the injured employee receives care. The required form can be found at **ehs.iupui.edu**, under Accidents and Injuries. Refer to pages 49-51 of this booklet for additional information.

## **Laboratory Decommissioning**

This policy is to ensure the proper decommissioning or relocation of laboratories on campus to minimize hazards to University employees, maintain compliance with all applicable federal, state and local regulations, and promote environmental stewardship. The program lists the requirements for the removal of all chemical, physical, biological, and radiological hazards associated with research from research laboratories and any auxiliary laboratory support areas when the area is being vacated.

## **Laboratory Safety**

Specific policies relate to laboratories and staff in these areas should be familiar with them. They include:

- Anesthetic Gas Safety;
- Policy for Servicing Fume Hood Exhausts;
- NO Eating, Drinking and Related Activities in Laboratories;
- Laboratory Decommissioning Policy;
- Eye Protection in Laboratories; and
- Mercury Reduction/Elimination.



Further information on these policies is provided during the Laboratory Safety Training sessions.

## **Laser Medical Surveillance Policy**

The policy is for all IUPUI employees and students who operate or maintain a class 3b or class 4 laser. The policy requires a baseline eye exam for all users of class 3b or class 4 lasers.

Further information on this policy is provided during the IUPUI Online Laser Safety Training Course and is also available in the IUPUI Laser Safety Manual.

## **Nondiscrimination Against Employees - Reporting Hazards**

This policy protects employees who report environmental, health, or safety problems to internal departments. It lists procedures that must be followed if an employee believes his or her action may result in an unsafe practice, exposure to unhealthy conditions, or harms the environment by violating a University policy or regulatory requirement.

The policy states:

- An employee shall not be discharged, suspended, or otherwise discriminated against for failure or refusal to engage in unsafe practices or improper acts that adversely affect health, safety, or the environment.
- An employee shall not be discharged, suspended, or otherwise discriminated against for reporting safety, health, or environmental issues to the employee's management or IUPUI departments having jurisdiction over the issue.



## **Personal Protective Equipment**

This policy states the procedures IUPUI will follow to identify workplace hazards and provide the necessary personal protective equipment (PPE) for the employee exposed to a workplace hazard. It clarifies the PPE that departments are responsible for purchasing.

In general terms, the policy states that if workplace hazards are found, IUPUI must: (1) select the types of PPE that will protect employees from the hazards identified; (2) communicate the selection decisions to each affected employee; (3) select PPE that properly fits each employee; (4) train employees in use, maintenance, and limitation of selected PPE; and (5) require each employee to use the PPE selected.

## **Running Vehicle Engines At Docks**

This policy applies to personal, University, and commercial vehicles on campus. It states that, except under emergency situations, the engine of all vehicles shall be turned off when the vehicle is located at a loading dock or is in the vicinity of open windows or doors. Trucks with refrigerator units may leave the refrigerator unit engine running if necessary.

## **Tobacco Policy**

Tobacco use or sale, including, but not limited to smoking, is prohibited on university-owned, -operated, -or leased property or in university-owned, -leased, or -operated vehicles.



Enforcement of this policy depends on all faculty, staff, and students not only complying with the policy, but also encouraging others to do the same.

Policy violations should be referred to the appropriate administrative office for review and appropriate administrative action: for faculty, the Office of Academic Policies, Procedures and Documentation; for staff, Human Resources Administration; or for students, the Office of the Dean of Students.

## **Transportation of Hazardous Materials**

Expect for radioactive materials, which requires special handling, all hazardous materials must be in DOT-approved containers or containers approved by EHS when transported outside laboratories. The Laboratory Safety Committee is responsible for establishing guidelines for internal laboratory transportation.

The Radiation Safety Department is responsible for establishing guidelines for the transportation of material that is hazardous only because it is radioactive. All containers must have tight-fitting lids or caps and be labeled with the contents.

## **Utility Cart Policy**

The Utility Cart Program applies to all IUPUI employees and students who operate utility carts for work purposes. The program also includes service contract vendors who work on campus.

Carts may only be operated on designated IUPUI cart routes and campus owned streets unless they meet state requirements for slow moving vehicles. All utility carts shall display highly visible signage on both sides that provides a means to identify the cart owner. All carts used by any employee on campus must be registered with EHS and employees who operate utility carts for work purposes shall complete the online Utility Cart Safety training available at **[ehs.iupui.edu](http://ehs.iupui.edu)**.

## Waste Disposal

Employees are responsible for assuring that all wastes discarded in campus dumpsters or compactor units are free of untreated infectious waste, special waste, hazardous waste, regulated radioactive waste, regulated pharmaceutical waste and other miscellaneous liquid or semi-liquid wastes. Producers of campus refuse are responsible for the proper segregation of wastes into the above-mentioned types.



The different types of wastes are defined and procedures for disposal of each type is are in this policy. Departments improperly handling or disposing of waste may incur costs associated with the improper action.

## **Waste Minimization And Pollution Prevention**

This policy provides information regarding IUPUI's program to limit the amount of waste created and to prevent pollution by improper waste disposal. All staff members are strongly encouraged to participate in the recycling program and take a proactive role within departments to maximize its impact.

## **Seat Belt Policy**

Employees driving or riding in university vehicles must wear a safety belt at all times. This pertains to all vehicles, including trucks. Seat-belts save lives!

# Notes

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# TELEPHONE NUMBERS

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## Emergency Numbers

|                                               |                 |
|-----------------------------------------------|-----------------|
| Police                                        | 274-7911        |
| Fire                                          | 274-2911        |
| Emergency Medical Service                     | 9-911           |
| Bloodborne Pathogen Information               | 274-OUCH (6824) |
| Bloodborne Pathogen Exposure<br>24-hour pager | 12-OUCH (6824)  |
| State Poison Control Center                   | 962-2336        |

| <b>Environmental Health and Safety</b><br><b>ehs.iupui.edu</b> |          |
|----------------------------------------------------------------|----------|
| Director                                                       | 274-1388 |
| Asbestos Manager                                               | 274-5239 |
| Biological Safety                                              | 274-2830 |
| Environmental Manager (Hazardous and Infectious Wastes)        | 274-4351 |
| Industrial Hygiene/Occupational Safety                         | 274-2829 |
| Lab Safety Manager                                             | 274-6150 |
| All Other Areas                                                | 274-2005 |
| To Report Fire Safety Concerns                                 | 278-0932 |
| <b>Other Safety/Health Areas</b>                               |          |
| Fire Protection Services                                       | 274-1384 |
| Radiation Safety Office                                        | 274-4797 |
| Clarian Safety Office                                          | 944-0400 |
| Wishard Safety Office                                          | 630-2669 |
| IUPUI Health Services                                          | 274-5887 |
| IUPUI Emergency Preparedness                                   | 274-8152 |