SOUTHERN ILLINOIS UNIVERSITY
CARBONDALE

Employee Safety Resource Handbook

CENTER FOR ENVIRONMENTAL
HEALTH AND SAFETY

REVISED 2001
I. INTRODUCTION

Welcome to Southern Illinois University Carbondale. This handbook is a guide for establishing and maintaining safe working conditions at SIUC, and for promoting safe work practices by management and employees. Following these guidelines will help to set a good example for the entire University community.

This Employee Safety handbook is intended for all SIUC employees, full time and part time, regular and temporary, graduate assistants and student workers, and all other categories of employment. It has been developed to provide you the employee, with answers to general questions you might have concerning health and safety in the workplace. It is important, however, that you and your supervisor discuss site-specific safety policies and programs for your department. Your supervisor must inform you of the safety procedures and required training you will need to do your job.

Health and Safety Policy

Southern Illinois University Carbondale enthusiastically supports the purpose and intent of the Illinois Department of Labor's Occupational Safety and Health Program. The program is administered by the Safety Inspection and Education Division of the Illinois Department of Labor through provisions in the Illinois Health and Safety Act and the Illinois Safety Inspection and Education Act.

As a conscientious employer, SIU recognizes and accepts its moral and legal responsibility to provide a safe and healthy work environment. This includes; investigating and addressing health and safety issues, monitoring potentially hazardous conditions and practices, providing adequate training and safety equipment as determined by applicable state and federal laws, and having information readily accessible covering any hazardous materials that are being used.

The University strives to play a leadership role in the community in its environmental stewardship, health protection and safety standards and in its compliance with laws and regulations relating to the environment, health and safety. The achievement of these goals is an objective for units at all levels of the institution. Employees and students are expected to be supportive of these goals in their University activities.

Health and Safety Responsibilities

All of us must practice safe work habits at all times. Good environmental health and safety practices are a responsibility of each faculty member, staff member, student, and visitor on the SIUC campus. Only a diligent effort on everyone’s part will prevent injuries and illnesses.

If conflicts concerning workplace hazards arise between employees and management, which cannot be resolved, after good faith efforts have been made with their employer to correct the unsafe condition, an employee has the right to file a written complaint with the Division of Safety Inspection and Education.
Employees

Your responsibilities as an SIUC employee include:

- Following all health and safety rules and procedures,
- Reporting hazardous conditions, equipment and practices to your supervisor,
- Wearing or using prescribed protective equipment and knowing its limitations,
- Reporting any job-related injury or illness to your supervisor and seeking treatment promptly,
- Refraining from the operation of any equipment without proper instructions and authorization,
- Cleaning your work area and equipment upon job completion,
- Knowing the substances you work with which are hazardous, check the MSDS,
- Keeping your mind on your work and avoiding daydreaming or horseplay,
- Refraining from the use of or being under the influence of alcoholic beverages, intoxicants, or narcotics while working, and
- Informing your supervisor if you are using any prescribed medication when your shift starts. Have your physician determine if you can work safely around equipment while on prescribed medication.

Supervisors

Each supervisor is responsible for providing a working environment free from recognized health and safety hazards. Specific safety responsibilities of supervisors include:

- Informing new employees about health and safety responsibilities, procedures, rules and regulations,
- Assuring that required equipment and personal protective devices are provided, maintained, and used,
- Taking prompt action when unsafe acts or conditions are reported or noted,
- Providing for health and safety training and education on a continuing basis,
- Investigating and reporting all on-the-job accidents promptly and requesting medical treatment if necessary,
• Investigating and reporting all job-related health or safety problems promptly,
• Coordinating or conducting internal inspections to assure safe and healthful working conditions,
• Ordering the repair or replacement of all equipment, protective equipment and machines found to be defective and a potential cause of injury,
• Encouraging employee safety suggestions and give them due consideration,
• Counseling and disciplining when necessary, employees who fail or refuse to use required safety equipment or follow safe work practices,
• Requesting assistance from Center for Environmental Health and Safety if needed to make a determination concerning a hazardous condition or substance,
• Prohibiting the use of or being under the influence of alcoholic beverages, intoxicants and narcotics while employees are working,
• Assuring that work zones are properly, marked, roped off or barricaded to protect against unauthorized entry into a hazardous area.

Departmental Safety Representatives

Safety Representatives are appointed to serve as a link between departments or colleges and the Center for Environmental Health and Safety. In addition, they should:

• Observe the work environment and work practices in their area,
• Intervene in situations where imminent danger exists,
• Correct any hazardous conditions if possible,
• Report hazardous conditions to CEHS,
• Request assistance from CEHS,
• Report accidents to CEHS,
• Coordinate communication between CEHS and departmental employees,
• Attend safety forums as requested,
• Familiarize with resources; OSHA, IL Dept. of Labor, CEHS, etc.

Unit Heads

Deans, directors, chairs and other heads of academic and administrative units have primary responsibility for:

• The health and safety of their staff and students,
• Compliance with all applicable laws and regulations,
• Providing funds needed for health and safety improvements and for making those improvements.

Center for Environmental Health and Safety

CEHS is responsible for development, oversight, and management of environmental health and safety programs that protect the environment, provide safe and healthy conditions for work and study, and comply with applicable laws and regulations. CEHS provides educational programs, technical assistance, and numerous health and safety
services to the University community. Section staff also functions as consultants to deans, directors, heads of academic and administrative units, other staff members, and students in all areas of environmental health and safety. The Center makes health and safety investigations as necessary and upon request, assists departmental safety committees in the development of safety programs, and participates in health and safety training and education.

II. SAFETY PRACTICES

Communication of Hazards in the Workplace

Faculty, staff and students must be informed of any recognized hazards in their workplace. It is the responsibility of supervisors to provide adequate health and safety orientation related to standard operating procedures, hazards and personal protective equipment. This orientation should be provided prior to working in the area.

Information given by supervisors must be presented in a manner that is understandable by all affected employees. This includes attention to literacy levels and language barriers. Appropriate signage should be posted. Regulations and policies affecting employees and students must be made available to them.

Training

Some employees may be required to attend in-house training sessions on such topics as bloodborne pathogens, hazard communication, hazardous waste, asbestos awareness or laboratory safety. A number of training classes are provided by CEHS during regular work hours at no cost to you or your unit. Supervisors of affected employees should exercise a measure of accommodation for those needing training. Checklists to help you understand the training requirement are found in chapter IV of this guidebook.

In some cases, supervisors may conduct specialized training sessions (i.e., safety procedures for using powered equipment). Supervisors can contact appropriate CEHS departments for information or assistance in preparing training materials. Other training may have to be provided by outside vendors.

At a minimum, health and safety training for employees must include:

- Recognition of health and safety hazards,
- General and job-specific health and safety practices,
- State and federal regulations and SIUC’s health and safety policies applicable to the job.

Training should occur when an employee is hired, when an employee is given a new work assignment for which training has not previously been given and when a new hazard (chemical or physical) is introduced into the workplace.
**Personal Protective Equipment**

Faculty, staff and students may be required to wear personal protective equipment (PPE) while performing their jobs or in certain environments (i.e., chemical laboratories). Your supervisor will inform you of the specific PPE you must wear. The following is a general guideline for selecting what may be necessary.

**Eye and Face Protection**

**Chemical hazards** – To protect the eyes and face from splash when using or dispensing corrosive liquids, non-vented chemical goggles or safety glasses with side shields and full-face shield offer the best protection. Safety glasses are the minimum protection recommended for all operations involving hazardous chemicals.

**Physical hazards** – When using high-pressure cleaning or spray equipment, safety glasses with side shields and full-face shields are the recommended PPE.

Those work activities that produce chips or dust – such as grinding/drilling, power fastening or power tools – require safety glasses with side shields as a minimum protection level and in some instances may also require the use of a full face shield.

**Welding** – Welding operations require a full welding hood with the appropriate tinted vision screen. Safety glasses with side shields are also required to be worn under the hood.

When doing acetylene-oxygen torch soldering, brazing or cutting, appropriately tinted safety goggles are the appropriate PPE.

**Lasers** – When using lasers or when in an area with a working laser, appropriate safety eyewear is a must. Different lasers require different types and shades of eye protection. Consult the Radiation Safety Section (536-2015) at Center for Environmental Health and Safety for appropriate protective eyewear.

**Hand/Arm and Body Protection**

When using hazardous chemicals, specialized gloves offering protection for specific chemical families, a laboratory coat and at times a splash apron are the appropriate PPE.

Insulated gloves and arm sleeve covers are recommended when handling hot or cold materials.

To reduce cut or abrasion injuries, use puncture or abrasion resistant gloves, arm sleeve covers and at times an apron, to lessen this exposure.
Head and Foot Protection

Occasions may develop during a work shift or job duty when the use of a hard hat or other head protection and foot protection is necessary. All hard hats or safety shoes must meet the requirements for protection outlined by the American National Standards Institute (ANSI).

Hearing Protection

If your work areas or specific job tasks have been designated as requiring hearing protection, you must wear approved protective equipment. Personal stereos or headphones are not considered approved hearing protection. Supervisors are responsible for identifying hearing protection areas and generally provide training on the use of hearing protection equipment. Certain work areas or tasks may be designated as requiring additional protective measures. If you have questions about high noise levels in your work area, you should ask your supervisor or contact the Occupational Health and Safety Section (453-7180) at CEHS for more information.

Respiratory Protection

Some employees are required to wear respirators for specific job duties. Respirators include dust masks, air-purifying negative-pressure respirators, self-contained breathing apparatus, supplied-air respirators and other such devices. If you wear one of these respirators, you must have a physical evaluation and you must be “fit tested” and trained before using it on your job. Departments with employees wearing a respirator must have a written Respiratory Protection Program. Please contact the Occupational Health and Safety Section at CEHS for more information.

Miscellaneous Personal Protection Equipment

Some employees may be required to wear other types of PPE not mentioned in the above paragraphs. If you have questions about any type of personal protective equipment, please contact your supervisor or the Center for Environmental Health and Safety.

Workplace Hazard Inspections

In order to identify hazardous conditions, it is necessary for faculty and staff to conduct routine inspections of their work areas. CEHS is available to assist in inspection activities and may conduct independent compliance inspections upon request, or as deemed necessary.

Imminent hazards must be corrected immediately. If the means of correction are not readily apparent or available, the condition must be reported immediately to your supervisor. If your supervisor is unavailable, report the condition to your department.
head or to CEHS. Supervisors must also inform any faculty, staff or students who may be affected by the condition.

Faculty, staff and/or students must not be discriminated against for reporting health or safety hazards to their supervisors or to CEHS. Supervisors are to encourage their staff to report all workplace hazards.

**Documentation**

Supervisors are responsible for maintaining written copies of safety programs and employee training documentation. This documentation is a requirement of most regulatory standards. CEHS staff may occasionally request these records to evaluate the degree and frequency of training provided to departmental staff. Regulatory agencies may ask to see these documents during an inspection.

**Emergency Procedures**

The establishment of well thought out emergency plans is one of the cornerstones of an effective safety program. Evaluating potential emergency situations, developing emergency procedures and conducting practice exercises can help save lives in a real emergency situation.

All occupied University buildings should have posted emergency evacuation plans. You should become familiar with the evacuation plan for your building. In fact, this should become a routine action whenever you enter facilities at work or on travel (i.e., hotels or meeting rooms). It could save your life.

The SIUC Police Department provides a 24-hour emergency number and first aid assistance on campus. **The campus emergency number is 9-1-1**

This number should be used when you are in classroom, research, clinical, utility and administrative buildings, residence halls, fraternities, sororities and sports facilities.

In the event of a fire, a serious injury requiring immediate medical assistance or any other emergency, dial the University’s emergency number and follow these guidelines:

- Give your name, your location, and the phone number you are calling from,
- Tell the dispatcher specifically what the emergency is,
- Give the exact location, such as the building name, the room number, the street location and any helpful directions to quickly locate the area,
- Describe the severity of the accident,
• Stay on the line until released by the dispatcher, if your location is safe.

**Accident Reporting**

Most accidents can be prevented. Safety is an important work practice; in fact, you should be aware that safety is one of your job performance measures. Supervisors should make sure that a high level of safety awareness exists in each facility and that all employees are thoroughly trained in their duty assignments, including proper safety practices.

**If an accident should occur, it must be reported to your supervisor as quickly as possible.** Any fatal accident, any accident requiring hospitalization of three or more people or any serious injury involving a student, visitor or employee must be reported to the Illinois Department of Labor.

You must report all work-related accidents, injuries, or illnesses to your supervisor.

**II. CEHS SECTIONS AND PROGRAMS**

This section contains a brief description of CEHS sections and programs. It is intended to give you an overview of the services provided. If you need assistance in any of these areas or believe your department should be participating in a particular program, contact the appropriate section below.

**CEHS Sections**

**Environmental Compliance** (453-7170)

This section focuses on air pollution control, asbestos, CFC’s (freon), drinking water, field sampling/lab analyses, Illinois EPA permitting, lake monitoring, PCB’s, power plant emissions, storm water permitting, underground storage tank/above ground storage tanks and waste water permitting.

**Laboratory and Hazardous Waste** (453-7180)

This section is responsible for management of bloodborne pathogens, chemical and biological training, chemical and biological spill response, chemical and biological storage, chemical and biological waste, chemical hygiene plan, chemical inventory, compressed gas cylinders, HazMat transport, institutional biosafety (recombinant DNA), laboratory inspections (biological and chemical), material safety data sheets, ventilation hoods and waste minimization/pollution prevention.
**Occupational Health and Safety (453-7180)**

This section is responsible for accident investigation, building evacuation plans, building inspections, confined space, electrical safety, ergonomics, eyewash and shower, fire extinguisher/protection training, forklift operations, formaldehyde standard, hearing conservation, indoor air quality, industrial hygiene monitoring, job safety analysis, lock out/tag out, machine guarding, OSHA 200 Log/injury statistics, personal protective equipment and slip/trip/fall protection.

**Radiation Safety Section (536-2015)**

This section is responsible for equipment calibration, laboratory inspections (radiation), laser safety, personnel dosimetry, radiation safety training, radioactive decontamination, radioactive spill cleanup, RAM inventory, RAM license, RAM waste, sealed source inspections and x-ray machine registration.

**Health and Safety Programs**

CEHS has developed a number of model programs to help provide for the health and safety of SIUC employees. Many of these programs are mandatory to ensure compliance with state and federal regulations. The following are some of the programs and safety manuals available:

- Bloodborne Pathogens Program
- Chemical Hygiene Plan
- Confined Space Entry Program
- Emergency Plans
- Hazard Communication Program
- Hazardous Waste Management Plan
- Lockout/Tagout Program
- Radiation Safety Program
- Respiratory Protection Program

For copies of these manuals or model programs, contact the appropriate section at CEHS. These and numerous other safety resources are available on the CEHS web site.

http://www.cehs.siu.edu
IV. HEALTH AND SAFETY TRAINING CHECKLISTS

The following checklists have been developed to help employees and supervisors understand the health and safety training requirements associated with their job duties. If a unit performs the listed activity, then the corresponding general training for all affected workers must be provided. This training may be provided (1) by the supervisor, (2) by the attending training course shown in the checklist or (3) by some equivalent method. Additional safety training for specific tasks and procedures must be provided by the supervisor. Training must be documented and must be provided before performing any of the listed activities. Due to the specialized nature of lab activities, a separate list has been prepared for laboratories.

These training requirements apply to all SIUC employees, full time and part time, regular and temporary and all other categories of employment.
<table>
<thead>
<tr>
<th>Activity</th>
<th>Required Training</th>
<th>Required Written Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazardous chemicals in work area?</td>
<td>Hazard communication (OHS)*</td>
<td>Hazard Communication Program</td>
</tr>
<tr>
<td>Work with hazardous chemicals?</td>
<td>Hazard communication (OHS)*</td>
<td>Hazard Communication program</td>
</tr>
<tr>
<td>Provide first aid or work with human blood or fluids?</td>
<td>Bloodborne Pathogens (LHW)*</td>
<td>Exposure Control Plan</td>
</tr>
<tr>
<td>Hearing protection required?</td>
<td>Hearing Protection OHS)*</td>
<td>Hearing Conservation Plan</td>
</tr>
<tr>
<td>Service equipment that could restart unexpected and cause injury?</td>
<td>Lockout – Tagout procedures (OHS)*</td>
<td>Lockout – Tagout Procedures</td>
</tr>
<tr>
<td>Entry into confined spaces?</td>
<td>Confined Space Entry (OHS)*</td>
<td>Confined Space Program</td>
</tr>
<tr>
<td>Operate industrial trucks (i.e., forklift, bucket truck, etc.)?</td>
<td>Forklift Operation Safety (OHS)*</td>
<td>No written program</td>
</tr>
<tr>
<td>Use respirators of any kind?</td>
<td>Respiratory Safety and Fit Testing (OHS)*</td>
<td>Respiratory Protection Program</td>
</tr>
<tr>
<td>Does work area have fire extinguishers for your use?</td>
<td>Portable Fire Extinguisher Safety (OHS)*</td>
<td>Emergency Response Procedures</td>
</tr>
<tr>
<td>Do you perform maintenance or housekeeping work?</td>
<td>Asbestos Awareness (OHS)*</td>
<td>No written program</td>
</tr>
<tr>
<td>Do you dispose of chemical waste?</td>
<td>Chemical Waste Training (LHW)*</td>
<td>Chemical Waste Management Guide</td>
</tr>
</tbody>
</table>

For training schedules, call the office below or check the CEHS web site
www.cehs.siu.edu

*(OHS) - Occupational Health and Safety (453-7180)
*(LHW) - Laboratory and Hazardous Waste (453-7180)
# Training Checklist for Laboratories

<table>
<thead>
<tr>
<th>Activity</th>
<th>Required Training (CEHS section training provider)*</th>
<th>Required Written Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you use chemicals in your laboratory?</td>
<td>Chemical Safety (LHW)*</td>
<td>Chemical Hygiene Plan Hazardous Waste Management Guide</td>
</tr>
<tr>
<td>Do you use human blood, body fluids or tissues?</td>
<td>Bloodborne Pathogens (LHW)*</td>
<td>Exposure Control Plan</td>
</tr>
<tr>
<td>Do you use radioisotopes in your laboratory?</td>
<td>Radiation Safety (RSS)*</td>
<td>Radiological Operations Handbook</td>
</tr>
<tr>
<td>Does your laboratory require the use of respirators?</td>
<td>Respirator safety and “Fit Testing” (OHS)*</td>
<td>Respiratory Protection Program</td>
</tr>
<tr>
<td>Are there fire extinguishers in your lab for your use?</td>
<td>Portable Fire Extinguisher Safety (OHS)*</td>
<td>Emergency Response procedures</td>
</tr>
</tbody>
</table>

For training schedules, call the office below or check the CEHS web site [www.cehs.siu.edu](http://www.cehs.siu.edu)

*(OHS) - Occupational Health and Safety (453-7180)
*(LHW) - Laboratory and Hazardous Waste (453-7180)
*(RSS) – Radiation Safety Section (536-2015)
# Southern Illinois University
## Health and Safety Phone Numbers

<table>
<thead>
<tr>
<th>Section</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td><strong>Center for Environmental Health and Safety</strong></td>
<td>453-7180</td>
</tr>
<tr>
<td>(CEHS)</td>
<td></td>
</tr>
<tr>
<td>1325 Radio Dr.</td>
<td></td>
</tr>
<tr>
<td>Mailcode 9868</td>
<td></td>
</tr>
<tr>
<td>Carbondale, IL 62901</td>
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</tr>
<tr>
<td><a href="http://www.cehs.siu.edu">http://www.cehs.siu.edu</a></td>
<td>453-7192</td>
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### CEHS SECTIONS

<table>
<thead>
<tr>
<th>Section</th>
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<tbody>
<tr>
<td><strong>Environmental Compliance</strong></td>
<td>453-7170</td>
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<tr>
<td>Asbestos testing and abatement, underground storage tanks, air, soil and water regulatory compliance.</td>
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<table>
<thead>
<tr>
<th>Section</th>
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<tbody>
<tr>
<td><strong>Laboratory and Hazardous Waste</strong></td>
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</tr>
<tr>
<td>Hazardous waste management, chemical redistribution, hazardous waste spill response and Laboratory safety compliance.</td>
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<table>
<thead>
<tr>
<th>Section</th>
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<tbody>
<tr>
<td><strong>Occupational Health and Safety</strong></td>
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<tr>
<td>OSHA compliance inspections, training and assistance with respirators, hearing protection, ergonomics, accident investigation and indoor air quality issues.</td>
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</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td><strong>Radiation Safety Section</strong></td>
<td>536-2015</td>
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<tr>
<td>RAD material authorization and purchasing, waste management, film badges and laboratory inspections.</td>
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<table>
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<tr>
<th>Section</th>
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<th>Section</th>
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<tbody>
<tr>
<td><strong>University Risk Management</strong></td>
<td>536-2101</td>
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<table>
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<th>Section</th>
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<tbody>
<tr>
<td><strong>SIUC EMERGENCY NUMBER</strong></td>
<td>9-1-1</td>
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<tr>
<td>Fire reporting, Police contact, Emergency Medical Services requests, etc.</td>
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