

# **Employee Safety Resource Handbook**

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SIU CENTER FOR ENVIRONMENTAL HEALTH AND SAFETY

**SIU Safety  
Is no Accident!**

Revised Spring 2016

**Please take the time to read and understand  
this safety resource handbook.**

**Your health and safety is important to us at SIU.**

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## **I. INTRODUCTION**

Welcome to Southern Illinois University (SIU) Carbondale. This handbook is a guide for establishing and maintaining safe working conditions at SIU, 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 Resource Handbook is intended for all SIU 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**

SIU Carbondale enthusiastically supports the purpose and intent of the Illinois Department of Labor's Occupational Safety and Health Program. The program is administrated 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 SIU 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 Illinois Department of Labor OSHA Program.

## **Employees**

Your responsibilities as an SIU 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
- Knowing the substances you work with which are hazardous, (check the SDS)
- Cleaning your work area and equipment upon job completion
- 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 giving 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
- Maintaining a chemical inventory and copies of safety data sheets.

### **Department of Public Safety**

[emergency.siu.edu](http://emergency.siu.edu)

- For information on emergency preparedness please visit [emergency.siu.edu](http://emergency.siu.edu)
- Please visit this site if you wish to receive text and email alerts regarding special information about weather and emergencies on campus

### **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 (or requesting from higher administration) 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 CEHS 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 SIU'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, when a new hazard (chemical or physical) is introduced into the workplace and on specific intervals as required by state and federal regulations.

### **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 a 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 welding 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 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 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 PPE, please contact your supervisor or CEHS.

## **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.

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 SIU 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 or accident requiring hospitalization of any employee must be reported to the Illinois Department of Labor within 8 hours and all work-related inpatient hospitalizations, all amputations and all losses of an eye within 24 hours (800) 782-7860 or (217) 782-7860.

**If you suffer an on-the-job accident**, you must notify your supervisor, report your accident to the state's worker's comp program: TRISTAR (855) 495-1554 toll free. Any questions about workers compensation issues contact SIU Human Resources 618-453-6690.

### **III. 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 (453-1632)**

This section focuses on air pollution control, asbestos, drinking water, field sampling/lab analyses, Illinois EPA permitting, PCBs, power plant emissions, storm water permitting, underground storage tanks/above ground storage tanks, Spill Prevention Control and Countermeasures (SPCC), 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, coordinating autoclave certification, compressed gas cylinders, HazMat transport, institutional biosafety (recombinant DNA), laboratory inspections (biological and chemical), safety data sheets, ventilation hoods, eyewash and safety showers, 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, 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 300 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), personnel dosimetry, radiation safety training, radioactive decontamination, radioactive spill cleanup, radioactive material (RAM) inventory, RAM license, RAM waste, sealed source inspections and x-ray machine registration.

##### **Laser Safety**

The Radiation Safety Section is also responsible for the regulating and the registration of all Class 4 and 3b lasers on campus. Radiation Safety must be contacted prior to purchase or installation of any Class 4 or 3b lasers on campus and all SIU employees working with or around Class 4 and 3b lasers must be properly trained in laser safety.

## **Health and Safety Programs**

CEHS has developed a number of model programs to help provide for the health and safety of SIU 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
- Chemical Waste Management Guide
- Confined Space Entry Program
- Emergency Plans
- Hazard Communication Program
- Lockout/Tagout Program
- Machine Shop Model Safety Plan
- 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.

#### 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 attending the 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 SIU employees, full time and part time, regular and temporary and all other categories of employment.

**PLEASE REVIEW THIS CHECKLIST WITH YOUR SUPERVISOR.**

##### Training Checklist for Non-lab Work Areas

Activity	Required Training (CEHS section training provider)*	Required Written Program
Hazardous chemicals in work area?	Lab Standard (LHW)*	Chemical Hygiene Plan
Work with hazardous chemicals?	Lab Standard (LHW)*	Chemical Hygiene Pan
Provide first aid or work with human blood or fluids?	Bloodborne Pathogen Safety (LHW)*	Exposure Control Plan
Hearing protection required?	Hearing Protection , PPE (OHS)*	Hearing Conservation Plan
Service equipment that could restart unexpected and cause injury?	Lockout – Tagout Safety (OHS)*	Lockout – Tagout Procedures
Entry into confined spaces?	Confined Space Entry (OHS)*	Confined Space Program
Operate industrial trucks (Forklift)?	Forklift Operation Safety (OHS)*	No written program
Does work area have fire extinguishers?	Fire Extinguisher Use (OHS)*	Emergency Response Procedures
Do you perform maintenance or housekeeping work?	Asbestos Awareness (OHS)*	No written Program
Do you work with shop equipment?	Shop-specific training by your supervisor	Machine Shop Safety Plan

For training schedules and copies of model programs, call the office below or visit 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)

## Training Checklist for Laboratories

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

For training schedules and copies of model programs, call the office below or visit 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**

Center for Environmental Health & Safety 1325 Radio Drive, SIU, Mailcode 6898	<b>453-7180</b> <i>FAX: 453-7192</i>
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[www.cehs.siu.edu](http://www.cehs.siu.edu)

<b>Environmental Compliance</b>	<b>453-1632</b>
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Asbestos testing and abatement, underground and aboveground storage tanks, air, soil and water regulatory compliance.

<b>Laboratory and Hazardous Waste</b>	<b>453-7180</b>
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Hazardous waste management, chemical and biological safety, hazardous waste spill response and laboratory safety compliance.

<b>Occupational Health and Safety</b>	<b>453-7180</b>
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OSHA compliance inspections, safety training and assistance with respirators, hearing protection, ergonomics, accident investigation and indoor air quality issues.

<b>Radiation Safety Section</b>	<b>536-2015</b>
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RAD material authorization and purchasing, waste management, film badges, laboratory inspections and laser safety.

<b>Human Resources INFO 24 hr.</b>	<b>536-2116</b>
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<b>Workers' Compensation</b>	<b>453-6690</b>
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<b>University Risk Management</b>	<b>536-2101</b>
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<b>SIU EMERGENCY NUMBER</b>	<b>9-1-1</b>
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**Thank you for taking the time to  
read this safety resource handbook.**

**Have a safe and healthy time at SIU.**