



New Hire Orientation

University Facilities

Internal Procedure: July 1, 2013

Effective date: July 1, 2013

Last Modified: April 2013

Approved by: Bob Wells

Welcome to a review of the Clemson University Facilities Safety Programs.

General Safety Rule: If it's not safe, don't do it!

1.0 Safety Meetings

- 1.1 It is the policy of UF that all employees attend safety meetings monthly. The primary responsibility for safety and health lies with you. An effective safety and health program depends on the cooperation of every employee.

2.0 General Safety Rules

- 2.1 REPORT ALL INJURIES IMMEDIATELY TO SUPERVISORY PERSONNEL
- 2.2 No running
- 2.3 Use handrails
- 2.4 Label containers
- 2.5 Practice Good Housekeeping
- 2.6 Vehicles & Pedestrian Traffic
 - 2.6.1 Seat belts required
 - 2.6.2 Push buggies with both hands
 - 2.6.3 Permit required for motorized vehicles.
- 2.7 Lockout & Tagout

3.0 General Safety Rules (cont.)

- 3.1 When working in any area, you are required to familiarize yourself with the location of all safety equipment in that area.

- 3.2 Every employee will be provided training to familiarize them with the chemicals used in their workplace.
- 3.3 Tobacco products are not permitted except in outside areas designated specifically as “Smoking Area”.
- 3.4 Glass items and cutting blades such as razor blades and knife blades are to be collected in properly identified containers.
- 3.5 Employees must not enter other areas of work and use equipment unless authorized and trained to do so.
- 3.6 All personal protective equipment (PPE) used in UF will have the approval of the Safety Coordinator.

4.0 Emergency Plans

- 4.1 Each department in UF will have its own Emergency Plan, called a Unit Emergency Plan. This plan includes special procedures to follow in the event of an emergency in a particular area. Ask your Supervisor about the Unit Emergency Plan for your Department.

5.0 Incident Reporting

- 5.1 Report ALL incidents immediately
 - 5.1.1 Injury
 - 5.1.2 Property damage
 - 5.1.3 Near miss
 - 5.1.4 Objective is to prevent recurrence

6.0 Parking Lots

- 6.1 Pedestrians have the right-of-way
- 6.2 Use established crosswalks and sidewalks

7.0 Personal Protective Equipment

- 7.1 Must be approved by Safety.
- 7.2 Approved safety glasses with side and top shields are required in all areas on campus except offices, conference rooms, cafeterias, rest rooms, main corridors, outside ground level areas that are not operating areas and control rooms.
- 7.3 Contact lens may be worn when safety glasses are required.

8.0 PPE (cont.)

- 8.1 The policy of UF is to provide monetary assistance in obtaining safety shoes for those employees assigned to areas, groups or jobs that REQUIRE them to be worn. This assistance will be accomplished by providing an approved amount annually.
- 8.2 Safety shoes may be required by JHA.

9.0 PPE (cont.)

- 9.1 Hearing protection
- 9.2 Gloves, goggles, etc.
- 9.3 Obtain from Team Leader

10.0 Hearing Conservation

- 10.1 The Conservation Amendment to OSHA's Occupational Noise Standard requires employers to determine the employee's noise exposure. For those employees with an 8 hour time weighted average (TWA) of 85dB or more, or 12hour TWA of 82 dB or above, employers must provide a hearing conservation program including hearing protection device training and audiometric testing.

11.0 Hearing Conservation (cont.)

- 11.1 UF employees are required to use hearing protection devices when 8 hour time weighted average noise exposure is 85 dB or greater; or when 12 hour time weighted average noise exposure is 82 dB or greater. This requirement is consistent with recommendation of the American Conference of Governmental Industrial Hygienists.

12.0 Hazard Emphasis

- 12.1 Proper Lifting/Body Positioning
- 12.2 Transporting Safety, Rules Emphasis

13.0 Hazard Communication

- 13.1 The policy of UF is to assure that information about chemical hazards in the work place is provided to all employees. The transfer of information is accomplished through a documented Hazard Communication Program that meets or exceeds the requirements of the OSHA Hazard Communication Standard, 29CFR 1910.1200. Container Labeling

14.0 Fire Extinguisher Use

- 14.1 Use the correct extinguisher for the class of fire encountered.
- 14.2 The label will indicate:
 - 14.2.1 How to use the extinguisher
 - 14.2.2 Classification of intended use
 - 14.2.3 The amount of material inside
 - 14.2.4 Principles of Operation:
 - 14.2.5 Identify the type of fire
 - 14.2.6 Use the correct extinguisher

15.0 Fire Extinguisher Use (cont.)

- 15.1 Any employee who feels comfortable in using a fire extinguisher to extinguish a small fire may do so. However, in any case dial “911” and request assistance of the fire team.
- 15.2 Most fire extinguishers are simple to operate, just use the “PASS” test.
 - 15.2.1 Pull the pin
 - 15.2.2 Aim the extinguisher
 - 15.2.3 Squeeze the trigger
 - 15.2.4 Sweep back and forth

16.0 Fire Extinguisher Use (cont.)

- 16.1 Principles of operation
 - 16.1.1 Pull the ring, aim the nozzle at the base of the flame
 - 16.1.2 The extinguisher must be first tested before the user moves close to the fire
 - 16.1.3 Approach the closest part of the fire and sweep back and forth while releasing the extinguishing agent
 - 16.1.4 Continue until the fire is out, but try not to exhaust all of the material
 - 16.1.5 Face the fire at all times
 - 16.1.6 Back away slowly and watch for re-ignition

17.0 Fire Summary

- 17.1 By being aware of the physical properties of fire, we can eliminate the possibility of a fire. However, fire must be treated with respect, and you must be prepared at all times. Be sure to follow all safety procedures with regard to hot work, etc...

18.0 Powered Industrial Vehicles

- 18.1 The policy of UF is to ensure that only trained, authorized persons are permitted to operate industrial motorized vehicles. Such vehicles include powered carts, tuggers, forklifts, etc. Training and operational requirements must comply with UF guidelines and appropriate Federal and State regulations.

19.0 UF & Personal Property

- 19.1 There are no provisions for employees to borrow UF property and employees are discouraged from bringing personal property onto campus

20.0 Prohibited Items

- 20.1 The possession of firearms or any other weapon
- 20.2 Gambling paraphernalia
- 20.3 Explosives or explosive devices
- 20.4 Alcoholic beverages, intoxicants or any kind of illegal drugs
- 20.5 Inspections
- 20.6 Personal:
- 20.6.1 All packages, containers, lunch boxes and similar items are subject to inspection
 - 20.6.2 The company reserves the right to inspect any vehicle entering/exiting the security fenced area of the plant site
 - 20.6.3 The company reserves the right to conduct inspections of these items and any other like item on the plant site at any time.

21.0 Safety, Security, & Health

- 21.1 We are sure that what you have just seen and heard has made you aware of the strong emphasis on Safety, Security and Health in UF. This coupled with the Safety and Loss Prevention Rules will insure a prosperous relationship between you and UF.