



Health and Safety Plan

PREPARED BY:
The University of Findlay
Office of Safety & Wellness and Office of Human Resources

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1. Policy

The University of Findlay (UF) is committed to providing a safe and healthy environment for its employees, students, and visitors. Further, UF is committed to managing itself in an environmentally sensitive and responsible manner. UF also recognizes its role as a leader in environmental, safety and health as well as its obligation to serve as an example to students and the community.

UF will endeavor to continuously improve its safety and environmental performance through the following policy objectives:

- Develop, improve and maintain programs and procedures to comply with all applicable laws and regulations.
- Monitor progress through periodic evaluations.
- Ensure personnel are properly trained and provided with appropriate safety and emergency equipment.
- Take appropriate action to correct hazards or conditions that endanger health, safety or the environment.
- Consider safety and environmental factors in all applicable operating decisions.

2. Purpose

The Health and Safety Plan (HASP) reaffirms the University's commitment to safety and good environmental stewardship. The HASP also establishes a uniform system to assist individuals, departments and units meet their health and safety responsibilities.

This plan is intended to help prevent accidents, illnesses, and injuries; increase safety awareness, meet the requirements or applicable environmental, occupational health and safety laws and regulations; reduce institutional liability and establish safety responsibilities for members of the UF community or as other issues/situations dictate a need. This portion of the HASP is intended to identify general responsibilities and protocols. Further responsibilities, protocols and other information will be included in specific appendices and attached to this document as they are adopted by UF.

3. Responsibilities

Management

The department head of each area is responsible for the health and safety of the employees that report to them as well as implementation of the HASP in their department(s). These department heads will assure that:

- Operations are consistent with requirements of the HASP and policy statement;
- Employee training and education are on-going;

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- Employment involvement are on-going;
- Recommendations of safety committees are reviewed and suitably acted upon;
- Reports of unsafe conditions, accidents, and work-related injuries are made through Workday to the Office of Human Resources and work is done with stakeholders to make changes to work practices or spaces to prevent similar incidents from occurring again;
- The HASP is maintained and kept current; and
- Resources necessary to provide for safety, health, and environmental compliance are available.

Employees

All UF employees have the responsibility to:

- Know and follow all health and safety rules; policies and procedures for the areas in which they are working;
- Maintain a safe work environment;
- Assure their work activity is conducted in such a way as to not affect the safety of themselves and others;
- Use good judgement;
- Report unsafe conditions; accidents and work-related injuries and illnesses to their supervisor immediately;
- Know the hazards of the materials and equipment they work with and follow the specified precautions;
- Properly use, maintain and repair all safety equipment; and
- Participate as needed in safety training programs.

Workplace Safety Committee

UF's Workplace Safety Committee has been established to address risks faced by the institution primarily in the areas of occupational health, safety, environment and emergency management. This group is also responsible for providing leadership in the development and maintenance of the HASP and planning for future activities.

The Committee is comprised of members of various departmental staff who have at least one, if not a combination, of the following qualifications:

- Represents administration at a senior level.
- Knowledgeable of facility maintenance and operations.
- Knowledgeable in safety, health, and environmental issues faced by UF.
- Knowledgeable in the security issues faced by UF.
- Department heads of areas or offices.
- Members of the core Emergency Operations Team.

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The Workplace Safety Committee will meet monthly to review areas of improvement, risk and institutional liability, emergency management/preparedness, security and facility maintenance/operations activities and other appropriate topics.

This committee has assigned Safety & Wellness the task of developing and maintaining this document. The HASP will be reviewed annually or more often if necessary. This annual review may or may not precipitate a change to the document. However, the HASP will be revised whenever:

1. The Workplace Safety Committee determines new policies are required to provide for improvement to safety, health or the environment.
2. New procedures are implemented.
3. Any other changes that materially affect the implementation of the HASP.
4. Review of an incident indicates the HASP did not adequately prevent the incident or protect an employee, visitor or student.

Resolution of Safety and Health Issues

In most cases, safety and health issues can be resolved by actions taken by employees, supervisors and administrators. In cases where employee concerns cannot be readily resolved or where additional information is needed, Safety & Wellness should be notified. Safety & Wellness will determine the correct action on a case-by-case basis.

If the issue requires a change in policy or procedure, Safety & Wellness will bring it before the committee to address the issue.

Employees, students and visitors can notify Safety & Wellness of unsafe acts, conditions, work practices, etc., by phone at 419-434-4733 or by email at safetywellness@findlay.edu. This information will be kept confidential and used to appropriately address safety concerns on campus or affecting UF employees.

4. Injury/Accident Reporting and Timely Notification of Claims

Responsibility and Authority

The Office of Human Resources is responsible for investigating and documenting incidents (and maybe in coordination with Safety & Wellness and/or the Workplace Safety Committee). Employees and/or their supervisors are responsible for submitting completed forms through Workday Safety Incident reporting.

Terms and definitions (as defined by OSHA)

- Accident - any unforeseen event which results or could have resulted in an injury, fatality or damage to property or equipment.

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- Lost work day - Any day(s) which an employee could not perform all or any part of their normal work assignment, for all or part of the day, because of an injury or work related illness. It does not include the actual day of the injury.
- Recordable injury or illness- any job-related injury which results in one of the following:
 - Medical treatment beyond first aid.
 - Restriction of work or motion as the result of an actual illness or injury. Work restrictions alone are not required to be recorded.
 - Loss of consciousness.
 - Reassignment to another job or termination as the result of an actual illness or injury. Work reassignments alone are not required to be recorded.
 - Lost work day.
 - Any illness.
 - Death as a result of an actual illness or injury, regardless of the length of time between the incident and the time of death.

5. Medical Treatment and Return to Work Practices

An injury management program is a post injury procedure designed to ensure quality medical care, contain medical costs, reduce opportunities for litigation and return injured workers to full gainful employment as quickly as possible and appropriate.

Employee safety and health is a major concern of management. UF has elected to take a proactive approach to health and safety and focus its resources on:

- Educating employees;
- Loss reporting;
- Utilization of medical providers;
- Return to work practices; and
- Documentation.

Education

- All employees will be provided with an explanation of the Workers Compensation system and the benefits provided.
- The workforce will be instructed in accident reporting procedures through Workday.
- UF recommends the Cosiano Health Center or Well at Work be used as a first review of injuries and illnesses. If either option is unavailable, please seek medical assistance at the hospital. Understand you may see any physician you choose. Please notify Human Resources with any work-related hospital admittance (for timely and required reporting).
- All workers will be schooled in the UF substance abuse policy, fraudulent claim prevention, alternate job duties and other aspects of returning to work

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by the employee's supervisor and/or Office of Human Resources on the first day the employees returns to work after an incident.

Loss Reporting

- UF employees are responsible for reporting all incidents and near misses to their supervisor and a Safety Incident Report should be completed in Workday by the employee and/or their supervisor.
- The state required First Report of injury will be prepared and reported to the insurance company within 24 hours by fax, email, or telephone. UF will follow state requirements for distribution of hard copies.

Utilization of Medical Providers

- UF works with a worker compensation third party administrator to coordinate medical care.
- Chosen medical care facilities must provide quality care, effective service and pricing to fit UF and employee needs.
- Whenever possible, UF encourages physicians treating employees to visit the UF campus and departments to better understand the manner in which UF conducts business.

Return to Work Using Traditional Duty Positions

To effectively manage the costs incurred as a result of work-related injuries, the following eight point plan will be closely followed and monitored:

1. Ensure initial treatment is provided.
 - Immediately following any injury, UF will provide the necessary first aid and send the employee to a medical provider as required. UF will document all details in Workday (UFs reporting platform). UF will document all details of the date and time of the injury, the type of first aid provided and the name of the physician, clinic or hospital where the employees received treatment.
2. Notify third party administrator (TPA).
 - UF will contact its TPA account manager immediately following any injury.
3. Provide the job function evaluation form to the treating physician. This information will include:
 - A description of the employee's current job with details on posture and physical demands.
 - A copy of the injury report describing how the injury occurred.
 - A statement of UF's position on returning of the injured employee to work.

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4. Attending physicians report
 - Injured worker will provide the treating physicians recommendations to any work restrictions they may have to the Office of Human Resources and Safety & Wellness if necessary.
5. Contact the employee within 24 hours of treatment.
 - UF will reassure the employee's understanding of UF's commitment to their well-being.
 - UF will assess the employee's understanding of the treatment received.
 - UF will answer any questions of the employee.
6. Follow up with physician within 24 hours of treatment.
 - UF will obtain the details regarding recommended additional treatment, return to work expectations and specific job restrictions (both short and long term).
7. Maintain contact with the employee, physician and insurance companies claim representative to monitor progress.
 - UF will contact the physician periodically to discuss the recovery progress and any changes in the timetable for the employee's return to work.
 - UF will keep the claim representative informed about the employee's return to work status.
8. Establish an injury management record in Workday. This record will include:
 - A copy of the injury report.
 - Documentation of initial treatment.
 - Copies of medical bills.
 - A log of all phone conversations with the employee, physician and claim representative.
 - Progress report from the physician.
 - All BWC specific documents.

6. Recordkeeping, Data Analysis and Compliance Audits

The Office of Human Resources will be responsible for maintaining records of injury/illness, training records and other confidential records relating to employee, student or visitor injuries or illnesses. Other documentation related to safety or environmental issues. Incident Response Reports will be maintained by The Office of Campus Safety & Emergency Management, compliance audits and other specialized training records will be maintained by the Workplace Safety Committee.

7. Written Training and Orientation Plan

UF will provide appropriate training and education to its employees. The focus of the training will be to provide the knowledge and skills necessary for employees to safely conduct activities at UF. The goal of the worker training and education is to lower the potential for accidents and injuries.

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Initial Training and Orientation

Initial training and orientation will be conducted prior to the employee being involved in an activity or assignment. This process will include:

- Basic Familiarity:
 - Work area orientation.
 - Reporting unsafe conditions.
 - Reporting accidents, injuries or illnesses.
 - Fire, tornado and evacuation procedures.
 - Job details and requirements.
- Safety and Health Considerations
 - Hazard Communication.
 - Safe Work Practices.
 - Demonstration on safe use of any equipment.
- Job Specific Training (which may include but is not limited to):
 - Confined Space Entry.
 - Fire Extinguisher.
 - CPR and First Aid.
 - Lock-out/Tag-out.
 - Laboratory Safety.
 - Hearing Conservation.

Refresher training will occur every two year or more if necessary. Conditions that may require more frequent training include:

- The job or work area changes.
- A work-related injury or accident occurs.
- An audit shows work practices are not being followed.
- Regulatory requirement (frequency will be dictated by the regulation).

Training Responsibilities

Most training will be conducted and accomplished by the employee's supervisor.

As such the supervisor will be responsible for:

- Assuring that employees understand and follow the proper operating procedures.
- Auditing employees to determine if more training is required.
- Training employees by physically walking them through the tasks they are assigned.
- Documenting the training. This documentation will include the employee's name, date of training, a record of what training was presented and verification the employees understood the training (i.e.: quiz, test or other similar proof).

Records of training will be maintained in the employees file in The Office of Human Resources. Specialized training records delivered by All Hazards Training Center will be maintained by employee name in All Hazards database.

8. Compliance Audits

The Workplace Safety Committee will conduct periodic audits to determine the effectiveness of the HASP and to provide department heads of areas with audited information needed to improve the safety and health of their areas. All offices will be audited annually by the Workplace Safety Committee (WSC) and Chemical Hygiene Officer (CHO).

During the survey of facilities, the auditor will:

- Inspect equipment, tools and machinery.
- Measure for noise, air and ventilation issues as required by location (lab, shop, etc.).
- Review working surfaces and employee practices.
- Inspect chemical storage and waste.

When the audit reveals that any part of the requirement of the HASP is deficient, the auditor shall report the deficiency to the Workplace Safety Committee. It is the responsibility of the Workplace Safety Committee to assist the department head or coordinate assistance with other areas (i.e.: Facilities Services and Housekeeping) to correct the deficiency and communicate recommendations/corrections to the WSC as appropriate.

The complete audit will be documented and the auditor shall generate a report including best practices found in the area that could be implemented in other areas as any non-conforming items. Once generated, the report will be reviewed with the area department head and they will assist in a plan to address the non-conforming items. Once non-conforming items have been addressed the area department head will notify the WSC. Once all items have been appropriately addressed the audit will be considered closed.

The WSC will retain the most recent audit reports for each area.

9. Written and Communicated Safe Work Practices

This procedure provides management and personnel with a list of fundamental safety rules enforced on campus in all areas. This HASP along with supervisor instruction and training will communicate these practices. Supervisors must communicate any function specific safe work practices enforced in their area(s) of responsibility.

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General Health and Safety Rules

- Employees, students, visitors and contractors are responsible for conducting themselves in a safe and courteous manner. Any unsafe act, wrongful operation of equipment or other unsafe behavior will not be tolerated.
- Employees, students, visitors and contractors are required to comply with the health and safety policies and procedures in place at UF and in each work area. Along with adhering to all federal, state, local regulations with regard to health and safety.
- The following posters will be prominently displayed at UF at all times:
 - Occupational Health and Safety Act (OSHA) Poster.
 - Minimum Wage Notice.
 - Equal Opportunity Employer Notice.
 - Americans with Disabilities Act (ADA).
 - Family Medical Leave Act (FMLA).
- Any citation, which has been issued by OSHA, will be posted for three working days or until the violation has been abated.
- Warning signs are for employees, students, visitors and contractors safety and must be obeyed.
- No one will initiate work until the appropriate health and safety procedures and policies have been implemented.
- No one will be allowed to operate any equipment prior to receiving the necessary authorization from a supervisor and training has been successfully completed.
- All employees are directed to immediately bring any unsafe conditions, practices or circumstances to the attention of their supervisor or Safety & Wellness by phone (419-434-4733) or email safetywellness@findlay.edu. The employee should initiate appropriate action to address issues or immediately dangerous situations.
- All visitors and contractors must report any unsafe condition, practice or circumstance to their UF contact. All contractors must review the Contractor Safety Pamphlet (located in the Facilities Services Office) and must comply with all federal, state, and local health and safety regulations while performing work for UF.

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- The following practices are expressly forbidden during operations on or in UF property:
 - The use or possession of alcohol, drugs or illegal substance on UF property is prohibited. There is an exception for the sale of alcohol for outside events held at the Koehler Fitness and Recreation Complex or the English and Western Farms. Employees and contractors may not report for work while under the influence of drugs or alcohol. Any violators will be disciplined. Prescription drugs that impair the ability of the employee or contractor to work safely may not be used on UF premises or prior to reporting to work.
 - Smoking and the use of smokeless tobacco are prohibited. UF is a tobacco free University.
 - Eating or drinking in laboratories is not allowed, in chemical storage areas or other areas where contamination of food stuffs could result in injury or illness.
 - Entry into designated areas without proper safety equipment and/or personal protective equipment is prohibited.
 - Tampering with, powering-up or operating any equipment which is locked-out or tagged-out (equipment must be de-energized whenever possible). Unauthorized removal of any warning or danger tag is forbidden.
- All accidents including close calls, are to be reported to a supervisor immediately regardless of the result of the incident. If a work-related injury becomes apparent or if symptoms of a work-related injury worsen during non-working hours, the Office of Human Resources must immediately be notified (419-434-4528). And a complete incident report should be submitted through Workday.
- Do not alter or attempt to repair any item of safety equipment unless specifically authorized and qualified.
- Any damaged faulty or otherwise non-functioning equipment must be immediately reported to your supervisor.
- Do not tamper with emergency equipment, such as, but not limited to fire extinguishers, fire hoses and spill kits. This equipment is to be used only during an emergency by authorized personnel. Report any used, missing or damage emergency equipment to Campus Safety (419-434-4799).
- Do not attempt to move or lift heavy or bulky object beyond your capacity.

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- Walking or working under a suspended load is not permitted.
- Do not jump from elevated areas such as trucks, platforms, ladders, stages, etc.
- Legible and understandable precautionary labels as defined by the Hazard Communication Standard will be promptly affixed to containers of chemical materials, products, mixtures, scrap, waste, and debris per DOT, OSHA, EPA or other applicable industry standard.
- A sufficient number and size of fire extinguishers will be strategically placed in accessible areas. Generally, the travel distance by personnel to an extinguisher will be less than 75 linear feet. Only those employees trained in the use of extinguishers should attempt to fight a fire with one.
- Employees will wash hands and otherwise follow good hygiene practices to avoid the spread of contamination and oral exposure to hazardous materials.
- Good housekeeping practice will be followed and will include:
 - Floors, aisles, stairways and walking working surfaces will be kept clean, dry, unobstructed and free from accumulated debris and trash.
 - All chemical and product spill, leaks and unusual odors must be reported to security immediately.
 - Employees will refer to the specific SDS for specific handling precautions and personal protective equipment (PPE) prior to initiating chemical spill clean-up.
 - Employees must clean up the work area upon completion of a job assignment. No job is considered to be complete until all tools and equipment have been put away and trash has been removed. Long term and or multiple assignment jobs should not be left in array or creates a hazard.
- Exits, doorways, aisles, stairways, electrical panels and process controls must be accessible and clear of obstructions at all times.
- Emergency exits must remain unlocked at all times that a building or area is occupied. Unless it is under an immediate lockdown protocol.
- Locate the nearest eyewash, safety shower and other safety equipment upon entry to any work area. Ensure this equipment is accessible and in proper working condition prior to the start of any job or task. Immediately report malfunctioning equipment to the Associate Vice President of Facilities Services (419-434-4760).
- Familiarize yourself with the UF Crisis Response Plan and evacuation routes from all areas in which you are working.

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- Upon notification to evacuate, immediately cease work, shut down process equipment (if safe to do so) and evacuate the area. Follow the posted UF diagrams and follow your supervisor's instructions.
- The appropriate PPE must be worn when applicable to a given task or area (specific requirements will be located in the job description or identified by your supervisor). All PPE must be purchased through UF approved vendors.
- Power truck operations must receive annual training and comply with the general operating and safety rules during operations of these units.
- Skids, pallets and spacer racks must be stored flat. Do not stand them on end, on their side or against walls or pillars.
- Never open any electrical switch box or electrical control panel or attempt electrical repairs unless you are qualified and authorized.
- Keep all safety and protective guards and shields and other safety devices attached to the equipment and in proper operating condition.
- Store solvents, lubricants, sanitizer solutions, etc., in containers which are properly labeled and in the proper storage locations. Report unlabeled containers to your supervisor. Solvents and flammable materials must be stored in a flammable cabinet or other appropriate area.
- Confined Space Entry requires special precautions. UF confined space procedures must be followed. Only trained, qualified and authorized personnel are allowed to enter confined spaces.
- In office environments:
 - Aisles, passageways and corridors are not to be blocked at any time.
 - Desk drawers, cabinet doors and file cabinet drawers are to be kept closed when not in use.
 - Use a proper platform, not a swivel chair, for reaching high places.
 - Fire extinguishers are to be readily available.

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Appendix A

Record of Training

Employee Name: _____

Type of Training: _____

Date of Training: ____ / ____ / ____

Elements and Operations Covered

Method of Training:

Classroom ____ On-The-Job ____ Demonstration ____ Online ____ Blended ____

Testing:

None ____ Employee Demonstration ____ Written Test: Pass ___ Fail ___ Score ____

Upon Completion of the Above Training:

Name of Trainer: _____

Signature of Trainer: _____ Date: ____ / ____ / ____