

# Andrews University

## Office of Campus Safety

### 5. Occupational Safety

#### 5.1. General Occupational Safety Policy

##### 5.1.1. Administration

This policy was adopted by the Campus Safety Committee on 01/10/12 and is administered by the Office of Campus Safety. The policy is for public dissemination.

- 5.1.1.1. This policy applies to the entire campus, affecting employees, students, and any non-employee/student, including volunteers, who conduct work under the direction of a University employee.
- 5.1.1.2. Violators of this policy are subject to corrective action and shall be reported to the Risk Management/Campus Safety Committee.
- 5.1.1.3. Variances to this policy may be made by the President, Provost, and Vice President for Financial Administration.

##### 5.1.2. Purpose

This policy seeks to comply with federal (OSHA) and state (MIOSHA) regulations while enhancing the Employee Handbook Safety Section 4:2-245. This policy highlights the general guidelines individuals will follow when carrying out their daily task and those the employer (Andrews University) will take in providing a safe work environment, in conjunction with specific rules/guidelines that are set forth in other sections of the University's Occupational Safety policy.

##### 5.1.3. Definitions

Specific terms in this policy are defined as follows:

- 5.1.3.1. Employee: Includes any person receiving wages from, or volunteering under the direction of Andrews University
- 5.1.3.2. Employer: Andrews University
- 5.1.3.3. Equipment: Any device used to carry out their responsibilities. It shall include all tools (both hand and motor powered), vehicles (automobiles, farm equipment, aerial work platforms, powered industrial trucks, single man lifts, and any non-regulated vehicle).

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- 5.1.3.4. Hazard: An unsafe condition or procedure, which could result in an injury.
- 5.1.3.5. MIOSHA: Michigan Occupational Safety and Health Administration
- 5.1.3.6. Shall: Means mandatory.
- 5.1.3.7. Should: Means recommended.
- 5.1.3.8. Tool: Means a machine, instrument, or device that aids in accomplishing a particular task.
- 5.1.3.9. Vehicle: Any apparatus designed to move an occupant or property from one location to another. This includes; motor vehicles, semi-truck, all trailers, farm tractors, powered industrial trucks, aerial lifts, low-speed vehicles (golf- carts), all-terrain vehicles (ATV), utility terrain vehicles (UTV), or any other apparatus that can operate on roadways and/or off-road.

### 5.1.4. Policy Procedures

The following procedures may be used to comply this policy.

#### 5.1.4.1. Responsibilities of Employees:

- 5.1.4.1.1. While the University seeks to ensure a safe environment for its employees, all employees are expected to take personal responsibility for their safety.
- 5.1.4.1.2. If an employee identifies a potential hazard, they shall report it to their supervisor immediately. The employee-supervisor shall review and respond to the report as assigned by their department.
- 5.1.4.1.3. All employees have the right to stop work due to a potential hazard encountered in their assigned work until that hazard is evaluated and/or mitigated.
- 5.1.4.1.4. Academic departments shall provide education and supervision for their students to complete their academic requirements in a safe manner that is in compliance with all applicable state and federal regulations.

#### 5.1.4.2. Responsibilities of the Employer:

- 5.1.4.2.1. Provide training to each newly assigned employee regarding the operating procedures, hazards, and safeguards of the job. The supervising department shall maintain all records of training, documenting the following:

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- Date/Time of training
- Presenter (Name, Department/Company)
- Topic
- Training Method (Classroom, Computer-Based Training, On the Job, etc.)

5.1.4.2.2. Persons Trained (Name, Department, and University identification number

5.1.4.2.3. Not knowingly authorize a process, machine, or equipment use, which does not meet applicable safety standards.

5.1.4.2.4. Establish and maintain policies for safe work activities in accordance with State and Federal guidelines.

5.1.4.2.5. The employer shall maintain required records through processes in which they can be produced within four business hours under MIOSHA R 408.22140

### 5.1.4.3. Job Hazard Assessments

5.1.4.3.1. The Office of Campus Safety shall identify occupational hazards through Job Hazard Assessments (JHA) completed for all positions and or job assignments. Hazards identified will be mitigated through engineering controls, administrative controls, and personal protective equipment.

5.1.4.3.2. The Office of Campus Safety shall assist departments in the development and maintenance of specific safety procedures in regards to the listed topics in this policy, sub-policies or any newly identified potential hazards and/or risks.

### 5.1.4.4. Color-Coding:

Utility line color coding will follow the established ANSI Z535.1 color coding as followed by Michigan's non-profit utility locator, MISS DIG (See Table 5.1.1)

Other than utility lines, the following color coding will be used.

5.1.4.4.1. The color red will be used for the following:

- A stop bar, stop button, electrical switch, or other mechanical device for the emergency stopping of machinery, excluding cables, shall be red in color.
- Fire Suppression Lines/Couplings

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- Danger signs/tags

5.1.4.4.2. The color yellow will be used for the following:

- For designating caution and for marking physical hazards. Solid yellow, yellow and black stripes, or yellow with a suitable contrasting background may be used interchangeably.

5.1.4.5. Accident Prevention Signs & Tags

5.1.4.5.1. All accident prevention signs & tags shall be created and installed in accordance with MIOSHA General Industry Safety Standard Part 37.

5.1.4.5.2. Danger signs/tags will only be used where a major hazard exists that presents an immediate risk to life or serious injury. Danger signs/tags will be identified by the text “Danger” and red coloring.

5.1.4.5.3. Caution signs/tags will only be used where a minor hazard exists that presents a non-immediate risk to injury. Caution signs/tags will be identified by the text “Caution” and yellow coloring.

5.1.4.6. Hazard Communication

5.1.4.6.1. The University will have a written Hazard Communication Program in accordance with MIOSHA General Industry Safety Standard Part 92- Hazard Communication.

5.1.4.7. Housekeeping & Slip/Trip Hazard Mitigation:

5.1.4.7.1. All materials (including scrap and debris), shall be piled, stacked, or placed in a container in a manner that does not create a hazard to an employee. This includes slip/trip hazards and the storage of flammable/combustible materials such as shop rags, saw dust, and aerosolized canisters. [See University Fire & Life Safety Policy for further information]

5.1.4.7.2. All aisles, passageways, storerooms, and service rooms shall be kept clean, orderly and free from the accumulation of materials to; maintain egress capacity, prevent hazards, and avoid pest harborage.

5.1.4.7.3. Whenever an employee is required to work on a wet surface or in a wet process, the walking surface shall be slip resistant and the appropriate footwear shall be worn.

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5.1.4.7.4. Access to facilities from other facilities or parking lots shall be monitored and/or evaluated for slip/trip hazards.

### 5.1.4.8. Equipment:

5.1.4.8.1. All employees shall be properly trained in the safe operation of their equipment before they can be authorized to operate and/or use any equipment necessary for their job. The employee-supervisor shall provide the required safety training to the employee for all equipment identified as having the potential to create a hazard or cause injury or illness to the employee.

5.1.4.8.2. All assigned equipment used by University employees to conduct University business shall be inspected prior to use and maintained in good working order to meet all applicable guidelines, including government standards, University policies, manufacturer recommendations, and best practices.

5.1.4.8.3. Departments or offices responsible for equipment that require inspections on a specific frequency shall be responsible for the inspection and record keeping for inspections. A deficiency classified as unsafe will require the equipment to be placed out of service and marked as such until the issue is corrected.

5.1.4.8.4. All safety features of the equipment; guards, warning labels, audible alarms, etc. shall be maintained in good working order otherwise the equipment must be placed out of service and marked as such until the issue is corrected. This shall be done in accordance with the applicable MIOSHA Standards (based upon the use of the equipment; wood working, metal working, grounds equipment, etc.)

5.1.4.8.5. The Director of Facilities, or their designee, is authorized to take any equipment, tool, or vehicle out of service due to a deficiency they deem unsafe, until it can be corrected. They shall maintain any required documentation.

### 5.1.4.9. Inspection Process:

5.1.4.9.1. In the event that the Office of Campus Safety becomes aware of an inspection process that is required under this policy, sub-policies or any other applicable statute, they will coordinate with the appropriate departmental supervisor to have the inspection process assigned as a task. These recommendations shall be presented to the Risk Management/Campus Safety Committee as amendments to the relevant policies.

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### 5.1.4.10. Stop Work Order:

5.1.4.10.1. Upon discovery of an immediate hazard, the Office of Campus Safety can issue a stop work order until the hazard is mitigated. This order can include stopping a work process or removing equipment from service.

### 5.1.4.11. Personal Protective Equipment

5.1.4.11.1. The use/type of personal protective equipment (PPE) shall be assigned based upon the Job Hazard Assessments (JHA). The employee shall be properly fitted, equipped with (where applicable), and trained on the proper use, inspection, and maintenance of the assigned PPE.

5.1.4.11.2. The employee shall use all assigned/required PPE for each employment function as described in the Job Hazard Assessments (JHA).

5.1.4.11.3. The required PPE shall not be used as a substitute for engineering controls, and/or administrative controls to protect employees from workplace hazards.

### 5.1.4.12. Reporting occupational injuries and illnesses:

5.1.4.12.1. All occupational injuries or illness, including near miss occurrences shall be reported by telephone to the Office of Campus Safety by the employee-supervisor immediately following the incident for the intent of documentation and or treatment.

5.1.4.12.2. The Office of Campus Safety shall respond to the scene, assess the need for medical attention, and conduct an accident investigation.

5.1.4.12.3. The area where the incident occurred shall not be altered until the investigating officer, for the purpose of documentation, has released it.

5.1.4.12.4. The Office of Campus Safety shall supply a copy of its completed investigation report to the Office of Human Resources.

5.1.4.12.5. The employee-supervisor shall be responsible to complete a Supervisor Accident Report Form (SARF) that shall be submitted to the Office of Human Resources and the Office of Campus Safety. The Office of Human Resources shall be responsible for the reporting and documentation of all work related injuries in accordance with MIOSHA Part 11 - Recording and Reporting of Occupational Injuries and Illnesses.

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### 5.1.5. Policy Resources/Statutes

The following resources were used in the development of this policy:

- Michigan Occupational Safety and Health Administration (MIOSHA) General Industry Safety Standard Part 1- General Provisions
- Michigan Occupational Safety and Health Administration (MIOSHA) Safety & Health Standard Part 11- Recording and Reporting of Occupational Injuries and Illnesses.
- Michigan Occupational Safety and Health Administration (MIOSHA) General Industry Safety Standard Part 33 - Personal Protective Equipment.

### 5.1.6. Policy Revision/Modification

The following revisions/modifications were made to this policy:

- 03/13/18 Multiple updates to meet current occupational safety standards and best practices.

**Table 5.1.1**

	<b>Color</b>	<b>Utility</b>
	White	Proposed Excavation
	Pink	Temporary Survey Markings
	Red	Electric Power Lines/Cables
	Yellow	Gas, Oil, Steam, Gaseous Materials
	Orange	Communication, Alarm/Signal Lines
	Blue	Potable Water
	Purple	Reclaimed Water/Irrigation
	Green	Sewers, Drain Lines
	Gray	Use gray to erase marks