Safety & Health at MSU

Morehead State University is committed to providing a safe and healthy working environment for all members of the campus community. All University activities are to be conducted in a manner that ensures the protection of students, faculty, staff, visitors, property, and the environment.
Safety & Health at MSU

All employees must work together as a team to ensure a safe environment for everyone. Each person has a responsibility to ensure safety in our workplace and for our students and visitors. Please read our Environmental Health, Safety & Responsibility Policy and understand the safety duties expected in your position here at MSU.
Workplace Safety Training Policy

It is the policy of the University that all faculty, staff, students, volunteers and visitors who perform work at the University, receive appropriate training necessary to protect their health and perform work in a safe and environmentally sound manner.

Training must include information regarding job hazards, possible health effects, and required work practices and procedures.

Students who are employed by the University are also required to receive safety training from their supervisor that is applicable to their jobs. Faculty are responsible for student safety training prior to any academically-related activity that has a potential for a safety concern i.e., laboratory work, field trip, internship, field study, etc.
Workplace Safety Training Policy

• The MSU Workplace Training Policy outlines the responsibilities of departments, supervisors, employees and student workers.

• The MSU Occupational Training Requirements is a guiding matrix that helps identify the safety training that is required for the employees specific job tasks. It is important that all safety training be completed before working with any chemicals or doing any tasks in which the employee could become hurt without proper training. You should review the occupational training requirements with your supervisor to determine which topics you must have training in before performing your assigned work.
Workplace Safety Training Policy

- **Online training subjects** are continually added and updated on the Office of Environmental Health & Safety webpage.
- In person training is conducted periodically upon request or as needed. To arrange in person training for your department contact Environmental Health & Safety personnel for scheduling at 606-783-2584.

Safety training is required:
1. For all new employees,
2. When new equipment, procedures, or processes have been introduced,
3. When employee safety performance needs improvement,
4. As state and federal laws require.
Reporting Workplace Injuries

• Morehead State University is committed to making the workplace a safe and healthy environment, to preventing on-the-job accidents, and to the treatment, care and rehabilitation of employees injured on the job. In accordance with State workers' compensation law, the University participates in a fully insured plan for work-related accidents which is administered by Kentucky Employers' Mutual Insurance (KEMI).

• Every employee has the responsibility to prevent accidents and injuries by observing established working rules, by following the direction of supervisors, by practicing the principles taught in safety training, and by providing ideas on how our safety efforts might be further strengthened. Both MSU and its employees have the responsibility to comply with all federal, state and university regulations related to safety and health programs.

• It is the intent of MSU to provide a safe environment for employees. It is also our intent to properly manage any incidents that occur so as to minimize injury and other forms of loss.
Workers Compensation

Any employee who suffers an accidental injury arising out of and in the course of employment or who contracts an occupational disease within the meaning of the Workers’ Compensation Act is entitled to medical attention at the expense of the university. If applicable, the injured employee is also entitled to disability compensation, including a weekly compensation benefit for time lost from work.

• **For further information**, contact Human Resources at 606-783-2097.

• **Report an Incident**

• **All work related injuries or illness must be reported immediately (or as soon as possible) to the employee's supervisor/department head by the employee or his/her representative. Delay in reporting job injuries or illness may result in the loss of benefits.**

If you are unable to immediately report an incident to Human Resources, please complete and return the [First Report of Injury or Illness Form](#) to Human Resources as soon as possible.

**Under Kentucky law (KRS 342.038), all claims must be reported to your workers’ compensation insurance carrier within three (3) working days of your knowledge of any work-related injury or illness.**

• **To ensure the timely payment of benefits, the employee is required to provide written notice of the accident/injury to Human Resources within 3 days of occurrence of the accident/injury.**

If the injury is not emergent in nature, the employee should immediately notify their supervisor and then visit the Office of Human Resources, 301 Howell-McDowell to report the injury. If the injury requires treatment in an emergency room, the supervisor should report the injury to Human Resources as soon as possible.
OSHA’s Recordkeeping Rule

As of January 1, 2015, all employers must report:

• All work-related fatalities within 8 hours.
• All work-related inpatient hospitalizations, all amputations and all losses of an eye within 24 hours.

MSU is required to orally report these incidents to the Kentucky Labor Cabinet, Division of Occupational Safety and Health Compliance at (502) 564-3070.
General Safety Requirements for all Employees

• All employees should know and observe all safety rules applicable to their work environment.
• Workstations, offices and classrooms should be clean and orderly with no trip hazards created by rugs, chords or other debris.
• Immediately clean up or contact custodial staff in the event of a liquid spill.
• Contact custodial staff to clean up any spill of blood or other bodily fluids.
• Only use approved ladders and stools in the event posters and other décor must be hung on classroom or office walls. **DO NOT STAND ON CHAIRS, DESKS, OR TABLES.**
• Contact facilities management in the event a heavy piece of office furniture must be moved.
• All containers of chemicals and other potentially hazardous substances must be labeled properly.
• Be familiar with all fire, emergency and security policies.
• Be familiar with warning signs of potential violence from students and co-workers.
• Dress appropriately and utilize proper footwear.
• Follow guidelines for proper ladder usage.
• Get help with any heavy object.
• Report any workplace accident immediately regardless of severity
Fire Safety Policy & Emergency Procedures Training

Fires and other emergencies are rare on our campus, but we want everyone to know what to do if we have an incident.

• All employees, including student employees, and part-time/temporary employees are required to read our online Fire Safety Policy & Emergency Procedures.

• All employees are strongly encouraged to sign up for Eagle Alerts.

• Employees with a mobile phone should sign up for the Live Safe app.
A hazardous substance is defined as any substance that is a physical hazard or a health hazard, i.e. compressed gases, explosives, flammables, oxidizers, carcinogens, toxins, irritants, or corrosives. Hazardous substances generally have a Safety Data Sheet (SDS) provided by the manufacturer.

Although your job may or may not involve using chemicals, it is important for all employees to have a basic understanding of chemical safety and where to find information on the chemicals you may work around or with.
Chemical Label Requirements

All chemicals used or stored on campus must have a label.

All labels must have the product identifier, supplier identification, precautionary statements, a signal word, hazard statements, and hazard pictograms if applicable to that chemical.

<table>
<thead>
<tr>
<th>Hazard Type</th>
<th>Pictogram</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exploding bomb</td>
<td><img src="image" alt="" /></td>
<td>(for explosion or reactivity hazards)</td>
</tr>
<tr>
<td>Flame</td>
<td><img src="image" alt="" /></td>
<td>(for fire hazards)</td>
</tr>
<tr>
<td>Flame over circle</td>
<td><img src="image" alt="" /></td>
<td>(for oxidizing hazards)</td>
</tr>
<tr>
<td>Gas cylinder</td>
<td><img src="image" alt="" /></td>
<td>(for gases under pressure)</td>
</tr>
<tr>
<td>Corrosion</td>
<td><img src="image" alt="" /></td>
<td>(for corrosive damage to metals, as well as skin, eyes)</td>
</tr>
<tr>
<td>Skull and Crossbones</td>
<td><img src="image" alt="" /></td>
<td>(can cause death or toxicity with short exposure to small amounts)</td>
</tr>
<tr>
<td>Health hazard</td>
<td><img src="image" alt="" /></td>
<td>(may cause or suspected of causing serious health effects)</td>
</tr>
<tr>
<td>Exclamation mark</td>
<td><img src="image" alt="" /></td>
<td>(may cause less serious health effects or damage the ozone layer*)</td>
</tr>
<tr>
<td>Environment*</td>
<td><img src="image" alt="" /></td>
<td>(may cause damage to the aquatic environment)</td>
</tr>
<tr>
<td>Biohazardous Infectious</td>
<td><img src="image" alt="" /></td>
<td>Materials (for organisms or toxins that can cause diseases in people or animals)</td>
</tr>
</tbody>
</table>

* The GHS system also defines an Environmental hazards group. This group (and its classes) was not adopted in WHMIS 2015. However, you may see the environmental classes listed on labels and Safety Data Sheets (SDSs). Including information about environmental hazards is allowed by WHMIS 2015.
The Office of Environmental Health & Safety maintains online Safety Data Sheets (SDS’s) for all chemicals used and stored on campus. These SDS’s are available to all employees, students, contractors and visitors.

If you are responsible for stocking and ordering chemicals on campus, you must check to make sure that the chemical you ordered is in our MSDS online catalog. If it is not in our database, you must fax or email a copy of the MSDS to EHS personnel. All contractors must also provide a list of chemicals to be used or stored on campus to EHS personnel.
Chemical Safety Training

• All employees who work in a classroom or research laboratory are required to read and sign the Chemical Hygiene Plan & Hazardous Materials Safety Manual for laboratories. A copy of the signature page should be forwarded to EHS.

• All other employees working with chemicals for cleaning, maintenance, water treatment and other industrial uses must go through the Hazard Communication Program training and be trained on the proper use of personal protective equipment.
Hazardous Substance Disposal Requirements

• The University is considered a small quantity generator and must maintain a chemical waste permit with the KY Division of Waste. All chemicals used or stored on campus must be disposed of properly and reported. **Do not put any chemicals in the regular trash containers.** EHS coordinates an annual hazardous chemical pickup, usually toward the end of the spring semester. Contact EHS if you have chemicals to dispose of.

• All used batteries, oil and fluorescent lamps are recycled. Contact EHS for pickup & disposal.

• All syringes must be disposed of in a biohazard container. EHS coordinates sharps removal with Stericycle. Please call EHS if you have a biohazard container that needs pickup.

• All sharps, such as broken glass, must be disposed of in a puncture proof container.
Asbestos and Lead Paint Awareness

• MSU properly removed most of the asbestos material on campus years ago, but some older buildings still have materials that may potentially contain asbestos and be a hazard to humans if it is disturbed.

• Lead paint may also be present on or under some surfaces and pose a hazard if it is disturbed.

• For everyone's protection, no person may peel, chip, pulverize, drill or otherwise disturb any window, wall, floor or ceiling or other surfaces or coverings without authorization from MSU Facilities Management.
Asbestos and Lead Paint Awareness

- All peeling and chipping paint or loose, broken floor tiles should be reported to facilities management.

- Any renovation or demolition existing structures that may potentially contain asbestos or lead will be tested and abated before the renovation or demolition work begins to prevent employee exposures.

- All asbestos and lead paint abatement work will be performed by licensed contractors and not MSU employees.
The most common accidents and injuries on college campuses are slips, trips, and falls. To minimize injury or death from incidents involving slips, trips, and falls, MSU has developed prevention procedures, including worksite evaluations, hazard elimination, and employee training.
Preventing Slips, Trips & Falls

All employees are asked to do the following to minimize injuries:

• Avoid running or walking too fast, especially in higher risk areas.

• Avoid carrying items that will obstruct one’s view of their walking pathway.

• Avoid distractions, such as looking down at a phone while walking.

• Avoid walking through potential slip, trip and fall hazards.
Preventing Slips, Trips & Falls

• Use extra caution when traveling both outdoors and indoors during/following wet weather.

• Spills should be cleaned up promptly. Report spills and wet floor surfaces immediately.

• Warning signs or other equally effective means (barricades) should be used as a warning system in areas where a slip hazard is present.

• Report uneven walking surfaces, holes, broken or loose floor tiles, defective or wrinkled carpet and mats or rugs not lying flat on the floor.
Preventing Slips, Trips & Falls

• Do not place items or string any electrical cords across areas where people would be walking.

• Wear proper footwear with soles that grip the floor and ground rather than smooth and slick soled shoes.

• Avoid walking in areas under construction or through grassy areas. Stay on designated walking paths.
Cyclist & Pedestrian Safety: Tips for Drivers

• Be Alert! Expect to see cyclists and pedestrians while driving around our campus. Drive slowly and pay extra attention. The campus speed limit is 20 mph.

• Pedestrians have the right of way in a crosswalk. You must stop at a crosswalk and allow them to cross.

• Do not pass a cyclist until you can see that you can safely do so. Kentucky requires you to stay at least 3 feet away from a bicyclist while passing.

• Watch out for pedestrians and cyclists when you are turning and backing up especially.

• After parallel parking, make sure the coast is clear for opening the car door to exit. Make sure there are no cyclists riding alongside your car or fast approaching.
Ergonomics Awareness

The goal of ergonomics is to design your workstation so that it fits you, and allows for a comfortable working environment for maximum productivity and efficiency. Following a few simple guidelines can help you significantly improve your office workspace.

Follow these 10 office ergonomics tips to help you avoid fatigue:

1) If possible, make sure that the weight of your arms are supported at all times if performing prolonged keying and wrist should be straight and supported with a rest pad.

2) Watch your head position, and try to keep the weight of your head directly above its base of support (neck).

3) Don’t be a slouch! Slouching puts more pressure on the discs and vertebrae of your back. Use the lumbar support of your chair and avoid sitting in a way that places body weight more on one side than on the other. Move your chair as close to your work as possible to avoid leaning and reaching. Make sure to “scoot” your chair in every time you sit down.

4) The monitor should be placed directly in front of you, with the top no higher than eye level. The keyboard should be directly in front of the monitor so you don’t have to frequently turn your head and neck.

5) Talking on the phone with the phone receiver pinched between the neck and ear puts strain on both your neck and shoulder muscles; don’t do it!

6) The keyboard and the mouse should be close enough to prevent excessive reaching which strains the shoulders and arms.

7) Avoid eye strain by making sure that your monitor is not too close, it should be at least an arm’s length away.

8) Take steps to control screen glare, and make sure that the monitor is not placed in front of a window or a bright background.

9) You can rest your eyes periodically for several seconds by looking at objects at a distance to give your eyes a break.

10) Your feet should not be dangling when you are seated. If your feet don’t comfortably reach the floor or there is pressure on the backs of your legs, use a footrest or lower the keyboard and chair.
**Head**
Head back, chin tucked, Ears, shoulder, hips aligned.

**Neck**
Use headphones. Do not cradle phone between head and shoulder!

**Elbows**
At sides - slightly more than 90 degree bend.

**Chair**
Fully adjustable with lumbar support in small of the back.

**Eyes**
Level with top 1/3 of screen. 18-24".

**Document Holder**
Adjacent to and at same height as monitor.

**Keyboard**
Same height as elbow with wrists slightly bent. Keystroke gently!

**Mouse**
Adjacent to and at same height as keyboard.

**Chair Height**
Hips slightly more than 90 degrees, feet flat on the floor.

**Take breaks every 30 minutes!**
Ergonomics Awareness

To be healthy the human body needs to be exercised and stretched. Depending upon the type of work you do, different exercises on the job can be helpful. If you have a physically demanding job, you may find it helpful to stretch and warm up before any strenuous activity and take frequent breaks.

If you have a sedentary job, you may want to take a quick “energy break” every so often to do a few stretches. If you sit for long periods, you need to shift postures. Adjust the seat up and down throughout the day, move, stretch, and change positions often. It is ideal to alternate between sitting and standing throughout the day.

For more school setting ergonomic information visit the National Education Associations Repetitive Stress Injury Handbook.

MSU’s Office of Human Resources offers worksite wellness opportunities through live well, work well, including group walks & exercise, yoga, health classes and events to help you stay active and healthy and avoid injury. Your free membership to the Health & Wellness Center also provides opportunities to stay healthy.
MSU is dedicated to preserving the natural environment and conserving resources for future generations. We encourage all students, faculty and staff to be good stewards of our resources and become more engaged as a university community to create an environmentally sustainable campus.

We work closely with the Morehead Community Recycling Center to provide recycling services to our campus. Bins for recycling are located throughout campus. Please make sure that your recyclable material is sorted correctly in the proper bins and do not contaminate recycling with items such as food scraps, paper towels, tissues, wrappers, coated paper cups and plates, Styrofoam products and straws.

We value our water resources and ask that you promptly report any water leaks and do not pour any chemicals into the plumbing drains. Help us protect our watershed by keeping storm drains free from oil, chemicals and litter debris. EHS is responsible for the University’s Spill Prevention, Control and Countermeasure Plan (SPCC) to help ensure our waterways are protected in the event of a chemical spill. Please call or email EHS staff to report any spills, concerns or questions.

Visit www.moreheadstate.edu/sustainability for more information about our recycling and our sustainability efforts.
EHS New Employee Checklist

• Please be sure to complete the following EHS requirements as a new MSU employee:
  ✓ Complete New Employee EHS Orientation Safety PowerPoint
  ✓ Complete Fire Safety Training & Emergency Procedures PowerPoint
  ✓ Review the MSU Workplace Training Policy
  ✓ Review the MSU Occupational Training Requirements with your supervisor to see if your new position requires any further safety training.
Contact Us

Thank you for taking the time to complete this safety information and joining our team of safety minded employees! Please reach out to us if you have any questions or you need assistance with any environmental health and safety concerns.

Morehead State University
Office of Environmental Health & Safety

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