

Safety Policy and Procedures Program

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EMUDPS-EHS-P005

Revision: 6

I. PURPOSE

To identify the safety rules and regulations of Eastern Michigan University.

II. SCOPE

All divisions and departments are required to comply with Eastern Michigan University's safety policy and procedures. This policy and associated procedures apply to all employees including faculty, staff, full and part time employees, temporary employees, administrative personnel, graduate assistants, work-study students, and student workers. Employees responsible for students in classes shall enforce this policy.

III. POLICY

- A.** Eastern Michigan University shall maintain a clean and safe workplace and University employees are required to conduct their business in a safe and efficient manner.
- B.** This policy includes the issuance of multiple items of safety equipment to Eastern Michigan University employees for their individual use. The University supplies guards and other safety equipment for machinery in an ongoing quest to maintain a safe workplace.
- C.** As employees of Eastern Michigan University, we accept the responsibilities to make the safety of human beings and prevention of property damage as well as environmental damage our primary concerns. We shall attempt to reduce the possibility of accidents and our safety procedures shall take precedence over expediting of projects and/or short cuts.
- D.** This policy includes the instruction of each employee in the objectives of standard operating procedures, hazards, safeguards, and the rules and regulations governing our safety program.
- E.** Further, Eastern Michigan University shall comply with all applicable federal, state and local safety rules, regulations and ordinances.
- F.** Eastern Michigan University's policy also includes disciplinary action for violation of any of the safety rules.

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IV. RESPONSIBILITIES

A. President

1. Ensure provisions for health and safety compliance for all University employees.

B. Vice Presidents

1. Ensure all personnel in their divisions receive the necessary safety training and required safety equipment.
2. Ensure Deans, Directors and Department Heads maintain safety as their top priority and support their enforcement of safety rules and regulations.

C. Deans, Directors, and Department Heads

1. Provide a healthy and safe work environment.
2. Ensure compliance with health and safety rules, regulations, and policies.
3. Encourage health and safety suggestions from supervisors and employees.
4. Include health and safety compliance in supervisor evaluations.

D. Supervisors

1. Train new employees on how to do their assigned responsibilities safely.
2. Retrain employees whenever a new hazard is present, when employees demonstrate a lack of knowledge and annually as required by rules and regulations.
3. Conduct and document safety inspections of equipment, machinery, and property.
4. Enforce all University Safety Programs.
5. Ensure employees follow the health and safety rules.
6. Provide employees with a healthy and safe work environment by eliminating hazards through engineering controls, workplace practices, use of personal protective equipment, and employee training.
7. Document safety training.
8. Act promptly when unsafe acts and/or conditions are observed or reported.
9. Investigate and document all accidents and near misses. Report them to Workers' Compensation and Environmental Health and Safety.
10. Contact Environmental Health and Safety for assistance with health and safety concerns.
11. Include health and safety compliance in employee evaluations.
12. Hold periodic safety meetings; include safety information in staff meetings. Document safety meetings.
13. Participate in departmental safety committees.
14. Establish and document preventive maintenance schedules.
15. Understand job processes completely.
16. Set a "POSITIVE" example for safety.

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E. Employees

1. Comply with the health and safety rules, wear required personal protective equipment and do not override engineering controls.
2. Report unsafe conditions, equipment, work areas, and work practices promptly to the supervisor.
3. Offer suggestions for accident prevention and recommend safety improvements to supervisors and the University Health and Safety Committee.
4. Provide input on safety policies and procedures and assist with their implementation.
5. Serve on safety committees.
6. Participate in building safety audits and surveys with Environmental Health and Safety and other designated personnel.
7. Assist colleagues and other employees in being compliant with health and safety requirements.

F. Environmental Health and Safety

1. Is the liaison with local, state, and federal health and safety agencies.
2. Develops and assists with implementation of safety programs.
3. Conducts campus safety inspections, including building safety audits and surveys with employees and other designated personnel.
4. Provides and distributes safety materials, including safety standards.
5. Promotes and provides safety education.
6. Coordinates Safety Awareness and Hazard Communication training for all employees through the Human Resources Learning Management System (LMS).
7. Maintains the University's safety training database in conjunction with the Human Resources LMS.
8. Chairs the University's Health and Safety Committee.
9. Investigates and reports on accidents, safety complaints, and health concerns.

G. Risk and Emergency Management

1. Protects the University's human and physical assets against accidental losses.
2. Maintains and assists with updates to the University Emergency Response Plan.
3. Assists Departments with development and updating of Continuity of Operation Plans.
4. Conducts periodic emergency exercises for emergency management compliance.
5. Participates on the University Health and Safety Committee.

H. Human Resources and Workers' Compensation

1. Ensures completion of accident and injury reports.
2. Analyzes accident records and addresses increasing trends.
3. Maintains required MIOSHA 300 log documentation.
4. Coordinates the Return-To-Work Program.

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5. Maintains the Learning Management System (LMS) for employee training and documentation.
6. Participates on the University Health and Safety Committee.

I. Facilities Planning and Construction

1. Ensures health and safety items are a priority in new buildings, renovation plans, and designs.
2. Improves illumination, ventilation, or sound levels as needed.
3. Guards machinery using approved safety devices and improved machinery layout.
4. Improves storage practices.

J. Facilities Maintenance

1. Discovers and repairs conditions in building mechanical equipment and systems, which if uncorrected, may cause injury or property damage.
2. Provides long-term care of buildings and equipment by adjustments, cleaning, inspections, and repair.
3. Maintains records of preventive maintenance activities.

K. Purchasing

1. Ensures equipment purchases comply with safety standards.
2. Ensures appropriate safety devices are procured.
3. Encourages the purchase of less toxic, less flammable and/or less reactive products.
4. Ensures safety compliance requirements are included in projects using outside contractors.

L. University Health and Safety Committee

1. The University Health and Safety Committee is charged with
 - a. Referring to the appropriate campus office(s) any complaints it receives that allege workplace safety violations,
 - b. Receiving updates from its members regarding safety initiatives in various campus offices, and
 - c. Communicating to its members new campus-wide workplace safety initiatives.
 - d. The Committee's mission is focused on education and supporting enforcement efforts but not developing policy.
2. Committee Membership
 - a. The Committee's membership is created by the Committee but, broadly speaking, consists of representatives from a cross-section of campus offices and entities including, but not limited to, representatives from employee bargaining units as outlined by the respective collective bargaining agreements.
 - b. The Committee is chaired by the University's Director of Environmental Health and Safety or another individual designated by the University President.

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3. Meetings

- a. The Committee shall meet at least twice per academic year, but may meet as frequently as the Chair determines.
- b. The Chair shall maintain written minutes of the meetings.

M. Departments Hiring Outside Contractors

1. Advise outside contractors of Eastern Michigan University's safety policies and procedures.
2. Require outside contractors to provide Safety Data Sheets for products brought onto University property.
3. Require outside contractors to comply with all federal, state, and local health and safety regulations.

V. PROCEDURES

A. Resolving Health and Safety Concerns

1. The Michigan Occupational Safety and Health Act No. 154 provides job safety and health protection for Michigan employees through the maintenance of safe and healthy working conditions. This Act enables employees and employee representatives who believe that an unsafe or unhealthy condition exists in their workplace to request an investigation by the Department of Labor and Economic Opportunity, Michigan Occupational Safety and Health Administration (MIOSHA). Prior to contacting the MIOSHA, Eastern Michigan University employees should attempt to resolve the health and/or safety concern through the established policies listed below.
2. **Employees**
 - a. If the concern is within the employee's job responsibilities to correct, they should correct the situation and report the correction to their supervisor.
 - b. If the concern is not within the employee's job responsibilities to correct, they should immediately report the situation to their supervisor. For some bargained-for employees, safety concerns should be reported according to their bargaining contract. Safety concerns can also be reported to your Health and Safety Committee representative or directly to Environmental Health and Safety.
 - c. If a health and safety concern is not addressed in a timely fashion by the supervisor or union representative, contact Environmental Health and Safety at 734-487-0794.
3. **Supervisors**
 - a. If the concern is within the supervisor's responsibilities to correct, they should correct the situation immediately.
 - b. If the concern is not within the supervisor's responsibilities to correct, the supervisor should report the concern, preferably in writing, to the dean, director, department head, and/or vice president for their department. The Environmental Health and Safety Director should be copied on the report.

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- c. For safety issues that do not fall under the supervisor’s or department’s jurisdiction, Environmental Health and Safety should be contacted to investigate the situation. Environmental Health and Safety will make recommendations accordingly.

4. Deans, Directors, Department Heads and Vice Presidents

- a. Health and safety concerns shall be responded to in a timely fashion. Employees and supervisors shall be apprised of corrective actions being taken to address health and safety concern(s).
- b. Deans, directors, department heads and/or vice presidents shall contact Environmental Health and Safety whenever guidance regarding health and/or safety is needed.
- c. Prior to installation of new equipment or renovation of a space, Environmental Health and Safety shall be contacted to review the proposed changes for health and safety issues.

5. Environmental Health and Safety

- a. Environmental Health and Safety shall respond to reported health and safety concerns. In addition, building health and safety audits shall be conducted and the appropriate departments notified of necessary actions to correct health and safety violations.
- b. Environmental Health and Safety shall be the liaison with federal, state and local environmental health and safety inspectors.
- c. New equipment and renovation projects shall be reviewed for potential issues and recommendations made accordingly to minimize the creation of new health and safety issues.

6. Students

- a. In teaching laboratories, students should report health and safety concerns to the graduate teaching assistant or the instructor.
- b. Safety concerns regarding a particular class should be addressed to the class instructor or the department head.
- c. General concerns should be reported to your advisor, the department head of the area where the problem is occurring and/or Environmental Health and Safety.

7. Building Administrators

- a. Shall respond to building safety complaints in a timely fashion, notifying the appropriate departments of the need for corrective actions.

B. COMMUNICATIONS

1. EMERGENCY PHONE NUMBERS:

- a. Fire Department.....911
- b. Police Department.....911 / 734-487-1222
- c. EMS.....911

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- d. IHA@EMU.....734-896-4112
 - e. Environmental Health and Safety and Radiation Safety Officer.....734-487-0794
 - f. Risk and Emergency Management 734-487-2270
 - g. Workers' Compensation734-487-3195
 - h. Physical Plant.....734-487-3380
2. Emergency phone numbers should be posted by telephones. Departments should provide the Department of Public Safety with a list of emergency contact phone numbers. Departmental postings should include the location, within the department, of the emergency phone contact list.
 3. Evacuation routes are posted in all campus buildings. It is each department's responsibility to designate an evacuation location/meeting place outside the building for all emergencies requiring evacuation. See the [Evacuation section of the Emergency Response Procedures](#) (ERP) for additional evacuation information.
 4. In an emergency, where evacuation is necessary, evacuation of Eastern Michigan University's premises shall be under the direction of the Department of Public Safety and/or a senior Ypsilanti Fire Department official.
 5. Supervisors are responsible for knowing how many employees are in their work area and accounting for all the employees at the designated evacuation location.
 6. In addition, RAVE text and email alerts are used to communicate emergency and campus closure information.
 7. The Eastern Michigan University campus has two county emergency warning sirens and seven EMU controlled outdoor speaker arrays. The county sirens are tested monthly from March through September on the first Saturday of the month at noon. During an actual warning, the sirens are sounded. Do not assume because the siren is no longer sounding the warning has been canceled. Tune into WEMU for weather updates and all-clear information. The EMU speaker arrays announce tornado warnings as well as other emergency information such as an active shooter and are tested monthly.

C. FIRE SAFETY

1. Eastern Michigan University relies on the local area fire departments to handle all fire related emergencies.
2. Employees shall be trained on the evacuation routes from their buildings and on the location of fire pull stations.
3. Employees shall be trained to pull the fire alarm, evacuate the area and call 911 from an isolated area.
4. Everyone (employees, students, visitors, etc.) is required to exit buildings whenever a fire alarm is sounded, unless prior notification of testing has been provided.
5. Employees, when leaving a fire area, shall close doors along the way whenever possible.
6. Supervisors are responsible for assembly of their staff in designated locations during a fire related evacuation.
7. Employees shall know the location of fire extinguishers, however, shall only use them if trained on their use.

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8. Fire extinguishers and pull stations shall be readily accessible and not blocked by equipment or stored items.
9. Employees working in areas with special extinguishing systems (e.g., Halon) shall be trained on their use and the procedures to follow when they are discharged.
10. Fire doors shall be kept closed at all times. Propping of fire doors is prohibited.
11. Employees shall be trained to “Stop, Drop, and Roll” in the event of clothing catching on fire.
12. An eighteen (18) inch clearance shall be maintained below all sprinkler heads.
13. Please refer to the [Fire section of the Emergency Response Procedures](#) (ERP) for additional fire safety information.

D. EXTREME WEATHER EMERGENCIES, NATURAL DISASTERS AND OTHER EMERGENCIES

1. In cases of extreme weather conditions, the University Administration will make the decision for any modification of class schedules and/or work schedules.
2. Any alteration of class/work schedules will immediately be conveyed to University Communications and the Department of Public Safety.
3. Information regarding any closings will be carried on the EMU Newsline (734-487-2460); the switchboard (734-487-1849); WEMU (89.1 FM); WJR (760 AM); WWJ (950 AM) WAAM (1600 AM), and as well as other radio and television stations.
4. Information will also be communicated via RAVE text and email alerts.
5. **Weather Conditions:**
 - a. **Thunderstorms (lightning)**
 - i. Thunderstorms generally occur during the warm months. More people are seriously or fatally injured by lightning from thunderstorms than by any other weather condition. Remain inside buildings and do not touch electrical appliances, water faucets, or telephones. Electrical energy from a lightning strike can be carried inside on wires and pipes. If you are in an open area, kneel down and place your hands on your knees. Stay away from single trees or poles since lightning generally strikes the highest object. In a group of trees, stay in the middle.
 - b. **Snowfall and Ice**
 - i. Michigan occasionally has heavy snowfall or ice conditions affecting University operations. The Physical Plant and LazParking are responsible for snow and ice removal. The Department of Public Safety shall contact Physical Plant staff for early arrival when necessary.
 - c. **Tornados**
 - i. The two county emergency warning sirens and seven EMU controlled outdoor speaker arrays are used to communicate tornado warnings. Do not assume because the siren is no longer sounding the warning has been canceled. Tune into WEMU for weather updates and all-clear information.
 - ii. Stay in the building, do not evacuate.
 - iii. If a tornado warning is in effect, whenever possible, go to an interior hallway on the lowest floor in the building.
 - iv. Take immediate shelter under tables, desks, doorways, and similar places.

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- v. Keep away from overhead fixtures, windows, filing cabinets, bookcases, and electrical power equipment.
- vi. Assist disabled persons to a tornado shelter area.

5. **Natural Disasters - Earthquakes, Floods, etc.**

If the Department of Public Safety or another designated official orders evacuation:

- a. Evacuate as instructed by emergency personnel.
- b. Assist disabled persons.
- c. Beware of falling debris or electrical wires as you exit.
- d. Proceed to evacuation area.
- e. Take precautions against aftershocks.
- f. Follow all emergency instructions.

6. **Other Emergencies**

a. **Chemical Spills**

- i. Evacuate the area and warn others to stay away from the spill area.
- ii. From outside the spill area, call 911 from a Campus phone or the Department of Public Safety (DPS) at 734-487-1222 from a cell phone.
- iii. Report the exact location, material spilled (if known), and quantity spilled.
- iv. Do not attempt to rescue someone unless you know what was spilled and how to properly protect yourself from the hazard.
- v. Only properly trained and protected individuals should clean up spills.
- vi. For chemical splashes to eyes and skin, immediately flush the eye's and/or skin for at least fifteen (15) minutes. Remove contaminated clothing. Seek medical attention immediately.
- vii. For incidental spills follow procedures outlined in your department's standard operating procedures. If the appropriate training, protective equipment, or spills clean up materials are not available, leave the area and call 911 from a Campus phone or the DPS at 734-487-1222 from a cell phone.
- viii. Properly dispose of all chemicals and materials used for chemical spill cleanup.

b. **Radioactive Material Spills**

- i. Remain calm.
- ii. Attend to injuries and emergencies first. These take precedence over radioactive contamination.
- iii. Alert others of the spill. Call 911 from a Campus phone or the DPS at 734-487-1222 from a cell phone for assistance.
- iv. Wear appropriate personal protective equipment to isolate and contain the spill. Do not spread radioactive contamination beyond the immediate area and do not allow others to enter the contaminated area.
- v. Monitor all parties involved with the spill, the spill area and the surrounding area.
- vi. Clean up spills using paper towels and absorbent pads. All materials used for spill cleanup must be disposed of according to radioactive waste disposal procedures.

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vii. Notify the Radiation Safety Officer at 734-487-0794 of the spill.

c. **Biological Spills**

- i. Alert others of the spill.
- ii. Use appropriate personal protective equipment (gloves, goggles, etc.).
- iii. Cover the spill with paper towel; pour disinfectant (1:10 bleach dilution) around the edges of the spill working into the spill. Do not create splashes. Allow contact for 20 minutes.
- iv. Clean up the paper towels and rinse the area. Dispose of all contaminated waste as a biohazard.

d. Please see the [Hazardous Materials Incident section of the Emergency Response Plan](#) (ERP) for additional information regarding spills.

E. EMPLOYEE INJURY/ILLNESS & MEDICAL EMERGENCIES

1. Work related injuries and illnesses should be checked by staff at MI Urgent Care & Occupational Health,
 - a. MI Urgent Care & Occupation Health is located at 3280 Washtenaw, Ann Arbor, Michigan 48104, and Phone No. 734-389-2000.
 - b. Hours: 8 a.m. to 8 p.m. on weekdays and weekends.
 - c. After hours/weekends/holidays, go to St. Joseph Mercy Hospital (SJMHS) 5301 McAuley Drive, Ypsilanti, Michigan
2. If time permits, notify or have someone notify Workers' Compensation of the situation and where the employee is being sent for medical care.
 - a. All work-related injuries must be reported to your supervisor.
 - b. Both the employee and the supervisor must fill out the Employee Injury Report Form in the [EMU Employee Occupational Injury Report Packet](#) and email it to Workers' Compensations at injury_report@emich.edu.
3. If the illness/injury is due to a chemical exposure, have someone other than the victim obtain an SDS on the suspected chemical(s) and provide this to the medical facility at the time of treatment.
4. For major injuries or heart attacks, call 911.
 - a. Stay with the victim.
 - b. If needed, you may begin CPR only if you are currently trained and certified, however you are not required to render aid to the victim.
 - c. If you start CPR, you must continue care, up to your level of training and stay with the victim until advanced medical help arrives.
 - d. It is recommended that each department have staff trained to perform CPR. [CPR Classes](#) are available through Environmental Health and Safety.
5. For electrical shock call 911.
 - a. Do not go near the victim until you have verified that the power source has been turned off.
 - b. You may give CPR only if needed and you are properly trained and certified.

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6. For additional information regarding employee injury/illness/medical emergencies, see the [Medical Emergencies section of the Emergency Response Plan](#) (ERP).

F. UTILITY FAILURES

1. In the event of an electrical power failure:
 - a. Between 8:00 A.M. and 5:00 P.M., notify Maintenance Operations at 734-487-3380 or deliver a message to Physical Plant, located at 875 Ann Street. Phones in the outage area may not operate.
 - b. After hours, notify the Department Public Safety, 734-487-1222, or deliver a message to the Public Safety Dispatcher at 1200 Oakwood.
 - c. If evacuation of the building is required, assist disabled persons to designated areas.
 - d. Staff in laboratories, machine shops and/or offices should secure experiments and activities. Equipment that may present a hazard if electrical power is off or when the power is restored should be shutdown.
 - e. Turn off all electrical equipment and appliances (leave lights on).
 - f. If emergency lighting is not operational, note the location of the fixture and report it to the Physical Plant after the power has been restored.
2. In the event of a gas line rupture, steam leak or a major water line failure, contact the Department of Public Safety at 734-487-1222 immediately.
3. Contact the Physical Plant at 734-487-3380 to report other utility system failures.
4. Please see Section [Utility Failure of the Emergency Response Plan](#) (ERP) for additional information on utility failures.

G. LOSS PREVENTION

1. The department of Risk and Emergency Management provides the University with a loss prevention program to evaluate the University's various risks.
2. General loss control inspections are conducted on a semiannual basis and property loss control inspections are conducted on an annual basis. Reports assessing the risks are issued so that the University may respond.

H. CHEMICAL HAZARD COMMUNICATION

1. The [Hazard Communication Program](#) was established to provide employees with information regarding the chemicals in their work environment.
2. **Determination**
 - a. The department ordering the chemical shall rely on Safety Data Sheets (SDS) from the suppliers to determine the degree of hazard.
3. **Labels**
 - a. Original container labels should contain the following information:
 - i. Identity of material
 - ii. Hazard level
 - iii. Name and address of responsible supplier-contact.
 - b. Secondary containers of chemicals used within the University must be labeled as to their identity and hazard(s).

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4. **SDS**

- a. Supervisors shall ensure copies of SDSs are maintained and the SDS location poster is prominently displayed.
- b. SDSs will be located within the department of use and a copy maintained in Environmental Health and Safety.
- c. SDSs must be available for review by all employees and other concerned parties.
- d. For chemicals used at EMU, SDSs are located at [MSDSOnline](#).

5. **Training**

- a. All employees at the University must complete the Safety Awareness and Hazard Communication training programs in the Human Resources Learning Management System (LMS) or in person training provided by Environmental Health and Safety.
- b. Departments must provide specific training on the hazardous chemicals present in their work area.
- c. Before the introduction of any new chemical considered “hazardous” into the workplace:
 - i. Each affected employee shall be given training regarding the chemical, associated hazards and proper use, handling and disposal.
 - ii. The chemical shall also be added to the department’s chemical inventory.
- d. Employees working in laboratories shall receive Laboratory Safety training prior to working in the laboratory with chemicals.
- e. For additional information regarding chemicals, please see the Eastern Michigan University [Hazard Communication Program](#), the EMU [Chemical Hygiene Plan](#) (CHP) or contact Environmental Health and Safety at 734-487-0794.

I. **LOCKOUT/TAGOUT**

1. The purpose of the [Lockout/Tagout Program](#) is to ensure employees are protected from unintended mechanical and/or electrical motion or unintended release of energy which could cause injury or death when they set up, adjust, repair, service, install or perform maintenance work on equipment, machinery or processes.
2. Lockout/Tagout procedures apply to all employees performing any of the aforementioned tasks.
 - a. The power source of any equipment, machine or process to be set up, adjusted, repaired, installed or where maintenance work is to be performed and unintended motion or release of energy would cause personal injury or death, shall be locked out by each employee doing the work. Sources of energy, such as springs, air, hydraulic fluid, gravity and steam, shall be evaluated in advance to determine whether to retain or relieve the fluid pressure prior to starting work.
 - b. Safety locks are for the personal protection of the employee and are only to be used for locking-out equipment energy sources.
 - c. Safety locks, adaptors and “DANGER” tags can be obtained from the supervisor.
 - d. Equipment locks and adaptors can be obtained in the departmental supervisor’s office.

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- i. The sole purpose of the “equipment” lock and adaptor is to protect the equipment during periods of time when work has been suspended or interrupted.
 - ii. The equipment locks are **not** to be used as a substitute for the employee’s personal safety lock.
 - e. Safety locks shall contain a brass (or other suitable material) tag with the employee’s name and department stamped on it.
 - f. One key of every lock issued shall be retained by the employee to whom it was assigned. The only other key to the lock shall be retained by the key controller in the main office.
 - g. Employees shall request assistance from their supervisors if they do not know where or how to lock-out equipment.
 - h. Any questions regarding lockout procedures should be directed to the supervisor.
3. For additional information regarding Lockout/Tagout procedures, see the Eastern Michigan University [Lockout/Tagout Program](#) or contact Environmental Health and Safety at 734-487-0794.

J. CONFINED SPACE ENTRY

1. The purpose of the [Confined Space Entry Program](#) is to ensure employees entering into confined spaces or permit-required confined spaces are properly trained and provided with the appropriate equipment to enter the space and perform their work safely.
2. MIOSHA defines a confined space as any space that meets all the following criteria:
 - a. is large enough and so configured that an employee can bodily enter and perform assigned work;
 - b. has limited or restricted means for entry or exit (e.g., bins, tunnels, hoppers, silos, tanks, vaults, pits, etc.); and
 - c. is not designed for continuous employee occupancy.
3. A “permit-required” confined space is defined by MIOSHA as any confined space that has one or more of the following characteristics:
 - a. contains or has a potential to contain a hazardous atmosphere (e.g. oxygen deficit or enriched, flammable and/or toxic);
 - b. contains materials that have the potential for engulfing an entrant (e.g., sand, grain, liquid, etc.)
 - c. has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, or by a floor that slopes downward and tapers to a smaller cross section; or
 - d. contains any other recognized serious safety or health hazard.
4. Confined spaces and permit-required confined space must be identified and posted with signs. Permit-required confined spaces are labeled as follows:

DANGER
PERMIT-REQUIRED CONFINED SPACE
DO NOT ENTER WITHOUT AUTHORIZATION

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OR

**DANGER
PERMIT-REQUIRED CONFINED SPACE
AUTHORIZED PERSONNEL ONLY**

5. Non-permit-required spaces are labeled as follows:

**DANGER
CONFINED SPACE
AUTHORIZED PERSONNEL ONLY**

OR

**DANGER
CONFINED SPACE
KEEP OUT
UNLESS AUTHORIZED**

6. When labeling a confined space is not practical, it is not necessary to affix a label to the opening of the space (e.g., manhole covers, etc.). Confined spaces not identified with labels/signs include:
- sanitary and storm sewers;
 - some sanitary/storm sumps;
 - crawl spaces/pipe chase access points in public areas (e.g., stairwells, classrooms, mechanical room doorways, attic accesses, etc.);
 - air plenums above ceilings;
 - exterior window wells and air intake wells,
 - exterior (e.g. manholes) access points to utility tunnels
 - other spaces in which it is impractical to affix labels to the point of entry (specifically floor hoist pits, and hot surfaces such as boilers and exhaust stacks).
7. Only employees with proper training and monitoring equipment may enter into a confined space.
8. For additional information regarding confined space entry, please refer to Eastern Michigan University's [Confined Space Entry Program](#) or contact Environmental Health and Safety at 734-487-0794.

K. PERSONAL PROTECTIVE EQUIPMENT

1. Eastern Michigan University's departments provide the following personal protective equipment, as needed:
- Aprons,
 - Lab Coats
 - Respirators/Dust Masks
 - Ear Muffs
 - Harnesses, and Lifelines
 - Ear Plugs
 - Safety Glasses

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- h. Face Shields
- i. Safety Goggles
- j. Gloves
- k. Safety Shoes
- l. Hard Hats
- m. Toe Protectors
- n. Other PPE as required by specific tasks
- 2. Prior to using any of the above safety equipment:
 - a. A [PPE Hazard assessment](#) must be conducted and documented by the issuing department.
 - b. Employees must be trained on the proper use, maintenance and limitations of all safety equipment.
- 3. Each of the above items is required at specific locations at various times. Some items are required equipment for all employees and visitors in shop areas and laboratories, such as safety glasses.
- 4. The personal protective equipment provided must comply with safety standard requirements.
- 5. **Safety Shoes**
 - a. Each employee will wear suitable work shoes. Sneakers*, sandals or woven shoes are not permitted for work conducted in the following areas:
 - i. Groundskeeping Operations
 - ii. Laboratories
 - iii. Machine Shops
 - iv. Mechanical Rooms
 - v. Physical Plant Workshops
 - vi. Others as Identified
 - b. Safety toe shoes are required in some of the above areas and shall be provided accordingly.
 - c. *Where applicable, safety toe sneakers meeting OSHA specifications are permitted.
- 6. For additional information regarding PPE, please see the EMU [Personal Protective Equipment Program](#).

L. HOUSEKEEPING

- a. A clean, uncluttered workplace is necessary to ensure safe operations at Eastern Michigan University.
- b. At the beginning of a work shift, each employee should quickly observe their work site for debris or any other material detracting from an orderly workplace.
- c. The employee should remove, contain or isolate any safety hazards and report the hazard to their supervisor.
- d. **Daily Work Activities**
 - a. During daily work activities, each employee will perform their work in such a manner to not detract from good housekeeping at their work site.
 - b. Any abnormal conditions the employee cannot correct should be reported to the supervisor.

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c. At the end of the work shift, the work site shall be left neat and orderly.

e. **Spills**

- a. Non-hazardous spills
 - i. Each spill must be contained and cleaned as quickly as possible to maintain a safe work environment.
 - ii. Liquid spills increase the potential of falls due to slippery footing.
- b. Hazardous spills
 - i. Hazardous material spills shall only be cleaned by appropriately trained individuals.
 - ii. Waste materials generated from a chemical, radiological or biological spill cleanup must be disposed of as a hazardous waste.
 - iii. Contact Environmental Health and Safety for assistance with the hazardous waste disposal.
 - iv. Please reference the section on “Other Emergencies” on page 9 for additional information on hazardous materials spills.
- c. If a hazardous material spill occurs and the storm or sanitary drainage system becomes contaminated:
 - i. Notify Environmental Health and Safety (EHS) at 734-487-0794
 - ii. After hours and weekends and holidays, call Department of Public Safety at 734-487-1222.
 - iii. EHS will notify the proper authorities.

M. HAZARDOUS MATERIALS DISPOSAL

- 1. Generators of hazardous waste are required to comply with federal, state and local rules and regulations regarding hazardous materials disposal. These include:
 - a. The Resource Conservation and Recovery Act (RCRA) which requires a “cradle to grave” accounting system for hazardous wastes.
 - b. The Department of Transportation (DOT) which requires proper identification, labeling and packaging of hazardous wastes.
 - c. Michigan Act 451-1994 Part 111 which regulates generators, haulers and facilities handling hazardous wastes through licensing and inspections.
- 2. Eastern Michigan University is required to comply with all hazardous waste disposal regulations.
 - a. Hazardous chemical, radiological and biological wastes cannot be disposed of as normal trash or poured down the drain.
 - b. Environmental Health and Safety coordinates hazardous chemical, radiological and biological waste disposals.
 - c. If you are not sure how to dispose of a hazardous material, if you have hazardous waste for disposal or if you have any questions regarding hazardous waste disposal, please contact Environmental Health and Safety at 734-487-0794 for assistance.
- 3. Universal wastes are specific hazardous waste streams that when recycled are exempted from some of the hazardous waste regulations. At Eastern Michigan University, the following waste streams are treated as universal wastes:

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- a. **Batteries**- all types.
 - b. **Electrical Lamps**- including fluorescent, high intensity discharge, sodium vapor, mercury vapor, neon and incandescent lamps.
 - c. **Electrical Equipment**- including computers, televisions, microwaves, etc.
 - d. **Pesticides**- including certain suspended, canceled or unused pesticides.
 - e. **Devices containing elemental mercury**- including thermostats, switches, thermometers, manometers, barometers and various medical devices.
 - f. **Ballasts**.
4. For disposal of ballasts, batteries, electrical lamps and electronic equipment, contact Physical Plant Recycling at 734-487-3403.
 5. For disposal of pesticides and mercury containing devices, contact Environmental Health and Safety at 734-487-0794.

N. DISCIPLINARY ACTION

1. Adherence to safety rules and regulations is essential to the success of Eastern Michigan University.
2. Safety programs cannot be effective without the ability to ensure compliance. The integrity of EMU's health and safety programs are compromised if employees, faculty and/or students violate the safety requirements and no actions are taken by the supervisor, faculty department head and/or dean. Disciplinary action should be taken by faculty in teaching and research labs when students violate the rules and by supervisors and/or department heads when employees and/or faculty violate the rules. Subject to the provisions of the specific collective bargaining agreement for the employee, disciplinary action will depend on the seriousness of the violation, if it is a repeat violation and/or if injuries occurred. The Deans and Human Resources should become involved when there are repeated violations and/or a pattern of non-compliance.
3. Disciplinary action applies to any employee violating a safety rule and supervisors not enforcing the rules.

VI. REFERENCES

A. OTHER EMU SAFETY PROGRAMS

1. [Asbestos Management](#)
2. [Bloodborne Pathogens](#)
3. [Compressed Gas Cylinder Handling and Storage Guideline](#)
4. [Fire Watch Guideline](#)
5. [Hot Work Safety Program](#)
6. [Powered Groundskeeping Equipment](#)
7. [Powered Industrial Trucks](#)
8. [Respiratory Protection](#)
9. Please see the [EHS webpage](#) for additional programs provided

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B. REGULATORY REFERENCES

1. [MIOSHA Act No. 154](#)
2. [MIOSHA Part 92 Hazard Communication](#)
3. [Michigan Act 451-1994 Part 111 Hazardous Waste Management](#)
4. [MIOSHA Part 11 Recording and Reporting Occupational Injuries and Illnesses](#)
5. [MIOSHA-Std-1160 \(12/06\) Parts 90 Confined Space Entry and 490 Permit-Required Confined Spaces](#)
6. [MIOSHA-Std-1158 \(04/09\) Part 85 Control of Hazardous Energy Sources \(Lockout/Tagout\)](#)
7. [MIOSHA Part 432 Hazardous Waste Operations and Emergency Response](#)
8. [MIOSHA Standards](#)

VII. HISTORY

Revision	Date	Change(s)
0	12/1995	Original document
1	5/1996	
2	8/1998	
3	8/2005	
4	8/2009	Updated information and corrected errors. Chair of committee changed to Director EHS.
5	3/2011	Changed document format and updated Health and Safety Office to Environmental Health and Safety, removed organization chart for University and University Health and Safety Committee
6	7/2022	Updated to current format and provided links to referenced documents, deleted appendices. Updated departmental changes and responsibilities for Risk Management, Emergency Management and Workers' Compensation and University Health and Safety Committee.