

Youngstown State University is committed to the health and safety of its employees, students and guests. The University will develop and maintain programs with the intent of preventing safety hazards and promoting health on our campus. The programs developed shall be compliant with, but not limited to, all federal, state and local regulations applicable to safety, health and the environment. All University-related facilities, activities, and programs shall be designed, conducted, and operated in a manner that reasonably protects human health and safety.

EMERGENCY RESPONSE

In the event employees or students require emergency assistance (criminal activity, fire/smoke, medical emergencies or hazardous materials incidents) please contact the Campus Police Dispatch by CALLING 9-1-1. Cell phone users should call 330-941-3527 and provide name, location (building/room) and a brief description of the emergency. Employees should follow directions provided by YSU PD. Emergency response guidelines can be found at <https://ysu.edu/ysu-police/campus-emergency-management-plan>.

REPORTING ACCIDENTS/INCIDENTS/INJURIES

YSU employees must complete a YSU "Accident/Incident Report" form for each accident/incident, regardless of whether an injury occurred. This form is available online from the YSU's EOHS department at <https://ysu.edu/illness-and-injury-reporting>. Please note that a supervisor's signature is required. Forms received without a supervisor's signature will be returned to the employee for completion.

GENERAL SAFETY

Safety is a concern with every job description on the YSU campus, not just in the laboratories, machine shops, welding rooms, and other places where chemicals, tools and machines are used. Safety is a necessity in all departments of a work force and should become a habit.

- Report all unsafe work conditions to your supervisor.
- Report all damaged or faulty equipment to your supervisor. Do not attempt to repair it yourself unless you are authorized and qualified.
- Be aware of hazards that can cause you to slip, trip or fall, including slippery walking surfaces. Do not run power cords, computer cables or telephone wires across walkways creating a tripping hazard.
- Maintain good housekeeping in all work areas.
- Wipe up spills immediately to prevent slips and falls. Contact the Office of Environmental Health and Safety for any hazardous materials spills.
- Keep all traffic areas, aisles and exits clear.
- Report any burned-out lights.
- Look for fire hazards (overloaded outlets, space heaters too close to combustibles, etc.) to ensure everyone's safety.
- Look for unsafe electrical connections such as extension cords, damaged outlets or cords, overloaded outlets, etc.
- Keep access clear to all electrical panels.
- Keep access clear to all fire alarms and fire extinguishers.
- Approach doors slowly and open them with caution; someone may be on the other Side.
- Keep all fire doors closed; they cannot be blocked open.

- Prevent back injuries by following proper lifting procedures.
- Never use a box, bucket, chair, shelf, etc. as a ladder. Use only approved step-stools or ladders.
- Always wear your seat belt.
- Never stand up in the back of a moving vehicle or sit on the sides of moving pickups.
- Do not operate equipment unless you have been instructed in its use.
- Be aware of machine guards. Never remove a guard on a machine.
- Follow proper lock out tag out procedures when required.
- Always wear the appropriate personal protective equipment (safety glasses, gloves, hearing protection, foot protection, etc.)
- Avoid use of alcohol and illegal drugs and misuse of prescription drugs.
- Keep sharp object such as razor blades and tacks in closed containers.
- Use the proper tool for the job.
- Do not participate in horseplay.
- Keep jewelry and long hair away from moving parts of machinery.
- Wear shoes that provide comfort, support and proper balance.
- Keep fingers away from the staple release mechanism when closing the stapler after filling.
- Keep fingers away from the cutting edge of paper cutters. Lock the paper cutter handle in the closed position when cutter is not in use.
- Obtain prompt first aid for paper cuts or other wounds which penetrate the skin. Wash thoroughly with soap and water.

NOISE

Noise is defined as unwanted sound. Noise can be distracting and annoying, can reduce productivity and interfere with communication. To reduce noise in the office:

- When purchasing new equipment, include noise level in your decision-making process.
- Place noisy equipment away from work areas if possible.
- Properly maintain equipment to keep it from becoming excessively loud.
- Isolate equipment with barriers, such as area partitions.
- Place equipment on rubber mats to reduce noise from vibration.
- Try to schedule noisy tasks for times when they will have a less detrimental effect.

HOUSEKEEPING

Poor housekeeping practices can cause a variety of hazards, which can lead to injuries, fires, and unhealthful working conditions. The following suggestions will help keep work areas in proper order:

- Keep aisles free from obstructions. Do not leave boxes, chairs, or equipment in walkways.
- Replace or repair damaged office furniture or equipment.
- Store materials neatly in the proper area. Materials should never be stacked high enough to cause injury to someone if they fell. Materials should never be stacked within 18 inches of sprinkler heads or 24 inches of a ceiling if sprinkler heads are not present.
- File cabinet and desk drawers should be kept closed when not in use.
- Close a drawer to a filing cabinet as soon as you are through with it and before opening another. Use the handle for opening and closing drawers. Do not open more than one of the top drawers at the same time.
- File heavier items in bottom drawers so cabinet isn't top-heavy.

FALLS

Many office accidents result in falls from slips and trips and falls from heights. To reduce the risk of falls:

- A ladder or step stool should be used to retrieve anything above shoulder height.
- Ladders or step stools should be sturdy and in good condition. Inspect ladders or step stools prior to every use.
- Do not substitute office furniture or boxes for ladders or step stools.
- Keep floor coverings laying flat. Immediately straighten folded or wrinkled floor coverings. Report loose tiles, broken steps, or damaged railings immediately.

Many falls in the office can be attributed to improper use of office chairs.

- Do not roll for long distances on office chairs. If you need to move beyond your desk area, get out of the chair and walk.
- Be aware of the location of your chair before sitting down. Many falls happen when people are preoccupied while trying to sit down.
- Do not lean back on any chair. Keep all of the legs of the chair planted firmly on the floor at all times.

ELECTRICAL

Most office equipment is powered by electricity, which can pose a safety hazard to office workers. The proper use and maintenance of electrical equipment can minimize this hazard.

- Frayed, broken, or cracked electrical cords should be replaced immediately. Discontinue use of the equipment until the repairs have been made.
- Do not place liquids near electrical equipment or operate electrical equipment with wet hands.
- Do not overload electrical outlets.
- Extension cords cannot be used for permanent wiring, only for temporary use.
- Power cords should be attached directly to the wall or floor outlet when possible. Use fused multi-outlet strips which are "UL listed" for office equipment rather than extension cords. Do not stretch them across walkways.

FIRE

Youngstown State University Campus Emergency Management Plan (CEMP) outlines the proper emergency response in the event of a fire (<https://ysu.edu/ysu-police/campus-emergency-management-plan>). Evacuate the building by pulling a fire alarm, and call 911 from a safe location. Each office should discuss emergency situations and how they will evacuate.

- Doors must be kept unobstructed at all times to permit egress.
- Close office doors behind you to prevent or slow the spread of the fire.
- Do not hang items on or around fire extinguishers.
- Familiarize yourself with the locations of the fire alarms in your building.
- Familiarize yourself with the locations and classifications of the fire extinguishers in your area.
- Know the escape routes for your building.
- Observe YSU's smoking policy. All buildings on this campus are smoke free.
- Be aware that there are many flammable materials in the office, such as glue, nail polish, and even white-out. Do not use these or other flammable materials near a heat source.

OFFICE WASTE DISPOSAL

Batteries, lamps, and ballasts are classified as Universal Waste, per the Environmental Protection Agency (EPA) regulations. These products are found throughout campus and are vital to the everyday operations of the University. Although not hazardous wastes, these batteries must still be managed in an environmentally correct manner. They cannot be placed in the regular trash.

- Batteries: There are many different types of batteries used at YSU. Some examples include Alkaline, lead acid, nickel cadmium, nickel metal hydride, and lithium/lithium ion.
 - Used batteries can be sent through campus mail for disposal if:
 - They are not leaking or corroded
 - Alkaline only (Duracell or Energizer; AAA, AA, C, D, 9volt)
 - Package weight is less than 2 pounds
 - Place the batteries in a sturdy bag or container and address it to USED BATTERIES, CHEMICAL MANAGEMENT CENTER.
 - If the batteries are over 2 pounds, request a hazardous waste pick up by completing the online request form at <https://ysu.edu/eohs/battery-pickup>.
- Lamps: defined as a bulb or tube portion of an electric lighting device. Some common examples of lamps include: fluorescent, high intensity discharge, neon, mercury vapor, high pressure sodium, ultraviolet (UV), and metal halide lamps. Since some lamps contain mercury, lead, or other hazardous components, lamps are considered regulated waste and need to be disposed of properly. Note: LED and incandescent lamps are not considered hazardous, however should be recycled.
 - Intact lamps should be collected by Campus Facilities personnel at designated lamp storage locations throughout campus. Since Campus Facilities handles the maintenance, installation, and organization of lamp storage bins, a work order should be put in with Campus Facilities to repair and dispose of expired lamps.
 - If broken lamps are encountered throughout campus, it is recommended to seal the broken lamp in a two plastic garbage bags and then dispose of in the general household/landfill trash. Purposely crushing lamps to dispose of as household waste is prohibited by State and Federal regulations.
- Ballasts: A lamp ballast is defined as a device designated to limit the amount of current in an electrical circuit. Ballasts are a common item used throughout campus for both fluorescent and LED lighting. Any ballasts manufactured prior to 1979 may contain polychlorinated biphenyls (PCBs), which have been known to cause many health effects in humans and animals. Some of these health effects include: cancer, and adverse effects to the immune system, nervous system, endocrine system, and the reproductive system. Due to the mixed waste streams on campus, all ballasts, regardless whether they contain PCBs, are to be installed and dismantled by trained Campus Facilities personnel. All ballasts are to be transported to the CMC and are to be recycled or disposed of in accordance with the YSU Hazardous Waste Program.