Employee/Student Health and Safety Handbook

Developed by:

Department of Environmental and Occupational Health and Safety
Youngstown State University

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Mission Statement

Youngstown State University recognizes its responsibility to protect the health and assure the safety of the students, employees and visitors to the campus. It is the responsibility of this department to assure that the University meets all of its legal obligations as they pertain to health, safety, and the environment, and to assist faculty, staff, and students in their efforts to comply with all regulatory agencies.

Environmental and Occupational Health and Safety reports administratively to the Executive Director of Facilities. The primary goal is the elimination and/or control of hazards which may result in injury, illness to students, employees, and visitors to campus or the destruction of University property. EOHS is administratively responsible for assuring that the University is in compliance with all federal, state, and locally mandated programs dealing with safety or environmental issues. The department acts as the University's liaison with regulatory bodies such as: the Environmental Protection Agency, the Ohio
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POLICY STATEMENT

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.

DEPARTMENTS

The Campus Safety Division includes the University Police and the Department of Environmental Occupational Health and Safety (EOHS).

EOHS RESPONSIBILITIES

EOHS is responsible for developing and implementing appropriate environmental health and safety programs and training. EOHS regularly consults with the University’s Office of General Counsel to ensure that the University maintains compliance with federal, state and local legislation that affects the safety of the campus environment. For more detailed information about EOHS and the Universities Health and Safety programs, visit our website at: https://ysu.edu/eohs

EMPLOYEE/STUDENT RESPONSIBILITIES

Safety is everyone’s responsibility. As required by Ohio law, all University employees, shall follow all applicable safety, health and environmental programs established by the University. See Ohio Revised Code Section 4167.05 (B) in Appendix. Any violation of this policy or the sections, provisions, policies and/or procedures contained in the YSU Employee/Student Health and Safety Handbook may result in disciplinary action under applicable University rules, policies and procedures, and potentially could result in a complaint regarding such violation being filed with the Ohio Public Employment Risk Reduction Program of the Ohio Workers’ Compensation Bureau. See Ohio Revised Code Section 4167.17 in Appendix.

All University students and visitors are expected to follow all applicable safety, health, and environmental programs established by the University. Any violation of those programs could result in appropriate measures being taken by the University pursuant to applicable University rules, policies and procedures.
CAMPUS SAFETY COMMITTEES

- Campus Safety committee
- Chemical Hygiene committee
- Radiation Safety Committee

PUBLIC SAFETY

The Ohio Revised Code (ORC) Section 3345.04 empowers Youngstown State University Police Officers with full police authority. Services provided by the officers include arrests, reports of criminal activity and incidents, crime prevention and education, safety and money escorts, transports, response to fire and security alarms, building access control, motorist assists and crowd control. For information regarding the safety escorts, Campus Patrol, or other matters related to personal security please contact YSU PD at 330-941-3527 or visit the web site at https://ysu.edu/ysu-police

EMERGENCY ASSISTANCE (Police, Fire, Medical, Hazmat)

In the event employees 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 this website: https://ysu.edu/eohs/emergency-procedures

REMEMBER: THE CAMPUS EMERGENCY PHONE IS 911 (POLICE, FIRE, MEDICAL, HAZMAT)

EMPLOYEE TRAINING

Upon hire, new employees should attend a formal Safety Orientation Training Program conducted by the Department of Environmental Occupational Health and Safety. EOHS will inform employees of their rights, responsibilities, and obligations in terms of workplace health and safety. EOHS will also provide or arrange for additional training for applicable employees on specific safety programs including but not limited to Hazard Communication, Electrical Safety and Asbestos Awareness. Training will be both face to face and using www.industrysafe.com.
**Ergonomics**

Ergonomics is the scientific study of human work and considers the capabilities and limits of the worker during interaction with tools, equipment, work methods, tasks, and the working environment. It is, “fitting the task to the person and not the person to the task”.

YSU recognizes the importance of proper work environments and the prevention of cumulative trauma disorders (CTDs) as part of its overall safety effort. Promoting faculty, staff and student well-being is an essential part of maintaining an effective environmental health and safety program.

EOHS shall maintain the ergonomics program to meet in-house needs and comply with applicable regulations and standards as well as:

- Conduct ergonomic evaluations for individuals as appropriate;
- Train employees and supervisors in ergonomic concepts.

**INJURIES AT WORK**

Emergency: In an emergency situation, injured/ill employees should be cared for immediately by qualified emergency response personnel. Call 9-1-1 to initiate emergency response. Then, as soon as practicable, complete the incident/accident report. Potential sources for emergency medical attention:

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Mercy Health - St. Elizabeth Youngstown Hospital · Address 1044 Belmont Ave, Youngstown, OH 44504
Phone: (330) 746-7211
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Non-Emergency: Seek first aid or medical attention. Notify your supervisor. Then, as soon as practicable, complete the incident/accident report. Potential sources of non-emergency medical attention:

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**REPORTING ACCIDENTS/INCIDENTS/INJURIES**

YSU employees are required to complete an 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/eohs/safety-forms](https://ysu.edu/eohs/safety-forms). Please note that a supervisor’s signature is required. Forms received without a supervisor’s signature will be returned to the employee for completion.

Supervisors’ involvement and assistance in the subsequent investigation is extremely important. Supervisors should provide copies of the “Accident/Incident Report” form to the Director of EOHS.
addition, supervisors are to complete an Incident Report Form available at https://ysu.edu/eohs/safety-forms.

**GENERAL SAFE WORKING GUIDELINES**

In performing job tasks, employees are reminded to adhere to the following general safety guidelines:

- Do not use broken equipment or tools.
- Do not operate defective equipment.
- Do not operate or repair machinery or equipment unless authorized by your supervisor and after completing all training required to perform the needed tasks.
- If any doubt exists as to the mechanism to perform a job task safely, ask your supervisor for guidance, and your co-workers for assistance.

**ASBESTOS MANAGEMENT**

The YSU campus is comprised of numerous buildings ranging from the historic to modern. Some facilities were constructed using asbestos-containing materials (ACM). Such materials include but are not limited to floor tiles and related adhesives, plaster, drywall finishing compounds, pipe insulation and fireproofing. YSU has developed and implemented a formal asbestos management program. In some instances, building surveys identifying the location of ACM have been performed. Information about ACM presence in a particular building is available for employees by contacting the Department of Environmental Occupational Health and Safety.

Employees (including outside contracted employees) shall be instructed to not disturb any asbestos-containing building material that may be present unless required to do so as part of their job duties and they possess appropriate training. This includes but is not limited to drilling, hammering nails, sanding, etc.

**BLOOD-BORNE PATHOGENS (EXPOSURE CONTROL PLAN)**

The University practices Universal Precautions in its treatment and handling of human blood or other potentially infectious materials. That is, should there be any question or doubt as to whether or not such substances are infectious; they will be handled as though they are infectious.

Any employees who are not specifically trained in bio-hazardous or infectious material remediation shall not clean up spills, but rather are to contact Janitorial or the Department of Environmental Occupational Health and Safety immediately to facilitate proper actions.
**BATTERY DISPOSAL**

Batteries are collected by the Chemical Management Center.

Option 1: Campus Mail

Send used batteries through campus mail for disposal? When the following are true:

- The batteries are not leaking or corroded.
- The batteries are alkaline (Examples are brand name batteries such as Duracell or Energizer and include AAA, AA, C, D, 9 volt
- The package weighs less than 2 pounds (approximate) (if it weighs more than 2 pounds, use option 2)

How to do it:

- Place the batteries in a sturdy bag or container. Limit the package weight to 2 pounds or less.
- Address the package to "Used Batteries", Chemical Management Center

Option 2: Pick Up

Request a hazardous waste pickup if a battery weighs more than 2 pounds.

How to do it:

- E-mail a request for pickup to tmstyranc@ysu.edu
- Include this information:
  - Your name
  - Phone number
  - The quantity of batteries
  - Building
  - Room number where the batteries are located

Hazards of Batteries:

- Many batteries contain toxic and hazardous materials such as mercury, lead, cadmium, silver, and sulfuric acid. The US EPA has designated these as universal wastes rather than hazardous wastes with the goal of promoting recycling. Although not hazardous wastes, these batteries must still be managed in an environmentally correct manner. They cannot be placed in the regular trash.

Examples of Universal Waste batteries collected and recycled include:
Nickel cadmium (NiCad); found in cell phones, portable instruments, and lap top computers
Nickel metal hydride (Ni-MH); found in cell phones, portable instruments, and lap top computers
Lithium ion
Mercury
Silver button
Sealed lead acid – commonly used for battery backup applications

**COMPUTER EQUIPMENT DISPOSAL**

The University encourages the disposal of obsolete equipment. Disposal of certain types of electronic equipment such as computer equipment (monitors, CPU units, keyboards, etc.) is regulated by the Environmental Protection Agency, and such equipment shall not be discarded in the regular trash. See the YSU Recycling Policy for more information.

[https://ysu.edu/recycling/surplus-equipment](https://ysu.edu/recycling/surplus-equipment)

**CONTRACTOR SAFETY**

Any University department that arranges to have work on campus performed by some entity other than Facilities shall contact facilities first and fill out the appropriate forms.

**ELECTRICAL SAFETY**

The guidelines set forth are intended to reduce the potential for harm to building occupants by both direct electrical hazards (electric shock injury) and indirect electrical hazards (heat, fire or explosion). All University Departments, both academic and administrative, shall adhere to the electrical safety procedures set forth in this document.

A. GENERAL
1. All electrical tools and equipment on campus shall be USED IN ACCORDANCE WITH MANUFACTURER’S RECOMMENDATIONS.

2. IT IS THE RESPONSIBILITY OF THE USER TO READ ALL INSTRUCTIONS AND FOLLOW THE DIRECTIONS.

3. All electrical equipment on campus shall be Underwriter’s Laboratories (UL) or Factory Mutual (FM) approved, or equivalent.

4. Inspect all electrical tools and equipment before and after each use for defective or damaged wiring (frayed cords, cut wires, broken or defective plugs and/or switches) and report damaged equipment to your supervisor/instructor.

5. Do not use defective or damaged electrical tools and equipment; tag the equipment with the date and message “DO NOT USE” and either repair or discard.

6. Users shall not bypass or remove electrical safety features or interlock mechanisms.

7. Never remove a plug from a receptacle by pulling on the electrical cord, but rather physically grasp the plug to remove it.

8. All electrical enclosures (switches, receptacles, junction boxes, etc.) shall be fitted with covers or plates.

9. Use only fiberglass, OSHA–approved, non-metallic and non-conductive ladders when using electrical equipment.

10. Ensure that all individuals authorized for operation and/or repair of electrical tools/equipment have received appropriate training.

11. Above all, report any suspected unsafe conditions involving electricity or electrical equipment or service to the Facilities and/or the Department of Environmental Health and Safety.
B. EXTENSION CORDS

1. Never use extension cords as a substitute for permanent wiring needs (greater than ninety days) or run extension cords above ceilings or through walls. Additional receptacles or outlets can be installed by placing a Service Request with Facilities.

2. Multiple power outlets (“power strips”) used commonly for computer and related equipment usage shall be plugged directly into a grounded wall receptacle. Never plug a power strip into another power strip or extension cord.

3. Do not use extension cords to energize appliances (refrigerators, freezers, microwave ovens, etc.); appliances must be plugged directly into a grounded wall receptacle.

4. Where extension cord use is permitted, cords shall be arranged in such a manner so as not to create a potential trip hazard, be rated at least fourteen gauge (14 ga) and heavy duty. Never allow sharp objects to come into contact with extension cords.

C. GROUNDING

1. Use only electrical tools and equipment that are grounded (three-prong plug).

2. Electrical adaptors (“cheater” plugs) allowing a three-prong grounded plug to be inserted into an ungrounded two-prong receptacle/outlet ARE PROHIBITED.

3. Wherever water is used within six feet of an electrical receptacle/outlet, provide a ground fault circuit interrupter (GFCI) receptacle/outlet.

4. Areas surrounding or leading to control switches, circuit breakers and other electrical panels shall be kept free and clear of any obstruction for a minimum of three feet (36 inches).
D. REPAIR AND MAINTENANCE

1. Work activities involving a facility's electrical supply and its components (circuit breakers, circuit breaker panels, and receptacles/outlets) shall be performed only by a qualified individual as defined in the most current edition of National Electric Code (NEC), and shall be performed in compliance with regulations of the NEC, the Occupational Safety and Health Administration (OSHA), the National Fire Protection Association (NFPA), and guidelines set forth in this document and the University’s Lockout/Tagout Program. “Qualified individual” shall be interpreted as meaning an individual representing the PFOC or a qualified Outside Contractor retained or approved by the University.

2. Prior to electrical work being performed by an outside contractor (non-YSU employee), Facilities at extension 3239 must be notified. Outside contractors will be referred to the University’s Contractor’s Work Permit for further information.

3. Employees shall not perform work on energized wires, as per the University’s Lockout/Tagout Procedures.

4. Wear appropriate personal protective equipment including, but not limited to insulated gloves, boots, face shield, etc.

5. Use only fiberglass, OSHA –approved, non-metallic and non-conductive ladders when maintaining or repairing electrical equipment.

6. Ensure that all individuals authorized for operation and/or repair of electrical tools/equipment have received appropriate training.

E. LABORATORIES
1. Any non-commercially manufactured electrical apparatus assembled for use in campus laboratories must, prior to use, be evaluated and approved by a qualified individual as defined in the most current edition of the National Electric Code (NEC).

2. Be able to recognize potential electrical hazards in your work area

3. Ensure that all individuals authorized for operation and/or repair of electrical tools/equipment have received appropriate training.

F. TRAINING

1. Specifically identified employees shall receive Electrical Safety Training upon hire included as part of a formal Safety Orientation Program by the Department of Environmental Occupational Health and Safety.

2. It is the responsibility of the area supervisor to arrange for additional or higher levels of training appropriate for their employees’ specific work tasks.

FIRE SAFETY

Care should be taken by all employees to adhere to acceptable fire safety protocols. The following guidelines are important components of effective fire prevention measures:

IMPORTANT: ONLY EMPLOYEES WHO HAVE RECEIVED HANDS-ON TRAINING ON FIRE EXTINGUISHER OPERATION AND USE MAY ATTEMPT TO USE THE EXTINGUISHERS.

- Do not store large amounts of combustible materials (paper, cardboard, etc.) in the work area. Use a metal cabinet or dedicated storage area to store such excess material.

- Provide clear access paths to fire extinguishers and fire alarm pull stations. Identify their locations in your work area, and become familiar with emergency exits and means of egress.

- Smoking is prohibited on campus, except in designated areas.

- Should a building fire alarm become activated, all employees are to immediately evacuate to the exterior of the building, and are not to return until authorized by University Emergency Response personnel.
• Employees needing to perform welding or other hot-work activities must first secure a Hot Work Permit from EOHS.

HAZARD COMMUNICATION

YSU has developed a Hazard Communication Program. Required by OSHA, it requires employers to make available to its employees all pertinent information pertaining to chemical hazards in the workplace both during routine work and an emergency.

In accordance with the Occupational Safety and Health Administration’s (OSHA’s) Hazard Communication Standard, YSU hereby informs its employees of the following:

1. The University has a written Hazard Communication Standard.

2. Specific provisions of the OSHA Standard are located in the Department of Environmental Health & Safety.  https://ysu.edu/eohs

HAZARDOUS WASTE MANAGEMENT

Departments that use hazardous materials potentially may generate hazardous waste. EOHS has instituted a hazardous waste management program to facilitate compliance with federal and state EPA regulations, which include segregation, storage and disposal of such waste - primarily from academic and research laboratories - but includes all areas of the campus. Employees should contact EOHS with questions regarding safe chemical use and disposal. Call the Chemical Management Center at 330-941-3703 for questions.
Hazard Communication and Right to Know Laws

Hazard Communication Standard

In order to ensure chemical safety in the workplace, information about the identities and hazards of the chemicals must be available and understandable to workers. OSHA’s Hazard Communication Standard (HCS) requires the development and dissemination of such information:

- Chemical manufacturers and importers are required to evaluate the hazards of the chemicals they produce or import, and prepare labels and safety data sheets to convey the hazard information to their downstream customers;

- All employers with hazardous chemicals in their workplaces must have labels and safety data sheets for their exposed workers, and train them to handle the chemicals appropriately.

Major changes to the Hazard Communication Standard

- Hazard classification: Provides specific criteria for classification of health and physical hazards, as well as classification of mixtures.

- Labels: Chemical manufacturers and importers will be required to provide a label that includes a harmonized signal word, pictogram, and hazard statement for each hazard class and category. Precautionary statements must also be provided.

- Safety Data Sheets: Will now have a specified 16-section format.

- Information and training: Employers are required to train workers by December 1, 2013 on the new labels elements and safety data sheets format to facilitate recognition and understanding.

https://www.osha.gov/dsg/hazcom/index.html
Hearing Conservation Program

All employees identified as having an occupational noise exposure at or above 85 dB(A) (decibel A scale weighting) based on an eight (8) hour time weighted average will be included in Youngstown State University’s Hearing Conservation Program (HCP). Employees included in the HCP will be provided with proper training, exposure monitoring and audiometric testing as required by the standard.

Indoor Air quality

Air Quality Response Events are situations that can result in the development of an IAQ hazard and require the prompt correction by Facilities and notification of EOHS. IAQ response events include large, (greater than 15 gallons) water releases from any source (potable, sewage, roof leak, equipment release); water retention outside the drain pain in air handlers; retention of water, leaves or other debris at outside air intakes, the use of volatile or hazardous materials in the renovation or maintenance of a building. Contact EOHS at 3700 or use the form on the EOHS website to file an IAQ concern.
LABORATORY SAFETY

The YSU Department of Environmental Occupational Health and Safety promotes safe laboratory practices including a formal chemical hygiene plan. Laboratory inspections are completed for compliance with applicable regulations and to promote the development of good laboratory skills where safety is of the utmost importance. EOHS has implemented programs for eyewash and safety showers, chemical fume hood inspections, chemical inventories, radiation safety and hazardous waste management.

https://ysu.edu/eohs/chemical-management-center

LADDER SAFETY

Ladders represent a convenient and exceptionally handy tool for employee use. Although simple in concept, effective planning and care are important requirements for safe use. Accidents involving ladders are recorded in the thousands every year across the nation, and are more commonly the result of improper use and care rather than a deficiency from the manufacturer. Employees should not substitute chairs, boxes or other items for use in place of a ladder. Portable ladders are intended to support only one person at any one time. Some general ladder safety rules are as follows:

1. Use OSHA-approved ladders.
2. Never stand on the highest step.
3. Do not try to reach beyond an arm’s length; move the ladder closer to your target
4. Portable step ladders should be used with the ladder legs spread open and secured; do not use a step ladder in the folded position.
5. Place ladder on a flat surface where all legs are evenly distributed and the ladder does not wobble.
6. Before use, visually inspect the ladder for defects (cracks, loose nails, bolts, etc.).
7. Damaged ladders are un-repairable. These must be discarded.
8. Remember to use only fiberglass, OSHA-approved, non-metallic and non-conductive ladders when using electrical equipment.

Lead Management
Lead-based paint is found in virtually every building constructed before 1979, when it was banned in the US. To control both occupational and environmental exposure to lead dust or contamination, lead containing materials must be identified and properly managed.

LIFTING

Lower back injuries and related conditions can be prevented. Employees should practice the following guidelines to reduce overexertion and musculoskeletal injuries:

1. Evaluate the item and/or load to determine whether or not you can perform a lift or move the item.
2. Use a cart or dolly, or request another employee’s assistance for items in excess of fifty (50) pounds.
3. Remove obstacles to establish a clear, dry path for transporting the item.
4. Practice appropriate lifting techniques by bending at your knees (not your waist) and take a firm grip on the item to be moved. Lift the item while maintaining appropriate posture (back straightened) and keeping item close to your body.
5. Lower the item to the floor by again, bending at the knees while keeping your back straight.

MAINTENANCE & REPAIR

Facilities Maintenance provides installation, operation, maintenance and repair of campus buildings and grounds. Departments can request work by submitting a Service Request by calling extension 3239. Additional information about PFOC can be found at the following web site:
https://ysu.edu/directory/dept/facilities-office

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) is considered tool(s) that an employee may need to safely perform a particular job duty. If the University determines such equipment is required, employees will be provided equipment at no cost. Examples of PPE range from work gloves or safety glasses to respiratory protection. The use of certain PPE requires specific qualifications and training. Any and all questions regarding the use of PPE should be directed to EOHS.
**Pest Control**

Staff members from EOHS are licensed by the Ohio Dept. of Agriculture in various aspects of pesticide application and treatment. All problems regarding insects, rodents, or pests of any kind should be directed to EOHS. All treatment methods used by the department are environmentally safe and EPA approved. An integrated management approach to pest control, which focuses on prevention, rather than unnecessary treatment, is the concept used in our program. Whenever possible, "live traps" are used, and the captured animals are released.

**REPORTING SAFETY/ENVIRONMENTAL CONCERNS TO EOHS**

Non-Emergency: Should any non-emergency physical safety or environmental concerns arise, employees should contact EOHS. Navigate to the EOHS website at https://ysu.edu/eohs to complete and submit the safety concern form.

For suspicious chemical odors, chemical spills, etc. employees should contact YSU EOHS at 330-941-3700. If after 5 PM call YSU PD 330-941-3527.
APPENDIX

OHIO REVISED CODE SECTION 4167.05 - Employee’s duty to comply with provisions.

Each public employee shall:

(A) Comply with Ohio employment risk reduction standards, rules, and orders adopted or issued pursuant to this chapter which are applicable to the public employee’s actions and conduct;

(B) Comply with safety rules the public employer establishes for the purpose of fulfilling compliance with Ohio employment risk reduction standards, rules, or orders adopted or issued pursuant to this chapter. All such rules the public employer adopts shall be reasonable as determined in accordance with the purposes and objectives of this chapter.

OHIO REVISED CODE SECTION 4167.17 - Willful failure to comply with order; employer’s variance, tolerance or exemption to be respected.

(A) If a public employer, public employee, or public employee representative willfully fails to comply with any final order of the administrator or workers’ compensation issued pursuant to this chapter, the administrator may apply to the court of common pleas of Franklin county or the court of common pleas of the county in which the violation occurred, for an injunction, restraining order, or any other appropriate relief compelling the public employer, public employee, or public employee representative to comply with such order. The court shall order such relief as it considers appropriate and shall, in addition, impose a civil penalty of not more than five hundred dollars per day per violation and not to exceed a total of ten thousand dollars per violation.

(B) The administrator shall not seek to enforce this chapter, or any Ohio employment risk reduction standard, rule, or order adopted or issued pursuant thereto, in any manner that derogates from the immunity offered to a public employer by variances obtained under this chapter, or by variations, tolerance, or exemption allowed a public employer for reasons of national defense by the United States secretary of labor pursuant to section 16 of the “Occupational Safety and Health Act of 1970,” 84 Stat.1590, 29 U.S.C.A. 651, as amended.

REFERENCES

• Code of Federal Regulations (CFR) Chapter 29 - Occupational Safety & Health Administration, 1910 and 1926

• National Electric Code (2005)


• Ohio Revised Code (ORC), Section 4167

• Ohio Revised Code (ORC), Section 3345.04
CERTIFICATION OF RECEIPT AND COMPREHENSION

I, ____________________________, by my signature below, acknowledge that I have received, read and understand the sections, provisions, policies and procedures contained in the YSU Employee Health and Safety Handbook, (the “Handbook). I acknowledge that I have been given an opportunity to have any questions answered to my satisfaction, that I understand my obligations under the Handbook, and that I freely place my signature below.

___________________________________     _______________________
Employee Signature        Employee ID Number

___________________________________     _______________________
Employee Department        Date

___________________________________     _______________________
YSU EOHS Representative      Date