POLICY AND PROCEDURES

Departmental policies and procedures for the Department of Physical Facilities are guided under Business and Finance and are directed by the Director of Administrative Services for Facilities which consists of the following areas:

Auxiliary Services

Facilities Services

Health and Environmental Safety

Mission
The Mission of the Department of Physical Facilities is to support the Academic instructional, research, and public service functions along with the Administrative goals of the University by providing and ensuring cost effective and responsive support services in the areas of maintenance operations of facilities, grounds, utility services, auxiliary services and environmental safety.

Auxiliary Services

Auxiliary are responsible for snacks and vending machines throughout campus, and leasing of facilities and grounds. The Director of Administrative services for Facilities will monitor sales and regular daily / monthly deposits in accordance to State Audit Procedures. It is the responsibility of the Director to ensure that the University receives proper commission and rental income from each entity it is contracted with. The Director will also periodically perform contract reviews prior to renewal dates. Auxiliary will also ensure that all bids for services are handled according to University Purchasing procedures.

Procedure for Obtaining Vending Services: all requests to add or remove vending machines on campus must be coordinated and approved by the Office of Administrative Service for Facilities. Contact may be made at (256)372-5829.
Procedure for Reporting Malfunctioning Machines: reports of malfunctioning machines should be made to the Office of Administrative Services for Facilities at (256)372-5829. All Malfunctioning machines should be reported immediately to prevent further inconvenience to users.

Procedure for Receiving Refunds: The Office of Administrative Services serves as a central vending refund area for the campus. Students in the dormitories must report loss of funds to the Dorm Counselor who will in turn contact the office of Administrative Services for a refund. Refunds may be obtained from 8:00 a.m. until 4:00 p.m., Monday through Friday.

Procedures to Lease / Rent a facility: Any affiliated or non-affiliated individual who wish to lease / rent a University Facility must complete a lease / rental agreement form, be approved, and pay the requested fee legally binding them to use the requested space. **THERE ARE NO EXCEPTIONS!**

First priorities are given to all academic events and student related programs supporting the University Mission. If there arise a conflict of scheduling between a University event and a non-related university event the Office of Administrative Services reserves the right to relocated the non-affiliated event to an agreed upon comparable location and or cancel the event altogether with no penalties to the renter.

NO campus property and facilities may be used by a non-affiliated group, organization or individual for the sake of profit-making except when a rental or lease agreement is negotiated whereby the university receives a fair rental value for the use of the property or facilities. The University has the right to wave any rental / leasing fees to non-profit organizations or groups at the university discretion depending on the extent and nature of the proposed use.

Rental rates are based on fair market values of comparable facilities which may include overhead, maintenance and security expenses. Rental charges maybe based on a percentage of the expected gross receipts of the activity with a minimum rental charge for the use of the facilities.

The University reserves the right to wave or require any non-affiliated groups, organizations and or individual to provide adequate insurance and bonds or other security to secure damage to property or facilities during the period of the use for rental / lease.

Use of Property or Facilities: The use of campus property and facilities pursuant to prior approval required for meetings or other activities is subject to limitations on the number of persons who may attend in accordance with appropriate building and life safety codes.
Any affiliated, non-affiliated organization, group or individual who is denied the use of University property or facilities may appeal in writing to the office of Administrative Services for Facilities no later than within five business days following the date of the decision.

Furthermore any affiliated, non-affiliated organizations or groups approved by the University agrees to indemnify the University and hold it harmless from any and all liabilities arising out of the use of a university facility or property including, but not limited to personal injury, property damage, court cost and attorney fees.

Facilities Maintenance is also considered to take precedence over any scheduled event in order to project the appropriated image becoming of a University. Every effort will be made to complete maintenance at times throughout the calendar year to prevent conflicts with University events, or non-related university events.

University equipment may be used in connection with the use of campus property and facilities ONLY with the approval of or under the supervision of approved University personnel.

**Use of Facilities and Property Restrictions:**

- All events held on Alabama A&M University campus who cater food must use give Aramark Food Services first right of refusal on catering. No groups are allowed to bring food on campus.
- All University Facilities are Smoke Free.
- Facilities must be left in same condition at the end of function except for general cleanup.
- University does not allow facility use during extended closings and some holidays. Contact Office of Administrative Services for special closing dates.
- Any event that requires extensive retrofitting or extended setup or breakdown of the facility will not be scheduled.
- All decorations must be approved by the Office of Administrative Services. The use of nail, thumbtacks, and tape on painted walls are prohibited.
- Renter may not sublet or reassign University property or facilities to another person or entity.
- NO affiliated group, organization, or individual of the University may reserve use of a facility or space for a non-affiliated group, or vendor to avoid rental fee's which is defined as "FRONTING".
- All requests for use must be submitted and finalized at least ten business days prior to the event. FULL payment of fees is due one week prior to event date.
Political Use:
The use of University property or facilities for speaking engagements by candidates for political office or for political activities is subject to the completion and approval process using the lease / rental agreement form.

NO campaign poster, signs or other items of advertising pertaining to a campus or general election can be place on Bulletin boards or other locations designated for University use only. Unless, the individual or group of such distribution of material has been pre-approved by the Administration.

Students may place campaign posters and signs of campaign or political advertising along sidewalks in residential areas of campus, inside his / her dormitory and around the University Quad as long as it does not damage or destroy campus property.

Religious Use:
Campus facilities and property may be used by affiliated groups or organizations for the purpose of religious activities and worship subject to the completion and approval process using the lease / rental agreement form.

Non-affiliated groups, organizations and individuals may Utilize campus property and facilities on a temporary basis for the purpose of religious activities and worship subject to the completion and approval process using the lease / rental agreement form.

The University reserves the right to terminate any agreement to use campus facilities or property by any affiliated, non-affiliated group, organization or individual which violates the provisions of these policy and procedures.

FACILITIES SERVICES
Facilities Services is outsourced to Aramark Facilities Management, which manages the Maintenance and Operations of following services:

Grounds
Custodial services
Carpentry
Electrical
Plumbing
HVAC Heating & Air
Painting /Locksmith
Waste Management
Pest Control
Mechanic Shop
Snow Removal
For Aramark's Policy and Procedures please visit www.aramark.com to view.
**Building Fire codes and Procedures:** All life safety issues are managed by Aramark Facilities but remain the overall responsibility of the University Managed under the Office of Administrative Services for Facilities. Files on inspections of fire alarms and security systems are kept at the University Service Building located at 453 Buchanan Way N.E.

**Elevator Inspections:** Are managed by Aramark Facilities and certificates are located and affixed in each elevator.

**U- DRIVE IT FLEET SERVICE:**
Welcome to the Alabama A&M University Fleet Services your one-stop shop for your vehicle needs on campus. The information contained in this manual will be a helpful guide to University policies and procedures on proper uses of a State Vehicle. As a general rule before a vehicle can be accepted by the using department, Facilities Services must assure that: the vehicle complies with specifications; adheres to mechanical, appearance and safety standards; title and registration are properly filed; and insurance is in force. Upon completion of the following instructions you are ready to ride!

**Operator Rules of Conduct**
While driving a University vehicle, employees are engaged in an activity that represents the University to the general public. For many citizens this activity represents the only contact they will ever have with a University employee. Therefore, all authorized drivers are reminded how important it is to convey a positive, professional image. To help accomplish this important task in a responsible manner, drivers are expected to know and comply with all applicable state laws and University policies. Failure to comply with the provisions of this section may result is the loss of authorized driver status and disciplinary action.

1. **Authorized Driver**
Authority to drive a vehicle is restricted to fulltime or part-time faculty, staff and students conducting official business for the University. To become an authorized driver, a vehicle operator must possess a valid Alabama Driver's License and be added to the approved drivers list maintained by the Physical Facilities Department.

Before being placed on the approved drivers list, the Facilities Department will verify an employee's driving record through the Alabama Department of Public Safety administered by Universities Auto Commercial Insurance carrier.

The Physical Plant is responsible for conducting an annual driving records check on all approved drivers and providing each vehicle operator with a document confirming their drivers' status as authorized or unauthorized. A copy of all correspondence and documentation will be forwarded to the Department’s Dean/Chair.

All traffic citations issued to the driver of a State vehicle must be reported to their
supervisor. If an authorized driver is convicted of a traffic violation that results in the loss of their Driver’s License, the driver must notify their supervisor that they have lost their license and are no longer eligible to drive a University vehicle. Failure to comply with the provisions of this program may result in the permanent loss of authorized driver privileges.

2. **Authorized Passengers**
Persons, other than employees of the University in regular line of duty are not permitted to ride in University U-Drive It Fleet vehicles, unless accompanying employees in the conduct of official business is whereby they serve as an official guest of the University.

3. **Reservations**
Reservations for a State Vehicle must be reserved by completing a requisition 10 days in advance. Please include the following:

- Department
- Banner budget account number
- List name of the Traveler(s)
- Destination
- Departure and Return Dates
- Nature of trip
- Approval Signatures

The form must be forwarded to the Department of Physical Facilities. To allow effective scheduling, request for travel must be submitted at least ten days before the anticipated travel date. All reservations are reserved on a first-come, first-serve basis. If no vehicles are available departments will have to rent from a rental agency and be reimbursed by their department.

For **out-of-state** travel, a universal gas card will be issued. Make certain each gas ticket is signed legibly, and the tag number is recorded. It is imperative that users of the U-Drive It Fleet are aware that all purchases made on the universal gas card are in University owned or leased vehicle with state tags only. Misuse of the card is a violation of **Alabama State Law**.

4. **Gas Procedures**
University vehicles should be fueled at University facilities when feasible. If use of the University’s fueling station is not feasible, or when the vehicle is to be used off campus, on extended trips, or those employees whose regular duties require work in various locations may request a card for that day from Facilities. Anyone who regularly requires a vehicle for ongoing daily duties may request to keep a commercial gasoline credit card and be responsible for its departmental usage. Some department that might fit this criterion is Field Employees such as Researchers, Recruiter’s, Public Safety, Science in Motion and Transportation. Use of the credit card is restricted to University vehicle fuel expenses only no repairs.
Before a card can be assigned for travel to an employee, Facilities require the following information:

- Employees Name
- Card Number
- Date Issued
- Reason for obtaining card

Department heads requesting fuel cards will be held solely responsible for monitoring the usage of all issued cards. It will be the sole responsibility of the Department head to make sure drivers are registered for insurance purpose. Cards will be identified by a unique pin or card number.

All receipts should be submitted immediately to Physical Facilities upon return. **(No exceptions).** Your receipts must match your charges. It's your responsibility to maintain good records. Failure to comply with provisions of this section may result in loss of privileges as authorized user and disciplinary action.

5. **Obtaining and Returning a Vehicle**

Vehicle is to be picked up not earlier than two hours before the time of departure and is to be returned to the Department of Physical Facilities IMMEDIATELY upon return. They are for official use only and are not to be taking home or used to run personal errands. Therefore, it is the responsibility of the user to arrange for their own travel to and from their homes. Once a vehicle is obtained, it cannot be further assigned to another employee in the unit/department for additional trips without first coordinating with the Department of Physical Facilities Fleet Management. A violation may result in employees being denied further use of a U- Drive It Fleet vehicle.

It is very imperative that the vehicles are returned on time as scheduled. Keeping it beyond the schedule time return results in a conflict with other reservations and denies other departmental units the opportunity to perform scheduled travel.

Because the U- Drive It Fleet is open from 7:30 a.m. - 2:30 p.m. Monday through Friday, we can make special arrangements for persons leaving at a very early hour, for those making weekend trips, or other unusual circumstances. The need for special arrangements should be indicated on the travel requisition.

6. **Parking**

State vehicles parked overnight on campus must be parked only in the designated parking area at the Department of Physical Facilities.
7. **Operator Maintenance Inspection**  
A. Drivers are responsible for inspecting their vehicles daily. If a defect discovered during these inspections or while vehicle is in operation it should be noted and reported to the vehicle coordinator at end of each day. Any deficiency that would cause further damage to the vehicle, render it unsafe, or present a hazard should be reported immediately. The vehicle should not be driven until necessary repairs are completed.

B. It is **Mandatory** that all vehicle operators must report to Auto Shop on campus **monthly (NO EXCEPTIONS)**, for the following inspections: tire condition and pressure, leaks (any kind), engine oil level, all belts, all hoses, radiator coolant level, battery fluid level, hydraulic oil level, transmission oil level, horn, all gauges, brakes lights/signals, fuel, windshield washer fluid level, wipers, license plates, the complete University inscription on both sides of the vehicle and any other decals required by the University or owning department.

Proper completion of these operational checks may reduce unnecessary breakdowns and/or damage to the vehicle. Failure to comply with the provisions of this section may result in the loss of authorized driver status and could result in losing the privilege to maintain the vehicle on the department's inventory.

8. **Cleanliness**  
All drivers should show bulldog pride in making sure the interior and exterior of the vehicles are clean at all times. Vehicles should be washed as necessary to maintain a professional appearance. **Several violations may result in employees being denied further use of a State Vehicle.**

9. **Security and Responsibility of Vehicles**  
A. The security of University vehicles and their contents is the responsibility of the operator. Vehicles, when left unattended, must have the keys removed from the ignition, the hand brake set and the vehicle locked.

B. Vehicles that become disabled on the road will be secured with all possible precautions taken to prevent theft or vandalism. In the event a vehicle cannot be secured in its present location, the driver will have the vehicle towed to a facility where it can be secured until assistance arrives. Under no circumstances should a vehicle be left along a highway.

10. **Accidents**  
Accidents must be reported to the Office of Physical Facilities within 24 hours of occurrence. The vehicle operator is responsible for completing the appropriate report forms such as Police Reports and University's practices and procedures that relate to accidents behavior at the scene of an accident, supervisory notification and required documentation.
Any vehicle involved in an accident should receive a safety inspection before being returned to service. If the vehicle appears safe to drive, it should be driven to the Auto Mechanic Shop on Campus. If a wrecker is required to transport the vehicle, contact The Mechanic Shop and the staff will make the necessary arrangements. Upon delivery of the vehicle, shop staff will do everything possible to expedite the safety inspection.

11. Vehicle Purchase
New vehicles will be received and processed by Physical Facilities. Requests for the sale or disposal of a vehicle are authorized and processed by the Physical Plant.

12. Titles and Registration
All original vehicle titles and registration receipts will be acquired and maintained by the Physical Facilities Department. Purchasing is required to notify Physical Facilities upon the purchase or rental of any vehicles.

13. Insurance
All University vehicles insured coverage includes Liability, Collision, Comprehension, and Medical coverage for our vehicles, drivers, and passengers.

14. Complying with the University vehicle program
- Report to Auto Shop on a Monthly basis for routine maintenance inspection to ensure the vehicle is in good operating condition
- Reporting accidents immediately to supervisor and assisting with the completion of vehicle accident paperwork
- Following all traffic laws and rules of safe driving
- Maintaining a valid driver’s license
- Using University vehicles for official University business only
- Keeping the vehicle secured when disabled

Smoking is not permitted in any University vehicle at any time

- The use of cell phones while driving is prohibited
- Only authorized, faculty, staff, students or guests of the University may ride in University vehicles
- University vehicles are to be housed on University property when not in use or without pre-authorization from a Vice President or Dean

15. Training
Driver’s safety Training will be offered three times a year. The training will be facilitated by the Director of Administrative Service and any visiting agency certified in Safety Training.

Any questions or inquiries can be addressed to Sharon Langford in the office of Physical Facilities at (256) 372-5829 or email sharon.langford@aamu.edu
# HEALTH AND ENVIRONMENTAL SAFETY

## TABLE OF CONTENT

I. **INTRODUCTION.** ......................................................... 11

   Health and Safety Policy ........................................... 11
   Health and Safety Responsibilities ......................... 11
     Employees .......................................................... 12
     Supervisors ....................................................... 12
     Unit Heads ......................................................... 13
     Office of Environmental Health and Safety ............ 13

II. **SAFETY PRACTICES** ..................................................... 13

   Communications of Hazards in the Workplace .......... 13
   Training ............................................................. 13
   Personal Protective Equipment .............................. 14
     Eye and Face Protection ...................................... 15
     Hand and Arm and Body Protection ..................... 15
     Head and Foot Protection .................................. 15
     Hearing Protection ............................................ 15
     Respiratory Protection ...................................... 16
     Miscellaneous Personal Protection Equipment .... 16
   Workplace Hazard Inspection ................................. 16
   Documentation ...................................................... 16
   Emergency Procedures ........................................... 17
   Accident Reporting .............................................. 17
I. INTRODUCTION
Welcome to Alabama A & M University. The skills and talents you bring to AAMU are vital to our mission of teaching, research, and service for the State of Alabama. One of the keys to accomplishing that mission is a safe and healthy campus environment. The Office of Environmental Health and Safety (EH&S) is charged with providing AAMU employees with educational programs, technical assistance, and other services in these areas.

This Employee Safety Handbook is intended for all AAMU employees, full time and part time, regular and temporary, and all other AAMU employment categories (student workers, etc.). It has been developed to provide you, the employee, with answers to general questions you might have concerning health and safety in the workplace. It is important, however, that you and your supervisor discuss site-specific safety policies and programs for your department. Your supervisor must inform you of the safety procedures and required training you will need to do your job. (There is no separate safety manual for "supervisors." The duties of supervisors are found throughout this Employee Safety Handbook.) The University's policies, procedures, manuals, and many other safety resources may be found by contacting EH&S directly.

Remember "AAMU" Safety Begins With You.
Health and Safety Policy

Alabama A & M University intends to provide a safe and healthy environment for its students, faculty, staff, and visitors. The University strives to play a leadership role in the State of Alabama in its environmental stewardship, health protection and safety standards and in its compliance with laws and regulations relating to the environment, health and safety. The achievement of these goals is an objective for units at all levels of the institution. Employees and students are expected to be supportive of these goals in their University activities.

Health and Safety Responsibilities

Good environmental health and safety practices are a responsibility of each faculty member, staff member, student, and visitor on the AAMU's campus. The participation and cooperation of each person is essential to a smooth and effective program.

Employees

Your responsibilities as a AAMU employee include

- following all health and safety rules and procedures;
- reporting hazardous conditions to your supervisor;
- wearing or using prescribed protective equipment;
- reporting any job-related injury or illness to your supervisor and seeking treatment promptly; and
- refraining from the operation of any equipment without both proper instructions and authorization.

Supervisors

Each supervisor is responsible for providing a working environment free from recognized health and safety hazards. Specific safety responsibilities of supervisors include

- informing new employees about health and safety responsibilities, procedures, rules and regulations;
- assuring that required equipment and personal protective devices are provided, maintained, and used;
- taking prompt action when unsafe acts or conditions are reported or noted; providing for health and safety training and education on a continuing basis;
- investigating and reporting all on-the-job accidents promptly and requesting medical treatment if necessary;
- investigating and reporting all job-related health or safety problems promptly;
· coordinating or conducting internal inspections to assure safe and healthful working conditions; and
· requesting the assistance of the next higher level of supervision regarding budget requests for any health and safety improvements needed.

**Unit Heads**

Deans, directors, chairs and other heads of academic and administrative units have primary responsibility for

· The health and safety of their staff and students
· Compliance with all applicable laws and regulations
· Providing funds needed for health and safety improvements and for making those improvements.

In addition, some units (e.g., the Infirmary) may have other specific requirements and responsibilities established by agencies external to the University.

The formation of departmental or college safety committees is encouraged. Experience has indicated that such committees can provide an effective means of implementing safety programs.

**Office of Environmental Health and Safety**

EH&S is responsible for development, oversight, and management of environmental health and safety programs that protect the environment, provide safe and healthy conditions for work and study, and comply with applicable laws and regulations. EH&S provides educational programs, technical assistance, and numerous health and safety services to the University community. Office staff also functions as consultants to deans, directors, heads of academic and administrative units, other staff members, and students in all areas of environmental health and safety. The OEH&S makes health and safety investigations as necessary and upon request, assists departmental safety committees in the development of safety programs, and participates in health and safety training and education.
II. SAFETY PRACTICES

Communication of Hazards in the Workplace

Faculty, staff, and students must be informed of any recognized hazards in their workplace. It is the responsibility of supervisors to provide adequate health and safety orientation related to standard operating procedures, hazards, and personal protective equipment. This orientation should be provided prior to working in the area.

Information given by supervisors must be presented in a manner that is understandable by all affected employees. This includes attention to literacy levels and language barriers. Appropriate signage should be posted. Regulations and policies affecting employees and students must be made available to them.

Training

Some employees may be required to attend in-house training sessions on such topics as, hazard communication, hazardous waste, asbestos awareness, or laboratory safety. A number of training classes are provided by EH&S during regular work hours at no cost to you or your unit. Supervisors of affected employees should exercise a measure of accommodation for those needing training. Checklists to help you understand the training requirements are found at the end of this document.

In some cases, supervisors may conduct specialized training sessions (e.g., safety procedures for using powered equipment). Supervisors can contact EH&S for information or assistance in preparing training materials. Other training may have to be provided by outside vendors (e.g., forklift or bucket truck operation).

At a minimum, health and safety training for employees must include

- recognition of health and safety hazards;
- general and job-specific health and safety practices; and
- state and federal regulations and AAMU’S health and safety policies applicable to the job.

Training should occur when an employee is hired, when an employee is given a new work assignment for which training has not previously been given, and when a new hazard (chemical or physical) is introduced into the workplace.

Personal Protective Equipment

Faculty, staff, and students may be required to wear personal protective equipment (PPE) while performing their jobs or in certain environments (for example, chemical laboratories). Your supervisor will inform you of the specific PPE you must wear. The following is a general guideline for selecting what may be necessary.
Eye and Face Protection

Chemical hazards—Safety glasses are the minimum protection recommended for all operations involving hazardous chemicals. When there is a significant risk of splash to the eyes and face when using or dispensing hazardous liquids, non-vented chemical goggles or safety glasses with side shields and full-face shield offer the best protection.

Physical hazards—When using high-pressure cleaning or spray equipment, safety glasses with side shields and full-face shields are the recommended PPE. Those work activities that produce chips or dust—such as grinding/drilling, power fastening, or power tools—require safety glasses with side shields as a minimum protection level and in some instances may also require the use of a full face shield.

Welding—Welding operations require a full welding hood with the appropriate tinted vision screen. Safety glasses with side shields must be used when the hood is raised or removed. When doing acetylene-oxygen torch soldering, brazing, or cutting, appropriately tinted safety glasses with side shields or tinted goggles are the appropriate PPE.

Lasers—When using lasers or when in an area with a working laser, appropriate safety eyewear is a must. Different lasers require different types and shades of eye protection. Consult the Laser Safety Manual or Laser Safety Officer for appropriate protective eyewear.

Hand/Arm and Body Protection

When using hazardous chemicals, specialized gloves offering protection for specific chemical families, a laboratory coat, and at times a splash apron are the appropriate PPE. Insulated gloves and arm sleeve covers are recommended when handling hot or cold materials. To reduce cut or abrasion injuries, use puncture or abrasion resistant gloves, arm sleeve covers, and at times an apron, to lessen this exposure.

Head and Foot Protection

Occasions may develop during a work shift or job duty when the use of a hard hat or other head protection and foot protection is necessary. All hard hats or safety shoes must meet the requirements for protection outlined by the American National Standards Institute (ANSI).

Hearing Protection

If your work areas or specific job tasks have been designated as requiring hearing protection, you must wear approved protective equipment. Personal stereos or Walkman are not considered approved hearing protection. Supervisors are responsible for identifying hearing protection areas and generally provide training on the use of hearing protection equipment. Certain work areas or tasks may be designated as requiring additional protective measures. If you have questions about high noise levels in your work area, you should ask your supervisor or contact the Office of Environmental Health and Safety for more information.
**Respiratory Protection**

Some employees are required to wear respirators for specific job duties. Respirators include dust masks, air-purifying negative-pressure respirators, self-contained breathing apparatus, supplied-air respirators, and other such devices. If you wear one of these respirators, you must have a physical exam and you must be "fit tested" and trained before using it on your job. Departments with employees wearing respirators must have a written Respiratory Protection Program. Please contact the Office of Environmental Health and Safety for more information.

**Miscellaneous Personal Protection Equipment**

Some employees may be required to wear other types of PPE not mentioned in the above paragraphs. If you have questions about any type of personal protective equipment, please contact your supervisor or the Office of Environmental Health and Safety for assistance.

**Workplace Hazard Inspections**

In order to identify hazardous conditions, it is necessary for faculty and staff to conduct routine inspections of their work areas. EH&S are available to assist in inspection activities and may conduct independent compliance inspections upon request, or as they deem necessary.

Imminent hazards must be corrected immediately. If the means of correction are not readily apparent or available, the condition must be reported immediately to your supervisor. If your supervisor is unavailable, report the condition to your department head or to the appropriate physical plant division (PPD), management and operations unit, or EH&S. Supervisors must also inform any faculty, staff, or students who may be affected by the condition.

Faculty, staff, and/or students must not be discriminated against for reporting a health or safety hazard to their supervisors or to EH&S. Supervisors are to encourage their staff to report all workplace hazards.

**Documentation**

Supervisors are responsible for maintaining written copies of safety programs and employee training documentation. This documentation is a requirement of most regulatory standards. EH&S staff may occasionally request these records to evaluate the degree and frequency of training provided to departmental staff. Regulatory agencies may ask to see these documents during an inspection.
Emergency Procedures

The establishment of well thought out emergency plans is one of the cornerstones of an effective safety program. Evaluating potential emergency situations, developing emergency procedures, and conducting practice exercises can help save lives.

You should become familiar with the posted evacuation plan for your building. In the absence of a posted evacuation plan or specific duties for your job function, you should follow the General University Evacuation Plan:

**When the fire alarm sounds:** Leave the building immediately by the nearest exit, closing the doors behind you. Do not try to locate or fight the fire when the alarm sounds. Do not reenter the building until the "all clear" signal is given by fire officials.

**If you discover a fire:** Leave the building immediately, *pulling the fire alarm on your way out*, then call 5555 from a safe location to report the fire. The AAMU’s Police Department provides a 24-hour emergency number and first aid assistance on campus. **The campus emergency number is 5555**

This number should be used when you are in classroom, research, clinical, utility and administrative buildings; residence halls, and sports facilities.

In the event of a serious injury requiring immediate medical assistance or any other emergency, call the University’s emergency number. Describe the emergency, give the exact location, and stay on the line until released by the dispatcher.

In the event of a severe weather emergency, follow these guidelines: **Tornado watch**—tornado is possible; stay on alert. **Tornado warning**—tornado has been sighted; take cover in the lowest level of the building, preferably in an interior room.

**Accident Reporting**

Most accidents can be prevented. Safety is an important work practice; in fact, you should be aware that safety is one of your job performance measures. Supervisors should make sure that a high level of safety awareness exists in each facility and that all employees are thoroughly trained in their duty assignments, including proper safety practices.

**If an accident should occur, it must be reported to your supervisor as quickly as possible.** Any fatal accident, any accident requiring hospitalization of three or more people, or any serious injury involving a student, visitor, or employee must be reported to the Occupational Health and Safety Department (Human Resources) immediately.

**III. OEHS AND PROGRAMS**

This section contains a brief description of EH&S responsibilities, programs and publications. It is intended to give you an overview of the services it provides. If you need assistance in any of these areas or believe your department should be participating in a particular program, contact the OEHS (4091)
Responsibilities

Environmental Protection
OEHS focuses on environmental compliance and activities that could affect the quality of air, soil, drinking water or groundwater. It also handles asbestos testing and abatement, lead, radon, polychlorinated biphenyls (PCBs), air and water quality, environmental site assessment, and contaminated site remediation.

Hazardous Materials Management
EHS has primary responsibility for management of AAMU's hazardous waste, including waste pickups. It also handles hazardous materials spills and releases, biohazard wastes, and chemical recycling.

Occupational Health and Safety
EHS is responsible for all OSHA-related programs, such as respiratory protection, hearing conservation, blood borne pathogens, hazard communication, and laboratory safety, and many others. EHS also conducts fume hood inspections, indoor air quality investigations, and accident investigations, and assists units with general safety procedures, such as ladder safety, chemical storage safety, electrical safety, and construction safety.

Radiation Safety
The University Radiation Safety Officer is responsible for all aspects of radioactive materials use at AAMU. The radiation protection program includes radioactive materials user authorization, film badges and bioassays, survey meter calibration, radiation safety training, radioactive waste handling, and purchasing of radioactive materials. The RSO is also responsible for x-ray and laser safety programs.

Health and Safety Programs
EH&S has developed a number of model programs to help provide for the health and safety of AAMU employees. Many of these programs are mandatory to ensure compliance with state and federal regulations. The following are some of the programs and safety manuals available:

- Biosafety Manual
- Blood borne Pathogens Program
- Laboratory Close Out Policy
- Hazard Communication Program
• Laboratory Waste Disposal Guide
• Hearing Conservation Program
• Chemical Hygiene Plan (Laboratory Safety Manual)
• Laser Safety Manual
• Lockout/Tag out Program
• Personal Protective Equipment Program and Hazard Assessment
• Radiation Safety Manual
• Respiratory Protection Program

These and numerous other safety resources are available in the OEHS

IV. HEALTH AND SAFETY TRAINING CHECKLIST

The following checklists have been developed to help employees and supervisors understand the health and safety training requirements associated with their job duties. If a unit performs the listed activity, then the corresponding general training for all affected workers must be provided. This training may be provided (1) by the supervisor, (2) by attending the training course shown in the checklist, or (3) by some equivalent method. Additional safety training for specific tasks and procedures must be provided by the supervisor. Training must be documented and must be provided before performing any of the listed activities. Due to the specialized nature of lab activities, a separate list has been prepared for laboratories.

These training requirements apply to all AAMU employees (including temporary, part time, STEPS, etc.) and students.

V. CHEMICAL HYGEINE PLAN
(Please Review facilities website)

http://www.aamu.edu