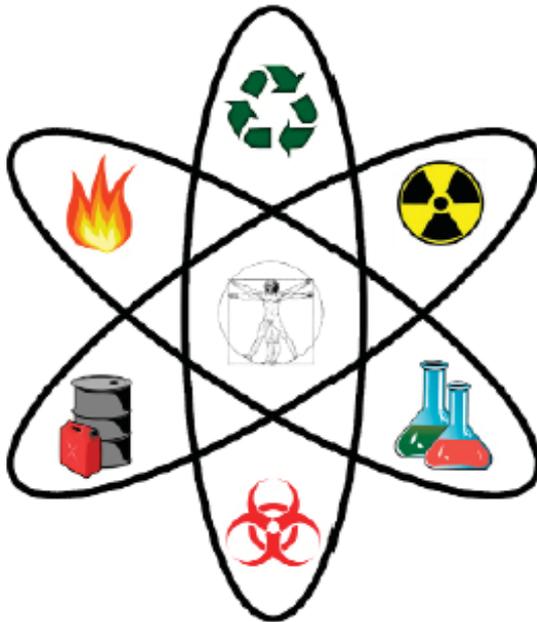




Employee Health and Safety Handbook



v.1-16

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Purpose

The purpose of the IUPUI Employee Health and Safety Handbook is provide an overview of employee responsibilities and Indiana University Environmental Health and Safety (IUEHS) services, programs, policies, procedures, and training. The contents of this handbook do not replace or supersede requirements specified within IUEHS programs or Indiana University policies.

Environmental Health and Safety

Mission Statement

IUEHS is dedicated to preserving the health and safety of the university community and protecting the environment by promoting a culture of safety and by demonstrating professional excellence. IUEHS is dedicated to providing professional leadership in the evolution, development, implementation, and operation of comprehensive environmental health and safety programs to prevent injuries and illnesses and protect the environment. This will be achieved through quality customer service, research, application of best practices, technical assistance, and education.

EHS at IUPUI

EHS provides training, technical assistance, and numerous environmental health and safety services to the IUPUI community. EHS staff also functions as consultants to Deans, Directors, Chairpersons, and Administration.

Responsibility and Accountability

Good environmental health and safety practices are the responsibility of each IUPUI faculty and staff member, student, and visitor. The following is a summary of these responsibilities.

Individual Responsibilities

All IUPUI faculty, staff, and students are responsible for:

- Participating in mandated training programs provided by Environmental Health & Safety (EHS), supervisors, and other instructors;
- Promptly reporting unsafe conditions, environmental health hazards, and injuries and illnesses to their supervisor or program director;
- Considering their own safety and the safety of others while performing assigned tasks; and
- Strictly following federal, state, and university safety requirements and guidelines. Ignoring established policies and procedures may result in disciplinary action, up to and including termination.

Supervisor Responsibilities

Supervisors, faculty, principal investigators, and all other persons in authority are responsible for:

- Providing safe, healthy environments for those areas and personnel for whom they are responsible;
- Incorporating safety and health issues as an integral part of all activities at the University;
- Being continuously aware of the safety and health needs of their co-workers and employees;
- Initiating and enforcing necessary preventive measures to control hazards;

- Ensuring that necessary support such as engineering and administrative controls, personal protective equipment and occupational medical examinations are in place and adequate for operations;
- Ensuring employees are aware of all workplace hazards;
- Ensuring employees are trained prior to beginning new tasks;
- Serving as a conduit for safety and health concerns;
- Reporting injuries and illnesses to IU Workers' Compensation;
- Reviewing injury and illness reports for their area(s); and
- Immediately notifying EHS when they become aware of a violation of any university, state, or federal environmental health or occupational safety rule or regulation. They must also notify EHS regarding any contact with the state and federal regulatory agencies.

Upper Management Responsibilities

University Administration, all Vice Presidents, Deans and Chairpersons are responsible for:

- Ensuring that facilities and equipment meet requirements for a safe work environment for activities being conducted;
- Ensuring individuals under their management have the authority and support to implement environmental health and safety policies, practices, and programs;
- Ensuring areas under their management comply with university, state, and federal environmental health and safety policies, practices, and programs;
- Establishing priorities and committing resources to correct environmental health and safety deficiencies;

- Establishing procedures to implement policies;
- Establishing procedures for dissemination of policies and other safety-related information;
- Immediately notifying EHS when they become aware of a violation of any university, state, or federal environmental health or occupational safety rule or regulation; and
- Immediately notifying EHS of related regulatory visits and/or citations with state and/or federal regulatory agencies (e.g. OSHA, EPA, IDEM, etc.).

President and Chancellor Responsibilities

The University President and Chancellor have the ultimate responsibility of establishing and maintaining health and safety programs and establishing a system for assessing safety performance for the University.

Organization and Services

IUEHS is a unit within Public Safety and Institutional Assurance (PSIA). Duties and responsibilities within IUEHS at IUPUI are organized into six main operational groups: Environmental Management, Occupational Health & Safety, Asbestos Management, Laboratory Safety, Biological Safety, and Radiation Safety. A summary of the services and functions performed by each group are listed below. The following list is not comprehensive.

Environmental Management

- Air Pollution Control and Compliance
- Chemical Waste Management and Disposal
- Community Right-to-Know
- Emergency Planning and Response for Hazardous Material Incidents
- Environmental Assessments for Property Transfers
- Environmental Health (including Food and Swimming Pool Compliance)
- Hazardous Materials Transportation Compliance
- Infectious Waste Management
- PCB Compliance
- Stormwater Management
- Underground Storage Tank Compliance
- Wastewater Compliance
- Wellfield Protection
- Training

Occupational Health & Safety

- Occupational Safety
- Industrial Hygiene
- Construction Safety
- Indoor Air Quality
- Ergonomics
- Odor Response
- Water Intrusion Investigations
- OSHA Compliance
- Health & Safety Inspections
- Incident Investigations
- Hearing Conservation
- Building Plan Reviews
- Personal Exposure Monitoring
- Personal Protective Equipment
- Respiratory Protection and Fit Testing
- First Aid, AED, and CPR Training
- AED Management
- Training

Asbestos Management

- Air Monitoring for Asbestos •Asbestos Project Management
- Asbestos Repair/Removal •Building Surveys •Mold Mitigation

Laboratory Safety

- Fume Hood Certifications •Emergency Shower Certifications
- Building Plan Reviews •Laser Safety •IACUCC Reviews and Inspections •Laboratory Safety Inspections •Lab Notes Newsletter •Training

Biological Safety

- Biosafety •Biosecurity •Biosafety Inspections •Protocol Review
- Biohazard Compliance •Training

Radiation Safety

- Radiation Safety Inspections •Radioactive Waste Disposal
- Leak Testing •Calibration of Survey Instruments

Allied Offices and Departments



Other allied offices and departments perform EHS-related functions within IUPUI. A summary of these allied entities and services are provided below. The following list is not comprehensive.

Office of Insurance, Loss Control, & Claims

•Life Safety and Building Code Enforcement •Hot Work Inspections •Fire Response •Golf Carts and Off-Road Vehicles (ORVs) •Training

Office of Emergency Management & Continuity

•Emergency Procedures •Emergency Management •Emergency Action Plans (EAPs) •Training

Police Department

•Public Safety •Safewalk Program

IUPUI Campus Facility Services

•Hot Work Permits •Sprinkler & Alarm System Maintenance

IUPUI Office of Sustainability

•Recycling and Waste Reduction Initiatives •Land, Air, and Water Management Initiatives •Energy Conservation Initiatives •Built Environment Initiatives

Policies & Programs

IUEHS is responsible for the development, oversight, and management of EHS programs that provide safe and healthy conditions for work and study, protect the environment, and comply with applicable laws and regulations. IUEHS programs and policies can be found at protect.iu.edu/ehs/programs-policies. It is the responsibility of each employee to understand which policies apply to them. IUEHS programs include but are not limited to the following:

- Hazard Communication and Chemical Safety
- Biosafety Manual
- Chemical Hygiene Plan
- Hearing Conservation
- Personal Protective Equipment
- Portable Ladder Safety
- Powered Industrial Trucks
- Respiratory Protection
- Anesthetic Gas Safety
- Indoor Air Quality
- Biological Safety Inspection Program
- Compressed Gas Cylinder Safety

Online and Classroom Training

Online and classroom training sessions are provided to staff, faculty, and students to ensure that persons working on the IUPUI campus are given the knowledge and skills needed to reduce the risk of injury while performing work tasks and to meet regulatory requirements.

EHS provides online training classes through the University E-Training system. E-Training is an online registration system for instructor-led classroom training as well as a delivery system for online training. To access E-Training through OneStart, perform the following steps:

1. Login to [One.IU.edu](https://one.iu.edu) ;
2. Search for E Training.
3. Click on the E Training app.
4. To choose a course, click on the Catalog box to see a complete list of available courses.
5. Click on the University-Wide folder.
6. Click on the Environmental Health and Safety folder.
7. Click on the IUPUI & IUPUC folder.
8. From here, you may choose to register for a classroom training or enroll in an online course.

Non-Discrimination against Reporting

This policy protects employees who report environmental, health, or safety problems to internal departments. It lists procedures that must be followed if an employee believes his or her action may result in an unsafe practice, exposure to unhealthy conditions, or harms the environment by violating a University policy or regulatory requirement.

The policy states:

- An employee shall not be discharged, suspended, or otherwise discriminated against for failure or refusal to engage in unsafe practices or improper acts that adversely affect health, safety, or the environment.
- An employee shall not be discharged, suspended, or otherwise discriminated against for reporting safety, health, or environmental issues to the employee's management or IUPUI departments having jurisdiction over the issue.

Work-Related Injuries and Illnesses

Knowing what to do and who to contact in the event of an accident or injury can make it easier to get medical treatment and help prevent similar accidents.

Emergent Medical Attention



If the injury is an emergency, employees should go to the IU Health Methodist Hospital Emergency Room. If an ambulance is needed, the employee should be transported to Methodist Hospital.

Non-Emergent Medical Attention (Normal Hours)

Obtain medical attention from IUPUI Campus Health (1140 West Michigan Street Coleman Hall, Room 101) during normal working hours:

- M, T, W, F 7:30 a.m. - 5:00 p.m.
- Thursday 9:00 a.m. - 5:00 p.m.

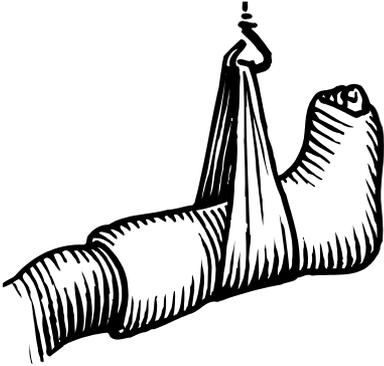
Non-Emergent Medical Attention (After Hours)

Employees who are injured on the job during hours in which IUPUI Campus Health is closed (evening between 5:00 p.m. and 7:30 a.m., and weekends) have two options for non-emergent medical treatment depending on the nature of the injury:

- *Immediate Treatment* - if the injury requires immediate medical attention, employees are required to seek treatment at the US Healthworks-Occupational Services Park Fletcher clinic located at 5603 West Raymond Street.

- *Next Business Day* - if the injury is minor and can be tolerated until the next business day, employees are required to go to the IUPUI Campus Health located in Coleman Hall.

Injury/Illness Reporting



If an employee sustains an injury/illness while at work, the supervisor must be notified immediately. The supervisor must complete an electronic authorization-to-treat form before the injured employee receives care, unless treatment is urgent. The required form can be found at

<http://hr.iu.edu/workers/index.html> under Employer Notification for Treatment Form.

Injured employees must seek treatment at IUPUI Campus Health, unless the injury requires an Emergency Room visit or occurs after hours. Within twenty-four (24) hours, the supervisor or designee from the department must fill out and submit an electronic Injury/Illness Form located at <http://hr.iu.edu/workers/index.html>, under Occupational Injury Illness Form. A printed copy must be signed by the employee and supervisor and submitted to IU Worker's Compensation, Poplars 705, Bloomington.

The Injury/Illness form should be completed regardless of whether the injury required professional medical attention. Supervisors or department designees must be authorized to complete the Injury/Illness form. Contact IU Worker's Compensation [812-855-4847](tel:812-855-4847) to register supervisors.

Immediately After Medical Treatment

The healthcare provider will give the injured employee a Work Status Report, which may list work restrictions or indicate that the employee is to be off work.

- *Restrictions* - This form may indicate that the employee has work restrictions. If so, the form must be taken to his/her supervisor following the appointment and before leaving campus for an evaluation of transitional work that may be available within the department. If transitional work is not available through the employee's department, the departmental coordinator is required to call the Worker's Compensation Unit at [812-855-4847](tel:812-855-4847) before the employee leaves campus. If after normal business hours, call the following work day.
- *Off Work* - If the form indicates the employee is to be off work, the employee must inform his/her supervisor.

Return-To-Work Program

After seeking medical treatment, employees injured on the job may be released to work with temporary restrictions. IU Worker's Compensation, along with IUPUI EHS, have evaluated and established a transitional duty job pool for IUPUI. The job pool provides employees that are on temporary work restrictions with an opportunity to work when their home department cannot provide them with transitional work.

Employees who choose to participate in the return-to-work program will be given a temporary job on campus outside of their home department. Their regular salary will continue through their home department during this period of transitional duty. The department accepting the employee with temporary restrictions has no financial obligations.

Arrangements for transitional duty work will be made through IU Worker's Compensation at [812-855-4847](tel:812-855-4847). If the University can provide work for an employee, the employee is not entitled to receive temporary total disability benefits through worker's compensation. If the employee declines to participate in the Return-To-Work Program, the employee will be placed on an FMLA leave, if eligible.

Questions related to Worker's Compensation should be directed to IU Worker's Compensation at [812-855-4847](tel:812-855-4847). Please also refer to hr.iu.edu/workers/index.html.

Environmental Management

The goal of environmental management is to protect employee health and the environment.

Chemical Waste Disposal

The Environmental Protection Agency (EPA) enforces strict laws on the proper management of chemical waste. The EPA has assessed fines exceeding \$1 million against universities including criminal charges against individuals who fail to follow proper procedures.



EHS has developed a guidebook, “The IUPUI Waste Disposal Guidelines”, which provides information on segregation, packaging, labeling, and disposal of chemical waste materials. This guidebook can be obtained on the EHS website at ehs.iupui.edu.

If you need assistance to determine if you are producing a hazardous waste, please call EHS at or [317-274-4351](tel:317-274-4351) or [317-278-3328](tel:317-278-3328). Materials other than paper, empty containers, food waste, and common household materials require special disposal other than in a dumpster. Materials that require disposal through the IUPUI chemical waste disposal program include:

- Laboratory chemicals;
- Janitorial materials such as floor waxes, stripping agents, and cleaning products;
- All paint and related thinners and solvents;

- Maintenance materials such as degreasing and lubricating agents;
- Water treatment chemicals, sludge-type waste, heating/air-conditioning treatment products;
- Pesticides, herbicides, rodenticides; and
- Batteries, except common household batteries such as AA, AAA, 9-volt.

Key issues related to the proper containment, storage and disposal of waste materials include:

- Identifying the need for disposal through the EHS Chemical Waste Disposal program.
- Segregating chemicals in compatible containers. Avoid mixing chemicals unless approved beforehand by EHS.
- Storing waste materials in closed containers in appropriate locations. Waste containers shall be labeled with the waste contents when they are put into service.
- Submitting a completed “IUPUI Waste Pick-Up Request” form to EHS when waste containers are full and/or ready to be disposed. The waste pick-up form can be found online at ehs.iupui.edu/waste-manifest.asp.
- Packaging compatible materials in boxes with packing materials so that they will not break during transportation.
- There is no cost to the department for waste disposal except for unusual circumstances such as unlabeled, abandoned, or unpackaged wastes.

Chemical Spill Reporting



Chemical spills are to be reported in accordance with the Emergency Procedures Flipchart. The Chemical Spill Reporting Policy pertains to all chemicals and chemical product mixtures. Small spills of non-hazardous materials may be exempt from the reporting procedures, but other procedures, as specified in the policy, may still be necessary.

If a spill is reported properly, there is not a charge for cleanup of the material under normal circumstances. Improperly handled or unreported spills may result in costs to the department responsible for the spill.

Transportation of Hazardous Materials



Biological, chemical or radiological materials transported on public thoroughfares (including shipments offered to FedEx and UPS) are subject to strict state and federal transportation requirements. EHS is available as a technical resource to assist campus laboratories with their hazardous materials shipment needs. Please call

278-3328 or 274-4351 for assistance.

The Radiation Safety Department is responsible for establishing guidelines for the transportation of material that is hazardous only because it is radioactive. All containers must have tight-fitting lids or caps and be labeled with the contents.

Occupational Health & Safety

The goal of occupational safety and health on campus is to provide safe and healthy working conditions for all employees.

Occupational Safety

A wide variety of injuries occur on campus, but many of the reported incidents are in the following categories:

- Back injuries and other sprains/strains;
- Slips, trips, and falls; and
- Cuts and abrasions.

Injury avoidance is dependent upon employee knowledge of job tasks and equipment, recognition of hazards, and a safe-work attitude and behavior. Task and equipment knowledge requires specific training and understanding of University policies, programs, and regulatory requirements. Keys to preventing occupational injuries include: do not take chances or shortcuts; know how to use hazardous materials and equipment; take responsibility for your own safety; be observant; and when in doubt, ask! Contact EHS at [317-274-2005](tel:317-274-2005) or ehs@iupui.edu regarding health and safety concerns.

Incident Investigations

When employee injuries occur on campus, occupational health and safety staff reviews and/or investigates the incident to determine the root cause. Recommendations are then provided to affected parties in an attempt to prevent similar accidents or injuries.

Hazard Communication



The Hazard Communication Program is an OSHA requirement intended to provide information to users of hazardous chemicals in the work place. Exceptions to this program exist for laboratories. Refer to the Chemical Hygiene Program regarding specific requirements within labs.

All employees should be familiar with the requirements of the Hazard Communication Program. Employees have the right to know and understand the hazards associated with the chemicals and products with which they work. The written program specifies university requirements, the responsibilities of employees related to the program, and procedures for program implementation and maintenance. A copy of the Hazard Communication Program can be found at ehs.iupui.edu.

As part of this program, all containers of hazardous chemicals must be properly labeled. Labels are the primary source of information to prevent unnecessary exposure to hazardous chemicals. All employees who use hazardous chemicals must be knowledgeable of the hazards associated with the chemicals and how to use it safely.

The Safety Data Sheet (SDS) is a detailed reference prepared by the chemical manufacturer. Safety Data Sheets were formerly known as Material Safety Data Sheets (MSDSs). SDSs must be available to all staff on every shift. The SDS contains technical, safety, and health information about the chemical. All staff must know what an SDS is and how they obtain one for a specific chemical or mixture.

IUPUI has a contracted Safety Data Sheet service called MSDS Online that is available to all staff. MSDS Online can be accessed from any IU computer by going to www.ehs.iupui.edu/material-safety-data.asp and selecting MSDS Online. Safety data sheets are available and organized by campus and department through this service. SDSs can also be obtained from numerous other websites. The EHS website provides the following additional resources for SDSs:

- toxnet.nlm.nih.gov
- ccinfoweb.ccohs.ca/msds/search.html

If, after checking online, further assistance is needed in locating SDSs, contact EHS and one will be provided.

Construction Safety



Contractors perform work at many IUPUI sites, at times working side by side with IUPUI employees. Contractors may be exposed to hazardous conditions in IUPUI locations and may also expose IUPUI employees and the campus community to hazards. The Construction Safety Program has been developed to ensure that construction work on IUPUI sites is performed in a safe and healthy manner. Contact EHS at [317-274-2005](tel:317-274-2005) with construction or renovation health and safety concerns.

Industrial Hygiene

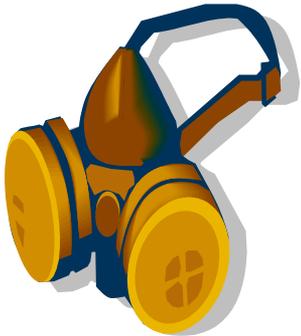


Industrial Hygiene involves the anticipation, recognition, evaluation, and control of workplace exposures. EHS evaluates and recommends methods of exposure control for exposures including: dusts, fumes, mists, fibers, gases, vapors, hazardous chemicals, heat, cold, illumination, noise, etc.

Personal Exposure Monitoring

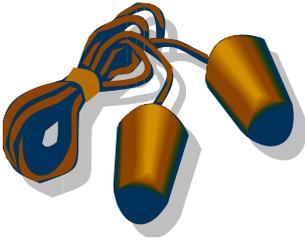
Industrial Hygiene evaluations may require personal exposure monitoring. Personal exposure monitoring involves sampling an employee's exposure to a toxic substance or harmful physical agent during work tasks. For example: monitoring the air of employees who routinely work with formaldehyde.

Respiratory Protection



When employees are required to wear a respirator due to potentially hazardous airborne contaminants, employees shall be fit tested and trained annually by EHS. Prior to being fit tested, all employees shall complete a Medical Evaluation Questionnaire found at ehs.iupui.edu.

Hearing Conservation



Employees who are exposed to 85 decibels or greater over an 8-hour time weighted average must also participate in the Hearing Conservation Program. Annual audiograms, training, and the use of hearing protection is required for those who qualify. Departments included in the Hearing Conservation Program include: Campus Facility Services (CFS), Laboratory Animal Resource Center (LARC), Police Department, and EHS

Indoor Air Quality (IAQ)



IAQ relates to health symptoms experienced in a building due to environmental conditions or elevated airborne allergens, particulate, carbon dioxide, or other contaminants. The most common symptoms experienced include: headaches, runny nose, eye irritation, coughing, and sore throat. Employees experiencing symptoms that they believe are related to their work environment are asked to complete the Indoor Air Quality Questionnaire > Complaint Form at ehs.iupui.edu.

Vehicles near Buildings

All vehicle engines, except in emergency, shall be shutoff when the vehicle is located at the loading dock or is in the vicinity of open windows or doors or outside air intakes. Trucks with refrigerator units may leave the refrigerator unit engine running if necessary.

Ergonomics

Ergonomics is the science of fitting the workstation and tools to the user to reduce musculoskeletal stresses that could lead to injury and illness. Musculoskeletal Disorders (MSDs) are disorders of the muscles, nerves, tendons, ligaments, joints, cartilage, blood vessels, or spinal discs.

Symptoms of MSDs include but are not limited to: painful joints; pain, tingling, or numbness in hands or feet; shooting or stabbing pains in arms and legs; swelling or inflammation; burning sensations; pain in wrists, shoulders, forearms, knees; fingers or toes turning white; back or neck pain; and body stiffness. If signs and symptoms of ergonomic injuries are not reported early, permanent disability may result. It is important that you report signs or symptoms of injuries to your supervisor and IUPUI Campus Health right away to avoid further damage or injury.

Ergonomic Risk Factors

Employees should attempt to reduce or eliminate ergonomic risk factors associated with their work. Risk factors that may lead to MSDs include:

- *Repetition* - performing essentially the same task repeatedly with little rest;
- *Forceful Exertions* - using excessive force (such as with hand tools) or lifting/pushing/pulling too much weight;
- *Awkward Posture* - the arrangement of body parts relative to each other during work. Awkward postures include repeated or prolonged reaching, twisting, kneeling, squatting, working overhead with hands or arms, or holding a fixed position for an extended period of time;

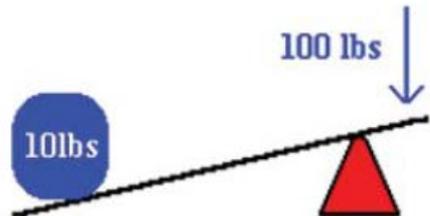
- *Localized Pressure* - when a body part is compressed against a hard or sharp object. This can result in putting too much pressure on the soft tissue, nerves, tendons, and blood vessels;
- *Vibration* - operation of tools that vibrate can lead to nerve damage; and
- *Individual Susceptibility* - individuals may be predisposed to MSDs based on their heredity, prior injuries, other illnesses, medications, etc.

Lifting Injuries

Preventing back injuries is a major workplace safety challenge. According to the Bureau of Labor Statistics (BLS), more than one million workers suffer back injuries each year, and back injuries account for one of every five workplace injuries or illnesses. Further, one-fourth of all compensation indemnity claims involve back injuries, costing industry billions of dollars on top of the pain and suffering experienced by employees.

Although no approach has been found for totally eliminating back injuries resulting from lifting materials, a substantial number of lifting injuries can be prevented by implementing an effective ergonomics program and by training employees in appropriate lifting techniques.

There is a 10:1 ratio for every lift performed. For example, if an object is 10 pounds, it takes your back 100 pounds of back pressure to pick it up.



The best way to prevent back injuries is to develop habits that reduce the strain placed on the back. Everyone lifts, holds, carries, pushes and pulls on a daily basis whether it is during leisure activities or on the job. Manual material handling involves lifting light, heavy, or awkward objects. Safe lifting is a critical aspect of daily activities and should be the focus during any manual material handling.

Preparing for a Lift

When preparing for a lift, remember the following:

- Wear supportive shoes;
- Use lift assists (coworkers, dollies, carts, forklifts);
- Carry all movements out horizontally (e.g., push and pull rather than lift and lower);
- Always use your body weight and not your feet when pushing;
- Try to have most workplace deliveries placed at hip height;
- Always keep objects in the comfort zone (between hip and shoulder height);
- Keep all loads close to and in front of the body;
- Keep the back aligned while lifting;
- Maintain the center of balance;
- Let the legs do the actual lifting. Not the back;
- Reduce the size of the material to keep it light, compact and safe to grasp; and
- DO NOT use back support belts unless prescribed by your doctor.

Planning for a Lift

When lifting heaving objects, always plan for the lift:

- Size up the load, its weight, shape and position;
- Determine if the load is too large, too heavy or too awkward to move alone;
- Get help from a coworker or use a mechanical aid device to help with the lift when necessary;
- Decide on the safest route to take;
- Check for any problems or obstacles such as slippery or cluttered floors, stairs, or trip hazards;
- Investigate the location where the load is going to be placed in order to anticipate any difficulties; and
- Always exercise or warm-up the back prior to lifting.

Lifting below the Waist

When lifting heavy objects that are below the waist, squat lifting should be performed as follows:

- Stand as close to the load as possible;
- Place your feet shoulder width apart;
- Tighten your stomach muscles so you can tuck your pelvis;
- Bend at the knees, keeping your back straight and stomach tucked;
- Get a good firm grip on the load;
- Keep the load close to the center of your body;
- Lift smoothly with your legs, gradually straightening the knees and hips into a standing position; and
- Avoid twisting your body as you lift.

Carrying Heavy Objects

When lifting heavy objects, carrying should be performed as follows:

- Keep the load close to the center of your body to take full advantage of the mechanical leverage of your body;
- Do not change your grip on the load unless it is weight supported;
- Avoid twisting your body without pivoting your feet at the same time;
- If you must change direction, move your feet in that direction instead of twisting your torso in that direction;
- Watch your step and move carefully to your destination.

Unloading Heavy Objects

When unloading a heavy object, unloading should be done the same way as lifting objects but in the reverse order:

- Slowly bend your knees to lower the load;
- Keep your back straight and the weight close to the center of your body;
- Allow enough room for fingers and toes when the load is set down;
- Place the load on a bench or table by resting it on the edge and pushing it forward with your arms and body; and
- Secure the load to ensure that it will not fall, tip over, roll or block someone's way.

Carrying with One Hand

When carrying items such as pails or buckets. Lifting and carrying one-arm loads should be performed as follows:

- Bend the knees and at the waist keeping your back straight;
- Reach for the load;
- Grasp the handle of the load firmly;
- Lift with your legs, not your shoulders or upper back; and
- Keep your shoulders level while switching hands regularly to reduce overexertion on one side of the body while carrying the load.

Team Lifting

Team Lifts should be performed when objects are too heavy, too large or too awkward for one person to lift. Team lifts should be performed as follows:

- Work with someone of similar build and height, if possible;
- Choose one person to direct the lift (e.g., “lift on the count of three”);
- Lift with your legs and raise the load to the desired level at the same time;
- Always keep the load at the same level while carrying;
- Move smoothly and in unison; and
- Set the load down together.

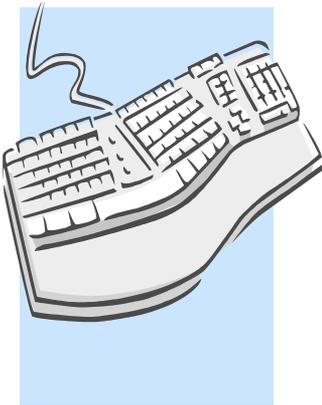
Mechanical Lifting Aids



It is not recommended that employees lift greater than 50 pounds without human or mechanical assistance. Special lifting equipment such as hand trucks, carts, dollies, forklifts, hoists and wheelbarrows can help move loads when they are too heavy, awkward or a coworker is not available.

Although mechanical aids are used, safe lifting procedures should still be followed by maintaining the natural curvature of the back, using the legs for any lifting that is encountered, and avoiding twisting the back.

Computer Workstation Setup



The workstation setup specified in this section should be followed to reduce or eliminate ergonomic risk factors associated with computer work. EHS performs free evaluations of workstations upon request. To schedule a pro-active evaluation or an evaluation due to pain or discomfort, contact EHS at ehs@iupui.edu or [317-274-2005](tel:317-274-2005).

EHS also has a demo/display room for ergonomic equipment and offers chair fittings to ensure employees select an accommodating chair.

Computer workstations should generally be setup using the following steps:

1. Use a chair with a dynamic chair back and sit back in it;
2. Top of the monitor casing 2-3" above eye level;
3. No glare on screen. Tilt screen or use filter;

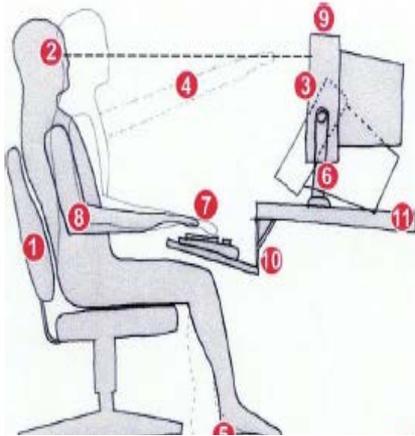


Image Courtesy of Cornell University

4. Sit at arm's length from the monitor;
5. Feet on floor or stable foot rest;
6. Use a document holder, preferably in-line with the computer screen;
7. Wrists flat and straight in relation to forearms to use keyboard, mouse, or input device;
8. Arms and elbows relaxed close to the body;
9. Center monitor and keyboard directly in front of you;
10. Use a stable work surface and stable (no bounce) keyboard tray; and
11. Take frequent short breaks (micro breaks).

Visit ehs.iupui.edu/ergonomics.asp for more info about computer workstation set-up, dual computer monitors, laptop ergonomics, and ergonomics in the laboratory.

Stretching and Exercises

Micro-breaks should be considered every 20-40 minutes to reduce static posture that is a risk factor for MSD injuries. Stretching and strengthening your muscles can also help prevent injuries during various tasks at work including lifting. Stretching permits the flexibility the body needs to assume many different postures. All stretches should be done gently. Bouncing while stretching could result in injury. CAUTION: Consult your doctor. Do not exercise if you are in pain. Gradually perform exercises - do not overdo exercises initially.

Asbestos Management

The Occupational Safety and Health Administration (OSHA) has determined that building materials used prior to 1981 must be presumed to contain asbestos, unless proven otherwise by an accredited inspector. Therefore, IUPUI buildings constructed before 1981 have been inspected for asbestos content. Results of the inspection survey may be requested by contacting Environmental Health and Safety.

Asbestos is a fibrous mineral that was used in many building materials before its health hazards were fully known. Primarily, asbestos is found on campus in pipe insulation, floor tiles, floor sheeting, mastic, roofing materials, counter tops, and fume hoods. Other materials that may contain asbestos include: wallboard, taping compound, plaster, sinks, ceiling tile, spray-on fire proofing, chase panels, electrical insulation, and putty/caulk. Asbestos can be hazardous if the microscopic-size fibers are released into the air. Most people experience health effects after breathing elevated asbestos concentrations over long periods of time. Contact EHS before disturbing any materials that may contain asbestos.

Asbestos Abatement



IUPUI's asbestos management program complies with all State and Federal regulations. Asbestos Management performs abatement activities during renovation projects and normal maintenance activities.

EHS employs state-licensed workers who remove asbestos daily. Asbestos danger signs mark the regulated area where asbestos materials are being removed. The

warning signs will be posted at such a distance from the removal project that an employee may read the signs and avoid the regulated area. Several engineering controls and work practices are used to contain asbestos fibers within the regulated area.



Asbestos Awareness Training

To ensure environmentally safe working conditions, all maintenance and custodial personnel, and construction contractors attend Asbestos Awareness Training. Building materials should not be disturbed without previously consulting EHS to determine the asbestos content.

Laboratory Safety



There are three major components of Laboratory Safety at IUPUI are: programs and policies, laboratory safety training, and laboratory safety inspections. The Occupational Safety and Health Administration (OSHA) regulates “Occupational Exposure to Hazardous Chemicals in Laboratories.” This standard deals specifically with hazardous chemical recognition, safe use, storage, and disposal. This standard requires the identification of chemical hazards, development of standard operations procedures to control chemical hazard exposures, and training for all laboratory staff.

Programs and Policies

Employees working in laboratories should be familiar with all applicable programs and policies. These programs and policies include but are not limited to:

- Anesthetic Gas Safety;
- Fume Hood Servicing;
- Safe Use of Gas Cartridge Bunsen Burners;
- Glove Disposal in Research;
- No Eating, Drinking and Related Activities in Labs;
- Laboratory Decommissioning;
- Eye Protection in Laboratories; and
- Mercury Reduction/Elimination.

Chemical Hygiene Plan

The purpose of the Chemical Hygiene Plan is to define work practices and procedures that help to protect laboratory workers at IUPUI from health and safety hazards associated with the hazardous chemicals with which they work. The Chemical Hygiene Plan is a requirement of the OSHA Laboratory Standard. The Laboratory Standard supersedes the Hazard Communication standard and applies to all employees engaged in the laboratory use of hazardous chemicals. The Chemical Hygiene Plan is the written program of policies and procedures for the safe use of hazardous chemicals in a laboratory. Major components of the plan include:

- Employee information and training;
- Hazard identification;
- Personal exposure monitoring;
- Medical surveillance;
- Standard operating procedures;
- Personal protective equipment; and
- Laboratory signage.

Laboratory Safety Inspections



Laboratory safety inspections are conducted annually to confirm the application of principles required by laboratory safety programs and policies. Safety equipment such as fume hoods, safety showers, and eyewash stations are also tested annually. The forms used during laboratory safety inspections can be found at ehs.iupui.edu.

Laboratory Safety Training

Laboratory safety training is required upon hire for all employees who work in a laboratory. EHS provides training on the second Monday of each month. Additional classroom training is available online. To register for laboratory safety classroom training sessions or to complete an online training course, please visit E-Training. Dates, times, and locations for the classroom training can be found at ehs.iupui.edu/training.asp. Additional topic-specific training is also available through E-Training:

- Anesthetic Gas Safety Training;
- Formaldehyde Hazard Communication Training;
- Hazardous Materials Package Receiving and General Awareness Training;
- Hydrogen Gas Safety Training;
- Laboratory Animal Allergen Safety Training;
- Nanoparticle Safety Training;
- Pyrophoric Chemical Safety Training; and
- Safely Managing Hazardous Materials Training

Laser Safety

The [Laser Safety Program](#) is designed to provide guidance for the safe use of lasers in research and to help provide safety for all personnel and visitors who may be exposed to the non-ionizing radiation emitted by lasers. Prior to the use of a Class 3b or 4 laser at IUPUI, users must complete a baseline eye exam and complete appropriate training to ensure the safe use of this device. Visit ehs.iupui.edu for more information.

Lab Notes

“Lab Notes” is a quarterly newsletter published by EHS that focuses on important safety or procedural issues concerning laboratories. The newsletter is distributed by e-mail to all online subscribers. To receive your free quarterly publication of Lab Notes, please visit ehs.iupui.edu to register.

Biological Safety



Biological Safety at IUPUI is a program dedicated to the recognition, evaluation, and control of biohazards to minimize the health risk to students, faculty, staff, and the public from potential exposure to recombinant DNA and vectors, pathogenic microorganisms and other bio-hazardous

materials used in research and teaching activities.

The program is based on government regulations, guidelines, and current professional standards. To ensure the safe handling of these biological hazards, the University requires compliance with the National Institutes of Health (NIH) Guidelines, the standards in the Biosafety in Microbiological and Biomedical Laboratories (BMBL), and all other institutional policies. Compliance with other applicable federal, state, and local regulations is also required.

The Principal Investigator (PI) is directly and primarily responsible for the safe operation of the laboratory. All laboratory personnel are to be informed of the hazards associated with the work along with proper safety precautions. The PI is also responsible for submitting Institutional Biosafety Committee or Biohazard Committee forms for proposed research and registering the human and animal pathogens used in his/her research and teaching laboratories with the Biosafety Office. The Biological Safety Manual (found at ehs.iupui.edu) assists investigators in assessing risk by providing agent summary statements and describing safety practices, containment equipment, and facilities for the agent(s) used.

Biological Safety staff are also available to assist investigators with selecting appropriate safeguards. Compliance with all applicable regulations and University policies is met by attending all necessary training related to your stated duties, review and approval of all research activity by the appropriate committee, and by routine lab inspections by the Biological Safety staff. Risk communication is vital to your safe use of biological materials. You should be aware of the hazards in your occupational area. Biological Safety staff should be viewed as a resource. Any questions or concerns related to the use, storage, risks, and disposal of biological materials are welcome.

Biological and Infectious Waste Management

Biological waste includes any research wastes that contain any biological materials used or generated in the laboratory. This includes all risk group 1 organisms, as well as culture media. Infectious waste includes any waste item contaminated with biological agents suspected to be capable of transmitting disease.

Infectious and Biological Waste Categories

- *Liquid wastes* such as blood, other body fluids, other potentially infectious material, or culture media.
- *Soft materials* such as dressings, bandages, bedding, toweling etc. that are saturated to the point of releasing blood, body fluids or other potentially infectious materials when handled or compressed. Agarose plates and slants are included.
- *Sharps* are objects or instruments contaminated with blood, body fluids, or other infectious agents that could penetrate the skin or could do so if broken. Examples of sharps waste

include: glassware, pipettes (glass and hard plastic), hypodermic needles, scalpel blades, lancets, and petri plates (glass and hard plastic).

Segregation, Storage, & Disposal of Waste



Before treatment, all infectious waste must be labeled and secured from public access. *Infectious waste* must be in clear leak-proof containers that have the biohazard symbol on it. *Infectious sharps* must be placed in a puncture clear resistant container constructed of hard plastic with the

biohazard symbol on the outside. Infectious wastes should be disposed using chemical treatment, autoclave, or offsite vendors.

Suspicious Packages

Biological threats targeting individuals or departments can frequently be controlled by screening materials and following certain procedures. Responding Public Safety agencies have plans in place to deal with these types of threats.

Following those procedures will activate those plans and promote the highest level of safety while minimizing the disruption associated with these incidents. For more information regarding biosafety and for mail and package handling procedures, please visit the EHS website at ehs.iupui.edu.

Bloodborne Pathogens Training

New employees at IUPUI who are reasonably anticipated to have occupational exposure to human blood, tissues, and/or cell

lines are required to receive annual training under the OSHA Bloodborne Pathogen Standard. Initial regularly scheduled classroom training sessions are held on the second and fourth Monday of every month at 8:30 a.m. Enrollment into the initial classroom or subsequent online annual refresher courses can be completed through E-Training.

Biological Safety Training

Training sessions in Biological Safety are on the fourth Monday of every month at 9:30 a.m. (immediately after Bloodborne Pathogen Training). Staff working with biohazards assessed at Biosafety Level 2 or higher are strongly encouraged to attend. Staff scheduled to work in the BL3 labs on campus must attend training. Enrollment can be completed through E-Training.

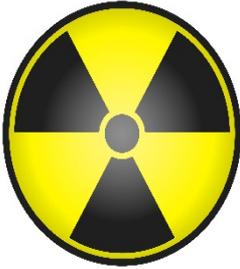
Air Shipment of Biological Materials Training

Training is required prior to the shipment of any regulated biological material or before signing any shipment document. Initial classroom training sessions are offered on a quarterly basis. Annual Refresher training is available on-line. Enrollment can be completed through E-Training.

Special Training Sessions

Departmental training sessions can be scheduled at your location for groups of six (6) or more by contacting [317-274-2005](tel:317-274-2005).

Radiation Safety



As part of your routine job duties, you may have to enter an area of the university and/or hospital containing radioactive material. The areas in which this material is used and/or stored are located throughout the IU Health, Eskenazi, and IUPUI campuses.

All of these areas must post the radiation warning symbol. The actual containers holding radioactive material will also be labeled with this symbol. An illustration of the radiation symbol is provided. It is important that you do not touch any object labeled with a radiation warning symbol nor should such an object be removed from the area in which it is stored. Although levels of radiation exposure expected in these restricted areas are low, any exposure to radiation should be maintained as low as reasonably achievable (ALARA). In keeping with the ALARA philosophy, to minimize your exposure to radioactive materials, the safety principles of time and distance should be applied:

- Maintain a reasonable distance between you and the source of radiation; and
- Keep the time of exposure to radiation to a minimum while performing your assigned duty.

If you observe any condition involving radiation or radioactive materials that appears to be unsafe, leave the area immediately and notify the Radiation Safety Office at [317-274-4797](tel:317-274-4797) during normal working hours of 8:00 am to 5:00 pm, Monday through Friday. For times other than normal working hours, this number will provide paging instructions.

If your job requires you to work with radiation and/or radioactive material, contact the Radiation Safety Office to determine training and monitoring procedures prior to working with these machines or materials.

For additional information please go to the Radiation Safety web site at [**researchadmin.iu.edu/cs-radsafety.html**](https://researchadmin.iu.edu/cs-radsafety.html).

Fire Protection and Prevention



The Office of Insurance, Loss Control, and Claim (INLOCC) enforces fire protection requirements as specified in the Indiana Fire Code and the National Fire Protection Association (NFPA) consensus standards.

INLOCC responds to all fire alarms activated on campus to assess the situation and assist the Indianapolis Fire Department in the case of actual fires. Another primary function is to survey the campus for fire hazards and to assure compliance with applicable fire codes. Campus Facility Services (CFS) Alarm Technicians maintain fire alarm and sprinkler systems and provide for the temporary shutdown of those systems when necessary.

INLOCC trains on fire extinguisher use, building evacuation, and other fire safety topics. You can do your part by being ready to respond in an emergency situation. Here are a few tips:

- Become familiar with workplace emergency procedures and policies (See Emergency Procedures Section);
- Know the emergency evacuation plan for your work area; and
- Be aware of the location of fire extinguishers, fire alarm pull stations, flashlights, and emergency supplies.

All personnel, visitors, and students must leave non-hospital buildings immediately when the fire alarm sounds. Specific emergency procedures regarding fires can be found in the IUPUI Emergency Procedures Flipchart.

Emergency Procedures



This Employee Health and Safety Handbook does not contain emergency procedures. This section contains a list of emergency situations that are covered within the Emergency Procedures Flipchart published by Indiana University Emergency Management and Continuity.

If this is an emergency, refer to the Emergency Procedures FlipChart. Emergency procedures can also be found online at protect.iu.edu/emergency/procedures. If you are unsure what to do, call [317-274-7911](tel:317-274-7911). EHS recommends that each employee become familiar with these procedures. The Emergency Procedures Flipchart includes, but is not limited to, emergency procedures for the following:

- Utility Failures
- Emergency Notifications
- Medical Emergency
- Bomb Threat
- Criminal Activity
- Odor Complaints and Gas Leaks
- Chemical/Radiological Contamination
- Fire Emergency
- Suspicious Packages
- Earthquake
- Weather Emergency
- Active Shooter
- Hazardous Materials – Spills
- Mental Health Concerns

Public Safety

Public Safety involves protection of faculty, staff, students, and visitors from personal harm and loss of possessions. Campus departments providing public safety and services are:

IUPUI Police

As a part of the CAMPUS WATCH program, all students and staff should report public safety problems to the IUPUI Public Safety Dispatch Center at [317-274-7911](tel:317-274-7911). Any activities you observe that make you uncomfortable or question the appropriateness of the activity should be reported.

IUPUI Safewalk Program

The IUPUI Police provides safety escort walks 24/7 to community members. Between the times of 6:00 p.m. and midnight extra police employees are on duty to provide walking escorts anywhere on campus. Outside of those hours on-duty IUPUI Police and Security Officers are available to provide these walking escorts. To request a Safewalk escort call [317-274-7233](tel:317-274-7233) (SAFE).

Jump Start and Lock Service

IUPUI Parking & Transportation Services provides the following services free of charge to any person legally parked in an IUPUI parking location: jump-starts, air for tires, and assistance for retrieving gasoline.

Contact Parking & Transportation Services at [317-274-4232](tel:317-274-4232) during office hours of 8:00 a.m. to 5:00 p.m. Outside of office hours call [317-274-7233](tel:317-274-7233) (SAFE).

Emergency Telephones

Emergency telephones are located in many areas on campus. Telephones in the surface lots are identified by BLUE LIGHTS. To operate, push the button and talk directly to the IUPUI Public Safety Dispatch Center. Remember, **DO NOT TRY TO APPREHEND** any suspicious person. Let the police respond. As you park and walk around campus, make note of the location of emergency telephones nearby.

Voice over Internet (VoIP)/UniCom and Using 911



VoIP and UniCom allows user to make a phone call with a computer using an internet connection, from anywhere in the world. The internet connection used does not correspond to a specific geographic location.

Therefore when a call is placed using VoIP service, whoever receives the call may not automatically receive information on the geographical location of the call.

For this reason, the ability to access emergency services by dialing 911 may be limited in the following ways:

- A 911 call placed using VoIP service may not connect to the Public Safety Answering Point (PSAP), which dispatches emergency personnel to assist a 911 caller;
- VoIP 911/UniCom service may ring to the administrative line of the PSAP, which may not be staffed after hours, or by trained 911 operators;
- VoIP 911/UniCom service may correctly connect to the PSAP, but not automatically transmit the phone number and/or location information;

- VoIP 911/UniCom service may connect to a PSAP serving a county other than the one the caller is located in; and
- VoIP 911 service may not work during a power outage, or when the Internet connection being used to place the call fails or becomes overloaded.

Sustainability

The IUPUI Office of Sustainability is dedicated to creating a culture of campus sustainability, to making IUPUI a place where faculty, students, and staff are engaged in research, teaching, and learning about urban sustainability and its best practices. The Office is committed to creating a campus and community that is engaged in the practice of urban sustainability by promoting education and action through programs of environmental stewardship, energy conservation, applied environmental science and policy research, environmental literacy, and community outreach.

But what does "sustainability" mean? IUPUI follows the definition put forth by the United Nations: "Sustainability is meeting the needs of the present without compromising the ability of future generations to meet their own needs."



Waste Minimization and Recycling

- IUPUI is devoted to protecting the environment and preserving the natural resources of our community. In this light, all employees are urged to look for ways to reduce their waste creation or responsibly eliminate waste, including chemicals. The following waste-minimization techniques should be considered when evaluating such opportunities:

Purchase Control

- Order only the volumes of materials necessary to complete the desired activity or project;
- Purchase smaller lots of materials on a more frequent basis. Purchase only volumes that can be used during a defined period of time (e.g., every three or six months);
- Be aware of any physical property of the material or chemical that may prevent long-term storage of the material (e.g., peroxide formation);
- Establish a centralized purchasing system within the department or area to avoid duplicate orders of chemicals;
- Purchase Energy Star appliances for your space to ensure energy efficiency; and
- Contact IUPUI Surplus for office equipment needs rather than purchasing new.

Inventory Control

- Attempt to redistribute unused materials and chemicals to other campus users;
- Attempt to return unused, unopened materials to vendor for credit;
- Ensure all containers containing chemicals are always labeled; and

- Send unwanted items that still are usable to IUPUI Surplus for re-use.

Operational Control

In a timely manner,

- Report circumstances which waste energy or natural resources by contacting the CFS Call Center at [317-278-1900](tel:317-278-1900);
- Turn lights off when leaving an area for any extended period of time;
- Think before you print, and if you do, print double sided;
- Use recycled and recyclable materials such as non-glossy, non-colored paper stock;
- Use water-soluble, biodegradable scintillation fluids in place of solvent-based fluids;
- Use specialty, biodegradable glass-cleaning detergents instead of sulfuric acid/chromic acid cleaners;
- Use water-based degreasers where feasible;
- Avoid wet chemistry techniques when practical;
- Reclaim and reuse materials when feasible (e.g., use spent solvent for initial gross cleaning and fresh solvent only for the final rinse);
- Neutralize corrosive wastes as the final step of an experiment or procedure; and
- Avoid mixing hazardous and non-hazardous wastes.

Recycling

Single-stream recycling is implemented across campus. Single-stream recycling (also called “mixed recycling”) allows users to place all recyclable items into one recycle bin. The recyclables are sorted later at a recycling center. Blue recycle bins are

located in public spaces in all buildings. If you would like a desk-side recycle bin, contact CFS (recycles@iupui.edu).

The following items are accepted in single-stream recycle bins:

- *Plastics*: Any plastics labeled No. 1-7, such as water bottles, medicine bottles, and cleaning product bottles
- *Paper*: Office paper, newspaper, magazines, soft books, junk mail, paperboard, brown paper bags, pizza boxes, cardboard (break down boxes) - if you can rip it, recycle it!
- *Metals* - Empty aluminum soda cans, soup cans, paper clips, and more

Other items accepted for recycling include:

- *Batteries*: EHS collects nickel/cadmium and lead/acid batteries for recycling. To request a battery pickup, please fill out the hazardous waste manifest form. Standard household-sized (A, AA, AAA, C, D, 9-volt) batteries are not collected for recycling and may be disposed of in the trash.
- *Printer/toner cartridges*: Specific containers for these are typically located on the first floor of most buildings.

Questions regarding recycling efforts on campus can be sent to recycles@iupui.edu.



Additional Information

Seat Belt Policy

Employees driving or riding in university vehicles must wear a safety belt at all times. This pertains to all vehicles, including trucks. Seat-belts save lives!

Food Safety Policy

From time to time, approved IUPUI student groups and others affiliated with the IUPUI campus participate in various events, including fund-raisers, which involve the sale of food to students, faculty, staff and the public. The sale of foodstuffs may present an opportunity for the spread of communicable and foodborne illnesses. Due to the nature of food service, any food-related disease outbreak has the potential of affecting a large number of individuals.

IUPUI has developed this policy to oversee the events within the scope of this policy so that all food products intended for human consumption and offered for sale on campus are managed to reduce the risk of foodborne illness. For additional information refer to the Food Safety Policy at ehs.iupui.edu/.

Contact Information

Emergency Numbers

Police	317-274-7911
Fire	317-274-7911
Emergency Medical Service	317-274-7911
Contaminated Injury (e.g. Needlestick)	317-312-6824 (OUCH)
State Poison Control Center	317-962-2336

Contact Numbers

EHS - Director	317-274-2829
EHS - Office	317-274-2005
EHS - Asbestos Management	317-274-5239
EHS – Environmental Management	317-274-4351
EHS – Laboratory Safety	317-278-6150
EHS – Biological Safety	317-274-2830
EHS – Occ. Health & Safety	317-274-5248
EHS - Radiation Safety	317-274-4797
Loss Control - INLOCC	317-274-8951
IUPUI Campus Health	317-274-8214
IU Health - Safety Office	317-944-0400
Eskenazi - Safety Office	317-880-7071
Emergency Management	317-274-8152
Campus Facility Services	317-278-1900
Sustainability - Office	317-278-1308

EHS Email & Website

Email: ehs@iupui.edu Web: ehs.iupui.edu

