

Welcome Message

Our vision at the University of Kentucky is to become one of the nation's top 20 public research universities: an institution recognized world wide for excellence in teaching, research and service, and an international catalyst for intellectual, social, cultural and economic development.

To enable the realization of this vision, we must manage environmental health and safety like our other key resources – by integrating every process with good management and leadership techniques. In addition, every employee must be committed to working in a safe, environmentally conscientious manner. We expect all employees to take personal responsibility for their own safety, to be conscious of the safety of others, and to help identify potential hazards so they can be corrected. Moreover, we must continuously evaluate our processes, looking for ways to minimize our impact on the environment by reducing and recycling waste whenever possible.

This Employee Safety Handbook provides information about our safety, health, and environmental policies and procedures. I recommend that you read this Handbook as well as other UK safety references. Safety is an integral part of everything we do here at UK. Remember, UK Safety begins with YOU!

Lee T. Todd, Jr., President

TELEPHONE NUMBERS



Emergency Number



911

Non-Emergency Numbers	
Environmental Health and Safety web site: http://ehs.uky.edu	257-1376
Biosafety Liaison with IBC (infectious agents/rDNA), training & auditing, biosafety cabinets, NIH guidelines and federal/state biosafety laws & regulations	257-1049
Environmental Management Hazardous waste management, spills and releases, hazardous materials, DOT/IATA, underground tanks, PCBs, site remediation, property audits, radon, lead, asbestos	323-6280
Occupational Health and Safety Lab safety, fume hoods, OSHA, respirators, ergonomics, accident investigation, indoor air quality, bloodborne pathogens, chemical safety, lockout-tagout, hot work, noise, confined space	257-3827
Radiation Safety Radioactive material, authorization, badges, waste pickup, meter calibration, training, X-ray machines, laser	323-6777
University Fire Marshal Emergency planning, fire prevention, fire suppression systems, life safety, plan review/approval, code compliance	257-6326
Other Safety Personnel	
Hospital Safety Officer	323-5734
PPD Safety Officer	257-9377

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I. INTRODUCTION

Welcome to the University of Kentucky. The skills and talents you bring to UK are vital to our mission of teaching, research, and service for the Commonwealth of Kentucky. One of the keys to accomplishing that mission is a safe and healthy campus environment. The Division of Environmental Health and Safety (EH&S) is charged with providing UK employees with educational programs, technical assistance, and other services in these areas.

This Employee Safety Handbook is intended for **all** UK employees, full time and part time, regular and temporary, and all other UK employment categories (STEPS, 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 on the EH&S web pages or by contacting EH&S directly.

Remember ***“UK Safety begins with YOU!”***

Environmental Health & Safety Policies

EH&S Policy Statement

The University of Kentucky 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 Commonwealth in its environmental stewardship, health protection and safety standards and in its compliance with laws and regulations relating to the environment, health and safety.

Health and Safety Responsibility Statement

The University of Kentucky adopts the following objectives in order to help meet its goal of providing a safe and healthful campus environment for students, employees, patients, and visitors. Meeting these objectives shall be the responsibility of everyone at the University. The EH&S division will provide oversight and report on progress toward meeting these objectives.

- A. All activities at the University shall be conducted in accordance with environmental, health, and safety regulations. Activities not conducted in compliance with this objective are designated as "unsafe acts" and are not permitted by the University for any purpose or under any circumstances.
- B. Personal exposure to chemicals and other health hazards shall be kept as low as reasonably achievable. This goal will be met by providing appropriate work practices, engineering controls, and personal protective equipment.
- C. The University's goal for all preventable occupational injuries and illnesses is zero. Procedures and practices consistent with this approach will be implemented and continuously improved.

Environmental Responsibility Statement

The University of Kentucky is committed to developing and maintaining a sustainable and environmentally responsible mode of operation, within the context of its educational mission, fiscal constraints, and responsibilities to students, faculty, staff, alumni, and the local community. This commitment to environmental responsibility is intended both to educate the University community about environmental issues and to minimize, to the extent practicable, the University's impact on the environment.

EH&S Programs and Responsibilities

A. Division of Environmental Health and Safety

The Division of Environmental Health and Safety 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. Division staff will function as consultants to deans, directors, heads of academic and administrative units, other staff members, and students in all areas of environmental health and safety. In addition to consultation, the division will make health and safety investigations as necessary and upon request, will assist departmental safety committees in the development of intra-departmental safety programs, and participate in health and safety training and education projects.

The Division of Environmental Health and Safety will provide technical assistance in determining existing or potential health and safety hazards. Assistance can be provided through consultations and code interpretations either for existing operations and facilities or for those which are being planned. Additionally, the division will inspect and report on the environmental health and safety aspects of University operations and facilities. Such

inspections may be routine or at the request of a department and the results will be reported to the appropriate administrative personnel.

The division will maintain reference materials from local, state, and federal agencies, particularly in regard to rules and regulations affecting campus operations, and will assist in the technical interpretation of same. The division will develop additional appropriate environmental health and safety standards for unique campus situations and submit them for administrative approval.

The director of the division reports to the Vice President for Auxiliary and Campus Services. The Environmental Health and Safety Committee also reports to the Vice President for Auxiliary and Campus Services.

B. Provosts, Vice Presidents, Deans, Directors, Chairs and Other Heads of Academic and Administrative Units

Provosts, vice presidents, deans, directors, chairs and other heads of academic and administrative units have a primary responsibility for the health and safety of their staff and students and for compliance with all applicable laws and regulations; for providing funds needed for safety and health improvements and for making those improvements; and for ensuring that supervisors, employees and students comply with the duties set forth in these regulations. In addition, some units, such as the Hospital, 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.

C. Supervisors

Each supervisor has certain specific responsibilities for providing a working environment free from safety and health hazards for those supervised. These responsibilities include, but are not limited to, the following:

1. Informing new employees about safety and health procedures, rules and regulations, as well as their specific responsibilities.
2. Assuring that required equipment and personal protective devices are provided, maintained, and used.
3. Taking prompt action when unsafe acts or conditions are reported or noted.
4. Providing for health and safety training and education on a continuing basis.
5. Promptly investigating and reporting all on-the-job accidents and requesting medical treatment if required.
6. Promptly investigating and reporting all job-related health or safety problems.
7. Coordinating or conducting internal inspections to assure safe and healthful conditions.
8. Requesting the assistance of the next higher level of supervision regarding budget requests for health and safety improvements.

D. Employees

Each employee has certain specific responsibilities to comply with existing safety and health standards, rules, and regulations. The responsibilities include, but are not limited to, the following:

1. Following all safety and health standards and rules.
2. Reporting all hazardous conditions to the supervisor.
3. Wearing or using prescribed protective equipment.
4. Reporting any job-related injuries or illnesses to the supervisor and seeking treatment promptly.
5. Refraining from the operation of any mechanical equipment without both proper instructions and authorization.

E. Students

Students are responsible for following all health and safety standards and rules.

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 shall 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 shall 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 bloodborne pathogens, 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 shall exercise a measure of accommodation for those needing training. Checklists to help you understand the training requirements are found on pages 19 through 21.

In some cases, supervisors may conduct specialized training sessions (e.g., safety procedures for using powered equipment). Supervisors can contact appropriate EH&S departments 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 UK's health and safety policies applicable to the job.

Training shall 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—To protect the eyes and face from splash when using or dispensing corrosive liquids, non-vented chemical goggles or safety glasses with side shields and full-face shield offer the best protection. Safety glasses are the minimum protection recommended for all operations involving hazardous chemicals.



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 are also required to be worn under the hood.

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 may be required. Different lasers require different types of eye protection. Consult the Radiation Safety Office 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 Walkmans[®] 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, ask your supervisor or contact the Occupational Health and Safety Department 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 Occupational Health and Safety Department for more information.



Miscellaneous Personal Protective 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 Occupational Health and Safety Department 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 departments 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 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, follow the **General University Evacuation Plan**:

When the fire alarm sounds: It is University policy that a building be evacuated 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 911 from a safe location to report the fire. The UK Police Department provides a 24-hour emergency number and first aid assistance on Lexington campus. Again, it is University policy that a building be evacuated when the fire alarm sounds. The policy can be reviewed at <http://ehs.uky.edu/fire/evacuation.html>.

Corridor use policy: The Kentucky Building Code and National Fire Protection's Life Safety Code require that exit corridors and stairwells are kept clear and unobstructed for emergency egress. Corridors can not be used to store office or laboratory equipment without written authorization from the University of Kentucky Fire Marshal. The entire policy can be reviewed at <http://ehs.uky.edu/fire/corridor.html>.

Reporting Campus Fires and the Michael Minger Act

In 1998, the Michael Minger Act was passed by the Kentucky General Assembly. This law was written because of a fatal fire at Murray State University. This act requires that all "fires or threats of fire" at state colleges and universities be reported immediately to the State Fire Marshal.

UK police are automatically notified of any incident on campus that involves a fire alarm or the fire department. There are three situations or THREATS OF FIRE in which individuals, faculty,

staff or student, must ensure UK Police (257-1616) are notified immediately.

- Small fires on campus that are extinguished with or without a fire extinguisher and that do not involve a fire alarm or the fire department must be reported to UK Police. For example, a beaker of alcohol that ignites in a laboratory hood, a small trash can fire, a burnt bag of popcorn in a microwave, or a mulch fire around a shrub must be reported.
- All threats of fire on campus, whether heard or observed, must be reported to UK Police.
- For properties located off-campus, the official in charge of the property is responsible for reporting all fires, false alarms and threats of fires to UK Police.

After being notified, UK Police will report these incidents to the State Fire Marshal. To review additional fire prevention and/or life safety policies go to <http://ehs.uky.edu/fire/>.

The campus emergency number is 911.

Use this number when you are in classroom, research, clinical, utility and administrative buildings, residence halls, fraternities and sororities, Lexington Community College, and sports facilities. University Hospital and some remote facilities have developed site-specific emergency first aid capabilities and procedures. If such procedures apply to you, you will receive information directly from your unit.

When contacting the 911 dispatcher in any emergency:

- Give your name.
- Tell the dispatcher specifically what the emergency is.

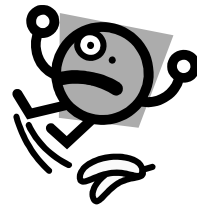


- Give the exact location, such as the building name, the room number, the street location, and any helpful directions to quickly locate the area.
- Describe the severity of the accident.
- Stay on the line until released by the dispatcher.
- Follow-up by completing any paperwork that has been described in this handbook.

Severe weather: In the event of a severe weather emergency, follow these guidelines: **Watch**— means conditions are occurring that could cause a severe thunderstorm or tornado. **Warning**— means a tornado has been spotted: seek shelter immediately: The lowest floor is the safest. A windowless room (closet/bathroom) or an interior windowless corridor is considered to be a safe location.

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 shall 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 occurs, 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 immediately.



The following sections describe the forms and procedures used to report accidents.

Employee Accidents

You must report all work-related accidents, injuries, or illnesses to your supervisor. If an injury or illness requires medical

attention, supervisors must report them to UK Workers' Care by calling 1-800-440-6285. The supervisor must complete a *Workers' Compensation First Report of Injury* (Form IA-1). This form will be completed over the phone at the time of the call or a hard-copy version may be submitted. Forms are available at the UK Benefits Office, 115 Scovell Hall (257-9519x167).

If an employee is injured but does not seek medical attention at the time of the injury, the supervisor must complete an *Accident-Occupational Injury/Illness Report* (Form 6) available from the Occupational Health and Safety Department. Forward a hard copy to the OHS department or submit an online form via <http://ehs.uky.edu/ohs/form6.php>

Student or Visitor Accidents

Any faculty or staff member who witnesses, is involved in, or is informed of an accident with a student or visitor shall report the accident using the *Accident-Occupational Injury/Illness Report* (Form 6).

Automobile Accidents

Accidents involving UK-owned or leased vehicles occurring on the Lexington campus shall be reported immediately to the UK Police (257-1616) and the University's Risk Manager (257-3372). Accidents occurring elsewhere shall be reported to the local police department and the University's Risk Manager.



III. EH&S DEPARTMENTS AND PROGRAMS

This section contains a brief description of EH&S departments and programs. It is intended to give you an overview of the services they provide. If you need assistance in any of these

areas or believe your department should be participating in a particular program, contact the appropriate department below.

Departments

Biological Safety (257-1049)

This department is responsible for programs concerning the safe use of infectious agents and recombinant DNA at UK. This includes training, auditing, and consulting with researchers and laboratory personnel concerning compliance with the Federal and state laws and regulations in these areas. The Biological Safety Officer is the liaison between the researchers and the Institutional Biosafety Committee, which reviews protocols dealing with infectious agents and/or recombinant DNA.

Environmental Management (323-6280)

This department has primary responsibility for management of UK's hazardous waste, including waste pickups and central waste storage. This unit handles hazardous materials spills and releases, biohazard wastes, chemical recycling and provides assistance for shipping hazardous materials. It also focuses on environmental compliance and activities that could affect the quality of air, soil, drinking water or groundwater. This unit handles asbestos testing and abatement, underground storage tanks (USTs), lead, radon, polychlorinated biphenyls (PCBs), air and water quality, environmental site assessment, and contaminated site remediation.

Occupational Health and Safety (257-3827)

This department is responsible for all OSHA-related programs, such as respiratory protection, hearing conservation, bloodborne pathogens, hazard communication, laboratory safety, and many others. The department 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 (323-6777)

This department is responsible for all aspects of radiation use at UK. 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 radiation sources. The unit is also responsible for x-ray and laser safety programs.

University Fire Marshal (257-6326)

This department handles fire prevention and training, fire suppression systems, fire extinguisher inspection and maintenance, life safety audits, emergency evacuation planning, and building code compliance. The University Fire Marshal has the delegated authority for plan review and approval of in-house construction and renovation projects (i.e., non-capital projects costing less than \$400,000). All in-house renovations must be approved by the Fire Marshal's office prior to beginning construction.

Health and Safety Programs

EH&S has developed a number of model programs to help provide for the health and safety of UK 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
- Bloodborne Pathogens Program
- Confined Space Entry Program
- Emergency Plans
- Hazard Communication Program
- Hazardous Waste Manual
- Hearing Conservation Program
- Laboratory Safety Manual (Chemical Hygiene Plan)
- Laser Safety Manual
- Lockout/Tagout Program
- Radiation Safety Manual
- Respiratory Protection Program
- Select Agent Program

For copies of these manuals or model programs, contact the appropriate department. These and numerous other safety resources are available on the EH&S web site.



IV. HEALTH AND SAFETY TRAINING CHECKLISTS

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** UK employees, full time and part time, regular and temporary, and all other UK employment categories (STEPS, student employees, etc.).



Training Checklist for Non-lab Work Areas

Activity	Required Training (EH&S provider)*	Required Written Program
Are there hazardous chemicals in your work area?	Hazard communication (OHS)	Hazard communication
Do you work with hazardous chemicals?	Hazardous waste (EM)	Hazardous waste manual
Do you provide first aid services or do you work with human blood, body fluids or tissues?	Bloodborne pathogens (OHS)	Bloodborne pathogens
Do you work with animals?	Contact the University Veterinarian	Contact the University Veterinarian
Does your work require hearing protection?	Hearing protection use (OHS)	Hearing conservation
Do you use or service equipment for which an unexpected restarting could cause injury?	Lockout-Tagout (OHS)	Lockout-Tagout procedures
Does your area have any confined spaces that you must enter?	Confined space entry (OHS)	Confined space
Do you operate industrial trucks (forklift, bucket truck, etc.)?	Safe operation of industrial trucks (none)	No written program
Do you use respirators of any kind (including dust masks)?	Respirator use (OHS)	Respiratory protection
Does your area have fire extinguishers for your use?	Fire extinguisher use (FM)	Emergency response procedures
Do you perform maintenance or housekeeping work?	Asbestos awareness (EM)	No written program

* For training schedules, call the office below or check the EH&S web site (<http://ehs.uky.edu/classes.html>).

EM, Environmental Management, OHS, Occupational Health & Safety; FM, University Fire Marshal; BS, Biological Safety Office

Training Checklist for Laboratories

Activity	Required Training (EH&S Provider)*	Required Written Program
Do you use chemicals in your laboratory?	Chemical safety (OHS) Hazardous waste (EM)	Chemical hygiene plan Hazardous waste manual
Do you use infectious agents, tissue culture, recombinant DNA (plant, animal or human) or other biohazards in your laboratory?	Biological safety Hazardous waste (EM)	Biosafety manual Hazardous waste manual
Do you use human blood, body fluids or tissues in your laboratory?	Bloodborne pathogens (OHS)	Bloodborne pathogens
Do you use radionuclides, x-ray or lasers in your laboratory?	Radiation safety (RSO)	Radiation safety or laser safety manual
Do you use animals in your research?	Contact the University Veterinarian	Contact the University Veterinarian
Does your laboratory use respirators?	Respirator use (OHS)	Respiratory protection
Are there fire extinguishers in your laboratory or the corridor for your use?	Fire extinguisher use (FM)	Emergency response procedures
Do you send dangerous goods	DOT/IATA (EM)	Standard Operating Procedures

* For training schedules, call the office below or check the EH&S web site (<http://ehs.uky.edu/classes.html>).

EM, Environmental Management; OHS, Occupational Health & Safety; RSO, Radiation Safety Office; FM, University Fire Marshal; BS, Biological Safety Office

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