



# Workplace Safety Resources

ENVIRONMENTAL HEALTH AND SAFETY  
WOOSTER CAMPUS



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

## Workplace Safety Resources

Environmental Health and Safety (EHS) assists the community in providing and maintaining a safe and healthful work environment for students, faculty, staff, contractors, and visitors.

This guide was developed by EHS for the use of all administrative units to obtain information on the safety resources and programs made available to them through the university. Please contact EHS for any additional questions.

If you are interested in more information regarding regulatory safety compliance, please review the Ohio State Safety Management Guidebook.

**Be safe today and remain a Buckeye tomorrow!**

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# Reporting Emergencies

It can be difficult to properly report emergencies when the situation presents itself. Here is important information that can help individuals that are reporting the emergency, as well as first responders.



## *Numbers You Need*

**Emergencies.....9-1-1**

**Public Safety.....(614) 292-2121**

**Facilities Services.....(330) 263-3915**

**EHS Department.....(330) 263-3663**

## *Important Information*

- » You are the first line of defense, watching out for the safety at Ohio State.
- » Take responsibility for your own safety and assist those around you.
- » See something, say something! Report unusual or suspicious activities.
- » The university will make any necessary announcements regarding campus emergencies at [emergency.osu.edu](http://emergency.osu.edu)

## *Procedures to Follow*

1. Remain calm.
2. Speak slowly and clearly.
3. Provide all information, to the best of your ability, that the dispatcher is requesting.
4. Remain on the phone with the dispatcher.
5. Instruct someone to meet emergency personnel and escort them to the incident, if needed.

# Buckeye Alert

The Department of Public Safety uses a variety of methods to communicate with the campus community. These include, but are not limited to, the Buckeye Alert System.



## *What Is It?*

The Buckeye Alert System is a multi-modal, emergency notification system that includes nearly two dozen communication methods. Buckeye Alerts, often **sent via text**, are issued when it is determined that the campus community needs to take immediate action to remain safe.

## *How Do I Register?*

If your mobile phone number is in the Student Information System (BuckeyeLink) or Workday (faculty/staff), then you are **automatically registered** in the Buckeye Alert System. For additional questions on how to register family members or visitors, visit [dps.osu.edu](https://dps.osu.edu)



## *Important Terms*

- » **Secure in Place** - Stay away from windows. In an office, lecture hall, or classroom, shut, lock, or barricade the door. Do not allow access to anyone other than police or any public safety official.
- » **Run. Hide. Fight.** - If you can get out, **run**: escape or evacuate. If you cannot get out safely, find a place to **hide**. Turn out lights and lock/barricade the door. As a last resort if your life is at risk, **fight** with aggression to disarm or incapacitate the aggressor.

# Accident Reporting

Employees who are injured on the job or become ill as the result of a workplace exposure are required to complete an Employee Accident Report and notify their supervisor.



## *Employee Accident Report*

Employee Accident Reports (EAR) can be obtained from [hr.osu.edu](http://hr.osu.edu)

The report will provide all necessary instructions and procedures for both employees and supervisors to follow.

## *Medical Treatment*

Regional campus employees should seek medical treatment at their designated local health provider.



**MedPro Wooster**  
2201 Benden Dr., Suite 100  
Wooster, OH 44691  
(330) 263-7270  
M-F 8A-5P

**Emergency medical treatment should be obtained at the nearest Emergency Department.  
Call 9-1-1 if necessary.**

## Supervisor Responsibilities

1. If the employees need or desires medical treatment, assist in the arrangement of appropriate care.
2. Review the EAR, and sign as indicated in “Section 4.”
3. Complete the “**Supervisor Accident Analysis Report.**”
4. Make a copy of the EAR for your records, and provide the original to the employee.
5. Immediately submit a copy of the completed forms to:  
**E-mail:** [accidentreport@osu.edu](mailto:accidentreport@osu.edu)  
**Fax:** (614) 688-8120

## Employee Responsibilities

1. Seek medical treatment if necessary.
2. Notify supervisor/designated charge person.
3. Fully complete “**Employee Information**” and “**Accident Information**” sections on EAR.
4. Sign and date the report.
5. Give form to supervisor/charge person for signature, and completion of the Supervisor Accident Analysis Report.

**For blood and body fluid exposures (BBFE): Report immediately to supervisor and complete the BBFE Addendum on the EAR. Contact Occupational Health and Wellness for further instructions.**

# Good Catch Program

This program encourages the reporting of unsafe conditions that could result in serious consequences, such as injury, illness, or property damage. This allows for further actions to prevent future occurrences.



## *What is a Good Catch?*

A “**Good Catch**” is the recognition of an event or circumstance that had the potential to cause a serious consequence, but did not thanks to a corrective action after the condition was reported.

Example: Reporting a broken handrail in a building stairwell.

## *What Should Be Reported?*



Tripping hazards



Risky Behaviors



Chemical hazards



Electrical hazards



Any occupational safety concerns

## *Do Not Report*

- » Suspicious Activity
- » Suffering a Laceration or Other Injuries
- » Witnessing an Automobile Accident

## FAQ

### *Can I use this to report injuries and illnesses?*

Report any incidents that resulted in either an injury or illness via the Employee Accident Report. A Good Catch report should not be used in this instance.

### *How soon should I submit a Good Catch report after an incident?*

The sooner the better. The longer it takes to complete the report, the more likely important information may be forgotten or misinterpreted. Responding in a timely manner helps avoid any further incidents.

### *May I report anonymously?*

Any report can be submitted anonymously, but it is recommended that you provide contact information so EHS can request any additional information and so the corrective actions can be shared with you.

### *Why is it important to report a Good Catch?*

It is very important to report any incident or behavior so proper actions can be implemented to prevent future injuries or damage.

## *How to Submit a Report*

1. Go to [ehs.osu.edu/goodcatch](https://ehs.osu.edu/goodcatch)
2. Click on the [“Report a Good Catch”](#) button near the top of the page.
3. Supply your contact information, unless you wish to submit the report anonymously.
4. Fill out as much information as possible regarding the incident or observation. The more information, the better.
5. Submit the report.





# BEAP

Building Emergency Action Plans (BEAP) are developed to assist departments in preparing for building emergencies such as severe weather, fires, earthquakes, flood damage, and more.



## Building-Specific Plans

BEAPs provide emergency action information pertaining to evacuation and other emergencies specific to the building. Departments should customize their plan to meet their specific needs, operations, and locations. For additional questions, please contact the [Emergency Management Department](#).

## Employee Responsibilities

7

Complete the online BEAP training course (required for all employees)

Know how to get help.

Know where the fire alarm pull stations are located and how to use them.

Know where the exits/stairways are located and how to access them.

Know where fire extinguishers are located.

Keep exits clear of any obstructions at all times.

Have a plan ready for where to go if a fire alarm goes off.

Participate in emergency training or drills.

Inform students and visitors how to respond to alarms and where evacuation routes are from classrooms, offices, etc.



## Secure-in-Place



### **Tornado / Severe Weather**

- Report to designated area
- Travel to lowest level
- Stay in interior area

## Evacuate



### **Fire**

- Evacuate the building immediately
- Remain out of the building until given the all clear to re-enter

**In Case of  
Emergency!**

## As Instructed



### **Hazardous Materials Incident**



### **Bomb Threat**



### **Active Aggressor**

## Utility Emergency



### **Telephone or Internet Outage**



### **Water Issues**



### **No electricity**



### **No Heat/A.C.**

## Emergency Information



**Building:** \_\_\_\_\_



**Room/Suite#:** \_\_\_\_\_



**Address:** \_\_\_\_\_



**Building Coordinator:** \_\_\_\_\_



**Building Coordinator Phone #:** \_\_\_\_\_



**Building Coordinator E-mail:** \_\_\_\_\_

# First Aid Kits

First aid kits must contain proper first aid equipment with no expired items. Kits must also be maintained properly and be applicable for the anticipated hazards in the working area.



## Recommended Supplies

- » Absorbent compress, 32 sq. in. (1)
- » Adhesive bandages, 1" x 3" (16)
- » Adhesive tape, 3/8" x 5 yd (1)
- » Antiseptic, 0.14 fl. oz. application (10)
- » Burn treatment, 1/32 oz. application (6)
- » Medical Exam Gloves (2 pair)
- » Sterile pad, 3 x 3 in. (4)
- » Triangular bandage (1)

## Employee Responsibilities

- » Conduct work using safe work practices and report hazards to supervisor.
- » Complete an [Employee Accident Report](#) and notify the supervisor of all workplace injuries, even those that only require first aid.
- » Report to MedPro or Wooster Community Hospital Emergency Department if injuries require more than first aid.



# Hazard Communication

The purpose of the Hazard Communication Program is to ensure employees are aware of hazardous chemicals in the workplace and are provided information regarding the potential hazards associated with exposure.



## Working Environments

Laboratory employees are required to follow their specific Chemical Hygiene Plan (CHP).

Shop employees are required to follow the Hazard Communication Plan.

All other “non-laboratory” staff are required to take Hazard Communication training.

## Potentially Hazardous Supplies

**Adhesives:** Glues and rubber cement

**Cleaners:** Glass cleaners and surface cleaners

**Copy/Duplication Products:** Dry and liquid toners

**Ink/Inking Materials:** Printer ink cartridges



## How to Protect Yourself

Employees can be protected by reading container labels thoroughly before using unfamiliar products. If other hazardous chemicals are located in the working environment, employees should also consult **Safety Data Sheets (SDS)** for more detailed information on chemicals and chemical products.



**All employees are required to complete the Hazard Communication or Lab Standard online training module!**

# Hazard Pictograms

Pictograms alert users of the chemical hazards to which they may be exposed.



## FLAME

- » Flammables
- » Pyrophorics
- » Organic Peroxides
- » Emits Flammable Gas
- » Self-reactives
- » Self-heating



## HEALTH HAZARD

- » Carcinogen
- » Mutagenicity
- » Respiratory Sensitizer
- » Reproductive Toxicity
- » Aspiration Toxicity
- » Target Organ Toxicity



## CORROSION

- » Skin Corrosion
- » Burns
- » Corrosive to Metals
- » Eye Damage



## EXCLAMATION MARK

- » Skin/Eye Irritant
- » Skin Sensitizer
- » Respiratory Irritant
- » Acute Toxicity
- » Hazardous to Ozone
- » Narcotic Effects



## FLAME OVER CIRCLE

- » Oxidizers



## SKULL & CROSSBONES

- » Acute Toxicity (Fatal)



## EXPLODING BOMB

- » Explosives
- » Self-reactives
- » Organic Peroxides



## GAS CYLINDER

- » Gases Under Pressure



## ENVIRONMENT

- » Aquatic Toxicity

# Hazardous Waste

Environmental Health and Safety offers biological, chemical, and universal waste disposal for campus. This includes supplies needed for collection of these wastes.



## *Waste Disposal*

Remember to NEVER pour any wastes down the drain, into trash receptacles, or evaporate in chemical fume hoods.

Contact EHS with any waste disposal questions if you are unsure of how to properly dispose of your waste(s).

## *Chemical/Biohazardous Waste*

Submit a work request with a list of items for disposal, building/room information, location within the lab the waste is located, and any supplies needed. Be specific as possible.

- Use the “Submit Service Request” tab under the CFAES website “Wooster Campus” tab.

## *Electronic Waste*

Batteries, light bulbs, ballasts, and other electronic waste can be brought to the Old ATI Dairy Barn on the last Wednesday of each month from 1-2 PM. An e-mail is sent the Monday before drop-off day.

- All computers and IT equipment must go through IT for electronic waste.

# Indoor Air Quality (IAQ)

The quality of indoor air in buildings should allow employees to work safely. However, circumstances such as construction projects and maintenance issues may effect the indoor air quality.



## IAQ Assessments

Under rare circumstances, hazards such as particulates (dust, dander, and allergens), chemical vapors, and vehicle emissions may enter workplace air and impact the indoor air quality. EHS has the capability to perform [indoor air quality assessments](#) to assure working environments are safe from air quality hazards.

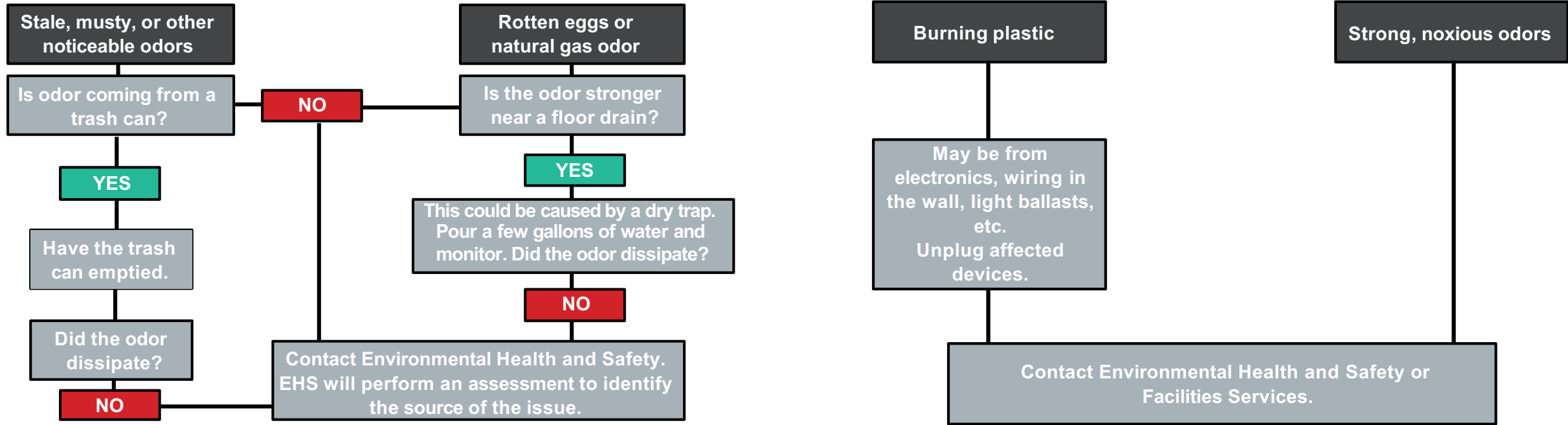
## Dampness Issues

Sometimes water damage can be hidden. When water intrusions occur from flood or leaking pipes, building materials (rugs, walls, ceiling tiles) may become damp. If left untreated for extended periods of time, this can lead to bacteria and mold growth. Contact [Facilities Services](#) after any water intrusion to have any necessary repairs made. EHS can also be contacted to ensure air quality has not been affected.

## Bothersome Odors

Chemicals and other building odors can be caused by numerous sources. Many products found in office environments or during maintenance activities can produce bothersome odors.

If you sense any unusual odors in your working area that may be causing adverse health effects, refer to the IAQ Flowchart on the next page or contact [EHS](#) to have an indoor air quality assessment conducted.





# Ergonomics

Ergonomics is the science of fitting the job to the worker. The EHS ergonomics program focuses on the prevention and management of work-related musculoskeletal disorders associated with repetitive job duties.



## *Ergonomic Assessments*

If you are experiencing any discomfort or concerns that you believe is associated to your working environment, you can request an [ergonomic assessment](#) via the EHS website under “Make a Service Request.”

## *Ergonomic Risk Factors*

- » Awkward Postures
- » High Repetition
- » Long Duration
- » Contact Stress
- » Environmental Factors

## *Helpful Tips*

- » Alternate work tasks and positions when possible
- » Take micro-breaks (1-2 minutes) every hour of continuous computer use
- » Break up tasks into smaller parts
- » Get help lifting heavy objects
- » Maintain a natural posture

If any injury occurs, inform your supervisor, complete an Employee Accident Report.

## Work a Pain in the Neck? Check Your Desk.

Ergonomics is the science of fitting the job to the worker. By providing a better fitting work environment, employees can expect higher productivity, less illness and injury risk, and increased job satisfaction.



### Tips to make your workstation more ergonomic-friendly.

1. Chair height should be set so elbows are at about desktop level.
2. Mouse / keyboard should be placed so that both elbows are by your sides.
3. Adjust the chair so that your lower back is supported. Use a lumbar pillow if necessary.
4. Use a footrest if your feet can't reach the floor or you feel pressure on the back of your legs.
5. The top of the monitor should be at or below eye level.
6. Adjust screen brightness and contrast for comfortable viewing.

## Working from home? Try these tips.

- » Use a good office chair, if possible. If you don't have a good chair, add pillows for back and leg support.
- » Raise your chair. Most kitchen tables and desks are too high. Use a pillow as a seat cushion if needed, or better yet use an external keyboard and a lap desk.
- » Support your feet on a step stool, sturdy box, etc., if they don't firmly touch the ground while sitting.
- » Drink lots of water to stay hydrated and to naturally remind you to get up and take a break.
- » You can work from a variety of spaces. Changing your posture often is important.
- » Have a phone call or virtual meeting? Stand or pace for the duration if possible to get in some extra movement.



# Online Safety Training

Environmental Health and Safety currently offers over 70 online safety courses that are available to employees.



## *Required Trainings*

Depending on your department's requirements, specific safety courses must be taken by employees. EHS has a wide variety of online training courses available. A training transcript is maintained that records completed online courses.

## *Accessing Courses*

There are two (2) online locations that employees can choose from to access online safety training courses, both of which have the same course catalogs:



**BuckeyeLearn**



**EHS Website**



## *Required Courses*

The following courses are required for all university employees:

- » **Building Emergency Action Plan**
- » **Hazard Communication or Lab Standard Training**
- » **New Employee Safety Orientation**
- » **Any Job-Specific Safety Training**

# How to Access EHS Training Modules

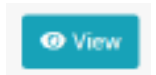
1. Navigate to [ehs.osu.edu](https://ehs.osu.edu) and scroll down to this menu. Select **“Participate in Online Training”** and log in.



2. Select **“Safety Training”** from the options to access the training catalog.



3. Find the desired course and select the **“View”** button.



4. Select the **“Start Program”** button to begin the course.



## Important Resources

<b>Emergency</b> .....	<b>9-1-1</b>
Ohio State Police (non-emergency).....	(614) 292-2121
Ohio State Emergency Management.....	(614) 292-2121
Facilities Services .....	(330) 263-3915
Wooster EHS.....	(330) 263-3663
Disability Services.....	(614) 292-3307
Employee Assistance Program.....	800-678-6265



## Important Resources

<b>Environmental Health and Safety</b> <a href="https://ehs.osu.edu">ehs.osu.edu</a>
<b>Ohio State Department of Public Safety</b> <a href="https://dps.osu.edu">dps.osu.edu</a>
<b>Public Safety Notices</b> <a href="https://dps.osu.edu/alert-notices">dps.osu.edu/alert-notices</a>
<b>Employee Assistance Program</b> <a href="https://osuhealthplan.com/eap">osuhealthplan.com/eap</a>
<b>Office of Disability Services</b> <a href="https://ods.osu.edu">ods.osu.edu</a>
<b>CFAES Safety</b> <a href="https://cfaessafety.osu.edu/cfaes-wooster">cfaessafety.osu.edu/cfaes-wooster</a>

