

WESTERN MICHIGAN UNIVERSITY

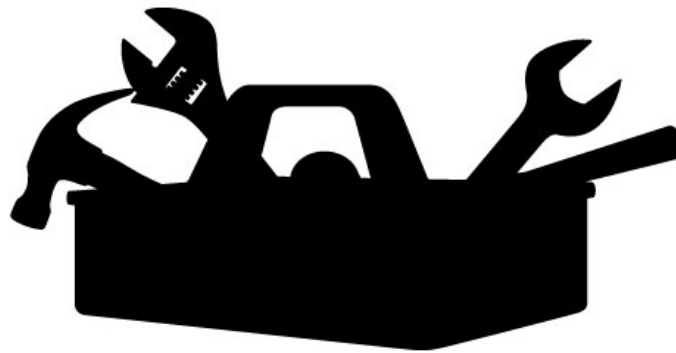


Maintenance Services
Facilities Management Department

AFSCME

Employee Policy Handbook

2017



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FM POLICIES (I-XXII)

CLOTHING (AFSCME)

I. Statement of Policy

The FM Clothing (AFSCME) is a policy that outlines the required uniforms for all AFSCME employees during working hours.

II. Purpose of Policy

Employees are required to wear the University-authorized uniforms as designated in this policy, during all working hours. When employees wear the designated uniforms, they present a unified appearance of AFSCME workers to the campus community. This is a revision of the previous policy to adhere to new policy format requirements.

III. For Whom Policy is Most Applicable

The FM Clothing policy is applicable to any AFSCME employee at the University. All employees must adhere to the guidelines set forth in this policy.

IV. Reporting and Monitoring

It is the responsibility of the supervisor to monitor the uniform compliance in the same manner used to monitor safety shoes.

V. Procedures of Implementation

The clothing policy will be implemented when an employee starts their position in Facilities Management. The policy is enforced by the supervisor and is communicated through the policy handbook.

VI. Resources and Cost

Care of the uniform is the responsibility of the employee. Keeping the uniform in serviceable condition includes not altering the outward appearance; for example, cutting off sleeves and/or collars.

VII. Penalties

Employees who choose to disregard the policy governing uniforms will be dismissed from work for a reasonable time needed to comply with the regulations and immediately return to work. If you come to work in unacceptable shoes, you will not be allowed to work and will not be paid. If you are sent home for this reason, you will be required to return to work as soon as possible wearing substantial shoes.

VIII. Additional Policy Information

Uniforms

University-authorized uniforms are provided for the sole use of the FM operating units, and may not be worn by other than those University employees. The uniform will be clean and in good repair. Employees will be responsible for the laundry, care, and maintenance of their uniforms. Employees may purchase additional uniforms directly from the vendor at the same cost as paid by the University. Employees will be required to return their uniforms when they leave the University's employment. AFSCME employees are welcome to participate in Spirit Day by wearing a WMU/Bronco logo shirt/top with their uniform pants on the first Friday of every month. Every Wednesday, employees may participate in AFSCME Pride Day by wearing an AFSCME logo shirt/top with their uniform pants. Blue jeans (pants or shorts) are not an AFSCME uniform option. Non-Western apparel is prohibited; this included political, sports, and any other apparel that could be interpreted as inappropriate.

Foot Protection

Employees or students performing duties in the following areas must wear foot protection and toe protection:

- Grounds Division: Employees shall wear, at all times, safety toe shoes of substantial construction. The safety toe shoe shall consist of steel toes and hard soles. Any employee working on a construction site shall wear steel toes shoes with hard soles and leather uppers that extend above the ankle.
- Trades Division: Employees shall wear safety shoes at all times. The safety shoe shall be of substantial construction, consisting of steel toes, hard soles, and leather uppers.
- Custodial Division: Employee shall wear shoes of substantial construction at all times.

Shorts

Facilities Management AFSCME employees may wear shorts. Shorts may not be worn in situation where other protective clothing policies take precedent, or while operation any equipment that propels objects or has dangerous exposures. This includes, but is not limited to: mowers, blowers, sprayers, construction power tools, welding equipment, and when mixing chemicals.

IX. Key Definitions

- A. **Authorized Uniforms** are defined as those approved uniforms selected by the employee and purchased by either the University or the employee for their use while at work. Specific garments on the authorized uniform list may be excluded from approval by a division. Departmentally required safety apparel (safety shoes where applicable according to job description) and ID badges shall be considered part of the employee uniform.
- B. **Substantial Shoes** are defined as a shoe or boot which has an upper made entirely of firm leather or firm man-made leather. (The soles may be of other materials.) Woven leather shoes are not acceptable. Shoes must cover at least the entire front, top, sides, and back of the foot. Shoes or boots that also cover the ankle are acceptable. Shoes or boots must have a sole that is at least ¼” thick. Shoes or boots must be in good repair.
- C. **Unacceptable Shoes** are defined as any shoe or boot that does not meet the definition of a “substantial shoe,” including those made of thin or soft leather, such as many workout shoes. Any shoe or boot made all or in part of canvas, nylon, or cloth, such as many running or tennis shoes. Sandals or flip-flops. Shoes or boots with heels over 1 ½” or with spiked heels. Shoes or boots with thin soles, such as many men and women’s dress shoes. Open-toed, sided or backed shoes or boots.
- D. **Acceptable Shorts** are defined as neat, clean and free from rips, tears or holes per the department uniform policy. The shorts must be knee length, heavy 100% cotton duck or denim, and the color must be tan, brown, khaki, or black. Painter/Glaziers may wear white. Shorts must also be hemmed; no “cut-offs.”

DRIVER'S LICENSE

I. Statement of Policy

The FM Driver's License policy outlines the requirement for all individuals operating a motor vehicle to possess a valid driver's license.

II. Purpose of Policy

Many jobs in Facilities Management require employees to use a motor vehicle to complete their work. Michigan Law requires individuals who operate a motor vehicle to possess a valid driver's license. This is a revision of the previous policy to adhere to new policy format requirements.

III. For Whom Policy is Most Applicable

The FM Driver's License policy is applicable to any bargaining-unit and non-bargaining employees, as well as student and temporary employees, who are required to use a motor vehicle.

IV. Reporting and Monitoring

Human Resources verifies that each employee who will operate a motor vehicle for work related tasks has a valid driver's license.

V. Procedures of Implementation

The policy will be implemented by Human Resources to ensure a valid license is obtained to operate a motor vehicle. Enforcement is the responsibility of law enforcement who regulate Michigan traffic laws.

VI. Resources and Cost

Any resources or costs associated with Michigan traffic laws are the responsibility of the employee.

VII. Penalties

Any penalties are dependent upon Michigan traffic laws.

VIII. Additional Policy Information

FM employees are required to notify their supervisor, if they lose their right to drive a motor vehicle. Notification will be made in writing and submitted to the supervisor on the employee's first working day following the change in status.

Additionally, any change in an employee's ability to safely operate a university vehicle due to physical limitations must be reported in writing to the supervisors, on the first working day following such a change. Any limitations will be reviewed in relation to the impact on the essential function of the job. Reasonable accommodation will be made whenever possible.

IX. Key Definitions

E. **Valid Driver's License** is defined as a driver's license that has not been expired or revoked from the owner.

EQUIPMENT MAINTENANCE

I. Statement of Policy

The Equipment Maintenance policy outlines the employee's responsibility to maintain all equipment that is assigned to them.

II. Purpose of Policy

Employees are required to check the condition of any and all equipment that is assigned to them to prevent miscommunication between employees and staff, and potential safety hazards that can arise from using damaged equipment. This is a revision of the previous policy to adhere to new policy format requirements.

III. For Whom Policy is Most Applicable

The Equipment Maintenance Policy is applicable to any employee who has equipment assigned to them.

IV. Reporting and Monitoring

The reporting and monitoring of the policy is the responsibility of the supervisor and employee.

V. Procedures of Implementation

The policy is implemented and enforced by the supervisor and communicated through the policy handbook.

VI. Resources and Cost

Any resources and costs necessary will be determined by management staff as needed.

VII. Penalties

Any penalties due to lack of equipment maintenance will be referred to from the rules of conduct and determined by the supervisor as needed.

VIII. Additional Policy Information

It is the responsibility of each employee to check the condition of any and all equipment that is assigned to them. This includes, but is not limited to: oil, gas, lubrication, fluids, physical damage, etc. Any problems must be reported to a supervisor before the equipment is used. Under no circumstance should damaged equipment be used or returned without reporting the problem.

Any damage resulting from the operation of University equipment must be reported immediately to the supervisor.

IX. Key Definitions

F. Equipment is defined as an item, tool, or resource used during the course of an employee's shift.

G. Damaged Equipment is defined as an item, tool, or resource not functioning properly or as intended.

FACILITY AND EQUIPMENT USAGE

I. Statement of Policy

The Facility and Equipment usage policy is a policy that outlines when employees are allowed to use University tools, equipment, or facilities.

II. Purpose of Policy

The policy is set in place to secure and protect buildings, personnel, and property of Western Michigan University. This is a revision of the previous policy to adhere to new policy format requirements.

III. For Whom Policy is Most Applicable

The Facility and Equipment Usage policy is applicable to all employees who use University tools, equipment, and facilities.

IV. Reporting and Monitoring

The reporting and monitoring of the policy is the responsibility of the employee, supervisor, building staff and management.

V. Procedures of Implementation

The implementation and enforcement of the policy is the responsibility of the supervisor. This policy is communicated through the policy handbook.

VI. Resources and Cost

Any resources and costs necessary will be determined by management staff as needed.

VII. Penalties

Any penalties due to misuse of facility and equipment will be referred to from the rules of conduct and determined by the supervisor as needed.

VIII. Additional Policy Information

Facilities Management employees are not to be in or use any University facilities except at approved times and during employees assigned working hours. Those present at other times must have that presence authorized by the appropriate supervisor or manager. Facilities Management employees may not use University tools, equipment, facilities, or time to accomplish personal projects.

IX. Key Definitions

H. **University facilities** are any facility owned and maintained by the University, including University owned equipment or supplies.

INJURIES (WORK-RELATED)

I. Statement of Policy

The Injuries (Work-Related) policy is a policy that outlines the appropriate documentation and procedure that must be addressed when an injury occurs while working.

II. Purpose of Policy

The policy is set in place to ensure all work injuries are documented and handled properly. This is a revision of the previous policy to adhere to new policy format requirements.

III. For Whom Policy is Most Applicable

The Injuries (Work-Related) policy is applicable to all employees who may receive an injury while working.

IV. Reporting and Monitoring

Any injuries that are work related are reported through the A/I 311 and WC 210 forms. From there, Sindecuse and the time keepers/admin staff may be responsible for monitoring any injury and time needed off of work due to the injury.

V. Procedures of Implementation

The policy is implemented and enforced by the supervisor and is communicated through the policy handbook.

VI. Resources and Cost

Employees may be required to take worker's compensation due to a work related injury.

VII. Penalties

Any penalties related to this policy will be determined by management staff as needed.

VIII. Additional Policy Information

As instructed by your supervisor, immediately report to the Sindecuse Health Center for evaluation. If the injury or accident occurs when the Sindecuse Health Center is closed, you may seek medical attention at another health care facility. You and your supervisor will complete both the “Accident/Injury Report Form (Form 311)” and the “Medical Treatment for On-The-Job Injury Form (Form WC210).” The WC-210 must be taken with you at the time you are seen, and the 311 will be sent to Environmental Health & Safety by your supervisor.

If there is a serious injury of an emergency nature, call 911.

If you have been injured while working but do not wish to be seen at Sindecuse Health Center, you and your supervisor must fill out the 311 form and forward it to Environmental Health & Safety so they can document the injury.

*If you want to be seen as a private patient at Sindecuse for a non-work-related issue, you are welcome to do so on your own time. It is not appropriate to make appointments, pick up prescriptions, etc. for non-work-related treatment while you are on the time clock.

IX. Key Definitions

- I. **A/I 311**- The A/I 311 form is the Accident/Injury Report Form. The form must be filled out when an accident or injury occurs and will be forwarded to Environmental Safety and Emergency Management so the injury can be documented.
- J. **WC 210**- The WC 210 form is the Medical Treatment for On-The-Job Injury Form that must be filled out when an accident or injury occurs. The form must be taken with the employee when they are seen at Sindecuse Health Center and will be forwarded to Environmental Health & Safety to be documented.
- K. **Environmental Health & Safety**- Refers to The Office of Environmental Health and Safety who interprets laws and regulations and develops compliance strategies that include training, inspections, and consultations. Their primary emphasis is on programs that prevent accidents and minimize human exposure to hazardous agents and conditions, prevent degradations of the environment, and promote responsible waste management.
- L. **Sindecuse**- Sindecuse is the health center on campus that offers convenient, cost-saving services with an experience, multidisciplinary staff dedicated to patient health. They provide evaluation and treatment for a variety of illnesses and injuries, preventative health check-ups, periodic health monitoring, as well as health education opportunities.

LOST AND FOUND

I. Statement of Policy

The Lost and Found policy outlines the requirements for reporting any items found by employees.

II. Purpose of Policy

The policy is set in place to ensure that all items found by employees can be returned to their owner. This is a revision of the previous policy to adhere to new policy format requirements.

III. For Whom Policy is Most Applicable

The Lost and Found policy is applicable to all employees who may find items while on the job.

IV. Reporting and Monitoring

It is the responsibility of the supervisor to monitor employee compliance with the Lost and Found policy.

V. Procedures of Implementation

Implementation and enforcement of the policy is the responsibility of the supervisor. The policy is communicated through the policy handbook.

VI. Resources and Cost

Any resources and costs necessary will be determined by management staff as needed.

VII. Penalties

Any penalties due to violations of the policy will be referred to from the rules of conduct and determined by the supervisor as needed.

VIII. Additional Policy Information

Any and all item(s) found by employees will be immediately reported to and turned in to the supervisor on duty. The supervisor will immediately take them to the Western Michigan University Department of Public Safety and turn the item(s) in to “lost and found.”

If your supervisor is absent, you should contact the supervisor/manager covering for that person.

WMU Department of Public Safety: 387-5555

RADIO USAGE

I. Statement of Policy

The Radio Usage policy is a policy that outlines the procedure to be followed when using the two-way radios.

II. Purpose of Policy

The policy is set in place to provide clear procedures for the usage of two-way radios by employees. Following procedures allows businesslike, brief, and concise transmissions to ensure clear and efficient communication. This is a revision of the previous policy to adhere to new policy format requirements.

III. For Whom Policy is Most Applicable

The Radio Usage policy is applicable to any Facilities Management employee who is required to use a two-way radio for their job.

IV. Reporting and Monitoring

The reporting and monitoring of radio usage will be done by supervisors and all employees who use radios.

V. Procedures of Implementation

The implementation and enforcement of radio usage will be the responsibility of the supervisor. This policy is communicated through the policy handbook.

VI. Resources and Cost

Any resources and costs necessary will be determined by management staff as needed.

VII. Penalties

Any penalties due to misuse or inappropriate use of radios will be referred to from the rules of conduct and determined by the supervisor as needed.

VIII. Additional Policy Information

The following procedure will be followed when using the radios*:

- Radios are to be used for direct, short, and to-the-point communications related to work and safety only. Messages that can be delayed and made by personal contact or phone should be communicated in that fashion.
- Plan what you are going to say before keying in your radio. Be as brief and direct as possible in your message.
- Before keying in your radio, listen to be sure that you are not interrupting some other transmission already in progress.
- When finished with your transmission, be sure to “clear” the channel for someone else to use. Only the originator of the transmission needs to “clear” the channel.

Example:

Originator: “416 to 422”

Receiver: “422”

Originator: “I need help to unload a truck at Sangren loading dock, can you help?”

Receiver: “Yes, I’ll be over in less than five minutes.”

Originator: “416 clear”

- When switching from one talk group to another, report as if you are leaving the campus.** Also, report when finished using alternate talk groups (channels).
- The main theme of radio usage is to be businesslike, brief, and concise in your transmissions. Be thoughtful of others; be sure to “clear” the channel when you have terminated your transmission.
- Unnecessary “chit-chat,” cat calls, animal noises, and similar unauthorized transmission cause frustrations to ALL radio users and will not be tolerated. Transmissions should be limited to convey important information or emergency messages that may involve life and safety.

*Maintenance Services, Landscape Services, and Projects and Construction Division employees are expected to have radios at all times while on duty.

**BCSS radio communication should be communicated through each appropriate supervisor.

IX. Key Definitions

M. Two-Way Radio is a radio that is able to transmit and receive messages for business related purposes.

SCAVENGING/SALVAGING

I. Statement of Policy

The Scavenging/Salvaging policy outlines the guidelines regarding returnable bottles and cans found on campus, as well as the restrictions in place regarding scavenging/salvaging.

II. Purpose of Policy

As part of the Sustainability Program, Facilities Management is implementing a new policy that will benefit the entire campus community. The policy is set in place to null and void all previous policies pertaining to bottles and cans as well as present a positive image for University employees. This is a revision of the previous policy to adhere to new policy format requirements.

III. For Whom Policy is Most Applicable

The Scavenging/Salvaging policy is applicable to all Facilities Management employees.

IV. Reporting and Monitoring

Reporting and monitoring are the responsibility of the supervisor and other management staff when necessary.

V. Procedures of Implementation

The policy is implemented and enforced by the employee's supervisor. The policy is communicated through the policy handbook.

VI. Resources and Cost

Any resources or costs will be determined as needed by management staff.

VII. Penalties

Any penalties as stated through the rules of conduct will be determined as needed by management staff.

VIII. Additional Policy Information

All returnable bottles and cans will be deposited in one central location at the parking area of the Office for Sustainability. The area will be expanded at a future date as need arises. It is accessible 24/7, 365 days for deposits. All returnable bottles and cans found on campus are the property of WMU. All previous policies pertaining to bottles and cans are null and void. We anticipate cooperation from all employees with this new important practice. Each Division may have a specific procedure regarding collection. Each Director will distribute this information to all employees.

Western Michigan University does not allow employees to rummage through trash, salvage items from dumpsters, or put aside/save discarded object whether on or off the clock.

IX. Key Definitions

N. **Scavenging/Salvaging** is defined as rummaging through trash, taking items from dumpsters, or putting aside/saving discarded objects.

TIME CARDS/SWIPE CARDS

I. Statement of Policy

The Time Cards/Swipe Cards policy designates the usage of Bronco cards as an employee's "swipe card" or "time card."

II. Purpose of Policy

Facilities Management requires that employee's use their Bronco cards as a "swipe card" or "time card" to clock in and out of work each day. Each employee is responsible for their own card, as it must be used on a daily basis. This is a revision of the previous policy to adhere to new policy format requirements.

III. For Whom Policy is Most Applicable

The Time Cards/Swipe Cards policy is applicable to all Facilities Management employees.

IV. Reporting and Monitoring

The policy is reported and monitored by time keepers, the employee, the supervisor, the Department of Public Safety, and the Office of Information Technology.

V. Procedures of Implementation

Employees will receive their Bronco card upon hire. The supervisor is responsible for enforcing the proper use of time cards. The policy is communicated through the policy handbook.

VI. Resources and Cost

Any resources and costs required from the employee will be determined by the DPS Bronco Card Center if an employee loses or damages their Bronco card.

VII. Penalties

In the event an employee's "swipe card" or "Bronco card" is lost or damaged, it will be replaced according to the policy outlined below. Abuses of this benefit will be addressed through progressive discipline.

- Employees will be allowed on (1) free replacement card per fiscal year.
- Additional replacement cards beyond one (1) per fiscal year will be available to employees for a fee.

VIII. Additional Policy Information

Bronco cards will serve as an employee's "swipe card" or "time card." Given the multiple uses of Bronco cards (library card, building access card, etc.) and associated security issues, employees will be expected to assume responsibility for their own Bronco card. The University will not provide on-site locations for Bronco card storage.

IX. Key Definitions

O. **Bronco card** is defined as the University provided identification card that includes a specific Western Identification Number (WIN).

VEHICLE ACCIDENTS

I. Statement of Policy

The Vehicle Accidents policy designates the procedure that must be adhered to if an employee is involved in an accident or damage to a University vehicle.

II. Purpose of Policy

Facilities Management requires a specific procedure to be followed when an employee is involved in an accident or causes damage to a University vehicle. The procedure ensures that all information regarding the accident is recorded and accounted for properly. This is a revision of the previous policy to adhere to new policy format requirements.

III. For Whom Policy is Most Applicable

The Vehicle Accident policy is applicable to all Facilities Management employees who must drive a vehicle during working hours.

IV. Reporting and Monitoring

It is the responsibility of the supervisor, transportation staff, and employee to report and monitor any accident or damage that happens to a University vehicle.

V. Procedures of Implementation

It is the responsibility of the supervisor, transportation staff, and employee to ensure that the outlined procedures are taken when an accident or damage to a University vehicle occurs. The policy is communicated via the policy handbook.

VI. Resources and Cost

Any resources and cost associated with an accident or damage to a University vehicle will be determined by Michigan traffic violations/citations.

VII. Penalties

Any penalties associated with an accident or damage to a University vehicle will be determined by Michigan traffic violations/citation.

VIII. Additional Policy Information

If an employee is involved in an accident or damage to a University vehicle, the following procedure must be adhered to

- Report all accidents or damages immediately. If the accident occurs on campus, call WMU's Department of Public Safety 387-5555; call 911 if off campus.
- Notify supervisor immediately by radio or phone call. Stay on the accident site and do not move vehicles or modify the scene until DPS, police, or emergency responders arrives, assesses the situation, and releases the individuals involved. If the accident occurs on private property, such as a parking lot, and the police decline to take a report, obtain the following information from any individuals involved:
 - Name and address of vehicle owner
 - Vehicle year/make/model/license plate number and state
 - Extent of damages to the other vehicle
 - Name and address of insurance company
 - Name and address of driver (if different from vehicle owner)
 - Driver's operator license number and state where issued (if applicable)
- Provide insurance and vehicle information as requested, but do not make any statements regarding your or the University's responsibility or liability.
- Respond to any personal injury concerns.
- Be prepared to assist staff in accident clean-up or equipment removal as directed by supervisor.
- Report the accident to the Transportation Services office as soon as possible. Transportation Services acts as the agent for the insurance company providing coverage for the University. A prompt report will aid the University liability exposure. Either come into the office or call 387-8510 to report.

An accident investigatory meeting may be scheduled to gather facts concerning the incident regardless of the severity or circumstances of the accident.

IX. Key Definitions

- P. **University vehicle** is defined as a vehicle that is owned by the University and used by an employee conducting business on behalf of the University

Maintenance Services Policies

**FM Maintenance Services
Western Michigan University**

Building Access Special Instructions

The following buildings and/or building areas have restricted and/or special access instructions:

Bernhard Center Book Store – SEE PAGE 2

Ernest Wilbur Building (a.k.a. “EWB”) – lower level, Center for Disability Services: special needs individuals, please contact staff when in this area.

Gilmore Alumni House: Do not enter without prior approval from the Gilmore House Manager. Contact information is available from the Service Center or Shop 4 Supervisor.

Kilgore Airport: Do NOT access tarmac or building roof without prior authorization and security clearance. Contact Shop 4 Supervisor or airport air traffic controller for additional details.

McCracken Hall: Building is alarmed. You must notify WMU DPS in advance and get proper key access from them.

President’s Residence: See instructions above for Gilmore Alumni House.

Power Plant: Use buzzer at gate to inform personnel who you are and what your purpose is.

Public Safety (a.k.a. “DPS” or “511 Monroe”): Work with Dispatcher for building access needs.

Sindecuse Health Center: SEE PAGE 3

University Computing Center (a.k.a. “UCC”): Vehicle access is via gate/drive on west side of Sangren Hall – use call box. Keep personnel inside building informed of your purpose and status.

Waldo Library – Rare Book Room, Special Collections Area: Please check in with Administrative Offices on 3rd floor prior to accessing either of these areas.

Woodlawn Place (a.k.a. “Children’s Place”, “St. Aiden’s”): Lower level is the child care area. Please be mindful of the little people, and check in with staff.

Zhang Legacy Collections (a.k.a. university archives): Please see front desk or administrative personnel before performing any work.

**FM Maintenance Services
Western Michigan University**

Building Access Bernhard Center Bookstore

Follet Higher Education Group has taken over the management of the WMU Bookstore at the Bernhard Center. They lease the space from Western Michigan University.

The procedure that they would like followed for anyone needing to perform maintenance:

During normal business hours (Mon – Fri: 8am – 5pm):

Emergency/Non-Emergency

- Enter through front of store, check with any store manager on duty
- DO NOT enter through receiving area

After normal business hours:

Emergency

- Coordinate access with the WMU DPS

Non-Emergency

- Make prior arrangements with store manager

Visitors in Patient Care Areas

Policy

Patient care areas should be limited to authorized Sindecuse staff and patients to the extent possible. When it is necessary for non-authorized individuals to enter patient care areas, the individuals must not interfere with normal SHC operations.

Purpose

Sindecuse Health Center is working to control the environment in which patient care is delivered. The purpose of this policy is to define and set expectations regarding non-authorized individuals entering patient care areas, and to recognize our commitment to comply with accreditation standards. This policy provides non-authorized individuals with additional information which they may need to ensure that they understand what to do when they need to enter patient care areas during business hours.

Definitions

Authorized individuals

Any SHC staff member or patients, and anyone accompanying them.

Unauthorized individuals

Individuals who need to enter patient care areas to service the building including, but not limited to, maintenance, custodial, IT, vendors and surveyors.

Patient care areas

This policy will apply to all areas of SHC, across all sites including:

- Main floor except admin department
- Counseling services
- Massage rooms
- Dietitian rooms
- Lab
- X-ray
- Sport medicine
- Travel clinic
- Waiting rooms
- Social work
- Pharmacy

Building Access Sindecuse Health Center

Procedure

- 1) All non-authorized individuals should check in with the Sindecuse building coordinator except after hours or when entering non patient care areas. If the building coordinator is not available the individual should check in with the director of business services or appropriate designee.

Technology-related visits may be arranged through the SHC IT manager. These individuals may also check in with the IT manager. The IT manager and building coordinator are responsible for communicating these visits with each other.

- 2) Building coordinator will request that non-authorized individuals:
 - a. minimize disruption in patient care areas;
 - b. will have appropriate identification;
 - c. be escorted through patient care areas with the building coordinator or appropriate designee.
- 3) Non-authorized individuals should not be left unattended, if at all possible. When non-authorized staff are here to service the facility, the building coordinator or appropriate designee will alert the department head or person responsible for the area of the visitor's presence.
- 4) Any individual not meeting the above criteria should be reported to the building coordinator immediately.
- 5) Exceptions to the policy will be made on a case-by-case basis by the director of business services or executive director.

FM Maintenance Services Western Michigan University

Building Fire Alarm Response

First Shift Procedure:

1. DPS responds to all fire alarms by dispatching an officer to the building.
2. DPS calls Maintenance Services and the fire department if necessary.
3. The MS zone supervisor or the supervisor on duty will go immediately to the following buildings only: Chemistry; COEAS (College of Engineering and Applied Sciences); Haenicke Hall; Power Plant; Rood Hall

Maintenance Services personnel will NOT go immediately to any other building unless DPS requests assistance. At that time, the zone supervisor will arrive with one mechanic and one electrician to assist the fire department **IF** there is a need to shut down utilities in the building.

AT NO TIME WILL ANY MAINTENANCE PERSONNEL ADJUST, RESET, OR REPAIR FIRE ALARM SYSTEMS.

All Fire Alarm Service & Maintenance Calls

1. If there is a Sprinkler Leak - Contact Simplex (800) 284-2120

If you need additional assistance contact Marilyn King (616)-802-3307 or to get an ETA on technician arrival

2. If supervisor needs system devices disabled in building to do work(ex. flow switches, smoke & heat detectors, duct detectors, beam detectors, door holders) NEED FOLLOWING INFORMATION: Bldg, Location, Device Type, Nature of work, Expected Timeline
 - a. Email: Justin Hires – Jhires@simplexgrinnell.com
 - b. Copy: Marilyn King – MariKing@simplexgrinnell.com
Adam Buck – abuck@simplexgrinnell.com
Rory Murphy – rorym.murphy@wmich.edu
 - c. Adam will inform Service Center Devices being is disabled.
3. If there is supervisory alarm email Justin Hires
 - a. Email: Justin Hires – Jhires@simplexgrinnell.com
 - b. Copy: Marilyn King – MariKing@simplexgrinnell.com
Adam Buck – abuck@simplexgrinnell.com
Rory Murphy – rorym.murphy@wmich.edu
4. If building goes into general fire alarm and rolling fire doors close, need to contact Overhead Door to reset –(269) 381-9570
Buildings with Rolling Doors: **Health and Human Services; Chemistry; Brown Hall; Shaw/Gilmore; CEAS – Plastics Lab, Dyno; Kohrman Hall; RCVA**
5. If elevator curtains deploy in Kohrman Hall, contact Shaffner Heaney Associates 574-232-7470
6. WON Doors at CEAS and Chemistry contact Won-Door Corporation at 800-890-2187 doors for repairs and batteries being changed out.
7. Create SO-work order under fire protection and email to Rory Murphy, rorym.murphy@wmich.edu

Second and Third Shift Procedure:

Same as above, except DPS will call the T&M contractor if the system will not come back to normal after resetting the panel.

First response to trouble situations will vary depending upon the time of day, day of week and type of trouble. During **normal business hours**, calls received by the Service Center should be referred to the Electronic Locksmith with the exception of “alarm sounding” calls. Public Safety (511 Monroe) should be contacted to send a police officer to investigate alarm calls.

During **normal business hours**, calls received by Public Safety will be investigated by card access software staff to the extent possible by computer to determine if the problem can be rectified via the computer. In the event that the computer cannot solve the problem, then Public Safety will contact the Service Center to request a work order be issued for the Electronic Locksmith.

After- hours calls will be received by Public Safety, and if the call is of an urgent nature (such as an alarm going off), they will dispatch an officer to the scene to investigate. If the officer determines that the area is clear, then the door can be secured. The officer will check the door to be sure that it is closed properly. Mag locks that are in alarm must be reset by key or by computer override.

Public Safety will notify the on-call supervisor or on-shift maintenance staff of any card access issues which cannot be resolved by computer. The responding person should go to Public Safety (511 Monroe) for the keys to reset mag locks that are in alarm. In the event that the mag lock cannot be reset, or other urgent card access issue cannot be resolved by the above, then the Electronic Locksmith should be called in. If the call can wait for the Electronic Locksmith’s next shift, then a service request should be placed into the work order system.

Response Limitations: Tamper-proof screws have been used on mag lock covers and other system devices that require specialized training to service. Any incident that requires removal of tamper-proof screws shall be performed by the Electronic Locksmith.

(This is the Facilities Management Department's Computing Devices Usage Policy.)

1. Download of Program Applications - World Wide Web (WWW) Usage Policy:

Respect for the health of the computer network is vital to all of Facilities Management users. A virus may invade a network station or a stand-alone station through the simple process of downloading a program, application, or document to a computer or opening a suspicious e-mail. The vast array of information and software programs external to our computing environment offers a great temptation that could create a habit of downloading programs and games to individual workstations. This provision of the operating policy prohibits any downloading of programs to the Facilities Management Network or to any individual employee work station.

It is a standing policy of the Facilities Management division that users of the Facilities Management Local Area Network, (LAN) and individual work station users, may not download or install any external programs without prior approval of Facilities Management IT staff. Violation of this provision of the Facilities Management policy is unacceptable.

2. Games on the Facilities Management network computing devices or employees' University-owned stand-alone workstations:

Efficient use of computer time and computer resources is necessary while working toward the achievement of the overall goals of the Facilities Management division of Western Michigan University.

It is a standing policy of the Facilities Management division that its employees may not use University computers or resources to play games. This includes using University resources to access games on other computer systems. Violation of this policy is unacceptable and is considered grounds for disciplinary action.

As an employee or student, you also are subject to and must comply with the Western Michigan University's "WMUnet Acceptable Use Policy." This policy is subject to change, and it is the responsibility of the end user to maintain compliance whenever the policy is modified or enhanced.

(Link to the WMUnet Acceptable Use Policy, the text of which follows on the next page:
<http://www.wmich.edu/oit/policies/wmunet-acceptableuse.html>)

WMUnet Acceptable Use Policy

Scope

This policy applies to everyone using network services of Western Michigan University, whether on campus, at regional sites, or through dial-up services.

Policy Statement(s)

- Network services and wiring may not be modified or extended beyond the area of their intended use. This applies to all network wiring, hardware, and jacks.
- The network may not be used to provide Internet access to anyone outside of the University community for any purposes. WMU-specific or commercially obtained network resources may not be retransmitted outside of the University community.
- The network is a shared resource. Thus, network use or applications which inhibit or interfere with the use of the network by others are not permitted. (For example, using an IP address not registered to you, or applications which use an unusually high portion of the bandwidth for extended periods of time, thus inhibiting the use of the network by others, are not permitted). Use of the network must comply with all University's policies.
- Forgery or other misrepresentation of one's identity via electronic or any other form of communication is a violation. Prosecution under State and Federal laws may also apply.
- Only those computer accounts for which the resident has authorization may be used.

You are NOT allowed to use your connection to:

- Run a business or organization for profit or non-profit purposes.
- Monitor data on the network by means of any monitoring or "sniffing" software.
- Provide a pass-through site to other campus hosts, provide remote login (e.g. telnet access) on your computer for others than yourself.
- Set up a router to provide wireless connections.
- Provide information to others on the Network such as newsfeeds, Anonymous FTP site, BBS, UUCP site, web hosting, etc.
- Harass, libel, or slander anyone or fraudulent representations. Copy or transmit copyrighted material.
- Post or send obscene, pornographic, sexually explicit, or offensive material.
- Post or send material that is contrary to the mission or values of the University.

Justification

The Office of Information Technology at Western Michigan University provides wired and wireless connection services in support of the educational mission of the University. It is the responsibility of each person utilizing these services to use them appropriately and in compliance with all University, City, County, State, and Federal laws and regulations.

Enforcement

The Office of Information Technology reserves the right to terminate any network connection without notice should it be determined that network traffic generated from said connection drastically inhibits or interferes with the use of the network by others.

Failure to comply with the above policy may result in termination of network services and loss of computing resource privileges. In addition, any person found to be in violation of this policy will be subject to appropriate disciplinary action as defined by current University policy.

Reference

Rules of Use of Computing Resources at Western Michigan University,
<http://www.wmich.edu/oit/policies/computing-rules.html>

The following process will occur when the University announces the University will be closed due to inclement weather:

1. The director is contacted by the appropriate University office.
2. The director notifies the two managers.
3. One of the managers will contact the on-call supervisor.

The manager will be responsible to:

Commit one person from each of the following trades for first shift duties, based on the manager's determination of need. These employees shall be called on the basis of the manager's discretion, with consideration of various factors related to the emergency, including primarily their qualifications and, secondarily, their proximity to the University.

carpenter
electrician
plumber
pipe fitter (for heat calls)
maintenance mechanic
environmental controls person

The on-call supervisor will supervise the trades persons called in by the manager for essential services during first shift hours.

The decision will be made by the manager about the need for essential services trades persons for second and third shift as the day progresses.

1. The University will provide hand and power tools to skilled trades employees to perform their assigned tasks.
2. Employees should not use their personal tools on campus.
3. Each employee will be responsible for the proper care and security of tools they receive.
4. Removal of assigned tools from campus or the loss of assigned tools could result in disciplinary actions.
5. The Apprenticeship Training Program will furnish all hand tools to the apprentice as needed during the apprenticeship. Upon graduation, apprentices shall transfer the tools to their assigned shop.
6. Replacement of all tools damaged or lost must be reviewed by your supervisor.
7. Replacement of all stolen tools must be accompanied by a police report.
8. All tools remain available to the employee as long as they are employed by Maintenance Services.
9. All tools furnished by the University are the property of the University.
10. An inventory of employee and shop tools is recorded and maintained by the shop supervisor.

General

1. **All keys are secured in the electronic key box in each shop at the end of each shift.**
2. The person to whom the keys are assigned to will be responsible for key loss and securing.
3. Any and all University keys and cards MUST immediately be surrendered to a Supervisor or other Maintenance Services Management upon request.
4. With the following specific exceptions, NO University keys are to leave the University grounds while off shift:
 - a. Keys required by the designated administrative lead person
 - b. Keys required to gain access to one's normal assigned maintenance shop may leave the University (commonly referred to as shop keys).

Key Requests

All Maintenance Services employees will be issued keys as follows:

1. When a key is issued to an individual, the key will be signed for by the employee and the record will be kept on file. Supervisors should maintain and update regularly a shop key inventory.
2. When an employee is assigned to a specific shop, appropriate keys for the classification will be issued to the employee. This would include specialty keys, along with shop, vehicle, and other keys as required.
3. If an employee has a need for any key other than those typically issued to that classification, they must request it from their immediate supervisor. The supervisor will then determine if the need is warranted.

Key Security

All employees issued University keys are expected to maintain reasonable possession of them.

1. All University keys, with the exception of the items noted above in 4.b., must be secured appropriately at the end of each day in the shop key box.
2. **Under no circumstances shall an employee loan any assigned keys or any additional keys that have been checked out to a non-Maintenance Services employee.**

Loss of Keys

The loss of any University key shall be documented as follows:

1. Immediately notify your immediate supervisor. If he/she is unavailable, contact a manager.
2. Report the loss of keys to WMU Department of Public Safety at 387-5555.
3. Make a diligent search of your work area in an effort to locate the keys.
4. Failure to return keys by the end of the shift or lost keys may result in disciplinary action.

Maintenance Stores Procedures

1. University building keys are available for checkout by WMU employees and contractors (on an approved list) from Maintenance Stores in the Campus Services Building.
2. The requestor must follow Maintenance Stores sign-out procedures.
3. The Maintenance Stores Stockroom hours are Monday through Thursday, 7:00 a.m. to 3:25 p.m. and Friday 7:00 a.m. to 4:55 p.m.
4. When the Maintenance Stores service window and office are closed, keys can be dropped off at Public Safety (511 Monroe), Monday through Friday, until 5:00 p.m. or after hours.

5. Keys issued by Maintenance Stores for employees are available for the current day only and must be returned to Stores by regular closing time each day unless prior arrangements have been made. (WMU keys for contractors are available for the week and must be returned by 4:55 p.m. Friday unless other arrangements are made and approved by the appropriate WMU contact.)
6. The WMU employee who signs for the keys takes responsibility of all keys to the buildings/locations that are signed out to them.
7. In case the keys are not returned as required, Maintenance Stores will notify the WMU employee's supervisor of the overdue keys and will expect the WMU employee and their supervisor to make arrangements for the immediate return of the keys or an acceptable alternative.
8. If the keys are not returned (*i.e.*, lost), the employee must immediately report the loss to their supervisor and Maintenance Stores, and file a police report.

GRAND MASTER KEYS ARE NO LONGER AVAILABLE FOR CHECK-OUT FROM THE DPS

2nd & 3rd Shift Keys

1. All building sets will be available in the Shop 7 (Elmwood) key box for use by Shop 7 and Shop 8 personnel.
2. Shop 8 personnel will have access to Shop 7.
3. CORE KEYS – SEE BELOW #3

WEEKENDS/SCHEDULED OVERTIME/CALL-IN OVERTIME

1. Regularly scheduled weekend personnel, scheduled overtime personnel, and any personnel responding to call-in issues, will need to use the Shop 5 (SRC) key box to acquire needed building keys.
2. All Maintenance Services staff will have card access to Shop 5.
3. CORE KEYS – will be available for checkout from the DPS

NOTE

As a result of grand masters no longer being available from the DPS, all questions, concerns, requests for changes, problems with keys in key boxes should be referred to the Maintenance Services Managers, or the Director of Engineering & Maintenance Services.

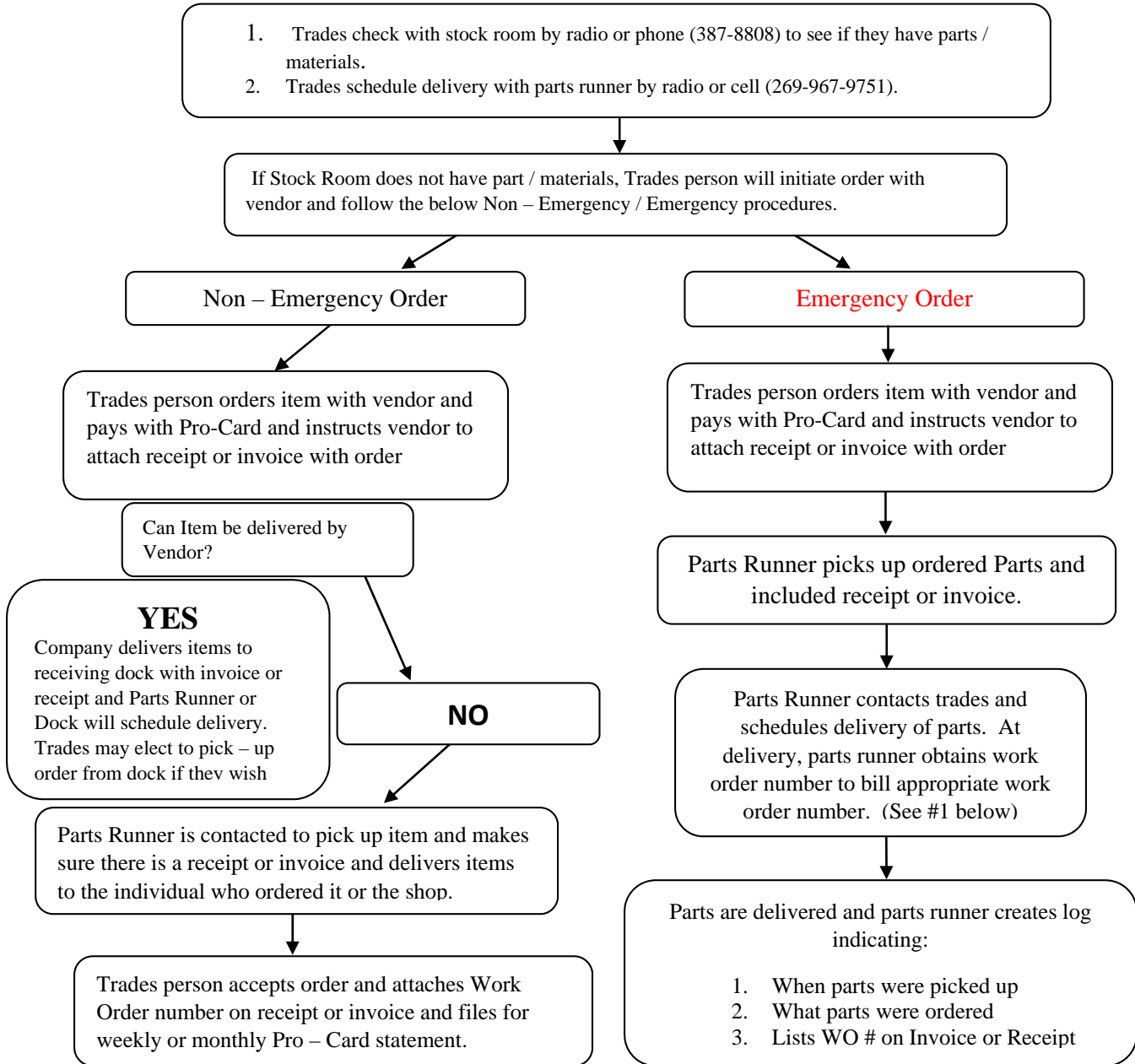
1. When leaving the main campus for work, you must report your intended destination to the Service Center (Base 2) via the radio. Likewise, you must radio again when you return to campus. This includes trips to the Parkview Campus.
2. These events and times are recorded to assist with insurance questions, should the need arise.
3. **WMU vehicles may not be taken off campus for personal use such as picking up lunch, banking, etc.**

Padlocks on lockers, bicycles, cabinets, etc. will be removed ONLY by an officer from the WMU Department of Public Safety or other DPS representative, AFTER the officer has verified the identity of the individual making the request.

Maintenance Services employees may assist if requested by DPS only if an officer is present during the padlock removal.

Parts Requisition Policy – Parts Runner Work Flow

Trades Person Initiates Order



1. Trades not responding with work order # will result with runner directing request to the supervisor.
2. Trades not providing work order numbers on a timely basis will have their pro-card frozen until all invoices are reconciled.
3. For cash and carry vendors where call in orders are not possible, runner will utilize pro card to pay for items.

Non-work related use of personal cell phones should be confined to non-work times, specifically: before or after your shift and during breaks and lunch periods.

Personal calls, local and long distance, on University time should be rare. Permission to use a University cell or land line should be given by your direct supervisor before placing a call.

If it is necessary to make a long distance call using a University land line, it is recommended that you use a pre-paid long distance calling card that you have purchased (typically a 1-800 number). If you do not have access to a calling card and absolutely must make a call which will be charged to the department:

- 1) record the date, time, and number called on a piece of paper, and give to your supervisor
- 2) make arrangements with your supervisor to process a reimbursement to the department's fund and cost center, object code 8953.

1. When it is necessary for a family member or friend to reach you during your regular work shift, please direct them to call your supervisor's office phone to leave a message. The supervisor will relay the message directly to the person.

Shop 1	387-2522
Shop 2	387-2526
Shop 3	387-8518
Shop 4	387-8525
Shop 5	387-0007
Shop 6	387-2287
Shop 7	387-2521
Shop 8	387-2524
Shop 9	387-8521

2. When a true emergency arises, family and friends can call the Service Center at (269) 387-8514. The message will be relayed to the appropriate supervisor who will in turn notify the employee. After 5 p.m. Monday through Friday, emergency calls should go to WMU's Department of Public Safety at (269) 387-5555.

1. If you have been assigned a University purchasing (procurement) card, you are responsible for knowing and observing the University policies and procedures, which can be accessed at <http://wmich.edu/payroll/accounts-payable/procard>. (Please note prohibited purchases.)
2. **To maintain controls and protect against inappropriate usage of purchases with the procurement card please observe the following procedures for documenting all purchases:**
3. **Enter the purchase on a Purchasing Log and sign any supporting documentation at the time of purchase.**
4. **In the Comment section of the Purchasing Log, please provide the available identifying information:**
 - i. work order number
 - ii. project number
 - iii. fund and cost center to be billed
 - iv. AD number
5. **Give your supervisor the Purchasing Log with any supporting documentation, (either daily or weekly as designated by supervisor) on day of purchase.**
6. Your shop supervisor must approve and sign (or initial) all supporting documentation and the Purchasing Log, and forwards to the Facilities Management Business Office.

Failure to follow the guidelines above may result in cancellation of pro-card

STOCKROOM PURCHASES

When purchasing items from Maintenance Stores (the stockroom), only a work order number or AD number can be used to make the purchases. As of March 1, 2011, Maintenance Stores will no longer accept Fund/Cost Center numbers.

Federal law requires that the University keep accurate, verified records of the hours worked by all employees.

1. Using your WMU ID, every employee must swipe in at the assigned Kronos time clock located in the employee's assigned shop at the start of their shift and swipe out at the end of their work period.
2. Employees are not permitted to swipe in more than twelve (12) minutes before the start of the shift and must swipe out within twelve (12) minutes after their shift ends.
3. All employees will be required to swipe out at anytime they leave their assigned/approved work area, **including for non-emergency personal visits to Sindecuse Health Center.**
4. Lining up at the time clock before five (5) minutes prior to the end of the work period is prohibited.
5. Swiping out prior to the end of the scheduled work period is not permitted.
6. No employee may swipe another employee's Western ID card; no employee may knowingly allow another person to swipe their card.
7. Make every effort to swipe in and out carefully and completely for each work period, **including overtime.**
8. If an innocent mistake is made, advise your supervisor of the matter **AS SOON AS THE MISTAKE IS DISCOVERED.** The supervisor will take the proper action to correct the matter.
9. **Failure to swipe is addressed in the** Western Michigan University Rules of Conduct for AFSCME Bargaining-unit Employees.
10. Make every effort to keep your WMU ID card in working condition. If you have any problems connected with your WMU ID card, report it to your supervisor immediately.

All recyclable materials must be disposed of on campus.

Employees who obtain recyclable materials by direct result of a task associated with their trade and/or in conjunction with an assigned task are reminded that there is a central recycling dumpster located at the Campus Services Building. If there are questions as to whether or not surplus materials should go in this dumpster, the employees will consult with their immediate supervisor before proceeding, as defined above.

In no case are employees allowed to leave campus with recyclable materials.

Employees who regularly have small items to be recycled from their jobs (for example, valves from plumbing jobs) may carry a five gallon bucket in their work vehicle to hold these small items throughout the day. When the buckets are full, employees should put them in the recycling dumpster at the Campus Services building.

Violation of this policy may result in disciplinary action.

SEE ALSO PAGE 34 - SURPLUS

1. All employees are required to report absences from work, using the following procedures.
2. Employees must call Answer United, a.k.a. the Michigan Message Center (MMC) at (269) 384-1014 **before the start of your regular shift** to report any absence from work. This MMC phone is answered every day, twenty-four hours per day. When using this number, you will provide your name, a phone number where you can be reached while absent, your supervisor's name, and the reason you are not reporting for work.
3. This answering service records the day and time of your call and assigns you a reference number for record keeping.
4. Each employee, after returning to work, should check with their supervisor to verify the absence was properly recorded for pay purposes. **Your phone call reporting the absence does not automatically excuse the absence.**
5. You are required to **report your absence daily**, unless other arrangements have been made with your supervisor.
6. Employees should request personal annual leave through their supervisor as far as possible in advance of the desired time off.
7. Call-ins for annual leave are, by contract, for a minimum of two hours.
8. **When leaving early/before the end of shift:**

Prior to punching out, make sure to clear this with your Supervisor, including the following

- Estimated time of departure
- Estimated time of return
- Type of leave you are using to cover the time you are off the clock

In the absence of the Supervisor, please report to Lead person and/or Manager.

The following procedure is provided to minimize the likelihood of an embarrassing or frightening situation for University residents or guests as well as maintenance staff when entering a residence to complete a work order or resolve an emergency.

All residence hall rooms and apartments should be considered “occupied”.

1. **Knock loudly several times.** Residents may have varying class, study, work and sleep schedules. They may not hear your knock if in a bedroom or bathroom. Wait at least 30 seconds for a response.
2. Use the key to open the door **SLIGHTLY** and **call out loudly** “maintenance.” Again, **wait 30 seconds for a response.**
3. **Call again loudly “maintenance”** and wait for a response.
4. Enter the living space and call “maintenance” loudly again, **leaving the entry door OPEN.**
5. If interior bath or bedroom doors are closed, knock on each and call out “maintenance.”
6. If you proceed to work in this space, post a “maintenance in process” sign or door tag on the outside of the door so that the resident has advanced warning when returning.
7. **Always** leave a door tag on the inside of the door, a copy of the work order, or other written notification to the resident that you have been working in his/her home and what the work consisted of (this would include a hand written note if nothing else is available).
8. Second shift follows the above procedures and radios supervisor before keying in.
9. Third shift follows the above procedures and always goes with at least two persons.

Many of our residents are from other countries and may not completely understand our language. Nearly all of our residents will be unfamiliar with our maintenance methods; many assume you will call first, and are shocked to discover you have a key to their “home.”

Be considerate of this when interacting with them. Let the resident know the reason you need or needed to enter. Always communicate immediately with your supervisor if the resident is concerned about entry procedures. Provide your supervisor’s name and telephone number (business card), and encourage the resident to make contact with your supervisor with any questions they may have.

A work order is considered an invitation to enter a room or apartment in all cases other than emergencies. Do not enter a room or apartment without a work order unless the occupant has been notified.

GENERAL SAFETY

If you have questions about any specific policy or procedure, see your Supervisor. When in doubt, see your Supervisor. If questions remain, see the Director or one of the Managers personally. If questions still remain, the Director will direct the Managers to consult with Environmental Safety and Emergency Management.

Those who fail to comply with safety policies and procedures will be subject to disciplinary action to the fullest extent of the rules.

AFSCME members should also be reminded of the option provided under section 18.2 of the collective bargaining agreement.

Our obligation as diligent facility stewards is to set a good example when it comes to safe work practices.

Employees are strictly prohibited from intentionally altering, modifying, circumventing or otherwise attempting to defeat any and all safety devices on equipment, vehicles, building systems or features. An employee found to be in violation of this policy will be subject to discipline, per the Rules of Conduct for AFSCME Bargaining-unit employees, Section 1F & 1M and Section 2F & 2K.

WORKING SAFETY WHEN WORKING ALONE

First and foremost, we rely on individual experience and work knowledge to inform and guide each employee. Each of you should know when you are faced with a potential safety situation, and you are encouraged to consult with your supervisor and/or have a team member assist you whenever needed.

1. If you are working 2nd shift, 3rd shift, or a weekend shift with no other team member available, you may contact the WMU Department of Public Safety (DPS):
 - a. Check with the DPS to see if an Officer is available to accompany you or, if an Officer is not readily available, ask the DPS if a member of the Student Watch is available.
 - b. If neither an Officer nor Student Watch member is available, you can wait 10-15 minutes to see if they become available, OR
 - c. Provide the dispatcher with your name, your location, the nature of your task, and the expected duration for this task, and then contact the dispatcher upon the completion of the task. If the dispatcher does not receive a call back from you at the anticipated time, an attempt will be made to contact you by radio. If this attempt is unsuccessful, the DPS will send an officer to your last reported location

2. If you are working a call-in overtime opportunity, an alternative to contacting the DPS is to contact the on-call supervisor at the time you begin to address the task, and again when the task is completed and you are preparing to leave campus.

You are encouraged to use both good judgment and the available options to ensure your personal safety, and that of others, in all situations.

Western Michigan University prohibits sexual or gender-based harassment and violence, intimate partner violence, and stalking by any member of the University community.

Unlawful sex or gender-based discrimination, including sexual harassment, sexual violence and other forms of sexual misconduct, is prohibited by Title IX of the Education Amendments of 1972.

Sexual or gender-based harassment is also prohibited under Title VII of the Civil Rights Act of 1964, and other applicable statutes, including the Michigan Elliott Larsen Civil Rights Act.

Additionally:

Sexually explicit material has no place in our shops, or anywhere at work.

We have a responsibility for creating a work environment where everyone is comfortable.

The University Policy on sexual misconduct specifically prohibits displaying this type of material (wmich.edu/sexualmisconduct).

If you find sexually explicit material at work, report it to your supervisor or the WMU Title IX Coordinator (Felicia Crawford, 387-6316).

Where conduct involves the potential violation of both the University Sexual Assault and Misconduct Policy and the Non-Discrimination Policy, the provisions of this policy will apply and a single investigation will be conducted that encompasses all relevant allegations. Conduct may also be a violation of provisions of other University policies, rules, and collective bargaining agreement requirements.

Western Michigan University's Tobacco Free Policy

Recognizing the health, safety, and comfort benefits of smoke-free air and tobacco-free spaces WMU will be a tobacco-free campus **September 1, 2014**.

Effective September 1, 2014, the use of tobacco products is only permitted in enclosed personal vehicles. The use of tobacco products is not permitted indoors or outdoors on any University property. Tobacco products are defined to include the following: cigarettes, electronic-cigarettes, cigars, bidis, snuff, snus, water pipes, pipes, hookahs, chew and any other non-combustible tobacco products.

Tobacco cessation

Tobacco cessation programs for faculty, staff and students are being made available by the University. Please contact the Sindecuse Health Center, Unified Clinics or Human Resources for information regarding tobacco cessation programs sponsored by the University.

Respect and responsibility

The success of this policy relies on the thoughtfulness, consideration, and cooperation of each individual. All members of the university community share the responsibility of adhering to and enforcing the policy and have the responsibility for bringing it to the attention of visitors. Any complaints should be brought to the attention of the appropriate university authority. Violation of this policy will be addressed through existing employee and students disciplinary processes. If conflicts or problems should arise, environmental, safety, and health considerations will prevail.

(Approved by the WMU Board of Trustees Dec. 5, 2013)

1. Without a work order, maintenance personnel may not unlock or provide access to anyone other than other maintenance staff.
2. During first shift, all requests for unlocks must be directed to the locksmith shop at WMU's Department of Public Safety (DPS), phone 387-5555.
3. On second and third shifts, all requests for unlocks will be channeled through the shift supervisor and referred to the appropriate tradesperson who can unlock the door, unless the severity of the unlock problem causes the shift supervisor to call in a locksmith. If unlocking the door can wait until the next morning when the first shift locksmith personnel are in, then the shift supervisor will make that determination with respect to the degree of urgency of the reported unlock problem.

PROCEDURE:

1. The building keys **must** be tried first!
2. In the event that the building keys do not work:
 - A. The tradesperson must check to see if the core is marked **2XX, X, VIP, or 2X**.
 - B. For these core markings, the department or work order requestor must be contacted for access.
 - C. Doors with cores listed in 2.A. **will not be unlocked** for routine maintenance.
 - D. For cores other than those listed in item 2.A., contact a **maintenance supervisor**. Record the building and room number, along with the core markings. Give this information to your supervisor who can make arrangements to have the building keys updated.
 - E. When necessary, a locksmith will provide the unlock as soon as possible.

3. Access will be given ONLY to Maintenance tradespersons, supervisors or managers.
4. This policy does **NOT** apply in emergency situations.
5. Any lock that is mechanically or electronically malfunctioning should be reported to DPS during first shift. Problems with locks on second and third shifts should be referred to DPS personnel, who will initiate the service requests necessary to solve the lock or unlock problem.

Any surplus or salvageable goods* and any equipment no longer in use must be disposed of per the university guidelines as defined by the W.M.U. Surplus Policy Statement (see appendix of Policy Handbook).

Any surplus commodity identified and/or collected by any employee must be reported to the employee's immediate Supervisor. Employee(s) will then work with the Supervisor, using the Surplus Equipment Disposal Form (SEDF) when applicable, to determine the appropriate method for disposal.

In no case are employees allowed to leave campus with surplus/salvageable goods.

NOTE:

An employee who purchases an item via a formal, university surplus sale must have the appropriate paperwork from the sale with them before taking the item(s) off campus.

Violation of this policy and may result in disciplinary action.

***Process for disposing of scrap metal:**

- Contact Surplus **BEFORE** delivery at 7-8829 (or radio 350 on the Freight/Postal Delivery frequency)
- Follow guidelines for surplus items as defined in the Surplus Policy Statement, using the SEDF:
 - For the description box, please fill in as "SCRAP METAL"
 - Items will not be accepted without this form
- Items must be separated/broken down prior to delivery
- After making arrangements for delivery, please deliver to the AT Building, where the scrap metal bins are located.
- Scrap metal will **NOT** be accepted during the scheduled Wednesday public Surplus Sales.

We must maintain minimal, but essential, services to our customers within the Campus community during closure periods not related to inclement weather (*ie*: tornado, flood, etc.). Attention will be focused in residence halls, campus apartments, dining services and buildings open for essential services.

The following process will occur when the University announces it is closing for reasons other than inclement weather.

1. The director is contacted by the appropriate University office.
2. The director notifies the two labor managers.
3. One of the labor managers will contact the on-call supervisor.

The manager will be responsible to:

Determine the trades and number of staff needed to cover maintenance issues as described above. These employees shall be called on the basis of the manager's discretion, with consideration of various factors related to the emergency, including primarily their qualifications and, secondarily, their proximity to the University.

1. Maintenance vehicles may **NOT** drive on grass or sidewalks **at any time unless authorized.**
2. Employees are responsible for parking violations issued by DPS.
3. Maintenance vehicles **CAN** park in the following locations:
 - Maintenance spots designated with signs
 - Meters
 - Lots designated as R, W, A, B, C, D, E, F, G, K, L
4. Maintenance vehicles **CANNOT** park in the following locations:
 - Archer Drive (in front of the Bernhard Center)
 - Lawn or grass anywhere on campus
 - Sidewalks
 - Handicap parking
 - Trustees parking
 - Spots designated for University administrators (vice presidents, deans, directors, etc.)
 - Any location designated Tow-Away Zone
 - Designated Goldsworth Apartment parking spaces
 - Lot 30 (parking lot adjacent to the Seibert Administration Building)
 - Lot 66 (parking lot between Siedschlag and Siebert Administration Building)
 - In front of, adjacent to, loading docks and loading bays, unless there to specifically load/offload materials and supplies where use of the dock/bay is essential to loading/offloading.
5. Maintenance vehicles must observe all posted speed limits and traffic laws.
6. Do not leave the maintenance vehicle running for extended periods of time when not driving (for example, do not leave the vehicle running during breaks and lunch. Do not leave running on cold mornings to warm the interior, etc.)
7. At the end of each shift, all Maintenance vehicles must be parked in the designated area for each shop.

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Work Breaks

1. The following schedule has been established for Maintenance Services employees:

1st shift	9:00 a.m.	to	9:30 a.m.
	12:00 p.m.	to	12:30 p.m.
2nd shift	6:00 p.m.	to	6:30 p.m.
	9:00 p.m.	to	9:30 p.m.
3rd shift	1:00 a.m.	to	1:15 a.m.
	3:00 a.m.	to	3:30 a.m.
	5:00 a.m.	to	5:15 a.m.

2. These break times will be monitored by your supervisor. If you absolutely must extend work into a scheduled break time, you must contact your supervisor for authorization. If you cannot contact your supervisor, contact the MS Service Center is not available, contact the DPS dispatcher.
3. University vehicles may not be driven off campus for breaks or other non-University business.

1. Surplus Equipment Disposal Form
2. WMU Surplus Policy Statement

Surplus Equipment Disposal Form

See Surplus Policy Statement

Phone: 387-8829

Fax: 387-8570

Maintenance Stores, Mail Stop: 5315

Date: _____ Department Name: _____

Location: _____ Phone Number: _____

Authorized Signature: _____

Printed Name: _____

Fund: _____ Cost Center: _____ to credit items sold over \$50.00.

Logistical Services will schedule pick up with requesting department

All computer equipment must have data removed prior to pick up

Indicate with a circle if item(s) were purchased using grant funds (25 – 30).

Quantity	Description	WMU # or Serial #	Surplus Item No. (Maint. Stores Use Only)	Grant Funded
1				Yes / No
2				Yes / No
3				Yes / No
4				Yes / No
5				Yes / No
6				Yes / No
7				Yes / No
8				Yes / No
9				Yes / No
10				Yes / No
11				Yes / No
12				Yes / No
13				Yes / No
14				Yes / No
15				Yes / No
16				Yes / No
17				Yes / No
18				Yes / No
19				Yes / No
20				Yes / No

Maintenance Stores Use Only

Grants and Contracts approval: _____

Plant Accounting approval: _____



Surplus Sales and Disposal Policy **Statement**

1) Purpose:

Western Michigan University's Surplus Sales area is assigned the responsibility to dispose of items that are no longer of use to the University. This is accomplished via re-purposing items to other University departments, sales to the general public, recycling, scrap sales and donations to local non-profit organizations. All possibilities of disposal are explored before sending items to the landfill. Surplus Sales reports to the Maintenance Stores manager as part of the Logistical Services area.

2) Definitions:

Surplus is defined as equipment, supplies, materials, saleable waste and scrap. Land and buildings are not included within this definition.

- a. Surplus commodities – Usable in its present condition but no longer useful to a particular department and/or unit.
- b. Salvageable goods – Having value but requiring repairs to make usable. In reporting salvageable items, the disposal request should show the condition of items, if information is available.
- c. Scrap – Saleable for scrap value only. Having no future value as a usable commodity to other departments/units in its present condition. These items will be disposed of by the Surplus Sales area, as directed by the Maintenance Stores Manager.
- d. Worthless Equipment – Broken or worn-out items having no saleable scrap value. The final determination of value will be made by the University's Maintenance Stores Manager with agreement of one other manager from the Logistical Services Department. Opinion of disposing department is encouraged.

3) **Information:**

- a. Departments are encouraged to examine equipment inventories and report all commodities that can be released to Surplus Sales without detriment to the department/unit.
- b. It is the responsibility of Surplus Sales, Maintenance Stores Division, to arrange for and control the disposal of all University used and/or surplus equipment, including the disposal of all scrap materials.
- c. All funds derived from the sale of each surplus item of \$50.00 or more will be credited back to the appropriate department or as otherwise agreed to by the Maintenance Stores Manager. If a department has a large lot of saleable items to dispose of, Surplus Sales will work with the department to determine if there are any reimbursement possibilities.
- d. After sale or disposal of surplus commodities, where applicable, appropriate inventory information will be forwarded to the Plant Accounting Office.
- e. If an item contains any suspected hazardous materials, including but not limited to hazardous liquids, toxic or hazardous gases, hazardous powders or solids, or any materials that may have a detrimental effect on the environment, departments must notify WMU's Environmental Health and Safety Department (387-5588) to assist with proper disposal prior to submitting the surplus disposal form . Also WMU's Environmental Health and Safety Department should be notified if any dangerous device may be a component of any surplus item (i .e. Lasers). If labeling indicates any radioactive materials are present please contact WMU's Radiation Safety Officer at 387-5933 immediately. WMU Surplus Sales will not assume any responsibility for items containing hazardous material after removal from department.

4) **Declaration of Surplus Equipment:**

All commodities determined to be of no further use to the department will be reported to Surplus Sales, using a Surplus Equipment Disposal Form with an appropriate department authorization/signature. Surplus Equipment Disposal Forms are available on the web at <http://www.obf.wmich.edu/logistical-services/stores-docs/SurplusEquipment.pdf> and from the Maintenance Stores Office. Each form should include the following:

- a. A full description of each item including WMU tag (inventory) number if available. Please provide manufacturer, serial number and model number if known.
- b. Pick-up information such as building, room number and contact person.
- c. If the disposing department has knowledge of resale value and the names of

interested buyers, this information should be provided.

- d. Authorization/signature from Grants and Contracts Office if equipment was purchased with Grants and Contracts funds.
- e. Departments are responsible for cleaning all data including operating systems from computers and electronic equipment, (i.e.: copiers, fax machines, etc.) before submitting for surplus disposal. Surplus Sales will not be responsible for information that has not been properly cleaned or “wiped” from the equipment.

5) **Available Surplus Equipment:**

- a. Before items are offered for sale to external customers, surplus equipment will first be made available to University Departments. Surplus Sales will maintain a list of departmental requests and advise departments should item(s) become available for their use.
- b. Surplus Sales will maintain a current inventory of all commodities in their control for sale or reissue to University Departments.

6) **Sale of University Surplus Equipment:**

Surplus Sales has the authority to dispose of all University surplus equipment via whatever means it determines to be in the best interest of the University. Acceptable means of disposal are:

- a. **Redistribution within the campus community.** Before items are offered for sale to outside purchasers, the surplus equipment will first be offered to University Departments/Units. All internal sales will be via JES. The Surplus Sales Office will maintain a list of wanted commodities. Requests will be filled on a first come first serve basis. As surplus commodities are received, Surplus Sales will audit its current requests and make available all requested items for resale or redistribution to the University Community.
- b. **Employee sale.** Departments may sell commodities to its employees at fair market value. Prices will be established by owning department and Maintenance Stores Manager/Surplus Sales coordinator. Departments may need to consult with the Office of Information Technology area or Surplus Sales to verify fair market pricing for computing equipment. Departments are responsible for the cleaning of hard drives on any electronic device sold to an employee. A copy of these transactions must be kept in departmental files for audit review. A copy of these transactions should also be sent to Maintenance Stores/Surplus Sales.

- c. **Public sale.** Public sales are hosted every other week on sale dates determined by Maintenance Stores Manager. Sale prices will be established by submitting departments and/or Maintenance Stores Manager/Surplus Sales Coordinator. Sale dates are located at the following website:

<http://www.wmich.edu/logisticservices/stores/index.html>

- d. **Public auction.** Public auctions may be hosted when the surplus inventory warrants, as determined by Maintenance Stores Manager. Items will be sold to the highest bidder. Some items may require a minimum bid as determined by the submitting department and/or Maintenance Stores Manager/Surplus Sales Coordinator.
- e. **Sealed bid.** Some surplus commodities, especially those of high dollar value and/or specialized items (such as vehicles), may be sold via sealed bid. These situations will be determined by the Maintenance Stores Manager with collaboration from the submitting department.
- f. **Web site.** Designated surplus items may be advertised for sale via the Maintenance Stores web site:

<http://www.obf.wmich.edu/logistical-services/stores.html>

Items also are advertised on websites such as Facebook and PublicSurplus.com.

Any other means of disposal must be approved by the Vice President of Business & Finance or designee.

Surplus equipment that cannot be repurposed by sale, reissue or donation to charitable organizations will be disposed of in the most cost effective, environmentally acceptable manner available. All commodities declared worthless must have the approval of Logistical Services management representatives.

Further Surplus Sales information available from:

Vicki Cox	Manager, Maintenance Stores E-mail: vicki.cox@wmich.edu	(269)387-8527
Thomas Wright	Surplus Coordinator, Maintenance Stores E-mail: WMU-surplus-sales@wmich.edu	(269)387-8829
Don Penskar	Director, Logistical Services E-mail: donald.penskar@wmich.edu	(269)387-8804

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Asbestos Policy

Purpose and Scope

The purpose of this asbestos policy is to protect the health of Western Michigan University employees who may be exposed to asbestos and to ensure adherence to regulations governing asbestos exposures in the workplace. Asbestos can be found in items such as automotive brake parts, gasket materials, siding and roofing materials, pipe insulation, floor tiles, ceiling tiles, sound proofing, theater curtains, plaster, and possibly other structural parts of a building.

Responsibilities

Employees who may encounter or possibly disturb asbestos-containing materials (ACM) during their work activities must receive yearly asbestos awareness training arranged through the Division of Environmental Health and Safety. This training requirement at a minimum applies to custodial and skilled trades staff. The training shall include the health effects of asbestos, locations of ACM and presumed asbestos-containing materials (PACM) in university buildings, recognition of ACM and PACM damage and deterioration, requirements in the standard related to housekeeping, and proper response to fiber release episodes.

During any repairs or work on equipment or structures where any ACM or PACM exists or where contact may occur during work activities, employees must notify their supervisor of the potential for asbestos exposure before beginning the job. The supervisor shall then contact the Division of Environmental Health and Safety who in turn will ascertain the presence or absence of any ACM. If asbestos is found, this Division will designate the measures, which will be taken to eliminate the possibility of asbestos exposures to the employees working around the ACM and to ensure adherence to environmental and occupational regulations.

Prior to renovation activities in a building, a licensed asbestos abatement contractor shall remove any ACM that is exposed or will be exposed during the renovation. The Western Michigan University project supervisor shall contact the Division of Environmental Health and Safety during the planning stages of the renovation. The Division of Environmental Health and Safety will ensure that a complete asbestos survey is performed and the proper removal procedures outlined.

Prior to the demolition of a building, the project supervisor shall contact the Division of Environmental Health and Safety to ensure that all ACM has been identified for proper removal by a licensed asbestos abatement contractor.

10/98

<http://esem.wmich.edu/asbestos.htm>

Blood-Borne Pathogen Exposure Control Plan

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 4. Methods of Compliance
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Introduction

Human Immunodeficiency Virus (HIV) is a blood-borne and sexually transmitted virus that ultimately causes Acquired Immune Deficiency Syndrome (AIDS). AIDS develops after HIV invades and destroys the body's immune system making it vulnerable to life-threatening infections, rare forms of cancer and deterioration of the nervous system. Current information suggests that the vast majority of persons infected with HIV will progress to AIDS. Current medications appear to slow the progression of the disease, but are not a cure. HIV infection has reached epidemic proportions in the United States. It is currently estimated that 1,039,000 to 1,185,000 people are HIV infected. For every diagnosed case of

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AIDS there are seven HIV positive cases. Most have not been tested and are unaware of their infection. There is currently no cure for HIV infection.

Hepatitis B Virus (HBV) is also a blood-borne and sexually transmitted virus, which generally causes a self-limited liver infection (hepatitis). Some persons, however, will develop life-threatening liver diseases (chronic hepatitis, cirrhosis) and carry an increased risk for liver cancer. Some will become chronic carriers of the virus, retaining the ability to infect others. The United States contains an estimated 1 million HBV carriers.

Most persons infected with HIV, and some infected with HBV, are unaware of their infection. Since the medical history, the physical examination and laboratory testing cannot reliably identify all persons infected with HIV/HBV or other blood-borne pathogens, precautions shall be used consistently for handling blood and blood products from all persons. This approach is referred to as "Universal Precautions."

Purpose

1. To define formal infection control procedures to protect Western Michigan University employees, students, and other designated persons from occupational and classroom exposure to blood, bodily fluids, or other potentially infectious material.
2. To ensure Western Michigan University's compliance with State and Federal rules protecting all persons against occupational and classroom exposure to blood-borne pathogens.
3. To define the appropriate evaluation and follow-up procedures to handle accidental injury/exposure for faculty, staff, and students.
4. To update policies and operating procedures reflecting changes in technology reducing/eliminating exposure to blood, body fluids, or other potentially infectious material.

Exposure Determination

The potential for occupational exposure to blood-borne pathogens has been classified into the following two categories based on OSHA guidelines.

1. Category A consists of occupations that require procedures or other occupation related tasks that involve exposure or reasonably anticipated exposure to blood or other potentially infectious material or that involve a likelihood for spills or splashes of blood. This includes procedures or tasks conducted in non-routine situations as a condition of employment.
 - A. The following are some job classifications or duties that fall into category A.
 - Child care providers
 - Custodial Services staff
 - Direct Health Care Providers

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- Environmental Safety and Emergency Management(ESEM) Staff
- First Aid/CPR/AED providers
- Glaziers
- Plumbers/Pipefitters
- Public Safety Police Officers
- Others, as approved by (ESEM)

Environmental Safety and Emergency Management has a complete listing of the specific departments that have job classifications with exposure. For information on standard operating procedures (SOP's) for category A occupations see Appendix A.

2. Category B consists of occupations that do not require tasks that involve exposure to blood or other potentially infectious material on a routine or non-routine basis as a condition of employment. Employees in occupations in this category do not perform or assist in emergency medical care or first aid and are not reasonably anticipated to be exposed in any other way. The areas not listed above in #1 are considered to have job classifications in the B category.

Methods of Compliance

A. Universal Precaution

1. The term "Universal Precautions" refers to an approach to infection control developed by the Centers for Disease Control and the National Institutes of Health in which blood and bodily fluids of all people are handled as if they contain blood-borne pathogens.
 1. Body fluids to which Universal Precautions apply:
 1. Blood and other bodily fluids containing visible blood (Blood is the single most important source of HIV, HBV, and other blood-borne pathogens in the occupational setting.)
 2. Semen and vaginal secretions. (These have been implicated in sexual transmission but have not been implicated in occupational transmission.)
 3. Bodily fluids. (Spinal fluid, joint fluid, fluid surrounding the heart and lungs, or amniotic fluid.)
 4. Any undetermined bodily fluid.
 5. These materials are called other potentially infectious materials (OPIM)
 2. Body fluids to which Universal Precautions may not apply:
 1. Urine
 2. Nasal Secretions
 3. Feces
 4. Sputum, Phlegm, (Lung Secretions)
 5. Sweat

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6. Tears
7. Vomitus
8. Saliva
9. (Unless any of the above contain visible blood)
3. All standard infection control procedures regarding these body fluids still apply and must be followed.

B. Engineering Control

1. Engineering controls, with work practice controls and personal protective equipment, function together to minimize exposure incidents. The use of all three controls is mandated by MIOSHA.
2. Engineering controls are items designed to isolate or keep infectious materials away from staff and others. Where engineering controls will reduce employee exposure, either by removing, eliminating, or isolating the hazards, they must be used. All engineering controls must be well maintained. The following are examples of engineering controls.
 1. Hand-washing facilities must be readily accessible to staff wherever occupational exposure may occur, or approved alternative hand-washing methods i.e., antiseptic towelettes and clean paper or cloth towels followed by soap and water washing as soon as possible must be made available.
 2. Containers for used sharps must be puncture resistant, leak-proof, labeled or color-coded, and located as close as possible to the places where sharps are used.
 3. Specimen containers must be leak-proof, properly labeled or color-coded.
 4. Appropriate containers for other regulated waste.
 5. Mechanical pipettes. Pipetting by mouth is specifically prohibited by OSHA.
 6. Laboratory equipment specific to the type of work involved.
 7. It is recommended that all departments shall have a first aid kit easily accessible. All departmental first aid kits shall contain a disinfectant.
3. Engineering controls also includes controls (e.g., self-sheathing devices, such as sharps with engineered sharps injury protections and needleless systems) that isolate or remove the blood borne pathogen hazard from the workplace. Input from non-managerial employees will be solicited regarding consideration of safer medical devices.

C. Work Practice Controls

1. Eating, drinking, smoking, applying cosmetics, and handling contact lenses are prohibited in work areas and/or work surfaces that carry an inherent potential for contamination. Food and drink must not be stored in refrigerators, freezers, or cabinets where blood or other potentially infectious materials are stored. Such storage equipment must be clearly labeled to prevent this possibility.

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2. Hands and other skin surfaces contaminated with blood or other potentially infectious materials shall be washed immediately and thoroughly with soap and water. Mucous membranes, if contaminated, must be washed thoroughly with water. Hands must be washed immediately after gloves are removed, even if the gloves appear to be intact.
3. Precautions shall be taken to prevent injuries caused by contaminated sharps such as razor blades, broken glass, needles, scalpels, or other sharp instruments. Used needles shall not be bent, broken, reinserted into their original sheaths, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes, needles, scalpel blades, and other sharp items shall be placed in a puncture resistant container. Puncture resistant containers shall be located as close as practical to the use area and shall be available to all persons using needles (including diabetic students on campus) and other sharps as indicated above. These containers will not be located in areas open to the public. These containers are to be labeled "Biohazard."
4. New protective device use will be implemented, with employee training as appropriate.
5. All persons who have open wounds or weeping skin rashes shall refrain from all direct patient/client care, potentially hazardous laboratory procedures, and from handling patient-care equipment until the condition resolves. Cuts or abrasions shall be protected with a dressing and gloves prior to performing any procedure involving contact with blood and other potentially infectious materials.
6. Pregnant persons shall be especially familiar with and strictly adhere to Universal Precautions. Infection in the mother places the fetus at risk of acquiring the infection.
7. Blood spills shall be cleaned up promptly with an approved hospital disinfectant. ESEM must be contacted regarding approved hospital disinfectants. Germicides vary in their activity against infectious agents and in the time needed for disinfection. Manufacturer's guidelines shall be followed.
8. Large work areas contaminated by blood or bodily fluids must be thoroughly cleaned, flooded with a liquid germicide, cleaned again, and de-contaminated with fresh germicide.
9. Medical equipment that requires sterilization or disinfection shall be thoroughly cleaned before disinfecting and care must be taken to follow manufacturer's guidelines for compatibility with the germicides. This also applies to non-medical equipment.
10. Contaminated laundry, including employee's uniforms, shall be placed in labeled or color-coded, leak-proof containers at the location where it was used. The employer shall ensure that employees who have contact with contaminated laundry wear appropriate personal protective equipment.
11. HBV vaccine shall be offered at Department expense, to all persons whose occupational tasks place them at risk of exposure to blood or other potentially infectious materials.
12. All supervisors/instructors shall be responsible for informing persons of any special precautions pertinent to their area.
13. No Human Immunodeficiency Virus shall be used for research purposes on this campus, without prior approval of the Recombinant DNA Bio-Safety Committee under the auspices of the Vice President for Research. All NIH and CDC guidelines shall be followed.

D. Personal Protective Equipment

1. Protective barriers reduce the risk of exposure of a person's skin or mucous membranes to fluids that require Universal Precautions. The following are required protective barriers:
 1. Gloves shall be worn for touching human blood, bodily fluids, mucous membranes, or skin with open wounds or weeping rashes; for touching items or surfaces soiled with blood or bodily fluids; for performing venipuncture or other procedures that enter blood vessels.
 2. Latex, hypoallergic, or vinyl disposable exam gloves, in suitable sizes, shall be used for all medical and laboratory procedures. Hands shall be washed and gloves changed between patient contacts. Gloves shall not be washed in lieu of changing. Use of soaps will compromise their ability to be an effective barrier. Employees with a latex allergy are to notify their supervisor. Appropriate accommodations will be made for those persons.
 3. General-purpose utility gloves shall be used for housekeeping chores involving possible blood and other potentially infectious material contact and for instrument and equipment cleanup and decontamination procedures. Gloves extending beyond the wrist are preferable. Gloves must be compatible with cleaning and disinfecting chemicals.
 4. Masks, protective goggles, and face shields shall be worn if aerosolization or splattering of blood or other potentially infectious material is likely to occur.
 5. Gowns, fluid-proof aprons, laboratory coats, tyvek suits, or other protective clothing shall be worn if blood splattering or spattering of other potentially infectious material is likely.
 6. Resuscitation devices, including mouth-pieces, masks, resuscitation bags, or other ventilation devices shall be strategically located and available for use in areas where the need for resuscitation is predictable. All appropriate personnel shall be trained in their use.
 7. Disposable personal protective equipment shall be disposed of properly and not reused. Reusable equipment shall be cleaned and de-contaminated properly soon after use (see Work Practice Controls C.8).

E. Standard Operating Procedure (SOP)

1. Task specific operating procedures shall be written and updated annually by the departments that have employees that are indicated in the Category A definition. These SOPs shall be reviewed with employees at least annually.

F. Infectious Waste Disposal

1. Infectious waste is defined as the following:
 1. Cultures and stocks of infectious agents and associated biologicals, including laboratory waste, biological production wastes, discarded live and attenuated vaccines, culture dishes, and related devices.
 2. Liquid human and animal waste, including blood and blood products and other potentially infectious materials (as defined under Universal Precautions, pg. 3). This includes materials crusted or soaked with blood or bodily fluids, but does not include urine or materials stained with blood or bodily fluids.

3. Pathological waste (human organs, tissues, body parts, fluids).
 4. Sharps (needles, scalpels, syringes).
 5. Contaminated wastes from animals that have been exposed to agents infectious to humans, these being primarily research animals.
2. The Division of Environmental Safety and Emergency Management monitors the disposal of all infectious waste. The disposal of infectious waste shall be in accordance with applicable federal, state, and local regulations.
 3. Medical, biological, and other infectious wastes must be disposed of in designated containers or bags that are color-coded, labeled, or tagged as "Biohazard." Sharps containers may be obtained through the Sindecuse Health Center or Environmental Safety and Emergency Management. Biohazard bags may be obtained from University Stores. Questions regarding safe disposal shall be directed to ESEM.
 4. Residence Hall members shall notify ESEM when sharps containers need to be replaced.
 5. All areas shall contact ESEM for disposal of infectious waste containers.

Responsibilities of Employees and Other Designated Persons

1. All persons are expected to be knowledgeable about specific operating procedures pertinent to their work area or laboratory.
2. All persons are expected to use universal precautions, engineering controls, to follow work practice controls, and wear appropriate personal protective equipment when performing a task with potential exposure.
3. All persons are to immediately report an incident of contact with blood or other potentially infectious materials sustained during the course of occupational or classroom duties, according to the Exposure Incident Protocol which follows. Supervisors are responsible for posting this procedure.

Exposure Incident Protocol

1. The person who receives a potential exposure shall observe the following procedures:
 - A. Immediately begin thorough cleansing of the exposed body site with soap and water or approved alternative hand-washing method. (See Methods of Compliance B.1)
 - B. Remove personal protective equipment and wash exposed site again with soap and water. The exposed site shall be thoroughly disinfected with appropriate skin disinfectant if immediately available (Betadine solution, Hibiclens). Follow precautions to minimize exposure of other persons to blood, blood products, or other potentially infectious material, e.g., inform co-workers to use protective barriers, remove an exposed sharp and place in a sharps container, isolate the contaminated area.

- C. Notify Supervisor.
- D. Immediately report to Sindecuse Health Center (387-3287) for evaluation, treatment, and follow-up care (Monday-Friday, 8:00a.m.-5:00p.m.; Saturday, 9:00-11:30a.m. except during summer session.) After hours report to the Bronson Methodist Hospital Emergency Room (341-6386).
2. The supervisor of a potentially exposed person shall observe the following procedures:
 - A. Ensure the individual receives medical attention as per 1.d. above.
 - B. Ensure that other persons remain out of the area to minimize potential exposure to blood, blood products or OPIM.
 - C. Barricade any heavily contaminated area until disinfected.
 - D. Notify Custodial Services when clean up of a contaminated area is required. Ensure that custodians are aware of the potential for contamination and take every precaution to prevent contamination of themselves or other persons by using appropriate personal protective equipment and decontamination procedures.
 - E. Ensure that the contaminated area is adequately disinfected.
 - F. Complete an WC P-210 Form and provide the physician with:
 1. A description of the exposed employee's duties as they relate to the exposure incident;
 2. Documentation of the route of exposure and circumstances under which exposure occurred;
 3. Identity of the source individual, if available; and
 4. Complete an EHS 311 Form.
3. The Sindecuse Health Center shall observe the following procedures:
 - A. Following the CDC guidelines, make a rapid initial determination if the person presented with exposure to blood or OPIM should be referred immediately to Bronson ProHealth.
 - B. If immediate referral is not made, perform medical evaluation and treatment
 - C. Record the circumstances of the injury/exposure in the person's confidential medical record.
Relevant information shall include the following:
 - date and time of exposure
 - job duty being performed by the person at time of exposure
 - details of exposure including the amount and type of fluid or material, severity of exposure, and whether or not the person was using personal protective equipment
 - description of source of exposure including whether the source material contains HIV or HBV if known.
 - Details about counseling, post exposure management and follow-up.

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- D. Perform blood analysis for HIV (with informed consent) and HBV on exposed person. If the employee consents to baseline testing, but not HIV testing, the specimen shall be saved for at least 90 days. If, within 90 days of exposure, the employee elects to have the specimen tested for HIV, it shall be done as soon as possible.
 - E. Follow the CDC guidelines for post-exposure treatment if unknown source.
 - F. Reevaluate the exposed person at 6 weeks, 12 weeks, and 6 months after exposure to determine whether HIV infection has occurred if source individual is unknown, refuses HIV testing, or is HIV positive. If source individual is HIV negative, no further testing is necessary unless past personal history suggests that the individual may have recently been exposed to HIV.
 - G. If a Health Center employee is exposed to blood and a specimen of the blood is available, the properly labeled specimen can be taken with the exposed employee to Bronson ProHealth without expressed written consent of the source patient. If the source is available and a blood specimen is needed, the specimen may be obtained in the Sindecuse Lab, with the consent of the patient, and the specimen taken with the exposed employee to Bronson (otherwise the source patient can accompany the employee to Bronson).
 - H. All exposed employees, whether seen at Bronson or Sindecuse, will be asked to return to Sindecuse for Hepatitis B test results and final evaluation approximately one week after the initial visit.
 - I. Provide a written opinion to ESEM stating that the employee has been informed of the results of the evaluation, and about any exposure related medical conditions that will need further evaluation and treatment.
 - J. Provide a copy of the opinion to the employee at the time of evaluation.
 - K. Ensure that person's medical information and records are kept confidential except as required by law.
 - L. Complete WC P-210 Form.
 - M. A sharps injury log has been established that is separate from the OSHA 200 Log. The sharps injury log will record percutaneous injuries from contaminated sharps. The information in the log is recorded so that it protects in confidentiality of the injured employee.
 - N. Record any cases of clinical hepatitis or any HIV related illness on the OSHA 200 Log if the illness can be traced back to an occupational injury or exposure incident.
3. The Division of Environmental Safety and Emergency Management (387-5590) shall observe the following procedure:
- A. Maintain files documenting employee training in the Bloodborne Pathogen Standard and the Western Michigan University Exposure Control Plan.
 - B. ESEM maintains a record of all 311 Forms covering BBP exposures.

Hepatitis B Protocol

1. Western Michigan University shall provide an HBV vaccination program for the employees in Category A occupations at the Sindecuse Health Center at no cost to the employee.

Training and Education

1. Western Michigan University shall provide initial and annual formal training and education program for employees with potential exposure to blood or other potentially infectious material (Category A occupations) at no cost to the employee and during working hours. Material appropriate in content and vocabulary to the education level, literacy, and language background of persons shall be used
2. The training program shall contain the following elements:
 - a. Discuss the basis of the standard.
 - b. A general explanation of the epidemiology of HBV and HIV and symptoms associated with clinical illness from these two viruses.
 - c. An explanation of the modes of transmission of HBV and HIV.
 - d. An explanation of Western Michigan University's Bloodborne Pathogen Exposure Control Plan. This will include an explanation of Universal Precautions, Engineering and Work Practice Controls, and the use of Personal Protective Equipment.
 - e. A detailed explanation of protective barriers and other personal protective equipment, the basis of which these are selected, and the limitations of these methods of control in preventing exposure.
 - f. An explanation of the signs, labels, tags, and color-coding used to denote biohazards.
 - g. Information of the HBV vaccine, including the indications, safety, efficacy, and benefits.
 - h. An explanation of the procedure to follow if potential exposure occurs and the medical follow-up that will be made available.
 - i. Question and answer period.

Appendices

- A. S.O.P. for departments having job classifications that fall into category A are located in the Office of Environmental Safety and Emergency Management.
- B. Following is a list of forms used to comply with the blood-borne pathogen standard.
 1. Hepatitis B vaccination ticket form.
 2. Hepatitis B vaccination declination forms.
 3. Physician opinion regarding employee with occupational exposure to blood or blood products (or other potentially infectious materials).
 4. WC P-210, EHS:311, for medical treatment for on the job injury (potential) exposure, and accident/injury reporting.
 5. Employee sign-in sheet for blood-borne pathogen training sessions.
- C. Pertinent phone numbers.
 1. WMU Public Safety- **387-5555**
 2. Emergency Calls- **911**
 3. Sindecuse Health Center- **387-3287**
 4. Bronson Methodist Hospital Emergency Room- **341-6386**
 5. Borgess Medical Center Emergency and Trauma Center-**226-4815**
 6. WMU Environmental Safety and Emergency Management-**387-5590**

Confined Space Entry

I. Purpose

- The purpose of this policy is to provide a safe and healthy environment for employees required to enter confined spaces.

II. Scope

- This policy shall cover all Western Michigan University (WMU) employees entering and working in a confined space. All contractors must have their own confined space entry policy which is comparable to this policy. Contractors must be familiar with the Western Michigan University policy and Western Michigan University must be familiar with the contractor's policy.

III. Definition

- **Acceptable entry conditions:** The conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.
- **Attendant:** An individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties as noted in the WMU confined space policy.
- **Authorized entrant:** An employee who is authorized by the employer to enter a permit space.
- **Alternate permit space:** An alternate permit space exists when the following conditions are met:
 - The only hazard posed by the permit space is an actual or potential hazardous atmosphere.
 - Continuous forced air ventilation alone is sufficient to maintain the space safe for entry.
 - Monitoring and testing (inspection data) verify that the above two conditions are met.
- **Confined space:** Confined spaces may include, but are not limited to storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, trenches, tunnels, pits, tubs, vaults, vessels, silos, and hoppers. A confined space has the following three characteristics:
 - Is large enough and so configured that an employee can bodily enter and perform assigned work
 - Has limited or restricted means for entry or exit.
 - Is not designed for continuous employee occupancy.

- **Engulfment:** Engulfment means the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.
- **Entry Supervisor:** The person (such as the employer, foreman, crew chief, or other trained person) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned. The entry supervisor authorizes entry, oversees entry operations, and terminates entry.
- **Non-permit confined space:** A confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.
- **Permit-required confined space (permit space):** A permit space must have all three characteristics of a confined space as listed above and the space must have at least one of the following characteristics:
 - Contains or has a potential to contain a hazardous atmosphere;
 - Contains a material that has the potential for engulfing an entrant
 - Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
 - Contains any other recognized serious safety or health hazard.
- **Prohibited condition:** Any condition in a permit space that is not allowed by the permit during the period when entry is authorized.

• **Employer's Responsibility**

- Environmental Safety and Emergency Management (ES&EM) shall evaluate the workplace to determine if any spaces are permit-required confined spaces.
- WMU shall inform exposed employees by posting of danger signs or by a listing (made available to all exposed employees) of the existence and location of and the danger posed by the permit spaces.
- (ES&EM) shall conduct training or oversee training performed by qualified individuals selected by (ES&EM) for all exposed employees on safe entry procedures, atmospheric monitoring, and rescue procedures.
- (ES&EM) shall also conduct training whenever there is a change in permit space operations that presents hazard(s) about which an employee has not been previously trained, or whenever the employer has reason to believe that there are deviations from permit entry procedures or that there are inadequacies in the employee's knowledge or use of these procedures.
- WMU shall provide and maintain the equipment necessary to work safely in confined spaces.

- The WMU contract administrator shall inform contractors of the existence of confined spaces at WMU. The WMU contract administrator shall provide a copy of this confined space entry policy to contractors who will be entering confined spaces at WMU and receive a copy of the contractor's confined space policy. The contract administrator shall inform the contractor that entry into the confined space is allowed only through compliance with a permit space program meeting the MIOSHA Part 90/OSHA 29CFR1910.146 requirements.
 - The WMU contract administrator shall coordinate entry when both WMU and contractor personnel will be entering the same confined space during the same time frame. Anytime a permit space will be entered by a contractor, the contract administrator must contact the WMU manager or supervisor of the area in which the permit space is located, prior to the entry. The manager or supervisor shall inform the contractor of the hazards identified, and any precautions or procedures that they have implemented for the protection of employees in or near permit spaces. The WMU manager, or supervisor shall also debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and any hazards confronted or created during entry operations.
 - A file containing a copy of each of the authorized Confined Space Entry Permits shall be maintained by the office of Environmental Safety and Emergency Management.
- **Employee's Responsibilities**
 - All persons involved in an operation requiring entry into permit-required confined spaces (PRCS) must adhere to the PRCS entry procedures listed in Section VIII. Alternate entry into permit spaces must follow the alternate entry procedure list in Section IX.
 - **Violation**
 - Failure to comply with this policy shall result in a violation of Western Michigan University Human Resources Rules of Conduct, Section 1F.
 - **Duties**
 - **Authorized Entrant:**
 - Know the hazards that may be faced during entry.
 - Recognize signs and symptoms of exposure
 - Properly use equipment.
 - Communicate with the Attendant as necessary to enable the Attendant to monitor Authorized Entrant status and to enable the Attendant to alert Authorized Entrants of the need to evacuate the space.
 - Alert the Attendant whenever warning signs or symptoms of exposure to a dangerous situation are recognized or a prohibited condition is detected.
 - Exit from the space as quickly as possible whenever:
 - An order to evacuate is given by the Attendant or the Entry Supervisor.

- Any warning signs or symptoms of exposure to a dangerous situation are recognized.
 - A prohibited condition is detected.
 - An evacuation alarm is activated
- **Attendant:**
 - Know the hazards that may be faced during entry.
 - Be aware of possible behavioral effects of hazard exposure in Authorized Entrants.
 - Continuously maintain an accurate count of Authorized Entrants in the confined space.
 - Remain outside the permit space during entry operations until relieved by another Attendant.
 - Communicate with Authorized Entrants as necessary to adequately monitor their status.
 - Monitor activities inside and outside the confined space and order Authorized Entrants to evacuate when necessary.
 - Summon rescue services if needed (use portable radio or phone).
 - Keep unauthorized persons out of the permit space.
 - Perform non-entry rescues as specified by the employer's rescue procedure.
 - Do not perform any duties that might interfere with monitoring duties.
- **Entry Supervisor:**
 - Know the hazards that may be faced during entry
 - Verify by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted, and that all procedures and equipment are in place before endorsing the permit and allowing entry to begin.
 - Terminate entry and cancel the permit as required.
 - Verify rescue services are available and that the means for summoning them are operable.
 - Remove unauthorized individuals who enter or attempt to enter the permit space during operations.
 - See that entry operations remain consistent with the permit.
- **Permit Required Confined Space Procedures**
 - Before any Authorized Entrant is allowed to enter a confined space, a Confined Space Entry Permit must be issued by the Entry Supervisor (see attached permit).
 - Before entering the confined space the Confined Space Entry Permit shall be posted at the site. The permit shall remain posted at all times until the entry is terminated. The confined space opening shall be promptly guarded by a railing or other temporary barrier that will prevent an accidental fall through the opening and that will protect each employee working in the space from foreign objects entering the space.

- Prior to authorization of the entry permit, and after every unattended period, before re-entry, appropriate atmospheric testing is to be conducted. A minimum of two persons are required to test every permit confined space prior to entry. The individuals must be trained in the use of the testing instruments. Two test meters must be used for each test. The readings on both meters must register acceptable criteria. Test meters shall be maintained properly and calibrated as required by the manufacturer. The individuals performing the monitoring shall do so from outside the confined space.
- The atmosphere inside the space shall be measured at three levels: top, middle, and bottom. The following atmospheric criteria must be met prior to entering a confined space:
 - Oxygen concentration is between 19.5%-22% by volume.
 - Flammability characteristics are no more than 10% LEL.
 - Carbon Monoxide levels are < 35 ppm.
 - Toxicity levels do not exceed contamination levels referenced in 29CFR Part 1910 Subpart Z.
 - Temperature does not exceed 120o F.
- In house entry rescue teams must be put on notice of a PRCS entry prior to the entry. All rescue equipment will be in place at the PRCS site prior to entry. The rescue team shall be summoned by the Attendant or Entry Supervisor whenever the Authorized Entrant inside the confined space is unable to exit on his own or with the assistance of another Authorized Entrant inside the space. The Attendant may assist with the rescue only from outside the confined space. The Attendant may not enter the confined space for any reason.
- An atmospheric monitor shall be worn continuously by at least one of the employees in the confined space. If the space is compartmentalized, then at least one employee in each compartment shall wear a monitor.
- If the initial monitoring is acceptable but the space is unpredictable, for instance where atmospheric conditions can change (active sewers, sumps, organic wastes, hot work or tasks which might generate gases, fumes, vapors, or dust), then continuous forced air ventilation shall be supplied.
- If tests indicate that the atmosphere is unsafe, the confined space shall be supplied with fresh air from a continuous forced air ventilation device adequate for the volume of the space to bring the atmospheric conditions within permissible ranges.
- After ventilating the space the atmosphere must be re-tested and no person shall be allowed to enter the confined space until the tests indicate the atmosphere meets the criteria set forth in VIII. 4.
- If at any time a hazardous atmosphere is detected during entry: a. The Authorized Entrants shall exit immediately. b. The space shall be evaluated to determine how the hazardous atmosphere developed. c. Measures shall be implemented to protect employees from the hazardous atmosphere before any subsequent entry takes place.

- A new entry permit must be issued and authorized if any changes are to be made in the type of work to take place inside the confined space that were not noted on the initial entry permit. For instance a decision to perform hot work or tasks which might generate gases, fumes, vapors, or the entry of another Authorized Entrant not listed on the initial permit would require that a new permit be issued.
 - Each Authorized Entrant entering the confined space shall follow the University lockout procedure for all applicable energy sources. All fluid and gas lines into the space must be disconnected and/or blanked prior to work being performed in the space. If discharge lines present a backflow possibility than those lines must be disconnected or blanked.
 - Each Authorized Entrant must use a full body harness with attached retrieval lines. The retrieval lines must be attached to appropriate rescue devices and anchor points. The full body harness and retrieval lines must be worn for all PRCS entry unless the Entry Supervisor has determined that retrieval lines are impractical, would increase the overall risk of entry, or would not contribute to the rescue of the Entrant.
 - Each Authorized Entrant shall wear personal protective equipment appropriate to the conditions in the space.
 - Upon termination of the entry the department issuing the permit shall forward a copy of the permit to Environmental Safety and Emergency Management.
 - The Division of Environmental Safety and Emergency Management shall be consulted if chemicals will be used or fumes or gases will be generated in the space.
- **Alternate Permit Space Procedures**
 - Continuous forced air ventilation adequate for the space must be maintained.
 - Rescue equipment need not be on site for alternate entry.
 - Before any Authorized Entrant is allowed to enter an alternate permit space, an Alternate Confined Space Entry Permit must be issued by the Entry Supervisor (see attached permit).
 - Before entering the alternate permit space the Alternate Confined Space Entry Permit shall be posted at the site. The permit shall remain posted at all times until the entry is terminated. The confined space opening shall be promptly guarded by a railing or other temporary barrier that will prevent an accidental fall through the opening and that will protect each Authorized Entrant working in the space from foreign objects entering the space.
 - Prior to authorization of the alternate entry permit, and after every unattended period, before re-entry, appropriate atmospheric testing is to be conducted. The individual(s) must be trained in the use of the testing instruments. The readings on the meter must register acceptable criteria. Test meters shall be maintained properly and calibrated as required by the manufacturer. The individual(s) performing the monitoring shall do so from outside the confined space.

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- The atmosphere inside the space shall be measured at three levels: top, middle, and bottom. The following atmospheric criteria must be met prior to entering a confined space and during the confined space entry:
 - Oxygen concentration is between 19.5%-22% by volume.
 - Flammability characteristics are no more than 10% LEL.
 - Carbon Monoxide levels are < 35 ppm.
 - Toxicity levels do not exceed contamination levels referenced in 29CFR Part 1910 Subpart Z.
 - Temperature does not exceed 120o F.
- An atmospheric monitor shall be worn continuously by at least one Authorized Entrant in the confined space. If the space is compartmentalized, at least one Authorized Entrant in each compartment shall wear a monitor. The Authorized Entrant shall record monitor readings on the alternate entry permit at the time intervals indicated.
- If at any time a hazardous atmosphere is detected during entry:
 - The Authorized Entrants shall exit immediately.
 - The space shall be evaluated to determine how the hazardous atmosphere developed.
 - Measures shall be implemented to protect employees from the hazardous atmosphere before any subsequent entry takes place.
 - A new alternate entry permit must be issued and authorized if any changes are to be made in the type of work to take place inside the confined space that were not noted on the initial entry permit. For instance a decision to perform hot work or tasks, which might generate gases, fumes, vapors, or the entry of another Authorized Entrant not listed on the initial permit would require that a new permit be issued.
- Each Authorized Entrant entering the confined space shall follow the University lockout procedure for all applicable energy sources. All fluid and gas lines into the space must be disconnected and/or blanked prior to work being performed in the space. If discharge lines present a backflow possibility than those lines must be disconnected or blanked.
- Each Authorized Entrant shall wear personal protective equipment appropriate to the conditions in the space.
- An Attendant must be stationed outside the space and maintain communication with the Authorized Entrant.
- Upon termination of the entry the department issuing the permit shall forward a copy of the permit to Environmental Safety and Emergency Management.
- The Division of Environmental Safety and Emergency Management shall be consulted if chemicals will be used or fumes or gases will be generated in the space.

Chemical Hygiene Plan

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1. Purpose

The Chemical Hygiene Plan (CHP) defines the work practices and procedures to ensure that laboratory employees at Western Michigan University are protected from health hazards associated with hazardous chemicals in the laboratory. The CHP is part of the University's compliance with the standard promulgated on January 9, 1992 by the Michigan Occupational Safety and Health Administration (MIOSHA) titled "Hazardous Work in Laboratories" and amended on July 28, 2003 ([Click here for printable copy](#)). For simplicity, this standard will be referred to as the Lab Standard in this document. The CHP represents a minimum set of guidelines for the laboratory handling of hazardous chemicals at WMU. Individual administrative units, laboratories, or research groups are required to develop more detailed standard operating procedures (SOP's) as their situations warrant.

2. Scope

This policy and program applies to all Western Michigan University employees, including full time, part time, temporary and student employees who are involved in or supervise the laboratory use of hazardous chemicals. This Chemical Hygiene Plan does not cover the laboratory use of radioactive materials, recombinant DNA, or bloodborne pathogens. Those programs are addressed in the WMU Radiation Safety Program, the Policy for Recombinant DNA/Biosafety, and the WMU Bloodborne Pathogen Exposure Control Plan.

3. Definitions

A. **Action Level:** means a concentration which is designated in established MIOSHA health standards for a specific substance, calculated as an 8-hour, time-weighted average, and which initiates certain required activities, such as exposure monitoring and medical surveillance.

B. **Chemical Hygiene Officer (CHO):** An employee who is qualified by training or experience to provide technical guidance in the development and implementation of the CHP.

C. **Hazardous chemical:** means a chemical for which there is statistically significant evidence, based on at least one study that is conducted in accordance with established scientific principles, that acute or chronic effects may occur in employees who are exposed to the chemical.

D. **Laboratory:** A facility where the laboratory use of hazardous chemicals occurs.

E. **Laboratory use of hazardous chemicals:** means the handling or use of such chemicals in which all of the following conditions are met:

1. Chemical manipulations are carried out on a laboratory scale.
2. Multiple chemical procedures or chemicals are used.
3. The procedures that are involved are not part of a production process, nor in any way simulate a production process.
4. Protective laboratory practices and equipment are available and in common use to minimize the potential for employee exposure to hazardous chemicals.

F. **Permissible Exposure Limit (PEL):** The MIOSHA airborne exposure limit for chemicals--either an 8-hour time weighted average (TWA) or a short term exposure limits (STEL) to which no employee shall be exposed.

4. Responsibilities:

A. **Division of Environmental Safety and Emergency Management (ESEM):**

1. Review and approve laboratory or unit specific standard operating procedures (SOP's).
2. Assist laboratory supervisors on conducting laboratory inspections.
3. Conduct exposure assessments when there is reason to believe that exposure levels for a substance routinely exceed the action level or, in the absence of an action level, the PEL.
4. Maintain records of exposure monitoring and any written opinions from examining physicians as outlined in the Medical Surveillance Program for the duration of employment plus thirty years.
5. The Director of ESEM serves as the CHO to provide technical guidance in the development and implementation of the provisions of the Chemical Hygiene Plan.

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6. Maintain and update the Chemical Hygiene Plan and subprograms.
7. Approve the acquisition of any donated chemicals to the University.
8. Provide guidance in determining which laboratories are covered by the Laboratory Standard:

B. Deans and Directors: Ensure that laboratory supervisors generate lab specific guidelines and prepare standard operating procedures (SOP's) for their laboratories.

1. Consult with ESEM on whether a particular workplace meets the definition of a laboratory under the Lab Standard.
2. Make budget arrangements for health and safety improvements.
3. Implement and enforce rules and standards concerning health and safety for laboratories under their jurisdiction including the CHP and subprograms

C. Laboratory Supervisors:

1. Prepare standard operating procedures for each laboratory.
2. Review standard operating procedures with each new employee.
3. Ensure compliance of laboratory workers with the CHP and its subprograms.
4. Notify ESEM immediately if laboratory conditions pose a serious threat or if a serious accident or injury occurs that requires medical attention.
5. Complete an accident/injury report form 311 for every accident or injury within 24 hours of the occurrence.

D. Laboratory Workers:

1. Follow all health and safety standards and rules and comply with the CHP and its subprograms.
2. Report all hazardous conditions to the supervisor.
3. Report any job-related injuries or illness to the supervisor and seek treatment immediately.
4. Consult their personal physician regarding their chemical exposures if planning a pregnancy or becoming pregnant.

5. Subprograms that Comprise the Chemical Hygiene Plan

A. Chemical Hazard Control Program:

This program outlines the minimum set of guidelines for the safe laboratory use of hazardous chemicals at WMU to prevent exposures. The guidelines contain sections on common practices, personal protective equipment, handling and storage, engineering controls including fume hoods, and administrative controls.

**FM Maintenance Services
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This program outlines the training that will be provided at initial assignment and the standard operating procedures that shall be developed for each laboratory or research unit.

C. Medical Surveillance Program:

This program outlines the MIOSHA requirement that employees be provided the opportunity to receive a medical consultation and examination whenever they develop signs and symptoms of chemical overexposure, MIOSHA regulated substances are measured above the PEL, or whenever an event takes place such as a spill or leak resulting in the likelihood of a hazardous exposure.

D. Highly Hazardous Chemical Program:

This program outlines the additional provisions for employee protection for work with particularly hazardous substances, such as select carcinogens, reproductive toxins, and substances that have a high degree of acute or chronic toxicity. These may include the following: establishment of a designated area, use of containment devices such as fume hoods or glove boxes, procedures for safe removal of contaminated waste and decontamination procedures.

E. Emergency Plan

This program outlines the procedures for response to medical emergencies, spills, fires, and power outages.

Revised on 6/19/2007

<http://esem.wmich.edu/chemicalhyg.htm>

Decoration Displays and Christmas Trees

As the holiday season approaches we experience the practice of erecting decorations, displays, and Christmas trees. In an attempt to provide an environment free of fire hazards for faculty, staff, students, and visitors the following rules shall apply on the Western Michigan University campus:

- Decorations of any type shall be of such materials that they will not continue to burn or glow after being subjected to the flame of an ordinary match. The normal use of bulletin boards and posters shall not be subject to this rule.
- Electrical devices must bear the Underwriters Laboratories (UL) label and be in good repair and condition.
- Decorations, displays and Christmas trees shall be located so they will not obstruct doors, corridors, stairs, landings, or spaces providing normal egress, neither shall they obstruct building signs, exit lights, fire equipment, or building service equipment.
- Material used in displays must be adequately secured to prevent falling. Free-standing displays must have adequate stability to prevent toppling. No attachments to building structures may be made except those receiving prior approval from deans, directors, chairpersons, or department heads.
- Harmful objects or material (toxic, flammable, etc.) shall not be used.
- The following examples are provided for your guidance in selecting acceptable decorations, display, and Christmas trees:
 - **Not Acceptable:**
 - Natural Christmas trees or branches unless treated with a flame retardant material
 - Cotton batting or cotton balls
 - Ordinary untreated crepe paper, tissue paper, or fabrics
 - Exposed electrical current
 - Light bulbs in contact with decorations
 - Fast burning plastic materials
 - Open candles, incense and gas or liquid-fuel lanterns
 - Loose or baled hay, corn stalks, leaves, etc.
 - **Acceptable:**
 - Flame retardant crepe paper, tissue paper, and fabrics
 - Spot or flood lighting
 - Table candles (in dining rooms only) with glass bowls or chimneys
 - Christmas trees of metal or self extinguishing plastic
 - Aerosol artificial snow
 - UL Approved small lights on plastic trees
 - Natural Christmas trees or branches treated with a fire retardant material.

- **Fire Proofing Solution:**
 - Recommended solution for treating Class A combustibles, i.e., paper decorations, straw, parade floats, etc; used as an aid in fire prevention: 7 oz. Borax
 - 3 oz. Boric Acid
 - 3 oz Ammonium Sulfate
 - Mix thoroughly in 2 quarts of warm water
 - Thoroughly saturate all articles to be treated and let dry

General Safety

Declaration

The President of Western Michigan University hereby declares it to be University policy that all persons, whether students, faculty, staff, visitors or others, shall be provided a reasonably safe and healthful campus environment.

Compliance with Applicable Safety Standards

All members of the University community shall comply with federal, state, local, and University safety codes, regulations, rules, and standards. All members of the University community shall cooperate fully with the Department of Public Safety in establishing and preserving reasonably safe conditions and practices in every area of University activity.

All members of the University community are responsible for implementing this safety policy, specifically including all levels of administration and supervision as well as each individual employee, worker, student, and visitor.

Implementation of Accident Incident Policy

All members of the University community shall actively and vigorously carry out accident prevention in all University activities.

All personnel shall cooperate fully with the department of Public Safety in the investigation of accidents which have occurred and in the implementation of all reasonable steps necessary to reduce the possibility of recurrence.

The following adopted and approved University safety rules and regulations are based on requirements established by the Michigan Occupational Safety and Health Act (MIOSHA), the National Fire Protection Association (NFPA), and the Occupational Safety and Health Administration (OSHA).

These safety rules are not meant to be all inclusive, for rules cannot be written to cover every condition recognized as unsafe; for this reason good judgment must be used.

Responsibilities of Supervisors (All University Deans, Directors, Department Heads, Chairs, Supervisors, Managers, Lead Persons, or Persons in Charge)

MIOSHA requires that each employer furnish to each employee conditions of employment and a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm; this will also hold true for students and visitors. MIOSHA requires that each employer comply with promulgated rules and standards and with orders issued pursuant to Act 154 of the Public Acts of 1974.

Department Chairpersons and Directors are responsible for ensuring that the activities within their department are handled in a safe and healthy manner. Any questions as to the safety of an act or procedure should be directed to the Division of Environmental Safety and Emergency Management. It is the responsibility of the individuals exercising operational control within the department to enforce all safety rules and procedures, and to report any safety, health, or fire hazard.

Each department which contains laboratories, studios, or shops or works with chemicals, animals, biological agents, body fluids, radiation sources, moving machinery, extreme temperatures, or high voltage electricity shall write a safety policy pertinent to the activities within that department. This policy shall define the faculty, staff, and student responsibilities for safety. In addition, the Departmental Safety Policy shall include the actions to be taken in case of an emergency, safe operating procedures for laboratories, shops, and studios, and personal protective equipment required for departmental activities. The Division of Environmental Safety and Emergency Management will assist with the policy formation and review the policy prior to adoption. The Division of Environmental Safety and Emergency Management will maintain copies of all Departmental Safety Policies.

Training shall be provided by each department for all incoming faculty, staff, student employees, and students regarding the Department Safety Policy and safe operating procedures to be followed in the laboratories, shops, studios, and classes which they supervise or attend. The Division of Environmental Safety and Emergency Management can offer assistance in training and will provide training which requires MIOSHA recordkeeping such as Hazard Communication, Forklift Training, Confined Space Entry, Hearing Conservation, Asbestos Awareness, Respiratory Protection, and Hazardous Waste Training.

When a department contains laboratories, shops, or studios, safety inspections shall be made at a minimum of twice per year by designated staff of that department. Copies of the reports shall be submitted to the Division of Environmental Safety and Emergency Management. Assistance with safety inspection checklists will be provided by the Division of Environmental Safety and Emergency Management.

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In conditions which warrant employees to wear personal protective equipment, the Department will provide said equipment unless specified to the contrary in a rule or standard.

The Supervisor or person in charge is responsible for the initial investigation of accidents involving their employees as well as other persons in their area and the preparation of proper reports. All sections of the Accident/Injury Report Form (Form 311) shall be completed by the Supervisor or person in charge and submitted to the Division of Environmental Safety and Emergency Management within 48 hours.

Additional forms may be obtained from the Division of Environmental Safety and Emergency Management.

Responsibilities of Employees (Faculty, Staff, and Students)

Employees shall follow all safety rules and safe practices. The employee who violates a safety rule or safe practice will be subject to discipline as stated in the Department of Human Resources Rules of Conduct, Section 1F.

The employee shall properly use the personal safety equipment provided.

An employee shall not remove, displace, damage, destroy, or carry off a safeguard, including warning signs, first aid equipment, or fire equipment provided for use in a place of employment. An employee shall not interfere in any way with the proper use of a safeguard by any other person.

Any injury which occurs at work, no matter how slight, or any accident which causes damage to property shall be reported immediately by the employee to the person in charge.

Employees shall report safety or fire hazards to their Supervisors or the Division of Environmental Safety and Emergency Management. Situations of imminent danger should be reported immediately to the Department of Public Safety.

Responsibilities of Outside Contractors

Outside contractors must follow all safety rules and standards as indicated in the Western Michigan University contract. Accidents will be investigated, reports completed, and records maintained as ordered by the Michigan Department of Consumer and Industry Services. Outside contractors will be aided in emergencies by the Division of Environmental Safety and Emergency Management and/or other local agencies.

Responsibilities of Students and Visitors

Students and visitors are expected to follow all University safety rules and safe practices as directed by this policy. Rules or safe practices shall be posted or explained by the person in charge of the area.

<http://esem.wmich.edu/safety.htm>

Hazard Communication Program

Purpose

This Hazard Communication Program is intended to provide Western Michigan University (WMU) employees with information concerning the hazardous chemical(s) they may encounter during the course of their work.

Method

The Division of Environmental Safety and Emergency Management shall implement the Hazard Communication Program.

A copy of the written Hazard Communication Program shall be made available from the Division of Environmental Safety and Emergency Management to employees upon request. The written program will also be available for review at the University Police Station on a 24-hour basis and at specific locations on campus.

Program

1. Hazardous Chemical Inventory

- An inventory of all hazardous chemicals on campus shall be conducted and maintained by the Division of Environmental Safety and Emergency Management.
- Lists of hazardous chemicals for each university department shall be developed from the initial inventory, be updated periodically, and be available within that department.
- WMU shall rely on material safety data sheets from material suppliers to meet hazard determination requirements.

2. Material Safety Data Sheets (MSDS)

- MSDS for each hazardous chemical at the University shall be requested from the manufacturer or distributor and assigned an inventory number. Each MSDS shall be filed by this number and cross-referenced by product name on a computer database.
- Departments receiving an MSDS with an incoming chemical order shall submit a copy of that MSDS to the Department of Environmental Safety and Emergency Management.

3. Information Availability

- The Division of Environmental Safety and Emergency Management shall post and maintain in each work area the required MIOSHA “Right to Know” posters, and the “New or Revised MSDS” posters. Employees shall be notified within five (5) days of the receipt of any new or revised MSDS.
- MSDS shall be accessible to employees for review during their work shift.
- If the MSDS is not available in the work area, it can be reviewed at the WMU Police Station or requested from the Division of Environmental Safety and Emergency Management.
- Employees may verbally request to review and discuss hazardous material information, the written program, and the hazardous chemical lists with the Division of Environmental Safety and Emergency Management.

4. Labels and Other Warnings

- All incoming hazardous chemicals will be properly labeled. These labels shall be checked for the identity, hazard warning, and name and address of the manufacturer or responsible party.
- The Freight, Postal, and Delivery Department will be responsible for ensuring that incoming chemicals received at the University dock are properly labeled. If chemicals are not properly labeled, they will be refused/returned.
- Individual departments receiving hazardous chemicals shall ensure that the containers are properly labeled. If chemicals are not properly labeled they will be refused/returned.
- Each supervisor, lab director, and department head shall be responsible for ensuring that all temporary or refillable containers used in their work area are properly labeled with the name of the chemical and any hazard warnings.
- Piping systems containing any hazardous chemicals shall be painted every ten feet with the identity of the hazardous chemical and the appropriate warning.

5. Training

- All employees shall be advised of the Western Michigan University Hazard Communication Program.
- Employees shall receive mandatory training regarding the hazardous nature of chemical materials that they may encounter during their work shift.
- Hazardous Material Training shall include:
 1. The location and availability of the written Hazard Communication Program, the list of hazardous chemicals, and the MSDS.
 2. The hazardous chemicals in the work area and their physical and health hazards.
 3. The methods and observations used to detect the release or presence of hazardous chemicals in the work area.

4. The measures taken by WMU and the measures to be taken by each employee to prevent or lessen exposure.
 5. Procedures to follow if exposure should occur.
 6. The interpretation of labels and MSDS.
- Training shall be provided at the time of initial assignment and whenever a new chemical is introduced into the work area.
 - Training records shall be maintained in the Department of Human Resources.

6. Non-Routine Tasks

- The purpose of this requirement is to ensure that employees who perform non-routine tasks are informed and properly trained for the chemical hazards associated with non-routine tasks. Supervisors shall be responsible for contacting the Division of Environmental Safety and Emergency Management whenever employees will be performing non-routine tasks for which there is not already a standard operating procedure for that task and chemical.
- For instance, a non-routine task would occur when a chemical is to be used in a manner inconsistent with the directions on the label. Another example of a non-routine task is when an employee is to work with a chemical under conditions that arise infrequently.

7. Contractors

- Before contractors begin work, the contract administrator (WMU employee in charge of the work) shall provide the contractor with the WMU Hazard Communication Program, and a list of hazardous chemicals that belong to WMU to which the contractor's employees may be exposed.
- Contractors shall ensure their employees are provided any necessary personal protective equipment and the required information and training.
- Contractors shall inform their WMU contract administrator before bringing hazardous chemicals onto WMU property.
- Before contractors begin work on campus that may expose WMU employees or students to chemical materials, the contract administrator shall ensure that the MSDS for those materials have been provided to the Division of Environmental Safety and Emergency Management.

Hazardous Waste Material Management

Purpose and Scope

Western Michigan University will manage all generated hazardous waste materials in such a manner as to prevent the unintentional or indiscriminate release of hazardous waste or materials which may cause a threat to human health and the environment. Western Michigan University will minimize the volume and toxicity of its hazardous waste materials within the constraints of economic feasibility and available technology.

Responsibilities

The Division of Environmental Safety and Emergency Management shall make arrangements to properly dispose of all materials in a legal manner at a licensed hazardous waste facility. All manifests for transportation and disposal of hazardous wastes will be signed by the Division of Environmental Safety and Emergency Management or by specific parties approved by the Division of Environmental Safety and Emergency Management.

The Division of Environmental Safety and Emergency Management will provide and maintain documentation for the training of employees who are involved in the generation, handling, or storage of hazardous waste materials. New employees involved with hazardous waste management will be trained within one (1) month of employment at WMU, and be provided annual refresher training thereafter. At a minimum, the training will include information on the following:

1. Emergency Procedures (Contingency Plan)
2. Emergency equipment and locations
3. Emergency communications
4. Fire and Explosion Procedures
5. Evacuation Procedures
6. Hazards related to materials being handled
7. Proper methods of storage container management
8. Waste minimization
9. Housekeeping

Each department within the university must ensure that personnel who generate hazardous wastes are aware of this policy. Any questions as to what constitutes a hazardous waste should be directed to the division of Environmental Safety and Emergency Management.

Employees generating hazardous waste materials are responsible for contacting the Division of Environmental Safety and Emergency Management to ensure proper disposal of these materials.

<http://esem.wmich.edu/hazwaste.htm>

Hearing Conservation

Purpose and Scope

The purpose of this Hearing Conservation Policy is to protect employees from the adverse effects of excessive noise exposure. This policy covers all Western Michigan University employees who may be exposed to noise while performing their work activities.

Responsibilities

The Division of Environmental Safety and Emergency Management will monitor those jobs which have an obvious noise exposure or for which faculty and staff request that their noise exposure be monitored. The Division of Environmental Safety and Emergency Management will notify the affected employees and their department if the noise levels equal or exceed the Time-Weighted Average (TWA) of 85 dBA.

Those jobs which expose an employee to a TWA noise level equal to or greater than 85 dBA will require that the employee be placed in a Hearing Conservation Program as outlined by the Michigan Occupational Safety and Health Act (MIOSHA). Those jobs that expose an employee to a TWA noise level equal to or greater than 90 dBA will require that the employee wear hearing protection unless the noise levels can be reduced by engineering controls. The Division of Environmental Safety and Emergency Management will approve the available types of hearing protection.

A Hearing Conservation Program requires that a baseline audiometric exam be given to affected employees followed by a yearly audiometric exam as long as the employee is exposed to noise levels as described above. If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift, the Division of Environmental Safety and Emergency Management shall inform the employee of that fact in writing within 21 days of the determination. Those departments that have employees in the Hearing Conservation program shall provide hearing protection to those employees.

The Division of Environmental Safety and Emergency Management will provide annual training on noise and hearing conservation. In addition, the Division of Environmental Safety and Emergency Management shall approve the facility that will be providing the audiometric exams to ensure that the audiometric exams meet the requirements of the MIOSHA Noise Standard.

The supervisors of employees who are exposed to noise levels that equal or exceed a TWA of 85 dBA must ensure that the hearing protection worn by their employees is readily available to them. Supervisors of employees whose jobs expose them to noise levels that equal or exceed 90 dBA must enforce the requirement that the employees wear hearing protection.

<http://esem.wmich.edu/hearing.htm>

Heat Stress

Purpose

The purpose of this Heat Stress Policy is to protect employees from the adverse effects of heat while they are performing their job. This not only applies to employees who work outside in the sun but also to employees who work inside buildings where there is no air-conditioning and little air movement.

Guidelines for the Wet Bulb Globe Temperature Index

Heat stress levels will be assessed by measuring the Wet Bulb Globe Temperature Index (WBGT) which takes into account environmental factors such as humidity, wind speed, temperature, and radiant heat. This environmental index correlates with deep body temperatures and other physiological responses to heat.

The heat stress level determined by measuring the WBGT and corresponding recommended break schedule are listed in the following table. This break schedule is based on the 1999 American Conference of Governmental Industrial Hygienists threshold limit values.

RECOMMENDED BREAK SCHEDULE FOR MEASURED WBGT AND WORKLOAD

Heat Stress Level	Break Schedule	Light Workload	Moderate Workload	WBGT (°F)
-----	Continuous Work	86	80	
Level I	15 minute break Every Hour	87	82.5	
Level II	30 minute break Every Hour	88.5	85	
Level III	45 minute break Every Hour	90	88	

A light workload would be performing light hand or arm work

A moderate workload would be walking about with moderate lifting or pushing.

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Guidelines when WBGT is not measured

Supervisors of evening or weekend work crews when measured WBGT is not available can use the following guidelines to judge heat stress levels and break schedule. As always, the workload of the employee and an individual's susceptibility to heat-related illness must be considered. Common sense should prevail.

These guidelines are designed on the temperature of the ambient air as measured on a traditional thermometer and for moderate activities. They have been calculated from an average of the ambient temperatures measured on heat stress days.

**RECOMMENDED BREAK SCHEDULE FOR NIGHT AND WEEKENDS
WHEN WBGT IS NOT MEASURED**

<u>HEAT STRESS LEVEL</u>	<u>BREAK SCHEDULE</u>	<u>INDOORS</u>	<u>OUTDOORS & SUNNY</u>
Level I	15 minute break Every Hour	90°F	88°F
Level II	30 minute break Every Hour	93°F	90°F
Level III	45 minute break	98°F	96°F

Responsibilities

Environmental Health & Emergency Management responsibilities

- Monitor heat stress levels indoors and outdoors on days likely to cause heat stress.
- Alert Facilities Management, Public Safety, Auxiliary Enterprises, Division of Student Affairs and the Athletic Equipment Room prior to 12:00 p.m. to the level of heat stress following those measurements.

Departmental Responsibilities

- Inform supervisors who in turn inform each of their employees of the occurrence of heat stress conditions and the recommended break schedule. If a heat stress level is reported it will continue at that level until dusk.
- On days likely to cause heat stress, schedule activities which cause a high metabolic workload or require working in an enclosed area in the early part of the day.
- On heat stress days (WBGT reaches 82.5°F) an employee should not be working at a high metabolic rate such as occurs with pick and shovel work.
- Provide readily available fresh water in the work vicinity in order that the employees can frequently drink small quantities.

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- It has been demonstrated that areas such as stairwells and hallways under certain conditions can be at a higher heat stress level than outdoor areas. Air movement provided by fans can significantly lower the level of heat stress.
- Ensure rapid treatment or medical evaluation for employees reporting heat-related illnesses and complete an accident injury report form.

Employee Responsibilities

- Dress properly for the heat. Natural-fiber clothing which is lightweight and loose fitting is recommended for hot days. If the work will take place outside in the sun, the clothing should be light-colored.
- On heat stress days (WBGT reaches 82.5°F) adjust work rate to a moderate level. Walking about with moderate lifting and pushing is an example of a moderate level of activity.
- Drink water frequently on heat stress days. Approximately eight (8) oz. of fresh water every twenty (20) minutes is recommended.
- Eat regular meals and snacks to provide salt and electrolytes to replace those lost through sweating.
- Recognize and report symptoms of heat-related illness.

<http://esem.wmich.edu/heat.htm>

Hot Work Program

Purpose

This program has been developed to prevent fires resulting from temporary operations that produce heat, sparks, hot slag, or have open flames. This includes, but is not limited to brazing, cutting, grinding, soldering, thawing pipes, torch applied roofing and welding. In addition, this program ensures compliance with rule 408.40761 of Part 7 in the MIOSHA Construction Standards and Rule 408.11261 of Part 12 in the MIOSHA General Industry Standards.

Scope

This program applies to Western Michigan University employees and contractors who perform or supervise hot work activities in existing buildings, new construction in existing buildings, and new construction attached to existing buildings.

This program does not apply to areas that are specifically designed and equipped for such operations, i.e., designated welding areas

Definitions

- A. **Hot work:** any work that produces a possible source of ignition, including welding, torch cutting, brazing, soldering, flame heating, thawing pipes, torch applied roofing, and grinding.
- B. The Fire Safety Supervisor is responsible for authorizing the hot work job by using the permit to verify that all precautions were followed.
- C. A Designated Area shall be a specific area designed or approved for such work, such as, a maintenance shop or a detached outside location that is of noncombustible or fire-resistive construction, essentially free of combustible and flammable contents, and suitably separated from adjacent areas.

Procedures/Requirements

1. Hot work should not be performed if the work can be avoided or performed in a safer manner. When practical, objects to be welded, cut or heated must be moved to a designated safe location, i.e., a designated welding area.
2. If hot work must be performed, a Hot Work Permit must be obtained before the hot work begins.
3. All precautions on the Hot Work Permit must be met prior to performing any hot work.

4. The department supervisor shall designate or perform the duties of the Fire Safety Supervisor. The fire safety supervisor will fill out and post a completed Hot Work Permit at the hot work site. The permit is not valid beyond one work shift and is valid only for the date and time specified on the permit. A copy of the permit must remain at the hot work location until the hot work is completed. Upon completion of the hot work the permit must be forwarded to the Environmental Safety and Emergency Management office.
5. A Fire Watch is **REQUIRED** whenever hot work is done in an area where a fire could start or 1 of the following conditions exists:
 - A. Appreciable combustible material is within 35 feet of the point of operation;
 - B. Appreciable combustibles more than 35 feet away may be easily ignited by sparks;
 - C. Wall or floor openings within 35 feet expose combustibles in adjacent areas including confined spaces.
 - D. Combustibles could be ignited by conduction or radiation through metal partitions, walls, ceilings, or roofs.
6. All personnel (employees, contractors, building occupants) must be suitably protected against hazards generated by the work, e.g., heat, sparks, fumes, welding rays, etc. This may include but is not limited to, the use of personal protective equipment, shields, screens, or local exhaust ventilation.
7. Conveyor systems that might carry sparks to distant combustibles shall be shut down.
8. Exhaust systems that might carry sparks to distant combustibles shall be shielded.

PROHIBITED CONDITIONS: A HOT WORK PERMIT WILL NOT BE ISSUED IF ANY OF THE FOLLOWING CONDITIONS EXIST:

1. In a sprinkled building while such protection is impaired unless a fire watch is provided..
2. Appropriate fire fighting equipment is not readily available;
3. Combustible or flammable materials are within 35 feet and cannot be moved or protected;
4. The presence of an explosive atmosphere such as mixtures of flammable gases, vapors, liquids, or dusts with air.
5. Floor and wall openings cannot be covered including ductwork;
6. Cutting or welding on pipes or other metals can conduct enough heat to ignite nearby combustible materials; or
7. Any condition that could result in undue hazards by performing the work.

Responsibilities

1. Department Responsibilities:

1. Recognize its responsibility for the safe use of cutting and welding equipment in their area;
2. Establish designated areas for cutting and welding;
3. Ensure hot work procedures are being implemented and followed in other than designated areas;
4. Ensure that supervisors, cutters and welders, are suitably trained in the operation of the equipment and the safe use of the process; and
5. Ensure that contractors follow University procedures and requirements.

2. Supervisor Responsibilities:

1. Ensure that all employees and contractors are following hot work procedures;
2. Ensure that a hot work permit is issued prior to the start of work;
3. Ensure that all cutting and welding equipment is in good repair;
4. Ensure that employees are properly trained in the operation of the equipment used in the hot work process.
5. Ensure that employees are properly trained in the Hot Work Program.

3. Hot Work Operator Responsibilities:

1. Follow and use hot work procedures;
2. Obtain a hot work permit prior to starting work;
3. Ensure that all cutting and welding equipment is in good repair.
4. Attend and actively participate in training sessions; and
5. Protect nearby personnel and passers-by against heat; sparks, etc. when working in occupied buildings.

4. Fire Watch Responsibilities:

1. Ensure proper fire fighting equipment is readily available;
2. Locate the nearest fire alarm pull station;
3. Inspect hot work area before any hot work is conducted;
4. Extinguish fire ONLY when within trained capabilities to safely do so; and
5. Stay on watch at least thirty minutes after hot work has been completed.
6. Shall ensure that safe conditions are maintained during hot work operations.

5. Department of Environmental Health and Safety Responsibilities:

1. Update Hot Work Program as needed;
2. Provide assistance with Program implementation and administration; and
3. Provide assistance in training supervisors, employees, and project managers.

6. Contractor Administrators:

1. WMU project managers are responsible for ensuring that outside contractors follow hot work procedures when working on the WMU campus and other properties.

<http://esem.wmich.edu/hotworkingprog.htm>

Lockout

Purpose

The purpose of this procedure is to ensure that all WMU employees are protected from unintended machine motion or unintended release of energy which could cause injury when they set up, adjust, repair, service, install, or perform maintenance work on equipment or machinery.

Management Responsibilities

1. The Division of Environmental Safety and Emergency Management shall provide initial training and annual refresher/updates as necessary for all employees who are required to participate in the Lockout Program.
2. Each supervisor shall effectively enforce compliance of this Lockout Procedure. Failure to comply shall result in a violation as per Western Michigan University Human Resources Rules of Conduct, Section 1F.
3. The Division of Environmental Safety and Emergency Management shall issue tags and safety locks to every employee participating in the Lockout Program. Environmental Safety and Emergency Management will advise the participating departments in the purchase of various lockout devices.
4. Prior to setting up, adjusting, repairing, servicing, installing, or performing maintenance work on unfamiliar equipment or machinery, the individual in charge of the area (that is, the supervisor of the Authorized Employee(s)) is responsible for instructing the employees of the steps to be taken to ensure they will not be exposed to injury due to unintended motion or release of energy.
5. Whenever outside servicing personnel (contractors, etc.) are to be engaged in activities covered by the scope and application of the lockout standard, WMU and the outside employer shall inform each other of their respective lockout or tagout procedures.
6. WMU shall ensure that the University's employees understand and comply with the restrictions and prohibitions of the outside employer's energy control program.

Employee Responsibilities

1. Employees shall comply with the Lockout Procedures. Failure to comply shall result in a violation per Western Michigan University Human Resources Rules of Conduct Section 1F.
2. Employees shall consult with their supervisor or other appropriate knowledgeable management personnel whenever there are any questions regarding the lockout of equipment or the lockout procedure.

3. Employees shall care for their safety locks and other devices required to comply with the lockout procedure.

General

1. When any equipment, machine, or process is to be set up, adjusted, repaired, serviced, installed, or maintenance work performed and unintended motion or release of energy from the equipment, machine, or process would cause personal injury, the power source must be locked out by each authorized employee doing the work. Sources of energy, such as springs, air, hydraulic, and steam shall be evaluated in advance to determine how to relieve the pressure prior to starting the work. Fluid lines must be separated, blanked, or double blocked and bled.
2. Safety locks are for the personal protection of the worker and are only to be used for locking out equipment or processes. Personal locks shall not be used as safety locks or for locking out equipment.
3. If the employee leaves the job before its completion, such as a job reassignment, which requires they lock out at the new job, the employee shall take his/her safety lock, adapter, and tag to the new job.
4. If an employee is required to take his/her safety lock to a new job, but the old job should remain locked out, an equipment lock and adapter may be used at the old job site to replace the employee's safety lock. Some departments have a supply pool of safety locks that can be used for this purpose. In addition, the employee will prepare and attach a Danger Tag indicating the reason the equipment is locked out. (Should more than one employee be assigned to the job, the last employee removing his/her lock will be responsible for affixing the equipment lock, adapter, and the Danger Tag.) These equipment locks are not to be used as a substitute for the employee's safety lock when he/she is working on the equipment.
5. It is important to note that only one key will be issued for every lock used in the lockout program. This key shall be retained by the employee to whom the lock was issued.

Locking Out and Isolating Power Sources

1. Electrical equipment, or a machine main disconnect switch shall be turned off (opened) and locked in the off (open) position only after the electrical power is shut off at the point of operational control. Failure to follow this procedure may cause arcing and possibly an explosion.
2. A machine connected to a 110 volt source by a plug in cord shall have a locking device applied to the plug end of the cord to ensure the machine cannot be reenergized via the plug and cord.

3. After locking out the power source, the employee shall try the equipment, machine, or process controls to ensure no unintended motion or release of energy will occur, or a qualified person shall test the equipment or machine by use of the appropriate test equipment to determine that the energy isolation has been effective.
4. When two or more employees work on the same equipment, machine, or process each is responsible for attaching his/her lock. Safety locks, adapters, and danger tags are to be fixed on levers, switches, valves, etc. in the nonoperative (off) position.
5. An authorized employee who is assigned to a job and, upon arrival, finds a lock, adapter, and danger tag affixed to the given equipment shall take the following actions:
 - A. Affix his/her safety lock and danger tag to the equipment adapter.
 - B. Notify the other authorized employee(s) that he/she will begin work on this equipment.
 - C. Try the operational controls, after seeing that the area is clear, to ensure that no unintended motion or release of energy will occur before starting work. If possible, the equipment or machine shall be tested by a qualified person with the appropriate test equipment to determine whether the energy isolation has been effective.
 - D. When die or safety blocks are required they shall be used in conjunction with the lockout procedure, not as a substitute.

Removal of Locks and Restoring Power Sources

1. Power may be turned on when it is required to perform tests or adjustments. All of the rules pertaining to removing locks and restoring power shall be followed. The equipment, machine, or process shall again be locked out if it is necessary to continue work after completing the tests or adjustments.
2. Upon completion of the work, each authorized employee will remove his/her lock.
3. The employee responsible for removing the last lock shall ensure that all employees are kept at a safe distance, guards have been replaced, the equipment, machine, or process is cleared for operation, the appropriate personnel have been notified that the power is being restored, and shall test for safe operation.

Emergency Safety Lock Removal Procedure

1. When an authorized employee who applied a lockout is not available to remove the lock, then the emergency safety lock removal procedure shall be used. The supervisor or acting supervisor will apply the following procedure:
 - o Verify that the authorized employee who applied the device is not at the facility;
 - o Make all reasonable efforts to contact the authorized employee to inform he/she that his/her lockout or tagout device has been removed;

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- Ensure that the authorized employee has this knowledge before he/she resumes work. This can be accomplished by meeting with the employee prior to that employee beginning work activities upon their earliest return to work. A note attached to their time card is also warranted as an additional safety precaution;
 - Complete a safe lock removal form and submit to the Department of Public Safety in order to obtain the master key.
2. The master key to all employees' safety locks shall be stored at the Police Station and at Environmental Safety and Emergency Management and shall be issued only when the EMERGENCY SAFE LOCK REMOVAL FORM has been filled out. Under no circumstances shall the key be administered to unauthorized personnel. No key will be issued without proper signatures and no substitutes are permitted to sign the form.
3. The signatures of the following two individuals are required on the form:
- The supervisor or acting supervisor of the absent authorized employee.
 - The manager or acting manager of Maintenance Services or Environmental Safety and Emergency Management.

Personal Protective Equipment

Purpose

The purpose of this program is to ensure that, where applicable, the appropriate and necessary personal protective equipment (PPE) is selected and provided to employees. Western Michigan's policy and program shall follow the provisions of Michigan's Occupational Safety and Health Administrations General Industry Occupational Health Standard, Part 433, as amended April 5, 1999.

It is the goal of Western Michigan University to use engineering controls as the primary method for protecting employees. However, when additional protection is necessary, appropriate PPE will be worn.

Scope

This policy and program applies to all applicable employees of Western Michigan University, including full time, part time, temporary and student employees.

PPE appropriate for the requirements of the Bloodborne Pathogens Standard, Confined Space Entry, Hearing Conservation, and the Respiratory Protection Standard are covered by those university policies.

Definitions

- A. **ANSI:** American National Standard Institute, a nonprofit, voluntary membership organization that coordinates the U.S. Voluntary Consensus Standards System. Their standards have been adopted throughout government and industry for various types of personal protective equipment.
- B. **Hazard Assessment:** investigating the work environment for potential hazards that could result in an injury or illness.
- C. **Personal Protective Equipment (PPE):** devices worn by workers to protect against hazards in the environment. Examples include: safety glasses, face shields, respirators, gloves, hard hats, steel-toed shoes, and hearing protection.

Procedures/Requirements

- A. **Application:** Personal protective equipment shall be provided, used, and maintained in a sanitary and reliable condition wherever chemical hazards, radiological hazards, biological hazards, or mechanical irritants are encountered in a manner capable of causing injury or impairment through absorption, inhalation, or physical contact.
- B. **Hazard Assessment and Equipment Selection:**

1. Each workplace shall be assessed to determine if hazards are present, or are likely to be present, that necessitates the use of PPE.
2. If hazards are present and cannot be eliminated by engineering or work practice controls, the following steps shall be taken.
 - a. Select and require to be worn, appropriate PPE.
 - b. Selections shall be communicated to affected employees.
 - c. Fit PPE to each employee.
 - d. Certify hazard assessment
3. Defective or damaged PPE shall not be used.
4. If more than one employee wears the PPE, the item shall be sanitized before reissuance.
5. **Head and Eye Protection:**
 - a. Students, visitors, and all University employees will wear approved head protection when performing or observing work where the head is exposed to injury from falling, moving, or flying objects, electrical shocks, hair entanglements, chemicals, temperature extremes, or when other types of head injury are possible as determined by the individuals exercising operational control.
 - b. Hair restraints shall be worn where there is a possibility of hair entanglement, such as near revolving machinery.
 - c. Approved eye and face protection shall be worn by all students, visitors, and University employees where there is a probability of injury that can be prevented or reduced by such protection. A suitable eye protector shall be worn in all posted areas and where machines or operations present a hazard of flying objects, glare, liquid splashes, injurious radiation, or a combination of these hazards. Examples of operations that require eye protection would be machine work, mowing, tree trimming, welding, grinding, buffing, chipping, chemical handling, and furnace operations.
6. **Foot Protection:**
 - a. A person shall wear foot protection, toe protection or both if conditions of the job are likely to cause a foot injury.
 - b. The department will furnish toe guards where necessary or the opportunity for the employee to purchase safety toe shoes with each department paying at a minimum \$40.00 per pair toward the purchase unless other arrangements are provided through a collective bargaining agreement. The receipt will be presented to the employee's supervisor for the \$40.00 allowance, not to exceed more than one (1) pair of safety shoes per year.
 - c. Employees exposed to chemicals are required to wear substantial shoes. A substantial shoe is a shoe or boot that has an upper made entirely of firm leather or firm man-made leather. Shoes must cover at least the entire front, top, sides, and back of the foot and have a sole at least 1/4" thick.
 - d. Other than that due to weather, rubber boots shall be provided by the employer and worn by the employee to protect against the hazards of wet operations.

7. Hand Protection:

- a. When conditions might cause injury to the hand or a health hazard due to hand contact with chemicals, hand protection shall be worn unless an entanglement hazard exists.

8. Body Protection:

1. All University employees who are exposed to chemicals (solvents, cleaning compounds, etc.), biological (viruses, bacteria, diseases), or physical (machinery, asbestos, etc.) agents shall wear clothing offering protection from the aforementioned agents. Minimally-accepted clothing includes:
 - i. Full shirts that cover the entire back, torso, and shoulders (with or without sleeves).
 - ii. Long pants, knee-length skirts or knee-length dresses with knee socks. Nylon stockings are NOT acceptable.
 - iii. Certain jobs may require additional clothing protection such as: Disposable suits, insulated clothing, etc.
 - iv. Loose clothing or jewelry or clothing with fringes shall not be worn where there is a possibility of entanglement in revolving machinery or moving equipment.
 - v. A person required to work in a manner such that clothing becomes wet by a condition other than weather and perspiration shall be provided with and shall wear such aprons, coats, jackets, sleeves, or other garments as required to keep the clothing dry. The material shall be unaffected by the wetting agent.

Training: Each employee shall be trained to know at least the following items. A written certification shall be issued to document that the employee has received and understood the required training.

When PPE is necessary.

What PPE is necessary.

How to properly don, doff, adjust, and wear PPE.

The limitations of the PPE.

The proper care, maintenance, useful life and disposal of the PPE.

Retraining: Retraining is required when:

New equipment or processes are introduced which could create new or additional hazards.

A previously trained employee does not appear to have the understanding or skills required to use PPE properly.

Responsibilities

A. Supervisor:

1. Complete and update hazard assessments and equipment selection. Forward to Environment Health and Safety.
2. Ensure required PPE is available for all tasks.
3. Assure the adequacy of PPE, including proper maintenance and sanitation.
4. Remove from service any PPE that is defective or damaged.

B. Employees:

1. Wear all assigned PPE.
2. Report damaged or defective PPE to your supervisor.
3. Maintain PPE in a clean condition.

C. Environmental Safety and Emergency Management (ES&EM):

1. Conduct initial training and retraining.
2. Maintain training certifications.
3. Maintain Hazard Assessment and Equipment Selection records.
4. Provide technical information and supervisory assistance.
5. Review and revise the PPE program, as needed.
6. Review and certify hazard assessments and assist in selection of PPE.

NOTE: Appendices and training handouts are available in the office of Environmental Safety and Emergency Management.

Powered Industrial Truck

Purpose

The purpose of Western Michigan University's Powered Industrial Truck Safety policy and program is to prevent accidents resulting from unsafe operation of powered industrial trucks. Western Michigan's policy and program shall follow the provisions of Michigan's Occupational Safety and Health Administration's General Industry Safety Standard, Part 21, as amended April 11, 2000.

Scope

This policy and program applies to all applicable employees of Western Michigan University, including full time, part time, temporary and student employees. Other persons doing work at Western Michigan University, and using University equipment, shall provide documentation from their employer that they have had current Powered Industrial Truck Training in accordance with the MIOSHA Powered Industrial Truck Standard.

Definitions

- A. **Powered Industrial Truck (PIT):** A mobile, power-driven vehicle used to carry, push, pull, lift, stack, or tier material. Vehicles that are commonly referred to as high lift trucks, counterbalanced trucks, rider trucks, forklift trucks, low lift trucks, low lift platform trucks, rough terrain forklift trucks, motorized hand trucks, pallet jack trucks, narrow aisle rider trucks, and high lift order picker trucks are included. Vehicles primarily used for earth moving, snow removal, salting, man-lifts, or over-the-road haulage are not included in this program
- B. **Rough Terrain Forklift Truck** A wheeled-type truck which is designed primarily as a fork truck that has a vertical mast or pivoted boom, or both, which has variable fixed length reach and which may be equipped with attachments and that is intended for operation on unimproved natural terrain as well as the disturbed terrain of construction sites.

Procedures/Requirements

- A. **Operator training:** Only trained and authorized operators shall be permitted to operate a powered Industrial truck at Western Michigan University. An operator must be 18 years of age. After demonstrating competency, as demonstrated by successful completion of the training evaluation specified in the MIOSHA Standard, The Western Michigan University Division of Environmental

- B. Safety and Emergency Management (ES&EM) will issue an operator's permit. The operator candidate will provide the (ES&EM) trainer with a copy of their Michigan Driver's License.
1. **Training:**
 - a. Training shall consist of a combination of:
 - i. Formal classroom instruction (e.g., lecture, discussion, interactive computer learning written material.) based on the MIOSHA Standard
 - ii. Practical training of the operator in the workplace by the supervisors or designee.
 - b. Trainees may operate a PIT without a permit for a period of 30 days under the direct supervision of a person who has the knowledge and experience in PIT operations. Such training will take place in a location that does not endanger the trainee or other employees.
 - c. Refresher training: Refresher training is required of the operator When the operator is observed:
 - i. Performing an unsafe operation
 - ii. Involved in an accident or near-miss
 - iii. Evaluation indicates need
 - iv. Different type of equipment is introduced
 - v. Workplace conditions change
 2. **Testing and Evaluation:**
 - a. Evaluation of operator driving skill and performance on each type of trucks he or she could be expected to operate.
 - b. Evaluation of the operator's knowledge and skills by written and/or verbal testing
 - c. Each applicable employee shall meet the minimum requirements and shall be retested not less than every 3 years.
 3. **Documentation of Training:** Permits shall be provided to employees who successfully complete the training to indicate that they have been trained and their skills have been evaluated. The permit shall be carried by the operator or be available upon request at all times during their working shift.

Responsibilities

- A. **Supervisor:**
1. Assure that daily checks are being performed each shift the PIT is being used. At the end of the month, will send check sheets to (ES&EM).
 2. Periodically verify that highway trucks are being chocked or secured.
 3. Obtain and maintain signage on docks that trucks will be chocked.
 4. Obtain and maintain dockboards, where appropriate, and ensure are capable of being secured.
 5. Obtain and maintain signage at battery charging areas that no smoking is allowed.
 6. Assure that eyewash stations are available if employee is servicing batteries.

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7. Observe that PITs are being operated safely.
8. Assure that no modifications of existing equipment occurs without prior approval of (ES&EM) and the manufacturer.
9. Obtain and keep on file an operators manual on each PIT being used.

B. Employee:

1. Operate only the PITs for which they are certified.
2. Report an impairment of any physical qualification:
 - a. Vision problems that cannot be corrected by glasses or contacts.
 - b. Impairment to one or more limbs.
 - c. Insufficient height to operate the controls and have an unobstructed view over the controls and dashboard.
 - d. Neurological disorders that affect balance or consciousness
 - e. Lack of coordination between eyes, hands, and feet
 - f. Taking medication that affects perception, vision, or physical abilities.

Note: The operator does not have to inform the supervisor of specific details regarding their condition, only that their ability to operate the PIT may be impaired.

3. Verify, or complete, a PIT checklist at the beginning of each shift that the vehicle will be used.
4. Verify load is within load limits of PIT.
5. Perform repairs to PIT only if qualified.
6. Board an over-the-road truck and trailer with a PIT (including powered pallet trucks) only if the truck and trailer has its brakes set and not less than 2 wheels blocked (chocked).
7. Secure dockboard before traveling over it.
8. Visually inspect travel path for obstacles, grease, oils, ice, or other hazardous conditions. Employee may have to clean items from travel path before proceeding.
9. Report all accident involving injury to an employee, or damage to buildings and equipment to the supervisor.
10. Maintain clear access to fire aisles, to stairways and fire equipment when depositing loads.

D. Environmental Safety and Emergency Management:

3. Assist all sites in conducting initial, retesting and refresher training.
4. Will keep training and inspection records for 3 years.
5. Will conduct random inspections of trucks, driving skills, daily checklists and equipment.

Note: Appendices and training handouts are available in the office of Environmental Safety and Emergency Management

<http://esem.wmich.edu/PITpolicyIII.htm>

Respiratory Protection

Purpose

The purpose of Western Michigan University's Respiratory Protection Safety Program is to enhance the protection of employee health by ensuring proper training, selecting and fitting of respirators, in accordance with the provisions of Michigan's Occupational Safety and Health Administration (MIOSHA) General Industry Health Standards, Part 451, as amended April 5, 1999.

To the greatest extent possible, breathing air quality shall be controlled through the use of proper engineering, work practice, and administrative controls. When effective controls are not feasible or while they are being implemented, appropriate respiratory protection shall be used.

Scope

The Respiratory Protection Safety Program is designed for full time, part time, temporary and student employees who use respirators. These include, but are not limited to, half-masks, full facepiece respirators, powered-air-purifying respirators (PAPR), airline respirators, and self-contained breathing apparatus (SCBA), and filtering face pieces (except on a voluntary basis).

Definitions

- A. **Respirator**: A device that protects employees from inhaling harmful substances. These substances can be in the form of airborne vapors, gases, dust, fogs, fumes, mists, smokes, or sprays. Some respirators also ensure that workers do not breathe air that contains dangerously low levels of oxygen.
1. **Air-Purifying Respirator**: A respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.
 2. **Powered Air-Purifying Respirator (PAPR)**: An air-purifying respirator is one that uses a blower to force the ambient air through air-purifying elements to the inlet covering.
 3. **Supplied Air Respirator (SAR)**: An atmosphere-supplying respirator for which the source of breathing air is not designed to be carried by the user. Also called an airline respirator.
- B. **Qualitative Fit Test (QLFT)**: A pass/fail test to assess the adequacy of respirator fit that relies on the individual's response to the test agent.

Procedures/Requirements

A. Selection of Respiratory Equipment:

1. Respirators shall be selected on the basis of the hazards to which the employee is exposed. The respirator shall be adequate to protect the health of the employee and to ensure compliance with all MIOSHA requirements. Respirator selection shall include consideration of the following factors:
 - a. The type of respiratory hazard, including physical and chemical properties of the contaminant and its effect on humans.
 - b. The concentration of the contaminant.
 - c. The duration of exposure and the period of time respiratory protection is needed.
 - d. The activities of the workers during exposure and respirator use.
 - e. The characteristics, capabilities, and limitations of the various types of respirators.
 - f. The protection factor assigned to the respirator.
2. All respirators and particulate filters used at Western Michigan University (WMU) shall be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in compliance with the conditions of its certification.
3. For protection against gases and vapors, the air-purifying respirator shall be equipped with an end-of-service-life indicator (ESLI) certified by NIOSH for the contaminant. If there is no ESLI appropriate for the conditions, a change schedule for canisters and cartridges will be formulated based on objective information or data that will ensure that canisters and cartridges are changed before the end of their service life.

B. Respirator Assignment and Use:

1. All WMU employees must first receive proper training, fit testing and a current medical evaluation before wearing, or being assigned to wear, a respirator.
2. Employees shall not wear a tight-fitting facepiece respirator whenever any condition exists which could affect the seal of the respirator or valve function (e.g., beards, sideburns, facial hair, missing dentures, skull caps, personal protective equipment, or eyeglass temple pieces that projects under the respirator.)
3. Special spectacle kits or other devices shall be made available for individuals who wear corrective lenses, and who also must use a tight-fitting full-facepiece respirator.

C. Where Respirator Use is not required:

1. An employee may request a respirator or be permitted to use their own respirator, where a respirator is not required, if Environmental Safety and Emergency Management (ESEM) and the supervisor determines that such use in itself will not create a hazard.
2. If (ESEM) permits an employee to wear a respirator, other than a filtering face piece respirator, where not required, the employee will be included in all elements of the Respiratory Protection Safety Policy.
3. Voluntary use of a filtering face piece respirator.
 - a. Employees may be fitted with filtering face pieces with N95, N99, or N100 capabilities.

- b. Employees will not be required to offer proof of medical ability to wear respirator.
- c. Employees must be provided with a written copy of the "Instructions for employees who request voluntary use of a respiratory (Appendix D of this document).
- d. The department must maintain a signed copy documenting the employee has received and read the instructions that include the information for voluntary use of a respirator.

D. Training and Information:

- 1. Employees will be trained such that they can demonstrate knowledge of at least:
 - a. Why the respirator is necessary and how improper fit, use, or maintenance can compromise its protective effect.
 - b. Limitations and capabilities of the respirator.
 - c. Effective use in emergency situations.
 - d. How to inspect, put on and remove, use and check the seals.
 - e. Proper maintenance and storage.
 - f. Recognition of medical signs and symptoms that may limit or prevent effective use.
 - g. The general requirements of the MIOSHA standard.
- 2. Training shall be provided prior to use.
- 3. Retraining is required annually, and when:
 - a. Changes in the workplace or type of respirator render previous training obsolete.
 - b. Inadequacies are found in the employee's knowledge or use.
 - c. Other situations arise in which retraining appears necessary.

E. Program Evaluation:

- 1. Employees are consulted during workplace evaluations and during annual training to assess their views on program effectiveness and to identify and correct any problems.

F. Recordkeeping:

- 1. Records of medical evaluations shall be retained in the individual's medical record at Sindecuse Health Center and made available in accordance with MIOSHA R325.3451-3476,"Employee Medical Records and Trade Secrets".

G. Medical Evaluations:

- 1. All employees, who will be expected to wear a respirator, either routinely or in an emergency situation, shall receive a medical evaluation at no cost to them. The licensed health care professional at the Sindecuse Health Center will determine whether the employee is physically able to wear a respirator. The medical evaluation shall be performed before the employee is initially fit-tested or required to use a respirator. Additional medical evaluations shall be provided if:
 - a. An employee reports medical signs or symptoms that are related to their ability to use a respirator; or
 - b. Information from the Respiratory Protection Program, including observations made during fit testing and program evaluation indicates a need for employee reevaluation; or

- c. The physician, health care professional, supervisor, or (ES&EM) personnel determines an employee needs to be reevaluated; or
 - d. A change occurs in workplace conditions (e.g., physical work effort, protective clothing use, and temperature) that may result in a substantial increase in the physiological burden placed on an employee.
2. The medical examinations shall consist of using a medical questionnaire and/or a medical examination to obtain the information required by MIOSHA. See Appendix F.
 3. Follow-up examinations shall be provided to employees whose initial medical examination demonstrates the need for a follow-up medical examination or as requested by the health care provider at Sindecuse Health Center.
 4. The medical questionnaire and examinations shall be administered confidentially during the employee's normal working hours or at a time and place convenient to the employee and in a manner that ensures the employee understands its content.
 5. Each employee will be given the opportunity to discuss the questionnaire and the examination results with the physician or licensed health care professional.

H. Respirator Fit Testing:

1. (ES&EM) shall ensure that employees using a tight-fitting facepiece respirator pass an appropriate qualitative fit test (QLFT), for each type of respirator he/she may be required to use.
2. Respirator Fit Testing shall be conducted prior to the time of initial use of a tight-fitting facepiece respirator, whenever a different respirator facepiece (size, style, model, or make) is used, and at least annually thereafter for as long as the employee may be required to wear a respirator. Additional fit testing shall be conducted whenever the employee reports or observations indicate changes in the employee's physical condition (e.g., facial scarring, dental changes, cosmetic surgery, or change in body weight) that could affect respirator fit.
3. If, after passing a QLFT, the employee notifies (ES&EM), their supervisor or a health care provider at Sindecuse Health Center that the respirator fit is unacceptable, the employee shall have the opportunity to select a different respirator facepiece and to be retested.

Responsibilities

A. Supervisor:

1. Arrange initial respirator physical through Sindecuse Health Center. The respirator physical will ensure that the employee is physically capable of wearing a respirator during work activities.
2. Contact (ES&EM) to obtain the Medical Questionnaire for initial respirator physical.
3. Contact (ES&EM) to determine type of respirator needed.
4. Arrange for purchase and payment of respirator physical, respirator, replacement parts, respirator cartridges, filters, and repairs.
5. Establish a clean, enclosed, personal cabinet or container for the employee to store their respirator when not in use.

6. Ensure employees under their supervision are using the required respirators appropriately.
7. Ensure that respirators that require repair be removed from service until the repair has been made or replaced, as needed.

B. Employee:

1. Wear the respiratory protection equipment provided, according to the instructions and training received.
2. Wear only the respirator trained upon and properly fitted to use.
3. Inspect, store, and maintain the respiratory protection equipment provided, according to the instructions and training received.
4. Report any change in health to the health care provider at the Sindecuse Health Center.
5. Report to (ES&EM) if a change in physical characteristics alter the fit of the respirator.
6. Perform positive or negative pressure checks each time the respirator is put on, if using a tight-fitting respirator.
7. Inform the supervisors whenever there is a concern about the atmospheric conditions within a work area, so that the area can be evaluated, and respirators prescribed as necessary.
8. Inform the supervisor whenever a need for repair or replacement of issued respiratory protective devices is recognized.
9. Eliminate conditions, such as beard growth, long side burns or large mustaches, which could prevent a good facepiece-to-face seal or could interfere with the proper function of the respirator.

C. Environmental Safety and Emergency Management Department:

1. Determine what (if any) respiratory protection devices are necessary to perform each routine or non-routine work activity conducted by their employees.
2. Provide initial and annual training and fit-testing.
3. Maintain documentation for employee who successfully completes the training to indicate that they have been fit tested and trained.
4. Retain Fit test records until the next fit test is administered.
5. Conduct evaluations of the workplace as necessary to ensure the provisions of this Respiratory Protection Program are being effectively implemented and that the program continues to be effective.

D. Sindecuse Health Center:

1. Provide an initial medical evaluation to determine the employee's ability to use a respirator, before the employee is fit tested or required to use the respirator in the workplace.
2. Review the individual's completed Medical Questionnaire annually to determine if employee needs to be seen for an examination. See Appendix F.
3. Provide a written recommendation regarding the employee's ability to use the respirator to (ES&EM).

**Appendix D to Sec. 1910.134 (Mandatory)
Information for Employees
Using Respirators When Not Required Under the Standard**

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard. You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warning regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Note: Appendices are available in the (ES&EM) office.

Tornado Safety Guidelines

- **Tornado Watch** means tornadoes are expected to develop.
- **Tornado Warning** means a tornado has been sighted or is indicated by weather radar - TAKE SHELTER NOW!

Communicating a WATCH or WARNING

A. Total University - 24 Hour Notification

1. The City of Kalamazoo siren system will sound for a WARNING.
2. The Department of Public Safety will radio broadcast both a WATCH and a WARNING to maintenance/custodial employees. Supervisors shall attempt to inform subordinates of both a WATCH and a WARNING.
3. WMU Apartments will receive notification via the Police PA system.
4. An audio message will be broadcast over all channels on Educable.
5. The Reverse 911 system will call building coordinators, residence life contacts, WMUK, and WIDR for a watch.
6. The Reverse 911 system will call the WMU Alert contact list and those listed in #5 above for a warning.
7. NOAA alert radios will activate for both a WATCH and a WARNING.

B. Normal University Business Hours

1. Upon receiving the Reverse 911 call, Residence Life Office will notify all residence halls.
2. Each building coordinator's office receiving the announcement of a WATCH or WARNING shall inform each major department or office located within the building. This may be done by phone or in person.
3. The Office of Information Technology will, upon notice, send the WARNING to the WMU employee e-mail distribution list. The message will also be shown on closed circuit television.
4. If the Reverse 911 system is not functioning, Public Safety will notify the Information Center to call the contacts listed in A. 5. above for both a WATCH and a WARNING.

C. University Non-Business Hours

1. If the Reverse 911 system is not functioning, the Department of Public Safety will make phone notification to the following areas.
 - WIDR
 - WMUK
 - Residence Life
 - Waldo Library - Main Library to call branches
 - Office of Information Technology
 - WMU Airport Facilities
 - Garage (until 11:30 p.m.)

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- Children's Place
 - Bernhard Center
 - Student Recreation Center
 - Power Plant
 - WMU Unified Clinics (Mon-Thu until 7:00 p.m.; Fri until 5 p.m.)
 - Educational Technology Lab
 - West Hills
2. The Department of Public Safety will radio broadcast the maintenance/custodial employees. During either a tornado WATCH or a WARNING, each supervisor shall attempt to immediately notify one custodian in each building who will in turn attempt to notify any co-workers or occupants in that building.
 3. If the Reverse 911 system is not functioning, the Department of Public Safety will call the office of public assembly areas that are scheduled for shows, games, or performances:
 - Waldo Stadium
 - Read Fieldhouse
 - Student Recreation Center
 - Lawson Ice Arena
 - Miller Auditorium
 - Fetzer Center
 - Dalton Center
 - Irving S. Gilmore Theatre Complex

Responding to a WATCH or WARNING

A. Residence Halls

1. DON'T call police or telephone operator.
2. Immediately disseminate information internally according to the policy of Residence Hall Office or Conference Coordinator.
3. Listen to the NOAA alert radio or tune a radio to AM 590 - WKZO (the official area weather station) and keep informed of weather developments. Stay tuned for cancellation notices. Have the NOAA alert radio or a battery-operated radio available to take to the tornado shelter.
4. Upon notification of a WARNING, seek shelter at the lowest level internal corridor possible. Stay away from upper levels and windows. To reduce potential injury from flying debris, kneel facing down and cover your head with your hands. If available, use a blanket or other covering for protection. Take the NOAA alert radio or a battery-operated radio to the shelter. Listen for weather updates or for the "all clear."

B. WMU Campus Apartments

1. DON'T call the police or telephone operator.
2. If time permits, go to the designated shelter area posted in each WMU Apartments area.

3. Tune a radio to AM 590 - WKZO for weather developments. Stay tuned for cancellation notices. Have a battery-operated radio available.
4. Upon notification of a WARNING, apartment occupants should go to the designated interior area that affords the best maximum protection and stay away from windows. To reduce potential injury from flying debris, kneel facing down and cover your head with your hands. If available, use a blanket or other covering for protection. Listen to the battery-operated radio for weather updates or for the “all clear.”

C. Academic Building/Office Building

1. DON'T call the police or telephone operator.
2. Building coordinators should follow their internal notification procedure.
3. Listen to the NOAA alert radio or tune a radio to AM 590 - WKZO for weather developments. Stay tuned for cancellation notices. Have either the NOAA alert radio or a battery-operated radio available to take to the tornado shelter.
4. Upon receipt of a WARNING, proceed to the designated building shelter areas. Seek shelter in the lowest interior corridor possible, away from windows. To reduce potential injury from flying debris, kneel facing down and cover your head with your hands. If available, use a blanket or other covering for protection. Listen to the NOAA alert radio or a battery-operated radio for weather updates or for the “all clear.”

D. Public Assembly Area with a Tornado Shelter

1. Program Director or other person in charge shall announce the WATCH at the earliest possible time or interrupt the program if necessary.
2. Upon notification of a WARNING, immediately stop the program and read the pre-written announcement which should contain the following information: ushers will direct patrons choosing to stay to the building's tornado shelter.

E. Public Assembly Area with a Tornado Shelter

1. Program Director or other person in charge shall announce the watch at the earliest possible time or interrupt the program if necessary. Include in the announcement that the seating area is unsafe if a tornado develops and that the building does not have a public tornado shelter.
2. Upon notification of a warning, immediately stop the program and read the pre-written announcement which should contain the following information:
 1. The seating area is unsafe in case of a tornado or severe weather, and the building does not have a public tornado shelter.
 2. Those choosing to stay should move to interior corridors, crouch down, and cover their heads with their hands and arms.

Revised August 2010