Employee and Student Safety Rules
Employee and Student Safety Rules

for

Fairmont State University

And

Pierpont Community & Technical College

Your safety is maintained by your diligence and cooperative efforts with other employees and students through training, hazard-prevention practices and safe work procedures. This manual will help employees and students alike to develop safe work and personal safety practices for themselves and for all other employees, students and visitors. Please also refer to the Fairmont State University and Pierpont Community & Technical College Emergency Guide (http://www.fairmontstate.edu/files/emergency/emergencyresponseguide.pdf), which contains useful information on various emergency situations, including:

- Emergency contacts
- My building/residence emergency information
- Weather or emergency closing information
- Medical emergency device
- Mental health emergency
- Hazardous materials
- Evacuating persons with disabilities
- Utilities/power outage
- Lockdown
- Personal injuries/Workers Compensation
- Menacing behavior
- Shooting incident
- Fire
- Explosive device/potential explosive
- Bomb threat
- Evacuation
- Suspicious mail/packages
- Weather emergencies
- Emergency communications

We strive to provide a safe and healthful working/learning environment for our students, faculty, staff, and visitors. Employees, students and visitors are expected to be supportive of these goals in their institutional and campus activities. At Fairmont State University and Pierpont Community & Technical College, we believe that personal injury and property damage can be minimized by compliance with established rules and practices. Safety rules are explicit instructions aimed at eliminating or reducing an employee’s, student’s or visitor’s exposure to foreseeable risks. It is the goal of both Fairmont State University and Pierpont Community & Technical College to eliminate or minimize physical injury and suffering and the adverse economic impact that accidents have on both employees and the schools. The goal can be achieved only through the support and commitment of each employee, student and visitor. It is the responsibility of each individual to help prevent personal injury and loss of property caused by accidents. It is the responsibility of every supervisor to ensure that they and their employees follow all safety rules, policies and procedures. In order to promote this goal, this manual has been developed and adopted to acquaint all employees, students and visitors with this aspect of their responsibilities.

All accidents, injuries and incidents should be reported immediately to the Safety Office at 304-367-4985. More information on risk management and workers compensation can be obtained from the Safety Specialist at the same number.
Existing/New/Transfer Employee Safety Rules

Safety Orientation Review
These items are to be reviewed with an existing/new/transfer employee by a supervisor or the safety specialist. Check off items as information is explained to the employee. Note: Certain items will NOT be applicable to all positions; place NA beside these items.

Safety Policy Statement
Accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intention of administration to provide safe and healthy working conditions, and to establish and require safe practices at all times by all employees and student employees.

The prevention of accidents is an objective affecting all levels of our institutions and their operations. It is, therefore, a basic requirement that each supervisor make the safety of all employees within his or her area of supervision an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Safety rules are explicit instructions aimed at eliminating or reducing exposure to foreseeable risks. Safety rules, therefore, are designed to control workplace hazards and to help employees, students and, as feasible, visitors to develop a uniform standard of behavior aimed at reducing or eliminating safety risks and injuries; therefore, everyone has an obligation under the Occupational Health and Safety Act of 2000 (OH&S) to comply with the established rules.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his or her duty to ask a qualified person for assistance. Employees are expected to assist management in accident prevention. Unsafe conditions must be reported immediately. Fellow employees who need help should be assisted. Every injury that occurs on the job, even a slight cut, must be reported to management or the safety specialist as soon as possible. Under no circumstances, except emergency trips to the hospital, should an injured employee leave the work site without reporting an injury. Please work safely. Safety is everyone's business.

General Safety Rules
The following rules are to be observed by ALL employees, whether in regular employment or student employment, as well as all visitors to our campuses:

- Review the Fairmont State University and Pierpont Community & Technical College Emergency Guide.
- Review the hazards specific to the job, with your supervisor.
- Review the safety controls in the workplace (machine guards, exhaust, ventilation, hoists, lifts, etc.) If applicable, contact the safety specialist to schedule training as needed.
- The supervisor should review with the employee safe operating guidelines for equipment employee will be expected to use.
- Failure to adhere to safety rules may be cause for discipline (for employees) or prosecution (for campus visitors).
• Drinking, gambling, fighting and/or horseplay could be cause for discipline or prosecution, depending upon circumstances.
• Firearms are not permitted on campus or at campus events, even if you have the appropriate permits.
• Whether driving your own vehicle for personal use on institutional property, or driving a rental vehicle or your own vehicle on behalf of the institution, either on or off campus, obey all traffic regulations, including seatbelt laws and signage.
• For their own protection and as an institutional policy, family and friends of employees are not allowed to be passengers in vehicles when used as a part of institutional business.
• Smoking is not permitted in any building on any campus or institutional property, and not within twenty (20) feet of any doorway. Smoking is not permitted in institutional vehicles or rentals used for institutional business.
• All accidents, injuries, hazardous practices, or conditions are to be reported to safety personnel or public safety immediately.
• Good housekeeping and fire rules will be observed and maintained at all times by faculty, staff, students and visitors.
• When a fire alarm sounds everyone must immediately leave the building s/he is in; this includes faculty, staff, students and visitors.
• Faculty, staff, students and frequent visitors (library) should become familiar with exits and fire extinguisher locations.
• Make sure to keep all personal items with you or on you at all times. Never leave unattended such items as book bags, purses, electronic devices, etc.
• Faculty, staff, students and visitors are to heed signs, posters, or hazard bulletins posted on our premises.
• Faculty, staff, students or visitors shall not handle or tamper with any energy source, electrical equipment, machinery, water lines or utilities; please report incidents or unsafe conditions to Physical Plant personnel immediately. All electrical wires should be considered dangerous.
• All injuries on our property should be reported to the supervisor, to student health services or to Public Safety.
• Employees and students should park only in those spaces or lots where their permits allow.
• Parking in handicapped spaces is allowed only when an authorized permit is displayed on your vehicle.
• Do not obstruct access to first aid kits or to other emergency equipment such as fire extinguishers.
• Falls are the most common office injury; students, employees and visitors should pay attention to slip, trip, and fall hazards.
• Pick up or clean up anything dropped onto the floor.
• Keep cords and wires out of walkways.
• When using the stairs, hold on to the handrails.
• When it is necessary to access high shelves, use a ladder or stepstool. Do not use chairs or boxes to stand on. When feasible or possible, have someone “spot” you when you are using a ladder or stepstool.
• Do not overload electrical circuits with double or triple plugs. If there is a need for more electrical service, contact Physical Plant to have an electrician consult on adding circuits and outlets. Only duly authorized personnel may make changes to existing electrical wiring or systems.
• Take the time to become familiar with emergency procedures and rules for evacuation. Fire reporting procedures are included in the Emergency Guide.
Do not attempt to operate or make repairs to office equipment unless you have been trained to do so.

Report any frayed or damaged electrical cords to Physical Plant personnel.

Be sure file cabinets are bolted together or anchored to a wall column to avoid having them fall when drawers are opened.

For all other hazards and safety information please refer to the Emergency Guide.

For further assistance on items not included here or in the Emergency Guide, contact the institutional Safety Officer.

Chemistry and Biology Lab Safety Rules

Laboratories can be a place of discovery and learning. However, by the very nature of laboratory work, it can be a place of danger if proper common sense precautions aren’t taken. While every effort has been made to eliminate the use of explosive, highly toxic, and carcinogenic substances from the experiments which faculty and students will perform, there is a certain unavoidable hazard associated with the use of a variety of chemicals and glassware. You are expected to learn and adhere to the following general safety guidelines to ensure a safe laboratory environment for both yourself and the people you may be working near.

Attire

- Safety goggles must be worn at all times while in the laboratory. This rule must be followed whether you are actually working on an experiment or simply writing in your lab notebook. You must wear safety goggles provided and/or approved by your department.
- Contact lenses are not allowed. Even when worn under safety goggles, contact lenses can collect various fumes which may cause serious injuries or blindness.
- Closed-toe shoes and long pants must be worn in the lab. Sandals and shorts are not allowed.
- Long hair must be tied back or otherwise contained when you are using open flames.

Conduct

- Eating, drinking, and smoking are strictly prohibited in the laboratory.
- No unauthorized experiments are to be performed. If you are curious about trying a procedure not covered in the experimental procedure, consult with your laboratory instructor.
- Never taste anything. Never directly smell the source of any vapor or gas; instead, by means of your cupped hand, waft a small sample to your nose. Do not inhale these vapors but take only enough to detect an odor if one exists.
- Coats, backpacks, etc., should not be left on the lab benches and stools. Be aware that lab chemicals can destroy personal possessions.
- Always wash your hands before leaving the lab.
- Learn where the first aid kit and safety equipment are located. This includes fire extinguishers, fire blankets, and eye wash stations.
- Notify the instructor immediately in case of an accident.
- No children or pets allowed in the laboratory.
- No smoking in lab areas or in any buildings on campus.
- Do not engage in horseplay or other acts of carelessness in the laboratory.
Proper Handling of Chemicals and Equipment

- Consider all chemicals to be hazardous unless you are instructed otherwise. MSDS (material safety data sheets) are available in labs for all chemicals in use. These will inform you of any hazards and precautions of which you should be aware.
- Know what chemicals you are using. Carefully read the label twice before taking anything from a bottle. Chemicals in the lab are marked with NFPA hazardous materials diamond labels. Learn how to interpret these labels.
- Excess reagents are never to be returned to stock bottles. If you take too much, dispose of the excess in an approved way; ask your instructor if you are unsure.
- Many common reagents—for example, alcohols and acetone—are highly flammable. Do not use them anywhere near open flames.
- Always pour acids into water. If you pour water into acid, the heat of reaction will cause the water to explode into steam, sometimes violently, and the acid will splatter.
- If chemicals come into contact with your skin or eyes, flush immediately with copious amounts of water and consult with your instructor.
- Never point a test tube or any vessel that you are heating at yourself or your neighbor; it may erupt like a geyser.
- Dispose of chemicals properly. Waste containers will be provided and their use will be explained by your instructor. Unless you are told otherwise, assume that only water may be put into the lab sinks.
- Clean up all broken glassware immediately and dispose of the broken glass properly. Ask your instructor for proper procedures.
- Check with your instructor on how to clean up mercury spills.
- Never leave burners unattended. Turn them off whenever you leave your workstation. Be sure that the gas is shut off at the bench rack when you leave the lab.
- Beware of hot glass—it looks exactly like cold glass.

Culinary Arts and Dining Hall Services General Safety Rules

- Be sure you know how to do your job safely. If you are in doubt about the safe way to do it, ask your supervisor or instructor.
- Swinging doors should be opened slowly to avoid collisions. Always use the right-hand door unless otherwise marked.
- Report any unsafe conditions and broken equipment to your supervisor or instructor.
- Do not use glass containers to scoop ice.
- Never load too much on a tray or pile it so high that your vision is obstructed.
- When dishes, glassware, liquids or food are spilled on the floor, remove them immediately or place a chair or table over the spot until it is cleaned.
- When cleaning floors, wet only a small area at one time and mop dry before cleaning another area.
- When mats or runners are used in wet weather, be sure they lie flat and do not become a tripping hazard.
- Do not place broken glassware in the sink or dishwasher.
- Do not leave knives or sharp objects hidden in the dishwasher or in a pile of dishes where they can injure an unsuspecting employee or student.
- Do not operate any appliance, processor or equipment until you have been instructed in safe operating procedures.
- Load baskets for silverware so they can be handled safely. Do not overload.
• Electrical repairs should be made only by qualified electricians.
• Use a push stick when feeding a meat grinder or slicer. Never put your fingers into the hopper of a grinder.
• Keep hands away from slicer while machine is operating. Do not operate slicers unless the guards are in place.
• Unplug slicers before cleaning, and wear metal mesh gloves to prevent cuts.

Machine Operations
• Shut down machines before cleaning, adjusting, unjamming or repairing. Lock out the power source to prevent accidental movement. Use lock-out/tag-out procedures.
• Do not attempt to use any machinery or equipment until you have been trained in its safe operating procedures.
• Never oil machines while they are in motion except when there is an oiling port located away from the moving parts.
• Never use your fingers for removing food from machines.
• Be sure that the power shut-off switch is visible and within reach of the operator’s position at each machine.

Custodial Workers’ Safety Rules
• Read labels on all chemical products and do not mix chemicals. For example: do not mix bleach with ammonia. Have available the MSDS (material safety data sheets) which explains chemicals components. If you do not have ready access to MSDS, ask your supervisor where they can be located.
• Let someone know when you are going to do ladder work. Be careful not to climb too high when you are alone. Be careful of stability. Make sure the ladder is level and the base doesn’t slide. Be sure shoes and rungs are free of grease or mud. Don’t lean too far out or over.
• Make sure to place wet floor signs after mopping, waxing or cleaning up spills until the floor surface is dry.
• When lifting, make sure to squat close to the item you’re lifting, bending your knees and holding the object closely to your body. Keep your back straight and use your knees and legs. Use the same method as above when setting the object down. Team-lift if the object is too heavy. Know your limits and get help if you need it.
• Report all injuries to your supervisor or another designee, no matter how small or slight they may seem. This should be done as soon as possible. Make sure to fill out all injury forms as soon as possible.
• Make sure that emergency phone numbers are easy to find; refer to the Emergency Guide.
• Wear proper attire; some attire is not appropriate for the job at hand. Wear ear plugs, safety glasses, proper shoes, visor, dust masks, respirator and disposable gloves where needed, where appropriate and where you have been directed to do so.
• Avoid using cleaners and or water on counter tops, hoods, and sinks where chemicals have been used as they may cause adverse affects depending on the chemicals used.
• Keep cell phone or radio available for emergencies.
• Get training from a qualified individual before using power equipment.
• Check extension cords to see if they are frayed or damaged; replace or order replacements as warranted.
• Maintenance workers use lockout/tagout procedures; make sure that you do not tamper with the lockout/tagout process.
• Always keep your work areas clean and orderly. Poor housekeeping habits can be a serious safety hazard. Do not leave materials in aisles, walkways, stairways, roads or other points of entrance or exit.
• Loose or ragged clothing, dangling neckwear or bracelets shall not be worn around moving parts of machinery or electrically energized equipment.
• Do not dispose of any hazardous materials or flammable liquids by pouring them down a sewer drain. Use proper lids and caps on storage containers.
• If you smoke make sure that you do so in the designated areas. Also make sure you do not smoke within twenty (20) feet of any institutional building entrance.
• Avoid parking, even temporarily, in designated fire lanes or handicap parking areas.
• Report any unsafe conditions to your supervisor.
• Keep fire exits, fire extinguishers and emergency eyewash stations clear of obstruction so that they can be accessed immediately.
• Refer to the Emergency Guide for other information.

Nursing Laboratory Safety Rules

• No food or drinks in the laboratory.
• No children or pets allowed in the laboratory.
• No smoking in lab areas or in any buildings on campus.
• Familiarize yourself with all exits and know where fire extinguishers and fire blankets are located.
• Report all injuries to your instructor.
• Be cautious of blood-borne pathogen exposure: Needle-sticks or cuts through the skin that contact blood, tissue, or body fluids that could potentially be infectious (e.g., semen, vaginal secretions, cerebrospinal fluid, synovial fluid, peritoneal fluid, pericardial fluid, amniotic fluid, laboratory specimens that contain HIV or other fluid contaminated with visible blood).
• Clean areas after use, including wash basins, laboratory sinks and implements.
• Keep aisles unobstructed. Make sure access to fire extinguishers or safety blankets is not blocked.
• Know locations of first aid kits and other safety equipment.
• Do not engage in horseplay or other acts of carelessness in the laboratory.
• Never drink from laboratory glassware.
• Notify your instructor if you observe hazardous conditions of any kind.
• Dispose of waste properly. Broken glassware should be discarded in proper containers; ask your instructor if you are unsure of proper disposal methods and containers.
• Follow instructions explicitly.
• Wash hands after spills and at the end of each laboratory period.
• Place used needles and gauze that contain blood in sharps containers or red bag containers.
• Please refer to the FSU/Pierpont Emergency Guide for other emergency information.

General Physical Plant Safety Rules

• Failure to adhere to state and federal laws or institutional safety rules may be caused for dismissal.
• Drinking, gambling, fighting and/or horseplay could be cause for discipline or prosecution, depending upon circumstances.
• Firearms are not permitted on campus or at campus events, even if you have the appropriate permits.
• Whether driving your own vehicle for personal use on institutional property, or driving a rental vehicle or your own vehicle on behalf of the institution, either on or off campus, obey all traffic regulations, including seatbelt laws and signage.
• For their own protection and as an institutional policy, family and friends of employees are not allowed to be passengers in vehicles when used on institutional business.
• Smoking is not permitted in any building on any campus, and not within twenty (20) feet of any doorway. Smoking is not permitted in institutional vehicles or rentals used for institutional business.
• Protective equipment will be used when required. Workers shall work fully clothed. Do not wear loose fitting clothes.
• Report all accidents, injuries, hazardous practices or conditions to supervisors immediately.
• Observe and maintain good housekeeping and fire rules at all times.
• Operate all equipment with moving parts with guards in place. Do not remove guards until all machine motion has stopped and the machine is disconnected from its power source. Replace all guards after repairs.
• Do not use defective power or hand tools.
• Only qualified operators will operate equipment, switches, valves or other machinery.
• Workers will heed signs, posters or hazard bulletins posted on institutional premises.
• Listen to instructions from your supervisor or his/her designee. If you don’t understand instructions fully, ask before starting work.
• Learn to lift the proper way. Bend knees, keep back straight/vertical. Get help with heavy loads—know your limits.
• Do not use a ladder that is bent, cracked, broken or that has loose rungs or hardware. Do not use metal ladders around electrical hazards. Always use both hands when climbing ladders or stairs. Do not carry tools in your hand when climbing ladders or stairs.
• Do not start machinery, operate valves or change electric switches until you have made certain that it is safe to do so.
• Never start any machine until everyone is clear and warned.
• Consider all electrical wires as being dangerous.
• Do not repair or adjust machinery until authorized to do so by your supervisor.
• Never work under vehicles or equipment supported by jacks or chain hoists without blocking.
• Wear approved dust masks in area where dust masks are needed.
• Wear approved hearing protection when the job requires.
• No smoking in No Smoking Zones.
• Store gasoline and other liquids in approved and well-marked containers only.
• Follow label instructions for protective devices when using chemicals or pesticides.
• Store pesticides only in approved containers. Always read the label.
• All employees (including student employees) must follow institutional policies. Violations of any safety policy or rule may be cause for disciplinary action or immediate dismissal, depending upon circumstances.

General Safety Rules and Related Policies for Students
• Safety is of great importance. Please do not hesitate to call campus police for assistance or to report suspicious activity. The number for campus police is 304-367-4157.
• Familiarize yourself with the emergency phones located around campus. In an emergency, push the button to activate the phone. Use these phones in the event of a fire, medical or other emergency, or to report suspicious activity.
• The student safety and escort service is available to enhance the safety of students, faculty, and staff within the campus area.
• Report suspicious people to public safety; include as much information about the person as possible, location, and/or type of car involved.
• Have your keys in your hands when approaching your car. Look inside prior to entering your vehicle.
• Lock your vehicle every time you leave it.
• Discourage theft from your car by parking in well-lit areas.
• Do not leave tempting valuables, books or property visible inside your car. Lock these items in your trunk. Thieves often roam parking lots looking for items to steal from vehicles. They utilize the “smash and grab” technique: smashing a window and grabbing the items of value from the car. When possible take your valuables with you. Laptop computers, purses, briefcases, cell phones and other small electronics are easy and popular targets for thieves. The institutions are not responsible for loss through fire, theft, collision, or otherwise to your car or its contents.
• Bring to campus only what you will need.
• Books are also a target of thieves; never leave books or book bags unattended in classrooms, hallways, stairwells, the dining hall or restrooms. Mark your textbooks with your name and four-digit ID number.
• Avoid walking alone at night unless absolutely necessary. Know locations of emergency phones or keep your cell phone in your hand and ready to use.
• Park only in student parking areas to avoid being ticketed.
• All students’ vehicles must display a valid parking decal and that decal must be displayed at all times while on campus.
• Never park in crosswalks, near fire hydrants or in handicapped parking areas.
• If you live in a residence hall, never leave your door unlocked. Access to the residence halls is restricted to residents and their guests. Guests may only stay as long as they observe the procedures, policies, and regulations established by the residents, staff and the institutions.
• Stay sober; alcohol and other drugs/medications will impair your judgment and can increase your chances of being a victim of crime.
• Campus police are available to assist stranded motorists with dead car batteries and locked vehicles. Call campus police at 304-367-4157.

Prohibited Appliances in Residence Halls
• Due to fire safety regulations, hot plates or similar devices are prohibited in the residence halls.
• Candles (including unlit decorative candles) and open flames are not permitted in any area.
• Extension cords are not permitted. UL tested surge protector devices may be utilized on electrical equipment provided they are installed and used properly.
• Devices may not be on the floor but must be permanently affixed 8 inches from the floor.
• Smoking is prohibited in the residence halls.

Students shall not use or store in the residence halls the following items:
• Electrical items other than clocks, radios, stereo equipment, televisions, computers, or other low wattage appliances. Microwave ovens must use less than 10 amps of power. Mini-refrigerators must be 4.5 cubic feet or smaller.
- Outside television or radio antennas or satellite dishes
- Waterbeds or other water-filled furniture
- Motorcycles, motorbikes, mopeds or motorized vehicles of any type
- Neon signs
- Open flame-burning or coiled hot plates
- Halogen torchiere lamps
- Air conditioning units
- Portable heaters and space heaters
- Heat lamp.
- Sun lamps
- Electric skillets
- Deep fryers and waffle makers
- Outdoor grills, gas or charcoal
- Incense

**Fire Safety Equipment**
Tampering with or the misuse of fire safety equipment is prohibited. This includes removing or disabling smoke detectors or fire extinguishers. If a smoke detector or fire extinguisher needs to be replaced, contact the Residence Director or Public Safety Office. Fire safety equipment includes but is not limited to fire alarms, smoke detectors, fire extinguishers, and unit door closures. Anyone apprehended for vandalizing or using fire safety equipment for any purpose other than safety will be reported to campus police.

**Conclusion**
The safety process is an ongoing process with constant changes, and it must be adhered to by all employees, students and visitors. Safety processes will be updated regularly, reviewed frequently and communicated to the campuses as appropriate.

This manual is intended to provide general information and to offer solutions to problems as they may arise. Training remains the responsibility of the supervisors and safety personnel, who after giving adequate training may initiate any corrective actions deemed appropriate.

The Safety Office is responsible for keeping this manual up to date/current. There are many rules and regulations changed or created every day, and the Safety Office, through collaboration with state and federal government, is committed to stay abreast of the current changes in safety law and regulations and update this manual and other training procedures accordingly.

We all must constantly be aware of conditions in all areas that can produce or lead to injuries. No employee, student or visitor is required to be exposed to unsafe or dangerous conditions. Cooperation of everyone in detecting hazards, reporting dangerous conditions, and controlling workplace hazards, accidents and incidents is critical to effective implementation of the safety program. Employees should inform their supervisor or safety personnel immediately of any situation beyond their ability or authority to correct. Employees will not be disciplined or suffer any retaliation for reporting a safety violation in good faith.

For more information, call the Safety Office at 304-367-4985, or visit our website at fairmontstate.edu or pierpont.edu