

# **New Employee Safety Orientation**

**Occupational and Environmental Health and Safety**

Updated 2017



THE UNIVERSITY OF UTAH

**OCCUPATIONAL AND ENVIRONMENTAL  
HEALTH AND SAFETY**

# Staying Safe and Healthy on the Job

Welcome to the lesson on occupational and environmental health and safety at the University of Utah.

In order to fully participate in your own on-the-job-safety and health program, it is important for you to know and recognize the structure in place at the University of Utah.



# Support for Safety

At the core of the University's safety and health program is the value placed on it by senior leadership. That support is demonstrated, primarily through policy statements.

As spelled out in [Policy 3-300](#), Occupational and Environmental Health and Safety: No task is so important and no service so urgent that it cannot be done safely.



# Your Responsibility

All University of Utah faculty, staff and students are responsible to:

- Participate in required training programs.
- Perform activities as trained.
- Promptly report safety, fire, health and environmental hazards and injuries or illnesses to their supervisor or program director.
- Give due consideration to personal safety and the safety of others while performing assigned tasks.



# Supervisor's Responsibilities

Faculty, principal investigators, first-line supervisors, and all other persons in authority are responsible to:

- Provide safe and healthy environments for those areas and personnel for whom they have supervisory responsibility.
- Be continuously aware of the safety and health needs of all personnel for whom they are responsible.



# Supervisor's Responsibilities (cont.)

- Initiate and enforce necessary preventive measures to control hazards.
- Ensure necessary support such as personal protective equipment, occupational medical examinations, local exhaust ventilation, etc. are in place.
- Ensure personnel are trained prior to beginning new tasks.
- Review accident and injury reports for their area(s).
- Serve as the focal point for safety and health concerns.



# Administration's Responsibilities

The University President has ultimate responsibility to establish and maintain environmental health and safety programs.

Vice Presidents, Deans, Directors, and Department heads are responsible to:

- Provide facilities and equipment required for a safe work environment.
- Ensure individuals have the authority and support to implement health and safety policies, practices and programs.



# Administration's Responsibilities (cont.)

- Establish priorities and commit resources for correcting safety deficiencies.
- Establish procedures for dissemination of policies and other safety-related information.
- Establish procedures to implement policies.
- Establish a system to assess safety performance.





# Facility Use

You are responsible to maintain corridors, exits and emergency equipment free from obstruction; use hazardous materials only in designated areas and dispose of waste appropriately.

Consult with Facilities Management on any facility modifications to ensure hazardous materials, code compliance and other issues are properly managed.



# Smoking / Indoor Clean Air Act

In accordance with the Utah Indoor Clean Air Act, smoking (including e-cigarettes) is NOT allowed in any University facility or vehicle, owned operated or leased.

The Utah Indoor Clean Air act requires smokers to remain at least 25 feet (7.62 meters) from any entrance, operable window or building air intake.

The presence of an ashtray in a given location does not negate the 25 foot rule.



# Regulated Waste Disposal

Batteries, chemicals, biohazard materials, sharps, oil and paints are not to go down drains or into regular trash. Regulated waste collection is available from OEHS.

There are specific regulations and significant financial and environmental consequences for noncompliance.



# TRAX

Never walk on the light rail tracks. Only walk on approved paths around tracks and trains.

Never toss or throw anything at a train.

Do not race a train.

Never try to go around crossing gates when they are down (autos or pedestrians).



# Personal Protective Equipment

Personal protective equipment required by your work assignments will be provided to you by the University at no cost.

Personal protective equipment not provided by the University is not allowed.



# In Case of Emergency

Fire, Police and Ambulance:

- 911 on mobile phone
- 9-911 on desk phone

For non-emergencies call 801-585-2677 or 5-COPS.



# Non-Emergency Clinics

## REDMED Employee Health Clinic

Ground Floor Union Building

200 Central Campus Dr.

Salt Lake City, UT 84112

Phone: (801) 213-3303

Hours: M-TH:

8:00AM – 5:00PM,

Friday: 9:00AM – 3:30PM

## Redwood Health Center

Occupational Medicine Clinic

1525 West 2100 South

Salt Lake City, UT 84119

Phone: (801) 213-9777

Hours: M-F

8:00AM – 5:00PM

After Hours Injury Care

(After 5 pm) (801) 213-9700



THE UNIVERSITY OF UTAH

OCCUPATIONAL AND ENVIRONMENTAL  
HEALTH AND SAFETY

# Evacuations

Evacuate buildings immediately upon hearing an audible alarm, at the request of public safety authorities or when remaining in the building may cause you harm.

Know the location of at least two emergency exits in your work area.

Do not use elevators when evacuating in emergencies.

Evacuate to your designated assembly point.

Do not re-enter evacuated buildings until public safety officials indicate it is safe to do so.





# Campus Closures

The University President is the only individual with the authority to close campus.

During closures, consideration will be given to maintaining appropriate service levels in departments that provide critical services to the University community or the general public. Those departments designate which employees are needed in the operation of the University when closure conditions exist.



# Incident reports

Report all incidents immediately. There are three incident reports used by the University:

- Report injuries and illnesses on the job with the First Report of Injury or E-1 form.
- Report property damage and injuries or illnesses involving students or campus visitors using Campus Incident/Accident Report form.
- Report near misses, chemical and biological spills and releases using OEHS incident report.



# Doing Things Right

It is important for your safety and the safety of others that you:

- Know your risks and hazards and work accordingly.
- Obey barriers, guards and warning signs.
- Seek out and follow safety and health information relevant to your assignment.
- Maintain and use equipment safely.
- Know when personal protective equipment is necessary and how to use it.
- Participate in a medical surveillance program if required by the work you do.



# Safety Training

To help you do things right your immediate supervisor will provide you with information about:

- Hazardous materials in your work environment and how to protect yourself when working with these materials (also known as Hazard Communication or HazComm).
- How to respond to emergencies, especially evacuation instructions.
- How to report hazards and incidents.



# Congratulations

You have completed this Safety Orientation Lesson!

Proper training and education are critical. Your training must be updated whenever you change assignments, begin work with new processes or equipment or when events (incidents) indicate training is warranted.



# Occupational and Environmental Health and Safety



**Our life's work is caring for  
each other's work life**



THE UNIVERSITY OF UTAH  
**OCCUPATIONAL AND ENVIRONMENTAL  
HEALTH AND SAFETY**

THANK YOU!



THE UNIVERSITY OF UTAH  

---

OCCUPATIONAL AND ENVIRONMENTAL  
HEALTH AND SAFETY