ENVIRONMENTAL HEALTH & SAFETY MANUAL

Revised May, 2014
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The Environmental Health and Safety manual provides University employees with written health and safety policies and procedures for promoting a safe and healthy work environment. If any employee has questions regarding these policies, please contact the Environmental Health and Safety Officer at 828-251-6038 or email safety@unca.edu.

**EH&S Management System**

**PURPOSE**
Each State agency is to have a written health and safety program for State employees, based on clearly stated goals or objectives that promote safe and healthful working conditions. The program is intended to provide managers, supervisors, and employees with a clear and firm understanding of the State's and the University's concern for protecting employees from job-related injuries and illnesses; preventing accidents and fires; planning for emergencies and emergency medical procedures; identifying and controlling physical, chemical, and biological hazards in the workplace; communicating potential hazards to employees; and maintaining a sanitary environment.

**POLICY**
The University of North Carolina Asheville (UNC Asheville or UNCA) is committed to providing a safe and healthy environment for all persons associated with the University, including faculty, staff, students, visitors, and members of the community.

The University emphasizes an integrated systems approach, as well as safety education and training as the primary means of achieving this goal. The Environmental Health and Safety department is primarily responsible for environment, health and safety functions at the University, by developing EHS programs and performing various periodic inspections. Department heads, faculty members, and supervisors are considered directly responsible for maintaining full compliance with State and Federal regulations and University safety policies and procedures.

**MISSION STATEMENT**
The University of North Carolina Asheville Department of Environmental Health and Safety supports the University’s core mission of teaching, research, and service by providing comprehensive environmental, health and safety services to the University community. This includes education through training and consultation, maintaining a safe environment through recognizing and controlling health and safety hazards, ensuring a process of regulatory compliance and minimizing future potential liabilities.
EH&S Management System

The process of EH&S management is ongoing and ever changing requiring a robust and adaptive management system. The EH&S department emphasizes an integrated management system designed to ensure continuous improvements by incorporating a process of ongoing monitoring, reviews, and revisions of procedures and policies through the use of the Plan - Do - Check - Act (PDCA) model. Just as a circle has no end, the Plan - Do - Check - Act cycle is a four-step process model for carrying out change, cycling through each step for continuous improvement.

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RESPONSIBILITIES

The University
The University has established a written State Employee Workplace Requirements Program for Safety and Health that contains the following information:

1. Methods to be used to identify, analyze, and control new or existing hazards, conditions, and operations.
2. Responsibilities of managers, supervisors, and employees for implementing the program, controlling accident-related expenditures, and methods to establish, measure, and maintain continued participation of management and employees.
3. Methods to communicate the plan to all affected employees so that they are informed of work-related physical, chemical, or biological hazards, and controls necessary to prevent injury or illness.
4. Programs for training managers, supervisors, and employees in avoidance of job-related injuries and health impairments.
5. Methods for reporting and investigating workplace accidents and implementing corrective actions.
6. Methods to communicate and enforce safe work practices and rules.
7. Types of safety and health training programs that will be made available to employees.
8. Methods for employees to make complaints concerning safety and health problems without fear of retaliation.
9. Methods for employees to receive medical attention following a work-related injury or illness.
10. Establishment of Environment, Health and Safety Committees to perform workplace inspections, review injury and illness records, make advisory recommendations to the Chancellor, and perform other functions necessary for the effective implementation of the Employee Workplace Environment, Health and Safety Program.

Environmental Health and Safety Office
The Director of the Environmental Health and Safety Office is responsible for implementation of the environmental, health and safety program and the development of additional environment, health and/or safety procedures necessary to meet the special situations that are unique to UNC Asheville.

Specific responsibilities include:

1. Development of an EH&S management system which utilizes risk assessment methodology for use in correcting workplace hazards on a priority basis throughout the University.
2. Maintenance of an environmental health and safety documentation system for review of effectiveness.

3. Establishment of long-range environment, health and safety goals. Submission of an annual report to the Vice Chancellor for Administration, with a copy to the Office of State Personnel, indicating achievements and annual goals and objectives.

**Supervisors**

Each supervisor is responsible for providing safe working conditions for those being supervised and for following up on reports of violations of safe working conditions. Each supervisor is also responsible for knowing the environmental health and safety guidelines, investigating accidents, reporting incidents, ensuring that employees attend safety training, reviewing and providing staff with personal protective equipment, provide job-specific safety training, and properly advising higher management of appropriate situations.

The environmental health and safety program is the responsibility of each employee, supervisor, and manager and should be an important factor in evaluating the work performance of each.

**Employees**

Each employee is to place environment, health and safety requirements as first in importance in the performance of his or her work duties for UNC Asheville. The protection of fellow employees and the public on University property is a shared responsibility of every employee.

An employee is responsible for notifying his/her immediate supervisor of a violation or deficiency in safe and healthful working conditions and for recommending corrective measures, if possible. Additionally, the employee's immediate supervisor is to be notified of every injury or accident regardless of how trivial such accident may appear at that time.

Specific responsibilities stated in the University's Environmental Health and Safety Program which are included in the NC Employee Environment, Health and Safety Handbook are:

1. UNC Asheville conducts an environmental health and safety program for the purpose of preventing injuries to employees, protecting the health of its employees and damage to property.
2. Every employee is required to participate in the University's program.
3. Quality service with environmental health and safety is the cornerstone of the University's program.
4. Safety instructions and rules are to be obeyed. Safety devices installed and safety equipment provided are to be used. Defective tools and other equipment without proper guarding are not to be used.
5. Unsafe conditions or practices are to be reported to the immediate supervisor.
6. All injuries occurring on the job and any illness associated with the job are to be reported promptly and in writing to the supervisor. Questions concerning medical treatment of these injuries/illnesses should also be addressed to the supervisor.
7. All employees or escorted visitors entering a designated hazardous, caution, or restricted area are required to use personal protective equipment and adhere to environment, health and safety procedures immediately upon access to the area.
8. Good conduct is expected - "horseplay" or "fooling around" will not be tolerated.
9. All fires, accidental damage to property, hazardous material spills and other emergency occurrences no matter how slight must be reported to the Environment, Health and Safety Office.
10. All hazardous materials are to be disposed of according to University procedures, in compliance with State and federal regulations. Supervisors and/or the Environmental Health and Safety Office can provide advice regarding proper disposal method and practices.
11. Working under the influence of alcohol or illegal drugs is specifically forbidden. Use of prescription drugs, which may affect alertness or work abilities, must be reported to the supervisor.
12. Failure to comply with or enforce environment, health and safety rules and regulations may result in disciplinary action up to and including dismissal. Violation of work rules is a job performance issue and is to be dealt with through the job performance disciplinary process.
13. All employees are required to attend New Employee Safety Orientation.

Procedure for Request of Industrial Hygiene Survey
All employees of UNCA, including supervisors, may at any time request a survey or investigation of existing chemicals, biological and physical hazards, and occupation illnesses by e-mailing "safety@unca.edu." This e-mail address is shared by all EH&S Staff. All new and existing employees are given training informing them of how to contact EH&S staff with questions and concerns related to health and safety. Upon receipt of a request for a survey or investigation, the EH&S staff will promptly investigate the matter and perform a detailed assessment of the area or activity of concern. The assessment will include elements specific to the hazard being evaluated. The results of the assessment will be reported to the requesting party, and any corrective action will be promptly addressed.

Stop Work Authority
All employees of UNCA are empowered with Stop Work Authority. This is communicated to all new employees during New Employee EH&S Orientation. Any employee executing a Stop Work order should immediately inform their supervisor so that additional corrective action may be taken and EH&S staff notified if necessary.

Stop Work Authority falls in two general categories:

Level 1: Immediate Correction

Immediate action must be taken to stop unsafe activity and prevent injury or property damage.

Level 2: Delayed Correction

Occurs when the safety concern cannot be immediately corrected, and the work needs to stop until an acceptable fix can be put into place.
If the solution is not apparent right away, the job must be stopped and ES&H must be notified.

The job cannot be restarted until a safe method of performing the work has been found, and ES&H authorizes the work to continue.
Goals and Objectives 2014

The Environmental Health and Safety Office annually reviews the Environmental Health and Safety Program. Annual goals are developed utilizing input from the campus community, inspection reports, accident investigations and safety committee feedback. The following goals for 2013 - 2014 academic school year have been identified in order to improve the safety program:

Goals

1. Continue to develop the University's Environmental Health and Safety Program to assure it affectively addresses the safety needs of the university community.

2. Re-design the Environmental Health and Safety Website to deliver critical safety information to the university community.

3. Re-organize UNC Asheville's Safety Committees and optimize their efficiency and functionality.

4. Identify university work units and their function, identify mandatory training requirements for each work unit, assure training programs and materials are available to each employee.

5. Implement a self-inspection program for each work unit.

6. Continue to develop a contractor safety program.

7. Incorporate the Emergency Building Coordinator Program, which includes individual Emergency Action Plans for each university building, into the Environmental Health and Safety Program.
Committees

REQUIREMENTS
State regulations require each State agency to create environmental health and safety committees to perform workplace inspections, review injury and illness records, make advisory recommendations to the administration, and perform other functions determined by the State Personnel Commission to be necessary for the effective implementation of the State Workplace Requirement Program. This section provides an overview of how UNC Asheville has implemented this requirement.

The University of North Carolina Asheville utilizes three (3) committees and input from work units to assure faculty and staff have a voice in the direction of the University's Safety Program.

EMERGENCY STEERING COMMITTEE
The purpose of the Campus Emergency Services Steering Committee is to look strategically at Campus Emergency Services. The Committee will utilize the broad membership of this group to assure Campus Emergency Services and Emergency Services' Plans address the needs of the entire University. The Committee makes recommendations to the Director of Public Safety and the Director of Emergency Management. The Committee reports to the Vice Chancellor for Student Affairs.

ENVIRONMENTAL HEALTH AND SAFETY COMMITTEE
The Environmental Health and Safety Committee is legislatively mandated in the North Carolina Administrative Code Title 25 Subchapter 1N Workplace Environment and Health. The committees responsibilities are clearly defined in 25NCAC 1N.0106 with membership requirements outlined in 13NCAC07A.0640 and G.S. 95-252(d). The Environmental Health and Safety Committee is composed of members of the University’s faculty and staff as appointed by the Vice Chancellor of Academic Affairs. The Environmental Health and Safety Officer acts as the committee chair. The purpose of the Campus Safety and Health Committee is to:

- Review safety and health policies and procedures established by the University as needed.
- Review incidents involving work-related fatalities, injuries, illnesses or near-misses.
- Review employee complaints regarding safety and health hazards.
- Analyze the agency's work injury and illness statistical records.
- Conduct inspections or ensure that safety and health inspections of the worksites are conducted and documented at least annually or more frequently as required by regulatory codes or standards. Ensure responses to complaints regarding safety and health hazards are provided and address process for corrective action.
- Ensure that interviews with employees are conducted in conjunction with inspections of the workplace.
- Ensure that the University’s training records are reviewed for compliance with regulatory training requirements.
• Conduct meetings at least once every three months. Maintain written minutes of such meetings and send copy to each committee member. Copy of minutes shall be posted to ensure availability to all employees in the workplace.
• Designate Employee Safety and Health Representative(s) to accompany representatives from regulatory agencies (i.e. NC Department of Agriculture, NC Department of Health and Human Services, NC Department of Labor Occupational Safety and Health Division, NC Department of Insurance, NC Department of Environment and Natural Resources, etc.) during environmental, safety and health inspections of the workplace.
• Submit written recommendations to the Emergency Services Steering Committee.

LAB SAFETY COMMITTEE
The purpose of the Lab Safety Committee is to address specific compliance and safety issues that are inherent within the academic environment. Membership will include a representative from academic departments on campus that participate in lab activities. Regular meetings are scheduled which seriously address the department’s safety, health and environmental concerns to include:

• Ensure compliance with UNC Asheville’s Radiation License.
• Develop/Approve safety documents and procedures for academic departments.
• Develop/Approve training materials for academic departments.
• Discuss/Follow up on academic department inspections.
• Discuss/Follow up on accidents, injuries and near-misses.

Work Units
Definition
A work unit is a subdivision of a department in which the employees are involved in a common function(s). The work unit has a supervisor or manager that is responsible for the operations, including safety, of the unit. Although a work unit may be involved in more than one work environment, the safety issues and training requirements will be considered for the entire unit, i.e., the work unit will not be further subdivided into the work environment categories into which departments are subdivided.

Environmental Health and Safety Liaisons
Each work unit is to have a work unit environment, health and safety liaison (WUHSL) to serve as the contact for environment, health and safety matters within the work unit. Unless otherwise assigned, the WUHSL of each work unit will be the supervisor of that unit.
Funding of Safety Deficiencies

IDENTIFICATION
Safety deficiencies may be identified by employees, department administrators, safety committees, Facilities Services employees, Environment, Health and Safety employees, state and/or federal inspectors, insurance underwriters, or anonymous reporters.

EVALUATION
Safety deficiencies will be investigated and evaluated by Environment, Health and Safety Office personnel. If a deficiency is confirmed by inspection, it will be categorized according to severity and responsibility for correction.

RESPONSIBILITY CATEGORIES
1. Facility deficiency resulting from major structural deterioration, construction oversight, or code change. Items in this category generally involve significant expenditure of funds and require scheduling under the University's Capital Improvement Program.
2. Maintenance problem resulting from normal wear and tear or functional obsolescence. Items in this category related to the facility, fixed equipment, or grounds are the responsibility of the Facilities Services Division and will be funded through its maintenance budget.
3. Deficiency created by inappropriate occupancy or practices by occupants. Correction is the responsibility of the occupants.
4. Repairs to equipment purchased and maintained by the using department, as well as replacement of stolen or missing equipment, are the responsibility of the department.

SEVERITY CATEGORIES
1. Imminent Danger
2. Serious
3. Non-serious
4. Documentation

CORRECTION
The investigating Environment, Health and Safety Office personnel who determine that a safety deficiency poses imminent danger or is a serious violation shall have the power to stop work, order evacuations, or take other such emergency measures as he/she deems appropriate under the circumstances. An emergency work order will be placed with Facilities Services to begin corrective action.

The investigating Environment, Health and Safety Office personnel who determine that a safety deficiency is a non-serious violation or a documentation violation shall issue an order for correction to the party responsible for correction. Such orders shall contain deadlines for correction of the violation. The Environment, Health and Safety Office will follow-up to insure that the correction has been made.
Communications

Environmental Health and Safety Manual
The Environment, Health and Safety Manual describes environment, health and safety policies and procedures that have been approved and implemented at the University. These procedures are to be followed by all University faculty and staff, whether full-time, part-time, or temporary. Training sessions are provided to familiarize supervisors with the University's Environment, Health and Safety Manual.

Radiation Safety Manual
This manual describes University policies and procedures for the use of radioactive materials and radiation-producing devices. It is required to be present and available to employees who work with radioactive materials or radiation-producing devices. The Radiation Safety Manual is included as Attachment X.

Laboratory Safety Manual
This manual contains policies, procedures, and safety practices for laboratories. The manual constitutes the University's Chemical Hygiene Plan and is required to be present and available in laboratories using hazardous materials. The Laboratory Safety Manual is included as Attachment X.

Biological Safety Manual
This manual contains information on hazards associated with biological materials, recommended safe practices for use of these materials, and policies and procedures for decontamination and disposal of biological materials. The Biological Safety Manual is included as Attachment X.

Environmental Health and Safety Awareness Promotional Efforts
Web Site: The Environmental Health and Safety Web Site provide safety information to include safety awareness topics, safety alerts, safety manuals, etc. The Web Site is continuously updated by the Environmental Health and Safety Department and is located at: http://publicsafety.unca.edu/ehs.

Workplace Inspections

Requirement
Physical facilities are to be inspected at least annually to ensure that workplaces are free from recognized safety hazards.

To achieve full compliance with the requirement, inspections will be performed by one or more of the following: self-inspection, i.e., inspection by the employee(s) occupying the area; Environment, Health and Safety Committee members; Department of Environment, Health and Safety personnel; State and federal agency personnel; insurance underwriter personnel; or a combination of these.
**Reports, Notification of Violations, and Corrective Action**

Each inspection report is to include observed environment, health and safety violations, non-compliance items, and deficiencies. Inspection findings are to be forwarded to the Environment, Health and Safety Office for preparation of a written inspection report.

The Department of Environment, Health and Safety will send the written report to the person in charge of the facility or function being inspected, the appropriate Environment, Health and Safety Work Environment Committee, and Facilities Services, if the corrective action involves maintenance or capital improvement items.

The person responsible for the area is to respond to the Department of Environment, Health and Safety by the designated date, indicating the corrective action accomplished with regard to each reported violation or deficiency.

**Federal and NC OSHA Reporting**

North Carolina Department of Labor Occupational Safety and Health Standards and Federal OSHA require the Occupational Injury and Illness Reporting Log (OSHA 300 Log) be maintained for all occupational injury and illness cases.

All incidents resulting in injury to employees on campus are investigated and an Incident Investigation Report (IIR) is completed by H&S staff. The incident and resulting injury, along with any lost time or restricted work activity is recorded confidentially by the Human Resources (HR) Department. EH&S Staff and HR meet on a monthly basis to verify that records are being accurately reported and maintained. HR maintains the OSHA 300 log and posts the OSHA 300A Summary form annually as required.

Upon review of all incidents, hazard mitigation and associated corrective action is taken where appropriate to reduce the risk of future incidents. The IIRs are filed and maintained in the EH&S share drive electronic filing system. Additionally, incident causation facts will be discussed with the Environmental Health and Safety Committee to solicit input from the committee regarding corrective actions following an incident.

**Imminent Danger Action**

In the event that any manipulation, process, action or condition is discovered which in the opinion of the Environmental Health and Safety officers constitutes an immediate threat to the life of an employee or the public, the Safety Officer may order the immediate cessation or modification of such manipulation, action or condition.

**Employee Participation**

Any University employee who has a direct personal involvement in the facilities being inspected is to be permitted and encouraged to participate in such inspections, including calling possible violations to the attention of the inspector.
Request for Special Safety Investigation
The Occupational Safety and Health Act of North Carolina provides that employees may request an inspection or evaluation of conditions which they believe may constitute a health or safety hazard. University employees are encouraged to request a "Special Investigation" into the need for corrective action.

The Department of Environment, Health and Safety staff will respond to any request or complaint. University employees who are aware of a health hazard or unsafe condition should notify the Department of Environmental Health and Safety.

Employee Rights
Employees are encouraged to seek resolution of hazardous conditions through the University Environment, Health and Safety Office but, under Section II(d)(1) of the North Carolina Occupational Safety and Health Act, an employee is guaranteed the right to request an inspection from the State Department of Labor (919-733-3332, or 1-800- LABOR NC, Raleigh, N.C.) by giving notice to them of a violation of a safety or health standard that he/she believes threatens physical harm or constitutes immediate danger.

The rights of an employee in reporting complaints of matters affecting occupation environment, health and safety shall be exercised without retaliation on the part of any other person.

Confidentiality
Persons requesting an inspection by the Department of Environment, Health and Safety (or the Department of Labor) may request confidentiality and, by law, their name will not appear on any record published, released, or made available to the public or to the immediate supervisor or department head.

Notification of Findings
If the Department of Environmental Health and Safety or the Department of Labor determines that there are reasonable grounds for believing that a violation or danger exists, it will notify the employees or representative of the employees in writing of such determination.

After the Department of Environmental Health and Safety has concluded its investigation, the results will be communicated to the party requesting the investigation and to other appropriate University personnel with due consideration of requests for anonymity. If action is called for that does not constitute a capital improvement such as minor repairs, change of procedure, limitations of access, and so forth, recommendations will be made to the proper departments.

Conditions that should be Reported
The types of hazardous conditions that should be reported include, but are not limited to, the following:

- Unsafe work practices
- Suspected health hazards
- Failure to wear required personal protective equipment (PPE)
- Failure to guard machines and cutting instruments
• Improper storage of chemicals, supplies, and other excess materials
• Presence of irritating or noxious odors
• Fire hazards
• Interference with safe egress
• Natural gas odors
• Chemical spills, mercury spills
• Petroleum or gasoline spills
• Compressed gas release
• Radiation exposure or contamination

Review of Construction and Building Plans
All new construction and remodel projects at the university undergo extensive review by Campus engineers, planners and the architect, as well as by the design professionals providing the plans. Compliance with applicable safety and health codes and regulations is required before a building can pass inspection for occupancy. EH&S Staff provide additional assistance and oversight during the design, review and construction process. The ultimate responsibility for all design and construction shall lie with the licensed design professionals signing and dealing the designs, and the licensed building inspectors performing inspections during construction.
Trainings Requirements

Orientation of new Employees
All staff are required to attend the Environmental Health and Safety Orientation program. The EH&S Orientation Program includes information on:

- General Safety to include Office and Fire Safety
- Hazardous Communication
- Bloodborne Pathogens

The purpose of EH&S Safety Orientation is to familiarize employees with the safety programs offered by the University. It introduced safety requirements by job category as well as covers required training for all employees at the University.

New Faculty are made aware of the University’s Safety Manual as part of the Faculty Handbook. New Faculty must fulfill training requirements for their Environment before beginning research.

Job Specific Training

Job specific training will be provided and documented before an employee is permitted to perform duties unsupervised.

The following tables identify job specific training requirements:

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Nuts and Bolts

Student Employee Training

Training Records
Required safety training must be documented. As a minimum, training records must consist of:

1. Name of training, instructor, and course outline;
2. Materials used to conduct the training (ex. Documentation videos used, power point presentation, handouts, etc.)
3. If the training was conducted by using hands on methods, please describe what equipment/chemicals/materials that were covered. Please describe the steps reviewed.
4. Location, date and time the training was conducted; and
5. Employee sign in sheets. Employee's full name, PID number, and signature must be on the sheet.

Required safety training documents are to be sent to the Environment, Health and Safety Office.

**Disciplinary Policy**

Safety and health policies and procedures are established and enforced to protect employees from injury and illness as well as to provide for a safe and healthful place of employment.

Violations of health and safety policies and procedures are considered to be among the most serious violations of University policy. All University employees, SPA, EPA Faculty, and EPA Non-Faculty, are required, as a condition of their employment, to abide by all University health and safety policies and to follow all required health and safety procedures.

Adherence to health and safety policies and procedures is enforced in a consistent manner according to the personnel policies in effect for the particular employee. Disciplinary policies for SPA employees are found in the Human Resources Manual for SPA Employees. Disciplinary policies for EPA Non-Faculty employees are found in the Employment Policies for EPA Non-Faculty Employees of UNCA. Disciplinary policies for EPA Faculty employees are found in the Trustee Policies and Regulations Governing Academic Tenure.
Attachments

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Attachment B: Contractor Employer/Employee Requirements
Attachment C: Sanitation
Attachment D: Purchase Review by EH&S
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Attachment F: Office Safety
Attachment G: Reporting Incidents, personal injuries, and near misses

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Attachment CC: Hazardous Energy Sources (Lockout/Tagout)
Attachment DD: Arc Flash
Attachment EE: Contractor Safety Kickoff Meeting Guide