

UAH

The University of Alabama in Huntsville

**Facilities and Operations
Safety Manual**

**The Office of Environmental Health and Safety
May 2011**

UAH
The University of Alabama in Huntsville

FACILITIES AND OPERATIONS
SAFETY MANUAL

Office of Environmental Health and Safety
Facilities and Operations Department
The University of Alabama in Huntsville
Huntsville, AL 35899

Prepared By:

Marcia L. Green, Director
Office of Environmental Health and Safety

TABLE OF CONTENTS

- I. PREFACE
- II. POLICY STATEMENT
- III. EXECUTIVE SUMMARY
- IV. DISCLAIMER

- 1. FORWARD
 - 1.1 Supervisors

- 2. INTRODUCTION TO SAFETY

- 3. GENERAL WORK HABITS

- 4. CLOTHING AND PERSONAL PROTECTIVE EQUIPMENT
 - 4.1 Safety Equipment

- 5. WORK AREA HOUSEKEEPING

- 6. HAND AND POWER TOOLS

- 7. EQUIPMENT AND MACHINERY

- 8. LOCKOUT/TAGOUT

- 9. ELECTRICAL

- 10. FIRE PROTECTION

- 11. WELDING

- 12. COMPRESSED GAS CYLINDERS

- 13. CONSTRUCTION

- 13.1 General Excavation Safety Tips
- 14. LADDERS AND SCAFFOLDING
- 15. LIFTING
- 16. VEHICLE SAFETY
 - 16.1 Trailers
- 17. HANDLING WORKPLACE INJURIES AND ACCIDENTS
 - 17.1 Treatment
 - 17.2 Accident Reporting
 - 17.3 Management
- 18. EMERGENCY PROCEDURES
 - 18.1 Ambulance or Emergency Response Required
 - 18.1.1 Chemical Burns
 - 18.1.2 Bleeding
 - 18.1.3 Choking
 - 18.1.4 Mouth-to-Mouth Resuscitation
 - 18.1.5 Fire Procedures
 - a. Fire Extinguishers
 - b. Extinguisher Use Instructions
 - 18.1.6 Tornado Procedures

PREFACE

With the development and implementation of the Facilities and Operations Safety Manual, The University of Alabama in Huntsville has committed to promoting the health and safety of University personnel. It is imperative that each of the employees in the Facilities and Operations Department has knowledge of safety and health guidelines in carrying out their daily work routines.

As the Office of Environmental Health and Safety (OEHS) works to implement this plan, please give us your comments and suggestions. Our goal is to provide service of the highest quality. Your assistance is imperative to the successful implementation of safety practices. Follow all guidelines closely and notify the Office of Environmental Health and Safety immediately upon finding workplace safety hazards.

**THE UNIVERSITY OF ALABAMA IN
HUNTSVILLE**

**FACILITIES AND OPERATIONS
EMPLOYEE SAFETY POLICY
STATEMENT**

The University of Alabama in Huntsville is committed to full compliance with federal, state, and local laws and regulations pertaining to the health and safety of employees, students, and the surrounding community. The University's Office of Environmental Health & Safety has overall responsibility for the development and implementation of policies and procedures pertaining to health and safety programs on campus. The Director of Environmental Health and Safety is the University compliance officer with responsibility for the oversight of health and safety programs. The director is responsible for (1) developing and maintaining University policies related to health and safety for applicable University employees and (2) designing and conducting health and safety training programs for University personnel. Colleges, departments, or other units are responsible for the health and safety of students and departmental visitors while at the University. Colleges, departments, or other units may develop policies and procedures for dealing with health and safety issues within their units. However, these policies are subject to review by the Office of Environmental Health and Safety and must be consistent with University policies.

The Director of Environmental Health and Safety has overall responsibility for monitoring compliance with federal, state, and local regulations, and is responsible for identification of units within the University that may not be complying fully with regulations. The Director is responsible for providing notification of non-compliance to the units involved and for providing consultation regarding changes necessary to comply with regulations, the Director is responsible for reporting such non-compliance to the vice president who has administrative responsibility over the unit involved.

**II
EXECUTIVE SUMMARY**

The main objectives of the Facilities and Operations Safety Manual are to protect the health and safety of the facilities and Operations employees during their daily work routines and maintain compliance with applicable Occupational Safety and Health Act regulations. All of the employees of the Facilities and Operations Department have a responsibility to obey rules and apply safe work practices. Implementation by the supervisors of rules applying to safe work practices improves safety consciousness and attitudes among employees.

The safety manual is a guide to follow. It is not intended to be all-inclusive; a degree of common sense must be used while at work. “Thinking Safety” must prevail while performing tasks. Task specific training is an important factor in safety consciousness. Employees who are familiar with their tasks and have been appropriately trained will be least likely to be injured on the job. Task specific safety training is the responsibility of supervisory personnel. Appropriate equipment and personal protective equipment specific to the task at hand should always be determined before the job. Appropriate signage should be displayed in areas where there is a significant health/safety risk.

Because of the array of jobs encompassed by the Facilities and Operations Department employees, the OEHS is in the process of developing safety programs. Written safety programs will be supplemented with training on topics that are outlined within the safety manual. A Facilities and Operations Department Safety Council has been formed to relay safety and health hazards to the OEHS. The OEHS must follow up on these issues with supervisory staff within the Facilities and Operations Department.

Supervisory staff members are responsible for accident reporting to the appropriate departments and authorities. They must also determine the cause and effect of accidents and make changes that will help to prevent accidents of the same nature from recurring. Reports shall be maintained in file for five years after the initial incident report has been filed.

III

DISCLAIMER

The Facilities and Operations Safety Manual was prepared for use on the University of Alabama (UAH) campus. It is provided as a means of presenting the regulations and standards pertaining to the health and safety of Facilities and Operations Department employees while performing their everyday work-related tasks and functions. The author nor The University of Alabama in Huntsville warrants the accuracy or completeness of this manual. Any discrepancies noted shall be brought to the attention of the UAH Office of Environmental Health and Safety.

1.0 Forward

Accident prevention and efficient production go hand-in-hand. The Facilities & Operations Department's management considers no phase of operation or administration as being of greater importance than accident prevention. All levels of management and all employees have a primary responsibility for the safety and well being of all employees and students on campus.

It is the policy of the Facilities & Operations Department to provide and maintain a safe and healthful workplace and to follow operating practices that will safeguard our faculty, staff, students, and visitors at the University of Alabama in Huntsville.

The policies and procedures described within this document are general overviews of specific written programs (i.e., lock-out tag-out, confined space, etc.). For detailed program policies and procedures, please review the specific written program for the area of concern.

1.1 Supervisors

Supervisors need to know how important their active participation is in the effectiveness of these activities, which benefit workplace safety, worker health, and a productive work environment. The Handling Workplace Injuries and Accidents section of this document explains the basic information required to carry out your responsibilities for handling accidents/injuries, accident reporting accident investigation, case management, and medical surveillance (physical examinations).

The OEHS is committed to contributing to high quality services and clear communication to ensure that all employees receive prompt and efficient attention whatever the circumstances. This reference guide will explain your responsibilities in the management of occupational health, describe the more common examples, and explain how your participation will make a difference.

2.0 Introduction to Safety

Accident: Any unforeseen or unexpected event that may or may not result in injury or damage to property or equipment.

The ultimate goal in accident prevention is “zero” disabling injuries and no lost work time. However, there are barriers to achieving this goal; the most important of which is the human attitude toward safety and safety awareness. Many times people become used to the day-to-day routines of carrying out their tasks without considering the threat of accidents and the repercussions that may follow. The attitude of “it couldn’t happen to me” or “it couldn’t happen here” may prevail. We can do more to protect ourselves and our fellow workers by constantly thinking and practicing accident prevention (safety) than we can by memorizing all of these rules, regulations, and safeguards ever written or invented. To **THINK** safety, specific to each task, is the most important aspect of safety prevention.

This manual contains practical and useful safety guidelines to serve as rules and to help develop habits that will instill a “safety attitude” and create a safer work environment.

3.0 General Work Habits

An accident victim occupies every eight hospital beds. Workers and supervisors should constantly remind themselves and others to “**think safety**”. Taking the time to think and ask questions is the most effective means of preventing accidents. Here are a few general tips that help to prevent accidents.

- When entering new or unfamiliar work areas, be aware of work being done around you and familiarize yourself with any required safety precautions (hard hat, safety glasses, etc.).
- Before opening any valves, turning any switches, or starting machinery, check the locations and safety of other personnel in the area. Have all safety guards and covers attached where applicable.
- Make sure walking surfaces are secure before stepping onto them. Be careful around slippery areas, loose objects, or jagged edges.
- Make sure all cords, ropes, hoses, etc. are placed correctly to avoid hazards such as tripping or damage from oil, grease, water, or moving equipment.
- Have adequate lighting in all work areas, stairways, and basements.
- If your work area causes hazardous conditions for others, place adequate barricades and/ or signs to

warn of the danger, e.g., manhole barricade guards.

Additional considerations must be given to the following topics.

Table I

Reducing accidents means reporting physically and mentally rested, prepared to perform your job safely and properly.
Always report any unsafe condition or unsafe act to your supervisor or to the Environmental Health & Safety as soon as possible.
Whenever you're performing your job, keep your mind on your work. Always keep your temper and thoughts under control.
Report any injury to your supervisor as soon as possible.
If you are taking a prescribed medication that may have a side effect, inform your supervisor before beginning the day's work.
Use of illegal drugs or intoxicating beverages while at work (or reporting to work under the influence of these substances) may be cause for dismissal.

4.0 Clothing and Personal Protective Equipment

Personal safety equipment that is provided for your protection must be kept in good condition. Report any loss, damage, or malfunction as soon as possible. Clothing shall be suitable and appropriate for the hazard involved, weather conditions, and the duties performed. Be aware that torn or loose clothing, cuffs, jewelry, and oily clothing can be hazardous.

Table II

Shoes	It is recommended that approved safety shoes be worn to protect your feet.
Hard Hats	Hard hats shall be worn in all designated areas and construction sites. Visitors are included in this requirement.
Eye Protection	Proper eye protection must be worn when the nature of the operation presents a potential eye or face injury. Examples of these hazards include: flying objects, dust, hot or splashing metals, harmful rays, caustics or acids.
Gloves	Appropriate gloves and aprons shall be worn when handling hazardous chemicals and abrasive materials. Gloves shall be replaced when signs of wear apparent.

Respiratory Protection	Approved respiratory equipment shall be worn when a worker is exposed to toxic chemicals, dusts, spray painting, or other inhalation hazards.
Jewelry	The wearing of rings or other jewelry is not recommended on the job, particularly if working around moving or rotating parts.

4.1 Safety Equipment

Various items are used to protect the body from physical harm. Notify your supervisor of any safety equipment not available that you require for your job. The following items are made available as needed from the Facilities and Operations Stockroom.

Respirators and cartridges (for dusts and chemicals)

Respirator disinfectant

Hardhats

Goggles

Safety glasses

Hearing protection

Rubber boots

Tyvek coveralls

Gloves (for light and heavy-duty general use, welding, chemicals, and irritant materials)

5.0 Work Area Housekeeping

Good housekeeping is an essential part of work area safety. Work areas, aisles, walkways, and equipment shall be kept clear of loose materials, tools, and scraps.

Equipment and supplies such as lumber and pipe shall be stored in an orderly and secure manner.

Spills such as grease, water, or oil shall be cleaned up immediately; a delay could result in an accident to you or a fellow worker.

A safe entry and exit must be maintained to all work areas. Shortcuts should be avoided. Never block aisles, traffic lanes, or fire exits with equipment or materials.

6.0 Hand and Power Tools

Always know how to properly use hand and power tools before starting the job by following operating instructions and using the proper accessories. If you are unfamiliar with how a tool operates or is to be used, get advice and instruction of your supervisor.

Table III

Tools should not be used for other than their intended use.
Keep all cutting tools sharp.
Tools shall be kept in a safe condition without broken or damaged parts.
Never use power tools that have damaged or frayed electrical cords.
If tools or equipment are found to be faulty, report them to your supervisor and return the equipment to the Stockroom for repair or replacement.

Never leave tools lying around where they may cause a trip hazard.
--

Use the right tool for the job

7.0 Equipment and Machinery

Supervisors shall allow only properly trained employees to operate power equipment or machinery and shall give proper instructions in their safe operation. Power equipment or machinery shall not be used by non-Facilities and Operations employees without appropriate training and approval by the proper administrative supervisor.

All electrical equipment and machinery shall be properly grounded. Control switches shall be properly located at the point of operation best suited to control the equipment.

Employees should never adjust, repair, clean, or oil machinery or equipment while any of its parts are in motion. Use lock-out switches to prevent accidental start-up of equipment. Be sure all of the components have stopped operating. See the UAH Lockout/Tagout Manual for detailed instructions.

Always replace the guards after repairs or maintenance has been completed.

Always perform proper maintenance on all machinery and equipment to prevent premature failure or possible accident. Have all safety guards in place while testing or operating repaired equipment.

Employees should regularly inspect for cracks, stretching, etc. on cables, chains, clamps hooks, and other equipment that are frequently placed under mechanical stress. Spreading, crimps, or cracks are warning signs of danger. If you feel the equipment is damaged or creating a hazard, report this to your supervisor immediately.

8.0 Lockout/ Tagout Procedures

A lockout device and universal “Danger” tag shall be placed on all energy-activating devices of machines or tools needing repair or receiving routine maintenance.

The employee responsible for placing the lockout device and tag place must write the reason(s) the machine is not operable on the tag and sign it before placing the tag on the equipment.

Before starting maintenance or repair, ensure that all energy has been released and/or disconnected from the equipment.

Each employee must remove its tag after the equipment is repaired and notify any affected personnel. When more than one trade or employee is involved in repair or maintenance of such equipment, a compound locking device shall be used. Each trade or employee involved shall apply his or her own lock or personal tag.

A lockout device and tag shall be placed on the junction box of stationary, permanently wired equipment with the energy activating device placed in the “Off” position. This lockout/tagout procedure will reduce accidents caused by the unexpected or accidental start-up or release of energy.

The equipment shall not be put back in service until after the last trade /employee removes its lock and tag.

9.0 Electrical

It takes very little electric current to kill – less than one-tenth of an ampere. With good contact, 115 volts is sufficient to cause death. There have been fatal electric shocks where voltage as low as 60 to 70 volts was involved. All electrical equipment should be periodically inspected. Spliced or damaged electrical cords shall not be used until properly repaired. Electrical cord on power tools and extension cords shall have heavy-duty rubber insulation. All electrical tools and equipment should be properly grounded or be of double-insulated type.

No electrical work should be performed “hot” when it can be accomplished “cold”. All exposed electrical wires should be considered “hot” or “live” until checked by the Facilities and Operations electricians. Suitable means should be provided for identifying all electrical equipment and circuits, especially if two or more voltages are used on the same job. Electrical repairs or electrical installations shall be made only by Facilities and Operations electricians or by certified contractors under the direction of Facilities and Operations personnel.

Switches, fuses, circuit breakers, and other control devices in areas where explosives or other flammable liquids or gases exist shall be the type designed for use in these areas.

Employees should never use electrical equipment when standing in or near water. In places such as bathrooms, kitchens, laundries, and out-of-doors, where a person having wet hands or standing on a wet surface to touch objects that may be energized, a ground-fault circuit interrupter (GFI) shall be installed in the circuit to prevent electrical shock. Portable ground-fault interrupters shall be made available for checkout from the Stockroom.

10.0 Fire Protection

Learning the location of fire extinguishing equipment and fire alarms in your work area is important. Do not cover nor hide fire protection equipment and fire alarms from view.

Sources of ignition such as cigarettes, matches, portable heating equipment, unguarded light bulbs, etc. are prohibited in areas where explosives, flammable liquids or gases, or other combustibles exist. (i.e., near chemical exhaust outlets, flammable storage areas, sump pump areas, and refueling areas.)

Flammable liquids shall be kept in approved safety cans for use in small quantities and for transportation. These containers shall be clearly labeled and stored in a separate, protected area.

Refueling a small engine that is running or hot can be dangerous and should be avoided. Always clean up spills that occur during refueling before re-starting engines.

Rags that contain oils or solvents shall be kept in covered metal containers until they can be disposed of safely.

11.0 Welding

Welding operations require that approved eye protection, welding shields, and gloves be worn at all times.

Acetylene and oxygen tanks shall be securely fastened to a dolly or stand to prevent their falling or being knocked over. Acetylene tanks shall only be used while in an upright position.

Only authorized personnel under proper supervision shall perform welding and cutting operations.

Proper fire extinguishers shall be immediately available. Localized ventilation shall be used when necessary.

Always use soapy water instead of matches to check for leaks in hoses fittings, and valves in welding operations.

Proper eye protection shall be worn when observing welding or cutting operations, also when chipping slag.

Oxygen acetylene torch units shall be lit with proper ignition equipment and not with matches or cigarettes. Oil in any form shall be kept away from sources of oxygen.

12.0 Compressed Gas Cylinders

Gas cylinders may contain up to 3,000 psi pressure. Accidents have occurred when the heads of these

Cylinders were broken, and the unsecured tanks propelled like rockets out of control.

Valve caps must be in place on all cylinders when not in use. Valve caps help prevent the accidental damage or breakage of cylinder heads.

Storage of empty or full compressed gas cylinders must involve the securing of every cylinder by an approved chain or webbing. Cylinders must not be stored horizontally. Empty and full cylinders should be stored in separate areas or must be separated by a firewall. Cylinders containing flammables must be stored separate from oxidizes and at least 20 feet from fuel sources.

Those cylinders in use shall be properly secured in an upright position and shall be transported only on cylinder carts. A cylinder valve should be opened slowly to avoid valve damage.

12.0 Construction

When working on or near construction or renovation projects, always wear the proper personal protective equipment, (i.e., hardhat, goggles, and gloves). Prior to the start of the construction or renovation, all areas must be inspected for the presence of asbestos and lead, (contact the OEHS for advice), and all sources of potentially hazardous energy in the area should be located.

Supervisors must ensure employees receive training in the proper use of tools and protective equipment. If a respirator is required, only those employees who have had a physical examination and fit test and who have

Received respiratory protection training shall be allowed in the area.

- *Excavations and trenches more than four feet deep shall have proper sloping or shoring as required by OSHA. Employees should never enter a cave-in site in an attempt to rescue another worker without shoring in place.*

13.1 General Excavation Safety Tips

- Underground utilities must be located and marked prior to digging, trenching, etc.
- Trenches over 4 feet deep must have a safe exit such as a ramp or ladder within 25 feet of every worker.
- Trenches requiring shoring or sloping must be inspected by OEHS personnel on a daily basis
- Excavated material and other objects must be kept at least 2 feet from any trench opening.
- No employee or visitor should work or stand on the sides of sloped or benched excavations above other employees unless the lower worker is protected from falling material.
- At least one person must be outside of the trench when workers are present within the trench. This person must watch out for moving ground and for any outside dangers that may be present.
- Any excavating under the base or footing of a building foundation or wall requires a support system designed by a Registered Professional Engineer.

Construction or renovation projects require the placement of barricades, guardrails, or toe boards for employee and public protection. If barricades are left in place over night, adequate safety-flasher lighting is necessary.

13.0 **Ladders and Scaffolding**

On any job requiring a ladder, use only approved sturdy ladders that you can place on a firm base. No Facilities and Operations employee shall use ladders made of wood. Any wooden ladders still in use must be turned into the stockroom for removal from service.

Extension ladders shall be kept from slipping or tipping by tying off the ladder at the top and securing the ladder at the bottom. The ladder should reach at least three feet above the landing. Whenever possible, angle out the ladder at the base equivalent to one-fourth the ladder's working length.

Never stand on the top two steps of any ladder. Standing at this level may cause you to become unbalanced resulting in a fall. Face the ladder while climbing and use both hands. Lift equipment and materials to work level using a rope specifically for that purpose; do not carry equipment up a ladder with one hand.

- *Scaffolding should be used if solid footing or a safe ladder is not available. Caster brakes must be set before any employee mounts the scaffold. If no brakes are available, another employee must be in position to secure the scaffold and prevent movement.*

Scaffolding shall be secured at intervals of 15 feet to a solid support. Securing will be by wire, cable, chain, or rope.

Ladders, boxes, etc., must not be used on scaffolding to increase working height.

Scaffolds must not be moved until its height is reduced below 15 feet. Sufficient help shall be used to move any scaffolding. A “watcher” shall be posted to watch for overhead obstructions as well as holes, etc., at ground level.

Guardrails and toe boards are required for any scaffold over five feet high. Flooring shall be solid from side-to-side and secured in place with cleats.

It is your responsibility to keep all tools and materials away from the edges of the scaffold and platform openings.

Scaffolding over 50 feet must be inspected by UAH OEHS.

15.0 Lifting

Over 25,000 industrial workers, housewives, and office workers injure themselves each year through poor lifting techniques. The practice of stooping over from the waist to lift accompanied by the added factors of uneven footing, poor balance, or awkward positioning, is a direct invitation to eventual injury. This causes undue strain on the back and abdominal muscles.

The following rules should be observed for safe lifting:

1. Determine if you need help – consider the distance and the objects weight.
2. Look over the pick-up and delivery area for (a) trip hazards, (b) slip hazards, (c) small doors, (d) sharp corners (e) blind spots, etc.
3. Inspect the object for sharp corners, wet surfaces, slivers, etc.
4. Place feet correctly – one foot close to the side of the object to provide stability – one foot directly behind the object to provide lift or thrust.
5. Keep the object close to your body.
6. Get a correct grip or hold on the object by using a full grip – not just your fingers.
7. Keep your back straight – this does not mean vertical – just aligned from head to pelvis.
8. You should tuck in your chin when lifting to ensure alignment from head to pelvis.
9. Do the actual lifting with your legs only.
10. Just as important as lifting correctly is the ACT OF LOWERING

You should lower objects in the same manner as you lifted them. *This is essential!*

The body should never be turned or twisted while under the stress of heavy weight. Instead, you should turn your whole body if you desire to change your position after you have made the lift.

16.0 Vehicle Safety

Vehicle accidents can be costly from the standpoint of time lost, vehicle repair, and medical costs, not to mention human injury in general.

It is your responsibility to closely follow the laws set forth by the State of Alabama as your rules of the road. It is your responsibility to provide maintenance to the vehicle for which you are responsible. This means notifying your supervisor of braking or steering problems, lights and horns that are not functioning, etc. as soon as the problem is discovered.

Motor vehicle traffic mixing with bicycle and pedestrian is a major concern on campus. Even though bicycles are required to follow the rules of the road, many bicycle operators fail to obey stop signs or signal when making turns. Likewise, pedestrians are apt to step off a curb and cross the street at any location. In either case, civil law favors the bicyclist or pedestrian because of the chance of serious injury being incurred by either when involved in an accident with a motor vehicle.

Drivers of motor vehicles should never park or travel in a bicycle path or on a sidewalk and should always look for a bicyclist that may be passing on the right.

Motor vehicle drivers should always stop for pedestrians on a campus street, particularly those pedestrians in a crosswalk. Drivers of motor vehicles in a pedestrian traffic area not only have a responsibility to be legal in regard to statutory rules of the road, but also have a responsibility to exercise due care to avoid colliding with any pedestrian upon any roadway.

Materials or equipment to be moved on trucks shall be strapped or held down by ropes, not by workers. Never allow workers to ride on top of materials to keep them in place.

Other rules of the road that you should follow whenever driving university and personal vehicles include:

- Following too closely is unsafe at any speed, on any road, in any vehicle.
- Red flags measuring 1 foot square must be placed must be placed on the end of loads that extend 4 feet or more past the end of the vehicle.
- Only a safe number of people should ride in the cab of a truck, any others shall be seated in the bed of the truck.
- Never sit on the edge of a truck bed or tailgate. Never ride on any truck or vehicle with your legs outside of the bed.

16.1 **Trailers**

- When a trailer is to be pulled by any motor vehicle (including tractors) be sure the ball and hitch are sized for use together.

- The safety chain **must** be attached in the appropriate manner by crossing them under the tongue.
- When available, hook up the circuitry for lights and check them after each hook-up to ensure they are functioning properly before going into traffic.
- Place the heaviest part of a trailer load in the front of a trailer or above the axles, if possible.
- Never allow anyone to be transported while in a trailer.
- Use a red flag on the end of a load that extends 4 feet or more past the end of a trailer.
- Practice backing the trailer in an isolated area to test brakes, if available, before going into traffic.
- Learn to start slowly, avoid jerking, watch your speed, and avoid “fishtailing.”
- Increase following distance and anticipate stops to permit deceleration without hazard.
- Avoid tailgating.

If you are in an accident while driving a University vehicle, radio dispatch for the campus police. Also notify your supervisor.

17.0 Handling Workplace Injuries and Accidents

17.1 Treatment

For serious accidents such as amputation, chest pain, loss of consciousness or trauma, call 911 to have employee transported to the nearest Emergency Room. For all other accidents, assess the need for medical evaluation. If needed, refer employee to their family or other physician. Contact the supervisor as soon as possible.

The supervisor may either accompany the injured employee to the clinic or call ahead to the clinic to let them know the employee will be arriving soon. Inform the physician of any unusual circumstances surrounding the incident or of any information which may be of help to the physician.

The supervisor and/or the employee should contact the Department of Public Safety as soon as possible but no later than one working day after the injury occurred and complete a report-of-injury form.

If an injury is apparent after the completion of the workday, the employee must first, when possible, contact his/her supervisor before receiving medical treatment. The employee must also notify the Department of Public Safety.

17.2 Accident Reporting

Investigate the cause of the incident and implement corrective measures.

Complete the “Report-of-Injury Form” and return to the Department of Public Safety no later than one day after the injury.

17.3 Management

Following treatment, the employee should be given a “Work Status Form” or other explanatory document to take to their supervisor. The “Work Status Report Form” will indicate if the employee can come back to work and if there are any restrictions.

The supervisor should regularly communicate with the employee and Office of Counsel until the employee is discharged from care.

18.0 Emergency Procedures

Accidents involving personal injury or property damage must be reported to your supervisor as soon as possible. You and your supervisor are required to complete an accident report. Accident report forms can be obtained from the Department of Public Safety.

If an injury is minor, first aid equipment is available at the Department of Public Safety. Be sure to complete the appropriate steps to report injuries no matter how minor. If an injury requires immediate professional medical attention, you may seek care from the physician of your choice in the most expedient transportation available. You must notify your supervisor as soon as possible. Medical benefits are paid by available health insurance carried by employees only to the extent that on-the-job injuries are not paid by available health insurance carried by employees. Injured employees must give their medical providers the appropriate information about their health insurance and inform all providers

that the University does not carry Workers' Compensation insurance. Employees must file claims of payment of medical treatments with their health insurer.

18.1 Ambulance or Emergency Response Required – Call 6911

Remain calm in any emergency situation. In any accident where the person is injured is unconscious, do not move the person unless it is absolutely necessary. If first aid is administered, always protect yourself from potentially infectious materials by using universal precautions. Minimize your exposure by wearing gloves, mouth-to-mouth resuscitation masks, and splash goggles. If exposure occurs while administering first aid, wash the area using a non abrasive antibacterial soap. If body fluids are splashed in the eye or other mucous membranes rinse the area under running water for a minimum of 15 minutes. Report the exposure to your supervisor as soon as possible.

The following procedures are the most basic first aid steps that are vital to know. Humans require oxygen and blood to survive. Breathing stoppage or excessive blood loss can result in death or permanent brain damage within 4 minutes. Study, understand, and remember the life-saving steps listed below:

18.1.1 Chemical Burns

Flush the affected area with water for 10 to 15 minutes and remove or cut away contaminated clothing. Seek medical help.

18.1.2 Bleeding

Proper steps are required to control excessive bleeding:

1. **Direct Pressure:** Cover the wound with clean cloth or material and apply direct pressure on the wound. Add bandages (or more cloth) if blood soaks through, but do not take off any of the blood-soaked bandage(s) until the person is transferred to someone more qualified.
2. **Pressure Bandages:** If other emergency care is necessary, apply a pressure bandage to hold bandages in place. Things to remember are: Keep the pressure bandage tight enough to hold bandages directly over the wound; try to elevate wounded limbs above the heart if you are sure there are no bone fractures.
3. **Pressure points (pressing an artery against bone stops blood flow):** If direct pressure and elevation do not stop the bleeding, continue both and apply pressure to the pressure point between the heart and the wound. Release pressure point when bleeding stops. Pressure points are:
 - Arm- inside the arm half way between shoulder and elbow.
 - Leg- midpoint between crease of thigh and body.
4. A tourniquet should be used only as a last resort for critical emergencies such as after an amputation.

18.1.3 Choking

Few people realize that suffocation is the sixth largest cause of accidental death in the nation. Choking to death on food was the cause of over 2,900 deaths last year.

Proper use of the “Heimlich Maneuver” could have saved many of those lives. The Heimlich Maneuver is carried out as follows:

1. Stand behind the victim and wrap your arms around the waist, allowing the choking person’s torso and head to lean forward.
2. Make a fist with one hand and grasp it with the other. Place the fist against the victim’s abdomen slightly above the navel and below the rib cage and make a quick upward thrust. This should expel the wind from the lungs and force the object from the windpipe.
3. Repeat this process as necessary.
4. If the victim is sitting, stand behind the chair and perform the maneuver.
5. If the victim is prone or unconscious, turn the person onto their back, kneel astride the torso, place both hands again on the victim’s abdomen above the navel and below the rib cage, and press with a quick upward thrust.

18.1.3. a. Self Help First-Aid for Choking

What to do if food is stuck in your throat and nobody is nearby to give you the Heimlich maneuver:

1. Make a fist.
2. Place thumb of fist slightly above your navel.
3. With other hand, sharply press fist in and up several times. Repeat Step 3 until this forces air up your throat, shaking the stuck food loose.

18.1.3.b. Alternative:

Drape yourself across the back of a chair, relax stomach muscles, and push abdomen sharply against it until food is dislodged.

18.1.4 Mouth-To-Mouth Resuscitation

Check to see if the individual is breathing. If not, restore breathing as follows:

- Remove obvious foreign matter, such as food, from the victim's mouth.
- Tilt the victim's head back by pressing back on the forehead and lifting up on the chin.
- Close the victim's nostrils with your fingers.
- While watching the victim's chest, place your mouth tightly over the victim's and exhale in the victim's mouth until chest expands.
- If the victim's lungs do not inflate easily, check for an obstruction in the airway.

- Every second counts when breathing has stopped. Continue mouth-to-mouth until the victim is breathing or someone more qualified takes over.

18.1.5 **Fire Procedures**

If you smell smoke odor call **6911** and report the following information:

1. Your name, and that you wish to report a possible fire.
2. The exact location of the possible fire.
3. Do not hang up until released by the operator.

If you visibly see a fire or smoke inside a building:

1. Pull the nearest fire alarm pull box.
2. Evacuate the building immediately via the nearest exit.
3. Close all doors as you leave, do not lock doors.
4. Notify the Department of Public safety and report the above information.

If the fire is small, attempt to extinguish it, but do not take chances.

18.1.5.a. Fire Extinguishers

Fire extinguishers are labeled as to the kind of fire they will be effective against. You must read the label to be sure the appropriate equipment to extinguish the fire.

Labels will indicate:

- Class A- wood, paper, grass, cloth
- Class B – grease, oil, flammable liquids
- Class C- energized electrical equipment

18.1.5. b Extinguisher Use Instructions:

1. Check label and carry extinguisher to vicinity of fire
2. Remove the ring pin by pulling
3. Squeeze discharge handle

4. Direct discharge nozzle at **base** of fire
5. Be sure all fire is out before stopping discharge.
6. Back away from extinguished fire
7. Report to the Department of Public Safety that an extinguisher has been discharged

18.1.6 Tornado Procedures

Tornado Warning sirens are located on the campus of the University of Alabama in Huntsville. The sirens are operated and maintained by the City of Huntsville Emergency Management Agency (EMA). The sirens undergo a performance test the first Wednesday of every month at noon, unless there is severe weather. In the event a tornado has been sighted in Madison County, the City of Huntsville, or the City of Madison, the alarms will be activated and the Department of Public Safety is immediately notified.

If you are outside when the warning siren is activated move indoors immediately, preferably in a steel framed or concrete building. Stay away from all windows.

If you are inside a building move to the inner hallway or other enclosed area on the lowest floor of the building. Statistics show that the northeast corner of buildings tends to be the safest. Do not take elevators and stay away from windows. Avoid seeking shelter in gymnasiums or auditoriums.

If you are in a motor vehicle, do not try to out-run the storm. If there is not a building nearby, find a ditch or depression and lie in it, face down, with your hands covering your head.

Call 824 -6911 (Department of Public Safety) or 911 to report any injuries. Offer first aid to those who may need it.

Information and Emergency Contacts

Fill in the appropriate information. Keep it with you at all times.

YOUR SUPERVISORS PHONE NUMBER:

GENERAL EMERGENCY HELP:

824-6911

Fire:

824-6911

MEDICAL HELP:

824-6911

SECURITY/POLICE:

824-6596

CHEMICAL SPILL CLEANUP:

824-2171

CHEMICAL WASTE DISPOSAL:

824-2171

MSDS ASSISTANCE:

824-2171

POISIN CONTROL CENTER:

1-800-462-0800

1-800-292-6678
