



Occupational/General Safety

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Occupational / General Safety

Purpose

The University of Texas - Dallas is committed to the principle that such a program will minimize losses, reduce costs, improve morale and increase productivity. To protect the safety and health of our employees is the most important undertaking we have. It is our commitment to ensure a safe and healthful environment for each and every employee as well as those who may be exposed to work we perform or oversee.

We must remember that **safety is everyone's responsibility**. Furthermore, **everyone has the personal responsibility and authority to stop an unsafe act**. Our hope is to develop and foster a culture of health and safety work practices to recognize the value of safety not only to prevent accidents, but to aid in getting the job completed with the pride and professionalism that our clients have come to expect. We are committed to ensuring that every employee has the knowledge and tools necessary to carry out their safety responsibilities. We will ensure employee concerns are responded to and will not permit acts of reprisal based upon participation in safety activities. Effective communication up, down, and across all levels of the department is the key to ensuring a safe and healthy work environment.

Each of us can recall a tragedy in which our lives or the lives of those we have known have been changed forever because of an accident. Had we known those particular circumstances would have ended in such a manner, we would have worked with boundless energy to prevent the accident. The challenge for all employees is to work with similar energy in everything you do and not wait for an accident to happen before taking action. We must always remember that once the accident has occurred the outcome is no longer in our hands.

For these reasons, the University requires that health promotion and accident prevention be integrated into all its academic and operational activities and has established a central Dept of Environmental Health and Safety (EH&S) on campus. This office has been charged to oversee the development and implementation of an effective health and safety program. To best fulfill this responsibility, EH&S will develop and assist in implementing university guidelines and standards compatible with existing external agencies' rules and regulations. Compliance with all university health and safety guidelines will be required. All supervisory personnel shall bear primary responsibility for the health and safety concerns within their respective area.

Accident Reporting

An accident is an unplanned occurrence that may result in damage to people, property, equipment, or the environment. When accidents are reported promptly, injured employees, students, and visitors receive timely medical care and unsafe conditions receive prompt corrective action. EH&S investigates accidents to identify accident trends, determine the effectiveness of current safety programs, and prevent future accidents.

IMPORTANT: Report all accidents to your supervisor, Environmental Health & Safety, or the University Police Department, as appropriate. If an injury or exposure occurs on-the-job, complete the WCI Form, Employer's First Report of Injury or Illness.

EXAMPLE: Report hazards, such as missing manhole covers or chemical spills, to EH&S. Report accidents such as vehicle collisions to the University Police Department (UPD).

Report unsafe conditions or potentially hazardous situations to EH&S as quickly as possible. The office will then contact other departments and outside agencies as appropriate

Americans with Disabilities Act (ADA)

UTD makes reasonable accommodations for persons with disabilities so that they may more fully participate in programs and the benefits of employment. Safety is an important consideration in providing accommodations.

Elevators, automated door openers, lifts, ramps, etc., facilitate access. Sometimes this equipment becomes damaged or does not function properly. Please promptly notify the building proctor and/or facility coordinator who will contact Physical Plant for equipment repair. .

Handicap parking, sidewalks, wheelchair ramps, and building entrance areas may become blocked or congested with illegally parked bicycles, vehicles, or campus construction. Please contact Transportation Services to report bicycle or vehicle related safety concerns. For construction related issues, please contact Physical Plant.

Many classrooms are equipped with wheelchair accessible desks or tables, sometimes with chairs that can be removed or replaced as needed. Wheelchairs or removable chairs that block aisles and exits create an unacceptable hazard. Please report instances to the person presenting the class or to EH&S.

Braille signage assists persons with visual disabilities locate elevators, stairs, exits, classrooms, laboratories, restrooms, etc. The absence of signage could pose a safety issue if a person is not able to locate a specific area, e.g., an emergency exit, or inadvertently enters an inappropriate area. Contact the building proctor or facility coordinator regarding Braille signage needs. Physical Plant prepares and installs Braille signage.

Building evacuation plans should incorporate procedures for assisting persons with mobility disabilities or impairments to safely vacate the facility. The procedures should be communicated among the building proctor and/or facility coordinator and other personnel in the building assigned with emergency response duties. Contact EH&S for advice in emergency preparedness.

Asbestos

Asbestos is a mineral fiber that causes cancer and various respiratory illnesses. Older buildings constructed prior to 1980 may contain asbestos. Asbestos is commonly found in older appliances, insulation, shingles, siding, putties, and caulking. Generally, it is not a problem unless the material that contains it crumbles or flakes.

The Texas Asbestos Health Protection Rules do not require building owners to conduct inspections and identify all asbestos locations. Inspections are required, however, prior to renovation or dismantling activities.

***NOTE:** Call the Physical Plant before performing work on campus that will disturb building fixtures, walls, or ceiling (e.g., installing computer cables in the ceiling). The Physical Plant will help ensure that the work does not affect asbestos containing materials.*

***IMPORTANT:** Do not handle asbestos or suspected asbestos or try to remove it yourself.*

UTD has an ongoing Asbestos Management Program that strives to eliminate or control the potential hazards associated with asbestos. A copy of the UTD Asbestos Management Program is available from EH&S. Depending on the size of the project, either the UTD Facilities Planning & Construction or the Physical Plant handles contracts for consultation and/or abatement. Direct any questions about identifying or removing asbestos to the Physical Plant. Address any safety-related questions to EH&S.

Appropriate Apparel

Dress in a manner that does not impair safety. Loose clothing, long hair, dangle jewelry, and sandals may be dangerous around moving equipment.

Always wear clothing that is appropriate for your job. Refer to the sections on Personal Protective Equipment and Office Safety for more information.

Graphic Arts Media

The art supplies and chemicals associated with graphic media are often hazardous. Depending on the type of art supplies used, artists can develop the same types of occupational diseases as industrial workers. Studies show that people who work with hazardous graphic media chemicals improperly can develop a variety of ailments.

The risk of chemical hazards is directly linked to the following factors:

- Duration and frequency of exposure
- Chemical toxicity
- Chemical amount

Workers are exposed to graphic media hazards through skin contact, inhalation, and ingestion.

Follow these safety guidelines for working with graphic media materials:

- Wear protective clothing and follow MSDS, as appropriate.
- Use nontoxic or less toxic solvents and chemicals when possible.
- Eliminate toxic metals such as lead and cadmium. Instead, use cadmium-free silver solders and lead-free paint, glazes and enamels.
- Use water-based instead of solvent-based materials.
- Use liquid materials to replace powders.
- Use wet techniques (such as wet sanding) instead of dry techniques.
- Apply coatings by brushing or dipping instead of spraying.
- Eliminate cancer-causing chemicals.

Solvents

Solvents are used to dissolve oils, resins, varnishes, and inks. They are also used to remove paint and lacquer. Due to their common usage, solvents are one of the most underrated media hazards. Most organic solvents are poisonous if swallowed or inhaled in sufficient quantities. They also cause dermatitis and narcosis.

Use the least toxic solvent possible. Denatured or isopropyl alcohol, acetone, and odorless mineral spirits are less toxic than solvents such as chloroform or ethylene.

Aerosol Sprays

Aerosol sprays, such as fixatives, paint sprays, and adhesive sprays, are extremely dangerous if someone inhales the fine mists produced by these products. Air brushes and spray guns are equally hazardous. Use aerosol sprays in a well-ventilated area and wear a dust/vapor mask to protect you from the hazardous vapors.

Acids and Alkalis

The acids and alkalis used in ceramics, photo chemicals, paint removers, and similar materials can be very caustic to the skin, eyes, respiratory system, and gastrointestinal system. Likewise the acids and alkalis used to etch metals and glass can be very dangerous. Strong acids, such as hydrochloric, sulfuric, and perchloric acid, require special handling as outlined in the MSDS. Alkalis, such as caustic potash, caustic soda, quicklime, and unslaked lime, also require special treatment. Remember to add acid to water, not water to acid, when mixing chemicals.

Paints and Pigments

Many paints and color pigments contain hazardous chemical compounds. Lead paint, for example, is extremely dangerous, and should never be used in its powder form. Other paint components, such as chromate, cadmium, and cobalt pigments, are equally hazardous. Do not inhale powdered paint or spray paint vapors or accidentally ingest pigment by placing the brush tip in your mouth. In addition, do not eat, drink, or smoke while painting. Any of these activities could result in chronic poisoning.

The table below outlines common paint pigments and their hazardous chemical component:

Hazardous Chemical	Pigment (Paint Name)
Arsenic	Emerald Green Cobalt Violet
Antimony	True Naples Yellow
Cadmium	All Cadmium Pigments
Chromium	Zinc Yellow Strontium Yellow Chrome Yellow
Cobalt	Cobalt Violet Cobalt Green Cobalt Yellow Cerulean Blue
Lead	Falk White Lead White Creminitz White Mixed White
Manganese	Manganese Blue Manganese Violet Burnt Umber Raw Umber Mars Brown
Mercury	Vermilion Cadmium Vermilion Red

Photography

Many of the chemicals used for photographic processing can cause severe skin and lung problems. The greatest hazards associated with photography include the preparation and use of concentrated chemical solutions. Never touch chemical powders or solutions with unprotected hands. In addition, take care not to stir up and inhale chemical dusts.

IMPORTANT: *Good ventilation is essential when working with photographic chemicals.*

The following are common photographic agents and their hazards:

- Developer: May cause skin irritation and allergic reactions.
- Stop-bath: May cause burns and throat irritation.
- Fixer: Highly irritating to lungs.
- Intensifier: Very corrosive and may cause lung cancer.
- Reducer: Contact with heat, concentrated acids, or ultraviolet radiation produces poisonous gas.
- Toners: Highly toxic.
- Hardeners and stabilizers: Often contain formaldehyde which is poisonous, a skin irritant, and a known carcinogen.

Plastics, Acrylics, Epoxy Resins

Plastic hazards result from making plastic and working with finished plastic. The greatest hazards associated with making plastic come from the monomers, solvents, fillers, catalysts, and hardeners that are commonly toxic. The hazards involved with finished plastics result mainly

from the methods used to work the plastic. For example, overheating or burning plastic produces toxic gases. Polishing, sanding, and sawing plastic produces harmful dusts.

Certain types of plastics, such as acrylics and epoxy resins are also hazardous. The components in acrylic, for example, include irritants, explosives, and flammables. The main hazard associated with acrylic compounds, however, is inhalation. Always maintain good ventilation when working with acrylic.

The epoxy resins used in laminating, casting, glues, and lacquer coatings, are also skin irritants, sensitizers, and suspected cancer-causing agents. Avoid skin contact and inhalation when working with epoxy resins.

Pottery and Ceramics

Pottery clay contains silicates that can be hazardous if inhaled. Many low-fire clays and slip-casting clays also contain talc, which may be contaminated with asbestos. Long-term inhalation of asbestos can cause cancer and respiratory diseases. When mixing clay dust or breaking up dry grog, use exhaust ventilation and/or wear a toxic dust respirator. Work with wet clay when possible.

Pottery glazes also contain free silica, including flint, feldspar, and talc. Wear a toxic dust respirator when mixing or spraying glazes.

Toxic fumes and gases are often produced during the firing process. Ensure that all kilns are ventilated. In addition, use infrared goggles or a shield to look in the kiln peep hole. Proper eye protection will help prevent cataracts.

Woodworking

The hazards associated with woodworking include sawdust inhalation, exposure to toxic solvents and adhesives, and excessive noise from woodworking tools. Long term inhalation of sawdust can cause chronic respiratory diseases. Depending on the type of wood, short term sawdust inhalation may also produce allergic reactions. Toxic preservatives, such as arsenic compounds and creosote, may cause cancer and reproductive problems. Epoxy resins and solvent-based adhesives, also pose potential hazards. Use dust collectors around woodworking machines, ensure proper ventilation, and wear personal protective equipment, as appropriate.

Hearing Conservation Program

Excessive noise levels may permanently damage a person's hearing. Whenever possible, employees should avoid noise exposure or reduce noise to an acceptable level. The following table outlines ACGIH limits for acceptable noise exposure indicated as decibels (dB) and time limits. At no time should any exposure to continuous, intermittent, or impact noise in excess of 140dB be allowed.

Duration/Day (Hours)	Sound Level (dB)
8	85
4	88
2	91
1	94
1/2 (30 minutes)	97
1/4 (15 minutes)	100
7 minutes	103

Hearing loss can be permanent — wear protective equipment when noise levels are high.

Before using personal protective equipment, such as ear plugs or muffs, to reduce noise exposure, try to reduce noise levels by changing work procedures. Maintenance practices such as the following can reduce noise levels:

- Replacing worn or loose machine parts
- Performing high-noise operations during hours when people are less likely to be affected
- Maintaining and lubricating equipment to eliminate rattles and squeaks

Engineering controls, such as the following, can also reduce noise levels:

- Replacing noisy materials
- Using large, low speed fans
- Considering the noise level of new equipment or processes before purchasing or implementing
- Placing heavy machines on rubber mountings
- Using sound-absorbing acoustical tiles or baffles
- Placing noisy machinery or operations in a separate area or room
- Enclosing noisy conveyors
- Provide and maintain signage at entrances to high noise areas

Areas that may require hearing protection include machine shops, the power plant, landscape maintenance, etc. Supervisors should insure that a variety of hearing protection is provided to allow employees sufficient choice. Observe all warning signs and wear hearing protection whenever necessary. Do not interfere with, remove, or modify noise abatement equipment. Keep all equipment properly maintained, and report any malfunctions immediately.

EH&S will select and monitor employees annually to determine potential noise exposure, and provide hearing tests (audiograms) at no charge to employees exposed to high noise levels in

the work area. In addition, EH&S will conduct noise monitoring of equipment and work areas to aid in determining potential noise exposure.

Refer to the chapter on Personal Protective Equipment for more information on hearing protection. Direct all questions regarding hearing conservation to EH&S.

Heat Stress and Heat Strain

People may suffer from heat related illnesses at any time of the year but particularly during hot, humid conditions. Because the climate at UTD is conducive to these conditions, people must take preventive measures to reduce their risk. To prevent heat related illness, supervisors must assist workers in acclimating to conditions which could cause heat related illness. Employees should limit strenuous physical activity during the hottest portion of the day, wear a brimmed hat when in the sun, take frequent breaks, and drink plenty of fluids.

Examples of heat related illnesses are heat exhaustion heat stroke, heat cramps, dehydration and heat rash.

Heat Exhaustion

Heat exhaustion is usually caused by strenuous physical activity and hot, humid conditions. Because heat exhaustion is the body's response to insufficient water and salt, it should be treated as quickly as possible.

Signs and symptoms of heat exhaustion include the following:

- Exhaustion and restlessness
- Headache
- Dizziness
- Nausea
- Cold, clammy, moist skin
- Pale face
- Cramps in abdomen and lower limbs
- Fast, shallow breathing
- Rapid, weak pulse
- Falling body temperature
- Fainting

Take the following steps to administer first aid for heat exhaustion:

- Have the victim lie down in a cool or shaded place.
- If the victim is conscious, have him/her slowly sip cool water.
- If the victim is unconscious or is conscious but does not improve, seek medical aid as soon as possible.
- If the victim is sweating profusely, have him or her sip cool water that contains one teaspoon of table salt per pint of water

Heat Stroke

Heat stroke is usually caused by exposure to extreme heat and humidity and/or a feverish illness. It occurs when the body can no longer control its temperature by sweating and is extremely dangerous and may be fatal if not treated immediately.

The signs and symptoms of heat stroke include the following:

- Hot, dry skin
- Headache
- Dizziness
- High temperature
- Strong pulse
- Noisy breathing
- Unconsciousness

These are some elements that must be taken into consideration to prevent and remedy heat stroke:

- Environmental factors
 - Air temperature
 - Humidity
 - Radiant heat source
 - Air circulation
- Work related factors
 - Work load
 - Type of work
 - Level of physical activity
 - Time spent working
- Clothing
 - Weight (heavy vs. breathable)
 - Color (dark vs. light)
- Personal protective equipment and clothing
- Personal factors
 - Age
 - Weight/fitness
 - Use of drugs, alcohol, caffeine, medication
 - Prior related illness
- Prevention
 - Drink plenty of fluids
 - Don't rely on your thirst
 - Drink 5-7 ounces every 20 minutes
 - Acclimatization: adjust to the heat
 - The body takes 3-5 days to get used to the heat
 - Be careful if returning from vacation or absence
 - Choose proper clothing

- Choose light colors and lightest weight possible
- Select proper personal protective equipment
- Take heat into account when scheduling tasks
- Implement work/rest cycles
- Conduct heaviest tasks early morning or dusk
- Eat properly
- Sleep and rest

Immediately take the following steps to administer first aid for heat stroke:

- If possible, move the victim to a cool place.
- Seek medical attention as soon as possible.
- Remove the victim's clothing.
- If the victim is conscious, place him in a half-sitting position and support the head and shoulders.
- If the victim is unconscious, place him on the side with the head facing sideways.
- Fan the victim and sponge the body with cool water.

Housekeeping

Good housekeeping skills are essential for personal safety. UTD employees are responsible for reducing potential hazards and keeping their work areas safe and clutter-free. Good housekeeping guidelines include keeping aisles and stairways free from clutter, cleaning spills, minimizing combustibles in workplace and storage areas, and keeping all exits free from obstructions.

Maintain clear and unobstructed access to emergency equipment, such as fire extinguishers, pull stations, eye wash units, showers, etc.

For more specific information on housekeeping, refer to the section in this manual that corresponds to your workplace (i.e., Laboratory Safety, Office Safety, Shop Safety, etc.)

Indoor Air Quality

Indoor air quality (IAQ) refers to the condition of air within an enclosed workplace. The indoor environment of any building is based on several factors including location, climate, building design, construction techniques, building occupant load, and contaminants.

Four key elements are involved in the development of poor indoor air quality:

- Outside contaminant sources
- Poor ventilation systems
- Pollutant pathways
- Building usage and occupant load

Outside sources for indoor air contaminants include pollen, dust, mold, industrial pollutants, vehicle exhaust, and unsanitary debris near outdoor air intake vents. Other outdoor agents, such as underground storage tanks or landfills, may also affect indoor air quality

Indoor contaminants are classified according to these categories:

- Combustion products (e.g., smoke and exhaust fumes)
- Volatile organic compounds (e.g., solvents and cleaning agents)
- Respiratory particulates (e.g., dust, dirt, and pollen)
- Respiratory byproducts (e.g., carbon dioxide)
- Microbial organisms (e.g., mold, mildew, fungi, and bacteria)
- Radionuclides (e.g., radon)
- Odors (e.g., perfume, smoke, mold, and mildew)

Additional examples of indoor contaminants include dust, dirt or microbial growth in ventilation systems, emissions from office equipment, and fumes or odors from any source.

UTD follows recognized guidelines for new building ventilation systems and air quality control; however, employees are also responsible for the quality of their indoor air. Because indoor air often contains a variety of contaminants at levels far below most exposure standards, it is difficult to link specific health problems with known pollutants. Employees must minimize all contaminants to reduce the low-level pollutant mixtures that commonly cause health problems.

The following practices will help ensure optimum indoor air quality:

- Fix leaks and drips. (Moisture promotes microbial [i.e., mold and mildew] growth.)
- Report unusual odors to Environmental Health and Safety. Do not use air fresheners to cover the smell.
- Ensure that indoor ventilation filters are changed regularly and regular maintenance occurs.
- Keep laboratory doors closed.
- Minimize chemical and aerosol usage. Ventilate your area when chemical or aerosol usage is required. (These compounds include paint, cleaning agents, hairspray, perfume, etc.)
- Do not block air ducts to control the temperature in your office.
- Avoid smoking or cooking in enclosed areas. (Smoking is strictly prohibited within university facilities and vehicles.)

Lead Paint

According to the Centers for Disease Control, lead poisoning is a leading environmental health risk. Lead accumulation in a person's system may lead to fatigue, sudden behavioral change, abdominal pain, anorexia, chronic headaches, joint aches, depression, anemia, impotence, and severe fetal damage in unborn infants.

Assume buildings that were constructed or painted prior to 1978 may contain lead paint. Because common sources of lead exposure include ingestion (lead paint) or inhalation (lead-

containing dust), it is important to identify all areas that contain lead paint. If lead paint flakes or chips, it must be encapsulated or removed by qualified persons.

The following locations should also be inspected for lead paint:

- Areas where young children or pregnant women are present
- Areas with flaking or deteriorating paint
- Areas that were built or painted prior to 1978

NOTE: Lead testing is particularly important before beginning renovation on older buildings.

Contact EH&S if you have any questions about lead paint hazards.

Lifting

All employees must use proper lifting techniques to avoid injury when lifting heavy objects. In general, employees should seek assistance when lifting objects that weigh 50 pounds or more. Use your good judgment to determine if you need assistance, a dolly, back support belt, or other tool to safely lift an object.

The back supports the weight of the entire upper body. When you lift objects or move heavy loads, your back has to support even more weight. If you exceed your body's natural limits, your back cannot support both your body and the extra load. The excess, unsupported pressure is transferred to the lower back, where injury is imminent. By using the muscles in your arms and legs and exercising proper lifting techniques, you can move loads safely and protect your back from possible injury.

Follow these guidelines to help avoid back injuries:

- Avoid moving objects manually. Plan jobs and arrange work areas so that heavy items may be moved mechanically.
- Keep in good physical condition. If you are not used to lifting and vigorous exercise, do not attempt difficult lifting tasks.

Think before you act. Use proper lifting techniques and lifting aides such as back support belts, dollies, etc. Get help if you need it.

When lifting heavy objects, follow these steps and refer to the illustration below:

- Test the object's weight before handling it. If it seems too heavy or bulky, get assistance.
- Face the object, place one foot behind the object and one foot along its side.
- Bend at the knees.
- Get a firm, balanced grip on the object. Use the palms of your hands, and use gloves if necessary.
- Keep the object as close to your body as possible. (Pull the load in close before lifting.)

- Lift by straightening your legs and slightly unbending your back.
- If the object is too heavy or bulky, get help.
- Do not twist the back or bend sideways.
- Do not perform awkward lifts.
- Do not lift objects at arm's length.
- When moving objects, proceed with caution through doors and around corners.

Polychlorinated Biphenyls (PCBs)

PCBs are found in many oil-based items, electrical fluids, capacitors, light ballasts, and transformers. PCBs are known carcinogens that are toxic to humans through skin exposure, inhalation, and ingestion. PCBs cause skin disorders and they irritate the eyes, ears, nose, and throat.

Before shipping, handling, or disposing of oil-based products, UTD employees must determine if their products contain PCBs. Common trade names for PCBs include the following:

- Aroclor and Aroclor B
- Abestol
- Askarel and Adkarel
- Chlorextol
- Chlorinol
- Clorphen
- Diaclor
- Dykanol
- Elemex
- Eucarel
- Hyvol
- Inerteen
- No-Flamol
- Pyranol
- Pyroclor
- Saf-T-Kuhl
- Sanotherm

Owners are specifically responsible for properly handling any equipment containing PCBs. For example, PCB transformers must meet the following requirements:

- PCB transformers and owners must be registered with the local Fire Department.
- The PCB transformer and access to the PCB transformer (fences, doors, etc.) must be plainly marked with a PCB label.
- Combustible materials may not be stored within five meters of a PCB transformer or enclosure.
- If a transformer is involved in a fire-related incident, the National Response Center must be notified.

- Radial PCB transformers must be equipped with high current fault protection. Units with secondary voltage of 480 volts or greater must be equipped with low current fault protection.

The Texas Commission on Environmental Quality (TCEQ) considers PCBs to be special waste.

Please contact EH&S for disposal procedures.

IMPORTANT: Report all PCB leaks (e.g., transformer leaks) to the EH&S immediately.

Preventing Slips and Falls

It is easy to prevent falling accidents. Employees should always follow good housekeeping practices and pay attention to their environment to avoid slips and falls.

In addition, employees should follow these guidelines:

- Turn on office lights. Ensure that passageways are adequately lighted.
- Avoid horseplay.
- Avoid unnecessary haste. Do not run in work areas.
- Use ladders or step-stools to reach high places. Never climb onto chairs, tables, drawers, or shelves.
- Keep hallways and stairwells neat and free of obstacles.
- Remove items that may pose a potential slipping hazard.
- Clean up spills as soon as they occur.
- Never obstruct your view when walking.
- Do not wear clothing that is too long or shoes that have slippery heels or soles.
- Hold the handrail when using stairs.
- Be careful when walking on wet surfaces or when entering a building while wearing wet shoes.
- Report uneven surfaces, such as loose or missing floor tiles, to the Physical Plant for repair.
- Wear the proper Person Protective Equipment on your feet when working in, around or on slippery/slick surfaces.

Smoking

The United States Surgeon General and the Environmental Protection Agency have determined the following:

- Breathing secondary smoke causes various diseases and allergic reactions in healthy non-smokers.
- Separating smokers and non-smokers within the same air space does not eliminate exposure to environmental tobacco smoke for non-smokers.
- Tobacco smoke and secondary tobacco smoke are Class A carcinogens.

To promote a safe, healthy, and pleasant environment for employees, students, and visitors, UTD has instituted a smoke-free policy.

SMOKING POLICY: All university facilities, buildings, and vehicles, regardless of location or ownership, must be entirely smoke-free. This includes all foyers, entryways, classrooms, restrooms, offices, athletic facilities (indoor and outdoor), eating areas, and university-owned/leased housing.

Visitor Safety

Employees must take special care to ensure visitor safety. This is particularly important when bringing visitors to potentially hazardous areas such as construction sites or laboratories.

IMPORTANT: Office visitors should be escorted; worksite visitors should be escorted, supervised, *and monitored. Do not bring children to the workplace.*

If a visitor is injured, be sure to report the occurrence to EH&S after attending to the injury.

Office Safety

I. PURPOSE

Employees of the University are its most valued resource. Office safety is, therefore, important to employee relations and employee productivity. Since hazardous conditions may exist in any office, periodic inspections should be made by the office manager, and employees should inform the office manager of hazardous conditions.

II. PROCEDURES

Office safety practice should begin with the employee and office manager. The office manager or director should make sure that each employee is informed and cautioned regarding procedures for office safety.

- A. Careless placement of objects: Cluttered offices can result in a number of injuries.
- B. Floors: The condition of an office floor may be hazardous. Spilled liquids should be cleaned up immediately. Tile flooring can be slippery when wet. Electrical and other types of cords should not be placed across open floors. Torn carpeting should be reported and repaired.
- C. Stairways and hallways: Stairs and hallways should be inspected each semester by the Office of Environmental Health and Safety and repaired when necessary. Hallways should be clean and free of equipment or objects which might impede the flow of traffic. Caution signs should be placed on doors that open out into traffic. Persons should be alert for others when rounding corners or going into blind intersections of

hallways, and employees should use handrails and walk, not run, when using stairways.

- D. Electrical equipment: All offices have some form of electrical equipment. Avoid spreading electrical cords across floors. In addition, do not use an extension cord in a permanent installation when permanent wiring is possible. Do not overload receptacles, and report defective cords or equipment. Finally, turn off electrical appliances when leaving the office.
- E. Filing equipment: Office files are dangerous when improperly used. Pulling out more than one drawer can cause the entire cabinet to fall. Whenever possible, store heavier files from the bottom drawer upward. File cabinets should be bolted together. To avoid injury, do not leave drawers open when not in use. Be alert when closing drawers, keeping fingers out of the way. The supervisor should provide either a step stool or a small folding ladder if there are files over 4 feet in height.
- F. Ladder substitutes: Using office equipment other than a ladder or step stool to reach desired objects is dangerous. Do not climb onto desks, inverted wastebaskets, opened file drawers, or chairs (especially those with casters).
- G. Office machines: Office machines should not be placed near the edge of tables or desks. Machines that creep during operation should be secured. Office personnel should not move very heavy objects. Adequate prearrangement should be made with Facilities Management since Facilities Management personnel can do the job correctly and safely.
- H. Furniture: Chairs with defective rollers should be removed from service or repaired. Furniture with dangerous defects should be repaired and replaced.
- I. Sharp objects: The careful use and storage of objects such as scissors, pins, letter openers, etc., can reduce office accidents.
- J. Dispensing safety information: New personnel should be advised of (and provided with) requirements for running a safer office by the office manager.