

SAFETY TIPS AT A GLANCE

SAFETY

- The **University of Toledo Main Campus Safety & Health Department** is responsible for the institution's safety and health programs, and coordinates the activities of the Safety & Health Committee, which meets regularly to identify, address and resolve safety problems on the campus.
- A **safety risk** or problem is anything you reasonably believe poses a danger, or could pose a danger, to any person on the campus, or to the integrity or functioning of any building.
- If you witness an incident involving damage to property, an occupational illness, or an injury to an employee, student, visitor or other personnel, call the Safety & Health Department immediately at Ext. 3600. If you consider the incident to be serious and in need of immediate response and attention, call the University Campus Police Department at 419-530-2600 or call Ext. 2600 if you are on campus.
- Your role in the safety program at University of Toledo Main Campus is to be aware of your surroundings, report safety risks to the appropriate department listed above, and eliminate or minimize safety risks on campus by working safely at all times and being knowledgeable of safety policies.

LIFE SAFETY

- A fire or suspected fire at University of Toledo Main Campus is called a **CODE RED**. University of Toledo Main Campus uses the **R.A.C.E.** acronym for responding to a fire:
R= RESCUE anyone in immediate danger if it does not jeopardize your life;
A= Sound the **ALARM** by calling emergency number Ext. 2600 and activating a red pull station fire alarm;
C= CONFINE the fire by closing all doors and windows;
E= EXTINGUISH the fire if you know how to use a fire extinguisher, or **EVACUATE** the area if the fire is too large for a fire extinguisher to put out.
- There are three levels of evacuation: **LATERAL**, going as far away from the fire as possible while remaining on the same floor;
- **VERTICAL**, going down one flight of stairs and as far away as possible from the fire on the floor above you;
- **TOTAL**, which means leaving the building entirely and going outside or into another building where your safety is assured.
- To use a fire extinguisher properly, remember **P.A.S.S.**:
P= PULL the metal pin on the extinguisher after breaking the seal;
A= AIM the extinguisher at the base of the fire;
S= SQUEEZE the handles together;
S= SWEEP from side-to-side until the fire is extinguished.
- This fire response is to be implemented by any employee, student, faculty member, or volunteer. The fire response is the same for all persons working at University of Toledo Main Campus.
- If the fire is not in your area, be prepared to implement the R.A.C.E. acronym should circumstances warrant.

- There are red pull station fire alarms in major corridors near exits: activate these alarms in a fire situation, because they send an audible alarm throughout the area to notify others that a fire may be present. They also send an alarm to the Campus Police dispatcher so assistance can be dispatched to the scene of the fire or suspected fire.
- There are smoke detectors throughout many buildings: they are designed to notify appropriate personnel of the presence of smoke and/or fire.
- Be certain to know the location of the nearest fire extinguisher in your area, the nearest pull station, and the nearest stairwell that would be used in the event of an evacuation due to fire.
- The Campus Police Department has overall responsibility for coordinating response to fires across the facility, and is assisted in those efforts by the University Fire Response Team, which consists of employees from Facilities Maintenance and Building Services, who go to the scene of a fire anywhere in the facility equipped with fire extinguishers to contain the fire until the Toledo Fire Department arrives to take command and control.
- Each employee should be aware of his/her area-specific needs for fire response: i.e., is there a handicapped coworker in a wheelchair who will need special assistance to leave the area in the event of a fire, or is your department temporarily undergoing renovation so you may need to use other avenues of exit in a fire? You should know the safest means of evacuation from your area should evacuation be necessary.

SECURITY MANAGEMENT/CRIME PREVENTION

- The University of Toledo Main Campus **Campus Police Department** is the official law enforcement agency on the campus. It is located in the Transportation Center and operates 24 hours per day. The number to the department is **419-530-2600**, or **Ext. 2600** from any in-house telephone **for emergencies**.
- All employees, can minimize security risks by reporting all suspicious persons and activities to Campus Police at the appropriate number, by filing police reports for any crimes they are victim to, keeping doors locked and secured at all times, and by being knowledgeable and aware of their surroundings at all times.
- **In a security emergency incident, you should report the problem to Campus Police immediately by calling emergency number Ext. 2600. In security incidents involving employees, visitors, personnel and property, call Campus Police at either emergency number Ext. 2600, or 419-530-2600 if you are off campus, if you believe the incident is not life threatening.**

HAZARDOUS MATERIALS AND WASTE

- The campus purchases, uses, stores and disposes of many different kinds of hazardous materials. Many of them can be dangerous or deadly if not handled properly. Always read labels on containers before you use the contents, know where Material Safety Data Sheets (MSDS) are located in your area, and use department-approved transport containers and devices when transporting hazardous materials. Always check with your supervisor about the proper procedure to follow in using, transporting or disposing of hazardous materials or waste. **Call the Safety & Health Department at Ext. 3600 for any questions you may have about hazardous materials and waste.**

The Safety & Health Department is available to respond to, handle and clean up any spills of hazardous materials. Simply call Campus Police at Ext. 2600 for incidents you feel require

immediate attention and to request help. Either the Safety & Health or Campus Police Department will tell you what safety precautions to take while you are waiting for assistance. As a general rule, it is prudent to leave the area of a large spill in order to protect yourself from fumes, gases and vapors. Close the door, if possible, as you leave.

- If you are exposed to a hazardous material (either through splashing in your eyes, mouth, nose, or on your skin), consult the MSDS for the substance you have been exposed to and seek medical treatment immediately. Call the Safety & Health Department (or Campus Police after normal business hours). If you have any doubts about the substance you have been exposed to, call the Emergency Department at the Health Science Campus at 419-383-3888 for further instructions.
- Hazardous material or waste exposures present an ever-changing variety of potential health hazards. Some materials, if swallowed, for example, should be followed by induced vomiting. In other situations, induced vomiting is not recommended because of the unique qualities of the material ingested. In addition, some hazardous materials present respiratory dangers, others present burn hazards, and others are carcinogenic (potentially cancer-causing). Always use appropriate personal protective equipment when working with hazardous materials. **It is critically important that you know how to respond to an exposure before you begin using a hazardous material.**

EMERGENCY PREPAREDNESS

- A **CODE GREY** is the SEVERE WEATHER/ TORNADO RESPONSE PROCEDURE.

Code Grey shall be announced by the activation of the county-wide emergency sirens for three minutes when a tornado has been sighted within a 10-mile radius of University of Toledo. All employees, students, faculty and visitors should go to the tornado safe waiting area in the building they are occupying.

- A **CODE BLACK** is the BOMB THREAT RESPONSE.

If you receive a **BOMB THREAT**, do the following:

- Try to keep the caller on the line
- Ask him/her when the bomb is set to explode
- Ask him/her where the bomb is planted (he just may tell you this)
- Ask him/her what the bomb looks like: is it in a suitcase, a bag, a trash container?
- Ask him/her what it is made from

After the caller hangs up, immediately call Campus Police at emergency number Ext. 2600 to report the bomb threat.

UTILITY SYSTEMS

- Utility systems are defined as: water, electricity, steam/heat, telephones, natural gas, sewer lines and HVAC (heating, ventilation and air-conditioning). For systems such as water, even though redundant systems are in place, University of Toledo Main Campus has policies that provide for the delivery of water in the event that the delivery of that vital commodity cannot be made through the University utility delivery system.
- The Facilities Maintenance Department has Utility Systems policies in the University Safety Manual. These policies describe what procedures will be followed in the event of a system failure, such as the loss of electrical power, or steam heat or water, for example. **As an employee of University of Toledo Main Campus, your primary role as a utility systems user is to notify Facilities Maintenance at Ext. 1000 (Ext. 2600 after normal business hours) when you notice or suspect a**

problem with your utilities. The sooner you report a utility system failure, the sooner assistance is provided, and the less likely the utility system in question will cease all functioning. Call Ext. 1000 or Ext. 2600 for any utility system emergencies also.

OFFICE ERGONOMICS

To understand the best way to set up a computer workstation, it is helpful to understand the concept of neutral body positioning. This is a comfortable working posture in which your joints are naturally aligned. Working with the body in a neutral position reduces stress and strain on the muscles, tendons, and skeletal system and reduces your risk of developing a musculoskeletal disorder (MSD). The following are important considerations when attempting to maintain neutral body postures while working at the computer workstation:

- Hands, wrists, and forearms are straight, in-line and roughly parallel to the floor. If the pointer/mouse is not near the keyboard you may be exposed to awkward postures, contact stress, or forceful hand exertions while using the device. Ensure the keyboard and mouse are on the same plane.
- Head is level, or bent slightly forward, forward facing, and balanced. Generally it is in-line with the torso. The top of the monitor should be at or slightly below eye level. The center of the computer monitor should normally be located 15 to 20 degrees below horizontal eye level.
- Shoulders are relaxed and upper arms hang normally at the side of the body.
- Elbows stay in close to the body and are bent between 90 and 120 degrees.
- Feet are fully supported by floor or footrest.
- Back is fully supported with appropriate lumbar support when sitting vertical or leaning back slightly.
- Thighs and hips are supported by a well-padded seat and generally parallel to the floor.
- Knees are about the same height as the hips with the feet slightly forward.

Regardless of how good your working posture is, working in the same posture or sitting still for prolonged periods is not healthy. You should change your working position frequently throughout the day in the following ways:

- Make small adjustments to your chair or backrest.
- Stretch your fingers, hands, arms, and torso.
- Stand up and walk around for a few minutes periodically.

If you would like Safety and Health to perform an ergonomic assessment please contact us at (419) 530-3600 to set up an appointment.