



## **SECTION 3—EMPLOYEE INVOLVEMENT**

- 3.1 Employee Orientation**
- 3.2 Employee Training**
- 3.3 Employee Safety Communication**
- 3.4 Safety and Health Rules**
- 3.5 Disciplinary Procedures**

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## **3.1 EMPLOYEE ORIENTATION**

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### **A. Objective**

To assure that all new employees receive necessary orientation information.

### **B. Scope**

All new employees.

### **C. References**

Department of Labor, Occupational Health and Safety Administration 29 Code of Federal Regulations 1910, Illinois Department of Labor 820 ILCS 225 Health and Safety Act.

### **D. Responsibility**

- The Manager/Supervisor shall be responsible for assuring required training is conducted.
- Manager/Supervisor will review the orientation checklist or something similar, which becomes a permanent personnel document kept by the Department.
- The employee should sign and date the training and orientation checklists.

### **E. Procedure**

Inform the employee of the following:

- Required personal protective equipment and where and when it is to be used
- General hazards and hazards specific to the job assigned
- Safety Rules
- Hazard Communication Program
- Incident / Injury Management Procedures



## 3.2 EMPLOYEE ORIENTATION CHECKLIST

EMPLOYEE \_\_\_\_\_ DEPARTMENT \_\_\_\_\_  
DATE HIRED \_\_\_\_\_ SUPERVISOR \_\_\_\_\_  
DATE REVIEWED \_\_\_\_\_

- 1. Reviewed Environmental Health & Safety Procedure Manual \_\_\_\_\_
- 2. Reviewed Emergency Procedures (orange flipchart) \_\_\_\_\_
- 3. Reviewed Safety Rules for the department \_\_\_\_\_
- 4. Reviewed injury reporting procedures \_\_\_\_\_
- 5. Reviewed personal protective equipment and use \_\_\_\_\_
- 6. Reviewed Lockout/Tagout procedure \_\_\_\_\_
- 7. Reviewed safe lifting techniques \_\_\_\_\_
- 8. Reviewed housekeeping procedures \_\_\_\_\_
- 9. Reviewed hazard communication program \_\_\_\_\_
- 10. Reviewed specific job hazards \_\_\_\_\_
- 11. Reviewed disciplinary program \_\_\_\_\_
- 12. Reviewed evacuation procedures, meeting location and duties \_\_\_\_\_
- 13. Ergonomics program \_\_\_\_\_
- 14. Other \_\_\_\_\_

I acknowledge that information on the above subjects was furnished to me during my orientation.

EMPLOYEE'S SIGNATURE

\_\_\_\_\_ DATE \_\_\_\_\_

I have instructed the above named employee in the fundamentals of safety practices.

MANAGER'S/SUPERVISOR'S SIGNATURE

\_\_\_\_\_ DATE \_\_\_\_\_

Retain a copy in the employee's departmental file.



## 3.3 EMPLOYEE TRAINING

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### A. Objective

To provide required training to all employees

### B. Scope

All affected employees and students.

### C. References

Department of Labor, Occupational Health and Safety Administration -Occupational Safety and Health Act of 1970 Section 5(a) (2), Illinois Department of Labor 820 ILCS 225 Health and Safety Act.

### D. Responsibility

- Manager of Environmental Health & Safety shall assure that appropriate training material is provided to the Department Head.
- Supervisor/Manager shall assure appropriate training is conducted. Signed documentation shall be maintained in the employee's department file.
- Documentation shall consist of, specifically what was taught, who attended and who taught. All attendees and the instructor shall sign and date the form.

### E. Training Topics (A partial listing) and Required Frequency

- Specific Job Hazards (*required initial training*)
- Environmental Health & Safety Procedure Manual
  - Section 1-4: Introduction (*Initial training for everyone*)
  - Section 5: Incident/Injury Management (*initial training for everyone*)
  - Section 6: Personal Protective Equipment (PPE) (*initial training for applicable employees*)
    - Hearing Conservation (*annual training for applicable employees*)
  - Section 7: Hazard Communication (*initial training for applicable employees*)
  - Section 8: Laboratory Chemical Hygiene Plan (*initial training for applicable employees*)
  - Section 9: Confined Spaces (*initial training for applicable employees*)
  - Section 10: Electrical Safety including Lockout/Tagout (*initial training for applicable employees*)
  - Section 11: Powered Industrial Trucks (*initial training for applicable employees and every 3 years hands-on re-evaluation*)
  - Section 12: Bloodborne Pathogens (*annual training for applicable employees*)
  - Section 13: Ergonomics (*initial training for applicable employees*)
  - Section 16: Asbestos Management (*initial training for applicable employees*)
  - Section 20: Walking-Working Surfaces
    - Fall Protection (*initial training for applicable employees*)
    - Ladder Safety (*initial training for applicable employees*)
    - Aerial Lift (*initial training for applicable employees*)



## **F. Documentation**

- Date
- Location (building, room, floor, etc.) where the meeting was held
- Time it started and ended
- A listing of topics reviewed or discussed
- The instructor (for each topic if more than one instructor was involved)
- The name of each person attending, as well as those required to receive the training involved who were not present shall be documented
- A list of all matters that were found to require some type of follow-up or further action (This includes the training of those who were unable to attend)
- The source document or audio-visual presentation, if one should be identified

## **G. Sources of Training Materials and Information**

- Harper College Environmental Health & Safety Procedure Manual (EH&S Manual)
- Federal Occupational Safety and Health Administration (OSHA)
- National Institute of Occupational Safety and Health (NIOSH)
- Insurance Carrier
- National Safety Council
- National Fire Protection Association
- American Society of Safety Engineers
- American National Standards Institute



## 3.4 EMPLOYEE SAFETY COMMUNICATIONS

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### A. Objective

To establish a flow of information designed to benefit the employees, students and the college in matters of safety and health.

### B. Scope

All suggestions addressing issues relating to safety and health.

### C. Responsibility

Manager, Environmental Health & Safety shall administer the program.

### D. Procedures

- Suggestions relating to safety and health issues from the Harper community shall be submitted to the Facilities Committee or the Manager, Environmental Health & Safety.
- The Facilities Committee will review the suggestion.
- Committee recommendations shall be forwarded to the appropriate department or to the Assembly Committee.
- Facility Committee shall inform the employees on the status of suggestions.
- The Manager, Environmental Health & Safety shall maintain a record of suggestions, responses and action taken.



## 3.5 SAFETY AND HEALTH RULES

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### A. Objective

To provide guidelines for the establishment of a safe and healthful work environment.

### B. Scope

Applies to all employees and students.

### C. Responsibilities

- All members of the Harper community shall abide by safety, health and environmental rules.
- Management personnel shall fairly and consistently enforce and follow safety, health and environmental rules.
- Employees shall report any infractions of these safety, health and environmental rules to management.
- Violations may be subject to disciplinary action.



## CODE OF SAFE PRACTICES

1. All persons shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the management.
2. Supervisors shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
3. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or wellbeing of the employees shall be prohibited.
4. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
5. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
6. Employees shall not enter voids, chambers, tanks, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter (See **Section 9** for more information).
7. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly. (See **Section 21** for more information)
8. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties. (See **Section 10** for more information)
9. All injuries shall be reported promptly to the supervisor so that arrangements can be made for medical or first aid treatment. (See **Section 5** for more information)
10. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
11. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
12. Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions for those products.
13. Before leaving any job, be sure it is in a safe condition.
14. Work shall be so arranged that employees are able to face ladder and use both hands while climbing. (See **Section 19** for more information)
15. Gasoline shall not be used for cleaning purposes.
16. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from their supervisor. (See **Section 23** for more information.)
17. Any damage to scaffolds or other supporting structures shall be immediately reported to the supervisor and repaired before use.

## MISCELLANEOUS

1. Use the proper ladder for the job you are doing. (See **Section 20** for more information)
2. Do not use ladders with broken or missing steps or rungs and report any unsafe ladders to your supervisor. (See **Section 20** for more information)





3. Never place a ladder on boxes or other unstable bases to gain height. (See **Section 20** for more information)
4. Always place your ladder so that the side rails have secure footing. (See **Section 20** for more information)
5. Do not climb higher than the third rung from the top on straight ladders, nor the second tread from the top of stepladders. (See **Section 20** for more information)
6. When using flammable chemicals remember absolutely no smoking in the immediate area.
7. Check with your supervisor for the proper protective clothing or personal protective equipment. (See **Section 6** for more information)
8. Make sure that you follow all safety precautions on the Safety Data Sheets (SDS) and Environmental regulations when using any chemicals. (See **Section 7** for more information)
9. After handling any chemicals be sure to wash thoroughly before eating, drinking, smoking and/or applying cosmetics.

## **USE OF TOOLS AND EQUIPMENT**

1. All tools and equipment shall be maintained in good condition.
2. Damaged tools or equipment shall be removed from service and tagged "**DEFECTIVE**".
3. Only appropriate tools shall be used for the job.
4. A screwdriver shall not be used as a chisel.
5. Do not remove guards from portable grinding tools or break off ground leads on portable electric tool plugs.
6. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.
7. Electric cords shall not be exposed to damage from vehicle traffic.

## **OFFICE SAFETY**

1. When using file cabinets, never open more than one drawer at a time to avoid tipping.
2. Desk drawers, filing, and storage cabinets must be kept closed when not in use.
3. Floors, work areas, and hallways shall be kept cleared of boxes, papers, electric cords, and telephone wires.
4. Chairs shall be kept in a safe condition (properly adjusted, wheels secured, etc.).
5. Inspect electrical wires periodically to be sure that plugs and/or cords are in safe operating condition.
6. Good housekeeping shall be maintained at all times. All spills, whether water, chemicals, grease, oil, or ink, will be quickly cleaned up.
7. Always think Safety Awareness.
8. Refrain from horseplay that could endanger you or your fellow employees.
9. Always maintain adequate lighting and ventilation.



**Harper College**  
**Environmental Health & Safety Procedure Manual**

10. When stocking shelves, refrain from placing heavy, bulky objects more than waist high. Ask for assistance when receiving, transporting, and stocking heavy packages.
11. Be sure that all electrical equipment is turned off at the end of the day.
12. During meetings, seating arrangements must include exit aisles not less than 24 inches wide, and these aisles must be kept cleared at all times.
13. Materials kept in binders shall be limited to a proper quantity that is reasonable with which to work.
14. Exercise care when using cutting devices.
15. Bookshelves and cabinets will be substantially braced to prevent them from tipping or falling.
16. Be sure that storage boxes are placed in out-of-the-way areas and are stored in a safe manner.
17. When using ladders or short steps never stand on the top step or the 1st (first) step down from the top, unless there are handrails on the ladder for the purpose of supporting you. (See **Section 20** for more information)
18. Make sure you use handcarts and other mechanical stock handling equipment when moving heavy loads.
19. Make sure that you follow procedures established for spill cleanup involving chemical substances. (See **Section 15** for more information)
20. Consult with the Safety Data Sheets (SDS) if you do not know the hazards associated with a particular chemical spill. (See **Section 7** for more information)
21. Ensure proper Video Display Terminal (VDT) or computer workstation arrangement for comfortable seating and distance from the terminal screen. (See **Section 13** for more information)



## 3.6 DISCIPLINARY PROCEDURES

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### A. Objective

To provide guidelines for enforcement of safety rules, procedures and directives from appropriate management personnel.

### B. Scope

All employees.

### C. Responsibilities

- Employees will be subject to appropriate disciplinary action for violations of safety rules.
- Employee shall be afforded instructive counseling and/or training to assure a clear understanding of the infraction and the proper conduct under college guidelines.
- Supervisors should refer to the appropriate employment contract or *Employee Procedure Manual* for disciplinary procedures.
- However, nothing in this *EH&S Manual*, will preclude management from disciplinary action up to and including termination of an employee for a safety violation.