



Employee Safety Handbook

It is the policy of New Mexico State University at Grants not to discriminate on the basis of sex, race, color, religion, age, veteran status, national origin, or qualified disability in educational programs, admissions, and employment policies.

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Introduction

Welcome to the Grants Campus of the New Mexico State University. NMSU encourages and supports all programs that promote safety, good health, and well-being of all university faculty, staff, employees, students and visitors.

NMSU Environmental Health & Safety

Las Cruces Environmental Health and Safety (EH&S) at NMSU Las Cruces, also known as the safety office, is responsible for the development, oversight, and management of environmental health and safety programs that provide safe and healthy conditions for work and study, help protect the environment, and comply with applicable laws and regulations. EH&S provides educational programs, technical assistance, and numerous health and safety services to the NMSU community. The staff also functions as consultant to Deans, Directors, Heads of Academic Departments and Administration. The division makes health and safety investigations as necessary and upon request, assists departments in developing safety programs and participates in health and safety training and education.

EH&S fulfills its mission to make the campus a safe environment by implementing programs and services in eight major areas.

1. Hazardous waste and materials management.
2. Regulatory interpretation.
3. Health and safety inspections/facility audits.
4. Accident and exposure investigations.
5. Exposure prevention/indoor air quality.
6. Radiation licensing and permitting.
7. Educational, training and protective equipment.
8. Safety standards and procedures.

At the Grants Campus, the Facilities Manager fills the roll of Safety Manager. The policies of the programs listed above are adopted and enforced by the Grants Campus as well as each of the other branch campuses. Additionally, the Facilities Manager will provide OSHA required training to all staff, faculty and employees at the Grants Campus. He will also provide Personal Protective Equipment (PPE) and will ensure it is used in accordance with OSHA regulations.

Responsibility and Accountability

Good environmental, health and safety practices are the responsibility of each NMSU-G faculty and staff member, student, and visitor. The following is a summary of these responsibilities.

Individual Responsibility

All New Mexico State University-Grants faculty, staff, and students are responsible for:

- Participating in mandated training programs provided by NMSU-G.
- Properly using university supplied materials and equipment.
- Using good judgment in carrying out work assignments and following established procedures.
- Promptly reporting unsafe conditions, environmental health hazards, injuries and illnesses to their supervisor or program director.
- Giving due consideration to personal safety and the safety of others while performing assigned tasks.
- Strictly adhering to federal, state and university safety requirements and guidelines.
- Understanding that disregard for or chronic negligence of established policies and procedures can result in disciplinary action.

Supervisors Responsibilities

Supervisors, faculty, principal investigators, first line supervisors, and all other persons in authority are responsible for:

- Providing safe and healthy environments for those areas and personnel for whom they have supervisory or administrative responsibility, incorporating safety and health issues as an integral part of all activities at the University.
- Being continuously aware of the safety and health needs of all co-workers and employees for whom they are responsible.
- Initiating and enforcing necessary preventive measures to control hazards.
- Ensuring necessary support such as engineering and administrative controls, personal protective equipment, occupational medical examinations, and local exhaust ventilation are in place and adequate for operations.
- Ensuring employees are trained prior to beginning new tasks.
- Reporting injuries and illnesses to Human Resources Office.
- Reviewing accident and injury reports for their area (s).
- Serving as a focal point for safety and health concerns.
- Immediately notifying the Facilities Manager when they become aware of a violation of any university, state or federal environmental health or occupational safety rule or regulation. This includes any contact with the state and federal regulatory agencies.

Management Responsibilities

University Administration and Department Heads are responsible for:

- Ensuring that facilities and equipment provided meet requirements for a safe work environment for activities being conducted or modifying those activities accordingly to come into compliance with applicable rules, regulations and standards.
- Ensuring individuals under their management have the authority and support to implement environmental health and safety policies, practices and programs.
- Ensuring areas under their management are in compliance with University, state and federal environmental health and safety policies, practices and programs.
- Establishing priorities and committing resources for correction of environmental health and safety deficiencies.

- Establishing procedures for dissemination of policies and other safety-related information.
- Establishing procedures to implement policies.
- Utilizing the system, which will be established for assessing safety performance, to evaluate their areas of responsibility and report findings back to central administration.
- Immediately notifying the Facilities Manager when they become aware of a violation of any university, state or federal environmental health or occupational safety rule or regulation. This includes any contact with the state and federal regulatory agencies.

The University Chancellor has ultimate responsibility for establishing and maintaining health and safety programs and establishing a system for assessing safety performance for the University.

In addition, some units (e.g. the Fire and Police) have other specific requirements and responsibilities established by agencies external to the University.

The formation of departmental or college safety committees is highly encouraged. Experience has shown that these committees can provide an effective means of implementing safety programs.

Prevention of Occupational Injury

A wide variety of injuries can occur on the job in the work place. The most common types of reported incidents involve the following categories:

-  Back injuries and other sprains/strains
-  Slips, trips, and falls
-  Cuts and abrasions

Injury prevention depends upon knowing the job, using equipment properly, recognizing hazards, and having a safe-work attitude. Specific training, based on equipment manuals and written standard operating procedures is required to obtain task and equipment knowledge.

Hazard Recognition

Hazard recognition is a learned skill of identifying where and how safety problems can occur. Job experience and good observation skills are important characteristics of hazard recognition. A person with a safe work attitude has an ability, which is developed individually and is continually reinforced by management. Persons working with a safe work attitude perform their work in a safe manner while eliminating known high-risk activities.

Methods to prevent occupational injury include the following:

- Don't take chances or shortcuts.
- Know how to use hazardous materials and equipment.
- Take responsibility for personal safety.
- Be observant.
- When in doubt, ask!

Public Safety on the Grants Campus

Campus Security – A Shared Responsibility

A campus community is one that relies on a peaceful, safe, and secure environment. Preserving this environment is a responsibility that everyone on campus must share. Members of the campus community are asked to be aware of and adhere to the policies described in this report and to be familiar with the nature of crime on campus.

Being realistic about our risks is especially important. Believing we are safe from harm may give us peace of mind, but even communities with relatively low crime rates can experience increases in the number and seriousness of crimes. We each must make an effort to minimize opportunities for criminals and rely on ourselves and each other for our personal safety.

Do Your Part to Make Our Campus a SAFE Place!

- **BE ALERT** for suspicious characters and dangerous situations.
- **BE CAUTIOUS** so you won't become victim and a crime statistic.
- **PROTECT YOURSELF** by being on guard all the time.
- **WATCH** for suspicious characters or dangerous situations.
- **BE SECURITY CONSCIOUS** by watching out for others and their property.

If You are Driving a Car

- **DRIVE** with doors locked and windows rolled up.
- **PARK** in well-lit areas.
 - The west parking lot (behind Martinez Hall) is reserved for faculty and staff.
 - Students attending classes in Martinez Hall must park in the main parking lot on the east side of the building.
- **STORE** valuables in a locked trunk or take them with you.
- **LOCK** doors and trunk when parking and **TAKE** your keys.

If You are Walking

- **DON'T WALK ALONE.** Get a friend or classmate to go with you, especially at night.
- **USE PUBLIC WALKWAYS.** Walk on well-lit paths. Avoid shortcuts and dark or isolated spots.
- **WOMEN** should take extra precautions. **DRESS FOR FREEDOM OF MOVEMENT.** Don't wear long confining skirts, clogs, platform shoes, easy-to-grab capes, etc.
- **KEEP PURSE** tucked closely under your arm. Don't overload yourself with bundles.

- **BE RESPONSIBLE.** Report all crimes (actual, attempted or suspected) to police or campus officials.

How to Report a Crime or an Emergency

To report a crime or an emergency on campus, call the Grants Police Department at **911**. Officers will respond to all reports of crime and emergencies. Prompt reporting of crimes greatly improves campus security and safety.

Crime reports can be made at anytime. The Grants Police Department is open and police services are available 24 hours a day, 365 days a year. Priority is given to reports of incidents that threaten the life or safety of people, the security of property, and the peace of the community.

Grants Police Department

The NMSU-Grants Campus does not have a security force and, therefore, must rely on the Grants Police Department for public safety issues. Any activities which you observe that make you uncomfortable or make you question the appropriateness of the activity should be reported to the Grants PD. In addition to reporting the situation to the PD, you should also notify a staff or faculty member who can then inform the Facilities Manager of the incident.

Call the Grants Police Department if:

- Someone is injured or ill.
- You see fire or smell smoke.
- You see anything suspicious.
- Someone is hurting someone else.
- You see someone stealing something.
- You think you see an intoxicated or otherwise impaired person driving a vehicle or walking on campus.

Call quickly! Don't assume someone else has made the call. Try to provide the police dispatcher with accurate detailed information about the problem. Stay on the line until the dispatcher says it's OK to hang up. The dispatcher will relay information to emergency responders who are on the way to the scene.

If you are reporting a medical emergency, ask someone to monitor the victim's conditions so you can relay this information over the phone to the dispatcher. The Grants Police Department dispatchers are certified in Emergency Medical Dispatching and can provide valuable advice about how to administer first aid to a victim.

If any other emergency situation arises, i.e., injury, fire, etc. don't hesitate to call 911 immediately for assistance.

Emergency Procedures

Emergency Action

The safety of NMSU staff, faculty, students, and visitors is of critical importance. The identification and prevention of situations that may pose a potential hazard to personnel on campus are major goals of the campus administration and staff. Loss and damages to campus property is also of great importance, but is secondary to personal safety.

The Grants Campus has developed an Emergency Action Plan in order to be prepared for crises before they occur. Communication channels have been established and specific responses developed to minimize harm or damage under various anticipated emergencies.

The purpose of the Emergency Action Plan is to ensure that campus personnel have the knowledge required to respond to a crisis should it occur on the campus. In addition to receiving a copy of the plan, employees at the Grants Campus will receive training on how to respond to specific incidents.

The President recommends highly that each individual read and become familiar with all aspects of the Emergency Action Plan.

Emergency Action Plan

This section contains only brief summaries of emergency procedures. More in-depth emergency procedures for the campus are in the Emergency Action Plan which includes:

- Phone numbers
- Coordinators & emergency contacts
- Reporting procedures
- Types of emergencies
- Escape routes & procedures
- Disabled assistance & shutdown procedures
- Evacuation assembly areas
- Employee accountability procedures

Chemical Spills – Immediate Danger

If a chemical spill occurs or is discovered and, in your opinion, constitutes an immediate danger to you or other building occupants:

- **Pull the Fire Alarm** to evacuate the building.
- After activating the fire alarm, immediately call the emergency number- 911.
- For chemical contact, remove contaminated clothing and rinse contaminated skin or eyes continually with fresh water or eye wash solution for 15 minutes.

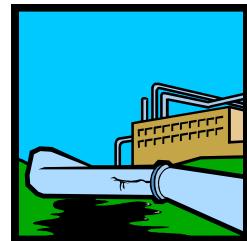


All Spills – No Immediate Danger

This is for spills that present no immediate danger to you or other building occupants.

- Try to contain the spill without endangering yourself or others.
- Report the spill to the Facilities Manager for clean-up assistance and reporting to higher authority as needed.

Emergencies are reported to 911;



Non-emergencies should be reported to the Facilities Manager at 287-6673.

Fire

If you see a fire, smell a burning odor, or see smoke you believe to be caused by fire:



- Activate the fire alarm.
- Immediately afterwards call **911**.
- Do not attempt to put out the fire unless you know it is safe to do so. Do not use a fire extinguisher unless you are trained to do so. All Grants Campus employees should attend extinguisher training conducted by Gallup Fire Extinguisher Sales and Service.
- If the fire alarm sounds in your building, evacuate the area immediately. **Do not use the elevators.**
- Move away from the building to a predestinated evacuation area.

Medical Emergency

Call **911** for immediate medical attention of employees, students, or visitors.

Do not move an injured person unless he/she is in a life-threatening situation. Call **911** for:

- Heart attacks
- Unconscious persons
- Cuts with extreme bleeding
- Broken bones
- Eye or head injuries
- Chemical exposures
- Electric shock
- Seizures



Or if in doubt, treat the situation as a medical emergency and call **911**.

Weather Hazards

The Sun:

The sun is the most prominent feature of the daytime skyline. With the sun come certain dangers from the high UV. Take appropriate precautions to prevent overexposure to the sun such as sun block, headgear, and sunglasses.

The median Grants summertime temperature may be only in the low 90s F, but heat illness (heat exhaustion, heat cramps, and heatstroke) is a real issue and is easily prevented. Prevention methods include drinking plenty of **water** (not tea, coffee, sodas, etc.), wearing lightweight, loose fitting, light-colored, clothing, and scheduling outdoor activities during the cooler part of day.



Lightning:

Lightning is a major component of local storms. If you are caught outside during a lightning storm, seek proper shelter immediately. Safety tips include:

- Quickly get out and away from pools, lakes and bodies of water.
- Avoid areas higher than the surrounding landscape.
- Get in a hard-topped car.
- Never use a tree as a shelter.
- Keep away from metal objects; such as metal plumbing
- When indoors, stay clear of windows, doors, and electric units.
- Don't stand in a crowd of people.
- Unplug computers and equipment, and only use the telephone for emergencies.



Wind:

Strong winds with blowing dust are also a frequent problem. The peak months for strong winds in the Grants area are during the spring and summer.

However, strong winds can occur at anytime during the year. You can best protect yourself by wearing the proper clothing. If you suffer from respiratory problems, you may need a dust mask or equivalent. Consult your physician for advice.



Rain and High Water:

Grants is a very arid region. The average annual precipitation for this area is approximately 10 inches. During rain storms the streets can become slick from oils that have built up over time.

Strong and heavy rainstorms are also a reality. When this occurs, dangers arise from flash floods and street flooding. Low lying areas, such as arroyos, flood quickly and become very hazardous. Do not attempt to cross flooded areas of unknown depth.



Non-Emergency Injury/Illness Procedures

All illnesses and injuries occurring from workplace activities must be reported. Steps to take in identifying incidents and seeking treatment are as follows:

Written Employee Incident Report

Any work-related injury or illness, no matter how minor, must be reported to your supervisor at the time of the incident using form NOA-1 “Notice of Accident.” Examples of injuries/illness include but are not limited to: scratches, bruises, burns, dust in eyes, headaches from breathing fumes or vapors, splinters, dislocated joints, broken bones, cuts, muscle strains, particles in the eyes, etc. Form NOA-1 must be submitted within 15 days of the incident to be considered for workers compensation. In addition, report all near misses to your supervisor so that action can be taken to prevent future occurrences.

Supervisor's Reports and Investigation

Your supervisor is required to complete WCA Form E1.2, “Employer’s First Report of Injury or Illness,” and “NMSU Worker’s Compensation Supervisor Accident Investigation Report.” Upon completion, these and the NOA-1 form must be submitted to the NMSU Personnel Employee Benefits section within 24-hours, even when medical attention is not required.

When completing the forms, give a detailed description of what happened. Include the names and phone numbers of any witnesses to the incident. Include whether Personal Protective Equipment (PPE) was required by the task and if PPE was used. Also include the dates of recent safety training. This then provides the necessary information to identify the root cause and prevent future incidents or near misses.

Getting Medical Attention

If there is any injury at work or an illness believed to be work-related, report it to a coworker or supervisor. If immediate attention is required, do not wait for the injury/illness report to be completed. However, for exposure to chemicals or chemical products, take with you a copy of the Material Safety Data Sheet (MSDS) for the material involved. The supervisor should obtain a copy from the department work files.

NMSU requires that an injured employee see a physician first for all medical care and for any specialist referrals for a work related injury. Exceptions are:

- A need for immediate hospital emergency care.
- A serious injury occurring after your doctor’s normal office hours.
- An injury occurring outside the Grants area.

If any of the above occurs, contact the NMSU Personnel Office Employee Benefits section within 24-hours in order to coordinate all follow up medical care.

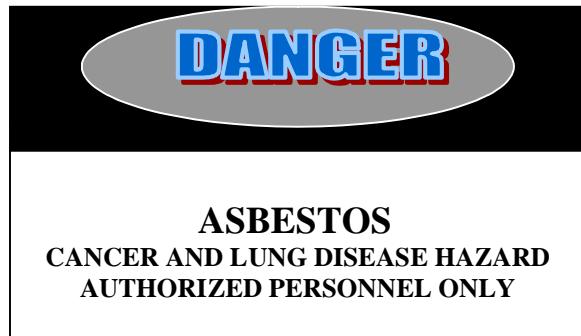
Employees located off-campus and outside the Grants area should report to the nearest emergency medical facility. Documentation must be sent to Employee Benefits.

Asbestos Management

Campus buildings constructed prior to 1981 typically have asbestos within their structures. Asbestos is a fibrous mineral used extensively in building materials as a fire preventative measure before its health hazards were fully known. It is only a hazard if the microscopic fibers are released into the air. Once the fibers are in the air, humans can breathe in the fibers, which become lodged in the lungs. Most people experiencing negative health effects from asbestos have breathed air containing high concentrations of asbestos over long periods of time.

NMSU operates a program to manage asbestos so that we comply with all regulations during renovation projects and normal maintenance activities. NMSU contracts state licensed workers to perform asbestos removal. Asbestos warning signs will indicate the areas where materials containing asbestos are being removed. These signs will be posted at such a distance from the removal project that an employee can read the signs and safely avoid the regulated area.

To ensure environmentally safe working conditions, all personnel potentially exposed to asbestos must attend Asbestos Awareness Training as arranged by your supervisor. Building material should not be disturbed if it is unknown whether or not the material contains asbestos.



Hazardous (Chemical) Waste

The proper disposal of chemicals is important for the protection of employee health and the environment. The Environmental Protection Agency (EPA) enforces strict laws which govern the proper management of hazardous waste. The EPA often levies steep fines against institutions and sometimes brings criminal charges against individuals who fail to follow proper procedures. Government institutions like NMSU are not immune.

The Las Cruces Environmental Health and Safety Office provide a hazardous waste manual (on the web). It is a guide for waste disposal with information on identification, labeling, segregation, storage, packaging, and turn-in of hazardous waste.

- Bottom line: The following is a non-inclusive list of common materials at NMSU Grants that become hazardous wastes when they can no longer be used for their intended purpose. These wastes must be turned into a certified hazardous waste disposal agency for proper disposal. They cannot be poured down the drain or placed in a dumpster. The Facilities Manager will provide assistance to dispose of hazardous waste.
 - Most laboratory chemicals
 - Pesticides, herbicides, rodenticides
 - Special metal batteries (Ni-Cad, lithium, & lead acid)
 - Paint, thinners, solvents, and adhesives
 - Maintenance materials such as degreasing and lubricating agents and fuels
 - Janitorial materials such as floor waxes and strippers
 - All spill clean-up materials involving the above

A tracking form needs to be filled out with **ALL chemical names** and the best estimate of the amount of each in the container, to include **ALL diluents** (water, alcohols, etc). This form should be attached to the waste container as soon as waste starts to be collected and can serve as the container label.

- Place waste materials in compatible containers. When possible avoid mixing waste chemicals from different waste streams. If mixing must occur, always ensure chemicals are compatible.
- Waste containers must be tightly closed at all times when not in use. Store waste containers only in designated areas.
- When waste containers are 70% full, package compatible wastes in boxes with packaging materials so that they will not break during transportation. Department of Transportation (DOT) approved shipping boxes are required for liquids.
- Contact the Facilities Manager to schedule a hazardous waste disposal pickup. However, analytical fees for unlabeled or abandoned wastes may be charged to the responsible department.
- Containers for waste collection are free.

Biological or Infectious Waste

Categories

Infectious and biological wastes include any waste item contaminated with biological agents suspected as being capable of transmitting disease. Infectious waste can be divided into three primary groups:



- **Liquid wastes.** Items such as blood, other bodily fluids, or culture media, which is known or suspected to be contaminated with disease agents.
- **Soft materials.** Includes materials such as dressings, bandages, bedding, toweling, etc. that are saturated to the point of being capable of releasing blood, bodily fluids, or other potentially infectious materials when handled or compressed.
- **Sharps.** Objects or instruments that are contaminated with blood, bodily fluids, or other infectious agents, which could penetrate the skin or could do so if broken.

Examples of this include:

- Glassware
- Pipettes (glass and hard plastic)
- Hypodermic needles
- Scalpel blades
- Lancets

Segregation and Storage

Prior to disposal, biohazard waste must be stored in containers specifically designed for containment of this type of waste. The containers are normally red and have the biohazard symbol (shown here) on the container. The facilities manager and the nursing program manager will have containers available to anyone who needs to dispose of biological materials.



- Place **infectious liquid waste** containers into leak proof containers for treatment prior to disposal.
- Place **soft infectious waste** into an infectious waste bag with the biohazard symbol on it and treat prior to disposal.
- Place **infectious sharps** into a sharps container for treatment. A sharp container is typically constructed of hard plastic with the biohazard symbol. The responsible department purchases the required autoclave containers, biohazard bags and sharps containers.

Waste Minimization & Recycling

NMSU Grants is dedicated to the protection of the environment and to the preservation of natural resources. You should objectively evaluate and identify opportunities in your work area to reduce or eliminate the generation of any waste item, including waste chemicals. Waste minimization includes such techniques as:

Purchase Control - covers areas such as purchasing only the necessary amount of material required to complete a job and establishing a centralized purchasing system within departments to prevent purchase duplication.

Inventory Control - covers such items as the redistribution of unused materials to other campus users or returning unused, unopened materials to vendors for credit. Clear and proper labeling of all containers is also included within this area.

Operational Control - covers periodically reviewing protocols to ensure chemical usage is minimized; reducing chemical usage in experimentation by using microscale techniques when practical and evaluating less hazardous substitutes when feasible.

Examples of these controls include but are not limited to:

- Making double-sided photocopies when practical.
- Using recycled and recyclable materials such as recycled, white paper stock.
- Using specialty, biodegradable glass cleaning detergents versus sulfuric acid/chromic acid cleaners.
- Using specimens preserved in a less toxic preservative versus those preserved in formaldehyde-based preservatives.
- Utilizing aqueous-based preservatives and degreasers.
- Using a heat gun versus chemical-based paint strippers.
- Avoiding wet chemistry techniques when practical.
- Reclaiming and reusing materials when feasible (e.g., utilizing spent solvent for initial gross cleaning and utilizing fresh solvent only for the final rinse).
- Neutralizing corrosive wastes as the final step of an experiment or procedure.
- Avoiding the mixing of hazardous and non-hazardous wastes.

Recycling

The Grants Campus has the following recycling programs:

- **Beverage Cans:** Collection containers are located in vending areas and main hallways. Proceeds from the sale of aluminum cans are used by Joan Erben to feed birds and upgrade the earth garden on the west side of Martinez Hall.
- **Office Paper:** White paper collecting bins are located near copiers and in other locations throughout the campus. This paper is taken to Albuquerque recycle centers.
- **Cardboard:** Cardboard boxes can be broken down flat and place beside waste containers. Custodial staff will collect the boxes and recycle them at Diamond G.

Hazard Communication Program

Applicability

The Hazard Communication Program is an OSHA requirement and is intended to provide information regarding the use of hazardous chemicals in the work place. **All NMSU employees** should be familiar with the requirements of the written program. The program is comprised of five elements:

Written Hazard Communication Program

NMSU has developed a written program for Hazard Communication. Employees have the **right to know the hazards** involved with the chemicals and products with which they work. NMSU-Grants maintains a written program available to all employees. The written program specifies the university policy, training requirements, responsibilities of employees relating to the program, and procedures for program implementation and maintenance.

Hazardous Materials' Inventory

All departments are required to conduct and maintain an inventory of chemicals (and chemical products) used or located in their work areas. The NMSU web site has a chemical inventory database available to all branch campuses. The HazCom inventory is to include identity, approximate quantity, hazard type, location, and contact information (two contacts). The inventory must be updated annually. Additional details on MSDS must be available for each chemical on the list.

Material Safety Data Sheets (MSDS's)

The MSDS is a detailed reference for the chemical prepared by the manufacturer. It contains technical, safety, and health information about the chemical. These documents must be available to all staff on every shift. All staff must know what an MSDS is and where they are located in their work area. Each department and supervisor is responsible for maintaining a set of MSDSs for the hazardous materials used or stored within their work areas.

Labels

All containers of hazardous chemicals are required to be labeled correctly. The original labels are a primary source of information to prevent unnecessary exposure to hazardous chemicals. Chemicals placed in secondary containers must also be labeled. NMSU Grants recommends the NFPA labeling system for secondary containers. The chemical name, its hazard rating (0 low to 4 extreme) for fire, reactivity, toxicity and any specific hazard are marked on the color-coded label.

Employee Information and Training

Employees who use chemicals or chemical products (including common items such as cleaners, glues, photo-chemicals, fuels, paints, insecticides, etc) must receive Hazard Communication Training annually. The Facilities Manager will provide this training during the fall convocation each year and on an “as needed” basis thereafter. Additionally, NMSU-Grants supervisors will provide their employees with information and training on hazardous chemicals in their work areas at the time of their initial assignment and whenever a new hazard is introduced into their work area.

Office Safety

Office areas are typically safer than most other workplaces; however, hazards exist that can potentially cause illness and injury. Situations, materials, and equipment which can lead to illness or injury include the following:

- Tripping hazards – electrical/phone cords, misplaced supplies, open file cabinet drawers.
- Back injury – improper lifting technique or too heavy of a load which is too heavy for one person.
- Falling – using equipment other than ladders to reach objects in higher places.
- File cabinets – tipping over with most of the weight in open top drawer or tripping over drawers that are left open.
- Shock – using electrical equipment that is ungrounded or has frayed cords.
- Chemical exposure – from glues, solvents, toners, cleaners, etc.
- Computers – cumulative trauma disorder, eyestrain, neck/shoulder/back pain.
- Surge protectors – using as extension cords or overloading.

Laboratory Safety

This section provides only a brief summary of laboratory safety. For more in depth information refer to the NMSU-Las Cruces campus Guide to Laboratory Safety developed by the University Safety Committee and EH&S. Staff working in laboratories should be familiar with certain rules. These include:

Chemical Hygiene Plan

Departments with labs must have a Chemical Hygiene Plan (updated annually) and appoint a Chemical Hygiene Officer.

Food and Drink Consumption

Maintaining foods, drinks, smoking materials and/or cosmetics in a laboratory can potentially expose employees to toxic substances. Consuming food or drinks, applying cosmetics, and smoking are not allowed in these areas. Well-defined areas must be established for their storage and consumption.

Protective Equipment

Clothing is a critical factor in the safety of laboratory personnel. As such, teaching and research laboratories must enforce the OSHA standard for proper clothing worn by people handling hazardous chemicals. At a minimum, workers must wear the following:

- Safety glasses at all times in areas where chemicals are being used. Splash goggles (acid goggles) or face shields with splash proof sides for protection from harmful chemical splash.
- Pants, full coverage lab coats, aprons, or tyvek-type coveralls.
- Protective gloves when the potential for contact with corrosive or toxic materials or materials of unknown toxicity exists.
- Closed-toe shoes at all times in areas where hazardous chemicals are used or stored.

Shop Safety

This section contains a brief summary of conditions which personnel working in shop settings may encounter. Examples of shop safety include, but are not limited to:

Respiratory Protection

This program preserves the health of personnel by preventing exposure to harmful air contaminants. Requirements include medical review, training and **annual** fit testing. Personnel are trained in the recognition of respiratory hazards, the use and care of appropriate respiratory protection equipment, and the need to comply with university, state and federal regulations. Where practical, exposure to air contaminants will be eliminated by the application of engineering controls (i.e. enclosure of the operation, ventilation, or substitution of less toxic materials).

Lockout/Tagout

This program ensures machines and equipment are isolated from potentially hazardous energy sources (e.g. steam, electrical, mechanical, hydraulic, or gas). To avoid unexpected start-up, lockout or tagout must occur before employees perform service, maintenance, or renovation. Performing this action prevents personal injury, fire, or equipment damage.

Confined Spaces

A confined space is an area with limited or restricted entry/exit and is not designed for continuous occupancy. It is a permit-required area when it contains a potentially hazardous atmosphere, such as limited oxygen content. It may require a permit also when it contains mechanical and/or electrical equipment, which upon contact or activation may trap, crush, or electrocute persons. Examples of such areas include: pump stations, wells, tanks, ducts, utility vaults, steam tunnels and ventilation/exhaust units.

Personal Protective Equipment (PPE)

Faculty, staff, and students may be required to wear personal protective equipment (PPE) while performing their jobs or in certain environments (e.g. chemical, art and theater departments, facility and engineering shops). Your supervisor will inform you of and provide you with the specific PPE you must wear. The following are only general guidelines. If you are required to wear PPE not mentioned here or have other questions, contact your supervisor.

Eye and Face Protection

Chemical hazards – Safety glasses are the minimum protection for all operations involving chemicals. If a risk of splash to the eyes and face exists when using or dispensing hazardous liquids, non-vented chemical goggles or safety glasses with side shields and full-face shield offer the best protection.

Physical hazards – High-pressure cleaning or spray equipment requires that safety glasses with side shields and full-face shields be worn. Work activities producing chips or dust (e.g. grinding/drilling, power fastening, weed eaters, or power tools) require safety glasses with side shields as the minimum protection level. In some cases, full face shields are required.

Welding – Welding operations require full welding hoods with the appropriate tinted vision screen. Safety glasses with side shields must be used with or without the hood. Acetylene-oxygen torch soldering, brazing, or cutting requires appropriately tinted safety glasses with side shields or tinted goggles.

Hand/Arm and Body Protection

Gloves resistant to the chemical(s) in use, a protective smock, lab coat, splash apron, or coveralls, are the correct PPE for handling hazardous chemicals. Specialized gloves and arm sleeve covers are recommended when working with cryogenic or electrical hazards. Puncture or abrasion resistant gloves, arm sleeve covers, and, at times, an apron should be worn to reduce cuts and/or abrasion injuries.

Head and Foot Protection

A hard hat or other head protection and foot protection may be required for certain jobs or work areas (e.g. construction zones). Foot protection is required when the potential for foot injury is present from rolling, falling, piercing or electrical hazard. All hard hats and safety shoes must meet the requirements for protection outlined by the American National Standards Institute (ANSI).

Hearing Protection

Certain work areas and job tasks are designated as requiring hearing protection. You are required to wear approved protective equipment. This does not include personal stereos with headphones. Certain work areas or tasks may be designated as requiring additional protective measures. Supervisors are responsible for identifying these areas and for providing training on the use of hearing protection equipment. If you have questions about high noise levels in your work area, you should ask your supervisor.

Respiratory Protection

Some employees are required to wear respirators which include dust masks, air-purifying negative-pressure respirators, self-contained breathing apparatus, supplied-air respirators, and other such devices. If you are required to wear a respirator, you must have a medical evaluation, be “fit tested” and be trained at least annually in the proper use of the device.

Hazard Evaluation

Industrial hygiene is the study and prevention of occupational illnesses due to materials and conditions present in the workplace. This involves the anticipation, recognition, evaluation, and control of workplace hazards to maintain a healthy and safe environment for all university faculty, staff, students, and visitors.

- Chemical hazards – lab chemicals, cleaning supplies, paints, solvents.
- Physical substances – heat, cold, radiation, noise.
- Biological substances – blood, body fluids, infectious agents.
- Indoor air quality – health effects experienced while working in campus buildings caused by airborne agents.
- Ergonomics – musculoskeletal disorders due to repetitive motions with poor positioning or excessive force.

Safe Lifting/Back-Injury Prevention

Back injuries are one of the most reported incidences occurring at NMSU-Grants. Listed below are some recommended procedures to help you avoid back injury:

- Loads over 25 pounds may require assistance – ask for help!
- Position yourself so that the load you are lifting is kept close to your body.
- Lifting a load to shoulder height or higher is risky – request assistance!
- Position yourself so that your ears will be above your knees when you are ready to lift.
- Lift with your legs.
- Maintain your balance by placing one foot slightly ahead of the other.
- Complete the lift before turning or twisting your torso with the load.
- Complete the NMSU required “Back Safety” training course which will be developed by the Facilities Manager in the near future.

Safety Policies and Procedures

Several policies relate to protecting your environment, health, and safety. You should be aware of their content and follow the procedures as appropriate. These policies are only briefly discussed in this handbook.

Prior Approval/Activity Review

All activities involving unusual or non-routine use of hazardous or highly toxic materials as well as hazardous work activities and hazardous campus events are to be reviewed and approved before starting them.

Hazardous Material Use in Buildings

Uses of hazardous materials inside buildings must be controlled to keep exposures below permissible exposure limits (PELs). Except in specially vented areas (e.g. laboratories), products containing volatile compounds are restricted to:

- Unoccupied areas or occupied areas with additional ventilation, and
- By trained employees using respiratory or other protection.

For product review, training, air monitoring, or consultation, contact the NMSU Environmental Health and Safety office on the Las Cruces campus at, 646-3327.

Hazardous Waste

All hazardous, infectious, and regulated material must be disposed of under the supervision of the NMSU-Grants Facility Managers Office.

Smoking

The Surgeon General warns: "Smoking causes lung cancer, heart disease, emphysema, and may complicate pregnancy." Another warning by the Surgeon General is: "Smoking by pregnant women may result in fetal injury, premature birth, and low birth weight." Additionally, smoking is hazardous to those who do not smoke, but inhale the second hand smoke.

NMSU-Grants policy prohibits smoking in buildings, on walkways leading to building entrances, and within 25 feet of entrances and air intakes. Smoking is allowed in designated smoking areas only. Smoking is prohibited in all NMSU vehicles also.

Driving University Vehicles

Prospective drivers of University vehicles must have a valid driver's license and undergo a motor vehicle records check. Out of state license holders will be required to provide a

certified copy of their driving history before a NMSU driving permit is issued. Approved drivers will be required to attend the Defensive Driving Course (DDC) or equivalent. This class can be arranged by the Marketing Coordinators Office.

Campus Speed Limit

The speed limit on Third Street and University Drive is 25 miles per hour. All other areas on the campus, which includes the parking lots and roads, have a 10 mile per hour speed limit. Special care and vigilance should be taken while driving on campus since pedestrians are prevalent and have the right-of-way.

Wheeled Equipment Policy

NMSU policy prohibits all unauthorized wheeled personal transportation equipment from the interior of the university buildings. This includes bicycles, skateboards, roller blades, “wheelies” and other similar wheeled devices. Furthermore, these modes of transportation are not to be ridden on the sidewalks, patios and other approaches to the campus buildings.

Bicycle racks are available on the patio in front of the student lounge and near the building by the employee parking lot on the west side of the building.

Americans with Disabilities Act (ADA) related devices such as wheel chairs and walkers are allowed per state and federal law.

Vehicle Parking Policy

Parking on campus is very limited. The back parking lot on the west side of the building is reserved only for NMSU faculty and staff, and special needs people. The main lot in the front of the building is for students, visitors and NMSU employees who do not choose to park in the back lot.

When parking your vehicle, please ensure that you park within the painted lines and do not take up more than one parking spot. Also, do not park in a disabled (special needs) parking space unless you have a “Disabled” placard to display on the rear view mirror or dash, or a “Disabled” license plate. Additionally, the placard or license plate must be for the person driving or riding in the vehicle at that time. (The placard or license plate is assigned to a person, not the vehicle.) NMSU Administration reserves the right to have parking violators vehicles towed at the owner’s expense.

Off Road Vehicle Policy

The campus is a state owned institute of higher learning and is not intended as a recreation site for off-road vehicles. All vehicles, including four-wheel drive trucks, coming onto campus property are expected to stay on the improved surface roads and

parking lots. Dirt bikes, four-wheelers and other off-road vehicles are not allowed on the property. Violators, at the discretion of NMSU administration, can be charged with destruction of state property.

Non-Discrimination Against Employees Reporting Hazards

Employees who report environmental, health, or safety problems to internal departments are protected from discrimination. If an employee believes his/her action may result in an unsafe practice, exposure to unhealthy conditions, or harms the environment by violating an NMSU policy or regulatory requirement he/she should report the problem using their chain-of-command. If the problem is not resolved or there is perceived discrimination, the CEO's office maintains an open door policy to resolve these issues.

Warning Symbols and Door Signs

The following symbols identify hazardous areas/materials and safety equipment. They are to be used on lab/shop door signs to identify hazards and equipment found in the area.

	Poisonous if inhaled or ingested.
	Flammable material.
	Corrosive. To prevent contact with the skin, the user must wear Personal Protective Equipment.
	Laser is in the location. Only enter after verifying that the laser is not in use.
	Bio-hazardous materials are in the area and are potentially infectious to humans. Signs must be posted in the areas and on containers of these materials.
	Radioactive materials are located in the area. May also be used for x-ray equipment.
	A safety shower is located within 100 feet or 10 seconds traveling time.
	Location of an emergency eyewash system.
	Fire Extinguisher Location.
	First aid symbol.

Training Checklist

Activity	Required Training
Do you work with, have, or store chemicals in your work area(s), vehicle, or building?	HazCom, (right-to-know)
Do you produce waste containing chemicals, blood, human body fluids or infectious agents?	Hazardous waste
Do you provide first aid services, work with or have the potential of contacting human blood, body fluids, or tissues?	Blood borne pathogens
Do you use respirators or dust masks?	Respiratory safety & fit testing
Does your work involve applying pesticides?	Pesticides safety plus respiratory safety
Does your work require hearing protection?	Hearing protection use
Do you use or service equipment on which an unexpected restarting could cause injury?	Lockout-Tag out
Does your area have any confined spaces that you must enter?	Confined space entry
Do you work with or near electrical hazards?	Cardio-Pulmonary Resuscitation (CPR)
Does your work involve the use of ladders?	Ladder Safety
Do you perform maintenance or housekeeping in areas containing asbestos?	Asbestos Awareness
Do you operate powered industrial trucks?	Safe operation of industrial trucks
Are fire extinguishers located in your work area or nearby for your use?	Fire extinguisher training

Activity	Required Training
Does your area qualify as a lab under the OSHA lab standard?	Lab standard
Do you drive a university vehicle?	Defensive driving

Required Training Courses for all Employees

- Hazard Communications/MSDS
- Back Safety
- Discrimination (includes Sexual Harassment)
- Blood-borne Pathogens
- Driver Improvement (Defensive Driving) (Required to drive a University vehicle)
- Housekeeping
- Controlling High Blood Pressure
- Violence in the Workplace
- Fire Extinguishers

Courses for Specified Departments (Maintenance)

- Lawnmower Safety
- Forklift Safety
- Electrical Safety
- Power Hand Tools
- Hearing Conservation
- Eye Safety
- Asbestos Awareness
- Ergonomics
- Initial Response (First Aid)
- Slips and Falls
- Construction Safety
- Ladder Safety
- Trenching and Shoring
- Digging Dangers
- Lockout/Tagout

Save a Valuable Employee (SAVE)

Personal problems can affect an employee's sense of well-being and ability to perform on the job. NMSU's Employee Assistance Program "SAVE" offers professional help in preventing/resolving these problems. "SAVE" is a confidential counseling and referral service available to all NMSU employees, academic and nonacademic. The program is based on the belief that it is in the best interest of the employee and the university to aid and retain valued personnel.

The Human Resources Manager, Joanna Torrez, is available during working hours at extension 625 to provide information to employees on the SAVE Program.