



Holy Family
UNIVERSITY

Employee Safety Handbook

August 2022

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Employee Safety Handbook

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About Holy Family University

Holy Family University is a private Catholic institution located in Philadelphia, PA. Founded in 1954, the University's mission is informed by its core values of family, respect, integrity, service and responsibility, learning, and vision. The University embraces diversity and inclusion, ensuring a welcoming and accessible learning community for all. Holy Family University educates students in liberal arts and professional studies to fulfill lifelong responsibilities toward God, society, and self. The University is composed of four schools: Arts & Sciences, Business & Professional Studies, Education, and Nursing & Health Sciences. Nestled in the heart of a historic residential neighborhood in the Northeast, the University is just minutes from the excitement of Center City. Holy Family enrolls more than 3100 students at the undergraduate, graduate, and doctoral levels at its Philadelphia and Newtown campus locations.

Holy Family University is a sponsored ministry of the Sisters of the Holy Family of Nazareth.

1.0 SAFETY STATEMENT

Holy Family University is committed to fostering a safe work environment for all employees, students, and visitors. No task or duty is urgent enough to by-pass proper procedures and safe work practices. Safety must be an integral part of University culture and be held in the highest regard.

1.1 SAFETY COMMITTEE

1.1.1 Name

1. The name of the committee is the Holy Family University Safety Committee.

1.1.2 Purpose

1. The purpose of the Holy Family University Safety Committee is to bring all Holy Family University employees together to achieve and maintain a safe, healthful workplace.

1.1.3 Goal

1. The goal of the Holy Family University Safety Committee is to eliminate workplace injuries and illnesses by involving employees and managers in

identifying hazards and suggesting how to prevent them.

1.1.4 Objectives

1. The Holy Family University Safety Committee has four objectives:
 - A. Involve employees in achieving a safe, healthful workplace.
 - B. Prompt review of all safety-related incidents, injuries, accidents, illnesses, and deaths.
 - C. Conduct quarterly workplace inspections, identify hazards, and recommend methods for eliminating or controlling the hazards.
 - D. Annually evaluate Holy Family University's workplace safety program and recommend improvements to management.

1.1.5 Representatives

1. The Holy Family University Safety Committee will have a minimum of 8 voting representatives. At least 50% of the representatives will represent employees and 50% will represent management. Employee representatives can volunteer, or their peers can elect them. Management representatives can volunteer or will be selected by management.
2. Each representative will serve a continuous term of at least one year. Terms will be staggered so that at least one experienced representative always serves on the committee.

1.1.6 Chair and Vice-Chair

1. The Holy Family University Safety Committee will have two officers: Chair and Vice-Chair. One officer will represent non-supervisory and one officer will represent supervisory/management.

1.1.7 Terms of service

1. Chair and Vice-Chair each will serve a minimum one-year term.

1.1.8 Duties of the Chair

1. Schedule regular committee meetings.
2. Develop written agendas for conducting meeting.
3. Conduct the committee meeting.
4. Approve committee correspondence and reports.
5. Supervise the preparation of meeting minutes.

1.1.9 Duties of the Vice-Chair

1. In the absence of the Chair, assume the duties of the Chair.
2. Perform other duties as directed by the Chair.

1.1.10 Election of Chair and Vice-Chair

1. The election of a new Chair or Vice-Chair will be held during the monthly committee meeting before the month in which the incumbent's term expires.
2. If the Chair or Vice-Chair leaves office before the term expires, an election will be held during the next scheduled safety committee meeting; the elected officer will serve for the remainder of the term.

2.0 TRAINING

New representatives will receive training in safety committee functions, hazard identification, and procedures for investigating accidents.

2.1 MEETINGS

2.1.1 Monthly schedule

The Holy Family University Safety Committee will meet the third (3rd) Thursday of each month, except when the committee conducts quarterly workplace safety inspections.

2.1.2 Attendance Each representative will attend regularly scheduled safety committee meetings and participate in quarterly workplace inspections and other committee activities. Any representative unable to attend a meeting will inform the Chair and Vice-Chair before the meeting. An alternate attending a meeting on behalf of a regular representative will be a voting representative for that meeting.

2.1.3 Agenda The agenda will prescribe the order in which the Holy Family University Safety Committee conducts its business. The agenda also will include the following when applicable:

1. A review of new safety and health concerns
2. A status report of employee safety and health concerns under review
3. A review of all workplace near injuries, accidents, illness, or deaths occurring since the last committee meeting.

2.1.4 Minutes

1. Minutes will be recorded at each committee meeting by the Safety Committee

Secretary and distributed by email prior to the next scheduled Safety Committee meeting to all Holy Family University Safety Committee members.

2. The committee will submit a copy of the minutes to the Office of Special Projects; the office will retain the copy for three years. All reports, evaluations, and recommendations of the committee will be included in the minutes. The minutes also will identify representatives who attended monthly meetings and representatives who were absent.

2.1.5 Voting quorum Six voting representatives constitute a quorum. At least 50% of the voting representatives in attendance must be non-supervisor members. A majority vote of attending representatives is required to approve all safety-committee decisions. Issues not resolved by majority vote will be forwarded to the Vice President of Finance and Administration for resolution.

2.1.6 Employee involvement

The Holy Family Safety Committee will encourage employees to identify health and safety hazards in the workplace. Concerns raised by employees will be presented to the committee in writing; the committee will review new concerns at the next regularly scheduled monthly meeting.

2.1.7 Safety log

The committee will maintain a log of all employee concerns reported through the maintenance request system, including the date received, recommendations to Senior Administration, and the date the concern was resolved.

2.1.8 Response

The committee will respond to employee concerns in writing and work with the VP of Finance and Administration to resolve them. The committee will present written recommendations for resolving concerns to the VP of Finance and Administration. Within 60 days of receiving the written recommendations, the VP of Finance and Administration will respond in writing to the committee indicating acceptance, rejection, or modification of the recommendations.

2.2 Incident and Accident investigation

The Holy Family University Safety Committee will review new safety- or health-related incidents at its next regularly scheduled meeting. Safety-related incidents include work-related near injuries, injuries, illnesses, and deaths. When necessary, the committee will provide written recommendations to Senior Administration for eliminating or controlling hazards. The Safety Committee Chair will present these findings at the Senior Administration Meeting no less than quarterly.

2.3 Workplace inspections

The Holy Family University Safety Committee will conduct quarterly workplace inspections of all University facilities in January, April, July, and October.

2.4 Written report

The committee will prepare a written report for Senior Administration that documents the location of all health or safety hazards found during inspection. The report will recommend options for eliminating or controlling the hazards.

Within 60 days of receiving the written report, Senior Administration will respond in writing to the committee, indicating acceptance, rejection, or proposed modification of the recommendations.

2.5 Evaluation

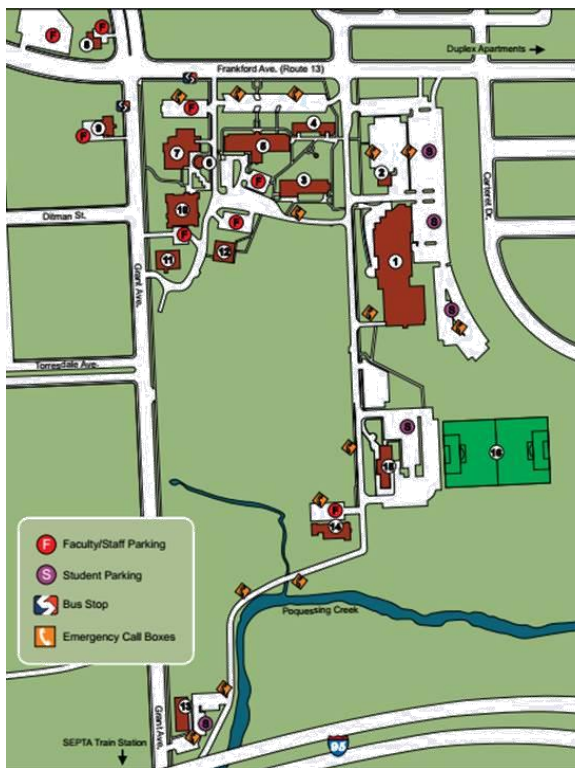
The Holy Family University Safety Committee will evaluate the University's workplace safety and health program annually and provide a written evaluation of the program to Senior Administration. The Safety Committee Chair will submit the report to Senior Administration.

The committee will also evaluate its own activities each June and use the evaluation to develop an action plan for the next calendar year.

3.0 PUBLIC SAFETY & SECURITY

3.1 Public Safety Officers

1. The Public Safety Department at Holy Family reports to the Office of the Vice President for Student Life. The department's management team consists of a Director of Public Safety, Assistant Director of Public Safety, and three Supervisors. Public Safety headquarters is located in the Campus Center at the Northeast campus (See building 1).
2. The uniformed arm of a Public Safety Department includes approximately 40 full- and part-time security officers who service the Holy Family community 24 hours a day, seven days a week. Public Safety officers follow and enforce the policies and procedures set by the University, as well as appropriate local, state and federal laws.



1. Campus Center
2. Shepherd's Fold
3. St. Joseph's Hall
4. Nurse Education Building
5. Holy Family Hall
6. Labyrinth
7. Education and Technology Center
8. Undergraduate Admissions Center
9. Marian Hall
10. University Library
11. Alpha House Nursery School and Kindergarten
12. Aquinas Hall
13. Garden Residence
14. Delaney Hall
15. Stevenson Lane Residence
16. Athletic Field

3. The Public Safety Department includes approximately 30 full- and part-time uniformed security officers who service the Holy Family community 24 hours a day, seven days a week. Public Safety officers follow and enforce the policies and procedures set by the University, as well as appropriate local, state and federal laws.

3.2 Reporting Incidents

3.2.1 All serious incidents, commonly referred to as Part 1 crimes, including murder, rape, robbery, assault, burglary, auto theft, and arson are reported to the city of:

Philadelphia's Police Department for the Northeast campus; Newtown's Police Department for the Newtown site.

3.2.3 Additionally, these police departments will provide Holy Family Public Safety Department with a report of incidents that have been reported to them for the neighborhoods surrounding the campus. Holy Family promptly reports these incidents to the various police districts as previously noted. Known and reported crimes against people, off and on campus, are posted on Holy Family University's security website and are available for review on a daily basis.

3.2.4 In addition, when circumstances warrant, the University will employ e-mail, voicemail, the Holy Family website, Tiger Alert and other forms of Security Alerts to provide timely notice of criminal activities on and around campus. Should incidents occur that are beyond the capability of the University's Public Safety Department, the City of Philadelphia, or Newtown Police Department will respond and assist in the proper handling of the incident. Attempts to

receive crime statistics, from the jurisdiction for the respective police departments listed above, have been made by Holy Family University's Public Safety Director.

3.2.5 All incidents should be reported promptly to Holy Family's Public Safety Department. For each incident reported, an investigation is conducted and a file is created. If the situation warrants, local police are contacted for assistance. Any student or employee who observes an incident such as theft, substance abuse, assault or suspicious behavior, should report the activity to the Public Safety Department at 267-341-3333.

3.2.6 Holy Family University encourages accurate and prompt reporting of all crimes to the campus Public Safety department and appropriate police agencies when the victim elects to or is unable to make such a report.

4.0 EMERGENCY PROCEDURES

4.1 EMPLOYEES SHOULD TAKE THE FOLLOWING STEPS IN AN EMERGENCY:

4.1.1 Report the incident to Holy Family's Public Safety Department by calling extension x3333 from a campus phone, or go to the nearest emergency call box, which are located throughout the campus. The emergency call boxes dial directly to the Public Safety Department.

Communicate as much information about the incident as possible (i.e., location, type of incident, and description of those involved).

5.0 SECURITY AWARENESS/CRIME PREVENTION

5.1 Maintenance of Campus Safety

5.1.1 The Public Safety Department does a daily evaluation of all potential safety concerns such as campus lighting, parking lot safety, access points, etc.

5.1.2 Employees are encouraged to report all safety concerns via a maintenance ticket. If a

safety concern may cause an injury, or is an emergency situation, employees must contact campus safety right away. In turn, campus safety will contact the appropriate campus department for repair or replacement.

5.2 Emergency Call Boxes

5.2.1 The university provides emergency call boxes throughout the campus for safety and convenience. These emergency call boxes, when activated, automatically contact a Public Safety Officer and notify him or her of the caller's exact location. Students, faculty and staff are encouraged to learn the location of the emergency call boxes and to use them for all security-related and emergency communications. Security Officers respond 24 hours a day, every day. Any problems regarding the condition and/or use of the emergency call boxes should be forwarded to the Director of Public Safety immediately by calling 267-341-3333.

5.3 Walking Escorts

5.3.1 Upon request, the Public Safety Department is available to provide walking escorts to all Holy Family students, faculty, staff and visitors, 24 hours a day, every day to any location on campus. Call 267-341-3333.

5.4 Identification Cards

5.4.1 All current Holy Family students, faculty, and staff are issued identification cards for entering campus buildings and events, as well as for access to many university services. All university faculty, staff, and students may be required to produce a proper Holy Family ID upon request from Public Safety Officer or a university official when present on any university-owned property.

6.0 PUBLIC SAFETY ALERTS – TIGER ALERT SYSTEM

6.1 Public Safety Alerts

6.1.1 The Public Safety Director will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees occurring on campus. The notification will be made using the “LiveSafe” campus emergency text system. The use of university e-mail, network connected computer screen electronic signage and the use of alarms if warranted will be used to notify constituents. Residence Halls and all academic buildings will be “locked down” if necessary as well.

6.1.2 To ensure the security of Holy Family University, the university has implemented an 'emergency alert system. Dubbed “**Tiger Alert**”, the system is designed to keep the campus

informed in the event of an emergency. The voluntary system will immediately notify registered users via email or cell phone when an emergency has occurred on any of Holy Family's campus locations. Instructions to download and use the LiveSafe Mobile App can be found on the University's Safety & Security webpage.

6.1.3 Incidents reported to the Public Safety Department, on and off campus, are available in the Public Safety Office to review. In the event that a situation arises, either on or off campus, and in the judgment of the Director of Public Safety constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. Holy Family's Public Safety Director will immediately investigate the report of the incident, craft an emergency alert and distribute this notification throughout campus community without delay. The warning will be issued through the "Tiger Alert" system as well as the college email system to students, faculty, and staff.

6.1.4 Timely warnings will be issued for the following crimes if the crimes are reported to Campus Security Authorities (CSA) or the Philadelphia, or Newtown Police Department and if they are considered by the university to represent a serious or continuing threat to students and employees and occur anywhere on your Clery geography.

Examples include: Murder, Manslaughter, Rape, Fondling, Incest, Statutory Rape, Robbery Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Liquor-Law Violations, Arrest, Disciplinary Referrals, Drug-Related Violations, Weapons Possession

6.1.5 Timely Warnings are triggered by crimes that already occurred but represent an ongoing threat.

6.2 Emergency Notifications are required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. An "immediate" threat as used here encompasses an imminent or impending threat such as an approaching fire, as well as a fire currently raging in a campus building. Procedures will be initiated immediately upon confirmation that a dangerous situation or emergency exists or threatens.

6.2.1 "Tiger Alert" will be used only for timely warnings and emergency notifications. The system will not be used to distribute advertising or any other unsolicited content. Subscribers will pay no fees for the service, other than the regular fees associated with text-messaging services. To register, visit www.holyfamily.edu/security-safety

7.0 OTHER IMPORTANT SAFETY/SECURITY INFORMATION

7.1 Website

The Public Safety website provides current security and safety-related information to the Holy Family community. The website allows for instant access to policies and procedures, security tips, daily crime log, Safety Alerts, security email and information related to the Student Right to Know and Campus Security Act. The website is: www.holyfamily.edu/security-safety

7.2 Building Access

All university buildings and residences are the private property of Holy Family University and are posted as such. These buildings are opened at a designated time each morning and secured at a designated time each evening by assigned personnel. Any unauthorized person entering a university building is considered to be trespassing. After-hours access to university-owned or university-managed buildings is determined by the needs of each department. Once a building has been secured for the evening, only authorized individuals are permitted to enter.

For safety and security of all, please do not hold door open for someone without a Holy Family University identification badge.

7.3 Weapons Policy

No student, staff member, faculty member or visitor shall keep, use, possess, display or transport any rifles, shotguns, handguns, pellet or BB guns, dangerous knives, bully clubs, makeshift weapons, martial arts weapons, or any other lethal or dangerous devices capable of casting a projectile by air, gas, explosion or mechanical means on any property or in any building owned or operated by the university or in any vehicle on campus. Realistic facsimiles of weapons are also specifically not allowed.

7.4 Alcohol and Drug Policy

The possession, use, distribution, or sale of narcotics or drugs other than those medically prescribed, and stored in the original container, by students, faculty, staff, or visitors on university grounds or while on University business is prohibited. Off-campus possession, use, distribution, or sale of narcotics or drugs by students, faculty or staff is inconsistent with the university's policies and goals, and is therefore prohibited. Any and all types of drug paraphernalia, including, but not limited to, bongs, pipes, and any items modified or adapted so they can be used to consume drugs, are not permitted on university property.

The legal ramifications of misuse of alcohol and/or controlled substances (drugs) are serious and vary depending on the circumstances involved. The penalties are determined by examining each individual case. A person can be arrested and cited for violations ranging from summary through felony offenses. Holy Family University students and employees can be referred for prosecution for a violation of the law. While Holy Family reserves the right to follow its own judicial process, Holy Family University works in collaboration with the Philadelphia or Newtown Police Department when any federal, state, or local laws are violated.

For a complete description of offenses, the appropriate federal and criminal and vehicle codes should be consulted.

7.5 Employees - Support Services Employee Assistance Programs

LifeWorks, a University-funded confidential Employee Assistance Program (EAP) for employees and their household family members is a well-being resource, available 24/7 by phone, online, and by mobile app. This solution connects employees to information, tips, and updates to support mental, physical, social and financial well-being and success at work. For telephonic EAP services, call 1-800-433-7916 or visit online at <https://app.lifeworks.com>

8.0 EVACUATION PROCEDURES

8.1 Emergency Drills, Testing and Evacuation Procedures

8.1.1 The Public Safety Department conducts emergency drills and procedures on an annual basis. The drills are assessed to ascertain the effectiveness of the policy and safety of the campus community. These findings are published electronically through the campus email system after the annual drills.

8.1.2 In the event of a fire, evacuate the building as soon as possible and proceed to the published reporting area.

8.1.3 In the event of any other kind of emergency, (Active Shooter) etc. follow the instructions given via the "Tiger Alert" campus text and email alert, which will also pop up on your network connected computer screen.

1. In the event of fire, do not use an elevator.

8.2 Evacuation Chair

8.2.1 If a student/staff is on a level of a building in which s/he does not have direct outside access and must use the stairs, an evacuation Chair will be used. Instructions are as follows:

1. Go to the stored location of the evacuation Chairs and bring Chair to student in need. Evacuation Chairs are located in various campus buildings (with more than one floor) in the following areas:

Northeast Campus

Library: 2nd Floor, South Stairwell

St. Joseph's Hall: 3^r Floor, North Stairwell

Holy Family Hall: 4th Floor, South Stairwell

Education & Technology Center: 4th Floor, North stairwell

Nursing Education Building: 4th Floor, South Stairwell

Stevenson Lane Residence: 4th Floor, East Stairwell

Newtown Site

2nd Floor, Stairwell

9.0 EVACUATION PLAN FOR STUDENTS/STAFF WITH PHYSICAL DISABILITIES

9.1 Newtown Site

9.1.1 Upon Alarm Sounding

1. Student/ Staff Response:
 - A. If the individual with the physical disability cannot evacuate the building on their own and is unable to contact HFU Public Safety for assistance, then they should do the following:
 - B. Dial 911 from an on-campus phone or cell phone, which will connect directly with a dispatcher from the local emergency services department. A red phone may also be used, but the red phone will only connect the student/staff with Holy Family University Public Safety.
 - C. Contact and inform Holy Family Public Safety at 267-341-4011 of student/staff's position and give information on the emergency (e.g., fire alarm, a serious fall, etc.) and any immediate danger in which the student/staff finds him/herself. The student/staff will be instructed as to where to meet the Public Safety Officer/appropriate emergency services personnel.
 - D. If able, the student/staff will go to the designated spot that the emergency personnel have identified and await emergency response. If unable, the student/staff shall remain at the present location and await emergency personnel.

2. Holy Family University Response

- A. Answer and determine location of call from student/staff
- B. Direct student/staff on where to meet the designated officer – please be specific
- C. Go to designated area and meet student/staff

9.2 Northeast Campus

9.2.1 Upon Alarm Sounding

1. Student Staff/ Response:

- A. If the individual with the physical disability cannot evacuate the building on their own and is unable to contact HFU Public Safety for assistance, then they should do the following:
- B. Dial 911 from an on-campus phone or cell phone, which will connect directly with a dispatcher from the local emergency services department. A red phone may also be used, but the red phone will only connect the student/staff with Holy Family University Public Safety.
- C. Contact and inform Holy Family Public Safety at 267-341-3333 of student/staff's position and give information on the emergency (e.g., fire alarm, a serious fall, etc.) and any immediate danger in which the student/staff finds him/herself. The student/staff will be instructed as to where to meet the Public Safety Officer/appropriate emergency services personnel.
- D. If able, the student/staff will go to the designated spot that the emergency personnel have identified and await emergency response. If unable, the student/staff shall remain at the present location and await emergency personnel.

9.3 Below are the reporting areas in the event of a fire or fire drill.

9.3.1 When the alarm sounds, please close the office door, and exit the building as quickly and orderly as possible. Never use an elevator in a fire emergency. Go to the assigned reporting area and await further instructions from public safety.

1. Aquinas Hall - use nearest exit and gather in lot behind with CSFN-designated parking behind HFH
2. Campus Center - if exiting at the lower entrance, gather in the athletic lot; if exiting elsewhere, gather at Shepherd's Fold
3. Delaney Hall - gather in Stevenson Lane Residence lot
4. ETC - use nearest exit and gather in the faculty lot behind the building
5. Holy Family Hall - if exiting at the north door, gather at the gazebo; if exiting elsewhere, gather in the ETC lot
6. Library - use nearest exit and gather at the labyrinth
7. NEB - use nearest exit and gather at the gazebo
8. Alpha House- walkway next to Nazareth Academy Chapel, Across from Alpha House front door
9. Newtown - use nearest exit and gather in the front parking lot
10. Undergraduate Admissions Center - use nearest exit and gather in St Katherine's lot (our overflow lot)
11. St. Joseph's Hall – use the closest fire exit door and gather across the street near the cemetery.
12. Stevenson St. Residence – use the closest exit and gather on the soccer field.
13. Garden Apartments – Exit your apartment and gather on Stevenson St behind the fence.
14. Duplex Apartments - Exit your apartment and gather across Frankford Ave. on the campus sidewalk.

10.0 SAFETY BASICS

Supervisors are responsible for making their employees aware of all safety rules and for stressing the importance of abiding by these rules. It is the duty of supervision to promote a safe working environment by the strict enforcement of the rules listed below. These rules are not the only precautionary measures to be taken by all employees. They are a group of rules that prevent accidents due to hazards brought about by the general conditions that exist in our University. Common sense and the general desire for safe work must compliment these rules.

10.1.1 General

1. Employees should be in good mental and physical condition when reporting for work.
2. First aid is to be obtained for all injuries, however slight, from authorized persons. All accidents are to be reported to your supervisor immediately.
3. Any hazardous condition should be reported immediately to public safety.
4. All employees are required to do their part in maintaining good housekeeping.
5. Smoking is prohibited inside university buildings.

10.1.2 Material/Handling

1. One person alone should not attempt lifting or moving of heavy or bulky objects by hand. Assistance should be requested.
2. Proper hoists, trucks, etc. are to be utilized when required. Overloading or improperly loading equipment is prohibited.
3. Only certified operators/maintenance are to operate a person lift.
4. Aisles and exit ways should be kept clear.
5. The storage height of materials to a ceiling with sprinklers is no higher than 24 inches below the face of the sprinkler head.

10.1.3 Operation

1. Recommended procedures are to be employed at all times to protect employees and equipment. Supervisory advice should be provided when necessary.
2. Refer to University Safety Standard's whenever appropriate for instructions on safety items such as Working from Heights, Hazard Communication, LOTO, RTK, etc.
3. Work areas must be maintained in a clean and orderly fashion. All equipment is to be kept in its proper place when not in use.
4. Oil, water, or other liquids spilled or leaking must be addressed immediately via maintenance.
5. Electrical equipment is to be repaired and adjusted only by authorized maintenance personnel.
6. Volatile solvents and cleaning fluids are to be kept only in approved, labeled, and covered containers.

10.1.4 Additional Policies

For additional safety policies and requirements, refer to the respective department. For instance, Lab Safety and a Chemical Hygiene Plan may be found in the Science department located in Holy Family Hall.

11.0 OFFICE SAFETY

11.0.1 Guidelines

In order to insure a safe, productive office environment, all employees must adhere to the following guidelines:

1. All desk and file drawers must be closed immediately after use.
2. Aisles, walkways and work areas must be free of trip hazards. Extension cords, phone cords and cables are properly bundled and secured to avoid trip hazards.
3. No storage of materials within a safe distance of the ceiling. Make sure sprinklers are not blocked.
4. Heavy, bulky items are stored on the lowest shelf. Smaller, lighter on above.
5. Only one power strip per electrical receptacle and none plugged into each other.
6. Electrical cords and plugs are in good condition (not frayed, taped, spliced or prongs missing).
7. Electrical receptacles are in good working condition.
8. Inspect the area to make sure furniture and equipment is in good working order. Immediately report any unsafe conditions to your supervisor.
9. All sharp objects, such as pens, pencils, scissors, letter openers, etc. should be pointed down.
10. Visitors must sign in and out via a Visitors log, as required. Library and Residence Halls.
11. Make sure your computer screen, desk, and Chair are positioned in a comfortable manner.
12. Nothing should be stored on the top of standard File Cabinets.
13. The use of personal electric space heaters is prohibited. Only space heaters supplied by the University and/or inspected and approved for use by the Maintenance staff may be used.

12.0 BLOODBORNE PATHOGENS

12.1 This standard was established by OSHA to eliminate or minimize associate exposure to bloodborne pathogens. Universal precautions will be observed to prevent contact with blood or other potentially infectious materials.

12.2 Bloodborne Pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). HIV, HBV or HCV are only transmitted in the workplace when there is contact between broken skin or mucous membranes and infected bodily fluids.

12.3 The chance of you being infected by a bloodborne virus in the workplace is slim. However, when accidents happen on the job, it may seem natural to help your co-worker without thinking of your own safety. However, when looking out for others, you must protect yourself and take care and follow these guidelines.

1. IF YOU ARE INJURED IN THE WORKPLACE AND BLEEDING, STAY WHERE YOU ARE, PROVIDED IT IS SAFE, AND CALL FOR HELP. IF A CO-WORKER IS INJURED AND BLEEDING, TELL THE CO-WORKER NOT TO MOVE, PROVIDED THE LOCATION IS SAFE, AND YOU WILL GO GET HELP.
2. Whenever possible, a person with a minor injury should try to stop bleeding himself or herself.
3. To clean up a bloody area or with bodily fluids, contact maintenance right away. If unable to reach maintenance, contact public safety and they will dispatch maintenance.

12.4 The University Bloodborne Pathogen Policy and Procedure is as follows:

12.4.1 Sharps Container Procedures:

It is the responsibility of all employees to follow the precautions necessary to prevent injuries/illnesses caused by blades or other sharp instruments:

1. All contaminated sharps (i.e. glass, blades, and needles) will be placed in properly labeled containers with the international biological hazard symbol and wording "Bio-hazard."
2. Contaminated sharps will not be bent, re-capped, sheared, broken or removed.
3. Immediately, or as soon as possible after use, contaminated sharps will be placed in containers which are puncture resistant, leak resistant and properly labeled or color-coded. All glass and hard plastics (intact or broken), which are to be discarded, will be treated as "sharps." Someone who is certified in First Aid/CPR will properly dispose of this material as needed.

4. When transferring sharps containers, the lid should be closed and the container should be leak proof and labeled "Bio-Hazardous." Used containers SHALL NOT be cleaned and reused.
5. Labeling: Biohazard labels shall be fluorescent orange or orange-red, with lettering or symbols in contrasting color.

13.0 WORKPLACE VIOLENCE

13.1 It is the policy of the University to provide a violence free workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to University property.

13.2 The University is strongly committed to providing a workplace free of violence for its employees. The University will not tolerate any threats or acts of violence of any kind from any employee.

13.3 It is the University's belief that certain steps be taken early on to identify potential instances of violence in the workplace as well as to develop a procedure for preventing and dealing with workplace violence.

13.4 The University does not expect, and in fact, specifically discourages you from engaging in any physical confrontation with a violent or potentially violent individual. However, it is essential that all employees recognize and identify potentially dangerous situations. All potentially dangerous situations, including threats by co-workers, as well as actual threats, should be reported immediately to your manager or Human Resources.

13.4.1 In addition, the University takes the following steps to evaluate risk and respond to safety and security concerns:

1. Address workplace concerns, rules violations and issues immediately
2. Encourage employees to utilize the Employee Assistance Program. Mandatory referrals to the EAP must first be reviewed by Human Resources.
3. Employees must report suspicious, harassing, or threatening behavior either observed or been subject to the behavior, immediately to a supervisor, manager or leader.
4. Provide workplace violence prevention information and training.

14.0 INJURY REPORTING

14.1 Purpose

14.1.1 This procedure describes the actions taken in response to employee injuries, illnesses, near-injury incidents. The purpose of this procedure is to:

1. Identify causes of employee injuries, and near injuries, so that the necessary corrective actions can be taken to prevent re-occurrence.
2. Assure that employees receive the appropriate medical treatment for injuries or illnesses that occur while at work.
3. Evaluate the feasibility of modifying injured employees' job duties for employees released for work with restrictions, and make sure that their job duties do not hinder the healing process.

14.2 Scope

14.2.1 This procedure applies to incidents of injury, illness, near-injury to employees at all Holy Family University facilities.

14.3 Definitions

14.3.1 Injury – A workplace incident that results in physical injury (i.e. an employee slips on ice, requiring medical attention.)

14.3.2 Near Injury – A workplace incident that did not cause a specific injury but could have under slightly different circumstances. (i.e., an employee slips on an oil spill on the floor, but he/she does not fall and is not injured.)

14.3.3 Illness – A workplace incident that results in an employee becoming sick or having a physical reaction to some type of stimuli. (i.e. an employee has trouble breathing due to cleaning fumes.)

14.3.4 Property Damage (as a result an accident)– An incident that results in damage to University owned, operated, or inhabited vehicles, buildings, or belongings. (i.e. A vehicular accident occurs in a University owned vehicle.)

14.4 Responsibility

14.4.1 Employees are responsible for immediately reporting all incidents of injuries, illnesses and near injuries to their immediate supervisor, nearby manager/supervisor, or Public Safety, if immediate supervisor or nearby manager/supervisor is not available.

14.4.2 The supervisor or notified manager, and Public Safety as needed, will be responsible for conducting a thorough accident investigation and for completing the Accident Investigation Report for all reported injuries and near-injuries.

- 14.4.3** The Director of Public Safety and Human Resources, in conjunction with the Department Manager, is responsible for reviewing and approving all accident investigation reports to ensure that the causes and corrective actions are identified and documented.
- 14.4.4** The Human Resource Coordinator is responsible for coordinating all medical appointments with the University medical provider and for reporting work-related injuries to the University workers' compensation insurance provider.
- 14.4.5** Human Resources will notify Department Managers of a modified duty status of an injured employee.
- 14.4.6** Human Resources and Department Managers are responsible for determining if there are suitable jobs available for injured employees to perform within the scope of their restrictions.
- 14.4.7** Department Managers are responsible for making sure that the appropriate corrective actions have been implemented to prevent the reoccurrence of accidents, injuries and near injury incidents.
- 14.4.8** The Safety Committee Chairperson is responsible for making sure that an Accident Investigation Follow-up Report is completed for all accident investigations each month until identified corrective actions have been implemented.
- 14.4.9** The Safety Committee Chairperson is responsible for completing an Accident Investigation Evaluation Report for all accident investigations to evaluate the effectiveness of accident investigations and to provide Senior Administration with useful feedback regarding completed investigations.

15.0 INJURY REPORTING PROCEDURE

15.1 Injury Reporting/Investigation

- 15.1.1** All employees must report injuries, illness, or near injuries immediately to their supervisor. If the supervisor is not available, a nearby manager, supervisor, or Public Safety, must be contacted.
- 15.1.2** If you perceive the injury or illness to be life threatening, dial 911. Notify the Public Safety at x.3333 immediately after calling 911.
- 15.1.3** If an employee requires non-urgent medical attention, Human Resources will

provide the employee with a list of University approved occupational medical providers.

- 15.1.4** For all reported injuries, illnesses and near injuries, the notified personnel will complete an Accident Investigation Report immediately, and turn in to Human Resources, with a cc. to Department Manager.
- 15.1.5** Human Resources records the date in which Accident Investigation Reports are completed and forwards a copy to the Safety Committee Chairperson.
- 15.1.6** Human Resources reports all injuries, illnesses, and fatalities to the workers' compensation insurance provider within 24 hours of receipt of the accident investigation report.
- 15.1.7** Any fatality resulting from a workplace incident must be reported to OSHA by calling, 1-800-321-OSHA or 1-800-321-6742, within 8 hours of when the University becomes aware of the fatality. In addition, the following conditions must be reported to OSHA within 24 hours:
 - 1. All work-related inpatient hospitalizations of one or more employees
 - 2. All work-related amputations
 - 3. All work-related losses of an eye

15.2 Corrective Action to Prevent Accident Reoccurrence

- 15.2.1** The necessary corrective actions that are identified as a result of accident investigations are documented by Supervisor or Notified Manager, and Public Safety as needed, on the Accident Investigation Report.
- 15.2.2** For immediate corrective action, notify Public Safety, who will notify Maintenance or On-Call Maintenance, as needed.
- 15.2.3** All other corrective actions involving maintenance will be submitted by Department Manager or Supervisor via a work order request for maintenance.
- 15.2.4** The Departmental Manager and/or Supervisor makes sure that the corrective actions indicated on the Accident Investigation Report are implemented in a timely manner.
- 15.2.5** The Safety Committee Chairperson coordinates an accident investigation follow-up to determine if identified corrective actions have been implemented and are sufficient to prevent a reoccurrence. These follow-ups are completed each month until all of the identified corrective actions have been implemented. These reports are distributed to the Department Manager and members of the Safety Committee.
- 15.2.6** The Safety Committee Chairperson will present accident investigations, any corrective actions implemented, and any follow-ups required to Senior

Administration no less than quarterly.

15.3 Medical Management

- 15.3.1** Human Resources maintains a summary of each medical visit and associated correspondence/meetings with the employee in a file separate from the personnel files.
- 15.3.2** If an injured employee returns from the medical provider with work restrictions, Human Resources sends notification of restrictions to the employee's supervisor/manager and helps to coordinate the appropriate modified duty with the employee and the supervisor and/or manager.
- 15.3.3** Human Resources maintain the necessary contact with the workers' compensation insurance provider to assure the proper medical treatment and management of these claims.

15.4 Training

- 15.4.1** This manual, accessible to all employees, provides instruction to immediately report all injuries to their immediate supervisor or public safety. Refer to section 15.1. A.
- 15.4.2** Supervisors can access accident investigation information in the manager tools section of ADP. Public Safety or a trained member of the Safety Committee can assist in how to conduct an accident investigation, including identifying accident causes and corrective actions.

16.0 RECORDS

- 16.1** Accident Investigation Forms, related employee medical records, and any modified duty notifications (as applicable) are filed in Human Resources, separate from the employee personnel records. These records are maintained for the duration of injured employees' employment plus 30 years.
- 16.2** The Accident Investigation Follow-up Forms and the Accident Investigation Evaluation Forms are kept on file in the Office of the Director of Public Safety for a minimum of five years.
- 16.3** The OSHA 300 Logs are kept on file in the Human Resources Office for a minimum of five years.

Nature of Injury/Illness

<input type="checkbox"/> Sprain/Strain	<input type="checkbox"/> Fracture/Dislocate/Crush	<input type="checkbox"/> Foreign Object	<input type="checkbox"/> Concussion
<input type="checkbox"/> Repetitive Trauma (CTDs)	<input type="checkbox"/> Skin Irritation/Dermatitis	<input type="checkbox"/> Heat Stress	<input type="checkbox"/> Chemical Exposure
<input type="checkbox"/> Cut/Scrape/Puncture	<input type="checkbox"/> Burn-Thermal/Electrical	<input type="checkbox"/> Hernia/Rupture	<input type="checkbox"/> Amputation
<input type="checkbox"/> Bruise/Contusion	<input type="checkbox"/> Burn-Chemical	<input type="checkbox"/> Other (explain)	<input type="checkbox"/>

Completed by: _____ Date: _____

(Return completed form to Human Resources immediately upon completion of the report)

EMPLOYEE ACCIDENT INVESTIGATION REPORT

Employee Statement:

What Happened? (Explain all events that led up to and occurred during the incident. Include exact location, etc.) Be as detailed as possible. Attach an additional sheet if needed.

Were there any witnesses? Yes No

If so,
please list:

Employee Signature: _____ Date: _____

EMPLOYEE ACCIDENT INVESTIGATION REPORT

Witness Statement

What Happened? (Explain all events that led up to and occurred during the incident. Include exact location, etc.) Be as detailed as possible. Attach an additional sheet if needed.

Witness Signature: _____

Date: _____

Return completed form to Human Resources immediately upon completion of the report)

Safety Inspection Checklist

Holy Family University		Inspection Date:	
Location: Northeast <input type="checkbox"/> Newtown <input type="checkbox"/>		Inspector/s:	
<p>Instructions: This checklist addresses responsibilities and possible safety hazards which may be present in your work location. This form is to be completed by employees who have been trained to perform safety inspections. Upon completion, the form is provided to all managers at the work location and one copy is provided to the Safety Coordinator. For any items checked "No", an explanation must be provided.</p> <p>Note: If a hazard is observed and presents an immediate danger, please contact maintenance or security right away. Otherwise, for maintenance needs, please submit a maintenance ticket. For IT needs, contact the IT Help Desk.</p>			
Item Inspected		Yes	No
<u>Fire/Emergency Procedures</u>			
1	Are fire exits clearly marked and illuminated?	<input type="checkbox"/>	<input type="checkbox"/>
2	Is access to fire exits free from obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
3	Are fire extinguisher locations marked so they are visible from a distance?	<input type="checkbox"/>	<input type="checkbox"/>
4	Do fire extinguishers hold a current inspection?	<input type="checkbox"/>	<input type="checkbox"/>
5	Are fire extinguishers easily accessible?	<input type="checkbox"/>	<input type="checkbox"/>
6	Are doors to exit stairwells kept closed at all times?	<input type="checkbox"/>	<input type="checkbox"/>
<u>Walking Surfaces</u>			
7	Are non-skid floor mats in place at each entrance from the outdoors?	<input type="checkbox"/>	<input type="checkbox"/>
8	Are floors free of tripping hazards such as broken tiles, pulls in carpets, or other uneven surfaces?	<input type="checkbox"/>	<input type="checkbox"/>
9	Are stair handrails and treads in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
10	Are stairs well lighted?	<input type="checkbox"/>	<input type="checkbox"/>
11	Are all walkways free of storage or clutter?	<input type="checkbox"/>	<input type="checkbox"/>
<u>Electrical</u>			
12	Are all plugs, cords, electrical panels, and receptacles in good condition (no exposed wires or broken insulation)?	<input type="checkbox"/>	<input type="checkbox"/>
13	Are electrical cords routed so that they do not pose a tripping hazard?	<input type="checkbox"/>	<input type="checkbox"/>
14	Extension cords and power strips are not daisy chained?	<input type="checkbox"/>	<input type="checkbox"/>
15	Is the area around electrical panels free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
<u>Equipment</u>			
16	Are portable space heaters UL listed and located at least 3 feet away from combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>
17	Do all fans have blade guards in place?	<input type="checkbox"/>	<input type="checkbox"/>

18	Extension cords and power strips are not daisy chained?	<input type="checkbox"/>	<input type="checkbox"/>
19	Are all chemical containers are labeled with contents and hazard warnings?	<input type="checkbox"/>	<input type="checkbox"/>
Comments (use back of form if needed)			

Employee Acknowledgment

I _____,

(Print Name)

Acknowledge receipt of the Safety Handbook which provides information about safety rules and safe operating practices.

I will familiarize myself with the information in this handbook, will seek verification or clarification when necessary, and will comply with the requirements outlined in this handbook, as well as any safety training provided.

The information in this handbook is subject to change as situations warrant, and I understand that changes in the policies may supersede, modify or eliminate the policies summarized in this handbook. I accept responsibility for keeping my handbook up-to-date with any written policy changes distributed by the University. I understand that certain information in this handbook may summarize policies of the University and that the policies take precedence over the summaries.

I understand this handbook is intended as a guide to the current safety policies and procedures. I confirm that I have been given the opportunity to ask questions and seek clarification for any items that are not understood, and I agree to abide by the safe operating practices of the University.

Signature of Recipient: _____

Signature of University

Representative: _____

Date Issued: _____

