

## **College of Forestry 500: Office and General Safety**

Safety Policy & Procedure Manual

Section 500: Office and General Safety

Effective: 01 January 2007

Revised: January 2020

### **Purpose**

The purpose of this section is to provide information to help protect employees and students from the health hazards presented by office and general building environments. We want everybody to return home after each shift in as good, or better, health than they started the shift. THIS IS A TEAM EFFORT!

### **Background Information**

OR-OSHA does not currently provide specific guidelines or requirements for administrative and classroom environments. However, the College is intent on providing a safe and orderly working and learning place for all employees and students. To this end, each employee has an obligation to their co-workers, to students and to themselves to be aware of potential hazards, and then to prevent, remove or report hazards and unsafe conditions.

OSU Environmental Health and Safety is responsible for assisting the College with maintaining a safe and healthy campus environment. They provide training, consultation and various safety services, and work to ensure that OSU abides by relevant local, state, and federal regulations. All employees should review their website and read the trainings, New Employee Orientation and Office and General Safety at <https://ehs.oregonstate.edu/training-materials>

## General

- Safety is the highest priority during all work related activities
- Safety is an attitude
- Most accidents are the result of complacency; often happening to experienced workers
- Safety is a team effort as well as an individual effort
- If something doesn't feel right, stop and evaluate the task/ ask somebody for clarification or help with the situation

## Precautions

The following hazards and remedies may seem like common sense, but a moment's distraction or leaving a potential problem for someone else to resolve can quickly result in an accident and injury.

Pathways, stairwells, and doors must be clear of obstacles. Unexpected obstacles become trip hazards, and could impede emergency exiting of the building.

- Pick-up items left on the floor.
- Store boxes and materials in proper shelving/closets/storerooms.
- Place items for custodial or surplus removal out of the way.
- Report damaged flooring or carpeting.
- Clean up beverage spills immediately.
- Know your emergency exit routes; post plan near doorways.

Electrical and wiring problems can cause shocks, fires, and trips. If accessible, know where the breaker panel for your work area is. Turning off a breaker may be better than trying to unplug a malfunctioning electrical item.

- Use power strips for multiple connections, but do not overload electrical capacity.
- Do not chain together power strips.
- Do not use extension cords for permanent power.
- Secure wires and cords away from walkways.
- Use only UL listed electrical equipment.
- Maintain the grounding pin on all plugs.
- Match plugs and outlets – buildings have a variety of voltage configurations in use.
- Seek assistance from more knowledgeable persons if you do not have the electrical configuration to meet your needs. Please do not reconfigure electrical outlets.

Portable electrical equipment can cause fires, burns, and other injuries.

- Space heaters are not recommended, but if used they must contain tip-over protection, be utilized away from flammable materials, and have adequate amperage at the outlet.
- Fans must have proper cage guards around blades, and should be properly balanced on stands or the floor.
- Coffee makers and toasters should only be used in kitchen type areas and must have

appropriate safety switches for the heating elements

Furniture is to be used and positioned in ways that avoid trips, falls, strains, and pinches.

- Close drawers and cabinet doors when not in use.
- Don't open more than one drawer at a time on file cabinets.
- Use handles when opening and closing drawers.
- Don't place heavy equipment/boxes on unstable desks, chairs or tables.
- Desk, chair and equipment should be ergonomically compatible with the user. EH&S can assist employees with ergonomic analysis. <https://ehs.oregonstate.edu/ergonomic>

Handling heavy boxes and equipment can cause back injuries and falls.

- Lift by bending and using the legs, not bending over with the back.
- Avoid carrying items that block your vision.
- Do not try picking up more than you can safely handle.
- Use stepladders or stepstools for overhead reaching.

Office supplies, copier toner, cleaners or glues may contain chemicals that are irritants/poisons if swallowed, breathed or spilled on skin.

- Read labels or material safety data sheets for items being used in your office and be aware of any appropriate safety precautions or response procedures for accidental exposure.
- Follow the proper instructions for installing toner cartridges in copiers, and properly dispose of waste cartridges.

Sharp instruments can cause cuts or puncture wounds.

- Store paper cutters with blades in down position.
- Only use utility knives or razors with blade guards.
- Remove staples with a staple remover.
- Put away scissors after use and carry with blades aimed downward.

Spilled blood and certain bodily fluids are automatically considered infectious and require proper clean-up and handling. Vomit is not considered infectious and requires no special handling. In general, spilled bodily fluids means paramedics will likely be on site, and the same applies for large amounts of blood.

- Employees should not directly touch the blood of others.
- Minor (small scratch or cut) amounts of blood and absorbent material can be disposed of by the bleeder in a toilet, sink or plastic waste bag.
- Blood on hard surfaces must be sanitized with bleach or other EPA approved disinfectant. Since neither these materials nor disposable gloves are generally available, the custodial team should be contacted at (541) 737-2157.

## First Response

First aid kits should be available in department/unit offices. These are intended for minor injuries that do not require additional medical assistance. Employees with more serious injuries should be taken to a medical provider, or 911 should be called for assistance. The extent of injury should determine the appropriate course of action.

AEDs (automated external defibrillator) are located in each department office. AEDs are used to stabilize somebody suffering a heart attack until paramedics can arrive. Numerous employees have been trained in CPR and the use of AEDs, and they should take the lead on this assistance if needed. Instruct somebody to call 911 to give emergency response the nature of the emergency and location and report back in the event that an AED needs to be used.

Department office locations with AED and first aid kits:

WSE 1st floor knuckle, Richardson 119

FES 3rd floor knuckle Richardson 321

FERM 2nd floor Snell, Room 210

Additional College of Forestry AED locations:

Research Forest Office, Peavy Arboretum

Take the time to locate AED and first aid kits in the areas you will be working.

**MAKE SURE SOMEBODY CALLS 911 AND REPORTS BACK TO THE SCENE IF AN AED IS USED!**

## Other Concerns

There are a number of potential human, natural or accidental actions that could disrupt the normal routines on campus. These include fire, bomb threats, crime, severe weather, loss of power, and active shooters. The Office of Emergency Management is tasked with identifying such risks and providing guidance for appropriate responses. More about how to respond to specific emergencies is available here. <https://emergency.oregonstate.edu/>