

*Introduction to
Environmental Health
& Safety*



UNIVERSITY OF PORTLAND
OFFICE OF PERSONNEL & ADMINISTRATIVE SERVICES
& DEPARTMENT OF PUBLIC SAFETY

Department of Public Safety

Mission Statement

The University of Portland Department of Public Safety exists to serve the campus community. Our mission is to support the University's primary objectives of teaching, faith, and service by helping promote, create, and maintain a safe, secure, and enjoyable campus environment for all members of the University community and its guests.

Section One

GETTING STARTED AT THE UNIVERSITY OF PORTLAND

ID Cards

University of Portland ID cards are required to enter and access different buildings and rooms on campus. They are required as identification at events on campus and are to be furnished when asked by a public safety officer.

ID cards can be obtained at the public safety office. ID cards are free of charge for employees. If your ID card is lost or stolen, it must be reported immediately, in order for public safety to deactivate the old card and issue you a new card.

Key Policy

Depending on your position at the University, you may be required to have a key(s) for different buildings or offices.

To obtain your key(s) your supervisor must make the request to the public safety office. You are required to appear in person and furnish your University of Portland ID card to collect your key(s). You must return all keys to the public safety office before ending employment with the University of Portland. For further information, consult the University of Portland key policy.

Parking Permits

University of Portland faculty and staff are allowed one parking permit per individual. Any vehicle you drive to campus must have a permit placed in the car window. You can obtain a permit from the public safety office.

Any citation received is to be paid or contested within 15 days at the public safety office. For further information please consult the University of Portland parking policy.

Section Two

UNIVERSITY OF PORTLAND HAZARD COMMUNICATION

The University of Portland is committed to the prevention of exposures that result in injury and/or illness and to comply with all applicable state and federal health and safety rules. To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used at the University of Portland, the following hazardous information program has been established.

Depending on your position at the University of Portland, you may be exposed to different types of hazards. These hazards can range from ergonomic issues to chemical exposures. This hazard communication section is to familiarize you with types of hazards to be aware of.

Container Labeling:

If you use a chemical not from its original container, you are required to adhere to the container labeling as listed in the chemical hygiene plan. At a minimum, all secondary containers are to have (1) chemical identity, (2) hazard warnings, and (3) date of transfer.

Material Safety Data Sheets (MSDSs):

Material Safety Data Sheets (MSDSs) are available at the Physical Plant in housekeeping (for all cleaning chemicals) and in Swindells Hall for all chemicals used in laboratories. The Buckley Center dark-room has its own MSDS book. MSDSs show you what to do in the event you are exposed to a chemical, the medical precautions to take, and how to treat the exposure.

If you are exposed to any chemical, you should immediately call the Department of Public Safety at 503-943-7161 or Chemtrec at 1-800-424-9300.

Hazardous Chemical List:

Inventories of chemicals used on campus and where they are kept in Swindells Hall, the Physical Plant, and the environmental health and safety office in the Department of Public Safety are available in each of those locations.

Chemicals in Pipes:

Chemicals are transferred in pipes for the Howard Hall swimming pool in a controlled and isolated area, which is restricted to most employees.

Hazardous Non-Routine Tasks:

University of Portland employees do not perform hazardous non-routine tasks in their typical work duties and responsibilities, outside of the Physical Plant employees. However, in the event an unusual or non-routine task is required of University of Portland employees, they will be informed by their supervisor of the chemical or physical hazards the task may present. The supervisor will also inform employees of the best work practices to use for the task at hand to control exposures or what procedures to follow in the event of an emergency.

Asbestos Containing Materials:

The University of Portland is required to inform its employees of asbestos, asbestos containing materials (ACM), and presumed asbestos containing materials (PACM).

Warning signs identify where asbestos can be found in University buildings. Asbestos is not a health hazard if it is properly contained. If you are in an area where there is ACM, and there is damage/exposure, contact public safety immediately. You may request further information from the Department of Public Safety on this issue.

Informing Contractors:

It is the responsibility of the University of Portland physical plant director to provide contractors and their employees with the following information if they may be exposed to hazardous chemicals in our workplace:

1. The identity of the chemicals, how to review the MSDS, and how to read the labeling systems used at the University of Portland.
2. Safe work practices to prevent or minimize exposure.

The University of Portland will provide copies of MSDS for contractors upon request.

Section Three

MEDICAL EMERGENCIES

On Campus:

Call the public safety office x7161 or x4444. Give the exact location of the victim and description of the injury.

Off Campus:

Call the public safety office at 503-943-7133 or call 911. Give exact location of the victim and description of the injury.

Emergencies After Normal Working Hours:

Public safety is open 24 hours, seven days a week. Call public safety at 503-943-7161 or 503-943-4444. If you have been injured while working for the University, also contact your supervisor.

For Non-emergency Situations:

If it appears that the patient should not be moved and an ambulance is needed, contact public safety and they will contact the ambulance.

In all cases, report medical emergencies and hospitalizations as soon as possible to public safety. Public safety will notify the required administrative officer.

Section Four

It is our number one concern at the Department of Public Safety that all employees and visitors to the University of Portland are in a safe environment while working at or visiting the University. This guidebook is to assist new employees with the 'what to do when' questions that they may have about the University.

This guidebook will look at the Occupational Safety & Health Administration's requirements for informing employees, as well as information from the Portland Fire Bureau's fire marshal on how to be safe in the work place.

Contact the environmental health & safety (EHS) officer at the public safety office at 503-943-7161 with questions.

TRAINING

Depending on your position at the University of Portland, you will be required to go through job specific training. Your exact position should have a list of the required training you need such as CPR, bloodborne pathogen, lock-out/tag-out, confined spaces, chemical hygiene, fire extinguisher, hot work, and others. Speak with your supervisor about specific training that you may require.

JOB SPECIFIC POLICIES AND PLANS

Bloodborne Pathogen Training

Bloodborne pathogens are diseases and microorganisms that are transferred via blood or other potentially infectious material. It is the policy at the University of Portland that only employees that have been trained in the bloodborne pathogen plan are to handle or clean up any infectious material. If your job does not have this listed description, you are not to touch or handle any blood or other infectious material.

For a list of those employees requiring bloodborne pathogen training, refer to the bloodborne pathogen plan. Training is required annually by all designated employees.

If you are exposed to blood:

Notify your supervisor and contact the public safety office immediately. You will be required to fill out an exposure report form available at the public safety office from the environmental health & safety officer.

CPR Training

CPR training is offered through the Red Cross at the University. If your position requires you to know CPR, contact your supervisor to schedule training.

Respiratory Protection Program

If a respirator is required for any job you may do, you must have completed the medical evaluation form and had it signed by a licensed physician. Consult the University of Portland Respiratory Protection Program for further information.

Confined Space Policy and Permit Program

You must be fully trained as an entrant by the Physical Plant prior to entering any confined space. Do not enter a confined space without the required training. Consult the Confined Space Policy for more information.

Lock Out/Tag-out Program

No person should lock-out, tag-out or in any way shut off any equipment with out the proper training and previous knowledge of the machine. Consult the Lockout/Tag-out Program for more information.

Absolutely no one is to remove another person's lock or tag on a machine to restart it.

Hot Work Safety Policy

Work with welders is to be done only by those who have received proper training in the correct use and shut-off of a welder. Hot work must be done in approved areas and the individual must have a permit completed before work is begun. Consult the Hot Work Program for more information.

Chemical Hygiene Plan

Any person using chemicals on campus should receive the applicable training in chemical hygiene. Consult the EHS officer for specifics.

Regulated Waste Management Plan

No person is to dispose of any regulated waste: i.e. mercury thermometers, lamps, batteries, ballasts or other EPA registered 'universal wastes' in the normal trash. Consult the EHS officer for any questions.

Radiation Safety Handbook

Researchers at the University use low levels of radiation. Areas where radiation research is conducted are properly marked with signage.

Section Five

REPORTING HAZARDS

If you come across a hazard in your work area, you are required to report it immediately to your supervisor. Your supervisor will inform the appropriate department to correct the problem.

If you come across a hazard on campus you should immediately report the hazard to the Physical Plant (at x7306) or Department of Public Safety at 503-943-7161.

Reporting workplace hazards to the Occupational Safety & Health Administration or the Department of Environmental Quality should only come after the problem has not been addressed and continuously neglected.

If you are injured on the job, immediately report your injury to your supervisor. If you require going to the hospital, the director of personnel must be notified.

The OSHA 300 Log, which tracks all injuries for the year is posted from February 1 to April 30 every year in the payroll office, at the Physical Plant and the Department of Public Safety.

Contact the Oregon Occupational Safety & Health Administration at 503-378-3272.

Section Six

EMERGENCY EVACUATION

When an alarm is sounded in a building, immediately exit the building through the nearest possible exit. Assemble at your building's evacuation assembly area, as shown on page 11. Locate your building safety manager and make sure they mark you off as having exited the building.

Building Safety Manager or Building Floor Safety Manager

Every building on campus is asked to assign or elect a building safety manager or building floor safety manager (depending on the building).

Responsibilities

The responsibilities of a building safety manager are:

1. To ensure their department/floor/building is evacuated in the event of fire, earthquake, or other emergency, to the assigned evacuation assembly area (see page 11 for a map showing where the occupants of each building are supposed to go);
2. A head count list is taken of all persons evacuated from the building and given to a public safety officer on the scene;
3. Keep all persons (faculty, staff, students) out of the building until told it's safe to re-enter a building by a public safety officer;
4. In actual emergencies, students are to be directed back to their campus residence, off-campus students are directed to the Pilot House;
5. Assist those with disabilities to Areas of Rescue Assistance (ARA), to await emergency responders.

BUILDING SAFETY MANAGERS / EVACUATION INFORMATION

Building: _____ Floor: _____ Room: _____

Building Safety Manager: _____ Phone: _____

Primary evacuation area: _____

Alternate evacuation area: _____

Information on building safety managers can be found by contacting the Department of Public Safety x7161.

Important Phone Numbers and Information Sources:

Report an Emergency

From a campus phone: x7161
From a cell phone: 503-943-7161

Environmental Health and Safety x7161 (Monday–Friday
8a.m.–5p.m.)

Physical Plant x7306

American Red Cross – Oregon Chapter 503-284-1234

Oregon – OSHA: 503-378-3272
(reporting accident line)
Portland Field Office 503-229-5910

In the event of an emergency; if you have available to you a phone, radio or TV:

Inclement Weather Phone Line:

503-943-SNOW(7669)

Radio Stations:

- AM: 620(KDBZ), 750(KXL), 860(KPAM), 1190(KEX), 1440(KBPS)
- FM: 103.3(KKCW), 98.7(KUPL), 99.5(KWJJ), 100.3(KKRZ), 101.9(KINK)

TV Stations:

KATU 2	Ch. 2	www.katu.com/closures/index.asp
KOIN 6	Ch. 6	www.koin.com
KGW 8	Ch. 8	www.kgw.com/weather/schoolclosures.html
KPTV 12	Ch. 12	www.kptv.com
FOX 49	Ch. 49	www.kpdx.com

Evacuation Assembly Areas

Evacuation Area 1

Shipstad Hall
Kenna Hall
Christie Hall
Pilot House

Evacuation Area 2

Waldschmidt Hall
Howard Hall

Evacuation Area 3

Swindells Hall
Science Hall
St. Mary's Lounge

Evacuation Area 4

Buckley Center
University Commons
Chapel of Christ the Teacher
KDUP Radio Station
Starr Observatory

Evacuation Area 5

Buckley Center Auditorium
Wilson W. Clark Memorial
Library
Franz Hall
School of Engineering

Evacuation Area 6

LP Tennis Center
Physical Plant
KBVM

Evacuation Area 7

Orrico Hall
Mago Hunt Center

Evacuation Area 8

Mehling Hall
Villa Maria Hall
Corrado Hall

Evacuation Area 9

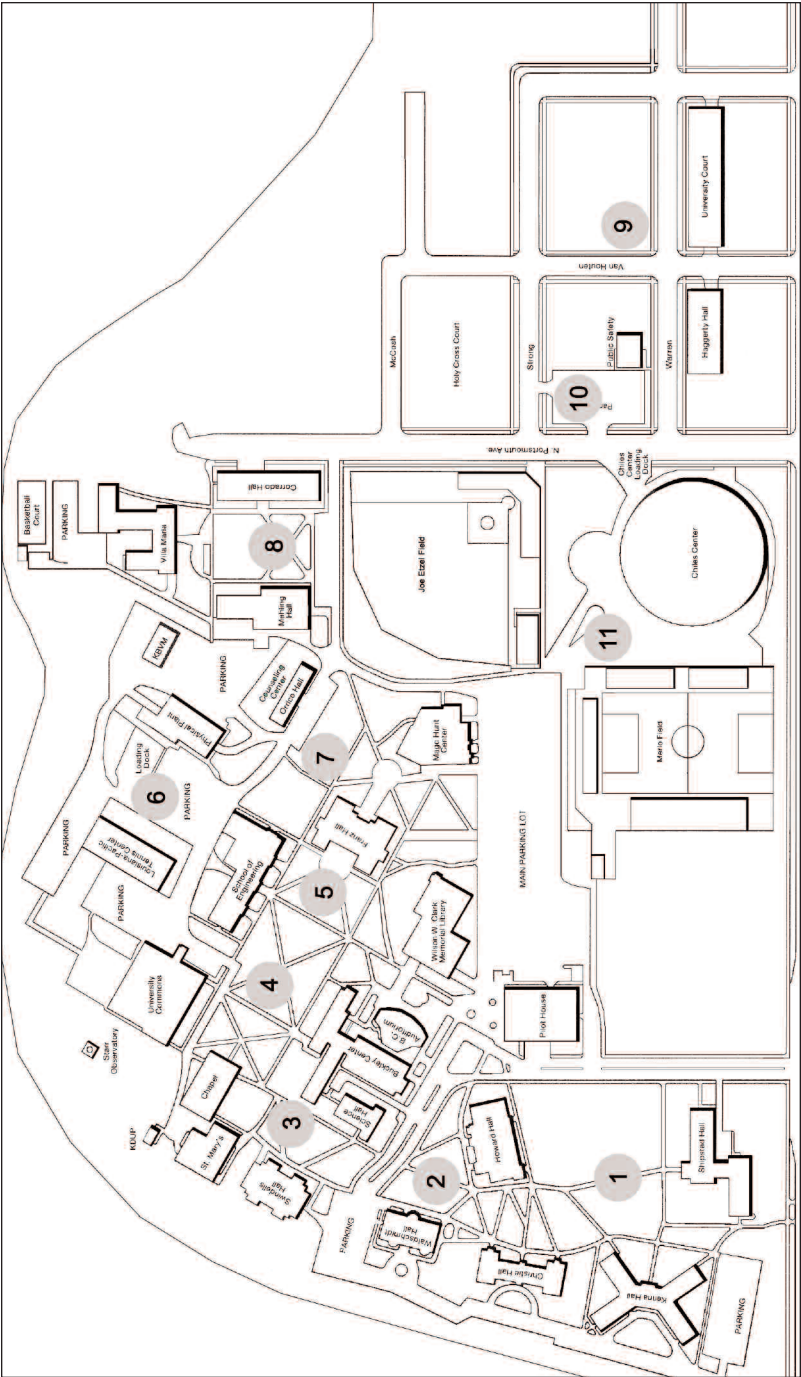
Haggerty Hall
Tyson Hall

Evacuation Area 10

Public safety office
Joe Etzel Field

Evacuation Area 11

Earl A. Chiles Center



Section Seven

EMERGENCY RESPONSE TEAM

The emergency procedures are over seen and directed by the Emergency Response Team, which is composed of:

- Director of Public Safety — Incident Commander — ERT Coordinator
- University President — Executive Decisions and Support
- Public Safety Officers and other Trained Staff — ERT Trained Responders
- Vice President for Information Services
- Vice President for Student Services
- Vice President for Financial Affairs
- Director of Physical Plant
- Director of Marketing and Communication

This team will add members with responsibilities and expertise that are appropriate to the situation.

EMERGENCY CONTACT INFORMATION

Whenever possible, information or emergency assistance should be sought through the appropriate University office.

Student Services

- | | |
|------------------------------------|---------------------|
| Vice President of Student Services | John Goldrick |
| Public Safety Department | 503-943-7161 |
| Director of Public Safety | Harold Burke-Sivers |
| Assistant Director | Steve Watson |
| Environmental Health and Safety | Jeffrey Rook |
| Office of Residence Life | 503-943-7205 |
| Director of Residence Life | Mike Walsh |
| Assistant Director Residence Life | Jon Merchant |

Financial Affairs

- | | |
|-------------------------------------|---------------------|
| Vice President of Financial Affairs | Roy Heynderickx |
| Physical Plant | 503-943-7306 |
| Director Physical Plant | Paul Luty |
| Asst. Dir Physical Plant | Fay Beeler |

University Relations

- | | |
|---|--------------------------|
| Vice President for University Relations | Rev. Thomas Doyle, C.S.C |
| Sr. Assoc. Vice President of University Relations | Jim Lyons |
| Marketing & Communications | 503-943-7202 |
| Director of Marketing and Communications | Laurie Kelley |

Information Services Division
Vice President for Information Services
UP Tech Help Desk

503-943-7540
Bryon Fessler
503-943-7000

Section Eight

SHELTER IN PLACE

Sheltering in place in your work place is similar to sheltering in place at home, but there are some significant differences. Shelter in place is used if an intruder comes on to campus, or if there is an airborne issue that could adversely affect you.

Basic steps to sheltering in place that every employee should know:

1. shut and lock all windows and doors and turn off the lights;
2. if you have access to air handling equipment controls (e.g. air conditioning, heating);
3. if you are not in your office or regular building find the nearest room to take shelter in;
4. if you are in a room on the first floor with windows close the windows and stay out of sight; and
5. if you have access to a TV or radio, turn it on and listen for further instruction or information

If you take medication and commute to the University from a long distance away, it is beneficial for you to keep extra medication on campus in case of emergency. It is also recommended to have a couple of power bars or other snack foods to keep at your desk or office.

Section Nine

FIRE EXTINGUISHERS

The University of Portland uses ABC fire extinguishers, which are able to suppress most types of fires. You should become familiar with where the nearest fire extinguisher is located in your workplace.

It is easy to remember how to use a fire extinguisher if you can remember the acronym PASS which stands for Pull, Aim, Squeeze, and Sweep.

■ **Pull the pin**

This will allow you to discharge the extinguisher.

■ **Aim at the base of the fire**

Aim at the base of the fire nearest you with your back to an exit door.

■ **Squeeze top handle or lever**

Depressing the button will release the pressurized extinguishing agent.

■ **Sweep from side to side**

Sweep until the fire is completely out. Keep a safe distance away and make sure it does not re-ignite.

DO NOT use fire extinguishers on people to control flames use a fire blanket or clothing to prevent or extinguish the fire. Chemicals from the extinguishers can be dangerous to human health.

ADDITIONAL NOTES:

- After extinguishing a fire, back away. Watch for re-ignition.
- Use fire extinguishers on small fires only – trashcans or smaller.
To receive training on proper use of fire extinguishers, contact the EHS officer at x7161.
- Use the appropriate extinguisher for the type of fire.

If trapped in a room:

- Place a cloth material around or under door to prevent smoke from entering. Retreat and close as many doors as possible between you and the fire.
- Be prepared to signal from window but do not break glass unless absolutely necessary.

If caught in smoke:

Drop to hands and knees and crawl to exit. Hold breath as much as possible. Breathe shallowly through nose and use cloth (shirt or jacket) as filter.

If forced to advance through flames:

Hold your breath. Move quickly. Cover head and hair. Keep head down and eyes closed as much as possible.

If clothing catches fire:

STOP, DROP, ROLL

FIRES, EARTHQUAKES, EXPLOSIONS

Learn where fire alarms, extinguishers and safety exits of buildings are located. Learn the safest way to exit the buildings in the event of an emergency.

On Campus:

Call the public safety office at x4444 to report a fire and state all applicable details (location, victims). Public safety will notify the Portland Fire Bureau and environmental health and safety officer as needed.

Off Campus:

Call 911, request Portland Fire Bureau. Give full information on location, victims, and type of fire. Also notify the public safety office at 503-943-4444.

In the event of an explosion or earthquake, take shelter near inner building structural elements (such as columns, beams, doorways, or against solid walls). STAY AWAY FROM WINDOWS.

In the event of a fire or explosion, immediately activate a fire alarm if one is in your vicinity and exit the building if it is safe to do so.

If a small fire occurs, use a fire extinguisher if you know how, until help arrives. Always keep yourself between the fire and the exit. If there is a gas leak, DO NOT turn on or OFF any electrical appliance.

If a fire is out of control, evacuate the building immediately. If possible, close all gas lines. DO NOT use elevators. Follow instruction of a safety officer, if present, and leave in orderly fashion.

Go to an outside assembly area as directed by a safety officer, and stay away from the building. DO NOT reenter the building until you are instructed to do so.

Bomb Threat:

If you receive a bomb threat, keep the person talking to obtain the maximum information about the details of the threat (where, when, why?), voice, and background noise. Report any incident immediately to the public safety office (X4444).

FIRE INSPECTIONS

The Department of Public Safety does random fire inspections at work places and buildings in an effort to comply with all local, state and federal regulations. The Portland Fire Bureau does annual checks of all University buildings without warning or notice. You are asked to comply with all requests by public safety and the fire marshal. All citation items must be complied with and corrected.

Continuous offenders will be disciplined accordingly. Fines generated from a fire marshal inspection may be passed on to a specific department.

FIRE PREVENTION

- No extension cords (for permanent fixtures)
- No daisy chains (cords plugged into cords)
- Do not prop open fire doors with wedges
- Do not block hallways or exit routes
- No multi-plug adapters

Section Ten

WASTE DISPOSAL

Biological Waste

Biological waste collection is made upon request to the EHS officer; contact the Department of Public Safety at x7161.

Regulated waste is liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials that are capable of releasing these materials during handling; contaminated sharps; and pathological and microbial wastes containing blood or other potentially infectious materials. If you are unsure if your waste is considered regulated, please contact the EHS officer at the Department of Public Safety at 503-943-7161.

Chemical Waste

To request chemical waste collection, please contact the EHS officer at the Department of Public Safety. Please be sure your container(s) contain all appropriate labels before they are collected, or they may not be taken. Your waste will be collected in less than five working days of the date the EHS officer is notified.

Please refer to the University of Portland's chemical hygiene plan and the regulated waste management plan for further details. For further details, contact the EHS officer at the Department of Public Safety at 503-943-7161, or email at rook@up.edu

Section Eleven

BATTERY AND ELECTRONIC WASTE RECYCLING

The University of Portland has implemented an electronic waste and battery recycling program. If you have computer equipment that is no longer in use in your office, contact the UP Help desk at x7000 and request to have it picked up. Computer and other electronic components contain trace chemicals that are not healthy for our environment, and we strive to reduce and remove those chemicals from our daily garbage by recycling the items.

If you use batteries in your workplace for different appliances, when you have spent batteries, DO NOT throw them away. There are battery recycling bins located at the public safety office, Franz 111 computer lab, and Buckley Center 18 (ISD) UP Helpdesk. If there are a considerable number of batteries generated in your workplace, contact the environmental health & safety officer at x7161, and a disposal bucket can be supplied for your work area.

Thank you for your participation in the recycling of electronic and battery waste.

Section Twelve

SUSPICIOUS PACKAGE/ LETTER

Suspicious Package/Letter/Object:

- If you receive or discover a suspicious package, letter or object, DO NOT TOUCH IT, TAMPER WITH IT OR MOVE IT.
- Report it immediately to the University of Portland Department of Public Safety at x4444.

Characteristics of Suspicious Letters and Packages:

- Origin — postmark doesn't match the city of the return address, name of sender is unusual or unknown, or no return address is given.
- Postage — excessive or inadequate postage.
- Balance — the letter is lopsided or of unusually thick weight, the letter or package seems heavy for its size.
- Contents — stiffness or springiness of contents, protruding wires or components, oily outer wrapping or envelop, feels like contains powdery substance.
- Smell — particularly almond or other suspicious odors.
- Writing — handwriting of sender is not familiar or indicates a foreign style not normally received by recipient, or cut-and paste or rub-on-block letters are used. Common words, names, titles, are misspelled, or special instructions like 'fragile,' 'confidential,' or 'do not delay' are present.

If the letter or package is a mail bomb, the letter or package may also have:

- Protruding wires, strange odors or stains.
- An unusual amount of tape.
- Buzzing, ticking, or a sloshing sound.
- Irregular shape, or spots or bulges.
- Excessive weight for its size.
- Letter bombs may feel rigid or appear uneven or lopsided.

Section Thirteen

SUSPICIOUS PERSONS / VEHICLES

Suspicious Person or Activities

- If you see a person on or near the campus acting in a suspicious manner, contact public safety at 503-943-7161.
- Give a description as accurately as possible, including:
 - Age, race, hair color, eyes, clothing, tattoos, if known, or other identifying marks
 - Include the location of the person currently and where they may be heading
- Stay on the line with the dispatcher until they tell you to hang up.
- Do not attempt to detain or physically restrain or hold a person; stay back and be observant.

Suspicious Vehicle On or Off Campus

- If you see a vehicle on or near campus acting in a suspicious manner, contact public safety at 503-943-7161
- Give a description of:
 - License plate number and state
 - Color, make, and model of the vehicle, and the year if it can be determined
 - Number of occupants in the vehicle
- Do not attempt to stop the vehicle.
- If a vehicle is following you, drive to public safety or to a well lit and populated area.

Section Fourteen

SMOKING POLICY

The University of Portland strongly supports a non-smoking environment; no member of the University community should be subject to the secondary smoke of another who chooses to smoke.

Public Areas:

1. Smoking is permissible outdoors **except Merlo Field and Joe Etzel Stadium**. The University also prohibits smoking, **within 50 feet**, outside of all main entrances to buildings and facilities.
2. Smoking is prohibited inside **any** University building, without exception. These include:
 - classrooms, conference rooms, computer rooms, laboratories, study areas, offices, and the library
 - hallways, elevators, stairwells, restrooms, lobbies, reception areas, entryways, and the Pilot House
 - administrative and departmental service areas
 - food preparation and all dining areas, including The Commons, and The Cove
 - shops, storerooms, and garages or designated **no smoking areas** near outdoor gas tanks
 - institutional vehicles
 - all indoor athletic facilities

Residence Halls:

1. Public areas of the residence halls, e.g. entryways, lobbies, recreation rooms, study rooms, etc. are to be **non-smoking**.
2. Policies regarding smoking in private rooms in the residence halls shall be determined by the Office of Residence Life after consultation with the residence directors and the hall communities. Any adjudication of interhall difficulties shall be with the resident director.

Consequences:

1. Any person who violates the smoking policy shall be subject to the following consequences:
 - Students will be referred to student services.
 - Staff will be referred to the personnel director.
 - Faculty will be referred to the department chair or dean.
 - Others (such as visitors) will be referred to public safety.

Section Fifteen

UNIVERSITY OF PORTLAND SAFETY COMMITTEE

The Presidential Advisory Committee on Health and Safety (PACHS) is the University of Portland safety committee. The purpose of the safety committee is to bring workers and managers together to achieve and maintain a safe, healthful workplace. The safety committee is required under Oregon OSHA's workplace-safety-committee rules in Division I, 437-001-0765, of the Oregon occupational safety and health standards.

The PACHS committee meets monthly to discuss and identify workplace hazards, review reports of accidents and near misses, and evaluate the strengths and weaknesses of the safety program at the University. Representatives are made up of faculty, staff, and students from different departments around the University. Any employee at the University can participate in monthly safety committee meetings.

Minutes from the safety committee are posted at the payroll office in Waldschmidt Hall, at the public safety office and at the physical plant.

If you wish to participate, contact a committee member and attend the meetings. Times are posted with the minutes.



THE UNIVERSITY OF PORTLAND
Oregon's Catholic University