

I. SAFETY AND FACILITIES

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**Building Access**

The Director<sup>1</sup> designates an employee (Key Monitor) to monitor and manage the allocation of building keys and key cards and to maintain a master list of those with access to the building. Generally, one key and/or keycard will be issued to each employee. Visitors are issued keys/keycards at the discretion of the Director or Key Monitor. All keys/keycards must be returned upon termination of employment. Visitors must return keys before leaving.

Doors to buildings will remain locked unless the Department provides for a guard/greeter at an entrance that receives considerable public access. A Department Director may make an exception to this rule based on reasonable criteria (e.g., practices in a university community of which Carnegie is a part). Locks may include key, push button, or electronic key cards. Codes to push button locks must be changed at least once every two years. Electronic key cards must be changed at least once every three years. External key locks must be changed at least once every five years. Changes to the external lock systems should be made immediately following a theft or break-in.

Within the building, doors to certain areas of sensitivity (e.g., labs, machine shop, and certain offices) may also be locked, at the discretion of the appropriate staff member and/or the Director.

Visitors are not required to sign a log. Employees are to be informed of any procedures for enabling visitors to enter the building. Employees will use discretion about escorting visitors based on criteria such as: whether the visitor is known, the extent to which access to sensitive areas within the building is controlled by additional locks, and the purposes for which the building is used (e.g., some buildings may routinely have large numbers of outside visitors).

The Key Monitor will distribute keys, maintain a list of key holders, maintain any sign-out signatures, and collect keys from outgoing employees and visitors.

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<sup>1</sup> At P Street, the 'Director' refers to the Director of Administration and Finance. Also, in this document 'Department' includes the Administration function and headquarters building at P Street.

### **Emergency Information**

Each Department will post, in phone books, on its web page, and in other prominent locations in the buildings, emergency information, including but not limited to: emergency phone numbers (e.g., police, fire, medical); phone numbers of key personnel (e.g., Facility Manager); and what to do if burglar or fire alarm systems are activated after-hours.

### **First Aid**

Each Department will install industrial-grade First Aid kits in visible locations in its buildings. These are to be checked periodically (perhaps during fire drills or fire alarm system checks) and restocked when necessary.

Each Department will arrange for First Aid and CPR training from the Red Cross for enough individuals so that there would always be one or two persons on-site who could respond immediately to a First Aid emergency situation.

### **Safety Policy and Procedures**

It is the policy to provide and maintain safe working conditions and follow operating practices that will safeguard all scientific and support staff. All scientific staff and employees of the Department have a basic responsibility to work in a safe manner and to promote and adhere to the Department's safety program. In addition, all employees will comply with applicable safety codes, fire standards, and health requirements.

### **Duties and Responsibilities**

The Director designates a Safety Officer. The Safety Officer is responsible for the development and implementation of a safety program. The Safety Officer will report to the Director and shall have the authority to advise responsible parties of needed physical and procedural changes when conditions present workplace hazards. Specific duties include chairing any Safety Committee, reviewing accident experience, developing safety procedures, and facilitating safety-training programs. Records of inspection (e.g., fire marshal, OSHA, insurance) results and safety training will be maintained by the Safety Officer for a period of three years. The Safety Officer will also be called upon to provide input to the design of work areas when conditions or equipment changes take place.

All research and scientific support staff are expected to be visibly involved in the safety program. Supervisors will fully support the safety program and will be consistently on the alert for unsafe acts and unsafe conditions, and are expected to exhibit a positive attitude for safety and to set the example in their own work practices.

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The supervisors of the machine shop, laboratories – electronics, any biological science labs, and others; buildings and grounds, etc., are responsible for implementing the safety program in those areas.

Each employee's primary responsibility is for his or her personal safety and for other workers in the same area. Employees will adhere to the policies and rules set forth in the written safety program and actively participate in efforts to assure a safe workplace. All employees are encouraged to communicate any identified hazards to their immediate supervisor. Any imminent hazards should be brought to the immediate attention of a Supervisor and the Safety Officer.

### **Safety Rules for Employees**

1. Every employee is to work in a safe manner at all times and use good judgment so as to prevent injury to him/herself and to others.
2. All accidents, regardless of how minor, are to be reported to your immediate supervisor as soon as possible.
3. Unsafe working conditions should be reported to your immediate supervisor.
4. Horseplay is not permitted on CIW property.
5. If you need to lift something, use proper lifting techniques. If the object is heavy, ask for help.
6. Do not operate any equipment unless all guards and safety equipment are in place.
7. Do not operate any equipment or use any chemicals for which you have not been properly trained.
8. Use appropriate personal protective equipment at all times, including eye protection when using machines or other hazardous equipment.
9. Do not wear loose clothing or jewelry around machinery.
10. Do not use machinery if you are taking prescription drugs known to impair safety in using such machinery. The use of alcohol or illegal drugs on the job is cause for termination.
11. Lab procedures may be conducted after hours by a lone employee only if deemed low hazard and if the individual is fully trained. Otherwise a “buddy system” is strongly recommended for nighttime lab work.

Any employee found to be in violation of safety policy or any of these safety rules will be subject to disciplinary action, up to and including termination.

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### New Employee Orientation

A supervisor shall ensure that every new employee shall receive an appropriate safety orientation. The purpose of such orientation is to acquaint the new employee with the safety policies, procedures, and hazards of this department, including any unique requirements related to the workplace.

### Safety Committee

The Director may form a Safety Committee to promote workplace safety. If formed, a Safety Committee shall consist of the staff members in charge of key operations such as the electronics laboratory, the machine shop and foreman, and the head of buildings and grounds. The Safety Officer will chair the committee.

The duties of any Safety Committee may include:

- A. Review current accident history and accident investigation reports. In reviewing investigation reports, the committee will serve to ensure adequate investigations are being conducted and may, if appropriate, submit additional recommendations to management.
- B. Review results of safety inspections so as to gauge the effectiveness of accident prevention efforts. In addition, members of the Safety Committee may conduct independent inspections of selected departmental areas on a quarterly basis and follow up on recommendations made the following meeting.
- C. Review employee safety suggestions and investigate reports of hazardous conditions.
- D. Develop or revise safety programs as experience dictates the need.
- E. Identify training needs and facilitate the training.

The Safety Committee is also available to assist regulatory agencies in verifying compliance with appropriate safety regulations.

### Accidents

#### Reporting

Accidents, no matter how minor, will be immediately reported to a supervisor and the Safety Officer. If it is suspected that the accident may, in any way and at any time, require medical treatment or lost days at work, a report should be made immediately to the insurance company and the Human Resources Manager.

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### Accident Record Keeping

An accident file will be established and maintained by the Safety Officer with a duplicate record in the Business Office. A separate file will be established for each calendar year and will contain the Recordable Injury Log and accident reports for individual accidents. A Summary of the Recordable Injury Log (OSHA Form 300A) must be posted in a place frequented by employees for a period from February 1<sup>st</sup> through April 30<sup>th</sup> of each year. Accidents will be reviewed periodically in order to identify accident trends and training needs.

### Accident Investigation

All accidents will be investigated, the depth of the investigation being determined by the severity or potential severity of the accident. Investigations will be conducted by the Safety Officer. Depending on the nature of the accident, the Director and/or Safety Officer may arrange for additional investigations by authorized personnel. The conclusions of the investigations will be recorded and steps taken to correct any unsafe work practices or conditions that led to the accident.

Upon notification of an accident, the investigative team will:

- A. Immediately ensure that appropriate first aid and/or medical treatment has been rendered.
- B. Survey the scene of the accident, noting the position and condition of equipment, tools used and their location, presence of safety guards and personal protective equipment, posted warnings, if any, and environmental conditions (lighting, heat, floor surface condition, etc.). Where possible, a record with digital photographs should be kept.
- C. Interview the injured employee and any witnesses, seeking to identify the cause of the accident.
- D. Record facts and conclusions and recommendations for correcting any hazardous conditions that contributed to the accident.
- E. Follow up after the accident to ensure that recommendations have been implemented.

Accident investigation reports will be reviewed by the Safety Committee during its next scheduled meeting with any specific recommendations noted and acted upon according to a schedule determined by the actions required.

### **Fire Alarms and Procedures**

Fire alarms will be inspected and tested in accordance with state and local codes, but no less than once per year. Similarly, fire drills will be conducted in accordance with state and local requirements, but no less than once per year. At this time, all fire exits will be tested and hallways inspected for obstructions. Each Department designates an individual to make sure that these requirements are met.

### **Evacuation Procedures**

When instructed to do so and/or required because of an emergency, employees should exit the building at the nearest safe exit. In the event of evacuation, employees should report to a designated gathering area outside the building.

### **Employee Emergency Contacts**

Employee emergency contact information is maintained by the Business Office. The information is for emergency use only. In general, the Business Office gathers emergency contact information from new employees. Employees are responsible for informing the Business Office of any changes.

Emergency contact information is distributed by the Business Office to appropriate officials in the organization.

### **Vehicle Use**

Only employees may drive Carnegie Institution vehicles. Vehicles are to be used for business only. Cell phones are not to be used while driving. The user will be responsible for all tickets and fines (tickets issued to the Institution will be recovered from the responsible individual).

The Facility Manager or Business Manager maintains the vehicles for the campus or department, respectively. Any damage or equipment problems should be reported to the appropriate manager as soon as detected. In order for a non-facilities employee to use any general-use vehicle, he or she must consult with the Facilities Manager or Business Manager, or a designee, to gain approval.

### **Use of Facilities**

All buildings are available for employees to work 24 hours a day. Employees working after regular business hours are responsible for locking up when leaving the premises. Overnight and short-term parking (business trips, vacations) is permitted. Long-term storage of vehicles is not permitted. Storage of any personal items that cannot be stored in an individual's office is not permitted.

### **Carpenter Shop**

Carnegie employees are permitted use of any carpenter shop equipment with the Facility Manager's permission for work-related projects. Removal of tools or materials from the carpenter shop is prohibited without permission from the Facility Manager.

The carpenter shop operates under the direction of the Facility Manager. Non-facilities users of equipment must be checked out on the proper and safe use of specific tools by qualified facilities personnel. The non-facilities user must not interfere with regular scheduled work projects. Established safety procedures must be followed at all times. Report any damage or equipment problems to the Facility Manager immediately.

### **Instrument Shop**

Any instrument shop operated by a Department will post procedures for its use. Established safety procedures must be followed at all times.

### **Purchasing of Facilities Items**

When the Department seeks to obtain bids for any job involving facilities, the Facility Manager, or a designee, will have responsibility. Generally, sources are suggested by facilities personnel, although others can also recommend sources.

Suppliers generally do not charge for facility project quotations. However, if potential suppliers insist on charging quotation fees, purchase orders may be issued for these amounts.

All job walks will be performed by the Facility Manager or someone he designates. All quotations are to be sent directly to the Facility Manager or designated individual.

When all quotations are received, the receiving individual submits a completed bid sheet, including copies of the quotations, and recommends the bidder most advantageous to the organization -- price, quality and other factors considered.. The individual receiving the bid sheet must either agree with the choice or state reasons to go to another supplier.

### **Pet Policy**

Pets are not to be brought to the work place. Service animals are not considered pets for purposes of this policy. Exceptions may be made if extraordinary circumstances require that a pet accompany an individual to the work place. Permission must be obtained from the Facility Manager. The pet must be contained/restrained in some manner. Pets are never to roam freely around the buildings or grounds. Any long-term pet "visiting" requires written permission from the Director.