

SAFETY POLICY

Bowling Green State University is subject to Federal and State safety regulations that apply to all employees, ***faculty, administrative and classified staff***. Regulated areas include fire prevention, handling radioactive materials, and disposal of hazardous waste. In some areas, such as the handling of hazardous materials, the University has adopted more detailed policies to address safety issues. Finally, individual departments and areas have enhanced safety policies and procedures that all employees need to be aware of. Faculty and staff are encouraged to talk with the area supervisor about safety regulations and policies that apply to their work area. The office of Environmental Health and Safety can also provide information.

Under the Ohio Public Employment Risk Reduction Program, any public employee acting in good faith, may refuse to work under conditions reasonably believed to present an imminent danger of death or serious harm, provided that the condition is not such as normally exists or reasonably might be expected to occur in the normal and regular duties of the employee. Information on this program may be obtained by contacting the office of Environmental Health and Safety, the Office of Human Resources, or by contacting the Division of Occupational Safety and Health, 2323 West Fifth Avenue, P.O. Box 825, Columbus, Ohio 43216-0825, 800-671-6858.

The safety of all BGSU employees is important to the university. In addition to the services provided by the Department of Public Safety, it is the responsibility of individual departments and each employee to be safety-conscious. Recommended safety and security practices are presented below with the goal of minimizing the possibility of loss or personal injury.

Safety Tips:

- Obey all safety rules and signs.
- Use proper guards and protective equipment for all machinery.
- Get help to lift heavy loads.
- Wear appropriate clothes or equipment (e.g., hard hats, respirators, eye protection, gloves, etc.) provided for certain tasks where personal protection is necessary.
- Avoid slips and falls by watching out for wet or oily floors, icy sidewalks, uneven steps or walkways, etc.
- Keep a clean work area.
- Report all unsafe conditions to your supervisor or the office of Environmental Health and Safety.

Security Tips:

- Be sure doors are locked behind you if you work after hours.
- Do not walk on campus late at night in poorly lighted areas; if you do go out, if possible, let someone know where you are going and how long you will be gone.
- Know your Public Safety officers; report suspicious activity to them.
- Guard against theft; do not leave offices unattended; lock doors and desk drawers when you leave.
- Keep your personal property (purses, wallets, clothing, etc.) in a secure place.
- Be careful in handling university keys; loss or improper handling may lead to an expensive loss to you and the university.
- Lock your car; place your valuable items in the trunk and out of sight.

- Park your car carefully within the spaces marked to avoid possible damage from other cars.
- The campus Escort Service is available to all students and employees.
- Drive safely and carefully; BGSU is a residential campus and in many places, the pedestrian has the right-of-way.

Additional information on the Safety Policy may be found in the Classified Staff Handbook. There is no reference to this policy in the Administrative Staff Handbook or the Charter's Faculty Handbook although the policy applies to employees in both groups

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