

ARTICLE IV: SAFETY AND EMERGENCY PROCEDURES
Section 2. Workplace Safety

Policy 2.1: Demonstrations on Campus
(Continued)
Issued: June 1, 2001

3. Specific activities which are prohibited:
 1. Harassing or otherwise interfering with orderly conduct of classes or other University activities.
 2. Harassing or otherwise interfering with activities of University employees or visitors.
 3. Noise-making activity or congestion that disturbs classes or any other scheduled event or University activity.
 4. Damage to property or littering of University premises,
 5. Obstruction of automobile and pedestrian traffic.
 6. Blocking of entrances to buildings and driveways.
 7. Blocking of passageways and/or stairwells.

4. Enforcement
 1. Violations

Alleged violations of this policy by students should be reported to the Office of Student Affairs. In cases where faculty and/or other employees are involved, the Provost and Vice-President for Administrative Affairs (or their designees) should be informed. Non-University constituents will be dealt with in accordance with the Board of Trustees policies and/or Illinois Law Compiled Statutes. The aid of the Police Department may be requested to ensure compliance with this policy.

 2. Penalties

Failure to comply with a cease and desist directive may lead to arrest and prosecution and/or result in enforcement of sanctions through the Student Conduct Code, or in the case of employees, other disciplinary actions as

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provided for in employee rules or bargaining unit agreements. Non-University constituents will be dealt with in accordance with the provisions of the Illinois Law Compiled Statues.

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Involving Hazardous Chemicals
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1. Purpose

The purpose of this program is to implement the Illinois Toxic Disclosures to Employees Act (often called the Illinois Right-To-Know Law). By providing information on the hazards of the chemicals used in the workplace, injuries and illnesses potentially caused by those chemicals can be reduced. The program is comprised of three elements:

1. Maintaining files of all Material Safety Data Sheets.
2. Labeling all hazardous chemicals in the workplace.
3. Training all employees who are exposed to these chemicals.

2. Responsibilities of the Employer

1. To develop and implement a written Hazard Communication Program that will satisfy the requirements of the Illinois Right-to-Know Law.
2. To enforce all provisions of this program in our workplace.
3. To train all current and future employees in the hazards of the chemicals to which they are exposed in their work areas and to familiarize them with the requirements of this program.
4. To designate a person who will be responsible for implementing and enforcing the provisions of this program.
5. To maintain a list of emergency phone numbers of the persons most familiar with chemical hazards associated with the various workplaces on the Chicago State campus.
6. To keep the appropriate local and state governmental agencies apprised of potential chemical hazards present on the Chicago State campus.

3. Responsibilities of the Employees

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To comply with all occupational safety and health standards, including the requirements of this program, which are applicable to the employee's actions and conduct in the workplace.

4. Hazard Determination

1. Material Safety Data Sheets (MSDS) will be obtained for all chemicals coming onto the campus. This applies to all chemicals whether they are purchased from outside vendors or are donated to the school as samples or gifts. The responsibility for ascertaining that an MSDS is on file within a work area lies with the supervisor of the work area in which the chemical is to be used. The supervisor that orders chemicals must specify on the requisition the department to which the chemicals will be delivered. This will allow Public Safety to route the MSDSs to the respective departments.
2. Hazard determinations for chemicals will be based on the information presented in the MSDSs provided by the suppliers of the chemicals. If new and significant hazard information becomes available for a given chemical or if new MSDSs are received from outside suppliers, this information will be incorporated into this program within a reasonable period.
3. A designated Safety Supervisor will maintain an up-to-date file of Material Safety Data Sheets received for the entire campus.
4. A separate file containing the MSDSs for all chemicals found in that workplace will be maintained in each workplace by the appropriate supervisor or foreman.

This file is to be open to inspection by any employee within the workplace.
5. A list of all hazardous chemicals in use on campus will be kept with this written program.
6. The MSDS files will be reviewed at least annually by the Safety Supervisor to assure that the proper MSDSs are kept and are up-to-date.

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5. Container Labeling

1. Due to the diversity of conditions found across the Chicago State campus in the various workplaces, it would be difficult to devise a labeling standard that would meet all foreseeable circumstances. Therefore, each department will devise its own labeling system which will meet the following minimum criteria:
 - a. The person in charge of receiving for the department or workplace shall insure that the supplier's label is intact and legible when it first arrives on campus.
 - b. For any chemicals which are determined to be hazardous, the following information must be supplied

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- d. Any known hazardous combinations of the given chemical with any materials in the workplace.

- 6. In laboratories where a great number of chemicals may be encountered, the training must, at minimum, cover the provisions of (Sec. f., 5) above for each chemical class found in the laboratory. All special hazards found in the individual laboratories must be identified and covered in the training.

- 7. The Safety Supervisor will work with the department supervisors to develop training material appropriate to each workplace.

- 8. The department supervisors are responsible for identifying non-routine tasks involving hazardous chemicals for which employees have not been trained.
Special safety

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1. It is the responsibility of the person requesting the work to determine what hazardous chemicals, if any, the employees of a

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and Exposure Control Plan
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Introduction

Effective January 13, 1993 the Illinois Department of Labor formally adopted the federal Occupational Safety and Health Administration's (OSHA) Occupational Exposure to Bloodborne Pathogens Standards and Rules, which now apply to public employers in Illinois, including state universities. These Standards and rules directly relate to those CSU employees with occupational exposure to blood and other infectious materials as defined below

Adoption of Applicable State & Federal Standards

Chicago State University hereby adopts as a policy of the University, through incorporation by reference, the applicable general policies and procedures as described in the federal Occupational Safety and Health Administration's (OSHA) Occupational Exposure to Bloodborne Pathogens Standards and Rules, 29 CFR Chapter XVII 1910.1030. This policy and plan shall be reviewed and updated annually and whenever necessary by the Campus Safety Committee, to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. Specific schedules relating to Hepatitis B vaccinations and post-exposure evaluation and follow-up are found in specific sections as noted.

Exposure Determination

Generally, certain CSU job classifications such as Health Service nurses, Exercise Science staff, athletic trainers, police officers, building service workers, and Day Care Center workers have initially been determined to fall into the category of those who

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1. Exposure to and handling of biomedical and epidemiologically active pathogens in the course of health care evaluations conducted by the Center for Exercise Science;
2. Standard emergency medical services and first aid treatment used by Health Service nurses, police officers, child care center staff, and athletic trainers or recreational services staff members when providing emergency medical aid to those persons coming under their care;
3. Any law enforcement tasks relating to infectious materials exposure in the apprehension, custody, processing and transport of suspects and prisoners;
4. Any routine maintenance or building service duties involving the clean up or other necessary handling of materials that exhibit the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Engineering & Work Practice Controls

The university adopts by reference, the standard applicable engineering and work practice controls specified in Occupational Exposure to Bloodborne Pathogens standards and Rules, 29 CFR Ch. XVII 1910.1030. According to this section, the university advises the use and provides the issuance, through the individual departments, of any necessary personal protective equipment which includes, but is not limited to: gloves, face shields or eye protection, disposal materials, and emergency medical pocket masks and resuscitation equipment. At a minimum, "universal precaution concepts" as described in the act, shall be observed to prevent contact with blood or other potentially infectious materials. Accordingly, under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials. All potentially infectious waste materials must be properly bagged and disposed.

Hepatitis B Vaccinations

The University makes available at no cost to the employee, the Hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and post-exposure evaluation and follow-up to all employees who have had an exposure incident. All current and new employees covered by this plan will have this series of vaccinations made available within ten (10) working days of the adoption of this policy or upon initial work assignment,

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unless the employee has previously received the complete Hepatitis B vaccination series, or antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons. Employees may decline to accept the Hepatitis B vaccination series, but must sign and file a statement of waiver with the Health Service

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- G. additional training is provided when changes such as modification of tasks or procedures or the institution of new tasks or procedures affect the employee's occupational exposure.

Recordkeeping

The Health Service Office, in cooperation with the Personnel Department, establishes and maintains an accurate record for each employee with occupational exposure, and includes

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Policy 2.4: Security Procedures