

East Stroudsburg University	Procedure Number: HS-05
Title: Safety Management Plan	Effective Date: DRAFT
	Revision Date(s):
Section: Management Procedure Health & Safety	Safety Office

PURPOSE

To identify the components of East Stroudsburg University's safety program, as well as how the program will be implemented.

SCOPE

University-wide.

POLICY

All employees of *ESU* will conform and adhere to the university's safety program.

PROCEDURES

The university's safety program consists of the following components:

Management Procedures

- Organization Chart---East Stroudsburg University management structure, including how Health and Safety interfaces with other departments.
- Statement of Commitment Letter---Letter from management stating commitment to workplace safety, placing responsibility for a safe workplace on every employee.
- Safety Policy---Defines the University's policy and the manner in which it is implemented.
- Health and Safety Service---Informs the university community of the services provided by the Office of Health and Safety.
- Regulatory Agency inspection Procedure---Procedure identifying steps, which should be carried out when a governmental regulatory agency arrives and requests an audience with the staff or desires to perform an inspection.

General Safety and Health

- Personal Protective Equipment---Outlines requirements for personal protective equipment usage by employees and completing a job/task hazard assessment to identify jobs and tasks that require the use of *PPE*.
- Respiratory Protection Program---Establishes who and how respirator protection for employees is administered.

- Confined Space Operations---Establishes safe working practices for entering and working in confined spaces. Complies with *OSHA* requirements.
- Hearing Conservation - Protects workers from the effects of noise overexposure, establishes high noise areas, hearing testing protocols, engineering controls, training, and ear protection devices.
- Lockout/Tagout---Procedures complying with *OSHA*'s requirements to protect workers against the accidental energizing of machinery and equipment during maintenance and repairs.
- Bloodborne Pathogen Exposure Control Plan---Will include steps required to complete an exposure control plan for those employees who are at risk. The plan will categorize those jobs where employees may be exposed to blood borne pathogens.

Emergency Preparedness

- Emergency Procedures Guide---Outlines the procedures and guidelines for management to follow when dealing with external and internal disasters, evacuation procedures, bomb threats, severe weather conditions, utility failures, fires and other related emergency incidences.
- Emergency Evacuation Agreements---Designates *East Stroudsburg University* as an emergency evacuation site for the *Pocono Medical Center (PMC)* and the *East Stroudsburg Area School District (ESASD)*.
- Secondary Emergency Operation Center---Designates *East Stroudsburg University* as a secondary *Emergency Operations Center (EOC)* for the *Monroe County Control Center (MCCC)*.

Fire Safety

- Fire---General procedure for responding to an actual or suspected fires.
- Fire Extinguishers Use---Procedure to provide guidelines for training employees in the use of portable fire extinguishers.
- Fire Extinguisher Inspection---Outlines the procedures for the routine inspection of fire extinguishers in accordance with *NFPA 10*.
- Fire Protection System Impairments---Provides a mechanism for the authorization of a fire protection system shut down, restoration, and fire department notification during maintenance, repairs, or additions to the system.
- Fire and Smoke Wall Penetration & Breach Permit---Ensures that all penetrations in smoke or fire rated walls resulting from construction, repair, or other work, are sealed with approved materials.

Chemical Safety

- Hazard Communication/ Right to Know Program.
- Laboratory Safety.

Environmental Protection

- Disposal of Fluorescent Lighting Wastes.
- Electronic Equipment Recycling and Disposal.
- Handling, Storage and Disposal for PCB, containing Light Ballast.
- Asbestos Management.

For further information or requests, please contact:

The Safety Office

Police, Safety and Information Center

220 Normal Street

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