



## Environmental Health & Safety

### General Safety Information

#### Building Evacuations:

*If you smell smoke or see another indication of fire immediately Call Campus Safety at 503-943-4444 or 911 and evacuate the building.*

- Treat all alarms like an emergency. Do not assume it is a false alarm.
- Evacuate a building when you hear an alarm or are ordered to do so by an authorized person (Physical Plant team member, Campus Safety personnel, or Environmental Health and Safety). Do not stop to collect personal belongings. Walk, do not run, to the nearest exit.
- Be aware of the evacuation plan posted in your building. All evacuation plans are located on the Environmental Health and Safety Pilots UP page under the [Fire Safety](#) tab. Faculty and Staff are responsible for knowing the proper evacuation route from buildings and directing students and other community members to exits.
- If you are the last one out of a room, shut the door – in case of fire this limits the spread of smoke and fire.
- If you cannot leave a room due to fire or smoke keep the door closed and open windows to let out smoke and heat. Seal the crack around the door if possible. Hang an object out the window to attract attention. Stay low to the floor.
- Stairway doors act as a barrier system to restrict fire and smoke from exit ways. Do not block stairway doors open, which would allow fire and smoke to fill the escape route if a fire occurs.
- During an emergency evacuation, it is preferable for someone to remain with and assist a non-ambulatory person if they can do so without endangering their own lie.
- Once outside, move at least 300 feet from the building you evacuated. If your department has a predetermined meeting site assemble at that site. Avoid blocking sidewalks, hydrants, streets, and fire lanes. Emergency vehicles must have clear access to the building.
- Do not reenter the building unless you have been told it is safe to do so by Campus Safety Officers, EHS, or Portland Fire Bureau responders.
- Information about evacuation meetings sites is located on the [Interactive Campus Map](#) under the Emergency Information Tab.
- More information about emergency evacuation can be found in the [University of Portland Fire Prevention Plan](#).

#### Medical Emergencies:

If a Medical emergency requires immediate medical attention or is life threatening call Campus Safety at 503-943-4444 or call 911. It is often best to call Campus Safety so that they can properly guide emergency responders to the appropriate area of campus.

### Automated External Defibrillators (AEDs):

Automated External Defibrillators are located in different campus buildings. These devices provide simple verbal instructions for the untrained, however contact 911 and Campus Safety before starting the use of an AED. Locations of all AEDs is available on the [Campus Map](#).

### University of Portland OSHA Safety Committee:

The university has an OSHA Safety Committee, which brings various employees across campus together to promote health and safety in the workplace and the UP community. The committee meets once per month. The committee is responsible for conducting quarterly building inspections and reviewing all injuries and accidents that occur on campus. More information about the committee is located on the [OSHA Safety Committee Pilots UP Page](#). If you are interested in joining the OSHA Safety Committee please contact [ehs@up.edu](mailto:ehs@up.edu).

### General Housekeeping Rules:

Work areas must be kept clean and free from obstructions

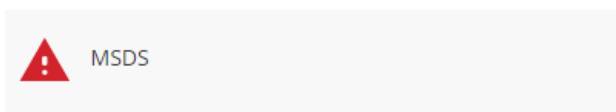
- Stairways and hallways should not be used for storage .
- Access to exists, emergency equipment, control panels, and fire extinguishers must never be blocked.
- Extension cords should not be used as a permanent wiring solution (>24hours)
- Power strips may not be daisy chained.
- Heaters and other high powered devices such as microwaves, refrigerators, and air conditioning units must be plugged directly into wall outlets.
- Fire extinguisher training is available to all employees through Moodle. Email [ehs@up.edu](mailto:ehs@up.edu) if you would like to be enrolled.
- Storage should be limited on top shelves, and all hazardous materials and glass must be stored below eye level

### 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 Campus Safety (503-943-7161) or the [Hazard Reporting Form](#). If you are injured on the job, immediately report your injury to your supervisor and fill out the [Report of Injury form](#). If you must go to the hospital Campus Safety should be notified. More information on work injuries is available [here](#). 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 Campus Safety.

### Hazard Communication:

The University of Portland maintains a Hazard Communication Program which is available [online](#). All employees working with hazardous chemicals must be trained in Hazard Communication annually, and when new hazards are introduced into their work area. All University of Portland employees who work with potentially hazardous chemicals and materials are granted access to pertinent hazard information, and they are required to participate in University of Portland Hazard Communication Program. All chemicals used at the University of Portland are managed through the University's online management system, MSDS Online. Information such as Safety Data Sheets are available through this system to all University employees. Employees can access the system through the "MSDS" app on [PilotsUP](#).



### Bloodborne Pathogen Training

Bloodborne pathogens are diseases and microorganisms that are transferred via blood or other potentially infectious material. The University of Portland maintains a [Bloodborne Pathogen Exposure Control Plan](#). 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. Annual training is required for all employees who handle bloodborne pathogens or infectious materials.

### Personal Protective Equipment:

Different tasks performed by University of Portland employees may require the use of Personal Protective Equipment (PPE). The University of Portland must provide all required PPE to employees. The University's Personal Protective Equipment Safety Program is located [here](#). If you have questions about PPE reach out to [ehs@up.edu](mailto:ehs@up.edu).

### Ergonomic Assessment:

If you would like to request an ergonomic evaluation of your on campus workspace reach out to Environmental Health and Safety at [ehs@up.edu](mailto:ehs@up.edu). A safety consultant will then conduct a brief on campus meeting to evaluate your workspace and any additional equipment you could benefit from.

### Wildfire Smoke:

All supervisors should review the [Oregon OSHA Wildfire Smoke Protection Requirements](#).

