

## Our Values

### Let Us A.S.S.I.S.T. You

**Accountability:** We take professional responsibility for our actions in preventing and responding to emergencies and protecting our community and the environment.

**Safety:** Safety is our number one priority and a core value of the university. It is integral to everything we do, and we lead by example.

**Support:** Our services support the overall institutional strategic goals and provide all units the tools to integrate the university's safety culture.

**Integrity:** We set the example by consistently adhering to high-standard practices without bias or judgment.

**Sustainability:** We conduct our activities professionally to ensure a sustainable and healthy lifestyle for the university community.

**Teamwork:** Teamwork begins with respect and a willingness to help. We work as a team to advance our vision and support the institutional mission.

## Our Mission

We are a team of professionals dedicated to promoting and supporting the university's culture of safety and efforts to protect human health, safety, and the environment. We exist to facilitate a safe learning and working environment by:

- Minimizing accidents and injuries
- Raising awareness through education
- Providing technical support and compliance assistance
- Recognizing and mitigating hazards
- Reducing potential liabilities

We serve the University of Idaho community while recognizing our broader public and environmental responsibilities. With genuine concern for the well-being of all, we facilitate proactive and fair solutions that cultivate an atmosphere of trust, collaboration and personal responsibility.

## Our Vision

Through excellence in service, interdisciplinary education, and collaboration, we lead by example to support the university's strategic goals. We will achieve our vision by engaging the university community in our safety programs. By continuously improving and implementing these programs, we will significantly reduce risk and injuries, and improve the safety of our physical and professional environment and the wellbeing of our community members.

## **Environmental Health & Safety Roles & Responsibilities**

Safety is a major component of a successful higher education program, providing a solid foundation for planning and executing policies and strategic practices. EHS services and activities are compliance-driven, following many federal, state and local regulatory requirements. Without these critical services, U of I's mission and all federally funded programs are at risk (research grants, financial aid, etc.).

Beyond regulatory requirements, human safety is paramount. Our over-arching goal is to have everyone return home each day as healthy and injury-free as when they arrived on campus. Safety training, programs and initiatives directly contribute to creating and maintaining a safe and healthy environment in which the university community works and learns. Instilling safe work practices in students through instructors that lead by example creates more employable alumni and reflects positively on the university's reputation.

EHS provides many programs and services to keep our students and employees safe while complying with the many and varied mandatory requirements. Additional information about our programs is available on our website at <http://www.uidaho.edu/safety>.

### **Emergency Response Team**

The University of Idaho maintains an Emergency Response Team (UIERT) through the Environmental Health and Safety department. The team, comprised of all members of EHS, is Hazmat trained and equipped to handle most incidents that may occur on campus, including chemical, radiological and biohazard incidents. We also have an agreement with the City of Moscow to respond to other incidents in the city as requested. This service is activated as needed by the Incident Commander acting for the City of Moscow, and may be initiated by calling 911.

### **Safety Orientation**

EHS created an online orientation course, Safety Matters, for all university employees and students to provide information about many of the services offered by this office. This half-hour course is available through the University's learning management system (LMS).

### **Safety Training**

Safety training is provided in all safety programs under EHS, both online and in-person, and is managed by EHS and in the online learning management system. Every employee in EHS has areas of expertise in which they are qualified to train the university community.

### **Safety Programs**

EHS runs a multitude of programs, grouped into seven categories of specialization. With limited staff available, members have been cross-trained to assist in areas outside their own specialties in case of emergencies.

### **Environmental Compliance**

Managed by the executive director of EHS, several environmental compliance programs, including air quality, hazardous materials and oil pollution prevention, are in place to comply with and exceed the rules and regulations of federal and state agencies. These programs have a positive impact on the university and the environment and led to recognition of the university as the Pollution Prevention Champion for 2017 as awarded by Idaho Department of Environmental Quality. The executive director of EHS is the university's liaison to the U.S. Environmental Protection Agency (EPA) and Idaho Department of Environmental Quality (DEQ).

**Fire Safety**

The fire safety specialist with EHS is responsible for developing, implementing, and maintaining a comprehensive fire and life safety program for the university through expert knowledge of fire and building codes. Aspects of this program include resolving compliance issues; developing and enforcing fire and life safety policies for the university; assessing fire management and safety training needs, and presenting this training; conducting fire drills; advising on the safe design and installation of fire protection systems; coordinating acceptance testing of all fire safety-related equipment installations and acting as a liaison with regulatory agencies, including state and local fire officials, regarding fire safety issues.

The University is a state facility under the jurisdiction of the State Fire Marshal. The fire safety specialist is the liaison to the State Fire Marshal and works with their deputies for preparedness, prevention and investigations.

**Topics under fire safety include:**

- Emergency Equipment
- Evacuations
- Event planning
- Event safety
- Exits and Corridors
- Fire Safety Handbook
- Fire Safety in Laboratories
- Flammable Liquids
- General Fire Safety
- Fire Safety Training
- Inspections
- Open Burning and fireworks
- Storage and Housekeeping

**Hazardous Materials & Waste**

A joint effort of the hazardous materials specialist and hazardous materials technician, this program directs the university's hazardous waste management, PCB management and used oil management programs. They provide technical expertise in the handling, use, storage and characteristics of hazardous materials as well as state and federal laws and regulations relating to hazardous waste management and the transportation of hazardous materials. Drawing on this expertise, they also provide training in these areas. Programs and policies related to this field are regulated by the Environmental Protection Agency (EPA), Idaho Department of Environmental Quality (DEQ), Resource Conservation and Recovery Act (RCRA), Department of Transportation (DOT) and others at the state and federal level.

**Topics under hazardous materials & waste include:**

- Hazard Communication
- Hazardous Materials Use and Storage
- Hazardous Waste Management
- PCB Management
- RCRA Compliance
- Universal Waste Management (batteries, fluorescent lamps, pesticides, and mercury-containing equipment)
- Used Oil Management

**Industrial Hygiene**

“Industrial Hygiene is a science and art devoted to the anticipation, recognition, evaluation, prevention, and control of those environmental factors or stresses arising in or from the workplace which may cause sickness, impaired health and well-being, or significant discomfort among workers or among citizens of the community” (Definition from the American Industrial Hygiene Association)

The university’s industrial hygienist, with assistance from the industrial hygiene specialist, manages campus-wide programs in industrial hygiene, asbestos and lead-based paint management, laboratory safety, chemical exposure and indoor air quality assessments, hearing conservation, respiratory protection, medical surveillance and related training. Industrial hygiene policies and procedures are based on the work of OSHA, National Institute for Occupational Safety and Health (NIOSH), Centers for Disease Control (CDC) and others. Additionally, the university maintains an active institutional membership in CSHEMA, the Campus Safety Health and Environmental Management Association.

**Topics under this program include:**

- Animal Workers Medical Surveillance (In collaboration with the Biosafety Officer)
- Asbestos-containing Materials Management
- Blood-borne Pathogens
- Chemical Exposure Assessment
- Hearing Conservation Program
- Indoor Air Quality
- Lead-containing Materials Management
- Mold
- Respiratory Protection

**Laboratory Safety**

Managed by the Laboratory Safety Officer, the purpose of the laboratory safety program is to minimize the risk of injury or illness to laboratory workers by ensuring that they have the training, information and support needed to work safely in the laboratory. EHS develops these resources based on current rules and regulations from state and federal entities, as well as recommendations on best practices provided by the Association of Public and Land-grant Universities (APLU), and assists laboratory workers in applying them as part of the university’s commitment to providing a safe laboratory environment for its faculty, staff, students and visitors. The industrial hygienist works closely with the radiation safety officer and/or radiation safety specialist in managing this program.

**Topics under laboratory safety include:**

- Chemical Hygiene Plan
- Laboratory Safety Plan
- Laboratory Safety Commitment
- Laboratory Signage Program
- Laboratory Hazard Analysis
- Laboratory Safety Inspections
- Shower/Eyewash Inspections
- Fume Hoods Inspections

### **Occupational Safety**

A multidisciplinary field, occupational safety is concerned with safety, health and welfare of people at work with a primary focus on the prevention of hazards. Regulated by federal and state legislation and codes, our comprehensive program includes job hazard analysis, fall protection, confined space work and training to name a few.

The occupational safety specialist, assisted by the occupational safety technician, develops and maintains this program for the university, supervises the coordination and performance of facility inspections by regulatory agencies, performs safety inspections, prepares and monitors workers compensation claims, investigates accidents and develops and provides safety training and related resources. The occupational safety specialist is the secretary for the University Safety and Loss Control Committee (USLCC), providing monthly reports to and about the committee.

#### **Topics under this program include:**

- Accident Investigations
- AED Program Management
- Building Inspections (with the Idaho Division of Occupational and Professional Licenses)
- Confined Space Program
- Driver Safety
- Electrical Safety
- Ergonomics
- Fall Protection Program
- First Aid/CPR/AED Training
- Hazardous Energy Control (LockOut/TagOut)
- Job Hazard Analysis
- Unit Safety Program/Committees
- University Safety and Loss Control Committee (USLCC)
- Workers Compensation Claims

### **Radiation Safety**

The University's radiation safety program is managed by the radiation safety officer (currently the executive director of Environmental Health and Safety). The radiation safety officer (RSO) provides technical assistance in handling, use, storage, and characteristics of radioactive material and radiation-producing equipment; and responds to emergencies involving radioactive and hazardous materials. The RSO provides training to the university in radiation safety, radioactive materials transport, and x-ray safety. The RSO must be approved by the Nuclear Regulatory Commission (NRC).

The radiation safety program provides information and training on the theory, hazards, biological effects, protective measures, monitoring and disposal of radioactive materials; establishes policies by which radioactive materials may be safely used; ensures compliance with local, state and federal regulations; and provides emergency response assistance. This program is governed by the NRC, which holds final approval for any RSO hired by the university. The University has a broad scope license from the NRC to use radioactive materials. The RSO is a member of the university-wide Radiation Safety Committee that administers our broad-scope radioactive material license.

#### **Topics under this program include:**

- Federal Licensing
- Audits and Inspections
- Radioactive Material Use
- Radiation-producing Equipment Use
- Emergency Procedures
- Radioactive Waste Disposal

# EHS Guidance

## University of Idaho Emergency Response Team (UIERT)

Due to the diversity and advanced research and education activities at the University of Idaho, the EPA classifies the university as a large quantity generator of hazardous waste. In accordance with state and federal regulations, the University of Idaho maintains an Emergency Response Team (UIERT) through the office of Environmental Health and Safety. The team is trained and equipped to handle most hazmat incidents that may occur on campus. The UIERT also has an agreement with the City of Moscow to respond to other incidents in the city as requested.

The UIERT is comprised of members of the Environmental Health and Safety and they cover all types of hazardous materials. All team members are trained to hazardous materials technician and operations levels. All team members are FEMA ICS trained (level 100 – 800) and maintain their certifications through annual refreshers and close collaboration with the State of Idaho Fire Marshal's office.

Activation and dispatch of the UIERT is done by contacting U of I security, the university safety officer in Environmental Health and Safety, or the Incident Commander acting for the City of Moscow via 911. The dispatcher will need to know what type of hazardous material is involved (e.g., chemical, radioactive or biohazardous material), if the information is available. If the material cannot be identified, call-out procedures for a chemical spill will be used.

Upon receiving notification of a hazardous material incident, WhitCom and U of I security follow specific call out procedures:

- Call-out during business hours: Activation of the team during normal working day (8:00 a.m. to 5:00 p.m., Monday through Friday, during the school year; and 7:30 a.m. – 4:30 p.m., Monday through Friday, during the summer) involves calling the Environmental Health and Safety Office at 208-885-6524.
- Call-out during non-business hours (after-hours, weekends and holidays): Follow call-out procedures for incidents occurring during the weekends, holidays, or after-hours (use the call-out list appropriate for the incident).
- Three levels of response are recognized and will determine the specific call-out procedure:
  - Level 3 (Minor Emergency) Response – dispatch calls down the list of UIERT members, attempting to contact four (4) team members that are able to respond to the incident, and then informs the Incident Commander of the number of responders contacted and confirmed as responding.
  - Level 2 (Major Emergency) and Level 1 (Disaster) Response – For a response to an incident more serious than Level 3, dispatch will contact as many team

members as possible; relay the number of confirmed responding team members to the Incident Commander and wait for further instruction.

- Individual Call-Out Lists

*Individual call out lists are held by appropriate emergency responders, including Environmental Health and Safety, Campus Security and Emergency Management and Security Services, as well as WhitCom.*



## Classroom Courses

## Online Courses

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C-073	Back Safety	O-003	Asbestos Awareness
C-092	Confined Space Awareness	O-005	Battery Charging Safety
C-007	Confined Space Safety	O-006	Bloodborne Pathogen Training
C-008	Confined Space Safety: Air Monitoring, Ventilation and Retraction	O-009	Custodial Safety
C-076	Electrical Safety Awareness	O-010	Defensive Driving Course
C-107	Environmental Waste Awareness Training for Custodians	O-018	Fire Extinguisher Use
C-108	Environmental Waste Awareness Training for Shops and Maintenance	O-021	Fire Safety in the Workplace
C-015	Fall Protection - Competent Person	O-105	Golf Cart Safety
C-016	Fall Protection - Operations	O-028	Hazard Communication with GHS
C-017	Fire Extinguisher Hands-on Training	O-030	Hazard Communication Guide for Supervisors
C-019	Fire Safety - Flammable Liquids	O-033	Hearing Conservation
C-020	Fire Safety for Students	O-035	Job Hazard Analysis
C-022	First Aid/CPR/AED Course	O-037	Laboratory Safety
C-023	First Aid/CPR/AED Skills Test	O-039	Ladder Safety
C-025	Forklift Safety - Classroom Training	O-041	Lead Awareness
C-024	Forklift Safety - Operator Evaluation	O-044	Mold Awareness
C-068	Forklift Train-the-Evaluator	O-045	Office Safety and Ergonomics
C-026	Hand and Power Tool Safety/Machine Guarding	O-048	Preventing Slips, Trips, and Falls
C-079	Hantavirus Awareness	O-050	Radiation Safety Orientation
C-031	Hazardous Waste Management Workshop for Lab Ops	O-054	Respiratory Protection
C-072	Hazardous Waste Management Workshop for VSQG	O-056	Safety Matters
C-034	Hoisting and Rigging Safety	O-059	SPCC Training - Oil Pollution Prevention
C-063	Hot Work Safety	O-065	Working Outdoors
C-036	Lab Safety for the Non-Lab User		
C-084	Landscape Safety		
C-042	Lockout/Tagout - Authorized Employees		
C-043	Lockout/Tagout Training		
C-102	Mobile Elevated Work Platforms (MEWP)		
C-106	Mobile Elevated Work Platforms (MEWP) Operator Evaluation		
C-086	Personal Protective Equipment		
C-049	Radiation Safety Course - 5 hour		
C-052	Radiation Safety X-Ray Seminar		
C-053	Radioactive Materials Transportation		
C-058	Silica Awareness		
C-060	Trenching, Excavation and Shoring Safety Awareness		
C-062	Unit Safety Committee Orientation		
C-089	Winter Driving Safety		