

Policy 303.6

1 Introduction

1.1 Federal and State Regulations

1.1.1 The Occupational Safety and Health Office has developed policies and procedures to comply with Federal and State regulations concerning safety and health at Appalachian State University (the "<http://policy.appstate.edu>University"<http://policy.appstate.edu>). Safety hazards encountered which are not covered here should be referred to the Occupational Safety and Health Office at 262-4007.

1.2 Non-Routine Tasks

1.2.1 Extreme care should be exercised whenever an employee must perform an unfamiliar task. The labels on all products used to complete the task should be read and thoroughly understood before using the products. Personal protective equipment may be required and special instructions may be needed. Always check with the supervisor before performing non-routine tasks if you have questions concerning a product or the task to be completed.

2 Scope

3 Definitions

4 Policy and Procedure Statements

4.1 Fire Protection

4.1.1 Fire Evacuation Plans - Departments are responsible for developing a fire evacuation plan for each occupied area of their building. The plan should include detailed drawings and written instructions in a clear concise format which indicates the safest, most direct exit(s) and procedures to use in the event an emergency evacuation becomes necessary. For further fire protection measures and instructions, see Safety, Procedure Statement 2.

4.2 Flammable And Combustible Liquids

4.2.1 University procedures governing the storage, use and disposal of flammable and combustible liquids are derived from North Carolina Occupational Safety and Health Standards, National Fire Protection Association Codes and State of North Carolina Building Codes. See Safety, Procedure Statement 3 for these procedures.

4.3 Compressed Gas

4.3.1 University procedures for the handling, storage, and use of compressed gases in cylinders are derived from and in accordance with the Compressed Gas Association Regulations, North Carolina Occupational Safety and Health Standards, National Fire Protection Association Codes and State of North Carolina Building Codes. See Safety, Procedure Statement 4 for these procedures.

4.4 Disposition Of Waste Chemicals

4.4.1 The University has made a determination of its obligations under the Environmental Protection Agency's regulations concerning hazardous waste disposal. A program has been established under the guidance of the University's Physical Plant and any questions regarding disposal of known hazardous waste should be directed to the Physical Plant at 262-2150. Under no circumstances should chemicals, including flammable or volatile products, be put in University dumpsters, sewer systems, or disposed of in any manner than those outlined in the hazardous waste disposal program.

4.5 Radiation Safety And Health

4.5.1 Any questions regarding radiation sources should be directed to the University Radiation Safety Officer.

4.6 Exit Access/Bicycle Parking Prohibited

4.6.1 In the interest of employee safety and to insure prompt and orderly evacuation of buildings in the event of fire or other emergency, it is imperative that all exit corridors, hallways and stairways remain clear and free from obstructions at all times. It is the University's policy to fully comply with this requirement. All signed exits and exit ways, especially corridors, stairwells, lobbies and other public areas are to be kept clear and unobstructed at all times .

4.6.2 Bicycle parking is prohibited in entrance foyers, stairwells, corridors, or any other public space in buildings, including porches and entrance or exit ways. Bicycles should be parked in racks or other approved locations outside buildings.

4.6.3 The storage of any materials in corridors or exit ways, or the use of exits for any purpose other than means of egress, is prohibited.

4.7 Reporting Indoor Environmental Concerns

4.7.1 In an effort to centralize the reporting of Indoor Environmental Concerns on the University's campus and respond to faculty, staff and students in a timely manner, an Industrial Hygiene Assistance Form should be completed and forwarded to the University Industrial Hygienist using Electronic Forms (See Appendix 11). The Industrial Hygienist will send the forms to other campus officials for review as needed, and if appropriate, monitoring will be scheduled. A copy of the review results will be forwarded to the requesting individual. Copies of the form may be accessed from the Electronics Section at the ASU Home Web Page Site. Contact the University Industrial Hygienist at 262-6838 if you have questions.

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates