Introduction to Health and Safety Manual

It is the policy of Midwestern State University to provide a safe and healthy work environment for all employees, visitors, and students.

This Health and Safety Manual has been prepared in an effort to prevent injuries, illnesses, and death from work related causes and to minimize losses of material resources and interruptions from accidental occurrences. It is directed toward the control of all types of hazards encountered in the performance of official duties.

This safety manual is a part of a continuing program for providing safety information to personnel. We all share in the responsibility for the health and safety of our employees, contractors, and visitors. Use this manual as a guide in working safely in your workplace.

**Purpose:**

The purpose of the Midwestern State University Health and Safety Manual is to provide employees with general guidelines for implementing a high quality safety program. It is not an exhaustive source document but rather an approach to safety.

The manual brings together information that will assist employees and supervisors carry out their responsibility in ensuring a safe environment at MSU for visitors, students, contractors, and employees.

All personnel should read this manual and conduct their work accordingly.

**Scope:**

The information and requirements given in this Manual are applicable to all areas of the agency and represent only general minimum standards. They do not substitute for special operation manuals used in certain buildings or laboratories to meet specific situations. This manual will serve as a basis to which supervisors shall add safety measures relevant to their work operations.

It must be emphasized that this is primarily an in-house manual. The procedures and requirements are established based on the facilities and resources available at the MSU. They represent, nonetheless, a
code of standard safe work practices for use at other institutions.

The MSU Health and Safety Manual contains the objectives, policies, standards, and procedures that pertain to all employees. Specific responsibilities, administrative procedures, and operational requirements are described that are relevant to work safety and the prevention of work related illnesses. This document is a guidance document to expound upon current University Polices and Procedures.

**Format and Organization of Manual:**

This manual is presented in two formats. The first format is a hard copy document that will be on file in each department. The second format will be an online hypertext format which will accommodate additions and will facilitate revisions of relevant sections to reflect organizational changes and updates as knowledge on hazard control accumulates. Change is ongoing in most fields of scientific and legislative endeavor.

As regulations are promulgated by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety and Health (NIOSH), the Environmental Protection Agency (EPA), National Fire Protection Association (NFPA), and regulating State Agencies this manual will be updated.

Appendixes specific to a Chapter are contained at the end of the Chapter and identified with a prefix A. General exhibits are referenced in the body of the manual. Exhibits are numbered by adding a capital letter to chapter or appendix number. Thus, the first exhibit for this chapter would be Exhibit 1-A"; the second would be "Exhibit 1-B", etc.

**Development, Maintenance and Revision Process:**

All materials in this manual have been developed and maintained under the supervision of the Office of Environmental Safety. The Risk Management / Safety Committee has provided guidance for all policy issuance, and reviewed all non-policy material. Existing safety policy still in affect at the time of publication has been reviewed and updated if needed.

Additional material for inclusion in the safety manual should be submitted to the Office of Environmental Safety (OES). OES will then submit it to the Risk Management / Safety Committee for review and approval for non-policy material. The Risk Management / Safety Committee will review and make appropriate recommendations for all policy issues to the President of the University. After review and comment, the President will submit the proposed policy to the Board of Regents. The Board of Regents will make the final approval of all policy matters.
Acknowledgements:

This manual is modeled after the safety manuals of the Office of Health and Safety, Centers for Disease Control and Prevention. The various chapters were developed from multiple sources and the Office of Environmental Safety. All material is public domain material and may be reproduced without permission.