

Chapter Ten:

Health and Safety

Cumberland University is concerned about the safety and health of the students, faculty, and staff who comprise our educational community. The University shares with each of us the responsibility for promoting a safe and healthy workplace by observing occupational health and safety regulations and by practicing safe work habits. Each of us must be vigilant in maintaining the safety and health of the University by complying with stated policies regarding health and safety.

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Federally mandated notices about job safety and health protection may be found posted outside the Switchboard/Receptionist area and in the Emergency Procedures Manual. This chapter has been written to provide campus guidelines to be followed by everyone. While the chapter does not cover every conceivable health and safety issue, it does provide basic guidelines for most campus health and safety concerns.

CAMPUS ENVIRONMENT

Cumberland is an educational community with open access to the public. The University's most commonly reported crime involves property stolen from unsecured places; therefore, general safety precautions are strongly advised. Leave expensive or irreplaceable personal items at home and keep your work area secured at all times.

REPORTING CRIME AND VANDALISM

The Vice President for Administration is responsible for providing security arrangements for the physical property of the campus. All reports of crime on campus or violations of University property policies must be reported in writing on an Incident Report and forwarded to the Vice President for Administration as soon as possible after noting the violation or crime. The Vice President for Administration may inform the Lebanon Police Department of the alleged crime or vandalism and may require a police report be filed by the person reporting the crime or vandalism. In the event of an emergency or endangerment of life, dial 911 for police assistance.

PARKING AND VEHICLE REGISTRATION

Everyone desiring to operate a motor vehicle on campus must register the vehicle with the Office of Administration. Obtaining a parking permit for every vehicle operated on campus is required at the beginning of each academic year or at the beginning of employment. Failure to obtain an appropriate parking permit may result in parking fines and/or towing of the vehicle at owner's expense. Contact the Office of Administration for obtaining current parking permits or to contest a parking ticket.

All operators of motor vehicles are required to follow University policy regarding parking. Vehicles may only be parked in designated locations and in appropriate places. Parking outside yellow lines, in fire lanes, in handicap spaces (without legal sticker), blocking University vehicle access, or any other endangerment parking may result in parking fines and/or towing at owner's expense.

SAFETY IN THE WORKPLACE

Cumberland University subscribes to the policies and procedures listed in the Emergency Procedure Manual regarding potential hazards in the workplace. Please refer to the manual to determine procedures for handling hazardous materials and protecting personal safety. Notify your supervisor or the Director of Human Resources immediately if an accident occurs involving hazardous material or personal injury. If you suspect hazards in the workplace, contact the Director of Human Resources for investigation.

WEAPONS

Cumberland University explicitly prohibits anyone other than commissioned law enforcement agents and University approved or contracted security personnel from carrying open or concealed weapons while on University property. Unauthorized possession of a weapon on University property may result in disciplinary action, up to and including immediate termination of employment. Permission to carry a weapon on University property must be obtained from the President of the University.

ACCIDENTS ON THE JOB

Any accident that occurs which materially affects a person should be immediately reported to the supervisor of the person or Director of Human Resources. Damaged or destroyed property should be immediately reported to the supervisor or the Vice President for Administration. Failure to report accidents may result in disciplinary actions up to and including termination of employment and/or a requirement to replace damaged property.

PERSONAL INJURY

Any personal injuries that occur on the job should be reported to the Director of Human Resources within one (1) working day to complete the appropriate injury form. Workers Compensation information is available in the Office of Human Resources or see the Workers Compensation section in the Benefits chapter.

EMERGENCY PROCEDURE MANUAL

See the Emergency Procedures Manual for policies regarding the following types of emergencies: fire, severe weather/tornado, chemical spill, explosion or airplane crash, bomb threat, civil disturbance or demonstrations, utility failure, violent or criminal behavior, medical and first aid, media relations, psychological crises. Also, see the Emergency Procedures Manual for policies regarding the exposure control of bloodborne pathogens and handwashing technique.

WEATHER RELATED CANCELLATIONS

Cumberland University will notify area television stations of official cancellation of campus operations due to weather related circumstances. Campus personnel are to use personal discretion regarding safety of travel when weather conditions are extreme. Personnel should immediately contact their supervisor when loss of work occurs due to extreme weather conditions.

INCLEMENT WEATHER

In the event of extreme, adverse weather conditions, Cumberland University may be closed. Area radio and television stations will be notified prior to 6:00 am whenever possible. In addition, the automated switchboard announcement will reflect the decision if the University will be closed. If on-campus classes are canceled, the students, faculty and staff should

assume that off-campus classes will not meet. All faculty, staff and students are expected to exercise personal discretion regarding their safety whether the University is closed or open.

CHILDREN AT THE WORKPLACE

Cumberland University cannot be responsible for children of employees, both full and part time, that is brought to the facilities during the work schedule. In the interest of safety and a productive work environment, employees may not bring their children into the Cumberland University buildings and facilities during the employee's working hours.. Noncompliance of this issue will be addressed by the Vice President in charge of the employee's area and/or the President of the University.