



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

FACILITIES SERVICES

Safety Orientation Self-Study Handbook

For Students and Temporary Workers

Welcome!

Welcome to the University of Tennessee and the Facilities Services organization. We are dedicated to providing our employees with a safe work environment. This self-administered training booklet has been developed to ensure that you receive and understand the requirements of UTK health and safety programs, especially those developed for Facilities Services.

OSHA and UT require that all employees receive training based upon the workplace exposures and tasks involved in each job. This guide is one method by which we can fulfill these training requirements. If you have any questions regarding your job or if you have any safety questions or concerns, please contact your Facilities Services supervisor immediately.

What to do with this handbook:

To use this self-administered training handbook, you must read this document, complete the Quiz/Employee Acknowledgement form, sign the Vehicle Use Policy, and complete the Emergency Alert form (final three pages of this handbook). When finished, turn in all three pages to your supervisor.

Thank you for taking time to learn about the safety programs at UTK. Feel free to call us at extension 974-2510 if you have any questions.

Who is this handbook for?

This handbook is suitable for seasonal part-time staff, student assistants, and temporary-status employees.

What information is covered in this handbook?

Part 1 *Injury and Illness Prevention*

Reviews safety guidelines for Facilities Services, including communication and training.

Part 2 *Fire Safety & Prevention*

Reviews types of fire hazards and the use of extinguishers.

Part 3 *Employee Right-To-Know*

Reviews the written Hazard Communication program with an emphasis on office and lab environment.

Part 4 *Asbestos Awareness*

Reviews the hazards associated with exposure to asbestos.

Part 5 *Bloodborne Pathogen Awareness*

Reviews protection from bloodborne diseases in a non-medical environment.

Part 6 *Responding to Emergencies*

Reviews building evacuation procedures.

Quiz & Acknowledgement Form

Acknowledgement of Vehicle Use Policy

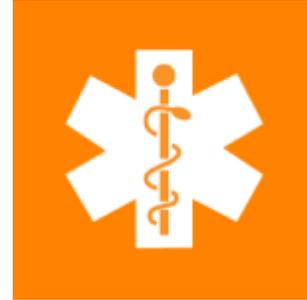
Emergency Alert System Form

Part 1 Injury and Illness Prevention

1) What are the guidelines for injury and illness prevention?

UT Facilities Services (FS) promotes guidelines to prevent injury and illness these include such processes as:

- Employee safety training
- Safety inspections and audits
- Accident investigations
- Communication of safety information



2) How is safety communicated?

- Through employee training
- Through departmental safety meetings
- Through newsletters and emails

3) How often do I need to be trained?

- Initially, at the start of your assignment.
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.
- Whenever new personal protective equipment (PPE) is introduced into use.
- Whenever the University becomes aware of a new, previously unrecognized hazard.

4) Does my training include information on general safe work practices? *Yes!*

- Know the safety rules and procedures that apply to the work that is being done. Determine the potential hazards (e.g., physical, chemical, biological) and take appropriate safety precautions before beginning any new operation.
- Be alert to unsafe conditions and actions and call attention to them so that corrections can be made as soon as possible.
- Know the location of, and how to use, the emergency equipment in your area, as well as how to obtain additional help in an emergency. Be familiar with emergency procedures by:
 - Reviewing Emergency Procedures posted in your dept. office and common areas.
 - Becoming familiar with how to safely exit the building you work in and knowing where to go once outside the building.

5) What does housekeeping have to do with safety?

There is a definite relationship between safety and orderliness in the work area. When housekeeping standards fall, safety inevitably deteriorates. Work areas must be kept clean and free from obstructions and slip/trip hazards. Cleanup should follow the completion of any messy operation, or at the end of each day.

- Trash should be deposited in appropriate receptacles.
- Stairs and hallways are not to be used as storage areas.
- Access to exits, emergency equipment, control panels, and fire extinguishers must never be blocked.
- Chemicals must be stored and labeled properly. Consult manufacturer's guidelines and the Safety Data sheets (SDS), for appropriated storage requirements.

6) What are my rights as an employee?

- You have the right to a safe work environment.
- You have the right to be informed of any operation in your work area where hazardous substances or industrial hazards are present.
- You have the right to be informed of the locations and availability of hazardous materials information (Safety Data Sheets) and or any other safety procedure or information necessary to perform your work assignment safely.

7) What safety responsibilities does my Supervisor have?

- Your supervisor must ensure that you receive training on the specific hazards of your job assignment prior to beginning the assignment.
- Your supervisor is required to provide you (when starting an assignment which poses a new hazard) with training on the specific hazard of the equipment or process prior to beginning the assignment.
- If you are uncertain:
 - Stop – do not proceed with task
 - Call – your supervisor
 - Wait – for information regarding the safe resolution

8) What are my responsibilities as an employee?

- Perform your specific job assignment in the safest manner possible.
- Operate all equipment as instructed by your supervisor or as outlined in the manufacturer's operations procedures.
- Wear any required Personal Protective Equipment (PPE).
- Report all injuries, near misses, and unsafe conditions.
 - Stop
 - Call
 - Wait



9) Who has the authority and responsibility for employee safety?

- Department heads have the authority and responsibility to support the UTK FS safety program.
- The FS Training & Development Office is responsible for providing initial job safety training.
- Supervisors and Foremen are responsible for training the people who work for them in the safe operation of equipment, hazardous materials handling rules, and the risks and preventive measures relating to their specific work assignments.
- Employees must operate all equipment as instructed by their supervisor or as outlined in the manufacturer's operation procedures.

10) What types of safety training classes are offered by UTK Facilities Services?

- Training is offered in many areas of safety. Department needs will dictate what type of training and assistance FS will provide.
- Online, OSHA compliant training courses are available to all employees.
- In-person classes can be scheduled and designed for specific groups or departments.
- Visit the FS Employee Training & Development website for the most up-to-date training information or to contact a member of the training department.

<http://fs.utk.edu/Units/CommInfo/Training.html>

11) What are the training documentation requirements?

- Employee training and documentation will be maintained by the Facilities Services training office and/or the department for at least three years.
- All temporary-status FS employees, should read this booklet and complete the self-administered test as initial training upon orientation. The Quiz/Employee Acknowledgement page is retained as record of initial safety training.

12) What are the systems that the University has in place for identifying, and preventing occupational safety & health hazards?

- UTK's Environmental, Health and Safety Office conducts general facility inspections, especially those concerning building and grounds infrastructure.
- UTK's Office of Risk Management (and campus EHS) conducts accident investigations in order to determine how and why the accident occurred. The goal is to implement corrective actions to prevent recurrence of the incident.

13) What systems does the University have for correcting unsafe or unhealthy conditions and work practices in a timely manner?

- Unsafe conditions that require repair are reported to Facilities Services by the department office.
- Campus building safety inspections of are conducted at least annually by campus EHS.
- Facilities Services and the EHS office communicate regularly concerning building, safety, and construction issues.



Part 2 Fire Safety and Prevention

1) What fire and electrical safety hazards do I need to be aware of?

Fires resulting from poor chemical storage practices, overloaded circuits, and careless use of heat and spark sources cause needless property damage and risk to employees, students, and the public. The following items are examples of poor and risky practices:

- Plugging in too many appliances and instruments into an outlet or power strip.
- “Daisy-chaining” – plugging extension cords into other extension cords or power strips.
- Storing flammable liquids near spark sources, heating elements, or distillation units.
- Dispensing flammable gases and liquids without properly grounding and bonding the containers – allowing static electricity to build up and possibly igniting the material.
- Using damaged electrical cords or plugs, or allowing them to get wet.

2) When a fire is discovered, remember the Three A’s:

- Activate the building fire alarm system or notify the fire department by calling 911.
- Assist any person in immediate danger to safety you can do so without risk to yourself.
- Attempt to use an extinguisher if you feel comfortable doing so.

3) Am I required to operate a fire extinguisher in the event of a fire?

- You are NOT required to operate a fire extinguisher.
- Do not risk your own safety to fight a fire.
- If you are uncomfortable in any way with using a fire extinguisher, focus on evacuation and activating the alarm.

4) Will all types of extinguishers work on all types of fires? *No!*

- Not all fuels are the same, and if you use the wrong type of fire extinguisher on the wrong type of fuel you can make the fire worse!
- Refer to the graphic on the next page for a summary of the different classes of extinguishers and the fuels they are intended to suppress.

5) What is the most common type of fire extinguisher on campus?

- Class ABC extinguishers which are suitable for ordinary combustibles (wood, paper, plastic), liquid combustibles (gasoline, alcohols), and energized electrical equipment.

6) How do I operate a fire extinguisher?

- Use the acronym PASS to help you remember.
 - 1) **P**ull the pin.
 - 2) **A**im the nozzle.
 - 3) **S**queeze the handle.
 - 4) **S**weep the nozzle.



7) How should I evacuate a building?

- Notify others in the vicinity.
- Assist others if needed.
- Close doors behind you.
- Activate the nearest alarm.
- Leave by the nearest exit.
- Gather at the designated assembly point for your building/department.



Part 4 Employee Right-to-Know

Also known as Hazard Communication, this OSHA regulation requires all employers to identify chemical hazards and communicate those hazards, as well as protective measures, to affected employees. Employers must develop a written plan that includes training requirements, hazard identification methods, inventory of hazardous materials, and location of information.

1) What chemicals or materials must have labels on them?

- All containers with a hazardous chemical inside including:
 - Squeeze bottles and jars
 - Drums, 5-gal buckets, cans, etc.
 - Gas cylinders
- Containers that could contain a hazardous chemical in laboratories, workshops, etc., and where a non-hazardous chemicals such as water and mild cleaners are also used. For example:
 - Spray bottles with water or Windex
 - Squeeze bottles with water, detergent

Plain water is indistinguishable from acetone, mild detergent, and other potentially harmful chemicals.

Make sure water bottles are also labeled!

2) What are the requirements for container labeling?

- Name of chemical or product identifier
- Signal word
- Hazard statement
- Pictograms
- Precautionary statement
- Supplier identification

3) What about chemicals that have been transferred to a different container?

The same information should be included AND the following information is mandatory:

- a. Name of chemical in full (not chemical formulas alone)
- b. Significant hazard (carcinogenic, extremely flammable or corrosive)

4) Where do I find the Safety Data Sheet (SDS) for a chemical I am using in the workplace?

- The master SDS for all chemical products is located at the University EHS Office. However, SDSs are also available in department offices and individual work areas, or preferably, in each work area.
- SDSs must be made available during work hours and must be accessible to employees. A supervisor may choose to have a binder with SDSs, an SDS website bookmarked on a computer, or any combination of these.

5) What does the SDS tell me about a chemical I may be using or exposed to at the workplace?

- Chemical name and manufacturer information (address and telephone numbers)
- Hazard identification and required label elements
- List of chemical ingredients, chemical and physical properties
- First aid and firefighting measures
- Exposure limits and personal protective equipment (PPE) requirements
- Safe handling/storage precautions and accidental release measures
- Toxicological, ecological, disposal, transport and regulatory information

6) What are the ways in which I could be exposed to a chemical?

There are four main ways in which an exposure to a hazardous chemical could occur. Check the SDS to see which of these pathways are most important for a particular chemical.

- Inhalation (breathing in a gas, vapors, fumes, dust, or aerosols)
- Ingestion (swallowing, licking, or tasting a chemical)
- Skin Contact (direct contact or absorption through skin into the bloodstream)
- Injection (needle sticks, cuts from contaminated glass)

How can I protect myself from the potential hazards of office and computer products?

- Follow the container label directions
- Use products in areas with air circulation
- Avoid breathing the vapors
- Prevent contact with skin and eyes
- Keep containers covered to reduce fumes and spills
- Consult the SDSs
- Wear proper Personal Protective Equipment (PPE)

7) Does this really apply to office or computer work?

The Hazard Communication Standard applies to all work places and includes materials used in the workplace such as toner, permanent markers or paint, bulk cleaners, etc.

A variety of office and computer products may contain small amounts of hazardous chemicals. Since most of these products are used intermittently and in small quantities, exposure is not expected to produce adverse health effects under “normal conditions of use.”



Part 4 **Asbestos Awareness**

Asbestos is a group of five naturally occurring fibrous minerals. Asbestos has been used in the manufacture of building materials for years.

Asbestos tends to breakdown into very tiny fibers. These individual fibers are so small many must be identified using a microscope. In fact, some individual fibers may be up to 700 times smaller than a human hair. Because asbestos fibers are so small, once released into the air, they may remain suspended for long periods of time.

The most common way for asbestos fibers to enter the body is through breathing. In fact, asbestos containing material are not generally considered to be harmful unless they are releasing dust or fibers into the air that might be inhaled or ingested. Many of the fibers will become trapped in the mucous membranes of the nose and throat but some may pass deep into the lungs or, if swallowed, into the digestive tract. Once they are trapped in the body, the fibers can cause serious health problems.

Asbestos is most hazardous when it is friable. The term “friable” means that the asbestos is easily crumbled by hand pressure, releasing fibers into the air. Sprayed on asbestos insulation is highly friable—asbestos floor tile is not.

Asbestos fibers can also be released if asbestos-containing materials are disturbed,

Never...

- Drill
- Hammer
- Cut
- Saw
- Sand
- Scrape
- Burn
- Break
- Damage
- Move
- Disturb

...any asbestos-containing materials or suspected materials.

1) Health Effects

Because it is so hard to destroy asbestos fibers, the body cannot break them down or remove them once they are lodged in lung or body tissues. They remain in place where they can cause disease.

There are three primary diseases associated with asbestos exposure.

- a) Asbestosis
- b) Lung cancer
- c) Mesothelioma

a) Asbestosis

Asbestosis is a serious, chronic, non-cancerous respiratory disease. Inhaled asbestos fibers aggravate lung tissue, which results in scarring. Symptoms of asbestosis include shortness of breath and dry crackling sound in the lungs while inhaling. In its advanced stages, the disease may cause cardiac failure.

There is no effective treatment for asbestosis; the disease is usually disabling or fatal. The risk of asbestosis is minimal for those who do not work with asbestos. Those who renovate or demolish buildings that contain asbestos may be at a significant risk, depending on the nature of exposure and precautions taken.

b) Lung Cancer

Lung cancer causes the largest number of deaths related to asbestos exposure. The incidence of lung cancer in people who are directly involved in the mining, milling, manufacturing, and use of asbestos and its products is much higher than in the general population. The most common symptoms of lung cancer are coughing and a change in breathing. Other symptoms include shortness of breath, persistent chest pains, hoarseness, and anemia.

People who have been exposed to asbestos and are also exposed to some other carcinogen such as cigarette smoke have a significantly greater risk of developing lung cancer than people who have been exposed to asbestos. One study found that asbestos workers who smoke are 90 times more likely to develop lung cancer than those who neither smoke nor have been exposed to asbestos.

c) Mesothelioma

Mesothelioma is a rare form of cancer that most often occurs in the thin membrane lining of the lungs, chest, abdomen, and (rarely) heart. Virtually all cases of mesothelioma are linked with asbestos exposure. People who have worked in asbestos mines, asbestos mills and factories, and shipyards that used asbestos have an increased risk of mesothelioma.



2) Where is Asbestos found?

Asbestos may be found in many different products and many different places. Examples of products that might contain asbestos are:

- Sprayed on fire proofing and insulation in buildings
- Insulation for pipes and boilers
- Wall and ceiling insulation
- Ceiling tiles
- Floor tiles and mastic
- Putties, caulks, and cements (such and chemical carrying cement pipes)
- Roofing shingles
- Siding shingled on old residential buildings
- Wall and ceiling texture in older building and homes
- Joint compound in older buildings and homes
- Vermiculite insulation in blocks and attics

3) What is my responsibility?

Before disturbing any material that might contain asbestos or...

If you discover any material that might contain asbestos that is deteriorating or damaged and have any concerns that it might contain asbestos, or...

If you have any questions concerning asbestos...

Contact your Supervisor, Sanitation Services, or Environmental Health and Safety.



Part 4 **Bloodborne Pathogen Awareness**

1) What are bloodborne pathogens?

Bloodborne pathogens are microorganisms such as viruses or bacteria that are carried in blood and can cause disease in people. There are many different bloodborne pathogens including malaria, syphilis, and brucellosis, but Hepatitis B (HBV) and the Human Immunodeficiency Virus (HIV) are the two diseases specifically addressed by the OSHA Bloodborne Pathogen Standard.

2) Since I don't work in a hospital, how could I potentially be exposed to bloodborne pathogens at work?

- Providing first aid or CPR assistance to an infected individual
- Cleaning up blood, vomit, or other bodily fluids

3) What are some things I can do to protect myself?

It is extremely important to use personal protective equipment and work practice controls to protect yourself from bloodborne pathogens.

a) Universal Precautions

A prevention strategy, in which all blood and potentially infectious materials are treated as if they are, in fact, infectious. In other words, whether or not you think the blood/body fluid is infected with bloodborne pathogens, you treat it as if it is.

b) Personal Protective Equipment

To protect yourself, it is essential to have a barrier between you and the potentially infectious material. This includes wearing impermeable gloves, eye protection, and sometime mouth coverings such as a mask or CPR shield.

c) Handwashing

This is one of the most important (and easiest) practices used to prevent transmission of bloodborne pathogens. Hands or other exposed skin should be thoroughly washed as soon as possible following an exposure incident.

4) How are bloodborne pathogens transmitted?

Bloodborne pathogens are transmitted through contact with infected human blood and other body fluids such as:

- Semen
- Vaginal secretions
- Cerebrospinal fluid
- Synovial fluid
- Pleural fluid
- Peritoneal fluid
- Amniotic fluid
- Saliva

5) What types of disease can be transmitted via bloodborne pathogens?

a) *Hepatitis B (HBV)*

- A virus that causes infection and inflammation of the liver
- Transmitted primarily through "blood to blood" contact
- Can lead to serious conditions such as cirrhosis & liver cancer
- Can survive in dried blood for up to 7 days

b) *Human Immunodeficiency Virus (HIV)*

- Very fragile virus that will not survive very long outside of the human body.
- Attacks the body's immune system, weakening it so that it cannot fight other deadly diseases.
- Causes AIDS, or **Acquired Immune Deficiency Syndrome**, a fatal disease for which there is no known cure.
- It may be many years before AIDS actually develops.
- Primarily of concern to employees providing first aid or medical care in situations involving fresh blood or other potentially infectious materials.

6) How do I handle a bloodborne pathogen emergency?

- a) In an emergency situation, always use universal precautions.
- b) Minimize your exposure by wearing:
 - Gloves
 - Splash goggles
 - Pocket mouth-to-mouth resuscitation masks
 - Other barrier devices
- c) If you are exposed:
 - Wash the exposed area thoroughly with soap and running water.
 - Use non-abrasive, antibacterial soap.
 - Flush mouth, nose, and eyes for 15 minutes if blood is splashed in mucous membranes.
 - Report the exposure to your supervisor.
 - Fill out an exposure report form.
 - Request blood testing & Hepatitis B vaccination.

7) Rules to follow

- Treat all blood or potentially infectious body fluids as if they are contaminated.
- Always wear personal protective equipment in exposure situations.
- Replace PPE that is torn or punctured.
- Remove PPE before leaving the work area.
- Properly disinfect or dispose of used PPE
- Wash hands immediately after removing PPE

If you believe you have been exposed to potentially infectious blood or bodily fluids contact your supervisor immediately to report the incident. You have the right to be medically evaluated by the University physician and to be offered the Hepatitis B vaccine series (HBV shot). The HBV vaccine can still be effective in preventing infection up to 24 hours following the exposure incident.

Although your employer must offer the vaccine to you, you do not have to accept that offer. You may opt to decline the vaccination series, in which case you will be asked to sign a declination form. This does not impact any future decisions following another exposure incident.

Part 5 Personal Protective Equipment

Personal protective equipment includes all clothing and other workplace accessories designed to create a barrier against workplace hazards. You may reference OSHA Standard 1910.132 for additional information. The standard specifically covers personal protective equipment for eyes, face, head and extremities, protective clothing, respiratory devices, protective shields and barriers.

Head Hazards	Head PPE
Falling objects	Hard hat (electrical and non-electrical rated)
Impact	Welding helmets

Foot Hazards	Foot PPE
Roll over	Steel toe
Impact	Grip tread
Puncture	Puncture proofing
Electrical shock	Electrically rated
Chemical exposure	Chemically rated

Hand/Finger Hazards	Hand/Finger PPE
Cuts or abrasions	Cut resistant/proof gloves and guards
Burning or freezing	Thermal protective gloves and guards
Chemical contact	Chemically rated gloves and guards
Electric shock	Electrically rated gloves and guards



Remember!

PPE alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls, administrative controls and safe work practices.

If you don't use the PPE, it can't help protect you!

Part 6 Responding to Emergencies

From Any Phone 911
UT Police (Emergency) – 865-974-3111
UT Police (Main Line) – 865-974-3114
VolAware Student Hotline – 865-974-HELP (4357)



1) Active Shooter Response

In an active shooter situation, your goal is to prevent injury to yourself or others. Response to an active shooter requires individual decision making--you must make your own choice to escape or hide.

If an active shooter is reported or encountered...

RUN

- If you have an escape route in mind and are confident of the shooter's location.
- Prevent others from entering the building and follow instructions from the police.

HIDE

- If you are inside a building and the shooter(s) location is unknown you can secure the area by locking and barricading doors, keeping away from windows and silencing your cell phone.
- Quietly report to 911 your specific location the number of people and any information you have on the shooter(s). If you cannot speak, leave the line open and allow the dispatcher to listen.

FIGHT

- As a last resort, and only if your life is in immediate danger, attempt to stop the attacker.
- Work as a group if possible, commit to your actions and act with physical aggression.

For more information on this and other emergency procedures, visit the UT Knoxville emergency preparedness website: www.safety.utk.edu



STEPS TAKEN WHEN THERE IS AN INJURY OR ILLNESS AT UTK

EMPLOYEE

- Ensure they receive medical attention.
- Call **911** to summons Rural Metro or UT Police at **974-3111** if the accident or illness is serious. An ambulance will be dispatched to transport the worker to a hospital.
- For non-serious injuries or illnesses the employee must notify their supervisor. The employee and supervisor will call UT's Worker's Compensation administrator (CorVel) at: **866-245-8588**

The employee and supervisor select the option to speak with a nurse for immediate care. The nurse will direct the employee to a nearby healthcare provider.

The supervisor shall call **866-245-8588** and select the option for first notice of loss reporting the day following the accident.

Additional information about Workers Compensation coverage can be found at: <http://treasury.tn.gov/wc/>

The injured/ill employee may be transported by self, co-worker or ambulance.

STUDENT

- Ensure they receive medical attention.
- Call **911** to summons Rural Metro or UT Police at **974-3114** if the accident is serious. An ambulance will be dispatched to transport the injured student to a hospital.
- For non-serious injuries or illnesses the student can be treated at or by:
 - a. Student Health
Mon.-Fri., 8AM and 4:30PM
except Wed., which is 9AM to 4:30PM.
 - b. UT Medical Center Emergency Room.
 - c. Their medical provider.

The injured/ill student may be transported by self, acquaintance, or ambulance.

A Report of Occurrence form should be completed and submitted to the Risk Management Office (**865-974-5409**) or <http://riskmanagement.tennessee.edu>.

Information on Student Health Insurance can be found by contacting Student Health at **865-974-3135** or the website: http://studenthealth.utk.edu/insrec_studentinsurance.php.

VISITOR

- Ensure they receive medical attention.
- Call **911** to summons Rural Metro if the injury or illness is serious. An ambulance will be dispatched to transport the individual to a hospital.
- For non-serious injuries or illnesses the individual should seek care as directed by their healthcare provider.

The injured/ill visitor may be transported by self, acquaintance, or ambulance.

Notify UT Police (**974-3114**) and Risk Management (**974-5409**).



Quiz & Acknowledgement Form

Take the quiz below, read the statement, then print your name, sign and date the bottom. Send completed forms to the Facilities Services Training Department.

- 1) It is my responsibility to perform my job in the safest manner possible. TRUE or FALSE
- 2) Stairwells and hallways may be used for storing extra furniture or equipment. TRUE or FALSE
- 3) I do not need to know the potential hazards and appropriate safety precautions prior to starting a new position. TRUE or FALSE
- 4) I need to know how to use the emergency equipment in my area, who my emergency contacts are, and be familiar with emergency procedures. TRUE or FALSE
- 5) If I see an unsafe condition, I should keep it to myself. TRUE or FALSE
- 6) When transferring a chemical to another container, a label identifying the contents is NOT required on the new container. TRUE or FALSE
- 7) I am required to use a fire extinguisher if I find a fire in the workplace. TRUE or FALSE
- 8) I can always ask for a Safety Data Sheet (SDS) or check with my supervisor regarding information and the safe use of chemicals in my job. TRUE or FALSE
- 9) I should treat all blood or potentially infectious body fluids as if they are contaminated. TRUE or FALSE
- 10) Exposure to asbestos fibers can cause serious health issues like lung cancer. TRUE or FALSE

I certify that I have read and understand the safety information contained in this document. I fully understand my responsibilities with respect to the policy and procedures as outlined. I understand that I have the right to seek chemical Safety Data Sheets and review the UTK Hazard Communication Program. I further agree to comply with safe work practices.

Printed Name *First* *MI* *Last*

Date

Signature

Department

THE UNIVERSITY OF TENNESSEE

Acknowledgement of Policies Governing the Operation of University Vehicles

- 1) Vehicles may be used only for University business. Personal use is prohibited.
- 2) Vehicles may not be used for commuting unless authorized in writing under provisions of Class B assignment in University Policies and Procedures on the Use of University-owned Motor Vehicles.
- 3) Overnight retention–The conditions under which a Fleet Management vehicle may be retained overnight are as follows:
 - a. The employee’s home is located some distance from the University and such retention would result in substantial savings in time and distance traveled.
 - b. If an employee must depart before Fleet Management opens, the vehicle may be procured and retained the preceding night.
 - c. If an employee is required, by reason of University duties, to return from a trip after working hours, he or she may retain the vehicle at home overnight, provided it is returned to Fleet Management the following morning.
- 4) Authorized drivers–Employees, including part-time student employees, Board of Trustee members, and registered volunteers are the only individuals authorized to operate a University vehicle. (Student employees are authorized to operate a vehicle provided they have departmental approval and driving is a job-related responsibility.)
- 5) The University’s liability coverage applies only to vehicles driven by UT employees within the course and scope of their employment and only while on official University business.
- 6) The authorized driver is responsible for the protection and safe operation of the vehicle condition and will make every reasonable effort to return the vehicle in essentially the same condition as it was received. The operator should observe all traffic laws and rules of safe driving, and the operator is responsible for traffic violations and fines including parking violations. The driver or department may be financially responsible for damages resulting from abusive use of the vehicle.
- 7) Further information is outlined in the Driver’s Reference Manual, which is located in the glove box of each vehicle or may be obtained from Fleet Management.
- 8) The operator must have a valid driver’s license.

I acknowledge that I have read and understand the above policies. I also understand that violation of these policies may subject me to disciplinary action under The University of Tennessee Personnel Policies and Procedures.

Printed Name *First* *MI* *Last*

Date

Signature

Department

Emergency Alert System

As members of Facilities Services, you are joining a highly visible department that will need to be well-positioned in the event of an emergency. By providing your mobile phone number and any alternative email addresses, you will be signed up for the UT Alert emergency notification system. To learn more about this system visit: <http://www.utk.edu/utalert/>

Printed Name *First* *MI* *Last*

NET ID

MOBILE PHONE NUMBER

HOME EMAIL (optional)