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Introduction

UFIT is dedicated to providing a safe and healthy working environment for all of its employees and visitors. The primary purpose of this Handbook is to provide information that will help you perform your job in the safest way possible. UFIT and its representatives will provide a safe workplace for all of its employees by:

1. Providing the equipment and training necessary to enable employees to safely perform and complete all job duties.
2. Providing administrative and managerial support conducive to a safe work environment.
3. Empowering and encouraging employees to voice concerns and contribute to solutions for improving safety.
4. Performing inspections and audits of safety procedures and policies and making changes as needed.

This handbook is a guide to the safety rules and procedures of the UFIT safety program and is intended to provide guidance on safety practices for all departments within UFIT. These safety rules and procedures are designed to help you work in an accident-free environment. The handbook does not cover all requirements of your job, but gives general guidelines to assist in your overall work efforts. If you have a question about how to perform your job safely, please contact your supervisor immediately to get direction.

The policies within this handbook apply to all UFIT employees, and establish the minimum requirements for general cases, and any department, shop, or personnel may utilize more stringent, comprehensive, or protective practices than those outlined in this manual. No department,

shop, or personnel may utilize practices which are less stringent, comprehensive, or protective than those outlined in this manual without written consent from the Safety Coordinator and respective department director.

Roles and Responsibilities

UFIT is responsible for establishing, reviewing, and updating UFIT safety policies to ensure they comply with all applicable University of Florida, local, state, and federal policies and regulations.

Supervisors are responsible for knowing the content of UF policies and this handbook, and for knowing which UF policies apply to themselves and the employees they supervise. Supervisors are responsible for enforcing the applicable policies and procedures and ensuring that the appropriate policies and procedures are reviewed by an employee prior to the employee beginning any task for which there is an applicable policy or procedure. Supervisors must ensure that employees are trained in the proper use of all equipment they are required to use and document this training.

Employees are responsible for understanding and complying with all applicable policies and procedures along with immediately seeking clarification for any policies or procedures which they do not fully understand.

All UFIT employees have the responsibility to contribute to a safe work environment by actively following safety requirements, correcting unsafe acts and conditions when able, and reporting unsafe acts or conditions. All employees are encouraged to support the continual improvement of UFIT's safety program by providing suggestions or assistance for enacting improvements.

Training

It is the responsibility of the supervisor to ensure that employees receives the training necessary to perform assigned job duties. Assistance in identifying necessary training, and verification of training attendance and dates can be obtained by contacting the safety coordinator or UFIT Business Center Human Resources.

Employees also have an obligation to inform their supervisor if they have been assigned a task or duty for which they have not received appropriate training. It is the responsibility of the employee to seek clarification, as necessary, to ensure they fully understand the training received. If a new or unique task is assigned, it is the responsibility of the employee to consult their supervisor before beginning work to determine if any additional training is necessary.

Personal Protective Equipment

1. Personal protective equipment (PPE) must be used as required by all applicable policies, procedures, and good trade practices.
2. UFIT will provide personal protective equipment as required for job duties.

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- a. UFIT will ensure that the PPE provided offers the necessary protection for the associated task, and will ensure that the PPE is available in the appropriate size for any employee required to use the PPE.
 - b. Employees have the right to refuse to begin a task until the required PPE is provided for them.
3. Employees are responsible for inspection and verification of the functionality of PPE prior to use.
4. Employees are responsible for using PPE according to manufacturer recommendations.
5. Employees are responsible for the proper maintenance, care, and storage of individually assigned PPE and must report any deficiencies to their supervisor as soon as possible.
6. All PPE must be disposed of in a manner compliant with all applicable waste standards.
7. Eye protection must be used at all times when using chemicals other than pure liquid water.
8. Eye protection must be worn when using hand tools and power tools.
9. Face shields must be used for grinding, cutting, or wire brushing activities.
10. Hearing protection must be used in all situations where the time weighted average of noise is above 85 decibels.
11. Eye protection, chemical resistant gloves, and long sleeve shirts are required for any work performed on fume hoods; this includes lighting, electrical, fans, and duct work related to fume hoods.
12. Employees should report any PPE concerns to their supervisor as soon as possible.

Equipment

1. Employees must inspect all equipment for damage or faults before use.
 - a. Any equipment found to be damaged or faulty in any way should be reported to the supervisor as soon as possible for further inspection and determination of next actions.
 - b. Supervisors are responsible for ensuring damaged equipment is replaced or adequately repaired in a timely manner.
 - c. Any equipment which is damaged or faulty and is being retained for repair, recycling, or other purpose must be clearly indicated as out of service and required to have the contact information of the person who is responsible for the equipment.
 - d. Any equipment which will be disposed of due to damages or faults should be rendered inoperable and if possible, clearly and permanently marked with the words "DO NOT USE" prior to disposal.
2. Employees can operate equipment only if they have received authorization to do so from their supervisor.
 - a. Supervisors are responsible for ensuring employees have received the appropriate training for all equipment they are required to use.
 - b. Supervisors are responsible for documenting that employees have been trained to use equipment.
3. Equipment must only be used for its designed and designated purpose.
4. If a task requires equipment which an employee does not have available to them, the employee must immediately notify their supervisor.
5. Employees must have the proper training and authorization to service and/or repair equipment.

6. Employees servicing equipment or infrastructure with hazardous energy must follow all UFIT lock-out/tag-out procedures and comply with all aspects of the [UF Hazardous Energy Control Policy](#).
 - a. Supervisors are responsible for ensuring lock out/tag out procedures are written for the specific equipment being serviced.

Procedures

1. Employees are responsible for seeking clarification for any procedure which they do not fully understand.
 - a. Supervisors are responsible for ensuring that a procedure is understood by providing written or verbal clarification of the task, or the portion of task in question.
2. Any variance from standard procedure must be approved by a supervisor before the change is made.
 - a. Any permanent change in procedure must be communicated to all affected employees and documented.

Injuries and Property Damage

1. Employees must report all injuries and property damage to their supervisor as soon as reasonably possible.
2. Supervisors are responsible for ensuring that workers' compensation claims are made as soon as reasonably possible after notification of injury, including completion of an Injury and Incident Investigation Report.
 - a. Directions for workers' comp claims can be found at the [UF Workers' Comp website](#).
3. Employees are responsible for notifying their supervisor of any near miss incidents during work activities.
 - a. Supervisors are responsible for ensuring that near miss incident reporting is completed in a timely manner. Near miss reporting is done by utilizing the Injury and Incident investigation report and noting "Near Miss" under nature of injury. Completed form is returned to the safety coordinator.

Training

1. Employees are responsible for understanding training provided to them and for seeking clarification on any portion of training which they do not understand.
2. It is the responsibility of all UFIT parties involved in training (employees, supervisors, and certain administrative personnel) to take every effort to ensure that trainings are given and received on time, in order to prevent the lapsing of necessary trainings.

Vehicles

1. All UFIT personnel operating vehicles must have a valid driver's license suitable for the type of vehicle they are operating (Regular or CDL).
2. All UFIT personnel are required to use seatbelts when operating seatbelt equipped vehicles.

3. Employees are required to report all vehicle accidents to their supervisor and file a report with UPD and with workers' comp. This includes single vehicle accidents.
4. Any employee involved in an accident must do the following (From EH&S):

Procedure to Follow at Accident Scene:

This procedure applies to automobile accidents involving UF-owned or rented vehicles.

1. Contact local law enforcement to report the accident. If the accident occurs on campus, contact the University Police.
2. The driver must notify their supervisor of the specifics related to the accident.
3. Provide the officer with the University auto policy number.
4. Do not accept responsibility for the accident on your behalf or that of the University.
5. Obtain a copy of the Driver Exchange of Information form.

Procedure to Follow after Auto Accident

This following documentation must be submitted within 3 days after the accident to the Insurance Coordinator.

1. The driver must complete an Automobile Accident Reporting form.
2. The supervisor must provide a written statement advising who was operating the vehicle and what job duties the driver was performing at the time of the accident.
3. Driver's Exchange form.
4. Police Report.
5. If vehicle is a rented vehicle, notify the rental company immediately. Failure to do so may void the terms of your rental contract, including any insurance coverage provided under the contract.

Hazard Communication

1. All employees must be trained on the content of the hazard communication standard.
2. It is the responsibility of the safety coordinator or designated trainer to train new employees on the requirements and responsibilities of the hazard communication standard, including discussion of the written policy, requirements of the policy, labelling requirements, and how to read a safety data sheet (SDS).
3. It is the responsibility of the supervisor to cover the site specific requirements including hazardous chemicals of that site, methods for detecting hazards, PPE selection and use, where to access SDS's, and how to protect themselves when working with site specific chemicals.
 - a. It is the supervisor's responsibility to train employees for any new or reformulated chemicals used at the worksite before employees can begin using the chemical.
4. Employees are responsible for knowing and understanding the information presented to them including general requirements and site specific requirements of the hazard

communication standard. Employees are responsible for seeking clarification for any information which they do not fully or readily understand.

5. Employees are responsible for complying with all requirements of the hazard communication policy.
6. Employees are responsible for reading and following guidance in safety data sheets before working with chemicals at their work area.

Hazardous Waste Generation

1. All employees who generate hazardous waste are required to dispose of their hazardous waste through EH&S, and follow all applicable Federal, state, and UF handling, accumulation, and [disposal guidelines](#).
2. All employees who regularly generate hazardous waste will have annual training covering identification, accumulation, and disposal rules.
3. Employees are responsible for following all hazardous waste identification, accumulation, and disposal rules.
4. Supervisors are responsible for enforcing all hazardous waste rules.
5. Supervisors whose work sites generate hazardous waste are responsible for designating a satellite accumulation area (SAA) for waste storage, and for designating an SAA waste manager.
6. The assigned waste manager is responsible for ensuring all items in a satellite accumulation area meet all the requirements of waste accumulation, and that the materials are disposed of in a timely manner.

Material Handling

1. Employees responsible for lifting and/or moving items must utilize proper lifting aids, assistance, and lifting techniques in order to minimize risk of injury.
 - a. Lifting aids include using a hand cart/hand truck, utility cart, winch or other equipment to reduce the load and stress on the employee.
 - b. Employees are required to seek assistance when moving objects that are too heavy, too large, or too difficult to move alone.
 - c. All employees lifting any objects must assess the weight and size of the item to ensure it is manageable enough to lift before attempting to lift it.
 - d. When lifting objects employees must follow the [procedures outlined by EH&S](#) for safe lifting:
 1. Move close to the object and separate your feet shoulder-width apart with one foot slightly forward for balance.
 2. Bend at the knees, while maintaining the natural curve of your back. Pull the object close to you, using your arms to support the object.
 3. Tighten stomach muscles to help support your back while lifting.
 4. With a firm grip on the object, lift with your legs. Maintain the natural curve of your back while your legs do the lifting.
 5. To place an object below waist level, follow the same procedures in reverse order. See [UF Safe Lifting Brochure](#) for more details.

2. Supervisors are responsible for ensuring that employees have access to necessary lifting aids, assistance, and/or other alternatives to safely move heavy or oddly shaped/sized items.
3. When moving abrasive or sharp objects, employees must wear appropriately selected gloves to minimize the risk of cuts or abrasions.
 - a. Supervisors are responsible for ensuring that gloves are selected to match the hazards of items being moved. Safety coordinator will assist with selection of gloves as needed.

Job Site Management

1. Employees are responsible for maintaining a safe and clean job site, at all work locations.
2. Employees are responsible for following UF emergency procedures including activation of fire alarms, evacuation, and other emergency procedures.
3. Employees are responsible for knowing the locations of emergency exits, fire alarm pull stations, and fire extinguishers in the location they are working.
 - a. Environmental Health and Safety is responsible for maintaining all building assigned fire extinguishers.
 - b. Supervisors are responsible for notifying EH&S if a fire extinguisher has been used, damaged, or requires any repairs or maintenance.
 - c. Supervisors are responsible for maintaining any additionally obtained or specialty fire extinguishers.
4. Employees are responsible for knowing the location of safety showers and eyewash stations when working in areas where these safety items are installed.
5. Employees are responsible for maintaining a safe work site for UFIT employees as well as other UF staff, students, and visitors.
 - a. Employees are responsible for barricading, flagging, or otherwise restricting access to work areas when work being performed would present a danger to bystanders in the area.
6. All walking and working surfaces must be kept clean, dry, and orderly.
7. Supervisors are responsible for maintaining approved first aid kits in centralized locations and ensuring that items are replaced as used.
8. When on the premises of a contractor led jobsite, all UFIT employees are required to comply with all jobsite rules and regulations, including wearing the appropriate PPE. At a minimum, jobsite attire should include closed toe shoes, reflective safety vest, hardhat, and safety glasses.