

FLORIDA INTERNATIONAL UNIVERSITY

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UNIVERSITY SAFETY COMPLIANCE GUIDE

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LOSS CONTROL

SECTION 000

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ENVIRONMENTAL HEALTH & SAFETY,  
INSURANCE & EMERGENCY MANAGEMENT SERVICES

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# LOSS CONTROL

## USCG 001 - ACCEPTANCE OF DONATED PROPERTY

Last Update: 08/29/08

### PURPOSE

To establish uniform loss control guidelines for property donated to the University.

### SCOPE

University-wide

### GUIDELINES

1. Before making a commitment to accept the item assure that the terms of the donation are favorable to your department and the University.
2. Item should be inspected and tested, as appropriate; and repaired or upgraded as needed to assure that it is safe for the use intended by the manufacturer. Obtain calibration certificates, etc.
3. If there are known safety hazards or defects, recommend the donor repairs them. Consider **not** accepting the donation if item is unsafe and will be costly for your department to repair. Balance the benefits against the costs for repair, maintenance, insurance, etc.
4. Determine a justifiable market value for the item(s) and assure the FIU Property Control is notified if equipment value exceeds \$1000. Complete appropriate forms.
5. Obtain all documentation published by the manufacturer regarding proper use and maintenance of item. Request transfer of any active warranties and guarantees.
6. If item is a specialized piece of research equipment with "Special Hazard Materials", assure equipment has been registered with the appropriate state/federal agency and EH&S.
7. Determine associated registration fees and licenses **before** you commit accepting the equipment. Contact the Department of Risk Management & Environment Health & Safety (EH&S) for matters related to payment of annual fees for use/storage of equipment (e.g., X-ray machines). Any such fees are paid by the department that owns the equipment.
8. If the equipment contains radioactive material, obtain information on the radioactive material and the radioactivity. Confirm with the Radiation Safety Officer (RSO) that the radioactive material and the quantity of radioactivity in the equipment are within the limits of the FIU radioactive material license The RSO will provide information on compliance requirements.

9. Assure equipment containing/exposed to hazardous materials are delivered with decontamination clearance documents. Do not assume responsibility for transportation of any such equipment until you have received the decontamination clearance certificate. Such certificates may be issued by donor's in-house safety department or by a third party vendor.
10. Assure the use location is able to support installation and use of the donated equipment – e.g. structural load capacity, power supply, connection to gas or water supply, etc.
11. Check safety training status for all personnel designated to use the equipment and ensure personnel have been properly trained on using the equipment
12. If donor prepares a gift agreement for your signature, assure the FIU Office of General Counsel or OSRA vets agreement before you commit.

For additional information regarding these guidelines, contact the Department of Risk Management & Environmental Health and Safety at (305) 348-2621.

## **USCG 007 - REQUEST FOR FINE ARTS COVERAGE**

**Last Update: 06/26/02**

### **PURPOSE**

To establish a uniform procedure for submitting requests for fine arts coverage.

### **SCOPE**

University-wide

### **GUIDELINES**

1. Submit completed "Request for Fine Art Coverage" form, from <http://www.fiu.edu/~ehs>
2. Item(s) must be inspected and tested, as appropriate, and repaired or upgraded as needed to assure that it is safe for the use intended by the manufacturer.
3. If there are known safety hazards or defects, recommend that the donor repairs them. Consider not accepting the donation if item is unsafe and will be costly for your department to repair. Balance the benefits against the costs for repair, maintenance, insurance, etc.
4. Obtain documentation published by the manufacturer regarding proper use and maintenance.
5. Obtain advice of the University General Counsel regarding the terms of the agreement.
6. Determine an appropriate and justifiable market value for the item(s) and add the item(s) to your department's inventory for insurance.

For more information regarding this guideline, contact the Department of Environmental Health and Safety at (305) 348-2621.

## **USCG 008 - ACCIDENT/INJURY INVESTIGATION**

**Last Update: 03/08/02**

### **PURPOSE**

To provide guidelines on conducting accident/injury investigations.

### **SCOPE**

University-wide – includes all University Operations, Locations, Employees, Students and Registered Volunteers.

### **GUIDELINES**

#### **1. Report emergencies to Public Safety at time of occurrence:**

All emergencies should be reported to the FIU Public Safety department by calling university extension 5911.

#### **2. Provide first aid and medical care:**

The most important and immediate tasks are rescue operations, medical treatment for the injured, and prevention of further injuries. If the incident occurs on campus, contact Public Safety Department at x5911 to obtain assistance. If the incident occurs at any other location, follow their emergency response notification procedures or call 911. Supervisory personnel should be contacted for guidance or additional emergency response procedures applicable to the location or activity.

The Health Care and Wellness Center provides medical treatment and care for registered students who may experience injuries that do not require hospitalization or critical emergency care.

#### **3. Isolate area to prevent further injuries:**

It may be necessary to isolate the location of the injury to prevent other injuries. For example if a machine or device was involved in accident this item should be evaluated prior to resuming work. It may be necessary to “lock-out”, lock-up or “tag-out” the item until it can be evaluated.

#### **4. Report employee injuries to the Office of Human Resources:**

Contact the Workers Compensation Program (UP: 348-7960, BBC: 919-5545) at the Department of Environmental Health & Safety, to report the injuries involving employees and obtain guidance on how and where to receive medical attention, if required.

**Note:** The Health Care and Wellness Center provides medical treatment and care for registered students who may experience injuries that do not require hospitalization or critical emergency care.

#### **5. Investigate the accident:**

Investigations should be conducted by someone who is knowledgeable regarding the work processes, procedures and the environment of the particular situation.

## 6. Identify the causes:

The cause(s) of any accident can be grouped into five categories - *task*, *material*, *environment*, *personnel*, and *management*. Possible causes in each category should be evaluated, some sample questions are given below for each category (These are not exhaustive):

**Task:** The actual work procedure being used at the time of the accident must be explored, look for answers to questions, such as:

- Was a safe work procedure used?
- Had conditions changed to make the normal procedure unsafe?
- Were the appropriate tools, materials and personal protective equipment available?
- Were the appropriate tools, materials and personal protective equipment being used?
- Were safety devices working properly?
- Had the procedure been evaluated for hazards?
- An important follow-up question is "If not, why not?"

**Material:** To identify possible causes resulting from the equipment and materials used, the person conducting the investigation might ask:

- Was there an equipment failure?
- If Yes: What caused it to fail?
- Was there a design flaw?
- Was the equipment properly maintained?
- Were hazardous substances involved?
- Were hazardous substances clearly identified?
- Could a less hazardous alternative have been used?
- Was the raw material substandard in some way?
- Should personal protective equipment (PPE) have been used?
- Was the PPE used appropriate?

Again, each time the answer reveals an unsafe condition, the person conducting the investigation must ask **why** this situation was allowed to exist and address the root cause as part of the corrective action.

**Environment:** The physical environment, especially sudden changes to that environment, has factors that need to be identified. The situation at the time of the accident is important, not what the "usual" conditions were. For example, person conducting the investigation may want to know:

- What were the weather conditions, if relevant?
- Was poor 'housekeeping' a problem?
- Was it too hot, too cold or humid?
- Was noise, vibration or constant distraction a problem?
- Was light or glare a problem?
- Were toxic or hazardous gases, dusts, or fumes present?

**Personnel:** The physical and mental condition of those individuals directly involved in the event must be explored. The purpose for investigating the accident is **not** to establish blame, but the inquiry will not be complete unless personal characteristics are considered. Some factors will remain essentially constant while others may vary from day to day:

- Was the injured person experienced in the work being done?
- Had they been appropriately trained?
- Were they able to meet the physical demands of the work?
- Was the status of the injured person's health a factor?
- Had the injured person demonstrating symptoms of tiredness or exhaustion?
- Did the injured person appear to have been they under stress (work or personal)?

**Management:** Management holds the legal responsibility for the safety of the workplace. Therefore, the role of the supervisor, instructor, teaching assistant, etc., even while themselves conducting the investigation, must always be considered. Answers to any of the preceding types of questions logically lead to further questions such as:

- Were safety rules communicated to the injured person in a language and format that they could clearly understand?
- Were written procedures available?
- Were safety standards consistently enforced?
- Was there adequate supervision?
- Was injured person trained to do the work?
- Were hazards previously recognized and identified?
- Were unsafe conditions corrected?
- Was regular maintenance of equipment carried out?
- Were regular safety inspections carried out?

## 7. Obtain and Document the Facts:

**Physical Evidence:** Before attempting to gather information, examine the site, take steps to preserve conditions, and identify all witnesses. In cases of serious bodily injury or a fatality, an accident site must not be disturbed without prior approval from appropriate authority such as the the University Public Safety Incident Commander, coroner, or police.

Physical conditions are subject to rapid change or obliteration therefore, they should be the first to be recorded. Based on knowledge of the work process, person conducting the investigation should check items such as:

- |                                     |                        |
|-------------------------------------|------------------------|
| • position of injured person        | • damage to equipment  |
| • equipment being used              | • housekeeping in area |
| • materials being used              | • weather conditions   |
| • safety devices in use             | • lighting levels      |
| • position of appropriate guards    | • noise levels         |
| • position of controls on machinery | • surface conditions   |

The person conducting the investigation should consider taking photographs before anything is moved. Pictures should be taken of the general area and specific items

involved in the incident. Later, careful study of these may reveal conditions or observations missed previously. Sketches of the accident scene may also help in subsequent analysis and will clarify written reports.

Broken equipment, debris, and samples of materials involved may be removed for further analysis by appropriate experts. Even if photographs are taken, written notes about the location of these items at the accident scene should also be prepared – Take measurements as appropriate.

**Eyewitness Accounts:** Although there may be occasions when the person conducting the investigation is unable to do so, every effort should be made to interview witnesses. In some situations witnesses may be the primary source of information because you may be called upon to investigate an accident without being able to examine the scene immediately after the event.

Witnesses should be interviewed as soon as possible after the accident, as individual perceptions may be lost shortly thereafter. Witnesses should be interviewed alone, rather than in a group. It is good to interview a witness at the scene of the accident where it is easier to establish the positions of each person involved and to obtain a description of the events. On the other hand, it may be preferable to carry out interviews in the quiet of an office where there will be fewer distractions. The decision may depend in part on the nature of the accident and the mental state of the witnesses.

**Injured / Involved Person's Account:** The most important and immediate tasks are rescue operations, medical treatment of the injured, and prevention of further injuries. These take priority, however the injured person is the one who has first hand knowledge of the incident, the person conducting the investigation should interview the injured person as soon as practicable after the accident and document response.

**Background Information:** An often overlooked source of information are documents such as technical data sheets, maintenance reports, past accident reports, formalized safe-work procedures, and training reports. All pertinent information should be evaluated to see what might have happened, and what changes might be recommended to prevent recurrence of similar accidents.

## **8. Report of findings:**

A investigation report must be prepared and submitted to the Department of Environmental Health & Safety and area supervisor, director, dean, chairperson, etc. The report should include the following items:

- Brief description of accident
- Causes identified during your investigation
- Evidence supporting your finding
- Recommendation to prevent recurrence, including but not limited to changes to physical setup, training, etc.

## **9. Follow-up**

It is essential that you follow-up to verify that recommendations have been implemented and they have addressed the cause of the injury.

For more information regarding this guideline, contact the Department of Environmental Health and Safety at (305) 348-2621.

**FORMS:**     **Accident/Injury Investigation Form**  
**Visit:** <http://www.fiu.edu/~ehs/>

## **USCG 009 - REGISTRATION FOR UNIVERSITY VOLUNTEERS**

**Last Update: 05/03/04**

### **PURPOSE**

To establish uniform guidelines for registration of volunteers to the University.

### **SCOPE**

University-wide

### **BACKGROUND**

The University is self-insured for general liability and workers' compensation insurance. These insurances extend coverage to employees and properly registered volunteers to the University.

### **GUIDELINES**

1. Individuals who wish to volunteer with the University are required to complete the "FIU Volunteer Application (A)" form EHS-101(A), available at [www.fiu.edu/~ehs/forms/101A.pdf](http://www.fiu.edu/~ehs/forms/101A.pdf). The completed form must be submitted to the intended supervisor in the department where the volunteer will be working.
2. The direct supervisor is required to complete the "FIU Volunteer Application (B)" form EHS-101(B), available at [www.fiu.edu/~ehs/forms/101B.pdf](http://www.fiu.edu/~ehs/forms/101B.pdf). The supervisor is also required to outline job responsibilities for the volunteer and clearly define the scope of work and limits of authority. The completed forms (101A and 101B) along with the job description should be submitted to the department chair/head for approval.
3. Upon completion of steps 1 and 2 above, the department is required to fax forms 101A & 101B to EH&S (fax: x3574). The registration process is not complete until a registration receipt is provided by EH&S. Volunteers are not covered until EH&S issues the registration receipt. Therefore, please allow 10 working days for processing.
4. All volunteers should be provided with appropriate training and personal protective equipment before starting work.
5. Supervisors must assure that volunteers are apprised of all applicable policies including, but not limited to safety, parking, use of golf carts and vehicles.
6. A work time sheet must be completed on a weekly basis and kept on file for each volunteer.
7. Supervisors must assure that drivers license checks, key control and similar security control considerations are taken into account prior to and at the end of each volunteer's service period.

For more information regarding this guideline, contact the Department of Environmental Health and Safety at (305) 348-2621.

## **USCG 010 - SAFE OPERATION OF UNIVERSITY OWNED, LEASED OR RENTED VEHICLES**

**Last Update: 05/03/04**

### **PURPOSE**

To reduce the likelihood of work related motor vehicle accidents and injuries, and the consequences thereof.

### **SCOPE**

University-wide

### **AUTHORITY**

Drivers License Requirement - Florida Statute Section 322.03

Use of Seat Belt in State Vehicles - Florida Administrative Code 60B-1.012

Use of State Vehicles - Florida Administrative Code 60B-1.004

Driving Under the Influence - Florida Statute 316.193

### **BACKGROUND**

Florida International University is committed to prompt identification and mitigation of risks likely to impair the safety of the operators of vehicles owned, leased or rented by the University.

### **GUIDELINES**

1. Only University employees on legitimate University business are authorized to operate vehicles owned, leased or rented by the University.
2. All employees identified as operators or potential operators of vehicles owned, leased or rented by the University must:
  - a. Have drivers' licenses background checks completed.
  - b. Review and understand the requirements of the "Employee Conduct Agreement for Operation of State vehicles".
  - c. Complete and submit to EH&S, acknowledgement of receipt and comprehension of the "Employee Conduct Agreement for Operation of State Vehicles".
  - d. Report all vehicle accidents on campus to public safety department and any off-campus accident to the proper police authority.
3. Defensive driving training is highly recommended for all employees whose position descriptions identify operating a motor vehicle among the essential functions.  
[www.fiu.edu/~ehs](http://www.fiu.edu/~ehs)
4. Supervisors shall respond promptly to requests submitted as part of the University "How is my Driving" program managed by EH&S.

See page 11 for “Employee’s Conduct Agreement for Operation of Motor Vehicle Form.”

For more information regarding this guideline, contact the Department of Environmental Health and Safety at (305) 348-2621.

**EMPLOYEE’S CONDUCT AGREEMENT FOR**  
**OPERATION OF MOTOR VEHICLE**

I acknowledge my responsibility to satisfy the following conditions with regard to the operation of University owned, leased or rented vehicles:

1. Possess of a valid operator’s license and be able to display as may be required.
2. Operate University vehicles only while fully alert and free from the influence of alcohol or any legal or illegal drug.
3. Comply with regulations regarding the proper use of safety belts.
4. Obey all applicable motor vehicle laws, codes, and regulations.
5. Complete defensive driving training and to drive in a defensive manner at all times.
6. Refrain from using radar/laser detection devices to monitor speed detection devices.
7. Use common sense in planning trips. This includes selecting the safest route, departing early enough to observe posted speed and traffic regulations, and being mindful of current and forecasted weather conditions.
8. Report all incidents/crashes involving damage to University owned, leased or rented vehicle to the Department of Environmental Health & Safety & Risk Management Services at (305) 348-2621.
9. Provide any written reports requested by the University in regard to such incident and cooperate with the University and its insurers in the defense of any resultant claims.
10. Report mechanical problems or unusual occurrences to the Vehicle Services Department or rental agency.
11. Assume financial responsibility for any tickets issued to me as a result of my choices.

I, \_\_\_\_\_, have read and understood with the requirements listed above. I agree to comply with all of them. I have been provided a copy of these requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date