

(Reviewed 5/08)

SAFETY TRAINING FOR EMPLOYEES WHO ARE ASSIGNED TO ALTERNATE WORK SITES

(For assistance, please contact EHS at (402) 472-4925, or visit our web site at <http://ehs.unl.edu/>)

All employees (full-time, part-time, temporary, etc.) are subject to UNL safety policies and procedures during their work for UNL, regardless of their assigned work sites. However, training requirements will differ for employees who are assigned to alternate work sites (sites other than the main campuses or research and extension centers).

For example, some safety procedures written specifically for on-campus operations, may not apply to those employees who work at alternate work sites. Regardless, supervisor must ensure that employees assigned to alternate work sites are familiar with safety requirements that apply to their work. This SOP forms the basis for the required safety training for employees assigned to alternate work sites, but supervisors must supplement this information with safety information that is appropriate to the employee's assigned tasks. See EHS SOP, **Job Safety Assessments**.

- In the event of an occupational injury or illness, an off-site employee must contact their supervisor immediately and complete a First Report of Alleged Occupational Injury or Illness as soon as possible. See EHS SOP, **On-The-Job Injuries**. Regardless of the State in which the employee works/resides, the State of Nebraska Worker's Compensation laws will apply.
- Employees who work at alternate work sites should be aware of ergonomic considerations, especially when establishing home offices. The chair and desk, computer, keyboard, mouse, telephone, etc., should be arranged in a way to prevent strain on the worker's body. When working on the telephone for long periods of time (i.e., conducting phone interviews), take short breaks to reduce the strain on the neck, shoulders and arms, and use a head set. Use proper lifting and carrying techniques.
- When an employee operates a motor vehicle in the course of their employment (i.e., to meet clients for interviews), they must follow all applicable traffic regulations. Never drive while under the influence of alcohol or drugs. Vehicles must be well maintained to prevent breakdown and accidents. In inclement weather, postpone or reschedule appointments to avoid weather related accidents. A defensive driving course is highly recommended.
- Alternate work site employees should be familiar with general emergency response procedures (consult UNL's emergency procedures as published on the EHS web site). When working from an alternate work site, familiarize yourself with alarms, potential escape routes, and shelter-in-place locations. Know the location of

telephones and emergency contact numbers. If possible, carry a cellular telephone or maintain other means of emergency communication.

- When applicable, supplement this training with hazard specific training. For example, Hazard Communication training if using chemicals, Bloodborne Pathogens training if at risk of occupational exposure to body fluids, etc.