

## COMMUNICATION OF WORK AREA SAFETY INFORMATION

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

In accordance with UNL's **Injury Illness and Prevention Program (IIPP)**, certain work area specific emergency/safety information must be provided to all employees. This Work Area Safety Information Worksheet assists supervisors by ensuring that necessary information is communicated to each employee. Information should be updated as situations change within the work area.

- **Injury and Illness Prevention Plan (IIPP).** The first section documents that employees have been trained on general safety, given specific training for their jobs, and instructed on what to do in case of an injury incident. Core-IIPP training, either instructor-led or web-based provides a general orientation, but details must be given by the supervisor outlining procedures specific to a given work area.
- **Emergency Preparedness.** General emergency preparedness and evacuation safety instruction covering a variety of emergency situations is provided in Core-Emergency Preparedness instructor-led or web-based training. Building- specific egress routes must be shown to each employee. Additionally, alarm sounds for various emergencies, locations of alarm pull stations, emergency phones, tornado shelter location, etc. must be shared with each employee. If employees are expected to use fire extinguishers, ensure that they complete the instructor-led, hands-on EHS fire extinguisher training.
- **Chemical Safety.** This section provides a checklist to document that chemical safety information has been provided to each employee, including actions to take in the event of a chemical spill. On-the-job training on safety equipment, spill kits, and personal protective equipment must be provided to each employee. It is not enough to just point out the location of the spill kit or safety equipment. Spill kit components, their purpose, and limitations must be explained, as well as how to operate eye wash stations and safety showers. The last bullet is reserved to list chemicals that may be used or stored in the work area that are too dangerous to attempt spill clean-up because of some property or quantity of the chemical.
- **Additional Safety Information.** You may use these sections to record any site/job-specific hazard-based information. The EHS Virtual Manual tool can be used to assemble Safe Operating Procedures (SOPs) pertinent to specific hazards. (<http://ehs.unl.edu/vmanual/> .)

# WORK AREA SAFETY INFORMATION WORKSHEET

## UNL Injury and Illness Prevention Program

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

Location: \_\_\_\_\_ Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Employee: \_\_\_\_\_

Date(s) Prepared/Reviewed/Revised: \_\_\_\_\_

### **Injury and Illness Prevention Plan (IIPP):**

- I have completed EHS Core-IIPP training, either instructor-led or web-based (date of training: \_\_\_\_\_).
- I have been shown the job safety assessment or equivalent information for my job, and understand the hazards associated with my job.
- If I recognize a hazard or safety deficiency in my work area I should notify: \_\_\_\_\_
- If I do not have the necessary help or equipment to conduct my job safely, I should contact: \_\_\_\_\_
- I have been informed of specific practices to do my job safely and I have witnessed and understand these procedures or practices.
- If I am injured on the job, I should notify my supervisor and \_\_\_\_\_

### **Emergency Preparedness:**

- I have completed EHS Core-Emergency Preparedness training, either instructor-led or web-based (date of training: \_\_\_\_\_).
- I have been shown the nearest alarm pull stations(s) to my work area(s).
- The alarms make the following sound: \_\_\_\_\_
- I have been shown the nearest telephone(s) to my work area(s).
- I have been shown a primary and secondary evacuation route from my work area(s).
- The designated gathering location following building evacuation is \_\_\_\_\_
- If the tornado warning sounds, the designated gathering location is \_\_\_\_\_
- I will know that it is safe to return to my work location when \_\_\_\_\_
- Critical systems to shut-down, if possible, prior to evacuation are \_\_\_\_\_
- If the area should be secured prior to evacuation and it is safe to do so, I should do the following: \_\_\_\_\_
- I have been shown the materials and/or processes that present a fire hazard in my work area.
- If I am expected to use a fire extinguisher, I have completed the EHS instructor-led, hands-on Fire Extinguisher training (date of training: \_\_\_\_\_)

### **Chemical Safety (applies to those who receive, use or store hazardous chemicals):**

- I have completed EHS Chemical Safety training, either instructor-led or web-based (date of training: \_\_\_\_\_).
- The work area specific Virtual Manual can be located at (include user ID and password, if accessing on-line): \_\_\_\_\_
- A chemical inventory/list for my work area is located \_\_\_\_\_
- Material Safety Data Sheets for the chemicals in my work area are located \_\_\_\_\_
- I understand the health and physical hazards of the chemicals that I will be working with or around.

(Created 8/02; Revised 12/03, 5/08)

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- I understand the appropriate precautions and procedures to take for safe use of the chemicals with which I work, to include engineering controls, administrative controls, and personal protective equipment required.
- I understand the appropriate procedures for mixing and storing the materials with which I work, and I know which chemicals should not be mixed or stored together due to the possibility of a hazardous reaction.
- In my work location, secondary chemical containers are labeled by \_\_\_\_\_
- In my work location, hazards of the work area are communicated by (e.g., door postings, symbols, labels, etc.- describe the meaning of each used in the area) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- I am familiar with the location of emergency eyewash equipment and safety showers.
- I have been shown where the chemical spill supplies are located (if applicable).
- I have been informed of the appropriate procedures for use of these supplies, to include types of chemicals for which the supplies can be used and sizes of spills for which they may be used.
- I understand the limitations of the supplies and know if I am in doubt to call for help. I understand that I will need to use personal protective equipment when cleaning up a spill.
- If a spill of any of the following materials occurs in my area, I should pull the alarm, evacuate, and call 9-911 from a safe location: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Security:**

- I understand the procedures and reporting that should occur if I see unauthorized or unfamiliar persons in the work area.
- I have been informed of chemicals, potentially infectious agents, and radioactive materials that require additional security precautions and I understand how to secure those materials, as well as report any missing materials.
- I have been informed of security practices that are in force in my work area (i.e., key/credential/biometric security, hours of operation, etc.).

**Additional Safety Information for this Work Area:**

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