

## 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. The Work Area Safety Information Worksheet (Appendix) assists supervisors by ensuring that necessary information is communicated to each employee. Information should be updated as situations change within the work area.

- **Injury Illness Prevention Plan.** 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 accident. The IIPP is discussed in EHS Core Safety Training, but details must be given by the supervisor outlining procedures specific to a given work area.
- **Fire Safety and Evacuation.** General fire and evacuation safety instruction is provided in EHS Core Safety Training, but building specific egress routes must be shown to each employee. Additionally, alarm sounds, locations of alarm pull stations, emergency phones, and fire extinguishers must be shared with each employee. If employees are allowed to use the extinguishers, ensure that they complete the instructor-led, hands-on EHS fire extinguisher training.
- **Tornado.** General tornado safety training is provided in EHS Core Safety Training, but building-specific shelter areas must be communicated to each employee. Alarms and all clear sounds and signals need to be explained to each employee.
- **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.
- **Additional Safety Information.** You may use this section to record additional hazard-based, site/job-specific information. The EHS Virtual Manual tool will assist you in identifying additional requirements (<http://ehs.unl.edu/vmanual/>).



- 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.
- I understand the appropriate precautions and procedures to take for safe use of the chemicals with which I work, to include the 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., signs, placards, symbols, 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.
- I have been informed of the appropriate procedures for use of these supplies to include types of chemicals for which they can be used and sizes of spills for which they are to 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 security, hours of operation, etc.).

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

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