



# Employee/Student Health and Safety Handbook

**Developed by:**

**Department of Environmental and Occupational Health and Safety**

**For On Campus Emergencies - Call 911  
or Ext. 2911 from University phones  
or 330-972-2911 from cell phones.**



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# **CAMPUS HEALTH AND SAFETY POLICY**

## **POLICY STATEMENT**

The University of Akron is committed to the health and safety of its employees, students and guests. The University will develop and maintain programs with the intent of preventing safety hazards and promoting health on our campus. The programs developed shall be compliant with, but not limited to, all federal, state and local regulations applicable to safety, health and the environment. All University-related facilities, activities, and programs shall be designed, conducted, and operated in a manner that reasonably protects human health and safety.

## **DEPARTMENTS**

The Campus Safety Division is comprised of several University safety-service departments that report to the Assistant Vice President of Campus Safety. These include Access Control and Security Systems, Emergency Management, University Police and the Department of Environmental Occupational Health and Safety (EOHS).

## **EOHS RESPONSIBILITIES**

EOHS is responsible for developing and implementing appropriate environmental health and safety programs and training. EOHS regularly consults with the University's Office of General Counsel to ensure that the University maintains compliance with federal, state and local legislation that affects the safety of the campus environment. For more detailed information about EOHS and the Universities Health and Safety programs, visit our website at: <http://www.uakron.edu/safety/eohs>

## **EMPLOYEE/STUDENT RESPONSIBILITIES**

Safety is everyone's responsibility. As required by Ohio law, all University employees, shall follow all applicable safety, health and environmental programs established by the University. See Ohio Revised Code Section 4167.05 (B) in Appendix. Any violation of this policy or the sections, provisions, policies and/or procedures contained in the University of Akron *Employee/Student Health and Safety Handbook* may result in disciplinary action under applicable University rules, policies and procedures, and potentially could result in a complaint regarding such violation being filed with the Ohio Public Employment Risk Reduction Program

of the Ohio Workers' Compensation Bureau. See Ohio Revised Code Section 4167.17 in Appendix.

All University students and visitors are expected to follow all applicable safety, health, and environmental programs established by the University. Any violation of those programs could result in appropriate measures being taken by the University pursuant to applicable University rules, policies and procedures.

**Developed by:**

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Director of Environmental Occupational Health and Safety

**Last Updated: March 7, 2014**

## **PUBLIC SAFETY**

The Ohio Revised Code (ORC) Section 3345.04 empowers the **University of Akron Police Officers** with full police authority. Services provided by the officers include arrests, reports of criminal activity and incidents, crime prevention and education, safety and money escorts, transports, response to fire and security alarms, building access control, motorist assists and crowd control. For information regarding the safety escorts, Campus Patrol, or other matters related to personal security please contact UAPD at 330-972-7123 or visit the web site at <http://www.uakron.edu/police/>.

## **EMERGENCY ASSISTANCE (Police, Fire, Medical, Hazmat)**

In the event employees require emergency assistance (criminal activity, fire/smoke, medical emergencies or hazardous materials incidents) please contact the Campus Police Dispatch by **CALLING 9-1-1**. Cell phone users should call 330-972-2911 and provide name, location (building/room) and a brief description of the emergency. Employees should follow directions provided by UAPD.

## **REPORTING SAFETY/ENVIRONMENTAL CONCERNS TO EOHS**

**Non-Emergency:** Should any non-emergency physical safety or environmental concerns arise, employees should contact EOHS. Navigate to the EOHS website at <https://www.uakron.edu/webforms/EOHS-concern-form.dot> to complete and submit the safety concern form.

**Emergency:** Should a physical safety or environmental concern arise (other than criminal activity, fire/smoke or medical emergency) requiring immediate response (suspicious chemical odors, chemical spills, etc.) employees should contact EOHS.

**Dial 9-1-1 or 2911 from any campus telephone. Cell phone users should dial 330-972-2911.**

## **REMEMBER:**

**THE CAMPUS EMERGENCY PHONE IS 2911 (POLICE, FIRE, MEDICAL, HAZMAT)**

## **EMPLOYEE TRAINING**

Upon hire, new employees should attend a formal Safety Orientation Training Program conducted by the Department of Environmental Occupational Health and Safety. EOHS will inform employees of their rights, responsibilities, and obligations in terms of work place health and safety. EOHS will also provide or arrange for additional training for applicable employees on specific safety programs including but not limited to Hazard Communication, Electrical Safety and Asbestos Awareness.

## **INJURIES AT WORK**

**Emergency:** In an emergency situation, injured/ill employees should be cared for immediately by qualified emergency response personnel. Call 9-1-1 to initiate emergency response. Then, as soon as practicable, complete the incident/accident report. Potential sources for emergency medical attention:

- Akron City Hospital: 525 East Market Street, Akron, 330-375-3000
- Akron General Hospital: 400 Wabash, Akron, 330-344-6000

**Non-Emergency:** Seek first aid or medical attention. Notify your supervisor. Then, as soon as practicable, complete the incident/accident report. Potential sources of non-emergency medical attention:

- Concentra Medical, 1450 Firestone Parkway, Suite F, Akron, 330-724-3345
- Harmony Health Works, 101 5<sup>th</sup> SE, Suite J, Barberton, 330-848-9104
- Summa Center for Corporate Health, 444 North Main St., Akron, 330-379-5959

## **REPORTING ACCIDENTS/INCIDENTS/INJURIES**

University of Akron employees are required to complete a University of Akron “Accident/Incident Report” form for each accident/incident, regardless of whether an injury occurred. This form is available online from the University of Akron’s Talent Development and Human Resources (TDHR) website at <http://www.uakron.edu/dotAsset/760765.pdf>. Please note that a supervisor’s signature is required. Forms received without a supervisor’s signature will be returned to the employee for completion.

Supervisors’ involvement and assistance in the subsequent investigation is extremely important. Supervisors should provide copies of the “Accident/Incident Report” form to the Director of EOHS and to the Benefits Office of TDHR. In addition, supervisors are to complete an Incident Report Form available at <http://hs.eohs.uakron.edu/forms.asp> and submit to EOHS.

## **GENERAL SAFE WORKING GUIDELINES**

In performing job tasks, employees are reminded to adhere to the following general safety guidelines:

- Do not use broken equipment or tools.
- Do not operate defective equipment.
- Do not operate or repair machinery or equipment unless authorized by your supervisor and after completing all training required to perform the needed tasks.
- If any doubt exists as to the mechanism to perform a job task safely, ask your supervisor for guidance, and your co-workers for assistance.

## **ASBESTOS MANAGEMENT**

The University of Akron campus is comprised of numerous buildings ranging from the historic to modern. Some facilities were constructed using asbestos-containing materials (ACM). Such materials include but are not limited to floor tiles and related adhesives, plaster, drywall finishing compounds, pipe insulation and fireproofing. The University of Akron has developed and implemented a formal asbestos management program. In some instances, building surveys identifying the location of ACM have been performed. Information about ACM presence in a particular building is available for employees by contacting the Department of Environmental Occupational Health and Safety.

Employees (including outside contracted employees) shall be instructed to not disturb any asbestos-containing building material that may be present unless required to do so as part of their job duties and they possess appropriate training. This includes but is not limited to drilling, hammering nails, sanding, etc.

## **BLOOD-BORNE PATHOGENS (EXPOSURE CONTROL PLAN)**

The University practices Universal Precautions in its treatment and handling of human blood or other potentially infectious materials. That is, should there be any question or doubt as to whether or not such substances are infectious; they will be handled as though they are infectious.

Any employees who are not specifically trained in bio-hazardous or infectious material remediation shall not clean up spills, but rather are to contact the Department of Environmental Occupational Health and Safety immediately to facilitate proper actions.



## **BATTERY DISPOSAL**

Common alkaline batteries may be disposed of in the regular trash containers. Certain types of rechargeable batteries are not permitted to be discarded in this fashion and must be collected for proper disposal by EOHS. Examples of batteries which must be collected are:

- Lead-acid batteries (e.g., cars, golf carts, old video cameras, etc.)
- Nickel-cadmium batteries (cell phones, pagers, radios, laptop computers, etc.)
- Lithium batteries (watches, hearing aids, garage door openers, etc.)

Contact EOHS ext. 6866 for proper disposal procedures.

## **COMPUTER EQUIPMENT DISPOSAL**

The University encourages the disposal of obsolete equipment. Disposal of certain types of electronic equipment such as computer equipment (monitors, CPU units, keyboards, etc.) is regulated by the Environmental Protection Agency, and such equipment shall not be discarded in the regular trash. Employees should contact Material Handling (ext. 2542) for resale. If direct disposal is desired, employees should initiate a Service Request for movers – contact Special Services (ext. 7027) more information.

## **CONTRACTOR SAFETY**

Any University department that arranges to have work on campus performed by some entity other than PFOC shall first obtain a Contractor's Work Permit. This is available from the University Of Akron Purchasing Department as part of the issuing of a purchase order.

## **ELECTRICAL SAFETY**

The University of Akron, in its ongoing efforts to provide for a safe and healthy campus environment, has developed the following electrical safety practices for its employees and students. The guidelines set forth are intended to reduce the potential for harm to building occupants by both direct electrical hazards (electric shock injury) and indirect electrical hazards (heat, fire or explosion). All University Departments, both academic and administrative, shall adhere to the electrical safety procedures set forth in this document.

## A. GENERAL

1. All electrical tools and equipment on campus shall be **USED IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS.**
2. **IT IS THE RESPONSIBILITY OF THE USER TO READ ALL INSTRUCTIONS AND FOLLOW THE DIRECTIONS.**
3. All electrical equipment on campus shall be Underwriter's Laboratories (UL) or Factory Mutual (FM) approved, or equivalent.
4. Inspect all electrical tools and equipment before and after each use for defective or damaged wiring (frayed cords, cut wires, broken or defective plugs and/or switches) and report damaged equipment to your supervisor/instructor.
5. Do not use defective or damaged electrical tools and equipment; tag the equipment with the date and message "**DO NOT USE**" and either repair or discard.
6. Users shall not bypass or remove electrical safety features or interlock mechanisms.
7. Never remove a plug from a receptacle by pulling on the electrical cord, but rather physically grasp the plug to remove it.
8. All electrical enclosures (switches, receptacles, junction boxes, etc.) shall be fitted with covers or plates.
9. Use only fiberglass, OSHA-approved, non-metallic and non-conductive ladders when using electrical equipment.
10. Ensure that all individuals authorized for operation and/or repair of electrical tools/equipment have received appropriate training.
11. Above all, report any suspected unsafe conditions involving electricity or electrical equipment or service to the Department of Physical Facilities (PFOC) and/or the Department of Environmental Health and Safety.

## **B. EXTENSION CORDS**

1. Never use extension cords as a substitute for permanent wiring needs (greater than ninety days) or run extension cords above ceilings or through walls. Additional receptacles or outlets can be installed by placing a Service Request with the PFOC.
2. Multiple power outlets (“power strips”) used commonly for computer and related equipment usage shall be plugged directly into a grounded wall receptacle. Never plug a power strip into another power strip or extension cord.
3. Do not use extension cords to energize appliances (refrigerators, freezers, microwave ovens, etc.); appliances must be plugged directly into a grounded wall receptacle.
4. Where extension cord use is permitted, cords shall be arranged in such a manner so as not to create a potential trip hazard, be rated at least fourteen gauge (14 ga) and heavy duty. Never allow sharp objects to come into contact with extension cords.

## **C. GROUNDING**

1. Use only electrical tools and equipment that are grounded (three-prong plug).
2. Electrical adaptors (“cheater” plugs) allowing a three-prong grounded plug to be inserted into an ungrounded two-prong receptacle/outlet ARE PROHIBITED.
3. Wherever water is used within six feet of an electrical receptacle/outlet, provide a ground fault circuit interrupter (GFCI) receptacle/outlet.
4. Areas surrounding or leading to control switches, circuit breakers and other electrical panels shall be kept free and clear of any obstruction for a minimum of three feet (36 inches).

## **D. REPAIR AND MAINTENANCE**

1. Work activities involving a facility’s electrical supply and its components (circuit breakers, circuit breaker panels, and receptacles/outlets) shall be performed only by a qualified individual as defined in the most current edition of National Electric Code (NEC), and shall be performed in compliance with regulations of the NEC, the Occupational Safety and Health Administration (OSHA), the National Fire Protection Association (NFPA), and guidelines set forth in this document and the University’s

**Lockout/Tagout** Program. “Qualified individual” shall be interpreted as meaning an individual representing the PFOC or a qualified Outside Contractor retained or approved by the University.

2. Prior to electrical work being performed by an outside contractor (non-University of Akron employee), PFOC (ext 7415) must be notified. Outside contractors will be referred to the University’s Contractor’s Work Permit for further information.
3. Employees shall not perform work on energized wires, as per the University’s Lockout/Tagout Procedures.
4. Wear appropriate personal protective equipment including, but not limited to insulated gloves, boots, face shield, etc.
5. Use only fiberglass, OSHA –approved, non-metallic and non-conductive ladders when maintaining or repairing electrical equipment.
6. Ensure that all individuals authorized for operation and/or repair of electrical tools/equipment have received appropriate training.

## **E. LABORATORIES**

1. Any non-commercially manufactured electrical apparatus assembled for use in campus laboratories must, prior to use, be evaluated and approved by a qualified individual as defined in the most current edition of the National Electric Code (NEC).
2. Be able to recognize potential electrical hazards in your work area
3. Ensure that all individuals authorized for operation and/or repair of electrical tools/equipment have received appropriate training.

## **F. TRAINING**

1. Specifically identified employees shall receive Electrical Safety Training upon hire included as part of a formal Safety Orientation Program by the Department of Environmental Occupational Health and Safety.
2. It is the responsibility of the area supervisor to arrange for additional or higher levels of training appropriate for their employees’ specific work tasks.

## **FIRE SAFETY**

Care should be taken by all employees to adhere to acceptable fire safety protocols. The following guidelines are important components of effective fire prevention measures:

**IMPORTANT:** ONLY EMPLOYEES WHO HAVE RECEIVED HANDS-ON TRAINING ON FIRE EXTINGUISHER OPERATION AND USE MAY ATTEMPT TO USE THE EXTINGUISHERS.

- Do not store large amounts of combustible materials (paper, cardboard, etc.) in the work area. Use a metal cabinet or dedicated storage area to store such excess material.
- Provide clear access paths to fire extinguishers and fire alarm pull stations. Identify their locations in your work area, and become familiar with emergency exits and means of egress.
- Smoking is prohibited in all University buildings, including enclosed areas of parking garages, and within twenty-five feet of entrances, windows and other air intakes of buildings. Smoking also is prohibited in all University vehicles. Open flames also are prohibited in all University buildings with the exception of activities associated with licensed food service operations and laboratory procedures.
- Should a building fire alarm become activated, all employees are to immediately evacuate to the exterior of the building, and are not to return until authorized by University Emergency Response personnel.
- Employees needing to perform welding or other hot-work activities must first secure a Hot Work Permit from EOHS.

## **HAZARD COMMUNICATION**

The University of Akron has developed a Hazard Communication Program. Required by OSHA, it requires employers to make available to its employees all pertinent information pertaining to chemical hazards in the workplace both during routine work and an emergency.

In accordance with the Occupational Safety and Health Administration's (OSHA's) Hazard Communication Standard, The University of Akron hereby informs its employees of the following:

1. The University has a written Hazard Communication Standard.
2. Specific provisions of the OSHA Standard are located in the Department of Environmental Health & Safety.

3. The University will inform its employees of operations in the employees' work areas that may involve the use of hazardous materials.
4. Employees should ensure that all chemicals have labels that provide the identity of a chemical and any hazards associated with the chemical.
5. Safety Data Sheets (SDS) are maintained electronically in the Department of Environmental Occupational Health & Safety. Copies of SDS shall be available in each work area containing hazardous materials. It is the responsibility of each chemical purchaser to ensure that SDS is provided with each shipment by the manufacturer, and that the SDS are added to a file for chemical's respective location(s).
6. The University will provide training necessary for proper handling and use of hazardous materials for employees as applicable.
7. All University of Akron employees have access to an on-line SDS database. This database provides employees immediate access to information about hundreds of thousands of chemicals at the click of a button. Navigate to the EOHS home page at <http://www.uakron.edu/safety/eohs/> and click on the HazMat Inventory link.

## **HAZARDOUS WASTE MANAGEMENT**

Departments that use hazardous materials potentially may generate hazardous waste. EOHS has instituted a hazardous waste management program to facilitate compliance with federal and state EPA regulations, which include segregation, storage and disposal of such waste - primarily from academic and research laboratories - but includes all areas of the campus. Employees should contact EOHS with questions regarding safe chemical use and disposal.

## **LABORATORY SAFETY**

The University of Akron Department of Environmental Occupational Health and Safety promotes safe laboratory practices including a formal chemical hygiene plan. Laboratories are inspected for compliance with applicable regulations and to promote the development of good laboratory skills where safety is of the utmost importance. EOHS has implemented programs for eyewash and safety showers, chemical fume hood inspections, chemical inventories, radiation safety and hazardous waste management.

## **LADDER SAFETY**

Ladders represent a convenient and exceptionally handy tool for employee use. Although simple in concept, effective planning and care are important requirements for safe use. Accidents involving ladders are recorded in the thousands every year across the nation, and are more commonly the result of improper use and care rather than a deficiency from the manufacturer. Employees should not substitute chairs, boxes or other items for use in place of a ladder.

Portable ladders are intended to support only one person at any one time. Some general ladder safety rules are as follows:

1. Use OSHA-approved ladders.
2. Never stand on the highest step.
3. Do not try to reach beyond an arm's length; move the ladder closer to your target
4. Portable step ladders should be used with the ladder legs spread open and secured; do not use a step ladder in the folded position.
5. Place ladder on a flat surface where all legs are evenly distributed and the ladder does not wobble.
6. Before use, visually inspect the ladder for defects (cracks, loose nails, bolts, etc.).
7. Damaged ladders are un-repairable. These must be discarded.
8. Remember to use only fiberglass, OSHA-approved, non-metallic and non-conductive ladders when using electrical equipment.

## **LIFTING**

Lower back injuries and related conditions can be prevented. Employees should practice the following guidelines to reduce overexertion and musculoskeletal injuries:

1. Evaluate the item and/or load to determine whether or not you can perform a lift or move the item.
2. Use a cart or dolly, or request another employee's assistance for items in excess of fifty (50) pounds.
3. Remove obstacles to establish a clear, dry path for transporting the item.
4. Practice appropriate lifting techniques by bending at your knees (not your waist) and take a firm grip on the item to be moved. Lift the item while maintaining appropriate posture (back straightened) and keeping item close to your body.
5. Lower the item to the floor by again, bending at the knees while keeping your back straight.

## **MAINTENANCE & REPAIR**

The Physical Facilities Operation Center (PFOC) provides installation, operation, maintenance and repair of campus buildings and grounds. Departments can request work by submitting a Service Request by calling extension 7415. Additional information about PFOC can be found at the following web site <http://www.uakron.edu/pfoc/>.

## **PERSONAL PROTECTIVE EQUIPMENT**

Personal protective equipment (PPE) is considered tool(s) that an employee may need to safely perform a particular job duty. If the University determines such equipment is required, employees will be provided equipment at no cost. Examples of PPE range from work gloves or safety glasses to respiratory protection. The use of certain PPE requires specific qualifications and training. Any and all questions regarding the use of PPE should be directed to EOHS.



## **APPENDIX**

### **OHIO REVISED CODE SECTION 4167.05 - Employee's duty to comply with provisions.**

Each public employee shall:

- (A) Comply with Ohio employment risk reduction standards, rules, and orders adopted or issued pursuant to this chapter which are applicable to the public employee's actions and conduct;
- (B) Comply with safety rules the public employer establishes for the purpose of fulfilling compliance with Ohio employment risk reduction standards, rules, or orders adopted or issued pursuant to this chapter. All such rules the public employer adopts shall be reasonable as determined in accordance with the purposes and objectives of this chapter.

### **OHIO REVISED CODE SECTION 4167.17 - Willful failure to comply with order; employer's variance, tolerance or exemption to be respected.**

- (A) If a public employer, public employee, or public employee representative willfully fails to comply with any final order of the administrator or workers' compensation issued pursuant to this chapter, the administrator may apply to the court of common pleas of Franklin county or the court of common pleas of the county in which the violation occurred, for an injunction, restraining order, or any other appropriate relief compelling the public employer, public employee, or public employee representative to comply with such order. The court shall order such relief as it considers appropriate and shall, in addition, impose a civil penalty of not more than five hundred dollars per day per violation and not to exceed a total of ten thousand dollars per violation.
- (B) The administrator shall not seek to enforce this chapter, or any Ohio employment risk reduction standard, rule, or order adopted or issued pursuant thereto, in any manner that derogates from the immunity offered to a public employer by variances obtained under this chapter, or by variations, tolerance, or exemption allowed a public employer for reasons of national defense by the United States secretary of labor pursuant to section 16 of the "Occupational Safety and Health Act of 1970," 84 Stat.1590, 29 U.S.C.A. 651, as amended.

## **REFERENCES**

- Code of Federal Regulations (CFR) Chapter 29 - Occupational Safety & Health Administration, 1910 and 1926
- National Electric Code (2005)
- National Fire Protection Association (NFPA) 70E, Standard for Electrical Safety in the Workplace (2004)
- Ohio Revised Code (ORC), Section 4167
- Ohio Revised Code (ORC), Section 3345.04



# EMERGENCY RESPONSE GUIDELINES

	WHAT YOU SHOULD DO
<b>Medical Emergency</b>	Call University Police at 911 or 330-972-2911(*)
<b>Power Outage</b>	Call ext. 7415 (or 330-972-7415) Move cautiously to lighted area and wait for further instructions.
<b>Fire</b>	Immediately exit area. Do not use elevators. Pull closest fire alarm pull station, exit the building. Call 911 or 330-972-2911(*)
<b>Hazardous Materials Incident</b>	Immediately exit area. Call University Police at 911 or 330-972-2911 (*)
<b>Disruptive Individual Suspicious Person</b>	Call University Police immediately at 911 or 330-972-2911 (*) Get a good description of the individual. Last known location or direction of travel.
<b>Bomb Threat</b>	Call University Police at 911 or 330-972-2911(*) Write down or electronically save the threat. Report anything suspicious to responding safety personnel.
<b>Active Shooter Violent Incident Lockdown of classrooms and offices</b>	Call University Police at 911 or 330-972-2911(*) Escape if you are able. Otherwise, lock the door. If the door cannot be locked, barricade the door with furniture. Move to an area of the room that is out of view; close blinds if time allows. Discuss a plan of action in case your room is entered by an aggressive individual. Make informed decisions about your safety with the information provided to you.
<b>Tornado</b>	Move to the lowest level of the building, away from windows. Inner stairwells, hallways and restrooms provide excellent shelter. "All clear" signal will come via two-way radio and the campus public address system.
(*) When calling police, provide this information: <ul style="list-style-type: none"> <li>• Location (building &amp; room #)</li> <li>• Type of emergency</li> <li>• Phone number</li> <li>• Your name</li> </ul> Stay on the phone unless it is unsafe or if directed otherwise.	If elevators are inoperable, people in wheelchairs should be moved to a stairwell and await assistance. Call University Police at 911 or 330-972-2911 to let them know this person needs assistance.  If you are calling from a non-campus phone (such as a <b>cell phone</b> ), you must dial <b>330-972-2911</b> to reach police dispatch.  <b>Report all emergencies to University Police.</b>

**CERTIFICATION OF RECEIPT AND COMPREHENSION**

I, \_\_\_\_\_, by my signature below, acknowledge that I have received, read and understand the sections, provisions, policies and procedures contained in the University of Akron Employee Health and Safety Handbook, (the “Handbook”).

I acknowledge that I have been given an opportunity to have any questions answered to my satisfaction, that I understand my obligations under the Handbook, and that I freely place my signature below.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee ID Number

\_\_\_\_\_  
Employee Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
University of Akron  
Health and Safety Officer

\_\_\_\_\_  
Date