The University of Akron

Department of Environmental and Occupational Health and Safety

Employee/Student Health and Safety Handbook

Developed by:

Department of Environmental and Occupational Health and Safety

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

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Ohio Revised Code Section 4167.05
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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 Police Chief. 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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Last Updated: September 2025

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 330-972-2911 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 call **911**, If not life threatening issues call 330-972-2911 or 2911 from campus phone**.** Cell phone users should call 330-972-2911 and provide name, location (building/room) and a brief description of the issue. Employees should follow directions provided by UAPD or EOHS.

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/safety/eohs/safety-concerns.dot to complete and submit the safety concern form.

Other issues: Should a physical safety or environmental concern arise (other than criminal activity, fire/smoke or medical emergency) requiring immediate response (suspicious chemical odors, unknown chemical spills, etc.) employees should contact EOHS at 6866 or 2911 outside normal business hours.

Dial 2911 from any campus telephone. Cell phone users should dial 330-972-2911.

REMEMBER: FOR AND EMERGENCY CALL 911

Non-Emergency/Other issues call 330-972-2911 campus phone ext. 2911

EMPLOYEE TRAINING

Upon hire, new employees should complete on-line formal Safety Training Programs 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 911 to initiate emergency response. Then, as soon as practicable, complete the incident/accident report. Potential sources for emergency medical attention:

- Summa Health System -Akron Campus: 141 N. Forge St, Akron, 330-375-3000
- Akron General | Cleveland Clinic: 1 Akron General Ave, 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 5th 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 https://uakron.edu/hr/benefits/2023/docs/Accident+Report.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 https://www.uakron.edu/safety/eohs/eohs-forms.dot 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

Even though most common alkaline batteries may be disposed of in regular trash containers the University prefers to recycle them. 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, emergency lighting, cameras, etc.)
- Nickel-cadmium batteries (cell phones, pagers, radios, laptop computers, etc.)
- Lithium batteries (laptops, cell phones, 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. uakron.edu/capplan/contractor-pay-applications/WorkPermit2023.pdfeed link

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 INTRUCTIONS 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. www.uakron.edu/safety/eohs/hazwaste.dot

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. https://www.uakron.edu/safety/eohs/eohs-services.dot

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.

EMERGENCY RESPONSE GUIDELINES Varies by building

EVENT	WHAT YOU SHOULD DO
Upon request, an electronic copy of this Building's Emergency Action Plan (BEAP) can be provided. **Please contact the University's Emergency Management Coord. at 330-972-2633 to request a copy.**	**Call The University of Akron Police Department (UAPD) by dialing - 911** Be prepared to share: • You're Calling from the University of Akron • Provide name of Building and Address: **264 Wolf Ledges Parkway** • Type of emergency • Location (room number) • Your name The City of Akron's Safety Communication Center will dispatch a University Police Officer(s) to the emergency call along with the requested City of Akron Emergency Services (Fire/EMS). During a fire or if the elevators are inoperable, have people in wheelchairs move to the closest stairwell and call UAPD to let them know their location and if they need help.
Fire	Immediately stop what you are doing. Pull closest fire alarm pull station. If trained on how to use a portable fire extinguisher, you may try to extinguish the fire. Exit the area using closest exit. **(Do not use elevators.)** Report to your designated evacuation rally point. ➢ **Rally Point: Computer Center Parking Lot 34 (East of Building)** Remain at the Rally Point until given the all clear to re-enter the building.
Medical Emergency	Provide the following information to the dispatcher: your name, type of emergency, location of the victim(s), condition of the victim(s), any dangerous conditions. Clear the area and have someone monitor the injured person until EMS arrives. Comfort and reassure injured person. ➢ **An AED is located near the main entrance next to the fire alarm panel.**
Large Chemical Spill Occurring Inside a Lab	Evacuate the lab and call UAPD to notify of the incident. Isolate the lab and prevent people from entering. If chemical exposure occurs, locate a safety shower in a safe location and begin flushing the exposed person for at least 15 minutes or until first responders give other instructions.
Hazardous Materials Incident Occurring Outside of Building	Upon notification, close and shut doors, windows. Report to an inside shelter location: ➢ **Lower-Level Shelter Location: Level 1 Hallway and Restrooms** ➢ **Upper-Level Shelter Location: Level 3 Hallway and Restrooms** Stay in the shelter until given all clear.
Bomb Threat	Write down or electronically save the threat. Report anything suspicious to responding UAPD or EOHS personnel. If ordered to evacuate the building and you notice anything out of the ordinary or suspicious, make sure to inform UAPD. Be sure to take all important belongings (purses, wallets, medication, briefcases, etc.) with you when exiting because reentry to the building might not be possible for several hours.
Active Shooter / Violent Incident Follow the **RUN HIDE FIGHT** concepts	**RUN** - If you are able to escape from the building then do so. Encourage others to leave with you, but do not alllow them to slow you down. Don't stop until you are in a safe place! Notifiy UAPD once you are in a safe location. **HIDE** - If escape is not possible, find a good place to hide, lock and barricade the door. Turn off lights and silence your cell phones. Prepare a defensive plan in case the attacker enters the room. **FIGHT** - Find items to throw at the attacker's head (books, chairs, computers, book bags, fire extinguisher, etc.). As a last resort, be prepared to ambush the attacker. Unarm the attacker and secure the weapon in a trash can. **Notification** - Information will be provided to you by text, indoor and outdoor mass notification systems. Use this information to make good decisions.
Tornado	Upon notification of the National Weather Service issuing a tornado warning for the City of Akron, report to your building's designated tornado shelter. ➢ **Tornado Shelter Location: Level 1 Hallway and Restrooms** "All clear" signal will come via text messaging, weather radio and campus outdoor/indoor warning system.

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

Lithium-Ion Battery Safety

Lithium-ion batteries supply power to many kinds of devices including smart phones, laptops, e-scooters and e-bikes, e-cigarettes, smoke alarms, toys, and even cars. If not used correctly, or if damaged, these batteries can catch on fire or explode.

The problem

- These batteries store a large amount of energy in a small amount of space.
- Sometimes batteries are not used the right way; batteries not designed for a specific use can be dangerous.
- Like any product, a small number of these batteries are defective. They can overheat, catch fire, or explode.

Safety Tips

- Purchase and use devices that are listed by a qualified testing laboratory.
- Always follow the manufacturer's instructions.
- Only use the battery that is designed for the device.
- Put batteries in the device the right way.
- Only use the charging cord that came with the device.
- Do not charge a device under your pillow, on your bed, or on a couch.
- Do not keep charging the device or device battery after it is fully charged.
- Keep batteries at room temperature when possible. Do not charge them at temperatures below 32°F (0°C) or above 105°F (40°C).
- Store batteries away from anything that can catch fire.

Signs of a Problem

Stop using the battery if you notice these problems: odor, change in color, too much heat, change in shape, leaking, or odd noises. If it is safe to do so, move the device away from anything that can catch fire. Call **9-1-1**.

Battery Disposal

- Do not put lithium-ion batteries in the trash.
- Recycling is always the best option.
- Take them to a battery recycling location or contact your community for disposal instructions.
- Do not put discarded batteries in piles.

Charging an E-bike

Charge your battery in a flat, dry area away from children, direct sunlight, liquids, tripping hazards, and in a location where the e-bike is not at risk of falling.

NFPA
NATIONAL FIRE PROTECTION ASSOCIATION
The leading information and knowledge resource on fire, electrical and related hazards

The University of Akron

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