



Wellness & Compliance Information for a New School Year

For additional information
on the contents of this
pamphlet, contact the
Human Resources &
Compliance Office.

*Some of the information contained in this
pamphlet is **required** by federal, state and/or
local regulations **to be communicated to all
employees.***

*Some of the information contained in this
pamphlet is **intended as a reminder** of employee
responsibilities.*

PLEASE READ THE CONTENTS IN ITS ENTIRETY.

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INFORMATION FOR ALL EMPLOYEES



EMERGENCY ACTION PLAN FOR ALL EMPLOYEES

*The University has an Emergency Action Plan, Section 14 in the [Safety Manual](#). This Plan covers initial action to be taken in various types of emergency situations (ex., bomb threats, tornados, earthquakes, missing student, etc.). Whenever possible, preparations must be made in advance for emergency situations so that, should an emergency occur, employees know what to do and can handle the situation efficiently and effectively. Because the **emergency evacuation of a single building** is the most likely situation that employees would incur, and because many employees have specific responsibilities in this situation, please review the information below. It is taken directly from the Emergency Action Plan and each employee should be familiar with this protocol:*

Emergency alarms and exits:

- Fire alarms are used for audible signaling of an emergency evacuation in most campus buildings. Alarm pull stations are located near exit doors to activate these alarms. Because there are single-family residential buildings used throughout campus for student housing, employee offices, and even workspaces for projects/processes, these buildings are furnished with battery operated smoke detectors for local evacuation alerts during a fire emergency.
- Exit doors are labeled with exit signs that should be lit at all times or should be illuminated in the dark. If an employee notices a sign that is unlit, a work order should be submitted immediately. Employees should become familiar with all exit routes from their work areas.
- Exit doors, stairwells and paths of egress, and fire pull alarms should never be blocked.

Prior to an emergency evacuation, plan for the needs of individuals requiring special assistance:

- Faculty are responsible for ensuring the evacuation of any students requiring special assistance in an emergency. Whether the need for special assistance is temporary (e.g. student with a broken-leg and on crutches) or permanent, faculty should be in contact with the Office of Academic Accessibility regarding the best way to accommodate specific needs and assign responsibilities for assisting in an evacuation.
- Supervisors of employees (including student employees) who may need assistance in evacuating are responsible to plan for such needs in advance. Supervisors should discuss with the employee/student the best way to accommodate their specific needs and assign responsibilities to others, if required, who can provide the assistance.

During an emergency evacuation:

- Elevators should never be used in an emergency evacuation.

- All individuals are responsible for immediately evacuating a building whenever an alarm sounds. In addition, faculty are responsible for making sure all students evacuate classroom buildings, and supervisors of student employees are responsible for making sure all student employees evacuate the building in the event of an alarm/emergency.
- Individuals should not deviate from the most direct and shortest route out of the building in order to collect personal belongings, etc.

Evacuation signage/meeting locations for accountability:

- In most classrooms, studios, and labs an evacuation plan has been posted near exit doors. This post includes the location for occupants of the room to congregate outside for accountability, the primary exit route, and emergency phone numbers. At the beginning of each semester, faculty are responsible to point this out to their students. If no evacuation plan is posted in the room, faculty are responsible for designating a meeting location in the event of a building evacuation to aid in accounting for individuals and communicate this location to all students in the class.
- Each work group should designate a meeting location in the event of a building evacuation to aid in accounting for individuals and communicate this location to all employees in the group. This should be out of the path of emergency vehicles.
- Most conference rooms have an evacuation plan posted near exit doors. This post includes the location for occupants of the room to congregate outside for accountability, the primary exit route, and emergency phone numbers. If an emergency evacuation occurs, all meeting participants are responsible to report to the checkpoint noted on the posted plan even if their primary work area/office is located in the same building and their normal evacuation checkpoint is a different location. If a plan does not exist, the chair of the meeting should designate an outside area for accountability.

Accountability during an emergency:

- Faculty are responsible to document student headcount. They should keep their class roster readily available to aid in this endeavor (i.e., iPad, hard copy, etc.) and take a roll call to ensure all students have safely evacuated during an emergency.
- Department or unit leadership (or designee) are responsible to account for student employees and colleagues. In the event that an individual's office/work area is physically located in another building from his/her department or work unit, arrangements should be made for the individual to be accounted for by a group also housed in the same building. It is the responsibility of the department or unit leadership and the employee to work together to ensure this happens.

- NOTE: Supervisors may find it useful to assign specific individuals the responsibility of accounting for personnel during an evacuation. Due to the nature of campus activity (individuals moving from building to building throughout the day), such responsibility should be assigned to individuals whose job is stationary or who are most often in the area/building. Whoever is responsible for conducting the headcount should keep the employee/student employee list readily available to aid in this endeavor (i.e., iPad, hard copy, etc.). The Office of Human Resources & Compliance can help in creating the respective lists.
- If an emergency evacuation occurs during a meeting, the individual in charge of the meeting is responsible to account for the safe evacuation of meeting participants.
- After a headcount is completed, the class professor, area leadership or the chair of the meeting should report the names and last known locations of missing individuals to emergency responders.

Visitors on campus during emergency evacuations:

Employees who are hosting visitors are responsible to inform the visitors of emergency protocols including the location of exits and what to do should an alarm sound; and to direct them during an emergency.

After the emergency is over:

When an evacuation occurs for any reason, no one should re-enter the building until an “all clear” is given by individuals in charge.

For more detailed instructions in dealing with specific types of emergencies, refer to the appropriate section of the Emergency Action Plan.

PLEASE NOTE:

The Office of Student Success and Engagement is responsible for the evacuation procedure for on-campus student housing and the procedure for conducting a headcount of students during the emergency evacuations of these buildings.

In the event that the entire campus must be evacuated, the Crisis Management Team will enact and communicate protocol to be followed.

WHEN TO GET OUT, WHEN TO HIDE

In an emergency situation (i.e., active shooter), you may have to decide the best way to save your own life and the lives of your students. To determine if you should GET OUT/EVACUATE or HIDE/LOCKOUT, refer to the table below:

GET OUT	HIDE OUT	TAKE OUT
if possible	if escape is not possible	only as a last resort
		
<ul style="list-style-type: none">✓ Do NOT pull fire alarms✓ Run in a zig-zag fashion✓ Hide behind a barrier✓ Call 911 with information✓ Call Safety (717-691-6005)	<ul style="list-style-type: none">✓ Lock and barricade the door✓ Turn off lights/close blinds✓ Silence phone, but leave it on✓ Call 911 with information✓ Call Safety (717-691-6005)	<ul style="list-style-type: none">✓ Work as a group, if possible✓ Use items available nearby✓ Do not pick up the weapon✓ Call 911 with information✓ Call Safety (717-691-6005)

TEXT ALERT SYSTEM REMINDER

The University has a text alert system that is used in many types of emergencies. **All University employees and students must sign up to receive these text alerts.** To do so, go to the University's Intranet (FalconLink). In the search window, type *Text Alert System*, click on the link that appears, and follow the instructions.

LOCK OUT/TAG OUT

OSHA 1910.147

OSHA requires that employers have a written Lock Out/Tag Out Program. LO/TO is used to protect workers as well as others from the unexpected energization or start-up of machines or equipment or the release of stored energy that could cause injury. Examples include but are not limited to electrical energy, kinetic energy, and solutions in pipelines.

If you are an employee who, during the course of your work, would be expected to apply a lock and tag to equipment, you must receive additional and more detailed training before using LO/TO.

However, **all** employees at Messiah University need to know that:

- Lockout is accomplished by installing a lockout device at the power source so that equipment powered by that source or pipelines filled by the source cannot be operated. A lockout device is a lock, block, or chain that keeps a valve or lever in the off position, renders a power plug unable to be plugged into a power outlet or prevents activation of other sources of energy.
- Tag out is accomplished by placing a tag on the power source. The tag acts as a warning not to restore energy. The tag is not a physical restraint and should not be used in lieu of a lockout. Tags clearly state "Do Not Operate." (See example below.)
- **You should never attempt to start or re-energize equipment that is locked and tagged.**
- **You must never remove a lock/tag placed on equipment by someone else.**
- LO/TO must be used when equipment is being serviced or maintenance is being performed; if guards are removed or bypassed; and if an employee is placing a body part into an area on a machine at the point of operation or where a danger zone exists during the machine's operating cycle.
- Violations to the lock out/tag out program could result in disciplinary contact.

Areas should have available lock out procedures for specific equipment.





BLOODBORNE PATHOGENS

General Awareness

OSHA 1910.1030

The OSHA Bloodborne Pathogen Standard requires that employers protect their employees who, during the course of their job assignments, might be exposed to blood or other potentially infectious materials.

At Messiah University, these employees include, but are not limited to, medical staff working in our Engle Health Care Center; staff and faculty in the Health programs; employees in Campus and Building Services; Grounds Services; Facility Maintenance; Dining Services Leadership Team; personnel in the Safety Department; our athletic coaches and athletic trainers; RDs and others who provide first aid; and any employees who work on projects/research that involve blood/body fluids, other infectious materials, or who work with cadavers. These employees receive additional training annually.

However, for our general campus community we want to offer the following common sense guidelines:

- Warning labels will be affixed to containers of medical waste. Red bags with the biohazard symbol may be substituted for labels. Labels will display the universal biohazard sign or the word 'Biohazard.' **Do not touch these containers** unless it is part of your job and you are wearing the proper protective equipment such as gloves.
- We have refrigerators located in some areas that are for storage of medications and biologicals. These refrigerators will be labeled with the biohazard label. Do NOT store food or beverages in them!
- Do not consume food or beverages, apply make-up or handle contact lenses in areas where biohazards might exist.
- **If you come across a spill of blood or body fluids, contact Dispatch at ext. 6005;** Dispatch will then have someone respond who has been trained for proper cleanup and disinfection of the area.
- And keep in mind, good hygiene practice is to **always wash your hands** before consuming food and drinks, applying cosmetics, or handling contact lenses -- **regardless of what potential exposure you might have.**

LEAD NOTIFICATION - OSHA 1910.1025

Each employer with a workplace where the **potential** exposure to airborne lead **at any level** exists must inform employees of some basic information. This notification must be made annually. At Messiah University, because lead was used in the manufacture of many paints prior to 1978, there is the potential for the presence of lead paint in older buildings. Employees may have a very small potential for lead exposure if paint should flake or be sanded. Additionally, there are a few positions in which limited soldering or welding may occur and where lead may be present (although many solders and metals do not contain lead); both the soldering and welding are for short periods of time and do not occur routinely. Exhaust is available and should be used whenever possible for large welding operations. Our chemistry department has several lead compounds that are used in small quantities and in lab hoods. Once again, the potential for any lead exposure is extremely small.

However, you should be aware of the following:

Lead and lead compounds are used in a variety of products and operations including leaded solders and certain metal compounds. It can be found in electronic components and lead-acid batteries. It is present in hobbies such as stained glass making and hunting/shooting. Because it was once used in paints and gasoline, it is found in older buildings and in soil from exhaust emissions.

OSHA has a standard for lead and has established an eight-hour permissible exposure limit (average exposure allowed for an 8-hour work shift) of 50 micrograms per cubic meter of air.

Health hazards associated with lead

Lead poses a health hazard if it becomes airborne (dust, fumes, mist) where it can be inhaled into the body or if it is ingested (eaten).

Short-term, acute (high-dose) exposure to lead can cause seizures, coma and even death. Chronic (long-term, lower dose) exposures may cause damage to blood-forming, nervous, urinary and reproductive systems. Symptoms may include loss of appetite, metallic taste, anxiety, constipation, nausea, tiredness, weakness, insomnia, headache, irritability, tremors, muscle & joint pain, dizziness, colic and abdominal pain. Kidney disease and anemia can also result from overexposure. Chronic overexposure may lead to reproductive impairment in both men and women; miscarriages, birth defects and other developmental issues.

Precautions for on and off-the-job

- To avoid consumption of lead, **always use good hygiene**. Wash your hands thoroughly before putting anything into your mouth.
- To avoid inhalation, if paint chips or dust are present which may contain lead, whenever possible, vacuums or wet cloths/mops should be used to clean the area. Avoid sweeping or dry cleaning which may cause the chips/dust to

become airborne. If sanding old paint, take proper precautions to avoid exposure to dust.

NOTE: Leaded paint that is not flaking, chipping or being sanded does not present an inhalation hazard.

- If using lead solders, be sure that adequate ventilation is present when soldering. This may include using mechanical exhaust or in small applications making sure that use is not in a closed or confined space.
- Old plumbing (leaded pipes and solders) and even old water coolers may be sources of lead in water. **Frequent flushing of water lines prevents lead from leaching into the water.**
- **Remember that lead may be present both on and off the job.**

Potential lead sources at Messiah University

At Messiah University, we have many buildings with original construction pre 1978. Among these are Agape, Bertram, Bittner, Bowmansdale, Climenhaga Homestead, Eisenhower, Engle, Foreman, Greenbriar, Hess, Hostetter Chapel, Issachar's Loft, Kline, Lenhart, Melhorn, Mill House, Miller, Murray Library, Old Main, Rafiki, Sollenberger, & Woodland. Paint contractors are hired when painting is needed. They are aware of the potential hazards of leaded paint in older buildings; if the area has not been tested to verify it is lead free, they use precautions to insure our employees do not receive exposure during these activities. **If chipping paint is noticed in any campus buildings, notify facility services immediately.**

(NOTE: Winding Hill was remodeled prior to our lease; there are no sources of lead at this facility. Significant renovation and painting was conducted in Hostetter Chapel in 2014. Exposed paint in this area is lead-free.)

Testing has been conducted for lead in water at both the Grantham campus & the Bowmansdale facility by an outside contractor and analyzed by a certified lab; no lead has been detected. Also, there are no lead-lined water coolers present.

There are no job functions where eight (8) hours of exposure to any type of airborne lead is present. There may be the occasional soldering or welding; these operations are not routine and usually do not extend for any significant length of time. Exhaust is provided at large welding stations. Likewise, the use of lead compounds in the laboratories is restricted to small quantities, short periods of time, and ventilation is provided by lab hoods.

The **potential** for any exposure to airborne or ingestible lead at Messiah University is **extremely low**. However, we need to make employees aware of the presence of lead and its potential hazards from overexposure. If you have any questions regarding this notification, please contact the Office of Human Resources and Compliance. OSHA's Lead Standard (29CFR 1910.1025) is available at the following website:

https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10030 and U.S. EPA has information at <https://www.epa.gov/lead/lead-safety-documents-and-outreach-materials>

ACCESS TO EXPOSURE AND MEDICAL RECORDS

OSHA 1910.1020

As your employer, Messiah University is required by law to annually inform you of the following:

Employee exposure records are any records the University might have containing environmental (workplace) monitoring, biological monitoring, (material) safety data sheets, and chemical inventories.

Employee medical records are any records the University might have specifically on you. These include, but are not limited to, medical and employment questionnaires, results of medical examinations, first aid records, and employee medical complaints and follow-up.

Under OSHA:

- You have the right to access these records.
- You also have the right to designate in writing anyone whom you wish to provide the same access.
- OSHA has the right to view these records; they do not need your permission to do so.

At Messiah University, these records are limited due to the nature of our business. However, to see any exposure or medical records which may be generated during the course of your employment, you will need to contact the Office of Human Resources and Compliance at ext. 5300 or email them at humanres@messiah.edu. Messiah University has 15 days from the date of your request to gather the records for you.

INJURY REPORTING

All injuries, no matter how minor, must be reported as soon as possible. An online form for reporting is available on FalconLink (search for *Accident/Injury Report*). For injuries requiring medical attention, a provider from the list of Panel of Physicians must be used which can also be found on FalconLink. Failure to report promptly and use one of the listed providers could result in denial of a claim by our Worker's Compensation Insurance provider. There is nothing the University can do to discriminate against you for reporting.

HAZARD COMMUNICATION PROGRAM AND SAFETY DATA SHEETS

The University's written Hazard Communication Program is available online via the University's Intranet (FalconLink). Under FILTER BY TOPIC, select Environmental, Health and Safety. There will be cards/links to various EHS resources including the written Hazard Communication Program. Access to Safety Data Sheets (SDSs) for chemical substances found on campus is also available online via a link at this location. If you need training in using the online SDS system, please contact the Office of Human Resources & Compliance. For emergencies when the online SDS system is down or for individuals who are sight impaired, call 1-800-451-8346 to have a SDS emailed, faxed or read to you. **NOTE:** Toner cartridges/inks for copiers that are used intermittently are considered articles by OSHA; SDSs are not required and are not maintained in the online system.

If you order new chemicals (not previously used in your department), please remember to contact HR&C (employees in SEH labs should contact the Lab Manager for Chemistry or Biology). The new chemical substances must be added to the area's inventory list and a Safety Data Sheet for the chemical substance must be added to the online 3E system.

DRUG AND ALCOHOL POLICY AND TREATMENT

In compliance with the Drug-Free Schools and Campuses Act, Messiah University is committed to maintaining a healthy work environment. Accordingly, the University prohibits the manufacture, possession, use, or distribution of illegal drugs by all employees.

The University also prohibits the possession or consumption of alcohol by employees on property owned or controlled by the University with the exception of personal residences not used for student housing. Employees are prohibited from reporting to work while under the influence of drugs and/or alcohol. Incidents of reporting to work while impaired will be addressed through appropriate channels including employment discipline. Employees are prohibited from consuming alcohol with students or furnishing alcohol to students. Employees are expected to exercise professional discretion and judgement as to use of alcohol when on university business or in other business or social settings. To view the University's complete policies on employee drug and alcohol use, please refer to the [Human Resources Policies Webpage](#)

The health risks associated with the use of illegal drugs and the abuse of alcohol are significant. Alcohol and other drugs affect brain functioning, result in direct injury to body tissue, result in several thousand traffic fatalities each year, lead to

addiction in some individuals, and can alter moods in a potentially harmful way.

The University encourages any employees who struggle with drug or alcohol addiction to seek help. Below is a chart that shows Highmark Blue Shield coverage (as of 8/1/24) for the different plans as they relate to drug and alcohol treatment:

PLAN	Inpatient		Outpatient	
	In Network	Out of Network	In Network	Out of Network
PPO HRA	Covered in full after \$6,000 deductible Emp: \$2,000 Messiah: \$4,000	70% after \$12,000 deductible	\$40 copay per visit	70% after \$12,000 deductible
HDHP	Covered in full after \$3,200 deductible	70% after \$6,400 deductible	Covered in full after \$3,200 deductible	70% after \$6,400 deductible

Family Medical Leave provides up to 12 weeks of unpaid leave in a rolling 12-month period that can be used for drug and/or alcohol treatment. For inpatient care, short term disability provides 90 days of 100% salary and an additional 90 days of 60% salary if deemed medically necessary by UNUM Insurance Company. While an individual is seeking treatment, the Americans with Disabilities Act could also provide job accommodations.

UNUM’s Employee Assistance Program (EAP)

We recognize that employees may from time-to-time experience stress, trauma or other life events that affect both their personal and work lives as well as their overall quality of life. The UNUM EAP offers confidential professional assessment and referral assistance for employees and their families to help them address such challenges.

Examples of the major life issues for which you may receive support from an EAP professional include:

- Depression, anxiety and other mood disorders
- Relationship or family problems, including divorce and abuse
- Substance abuse and other addiction problems
- Job-related stress or work conflicts

This free benefit is available 24/7 to all employees and their family members.
Participation in the program is completely confidential.

Health Advocate

Health Advocate is a special benefit plan to help employees and their families navigate the healthcare system and maximize their healthcare benefits. All

benefited employees have access to a Personal Health Advocate to help with clinical and administrative issues involving their medical, hospital, vision, dental, pharmacy and other healthcare needs. The toll-free Health Advocate telephone number is 1-866-695-8622.

If you have any questions about Messiah University's policies on drugs and alcohol or on the services available to those seeking treatment, please contact the Office of Human Resources and Compliance.

MEDICAL MARIJUANA POLICY FOR EMPLOYEES

Because the Federal government has not legalized marijuana, it remains a banned substance under federal law. Messiah University receives federal funding through such things as student financial aid and is therefore required to ban all marijuana use on campus including the use of medical marijuana. Employees having a physician's certification for use of medical marijuana are required to work with the Employee Health and Wellness Coordinator for Human Resources & Compliance to request a possible accommodation. Employees found in possession, using, or distributing marijuana while on campus (even with a medical marijuana certification card) may be subject to disciplinary action.

NOTE: The Medical Marijuana Policy for Students is available in the *Student Handbook*.

WEAPON-FREE WORKPLACE POLICY

To ensure that Messiah University maintains a workplace safe and free of violence for all community members, the University prohibits the possession or use of weapons on University property. **A license to carry the weapon does not supersede the University policy.** Any community member in violation of this policy will be subject to prompt disciplinary action, up to and including termination for employees. All members of the community are subject to this provision, including contract and temporary employees, and visitors on University Property.

"University Property" is defined as all University-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the University's ownership or control. This policy applies to all vehicles that come onto university property.

Weapons include, but are not limited to, firearms, explosives, knives, pellet or BB guns, tasers, stun guns, wooden or metal batons, bows and arrows (sharpened or hunting tips) and other weapons that might be considered dangerous or that could

cause harm. In addition, sports equipment derived from or similar to weapons such as baseball bats, fencing swords, bows & arrows, javelins, paint ball guns should be confined to sports facilities for their use or kept locked in a personal vehicle. Pepper spray can be possessed on campus for personal safety only. Brandishing or discharging pepper spray for other than emergency situations will be a violation of this policy.

Messiah University reserves the right at any time to contact law enforcement authorities if there are reasonable grounds to believe that a community member or visitor has a weapon on University property.

Anyone with questions or concerns specific to this policy should contact Human Resources at ext. 5300.

POLICY PROHIBITING HARASSMENT

Commitment & Context

As an expression of our Christian values, Messiah University is committed to creating an atmosphere of dignity and respect free from any harassment. It is also the University's responsibility to uphold existing laws regarding a learning, living, and working environment free from harassment based on race, religion, ethnicity, gender, national origin, age, disability, marital status, amnesty, or status as a veteran.

Harassment violates federal and state laws, including Title VII of the Civil Rights Act of 1964, which prohibits harassment in the workplace, and Title IX of the Education Amendments of 1972, which prohibits sex-based discrimination, including harassment as a form of discrimination that denies or limits an individual's ability to participate in or benefit from the University's programs.

The full harassment policy may be viewed [online](#).

Responsibility

All employees and all students are responsible for maintaining an environment free of harassment.

Harassment in any manner or form by anyone in the University community is expressly prohibited.

The authorization of, cover-up of, or participation in any act of harassment of any kind is strictly forbidden. Failure to abide by this policy shall be cause for disciplinary action which may include termination of employment.

The University's harassment policy includes harassment of or by individuals not directly affiliated with the University, (e.g. contractors, vendors, visitors) as well as harassment conducted off-site or after normal business hours in University-related settings, including (but not limited to) business trips, athletic events, conferences, and University related social events.

Retaliation

Retaliation against an individual who complains of discriminatory harassment under this policy, is strictly prohibited. Retaliation may constitute a violation of Title IX and be subject to University response processes under federal law. There will be no adverse action against any individual for reporting what he/she believes is an incident of harassment, or for participating in or cooperating with an investigation of an alleged incident.

Definition of Harassment

Harassment is bias-motivated and/or power-based conduct between individuals that creates an intimidating, hostile or offensive environment by demeaning, threatening, intimidating, targeting, or offending someone, and is sufficiently severe or pervasive to interfere with that person's access to their opportunities or responsibilities in our community.

Harassment may include the use of images, language, or actions that foster, condition, or tolerate discrimination or harm based on part of a person's identity.

As defined in the Equal Employment Opportunity Commission's Regulations, the following conduct constitutes harassment:

- Inappropriate conduct that has the purpose or effect of substantially interfering with an individual's academic or work performance because it is so severe and pervasive that it creates an intimidating, hostile or offensive environment.
- Unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal, nonverbal, or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting an individual.

Harassment generally takes one of two forms:

"quid pro quo" harassment, in which the harasser makes sexual favors or tolerance of unwelcome behavior a condition of the victim's success in some way; or

"hostile environment" harassment, in which the overtly sexual nature or derogatory nature of conversations, pictures, humor and/or activities taking place in an

academic or work environment makes it difficult for students and employees to concentrate on their work/studies.

Behavior that was not intended to be harassing can be perceived as harassing, and as such, reported and addressed.

It is important to note that harassment may take place in an academic, residential, work, and/or digital setting.

Power

Harassment often occurs between people with differing status or power: when a power differential exists (e.g., such as a physically larger person over a smaller one, a supervisor over a subordinate employee, a faculty member over a student), the harassed individual is not in a position to freely object, resist, or give fully free consent.

Educational Activities

In order to cultivate a creative learning environment, Messiah University encourages free inquiry and expression within the bounds of our Christian commitments. Members of the community have the right to hold and defend a variety of viewpoints within an educational setting. For educational purposes required readings(s), educational activities (videos, projects, discussions, etc.), music, drama or art may include historical information that portrays groups or individuals in a pejorative fashion. Educators carry responsibility for directing these activities with care and sensitivity.

Reporting Potential Harassment

Individuals who believe that they have been subjected to or witnessed harassment are encouraged to bring the matter to their supervisors, or an appropriate administrator such as the head of the Department, [the Title IX Coordinator](#), or the Vice President of Human Resources and Compliance.

Harassment may also be reported [here](#)!

More information regarding reporting and resources on harassment and other forms of interpersonal violence can be found on Messiah University's [website](#).

CHILD ABUSE AND PROTECTION OF MINORS

If you see a crime or suspect violence is occurring on campus, call the police (911). You are required to report incidents of harassment, suspicions of violence and notice of crime within 24 hours to one of the following departments:

Human Resources & Compliance, ext. 5300

Department of Safety, ext. 6005

Student Success and Engagement, ext. 3200

As an employee of an educational institution, **all Messiah University employees are “mandatory reporters” and have an obligation to report suspected child abuse whether it occurs on- or off-the-job.** PA state law requires you to report any suspicions of child abuse or neglect immediately and directly to PA Childline by calling 1-800-932-0313. After making a report, you must also notify the University’s Department of Safety (ext. 6005; 717-691-6005) which will coordinate our response and cooperation with authorities. Athletic camp employees must also notify the U.S. Center for Safe Sport by calling 720-531-0340. **Please note that Messiah University students under the age of 18 are considered minors under state law.** A link to training on basic information regarding this responsibility, background check information, and how/where to report suspected child abuse is available on FalconLink; search for *Protection of Minors*.

Failure to report information related to potential harassment, violence (including sexual violence), crime and/or child abuse will result in discipline up to and including termination of employment.

WALKING/WORKING SURFACES

If any tripping/slipping/fall hazards are observed on walking/working surfaces (including, but not limited to, parking areas and outside walkways; flooring in halls, offices, classrooms, labs; stairs and elevated working areas; etc.), they must be reported immediately to Facility Services.

ELECTRICAL SAFETY

Electrical equipment is potentially hazardous and can cause serious shock and burn injuries if improperly used or maintained. Even “household” (120 volt) current can stop your heart. For your safety and the safety of others, follow these safe practices when working with or around electricity:

Replace or repair damaged power cords. Exposed wiring is a danger that cannot go overlooked. Before using extension cords or any equipment with electrical cords, inspect the flexible cord and electrical plug to make sure they are not damaged. Do not use if the cord is cut, split or frayed; if the plug-end is missing any prongs (there should be three); or if the plug is separating from the cord. If you notice any damage, no matter how minor, take the equipment or extension cord out of service immediately and contact facility maintenance.

Avoid the use of extension cords as much as possible. Extension cords should never be used as a permanent substitute for fixed wiring. If you need them for more than 90 days, contact facility maintenance to have an electrical outlet installed. Extension cords should not be used in areas where they could be stepped on, or where other items could be placed on top of them. They should not be run through doorways, windows or similar openings where they could become pinched. Don't use flexible cords in a manner that "stretches" them. Don't pull on the cord to remove the plug from an electrical outlet. Even heavy-duty extension cords can be easily damaged if used improperly.

Don't overload your outlets with too many devices. Electrical wiring can overheat, causing fires. Don't "daisy chain" cords by plugging extension cords into other extension cords. Report burn marks around outlets to facility maintenance immediately.

Wet environments can increase the risk of an electrical shock. Unless the equipment is specifically designed to be used in damp or wet locations, keep electrical equipment away from water. When using electricity in a wet or damp location, including outdoor locations, a Ground Fault Circuit Interrupter (GFCI) must be used.

WORKPLACE POSTERS

Both federal and state laws require certain information be posted in the workplace. This information is available for employees in strategic locations throughout the campus (ex., certain break room bulletin boards). However, in an effort to make the information more accessible, these "posters" are now also available online at the following location:

- On the University's FalconLink Intranet, under FILTER BY TOPIC, select Environmental, Health & Safety. Scroll down and included in the cards/links that appear, you will find links to both "Workplace Posters, Federal" and "Workplace Posters, State."

WHISTLEBLOWER POLICY

The University has a responsibility to investigate allegations of improper activities and to report actions taken in response to such allegations. All members of the Messiah University community are encouraged to report improper activities. Any person who makes such a report is deemed a whistleblower and shall be granted certain rights and protections as defined in the Policy.

More information regarding whistleblower protections and the entire policy can be found on PolicyCentral or by contacting the Office of Human Resources and Compliance.

WORKPLACE SAFETY COMMITTEE

The University has a state-certified workplace safety committee that meets regularly. Information about this committee, including the membership, meeting minutes, and upcoming meeting dates are available on FalconLink. Under FILTER BY TOPIC, select Environmental, Health & Safety, then click on the link to *Safety Committee* that appears in the list of cards.

ENVIRONMENTAL, HEALTH & SAFETY RESOURCES

The Environmental, Health & Safety deck on the University's FalconLink Intranet is the "go to" resource for many EHS documents and programs. This is easily accessible: under FILTER BY TOPIC, select Environmental, Health and Safety. One click on any of the cards/links will get you to any of the documents/manuals or to the respective web pages listed. These links include:

- Anonymous Safety Suggestion Form
- Chemical Hygiene Plan
- Exposure Control Plan
- Fire Safety Office
- Hazard Communication Program
- Info for School Year
- Non-Employee & Near Miss Incident Report
- OSHA Website
- PA RTK Hazardous Substance List
- Quick Guides for Safety & Compliance
- Safety Data Sheets (M)SDS System
- Safety Manual
- Waste Manual
- Workplace Posters, Federal
- Workplace Posters, State

COPIES OF COMPLIANCE COMMUNICATIONS

The Office of Human Resources and Compliance maintains an electronic archive that houses copies of any and all communications related to compliance that are distributed across campus. This includes but is not limited to: notifications that are sent out annually for compliance purposes, notifications related to campus

incidents, and communications sent out when onboarding new students or employees.

As you distribute compliance-related communications, please send an electronic copy to humanres@messiah.edu. If you are unsure as to whether or not something fits into the compliance communications category, please send it and HR will determine its relevance.

ADDITIONAL INFORMATION FOR ALL FACULTY



EMERGENCY EVACUATION INSTRUCTIONS FOR FACULTY

Evacuation posters should be located near exit doors in most classrooms, labs, and studios. These 8-1/2 x 11" signs indicate the primary exit route and the evacuation checkpoint for the room occupants to gather once outside the building. Professors should point out this information to students on the first day of class, stressing the meeting location for accountability.

If your classroom does not have an emergency evacuation poster, please establish a location outside and out of the way of emergency response vehicles for your students to assemble. Communicate this location to students the first day of class.

You are responsible for ensuring the evacuation of any students requiring special assistance in an emergency. Whether the need for special assistance is temporary (e.g., student with a broken-leg and on crutches) or permanent, faculty should be in contact with Disability Services regarding the best way to accommodate specific needs and assign responsibilities for assisting in an evacuation. Any special accommodations should be planned before an emergency occurs. Remember that during an emergency evacuation, elevators cannot be used.

Please remember that during an emergency evacuation, it is the professor's responsibility to account for all students who were in his/her class at the time of the evacuation. Therefore, it is important to have a class roster available at all times (ex., hard copy, iPad, iPhone, etc.). Once students are accounted for, please report any missing students and their last known location to emergency responders.

In addition, Section 14 of the Messiah University [Safety Manual](#) is the campus' Emergency Action Plan. It covers emergency incidents such as an active shooter, fire, intruder, weather emergencies (ex., tornado, earthquake, etc.) and so much more. In an emergency situation, your students will look to YOU for direction and instruction so **please take a few minutes to familiarize yourself with this information.**

PROJECT/ACTIVITY APPROVAL PROCEDURE FOR ACADEMIC AREAS

A "Project/Activity Approval Procedure" has been created to aid in environmental, health and safety compliance. This procedure is found in the [Safety Manual](#), Section 16. **Faculty should become familiar with this procedure and understand when it is required.** Any questions regarding this procedure should be directed to the Office for Human Resources & Compliance.

FORMALDEHYDE

Formaldehyde, also known as formalin, is a component of the embalming fluid found in the cadaver labs and a lesser component of the preservative for some specimens found in the Biology department.

The federal Occupational Safety and Health Administration regulates acceptable exposure levels for formaldehyde. Specifically, OSHA has set an action level of 0.5 ppm for an 8-hour time weighted average, a permissible exposure limit (PEL) of 0.75 ppm for an 8-hour TWA, and a short-term exposure limit (STEL) of 2 ppm for any 15-minute time frame. Past air monitoring conducted in the Biology labs during dissection came back non-detectable or very low (less than these OSHA limits).

Nonetheless, it is important to note that formaldehyde may cause cancer and may cause damage to organs; it is toxic if swallowed. It is a skin and respiratory sensitizer; may cause eye, skin and respiratory tract irritation; and may even cause severe skin burns and eye damage. It may cause an allergic skin reaction in some individuals. Experiments have shown reproductive toxicity effects in laboratory animals.

In addition, solutions with a high concentration of formaldehyde are flammable. All fluids containing formaldehyde should be kept away from heat, sparks and open flames unless known to be non-flammable.

Most of the specimens found in the various Biology labs are preserved in a solution containing ethanol, not formaldehyde, or solutions with extremely small amounts of formaldehyde (0.1% or less) are used. However, caution should always be taken when working with specimens and especially when formaldehyde is present.

When working with specimens or cadavers in the lab areas, use the ventilation provided. Be careful not to block the exhaust ducts to the ventilation system. For example, when working with cadavers, be sure the body bag does not cover the openings to the table exhaust vents. Use the appropriate gloves and eye protection. If skin contamination occurs, wash the affected area immediately with soap and water. If eye exposure occurs, flush immediately with water. Keep specimen containers tightly closed when not removing or replacing samples. Keep containers of used embalming fluid closed except when adding to the container.

For more information on formaldehyde or embalming fluid, refer to the safety data sheets available in the online SDS system. For more information on OSHA's Formaldehyde Standard, CFR 1910.1048, go to www.osha.gov.

USE OF DUST MASKS IN COURSES

As you prepare your syllabi for your courses, please remember that if dust masks are available for voluntary use in any lab, studio or workshop, you must provide to each user a copy of OSHA's Appendix D to the Respirator Standard (1910.134). A copy is available as Attachment B of Section 8, Respirator Program in the University's [Safety Manual](#) or contact the Office of Human Resources and Compliance. DUST MASKS CANNOT BE REQUIRED FOR USE, ONLY RECOMMENDED.

NOISE INDUCED HEARING LOSS INFORMATION FOR EMPLOYEES IN THE DEPARTMENT OF MUSIC

NIOSH (National Institute of Occupational Safety and Health) has published information recognizing the dangers of loud music on the ears. Hearing loss and tinnitus are not uncommon among musicians. Sound levels can vary greatly depending on the types and numbers of instruments, amplifiers, and acoustics; length of exposure can also vary greatly. Both sound levels and exposure duration are important factors when considering the potential for hearing impact.

Because sound exposure in the world of music is very different from sound exposure in other occupations, NIOSH offers the following advice:

- Whenever possible, practice in larger areas with high ceilings and/or acoustical absorbent materials.
- If rooms or venues have hard reflective surfaces, position instruments and speakers to direct sound away from musicians
- Provide appropriate space for practice based on the number of the students.
- If feasible, play music at lower levels during individual and group rehearsals.
- If using amplified speakers in live performance, work with sound engineer to adjust the volume down to desired but acceptable levels.
- Increase distances between students and band directors.
- If In-Ear monitors (IEM) are used to listen to vocals and stage instruments, work with the sound engineer to reduce sound output to workable levels, especially during practice and rehearsals.
- Give your ears some rest; ears typically need about eighteen hours of quiet after exposures to loud sounds in order to return to normal hearing. Take advantage of breaks (in quiet areas) whenever possible.
- A variety of hearing protection options are available from inexpensive foam earplugs to potentially more costly products designed specifically for professional musicians and other entertainers.
- Always be aware of your sound exposure level; an easy and practical way is to use your smartphone and a sound meter app.

Because one effective way to prevent hearing loss is to be aware of your noise/sound exposure, **if you would like sound level measurements taken during rehearsals or performances, please contact the Office of Human Resources and Compliance.**

SOME COMMON QUESTIONS AND ANSWERS

Q - How does noise damage your hearing?

Sound waves enter the outer ear and travel through a narrow passageway called the ear canal, which leads to the eardrum. The eardrum vibrates from the incoming sound waves and sends these vibrations to three tiny bones in the middle ear. The bones in the middle ear couple the sound vibrations from the air to fluid vibrations in the cochlea of the inner ear, which is shaped like a snail and filled with fluid. As the vibrations cause the fluid inside the cochlea to ripple, a traveling wave forms. Hair cells ride the wave. These microscopic hair cells respond to mechanical sound vibrations by sending an electrical signal to the auditory nerve. Different groups of hair cells are responsible for different frequencies (rate of vibrations). The auditory nerve carries this electrical signal to the brain, which translates it into a sound that we recognize and understand. Most noise induced hearing loss is caused by the damage and eventual death of these hair cells. The healthy human ear can hear frequencies ranging from 20Hz to 20,000 Hz. Over time, the hair cells may get damaged or broken from exposure to loud noise or from even one exposure to a very loud noise (ex., explosion, gunshot). If enough of these hair cells are damaged, hearing loss results. Once these hair cells are severely damaged, they do not recover and new ones do not grow to replace them...hearing loss is permanent.

Q - What other factors may impact my hearing?

Hazardous noise, both on- and off-the-job

Head trauma

Aging

Earwax blockage

Heredity

Medications

Medical diseases

High blood pressure

Problems with blood circulation

Birth defects

Frequent ear infections

Chemical exposure

Q - What are signs or symptoms of hearing loss?

Because most hearing loss is gradual, a person may not realize they are experiencing hearing loss until the loss is significant and permanent.

- Muffled or distorted hearing
- Difficulty hearing sounds such as birds singing, crickets chirping, alarm clocks, watch alarms, telephones, or doorbells
- Difficulty understanding speech during telephone conversations or while participating in group conversations

- Pain or ringing in the ears (tinnitus) after exposure to excessively loud sounds

Q – How do I insert a foam earplug to help protect my hearing?

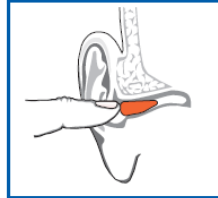
1. **Roll** the earplug between your thumb and fingers into a small, tight cylinder.
2. **Pull** to open the ear. This step is especially important. You should pull up and away on the top of your ear with the opposite hand so the ear canal is opened and the earplug can slide in easily.
3. **Hold** the earplug in place after inserting until it expands and conforms to the shape of your ear canal.



Roll



Pull



Hold

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