

# Oklahoma State University Policy and Procedures

## **FIRE PROTECTION AND SAFETY**

**3-0826  
ADMINISTRATION  
& FINANCE  
Public Safety  
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### **INTRODUCTION AND GENERAL STATEMENT**

1.01 “Safety” or “Accident Prevention” are broad terms used to describe such concepts as fire prevention, injury prevention, and environmental protection. No phase of administration or operation is of greater importance than accident prevention. All levels of University administration and all employees have a primary responsibility for the safety and well-being of the campus community.

1.02 Safety and fire safety shall be the responsibility of the operating administrator, department head and/or supervisor.

1.03 The Director of Environmental Health and Safety shall be responsible for assisting responsible operating personnel in developing programs designed to provide a safe work environment for employees and students.

1.04 The Director of Environmental Health and Safety shall be responsible for defining and recommending relevant safety programs of a general nature applicable to more than one group and designed to meet the needs of the University.

1.05 The Director of Environmental Health and Safety shall be responsible for defining, establishing and disseminating information on all mandatory fire protection, safety and health standards as adopted under state, federal and local laws.

1.06 The Director of Environmental Health and Safety shall have responsibility for inspection and shall recommend enforcement of all mandatory fire protection and safety standards through established administrative channels.

1.07 The Director of Environmental Health and Safety shall be directly responsible to the Chief Public Safety Officer.

### **PURPOSE AND SCOPE**

2.01 The purposes of the safety program shall be:

A. To create a safe environment.

B. To prevent injury to faculty, staff, students and visitors.

- C. To encourage safe practices and establish safe working and living habits throughout the University community.
- D. To reduce costs through fire and accident prevention and injury reduction.
- E. To provide assistance in solving specific fire protection and safety problems.

### **DUTIES AND RESPONSIBILITIES**

3.01 The Director of Environmental Health and Safety and the Departmental staff shall be responsible for the following:

- A. The periodic review of all University facilities, and oversight of the maintenance and repair of fire protection and safety equipment installed on campus.
- B. To encourage and assist in fire prevention, safety education and training efforts.
- C. To develop, review and approve specifications for the purchase of new fire protection and safety equipment.
- D. Assist in the development of appropriate fire protection and safety standards and/or guides.
- E. Prepare recommendations for the correction of fire and accident hazards, life safety hazards, and needed changes and/or additions to campus facilities.
- F. The oversight and auditing of testing and maintenance of all fire protection and safety equipment installed on campus.
- G. The review of plans for all new structures and remodeling of existing structures from the standpoint of fire protection and safety and applicable code compliance.
- H. To develop and administer the University fire and accident reporting system including the collection and review of reports and the investigation of fires or serious or fatal non-vehicle accidents, culminating, when appropriate, in the preparation of necessary recommendations to prevent a recurrence.
- I. The analysis and reporting of campus fire and accident statistics.
- J. The interpretation of applicable fire and safety codes, regulations and laws.
- K. To maintain liaison between the University, state, federal and local authorities, and other agencies and personnel concerned with fire protection and safety.
- L. Maintain a reference library on fire protection and safety subjects.
- M. Act in an advisory capacity on fire protection and safety matters as required for the guidance of the administration, faculty, staff and students.

- N. To assist administration, faculty and staff in the management and disposal of hazardous chemicals or materials in accordance with established practices and in accordance with local, state, and federal regulations.
- O. To encourage and assist in environmental education and training efforts.
- P. To assist in the development of appropriate environmental standards and/or guides.
- Q. The review of plans for all new structures and remodeling of existing structures from the standpoint of environmental protection and applicable regulatory compliance.
- R. To maintain liaison between the University, state, federal and local authorities, and other agencies and personnel concerning environmental management (or regulations).
- S. To act in an advisory capacity on environmental matters as required for the guidance of the administration, faculty, staff and students.
- T. To investigate accidents and injuries, determine cause, and make recommendations for the prevention of accidents.
- U. To assist with the identification and provision of appropriate safety training and related resources.
- V. To review proposed plans for construction and remodel work to provide for the safety of University employees, students, visitors, and contract personnel.

3.02 The operating administrator, department head and/or supervisor shall be responsible for the following:

- A. To maintain a safe work environment for his/her employees or students.
- B. To perform frequent general inspection of all safety equipment within his/her responsibility.
- C. To train new employees in safe working procedures and habits and evaluate the safety performance of his/her staff.
- D. To instruct all employees of the location and use of all fire protection and safety equipment in their area and in proper emergency reporting procedures.
- E. To advise all employees of their rights under workers' compensation laws.
- F. To provide or acquire proper medical attention for any injured employee/student.
- G. Promptly report employee injuries requiring medical attention to Human Resources for workers' compensation.

- H. Investigate employee/student accidents within his/her responsibility.
  - I. Promptly report to the Director of Environmental Health and Safety any non-vehicular accidents resulting in property damage or injury.
  - J. Assist in any investigations by the Environmental Health and Safety Department and/or any state, local or federal agency.
  - K. Obey directions by Environmental Health and Safety Department, Fire Department, Police Department or any other emergency personnel during all emergency conditions.
  - L. Select and employ work practices and engineering controls that reduce the potential for hazard exposure to the lowest practicable level.
  - M. Inform all employees of potential hazards involved with their work.
  - N. Order only properly guarded equipment to prevent an employee/ student injury.
  - O. Obtain and use proper guards on equipment currently in service.
- 3.03 The employee shall be responsible for the following:
- A. Report any unsafe or hazardous condition to his/her supervisor and to the Environmental Health and Safety Department as soon as possible.
  - B. Know the location and proper use of all safety equipment in his/her immediate work area.
  - C. Report all work related injuries to his/her immediate supervisor promptly.
  - D. Provide any known facts relating to a work-related injury to immediate supervisor, Environmental Health and Safety Department or other authorized investigator.
  - E. Provide or acquire proper medical attention for worker/student injuries.
  - F. Know and comply with safety guidelines, regulations and procedures.
  - G. Obey directions by Environmental Health and Safety Department, Fire Department, Police Department or any other emergency personnel during all emergency conditions.

## **UNIVERSITY POLICY AND STATE LAW**

4.01 It is the policy of Oklahoma State University to strive to provide and maintain safe conditions and to follow operating practices that will safeguard all employees, students and visitors at Oklahoma State University.

4.02 State laws governing the use of eye protection in laboratories, shops, and other areas are established and will be observed where applicable.

4.03 State laws covering false fire alarms and arson are established and will be enforced. Arson investigation(s) shall be initiated by the Environmental Health and Safety Department when necessary, and, when applicable, the results of such investigation will be forwarded to the District Attorney.

4.04 Other existing state laws governing safe practices, i.e. window glazing, and those enacted in the future will be observed where applicable.

4.05 The University recognizes and hereby establishes the use of the standards of the American National Standards Institute and the National Safety Council and the provisions of the State Occupational Safety and Health Laws as guidelines for safety and safe practices in all University properties. In addition, the University recognizes and hereby establishes the use of the International Code Council and the standards of the National Fire Protection Association as minimum standards for fire protection in all University properties. Additional fire protection and safety above these requirements shall be provided whenever the need is recommended by the Director of Environmental Health and Safety and approved by the appropriate administrators of the University.

4.06 The Director of Environmental Health and Safety and members of the Environmental Health and Safety Department are authorized to enter premises and other areas owned, rented or leased by the University for the purposes of conducting inspections, detecting safety hazards, maintenance or testing of equipment, investigation of accidents, emergency actions and other such duties as may be assigned to their responsibility.

4.07 The Environmental Health and Safety Department shall report in writing all conditions considered to be hazardous to life or apt to cause or contribute to an accident or injury. Such reports shall be forwarded to the responsible administrator, manager or supervisor with informational copies to other administrators as appropriate.

4.08 It shall be the responsibility of the affected administrator to make a written reply within 15 (fifteen) days of what action is to be taken to correct the noted hazards or why action cannot be taken.

4.09 If a written reply is not received or if reported conditions are not corrected, the Director of Environmental Health and Safety or his /her staff shall consult with the responsible administrator and attempt to resolve the matter. If a satisfactory solution cannot be reached, the Director of Environmental Health and Safety shall refer the matter directly to the Vice President for Administration and Finance for final disposition.

4.10 In the event of an incident resulting in property damage or injury, the Director of Environmental Health and Safety, with the approval of the Vice President for Administration and Finance, may request assistance from appropriate personnel or convene an investigating committee consisting of such University personnel and administrators as he/she may deem necessary. This committee shall conduct a thorough investigation of the accident and shall prepare and submit a written report to the University administration detailing their findings and recommendations to prevent a recurrence.

4.11 The Director of Environmental Health and Safety or his/her staff shall have the authority to shut down an operation, cause events to be discontinued, buildings evacuated, etc. when, in their opinion, a severe danger to life or injury may result if such is not done. These recommendations will be made directly to the person in charge and in the event of disagreement that person's next higher administrator shall be immediately notified, along with the Vice President for Administration and Finance, that a disagreement exists, and an unsafe condition is being continued. It will be the responsibility of the Vice President for Administration and Finance to resolve any dispute(s) with the appropriate department head.

4.12 In the event of emergency and no responsible authority is available, the Director of Environmental Health and Safety may order immediate shutdown of an operation, building evacuation, etc. Having done so, he/she shall notify the responsible authority of the action taken as soon as possible.

## **PROCEDURES**

5.01 When a fire alarm is sounded in any University building, all personnel and students shall immediately leave the building in an orderly manner by means of the nearest exit. Under no circumstances are any personnel to remain in the building or to return to the building without first securing the permission of fire officials. (Exception: Hospital and other areas having special fire procedures.)

5.02 If a fire alarm is sounded during inclement weather, all personnel should be advised to seek shelter in the nearest available building.

5.03 If it is determined the alarm is false, the party responsible for sounding the alarm, if apprehended, shall be detained if at all possible and turned over to fire or security personnel upon their arrival.

5.04 Use of Exits and Exit Access

A. Exit access are the corridors and stairwells provided in the building. The exit itself is the door or other means provided between the exit access and a place of safety from fire and smoke.

B. Exits or exit access shall not be obstructed in any manner with furniture, storage, displays, vending machines, etc.

- C. Fire doors on stairwells, unless arranged to close automatically in the event of a fire, shall always be maintained in the closed position.
- D. Exit signs shall be properly illuminated at all times. Such signs shall not be obstructed or blocked from view at any time.
- E. Exits and exit access doors shall not be locked at any time unless they are equipped with panic hardware or other approved means to permit emergency egress by building occupants.
- F. Clear access shall be maintained at all times to safety showers, eye wash units and all other emergency safety equipment.
- G. Clear access shall be maintained at all times to all fire extinguishers, fire alarms, fire hoses and all other emergency fire equipment.

### **Fire Protection and Safety Equipment**

5.05 Requests for new or additional permanent fire protection or safety equipment shall be directed to the Director of Environmental Health and Safety for review and approval before purchase is made. (Items such as bench shields, goggles, gloves, face shields, etc., while required to meet established University standards, may be considered as expendable.)

5.06 All fire protection and safety equipment shall be installed in compliance with applicable codes and standards under the supervision of the Environmental Health and Safety Department and shall have their approval before being placed into use.

5.07

- A. Basic fire protection and safety equipment for new buildings will be furnished when the building is constructed. Additional fire protection or safety equipment required by special operations or deemed necessary by a department head above that required by codes or University policy shall be requested in writing to the Director of Environmental Health and Safety. Appropriate administrators involved shall be informed of such requests. When such equipment is justified and approved, cost of provision shall be included as part of the construction cost.
- B. When changes in existing permanent fire protection or safety equipment are necessitated or additional equipment is needed due to remodeling an existing area or facility, the cost shall be borne by the department funding the remodeling.

5.08 It is intended that costs incurred because of change in standards or laws will be borne by the University, and the Vice President for Administration and Finance will arrange for necessary funds to be included in the planning for new budgets.

5.09 No fire protection or safety equipment shall be moved or relocated without the knowledge and permission of the Environmental Health and Safety Department. All such work shall be performed only by approved plans or statements of work.

5.10 Sprinklers, fire or smoke detectors and other automatic fire protection devices shall not be blocked or painted. Any such items so damaged will be replaced.

5.11 Storage shall not be permitted to be closer than 18 inches (18") below fire sprinklers or within 24 inches (24") of the ceiling in non-fire sprinklered buildings.

### **Safety Tags**

5.12 Where devices or articles are tagged with safety tags by members of the Environmental Health and Safety Department or others denoting "DANGER," "DO NOT USE," "DEFECTIVE," etc., only these persons shall remove such tags. The responsible supervisory personnel shall be advised immediately of the attachment of safety tags. Any item so tagged shall not be used until properly repaired and inspected by a member of the Environmental Health and Safety Department or other authorized personnel.

5.13 When repairs are being made on equipment, all sources of power shall be shut off at the source and a danger tag shall be placed on the disconnect to prevent other personnel from turning the equipment on during maintenance procedures. One tag shall be used for each worker doing maintenance and such tags may only be removed by the employee who originally installed the tag. After all repairs are completed, all guards replaced, all tags removed, and the area checked for misplaced tools or additional workers, the equipment may be turned on and put back into service.

### **Safety or Warning Signs**

5.14 Where required by law or University Policy or deemed necessary by the Director of Environmental Health and Safety and/or the responsible Department Head, approved safety or warning signs of standard size and color shall be posted and maintained.

5.15 To maintain standardization of colors and sizes, safety signs shall be approved by the Environmental Health and Safety Department.

5.16 All areas having contents which are hazardous under normal conditions or which might become hazardous under conditions such as fire, tornado, flood, etc. shall have all interior doors opening into the area posted with emergency notification signs. All information required on the card shall be promptly filled in by the supervisor or administrator responsible for the area and they shall be further responsible for seeing that all data on the sign is kept current at all times.

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