



# ENVIRONMENTAL HEALTH AND SAFETY

## GENERAL EMPLOYEE SAFETY MANUAL

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# Status

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Kim Southworth	October 2016	Information updated, pictures changed and links corrected.
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## A: INTRODUCTION

The ultimate goal in accident prevention is “zero” disabling injuries and no lost work-time. However, there are many barriers to achieving this goal, the most important of which is the human attitude. Most people feel that “it won’t happen to me” or “it couldn’t happen here.” You can do more to protect yourself and your fellow worker by constantly thinking and practicing accident prevention than you can by memorizing all of the rules, regulations, and safeguards ever written or invented. You must THINK before you act.



**An accident is any unforeseen or unexpected event that may or may not result in injury or damage to property or equipment.**

## B: ADMINISTRATIVE ROLES

Environmental Health and Safety

The specific responsibility for developing and implementing Oklahoma State University (OSU) programs for health and safety resides with the Environmental Health & Safety Department. In fulfillment of this responsibility, the Environmental Health & Safety Department has prepared this General Employee Safety Manual.

## C: EMERGENCY PROCEDURES

If an on-the-job injury requires professional medical attention, call 911, if necessary, and then notify your supervisor right away. If the injury requires non-emergency medical attention, go to University Health Services (UHS) on Farm Road. If UHS is closed, go to AMC Urgent Care at 1909 W. 6th St., Suite B. If UHS and AMC are both closed, you may go to the Stillwater Medical Center Emergency Department.

Accidents involving personal injury or property damage must be reported to your supervisor as soon as possible because he/she is required to file an Employee Injury Report within 24 hours.

### FIRST AID OR AMBULANCE

Remain calm in any emergency.

In any accident where the person injured is unconscious, do not move the person unless it is absolutely necessary. The following procedures are the most basic first aid steps that are vital to know. Study, understand, and remember these life-saving tips.

## Chemical Burns

Flush the affected area with water for 10 to 15 minutes and remove or cut away clothing. Get victim medical help.

If a chemical has an adverse effect to water refer to the safety data sheet for specific first aid measures.

## Bleeding

- Direct pressure - cover wound with clean cloth (if available) and covered hands (i.e. vinyl/ latex gloves) and apply direct pressure on the wound. Add bandages (more cloth) if blood soaks through, do not take off any of the blood-soaked bandages. Apply direct pressure on the bandage(s) until the person is transferred to someone more qualified.
- Elevation - if other emergency care is necessary, while still applying pressure to the wound, try to elevate wounded limbs above the heart if you are sure there is no bone fracture.
- A tourniquet should only be used as a last resort for critical emergencies such as an amputation.

## Heart Attack Symptoms

A person having a heart attack is often awake and can talk to you but feel chest pain or pressure. The most common symptom of a heart attack is severe pain or pressure in the center of the chest.

- The pain or pressure has been described as a feeling of fullness, squeezing or heaviness.
- The pain usually lasts for several minutes. Sharp, stabbing pain that lasts only a second or two is rarely heart attack pain.
- Other symptoms may include breathlessness, nausea, clammy perspiration, dizziness, or back pain between the shoulder blades.

## FIRE PROTECTION

Learning the location of fire extinguishing equipment and fire alarms in your work areas is important. Do not cover or hide fire protection equipment and fire alarms from view.

Sources of ignition, such as matches, portable heating equipment, unguarded light bulbs, etc., are prohibited in areas where explosives, flammable liquids or gases, or other combustibles exist (i.e., near chemical exhaust outlets, flammable liquid storage areas, sump pump areas, and refueling areas). **Never check for possible natural gas leaks with an open flame.**



Flammable liquids shall be kept in approved safety cans for use in small amounts and for transportation. These containers shall be clearly labeled and stored in a separate, protected area.

Refueling a small engine that is running or is hot can be dangerous. Always clean up spills that occur during refueling before re-starting engines.

When the fire alarm goes off, you must leave the building immediately! Use the stairs, not the elevator. No one will be allowed to re-enter a building without the permission of the Environmental Health &

Safety Department or the Stillwater Fire Department. Building evacuation during a fire alarm is required by OSU Policy as well as State Law. No one is authorized to halt an evacuation already in progress. If you are found in the building during a fire alarm, you will be told to leave. When you leave a building during a fire alarm, get at least 35 feet away from the entrance and stay out of the way of emergency response vehicles and personnel.

If you notice smoke or something on fire and there is no alarm, go ahead and activate the alarm by pulling the fire alarm pull box (usually located in the hallway just inside the building entrance).

If you are on an upper floor and in a wheelchair or have extreme difficulty going down the stairs, go ahead and take refuge in the stairwell landing on your floor and tell someone to notify emergency response personnel of your location. (And if you see someone in that situation, offer to make that notification.)



### **Smoke Odor or Visible Fire Inside a Building**

Call 911 and pull the nearest fire alarm pull box.

### **When the Fire Alarm Sounds**

- Evacuate the building immediately via the nearest exit.
- Do not use elevators, use building stairwells.
- Close all doors as you leave – do not lock doors.
- If the fire is small, you may attempt to extinguish it, but don't take chances.
- Call 911 and pull the nearest fire alarm pull box.

### **Fire Outside a Building**

Call 911 and report:

- Your name and that you need to report a fire
- The exact location of the fire
- What is burning?
- Do not hang up until released by the operator

### **Fire Extinguishers**

Fire extinguishers are labeled as to the kind of fire they will be effective against. You must read the label to be sure you have the appropriate equipment to extinguish the fire.

Labels will indicate:

- Class A – wood, paper, grass, cloth
- Class B – grease, oil, flammable liquids
- Class C – energized electrical equipment
- Class D – flammable metals (magnesium, titanium, uranium, etc.)
- Class K – Cooking oils

### **Fire Extinguisher Use Instructions:**

- Check label and carry extinguisher to vicinity of fire



- Remove the ring pin by pulling
- Squeeze discharge lever
- Direct the discharge nozzle at the base of the fire
- Make sure the fire is out before stopping discharge
- Back away from extinguished fire
- Report incident to Environmental Health & Safety Department (744-7241) as soon as possible about the fire and the need for extinguisher recharge.

## D: WEATHER AWARENESS

When the storm warning sirens are sounded (3-to-5 minute tone), you should immediately seek shelter.

Sheltering is best found in basements or interior hallways in the lowest part of a building—and put as many walls as possible between you and the outside.

If possible, kneel on the floor; put your head between your knees and your hands over the back of your neck (or get under a heavy object, such as a desk). Always stay away from windows or other glass and never use elevators. **Remain calm.**

If you are not in a shelter when tornados or severe storm dangers are present, you should quickly move to the inside of a nearby building or lay face-down with your hands over your head and neck in a ground depression (example – ditch or culvert). Never stay inside a vehicle.

## E: WORKPLACE SAFETY AWARENESS

Good housekeeping is an essential part of every job. Work areas, aisles, walkways, and equipment shall be kept clear of loose materials, tools, and scraps. Materials such as lumber and pipe shall be stored in an orderly and secure manner.

Spills such as grease, water, or oil must be cleaned up as soon as possible. A delay could result in an accident to you or a fellow worker.

An access shall be maintained to work areas. Short cuts should be avoided. Never block aisles, traffic lanes, or fire exits with equipment or materials.

### ASBESTOS AWARENESS

Asbestos is the name applied to six naturally occurring minerals that are mined from the earth. They tend to break into very tiny fibers so small that many must be identified using a microscope. They are so small that once they are released in the air, they may stay suspended for hours or even days.

All removal and abatement of asbestos is conducted according to rules and regulations set forth by the

Oklahoma State Department of Labor. These regulations require that only asbestos workers, licensed by the state, are permitted to remove asbestos. Never try to take a sample yourself.

Asbestos is abated only when required for renovation, remodeling or maintenance. Not every pipe and ceiling tile contains asbestos, but whether it does or not cannot be determined at a glance. Every sample is positive until proven otherwise.

At OSU, asbestos is most likely to be found in:

- Sprayed-on insulation in mechanical rooms, on steel reinforcing beams, and some ceiling in older buildings
- Ceiling tiles in buildings built prior to 1981
- Most 9" and a few 12" floor tiles in buildings built prior to 1981 as well as the glue or mastic
- Insulation around pipes and boilers
- Interiors of fire doors

Buildings that have asbestos-containing materials in them will have notices posted near the main entrances, frequently near the fire alarm panel.

The most common way for asbestos fibers to enter the body is through breathing. In fact, asbestos-containing material is not generally considered to be harmful unless it releases dust or fibers into the air where they can be inhaled or ingested.

Many of the fibers will become trapped in the membranes of the nose and throat where they can be removed, but some may pass deep into the lungs, or if swallowed, into the digestive tract. Once they are trapped in the body, the fibers can cause health problems. Symptoms of asbestos-related diseases may not occur until 20 or 40 years after exposure.

Asbestos-containing ceiling tiles, floor tiles, undamaged laboratory cabinet tops, shingles, fire doors, siding shingles, etc. will not release asbestos fibers unless they are disturbed or damaged in some way. If an asbestos ceiling tile is drilled or broken for example, it may release fibers into the air. If it is left alone and not disturbed, no fibers will be released.

Asbestos pipe and boiler insulation is not hazardous unless the protective canvas covering is cut or damaged and the asbestos underneath is actually exposed to the air. Water damage, constant vibration, aging, and such physical acts as drilling, grinding, buffing, cutting, sawing, or striking can break the materials down making it more likely that asbestos fibers will be released.

The OSU Facilities Management Asbestos Department has surveyed all campus buildings for the presence of asbestos. If you need to do work that might involve asbestos (lifting ceiling tiles, repairing insulated pipelines, etc.), check with that department to find out what can be done safely. Proceed with your work only when given the "all-clear."

### **Asbestos Spills**

Broken and fallen ceiling tiles should be left in place until identified. Only after they have been identified as safe may they be removed. Asbestos abatement workers will remove asbestos tiles.



Asbestos workers must also be the ones to remove broken and damaged asbestos floor tiles. Report any suspected broken tiles to the OSU Facilities Management at 744-7154.

If you are ever accidentally exposed to asbestos, you must file an Employee Exposure Report form within 24 hours (or as soon as possible) with the Environmental Health & Safety Department at 744-7241.

It is important to immediately report any damaged asbestos-containing materials to the OSU Facilities Management at 744-7154.

**\*Do not attempt to clean up asbestos spills yourself!**

## **EQUIPMENT AND MACHINERY**

Supervisors shall allow only properly trained employees to operate power equipment or machinery and shall give proper instructions in their safe operation.

All electrical equipment and machinery shall be properly grounded. Control switches shall be properly located at the point of operation best suited to control the equipment.

You should never adjust, repair, clean, or oil machinery or equipment while any of its parts are in motion. Use lock out switches to prevent accidental start-ups. Be sure all the components have stopped. Detailed instructions can be found in the OSU [Lockout/Tagout Program Manual](#).



Always replace guards after repairs have been made.

Always perform proper maintenance on all machinery and equipment to prevent premature failure or a possible accident. Have all safety guards in place while testing repaired equipment.

You should regularly inspect for cracks, stretching, etc. on cables, chains, clamps, hooks, and other equipment that are frequently placed under stress. Spreading, crimps, or cracks are warning signs of danger. If you feel the equipment is damaged or creating a possible hazard, report this to your supervisor immediately.

## **HAND AND POWER TOOLS**

Always know how to properly use hand and power tools before starting the job by following operating instructions and using the proper accessories. If you are unfamiliar with how a tool operates or is to be used, get the advice and instruction of your supervisor.

## **LADDERS**

Although there is always a risk in working on elevated areas, it is a fact that the vast majority of accidents involving ladders result from the failure to exercise care. Proper training, as well as routine inspections and maintenance, can substantially reduce the number of ladder-related injuries.

**Do not use any makeshift means of getting to an area that is out of reach. This includes such things as boxes, chairs, overturned buckets, file cabinets, etc. Always use a ladder or a step stool.**

On any job requiring a ladder, use only approved sturdy ladders that you can place on a firm base. Inspect the ladder prior to EVERY use. Maintain ladders free of oil, grease, and other hazards. Do not use ladders with structural defects; properly tag with “Do Not Use” and withdraw from service. Use a ladder only for the purpose for which it was designed (refer to manufacturer’s labeling and recommendations). Use only non-conductive side rails around live electrical equipment. Wear protective clothing and rubber-soled shoes.

**Carry ladders parallel to the ground. Tie ladders down securely when transporting.**

Barricade traffic areas in the vicinity of ladder use, lock, barricade, or guard doorways in which a ladder is placed. Keep the area around the top and bottom of the ladder clear. Whenever possible, angle out the base one-fourth of the ladder’s working length. The ladder should reach at least three feet above the landing.

Extension ladders shall be kept from slipping or tipping by tying off the ladder at the top and securing the ladder at the bottom. Portable ladders in use shall be tied, blocked or otherwise secured to prevent their being displaced.

Face the ladder while climbing and use both hands. Lift equipment and materials with a rope specifically for that purpose—don’t carry the equipment up a ladder with one hand. Carry smaller tools in pouches around the waist.

Never stand on the top two steps of any ladder or the top cap of a step ladder. This could cause you to become off-balance resulting in a fall. Do not stand on the back cross bracing. Always maintain at least three points of contact with the ladder (2 feet and 1 hand, or 2 hands and 1 foot should be in contact with the ladder at all times). Do not over-extend sideways. Use the belt buckle rule: Keep your belt buckle always positioned between the side rails—this will maintain your center of gravity in the proper position. Do not move, shift, or extend the ladder while you are standing on it.

Do not load the ladder beyond its maximum intended load. Never allow more than one worker on the ladder at a time.

**SCAFFOLDING**

Scaffolding should be used if solid footing or a safe ladder is not available. Caster brakes should be set before an employee gets on a scaffold. If no brakes are available, another employee should be in a position to secure the scaffold.

Scaffolding shall be secured at intervals of 15 feet to a solid support. Securing will be by wire, cable, chain or rope.

Ladders, boxes, etc. should not be set on scaffolds to increase working heights.

Scaffolds should not be moved with employee(s) or materials on the scaffold. Scaffolding shall not be moved until its height is reduced below 15 feet. Sufficient help shall be used to move the scaffold. A “watcher” shall be posted to watch for overhead obstructions as well as holes, etc., at ground level.



Guard rails and toe boards are required on any scaffold over five feet high.

Flooring shall be solid from side-to-side and secured in place with cleats.

It is your responsibility to keep all tools and materials away from the edges of the scaffold and platform openings. Scaffolding over 50 feet high shall be inspected by the Environmental Health & Safety Department.

## **ELECTRICAL SAFETY**

It takes very little electric current to kill—less than one-tenth of an ampere. With good contact, 115 volts is sufficient voltage to cause death. There have been fatal electric shocks where voltage as low as 60 to 70 volts was involved.

No electrical work should be performed “hot” when it can be done “cold.”

Switches, fuses, circuit breakers, and other control devices in areas where explosives or other flammable liquids or gases exist shall be the type designed for use in these areas.

All electrical equipment should be periodically inspected.

Suitable means should be provided for identifying all electrical equipment and circuits, especially if two or more voltages are used on the same job.

All electrical tools and equipment should be properly grounded or be of the double-insulated type.

Spliced or damaged electrical cords shall not be used until properly repaired. Electrical cords on power tools and extension cords shall have heavy-duty rubber insulation.

You should never use electrical equipment when standing in or near water. In places such as bathrooms, kitchens, laundries, and out-of-doors, where a person having wet hands or standing on a wet surface is likely to touch objects that may be energized, a ground-fault circuit interrupter (GFCI) shall be installed in the circuit to prevent electrical shock. Always use portable ground-fault circuit interrupters when working in wet environments.

All exposed electrical wires should be considered “hot” or “live” until checked by the Electrical Department. Electrical repairs or electrical installations shall be made only by the OSU Facilities Management Department.

## **LOCKOUT/TAGOUT**



A lockout device and universal “Danger” tag shall be placed on all energy-activating devices of machines or tools needing repair or receiving routine maintenance. The responsible trade person should write the reason(s) the machine is not operable on the tag and sign it before placing the tag on the equipment.

Before starting maintenance or repair, the equipment should be checked to make sure all energy has been released or disconnected.

Each trade should remove its tag after the equipment is repaired and notify affected personnel. When more than one trade is involved in the repair or maintenance of such equipment, a compound locking device shall be used.

**A lockout device and tag shall be placed on the junction box of stationary permanently-wired equipment with the energy activating device placed in the “off” position. This lockout/tagout procedure should reduce accidents caused by the unexpected start-up or release of energy.**



The equipment shall not be put back in service until after the last trade removes its lock and tag. Each employee should become familiar with Oklahoma State University’s Program for the Control of Hazardous Energy and each trade’s specific lockout/tagout procedures. Detailed instructions may be found in the [OSU Lockout/Tagout Program Manual](#).

## EXCAVATIONS

When working on or near construction or renovation projects, always wear the proper personal protective equipment (i.e., hardhat, safety eyewear, and gloves).

Prior to the start of construction or renovation, all areas should be inspected for the presence of asbestos and lead, and all sources of potentially hazardous energy in the area should be located.

Supervisors should ensure employees receive training in the proper use of tools and protective equipment. If a respirator is required, only those employees who have had a physical examination and fit test shall be allowed in the area.

Excavations and trenches more than four feet deep shall have proper sloping or shoring. Employees should never enter a cave-in site in an attempt to rescue another worker without shoring in place. More information can be found by reading the [OSU Trenching and Shoring Program Manual](#).



### General Excavation Safety Tips

- Underground utilities must be located and marked.
- Trenches over 4 feet deep must have a safe exit such as a ramp or ladder within 25’ of every worker.
- Trenches 4 feet or deeper shall be shored.
- Excavated material and other objects must be kept at least 2 feet from a trench opening.
- No one works on the sides of sloped or benched excavations above other employees unless the lower worker is protected from falling material.
- Station a Top Person outside the trench to detect moving ground and warn workers to leave the trench.
- Any excavating under the base or footing of a foundation or wall requires a support system designed by a registered professional engineer.

Construction or renovation projects may require the placement of barricades, guardrails, or toe-boards for employee protection. If barricades are left in place at night, adequate safety-flasher lighting is necessary.

## WELDING

Welding and cutting operations shall be performed only by authorized personnel under proper supervision.

Operations performed outside the shop shall be conducted ONLY after an inspection and an approval by the Environmental Health & Safety Department.

After the Environmental Health & Safety Department has determined that the area is safe to weld, a welding or hot work permit can be issued for that location, valid only for that day.

## COMPRESSED GAS CYLINDERS

Gas cylinders may contain up to 3,000 psi pressure.

Accidents have occurred when the heads of these cylinders were broken off.

Valve caps must be in place on cylinders when not in use.

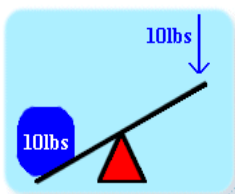
Storage of empty or full compressed gas cylinders shall involve securing of every cylinder by an approved chain. Empty and full cylinders should be stored in separate areas or be separated by a firewall.

Those cylinders in use shall be properly secured in an upright position and shall be transported only on cylinder carts. The cylinders are secured with metal chains. The chains should be located 1/3 from the top and 1/3 from the bottom of the cylinder. No nylon straps due to fire melting the strapping material. A cylinder valve should be opened slowly to avoid valve damage.

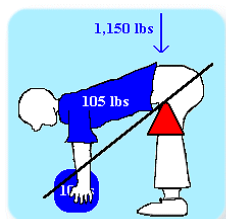


## F: BACK SAFETY

The amount of force placed on your back under certain conditions can be surprising. Anytime you bend or lean over to pick something up without bending your knees, you put tremendous pressure on your lower back.



Think of your back as a lever. With the fulcrum in the center of the lever, it only takes ten pounds of pressure to lift a ten-pound object. However, if you shift the fulcrum to one side, it takes much more force to lift the same object. Your waist acts like the fulcrum in a lever system, and it is not centered. In fact, it operates on a 10:1 ratio. Lifting a ten-pound object actually puts 100 pounds of pressure on your lower back.



When you add in the 105 pounds of the average human upper torso, you see that lifting a ten-pound object actually puts 1,150 pounds of pressure on the lower back. Given these figures, it is easy to see how repetitive lifting and bending can quickly cause back problems. Even leaning forward while sitting at a desk or table can eventually lead to back-related problems.



Place objects up off the floor. If you can set something down on a table or another elevated surface instead of on the floor, you won't have to reach down to pick it up again. Use carts and dollies to move objects instead of carrying them yourself. (It is better on your back to push carts than it is to pull them.)

Raise/lower shelves. The best zone for lifting is between your shoulders and your waist.



Use cranes, hoists, lift tables and other lift-assist devices whenever you can. Avoid lifting over your head and avoid reaching across a table or out of the back of a truck. Avoid working in awkward, uncomfortable positions on tasks that require you to bend over for long periods of time (i.e., gardening). Also avoid sitting or standing for too long without shifting.

## PROPER LIFTING

The practice of stooping over from the waist to lift, accompanied with the added factors of uneven footing, poor balance, or awkward positioning is a direct invitation to eventual injury, because undue strain is thrown on the back and abdominal muscles.



Observe these rules for safe lifting:







- Determine if you need help—consider the distance and the object's weight.
- Look over the pickup and delivery area for (1) tripping hazards, (2) slippery spots, (3) small doors, (4) sharp corners, (5) blind spots, etc.
- Inspect the object for sharp corners, wet surfaces, slivers etc.
- Place feet correctly—one foot close to the side of the object to provide stability—and one directly behind the object to provide lift or thrust.
- Keep the object close to your body.
- Get a correct grip or hold the object by using a full grip—not just your fingers.
- Keep your back straight—this does not mean vertical—just aligned from head to pelvis.
- You should tuck in your chin when lifting to insure alignment from head to pelvis.
- Do the actual lifting with your legs only.
- Just as important as lifting correctly is the ACT OF LOWERING CORRECTLY. You should lower objects in the same manner as you lifted them. This is essential!
- The body should never be turned or twisted while under the stress of heavy weight. Instead, you should turn your whole body if you desire to change your position after you have made the lift.
- When team-lifting large, awkward, or heavy loads, one person should inform all others—prior to lifting—of the safe, correct method of lifting and transportation to be used. Only one pre-designated person shall give commands.

## G: PERSONAL PROTECTIVE EQUIPMENT

Various items are used to protect the body from physical harm. Depending on the nature of your work, you may be required to wear personal protective equipment while you perform certain tasks.

With the exception of steel-toed footwear and prescription eyeglasses, if you are required to wear protective equipment on your job, it will be provided to you at no cost.

**Handle this equipment with care—it may protect you from injury.**

	<b>Footwear</b> It is recommended that approved safety shoes or boots are worn to protect your feet.
	<b>Head Protection</b> Hard hats shall be worn in all designated areas and construction areas. Visitors are included in this requirement.
	<b>Eye Protection</b> Proper eye protection must be worn when the nature of the operation presents a potential eye or face injury. Examples of these hazards include: flying objects, dust, hot or splashing metals, harmful rays, caustics or acids.
	<b>Gloves</b> Appropriate gloves and aprons shall be worn when handling hazardous chemicals, abrasive materials, or sharp tools. Gloves should be replaced when the signs of wear are apparent.
	<b>Respiratory Equipment</b> Approved respiratory equipment shall be worn when the worker is exposed to toxic chemicals or dusts, spray painting, or other inhalation hazards.
	<b>Hearing</b> Approved hearing protection shall be worn in noisy environments.

## H: VEHICLE SAFETY

It is your responsibility to closely follow the laws outlined in the Oklahoma Driving Manual as your rules of the road. It is also your responsibility to provide maintenance to the vehicle for which you are responsible. This means notifying your supervisor of braking or steering problems, lights or horns that have quit working, etc. as soon as the problem is discovered.

If you are in an accident while driving a university vehicle, follow the directions on the information packet in the glove box. Also, notify your supervisor.

Motor vehicle traffic mixing with bicycle and pedestrian traffic is a major concern on campus. Even though bicyclists are required to follow the rules of the road, (the same as motor vehicles) many bicycle operators fail to obey stop signs or signal when making turns. Likewise, pedestrians are apt to step off a curb and cross the street at any location.

In either case, civil law favors the bicyclist or pedestrian because of the chance of serious injury being incurred by either when involved in an accident with a motor vehicle.

Drivers of motor vehicles should never park or travel in a bicycle path or on a sidewalk and should always look for a bicyclist who may be passing on the right.

Motor vehicle drivers should always stop for pedestrians on a campus street—particularly those pedestrians in a crosswalk. Drivers of motor vehicles in a pedestrian-traffic area not only have a responsibility to be legal regarding statutory rules of the road but also have a responsibility to “exercise due care to avoid colliding with any pedestrian upon any roadway.” (Title 47, Sec.11- 504, Oklahoma Statutes).

**General safe driving rules:**

- Following too closely is unsafe at any speed, on any road, in any vehicle
- Materials or equipment to be moved on trucks shall be strapped or held down by ropes—not by workers. Never allow workers to ride on top of materials to keep them in place.
- Red flags measuring 1-foot square must be placed on the end of loads that extend 4 feet or more past the end of the truck.
- When transporting people in a truck, it is the driver’s responsibility to ensure that all of the people arrive safely.



# I: DIRECTORY

## **Environmental Health and Safety**

University Health Services Suite 002 / (405) 744-7241

[ehs@okstate.edu](mailto:ehs@okstate.edu) / [ehs.okstate.edu](http://ehs.okstate.edu)

## **University Health Services**

1202 West Farm Road / (405) 744-7665

## **Facilities Management**

402 North Willis / (405) 744-7154

## **Stillwater, Oklahoma**

Emergency - Ambulance, Fire, Police (911)