Campus Health and Safety

UT Dallas places the highest priority on the health and safety of our students, faculty, staff, and visitors and the protection of the environment.

The Department of Environmental Health & Safety (EHS) and Risk Management is committed to helping employees, students, visitors and contractors stay safe and remain healthy.

If you do not follow the information in this training module, you could:

• Injure others and yourself
• Cause serious damages to University property
Safety is Your Choice!

To help UT Dallas remain a safe place to work:

- Act with safety in mind.
- Keep your environment safe.
- Sharing what we know.
- Know what do in emergencies.
Always choose the safest option.

Make safe choices.

• If you need to reach something high, use a ladder with appropriate assistance. Never stand on furniture.
• Don’t fully extend two file cabinet drawers at the same time. The cabinet could tip over.
• Use the handrail when using stairs.
• Don’t tilt back in chairs or put your feet up on desks.
• Unplug electrical items by holding the plug. Never pull them out by the cord.
Always choose the safest option

In any situation, choose the safest option. Remember that the unexpected can happen anytime.

Don’t do it yourself!

• Ask others for help when you need to move heavy items or use mechanical assistance that you have been trained to use.
• Only operate machines that you’re authorized to operate or with complete instructions. Never guess.
• Never try to install electrical equipment yourself.
Treat suspicious items carefully

Use EXTREME care when you encounter a suspicious package or letter.
• Isolate the package in an area away from employees, and warn employees to stay away from it.
• Contact the UT Dallas Police department right away.

NEVER:
• Open the packages/letters until the contents can be verified
• Submerge the package/letter in water
• Place the package/letter in a confined space such as a desk drawer
• Move the package unnecessarily
Keep your work environment safe.

Place objects so they don’t:

- Block exits, walkways, and stairways
- Easily tip over

For example:
- Place file cabinets so the drawers don’t open into walkways
- Bolt file cabinets together or to the wall/floor for added stability

Fires start easier than you think, so don’t:
- Store file cabinets or furniture in stairways or mechanical rooms
- Burn open flames (for example, a candle)
- Use a space heater unless you’re sure it follows the UT Dallas space heater policy
Be safe with machines and electrical equipment.

Make sure electrical items (coffee makers, lamps, etc.) have UL approval. Look for this logo.

Store the sharp end of objects away from you. Never leave sharp objects with the point up.

Secure machines that tend to “creep” during operation.

Do not:

• Cross the floor with cords. Someone could trip or accidentally cut the wire. (If you can’t avoid it, place plastic channels over the cords.)
• Use extension cords, unless approved by EHS
• Place any machine close to the edge of a desk or table
Use extreme caution with chemicals, radiation, and biohazards.

If you need to use radiation on campus, be aware that:
• Radiation use is strictly controlled by federal/state laws and UT Dallas policies.
• Radiation is restricted to licensed users and authorized locations.
• Employees working in radiation areas require specialized training.

Anyone doing laboratory work involving potentially hazardous biological materials should be aware of the standard universal precautions:
• Biological hazards pose a risk to the well-being of persons through infection.
• Proper handling and disposal of biological material greatly reduces the potential for exposure to infectious/harmful agents.

If you’re required to work with chemicals, you have a right to know about them. You’ll receive two types of training:

General training from EHS. Call extension 4111 for more information.
Specific training from your department.
Report Hazards and Accidents.

Report hazards and accidents (including near misses) to:

• Your supervisor and
• Environmental Health & Safety (extension 4111)

Report defective tiles, boards, carpets, etc. to:

• Facilities Management (extension 2141)
Know what to do in emergencies.

To report an emergency: Call 911

Tell the 911 dispatcher your exact location. For example, “I’m at UT Dallas, in the School of Management building, room 2.722.”

Prepare for emergencies
• Know the emergency plan and evacuation routes for your floor/building/area
• Know how to operate fire extinguishers
• Know what the emergency/fire alarm signals sound like, and stay aware of when the emergency systems are being tested (they’ll let you know ahead of time with emails and signs posted in the buildings)
• Know that you should never interfere with emergency personnel (firefighters, police officers, etc.) when they arrive

Preparing yourself will help you stay calm and not panic during an emergency.
For more information

This training module is always available at the UT Dallas Office of Institutional Equity and Compliance website.

If you have questions
Contact the Department of Environmental Health & Safety
http://www.utdallas.edu/ehs/
Extension 4111

Policies & resources
Facilities Management Work Request form: for repairs, help moving items, etc.
UT Dallas space heater policy
More safety policies are available at the EHS website
Williams-Steiger Occupational Safety and Health Act
National Safety Council