



Safety, Injury, Emergency, and Security Information

Safety

Safety Policy Statement of Idaho State University

It is the policy of Idaho State University that every employee is entitled to work under the safest conditions possible. To this end, every reasonable effort will be made to promote accident prevention, fire protection, and health preservation.

It is our belief that accidents which injure people, damage machinery and property, and destroy materials cause needless personal suffering, inconvenience, and problems.

We believe that practically all accidents can be prevented by taking common sense precautions.

The University will endeavor to maintain a safe and healthful work place. The University will provide safe working equipment, necessary personal protection, an emergency response plan, and, in the case of injury, provide first aid and medical services as needed.

A Safety Director will be responsible for the overall effectiveness of the University safety program. S/he will work with the University Safety Committee and the various department safety committees to determine the overall direction and analysis of University's safety program operations and the communication of pertinent information to all departments. S/he will undertake such duties as may be required in the day-to-day operation of the safety program.

It is wrong to believe that accidents are unavoidable and will always happen. If all of us do our part including acting and talking safety at all times, a healthy attitude toward accident prevention and improved safety on the job can be achieved.

ISU, Manager and Operator of the CAES Facility



Safety Inquiries During Normal Working Hours:

Problems or questions related to safety should be addressed either to your manager and/or CAES managers and leadership to include: CAES Safety Officer, Laboratory Leads, Principal Investigators, CAES Director, CAES Deputy Director, CAES Associate Directors, or ISU Public Safety at 282-2515.

Safety Inquiries During Off-Hours:

Off -hour safety issues should be addressed to ISU Public Safety at 282-2515, available 24 hours a day and the cognizant Laboratory management as posted on the Laboratory door.

ISU responds to CAES Public Safety issues Monday through Friday from 8:00 a.m. to 11:00 p.m., and on Saturday from 9:00 a.m. to 6:00 p.m. On Sunday, call ISU Public Safety at 282-2515.

CAES Safety Committee:

Consistent with the ISU Safety Policy, CAES has established a Safety Committee which provides a forum for all CAES residents to contribute to the CAES safety culture, processes and policies. Each resident should become familiar with the [CAES Safety Committee](#) and is encouraged to participate in its activities.

Stop Work Procedure:

The CAES leadership team firmly believes that people exercising “stop work” is a positive indicator of the safety culture; when adverse or uncertain conditions exist that may put people at risk — *Stopping work is the right thing to do.*

Each CAES resident is expected to understand and adhere to the CAES Stop Work procedure, including their personal responsibilities for stop work. Each CAES resident is to read the [CAES Stop Work Procedure](#).

Injury and Accident Reporting

If an accident or injury occurs, CAES residents are to report the injury or accident in accordance with their home institution’s reporting requirements. In addition, they are to notify the CAES Safety Officer of the injury. The CAES Safety Officer will coordinate ISU reporting, as needed. Reporting injuries is essential to the prevention of other injuries and the sharing of lessons learned, as applicable.

If an accident or injury occurs that warrant an investigation, then just-in-time training will be conducted for the people who need to participate in the investigation. More information on the reporting and investigation requirements is available at:

<http://www.isu.edu/pubsafe/safetymanual/SafetyManual.pdf>



Emergencies

CAES Emergency Response Positions

Building Coordinators
Floor Monitors

Building Emergency Information:

NOTE: *In the event of an emergency call 9-911.*

If the building is evacuated, CAES residents should assemble in the rotunda area southeast of the front entrance to the building.

The Building Coordinators and Floor Monitors will direct people to the designated assembly area.

Each CAES resident should conduct a tour the building with their manager and become familiar with the location of fire alarms, fire extinguishers, and exits. If an emergency occurs the following actions are appropriate:

- Always follow up a 9-911 call with a call to 9-282-2515 (ISU Public Safety).
- Limit the use of cell phones to emergency communications so capabilities are not overwhelmed.
- Do not smoke, chew, eat, or drink during an “evacuation” or a “take shelter.”
- Although it is the Building Coordinator and Floor Monitor’s responsibility to help spread the word throughout the building, everyone should help get the message out.
- Do not re-enter the building if it is evacuated until an all clear is declared by the emergency response team or a Building Coordinator.
- Do not depart from an evacuation assembly area without permission from your Floor Monitor or Building Coordinator.
- Be prepared to move safely and quickly to your assembly area. Take all personal medications, coats, keys, and purses.
- During a take shelter drill, get off the phone or computer and “tune in” to what is going on. Be prepared to transition from one protective action to another.

Two emergency phones are available outside the building:

1. Outside the main entrance
2. In the parking lot north of the building
 - Emergency phones have an emergency button that, when pressed, automatically dials 911.
 - Emergency phones can also be used to dial any local phone number.



Security

- Crime prevention policies and procedures can be found electronically
http://www.isu.edu/pubsafe/crimepre_menu.shtml
- The CAES facilities' entrances are equipped with electronic identification card readers and with closed circuit cameras. ISU Security manages the recorded material inventory.