



CASE WESTERN RESERVE UNIVERSITY

SUMMER STUDENT SAFETY PROGRAM		
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Purpose and Applicability:

- It is the policy of Case Western Reserve University (CWRU) in coordination with the Office of Environmental Health Safety (EHS) to provide the University community with a safe and healthful environment. This program defines practices and procedures to be implemented to ensure the safety of members of the summer work program or “Student Facility Assistants”.
- This program applies to all CWRU employees and students.
- The purpose of the University’s Summer Student Safety Program is to identify and control workplace hazards through training and mitigation, and to protect summer employees. This program may be used independently or in conjunction with other CWRU EHS policies that are referenced in this document.

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1.0 Scope

This program educates CWRU employees and students to recognize and avoid hazards related to summer facility work.

This program provides an overview so that employees are aware of their rights, responsibilities and basic hazards and know when to seek deeper training covered in other programs.

2.0 Responsibilities

2.1 Environmental Health and Safety (EHS) shall be responsible for:

2.1.1 Development and updating of CWRU's Summer Student Safety Program.

2.1.2 Provide annual training

2.1.3 Coordinating any required inspections

2.1.4 Maintaining training records.

2.2 Supervisors shall be responsible for:

2.2.1 Ensuring employees or students have been properly trained at the start of the summer work session and adherence to the provisions of this program.

2.2.2 Coordinating maintenance, repairs, or replacement equipment and PPE as needed

2.3 Employees & Students shall be responsible for:

2.3.1 Self advocating and using the safe work practices defined in this program.

3.0 Training

The Training and education program will be presented to Student Facility Assistants on an annual basis as the summer employment period begins. At a minimum, the training program will cover the following topics:

- OSHA
- Heat Stress
- Lifting
- PPE
- Ladders
- Hand Tools
- Sexual Harassment
- Key Handling
- Fire
- Driving

4.0 OSHA

OSHA's mission is to assure America's workers have safe and healthful working conditions free from unlawful retaliation. OSHA carries out its mission by setting and enforcing standards; enforcing anti-retaliation provisions of the OSH Act and other federal whistleblower laws; providing and supporting training, outreach, education, and assistance; and ensuring state OSHA programs are at least as effective as federal OSHA, furthering a national system of worker safety and health protections.

5.0 Heat Stress

All employees shall have access to water, shade, and training to recognize heat related illnesses. (See References)

6.0 Lifting

Due to the repetitive nature of various positions and tasks on campus, aches and pains can arise gradually from everyday work practices. Good posture and lifting techniques minimize awkward and stress inducing postures. Whenever able, employ two person lifts and available resources such as mechanical lifting means, ramps, hand trucks or break objects down into smaller loads

7.0 PPE

When engineering, work practice, and administrative controls are not feasible or do not provide sufficient protection, employers must provide personal protective equipment to their workers and ensure its proper use. (See References)

8.0 Ladders

8.1 Supervisors, faculty or student advisors shall ensure that employees or students who use ladders receive training on how to use them safely. (See References)

8.2 Ladder use shall be restricted to the purpose for which the ladder was designed.

8.3 A thorough ladder inspection shall be made when the ladder is originally purchased, received, and put into service. The ladder shall be inspected before each use.

9.0 Hand Tools

Supervisors shall provide employees with a basic overview and training of the tools utilized in daily operations.

10.0 Fire

SFA's should locate the emergency exits nearest to their work area and be aware of the placement of fire alarms and extinguishers. Exits, stairwells, and passageways should be free from obstructions at all times. In the course of daily work, access to fire protection equipment should be kept free and clear. SFA's should correct or report hazards and correct hazards as they are observed.

11.0 Sexual Harassment

The CWRU Sexual Harassment Policy states that sexual harassment, including sexual violence, is unacceptable. Members of the CWRU community, guests and visitors have the right to be free from sexual harassment and sexual violence, including sexual assault, domestic violence, dating violence and stalking. The Sexual Harassment Policy defines sexual harassment and sets out the procedures used to support persons affected by it, including investigating it.

The Sexual Harassment Policy applies to conduct that occurs in CWRU-related education programs and activities that occur on or off campus, or on property owned or controlled by CWRU, when a member of the CWRU community is impacted. Every

member of the CWRU community who is affected by sexual harassment or sexual violence is entitled to support from the Office for Equity. (See References)

12.0 Key Handling

Handling keys ethically involves respecting trust, maintaining security, and fulfilling responsibilities diligently. Keys often provide access to sensitive areas or resources. Maintaining control of access is vital to campus and employee safety. Do not lend keys or badges to other individuals and be aware of visitors tailgating as you enter buildings.

13.0 Driving

13.1 Any employee operating a Case Western Reserve University vehicle must take the mandatory drivers safety course offered by EHS.

13.2 Supervisors may coordinate with EHS should a special training be required.

14.0 Hazardous Materials

Any work beyond cosmetic maintenance runs the risk of uncovering potential hazards in walls, under carpet, or in ceilings. A supervisor should be notified if any work beyond the original scope of a task needs to be completed (such as replacing floor tiles, repairing walls, etc). This ensures personnel with the proper training and knowledge of exposure risks make those repairs and modifications.

15.0 Record Keeping

15.1 Records pertaining to this program shall be kept by EHS and Facilities/Housing.

15.2 Training Records– Located at EHS

15.3 Standard Operating Procedures – Located at EHS

15.4 Equipment Inspection and Service Records– Located with Supervisors

16.0 Program Review

EHS will review this program annually with immediate Facility Supervisor and periodically to ensure compliance with applicable regulatory standards.

17.0 References

17.1 **CWRU Environmental Health and Safety**

17.1.1 Heat Stress Prevention Program

- 17.1.2 Ladder Safety Program
- 17.1.3 Drivers Safety Program
- 17.1.4 Fire Extinguisher Safety Program

17.2 **OSHA**

- 17.2.1 1910 Subpart D – Walking-Working Surfaces
- 17.2.2 1910.132 Personal Protective Equipment

17.3 **CWRU Office of Equity - Sexual Harassment Policy**

18.0 Definitions

- 18.1 **OSHA** - The Occupational Safety and Health Administration. A regulatory agency of the Department of Labor established in 1971
- 18.2 **PPE**- Personal Protective Equipment, equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses.
- 18.3 **SFA**: Student Facility Assistant - Employed by CWRU Department of Housing