NORTHERN ARIZONA UNIVERSITY

LOSS PREVENTION MANUAL

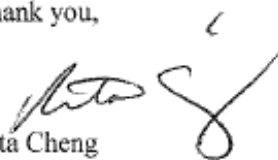## Revision Date:
May 1, 2015

December 9, 2014

To: All NAU Employees

Subject: NAU Loss Prevention Policy Statement

The Administration of Northern Arizona University recognizes and greatly values our individual employees, our position in state government, and our role in academia. The goal of the NAU Administration is to protect the health and well-being of our students and employees, and to protect the NAU property and resources that comprise our institution. The NAU Loss Prevention Manual has been written with that goal in mind.

Contained within this manual are safety policies and procedures developed in accordance with Arizona State legislation, Federal and Local regulations. Because we are an extension of state resources, prevention of loss contributes to the overall health of our institution. Adherence to the policies contained in this manual is a responsibility shared by the NAU Community. It is the expectation that every NAU employee will be an active participant in programs designed to prevent loss.

Thank you,

Rita Cheng
President

NORTHERN ARIZONA UNIVERSITY

Contracting and Purchasing Services
Insurance and Claims Division
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PO Box 4067
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To: All NAU Employees
Subject: Letter from the Loss Prevention Coordinator
Date: May 1, 2015

As Northern Arizona University's Loss Prevention Coordinator and liaison to the Arizona Department of Administration Risk Management Division, I am committed to:

- Helping increase employee safety awareness,
- Reducing property loss or damage, and
- Contributing to the overall effectiveness and efficiency of the University's mission to the quality of service we provide employees, students and the public.

I believe that it is everyone's mutual responsibility to contribute to a culture that ensures our campus is safe and healthy while protecting the State of Arizona's property and minimizing the loss to Northern Arizona University.

The Loss Prevention Committee's focus will be on training, safety and loss prevention education, property protection, liability exposure, work place safety, emergency plans, and job specific training where frequent or severe accidents have occurred, or have the potential to occur, to prevent future losses.

The following Loss Prevention Manual was written to fulfill a regulatory requirement of Arizona Administrative Code Title 2, Chapter 10. The manual helps outline the facets of loss prevention while maintaining ongoing programs so that all employees can understand how these areas affect them and their duties.

I encourage you to use this manual to become aware of and knowledgeable in the safety and health standards that apply to your work area.

Please reach out to me with any questions, resources or suggestions you may have.

Thank You,

Aaron Kaminski, Loss Prevention Coordinator
LossPrevention@nau.edu

1.0   Introduction

This Loss Prevention Manual (LPM) describes Northern Arizona University's (NAU) Loss Prevention Program as it relates to risk management for our institution.   Risk management as a discipline adopts the business practices necessary to manage operational risk exposures through safety and loss prevention programs, and combines this with strategies to finance losses involving property, liability, and worker injuries. This document establishes institutional policy, and identifies the program components and responsibilities that comprise and support NAU's Loss Prevention Program.

Arizona Administrative Code Title 2, Chapter 10, section 207 (AAC Title 2, Chap. 10 §207) requires all Arizona State Entities and Instrumentalities, including NAU, to establish a Loss Prevention Manual that integrates policies for safety and loss prevention into all activities as part of a comprehensive risk management effort. This LPM stands as NAU's policy document, and outlines the implementation of all programs described herein outlining NAU's strategy for compliance with the above referenced Arizona Administrative Code.

This LPM has been written to be consistent with Arizona Board of Regents (ABOR) Policy 6-711 - Internal Control Responsibilities requirements and guidelines (Appendix A). Policy 6-711 requires state agencies to implement systems for "compliance with applicable laws and regulations" and contains five components of internal controls that parallel risk assessment activities and loss prevention practices at NAU.

1.1   Audits and Revisions

This LPM will be revised as needed to reflect any applicable changes to the Arizona Administrative Code or NAU Policy.   For ease of use and audit ability, this manual has been written to address each required section and subsection in order of their appearance in the Arizona Administrative Code and, where applicable, those sections have been referenced in the heading of each section of the Manual.

2.0   Loss Prevention Policy Statement

NAU is committed to creating, maintaining, and continuously improving a culture that reflects a responsibility to protect people, property and the environment. This commitment is reflected in NAU's Policy Statement that communicates NAU's loss prevention goals. These goals will be accomplished through a Loss Prevention Program establishing a management system of standard practices, policies and procedures directed at:

- Preventing and controlling losses of human, physical and financial resources.
- Achieving and maintaining compliance with applicable rules and regulations.
- Ensuring efficient and appropriate insurance coverage and recovery of losses through the State of Arizona statutory insurance program.

The goals of safety, loss prevention and risk management are consistent with the core values of our institution, and contribute directly to NAU's foundation for excellence in research, education and public service. The resultant benefits are protection of human life and physical assets, prevention of human pain and suffering, cost avoidance through safety and loss prevention, and efficient financial recovery of losses incurred.

NAU's Loss Prevention goals are:

- To provide a safe and healthful environment, where faculty, staff, students and campus visitors can work and visit without accident or injury.
- To reduce costs associated with the accidents and asset losses to the greatest extent practicable by preventing losses and managing exposure to loss.
- To promote a culture of continuous compliance with applicable regulatory programs.

3.0 Loss Prevention Coordinator (AAC Title 2, Chap. 10 §206(B))

A Loss Prevention Coordinator is a management level or professional employee appointed by the head of an agency to assist in the development, implementation and coordination of an agency-specific loss prevention program.

The NAU President or the President's designee appoints the NAU Loss Prevention Coordinator. As a minimum compliance with the Arizona Administrative Code, the Loss Prevention Coordinator will be given the following:

- Adequate resources, materials, training and time to carry out the duties required by the position (see Section 3.1).
- A written job description (see Section 3.1.1).
- Access to top level management and support for the position at all levels of management.
- Support for Loss Prevention Program management responsibilities and standards specified in the employee's performance and evaluation reports.

3.1 Roles and Responsibilities (AAC Title 2, Chap. 10 §206(B))

The NAU Loss Prevention Coordinator is responsible for the overall coordination and management of the NAU Loss Prevention Program. **However, all NAU employees are responsible for the actual implementation of the requirements at the work unit level.** The Loss Prevention Coordinator cannot succeed without the full support and cooperation of the entire NAU Community.

3.1.1 Loss Prevention Coordinator Job Description

Arizona Administrative Code require that the Loss Prevention Coordinator's job adhere to the following job description:

- Provide technical assistance and information to employees and agency management concerning Arizona Department of Safety and Health (ADOSH) and Arizona Department of Environmental Quality (ADEQ).
- Monitor NAU's loss experience for worker's compensation injuries, property damage, environmental claims, third party liability claims and vehicle accidents to identify trends and make recommendations to agency executive staff to prevent recurrence of similar claims.
- Chairs and coordinates NAU's Loss Prevention Committee.

- Provide committee with current loss trends and recommendations and advise committee on all matters pertaining to loss prevention issues within the agency.

4.0   Loss Prevention Committee – Roles and Responsibilities (AAC Title 2, Chap. 10 §206(C))

The NAU Loss Prevention Committee is composed of NAU Management personnel to monitor the Loss Prevention Program, review accidents and incidents and risk potentials and to formulate solutions and assign responsibilities for action required to prevent or reduce loss to NAU. These appointees must be representative of the functional and geographical divisions of NAU.

Requirements for an effective Loss Prevention Committee include:

- Committee personnel have authority to recommend responsibilities for corrective actions, develop policies and procedures and to recommend the dedication of resources for required actions.
- Duties and responsibilities of the committee are clearly defined.
- The committee must meet regularly, once quarterly is recommended. An agenda should be published in advance and meeting minutes must be taken.
- Reviewing loss claims history, including injury reports, vehicle accidents, property loss and third party liability claims and recommending actions to prevent reoccurrence.
- Follow-up on action(s) taken to ensure they are adequate to prevent future losses or employee injuries.

Recommended Members and Respective Responsibilities:

- Loss Prevention Coordinator – Serves as Committee Chair of the Loss Prevention Committee. This person will be responsible for the meeting's agenda, for developing and presenting loss claims and trend analysis, presenting findings of safety inspections conducted, and making recommendations on corrective actions. This person will share any developing or new special interest topics with the committee and will act as liaison between the Loss Prevention Committee and NAU Administration.

- Members of Executive Staff or Management – Members with administrative authority and influence are crucial to the functionality of the Loss Prevention Committee. These members should have the authority to assign resources for loss prevention efforts.

- Human Resource Representative – Issues concerning confidentiality, record maintenance, and/or return to work programs will require the involvement of human resource personnel.

- Agency Deputy Director or Chief Executive Officer (NAU President or designee)– This individual may chair the meetings and make decisions on policy matters, dedication or resources needed for loss prevention issues and keep meetings on track. At NAU, the Loss Prevention Coordinator fills this role.

- Facilities Manager – This individual will represent his/her department and share with the Committee any trends in employee lost time and property loss and maintenance as they pertain to the NAU Loss Prevention Program.

- Security Chief – This individual will represent his/her department and share with the Committee any trends in crime and property loss as they pertain to the NAU Loss Prevention Program.

- Employee Representatives (non-voting members) – These individuals will represent campus employees in raising common concerns and will act as liaisons to non-committee members.

5.0 NAU Loss Prevention Policy Statement Letter (AAC Title 2, Chap. 10 §206(A) / §207(1))

Under Arizona Rule, NAU is required to create a Loss Prevention Policy Statement Letter that communicates administrative commitment to the NAU Loss Prevention Program, and is written in support of NAU's programs designed to minimize workers compensation, property and liability losses.

6.0 Employee Training (AAC Title 2, Chap. 10 §207(2-3))

Employee training is key to the effectiveness of NAU's Loss Prevention Program. Employee training is the best opportunity for administrators, supervisors and training professionals to communicate NAU safety policies and procedures to employees. The investment of time and, in some cases, financial resources into training NAU employees will help realize reduced accidents and injuries, property loss and overall loss experience for NAU. Many of the topics covered by the Loss Prevention Manual carry a mandated training component. These trainings are described in the respective sections throughout this manual. The following subsections detail general methods for administering training at NAU and define responsibilities with regard to those trainings.

6.1 New Employee Loss Prevention Training and Continuous In-service Training

Training for new or transferred employees is critical in ensuring that all employees are aware of the NAU Loss Prevention Program and the NAU Loss Prevention Policy Letter. This is an excellent opportunity for the Directors, Supervisors and Managers, or other NAU staff members, to introduce the new employee to NAU's safety culture.

When a new employee is hired at NAU, the employee's Supervisor will inform the employee of the Loss Prevention Training offered online and provide the employee with the opportunity to take the training. This training covers many NAU policies and procedures and includes a brief overview of health and safety topics on which the employee may, or may not, need additional training. An individual's training requirements will depend on his or her position, job duties and location. NAU uses a combination of general training, formal training, and in some cases, a site-specific Job Safety Analysis (JSA) to assure that each NAU employee receives their required safety training.

6.2 Mandatory Training

As a minimum requirement, all NAU Employees must be made aware of this Loss Prevention Manual, read the NAU Loss Prevention Policy Letter, and complete the Loss Prevention Training. Some employees will also require trainings mandated by federal and state regulations. For example, employees working with hazardous chemicals are required by 29CFR 1910.1200 to receive specific training as it relates to the use, storage and procedures that apply to the chemicals. Another example is 29CFR 1910.132 which mandates that any employee required to use personal protective equipment

(gloves, goggles, face shields etc.) must receive training prior to being assigned any task requiring the use of the equipment.

6.2.1 Supervisor's Loss Prevention Compliance Tool

Staff from the Environmental Health & Safety (EH&S) Office will work with Supervisors to identify the mandatory OSHA training requirements that apply to each new employee. Supervisors can also use the Supervisor's Loss Prevention Compliance Tool (Appendix B) to assist the Supervisor in this process and to document the completion of each required training.   Often required training is conducted/provided on-site by the supervisor. However, occasionally an employee may be required to attend formal professional level training off-site to fulfill the requirement.

6.3 Job Safety Analysis

Some areas of employment at NAU present potential manageable hazards. In those areas, a Job Safety Analysis (JSA) may be conducted to identify, analyze and record:

- the steps involved in performing a specific job,
- the existing or potential safety and health hazards associated with each step, and
- the recommended action(s)/procedure(s) that will eliminate or reduce these hazards and the risk of a workplace injury or illness.

JSAs are performed proactively with the purpose of preventing accidents. Examples of work areas that may have a JSA include the NAU skilled trades shops of Facility Services.

EH&S Staff is available to consult with NAU Supervisors to conduct JSA's, remove hazards or develop methods of protection, develop necessary site-specific policies, and revise as necessary.

6.4 Standard Operating Procedures

Standard Operating Procedures (SOPs) are written procedures designed to create specific methods for conducting work in order to reduce risk. Laboratories often create SOPs for tasks performed frequently. EH&S provides several SOPs for routine processes.

6.5 Training for Supervisors

Supervisors have day-to-day oversight of the operations that occur in their areas of expertise. They have the lead role in ensuring that safety and health policies and procedures are implemented at all levels of the agency. Therefore, supervisors require training specific to their roles. Supervisory training may include the following items:

- An overview of the agency safety and health policies and procedures
- An overview of the required training
- The Job Safety Analysis process (for some job duties)
- Responsibilities for enforcing safety and health policies and procedures
- Training on how to investigate an accident or near miss incident focusing on the prevention of similar type events
- Methods of NAU property protection

- Employment issues such as sexual harassment, hiring, terminating and ADA issues
- Information on resources available to them to help them serve their roles (eg. NAU EH&S and NAU Human Resources)

6.6   Workplace Safety and Security Training

Workplace safety and security training takes place on many levels. Employees who attend NAU Human Resources New Employee Orientation Training will be made aware of some NAU Safety and Security Policies. Otherwise, Supervisors and/or Building Managers may inform new employees of building security policies such as how to secure the building, and fire and emergency evacuation routes.   At a minimum, all employees must be aware of and have access to the NAU Emergency Response Handbook.

6.6.1   NAU Police Department

The NAU Police Department (NAU PD) has many workplace safety resources available to NAU Employees. NAU PD has issued the NAU Emergency Procedures Poster that details procedures for:

- Hostile Intruder
- Fire
- Emergency Communications
- Weather Emergencies

This poster should be centrally located and accessible in each general NAU location.   The responsibility of making new employees aware of these procedures may be that of the Supervisor, Director, or Building Manager. However, the Supervisor is responsible for communicating this information to the employee.

6.6.2   NAU Fire Life Safety

The NAU Fire Prevention Office is located within NAU Facility Services. The Fire Prevention staff has established the Fire Life Safety Program that includes staff training for fire emergencies. In some cases, Building Managers will provide building occupants with specific information on Fire Life Safety. However, the Supervisor will assure that this information has been communicated to the employee.

6.7   Property Protection Training

Every NAU Employee plays a part in preventing loss experience through protection of NAU property. This is done in the following ways:

- Following building security procedures for locking doors and windows
- Following fire safety procedures
- Securing NAU Property such as vehicles and electronic equipment during travel and use

Building Managers and Supervisors are able to communicate these types of policies and procedures to building occupants.

6.8   Liability Exposure

Liability exposures can result in financial loss for NAU. These exposures can occur in many different forms. Examples of liability exposures can include the following:

- Injury to others, or property damage as a result of unsafe acts and unsafe conditions
- Copyright infringement
- Violations of information protection acts such as Family Educational Rights and Privacy Act (FERPA)

It is the expectation that each NAU Employee will follow applicable policies and procedures to reduce liability exposures for NAU. Please report any unsafe conditions to the appropriate contacts in the front of this manual. Examples of unsafe conditions can include, but are not limited to:

- Uneven or damaged walking surfaces
- Slip hazards related to snow, water and ice
- Unsafe driving conditions
- Unsecured buildings or property

6.9   NAU Departmental Training Roles

Depending on employee training needs (as determined by the Supervisor's Loss Prevention Compliance Tool and/or job-specific JSA), an employee may require training from multiple sources. Some training is conducted off-campus by outside contractors or agencies and some training is provided on-campus through various departments. The following sections define training roles for campus departments.

6.9.1   Human Resources

NAU Human Resources (HR) provides mandatory New Employee Orientation (NEO) Training at the time of an employee's hire. This training provides an overview of general training requirements beyond the scope of loss prevention and the methods employed at NAU to ensure that an employee is given required training.

NAU also provides online training sessions that are required for *some* NAU Employees such as Harassment Prevention Training and Family Educational Rights and Privacy Act (FERPA) as well as non-mandatory and informational employee-development training opportunities. Information regarding these training sessions is available on the NAU HR website.

6.9.2   Supervisors

NAU Supervisors play a crucial role in assuring that NAU Employees are properly trained prior to performing job-related duties.   It is the responsibility of Supervisors to work with EH&S Staff to ensure that employees complete the required training prior to performing other job duties (see Appendix B: Supervisor's Loss Prevention Compliance Tool). If the Supervisor is conducting a job-specific training, he or she must document that training and maintain these records indefinitely. If the employee is required to attend a training given by another department or at an off-campus location, the

Supervisor must facilitate completion of that training by informing the employee of the requirement and by giving the employee time to attend the training. Many resources are available to assist Supervisors with this requirement. Supervisors may consult with HR, EH&S, and Facilities Operations for assistance in identifying required training. In special situations, Supervisors may designate another employee within the same department to fill this role.

6.9.3   Office of Environmental Health and Safety (EH&S)

EH&S provides group [training for compliance with federal, state and other regulations](#) in both on-site and online venues. These include, but are not limited to:

- Chemical Hygiene OSHA Lab Training: Required initially and then periodically for anyone who could be exposed to, works with or handles chemicals in laboratories.
- Basic Biosafety and Infectious Materials Training: Required once for anyone who could be exposed to, works with, or handles biological agents.
- Blood-borne Pathogen Training: Required yearly for anyone who could come into contact with human fluids, tissue, cell lines or any non-human primate materials.
- Hazardous Materials Shipping and Handling (Dangerous Goods) Training: Required initially, and every two years for anyone who either receives or ships any chemical, biological or radioactive material
- Asbestos Training
- Loss Prevention Training (online)

The ORC also provides job and/or site-specific training, as needed for all affected NAU employees. Examples of this type of training include, but are not limited to:

- Hazard Communication Training
- Field Safety Training
- Biosafety Cabinet Training
- Autoclave Training
- Hazardous Waste Accumulation
- Laser Safety Training
- Confined Space Training
- Respiratory Protection Training

On-site classes can also be scheduled at the Department's request.

6.9.4   Facility Operations

Facility Operations provides or coordinates [training](#) such as:

- Fork lift training
- CPR and automated external defibrillator (AED) training
- Proper use of power tools
- Safe lifting
- Fire evacuation training
- Lockout/tagout training

- Fire extinguisher training
- Fire prevention and fire hazard training
- Fall protection
- Shoring and trenching safety

7.0 Emergency Planning/Emergency Action Plans (AAC Title 2, Chap. 10 §207(4))

At Northern Arizona University (NAU) the Emergency Operations Plan (EOP) constitutes the Emergency Action Plan (EAP). The purpose of the EOP is to establish policies, procedures, and an organizational structure for response to major emergencies occurring on or near the campus. This plan incorporates operating procedures from the Incident Command System (ICS) and the National Incident Management System (NIMS) for handling major emergencies which disrupt normal campus operations such as, but not limited to: fires, floods, storms, earthquakes, hazardous materials incidents, terrorist threats, and other potential disasters.

The EOP outlines a strategy to cope with hazards that threaten the campus, as well as the concept of operations and management of critical resources in response to potential emergencies. It defines the role and responsibilities of departments, divisions, and agencies on and off campus that are vital to help protect life and property.

The EOP is a campus level plan that guides the response of appropriate personnel and resources during an emergency. It is the official EOP and supersedes previous plans and precludes employee actions not in concert with the intent of this plan or the emergency organization created by it. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan or any appendices and annexes hereto. The plan and organization shall be subordinate to State or Federal plans during a disaster declaration by those authorities.

It is the mission of the university to respond to an emergency situation in a safe, effective, and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

· Priority I: Protection of Life and Property;
· Priority II: Maintenance of Life Support and Assessment of Damages; and
· Priority III: Restoration of General Campus Operations

When an Emergency occurs, this plan is invoked for the emergency and a multiple-tier graded approach is utilized for response. Incident Command (IC) will be based on the situation or emergency. When required, the Emergency Operations Center (EOC) may be activated to support the ongoing response. The EOP and associated building plans/procedures have been developed, and personnel have been trained and assigned to the EOC to promote integration for a multi-organizational response, if required.

The EOP is promulgated under the authority of the university president. The EOP fulfills the university's responsibilities to adhere to the:

Incident Command System (ICS) facilitates the flow of information and coordination between responding agencies. It provides an organizational structure capable of responding to various levels of emergencies ranging in complexity. It also provides the flexibility needed to respond to an

incident as it escalates in severity. After each major emergency, the plan calls for an analysis of actions taken during the emergency incident and suggestions for corrective actions, if any.

National Incident Management System (NIMS) as prescribed by Homeland Security Presidential Directive 5 – Management of Domestic Incidents. NIMS establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations. It also utilizes the Incident Command System, as described above, to coordinate response activities on a national level.

The EOP outlines the role the following lead agencies will play in the four phases of the emergency management cycle: mitigation, preparedness, response and recovery. At NAU the lead agencies have bee identified as:

1. Office of Emergency Management
2. NAU Police Department
3. Campus Health Services
4. Information Technology Services
5. Office of Public Affairs
6. Capital Assets and Services with Fire Life Safety

The EOP also incorporates several sub-plans that are coordinated but could be used individually depending on the emergency situation:

1. General Evacuation Plan
2. Fire Evacuation Plan
3. Emergency Information and Communications Plan
4. Winter Storm Plan
5. Hazards
6. Emergency Operations Center Standard Operating Procedures

The Emergency Manager is responsible for the development and maintenance of the emergency management program, including the performance of those periodic activities required by this plan such as equipment inventories; plan/procedure reviews and updates; training; exercises and drills; and audit interface. Planning interface with offsite organizations providing support to an emergency response at our campus will be the responsibility of either the emergency manager or an assigned individual representing a specialized discipline, such as the environment, health & safety, fire protection, or law enforcement.

8.0   Safety Inspections (AAC Title 2, Chap. 10 §207(5))

The safety inspection process consists of thorough evaluation or assessment of a process, procedure, equipment or facility for the purpose of identifying potential hazards that could result in injury or property damage. Inspections must be conducted on a routine basis to ensure that hazards are quickly identified and corrected.

Effective safety inspection programs include:

- Written procedures for areas to be inspected, frequency of inspections, person(s) responsible for the inspections and documentation requirements of inspection results.
- Written checklists to prevent overlooking critical components, processes or procedures that needs to be inspected.
- Follow-up systems to ensure that hazards identified are corrected in a timely manner. This should include temporary actions to guard against the potential hazard, development of action dates for correction and in some cases, an avenue to alert others of the hazardous condition.
- Special inspection programs for equipment such as fire and emergency apparatus, material handling devices (slings, overhead cranes etc.), pressure vessels (boilers, cylinders etc.), auditorium and stage rigging, vehicles and processes or procedures involving handling or storage of hazardous materials.
- Development of lockout-tagout procedures to ensure equipment that could become energized during inspection or repair is isolated to prevent accidental startup. (See Section 10.2.1)
- Development of confined space entry procedures to protect employees who need to enter and work in confined spaces during the course of an inspection. (See Section 10.2.2)

Examples of areas on NAU's campus which undergo routine inspection include, but are not limited to:

- Chemical and Biological Laboratories
- Elevators
- Boilers
- Steam Lines
- Fire Safety Equipment
- Chemical Fume Hoods
- X-ray Equipment
- Personal Protective Equipment

9.0 Accident and Incident Reporting (AAC Title 2, Chap. 10 §207(6))

Arizona Administrative Code requires that NAU employees report all accidents and incidents in a timely manner. Procedures vary depending on the type of accident or incident. The following subsections outline those procedures:

9.1 Employee Injury/Illness

9.1.1 Reporting

The NAU Supervisor's Report of Illness or Injury (SRI) Form is used to report accidents and incidents. This form is intended to be completed and signed by the injured employee's supervisor, and submitted to NAU Human Resources via fax or email delivery. In the event of a work-related accident, illness, or injury, a SRI form must be completed by the supervisor and employee (if able) the same day as the accident. The SRI is a form which provides the initial paperwork necessary to provide worker's compensation benefits, allows review by loss control of unsafe acts that might be prevented in the future, and provides information necessary to investigate questionable claims. An injury, whether it is minor and only requiring first aid treatment, or one that requires further medical treatment and/or involves lost time, must be documented. As Arizona State Risk Management receives and processed these claims, **the Supervisor is also required to call the Early Reporting Claims Service at 1-800-**

837-8583 within 24 hours of the injury being reported. Following these steps is essential to the process of handling NAU's work-related claims of illness or injury and must be completed to initiate any form of worker's compensation. It is necessary to include all of the details of the accident/incident to allow for a thorough follow-up investigation.

9.1.2   Accident Investigation

All NAU incidents and injuries must be investigated in order to identify causal factors and identify corrective actions that can be made in order to prevent similar incidents in the future. The responsibility for investigation is shared between the employee, the supervisor, and EH&S Staff. EH&S will review copies of all SRI's and determine if the accident exposes an imminent danger. If this is the case, the EH&S will contact involved parties, investigate immediately and help to implement corrective actions for prevention.

9.1.3   Accident Trend Analysis

The Loss Prevention Committee will review accident and incident reports that occur which involve NAU employees. Through this review process, the Committee will identify trends in accidents and causative factors that may have contributed to the accidents. Where causative factors are identified, the Committee will work with individual departments, supervisors, and employees to ensure that preventative measures are taken to prevent such accidents from recurring. These measures may include additional training, and/or policy revision or development. All accident review will be conducted in such a manner that protects employee privacy and confidentiality of records.

9.1.4   Record Maintenance

SRI's are submitted to NAU Human Resources. These SRIs are kept on file with Human Resources indefinitely. Human Resources provides copies of the SRI's to the EH&S for review. EH&S will investigate these incidents and provide recommendations for further action and corrective measures. EH&S provides loss trends to the Loss Prevention Committee for review and for the purpose of trend analysis.

9.1.5   Supervisors Role in Accident Reporting

The Supervisor's role in accident reporting will include:

- Submission of the fully completed SRI in the event of an accident or incident (see Section 9.1.1)

- Coordination with NAU Human Resources in order to address documentation and/or worker compensation issues

- Coordination with EH&S in order to investigate the accident and identify potential causal factors

- Coordination with the Loss Prevention Committee and/or other involved parties to implement corrective actions and/or policy change

9.1.6 Worker's Compensation Coordinator

NAU's Worker's Compensation Coordinator works as a liaison between injured employees, their supervisors, NAU Human Resources and AZ State Risk Management. It is essential that employees work closely with the Worker's Compensation Coordinator and provide all required correspondence and documentation requested.

There are two critical time factors for reporting work-related injuries or illnesses. All reports of work related injuries that result in the employee filing a worker's compensation claim must be reported to Risk Management Early Claims Reporting Hotline (1-800-837-8583 or 602-542-WORK) no later than **48 hours** after the employee reports the injury to NAU. In addition, all work related injuries and illnesses must be entered into the Arizona State Web ENVISION, by NAU no later than ten (**10) days** after it is reported to the NAU Supervisor.

9.2 Claims Reporting

Specific reporting procedures are required for accidents involving damage or loss of NAU-owned real and personal property, vehicles, and third party claims. These procedures vary depending on the type and extent of damage. The Insurance and Claims Division of Contracting and Purchasing coordinates all claims reporting with State Risk Management. The following sections specify required reporting.

9.2.1 Damage to NAU-Owned Property in Excess of $10,000

When damage to NAU-owned property, as a result of an accident, is expected to exceed $10,000.00 in costs, the Insurance and Claims Division of Contracting and Purchasing must report the loss to Arizona State Risk Management orally, in writing, or electronically within one day of the incident.

9.2.2 NAU-Owned Property Loss Claims

The Insurance and Claims Division of Contracting and Purchasing must submit NAU-owned property loss claims to State Risk Management within 90 days of the discovery (date of occurrence). State Risk Management will cover a property loss only if there is proper documentation of the cause and dollar amount of the loss. NAU has one year from the date of occurrence to submit the required documentation to State Risk Management.

If NAU fails to submit the proper documentation in the specified time period, the loss will not be covered. If a loss to a building or structure (real property) requires more than one year to repair or to replace, the State Risk Manager may grant an extension of time to complete repairs and document the amount of the loss. A request for an extension must be submitted in writing to the State Risk Manager no later than 11 months from the date of loss and clearly justify the delay. The request must also specify a projected date of completion. Contact the Insurance and Claims Division of Contracting and Purchasing for additional information.

9.2.3 Liability & Other Claims

When a liability claim of physical injury to a third party exists, it must be reported to State Risk Management orally, in writing or electronically within one day of the incident. All other claims must

be reported to State Risk Management orally, in writing or electronically within ten (10) days of the incident.

10.0   Maintenance Programs (AAC Title 2, Chap. 10 §207(7))

Regular maintenance of NAU equipment and property can reduce the potential for costly repairs and employee injuries as a result of equipment malfunction.

NAU has established preventive maintenance programs for facilities, state-owned vehicles, equipment and grounds in order to ensure that equipment, facilities, grounds and vehicles are maintained free of recognized hazards. Examples of areas covered under these maintenance programs include:

- Boilers
- Fire protection systems
- Specialized equipment such as fume hoods, biosafety cabinets, autoclaves and centrifuges
- Emergency equipment and alarms
- State owned vehicles
- Elevators
- High-pressure piping systems (water, gas, vapor etc.)
- Electrical work

These programs also require establishment of special procedures for jobs subject to serious accidents such as those involving work on electrical equipment, high-pressure systems, work in confined spaces or operating potentially dangerous specialized equipment.   To address these special procedures needed, an effective maintenance program consists of the following elements:

- Written schedules of routine inspection, adjustment, cleaning, lubricating and testing of equipment.
- Safety procedures, such as lockout/tagout for employees working on equipment where an unexpected source of energy could result in personal injury or damage to the system. This includes high-pressure water, gas, steam or electricity. (See Section 10.2.1)
- Safety procedures for employees who work in confined spaces. (See Section 10.2.2)
- Special training and safety procedures for employees operating specialized hazardous equipment such as X-ray equipment, laser-producing equipment etc.
- Written maintenance and testing schedules for overhead hoists, rigging and lifting devices.
- Identification of personal protective equipment requirements for specific jobs or areas where there is an increased risk of injury due to hazardous operations or equipment in the area.
- Signage in areas with special hazards to restrict entry to authorized/trained employees only.

10.1   Supervisor's Roles in Maintenance Programs

The expertise of Supervisors is the key to the development of effective maintenance programs. Supervisors are aware of equipment and processes used within their area of responsibility that may require maintenance. Without supervisor involvement, it is likely that equipment or processes that should be included in the plan will be overlooked. Supervisors take the lead role in training their employees in proper maintenance procedures and special safety considerations. EH&S Staff is available as a health and safety resource to NAU Supervisors when needed.

10.2   Special Safety Considerations for Maintenance Programs

Certain maintenance procedures will require specific protective equipment and/or entry into areas that have specific safety requirements. Those specific requirements are discussed in the following subsections.

10.2.1 Lockout/Tag Out (29 CFR 1910.147)

Lockout/tagout is the common term used to describe the Occupational Safety and Health standard written to protect employees who service and maintain energized machines and equipment where the unexpected energization, start-up or release of stored energy could cause injury. This is intended to apply to energy sources such as electrical, mechanical, hydraulic, chemical, nuclear and thermal. A work place survey or JSA will identify work processes or procedures that require the establishment of a lockout tagout program.

Lockout is the placement of a lockout device on an energy isolation device (circuit breaker, slide gate, line valve, disconnect switch, etc.) to ensure that the energy isolating device and equipment being controlled cannot be operated until the lockout device is removed. The lockout device must be substantial enough to prevent removal without use of excessive force or unusual techniques.

Tagout is the placement of a tagout device (a tag or other prominent warning device and a means of attachment) on an energy isolation device to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

A lockout/tagout program must consist of a written program and employee training.

10.2.2 Confined Space (29 CFR 1910.146)

A "confined space" is defined as one that (1) Is large enough and so configured that an employee can bodily enter and perform assigned work; and (2) Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.); and (3) Is not designed for continuous employee occupancy. Hazards of each space must be evaluated to determine if the space is "permit-required".   A permit-required confined space is a confined space that has one or more of the following characteristics:

- Contains or has the potential to contain a hazardous atmosphere
- Contains a material that has the potential to engulf an entrant
- Has an internal configuration such that an employee could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- Contains any other recognized serious safety or health hazard

The Permit-Required Confined Space Standard, 29CFR 1910.146, provides requirements for procedures and practices to protect employees from the hazards of working in permit-required confined spaces. When workers have adequate knowledge of the hazards within a confined space, they are able to take the appropriate steps to enter, perform the necessary tasks and exit the space without mishap. As a state agency which has employees who work in confined spaces, NAU must evaluate

each space to determine if any are permit-required confined spaces and implement a confined space entry program.

NAU's Written Confined Space Program fulfills the requirements of the Federal Confined Space Standard. NAU spaces are evaluated and signed and training is administered to personnel who will enter confined spaces in the course of their work. EH&S Staff is available for consult in the evaluation of new spaces, training, and for aid in the use of air monitoring and confined space entry equipment.

10.2.3 Equipment Release for Maintenance/Repair/Relocation or Public Sale

Due to the nature of research and work performed at NAU, equipment that may be potentially contaminated with a chemical, biological, or radioactive substance may need to be serviced or maintained. To protect maintenance employees from potential exposures, EH&S has developed the Equipment Release for Maintenance/Repair, Relocation and/or Public Sale Policy. This policy stipulates steps to be taken by the party responsible for the equipment to ensure proper decontamination prior to release. Once the equipment has been properly decontaminated, the equipment is "cleared" for maintenance/repair/relocation or sale by posting a completed Equipment Release Form on the equipment. NAU Maintenance Personnel should not work on equipment that has not been cleared using this system.

10.2.4 Personal Protective Equipment

Certain maintenance procedures may require the use of Personal Protective Equipment (PPE), such as respirators, face shields, or chemically protective gloves. The Occupational Safety and Health standard 29CFR 1910 Subpart I-Personal Protective Equipment (1910.132 through 1910.138) requires evaluation of the workplace to identify hazardous conditions, select appropriate personal protective equipment (PPE) and train employees on the use of PPE. The standard requires that the assessment of the workplace to identify hazardous conditions requiring the use of PPE and the associated training be documented in writing. This step is often called a Job Safety Analysis (JSA), hazard assessment or risk assessment. This step, when necessary, will be identified during the completion of the Supervisor's Compliance Tool (Appendix A). PPE requirements are detailed in Section 14.11 of this manual.

11.0   Fire Protection Programs/Facility Inspections (AAC Title 2, Chap. 10 §207(8))

NAU's Fire Protection Program is a critical part of the overall Loss Prevention Program. This program ensures that resources (equipment, vehicles, facilities and data) and personnel are protected from loss or injury through advanced planning and coordinated efforts of the agency. Written procedures for response to fire, coordinated planning with emergency response teams, routine inspections to identify potential hazards and employee training are all a part of the program elements that must be developed to ensure a viable plan is in place before an emergency occurs.

A Fire Protection Program is a written document that outlines the agency procedures to ensure adequate protection of facilities, equipment, and personnel from the perils of fire-related incidents. NAU's Fire and Life Safety Program is administered through Facilities Services.

This program outlines the following components:

- An appointed individual to coordinate the fire safety plan.
- A survey of all state-owned facilities within the agency's control.
- A schedule of routine inspections and maintenance for fire protection equipment and training for the individual designated to perform the routine inspections
- Procedures for performing routine facility inspections to identify potential fire hazards such as accumulation of flammable materials, incompatible storage of flammables, poor housekeeping, improper use of open flame equipment, electrical hazards and disposal of smoking material.
- Procedures to ensure fire exits and fire extinguishers are marked, located in appropriate locations, maintained in a fire cabinet or on brackets and that access to the extinguishers are maintained free of blockage that would prevent an employee gaining access to the extinguisher in an emergency
- Procedures to ensure egress routes from a building are maintained free of obstructions. Doors must not be locked or blocked during hours of occupancy
- Procedures to ensure emergency evacuation procedures are developed for each facility and procedures are posted in a conspicuous location. Employees must be briefed on these procedures. Evacuation procedures must be site and location specific
- Procedures to ensure that all plans for facility remodeling and new construction are reviewed to ensure fire protection systems are expanded/provided as appropriate

12.0   Security (AAC Title 2, Chap. 10 §207(9))

NAU's security programs consist of procedures developed to protect employees from harm due to robberies, violence in the workplace incidents and to protect NAU's resources from theft or damage. At NAU, security programs are administered by various departments. NAU's Building Managers and Supervisors play a key role in informing building occupants and employees of security measures. All information that applies to NAU Employees will be covered during the Supervisor's completion of the Supervisor's Loss Prevention Compliance Tool (Appendix B).

The following sections provide an overview of security efforts and resources and the affiliated departments on campus.

12.1   Open Campus Security

NAU leads several efforts to enhance the safety of our open campus. Multiple NAU departments participate annually in a Lighting and Safety Assessment Walk to evaluate adequacy of lighting and other safety issues. If you have a safety concern, including inadequate lighting, please contact NAU Police. Existing lights that are not working properly should be promptly reported using the FAST line.

NAU Police Department provides many services to the campus community to enhance personal security, including:

- Safety Escorts
- Safety Tips
- Pedestrian Safety
- NAU 360 Stay Safe Safety Videos
- Emergency Procedures
- Crime Log

- Information on how to report a crime
- Safe-ride Bus

12.2   Building and Grounds Security

Building security information will vary by work setting. Site-specific security information will be communicated by Supervisors to employees at their time of hire. The Supervisor's Loss Prevention Compliance Tool (Appendix B) can be used for this purpose. Generally speaking, the following departments address building security in these areas:

- Residence Halls – Residence Life
- Academic Buildings – NAU Lock Shop
- Special Facilities – Site specific (building managers, supervisors, etc.)

12.4   NAU Alert Notification System

NAU Alert offers emergency text notification in the event of weather or personnel related safety issues. The service is free and voluntary, but you are strongly urged to register. Only emergency or other urgent messages will be sent via NAU Alert.

12.5   Information Security

Northern Arizona University is committed to preserving the availability, confidentiality, and integrity of its information resources while also preserving and nurturing the open, information-sharing requirements of its academic culture.

As a member of the Northern Arizona University community, you play an important role in managing our resources and maintaining the security and privacy of our information. The Information Technology Services website provides information and resources that will help you improve both the information security of the University and your own personal information.

13.0   Environmental Protection Program (AAC Title 2, Chap. 10 §207(10))

An Environmental Protection Program is one that implements programs and procedures to limit liability and maintain environmental compliance. At NAU, EH&S oversees environmental policies. These policies and procedures include:

- Policies and/or procedures to ensure compliance with all applicable local, state and federal environmental laws and regulations.
- Identification of equipment or processes that may cause pollutants to enter the water, air or soil.
- Procedures to prevent emissions and discharges in excess of local, state and federal laws and regulations.
- Plans, programs and procedures to investigate, report and remediate any discharges or contamination in excess of local, state or federal laws and regulations.
- Procedures to prevent acquisition of property with existing contamination in excess of local, state or federal regulations. This should include a formalized policy to conduct due diligence

studies in accordance with the All Appropriate Inquiry requirements as established by the Environmental protection agency (EPA) prior to obtaining property by purchase, lease or gift.

13.1   Underground Storage Tanks (UST's)

Both federal and state statutes regulate underground storage tanks (UST's) in Arizona. NAU is required to identify all underground storage tank systems located on State property. Examples include storage tank systems for diesel fuels, solvents, wastes, petroleum-based products, cleaning fluids, sludge, etc. Some tanks may be exempt from regulation. Procedures have been developed for:

- Registration of tanks
- Inspection of tanks
- Operation of tanks
- Tank performance standards (corrosion protection, leak detection systems and spill/overflow prevention systems)
- Reporting of releases
- Required record keeping and reporting
- Corrective actions in the event of a release
- Closure of tanks
- Notification to appropriate agencies of changes at a UST facility

Arizona does not have a comprehensive program to regulate above ground storage tanks. However, some local requirements and fire codes apply to certain above ground storage tanks (AST's). NAU is required to identify all above ground storage tank systems located on State property. Examples include storage tank systems for petroleum products, wastes, etc. Some tanks may be exempt from regulation. Procedures must be developed for:

- Notification to agencies of tank existence
- Reporting of releases
- A written SPCC Plan
- Required inspection, record keeping and reporting

13.2   Hazardous Waste

Storage of hazardous materials is regulated on a local, state and federal basis. Improper management of hazardous waste can result in injury, costly property damage, impact to our environment, and costly fines. Any Employee who generates, accumulates, stores, or disposes of hazardous waste on the NAU campus must have proper training and strictly adhere to NAU's hazardous waste policies.

The EH&S Hazardous Waste Supervisor oversees all hazardous waste activities and provides required training at NAU. NAU is required to comply with reporting, storage, spill prevention, response, transportation and disposal.

Examples of hazardous wastes managed on NAU's campus include laboratory chemical wastes, used solvents, industrial cleaners, banned pesticides, etc. Types of wastes may include:

- Solid Wastes

- Special Wastes
- Medical Wastes
- Radioactive Wastes

13.3   Air Quality

Both federal and state statutes regulate air quality (outdoors) in Arizona. Some counties and cities also have code and building standard provisions relevant to indoor air quality.

NAU is required to identify all operations or processes that have the potential to emit air pollutants such as odors, dusts, fumes, mists, smoke, asbestos etc. Examples of practices, which could emit air pollutants, include burning, construction, demolition, use of volatile chemicals, spray painting, sandblasting, etc.

At NAU, the EH&S Industrial Hygiene Manager oversees all air quality issues. NAU has established procedures for:

- Required record keeping and reporting
- Identification of practices which could emit air pollutants
- Acquisition of applicable permits
- Reporting of releases of air pollutants
- Corrective actions in the event of an air pollutant release

13.4   Water Quality

Ground water, surface water and drinking water quality in Arizona are regulated by both federal and state statutes. NAU is required to identify all operations or processes that have the potential to discharge pollutants to ground water or surface water and/or impact drinking water. Examples of practices that could be regulated include wells, drywells, and discharges to the storm sewer. NAU has established procedures for:

- Required record keeping and reporting
- Training of personnel
- Acquisition of applicable permits
- Registration of wells
- Registration of drywells
- Identification of practices which could discharge water pollutants
- Reporting of releases of water pollutants
- Corrective actions in the event of the release of a pollutant

13.5   Pollution Prevention Plan

State Agencies that produce hazardous waste or use toxic substances in excess of the threshold quantity and time limits prescribed in § 49963 are required to file a pollution prevention plan with ADEQ. NAU qualifies as a Small Quantity Generator (SQG) and is therefore exempt from these filing requirements.

14.0   Industrial Hygiene Program (AAC Title 2, Chap. 10 §207(11))

Industrial Hygiene is a discipline devoted to the anticipation, recognition, evaluation and control of hazards in the working environment. This is done with the objective of protecting worker health and well-being and safeguarding the community at large. At NAU, industrial hygiene programs are administered by the EH&S Office. The following subsections outline NAU's Industrial Hygiene Programs.

14.1   Hazard Communication

The Hazard Communication Standard, 29CFR 1910.1200, is based on a simple concept –that employees have both a need and a right to know the hazards and identities of the chemicals they are exposed to when working. They also need to know what protective measures are available to prevent adverse effects from occurring. This standard is often referred to as "HazCom", or the "Right-to-Know" law. This standard applies to all workers who work with or in the immediate vicinity of potentially hazardous chemicals.

The HazCom Standard requires that NAU have a written Hazard Communication Program. NAU's Hazard Communication program outlines procedures for:

- Global Harmonization Systems (GHS)
- Chemical inventories
- Safety data sheets
- Labeling
- Employee training and documentation

At NAU, employees will receive Hazcom training at the time of hire. General Hazard Communication training is available Online to all NAU Employees. This training is most often facilitated by the Supervisor. The employee will also receive site-specific training from their Supervisor which will include identification of the hazardous chemicals in the employee's work area, provision of Safety Data Sheets (SDSs) for the employee's review, labeling procedures and protective measures. The use of the Supervisor's Loss Prevention Compliance Tool (Appendix B) will ensure that the Employee receives this training.

In addition to the NAU Written Hazard Communication Program, work areas with specific chemical hazards must have site-specific written programs. See Section 6.3 Job Safety Analysis for information on hazard determination. EH&S Staff is available for consult in this area.

14.2   OSHA Laboratory Standard

In recognition of the unique characteristics of the laboratory workplace, the Occupational Safety and Health Administration (OSHA) issued a standard titled Occupational Exposure to Hazardous Chemicals in Laboratories, 29 CFR 1910.1045. This standard covers all laboratories engaged in the use of chemicals. It also requires the establishment of a written Chemical Hygiene Plan (CHP) that will ensure employees are protected from all potentially hazardous chemicals in use in their work area(s). The NAU CHP/Lab Manual is a written program developed to establish procedures, equipment, personal protective equipment and work practices that are capable of protecting NAU Employees from

the health hazards presented by hazardous chemicals used in a laboratory environment. NAU's Chemical Hygiene Plan/Laboratory Safety Manual contains the following components:

- Designation of personnel responsible for the laboratory
- Standard operating procedures to be followed when laboratory work involves the use of hazardous chemicals
- Criteria that the employer will use to determine and implement control measures to reduce employee exposure to hazardous chemicals including engineering controls, the use of personal protective equipment and hygiene practices;
- Use of containment devices
- Employee information and training

At NAU, all aspects of laboratory safety are overseen by the EH&S Chemical Hygiene Officer (CHO).

14.3   Hearing Conservation

Exposure to high levels of noise causes hearing loss. The extent of damage depends on the intensity of the noise and the duration of exposure. Noise induced hearing loss may be temporary or permanent. When hazardous levels of noise are present in the work place, an employer must take steps to reduce noise levels through engineering controls. When engineering controls are not feasible or are ineffective, a Hearing Conservation Program (HCP) must be implemented. An HCP consists of guidelines set to assure that employees do not suffer hearing loss due to exposure to hazardous noise levels.

The key elements of an effective hearing conservation program are:

- Noise measurement
- Engineering controls
- Hearing testing
- Providing proper hearing protection
- Annual education and training on the health effects of noise
- Hearing protection and purpose of audiometric testing
- Recordkeeping
- Annual program evaluation

At NAU, very few employees have a potential exposure to hazardous noise. The EH&S Industrial Hygiene Manager oversees the Hearing Conservation Program and is available for noise surveys and additional consult. NAU's Written Hearing Conservation Program is available online.

14.4   Confined Space Entry

Confined space entry is a component of NAU's Industrial Hygiene Program. Confined Space Procedures are covered in detail in Section 10.2.2.

14.5   Hazardous Waste Handling/Disposal

Due to the nature of research conducted on the NAU Campus and the types of materials and equipment required to support University activities, hazardous wastes are generated at NAU. Improper storage, handling and disposal of hazardous wastes can result in employee injury, negative impact to our environment and very costly regulatory agency fines.

All hazardous waste handling and disposal is overseen by the EH&S Hazardous Waste Supervisor. Any employee who performs work in an area that produces chemical, biological, or radioactive hazardous waste will receive site-specific training in order to learn how to properly and safely accumulate, and store the waste, and how to request a hazardous waste pick up from EH&S Staff.   The need for this training will be identified in the Supervisor's Compliance Tool (see Appendix B).

14.6   Back Safety

Per Arizona State Code, NAU must evaluate their workplace for potential back injury tasks and take action to minimize or reduce the exposure. Back injuries account for nearly 20% of all injuries and illnesses in the workplace and cost the nation an estimated 20 to 50 billion dollars per year. The most effective way to prevent back injury is to implement an ergonomics program that focuses on redesigning the work environment and work tasks to reduce the hazards of lifting. EH&S Staff is available to consult on safe-lifting techniques.

14.7   Ergonomics

Each year 1.8 million workers experience injuries related to overexertion or repetitive motion, and 600,000 are injured severely enough to require time off work. Ergonomics is the science of fitting the job to the worker, to prevent such overexertion and overuse injuries. Ergonomic programs can prevent work-related musculoskeletal disorders (MSD's) that occur when there is a mismatch between the worker and the task.

The Occupational Safety and Health Administration (OSHA) published ergonomic guidelines that employers should follow to mitigate the onset of employee injury acquired at improperly designed workstations. Adverse health effects such as carpal tunnel syndrome comprise one of many potential cumulative trauma disorders that can manifest from excessive repetitive motion originating from poorly designed work stations during the course of normal business work activities. Since NAU pays indirectly in various forms for employee loss time and injury incurred at work, it is a prudent preventative practice to ensure that employee workstations can accommodate the appropriate biomechanical support/equipment to mitigate the onset of injury. EH&S Staff oversee ergonomic programs and is available to respond to ergonomic concerns on the NAU Campus.

14.8   Asbestos Management

An asbestos management program is a set of guidelines and procedures for the management of asbestos containing material to protect employees, contractors, visitors and vendors from the potential health hazards of asbestos related diseases.

The US Occupational Safety and Health Administration (OSHA) issued rules 29CFR 1910.1001 and 1926.1101 regarding asbestos management for buildings constructed before 1981. These rules require

building owners and property managers to assume that various materials in any building constructed before 1981 contain asbestos, unless a qualified expert proves otherwise. In recognition of this fact all state agencies must have an asbestos management program established.

To ensure compliance with the OSHA standard covering asbestos management, NAU has:

- Surveyed campus to identify asbestos-containing material (ACM) or identify suspect materials as ACM.
- Developed an asbestos operations and maintenance (O&M) program documenting the presence of all regulated materials and specifying how they will be managed.
- Implemented an O&M program that contains procedures for periodic surveillance of ACM, ACM labeling/signage, worker training, notification, recordkeeping and work protocols.

On the NAU Campus, the EH&S Asbestos Program Manager oversees all asbestos related activities and coordinates all asbestos training. For more information on NAU's asbestos management, and links to asbestos manuals and forms, visit the EH&S website.

14.9   Building Air Quality (BAQ)

The Environmental Protection Agency (EPA) has stated that Indoor Air Quality (IAQ) "is a constantly changing interaction of complex factors that affect the types, levels and importance of pollutants in indoor environments." There are many pollutant categories and numerous potential sources for these contaminants. As a state agency, NAU is responsible for assuring that our employees are provided a safe and healthful work environment. To accomplish this, coordination between all who are associated with the operation of a building is necessary. This coordination can include building managers, custodians, supervisors, maintenance personnel, contractors, facility managers, and building occupants. Each entity must understand what is expected of them and how they can impact BAQ/IAQ issues within the agency.

On the NAU Campus, EH&S Industrial Hygiene Staff works with Facilities personnel and building occupants to address IAQ concerns.

14.10   Chemical Exposure Assessment

As a state agency, NAU must evaluate the workplace for chemical hazards that may be present. This requires that a chemical inventory be completed for each work place that uses hazardous chemicals in their work processes.

EH&S works with supervisors, laboratory managers and employees to conduct chemical exposure assessments to determine the types of chemicals used in the work processes or work place, amounts used or stored on site, proper storage practices including storage cabinets, spill control equipment, emergency decontamination equipment for personnel, storage and labeling requirement, chemical segregation, compatibility of chemicals stored in the work place and waste accumulation and disposal methods. The purpose of conducting a workplace chemical exposure assessment is to identify chemicals used in work place processes. Given this information supervisors can determine appropriate engineering and/or administrative methods to control exposure, appropriate personal protective equipment for chemicals used or optimally chemical substitution if a less hazardous chemical or substance can be used to achieve the same results. If there are no suitable substitutions, Hazard

Communication Program elements must be implemented. Program requirements for a Hazard Communication Program are contained in Section 14.1 of this manual. The chemical exposure assessment should identify the following:

- Type of chemical used
- Process chemical is used in
- Amounts used in the process and restrictions on allowable amount of material for on site storage
- Storage location of chemicals
- Labeling segregation and accumulation times for products or waste
- Identification of waste generator classification if necessary
- Methods for disposal of wastes generated from the process
- Location of emergency spill containment or cleanup kits, location of personal decontamination showers or eyewashes and fire suppression equipment
- Special precautions or hazards associated with the chemical(s) such as health hazards, fire hazards, etc.
- Copies of all safety data sheets for the chemical(s)

Once the evaluation is complete, other requirements may be identified depending on the chemical and associated hazard(s). There may be requirements for medical monitoring, respiratory protection or other special procedures such as working within chemical fume hoods. The Safety Data Sheet (SDS) should be carefully reviewed to identify these potentials and questions should be addressed to EH&S Staff who can provide you with specific information or guidance.

14.11   PPE

The Occupational Safety and Health standard 29CFR 1910 Subpart I-Personal Protective Equipment (1910.132 through 1910.138) requires evaluation of the workplace to identify hazardous conditions, select appropriate personal protective equipment (PPE) and train employees on the use of PPE. The standard requires that the assessment of the workplace to identify hazardous conditions requiring the use of PPE and the associated training be documented in writing. This step is often called a Job Safety Analysis (JSA).

Supervisor/EH&S completion of the Supervisor's Compliance Tool (Appendix B) will identify NAU Employees who will require the use of PPE in their jobs. Although EH&S Staff serve as a resource, Supervisors hold the responsibility for conducting workplace hazard assessments to identify potential hazards, for training employees on required PPE in the workplace, and, for enforcing the use of PPE.

The main steps involved in a PPE Assessment include the following:

- Hazard Identification: conduct workplace job hazard assessments to identify potential hazards associated with a job task, piece of equipment, or chemical used in a process that may require the use of PPE to protect the employee from injury or illness.
- Conduct Assessment: determine whether PPE will be necessary to perform the job
- Documentation
- Employee Education and Training

If a hazardous condition cannot be eliminated and PPE must be used to protect the employee, OSHA mandates that the employee receive training on:

- Hazards associated with the job task
- PPE required while performing the job task
- How PPE will afford protection against the potential hazard
- How to use and care for the required equipment (store and maintain)
- How to put on and take off the equipment
- How to adjust and wear the equipment to ensure it provides protection

Employees must receive the initial training prior to starting work where a hazardous condition requiring the use of PPE has been identified. They must also receive training when a new piece of equipment or a new process is introduced in the workplace that affects the conditions identified in the initial training or workplace assessment. Retraining is required only when an employee demonstrates a lack of proficiency with the PPE or continued disregard for use of PPE requirements.

EH&S has established procedures and forms that can aid in the PPE Assessment process.

14.12   Respiratory Protection

The Occupational Health and Safety Administration (OSHA) promulgated the federal respiratory standard (29 CFR 1910.134) in 1971. As an employer NAU is required to comply with this standard when employees encounter respiratory hazards present at or above set exposure limits and those hazards cannot be engineered out of the work place. Compliance with this standard entails:

- Hazard evaluation for respiratory hazards where a reasonable potential for exposure exists.
- Provision of respiratory protection equipment for any employee exposed to a respiratory hazard at or above and exposure limit.
- Initial training on the use and maintenance of the respirator and annual refresher training.
- Provision of a written respiratory protection program
- Medical evaluation of respirator users to determine fitness to wear a respirator.

Certain tasks and job descriptions at NAU require the use of a respirator. These tasks/jobs are identified in the PPE Hazard Assessment process. EH&S oversees the NAU Respiratory Protection Program and provides required trainings.

14.13   Blood borne Pathogens

Due to the nature of research and work being conducted at NAU, and in accordance with the federal Bloodborne Pathogens Standard (29 CFR 1910.1030) NAU is required to protect employee(s) who can reasonably be expected to come in contact with potentially infectious diseases through contact with blood or other potentially infectious materials. To accomplish this goal, NAU has established a Biosafety Program and NAU Exposure Control Plan. The purpose of the program is to limit the occupational exposure to blood and other potentially infectious materials since any exposure could result in the transmission of bloodborne pathogens, which could lead to disease or death.

Compliance with this standard entails:

- Methods of Compliance: Universal Precautions
- Engineering and Work Practice Controls: used to eliminate or minimize employee exposure
- Personal protective equipment: provision and training in use
- Hepatitis B Vaccinations
- Post Exposure Evaluation and Follow-up
- Training: Initial and annual refresher
- Hazard Communication: Use of biohazard labels
- Recordkeeping: Maintenance of employee records of exposure
- Exposure Determination: list of all job classifications in which all employees have occupational exposure, as well as a list of job classifications in which some employees have occupational exposure
- Evaluation of job tasks that employees are required to perform to determine if they have the potential for an occupational exposure to bloodborne pathogens
- The provision of an Exposure Control Plan

NAU job tasks that would typically require participation in NAU's Bloodborne Pathogens program include the following:

- Athletic trainers
- Nurses and physicians
- Employees of clinical/diagnostic laboratories
- Housekeepers and plumbers in health-care facilities
- Employees designated to provide emergency first aid
- Dentists, dental hygienist and dental technicians
- Researchers and employees of teaching facilities using human or primate cell lines, fluids or other potentially infectious materials

Biosafety and Bloodborne Pathogen compliance is overseen by the EH&S Biosafety Officer. Many related biosafety topics are covered in the NAU Exposure Control Plan and the Biosafety Manual.

14.14   Tuberculosis

A TB protection plan is a set of guidelines and procedures for eliminating or minimizing occupational exposure to people who have tuberculosis.

Tuberculosis is a communicable, potentially lethal disease that most commonly affects the lungs and afflicts the most vulnerable members of our society. NAU's Tuberculosis Protection Program establishes guidelines and procedures that limit occupational exposure to tuberculosis. The program covers all employees who could be "reasonably anticipated", as the result of performing their job duties, to face contact with people who have the disease. NAU employees potentially at risk for TB exposure include those at Campus Health Center and the NAU Police Department as well as those in academic health care or clinical health care settings.

NAU's Tuberculosis Protection Plan includes:

- a list of job classifications in which all employees have occupational exposure
- a list of job classifications in which some of the employees have occupational exposure
- a list of tasks and procedures that these employees perform that involve occupational exposure

The exposure determination is done without regard to respiratory protection and aims to stipulate work practices and engineering controls that eliminate or minimize employee exposures.

Biosafety is overseen by the EH&S Biosafety Officer.

15.0   Motor Fleet Safety (AAC Title 2, Chap. 10 §207(12))

The NAU Motor Fleet Safety Program is designed to prevent or minimize motor vehicle accidents, injuries to NAU employees and liability that may arise from accidents involving NAU Vehicles. The NAU Motor Fleet Safety Program is overseen by the NAU Fleet Safety Manager.   The following topics are covered in greater detail on the NAU Transportation Services website.

15.1   Authorized Driver Registration

Any NAU employee who will be operating a State Vehicle or their own vehicle on NAU business must to register as an authorized driver prior to travel.

These drivers will be identified by Supervisors through the completion of the Supervisor's Loss Prevention Compliance Tool (Appendix B). Employees will be asked to complete an online training, and authorize a Motor Vehicle Record Check through the LOUIE self-service system so that drivers license information can be obtained from the Arizona Department of Transportation Motor Vehicle Division.   Information obtained through a Motor Vehicle Record Check, such as current license information, physicals, endorsements and a history of violations and/or actions and suspensions will be reviewed by the NAU fleet manager in order to determine an Employee's eligibility to drive NAU vehicles.

15.2   Defensive Driving and Van Dynamics Training

Employees who operate vans designed to carry nine (9) or more passengers must complete both Defensive Drivers and Van Dynamics and Behind the Wheel Training. These classes must be taken every four (4) years. This training is coordinated by the NAU Fleet Manager (see Facilities Operations contact in the front of this manual).

15.3   Seatbelts

In accordance with Arizona State Law, the use of seatbelts is mandatory for all NAU Employees.

15.4   Maintenance Logs

It is the responsibility of individual NAU Departments to assure that any vehicles used by the Department are maintained on a regular basis.   Maintenance and repair of all NAU vehicles is performed at the NAU Transportation Services Center. Transportation Services keeps maintenance logs for all NAU vehicles.

15.5   Accident Reporting

A completed Automobile Loss Report Form shall be filled out by the NAU driver on all NAU vehicle accidents, regardless of the amount of damage, within 24 hours of the time of the accident. Forms are located in the glove compartment of all NAU vehicles. It is imperative that the driver contact the local law enforcement jurisdiction be contacted to initialize a police report case number. All completed forms are to be sent to the Insurance and Claims Division of Contracting and Purchasing Services for processing. Include the police report case number and law enforcement agency name on the form. Insurance and Claims Division of Contracting and Purchasing Services is required to report all liability claims to State Risk Management within one day if there is bodily injury or if damage is expected to exceed $10,000. All other losses are to be reported to State within 10 days.

An Accident Reporting Packet is located in all NAU-owned vehicles' glove box. The Packet includes a Certificate of Automobile Liability Insurance Card, instructions for reporting an accident, a Witness Information Card, and an Automobile Loss Report.

15.6   Accident Review

A review of vehicular accidents will be conducted by the NAU Accident Review Board. The purpose of this board is to determine whether a vehicular accident was preventable, unpreventable, or in some cases, undetermined. Based on the Board's review, corrective action may be imposed. The Accident Review Board can provide periodic accident reports to the Loss Prevention Coordinator. This information will be used within the Loss Prevention Committee to identify trends, and recommend campus-wide corrective actions in order to prevent similar accidents from occurring.

15.7   Insurance

The State of Arizona provides vehicle liability coverage to University employees, registered volunteers, and agents while using a University-owned, leased, or rented vehicle if the vehicle is used for authorized purposes within the course and scope of the travelers authorized duties. State Risk Management will not provide coverage for accidents involving intentional wrong-doing or criminal activities while operating a vehicle.

An employee driving his/her personal vehicle on NAU business is not covered by State Risk Management for damage to his/her vehicle. Liability coverage is provided by the State on an excess basis for a personal vehicle driven within the course and scope of an employee's authorized University duties. Personal liability insurance must be exhausted prior to the State's coverage applying.

15.8   Traffic Citations

State vehicle operators are responsible for the prompt payment of fines for any moving and non-moving traffic citations, other than mechanical failure received while driving a University vehicle.

Under no circumstances shall the citation be paid with University Funds. Citations received for mechanical failure shall be personally taken to the Fleet Manager.

15.9   Vehicle Safeguarding

As with all state equipment assigned to you, you are expected to take every reasonable action to care for state vehicles. Failure to safeguard NAU vehicles could result in disciplinary action, up to and including termination of employment.

15.10   Training Programs

NAU Transportations Services provides behind the wheel Van Safety Training for any potential drivers of University vans. Other necessary vehicle trainings are coordinated by the Fleet Safety Manager.

16.0   Safety and Security for Construction Sites (AAC Title 2, Chap. 10 §207(13))

Construction sites pose a unique hazard for agencies and employees working in or around them. Often, these temporary work sites are congested and a hub of activity occurs simultaneously. Employees must be aware of activities occurring around them and be aware of safety precautions at all times to prevent an accident from occurring. Safety procedures designed specifically for the particular construction site are a must to ensure the safety of employees and to protect the assets of the agency.

Per Arizona State Code, NAU has developed a safety and security plan for construction sites where employees work. This plan consists of site specific procedures established to prevent fire, theft, damage or destruction of property and prevent injury to personnel. The following elements are contained in each construction site safety and security plan:

- Potential safety hazards, weekly inspections of the work site and equipment such as fall-protection, lanyards, tools, personal protective equipment and respiratory protection.
- Documentation of daily and monthly inspections should be maintained on site.
- Safety rules and procedures for the types of risks expected to be encountered on the site.
- Training for each employee in safe work procedures and practices.
- Routine inspection procedures, to include at minimum, visual inspections of all tools or equipment by the user before use, daily inspections of the work-site to identify hazards
- Availability of first aid, emergency equipment and services at the construction site for emergency transportation.
- Loss prevention procedures to prevent theft, vandalism and other losses at construction sites.
- Periodic testing and evaluation of the plan to identify potential problems and correct them in an expedient manner.

6-711 "INTERNAL CONTROL RESPONSIBILITIES"
The universities will establish and maintain a system of internal controls to promote effectiveness and efficiency of operations, reliability of financial reporting and, compliance with applicable laws and regulations.

The president and the senior management of each university are responsible for establishing the internal control structure and for providing relevant information regarding policies and controls to all university personnel. Academic and nonacademic administrators at every level are responsible for compliance with university and board policies and controls.

Ultimate accountability for establishing, maintaining and monitoring a system of internal controls at each university rests with the president. The president may, however, delegate all or a portion of the implementation to other senior managers, in conformance with guidelines to be adopted by the board.

GUIDELINES FOR IMPLEMENTATION OF 6-711 "INTERNAL CONTROL RESPONSIBILITIES"
A. These guidelines are intended to assist the universities in implementing ABOR policy 6-711 "internal control responsibilities." These guidelines may be revised by a majority vote of the audit committee or other ABOR Committee having similar responsibilities. These guidelines are subject to applicable law.

B. "internal control" is a process intended to provide reasonable assurance that the following objectives are met:

     1. Effectiveness and efficiency of operations;
     2. Reliability of financial reporting; and
     3. Compliance with applicable laws and regulations.

C. Internal control consists of five interrelated components that are derived from basic university operations and administrative processes. The five components are:

     1. Control environment - the core of any university is its people and the internal control environmental tone set by senior management. The people and the control environment are the engine that drives the organization. Their individual attributes (integrity, ethical values, and competence) and the environment in which they operate set the tone for the organization and determine the sincerity with which the institution embraces the control environment.

     2. Risk assessment – risk assessment is the process of identifying, analyzing, and managing risks related to the accomplishment of the board's and the universities' objectives. Risk types include strategic, reputational, financial, legal, human resources, compliance, and operational. Risks to be managed consist of downside risks and upside risks.

     3. Control activities - control activities are the policies and procedures established and executed to help ensure the actions necessary to address risks and assure that the board's and each university's objectives are effectively carried out. Examples of control activities include policies and procedures related to authorization, security of assets, and reviews of operating performance, among others.

4. Information and communication – information must be timely and communicated in a manner that enables people to carry out their responsibilities.

      A. All personnel must receive a clear message from senior management that control responsibilities must be taken seriously.

      B. Employees must understand their own roles in the internal control system, as well as how individual activities relate to the work of others.

      C. Employees must have a means of communicating significant information to the leadership.

      D. The university must communicate effectively with external parties, such as students, parents, funding providers, contractors, suppliers, regulators and other stakeholders.

5. Monitoring – monitoring is the process that assesses the quality of internal control performances over time. A properly monitored system must react dynamically to changing conditions.

D. The system of internal control must be under constant review by administrators and supervisors at all levels to determine that:

      1. Prescribed policies and procedures are being interpreted properly and are being carried out;

      2. Changes in operating conditions have not made the procedures cumbersome, obsolete, or inadequate; and,

      3. Corrective measures are taken promptly when systems breakdowns appear.

E. Academic and nonacademic administrators at every level are responsible for managing their units consistent with the board and university policies and controls established.

      1. President

            A. Ultimate accountability for establishing, maintaining and monitoring a system of internal control, and the setting of a positive tone-at-the-top for the internal control environment at each university rests with the president.

            B. The president may delegate all or a portion of the implementation to other senior managers.

      2. Chief financial or business officer

            A. Responsible for establishing and implementing the university's internal control structure,

            B. Coordinates external audits and similar evaluations,

            C. Advises administrators as necessary regarding fiscal policies and procedures, and

            D. Reports annually to the audit committee on behalf of the university regarding the implementation and effectiveness of the university internal control structure. The report will include specific information about implementation, such as descriptions of:

                  1. How internal control requirements are communicated to employees and supervisors,

                  2. How compliance with internal control requirements are measured in employee evaluations, and

                  3. The employment consequences imposed for serious internal control violations for the reporting period.

3. Provosts, vice presidents, deans and other management positions
   A. Responsible for developing, maintaining, and enforcing effective control system policies and procedures within their areas.

4. Chief audit executive
   A. Through the execution of the annual audit plan, responsible for the periodic review of the internal control environment to determine whether adequate internal controls exist and are operating effectively.
   B. To include observations and recommendations for improved internal controls in the audit reports submitted to the audit committee and university administration for appropriate action.

5. All employees
   A. All administrators, business managers and fiscal agents shall be responsible for their unit's internal controls, for operating their units in accordance with university and board policies and procedures, for the preparation of justifiable budget requests, for periodic reviews of their budgets, and for operating their units within the budgets provided.
   B. All employees are responsible for complying with university and board internal control policies.

F. University policies
   1. Each university shall issue and update policies and procedures, which shall be disseminated and/or made available to all personnel of the university.

   2. Adherence to the system of internal control shall be promoted by university management and those in positions of authority who have the responsibility for:
       A. Setting expectations for individual accountability for internal control responsibilities, which includes ensuring adequate separation of duties;
       B. Ensuring employees receive training related to the internal control responsibilities of their positions; and
       C. Ensuring these expectations are documented, discussed, monitored regularly, included in annual performance evaluations, and as appropriate, considered in decisions regarding job retention, promotion, and salary adjustment.

   3. Any individual including an employee, supervisor, or manager, who does not act responsibly with regard to the provisions in a university or board internal control policy, is subject to corrective action, performance improvement, or disciplinary action.

NAU Supervisor's Loss Prevention Compliance Tool

This form is designed to help NAU Supervisors assure that their employees have the knowledge and training they need in order to comply with the NAU Loss Prevention Program. All NAU Employees must complete the NAU Loss Prevention Program Training online. The following list of questions will help assess whether additional training will be required for your employee's job duties.

Yes	No	Compliance Assessment	If yes, then contact:
		Will employee be working in a laboratory?	Chemical Hygiene Officer (928) 523-1146
		Will employee be working with radioactive isotopes or x-ray equipment?	Radiation Safety Officer (928) 523-7258
		Will employee be conducting fieldwork?	Program Coordinator (928) 523-3961
		Will employee be working with potentially hazardous chemicals in a non-laboratory setting (ex: paints, cleaners, glazes, corrosive products)	Program Coordinator (928) 523-3961
		Will employee be working in custodial, maintenance, grounds or skilled trades?	Program Coordinator (928) 523-3961
		Will employee be exposed to blood or other potentially infectious materials?	Biological Safety Officer (928) 523-7268
		Will employee be working with known or assumed asbestos containing materials?	Asbestos Program Manager (928) 523-6435
		Will employee be generating, storing, or disposing of potentially hazardous materials (eg. used cleaning/painting products, laboratory or biological waste)	Hazardous Waste Supervisor (928) 523-1146
		Will employee be driving his/her own vehicle OR a state vehicle for NAU business?	Employee must register as an authorized driver. For more information, call (928) 523-5183.

NORTHERN ARIZONA UNIVERSITY
EMERGENCY PROCEDURES

POLICE / FIRE / MEDICAL EMERGENCY DIAL 911
or Dial 3-3000 from any on-campus phone or (928) 523-3000 from a cell phone

ACTIVE SHOOTER

1. GET OUT
- If possible, exit quickly and quietly
- Leave your belongings behind
- Keep hands raised and fingers spread
- Continue moving from area using cover

2. HIDE OUT
- Hide out of shooter's view
- Barricade entry/windows
- Silence cell phones
- Make an action plan
- Lock doors
- Turn off lights
- Spread out
- Only one person should call 911

3. TAKE OUT
- As a last resort and only when your life is in imminent danger
- Incapacitate the shooter
- Act with extreme physical aggression and throw items at the active shooter

Information for Police or 911
- Location and number of shooters
- Number and type of weapons seen
- Description of shooters
- Number of injuries

When Police Arrive
- #1 Goal of the Police is to locate and neutralize the threat
- Remain calm and follow all instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands, spread fingers and keep hands visible at all times
- Avoid quick movements toward officers
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating
- Realize additional Police and Medical personnel will be arriving

FIRE

- If you observe the presence of smoke, flames or the odor of burning, immediately activate the nearest fire alarm pull station and exit the building.
- Call 911 or (928) 523-3000 if possible to report the location and cause of the fire if you know what it is.
- EVERYONE MUST LEAVE IMMEDIATELY when a fire alarm is activated, even if there are no obvious signs of an emergency.
- DO NOT use the elevator!
- Try to help others evacuate, if you can do so safely.
- Take any personal belongings you may need with you (including wallets, purses, keys, cell phones, etc).
- If circumstances permit, secure your area by closing doors behind you.
- Once outside, meet at your assembly point. Make sure everyone is out and accounted for. Never re-enter the building to search for someone missing, let fire or police officials know.
- If you encounter smoke while evacuating, crawl or get as low as you can. The cleanest air will be within 1 to 2 feet from the floor. If the exit is blocked by fire or smoke, you should use your alternate route. If this is not feasible, go back in your room or office and wait for rescue.
- If you can't escape, close all doors between you and the fire. Call 911 or (928) 523-3000 to notify them of your location.
- Do not re-enter the structure until authorized to do so by public safety officials.

OFFICIAL NAU COMMUNICATIONS

During a campus emergency NAU will distribute information to the campus community utilizing the following methods:

NAU ALERT texts at nau.edu/naualert

Email and/or Pop-ups to NAU accounts

Online at nau.edu/ready

NAU web page at nau.edu

Twitter @NAU

Facebook.com/InsideNAU

FM 91.7 KNAU

AM 1680 KJACK

NAU-TV Channel 4

Blue Phone speakers

WEATHER EMERGENCY
National Weather Service
www.wrh.noaa.gov/fgz

ADDITIONAL SAFETY TIPS

nau.edu/police
Click on the Safety Tips link for written tips and Safety Videos for scenario based information.

BELIEVE YOU WILL SURVIVE!

NORTHERN ARIZONA UNIVERSITY
Emergency Management

EM