

New Employee Orientation Required Training



Middle Georgia
State University

OFFICE OF RISK MANAGEMENT

Office of Risk Management

Welcome!

The Risk Management Department would like to welcome you as a new employee to

Middle Georgia State University

We hope that we can be a great resource for you from the very start. We know that the safety of our students, faculty and staff is of the utmost importance and we are very driven to reduce the numbers of work place injuries. The purpose of this packet is to get you acquainted on some of the ways that we, with your help, make this one of the safest places to work.

We start with some mandatory training that all USG (University System of Georgia) employees must do annually and that is “Right to Know” training. This training is designed to enlighten you about chemicals that may be found in the work place and how to find out information about them, either for your own knowledge or to aid in knowing what to do if you were to come in contact with these chemicals.

Driver’s training is a mandatory requirement as part of our Comprehensive loss Control Program (CLCP). We want to make sure our drivers are safe, courteous and know the do’s and don’ts while driving. This training is mandatory whether you are driving a state vehicle or your own personal vehicle while on official state business or golf carts. Safe drivers have fewer accidents and also receive a lot less tickets, so, that makes our roads safer for all. In this packet you will find out what you need to do to satisfy this requirement.

Transportation Security Administration (TSA) Requires General Aviation Security training to all employees that will be working at or who will visit our Eastman campus once a semester or more. Since 9/11 security at airports has dramatically increased and this training is designed to help you identify any suspicious activity and for you to know what to do if any is observed. More information about this requirement will be found in the following pages.

We encourage you become familiar with the Risk Management website found here: <http://www.mga.edu/risk-management/default.aspx> and take advantage of the training modules that can be assigned at your request, commonly used forms or safety information that will help you be a safety minded and well informed employee. Please feel free to contact us with any questions you may have.

Crime Statistics for MGA

For anyone interested, the most recent information on our Annual Security & Fire Safety Report can be found here:

http://www.mga.edu/police/docs/Annual_Security_Report.pdf

Middle Georgia State University Required Training

For

New Hire Orientation



Middle Georgia
State University

OFFICE OF RISK MANAGEMENT

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**Middle Georgia
State University**

OFFICE OF RISK MANAGEMENT

1. Right to know-Global Harmonization System:

All USG employees are required to take this training upon being hired and required to take it annually thereafter.

Purpose

This program is designed to educate all USG employees on the importance of properly recognizing and safely working with chemicals and hazardous materials and provides an introduction to the new Global Harmonization System requirements with an emphasis on new chemical labels and safety data sheets.

Located: <http://www.usg.edu/facilities/rtk-ghs>

Certificate:

Upon successful completion of this training there will be a certificate at the end that you will need to print a copy and sign for Human resources.

Minors on Campus Policy and Training

Middle Georgia State University (MGA) offers a variety of camps, clinics and activities that bring student and non-student minors onto campus. These include but are not limited to athletic camps, after school programs, science camps, aviation camps, music camps, and other enrichment programs. Moreover, through dual-enrollment including the Georgia Academy of Arts, Mathematics, Engineering & Sciences, the MGA student body includes minors who participate in both academic programs and co-curricular activities, such as Registered Student Organizations and International Programs. These programs are of great educational value and serve to benefit both the institution and the larger community. This policy, which is structured by the guidelines set forth in the Board of Regents policy Protecting Non-Student Minors on Campus, includes minors who are MGA students as well as visiting minors. It seeks to promote the safety and welfare of all minors on our campuses.

SCOPE

This Policy applies broadly to interactions between all minors and institution faculty, staff, students and volunteers in Authorized Programs, as defined herein, on property owned or leased MGA or in MGA sponsored programs at other locations. This policy also establishes requirements for non-MGA entities that operate such programs for minors at MGA campuses or on behalf of the university.

DEFINITIONS

1. **Authorized Adult or Program Staff:** A person, paid or unpaid, who may have direct contact, interact with, treat, supervise, chaperone, or otherwise oversee minors. This definition does not include temporary guest speakers, presenters, or other individuals who have no direct contact with program participants other than short-term activities supervised by program staff; or individuals whose only role is a participant in the education, services, or programs offered.
2. **Authorized Program:** A program, activity, or service operated or sponsored by MGA or by a non-MGA entity using MGA facilities during which agents, employees or volunteers of MGA or non-MGA entity are responsible for the care, custody, or control of participating minors, rather than their parents or guardians. For the purpose of this policy, Authorized Programs do not include events that are open to the general public and that minors may attend at the sole discretion of their parents or guardians; supervised research activities; or other programs that may be designated from time-to-time by the appropriate institution official as exempted from this policy, or specific provision(s) thereof, after approval has been obtained in advance and in writing from the MGA offices of Auxiliary Services and Risk Management.
3. **Child Abuse:** Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means; neglect or exploitation of a child by a parent or caretaker thereof; sexual abuse of a child; or sexual exploitation of a child.
4. **Institutional Facilities:** Buildings, structures and improvements of all types, outdoor areas, campus grounds, and athletic venues owned or leased by MGA.
5. **Mandatory Reporter:** A person who is required by Georgia law to report suspected child abuse to the appropriate authorities. Mandatory Reporters include but are not limited to faculty/teachers, administrators, counselors, social workers, psychologists, law enforcement personnel, and other persons who participate in providing care, treatment, education, training, supervision, coaching, counseling, recreational programs or shelter to minors. Mandatory Reporters whose communications would otherwise be legally privileged are generally required under Georgia law to report suspected child abuse.

6. **Minor:** for purposes of this policy means any person under the age of 18, whether or not enrolled as a student of MGA.
7. **Signs of Childhood Abuse and Neglect:** National guidelines for reports and substantiations of child maltreatment are described in *Appendix A*.

REPORTING HARM TO MINORS

Any Authorized Adult Program Staff or any other Mandatory Reporter under Georgia law who has reasonable cause to believe that suspected child abuse has occurred, shall immediately report the suspected abuse to the campus police department and the appropriate supervisor or Program Administrator who can take immediate action. It is further expected that any other MGA employee, whether a Mandatory Reporter or not, will also appropriately report suspected child abuse. MGA will ensure that the Division of Family and Children Services is notified of the suspected abuse immediately and in no case later than 24 hours after the Authorized Adult or Program Staff (or other reporter) first had reasonable cause to suspect the abuse.

Emergencies: In case of an emergency, one should immediately call the University Police at Main Switchboard 478-934-3002.

All Other Reports of Known or Suspected Abuse or Neglect of Minors: Anyone participating in a University run or affiliated program or activity involving minors or a non-University program or activity operating on campus involving minors who knows, suspects, or receives information indicating that a minor has been abused or neglected, or has other concerns about the safety of minors MUST inform the Office of Risk Management at 478-471-2506 and they will contact appropriate officials/departments they deem necessary.

GUIDELINES & RESPONSIBILITIES

MGA has established administrative policies and procedures that address the safety of minors on campus including:

Code of Conduct: MGA shall develop a code of conduct for Authorized Adults or Program Staff that addresses appropriate behavior and prohibited conduct when interacting with minors, based on *Appendix B* hereto, no later than May 1, 2017. The Code of Conduct will include a general prohibition against being alone with minors. Authorized Adults or Program Staff should be positive role models for minors and act in a responsible manner that is consistent with the mission of MGA.

Program Registration: MGA is responsible for establishing and maintaining a registry of Authorized Programs for minors. The registry will include pertinent information about each of the Authorized Programs such as name of its Program Administrator, the number of participants, whether participants reside overnight, and the number of Authorized Adults or Program staff. Programs will be registered annually, at least 30 days in advance of program start date, with the Office of Auxiliary Services.

Program Requirements: The following important considerations must be addressed prior to approval by MGA of an Authorized Program:

1. Training requirements;
2. Proper screening and background checks for volunteers;
3. Appropriate staffing and supervision ratios.

For Camps, ratios of staff to participants will be as required for accreditation by the American Camp Association:

- 5 years & younger 1 staff for each 5 overnight campers and 1 staff for each 6 day campers
 - 6–8 years 1:6 for overnight, and 1:8 for day
 - 9–14 years 1:8 for overnight and 1:10 for day
 - 15–18 years 1:10 for overnight and 1:12 for day
4. Safety and security planning;
 5. Arrangements for transportation;
 6. Response protocols for injuries or illnesses;
 7. Response protocols for accusations of misconduct;
 8. Transportation needs;
 9. Housing needs;
 10. Participation requirement forms;
 11. Insurance requirements; and
 12. Licensing or exemption therefrom by any and all applicable government agencies.

Participant Requirements: Parents or legal guardians of minors must sign and submit required forms before minors will be allowed to participate in Authorized Programs. These forms may include but are not limited to:

1. registration form;
2. participation agreement including Code of Conduct and Program Policies and Procedures;
3. health information, including short term medication and/or first aid health record log (if applicable);
4. emergency contact information;
5. authorized pickup information;
6. proof of medical insurance and medical release;
7. release of claims/waiver of liability; and
8. media and/or photo/video release.

See *Appendix C* for sample forms developed for Junior Knights summer camp.

Training: All Authorized Adults or Program Staff must receive appropriate periodic training on safety, security, and mandatory reporting requirements and procedures. Additional training may be required depending upon the role of the staff member or volunteer. MGA employees can visit the Risk Management website training page to get information on training requirements and where to find the training links and other useful pertinent information that meets or exceeds the minimal requirements set by the Board of Regents.

Screening & Background Investigations: MGA shall conduct background investigations and appropriate screening of all Authorized Adults or Program Staff participating in MGA-sponsored Authorized Programs in accordance with the USG Human Resources Administrative Practice Manual: Background Investigation. Each Authorized Adult or Program Staff must undergo a background investigation at least once every three years. Procedures for appropriate background investigations are found in the USG Human Resources Administrative Practice Manual: Background Investigations.

MGA Personnel. Staff and volunteers, including MGA students engaged in experiential learning through Knowledge@Work, will undergo a GCIC statewide background check conducted by

University Police at a minimum. If the unit sponsoring or hosting the program wishes to conduct a nationwide check, it will incur the costs of doing so through the MGA Office of Human Resources.

Third Parties. Non-MGA entities using Institutional Facilities for Authorized Programs are required to certify that they have conducted appropriate screening and background investigations and that the results and methods are sufficient to meet institutional standards prior to the start of the Authorized Program. The cost of the screening and background investigations are to be borne by the non-MGA entity.

Facility Use & License Agreements: MGA requires that all non-MGA Authorized Programs enter into binding written Facility Use & License Agreements which include language requiring the non-MGA entity to comply with this policy and to identify Authorized Adults or Program Staff, including certification that each has been the subject of an appropriate criminal background check with satisfactory results and that each has been properly trained. In accordance with Board of regents Policy 9.10.6.3, the form used for such agreements must be USG-approved.

CHILDREN OF EMPLOYEES AND STUDENTS

Children are welcome on campus when the purpose of their visit is to attend classes or to participate in activities specifically scheduled and designed for their benefit.

Except as described above, MGA strongly discourages employees and students from bringing their children to the workplace/campus because of the potential disruption of work/schoolwork, health and safety concerns, and liability to the University.

In unique cases where the employee or student has a special need to bring a child to work/campus, they must first get permission from their department head and Human Resources (if an employee) or the classroom professor/Student Affairs (if a student). Employees and students will not be allowed to bring their child on a regular basis for any reason.

Children of employees and students are not allowed in any high risk areas such as: laboratories, shops, studios, mechanical rooms, power plants, garages, hangars, food prep areas, or any other area containing power tools or machinery with exposed moving parts or be allowed to drive or be a passenger in any state owned vehicles including golf carts.

During authorized visits, children must not be left unattended or with other employees, visitors, or students. Employees and students are responsible for all aspects of their child's behavior, safety and are financially responsible for any damages the child may cause.

The department head or Human Resources may direct an employee, and Student Affairs or University Police may direct a student, to remove the child from the workplace at any time if the department head/HR or Student Affairs/University Police determines that this policy has been violated or that the child's presence negatively impacts the University interests.

ENFORCEMENT

Sanctions for violations of this policy will depend on the circumstances and the nature of the violation, but may include a full range of available University sanctions applicable to the individual including suspension, dismissal, termination, prosecution, and where appropriate, exclusion from campus. The University may also take necessary interim actions before determining whether a violation has occurred. The University may terminate relationships or take other appropriate actions against non-University entities that violate this policy.

APPENDIX A: *Signs of Childhood Abuse and Neglect*

Nationally, most reports and substantiations of child maltreatment are neglect, followed by physical abuse and sexual abuse.

Neglect occurs when parents or caretakers do not provide proper supervision, control, subsistence, education as required by law, or other care necessary for healthy development.

Physical signs may include:

- Poor hygiene.
- Inappropriate or ill-fitting clothes.
- Being left alone or with people unstable to provide proper supervision.
- Obvious lack of necessary medical treatment.

Behavioral signs may include:

- Chronic hunger or sleepiness.
- Delayed language development.
- Clinging behavior or development of indiscriminate attachments.
- Frequent complaints of feeling unwell.
- Frequent tardiness or absence from school.

Physical Abuse is a non-accidental injury of a child by a parent or caretaker.

Physical signs may include:

- Bruises, welts, or swelling.
- Sprains or broken bones.
- Lacerations or abrasions.
- Bite marks.
- Unexplained or repeated injuries.

Behavioral signs may include:

- Attempts to hide injuries.
- Difficulty sitting or walking.
- Wariness of physical contact with adults.
- Reluctance to go home.
- Depression or self-mutilation.
- Fear of parent(s) or caregiver(s).

Sexual abuse is exploitation of a child for the sexual gratification of an adult or older child.

Physical signs may include:

- Difficulty walking or sitting.
- Torn, stained, or bloody clothing.
- Genital pain or itching.
- Sexually transmitted diseases.

Behavioral signs may include:

- Precocious sexual knowledge or behavior.
- Extremes-hostile and aggressive or fearful and withdrawn.
- Self-mutilation.
- Substance abuse.
- Running away.

APPENDIX B: *Guidelines for Working with Minors*

Those associated with programs or activities involving minors should observe the following “do’s and don’ts” in order to maintain a safe and positive experience for program participants, encourage parental confidence, and avoid mistaken allegations.

DO:

- Maintain the highest standards of personal behavior at all times when interacting with minors. Whenever possible, try to have another adult present when you are working with minors in an unsupervised setting.
- Conduct necessary one-on-one interactions with minors in a public environment where you can be observed.
- Listen to and interact with minors and provide appropriate praise and positive reinforcement. Treat all minors in a group consistently and fairly, and with respect and dignity.
- Be friendly with minors within the context of the formal program or activity while maintaining appropriate boundaries.
- Maintain discipline and discourage inappropriate behavior by minors.
- Consult your supervisor if you need help with misbehaving youth.
- Be aware of how your actions and intentions might be perceived and could be misinterpreted. Consult with other adult supervisors or colleagues when you feel uncertain about a situation.

DON’T:

- Don’t spend a significant time alone with one minor away from the group or conduct private interactions with minors in enclosed spaces or behind closed doors.
- Don’t engage in inappropriate touching or have any physical contact with a minor in private locations.
- Don’t use inappropriate language, tell risqué jokes, or make sexually suggestive comments around minors, even if minors themselves are doing so.
- Don’t give personal gifts to, or do special favors for, a minor or do things that may be seen as favoring one minor over others.
- Don’t share personal information with minors about your private life or have informal or purely social contact with minor program participants outside of program activities.
- Don’t strike or hit a minor, or use corporal punishment or other punishment involving physical pain or discomfort.
- Don’t relate to minors as if they were peers, conduct private correspondence or take on the role of “confidant” (outside of a professional counseling relationship).
- Don’t date or become romantically or sexually involved with a minor. Don’t show pornography to minors or involve minors in pornographic activities.
- Don’t email, text, or engage with minors through social networking media unless there is an important educational or programmatic reason to do so and you are communicating consistently to all minors of the program.

Minors on Campus Policy Acknowledgement Form

I _____ have read the Minors on Campus policy and acknowledge that I understand that I am a *Mandatory Reporter* of any suspected child abuse or neglect. I understand my obligation and duty, and by signing below, I promise to adhere and respond to any adverse situation that involves a minor on any MGA property or sponsored MGA event anywhere.

Signature _____ Date _____

If at any time you have any questions or are unsure of what to do in any situation regarding minors, or if you feel you may need additional training on this subject, please contact the Office of Human Resources or the Office of Risk Management and Police Services for assistance.

Driver Qualification Requirements and Procedures for Employees

Why this is required:

This is required because the Department of Administrative Services (DOAS) requires this as part of our Comprehensive Loss Control Program (CLCP) in which participation in this program lowers our Workers Compensation Insurance premiums as well as lowers the deductible for any claims that may occur. Also, because of the fact that MGA has multiple campuses and the likelihood of having to travel to another campus is very high, so we need to ensure that our drivers are safe drivers with valid driver's licenses prior to their necessity to drive. Therefore it has been determined that all eligible MGA employees are screened, trained and are prepared to operate state vehicles (including golf carts) and personally owned vehicles (POV's) or rented vehicles whenever necessary, while conducting official state business.

All new employees should view this short video from DOAS:

https://www.youtube.com/embed/H27_vDaStYg

Procedure for requirement:

All new employees at orientation and all established employees annually, will be asked to fill out a Drivers Acknowledgement Form found here:

http://www.mga.edu/risk-management/docs/forms/Driver_Acknowledgement_Form.pdf

This form includes their driver's license information which is needed to run a motor vehicle report (MVR). If your position requires you to drive a 15 passenger van you must check the box on the form requesting 15 passenger van training.

MGA does not permit anyone to operate a 15 passenger van without first successfully completing the 15 passenger van training assigned by the Office of Risk Management.

The completed form must be then emailed to the Office of Risk Management at riskmanagement@mga.edu . Once the MVR has been completed and the results are acceptable, then the training will be assigned to the employee.

If the employee has not had any moving violations within the last three years they will only need to take the DOAS ***Drivers Do's and Don'ts for Safe Driving*** training. If the employee has had moving violations within the last 3 years they will be assigned a more comprehensive type training.

All training will come via an email from the Office of Risk Management and will contain instructions, login information and a link to the training. The employee must successfully complete this training in order to be in compliance of our MGA Motor Vehicle Use policy and to be allowed to drive for official institutional business.

Disqualified Drivers:

In the event your MVR is not acceptable (driver record exceeds 10 points) you will not be allowed to drive for institutional business and in some cases may affect your employment which will be determined by your department head and the Office of Human Resources.

Notification of License suspension or major driving offense:

You must notify your immediate supervisor and the office of Risk Management of any driver license suspension or major driving offense, whether it happened while on institutional business or not, to determine whether you're driving privileges for MGA will be suspended or terminated

Travel Reimbursement:

No travel reimbursement (mileage) will be considered for using your personal vehicle without having completed the Driver Training requirement within the last 12 months.



Motor Vehicle Use Program Driver Acknowledgement Form

Before operating a vehicle for state of Georgia business, employees as designated by the Motor Vehicles Use Policy must use this form to certify that they are qualified to safely operate the vehicle.

By signing this form, I certify that I am qualified to safely operate a vehicle for state business. I specifically certify the following: **(Please initial on each line - do not just use a check mark.)**

I have a valid license for operating the vehicle and agree to have it in my possession.

I do not currently have more than 10 points on my driver's license.

I agree to use vision correction measures while operating the vehicle, if required by my drivers license.

I agree to report any ticket or warning that I receive while operating the vehicle on state business.

I have not had an "at fault" motor vehicle accident in the past 6 months.

I do not have pending charges, or a conviction within the past 6 months, for the following offenses, and I agree to immediately notify my supervisor using RMS101 Form-2 should I be charged with one or more of these offenses: Driving Under the Influence, Driving While Intoxicated, Leaving the Scene of an Accident, Refusal to take a Chemical Test for Intoxication, Aggressive Driving* or Exceeding the speed limit by more than 19 mph*.

I agree to notify my supervisor of any changes involving the above initialed items before I operate a vehicle for state business.

I agree to notify my supervisor using RMS101 Form-2 immediately upon License Suspension, Revocation, or Expiration.

I understand that I may be subject to a MVR background history check in order to comply with the USG MVR Policy.

Please check box to the right if 15 passenger van training is also needed.

15 Passenger Van Training

Please check box to the right if you will be operating a golf cart.

Golf Cart Safety

Email _____

Office Phone Number

Drivers License Information below-Please fill out completely and exactly as it appears on your Driver's license

First Name Last Name

Date of Birth Drivers License Number State Issued

Signed By : _____

Current Date

*Only if conviction would result in more than 10 points accumulated on the driving record.

Warning: This card is not to be used for the registration of a privately owned vehicle. Any person using this card for such a purpose may be subject to criminal prosecution.



State of Georgia Government Vehicle Georgia Liability Insurance Identification Card

Insurer: State of Georgia DOAS/RMS Self Insurance Program
Policy Numbers: TCP – 401 – 14 – 18 / CGL – 401 – 14 – 18
Coverage: July 1, 2017 – June 30, 2018
Insured: State of Georgia Government or State employees while operating a vehicle within the scope and course of employment.

Card Issued by DOAS Risk Management Services – Fleet

KEEP THIS CARD IN YOUR MOTOR VEHICLE WHILE IN OPERATION

Toll Free Phone: 1-877-656-7475 Report accidents within 48 hours

If you are in an accident, be sure to get the following information before leaving the area:

- 1) Date, Time, Place;
- 2) Your Vehicle-year, make, model, tag;
- 3) Describe Accident. Include:
 - Direction each vehicle was traveling,
 - Weather conditions,
 - Details of accident.
- 4) For all individuals include: name, address, employer, home and work phone numbers. Describe injuries claimed and observed; ID hospital, if applicable;
 - Insured (State Employee) driver
 - Your passengers
 - Other driver
 - His/ her passengers
 - Witnesses
- 5) Other vehicle(s): year, make, model, tag, insurance co. and policy #;
- 6) Police: agency, officer, citations issued (?), to whom?

Required for all employees that work at or visit the Eastman campus

TSA Training (Transportation Safety Administration)

Purpose:

The Transportation Security Administration (TSA) has issued an “interim final rule” on security awareness that includes all Middle Georgia State University employees.

As of September 21, 2004, the rule requires every employee that frequents or works at an airport to participate in initial and recurrent security awareness training. Employees will obtain initial training from the TSA online training program.

Therefore, employees who will visit the Aviation Campus at least once a quarter and all employees who work at the Aviation Campus must complete the on-line TSA training.

Employees who meet these criteria must complete the training within two weeks of their initial hire date and annually thereafter. This requirement also applies to employees of other agencies who work at the Aviation Campus or visit the campus at least once each quarter. Employees or visitors who do not complete the training will have to be escorted when on the Aviation Campus.

Training Located:

<http://www.mga.edu/risk-management/tsa-training.aspx>

Certificate:

Upon successful completion of this training there will be a certificate at the end of the training that you will need to fill out and forward a copy to Brenda Kinard brenda.kinard@mga.edu. An example certificate is on the next page so please make sure to fill out all areas correctly as shown.

General Aviation *Security*



Presented November 11, 2016 to

Joe Smith

For successfully completing the General Aviation Security course presented online by the Transportation Security Administration and the AOPA Airport Watch program.

This course meets TSA requirements for initial/recurrent security awareness training (I.A.W. 49 CFR 1552). (circle one)

www.aopa.org/securitycourse

Your ADP # Here

* Distinct Identification Number
(Employee ID#)



Transportation
Security
Administration



Joe Smith

* Flight School Employee Signature

* Information only required if completing TSA security awareness training.

Middle Georgia State University

General Safety Policy

The following general safety rules have been developed to provide a safe and healthy working environment for all employees. These apply to all work activities.

- Report to work well rested and physically fit to be able to give full attention to your job.
- Persons with physical or mental impairment shall not be assigned to tasks where their impairment has a potential to endanger themselves or others.
- No person shall be permitted to remain on the premises while their ability to work is so affected by alcohol, drugs (prescription or non-prescription) or other substance, so as to endanger their health or safety or that of any other person.
- Persons working alone shall be required to check-in regularly with their supervisor to ensure that their wellbeing is maintained.
- Inappropriate behavior, such as horseplay, fighting and practical jokes are extremely dangerous and will not be tolerated.
- Any unsafe conditions which are encountered shall be corrected or reported to your
• Supervisor or Risk Management Department.
- Do not operate any machinery or equipment if it is known to be in an unsafe condition .
- Machinery and equipment, including vehicles, are only to be operated by qualified persons and then only when adequately trained in the use of the equipment and authorized to operate it.
- Unsafe Acts shall be reported to your Supervisor and/or the Public Safety Department.
- Personal protective equipment (PPE) must be worn when performing specific duties that require its use to ensure worker safety. Persons refusing to wear PPE will be subject to disciplinary action. Selection of the correct PPE may require assistance; contact your supervisor or Risk Management for guidance.
- Employees must inform Supervisors when they have significant allergies which might be encountered while at work (i.e. bee stings). This information is to be passed on to their department head so that first aid personnel can be made aware of it. The person with the severe allergy should carry an "ANA Kit" or "Epi-pen" and be familiar with how to use it.

- Avoid manual lifting of materials, articles or objects which are too heavy. Wherever possible, use mechanical lifting devices to move heavy objects or get the assistance of a coworker.
- Smoking is prohibited within the premises and vehicles at all times. Smoking is not permitted anywhere on campus nor is the use of any type of smokeless tobacco.
- Avoid parking, even temporarily, in designated fire lanes.
- Employees are responsible for reporting to their Supervisor and Human Resources Department whenever they become sick or injured at work. All injuries, no matter how minor, must be reported immediately.
- Always keep your work area clean and orderly. Poor housekeeping habits can be a serious safety hazard. Do not leave materials in aisles, walkways, stairways, roads or other points of egress.
- Any damaged equipment or missing machine guards must be reported to your Supervisor.
- All warning signs, signals and alarms shall be obeyed.
- Employees/students shall not use unfamiliar tools or equipment without proper instruction and permission from their immediate Supervisor. Always use the correct tool for the job, do not improvise.
- Loose or ragged clothing, dangling neckwear or bracelets shall not be worn around moving parts of machinery or electrically energized equipment.
- Firefighting equipment shall be maintained in accordance with the manufacturer's instructions and the requirements of the Fire Code.
- Whenever mobile equipment or vehicles are equipped with seat belts, the operator and passengers shall use the belts whenever the equipment is moving. Failure to abide by this requirement will result in disciplinary action.
- Flammable liquids are to be handled and stored only in approved safety containers.
- Proper lids and caps must always be used on storage containers. Cloth, paper, and other "make-shift" lids and caps are prohibited. Use bonding cables while filling containers holding flammable liquids.
- Never dispense gasoline into a fuel tank while the engine is running, or the motor is hot.
- Do not dispose of any hazardous materials or flammable liquids by pouring them down a sewer or drain. Guidance in proper disposal of hazardous materials is available from the Office of Environmental Health and Safety or Risk Management.
- Compressed gas cylinders should be stored in an upright position and chained or otherwise secured. Where not connected to a service line or manifold system, the protective caps for these cylinders shall be in place.

- Flash-back arrestors or reverse gas flow check valves must be in place on all oxy-acetylene fuel cutting equipment.
- Compressed air shall not be used for cleaning clothing or to blow dust from your body.
- Do not attempt to repair defective wiring or other electrical equipment. Report defective electrical equipment to your Supervisor. Electrical equipment can only be repaired or serviced by a qualified electrician.
- Faulty or makeshift ladders must never be used.
- When lifting, have a secure footing, bend your knees, keep your back straight, take a firm hold of the object being lifted and slowly straighten your legs. If you must turn with a load, turn your feet and whole body. DO NOT twist yourself. Avoid reaching while lifting or putting the object down. If the object is too heavy for you, get assistance.
- Keep your work area safe, efficient and pleasant by keeping it clean and orderly.
- If something looks unsafe, it probably is ... IF YOU ARE IN DOUBT ... ASK

Campus Carry

On May 4, 2017, Georgia Governor Nathan Deal signed House Bill 280, the “campus carry” legislation. In the weeks since, the University System of Georgia has been working on guidance regarding the legislation, which was issued to institutions on May 24.

Below, you can find a link to the guidance. Middle Georgia State University’s administration is continuing to work closely with campus law enforcement, legal experts, and our colleagues at the USG to identify, draft, and finalize any policy changes required by the implementation of House Bill 280.

Over the course of the next few weeks our University Police and Legal Counsel will collaborate with all administrative divisions to answer questions and make information easily available to students, parents, faculty, staff, and visitors. On this page, you will find information, links to new and updated policies, and answers to Frequently Asked Questions, as they are available.

If you have comments, questions, or recommendations with respect to MGA implementation of the new legislation, you may send them to police@mga.edu. We remain dedicated to providing a safe learning and work environment for our students, faculty, staff and visitors. Thank you for all you do to advance extraordinary higher learning at Middle Georgia State.

Sincerely,

Christopher Blake, PhD
President

USG Guidance

On May 24, the University System of Georgia provided [this guidance](#) to all units of the University System.

On June 1, [additional guidance](#), including the answers to several frequently-asked questions, was provided by the USG.

Georgia’s “Campus Carry” Law

[Click here](#) to review the text of HB 280, the “campus carry” law.

Questions, comments, concerns:

If you have questions or comments about “campus carry,” you may contact MGA Police via email to police@mga.edu.