

An Employees' Handbook



**SAFETY  
AWARENESS**

VIRGINIA COMMONWEALTH UNIVERSITY  
VCU HEALTH SYSTEM



## Emergency Telephone Numbers

(Available 24 Hours)



FIRE (Dr. RED)	
CODE BLUE/CODE 99	*50
MEDICAL EMERGENCY	
FACILITY EMERGENCY (East Campus)	
<hr/>	
CAMPUS POLICE	8-1234
CHEMICAL/RADIATION	8-9834
VCUHS SAFETY & SECURITY	8-6595
ELECTRICAL/MECH. VCUHS	8-6868
ELECTRICAL/MECH. VCU	8-9444
VCU/VCUHS/MCVP PAGING (INTERNAL)	*60
VCU/VCUHS/MCVP PAGING (EXTERNAL)	828-4999
ESCORT SERVICE	8-WALK
HOSPITAL EPIDEMIOLOGY	8-2121

## Non-Emergency Telephone Numbers

Emergency Room	8-9151
Employee Health Services	8-0584
Hospital Engineering	8-6868
Clinical Coordinator	628-0034
Hospital Risk Management Office	8-1707
Hospital Safety & Security	8-6595
Office of Environmental Health & Safety	8-OEHS
Chemical & Biological Safety	8-4866
Radiation Safety	8-9131
Fire & Occupational Safety	8-7899
Physical Plant (University)	8-9444
University Police	8-1214
University Risk Management Office	8-6533
University Workers' Compensation Office	8-1533

Safety Awareness is intended to provide new employees of Virginia Commonwealth University and the Medical College of Virginia Hospitals with information that will be useful in preventing accidents, handling emergencies, and minimizing risk while at work.

This handbook was prepared by the Office of Environmental Health & Safety. Please direct comments or corrections to: OEHS, Box 980112, or call 828-OEHS.

This handbook and other forms can be found and downloaded from our website: <http://www.vcu.edu/oehs>

## INTRODUCTION

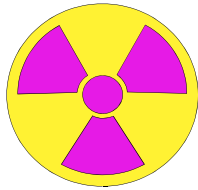
Getting off to a good start at a new job is always a challenge. Learning what the job requires of you, how to get the job done, and the kind of assistance you can expect will help you become productive and comfortable on the job.

Another important step in getting off to a good start is learning about your new job's safety rules and guidelines. In your first few days at VCU/VCUHS, your supervisor will explain the specific guidelines that apply to your workplace. Reading this booklet will play an important role in your safety consciousness.

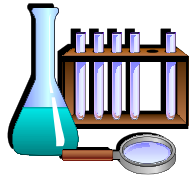
Doing your part to make the workplace safe is a crucial step for everyone's safety at VCU/VCUHS. Obeying such safety signs as "No Admittance," "No Smoking," "Warning: Asbestos," "Caution," and "Hard Hat Area" is one of the easiest ways you can help promote safety at the University and Hospital. Learning the 24-hour emergency telephone numbers, listed on the inside cover, is an easy way to be prepared for emergencies. This booklet also contains information about:



Biological Safety



Radiation Safety



Chemical Safety



Occupational Safety



Fire Safety



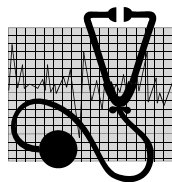
Infection Control



VCU Police



Risk Management



Employee Health Services

## FIRE SAFETY



The hospital and university receive approximately 200 emergency fire calls each year. Fortunately, most of the calls are not fire emergencies. All fire alarms should be treated as actual emergencies. Never assume a fire alarm is just a test or false alarm. The two most common causes of a fire are cigarettes discarded in trash cans and malfunctioning or misused electrical equipment. Both causes are easily preventable.

Smoking is not permitted in any hospital or university building. If you smoke and smoking is permitted in your work area, make sure ashtrays are provided. It is also important to let cigarette butts grow "cold" in the ashtray before emptying them in the trash can.

Check your work area for frayed wires. Make sure your electrical equipment is working properly. If you notice any problems, tell your supervisor immediately. When an electrical malfunction occurs, always have it repaired as soon as possible. Label the piece of equipment to show that it is damaged.

Finally, familiarize yourself with at least two ways to exit your building in the event of a fire emergency and be aware of the designated meeting area for your department.

If you smell smoke or see flames, remember

# R.A.C.E.R.

**R**escue anyone in danger

**A**ctivate the fire alarm - **r** 50 in hospital buildings, 8-1234 in academic buildings

**C**lose all doors to contain smoke

**E**xtinguish the fire ( if you have received fire extinguisher training)

**R**elocate patients to a safe area (when applicable)

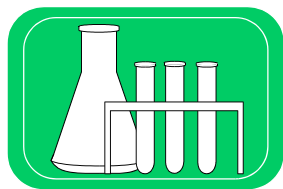
VCU/VCUHS Evacuation/Fire Fighting Policy:

Main/North Hospitals: Defend in Place - Relocation to Safe Areas as Necessary

All Other Buildings: Fully Evacuate in all Fire Emergency Situations

Each building should maintain an evacuation plan and conduct an evacuation drill at least annually. Call the Fire and Occupational Safety Office at 828-7899 for more information.

## CHEMICAL SAFETY



Chemical safety has become a large part of modern life. There are more than a half-million different man-made chemicals currently used in this country every day. Many more are introduced every year. We use chemicals not only at work, but at home as well. Cosmetics, cleaning agents, medicines, and even the food we eat are made up of chemicals. Some chemicals, such as explosives,

solvents, and strong acids or bases can be extremely harmful if not handled properly while others are relatively safe. The first step in avoiding physical harm from chemicals with which you come in contact is to become aware of their hazards and how to protect yourself from these hazards.

Chances are, as an employee of VCU/VCUHS, you will work with chemicals in some way. Typical uses range from a laboratory technician who utilizes hundreds of chemicals to office personnel who may use correction fluid, copy machine toner, and various cleaning agents. No matter who you are or where you work, carelessness with chemical products may result in serious injury or even death. It is essential that all employees discuss with their supervisors the types of chemicals they will be using on the job and the hazards associated with their use. Remember, chemicals can be anywhere, and in order to handle them safely, you must be aware of the hazards they present.

### WORKER'S RIGHT-TO-KNOW (HAZARD COMMUNICATION)

OSHA's *Hazard Communication Standard*, also known as "worker's right-to-know," requires that all U.S. workers will be informed about the hazards in their work place. Employees must be told how to prevent injury from exposure to hazardous chemicals found within their work environment. The worker's right-to-know law also requires the following:

- A comprehensive *chemical inventory* must be made of all hazardous materials found within the work environment.
- *Material Safety Data Sheets (MSDSs)* must be maintained for each chemical listed on the inventory. Copies of the MSDSs must be made accessible to all employees.
- All containers of hazardous chemicals must be labeled with the appropriate *warning information*, including the potential hazards of the product.
- *Employees must also be informed* of the chemical hazards in their work place, how to protect themselves from these hazards, and what to do in the event of an emergency.

A brochure which discusses the VCU/VCUHS Hazard Communication Program in greater detail is available from OEHS. This brochure should be reviewed by all employees prior to beginning work with VCU/VCUHS.

### WORKER'S RIGHT-TO-KNOW STATEMENT

A form titled "WORKER'S RIGHT-TO-KNOW STATEMENT" from Virginia Commonwealth University Medical College of Virginia Hospitals. The form includes a logo for VCU and OEHS, and four sections labeled Section I, Section II, Section III, and Section IV, each with a large empty rectangular box for text entry. At the bottom of the form, there are two horizontal lines for signatures.

The *Worker's Right-To-Know Statement* helps track compliance with the Hazard Communication Standard. This statement must be completed by all employees in conjunction with their supervisor. VCU employees should return the completed form to OEHS. The information is then entered into the Human Resources computer system where it is used to track employee training and hazard identification. VCUHS employee's completed forms should be maintained in the employee's personnel file. The signatures at the bottom of the statement indicate that this review has been performed. Signing this document does not relieve VCU/VCUHS of responsibility or negate the employee's rights to protection. It merely signifies that the individual has been informed of his/her right-to-know. As additional hazards are identified during the course of employment, new Worker's Right-To-Know

Statements should be completed and submitted to OEHS if a VCU employee or filed in the employee's personnel file if employed by VCUHS.

### MATERIAL SAFETY DATA SHEETS (MSDSs)

*Material Safety Data Sheets (MSDSs)* are documents which provide a vast amount of information about a chemical product. An MSDS can answer the following questions regarding a chemical:

- Chemical and common name(s) of all hazardous ingredients;
- Physical and chemical characteristics;
- Physical hazards (potential for fire, explosion, etc.);
- Known acute and chronic health effects and related health information;
- Primary routes of entry into the body (e.g., inhalation, skin absorption);
- Information on exposure limits;
- Information on whether the hazardous chemical is considered a carcinogen;
- Precautions for safe handling, including personal protective equipment; and,
- Emergency and first aid procedures.

Always review the MSDS prior to working with a hazardous material. MSDSs can be obtained directly from the manufacturer or distributor - many companies will fax a

copy immediately. MSDSs may be accessed via the Internet or other computer media; however, hard copies must be readily available to departmental employees. MSDSs may be obtained from OEHS. Requests for MSDSs must be typed and include: chemical name, product number, and manufacturer's name, address, and phone number.

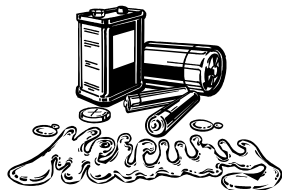


## CHEMICAL SPILLS

Not all accidents involving chemicals can be prevented, but they can be minimized by planning ahead. Departments must be fully prepared to handle chemical emergencies. Emergency procedures must be developed and communicated to all personnel prior to an unfortunate event occurring. OEHS is available to offer technical assistance in preparing for such emergencies. Spill kits are available from most laboratory supply companies to handle such contaminants as mercury, acids & bases, solvents, formalin & glutaraldehyde, cytotoxin, and blood borne pathogens. Prior to a spill, employees must be trained on spill kit location and use.

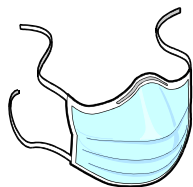
## MERCURY HANDLING PROCEDURES

Elemental mercury is utilized in many areas of VCUHS and VCU and creates a unique hazard when it is spilled. Employees working in areas where mercury or mercury-containing devices are used should be able to properly manage a mercury spill. Spill kits should be available in these areas. OEHS monitors areas where spills have occurred to ensure that the cleanup was effective.



## RESPIRATORY PROTECTION

In some areas of VCUHS and VCU, respirators (masks) are necessary to protect employees from harmful dusts, fibers, fumes, mists, gases, or vapors. Individuals who wear respiratory protection must be fit-tested to determine if the respirator is providing an effective barrier. VCU and VCUHS employees who may be exposed to tuberculosis must be fit-tested for a specific (N-95) mask. Guidance as to the proper selection and use of respiratory protection is provided by OEHS.



## CHEMICAL DISPOSAL

VCU is considered a *Large Quantity Generator* of hazardous waste by the Environmental Protection Agency (EPA). Due to this



classification, the University is required to dispose of hazardous waste within 90 days of generation through an EPA-approved disposal facility. On the East Campus, chemical waste is accepted for disposal on all Tuesday and Thursday mornings in Sanger Hall, Room B2-001. On the West Campus, the departments of Biology and Chemistry manage chemical waste in conjunction with OEHS by calling 828-1392 and scheduling an appointment.

The following are guidelines for properly handling chemical wastes:

- Chemicals are not to be disposed of in the sink.
- Chemical wastes must be stored properly prior to disposal. Containers should be compatible with the waste and protected from shock or breakage.
- All containers must be properly labeled, and a waste disposal form must be completed and signed by the principal investigator.
- All containers must have tight fitting lids.

## SAFE HANDLING OF CHEMICALS

The following guidelines should be practiced when handling chemical substances:

- Wash your hands thoroughly after using chemical substances and especially before going on breaks or to lunch.
- Ensure that all containers are properly labeled. Only use a product you are absolutely sure how to use safely.
- Dispose of chemical substances once you are aware of the proper disposal method. Dispose of all old and outdated chemicals.
- Use products as they are intended to be used. Manufacturers' instructions must be followed precisely, particularly if dilution of the original product is necessary.
- Use the proper personal protective equipment when it is required for the safe use of a chemical substance.
- If a spill occurs and you or a fellow worker are exposed to a hazardous chemical, contact your supervisor immediately. Be aware of the first aid procedures for the chemicals that you use.
- When storing chemicals, make sure the cover for each container is secured. Keep storage areas neat and organized. Be sure emergency exits are never blocked. Keep quantities to a minimum. Avoid buying chemicals in bulk, buy only what is necessary to complete the project for which they are intended.

## BIOLOGICAL HAZARDS

Many laboratories in the University and Hospital perform work involving biological hazards (a.k.a. "Biohazards"). Work with biohazardous agents must be carried out in a protocol approved by the Institutional Biosafety Committee (IBC). If such research also involves recombinant DNA, the IBC must approve the research prior to initiation.

All biohazard research must follow guidelines designed by the Centers for Disease Control and Prevention (CDC) and the National Institutes of Health (NIH). These guidelines are outlined in the publication - "Biosafety in Microbiological and Biomedical Laboratories." This text designates various "biosafety levels" (1 - 4) and the precautions that must be taken for each. No biosafety level 4 research is permitted at VCU/VCUHS. A limited number of biosafety level 3 studies are being conducted.

If you have any questions regarding the safe use of chemicals or biological agents in your work environment, please contact your supervisor and/or OEHS at 827-0353.

## INFECTIOUS WASTE

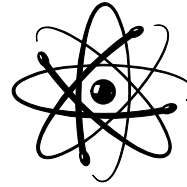
Materials contaminated with pathogens (e.g., blood, body products, etc.) must be discarded in accordance with the Virginia Department of Environmental Quality (DEQ) regulations. Such waste, referred to as "infectious" or "medical" waste can either be picked up by an approved medical waste contractor, or disinfected on site. On-site disinfection may be autoclaving the waste or chlorination. Autoclaves must be tested for efficacy once a month. Autoclave tape or other indicators must be used to ensure the disinfection was accomplished. When the waste is to be transported off site by a contractor, the waste must be properly labeled and packaged. The following points should be remembered when managing infectious waste:

- always follow *standard precautions* when handling infectious waste;
- contact Customer Service, 828-9444, for off site disposal of infectious waste;
- never use red or orange bags to dispose of non-infectious waste;
- place autoclaved waste in a properly labeled opaque bag or box and dispose of directly in nearest solid waste dumpster;
- place infectious sharps in a red, biohazard labeled, plastic sharps container;
- never fill sharps containers more than 3/4 full; and,
- place non-infectious sharps in a rigid plastic container or doubled-walled cardboard box - clearly labeled "non-infectious sharps" - dispose of directly in the nearest solid waste dumpster.

VCUHS employees must review the hospital-specific program regarding the disposal of regulated medical waste.



## RADIATION SAFETY



Some employees at VCU/VCUHS are likely to be exposed to radiation in the course of their normal job duties. These employees are classified as radiation workers and are subject to radiation protection controls and receive specific training.

While you may not be classified as a radiation worker, your work may be located near a radiation area or you may need to enter a room posted with a radiation sign. What are the risks involved and the precautions you should follow?

## RADIATION EXPOSURE

Natural radiation is everywhere. We are exposed to a constant stream of radiation from outer space. Radioactivity is in the ground, the air, the buildings we live in, the food we eat, the water we drink, and the products we use.

Radiation dose is measured in milliSievert or millirem. An individual in the United States averages approximately 2.6 milliSieverts (or 260 millirem) of exposure each year from natural sources. In addition, many of us will average another milliSievert (or 100 millirem) per year from medical procedures. Regulations allow radiation workers to receive an annual dose of 50 milliSieverts (or 5,000 millirem) at work. Radiation monitors are used to measure these doses.

Radiation exposure can be either external or internal. It can occur by being near a radiation source (external exposure), or by transfer of radioactive materials into the body through touching, eating, and breathing (internal exposure) contaminated materials.

## RADIATION AND RISK

Exposure to high levels of radiation - much higher than permitted for radiation workers - has been associated with cancer, birth defects, and other health problems. But, in general, the risks associated with occupational exposure are smaller than the risks associated with many other day-to-day activities.

## SOURCES OF RADIATION AT VCU

At VCU/VCUHS, the main sources of radiation exposure include laboratories, patients, and X-ray producing machines. Some of the areas or departments that use radiation and radioactivity include Nuclear Medicine, Diagnostic Radiology (X-ray), Radiation



Oncology, the Molecular Imaging Center, some patient rooms, and many of the University's research laboratories. The rooms where radiation sources are located are labeled with signs. Laboratories which use radioactive materials are posted with signs displaying the radiation symbol and the words "Caution - Radioactive Material". Inside the laboratories, labels may be posted on items and equipment such as doors, hoods, lab benches, refrigerators and freezers, trash cans, glassware, small animal cages, and other items. Plastic backed absorbent paper is used to protect bench tops from radioactive contamination. Care must be taken to prevent contamination of personnel. For this reason, workers must be careful not to touch equipment or fixtures that are labeled with the radiation symbol. Also, eating, drinking, smoking, and using cosmetics are prohibited in rooms where unsealed radioactive materials are used or stored. Cleaning or working around benches, hoods, sinks, or refrigerators is prohibited unless otherwise instructed by the area supervisor. Finally, all radioactive waste must be kept in labeled containers and transferred to the Radiation Safety section of the Office of Environmental Health & Safety for disposal. Housekeeping staff should not remove trash with radioactive labels from any area.

Patients can be a source of radiation when they have undergone treatment or tests using radioactive medicines or sources. Do not enter a patient's room that has a sign posted with the radioactive symbol. Check with your supervisor or the Radiation Safety Officer for procedures and precautions to be followed for these patients. Patients who are given very small amounts of radioactive medicine do not pose significant radiation hazards and their rooms are not labeled.

Machines, such as diagnostic and dental X-ray machines and therapy units, are located in patient service areas. This type of radiation does not cause the equipment, patients, or clothing to become radioactive, but external exposure can occur if the machines are approached while in use. Therefore, entry to these rooms is prohibited while the equipment is operating.

### **ALARA**

VCU/VCUHS is committed to keeping radiation exposures as low as reasonably achievable (ALARA). Coordinated by the University's Radiation Safety Committee, the ALARA program sees that every activity involving radiation is planned to minimize exposure for employees, students, patients, and visitors.

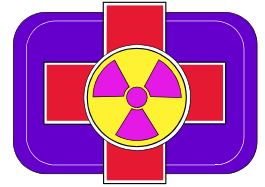
### **RADIATION SAFETY SECTION OF OEHS**

The use of radiation and radioactivity is governed by the federal Nuclear Regulatory Commission and the Virginia Department of Health. The Radiation Safety staff directs and coordinates the University's radiation safety program and is responsible for its day-to-day operation.

The Radiation Safety staff is responsible for seeing that all radiation safety regulations set forth by the Nuclear Regulatory Commission (NRC), the Commonwealth of Virginia, and VCU are observed.

### **YOUR RESPONSIBILITY**

Before entering a room or working around equipment labeled with a radiation symbol, check with your supervisor before beginning the work. Instruction in safety measures which individuals should use to lower their radiation exposure has been developed for all applicable areas. In some cases, specific procedures must be followed. For example, individuals classified as radiation workers should be aware of policies for 1) declaration of pregnancy and 2) part-time work involving radiation exposure. Your supervisor should advise you of the precautions to be taken and identify all applicable procedures. More information and assistance is available from the Radiation Safety Section of OEHS.



Radiation Safety -	Non-Emergency	828-9131
Radiation Safety -	Emergency	828-9834

## OCCUPATIONAL SAFETY



The Occupational Safety Section of the Office of Environmental Health and Safety is available to assist you in maintaining an accident-free work environment. The Occupational Safety Section is responsible for ensuring that all safety regulations established by the Virginia Occupational Safety and Health programs (VOSH) are communicated to administration along with the appropriate steps for compliance. Your supervisor is responsible for seeing that you have the knowledge and skills necessary to operate in the university

environment. The Occupational Safety Section of OEHS provides help when safety questions arise.

### SAFETY RESPONSIBILITIES FOR SUPERVISORS

By definition, anyone who has responsibility to direct, power to control, or authority to hire, transfer, suspend, layoff, recall, promote, assign, reward, discipline, and respond to grievances or to effectively recommend such actions is considered a supervisor (Performance Evaluation Handbook for Supervisors, August 1990). All supervisors at Virginia Commonwealth University are responsible for:

- Being thoroughly familiar with and practicing the safety policies and procedures related to their area;
- Identifying the need for and developing safe working practices to reduce employee injuries;
- Ensuring that all available safety equipment is working properly;
- Ensuring that employees are made aware of safety policies and procedures and any operational changes that impact them;
- Enforcing safety policies and procedures for their area by counseling employees who fail to follow safety procedures or by taking disciplinary action as set forth in the University's Standard of Conduct;
- Investigating employee accidents to identify problem areas and recommending a safe way to do the job and completing the supervisor's section of the Accident Report of Workers' Compensation Claim (Form P-100);
- Holding periodic inspections of their work area to identify and correct hazardous conditions; and,
- Reporting dangerous or possibly dangerous situations to their supervisor for action.

### PROPER LIFTING TECHNIQUES

While different kinds of injuries occur in the workplace, back injuries



are the most frequent. Improper lifting technique is the most common cause of these injuries. You will probably have to lift something nearly everyday. If the load is heavy or awkward, use a mechanical lift such as a hand truck, whenever possible, or ask someone to help you. If you must lift an object by yourself, follow these steps:

1. Put one foot next to the load, the other foot behind the load. Stand as close to the load as possible;
2. Bend your knees, keeping your back straight and head up;
3. Use your whole hand, not your fingertips, to grasp the load. Bring the load close to your body;
4. Lift the load by straightening your knees;
5. Hold the load close to your body while carrying it, centered over your legs rather than to one side of your body;
6. Never twist or turn while lifting. Do not bend your back. Instead, use your legs to push the load upwards. In this manner, your legs and arms do the work, not your back; and,
7. Follow this procedure in reverse to put the load down.

If you need help lifting an object, make sure that you get the help before you try to lift.

### REPORTING OF ON-THE-JOB INJURIES

Under the provisions of the Virginia Workers' Compensation Act, Virginia Commonwealth University is required to provide certain benefits to employees who incur an injury or illness in the course of work-related duties. All University employees, including faculty, full and part-time staff, student workers, and hourly workers are eligible for Workers' Compensation benefits.



Notify your supervisor as soon as possible if you sustain an injury while at work or on official University business. Both you and your supervisor need to complete the VCU Accident Report of Workers' Compensation Claim (Form P-100) in order to be considered for benefits. In addition, you need to select a physician to treat your injuries or illness from the panel of physicians offered by the University. You make your selection by completing VCU Form P-101, "Physician Selection for Occupational Injuries/Diseases." Both forms are to be completed within 24 hours of the accident or onset of the illness. Forward the forms to Employee Health Services at Box 980134, located on the first floor, West Hospital. Both forms are available in all departments. Additional forms are available by calling the Workers' Compensation Office.

For more information on the Workers' Compensation process, contact the Workers' Compensation Office at 828-1533, or refer to the *Key Facts*, distributed at the new employee orientation.

## INFECTION CONTROL

---



Hospital Epidemiology, 828-2121, is responsible for providing information, training, and surveillance to help control the spread of infectious diseases in the hospital environment. All VCUHS employees must attend various in-service training sessions intended to help minimize disease transmission. As a courtesy to the University, VCU employees may also attend training provided by Epidemiology.

Epidemiology develops and coordinates programs intended to satisfy various federal mandates such as the OSHA Bloodborne Pathogens Standard. The *Standard Precautions* program outlines how employees can minimize their exposure to infectious agents within their work environment.

## EMPLOYEE HEALTH SERVICES

---



*Employee Health Services*, located on the East Campus, provides a wide range of health care services for employees of the University & Hospital. Some of these services include:

- Pre-placement health assessments;
- Periodic examinations designed to detect signs or symptoms of ill health related to occupational exposure risks;
- Evaluation and treatment of occupational injuries and illnesses;
- Evaluation of on-the-job, non-occupational illnesses to ensure that employees do not transmit communicable diseases to co-workers or hospital patients;
- Medical monitoring for biohazard exposure;
- Vaccinations and immunizations for employees working with infectious agents or at risk of exposure to infectious diseases.;
- Preventive services such as flu vaccinations and blood pressure screening;
- Referrals to other physicians and sub-specialists within the VCUHS system; and,
- Occupational health program for animal care workers.

Employees at risk for exposure to blood and body fluids are offered the Hepatitis B vaccine through Employee Health Services. Employees with direct patient contact and other at-risk employees should receive an annual PPD test (TB skin test) and be fit-tested for the N-95 mask.

Contact Employee Health Services, 828-0584, for further information.

## VCUHS RISK MANAGEMENT

---

Risk is the chance of loss. Risk management is a process of identification, reduction and elimination of risk exposures that result in financial loss to the organization. In the health system environment, this process is an organized effort requiring the cooperation of all departments to identify, assess and reduce risks to patients, visitors, staff and health system assets.

VCUHS Risk Management office is located on the first floor of Main Hospital room 1-401. They may be reached at Box 980143 or by calling 828-1707 or faxing 828-5845. This department is a resource available to all staff for handling undesirable events that may occur in the delivery of patient care services. The role of the Risk Management Department is to advise, recommend and consult. Department personnel cannot provide legal advice, or write legal opinions. Staff can facilitate this process via the VCUHS Office of the General Counsel, or the MCVP Legal Services Dept.

Serious occurrences must be reported to the Risk Manager immediately by calling the Risk Management Help Line (804) 828-RISK (7475). After-hour and weekend coverage is provided on an on-call basis by contacting the page operator or accessing the On-Call Pager #6107. This should be limited to reporting serious occurrences that require immediate evaluation and follow-up, or other emergency type situations necessitating consultation with Risk Management. All other occurrences should be managed according to VCUHS Policy number 7204.04, "Reporting of Unusual Occurrences/Patients and Visitors."

VCUHS are individually self-insured for professional liability coverage (malpractice). Coverage is extended to all employees working within the course and scope of their appointment. Professional liability claims are managed by a third party that works directly with the VCUHS and MCVP staff to resolve claims and lawsuits.

## VCU RISK MANAGEMENT AND INSURANCE OFFICE

---

The VCU Risk Management and Insurance Office is located at 327 West Main Street, Room 105. They may be reached at Box 843075, by telephone at 828-7531, or on the web at <http://www.vcuinsurance.org>.

The Risk Management and Insurance Office handles all property and liability claims except for hospital patient related and workers' compensation. This office reports to the University Treasurer and is responsible for the overall direction of the risk and insurance programs. The following types of occurrences need to be reported as soon as possible to the VCU Risk Management Office:

- Any accident, including university-owned, rented, or state-licensed vehicles;
- All losses or damage to VCU property including theft, vandalism, water damage, wind damage, floods, lightning damage, etc.;
- Any event which may create a potential liability for the University; and,
- Any incident involving machinery objects including all boilers, air conditioning units, and electrical equipment.

## VCU CAMPUS POLICE

---



The VCU Campus Police consists of 71 professionally trained men and women who help safeguard and protect the University community. The officers are sworn and certified as police officers within the Commonwealth of Virginia.

Uniformed officers maintain foot and mobile patrols and perform the various functions of public service, including enforcement of state law, local ordinances, and university regulations. Continuous in-service training classes are conducted to help support the functions of the department, promote university crime prevention programs, and encourage individual career development and training.

The VCU Campus Police is also supported by 100 non-sworn full and part-time security personnel. Their assignments and responsibilities include monitoring pedestrian traffic in campus buildings, dormitories and parking decks; making building security checks; maintaining the bicycle registration program; and providing security escort services.

The Campus Police emergency phone number is 8-1234 or 8-HELP and the Non-emergency number 8-1196.

The Campus Police Offices are located at 918 West Franklin Street and 940 West Grace Street.

## PERSONAL SAFETY PRECAUTIONS

While walking or driving on the campuses after hours, follow these precautions:

1. Whenever possible, walk with another person or several people. If this is not possible, a security escort service is available on both campuses. Simply call 8-WALK. On the East Campus, the service operates daily from 5 pm to 8 am. The hours of service on the West Campus are 5 pm to 7 am.
2. If you must walk alone, stay on well-lighted, well traveled parts of the campuses. Avoid walking near shrubbery, in dark areas, or alleys.
3. Have your keys in your hands before you leave your car or your building.
4. Note the locations and learn to recognize the emergency telephones on both campuses and in the parking decks.
5. The Police emergency number is 828-1234. Simply dial 8-1234 on any university phone. (Note: 911 will not dial direct from university phones).

6. If you are working alone after hours, keep your office door locked. Do not prop or leave doors open!
7. If you are followed while walking, cross the street and change directions. Go toward people or well-lighted areas. If you are followed by a vehicle, turn around and walk in the opposite direction, or if possible, walk down a one-way street going against the flow of traffic.
8. If you are followed while driving, do not drive directly home. Drive to a public area, hospital, or police station.
9. If you are approached in a threatening way, don't panic. Try to remain calm and think clearly. Consider your environment, the demeanor of the person confronting you, and your realistic capabilities. Obey your natural instincts and don't take chances that may result in your injury.

## EMERGENCY TELEPHONES

Emergency telephones are located inside and outside buildings throughout both campuses and on all levels of the parking decks. The inside telephones are red, the outside telephones are located in blue or yellow boxes and have a yellow flashing light above them. To contact the police in an emergency, you need only remove the phone from the cradle or push the button as indicated.



All emergency telephones are location specific to identify the caller's location. If there is no communication once a call has been placed, a police dispatcher will immediately send a uniformed officer to the location of the telephone. To locate the nearest phone to your office, call 828-1196.

## VCUHS SAFETY AND SECURITY

---

The VCUHS Department of Safety and Security, as the name suggests, is responsible for helping provide a safe and secure environment for patients, visitors, staff, and students in all hospital buildings. In addition, the Department seeks to protect hospital property from damage and theft. Safety and Security is staffed around the clock each day of the year. Officers are assigned to fixed posts and patrols. A computerized access system aids the Department in controlling entrances and exits. These systems are accessed by the *VCU Card*. As a VCU or VCUHS employee, you must have your VCU Card in your possession at all times. VCUHS employees should direct occupational safety issues to the Hospital Safety Officer.

