

# Basic Safety Training Resource Guide

## Introduction

At the time of initial assignment and each year following, all employees including part time must complete Annual Basic Safety Awareness Training

Employees include all faculty, all staff, graduate students, post docs, and student employees. This includes work study students, graduate assistants, teaching assistants, adjunct faculty, resident directors, community coordinators and any person who receives compensation for work performed.

## Training Goals

This course is designed to make you familiar with potential hazards present at the university, prevention of injury/illness, and general emergency protocols. This awareness training a general introduction.

Specialized local or departmental training may also be necessary to further enhance hazard awareness, injury/illness prevention, and local emergency protocols.



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## Personal Safety And Responsibilities

## **Occupational Safety and Health Administration (OSHA)**

In 1970, the Occupational Safety and Health Act (OSH Act) created the Occupational Safety and Health Administration (OSHA). OSHA establishes minimum safety standards to prevent workplace injuries and illnesses.

Maine Bureau of Labor Standards (BLS) adopts and enforces OSHA's standards for Maine's public workplaces such as Maine's public universities. University safety policies apply and reinforce these standards to maintain a safe environment for faculty, staff, students, and visitors.

For more information and your campus safety policies and procedures, visit:

[University of Maine \(UMaine\)](#)  
[Augusta \(UMA\)](#)  
[Farmington \(UMF\)](#)  
[Fort Kent \(UMFK\)](#)  
[Machias \(UMM\)](#)  
[Presque Isle \(UMPI\)](#)  
[University of Southern Maine \(USM\)](#)

## **Rights And Responsibilities**

***Every employee has rights and responsibilities for creating and maintaining as safe and healthy workplace***

**Rights**

- A safe workplace
- To stop work and alert your supervisor when unsafe conditions or actions are recognized
- An obligation not to perform unsafe tasks.
- Information to protect you from hazards Training
- Medical treatment for workplace injuries or illnesses
- Access to your occupational exposure records

**Responsibilities**

- Work safely and report unsafe conditions to your supervisor
- Follow University policies and procedures
- Properly use appropriate safety equipment
- Participate in required training
- Notify supervisor of accidents and near-misses

**Emergency Action Plans**

As part of emergency planning and preparedness, every campus or university facility has established systems to help everyone know what to do in an emergency.

**Basic Evacuation Plan**

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A basic employee evacuation plan is for building emergencies. Your department should have an area-specific Emergency Action Plan (EAP) detailing alarm/alerting systems, major hazards, shut down procedures, exit routes, rally points, and any other specific responsibilities. Contact your supervisor for a copy of your plan.

### Evacuate

Upon the sounding of the building alarm or detection of an emergency that requires evacuation.

### Alert Others

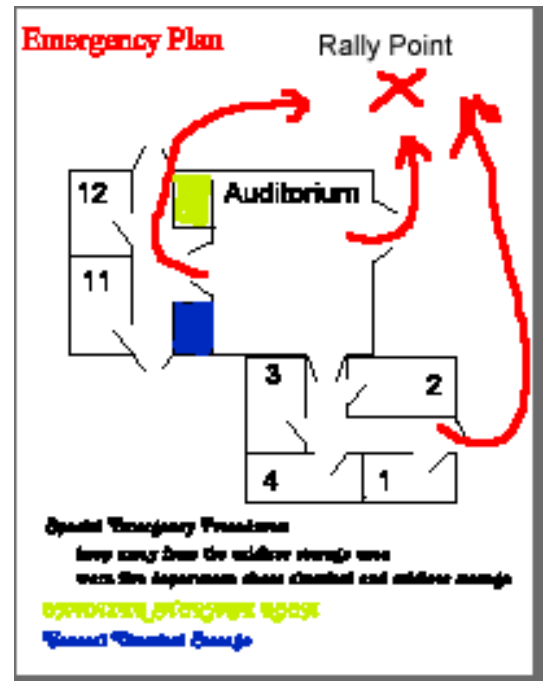
Verbally warn others in the area, activate the building alarm system, and dial 911 from a safe place.

### Rally Point

Go to your department designated Rally Point and stay there until released by your supervisor or emergency officials.

### Use of Emergency Equipment

Evacuate the building immediately in case of a fire or other emergency. Only specifically trained personnel may use emergency equipment. If you're designated as an Emergency Action Plan Evacuation Coordinator/Escort, or would like more information on the duties and responsibilities of a



coordinator/escort, please see the [Advanced Emergency Action Plan handout](#).

Each plan should include the following information:

- Procedure for reporting emergencies
- Hazards present
- Alarm systems
- Procedures for evacuation
- Evacuation routes
- Rally points
- Use of emergency equipment
- Staff authorized to remain behind\*

***\*In limited circumstances, authorized staff have received specialized training and are to remain behind do so in order to shut down equipment, assist other occupants, or to operate vital systems. No individual may remain behind without written procedures, training, and authorization.***

Click on the link to download an [Emergency Action Plan Survey. This is a worksheet](#) to help you develop your area specific evacuation plan. You may also download an [EAP template](#) that you may use to develop your department specific plan.

### **Campus Emergency Action Plans**

- UMaine Emergency Action Plan is located on the [Policies, Guides, and Reports web page](#)
- [UMA Emergency Action Plan](#)

- UMFK Emergency Action Management and Planning information is located on [the Facilities Management web page](#)
- [UMM Emergency Guide](#)
- [USM Emergency Action Plan](#)

## Fire Extinguishers

Only employees with hands-on training are allowed to use fire extinguishers. If you have not received hands-on training **do not use** the extinguishers.

### Hands-on Fire Extinguisher Training is required for:

- Employees designated to use a fire extinguisher in their work area
- Evacuation Coordinators
- Employees working in remote areas (defined as not having ready access to a fire department)
- Employees performing welding operations



***If you have been trained to use a fire extinguisher, the hand's on training is only required once every three years. However, you must have on-line fire extinguisher refresher training every year. This is available on line and is located on the [UMaine Safety Training web page](#).***

Specific campus Fire Prevention Plans:

- [University of Maine Fire Prevention Plan](#)
- [University of Southern Maine \(USM\) Fire Prevention Plan](#)

## Fire or Medical Emergencies

In the event of a fire or medical emergency dial 911

For medical emergencies, the use of emergency services ensures treatment begins as early as possible and has a means to effectively transport people to the hospital. Avoid using a personal vehicle to transport to a hospital in a medical emergency.



### UMaine

Review emergency guide in the front of the UMaine Administration, Faculty and Staff phone directory.

Automatic External Defibrillators (AEDs) are available at [various locations](#) on the UMaine campus.

### UMA

Review the procedures located on the [UMA Fire Emergencies](#) and the [UMA Medical Emergencies web page](#).

### UMFK

Review the [UMFK general emergencies web page](#).

### UMM

Review the [UMM Emergency Guide web page](#).

### USM



Review the [USM Public Safety web page](#) for emergency information.

## Campus Alert System

Every university has an alert system to notify students and staff about campus emergencies.

### UMaine

[Enroll in the UMaine Campus Alert](#) system to receive a message via email and/or text message about closures or emergencies

If the campus-wide siren sounds:

- Go to the [UMaine home page](#) for emergency information
- Check your email
- Check your cell phone for a text message

If those options are not available, call 581-INFO (581-4636) to listen to a recorded message for more information.

### UMA

[Enroll in UMA emergency alerts](#). You can always find information on campus closures and emergency information at [uma.edu](#), by calling 1-877-UMA-1234, or through announcements on your local radio and TV stations. [More information...](#)

## UMFK

[Enroll in UMFK emergency alerts.](#) UMFK has an emergency notification system that consists of an outdoor warning system siren, electronic notifications, and a web bulletin

## UMM

[Enroll in UMM emergency notification](#) system that allows anyone in the campus community to receive alerts or other emergency information via e-mail and a text message on their mobile phones. [More information...](#)

## USM

Enroll in [USM campus alert system](#).

## Workplace Hazards

There are many common workplace hazards present at the



university, as there are with any large and diverse working environment. Everyone has a role in hazard reduction by recognizing hazards and making corrective actions. Ask your supervisor about specific hazards in your work or work area. Some general ways to eliminate hazards include:

- Good housekeeping and storage practices can help eliminate slip, trip, and fall hazards.

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- Keep pathways at least 28" wide at all times. Keep hallways and exits clear of items that could block your path of exit.
- Observe weight limits for shelving and overhead storage areas to reduce the hazard of falling items.
- Store heavy items at waist height to avoid injuries during retrieval.

Hazards are not simply unsafe conditions such as a cluttered stairwell or frayed electrical cord, but are also unsafe acts such as failing to wear proper personal protective equipment, cutting corners, or using improper lifting techniques.

Try to recognize and eliminate hazards in your area if you are able to safely do so. Also, warn others of any known hazards,

Alert your supervisor immediately to any hazard you are unable to eliminate.

Identifying and reducing hazards helps prevent accidents, injuries and illnesses

### **UMPI**

UMPI has implemented a new emergency notification system for all faculty, staff and students. With our system, e2campus, you'll be notified immediately about any emergencies or alerts, no matter where you are, on your mobile phone, through email, and on your pager. [More information...](#)

## **Accident Prevention Signs**

Accident prevention signs are used to warn or instruct people of a hazard or a precaution that may need to be

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taken. Signs are color-coded and contain one of three standardized signal words at the top--Danger, Warning, or Caution.

These signs also contain a message or pictograph that explains the specific hazardous condition or safety instruction the sign references.



Danger signs appear in red and indicate a hazardous situation which will result in death or serious injury if proper precautions are not taken.



Warning signs appear in orange and indicate a potentially hazardous situation which could result in death or serious injury if proper precautions are not taken.



Caution signs appear in yellow and indicate a possible hazard against which proper precaution should be taken, or a situation in which the use of unsafe practices is cautioned against.



Safety instruction signs appear in green and are used to communicate general safety instructions, suggestions for safe practices, reminders of safety procedures, and the location of safety equipment.

## Other Safety Signs



## Accident Prevention Tags

Accident prevention tags are used as a temporary means of warning employees of an existing hazard, such as defective tools or unsafe equipment. Tags should be used until the hazard can be eliminated. Accident prevention tags are not to be used in place of, or as a substitute for, accident prevention signs.



## Physical Hazards

The university has inherent hazards that are impractical to label or are obvious dangers. Examples of these hazards include: hazardous building materials, roofs, manholes, and steam pits.

**Asbestos**-containing building materials may be present in older buildings on campus. Examples include pipe insulation, floor tiles, ceiling tiles, laboratory countertops, gaskets, and roofing material. Asbestos-containing building materials that in good condition are allowed to remain in a building. Damaged materials require removal or repair. If you encounter deteriorated building materials that may have asbestos, contact your supervisor. Avoid cleaning, disturbing, or repairing these materials yourself as they may pose a hazard.

**Other hazardous materials** are part of the built environment including lead (paint, flashing, plumbing, solder), Poly Chlorinated Biphenyls (PCBs) (transformers, caulking, paint), and silica (cement, brick, granite, boards, concrete, paving). These materials do not pose a risk unless activities damage or create exposure to these materials. Repair or modification to university facilities requires adequate training, safety equipment, and written authorization from Facilities Management (FM). No one is allowed to alter, disturb, break, crack, or dismantle building systems or components unless specifically trained and authorized by Facilities Management.

**Roofs** present a serious fall hazard. Only authorized personnel are allowed on the roofs of university buildings. To access a roof you must have authorization from Facilities Management, specialized training, and proper fall protection (harness, lanyard, guardrails, etc.).

**Underground utilities** pose a hazard for anyone breaking the surface of the ground. Digging, planting, or placing fence posts or stakes all pose a risk of encountering underground utilities. Always notify Facilities Management and/or Dig Safe prior to digging on campus.

### **Field Workers and Watercraft Safety.**

- Initial Fieldwork safety training is required for all university employees involved in fieldwork (independent study, research, etc) and should include the hazards associated with working in the field. Initial Fieldwork on-line training is available on the [UMaine Safety Training web page](#). For more information, please review the [Fieldwork Safety Plan](#).
- Watercraft Safety: Employees using watercraft must have Boat (Watercraft) safety training. Requirements



and more information may be found in the [UMaine Watercraft Operations Policy](#).

\*Note: Fieldwork Safety is a UMaine requirement



## Fall Hazards

Generally, if a fall of more than 4 ft. is possible, there must be some sort of protection against falling. Protection includes guardrails or railings, special equipment such as a harness and lanyard, training, or a combination of these devices.

Ladders and elevated work platforms such as scissor lifts, boom lifts, or scaffolding are used to perform tasks at heights that are otherwise



unreachable.

Each employee must be trained to recognize the hazards of falling and to use the equipment provided properly. Do not use a ladder or other elevated work platform without first receiving specialized training.

## Confined Spaces



### Examples of Confined Spaces

Confined spaces are spaces that are not designed for human occupancy.

Confined spaces are defined as spaces that:

- Are large enough and configured so that an employee can enter and perform assigned work; and
- Have limited or restricted means of entry or exit (e.g. tanks, pits, ceiling voids, crawl spaces); and
- Are not designed for continuous employee occupancy.

Never enter any confined space, labeled or unlabeled, unless you have received proper training, equipment, and authorization.

## Ergonomics



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Ergonomics is the science of improving the comfort of equipment and workspace in the workforce to decrease injuries and increase productivity.

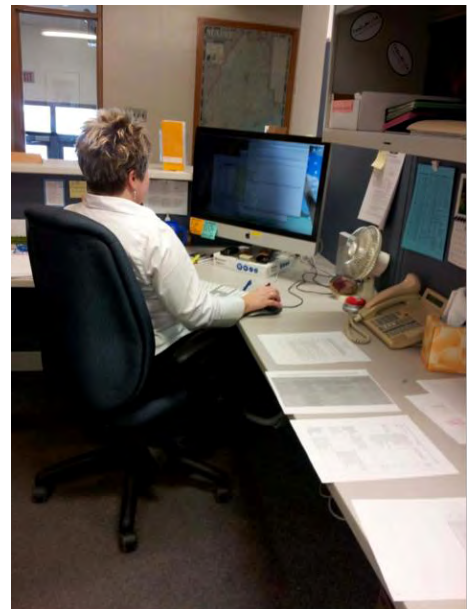
If your position involves any of the following ergonomic hazards, ask your supervisor about strategies for reducing or eliminating the risk:

- Static postures
- Repetitive motions
- Forceful work
- Awkward positions
- Vibrations
- Temperature extremes
- Frequent lifting or twisting

### **Computer Workstations**

Maine law states that if you work on a computer for more than 4 hours a day, on most days, you must receive Computer Workstation training within the first month of your being hired and annually thereafter.

[Computer workstation training is available on-line](#) on the UMaine Safety and Environmental Management web page.



## Tool And Equipment Safety

### Basic Guidelines for Tools and Equipment

Tools and equipment can be hazardous and have the potential to cause severe injuries when not used or maintained properly. While using tools or equipment, you may be exposed to dangers resulting from the byproduct of your work, such as harmful dusts, vapors, or gases. Because of the potential for these hazards, you may be required to wear personal protective equipment.

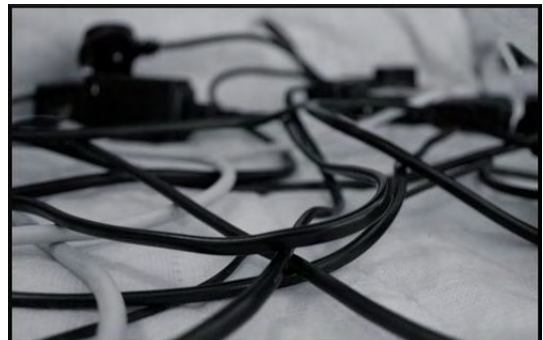
Hazards associated with the use of tools and equipment can be lessened by observing the following general guidelines:

- Obtain the appropriate training before use
- Select the proper tool for the job
- Examine each tool or equipment before use
- Ensure that guards, interlocks, and other devices are in place and functioning properly
- Follow the manufacturer's recommendations for proper use

## Electrical Safety Awareness

### Power Cord Guidelines

- Inspect cords for signs of damage before use.
- Electrical cords need to be protected from damage. Do not run cords through a window, wall hole or opening, under rugs, or under doorways where they can be pinched and damaged.
- Damaged cords, plugs, and sockets must be taken out of



service until they can be repaired or replaced.

- The 3rd prong (grounding prong) on a cord may not be removed or altered.

Always use a **Ground Fault Circuit Interrupter (GFCI)** when operating electrical equipment or tools in or near wet areas, such as near sinks, in basements, and when working with electrical equipment outdoors. GFCIs are designed to detect a current fault and shut off the flow of electricity. Test before each use.

### **Extension Cord Guidelines**

- Lightweight extension cords (household-type cords, commonly called “zip cords”) are not approved for use on campus as they can easily overheat, creating an electrical hazard or fire.
- Plug extension cords and power strips directly into an outlet and not into another cord or power strip (called a “daisy chain”).
- Extension cords are permitted for ***temporary use only***. If an extension cord is needed for longer than 90 days, either a permanent outlet should be installed or the equipment should be moved to a location that does not require the use of an extension cord.
- Surge protectors with outlet strips are permitted where surge protection is needed for computers and other small electronic devices.

### **Electrical Panels**

A minimum clearance of three feet must be maintained around electrical circuit breaker panels and other electrical power disconnects to allow for access.

A copy of the University of Maine's Electrical Safety policy is available on the UMaine SEM [Policies, Guides, and Reports web page](#)

\*Note: Please contact your safety representative to review your campus electrical safety rules.

## **Energized Electrical Equipment**

To work on energized systems or test, modify, repair, or install electrical equipment or systems, you must receive specialized training in electrical safety policies such as NFPA 70E: Standard for Electrical Safety in the Workplace.

Some positions may not be directly involved with working on energized systems, but nonetheless have a higher than normal risk of electrical hazards. For example, painters may be exposed to a live circuit when removing an outlet cover to paint. If such exposure is a risk in your work, you must receive specialized training.

## **Hazardous Energy (Lockout/Tagout)**

Energy sources in machines and equipment can be hazardous to workers. During the servicing and maintenance of machines and equipment, the unexpected start up or release of stored energy could cause injury to employees.



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There are several types of energy sources that must be locked out before you work on the equipment. These energy sources include:

- Electrical (most common form)
- Mechanical
- Hydraulic or pneumatic
- Fluids and gases
- Chemical
- Thermal
- Gravity

Lockout/Tagout is a system of locks and tags that are used to prevent energy from being inadvertently released while the equipment is being worked on. If you see equipment that has a lock and/or tag, do not use it. See the contact person listed on the tag for more information or your specific campus contact listed below:

- A copy of the University of Maine's Lockout / Tagout Program is available on the UMaine SEM [Policies, Guides, and Reports web page](#).
- University of Southern Maine (USM), contact the Department of Facilities Management at (207) 780-5211. [Click here to view the USM Lockout/Tagout Program](#).

## Laser Safety

Lasers produce highly focused, concentrated light that can injure the eyes and in some cases cause burns to skin. Similar to a magnifying glass focusing the light of the sun to burn paper, the lens of the eye can focus laser light



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and burn the retina of the eye possibly causing permanent loss of sight.

- Never intentionally look directly into a laser.
- Do not stare at the light from any laser.
- Allow yourself to blink if the light is too bright.
- Never direct a laser beam toward other people.

If you will be using any laser other than a simple laser pointer you will need specialized training. These lasers normally will have a classification label of either “3b” or “4”.

## Hazardous Materials Safety

If your position requires you to handle, work with, or work around chemicals or other hazardous materials, you must be trained to do so. Training is required initially and when new hazards are introduced into your work area.

### Safety Data Sheet (SDS)

Safety Data Sheets (SDS) previously known as Material Safety Data Sheets (MSDS), are provided by chemical manufacturers, importers, and distributors of hazardous chemicals. Over the next few years you will see the Safety Data Sheets replace the current Material Data Sheets as the manufacturers update their information.

SDSs are informative documents provided by the manufacturer of a chemical or chemical product that detail its important characteristics, including information pertaining to: safe handling, instructions, precautions for storage and





use, and emergency procedures. The SDS must be readily available for each chemical in your work area. Your supervisor will provide instruction on the proper use and hazards of chemicals in your work area.

[Where to find SDS on the internet.](#)

Every container of hazardous chemicals you receive must be labeled, tagged, or marked with the required information. You should also receive an SDS when you first order your supplies. If there are any changes to significant information about the hazards, then you should receive an updated copy of your SDS on your next order.

## Personal Protective Equipment (PPE)



Chemicals can enter your body through multiple routes:

- **Inhalation:** breathing in chemicals, dusts, vapors, or mists
- **Absorption:** through contact with skin
- **Ingestion:** consumption of contaminated items or chemical substances
- **Injection:** introduction of chemicals by punctures or other wounds

Personal Protective Equipment (PPE) such as gloves, face shields or masks, and steel toe boots each help reduce the chance of exposure or injury on the job.

Supervisors are required to conduct and document a PPE assessment for any task that requires the use of PPE.

## Hazardous Materials Shipping And Receiving

### Shipping

Training is required for all persons who ship hazardous materials.

- At UMaine, if you have hazardous materials for shipment, you must have approval by SEM prior to shipping your materials. [Safety & Environmental Management](#) can assist you by packaging and shipping your hazardous materials.
- At University of Southern Maine, contact the [Environmental Health and Safety Office](#) at 780-5406.
- At other campuses: Trained staff to ship hazardous materials may contact UMaine SEM for guidance.

### Receiving

The Department of Transportation uses diamond shaped signs on trucks, packages, and containers to indicate the presence of hazardous materials. If you receive a package with one of these labels, special precaution should be taken. Such packages should not be delivered to any public area, including classrooms or offices, but should be





delivered directly to a hazardous materials storage area.

## Receiving Guidelines

- Do not sign for leaking packages, as a leaking package of hazardous materials may constitute an emergency.
- Follow package directions for handling.
- Do not drop or mishandle packages.
- Packages of hazardous materials **must be** immediately placed in a proper storage area. Do not leave packages in a hallway, office, or public area.

## Pollution Prevention

### Reduce

- Buy only what you need.
- Use less toxic chemicals.
- Improve processes to eliminate toxic chemicals and toxic waste.

### Reuse

- Share chemicals with another department or colleague.
- Use campus-wide “Reuse Program.”
- Arrange for reuse before chemicals become outdated.

### Recycle

- Paper and cardboard.
- Metal and glass.
- Toner and printer cartridges.
- Rechargeable and lithium batteries.



- Cathode Ray Tubes (computer monitors and TVs).

For more information about the campus recycling program please contact your local sustainability office:

## Hazardous Waste Disposal

Hazardous waste cannot be thrown out with regular trash or poured down the drain. You must consider all hazardous materials to be hazardous waste unless a waste determination has shown it is not.

### **Hazardous waste includes the following:**

- Fluorescent bulbs
- Mercury thermometers, switches, and devices
- Lead acid batteries
- Radioactive material
- Pathological waste
- Biomedical waste
- Hazardous chemicals
- Circuit boards

At UMaine, contact [Safety & Environmental Management](#) to request a waste determination if you need to dispose of hazardous waste or if you are uncertain as to the proper method of disposal.

[UMaine Universal Waste Training](#)  
[UMF Universal and Hazardous Waste](#)  
[USM Safety Programs](#)

## Accidents, Injuries, And Reporting

## **Accidents and Near-Misses**

An accident is an unplanned event, or sequence of events, that causes injury, illness, or property damage. Accidents may be investigated by your supervisor and/or your safety staff to determine how and why an accident occurred. The purpose of this investigation is fact-finding so that solutions can be developed to prevent a recurrence.

An event that almost happened or property damage is referred to as a “near-miss”. An event still occurred and you and your supervisor should collaborate to determine the cause. A near-miss is worthy of review as it indicates that something went wrong and it may have just been luck that prevented someone from being injured.

## **Injuries or Illness**

All work-related injuries or illnesses--whether they require medical attention or not--are reported to your supervisor within 24 hours of the injury, if possible. Your supervisor will work with you to document the injury and submit it to Cannon Cochran Management Services, Inc. (CCMSI), the administrator of the university's Workers' Compensation/employee injuries and illness claims. For information regarding this service, contact your Human Resources (Employee Health and Benefits) Office.

## **Medical Attention**

If you are the first person to respond to someone requiring emergency medical attention, call 911, your emergency number. Provide first-aid to the victim only if you are properly trained and have the appropriate PPE. If you encounter what

you suspect to be blood or other bodily fluids, do not attempt to clean it up without proper training and PPE; keep others from doing the same.

**Emergency Medical Attention:** Contact 911 for emergency services to transport an employee to the hospital for medical treatment. Supervisors or other university employees should not transport injured employees in their personal vehicles.

**Non-emergency Medical Attention:**

- UMaine: For injuries/illnesses that require non-emergency medical attention, contact Cutler Health Center at 581-4000 to arrange an appointment. In general, your supervisor should make this call. Cutler Health Center is our Workers' Compensation 10 day provider.
- Other campuses: Contact the [Systems Office Risk Manager](#)

**Overnight Admission or Fatality:**

- UMaine: For admission to a hospital or a fatality, immediately contact UMaine's Department of Public Safety at 581-4040 to initiate further response.
- Other campuses: Contact the [Systems Office Risk Manager](#)

## Tobacco-Free Campus

In furtherance of our commitment to a safe and healthy environment for the



entire campus community, University of Maine campuses have adopted a tobacco-free policy.

For more information, visit:

- [UMaine Tobacco-Free Campus homepage](#)
- [UMA Tobacco Use Policy](#)
- [UMF Tobacco-Free Media Release](#)
- [UMFK Tobacco Use Policy](#)
- [UMM Tobacco-Free Policy](#)
- [UMS Policies](#)
- [USM Tobacco-Free Campus](#)

## Workplace Violence

[The Occupational Safety and Health Administration \(OSHA\) defines workplace violence](#) as any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at work. Homicide is the most extreme example of workplace violence and is a leading cause of job-related deaths. Alert your supervisor to any safety or security concerns and report all incidents of workplace violence immediately.

The Cigna Employee Assistance Program (EAP) provides free confidential assessment, counseling, referral, and consultation on work issues and personal problems for current or retired faculty, staff, and their family members.



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Visit the [Cigna Behavioral web page](#) and log-in using your employee id: ums.