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University of Maine 2014 Clery Fire Safety Report

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THE UNIVERSITY OF MAINE

2014 CLERY REPORT FIRE SAFETY REPORT

The Clery Act requires that each campus report on fires at student housing facilities as well as publish a fire safety report which is to be available to the public after October 1 of every year. A copy of the annual report is available upon request. Contact the Safety and Environmental Management Department at (207) 581-4055.

1. **Fire Statistics Report for 2014.** The log for the current year is available at the University of Maine Police Department.

Fire Statistics Reporting Table for 2014

Residential Facility	# of fire per building	Fire #	Cause	Injuries/Deaths	Value of Damage
Androscoggin Hall 13 Androscoggin Rd	0	0	N/A	N/A	N/A
Aroostook Hall 29 Square Rd	0	0	N/A	N/A	N/A
Balentine Hall 13 Balentine Rd	0	0	N/A	N/A	N/A
Cumberland Hall 7 Cumberland Rd	0	0	N/A	N/A	N/A
Colvin Hall 21 Estabrooke Dr	0	0	N/A	N/A	N/A
DTAV 156 Rangeley Rd	0	0	N/A	N/A	N/A
Gannett Hall 12 Hebron Rd	1	1	8x11 Sheet of paper on wall scorched.	0/0	\$0-99
		0	N/A	N/A	N/A
		0	N/A	N/A	N/A
		0	N/A	N/A	N/A
Hancock Hall 120 Munson Rd	0	0	N/A	N/A	N/A
		0	N/A	N/A	N/A
		0	N/A	N/A	N/A
		0	N/A	N/A	N/A
Hart Hall 6 W Mall Rd	0	0	N/A	N/A	N/A
		0	N/A	N/A	N/A
Kennebec Hall 17 Square Rd	0	0	N/A	N/A	N/A
		0	N/A	N/A	N/A
		0	N/A	N/A	N/A
		0	N/A	N/A	N/A
Knox Hall 122 Long Rd	1	1	Men's bathroom sign.	0/0	\$0-99
		0	N/A	N/A	N/A
Oak Hall 111Munson Rd	0	0	N/A	N/A	N/A
Oxford Hall 134 Long Rd	0	0	N/A	N/A	N/A
Patch Hall 129 Long Rd	0	0	N/A	N/A	N/A
Penobscot Hall 12 Penobscot Dr	0	0	N/A	N/A	N/A
Somerset Hall 180 Rangely Rd	0	0	N/A	N/A	N/A
Stodder Hall 20 Stodder Dr	0	0	N/A	N/A	N/A
York Hall 10 Square Rd	0	0	N/A	N/A	N/A

Residential Facility	# of fire per building	Fire #	Cause	Injuries/Deaths	Value of Damage
University Park University Park Rd	0	0	N/A	N/A	N/A
Brooke Hall (Darling Marine Center Walpole, ME)	0	0	N/A	N/A	N/A
Alpha Gamma Rho 134 College Ave	0	0	N/A	N/A	N/A
Beta Theta PI 130 Munson Rd	0	0	N/A	N/A	N/A
Chi Omega 81 College Ave	0	0	N/A	N/A	N/A
Delta Tau Delta 111 College Ave	0	0	N/A	N/A	N/A
Lambda Chi Alpha 95 College Ave	0	0	N/A	N/A	N/A
Phi Eta Kappa 107 College Ave	0	0	N/A	N/A	N/A
Phi Gamma Delta 79 College Ave	0	0	N/A	N/A	N/A
Phi Kappa Alpha 380 College Ave	0	0	N/A	N/A	N/A
Phi Kappa Sigma 89 College Ave	0	0	N/A	N/A	N/A
Sigma Alpha Epsilon 375 College Ave	0	0	N/A	N/A	N/A
Sigma Nu 140 Munson Rd	0	0	N/A	N/A	N/A
Sigma Phi Epsilon 375 College Ave	0	0	N/A	N/A	N/A
Tau Kappa Epsilon 370 College Ave	0	0	N/A	N/A	N/A
Theta Chi 371 College Ave	0	0	N/A	N/A	N/A

2. **Fire Statistics Report for 2014.** The log for the current year is available at the University of Maine Police Department.

Fire Statistics Reporting Table for 2013

Residential Facility	# of fire per building	Fire #	Cause	Injuries/Deaths	Value of Damage
Androscoggin Hall 13 Androscoggin Rd	0	0		0/0	\$0-99
Aroostook Hall 29 Square Rd	0	0	N/A	N/A	N/A
Balentine Hall 13 Balentine Rd	0	0	N/A	N/A	N/A
Cumberland Hall 7 Cumberland Rd	0	0		0/0	\$0-99
Colvin Hall 21 Estabrooke Dr	0	0	N/A	N/A	N/A
DTAV 156 Rangeley Rd	0	0	N/A	N/A	N/A
Gannett Hall 12 Hebron Rd	0	0	N/A	N/A	N/A
		0	N/A	N/A	N/A
		0	N/A	N/A	N/A
		0	N/A	N/A	N/A
Hancock Hall 120 Munson Rd	4	1	Intentional/Burn marks on elevator ceiling	0/0	\$0-99
		2	Intentional/Singe marks elevator	0/0	\$0-99
		3	Intentional/Singe marks elevator	0/0	\$0-99
		4	Intentional/Singe marks elevator	0/0	\$0-99
Hart Hall 6 W Mall Rd	1	1	Intentional/Singe drawing on elevator ceiling	0/0	\$0-99
Kennebec Hall 17 Square Rd	4	1	Intentional/Elevator wall and door singe	0/0	\$0-99
		2	Intentional/Burnt paper 3 rd floor elevator door	0/0	\$0-99
		3	Intentional/Corner of poster burnt	0/0	\$0-99
		4	Intentional/Singe mark on table	0/0	\$0-99
Knox Hall 122 Long Rd	0	0	N/A	N/A	N/A
		0	N/A	N/A	N/A
Oak Hall 111Munson Rd	1	1	Intentional/Poster burnt	0/0	\$0-99
Oxford Hall 134 Long Rd	0	0	N/A	N/A	N/A
Patch Hall 129 Long Rd	0	0	N/A	N/A	N/A
Penobscot Hall 12 Penobscot Dr	0	0	N/A	N/A	N/A
Somerset Hall	0	0	N/A	N/A	N/A

Residential Facility	# of fire per building	Fire #	Cause	Injuries/Deaths	Value of Damage
180 Rangely Rd					
Stodder Hall 20 Stodder Dr	0	0	N/A	N/A	N/A
York Hall 10 Square Rd	0	0	N/A	N/A	N/A
University Park University Park Rd	0	0	N/A	N/A	N/A
Brooke Hall (Darling Marine Center Walpole, ME)	0	0	N/A	N/A	N/A
Alpha Gamma Rho 134 College Ave	0	0	N/A	N/A	N/A
Beta Theta PI 130 Munson Rd	0	0	N/A	N/A	N/A
Chi Omega 81 College Ave	0	0	N/A	N/A	N/A
Delta Tau Delta 111 College Ave	0	0	N/A	N/A	N/A
Lambda Chi Alpha 95 College Ave	0	0	N/A	N/A	N/A
Phi Eta Kappa 107 College Ave	0	0	N/A	N/A	N/A
Phi Gamma Delta 79 College Ave	0	0	N/A	N/A	N/A
Phi Kappa Alpha 380 College Ave	0	0	N/A	N/A	N/A
Phi Kappa Sigma 89 College Ave	1	1	Arson in attic	0/0	\$50,000
Sigma Alpha Epsilon 375 College Ave	0	0	N/A	N/A	N/A
Sigma Nu 140 Munson Rd	0	0	N/A	N/A	N/A
Sigma Phi Epsilon 375 College Ave	0	0	N/A	N/A	N/A
Tau Kappa Epsilon 370 College Ave	0	0	N/A	N/A	N/A
Theta Chi 371 College Ave	0	0	N/A	N/A	N/A

3. University of Maine 2012 Clery Fire Safety Report

Fire Statistics Report for 2012. The log for the current year is available at the University of Maine Police Department.

Fire Statistics Reporting Table for 2012

Residential Facility	# of fire per building	Fire #	Cause	Injuries/Deaths	Value of Damage
Androscoggin Hall 13 Androscoggin Rd	1	1	Intentional/Burn marks on toilet paper holder	0/0	\$0-99
Aroostook Hall 29 Square Rd	0	0	N/A	N/A	N/A
Balentine Hall 13 Balentine Rd	0	0	N/A	N/A	N/A
Cumberland Hall 7 Cumberland Rd	1	1	Intentional/ No Smoking Sign burned	0/0	\$0-99
Colvin Hall 21 Estabrooke Dr	0	0	N/A	N/A	N/A
DTAV 156 Rangeley Rd	0	0	N/A	N/A	N/A
Estabrooke Hall 15 Estabrooke Dr	0	0	N/A	N/A	N/A
		0	N/A	N/A	N/A
Gannett Hall 12 Hebron Rd	0	0	N/A	N/A	N/A
		0	N/A	N/A	N/A
		0	N/A	N/A	N/A
		0	N/A	N/A	N/A
Hancock Hall 120 Munson Rd	0	0	N/A	N/A	N/A
		0	N/A	N/A	N/A
		0	N/A	N/A	N/A
		0	N/A	N/A	N/A
Hart Hall 6 W Mall Rd	1	1	Scorch marks on door	0/0	\$0-99
Kennebec Hall 17 Square Rd	0	1	N/A	N/A	N/A
		2	N/A	N/A	N/A
Knox Hall 122 Long Rd	0	1	N/A	N/A	N/A
		0	N/A	N/A	N/A
Oak Hall 111Munson Rd	0	0	N/A	N/A	N/A
Oxford Hall 134 Long Rd	0	0	N/A	N/A	N/A
Patch Hall 129 Long Rd	0	0	N/A	N/A	N/A
Penobscot Hall 12 Penobscot Dr	0	0	N/A	N/A	N/A
Somerset Hall 180 Rangely Rd	0	0	N/A	N/A	N/A
Stodder Hall 20 Stodder Dr	0	0	N/A	N/A	N/A

Residential Facility	# of fire per building	Fire #	Cause	Injuries/Deaths	Value of Damage
York Hall 10 Square Rd	0	0	N/A	N/A	N/A
University Park University Park Rd	0	0	N/A	N/A	N/A
Brooke Hall (Darling Marine Center Walpole, ME)	0	0	N/A	N/A	N/A
Alpha Gamma Rho 134 College Ave	0	0	N/A	N/A	N/A
Beta Theta PI 130 Munson Rd	0	0	N/A	N/A	N/A
Chi Omega 81 College Ave	0	0	N/A	N/A	N/A
Delta Tau Delta 111 College Ave	0	0	N/A	N/A	N/A
Lambda Chi Alpha 95 College Ave	0	0	N/A	N/A	N/A
Phi Eta Kappa 107 College Ave	0	0	N/A	N/A	N/A
Phi Gamma Delta 79 College Ave	0	0	N/A	N/A	N/A
Phi Kappa Alpha 380 College Ave	0	0	N/A	N/A	N/A
Phi Kappa Sigma 89 College Ave	0	0	N/A	N/A	N/A
Sigma Alpha Epsilon 375 College Ave	0	0	N/A	N/A	N/A
Sigma Nu 140 Munson Rd	0	0	N/A	N/A	N/A
Sigma Phi Epsilon 375 College Ave	0	0	N/A	N/A	N/A
Tau Kappa Epsilon 370 College Ave	0	0	N/A	N/A	N/A
Theta Chi 371 College Ave	0	0	N/A	N/A	N/A

Note: The policies and procedures below are available on the web (see links) and in section 09 of this report.

4. Description of each of campus student housing facility fire safety system:

Building	Fire Alarm System	Detectors	Sprinkler System	Fire doors & Evacuation Plans	Other
Androscoggin Hall 13 Androscoggin Rd	yes	yes	yes	yes	
Aroostook Hall 29 Square Rd	yes	yes	yes	yes	
Balentine Hall 13 Balentine Rd	yes	yes	yes	yes	
Cumberland Hall 7 Cumberland Rd	yes	yes	yes	yes	
Colvin Hall 21 Estabrooke Dr	yes	yes	yes	yes	
DTAV 156 Rangeley Rd	yes	yes	yes	yes	
Gannett Hall 12 Hebron Rd	yes	yes	yes	yes	
Hancock Hall 120 Munson Rd	yes	yes	yes	yes	
Hart Hall 6 W Mall Rd	yes	yes	yes	yes	
Kennebec Hall 17 Square Rd	yes	yes	yes	yes	
Knox Hall 122 Long Rd	yes	yes	yes	yes	
Oak Hall 111Munson Rd	yes	yes	yes	yes	
Oxford Hall 134 Long Rd	yes	yes	yes	yes	
Patch Hall 129 Long Rd	yes	yes	yes	yes	
Penobscot Hall 12 Penobscot Dr	yes	yes	yes	yes	
Somerset Hall 180 Rangeley Rd	yes	yes	yes	yes	
Stodder Hall 20 Stodder Rd	yes	yes	yes	yes	
York Hall 10 Square Rd	yes	yes	yes	yes	
University Park University Park Rd	yes	yes	yes	yes	
Brooke Hall is located at the Darling Marine Center (Walpole, ME)	yes	yes	yes	yes	All policies and rules as below except fires are reported to the Laboratory Manager
Alpha Gamma Rho 134 College Ave	yes	yes	yes	yes	*
Beta Theta PI 130 College Ave	yes	yes	yes	yes	*

Building	Fire Alarm System	Detectors	Sprinkler System	Fire doors & Evacuation Plans	Other
Chi Omega 81 College Ave	yes	yes	no	yes	*
Delta Tau Delta 111 College Ave	yes	yes	yes	yes	*
Lambda Chi Alpha 95 College Ave	yes	yes	yes	yes	*
Phi Eta Kappa 107 College Ave	yes	yes	yes	yes	*
Phi Gamma Delta 79 College Ave	yes	yes	yes	yes	*
Phi Kappa Alpha 380 College Ave	yes	yes	yes	yes	*
Phi Kappa Sigma 89 College Ave	yes	yes	yes	yes	*
Sigma Alpha Epsilon 117 College Ave	yes	yes	yes	yes	*
Sigma Nu 140 Munson Rd	yes	yes	yes	yes	*
Sigm Phi Epsilon 375 College Ave	yes	yes	yes	yes	*
Tau Kappa Epsilon 370 College Ave	yes	yes	yes	yes	*
Theta Chi 371 College Ave	yes	yes	yes	yes	*

** These buildings are not owned or controlled by the University but are either on or adjacent to University property and only subject to the student conduct code. The student conduct code can be found at: <http://umaine.edu/handbook/policies-regulations/student-conduct-code/>.*

5. The number of fire drills held during the previous calendar year:

- 32 Fire Drills were held in conjunction with the Fire Department during 2014 in student housing.

6. Description of the institutions policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility:

- Only approved electrical appliances may be used in student housing. More details on the policies and rules on electrical appliances and open flames are found at: <http://umaine.edu/reslife/guide-to-campus-living/microfridgewasherdryervending-policies/>
- Smoking is prohibited in all University buildings including housing. More details at: <http://umaine.edu/tobaccofree/>
- Candles and open flames are prohibited in student housing. More details at: <http://umaine.edu/reslife/guide-to-campus-living/moving-inchecking-out/>

7. The institution’s procedures for student housing evacuation in the case of a fire:

- Students are required to evacuate housing immediately in case of fire. More details are located in the Guide to Campus Living - Fire Policies at: <http://umaine.edu/studentlife/firesafety/>

8. Description of the policies regarding fire safety education provided to the students and employees:

- Safety and Environmental Management (SEM) Training is required annually. The policies on fire safety are covered in Basic Safety Training and procedures that students and employees must follow are in the Department Emergency Action Plan which is included in the Department Annual Safety Training (area specific training). In these policies, the institution must describe the procedures that students and employees should follow in the case of a fire.
- Additional student policies are included in the Student Code of Conduct. More details can be found at the following links:
- Guide to Campus Living - Fire Policies <http://umaine.edu/studentlife/firesafety/>
- Guide to Campus Living - Room Policies/Quiet Hours at <http://umaine.edu/reslife/guide-to-campus-living/room-policiesquiet-hours/>
- Policy Manual, Student Conduct Code at <http://umaine.edu/handbook/policies-regulations/student-conduct->
- SEM Training Policy at <http://www2.umaine.edu/SEM/Documents/Policy/03-ST%20Training%20Requirements.pdf>
- SEM Training web page at <http://www2.umaine.edu/SEM/Training/training.htm>

9. For the purposes of including fires statistics in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report a fire is:

- All fires must be reported the University of Maine Police Department

10. Plans for future improvements in fire safety, if determined necessary by the institution.

11. Link to Clery Safety and Security Report: <http://www.umaine.edu/clery/>

12. Policies and Procedures

Guide to Campus Living -MicroFridge Units

- Students are permitted to have only one refrigerator per residence hall room.
- In apartments, no additional refrigerators are permitted since one is provided by the University.
- Refrigerator units should not be more than 4 cubic feet and must be UL or FM approved, drawing no more than 10 amps and properly grounded.
- The university provides grounded outlets.
- In order to have a microwave in the room, a resident must rent or purchase the microfridge unit from <http://www.universitylogistics.com/> This microfridge unit allows for the safe draw of electrical power to the student room as it is designed specifically for residence hall rooms in large buildings
- Students may NOT bring a personal microwave unit to the halls. However, two microwaves are provided in the public lounge of each residence hall. Thus many students may not feel the need to have a personal microwave in their room.

Smoking Policy

The University of Maine is a tobacco-free campus. This policy applies to faculty, staff, students, contractors, vendors and visitors. The use of tobacco and all smoking products is not permitted on any university-owned property, which includes but is not limited to, buildings, university grounds, parking areas, walkways, recreational and sporting facilities and university-owned vehicles.

What NOT to Bring to College — Prohibited

- Amplifiers (not permitted to be used in the halls, but may be stored in room)
- Halogen Lamps and/or Octopus Lamps
- Neon Signs
- Toasters and Toaster Ovens (except in apartment kitchens)
- Any appliance with open flame or coil
- Electric Frying Pans (except in apartment kitchens)
- Microwaves
- Grills
- Candles or Incense
- Flammable items—charcoal, lighter fluid, gas, fire works/fire crackers/sparklers
- Space heaters and/or air conditioners
- Personal Lofts, water beds, or any furniture that required bolting into the walls

Guide to Campus Living -What to Bring to College

- A cart or dolly for move-in day
- Bedding (mattress pad, comforter, pillow, sheets, etc) for twin 80" long
- Crates or Closet Organizers
- Toiletries
- Towels
- Shower shoes (flip flops work great!)
- Shower Caddy (to go to and from the community bathroom with)
- Laundry hamper
- Laundry detergent and dryer sheets
- Power strips that are 15 amp UL approved surge protectors or 3-pronged extension cords
- Electronics Permitted: stereo, TV, video game equipment
- One refrigerator per room, including a MicroFridge unit (see MicroFridge Units)
- Alarm Clock
- First Aid kit for personal use
- Small kitchen items (plates, cups, bowls)
- Decorations (please see our Fire Safety Regulations section)
- UL certified fans
- Up to a 10 gallon fish tank if bringing a fish (this is the only permitted pet)
- Desk lamp (without a halogen bulb)
- Prescription medication.
- Flashlight, with extra batteries.

Guide to Campus Living -Fire Policies

Fire Alarm Procedures

- Anticipate a fire drill at the beginning of each academic year. When ANY fire alarm sounds students should:
- Evacuate the residence hall immediately
- We strongly advise that you close and lock your door when exiting
- Re-entry to the hall may NOT occur until Fire Department personnel signal that it is ok to reenter the building
- If a student is not able to leave a room due to smoke or fire, she/he should call 911 or (207)581-4040 and give their specific location
- Students who need an elevator in order to exit the building should talk with Residence Life staff at the beginning of the year, or as soon as such an accommodation is needed. This includes temporary circumstances such as being on crutches. Staff will assign a stairwell location where the student in need of assistance exiting should wait for rescue staff.

Fire Safety Regulations

- Tampering with or pulling a fire alarm maliciously is a criminal act. Tampering in any way with fire safety equipment which includes smoke detectors, sprinkler systems, exit lights, and fire extinguishers is a violation of the student code of conduct.
- Alarms activated by student error such as cooking, do occur, however students can be held responsible for the cost of cleaning or repair beginning at \$100.00. If this is a continuous behavior on the part of an individual student, then the student is billed for restitution.
- False Alarms are federal offense and students in violation may receive up to \$400 in fines per false alarm.
- Students may not cover or remove emergency exit signage posted on their door, or anywhere within the residence hall.

Health and Safety Room Inspection Policy

- As stated in your Room And Board License Agreement. It is the policy of the university that residence hall staff will enter student rooms for routine room inspections at least once a semester.
- Notification of time frames are posted at least one day in advance in residence hall First Class folders.
- Room inspections are intended to identify damage or conditions potentially harmful to the safety of the residence hall and/or the health of its residents.
- Residents will be notified immediately of any violations and asked to correct the violation.
- Room Inspections are also done when halls close for Winter and Spring breaks. These inspections are done to ensure no violations result in damage to a hall during closing (For example, a window left open could cause pipes to freeze in cold weather).
- Entry into a student room may also occur when there is a clear or apparent emergency, such as fire, serious illness or injury, or where danger threatens persons or property.
- Entry into a student room may also occur in the event of an alarm or other continuous sound that is causing a disruption to the community when the residents of the room cannot be located.
- Students are responsible for cleaning their personal space. Excessive messes as determined by staff may be determined to be a health and safety violation. This may include but is not limited to excessive room trash and recyclables, odors that extend into the hallway, restricted pathway to means of room exit, etc.
- Staff may also enter a student room when the residents have extended an invitation for them to do so.

Permitted Decorations Policy

- No more than 20% of any wall or door should be covered with decorations.
- Only use decorations that are noncombustible or have a label that states that they are “flameproof,” “flame-resistant,” or “flame-retardant.” Keep the label to document acceptability.
- Electric lights string lights are acceptable ONLY if they are labeled with Underwriters Laboratory or Factory Mutual approval. Tags with this information are required to be on each string of lights. Strings that are frayed or have bare wires, cracked sockets, loose connections and damaged insulation are not permitted. String lights may not be wrapped around any furniture or other cloth items such as curtains or wall hangings. They may not be attached with nails or staples. In addition no more than four sets of lights may be strung together in one connection.
- Do not place decorations near electrical equipment or other heat sources. Do not hang any decorations from sprinkler heads.
- Do not route electrical cords across aisles or corridors or under doors.
- Extension cords must have a 3-prong grounded plug and not be daisy chained.
- No lit candles, open flames, or spark-producing devices are permitted. This includes incense.
- Do not obstruct corridors, stairways, exits or doors from closing.
- Decorations are not to be hung so as to obstruct exit lights, sprinkler pipes or heads, smoke detectors, fire alarm pull stations, portable fire extinguishers or cabinets, or other safety apparatus.
- Only artificial trees/wreaths which are flame retardant are allowed in halls. No other greenery is acceptable. For these, documentation should be available to prove their flame resistance.
- Keep in mind that no one should put holes in the walls to hang materials. There are a number of products that can be used which are removable without damage to the wall or wall surface.
- Windows may have items placed on the glass as long as they are removable and do not cause any permanent scarring or damage.
- Wall tapestries are able to be hung in a student room as long as it is no larger than 4 feet x 6 feet, and only one per wall may be hung in the student room. Tapestries are not permitted to be strung across a doorway.
- Absolutely nothing may be attached to ceilings, covering the smoke detectors and/or sprinkler heads.
- No lights, ceiling fans, or other electrical appliances can be hung on the ceiling or interior walls.

SAFETY AND ENVIRONMENTAL MANAGEMENT MANUAL

Training Requirements Policy

General

UMaine's ultimate concern is that workers receive training to perform their assigned duties safely. This is achieved through initial training, annual refresher training, on-the-job training, and informational programs that are required in various standards and policies. Supervisors must assess the training needs of workers on an ongoing basis and adjust both training schedules and training topics accordingly.

UMaine Safety and Environmental Management training is designed to meet many different federal, state, and local regulatory requirements.

Regulatory Guidance The University of Maine System, Board of Trustees *Environmental and Safety Policy*

The University of Maine System, Administrative Practice Letter #55 *Environmental and Safety Management System*

The University of Maine, *Safety and Environmental Management Policy*

Requirements

All employees of The University of Maine are required to participate in Safety and Environmental Training. Employees include: Faculty, Staff, Graduate Students, Post Docs, and Student Employees (including Work-Study students, Teaching Assistants, Resident Directors, and any other person who receives pay or compensation for work performed). Students and Volunteers are provided with safety information as necessary to safely perform assigned tasks.

SEM training includes:

- Basic Safety Training (All employees, required annually).
- Department Annual Safety Training (All employees, required annually). This training is provided by the area supervisor to all employees, and includes the following minimum requirements:
 - Fire Prevention Plans and Emergency Action Plans;
 - Area-Specific Hazards related to Job Tasks within the Work Area (e.g., noise, machinery, electricity, falls, repetitive motion, lifting, biohazards, asbestos, and lead);
 - Chemical Hazards and Materials Safety Data Sheets; and
 - Use and Limitations of Personal Protective Equipment.

Retraining is required at least annually and required whenever a written program changes or if an employee demonstrates that training was not understood (ie, fails to follow safety precautions).

Specialized Safety Training (Depending on Job Tasks) Examples of Specialized Safety Training include Computer Workstations, Confined Space Entry, Bloodborne Pathogens, Lockout/Tagout, Hazardous Waste, Radiation, Laser, Respirators, Chemical Spill Training, etc. A comprehensive list of required Specialized Safety Training is located on the SEM Safety Training Webpage at <http://www2.umaine.edu/SEM/Training/training.htm> and on the last page of the Department Annual Safety Training Record (MF03032).

Recommended Training includes programs for which there are not current specific regulatory requirements, but which may clarify or aid employees in the performance of their required duties. Some recommended SEM training programs include: Supervisor Safety Training, Incident Reporting and Investigations, and Ergonomics.

Recordkeeping: All training must be documented and maintained in the work area (either by the supervisor or in the employee's records). The supervisor or designee must retain a record of training for each employee as confirmation of SEM training conducted. Specifically, the supervisor must ensure that this record indicates who was trained, who did the training, when the training occurred, and the topic of training.

Teaching Safe Practices in an Academic Environment: Teaching and learning environments are subject to the same hazards and concerns found in other work areas. It is important to protect the safety of our students and the integrity of the academic learning environment. Professors, Instructors, Teaching Assistants and other employees in these settings are required to provide integrated SEM training and supervision to ensure that students know the hazards of any experiments performed and observe basic safety principles.

Responsibilities

The **Department of Safety and Environmental Management** is responsible for:

- providing guidance to departments on training requirements and available SEM training programs, and
- assisting departments with obtaining training from outside sources.

Each **Department** is responsible for:

- ensuring that employees and students receive appropriate training,
- maintaining training records for employees within their department, and
- ensuring that necessary safety information is provided as a part of each courses taught.

The **Area Supervisors and Instructors** are responsible for:

- explaining the safety requirements of each work area or class session, where appropriate;
- ensuring that appropriate safety equipment is provided and used in accordance with the training; and
- periodically reviewing the training needs of their employees and/or students and ensuring appropriate training is received; and
- ensuring that safe practices are followed.

Employees and Students are responsible for:

- attending required SEM training;
- following guidelines and practices outlined in SEM training.

For Additional Information

Contact your Department Safety Coordinator or Safety and Environmental Management at 207/581-4055.

Safety Training Requirements Checklist -MF03001
Training Roster -MF03002
Department Annual Safety Training Record -MF03032
Specialized Training Record -MF03042
On-The-Job Training Record -MF03552

SEM Safety Training Webpage at:
<http://www2.umaine.edu/SEM/training.htm>