

## EMPLOYEE INFORMATION

Name:	Current Hire Date:
Department:	Manager:

## HUMAN RESOURCES ORIENTATION

(Please check each item indicating it was presented.)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Welcome and Video Introduction     | <input type="checkbox"/> Safety Affairs                              | <input type="checkbox"/> Benefits and Retirement |
| <input type="checkbox"/> ID Cards, Keys, and Parking Access | <input type="checkbox"/> Payroll Procedures, Pay Deductions          | <input type="checkbox"/> Workers Compensation    |
| <input type="checkbox"/> UT Code of Conduct                 | <input type="checkbox"/> Probationary Period                         | <input type="checkbox"/> Insurance               |
| <input type="checkbox"/> Grievance Procedure                | <input type="checkbox"/> Pay Day, Pay Increases, Shift Differentials | • Health, Dental, Life                           |
| <input type="checkbox"/> Compliance                         | <input type="checkbox"/> Holidays, Annual, Sick, and Personal Leave  | • Long-term Disability, etc.                     |
| <input type="checkbox"/> Campus Police                      | <input type="checkbox"/> Paid Leave — Funeral, Court, Military, etc. |  |

**I have participated in New Employee Orientation and the information above has been discussed with me.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DEPARTMENTAL ORIENTATION

(To be completed by the supervisor within two weeks of orientation date.)

### WELCOME

- ☐ Explain function of department in relation to the organization and where the employee's job fits in
- ☐ Note employee's address and phone number
- ☐ Tour Area - Work station, break room, restrooms, supply cabinet, food services, vending machines, designated smoking areas, department bulletin boards for announcements
- ☐ Introduce to co-workers

### DAILY ROUTINE

- ☐ Location and use of timesheets
- ☐ Normal work schedule and call-in procedure
- ☐ Overtime
- ☐ How to request leave
- ☐ Appropriate dress or uniform
- ☐ First aid facilities and procedure for reporting accidents or injuries
- ☐ Review general administrative procedures

### PAY AND JOB INFORMATION

- ☐ Employee's immediate supervisor
- ☐ Guidelines used in evaluating work

### PROCEDURES, RULES AND BENEFITS

- ☐ University and departmental work rules
- ☐ Absenteeism and tardiness
- ☐ Leaving during work hours
- ☐ Campus smoking policy and designated smoking areas
- ☐ Housekeeping and care of equipment
- ☐ Telephone usage
- ☐ Security and fire regulations
- ☐ Safety
  - Departmental safety rules
  - Procedure to report accidents and/or injuries
- ☐ University announcements

### Q&A SESSION

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Temporary Employee Evaluation** - Performed by the supervisor at the end of each assignment and after the first 6 months. HR will notify supervisors near the end of the 6 month period.

This form is to be completed by the supervisor within **two weeks** of the employee's orientation date.  
Please return this signed form to **Human Resources, 910 Madison Avenue, WP012 1st Floor.**



# KEY CAMPUS RESOURCES



**Chandra Alston, MBA, EdD**  
Associate Vice Chancellor  
Human Resources

Welcome to the University of Tennessee Health Science Center. This brochure contains key contacts, information and web addresses for departments on campus that will help you to get answers to questions in the first weeks in your new position.

Always feel free to contact the UTHSC Human Resources Department at **901.448.5600** or **901.448.5601**. We will be happy to assist you or redirect you to the appropriate department on campus.

**WELCOME TO YOUR FUTURE  
AT UTHSC!**

## KEY CONTACTS

### CAMPUS POLICE

#### ID Badges

901.448.6705

8:00 am – 3:30 pm (M–F)

Note: Please present your driver's license or photo ID.

#### Parking

Marilyn Knolls – 901.448.5414

You will need the make, model and tag number of your car to get your parking pass.

#### Keys

901.448.5561

The key request form is online at [uthsc.edu/facilities/documents/key-order-form.pdf](http://uthsc.edu/facilities/documents/key-order-form.pdf). The form must be signed by your supervisor.

#### Emergency Notification

##### Registration

Register for emergency notifications at [uthsc.edu/alert](http://uthsc.edu/alert).

### HUMAN RESOURCES

#### Benefits and Retirement

Debbie Jackson – 901.448.8547

[uthsc.edu/hr/benefits/Insurance](http://uthsc.edu/hr/benefits/Insurance)

#### Compensation

Damon Davis – 901.448.5604

[uthsc.edu/hr/compensation/index.php](http://uthsc.edu/hr/compensation/index.php)

#### Employment/Records

Alisha Boone/Anesha Jones – 901.448.5600

[uthsc.edu/hr/employment](http://uthsc.edu/hr/employment)

#### Employee Relations

Tracy Horton – 901.448.5524

[uthsc.edu/hr/employee-relations](http://uthsc.edu/hr/employee-relations)

#### Insurance

Gina Curry – 901.448.4876

[uthsc.edu/hr/benefits/insurance](http://uthsc.edu/hr/benefits/insurance)

## PLAZA BUILDINGS

The plaza connects the 910, 920 and 930 Madison Avenue buildings. The following businesses are located in the plaza.

### LOBBY LEVEL

**Banking: UT Federal Credit Union**  
901.448.3600  
7:30 am – 4:00 pm (M–F)  
[utfcu.org](http://utfcu.org)

**Bookstore: The VolShop**  
901.448.5427  
8:00 am – 5:00 pm (M–F)  
[shop.uthsc.edu](http://shop.uthsc.edu)

### CONCOURSE LEVEL

**Mail Services**  
901.448.5633  
8:30 am – 4:30 pm (M–F)

**UTHSC Printing and Copy Center**  
910 Madison Ave., C-20  
901.448.5553  
8:00 am – 5:00 pm (M–F)

## THE UNIVERSITY OF TENNESSEE SYSTEM MISSION STATEMENT

The University of Tennessee System, through its multiple campuses and institutes, serves the people of Tennessee and beyond through the discovery, communication and application of knowledge. The System is committed to providing undergraduate, graduate and professional education programs in a diverse learning environment that prepares students to be leaders in a global society. The UT System's delivery of education, discovery, outreach and public service contributes to the economic, social and environmental well-being of all Tennesseans.

[tennessee.edu/about](http://tennessee.edu/about)

## THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER MISSION STATEMENT

The mission of the University of Tennessee Health Science Center is to bring the benefits of the health sciences to the achievement and maintenance of human health, with a focus on the citizens of Tennessee and the region, by pursuing an integrated program of education, research, clinical care, and public service.

[uthsc.edu/aboututhsc/utmission.php](http://uthsc.edu/aboututhsc/utmission.php)

## UNIVERSITY HEALTH SERVICES (UHS)

910 Madison Ave., 9th Floor  
901.448.5630

[uthsc.edu/univheal](http://uthsc.edu/univheal)

UHS can be your primary care facility, and accepts UT health insurance.

## COMMUNICATIONS AND MARKETING

920 Madison Ave., Suite 810  
901.448.5544

[uthsc.edu/communications-marketing](http://uthsc.edu/communications-marketing)

*UTHSC's Communications and Marketing Department tells our many stories through magazines, newsletters, social media and more. The department staff provides advice, templates, logos, design support, and other resources.*

## CAMPUS RECREATION

**Student-Alumni Center (SAC)**

800 Madison Ave., Room 312  
901.448.5973

[uthsc.edu/campus-rec](http://uthsc.edu/campus-rec)

## INFORMATION TECHNOLOGY SERVICES

Help Desk – 901.448.2222

[uthsc.edu/its](http://uthsc.edu/its)

## PAYROLL DEPARTMENT

901.448.5574

[uthsc.edu/finance/payroll](http://uthsc.edu/finance/payroll)

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA/V institution in the provision of its education and employment programs and services.

### For more information, please contact:

**Human Resources** | 910 Madison Avenue | Suite WP012, 1st Floor  
phone 901.448.5600 | fax 901.448.5170 | [hr@uthsc.edu](mailto:hr@uthsc.edu)

[uthsc.edu/hr](http://uthsc.edu/hr)



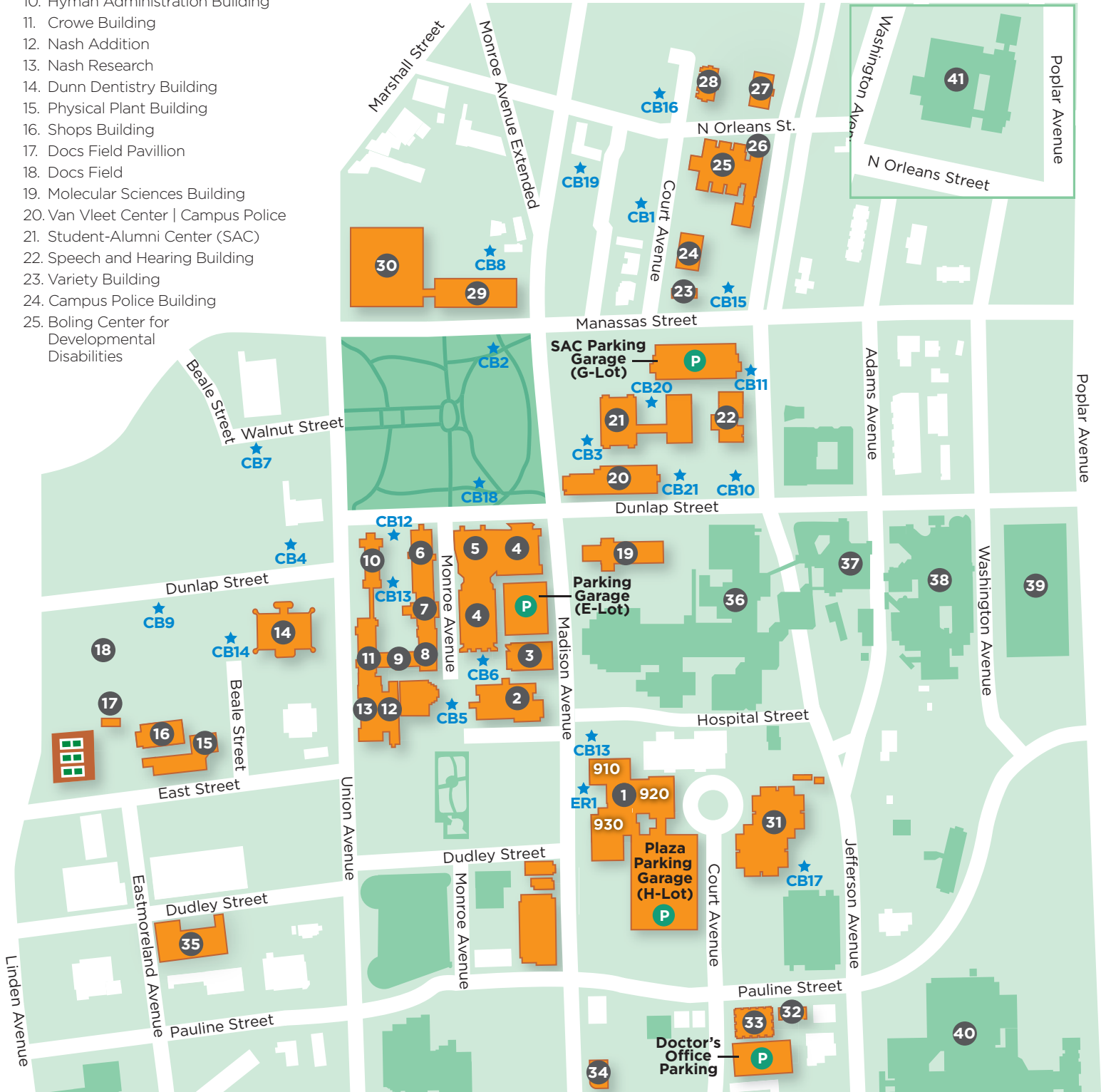
HUMAN RESOURCES

1. 910, 920, 930 Madison Plaza Buildings
2. Pharmacy Building
3. Alexander Building
4. General Education Building (GEB)
5. Center for Healthcare Improvement and Patient Simulation (CHIPS)
6. Johnson Building
7. Link Building
8. Wittenborg Building
9. Mooney Building
10. Hyman Administration Building
11. Crowe Building
12. Nash Addition
13. Nash Research
14. Dunn Dentistry Building
15. Physical Plant Building
16. Shops Building
17. Docs Field Pavillion
18. Docs Field
19. Molecular Sciences Building
20. Van Vleet Center | Campus Police
21. Student-Alumni Center (SAC)
22. Speech and Hearing Building
23. Variety Building
24. Campus Police Building
25. Boling Center for Developmental Disabilities

26. Harwood Center
27. Phi Chi
28. Hyde
29. Cancer Research Building (CRB)
30. Translational Science Research Building (TSRB)
31. Coleman Building
32. Pauline Annex
33. Doctor's Office Building
34. Day Care Building

35. Plough Center
36. Regional One Health
37. Adams Pavillion
38. Le Bonheur Children's Medical Center
39. Le Bonheur Children's Hospital
40. VA Hospital
41. West Tennessee Regional Forensic Health Center

- UTHSC Facility
- P Parking
- ★ Police Call Box





# SEXUAL HARASSMENT



The University of Tennessee Health Science Center and University Wide Administration, are committed to providing a harassment free environment for the entire campus community (faculty, staff, students, and applicants).

## DEFINITION OF SEXUAL HARASSMENT

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity.
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic (grades, academic progress, internship, etc.); or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance, academic performance, or creating an intimidating, hostile, or offensive work environment.

*(Title VII Civil Rights Act of 1964; Title IX, Educational Amendments of 1972.)*

## WHAT TO DO IF YOU ARE SEXUALLY HARASSED

- **Know your rights:** Sexual harassment is illegal and University policy prohibits University employees and students from engaging in sexual harassment.
- **Speak up at the time:** Say "NO" clearly, firmly, and without smiling.
- **Don't blame yourself:** It is not your fault. Sexual harassment is an unwanted action that can be stopped.
- **Don't delay:** Immediately contact the Office of Equity and Diversity, Dean's Office, or the Human Resources Department for information or assistance. If you delay action, the harassment is likely to continue.

## WHERE TO GO FOR HELP

For more information or assistance, please contact  
**The Office of Equity and Diversity (OED)**  
920 Madison Building, Suite 420, Memphis TN, 38163  
901.448.5558

# DISCIPLINARY ACTION



To provide a fair and objective means to correct the unsatisfactory work performance or work-related behavior, including gross misconduct of regular staff who have completed any required probationary period. To provide fair and uniform procedures including due process if required by law, to correct, discipline, or terminate employees for unsatisfactory work performance or work-related behavior or for gross misconduct.

## PURPOSE

The intent of the disciplinary action process, is to assist and encourage UTHSC employees to correct their conduct, while contributing to the overall effectiveness of their department and the mission of the University.

## PROGRESSIVE DISCIPLINE

The University provides employees who violate the policies and procedures a series of opportunities to comply within the progressive disciplinary process. There is no perfect formula to define progressive discipline and therefore, disciplinary actions may vary on a case by case basis.

## GRIEVANCE PROCEEDINGS

A non-exempt employee may request an administrative review, in writing through to the appropriate Human Resource Administrator, as a method for resolving the following problems:

1. Demotion or termination of non-probationary employees for inadequate work performance.
2. Demotion or termination for conduct-related offenses.
3. Demotion, termination, work assignments, or conditions of work which the employee claims are based on discrimination (including racial and sexual harassment.)
4. Non-compliance with Reduction in Force policy.
5. Work assignments or conditions of work which the employee claims violate a statute or University policy other than those prohibiting discrimination. (In this instance the written complaint should specify the statute or University policy violated, how it has been violated and include a remedial proposal.)



# EMPLOYEE CLASSIFICATION



**You are classified as either exempt or non-exempt based on guidelines established by federal law. The Office of Human Resources is responsible for classifying positions using these guidelines.**

## **EXEMPT**

One who is primarily engaged in academic instruction, or administration; who holds a position of executive administration or managerial responsibility, or one that requires recognized professional achievement acquired by formal training or equivalent experiences. Employees who are exempt under the Fair Labor Standards Act are not eligible to receive overtime pay or compensatory time for hours worked in excess of 40 hours per week.

## **NON-EXEMPT**

One who is neither primarily engaged in academic instruction, research nor charged with administrative or managerial responsibility. Employees who are non-exempt under the Fair Labor Standards Act are eligible to receive overtime pay or compensatory time for hours worked in excess of 40 hours per week.



## THE UTHSC IMPACT

The University of Tennessee Health Science Center (UTHSC) was founded in 1911. Our vision is to be the preeminent public research and teaching university linking the people of Tennessee to the nation and the world.

UTHSC improves human health through education, research, clinical care and public service. Offering a broad range of postgraduate and selected baccalaureate training opportunities, the main campus is located in the heart of the Memphis medical district and includes six colleges – Dentistry, Graduate Health Sciences, Health Professions, Medicine, Nursing and Pharmacy. UTHSC educates and trains cohorts of medicine, pharmacy and health professions students – in addition to medical residents and fellows – at its campuses in Knoxville, Chattanooga and Nashville. Patient care, professional education, and research also are carried out at more than 100 clinical and educational sites across Tennessee.

For additional information, please visit us at [uthsc.edu](http://uthsc.edu).



**\$4**  
**BILLION**  
ADDED TO  
TENNESSEE'S  
ECONOMY

**3252**  
**TOTAL**  
**STUDENTS**  
**ENROLLED**

**\$100**  
**MILLION**  
IN GRANT  
**AWARDS**

**100+**  
**CLINICAL AND**  
**EDUCATIONAL**  
**SITES ACROSS**  
**TENNESSEE**  
Patient Care  
Professional Education  
Research

**6**  
**HEALTH CARE**  
**COLLEGES**  
Dentistry | Graduate  
Health Sciences  
Health Professions  
Medicine | Nursing  
Pharmacy

**4**  
**FULL CLINICAL**  
**CAMPUSES**  
Memphis  
Chattanooga  
Knoxville  
Nashville

**1 MISSION: TRANSFORM HEALTH CARE**  
Education | Clinical Care | Public Service | Research

## OBJECTIVE

To provide employees of the University of Tennessee with guidance on how to conduct themselves in an ethical and responsible manner.

## INTRODUCTION

The Code of Conduct was developed to supplement and clarify existing university policies, procedures, and rules. It does not replace, limit, or otherwise alter any existing policies. Employees are expected to familiarize themselves with the Code and to abide by it. Employees who violate the Code will be subject to appropriate disciplinary action. Employees should direct specific ethical or compliance questions to their supervisor or the university's director of compliance.

The university's Code of Conduct is comprised of **1)** general principles and statements of ethical and responsible conduct and **2)** specific examples of prohibited conduct.

## GENERAL PRINCIPLES AND STATEMENTS OF ETHICAL AND RESPONSIBLE CONDUCT

### 1. Ethical and Responsible Conduct

In carrying out its educational, research, and public service missions, the university relies on the ethical and responsible conduct of all employees. Even the appearance of unethical or irresponsible conduct can be damaging to the public's trust in the university. Employees are expected to conduct themselves fairly, honestly, in good faith, and in accordance with the highest ethical and professional standards and to comply with applicable laws, regulations, contractual obligations, and university policies.

### 2. Responsible Reporting of Suspected Violations and University Response

#### a. General Statement of Reporting Obligation

Employees are expected to report any good-faith concern that compliance violations might have occurred, including, but not limited to, the following: violations of state or federal law or regulations; fraud in the operations of government programs; misappropriation of state or federal resources; acts that endanger the health or safety of the public or employees; and mismanagement of programs, funds, and/or abuses of authority. Employees are expected to report compliance concerns at the earliest possible opportunity by contacting their immediate supervisor, the next level of supervision, the appropriate campus/institute compliance officer, Audit and Consulting Services (865-97 4-66 11), or the Institutional Compliance office (865-97 4-4 438). Employees wishing to remain anonymous should report their concerns to the State Comptroller's Fraud Hotline (1-800-232-5454). Concerns will be referred to the appropriate university office for investigation. Employees are expected to cooperate fully in investigations. As required by Fiscal Policy FI013 0 Fraud, Waste and Abuse department heads and other management officials must report suspected fraud, waste, and abuse of university resources, and all allegations of such activity made to them, immediately to Audit and Consulting Services.

#### *b. Mandatory Reporting of Child Abuse and Child Sexual Abuse*

Employees must comply with Tennessee laws on mandatory reporting of child abuse and child sexual abuse. Tennessee laws mandate reporting by any person who has knowledge of physical or mental harm to a child if **1)** the nature of the harm reasonably indicates it was caused by brutality, abuse, or neglect; or **2)** on the basis of available information, the harm reasonably appears to have been caused by brutality, abuse, or neglect. Tennessee law also mandates reporting by any person who knows or has reasonable cause to suspect that a child has been sexually abused, regardless of whether it appears the child has sustained an injury as a result of the abuse. A report of child abuse or child sexual abuse must be made immediately to one of the following authorities:

- The Tennessee Department of Children's Services (call the Central Intake Child Abuse Hotline at 1-877-542-2873 or 1-877-237-0004).
- The sheriff of the county where the child resides.
- The chief law enforcement official of the city where the child resides.
- A judge having juvenile jurisdiction over the child.

University police departments are not included in the list of authorities. Reporting to university police, a supervisor, or any other university official or employee does not satisfy an individual's duty to report child abuse or child sexual abuse to one of the authorities listed above.

#### *c. Protection from Retaliatory Discharge*

Employees are protected from retaliatory discharge if in good faith they report or attempt to report illegal activities, or if they refuse to participate in illegal activities. For purposes of this policy, illegal activities are violations of the civil or criminal code of this state or the United States or any regulation intended to protect the public health, safety, or welfare. Employees are also protected from other forms of retaliation for reporting or seeking guidance regarding potential or actual criminal conduct.

### **3. Respect for Others**

People are the University of Tennessee's most important resource for accomplishing its teaching, research, and public service missions. Accordingly, employees are expected to be committed to creating an environment that promotes academic freedom, diversity, fair treatment, and respect for others. Employees are expected to treat one another, students, and the general public in an honest and respectful manner.

### **4. Avoiding Conflicts of Interests**

Objectivity and integrity are essential qualities for employees of a public institution such as the University of Tennessee. For the university to carry out its missions with unquestioned credibility, employees are expected to maintain the highest levels of integrity and objectivity as they perform their duties. Employees are expected to take all reasonable precautions and seek appropriate guidance to ensure that their outside interests do not place them in conflict with carrying out their duties and responsibilities as UT employees. Employees must disclose outside interests in accordance with university policies so that they can be reviewed and managed or eliminated, as appropriate.



## **5. Responsible Use of University Resources**

Employees must use university property, funds, technology, time, and other resources for legitimate business purposes. Employees must not use university resources for personal gain or to benefit third parties, unless a specific exception has been granted in accordance with policies. Employees are expected to be responsible stewards when using university funds for business travel or entertainment.

## **6. Responsible Conduct in Research**

As members of a research university, employees must conduct research with the highest integrity and in compliance with federal, state, and local laws and regulations and university policies. Employees must recognize that failure to do so can result in significant penalties or criminal prosecution for both employees and the university. Employees involved in conducting research are expected to become familiar with applicable laws, regulations, and policies and to consult with their campus/institute research or compliance office whenever they have concerns or questions. Employees are expected to submit accurate, timely, and complete reports and documents related to research.

## **7. Commitment to Environmental Health and Safety**

Employees are expected to be committed to protecting the health and safety of all university students, faculty, staff, volunteers, patients, and visitors. To accomplish this, the university provides information and training to employees about health and safety hazards and safeguards. Employees are expected to exercise good health and safety practices and to comply with all health and safety laws and regulations.

## **8. Responsible Use and Protection of Confidential Information**

Employees are entrusted with a variety of confidential information about students, faculty, staff, alumni, donors, research sponsors, licensing partners, patients, and others. Employees must access, use, protect, disclose, preserve, and dispose of confidential information in compliance with applicable laws, regulations, contracts, and university policies.

## **9. Additional Information**

For university policies, statements, guidelines, and available training related to each of the principles of the Code of Conduct, visit the Office of Institutional Compliance website.

## **SPECIFIC EXAMPLES OF PROHIBITED CONDUCT**

No Code of Conduct can list all prohibited conduct. The following information, which is not all-inclusive, illustrates some examples of specifically prohibited conduct that may lead to disciplinary action, up to and including, termination, as either unsatisfactory work performance or work-related behavior, or gross misconduct, under university policy.

## **10. Respect for Persons**

- a. Disorderly conduct, including, but not limited to, using discriminatory, abusive, or threatening language; fighting, provoking a fight, or attempting bodily harm or injury to another employee or to any other individual or threatening physical action or injury

on university property or during university activities; or other conduct that threatens or endangers the health, safety, or well-being of any person.

b. Violation of any university policy against harassment, discrimination, or retaliation

## **11. Respect for Property**

a. Willful or negligent damage to university property.

b. Theft or dishonesty.

c. Tampering with or wantonly destroying university data, records, or other information; gaining unauthorized access to such information; disclosing confidential information; or otherwise misusing university data or information.

d. Unauthorized use of university vehicles, mail services, identification and credit cards, telephones, computers, computer equipment, or other university equipment or materials. Computers and computer accounts are provided to employees to assist them in the performance of their jobs. Employees do not have a right to privacy in anything they create, send, or receive on a university computer. The university has the right to monitor, for business reasons, any and all aspects of any university computer system, including employee e-mail.

e. Soliciting, collecting money, or circulating petitions on university property at any time without permission of the chief business officer or designee.

## **12. Standards of Safety**

a. Possession of firearms, explosives, or other dangerous materials on university property or during university activities, unless the employee is authorized either by university policy or law to carry firearms, explosives, and other dangerous materials and it is also necessary to do so in the course of employment (police officers, R.O.T.C. personnel, etc).

b. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, illegal drugs, intoxicants, or controlled substances; abuse of prescription drugs while on duty; use of alcohol in a university vehicle on or off university property; possession or use of alcohol while on duty (except at university-sponsored events and other events an employee is expected to attend as part of his or her duties); or reporting to work under the influence of illegal drugs or alcohol or while unlawfully using controlled substances.

c. Refusal to obey security officials, Emergency Management personnel, or other proper authorities in emergencies.

d. Failure to comply with safety rules, regulations, or common safety practices.

e. Failure to report an accident involving on-the-job injury or damage to university property.

f. Smoking in violation of university policy.

## **13. Compliance with Laws and University Policies**

a. Falsification of university records.

b. Misrepresentation of academic credentials, which is defined by Tennessee law as follows:  
“A person commits the offense of misrepresentation of academic credentials

who, knowing that the statement is false and with the intent to secure employment at or admission to an institution of higher education in Tennessee, represents, orally or in writing, that such person **1)** has successfully completed the required course work for and has been awarded one or more degrees or diplomas from an accredited institution of higher education; **2)** has successfully completed the required course work for and has been awarded one or more degrees or diplomas from a particular institution of higher education; or **3)** has successfully completed the required course work for and has been awarded one or more degrees or diplomas in a particular field or specialty from an accredited institution of higher education.” Misrepresentation of academic credential is a Class A misdemeanor.

- c. Behavior or conduct unacceptable to the university or the community at large.
- d. Violation of federal government security regulations as outlined in contracts.
- e. Any violation of any law in the performance of duties or that affects the ability to perform duties satisfactorily.
- f. Failure to comply with Tennessee laws on mandatory reporting of child abuse and child sexual abuse.
- g. Failure to comply with laws regarding mandatory reporting requirements applicable to health care professionals’ interactions with patients while acting within the scope of university employment.
- h. Failure to comply with the university’s conflict of interests policy.
- i. Fabrication, falsification, plagiarism, or other serious unethical or illegal deviations from accepted practices in proposing, conducting, reporting the results of or reviewing research of service activities, in violation of university policy or state or federal law or regulations.
- j. The access, use, or disclosure of a person’s financial, personal, protected health information, or other confidential information without authorization or legal justification, in violation of university policies or law, e.g., privacy provisions of the Health Insurance Portability and Accountability Act of 1996 (HIP AA) and the Federal Educational Rights and Privacy Act (FERPA).
- k. Gambling on university property or during university activities.
- l. Flagrant violation or failure to observe traffic or parking regulations.

#### **14. Work Performance**

- a. Insubordination or refusal of an employee to follow instructions or to perform designated work or to comply with directives of authorized university officials.
- b. Failure to wear proper uniform or identification in the prescribed manner as may be required by the university.
- c. Sleeping on the job.
- d. Failure or refusal to maintain or obtain required licensure, certification, or registration.
- e. Instigating or participating in deliberate low productivity and/or interfering with another employee’s work.



## 15. Standards of Attendance

- a. Unexcused Absence. An absence without proper notification or satisfactory reason is unexcused. An absence of three consecutive days without notification or satisfactory reason is considered a voluntary termination.
- b. Repeated Tardiness. Tardiness is defined as arriving at work past the appointed starting time without supervisory approval.
- c. Other Absences. Such absences include the failure of employees to report to their work place at the beginning of the work period, leaving work before the end of the work period, and failure to inform the supervisor when leaving the work area.

### Human Resources

920 Madison Avenue, Suite WPS012  
Memphis, TN 38163  
901.448.5600  
[uthsc.edu/hr](http://uthsc.edu/hr)



HUMAN RESOURCES

## **2019-20 UTHSC Information Security Training - Guide**

1. Click on this link to access Blackboard directly: <https://blackboard.uthsc.edu> and proceed to step 4 **OR**
2. Go to [www.uthsc.edu](http://www.uthsc.edu) using a browser that is not Internet Explorer or Edge. Blackboard recommends using Mozilla's Firefox.
3. Click on the Resources drop down menu, then Blackboard link located at the top of the UTHSC Home webpage.
4. You arrive to the Blackboard Login page. Enter your **UTHSC NetID** in the Username section and enter your password in the password section. Check and make sure that your **Username** and **Password** are correct. You will then click the "**Login**" button located under the password section.
5. After entering Blackboard, look for My Courses section, which will be in the top right corner of the screen. If you have been assigned the training, you should see the course titled **2019-20 Information Security Training – Refresher Course for Employees**. Click on the course title.
6. Read the general instructions before you begin.

The following training modules are mandatory for all UTHSC students, faculty, staff, postdocs, residents, and any other active affiliates of the university, and **must be completed before network access is granted**. This training requirement is **mandated** by our University of Tennessee Systems Administration for all UT System institutions. For more information about this mandate, please see the [IT0123 - Security Awareness, Training, and Education](#) system policy.

You must receive a score of at **least 66 points for each quiz** embedded in the learning modules listed below. You may access your progress and scores using the "**Training Scores**" menu item located at the top left of this page. If you fail a module, you may repeat the test or view the module again until you have a passing score.

### **Technical Requirements:**

- If you do not already have it installed, please download and install the latest version of **Adobe Flash** player before taking the training. [The download for this application can be accessed here.](#)
- **Refrain from using mobile devices or smartphones to complete this training.** We recommend using desktop computers, laptops, and Netbooks to view and complete the training.
- All of the training modules require devices to have sound capabilities.

7. When you are ready to begin, click on the first module.
8. A new window will appear. If it does not, *make sure you have pop-up blocker disabled for your web browser*. Resize the window as needed to view the video.
9. Click the arrow in the middle of the screen to start the module.
10. For most videos, when the video stops, you will be prompted to start the quiz. Please answer the questions based on the content viewed in the previously played video. When you are ready to submit your answer, click on the circle at the start of the answer, then click "Submit Answer". The course will tell you if you selected the correct answer.
  - a. If you selected the correct answer, you will get a green checkmark by the response and an explanation as to why it was correct. Click "Next Question".
  - b. If you did not select the correct answer, the selection will turn red. Click "Next Question" to continue.
11. If you completed the quiz successfully, follow the directions to exit the module. If you did not pass the quiz, you can either retake the quiz, watch the video again for review or exit the module. You will have to pass each module to receive credit for the course.
12. If you would like to retake a training module, click the module you would like to retake and return to step 8.
13. You may assess your progress using the "**Scores**" area the left. In order to receive passing/completion, you must 67 points or above or get 2 out of 3 questions correctly. Again, you must score a **67% or above** in order to receive a passing grade for each module.

*If you have any questions or concerns regarding the training itself, please contact the UTHSC Information Security Team at (901) 448-1880 or [itsecurity@uthsc.edu](mailto:itsecurity@uthsc.edu).*

*If you are having issues logging into Blackboard or not being able to view the modules, i.e. your pop-up blocker is still turned on, please contact the UTHSC Help Desk at (901) 448-2222 ext. 1 or [helpdesk@uthsc.edu](mailto:helpdesk@uthsc.edu).*



## **INSTRUCTIONS - ELECTRONIC OUTSIDE INTERESTS DISCLOSURE (OID) FORM**

The OID FORM is available through the *IRIS web portal* or through the direct links below.

- Access **IRIS Mobile** through the *IRIS Web Portal* here: <https://irisweb.tennessee.edu> and Click the **IRIS Mobile** tab.
- Alternatively, the OID form can be accessed in a browser by visiting the **IRIS Mobile** site directly here: <https://irismobile.tennessee.edu/fiori>. The logon screen requires the same UT NetID and password used for logging into IRIS and MyUT. After authenticating, click on the **IRIS Mobile** tab.

The **IRIS Mobile Home screen** is displayed with white squares of information called **Tiles** that are available for your use. Select the **Outside Interest Disclosure Form(s)** tile.

### **Filling Out and Submitting the Form**

- The *Form List* is displayed with your employee information at the top of the screen. Choose the **New Form** button at the bottom of the screen on the right side to begin.
- **There are detailed *Instructions* available for submitting the form. If you want to see these instructions, Select the **Help** button at the top right corner to display the **Outside Interests Disclosure Help** website, which can also be accessed directly at <https://iris.tennessee.edu/OID-Help/>.**
- Answer each question by choosing the **Yes** or **No** radio button. All answers default to **No** for the entire form. For each question, if **No** is selected, no further explanation is needed.
- If **Yes** is selected for a question, a dropdown list of additional questions is displayed requesting details about the response.
- Each field must be populated in order to submit the form. All dropdown questions that appear when answering **Yes** must be answered or an error message appears when attempting to submit the form and the referenced question is highlighted.
- When all questions have been answered, read and complete the ***Employee Acknowledgement*** section at the end of the form.

### **Public Health Service Funding**

- The *Public Health Service* section is to be completed by PHS Investigators. The PHS funding agencies (NIH, FDA, CDC, SAMSHA, AHRQ, ATSDR, HRSA, IHS) questions will default to **No**. If **Yes** is selected additional questions relating to PHS funded research will be displayed.

### **OID Form Submission**

- Once the form is complete, choose **Submit** at the bottom of the screen on the right to submit the form into IRIS workflow for approval. Choose **Save** to save a draft of the form and return later for processing. If **Save** is chosen, the form will not be submitted into workflow until the form is accessed again and the **Submit** option is selected.
- When **Submit** is chosen a confirmation pop-up window appears. Select **OK** to submit the form or select **Cancel** to cancel this submission.

### **Approvals**

The Outside Interests Disclosure Form routes to your supervisor. If no potential outside interest conflicts are identified, the form does not require further approval after your supervisor. If outside interest conflicts are identified, the form routes to your supervisor and then escalates up to the Chief Business Officer (CBO), the Committee Review, and the CBO Final Stop as appropriate.

## **INSTRUCTIONS - ELECTRONIC OUTSIDE INTERESTS DISCLOSURE (OID) FORM**

### **Display, Print or Email the PDF Version**

- Once the form has been saved or submitted for approval, a PDF version can be displayed and/or printed. Click on the form in the **Form List** to select it.
- The OID form can be emailed by selecting **PDF** and then **Email**.
- Enter the email address on the **Email PDF** pop-up window and select **Send**.

### **Displaying Comments or Uploading Attachments**

- Once the form has been **Saved**, you also have the option to attach additional supporting documentation. Simply reopen the form, and there should now be an additional panel visible on the left side of the form.
- The Comments button can show workflow comments if comments have been made by the approvers in workflow. *The employee cannot add comments.*
- To add an **attachment**, click the attachment button. Then click the **New** button to add a new attachment. A screen will pop-up that will allow you to attach documents. Once you have chosen the appropriate file(s). Click the upload button. *You have the ability to upload multiple files.*
- The attachments uploaded will display on the panel with the name of the document uploaded. These attachments will be visible throughout workflow.
- Attachments can be made at any time while the document is in a status of **saved** or **submitted**. However, once the document is in a status of **Approved** or **Rejected**, attachments can no longer be made.

### **Sign Out**

- Select the **Home** button to return to the **IRIS Mobile Home** screen. Or, select the **User** button to proceed with signing out of IRIS Mobile.
- Select **Sign Out** to log out of the IRIS Mobile system
- Select **OK** to sign out of the system.

### **Questions**

If you have any questions about the form or for policy-related questions, please contact the Institutional Compliance Office at 901.448.8469 or [institutional.compliance@uthsc.edu](mailto:institutional.compliance@uthsc.edu).

For those employees needing access to a computer or special assistance, please contact the Institutional Compliance Office.

**Please complete the OID form within your first 30 days of hire.**

## UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER

### HEALTH SCIENCES LIBRARY

Alexander Building | 877 Madison Avenue, Memphis, TN 38163  
(Phone) 901-448-5634 | (Text) 901-730-6733 | (Email) [library@uthsc.edu](mailto:library@uthsc.edu)

#### **Library Staff Hours (24/7 access with UTHSC ID badge)**

Monday – Thursday, 8 a.m.–10 p.m. | Friday – Saturday, 8 a.m.–5 p.m. | Sunday, 2 p.m.–10 p.m.

**Library Homepage:** <https://library.uthsc.edu/>

#### **Research & Learning Services\***

##### *Liaisons & Embedded Librarian Services*

- Liaison librarians serve UTHSC colleges, departments, and offices as points of contact for library resources and services. Liaison librarians may embed within your course to provide instruction concerning use of databases and research techniques.

##### *Library Instruction*

- Librarians offer information literacy instruction; orientations to library resources and services; and workshops for HR credit, including sessions on EndNote and the Anatomage Table.

##### *Research Consultations*

- Librarians conduct consultations in many areas, including literature searches, citations, journal analysis, development of course learning modules, and more.

##### *Literature Searches*

- Librarians assist in the research process by conducting literature searches for relevant information.

##### *Systematic Review Services*

- Librarians consult on the systematic review process (basic service) or conduct in-depth literature searches, assist with citation management, and write the literature search methodology for the final paper for publication (advanced service).

\*For more information on research and learning services, visit <https://libguides.uthsc.edu/ResearchLC/researchsupport>

#### **Electronic Resources**

##### *Databases & Journals\**

- PubMed | Ovid@MEDLINE | Cochrane Library | CINAHL | ClinicalKey | JAMA | NEJM | UpToDate | Lexicomp | Micromedex | Scopus | AccessMedicine

\*For a full listing of databases and journals, visit <https://library.uthsc.edu/>

#### **InterLibrary Loan (ILL)**

Books and journal articles not available in the library may be ordered through interlibrary loan (ILL). This is a free service for current UTHSC faculty, staff, and students. Register for your ILL account at <https://library.uthsc.edu/services/ill/>

#### **Anatomage Table**

The library houses the Anatomage Table used for virtual dissection. To learn more and reserve the table or make an appointment for a tour or training, visit <https://libguides.uthsc.edu/Anatomage>

#### **Historical Collections & Archives**

The library's historical collections and archives includes rare books, manuscripts, and other artifacts on the history of the health sciences. Call 901-448-5051 for more information.

# **Digital Measures for Faculty Members**

Digital Measures allows faculty to record and track teaching, research and service activities. It also allows for the easy generation of reports for annual evaluation, reappointment, promotion, and tenure reviews.

- Supporting faculty-related processes: Via paperless completion and processing of documents required for annual review, promotion, tenure, and enhanced performance review
- Highlighting faculty accomplishments: Via website portfolios, reports of faculty activities that include the aggregation of outreach, community service, and engagement
- Documenting the entirety of faculty work/efforts/accomplishments: Via collection of information from all areas of the mission - teaching, research/scholarship, clinical care, service
- Facilitating submission and storage of faculty information required for faculty credentialing, professional program and SACSCOC accreditation: Via ability for faculty, department, college, and/or campus upload and verification of licensure, certification, continuing education, professional development and other documentation
- Decreasing duplicate/repeated requests for information from faculty: Via automatic CV generation, central ability to pull needed data on the part of departments, colleges, campus, or UT System
- Supporting strategic planning and reporting - At departmental, college, and campus levels via customizable reporting
- Extracting data for use in other systems - Such as UT System; SACS Faculty Roster; other professional accreditation faculty reporting

For more information and tips please visit <https://uthsc.edu/digital-measures/>

# **UTHSC Benefits**

As you explore the various benefits, you will notice affordable premiums, generous leave policies and additional retirement savings options. There are also benefits unique to the State that you may not find anywhere else. The Sick Leave Bank and Longevity pay are two benefits that help to make the State benefit package one of the most valuable compared to other employers. Benefits are available to all regular full-time and part-time employees.

UTHSC Benefits Direct Link: <https://uthsc.edu/hr/benefits/index.php>

- Insurance: <https://uthsc.edu/hr/benefits/insurance/index.php>
- Retirement: <https://uthsc.edu/hr/benefits/retirement/index.php>
- Education Assistance: <https://uthsc.edu/hr/benefits/educational-assistance.php>
- Flexible Benefits: <https://uthsc.edu/hr/benefits/flexible-benefits.php>
- EAP/Wellness: <https://uthsc.edu/hr/benefits/eap.php>
- Beneficiary Updates: <https://uthsc.edu/hr/benefits/updates.php>

## **UT Federal Credit Union**

Full-service branch and ATM located in the Madison

Conveniently make deposits and withdrawals, transfer funds or make loan payments.

Online Banking or use the UTFCU mobile banking app. Remote deposit!!

Non-profit credit union dedicated to improving members lives.

When you join UTFCU, you become an owner of the credit union. And owners get benefits.

Stop by Human Resources and receive a voucher to open your UTFCU account.





THE UNIVERSITY OF  
**TENNESSEE**  
HEALTH SCIENCE CENTER™

CAMPUS POLICE AND  
PARKING SERVICES

#### ADDITIONAL INFORMATION:

##### RAVE Guardian



**UTHSC  
ALERT**

[www.uthsc.edu/alert](http://www.uthsc.edu/alert)

Mobile phone numbers (call and text), email accounts, UTHSC website, UTHSC social media, and desktop/laptop computer

**Effective: January 2020**

#### THE BEST WAY TO REACH US:



##### 9-1-1 Calls

When you are on UTHSC Campus Property, call Dispatch at 901.448.4444.



##### Non-Emergency Police Responses:

901.448.4440 (nights, weekends, and holidays)

##### Toll-Free Campus Dispatch:

877.485.8873



##### Inclement Weather Closing Information:

877.6OUTICE or 901.448.8423

3 N. Dunlap | Memphis, TN 38163  
901.448.4444

[utpolice@uthsc.edu](mailto:utpolice@uthsc.edu)

[www.uthsc.edu/campus-police](http://www.uthsc.edu/campus-police)

#### WELCOME TO THE

## UTHSC POLICE DEPARTMENT

The University Police Department is responsible for the safety and security of the campus and the University community. Your UTHSC Police Department has implemented several areas of safety to equip the campus community in an emergency as well as safety tips which can be found in the "2019 Annual Security Report & Annual Fire Safety Report and VAWA." Also we have the "360 Stay Safe" training in Blackboard and training that provides students with personal safety information. There is also an "Civilian Response to Active Shooter" course available for the campus (facilitated by Campus Police). All of this can be found on our website [uthsc.edu/campus-police](http://uthsc.edu/campus-police). In addition, by following a few safety guidelines, such as securing your personal property, reporting suspicious activity, and reporting suspicious persons right away, we can all play a role in keeping our campus a safe place to learn, work and live.

If immediate police, fire, or medical response is needed, dial 8.4444 from a University phone. From a non-university phone or cell phone, dial 901.448.4444.

#### WHAT IS THE

### "JEANNE CLERY" DISCLOSURE ACT?

The Jeanne Clery Disclosure of Security Policy and Campus Crime Statistics Act is in memory of Jeanne Clery. The law, originally enacted by Congress in 1990 as the Campus Security Act, was championed by Howard and Connie Clery after their daughter Jeanne was tragically murdered at Lehigh University in 1986. As part of the Higher Education Act of 1965 (HEA), requires by federal law that colleges and universities disclose certain timely and annual information about campus crime and security policies. All public and private post-secondary educational institutions participating in federal student aid programs are subject to it. In an effort to ensure we meet and maintain the standards and requirements of the Jeanne Clery Act, the UTHSC Police Department has incorporated, on our website, links and

required information to view the Crime Bulletins and Crime Statistics. The faculty, staff, students and prospective students and employees can view statistics from the previous three (3) years. The crime statistics report is at: [uthsc.edu/campus-police/clery-act/crime-statistics.php](http://uthsc.edu/campus-police/clery-act/crime-statistics.php). In addition, our institution MUST distribute the Annual Security Report & Annual Fire Safety Report by October 1, annually to everyone listed above. Several policies included are: Timely Warnings, Missing Students Notification, Sexual Misconduct and Relationship Violence, Alcohol and Illegal Drugs, Weapons and Hate Crimes.

It is online at [uthsc.edu/campus-police/clery-act/documents/2019-annual-security-report.pdf](http://uthsc.edu/campus-police/clery-act/documents/2019-annual-security-report.pdf). If a paper copy is preferred, please contact Campus Police at 901.448.5679. You may also contact us at [cleryact@uthsc.edu](mailto:cleryact@uthsc.edu).

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA/V institution in the provision of its education and employment programs and services.



THE UNIVERSITY OF  
**TENNESSEE**  
HEALTH SCIENCE CENTER™

# New Employee Safety Orientation

UTSHC Campus Safety





**Mission:**  
**To improve the health and well-being of Tennesseans and the global community by fostering integrated, collaborative, and inclusive education, research, scientific discovery, clinical care and public service.**





## Welcome!

- Campus Police
- Campus Safety and Research Safety Affairs
- Fire Safety
- University Health Services



- **Recognize warning signs to identify hazards**
- **Locate safety information for hazardous materials in your work area**
- **Identify work-area specific training to receive from your supervisor**
- **Report injuries or accidents using the CorVel 24/7 nurse line**
- **Respond to emergencies such as fires, tornadoes or other situations**





# **RECOGNIZING HAZARDS**

- Physical
- Biological
- Chemicals
- Radiation



INDICATES A RISK TO  
HUMAN HEALTH OR  
THE ENVIRONMENT  
ARISING FROM  
BIOLOGICAL WORK



**BIOHAZARD**

# CHEMICAL HAZARD SYMBOLS

## GHS - Hazard Pictograms and Related Hazard Classes



### Exploding Bomb

- Explosive
- Self-reactives
- Organic Peroxides



### Corrosion

- Skin corrosion/burns
- Eye damage
- Corrosive to metals



### Flame Over Circle

- Oxidizing gases
- Oxidizing liquids
- Oxidizing solids



### Gas Cylinder

- Gases under pressure



### Environment

- Aquatic toxicity



### Skull & Crossbones

- Acute toxicity (fatal or toxic)



### Exclamation Mark

- Irritant (eye & skin)
- Skin sensitizer
- Acute toxicity
- Narcotic effects
- Respiratory tract irritant
- Hazardous to ozone layer (non-mandatory)



### Health Hazard

- Carcinogen
- Mutagenicity
- Reproductive toxicity
- Respiratory sensitizer
- Target organ toxicity
- Aspiration toxicity



### Flame

- Flammables
- Pyrophorics
- Self-heating
- Emits flammable gas
- Self-reactives
- Organic peroxides

# RADIATION TREFOIL

INDICATES THE  
PRESENCE OF  
IONIZING  
RADIATION







### HEALTH HAZARD

**EXTREME** - Highly toxic - May be fatal on short-term exposure.

**SERIOUS** - Toxic - Full protective suit and breathing apparatus should be worn.

**MODERATE** - Breathing apparatus and face mask must be worn.

**SLIGHT** - Breathing apparatus may be worn.

**MINIMAL** - No precautions necessary.

### FLAMMABILITY HAZARD

**4 EXTREME** - Extremely flammable gas or liquid. Flash Point below 73°F.

**3 SERIOUS** - Flammable. Flash Point 73°F to 100°F.

**2 MODERATE** - Combustible. Requires moderate heating to ignite. Flash Point below 200°F.

**1 SLIGHT** - Slightly combustible. Requires strong heating to ignite.

**0 MINIMAL** - Will not burn under normal conditions.

### SPECIFIC HAZARD

OXIDIZER **OXY**

ACID **ACID**

ALKALI **ALK**

CORROSIVE **COR**

Use NO WATER **W**

RADIATION 

### INSTABILITY HAZARD

**4 EXTREME** - Explosive at room temperature.


**3 SERIOUS** - May detonate if shocked or heated under confinement or mixed with water.

**2 MODERATE** - Unstable. May react with water.










**1 SLIGHT** - May react if heated or mixed with water.

**0 MINIMAL** - Normally stable. Does not react with water.

LABORATORY PLACARDS  
IDENTIFIES HAZARDS  
PRESENT IN RESEARCH  
LABS. PROVIDES  
CONTACT INFORMATION  
FOR LAB STAFF.

		Building: _____		Room #: _____	
		Department: _____			
		Lab Type: _____		Rev. Date: _____	
		Shared w/ PIs: _____			

**CAUTION:** The Selected Hazards May Be Present

 BSL: _____	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
<b>BSL2 Materials</b> <input type="checkbox"/> Lentivirus <input type="checkbox"/> Adenovirus <input type="checkbox"/> Human Materials <input type="checkbox"/> Other infectious agents	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>

**Other Hazards**  
☐ Laser(s) (Class \_\_\_\_\_)  
☐ X-Ray Equipment  
☐ Magnets (high power)  
☐ High Voltage  $\geq 480$  Volts  
☐ Air/Water Reactive  
☐ Hazardous Waste Storage  
☐ Cryogenic Materials

**Special Hazards or Precautions**  
**PPE Used In Lab**  

<b>Eye Protection</b>	<b>Hand Protection</b>
<input type="checkbox"/> Safety Glasses	<input type="checkbox"/> Latex Gloves
<input type="checkbox"/> Safety Goggles	<input type="checkbox"/> Nitrile Gloves
<input type="checkbox"/> Face Shield	<input type="checkbox"/> Cryogenic or Thermal

  
☐ Lab Coat  
☐ Hearing Protection

**Contact Information**

Office Phone	After-hours Phone
Primary Contact (PI)	
Secondary Contact	
Department Head	

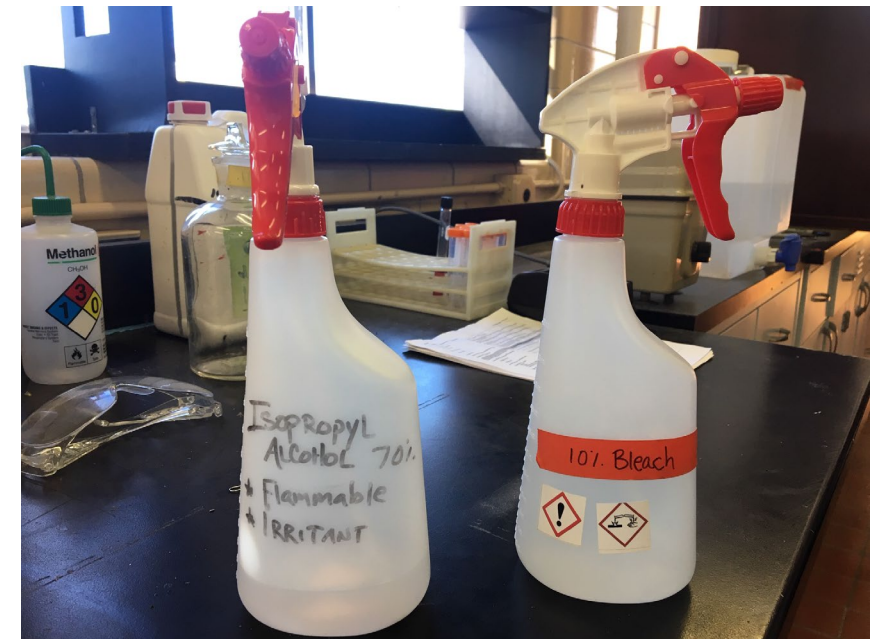
**Emergency Contact**

Police/Fire/Medical:	911
UT Police:	448-4444
Research Safety	448-6114
Facilities Services	448-5661

Information is to be updated as information changes or annually, whichever comes first. For questions about this posting please contact Research Safety.

## Labeling

- All containers must be labelled
- Do not remove or deface manufacturer labels.
- Hazardous materials must be labeled with at least:
  - Product name
  - Hazard warnings






SAFETY DATA SHEETS (SDS)

IDENTIFY HAZARDS AND SAFE  
HANDLING INFORMATION.

REVIEW SDS BEFORE HANDLING  
A NEW MATERIAL.

MUST BE AVAILABLE TO  
EMPLOYEES WHILE AT WORK.



SAFETY DATA SHEET

Issuing Date 03-Jul-2019

Revision Date 06-Mar-2020

Revision Number 2

1. IDENTIFICATION OF THE SUBSTANCE/PREPARATION AND OF THE COMPANY/UNDERTAKING

Product Identifier

Product Name

Other means of identification

UN-No.

Synonyms

EPA Pesticide registration number

Clorox® Disinfecting Bleach

UN1791

NONE

5813-120

Recommended use of the chemical and restrictions on use

Recommended Use

Uses advised against

Details of the supplier of the safety data sheet

Supplier

Supplier Address

Telephone

Emergency telephone number

Emergency Telephone Number

Bleach

No information available

The Clorox Company

1221 Broadway  
Oakland  
CA  
94612  
US

1-510-271-7000

For Medical Emergencies call: 1-800-446-1014, Transportation Emergencies, call Chemtrec: 1-800-424-9300

2. HAZARDS IDENTIFICATION

Classification

This chemical is considered hazardous by the 2012 OSHA Hazard Communication Standard (29 CFR 1910.1200)

Skin corrosion/irritation

Serious eye damage/eye irritation

GHS Label elements, including precautionary statements

Signal word

Danger

Hazard Statements

Causes severe skin burns and eye damage

Category 1

Sub-category 1

Category 1


Sub-category 1

Emergency Overview

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Clorox® Disinfecting Bleach

Revision Date 06-Mar-2020



Appearance

Clear to yellow

Physical state

Liquid

Odor

Bleach

Precautionary Statements - Prevention

Do not breathe dust/fume/gas/mist/vapor/spray

Wash face, hands and any exposed skin thoroughly after handling

Wear protective gloves/protective clothing/eye protection/face protection

Precautionary Statements - Response

Immediately call a POISON CENTER or doctor/physician

Specific treatment is urgent (see supplemental first aid instructions on this label)

Eyes

IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing

Immediately call a POISON CENTER or doctor/physician

Skin

IF ON SKIN (or hair): Remove/Take off immediately all contaminated clothing. Rinse skin with water/shower

Wash contaminated clothing before reuse

Inhalation

IF INHALED: Remove victim to fresh air and keep at rest in a position comfortable for breathing

Immediately call a POISON CENTER or doctor/physician

Ingestion

IF SWALLOWED: Rinse mouth. DO NOT induce vomiting

Precautionary Statements - Storage

Store locked up

Precautionary Statements - Disposal

Dispose of contents/container to an approved waste disposal plant

Hazards not otherwise classified (HNOC)

Not applicable

Unknown Toxicity

No information available

Other information

No information available

Interactions with Other Chemicals

No information available

3. COMPOSITION/INFORMATION ON INGREDIENTS

Chemical Name	CAS-No	Weight-%	Trade Secret
Sodium hypochlorite	7551-52-9	4 - 9	+

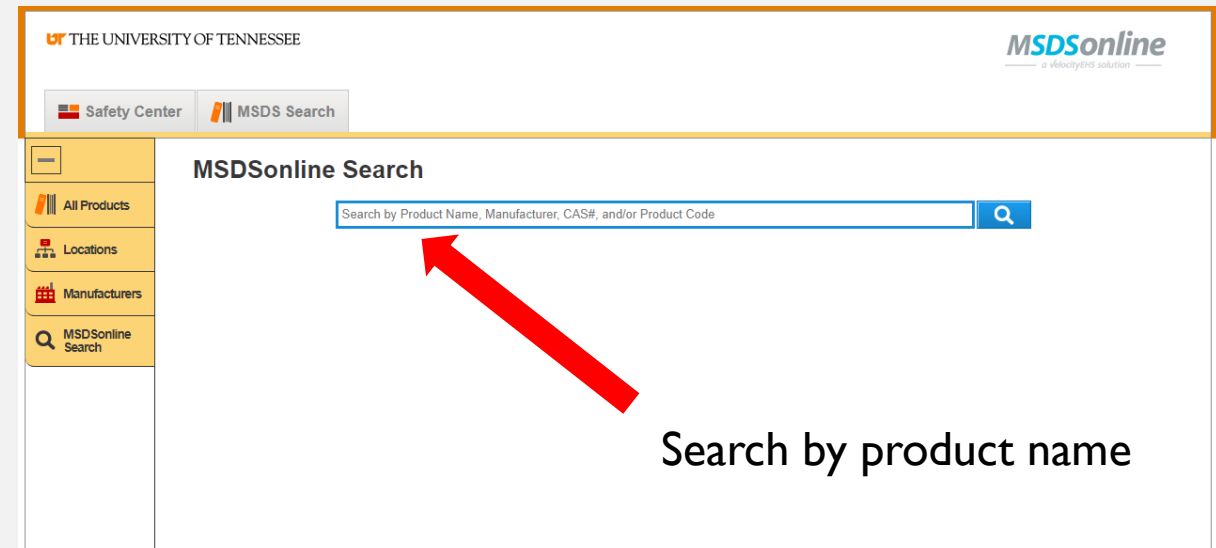
Page 2 / 9



# MSDS ONLINE

## LOCATE AND REVIEW SDS FOR HAZARDOUS MATERIALS

Search for “SDS”








# **WORK-AREA SPECIFIC SAFETY TRAINING**

## Supervisors must:

- Inform workers of hazards
- Provide task-specific safety training
- Provide appropriate personal protective equipment (PPE)
  - What PPE must be used
  - When PPE must be used
  - How to use the PPE properly
  - Limitations of the PPE
- Ensure compliance
  - Complete assigned training
  - Comply with regulations and institutional procedures
  - Use PPE when necessary



THE UNIVERSITY OF  
TENNESSEE  
HEALTH SCIENCE CENTER

Job Hazard Assessment

Federal regulation 29 CFR 1910.132 requires employers to assess the workplace to determine if hazards are present, or are likely to be present, that necessitate the use of personal protective equipment (PPE). If such hazards are likely to be present the employer must select and have each affected employee use appropriate PPE. The employer must provide written certification that the required workplace hazard assessment has been performed. This document provides certification and acknowledgement that the employee has been informed of PPE requirements. This form must be retained in your employee files and a copy emailed to [labsafety@uthsc.edu](mailto:labsafety@uthsc.edu) within 7 days of hire.

Employee Name: John Doe

Employee Job Title: Middle Management

Date: 3/25/2020

Name and Title of Supervisor/  
Assessor of Workplace Hazards: Jane Doe – Director of Middle Management

Job Hazard or Task	Required Personal Protective Equipment
Handling human blood	Gloves and lab coat
Disinfecting surfaces	Gloves
Stripping Floors	Rubber gloves, rubber apron, non-slip Shoes
Mixing Solutions	Gloves, safety glasses, face shield, disposable gown

Occupational Health Assessment(s) Required:  
(E.g. vaccinations, medical surveillance, medical exams or questionnaires, etc.)

I, John Doe (employee name), have received this document, understand its contents, and have been trained on the proper use, limitations, care, maintenance and disposal of the listed personal protective equipment. I will use the required personal protective equipment as specified in this document.

_____ Employee Signature	_____ Date
_____ Assessor Signature	_____ Date



# **REPORTING INCIDENTS OR SAFETY CONCERNS**



### **If you are injured at work:**

- **Obtain first aid**
- **Proceed to the Regional One Medical Center Emergency Room**
- **Call Campus Police Dispatch at 8-4444**
  - Campus Police will direct first responders to your work area.

## All Injuries or exposures must be reported:

- To your immediate supervisor
- To the CorVel 24/7 nurse line
  - Telephone: 1-866-245-8588
  - Nurse will document incident and initiate a claim.
  - Direct you to follow-up medical care.
- Complete Injury Report and Workers Compensation Form

Step 1

Workers' Compensation Procedures

PRINT

THE UNIVERSITY OF TENNESSEE

Injured Worker Name (print): \_\_\_\_\_

CorVel Claim Number: 0546 – WC – \_\_\_\_\_ - \_\_\_\_\_

If a work injury is LIFE-THREATENING or results in SERIOUS BODILY INJURY, IMMEDIATELY CALL 911 and/or GO TO THE NEAREST EMERGENCY ROOM!

If an injured worker is unable to report the injury, the injured worker's supervisor must immediately report the injury to 1-866-245-8588 Option 2. The supervisor must also notify the System Office of Risk Management 865-974-5409

**STEP 1: REPORT THE INJURY**

- ❖ INJURED WORKER WILL REPORT THE INJURY TO THEIR SUPERVISOR AND TO CORVEL
  - 1-866-245-8588 Option 1
  - This is a 24/7 Nurse Line
  - The NURSE will discuss the appropriate level of treatment needed and direct the injured worker to the nearest STATE-APPROVED treatment facility
  - If the injured worker agrees to self-care but later changes their mind, he/she must first call CorVel Option 2 to obtain authorization to treat
- ❖ DO NOT go to the doctor prior to reporting the injury to CorVel

Beginning July 1, 2019, the TN Division of Claims and Risk Management will assess a **\$500.00** departmental penalty each time an injured worker seeks non-emergency medical treatment prior to reporting their injury to CorVel

- ❖ All work related injuries MUST be reported to CorVel
- ❖ If necessary, employee's supervisor or other designee may report injury using Option 2

**TIMELY REPORTING PENALTIES**

- ❖ INJURIES MUST BE REPORTED TO CORVEL WITHIN (3) THREE BUSINESS DAYS

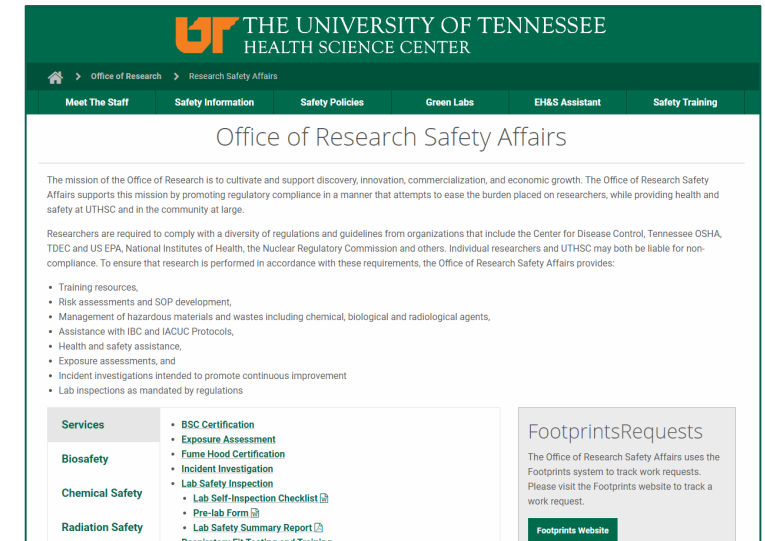
Beginning July 1, 2019, the TN Division of Claims and Risk Management will assess a **\$500.00** departmental penalty each time an employee or employer does not report a work injury within (3) business days after sustaining said injury

Rev 2019



**Call Campus Safety at 8-6114  
or email [labsafety@uthsc.edu](mailto:labsafety@uthsc.edu) to:**

- Report hazardous conditions
- Report unsafe work practices
- Investigate indoor air quality concerns
- Safety recommendations
- Risk assessment



The screenshot shows the website for the Office of Research Safety Affairs at The University of Tennessee Health Science Center. The header includes the UTHSC logo and navigation links: Office of Research, Research Safety Affairs, Meet The Staff, Safety Information, Safety Policies, Green Labs, EH&S Assistant, and Safety Training. The main content area is titled "Office of Research Safety Affairs" and contains a mission statement, a list of services, and a section for "FootprintsRequests".

**Office of Research Safety Affairs**

The mission of the Office of Research is to cultivate and support discovery, innovation, commercialization, and economic growth. The Office of Research Safety Affairs supports this mission by promoting regulatory compliance in a manner that attempts to ease the burden placed on researchers, while providing health and safety at UTHSC and in the community at large.

Researchers are required to comply with a diversity of regulations and guidelines from organizations that include the Center for Disease Control, Tennessee OSHA, TDEC and US EPA, National Institutes of Health, the Nuclear Regulatory Commission and others. Individual researchers and UTHSC may both be liable for non-compliance. To ensure that research is performed in accordance with these requirements, the Office of Research Safety Affairs provides:

- Training resources,
- Risk assessments and SOP development,
- Management of hazardous materials and wastes including chemical, biological and radiological agents,
- Assistance with IBC and IACUC Protocols,
- Health and safety assistance,
- Exposure assessments, and
- Incident investigations intended to promote continuous improvement
- Lab inspections as mandated by regulations

**Services**

- BSC Certification
- Exposure Assessment
- Fume Hood Certification
- Incident Investigation
- Lab Safety Inspection
  - Lab Self-Inspection Checklist
  - Pre-lab Form
  - Lab Safety Summary Report
  - Respiratory Fit Testing and Training

**Biosafety**

**Chemical Safety**

**Radiation Safety**

**FootprintsRequests**

The Office of Research Safety Affairs uses the Footprints system to track work requests. Please visit the Footprints website to track a work request.

[Footprints Website](#)



# **EMERGENCY RESPONSE**



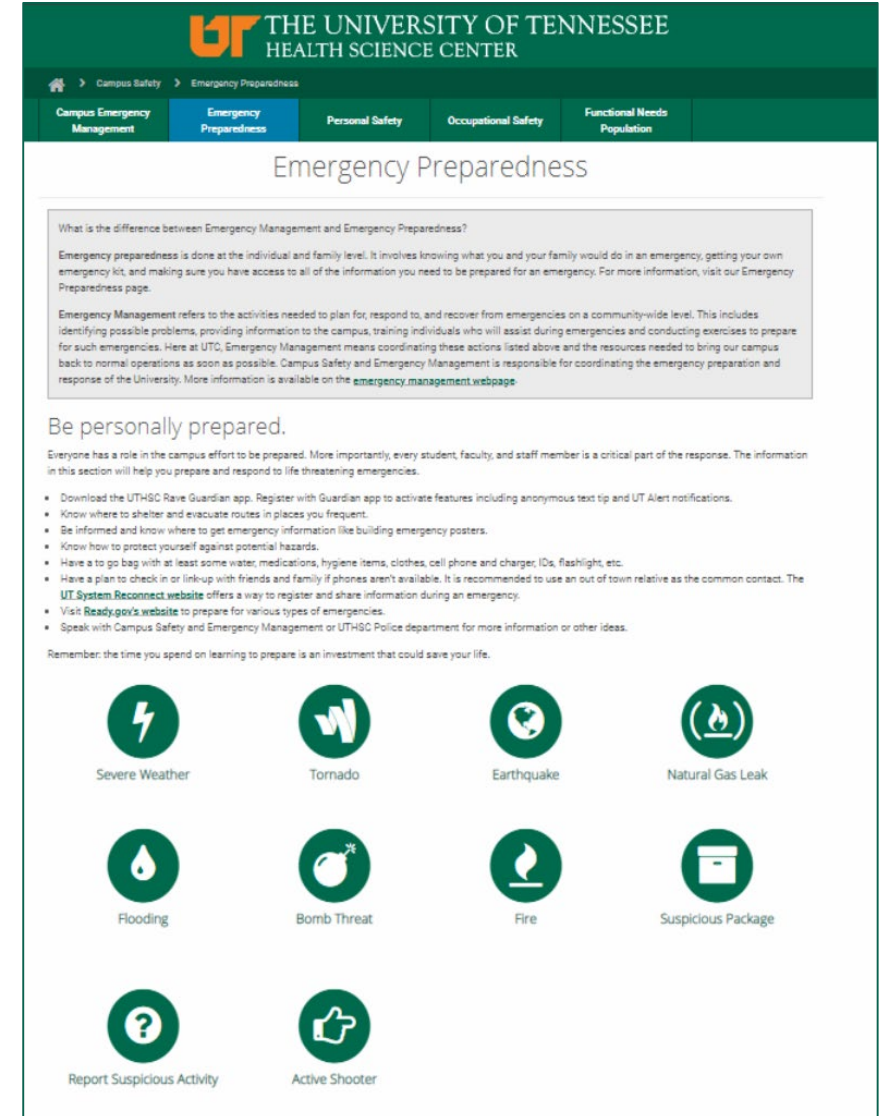
## In case of fire, remember to R.A.C.E.:

- **R**escue
- **A**larm
- **C**ontain
- **E**vacuate

For additional information on evacuations, assembly points, etc., refer to your Building Emergency Action Plan (BEAP) or contact Fire Safety at 901-448-5619.

## Response instructions

- Tornadoes
- Severe weather
- Earthquake
- Active shooter
- Report suspicious activity
- Flood



The screenshot shows the 'Emergency Preparedness' page of the University of Tennessee Health Science Center (UTHSC). The page has a green header with the UTHSC logo and navigation tabs for 'Campus Emergency Management', 'Emergency Preparedness', 'Personal Safety', 'Occupational Safety', and 'Functional Needs Population'. The main content area is titled 'Emergency Preparedness' and includes a section titled 'What is the difference between Emergency Management and Emergency Preparedness?'. This section explains that emergency preparedness is done at the individual and family level, while emergency management is a community-wide level. Below this, there is a section titled 'Be personally prepared.' which lists several actions: downloading the UTHSC Rave Guardian app, knowing where to shelter and evacuate, being informed about emergency information, knowing how to protect oneself, having a go bag, having a plan to check in with friends and family, visiting Ready.gov's website, and speaking with Campus Safety and Emergency Management or UTHSC Police. At the bottom, there is a grid of icons representing various emergencies: Severe Weather (lightning bolt), Tornado (tornado), Earthquake (globe), Natural Gas Leak (flame), Flooding (water drop), Bomb Threat (bomb), Fire (flame), Suspicious Package (package), Report Suspicious Activity (question mark), and Active Shooter (thumbs up).

**Emergency Preparedness**

What is the difference between Emergency Management and Emergency Preparedness?

Emergency preparedness is done at the individual and family level. It involves knowing what you and your family would do in an emergency, getting your own emergency kit, and making sure you have access to all of the information you need to be prepared for an emergency. For more information, visit our [Emergency Preparedness](#) page.

Emergency Management refers to the activities needed to plan for, respond to, and recover from emergencies on a community-wide level. This includes identifying possible problems, providing information to the campus, training individuals who will assist during emergencies and conducting exercises to prepare for such emergencies. Here at UTHSC, Emergency Management means coordinating these actions listed above and the resources needed to bring our campus back to normal operations as soon as possible. Campus Safety and Emergency Management is responsible for coordinating the emergency preparation and response of the University. More information is available on the [emergency management webpage](#).

**Be personally prepared.**

Everyone has a role in the campus effort to be prepared. More importantly, every student, faculty, and staff member is a critical part of the response. The information in this section will help you prepare and respond to life threatening emergencies.

- Download the UTHSC Rave Guardian app. Register with Guardian app to activate features including anonymous text tip and UT Alert notifications.
- Know where to shelter and evacuate routes in places you frequent.
- Be informed and know where to get emergency information like building emergency posters.
- Know how to protect yourself against potential hazards.
- Have a go bag with at least some water, medications, hygiene items, clothes, cell phone and charger, IDs, flashlight, etc.
- Have a plan to check in or link-up with friends and family if phones aren't available. It is recommended to use an out of town relative as the common contact. The [UT System Reconnect website](#) offers a way to register and share information during an emergency.
- Visit [Ready.gov's website](#) to prepare for various types of emergencies.
- Speak with Campus Safety and Emergency Management or UTHSC Police department for more information or other ideas.

Remember: the time you spend on learning to prepare is an investment that could save your life.

**Severe Weather**

**Tornado**

**Earthquake**

**Natural Gas Leak**

**Flooding**

**Bomb Threat**

**Fire**

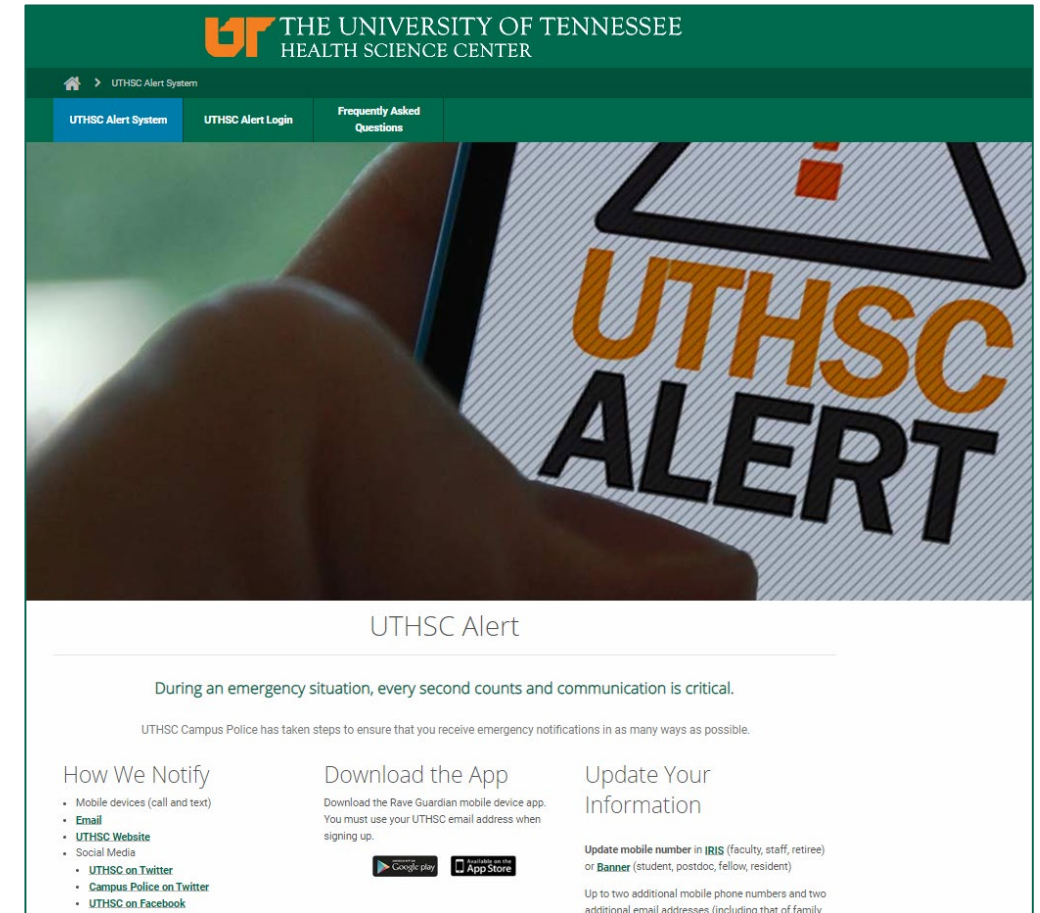
**Suspicious Package**

**Report Suspicious Activity**

**Active Shooter**

## UTHSC Alert

- Text and email notifications
- Download Rave Guardian app
- Update contact information in IRIS



The screenshot shows the UTHSC Alert System website. The header features the UTHSC logo and the text "THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER". Below the header is a navigation bar with links: "UTHSC Alert System", "UTHSC Alert Login", and "Frequently Asked Questions". The main content area has a large image of a hand holding a smartphone displaying the "UTHSC ALERT" logo. Below the image, the text "UTHSC Alert" is centered. A paragraph states: "During an emergency situation, every second counts and communication is critical. UTHSC Campus Police has taken steps to ensure that you receive emergency notifications in as many ways as possible." The page is divided into three columns. The first column, "How We Notify", lists: "Mobile devices (call and text)", "Email", "UTHSC Website", and "Social Media". The second column, "Download the App", includes the text "Download the Rave Guardian mobile device app. You must use your UTHSC email address when signing up." and buttons for "Google play" and "App Store". The third column, "Update Your Information", includes the text "Update mobile number in IRIS (faculty, staff, retiree) or Banner (student, postdoc, fellow, resident)" and "Up to two additional mobile phone numbers and two additional email addresses (including that of family)".



# **ADDITIONAL SAFETY TRAINING**





## Additional Safety Training

- **Bloodborne Pathogens (Blackboard)**
  - Potential contact human blood or other potentially infectious material.
- **Laboratory Safety**
  - All personnel working in UTHSC Research Labs
  - Online (Blackboard) or in Mock Lab

**Questions?**  
**Call Campus Safety at 448-6114**  
**or email [labsafety@uthsc.edu](mailto:labsafety@uthsc.edu)**

