
Effective: 7/1/1999

ASU RSK Manual Revision Notice

Policy	Summary of Change
<p><u>RSK 001</u></p> <p>Introduction</p>	<p>Revision of Policy</p> <p>Revised to change telephone area code</p>
<p><u>RSK 002</u></p> <p>Organization Charts</p>	<p>Revision of Policy</p> <p>Revised to reflect changes in staff and one change in a job title</p>
<p><u>RSK 003</u></p> <p>Risk Management Directory</p>	<p>Revision of Policy</p> <p>Revised to reflect changes in staff and to add e-mail links</p>
<p><u>RSK 101</u></p> <p>Bloodborne Pathogens</p>	<p>Revision of Policy</p> <p>Revised to add an e-mail address for the department</p>
<p><u>RSK 102</u></p> <p>Confined Space Entry</p>	<p>Revision of Policy</p> <p>Revised to streamline the policy, to update the procedure, and to modify the definition for "nonpermit confined space"</p>
<p><u>RSK 103</u></p> <p>Hazard Communication Program</p>	<p>Revision of Policy</p> <p>Revised to clarify and streamline the purpose, to specify that outside contractors must have Material Safety Data Sheets available for each chemical used, and to add an e-mail address for the department</p>
<p><u>RSK 104</u></p> <p>Laboratory Use of Hazardous Chemicals</p>	<p>Revision of Policy</p> <p>Revised to streamline the purpose, to clarify the elements of the Chemical Hygiene Plan, to add an e-mail address for the department, and to modify the responsibilities of both ASU departments and the Department of Risk Management</p>

<p><u>RSK 105</u></p> <p>Personal Protective Equipment</p>	<p>Revision of Policy</p> <p>Revised to streamline the purpose and to make the supervisor responsible for assuring the adequacy of personal protective equipment provided by employees</p>
<p><u>RSK 106</u></p> <p>Asbestos Abatement</p>	<p>Revision of Policy</p> <p>Revised to delete a source</p>
<p><u>RSK 107</u></p> <p>Respiratory Protection</p>	<p>Revision of Policy</p> <p>Revised to streamline applicability and to add the development and implementation of a written respiratory protection program as a responsibility of the Department of Risk Management</p>
<p><u>RSK 108-01</u></p> <p>Health and Safety Training</p>	<p>Revision of Policy</p> <p>Revised to broaden two job functions that require training programs, to specify that three trainings require annual refresher training, to add an e-mail address for Employee Development, and to add a cross-reference</p>
<p><u>RSK 108-02</u></p> <p>Defensive Driver Training</p>	<p>Revision of Policy</p> <p>Revised to reference another RSK policy in the text, to add an e-mail address for Employee Development, and to delete a cross-reference</p>
<p><u>RSK 108-03</u></p> <p>Training for Operators of High-Occupancy Vehicles</p>	<p>Revision of Policy</p> <p>Revised to change the title, to change “12- and 15-passenger vans” to “high-occupancy vehicles,” to add an e-mail address for Employee Development, to add two definitions, and to delete one cross-reference and add another</p>
<p><u>RSK 109</u></p> <p>Utility Tunnel Disclosure and Respiratory Protection</p>	<p>New Policy</p> <p>A newly published policy to reduce the potential for exposure to airborne asbestos in the university’s utility tunnel system</p>
<p><u>RSK 201</u></p>	<p>Revision of Policy</p>

Electrical Safety	Revised to strengthen the purpose, to add a source, to expand applicability, to strengthen the responsibilities of departments, to amplify the responsibilities of the Department of Risk Management, and to include the <i>ASU Electrical Safety Guidelines</i> as a guide with which employees must conform
<p><u>RSK 202</u></p> <p>Decorations and Displays</p>	<p>Revision of Policy</p> <p>Revised to change the title, to expand the purpose, to narrow applicability, to specify a hazard prevention role for departments displaying decorations, to state that the Department of Risk Management can provide technical assistance, to add an e-mail address for the department, and to delete one-cross reference and add another</p>
<p>RSK 203</p> <p>Fireworks/Pyrotechnics</p>	<p>Deletion of Policy</p> <p>Deleted</p>
<p><u>RSK 204</u></p> <p>Facility Safety and Occupancy Limits</p>	<p>Revision of Policy</p> <p>Revised to change the title, to expand the purpose, to replace the background and policy, to add a definition, and to add three cross-references</p>
<p><u>RSK 205</u></p> <p>Storage of Hazardous Chemicals</p>	<p>Revision of Policy</p> <p>Revised to change the title, to delete one source and modify another, to broaden applicability, to narrow the policy to specify storage requirements for hazardous chemicals only (not all hazardous materials), to add an e-mail address for the department, and to add a cross-reference</p>
<p><u>RSK 301</u></p> <p>University Property Loss Insurance Recovery— Property Claims</p>	<p>Revision of Policy</p> <p>Revised to delete a source, to broaden applicability to include property leased by the university and to add an e-mail address for the department</p>
<p><u>RSK 302</u></p> <p>Vehicle Loss Insurance Recovery</p>	<p>Revision of Policy</p> <p>Revised to add a cross-reference and an e-mail address for the department</p>
<p><u>RSK 303</u></p>	<p>Revision of Policy</p>

Third-Party Liability Claims	Revised to add contact information for the department
RSK 305 Driver's License and Driving Record Standards	Deletion of Policy Deleted
<u>RSK 306</u> Foreign Travel Insurance	New Policy A new policy about insurance coverage for university employees on foreign travel for authorized university business
<u>RSK 307</u> Nonemployee Travel Insurance	New Policy A new policy about insurance coverage for students and volunteers traveling on approved field trips or authorized university business (domestic travel only)
<u>RSK 308</u> University Volunteer Insurance Coverage	New Policy A new policy about insurance coverage provisions for university volunteers
<u>RSK 401</u> Hazardous Waste Management	Revision of Policy Revised to delete a cross-reference
<u>RSK 402</u> Indoor Air Quality Investigations	Revision of Policy Revised to broaden purpose and applicability and to replace acronyms with complete terms
<u>RSK 404</u> Real Estate Notification and Disclosure of Lead-Based Paint	Revision of Policy Revised to update a Web address and to add information about two Web addresses