Portland State University

STANDARD OPERATING PROCEDURE CONTROL:

Maintenance of Campus Beehive

Supervisor's Name: Heather Spalding

Name of Department Unit: Student Sustainability Center, Enrollment Management and Student Affairs

#1 **Scope of Work/Activity:**
- Inspect and maintain health of the hive
- Monitor for swarming behavior
- Clean hive
- Install mason bee houses; set mason bee cocoons in houses
- Set yellow jacket traps
- Maintain water source
- Harvest honey

#2 **Specific Safety and Environmental Hazards:** State the specific hazard and consequences if procedure not followed to person, environment, or property.
- Bee or insect stings
- Exposure to hazardous materials, biological materials, broken glass and sharp items
- Injury due to improper lifting techniques

#3 **Engineering Controls:** Describe any specific engineering controls which are required to prevent employee injury to hazards.
- SSC staff attend Environmental Health and Safety Training
- PSU student volunteers are subject to terms of the SSC's liability waiver form
- PSU faculty, staff and student employees are covered through [works compensation](#) and are eligible to file a claim if injured
- All other individuals are uninsured but may file a liability claim through the University

Safety tips:
- Be aware of your surroundings
- Garden with at least one other person
- Be careful of unexpected debris and objects while working in gardens
- No fragrances allowed
- Have a cell phone with you

#4 **Designated Area(s):** Indicate the designated area(s) for performing this process.
- PSU Community Orchard beehives (SW 12th and Montgomery, south of Residence Hall and Community Garden)

#5 **Personal Protective Equipment (PPE):** For all activities in box 31, the following PPE must be worn at all times. All PPE will be stored in the Orchard storage shed and should be put on before/removed after entering the safety fencing surrounding the hives.
- Beekeeping veil
- Beekeeping gloves
- Long sleeved shirt
- Pants (tucked into socks)
- Socks
- Closed-toe shoes

#6 **Important Steps to Follow:** List the specific sequence staff should follow to avoid hazard.
- Volunteers will work only with Student Sustainability Center staff present and directly supervising
- If hazardous materials are found, contact Environmental Health & Safety and Campus Public Safety Office to manage found materials
- Staff and volunteers will be trained in and practice safe lifting procedures
- Use of smoker:
  1. Do not leave smoker unattended. If you have to set it down while hot, set in a metal bucket or other non-flammable container
  2. Wear appropriate gloves when using the smoker as it is hot
  3. When done using smoker, dump smoldering contents into a bucket of water to extinguish
#7 Emergency Procedures: Describe immediate medical treatment required in case of personnel exposure.

For ordinary bee stings that do not cause allergic reaction, remove the stinger, wash the sting area with soap and water, and apply hydrocortisone cream.

In case of allergic reaction, contact the emergency number for Campus Public Safety Office. CPSO will escort the affected individual to Student Health and Counseling for epi pen administration.

Seek immediate medical attention if:
- You have difficulty breathing
- You have been stung many times
- You are allergic to bees

What to do while being stung:
- Remain calm
- Avoid harsh movements and swatting at bees
- Slowly step away from the bees and hive area
- Protect your face and eyes
If possible, go to an enclosed area such as a building or a car to treat

#8 Control Procedures for abandoned Hazardous Waste/Biological Waste:

Employee will contact the appropriate department (Environmental Health & Safety: 503-725-3738; Campus Public Safety Office: 503-725-4407) to collect and dispose of any abandoned hazardous waste/biological waste.

Please check one of the following boxes:

- [ ] To my knowledge, I am not allergic to bees.
- [ ] I am allergic to bees and will keep my own unexpired epi pen on my person at all times when in the Orchard.
- [ ] I am allergic to bees and do not have an epi pen.

   NOTE: You cannot enter the orchard if you are allergic and do not have your own epi pen.

Name: ___________________________________________ Date: __________________