

## ENVIRONMENTAL, HEALTH AND SAFETY TRAINING

Hobart and William Smith Colleges (HWS) has a formal Environmental, Health and Safety (EHS) Program that includes an EHS policy, defined roles and responsibilities, immediate accident reporting, EHS training requirements, etc.

*Every employee of HWS has a responsibility for EHS.*

HWS also has safety programs containing the Occupational Safety and Health Administration (OSHA) required programs, such as hazard communication, laboratory safety, emergency preparedness, bloodborne pathogens, etc. These programs are in place to ensure the safety of all faculty and staff. A copy of the EHS Program and safety programs are available from Human Resources, Campus Safety, and the HWS HR website.

### Safety Responsibilities:

- Everyone is responsible to work safely and follow established safety rules.
- Everyone is responsible to immediately report accidents/injuries to their supervisor and HR.
- Everyone is responsible to immediately report unsafe work conditions to their supervisor, Campus Safety and/or B&G.
- Anyone not following EHS policies may face disciplinary actions, as appropriate.
- Everyone has the “right” to stop work, without question, if not safe to work.

### Safety Programs:

- Emergency Preparedness**
  - In the event of a fire, gas leak, chemical spill or similar emergency, evaluate the building and meet in the designated meeting area outside. Evacuation maps are posted in all buildings.
  - In the event of a medical emergency, notify Campus Safety and/or EMS immediately.
  - Refer to the Emergency Procedure cards posted around campus for other emergencies, such as bomb threats, lockdown, shelter in place, etc.
  - First aid kits are available in several locations for self-help care of minor injuries.
  - When working with chemicals, know the location of the nearest emergency eye wash/shower.
  - Fire extinguishers are only for use by trained HWS personnel. You are not permitted to use a fire extinguisher until you are trained by HWS. Contact Campus Safety if you are interested in this training.
- Hazard Communication**
  - All chemical containers must be labeled with their contents and immediate hazard warnings. Read the label for basic chemical safety information.
  - Material Safety Data Sheets (MSDSs)/Safety Data Sheets (SDSs) with information on the chemical’s safety are available for your review in binders in the area, labs and Campus Safety, or on-line.
  - Ask for assistance with chemical safety, if needed.
- Personal Protective Equipment (PPE)**
  - PPE is required during certain tasks at HWS.
    - Safety Glasses (with side shields) – When working with flying materials.
    - Goggles or Face Shield – When working with hazardous chemicals.
    - Chemical Gloves – When working with hazardous chemicals.
    - Work Gloves – When handling rough/sharp materials.
    - Ear Plugs/Muff - When working around high noise levels.

## ENVIRONMENTAL, HEALTH AND SAFETY TRAINING

- Dust masks are provided for use to control nuisance dusts, but cartridge type respirators are not permitted at HWS.

### **Bloodborne Pathogens**

- If acting as a Good Samaritan (assisting someone injured), protect yourself from blood or other blood containing materials. Use rubber gloves and protect yourself from blood contact with open cuts, eyes, mouth and nose. Wash hands with anti-bacterial soap following any blood contact.
- Always treat any encountered blood as potential infectious, and protect yourself from contact.
- Report any potential blood exposure to HR immediately.

### **Ergonomic Injuries**

- Use proper lifting techniques (lift with legs, not with your back) or ask for assistance to lift heavy items. Use material handling equipment (i.e., hand truck) to moving heavy materials.
- Properly set up your workstation to prevent awkward and strenuous postures. Take breaks during repetitive tasks (i.e., data entry, keyboarding, etc.).
- Notify HR if you are having workstation related strains or for assistance to properly set up your workstation.

### **Working/Walking Surfaces**

- Slips, trips, and falls account for a large percentage of injuries in all workplaces.
- Be aware of any slippery surfaces (i.e., cords, ice/water, etc.).
- Report slip, trip and fall hazards to Campus Safety and/or B&G immediately.

## **Environmental Programs:**

### **Asbestos**

- Asbestos containing materials (ACM) may be present in some of the building materials (i.e., floor tiles, pipe insulation, etc.) at HWS.
- ACM in good condition does not pose a threat to building occupants.
- Do not disturb or damage ACM, such as sanding, breaking, cutting, etc.
- Report any damaged ACM to Campus Safety and B&G immediately and leave the area.

### **Hazardous/Universal Waste**

- All hazardous and chemical waste must be properly stored and disposed at HWS.
- Universal waste, such as fluorescent and CFL light bulbs, batteries, etc., must also be properly managed and recycled.
- Notify Campus Safety and B&G for any handling of hazardous, chemical or universal wastes.