

Environmental Health & Safety (EH&S) Fact Sheet

Chemical Safety/Hazard Communication (Right-to-Know)

- *You have the Right-to-Know about the hazards of chemicals with which you work!*
- The Public Employees Safety and Health (PESH) Bureau enforces workplace safety regulations (including OSHA regs) for state employees.
- Chemical hazard information is provided on *Safety Data Sheets (SDS)* and *labels*. The SDS has detailed exposure control, storage, first aid, and spill response information. Labels provide quick information and instructions.
- Departmental chemical inventories and SDSs are accessed via *SDSPro* on Hospital Intranet (under Resources A-Z or Manuals). If assistance is needed, please contact your Supervisor or EH&S.

Chemical Spills / Spill Kits / Eyewashes

- *Minor Spill* (less than 1 gallon or less than 50 ml hazardous drug): Trained staff can clean up using a spill kit. Kits are available for Glutaraldehyde/OPA, Formaldehyde, Hazardous Drugs, Acid, Oil and Lab chemical spills. They are ordered through Lawson.
- *Major Spill* (more than 1 gallon or more than 50 ml hazardous drug): Call University Police at 911 (631-632-3333 from cell phone) and provide details of spill. Off-sites should call 911.
- Eyewashes are required for areas using injurious corrosives, glutaraldehyde/OPA, formaldehyde, hazardous drugs, or battery acid. Users must test weekly by running water for one minute, recording the test on the log.

Respiratory Protection Program (RPP)

- If required, staff must only wear hospital approved N95 respirators (for example: 3M 1870+, 3M1860 or Moldex 1500).
- Annual training and fit testing is required for staff in RPP; fit testing is not required for hooded powered air purifying respirators (PAPRs).
- Keep fit test card (with your respirator make/model/size noted) with your ID badge.
- Replacement N95s are ordered through Lawson.
- Be sure to wear your respirator correctly: no facial hair interference with seal; top strap high with low one low, and no twisting or crisscrosses.
- Do a user fit check each time you put on a respirator.
- Approved staff (for example: those who have beards for religious or medical reasons, or unable to wear an N95s, or perform aerosol- generating procedures) use PAPRs available from EH&S.

Employee Injuries and Illnesses

- Report any safety concerns to your supervisor, EH&S, or University Police.
- Report injuries/illnesses to your supervisor; complete *Employee Injury/Illness Report*; and fax report to number on form. (Forms are on hospital intranet under "Forms."). Call Accident Reporting System (ARS) at 888-800-0029.
- *Contaminated sharp injury*: Go to Employee Health & Wellness or ED (off-hours) for assessment *as soon as possible* after the injury, and fax completed Employee Injury/Illness Report and a Sharps Injury Log to fax number on forms.
- Latex Allergy concerns: Notify supervisor and go to Employee Health & Wellness for an evaluation.
- Ergonomics concerns: EH&S and Employee Health & Wellness manage the ergonomics program. Request assistance from EH&S.

Environment of Care (EOC)

- Supervisors must review the *EOC Checklist* with new or transferred employees.
- Review *EOC Reference Cards* located on hospital intranet under "Manuals."
- Know the location of your unit's Emergency Power Outage box (tool boxes containing flashlights, batteries, extension cords, duct tape and glow sticks).

Hazardous Waste Management

- Prior to ordering products, consider less hazardous or "green" products whenever possible.
- Understand the waste determinations and handling requirements for your waste products; review them in SDSPro or contact EH&S.
- *Partially used pharmaceutical hazardous waste* is collected in the black containers located in med rooms. *Unused or expired medications* are placed in Return bin in med rooms and returned to Pharmacy.
- *Used fluorescent lamps (bulbs)* and *used batteries* are regulated as Universal Wastes and cannot be discarded in regular trash. For disposal, contact Plant Operations (4-2400) for lamps or Recycling (4-1462) for batteries.

Fire Safety

Understand Hospital's Fire Protection Systems:

- Prerecorded evacuation message announces the fire alarm zone location.
- Alert tone and strobes followed by voice message indicates fire alarm is in your fire alarm zone.
- Chimes followed by voice message indicates alarm is in another fire alarm zone.
- If there is visible smoke/fire, follow **RACE** procedures:

RACE

Remove patients from danger.
Alarm/Activate fire pull station and call 911.
Confine or shut the doors.
Extinguish or evacuate.

Know your department's Fire Evacuation Procedures:

- Locate your unit's Fire Evacuation map and be familiar with the plan prior to any incident.
- Patient care areas generally evacuate horizontally past smoke doors, waiting for further instructions.
- If the fire is at an off-site facility: evacuate to the outside.
- **Code Red = Fire**; All Clear = Emergency Over

Know the locations/use of fire emergency equipment:

- Fire Extinguishers – Think **PASS**.
- Fire alarm pull stations are generally located at nursing cores, by elevators and stairwells.
- Do not prop or chock open any doors.
- Do not obstruct corridors or block fire doors and emergency equipment.
- Shut off Oxygen Isolation Valves if oxygen is fueling fire in patient room. Know valve locations.
- Maintain Proper Oxygen Cylinder Storage
 - Cylinders must be secured, labeled, and segregated "full/partially full" and "empty."
 - No more than 12 total full/partially full or empty cylinders can be stored.

PASS

Pull pin.
Aim at the base of the fire (stand 6-10 feet back).
Squeeze nozzle.
Sweep side to side.

Know about Fire Warden program:

- Each patient care unit should have a Warden and alternate for each shift to coordinate fire alarm response and evacuations if necessary.

Radiation Safety

- Be aware of radiation and laser safety signage. Do not enter posted areas without authorization from the area manager/supervisor or Radiation Safety.
- Working in a radiological controlled area requires radiation safety training before your work commences.
- Know how to keep your radiation exposure As Low As Reasonably Achievable (ALARA) using: Time, Distance and Shielding.
- Maintain security and control of all radioactive substances and sources in your work area.
- If issued dosimetry for assessing occupational radiation dose, always wear properly on the body as designated while working with radiation. Return dosimeters to your departmental coordinator promptly at the end of the wear cycle (1st of the month or the beginning of each calendar quarter).
- If wearing lead aprons as personal protective equipment, always inspect before use.
 - Check for damage and for indication of annual inspection by radiation safety.
- If a radioactive spill occurs, follow emergency procedures posted in your area. If you are unsure, call Radiation Safety.

Any Questions? → Contact EH&S Healthcare Safety at 631-444-6783.