



Environmental Health and Safety Newsletter

September 2024

In a working environment, not all jobs are guaranteed to be surrounded by coworkers. Certain jobs such as custodians, security guards, drivers and many others often work alone. Therefore, it increases the chance of facing safety hazards. When accidents occur it can be difficult for you to ask others for help. Hence, it is important to avoid or prevent these situations from happening. If an accident does occur it is crucial to have a plan for getting help.

- Risk assessment. Employers should conduct a risk assessment to make sure that the environment is suitable for workers to work alone. Contact EHS if you would like a risk assessment performed for your program area.
- Be trained. Workers should have a sufficient understanding of what they are about to handle and be trained in the appropriate personal protective equipment (PPE).
- Should an emergency arise, contact University Police at 632-3333.
- Although OSHA does not mandate first aid kits, voluntary standards (ANSI) set at a minimum the following items if you do maintain one. Additional items may be required depending on the hazards present:
 - ⇒ 16 Adhesive Bandage 1" x 3" (2.5 x 7.5 cm)
 - ⇒ 1 Adhesive Tape 2.5 yd (2.3 m) total
 - ⇒ 10 Antibiotic Application 1/57 oz (0.5 g)
 - ⇒ 10 Antiseptic 1/57 oz (0.5 g)
 - ⇒ 1 Burn Dressing (gel soaked) 4" x 4" (10 x 10 cm)
 - ⇒ 10 Burn Treatment 1/32 oz (0.9 g)
 - ⇒ 1 Cold Pack 4" x 5" (10 x 12.5 cm)
 - ⇒ 1 CPR Breathing Barrier
 - ⇒ 2 Eye Covering w/means of attachment 2.9" sq (19 sq cm)
 - ⇒ 1 Eye/Skin Wash 1 fl oz total (29.6 ml)
 - ⇒ 1 First Aid Guide
 - ⇒ 1 Foil Blanket 52" x 84" (132 x 213 cm)
 - ⇒ 10 Hand Sanitizer 1/32 oz (0.9 g)
 - ⇒ 4 Medical Exam Gloves
 - ⇒ 1 Roller Bandage 2" x 4 yd (5 cm x 3.66 m)
 - ⇒ 1 Scissors
 - ⇒ 2 Sterile pad 3" x 3" (7.5 x 7.5 cm)
 - ⇒ 2 Trauma pad 5" x 9" (12.7 x 22.9 cm)
 - ⇒ 1 Triangular Bandage 40" x 40 x 56" (101 x 101 x 142 cm)
- Maintain communication. The supervisor should check in with workers on a regular basis to ensure that the workers are safe. Have a protocol if the worker can't be reached.
- Report situations. Inform employer about any incidents and "near misses" so changes can be made to avoid future incidents. Fill out an incident report through Human Resources.

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Please share the safety talk, for the noted month, with your employees and sign off on this form. All others should read for themselves. Completed forms shall be kept on file by the department.