

*ALBERT EINSTEIN COLLEGE of MEDICINE
of YESHIVA UNIVERSITY*

DEPARTMENT of ENVIRONMENTAL HEALTH and SAFETY

GENERAL EMPLOYEE HEALTH and SAFETY ORIENTATION

INTRODUCTION

Yeshiva University is a diversified educational and research organization encompassing an Undergraduate, Graduate, Law, Business, Social Sciences and Medical School. In addition, a number of patient clinics are operated under the Albert Einstein College of Medicine. The buildings that comprise the various schools and clinics are located in Manhattan, Bronx, or Queens and contain a variety of activities. Included in these activities are: teaching, medical/laboratory research, clinical services, engineering, housekeeping, administrative, therapy and recreation. Hazardous materials and situations may exist with various University activities.

Yeshiva University is committed to maintaining a safe and healthful workplace and protecting the environment. No activity or operation will be performed unless it can be performed in a manner designed to protect employees, the public, and the environment. Accomplishing these goals requires the combined effort of all employees, supervisors, and administration.

Supervisors are responsible for the workers under their supervision. They must assist in maintaining a safe and healthful work environment by setting the right example, providing work guidelines and ensuring that safety and health guidelines are being followed. In addition, supervisors must encourage their employees to participate in the Environmental Health and Safety Program by allowing them to attend the required training programs when offered. Supervisors must also provide employees with specific training on the hazards they may face in their particular workplace. Supervisors must discourage unsafe acts and conditions and ensure that employees and visitors comply with safety and health policies and procedures.

Employees must follow the safety and health policies and guidelines; report accidents, unusual occurrences and unsafe situations; use prescribed personal protective equipment; warn fellow employees about defective equipment and other hazards; and help management ensure that fellow employees comply with safety and health policies and procedures. Increasing employee health and safety awareness is of the utmost importance.

DEPARTMENT of ENVIRONMENTAL HEALTH and SAFETY (EH&S)

The **Department of EH&S** has been created to assist in: providing for the health and safety of workers, students and visitors; protecting the environment from any potential harmful effects caused by college activities; allowing research to proceed in a safe and healthful manner; managing the College's radioactive, biological, and hazardous waste; and ensuring regulatory compliance.

The **Department of EH&S** is currently a twelve-member department consisting of a Senior Director, Laboratory Safety Officer, Fire Safety Officer, Radiation Safety Officer, Industrial Hygienist, Safety Specialist, 2 Safety Technicians, an Administrator and three supporting secretaries. Each member of our Department, through training and experience, is capable of handling the variety of hazards and potentially adverse situations associated with University activities. An organizational chart for the Department of EH&S and a listing of services and telephone extensions can be found as an attachment to this document.

REGULATIONS and Einstein

The **University** is required to follow many codes, standards, and regulations, including those promulgated under the Occupational Safety and Health Administration (OSHA) to protect the safety and health of workers. The intention of OSHA is to ensure, insofar as possible, that every employee in the United States has safe working conditions. Regulations are created by OSHA to ensure safe work conditions. The Department of EH&S derives its occupational guidance from various regulations passed under OSHA. One of the regulations passed under OSHA is the Hazard Communication Standard or Right-To-Know Law. This regulation requires that each worker be informed of the hazards in their work area and be provided with sufficient training and, if necessary, equipment to minimize or eliminate exposure to the hazardous agent. **Your supervisor must alert you to, and provide guidance with regard to the hazards in your work area.** The Department of EH&S provides several general training programs on workplace hazards to support your supervisors' guidance.

DEPARTMENT of EH&S TRAINING PROGRAM

The Department of EH&S offers a variety of training programs to assist in promoting a safe and healthful work environment. Our training programs include: Hazard Communication/Right-To-Know, Laboratory Safety, Infection Control, Fire Safety, Radiation Safety, Asbestos Awareness, and General Health and Safety Training. Please see that your workers actively participate in these programs because they provide useful information that may help prevent injury or illness. A number of these training programs are mandated by law.

VARIETY of WORK AREAS

There is an assortment of work areas at **Yeshiva**. They include offices, laboratories, chemical and radiation waste rooms, craft shops, mechanical rooms, loading docks, storage rooms, renovation areas, study rooms, cafeteria, classrooms and clinical areas. Each area may have specific hazards and require different levels of safety and health awareness. The level of safety and health awareness is also related to the category of worker, such as: technicians, principal investigators, doctors, nurses, post doctoral fellows, students, teachers, secretaries, administrators, engineering staff, housekeeping and visitors. Each worker must be fully trained and supervised so that they will not be adversely affected by hazards of their work.

SOME HAZARDS THAT MAY BE FOUND

Hazards can be placed into three general categories. They are **chemical, biological and physical** hazards.

Chemicals can cause disease, injury, or fatalities if mishandled. In order for them to have their

effect, they must make contact with the body, usually by inhalation, ingestion, or contact. Many chemicals, which Yeshiva has, are associated with our laboratories. But, chemicals may also be found in Engineering, Housekeeping and office areas. Chemicals, used according to the manufacturers' directions, often present very little risk to the user. There are numerous **chemicals** used by the University. Many of our laboratories can have a hundred different chemicals. Usually, chemicals used by the University laboratories are present in small quantities such as: pints, quarts or gallons. Some laboratories may have larger quantities; but, you will rarely have 55 gallon drums such as are found in industry. Large quantities of chemicals (30 gallon drums or greater) may also be used by housekeeping or engineering. Although our chemicals are typically present in small quantities, many of them can be **hazardous** and a few of them **extremely hazardous**. The use of chemicals in our laboratories is governed by OSHA's Laboratory Standard. This regulation mandates the development of a Chemical Hygiene Plan which is a written document describing procedures and equipment used to control worker exposure to hazardous chemicals in the laboratory. Chemicals can be found in a storage cabinet, on shelves, on bench counters and in refrigerators. Chemicals found at other locations of the University are governed by the OSHA's Hazard Communication Standard. **FOR INFORMATION REGARDING THE CHEMICALS IN YOUR WORK AREA, READ THE CONTAINER LABEL, READ THE MATERIAL SAFETY DATA SHEET FOR THE CHEMICAL, ASK YOUR SUPERVISOR, OR CALL THE DEPARTMENT of EH&S.** Chemicals have been in use at the University since its inception. We have an excellent record with respect to storage, use and disposal of hazardous chemicals. Regularly scheduled training in Hazard Communication is given by EH&S. Please call X4150 for the next available training dates or check our web site: <http://www.einstein.yu.edu/ehs>.

Biohazards are microorganisms which may cause illness or death in humans. Biohazards can be in the form of bacteria, fungi, viruses and parasites. They can be found in patients' samples, in laboratory solutions, in tissue culture, in animals and, in the air we breathe. Areas where biohazards are used in research must be properly posted and secured. Access to these areas is provided by the principal investigator or the laboratory safety officer. Biohazards are used with strict guidelines to prevent worker exposure. Dose, virulence, route of exposure, and individual resistance are determinants in developing disease. If you will be using Biohazards in your work, contact EH&S for the next available training dates or visit our web site at <http://www.einstein.yu.edu/ehs>.

A variety of **physical hazards** can be present at the University. These can cause serious injury or even death. Some common physical hazards are: slips or falls, ergonomic (awkward position of the work or worker), electrical, compressed gases, or fluids, material handling, cuts or punctures, cryogenic or heated equipment and radioactive materials or radiation devices. Many of the physical hazards are found in our laboratories or in the common areas associated with the laboratories. **RADIOACTIVE MATERIALS USED AT THE UNIVERSITY ARE USED IN SMALL QUANTITIES AND ARE USUALLY OF LOW PENETRATING ENERGY.** Back injuries, sprains, strains and falls are very common problems in many workplaces. The way to minimize these physical hazards is to follow the work area's procedures, to pay attention to your surroundings; to have wet floors mopped quickly and to observe the proper working posture for lifting (i.e., use your legs during the lifting process) and for sitting at your computer. Often, only a few changes in work posture can have amazing effects in reducing discomfort. Remember to assume that all electrical lines have power and to de-energize electrical lines prior to working on them and ensure that they will stay de-energized until you complete your work (Lockout /Tagout). Ask your supervisor about the physical hazards in your work area and how you can protect yourself.

Another potential hazard, which is found in most NYC buildings is **asbestos**. Our University is not an exception. Asbestos is a mineral fiber. Exposure to these fibers would be similar to a chemical and dust exposure. Asbestos-containing materials can be found in pipe insulation, floor tiles, lab tops, ceiling tiles, transite wall materials, mechanical equipment rooms, etc. Asbestos-containing materials, if intact, do not present a health hazard. It becomes hazardous if the material is damaged or broken. It is extremely important not to damage materials, which could potentially contain asbestos. Any asbestos-containing debris or damaged materials should be reported to EH&S at X4152 for proper clean up and repair by a licensed asbestos handler. NYC has strict regulations for controlling exposure to asbestos. From time to time, you will notice asbestos abatement projects conducted in the University. Asbestos-containing materials are required to be removed prior to any renovation or construction work. The abatement takes place in regulated areas where the area is maintained under negative pressure and the air passes through a special particulate filter before it is exhausted out doors. The work is performed by licensed and trained contractors. In addition, the air outside of the work area is continuously monitored to ensure that no fibers have escaped the work area. If asbestos abatement work is taking place near your work area and you are concerned about exposure to asbestos, call EH&S at X4152.

Fire is another hazard that needs to be discussed. A fire can occur at any time. Please be aware of the location of all fire alarm pull stations and exits in your work area. In the event of visible flame or smoke, activate the nearest fire alarm pull station and exit the building. If you detect the odor of smoke, please call X3000 and X4150 and try to determine the cause. All of AECOM building alarm systems are central station monitored and, FDNY response is approximately five minutes for any alarm activation. If, in the course of your day, you hear the fire alarm, please exit the building. If the building needs to be evacuated due to a bomb threat, gas leak, or other issues, a 4-4-4 gong code will be initiated. Please immediately evacuate via the nearest exit. **Never use the elevators during a fire evacuation. The elevators may become smoke filled or may stop between floors due to loss of power.** Fire extinguishers are mounted throughout the campus. Make sure you know how to use one before attempting to extinguish a fire. Do not use open flame sterilization methods in the laboratory. Instead, use an electric sterilizer, which reduces the potential for fire. If you have any questions regarding Fire Safety, please contact X2031.

| MYTHS | FACTS |
|---|---|
| ANY EXPOSURE TO CHEMICALS, BIOHAZARDS, OR RADIOACTIVE MATERIAL IS HAZARDOUS. | TOXICITY, VIRULENCE AND STRENGTH DETERMINE HAZARD. ROUTE OF EXPOSURE: INHALATION, INGESTION, INJECTION OR CONTACT. |
| LATEX GLOVE USE INDICATES THE PRESENCE OF A HAZARD. | LATEX GLOVES ARE SOMETIMES USED TO PROTECT THE EXPERIMENT FROM OILS ON THE HAND. |
| WALKING INTO A LABORATORY WILL EXPOSE ME TO A HAZARD. | THE HAZARDOUS MATERIAL MUST MAKE CONTACT WITH THE BODY. |
| A DUSTY OFFICE IS HAZARDOUS. | INDIVIDUALS REACT DIFFERENTLY TO DUST. NYC HAS A GREAT DEAL OF DUST IN THE OUTSIDE AIR. |
| VIDEO DISPLAY TERMINALS EMIT HAZARDOUS RADIATION. | SMALL MAGNETIC FIELD AT SURFACE OF UNIT. NEVER PROVEN TO CAUSE ILLNESS IN HUMANS. |
| THE MICROWAVE OVEN IN MY OFFICE EMITS DANGEROUS RADIATION. | UNITS IN SERVICE TODAY HAVE BEEN TESTED BY U.L. AND HAVE BEEN SHOWN NOT TO EMIT MICROWAVES. |
| THE RENOVATION NEXT DOOR IS EXPOSING ME TO ASBESTOS. | AECOM'S ASBESTOS CONTROL PROGRAM PREVENTS THIS. RENOVATION WORK INVOLVING ASBESTOS REMOVAL IS STRICTLY CONTROLLED IN NYC. |
| THE ELECTRIC WIRES WHICH ARE STICKING OUT OF THE WALL AND CAPPED ARE NOT HAZARDOUS. | ELECTRIC WIRES MUST ALWAYS BE CONSIDERED LIVE AND POTENTIALLY HAZARDOUS. IMMEDIATELY REPORT ELECTRICAL HAZARDS TO x3000. |
| A MEDICAL WASTE DRUM EMITS INFECTIOUS PARTICLES INTO THE AIR. | THE VIRUSES, BACTERIA AND PARASITES USED AT AECOM ARE NOT TRANSMITTED IN THIS WAY. |
| RESEARCH ANIMALS ARE DANGEROUS TO ME. | ANIMALS THAT ARE INFECTED WITH HUMAN PATHOGEN ARE NOT TRANSPORTED AROUND THE CAMPUS. THEY ARE MAINTAINED IN SPECIALIZED FACILITIES. |
| FLIES IN MY OFFICE ARE CARRYING INFECTIOUS DISEASE. | FLIES AT OUR FACILITY ARE NO DIFFERENT THAN THOSE FOUND IN YOUR HOME. |
| ALL CHEMICAL ODORS WILL CAUSE ILLNESS. | SPECIFIC CONCENTRATES MUST BE REACHED FOR DEFINED PERIODS BEFORE ILLNESS CAN OCCUR. |
| I CAN GET HIV FROM ALL HUMAN BLOOD. | NO, ONLY A SMALL PERCENTAGE IS POTENTIALLY INFECTIOUS. HBV IS MORE LIKELY TO OCCUR THAN HIV. |
| NOTHING WILL EVER HAPPEN TO ME. | HAZARDOUS MATERIALS AND SITUATIONS ARE PRESENT. THINGS CAN GO WRONG. CONTROLS AND EMERGENCY PROCEDURES ARE IN PLACE. FOLLOW SAFE PRACTICES. WHEN IN DOUBT, ASK QUESTIONS. |
| INFECTIOUS AGENTS, CHEMICALS AND RADIATION EXPOSURE ARE THE MOST COMMON WORKER PROBLEMS AT YESHIVA. | SLIPS, FALLS AND BACK INJURIES ARE THE MOST COMMON PROBLEMS AND ARE UNDERESTIMATED BY WORKERS. |

SOME GENERAL SAFETY AND HEALTH CONSIDERATIONS

1. Observe the signage in the area you are entering. Law requires that entrance doors to certain work areas list the hazard categories that can be found inside.
 2. In order for a hazardous agent to affect you, it must somehow interact with your body. Be aware of the common routes of exposure: **INHALATION, INGESTION, INJECTION AND CONTACT.**
 3. Read the label of the materials you use.
 4. Read the Material Safety Data Sheet (MSDS) for materials you use.
 5. Learn to recognize symptoms of exposure to hazardous materials with which you may work.
 6. Ask your supervisor about the materials you use or about the workplace in which you work. If you need additional information, contact the Department of EH&S at extension 4150.
 7. **REPORT: HAZARDOUS SPILLS
FIRES
ELECTRICAL PROBLEMS
ODOR OR SMOKE
CHEMICAL ODOR
ACCIDENT/INJURY
UNUSUAL EVENTS**
- CALL EXTENSION 4111, IDENTIFY YOURSELF, THE NATURE OF THE PROBLEM, AND ITS LOCATION. BE AS SPECIFIC AS POSSIBLE. THE INFORMATION YOU PROVIDE WILL ASSIST US IN THE PROPER RESPONSE. EH&S STAFF ARE AVAILABLE 24 HOURS A DAY.**
8. Follow standard operating procedures for safe use of hazardous materials. In the laboratory these procedures are well defined. For other work areas, consult with your supervisor or the Department of EH&S.
 9. Use personal protective equipment (gloves, goggles, protective clothing) and engineering controls (fume hood, biosafety cabinets, fans). When possible, control hazards at the source by providing the appropriate ventilation or by de-energizing equipment.
 10. Apply the concepts of Identification, Evaluation and Control when working with potential hazards.
 11. Familiarize yourself with the proper emergency response. Washing the affected area for 15 minutes with a mild soap and water is a general recommendation for removing hazardous materials that have been in contact with the body. **USE THE SAFETY SHOWER, EYEWASH STATION OR SINK DOUSER TO REMOVE HAZARDOUS AGENTS THAT HAVE MADE CONTACT WITH THE BODY.**
 12. Wash your hands regularly while in the laboratory, after removing gloves, and especially before eating.

13. Odors in the workplace can be a source of worker discomfort. Personal Hygiene, maintaining a clean work area, discarding waste properly, making sure that sink drains do not become dry, and using adequate ventilation when handling volatile chemicals can greatly reduce workplace odors. Report unusual odors to Operations at X3000 and EH&S at X4150.
14. Those employees working in Engineering must follow the guidelines set by their Supervisors and the various regulations encompassed in OSHA's Construction Standards.
15. Never pour any chemical down the drain. If you are unsure, call X4150.

IF YOU WOULD LIKE ADDITIONAL INFORMATION ABOUT THE SAFETY AND HEALTH OF YOUR WORK AREA, PLEASE ATTEND OUR SPECIFIC TRAINING PROGRAMS OR CALL US AT EXTENSION 4150.

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DEPARTMENT of ENVIRONMENTAL HEALTH and SAFETY

EINSTEIN EMPLOYEE HEALTH and SAFETY ORIENTATION QUIZ

I acknowledge and consent to filing my EH&S Quiz in an electronic format.

Name: _____ Signature: _____
(Please Print or Type)

Department: _____ Room: _____ Date: _____

True False

1. University activities must be performed in a manner designed to protect employees, the public, and the environment.
2. Supervisors must provide their employees with responsible supervision, which includes providing work guidelines that ensure safety and health, setting the right example and discouraging unsafe acts and conditions.
3. Employees do not have to follow safety and health policies and guidelines.
4. Employees must report all accidents, unusual occurrences and unsafe situations to their supervisors.
5. Employees must wear any necessary personal protective equipment and warn fellow employees about defective equipment and other hazards in their work area.
6. Einstein's Department of Environmental Health and Safety is available to answer your questions at X4150.
7. The Hazard Communication Standard requires that each worker be informed of the hazards in their work area, be provided with sufficient training and, if necessary, equipment to minimize or eliminate exposure to the hazardous agent.
8. Your supervisor must alert you to, and provide you with, guidance regarding the hazards in your work area.
9. EH&S provides the following general training programs on work place hazards to support your supervisors' guidance: Hazard Communication/Right-to-Know, Laboratory Safety, Infection Control, General Health and Safety.
10. Each work area at Yeshiva University may have specific hazards and may require different levels of safety and health awareness and training. The level of training is provided by the area supervisor.
11. Chemicals can cause disease, injury or fatalities if mishandled.
12. The Chemical Hygiene Plan is a written document describing procedures and equipment used to control worker exposure to hazardous chemicals in the laboratory.

13. For information regarding the chemicals in your work area: read the container label, read the Material Safety Data Sheet for the chemical, ask your supervisor, or call EH&S.
14. I can get HIV from all human blood.
15. All chemical odors will cause illness.
16. Biohazards are microorganisms that can be found in patients' samples, laboratory solutions, in tissue culture, in animals, and in the air we breathe.
17. Biohazards in Einstein laboratories cannot cause disease.
18. Areas where biohazards are used must be properly posted and secured and must be used with strict guidelines to prevent worker exposure.
19. The typical ways in which hazardous materials can come in contact with you are: inhalation, ingestion, injection and contact.
20. One easy way to find out about the chemical with which you are working is to smell it.
21. Learn to recognize symptoms of exposure to hazardous materials with which you work.
22. The 24-hour number to report emergencies is X4111.
23. Use the proper personal protective equipment (i.e., lab coats, safety glasses or protective gloves), to prevent contact with hazardous agents.
24. If you are exposed to hazardous materials, you do not have to wash the hazardous materials off your body for 15 minutes with mild soap and water.
25. Washing your hands with soap and water after handling hazardous materials, is a simple way of preventing adverse effects to these materials.
26. Some common physical hazards are: slips and falls, electrical, compressed gases or fluids and cuts or punctures.
27. To help reduce strains, sprains, and back injuries, observe the proper working posture for lifting and for sitting at your computer.
28. To prevent an unexpected shock, always assume that an electrical wire has current.
29. De-energize electrical lines prior to working on them and ensure that they will stay de-energized until you complete your work.
30. White or gray pipe insulation that appears to have been damaged does not have to be reported to EH&S at X4150.
31. EH&S can be called if you have any concerns about exposure to asbestos.
32. If you find debris on the floor or on other surfaces that appears to have resulted from damaged pipe insulation, you can clean it up yourself.
33. You should avoid damaging pipe insulation or other potential asbestos-containing building materials when moving furniture or equipment.
34. If you see smoke or flame, activate the nearest pull station and evacuate the building.

- 35. If you smell smoke, you should activate the fire alarm.
- 36. Fire extinguishers are for FDNY use only.
- 37. If possible, use electronic sterilizers instead of Bunsen Burners and methanol.

- 38. In the event of a threat to a building, the 4-4-4 evacuation code will be sounded.
- 39. Know where the nearest exit is to your work place. Also, find an alternative exit in case your primary one is blocked.
- 40. In a fire situation, **NEVER**, under any circumstances, use the elevators.

PLEASE RETURN TO EH&S – Forchheimer 800 on your first day