New Employee Orientation

Your Health and Safety at Boston University

704 Commonwealth Ave. 617-353-4094
Fuller Building 470 617.638.8830

www.bu.edu/ehs
Environmental Health and Safety

Environmental Health and Safety's mission is to provide a safe environment for employees, faculty, and staff as well as patients and others visiting our facilities. The purpose of established programs are not only to provide a safe environment but also to help to ensure compliance with federal, state, local codes, and regulations. Environmental Health and Safety (EHS) provides a full range of environmental, health, and safety services to the Boston University and Boston Medical Center communities.

EHS Divisions

Campus & Clinical Safety

Research Safety

Environmental Management

Medical Physics & Radiation Safety

Emergency Response Planning
What is Hazard Communication (HAZCOM)?

- An OSHA standard
  - Changes to standards
- Your “Right to Know”
- Information on chemicals you work with.
- Knowledge reduces risk from chemical hazards
  - Policies and plans
  - Training
  - MSDS’s (SDS’s)
  - Door placards
  - Labels and warning signs

Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS)

As part of OSHA adopting the GHS what you currently know as an MSDS will phase into an SDS.

- MSDS/SDS are provided with every chemical manufactured in the United States.
- MSDS/SDS contain a lot of information. EHS can help you interpret important points such as PPE, storage conditions, hazardous properties.
- You must review information from an MSDS/SDS prior to working with any chemical.
- You must have quick access to MSDS/SDS for chemicals you are using. You can obtain them from the EHS website, the manufacturers' website, or hard copies kept in your area.

What does the change mean for you?

It means you must become familiar with the new universalized format. MSDS have no current required format but SDS will have a strict 16 category format and order. Researchers should begin updating MSDS libraries with SDS as they are received. You are not required to change them all at one time.
Laboratory Door Placard

Information

- PI and #
- LSC and #
- Safety Specialist and #
- Emergency Phone Numbers
- Proper PPE
- Biosafety Level
- Additional Hazards
- NFPA Diamond
- Class 3b or 4 lasers
- Radiation
Waste Disposal

Remember that there are some wastes that are illegal to put in the regular trash:

**Biological Waste:** bloody items, body fluids, tissues, sharps like syringes, etc.
**Chemical Waste:** used or expired chemicals such as cleaners, oil, lab chemicals and some medications

**Regulated Recyclables:** batteries, fluorescent light bulbs, electronics such as computers

Understanding how to dispose of regulated waste products is a necessary part of keeping BMC safe and protecting the environment. **Training (on-line) is required for chemical and pharmaceutical waste management.**

Note: containers are placed throughout the University for recycling; paper, plastic, bottles and cans.

The blue bins are for PHI, the green bins are for comingled.
Waste Disposal

Summary of Regulated Wastes in Typical Hospital Units

**Battery Bucket**
All your spent batteries, except lithium

**Red bag Waste**
Biological wastes in bag/box, sharps in plastic container

**Black Bucket**
Regulated pharmaceutical wastes

**Chemo Bucket**
Items with trace chemo contamination such as gloves (agents themselves go into black bucket)

Training (on-line) is required for chemical and pharmaceutical waste management.
Personal Protective Equipment (PPE)

Depending on your job you may be required to wear PPE
Asbestos Containing Materials

Many building materials in buildings contain asbestos. These materials may include:

- Walls
- Ceilings
- Floors
- Adhesives
- Insulation

Although present, it DOES NOT pose a health hazard or safety risk unless it becomes friable. Asbestos is only hazardous if inhaled or ingested.

Should you have questions regarding possible asbestos containing materials in your work area(s), contact EHS at 617 638-8830 at BUMC or 617 353-4094 at CRC.
What type of training do YOU need?

The answer is dependent on what you do at work:

Research Safety

- **Research or clinical Laboratory work:**
  
  Covers laboratory safety protocols, emergency response, waste management and other pertinent topics.
  
  Sessions are held monthly.

- **Any work that involves BL3-level Organisms:**
  
  Required for anyone working with BL-3 level biological agents. Sessions can be scheduled by calling EHS @ 638-8830 or 353-4094.

- **Any work that involves Select Agent use:**
  
  Offered to those employees working with Biological Select Agents or Toxins, as required by the BU Select Agent Program. Sessions can be scheduled by calling EHS @ 638-8830 or 353-4094.

- **Any work that involves Shipping of Biologicals:**
  
  Offered to persons who will be packaging or shipping biohazardous materials, including human or animal specimens of a research or clinical nature (including Select Agents).
  
  Trainings are offered monthly or by request @ 638-8830 / 353-4094.
What type of training do YOU need?

Radiation Safety

Any work that involves Radioisotopes, X-rays or Irradiators:

Radiation Protection Training

Topics include radiation safety, isotope management, laser safety, waste disposal, and much more. You can register by calling the Office of Medical Physics & Radiation Safety @ 8-7052.

Other trainings available in programs such as:

- Campus & Clinical
- Lab Animal Science
- Environmental Management
- Controlled Substances

For more information on the various trainings offered by EHS go to our training website @

http://www.bu.edu/orctraining/home/
Employee Accidents (Charles River Campus)
What should you do if you’re hurt at work?

Seek medical attention at:

The Occupational Health Center: 
930 Commonwealth Avenue 
Open Monday – Friday (9am – 5pm) 
Contact #: 617-353-6630

Research Occupational Health Program (ROHP): 
Evans Building, 8th floor (Medical Campus) 
Injuries or exposures occurring in research laboratories 
Contact #: 617-414-ROHP (7647)

The Emergency Department: 
Menino Pavilion, 840 Harrison Ave (Medical Campus) 
Contact # 617-638-6340

BUPD shall be contacted for any serious emergencies requiring their assistance: 617-353-2121

• In all cases an Accident Report form shall be filled out. 
Incident Command System

The Emergency Phases to initiate BU’s emergency response plan:

“PHASE A” - Phase A response is considered a report of a potential emergency event or one which can be handled through personnel on-site at the time of the incident.

“PHASE B” – A Phase B event will be declared when a response to an event requires the assistance of personnel from other departments.

“PHASE C” – A Phase C disaster will be declared when a major event exists which requires assistance from personnel that are presently not on site. It may also require assistance from contractors and outside agencies.

• Each department is responsible for notifying their own staff during these declarations.
• Your supervisor will inform you of your role during university emergencies.
• All staff are encouraged to learn more about basic emergency response at BU by completing an interactive online training program. Please visit bu.edu/ehs/comm/ to see instructions for “Managing Emergencies Online Training”.
• Visit bu.edu/ehs/plans/management-plans/emergency/ for more information.
Emergency Instruction flip charts are located throughout all areas of the University.

Recently the charts for each campus were combined into one.

This is a quick reference and provides initial actions and contact information for the following emergencies:

- Emergency Phone Numbers
- Fire Response/ Evacuation
- Chemical Spill/ Exposure
- Biological Spill/ Exposure
- Bomb Threat/ Suspicious Package
- Workplace Violence/ Active Shooter
- Weather Emergencies
- Utility Failure
- Emergency Operations Plan
- Incident Accident Reporting

More information can be found on the EHS website in the Emergency Response Plans.
Fire Response

In case of fire, think RACE

- **Rescue/Remove** anyone in immediate danger as long as you don’t put yourself at greater risk.

- **Alert** everyone in the area and **Activate** the fire alarm.

- **Contain** the fire and smoke by closing the fume hood sash, cabinet, lab door, etc.

- **Extinguish** and **Evacuate** the area and proceed to the designated assembly location.

Report the fire: at BUMC call 414-6666
at CRC call 353-2121
Extinguish: Fire Extinguishers

Must be inspected monthly and certified annually. Only use a fire extinguisher if:
• You have to fight the fire to save your own life
• It is a small fire that is safe to extinguish, and you have been properly trained

How to use a fire extinguisher:
Remember the acronym PASS

• Pull the retaining pin

• Aim the nozzle at the base of the flame

• Squeeze the handle to discharge contents of extinguisher

• Sweep from side to side to put the fire retardant directly on the fuel of the fire
Fire Safety Information

**Sprinkler Heads**

- **Heat-activated**: Anything that prevents or delays heat from a fire from reaching the sprinkler is delaying its activation:
  - Items stacked underneath impede sprayed water
  - Missing ceiling tiles allow heat to rise past the sprinkler head

**Fire Doors**

- Doors into and out of rooms and doors in hallways are designed to keep a fire contained on one side.

- Some external doors are delayed-opening. These doors will open after a few seconds (they’re locked electronically) and are marked with large, red signs.
Evacuate: Paths of Egress

In a fire situation this May be all you see
Evacuate: Paths of Egress

This is what you don’t see

Make sure egress routes and fire doors are clear and free of obstructions at ALL times.
Computer & Workstation Ergonomics

Information you can find on the Ergonomics website:

- **Self Help Guide:**
  - for computer workstations
- **Healthy Computing Guide**
  - equip. related to the computer workstation
- **Computer Workstation Stretches**
- **Stretch Break Software**
  - can be downloaded for free

- EHS office is available to conduct site ergonomic evaluations though we ask that you first conduct a self assessment using the on-line self help guide. If you suspect an injury please seek an evaluation at Occupational Health.

[http://www.bu.edu/ehs/ergonomics/]
This letter stating the President of BU, Robert Brown’s Commitment to Environmental Health and Safety can be viewed on the EHS website at:

http://www.bu.edu/ehs/