

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](http://www.bu.edu/ehs)



# Environmental Health & Safety Webpage

Boston University Research Compliance

**Environmental Health & Safety**

This Site

CONTACT US PROGRAMS EMERGENCY CONTACT SERVICES TRAINING



## 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.



### ENVIRONMENTAL HEALTH AND SAFETY

CONTACT US

PROGRAMS

EMERGENCY CONTACT

SERVICES

TRAINING

### WASTE DISPOSAL

- BU Biological Waste Disposal
- BU CRC Hazardous Waste Pick-Up Request Form
- BU Medical Campus Hazardous Waste Pick-Up Request Form
- BU Radioactive Waste Disposal

### QUICK LINKS

- Comments, questions, concerns about the website?
- Internal Administrative Page (EHS Staff Only)
- RPO Forms

## 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

<b>BOSTON UNIVERSITY</b>	Principal Investigator: <u>Principal Investigator - 638-0000</u>
	Safety Coordinator: <u>Safety Coordinator - 638-0000</u>
	Research Safety Specialist: <u>Departmental Safety Advisor 638-0000</u>
	Department: <u>Laboratory Department</u>
In case of emergency: Contact Control Center: 617-414-6666	
Room: <u>M-470</u>	
Reporting Injury/ Illness Research Occupational Health Program (ROHP) 617-414-7647	
	
<div style="border: 1px solid green; padding: 5px;"> <p style="text-align: center; font-size: 24px; margin: 0;"><b>PPE:</b></p> <p style="font-size: 10px; margin: 0;">For more information contact the safety coordinator or research safety specialist.</p> <div style="border-bottom: 1px solid green; padding: 5px 0 5px 10px;"> <p><b>Attire:</b></p> <p>Lab coat Closed-toe shoes</p> </div> <div style="border-bottom: 1px solid green; padding: 5px 0 5px 10px;"> <p><b>Eye Protection:</b></p> <p>Safety glasses when working with hazards to the eyes.</p> </div> <div style="padding: 5px 0 5px 10px;"> <p><b>Gloves:</b></p> <p>Appropriate to the material being handled.</p> </div> </div>	
 <p><b>NO SMOKING, EATING OR DRINKING</b></p>	 <p>Biosafety Level: 2 <b>Agents used:</b> human material, lentivirus <b>Special Conditions:</b></p>
<div style="border: 1px solid green; padding: 5px;"> <p style="text-align: center; font-weight: bold; color: white; background-color: green;">High Hazard Chemicals</p> <p>Type: Acutely Toxic Chemical</p> <p>Requirements: This room contains chemicals with high acute toxicity. Only appropriately trained individuals may work with these materials.</p> </div>	<div style="border: 1px solid blue; padding: 5px;"> <p style="text-align: center; font-weight: bold; color: white; background-color: blue;">Other Hazards:</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p style="font-size: 18px; font-weight: bold; color: white; background-color: red; margin: 0;">DANGER</p> <p style="font-size: 8px; margin: 0;">VISIBLE and/or INVISIBLE LASER RADIATION - AVOID EYE OR SKIN EXPOSURE TO DIRECT OR SCATTERED RADIATION EYE PROTECTION REQUIRED</p> <p style="font-size: 8px; margin: 0;">CLASS 3B</p> </div> </div>

## 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)

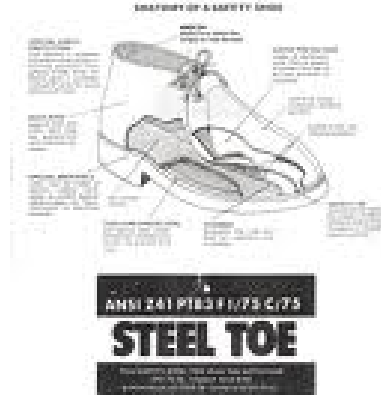


**Training (on-line) is required for chemical and pharmaceutical waste management.**



# 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:



Laboratory Safety Training

Covers laboratory safety protocols, emergency response, waste management and other pertinent topics. Sessions are held monthly.

Any work that involves  
BL3-level Organisms:



BL3 Training

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:



Select Agent Training

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:



Shipping Biologicals Training



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, 8<sup>th</sup> 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.
- <http://www.bu.edu/cfo/files/2010/01/accreport.pdf>

# 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.

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

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**“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.

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- 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/](http://bu.edu/ehs/comm/) to see instructions for “Managing Emergencies Online Training”.
- Visit [bu.edu/ehs/plans/management-plans/emergency/](http://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

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



# EMERGENCY INSTRUCTIONS



This flip chart serves as a quick reference in the event of an emergency. Refer to the appropriate section for relevant information. For additional information on safety policies or procedures, contact Environmental Health and Safety at (617) 638-8830 (BUMC) or (617) 353-4094 (CRC), or visit <http://www.bu.edu/ehs>.

To directly view this flip chart online, visit [www.bu.edu/ehs/flipchart](http://www.bu.edu/ehs/flipchart).

Please note this document serves Boston University's Charles River Campus (CRC), Boston University Medical Campus (BUMC), and Boston Medical Center (BMC). The distinction is necessary due to the geographic separation of the two campuses and the associated implications on emergency response.

August 2012

**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**

# 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**



**Rescue**



**Activate**





# 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:

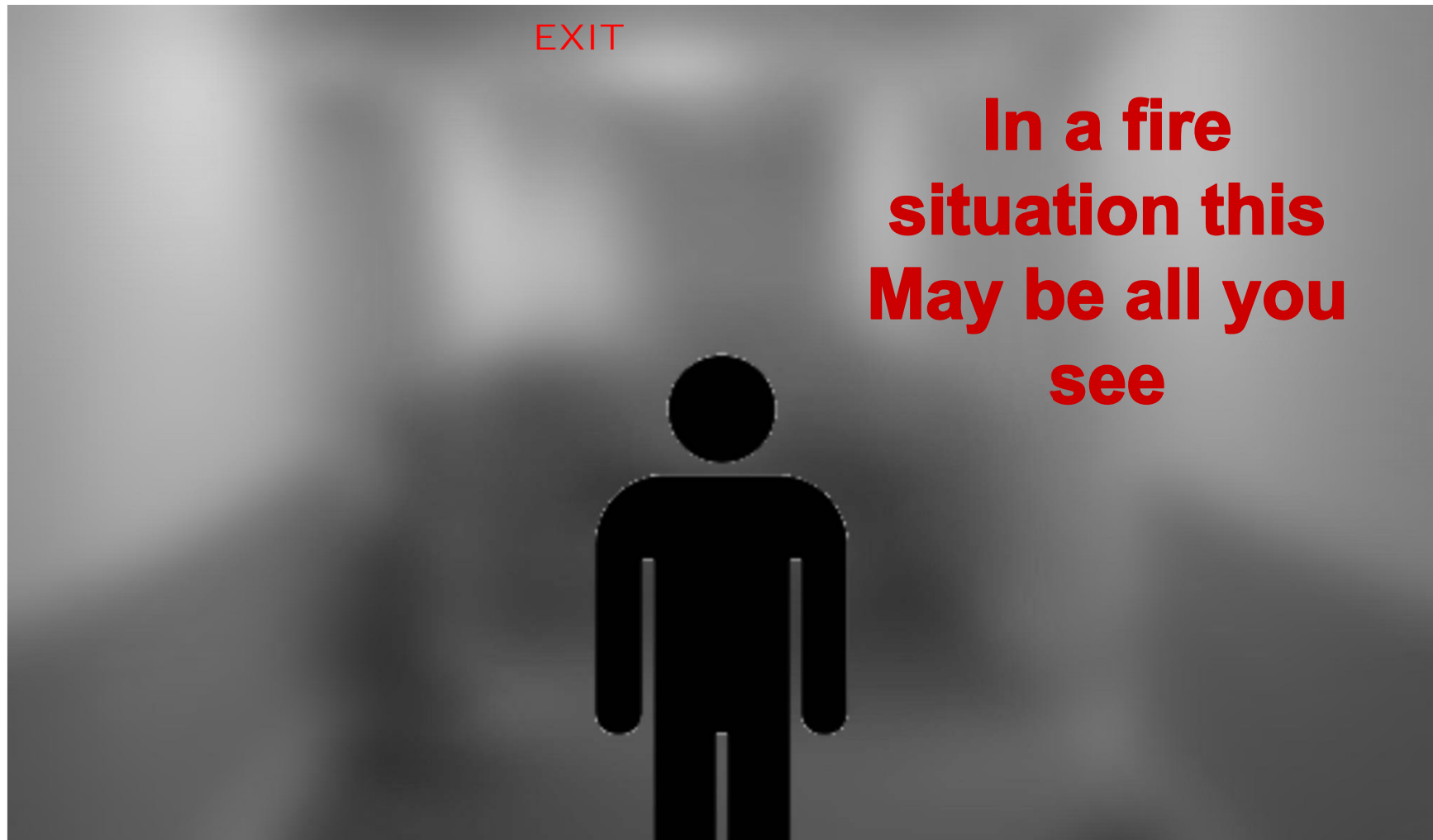
- Items stacked underneath impede sprayed water
- Missing ceiling tiles allow heat to rise past the sprinkler head

## 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



## Evacuate: Paths of Egress



Make sure egress routes and fire doors are clear and free of obstructions at **ALL** times.

# Computer & Workstation Ergonomics

The screenshot shows a web browser window displaying the Boston University Environmental Health and Safety website. The page title is "Ergonomics" and the URL is "http://www.bu.edu/ehs/programs/safety-and-health/ergonomics/". The page content includes a navigation menu with links for CONTACT US, PROGRAMS, EMERGENCY CONTACT, SERVICES, TRAINING, and SEVERE WEATHER. Below the menu is a banner image with various safety-related icons. The main content area is titled "Ergonomics" and contains text explaining the study of ergonomics and how to contact the Occupational Health Center or the Research Occupational Health Program (ROHP). A sidebar on the right lists various safety topics under the heading "ENVIRONMENTAL HEALTH AND SAFETY".

**Boston University Research Compliance**  
**Environmental Health & Safety**

CONTACT US PROGRAMS EMERGENCY CONTACT SERVICES TRAINING SEVERE WEATHER

**Ergonomics**

The study of ergonomics is the process of understanding how the human body is affected by conditions in the work environment. Whether doing hard labor, performing repetitive tasks or just working at a desk, the intent of ergonomics is to adjust the work environment so that work can be performed safely and without injury and/or musculoskeletal distress.

Environmental Health and Safety is committed to help incorporate good ergonomic practices and design into your workplace. If you are currently experiencing discomfort while performing your regular work duties, we ask that you please contact the Occupational Health Center at (817) 353-8630 (Charles River Campus) or Occupational and Environmental Medicine at (817) 838-8400 (Medical Campus) for a medical evaluation.

If you are involved in research related activities, please contact the Research Occupational Health Program (ROHP) at 817-838-ROHP.

If at the conclusion of the evaluation a medical professional determines that an in-person ergonomic assessment for your workplace is warranted, a request will be issued for our services. If an ergonomic assessment is not deemed necessary, or if you have general questions about the proper set-up of a computer workstation, please use our [Computer Workstation Ergonomics Self-Help Guide](#). For more information, please visit the following links:

- [Healthy Computing Guide](#)
- [Computer Workstation Stretches](#)
- [Stretch Break Software Download \(Windows\)](#)
- [Stretch Break Software Download \(Mac\)](#)

ENVIRONMENTAL HEALTH AND SAFETY

CONTACT US

PROGRAMS

- Building Safety Coordinators
- Campus and Clinical Safety
  - Asbestos
  - Accidents and Incidents
  - Dormitory Safety
  - Electrical Safety
  - Ergonomics
  - Construction Safety
  - Fire Safety
  - Hazard Communication
  - Hospital Safety
  - Indoor Air Quality
  - Ladder Safety
  - Lock Out/Tag Out
  - Machine Guarding
  - Mold
  - PPE
- Emergency Response Planning
- Environmental Management and Waste

Local intranet 100%

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/>



**Boston University** Office of the President

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Boston, Massachusetts 02215  
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*Statement of Commitment  
To  
Environmental Health and Safety*

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Boston University is committed to maintaining healthy and safe campuses and fostering a culture of safety at all levels of its operations.

Safety is shared responsibility, and members of the Boston University community should therefore:

- Take responsibility for working safely and
- Comply with all environmental health and safety policies, practices, laws and regulations.
- Minimize adverse environmental impact of decisions and practices by:
  - using energy efficiently
  - minimizing air and water pollution and solid hazardous waste
  - maintaining a convenient, safe, and cost effective recycling program
  - carefully considering the environmental impact of facilities management and construction project decisions.
- Limit occupational injuries and illnesses by:
  - Emphasizing safety in all their activities
  - Attending required safety trainings
  - Following safety practices
  - Reporting unsafe conditions to their supervisor and/or Environmental Health and Safety (EHS)
- Recognize and respond to any legitimate community concerns about the environmental health and safety impact of our programs.
- Provide appropriate and timely information in response to questions about environmental health and safety issues.

Deans, directors, department heads, managers and other supervisors at the University are responsible for implementing this policy. Environmental Health and Safety will coordinate the annual review of this policy and its specific objectives and targets under the direction of the Provost and with the assistance of a senior-level Environmental Health and Safety Oversight Panel.

I ask every member of the Boston University community to cooperate in these important matters.

A handwritten signature in black ink that reads "Robert A. Brown".

Robert A. Brown, PhD  
University President  
September 2010