

HOBART AND WILLIAM SMITH COLLEGES



NEW EMPLOYEE SAFETY ORIENTATION

HWS Safety Program

- HWS has an Environmental, Health and Safety (EHS) Program:
 - EHS Policy
 - Roles/Responsibilities
 - Accident Reporting
 - EHS Issue Reporting
 - Safety Committees

**Hobart and William Smith
Colleges**

Geneva, New York

**Environmental, Health and
Safety Program**

Safety Policy

- HWS will maintain safe and healthy working conditions.
- Injury prevention is a part of everyone's job.
- Safety is a cooperative effort from all faculty and staff.

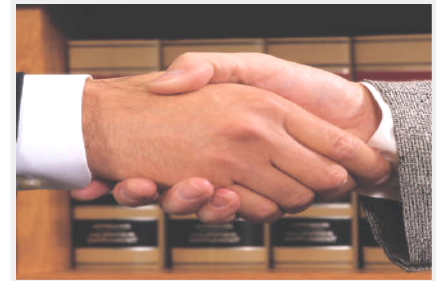
Section I – Environmental, Health and Safety Policy

Introduction: Hobart and William Smith Colleges (further referred to as HWS or the Colleges) holds a vision of a campus where losses through accidents, fire, environmental incidents and similar problems do not occur. Through strict compliance with local New York State and federal environmental, health and safety (EHS) regulations (i.e., EPA, OSHA and DEC), the campus ensures regulatory compliance, the safety of its faculty, staff and students and the well-being of the environment. We believe that all of us share the responsibility for environmental and safety loss prevention and that, by working together, we can help each other attain this goal. HWS has developed this EHS Program to define our responsibilities for EHS, which through proper implementation will ensure our control and minimization of the Colleges EHS liabilities. Routine and appropriate EHS training is paramount to the education of faculty, staff and students.

The president of the Colleges' attitude toward EHS is reflected downward to each member of the HWS community. A successful EHS program requires the skills and knowledge of each faculty and staff and must be applied with vigor and enthusiasm in a clearly active and continuing manner. Routine EHS meetings will help keep key members of the campus apprised of EHS issues at the Colleges.

Employee Responsibilities

- Following established health and safety policies and procedures.
- Maintaining your personal work area in a clean and orderly manner.
- Using safe work practices to eliminate slips, trips and falls.
- Knowing evacuation procedures and the location of emergency equipment.
- Providing up to date contact information in PeopleSoft so that you receive emergency alerts from Campus Safety.



Accident Reporting

At all times, the Colleges expect employees to work safely. If you are injured on the job, no matter how slightly, you are required to report the incident to your supervisor and/or Human Resources immediately.

- This allows HWS to address any safety issues and get you medical assistance, as needed.
- Contact Campus Safety immediately in an emergency.
- If the supervisor receives the report, the supervisor must immediately contact Human Resources.
- To submit an accident report complete the Accident-Injury Investigation Report Form.



Safety Issue Reporting

- Report any unsafe conditions to your supervisor, Campus Safety and/or Buildings and Grounds immediately.
 - Slip, trip and fall hazards.
 - Broken equipment.
 - Other unsafe conditions.



HWS Safety Committees

- Our Safety Committees work together to discuss the safety program/lab safety.
 - Campus Safety Committee.
 - Chemical Hygiene Program (Lab) Committee.
- Meet every month.
- Filter your safety concerns for discussion through committee members or HR.



MEMBERS OF THE CAMPUS SAFETY COMMITTEE

Human Resources – Michelle Lee, Assoc. Vice President of Human Resources/Tabatha Spinner, Director of HR

Campus Safety – Martin Corbett, Assoc. VP for Campus Safety

Sodexo - B&G – Glenn Brubaker

Sodexo - Dining Services - Diana Snyder / Dave McCandless

Student Engagement – Jenna Konyak, Director of Student Engagement Operations

OAFA – Nick Metz, Assoc. Provost

Sciences Representatives – Barb Halfman, Pat Wallace

Athletics / Recreation – Jacob Lees

MEMBERS OF THE CHEMICAL HYGIENE COMMITTEE

Human Resources- Michelle Lee, Assoc. Vice President of Human Resources / Tabatha Spinner, Director of HR

Campus Safety – Martin Corbett, Assoc. VP for Campus Safety

Sodexo - B&G – Glenn Brubaker

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Emergency Preparedness

- Prepare for potential emergencies:
 - Fire.
 - Evacuation.
 - Medical Emergency.
 - Chemical (lab)/Gas Leak.
 - Suspicious Behavior/Bomb Threats/Active Shooter.
 - Others?
- More information regarding Campus Safety

Emergency Plans can be found at

<https://www.hws.edu/offices/campus-safety/planning/default.aspx>



Emergency Preparedness

- Available emergency equipment:
 - Fire Extinguishers
 - First Aid Kits
 - AEDs (automated external defibrillator).
 - Eye Wash Stations (labs).
 - Exit Signs/Emergency Lights.
 - Alarms.
- Keep the equipment accessible, in good condition and ready for use.



Emergency Procedures

Emergency Quick Cards are available all around campus.

HOBART AND WILLIAM SMITH COLLEGES

Quick Reference for EMERGENCY PROCEDURES

PHONE Numbers

Campus Safety: Emergencies 315-781-3333 (ext. 3333)

Campus Safety: Non-Emergencies 315-781-3000

- Geneva Fire Department: 911*
- Geneva Police Department: 911*

* Note that you cannot dial 911 from campus phones; call Campus Safety at ext. 3333

FIRES

- Activate a fire alarm pull station
- Call Campus Safety
- Notify occupants and if possible help those needing assistance
- Evacuate the building
- Confine the fire by closing doors as you exit
- Do not re-enter the building until authorized to do so by emergency personnel

BUILDING EVACUATION PROCEDURES

- When the fire alarm is activated, evacuation is mandatory
- Do not use elevators
- Take personal belongings (IDs, wallet) and dress appropriately for the weather
- Close doors as you exit
- Move to a safe area, away from the building

BOMB THREATS

- Remain Calm
- Gather as much information as possible from the person making the threat (i.e. where, when, gender, age, background)
- Call Campus Safety
- Follow instructions from emergency personnel

SUSPICIOUS PACKAGES

- Do not touch or disturb the object or package
- Evacuate the area
- Call Campus Safety
- Warn others not to touch or move the item

SUSPICIOUS BEHAVIOR/ PERSONS OF CONCERN

- Do not confront the person exhibiting the behavior
- Do not let anyone into a locked room/building
- Do not block access to an exit
- Call Campus Safety

ACTIVE SHOOTERS

- If the shooter is in the building and it is possible to escape, exit the building immediately and call Campus Safety
- If you cannot exit, remain behind closed doors in a locked or barricaded room
- Stay away from windows; if communication is available, call Campus Safety
- Evacuate the room only when authorities have arrived and instructed you to do so
- Do not leave or unlock the door to see "what is happening"
- Do not assume someone else has called the police or emergency personnel

more →

In an emergency, call Campus Safety at 315-781-3333

Campus Safety: Emergencies 315-781-3333

WEATHER EMERGENCIES

- Remain in or proceed to the nearest permanent structure
- In the event of a tornado, move to interior halls or basements
- Remain in place until advised by officials that it is safe to leave
- For updates, check e-mail, check voicemail for recorded instructions, go to www.hws.edu or, monitor local television and radio stations

LOCKDOWN/SHELTER IN PLACE

- Lock door to room or office
- Do not allow anyone into a room or office until it is deemed safe by authorities
- Close blinds/shades and stay away from windows
- Do not lock exterior doors
- Contact Campus Safety with information or questions

GAS LEAKS, FUMES, VAPORS

- Do not pull fire alarms
- Do not touch light switches or electrical equipment
- Call Campus Safety
- Clear the area immediately

HAZARDOUS MATERIALS SPILLS

- If the incident is indoors, and it is safe to do so, close all the doors to isolate the area
- Evacuate
- Call Campus Safety
- Be prepared to provide the following information:
 - Name of the material
 - Quantity of material
 - Time of the incident
 - Location of the incident
 - If anyone is injured or exposed to material
 - If a fire or explosive is involved
 - Your name, phone number and location
- Follow instructions provided by the emergency responders

MEDICAL EMERGENCIES

Cardiac Arrest/Heart Attack

- Call Campus Safety
- Locate an Automated External Defibrillator (AED), if one is available
- Perform CPR

Burns

- Remove the cause of the burn
- Flush the area with water
- Do not apply a dressing, creams or lotion
- Call Campus Safety

Bleeding

- Apply firm but gentle pressure to the wound with a clean cloth or tissue
- Immobilize the body part
- Call Campus Safety

MEDIA INQUIRIES

Do not attempt to answer media questions about campus emergencies, either in person or by phone. If you are contacted by reporters refer them to the Office of Communications at 315-781-3540.

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In an emergency, call Campus Safety at 315-781-3333

Emergency Procedures

- Evacuation maps posted in all buildings.
- Know your exits.
- Where to meet.
- Remain in your meeting area until further instruction.

Emergency Procedures

- Call Campus Safety
- AED's are located:
 - Campus Safety (CS vehicles)/EMS
 - Hubbs Health Center
 - Scandling Boat/Boathouse
 - Bristol Gym
 - Winn-Seeley
 - Field House

CAMPUS EMERGENCY NOTIFICATION SYSTEM

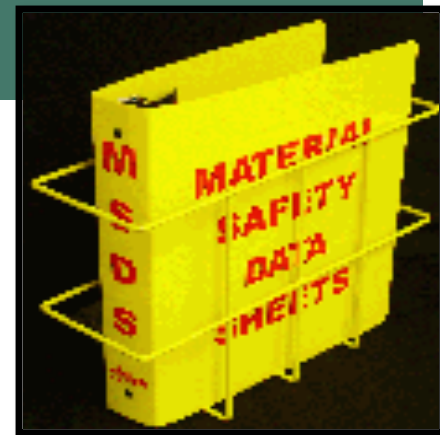
- In the event it becomes necessary to notify the HWS community of an imminent emergency on campus, notification will be sent using the Everbridge Mass Notification System. Brief and immediate instructions will be given through the Everbridge system when used. All other non-imminent communication will be disseminated through the HWS e-mail system and via the Colleges' Twitter account.
- To ensure that Everbridge has your correct contact information for emergency notification, you are encouraged to update information by logging into the PeopleSoft web portal via the HWS webpage quick links and provide your updated information through self-service.

Chemical Safety Precautions

- Understand the chemicals you work with.
 - Read the label.
 - Review the MSDS/SDS, if needed.
- Follow precautions for use.
 - Safety gloves, safety glasses, etc.
- Report/Clean up chemical spills.
- Wash eye/skin, as appropriate, following chemical contact.

HAZCOM Basics

- Be aware of the chemical hazards in your work area.
- Be knowledgeable of safety information on the chemicals you are working with.
- Establish safe practices to prevent or minimize exposure or harmful effects from working with chemicals.



General Guidelines on Use of Warning Labels and Placards

Labels

Use the OSHA 29 CFR 1910.1201(b) for container labeling. Use the OSHA 29 CFR 1910.1201(c) for labeling of containers for transportation. Use the OSHA 29 CFR 1910.1201(d) for labeling of containers for storage. Use the OSHA 29 CFR 1910.1201(e) for labeling of containers for disposal. Use the OSHA 29 CFR 1910.1201(f) for labeling of containers for reuse. Use the OSHA 29 CFR 1910.1201(g) for labeling of containers for recycling. Use the OSHA 29 CFR 1910.1201(h) for labeling of containers for other purposes.

Placards

Use the OSHA 29 CFR 1910.1201(b) for container labeling. Use the OSHA 29 CFR 1910.1201(c) for labeling of containers for transportation. Use the OSHA 29 CFR 1910.1201(d) for labeling of containers for storage. Use the OSHA 29 CFR 1910.1201(e) for labeling of containers for disposal. Use the OSHA 29 CFR 1910.1201(f) for labeling of containers for reuse. Use the OSHA 29 CFR 1910.1201(g) for labeling of containers for recycling. Use the OSHA 29 CFR 1910.1201(h) for labeling of containers for other purposes.

Inhalation Hazard Materials

Labels for inhalation hazard materials must include the following information:

- Signal word: DANGER or WARNING
- Hazard statement: e.g., "Fatal if inhaled"
- Pictogram: Inhalation hazard symbol

Labels for inhalation hazard materials must also include the following information:

- Precautionary statement: e.g., "Avoid breathing dusts and fumes"
- Supplemental information: e.g., "See SDS for more information"

Labels for inhalation hazard materials must be placed on the container in a prominent location and must be legible and durable.

OSHA 29 CFR 1910.1201(b) - Container Labeling

Labels for inhalation hazard materials must include the following information:

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Labels for inhalation hazard materials must be placed on the container in a prominent location and must be legible and durable.

OSHA 29 CFR 1910.1201(c) - Labeling of Containers for Transportation

Labels for inhalation hazard materials must include the following information:

- Signal word: DANGER or WARNING
- Hazard statement: e.g., "Fatal if inhaled"
- Pictogram: Inhalation hazard symbol

Labels for inhalation hazard materials must also include the following information:

- Precautionary statement: e.g., "Avoid breathing dusts and fumes"
- Supplemental information: e.g., "See SDS for more information"

Labels for inhalation hazard materials must be placed on the container in a prominent location and must be legible and durable.

OSHA 29 CFR 1910.1201(d) - Labeling of Containers for Storage

Labels for inhalation hazard materials must include the following information:

- Signal word: DANGER or WARNING
- Hazard statement: e.g., "Fatal if inhaled"
- Pictogram: Inhalation hazard symbol

Labels for inhalation hazard materials must also include the following information:

- Precautionary statement: e.g., "Avoid breathing dusts and fumes"
- Supplemental information: e.g., "See SDS for more information"

Labels for inhalation hazard materials must be placed on the container in a prominent location and must be legible and durable.

OSHA 29 CFR 1910.1201(e) - Labeling of Containers for Disposal

Labels for inhalation hazard materials must include the following information:

- Signal word: DANGER or WARNING
- Hazard statement: e.g., "Fatal if inhaled"
- Pictogram: Inhalation hazard symbol

Labels for inhalation hazard materials must also include the following information:

- Precautionary statement: e.g., "Avoid breathing dusts and fumes"
- Supplemental information: e.g., "See SDS for more information"

Labels for inhalation hazard materials must be placed on the container in a prominent location and must be legible and durable.

OSHA 29 CFR 1910.1201(f) - Labeling of Containers for Reuse

Labels for inhalation hazard materials must include the following information:

- Signal word: DANGER or WARNING
- Hazard statement: e.g., "Fatal if inhaled"
- Pictogram: Inhalation hazard symbol

Labels for inhalation hazard materials must also include the following information:

- Precautionary statement: e.g., "Avoid breathing dusts and fumes"
- Supplemental information: e.g., "See SDS for more information"

Labels for inhalation hazard materials must be placed on the container in a prominent location and must be legible and durable.

OSHA 29 CFR 1910.1201(g) - Labeling of Containers for Recycling

Labels for inhalation hazard materials must include the following information:

- Signal word: DANGER or WARNING
- Hazard statement: e.g., "Fatal if inhaled"
- Pictogram: Inhalation hazard symbol

Labels for inhalation hazard materials must also include the following information:

- Precautionary statement: e.g., "Avoid breathing dusts and fumes"
- Supplemental information: e.g., "See SDS for more information"

Labels for inhalation hazard materials must be placed on the container in a prominent location and must be legible and durable.

OSHA 29 CFR 1910.1201(h) - Labeling of Containers for Other Purposes

Labels for inhalation hazard materials must include the following information:

- Signal word: DANGER or WARNING
- Hazard statement: e.g., "Fatal if inhaled"
- Pictogram: Inhalation hazard symbol

Labels for inhalation hazard materials must also include the following information:

- Precautionary statement: e.g., "Avoid breathing dusts and fumes"
- Supplemental information: e.g., "See SDS for more information"

Labels for inhalation hazard materials must be placed on the container in a prominent location and must be legible and durable.

Container Labels












- All chemical containers must be labeled.
- Identifies the contents of the container (Chemical Name).
- Provides immediate hazard warnings (Warning! Hazard!)
- Label containers you put chemicals into.
- Read the label.
 - First means of information.



Container Labels

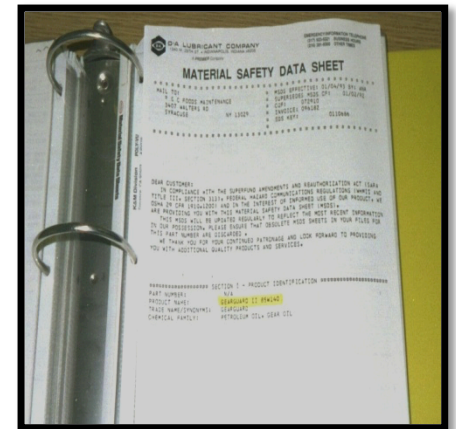
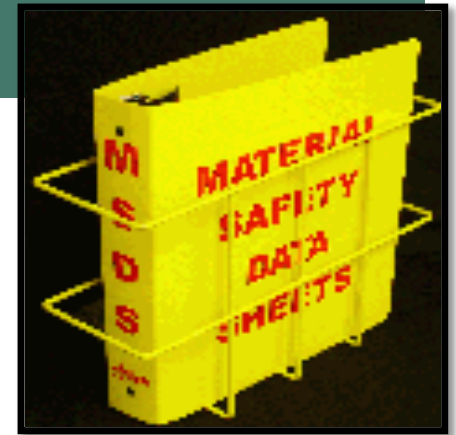
HCS Pictograms and Hazards

<p>Health Hazard</p>  <ul style="list-style-type: none"> ▪ Carcinogen ▪ Mutagenicity ▪ Reproductive Toxicity ▪ Respiratory Sensitizer ▪ Target Organ Toxicity ▪ Aspiration Toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> ▪ Flammables ▪ Pyrophorics ▪ Self-Heating ▪ Emits Flammable Gas ▪ Self-Reactives ▪ Organic Peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> ▪ Irritant (skin and eye) ▪ Skin Sensitizer ▪ Acute Toxicity ▪ Narcotic Effects ▪ Respiratory Tract Irritant ▪ Hazardous to Ozone Layer (Non-Mandatory)
<p>Gas Cylinder</p>  <ul style="list-style-type: none"> ▪ Gases Under Pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> ▪ Skin Corrosion/Burns ▪ Eye Damage ▪ Corrosive to Metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> ▪ Explosives ▪ Self-Reactives ▪ Organic Peroxides
<p>Flame Over Circle</p>  <ul style="list-style-type: none"> ▪ Oxidizers 	<p>Environment (Non-Mandatory)</p>  <ul style="list-style-type: none"> ▪ Aquatic Toxicity 	<p>Skull and Crossbones</p>  <ul style="list-style-type: none"> ▪ Acute Toxicity (fatal or toxic)

■ Label Pictograms.

SDSs (Safety Data Sheets)

- These documents contain safety information for all chemicals.
- HWS maintains current copies of SDSs for all chemicals used at the Colleges.

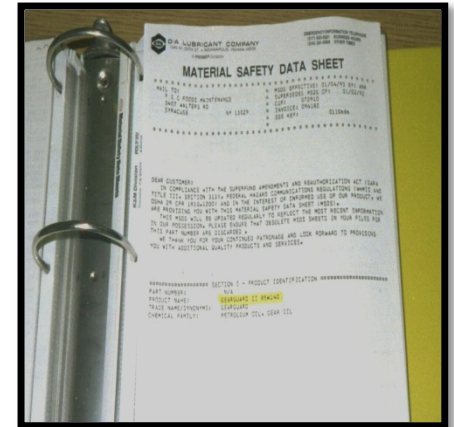
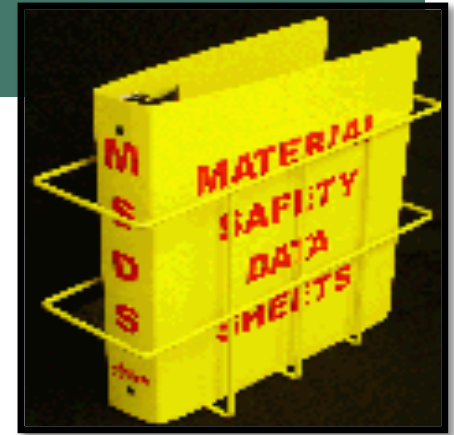


SDSs

- SDSs are maintained with various HWS departments and Campus Safety.
- If you are not able to access the SDS information or understand the SDS content, contact Campus Safety for assistance.

SDSs

- SDSs contain information on:
 - Manufacturer's Name and Number
 - Chemical components
 - Immediate hazards
 - Flammability
 - First aid/exposure measures
 - Spill procedures
 - Required safety equipment
 - Etc.



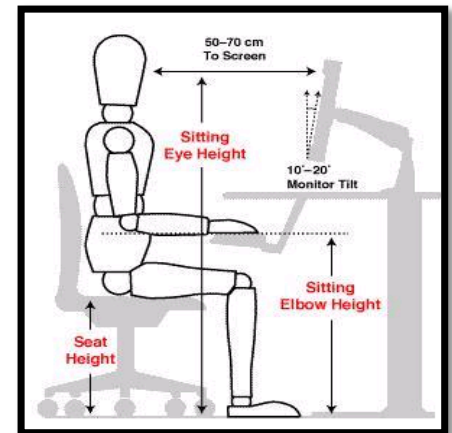
Ergonomics

■ Lifting

- Know your lifting limitations.
- Use proper lifting techniques.
- Use equipment (hand truck, dolly, etc.) to help move materials.
- Ask others for assistance.

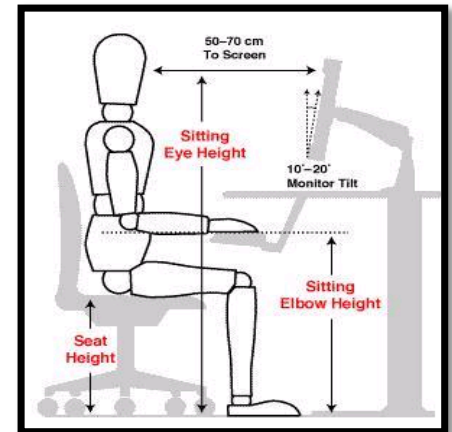
■ Repetitive Motion (typing, keyboarding, etc.)

- Set up your workstation properly.
- Take a break/spread out repetitive work.



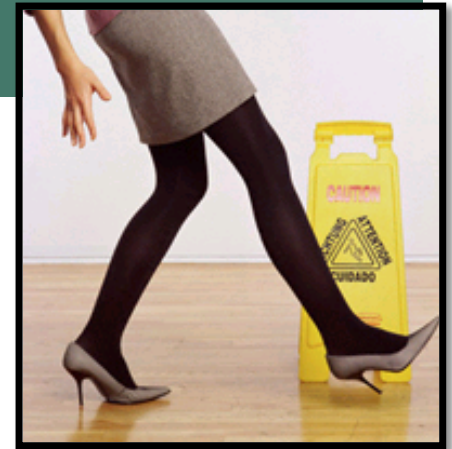
Ergonomics

- Contact Campus Safety/HR if:
 - You are experiencing any pain or soreness (i.e., wrist, back, shoulder, etc.) from your workstation set up.
 - Would like assistance setting up your workstation properly.
 - Have any suggestions that would minimize risk of injury from repetitive motion, lifting or similar activities at your job.



Slips, Trips and Falls

- Slip, trip and fall injuries are the third-most leading cause of workplace injuries.
- Keep tripping hazards (i.e., cords) off the floor and out of walkways.
- Be careful when walking on wet surfaces, leaves, ice, etc.
- Report any slip, trip and fall hazard immediately (to Human Resources, Campus Safety or Buildings and Grounds).



Training Review

HOBART AND WILLIAM SMITH COLLEGES

ENVIRONMENTAL, HEALTH AND SAFETY TRAINING

Hobart and William Smith Colleges (HWS) has a formal Environmental, Health and Safety (EHS) Program that includes an EHS policy, defined roles and responsibilities, immediate accident reporting, EHS training requirements, etc.

Every employee of HWS has a responsibility for EHS.

HWS also has safety programs containing the Occupational Safety and Health Administration (OSHA) required programs, such as hazard communication, laboratory safety, emergency preparedness, bloodborne pathogens, etc. These programs are in place to ensure the safety of all faculty and staff. A copy of the EHS Program and safety programs are available from Human Resources, Campus Safety, and the HWS HR website.

Safety Responsibilities:

- Everyone is responsible to work safely and follow established safety rules.
- Everyone is responsible to immediately report accidents/injuries to their supervisor and HR.
- Everyone is responsible to immediately report unsafe work conditions to their supervisor, Campus Safety and/or B&G.
- Anyone not following EHS policies may face disciplinary actions, as appropriate.
- Everyone has the “right” to stop work, without question, if not safe to work.

Safety Programs:

- Emergency Preparedness**
 - In the event of a fire, gas leak, chemical spill or similar emergency, evaluate the building and meet in the designated meeting area outside. Evacuation maps are posted in all buildings.
 - In the event of a medical emergency, notify Campus Safety and/or EMS immediately.
 - Refer to the Emergency Procedure cards posted around campus for other emergencies, such as bomb threats, lockdown, shelter in place, etc.
 - First aid kits are available in several locations for self-help care of minor injuries.
 - When working with chemicals, know the location of the nearest emergency eye wash/shower.
 - Fire extinguishers are only for use by trained HWS personnel. You are not permitted to use a fire extinguisher until you are trained by HWS. Contact Campus Safety if you are interested in this training.

Training Review

- Hazard Communication**
 - All chemical containers must be labeled with their contents and immediate hazard warnings. Read the label for basic chemical safety information.
 - Material Safety Data Sheets (MSDSs)/Safety Data Sheets (SDSs) with information on the chemical's safety are available for your review in binders in the area, labs and Campus Safety, or on-line.
 - Ask for assistance with chemical safety, if needed.
- Personal Protective Equipment (PPE)**
 - PPE is required during certain tasks at HWS.
 - Safety Glasses (with side shields) – When working with flying materials.
 - Goggles or Face Shield – When working with hazardous chemicals.
 - Chemical Gloves – When working with hazardous chemicals.
 - Work Gloves – When handling rough/sharp materials.
 - Ear Plugs/Muff - When working around high noise levels.
 - Dust masks are provided for use to control nuisance dusts, but cartridge type respirators are not permitted at HWS.
- Bloodborne Pathogens**
 - If acting as a Good Samaritan (assisting someone injured), protect yourself from blood or other blood containing materials. Use rubber gloves and protect yourself from blood contact with open cuts, eyes, mouth and nose. Wash hands with anti-bacterial soap following any blood contact.
 - Always treat any encountered blood as potential infectious, and protect yourself from contact.
 - Report any potential blood exposure to HR immediately.
- Ergonomic Injuries**
 - Use proper lifting techniques (lift with legs, not with your back) or ask for assistance to lift heavy items. Use material handling equipment (i.e., hand truck) to moving heavy materials.
 - Properly set up your workstation to prevent awkward and strenuous postures. Take breaks during repetitive tasks (i.e., data entry, keyboarding, etc.).
 - Notify HR if you are having workstation related strains or for assistance to properly set up your workstation.

Training Review

- Working/Walking Surfaces**
 - Slips, trips, and falls account for a large percentage of injuries in all workplaces.
 - Be aware of any slippery surfaces (i.e., cords, ice/water, etc.).
 - Report slip, trip and fall hazards to Campus Safety and/or B&G immediately.

Environmental Programs:

- Asbestos**
 - Asbestos containing materials (ACM) may be present in some of the building materials (i.e., floor tiles, pipe insulation, etc.) at HWS.
 - ACM in good condition does not pose a threat to building occupants.
 - Do not disturb or damage ACM, such as sanding, breaking, cutting, etc.
 - Report any damaged ACM to Campus Safety and B&G immediately and leave the area.
- Hazardous/Universal Waste**
 - All hazardous and chemical waste must be properly stored and disposed at HWS.
 - Universal waste, such as fluorescent and CFL light bulbs, batteries, etc., must also be properly managed and recycled.
 - Notify Campus Safety and B&G for any handling of hazardous, chemical or universal wastes.

HOBART AND WILLIAM SMITH COLLEGES



BE SAFE... THANKS FOR ATTENDING