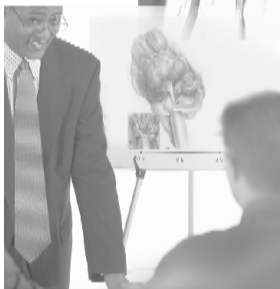
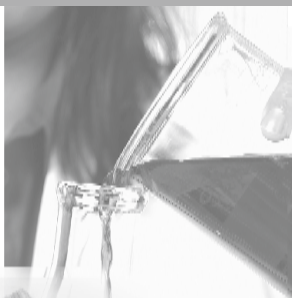
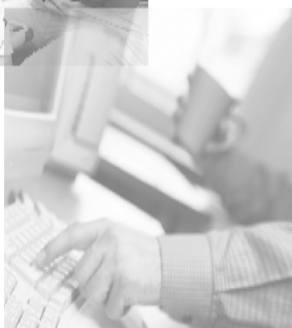


E·O·H·S·S
ENVIRONMENTAL & OCCUPATIONAL
HEALTH & SAFETY SERVICES



EMPLOYEE
HEALTH & SAFETY
HANDBOOK



NEWARK CAMPUS

CONTENTS

IN CASE OF EMERGENCY

In Case of Fire, Chemical, Radiation, Biohazard, Medical or Police Emergency	3
When You Dial the Emergency Number	3

IN CASE OF BLOOD OR BODY FLUID EXPOSURE

Procedures Following a Blood/Body Fluid Exposure Incident	4
Antiretroviral Chemoprophylaxis for HIV & Other Follow-Up Procedures	4

EOHSS RESOURCES & SERVICES

Phone Numbers & Office Locations	5
EOHSS Home Page	5

EOHSS TECHNICAL SERVICE AREAS

Health & Safety Training	6
Right to Know: Chemical Hazards	6
Laboratory Safety	6
Chemical Waste Management	7
Chemical Spill Management	7
Biological Safety	7
Health Care Worker Safety	8
Indoor Air Quality	8
Ergonomics	8
Health Hazard Evaluations	8
Fire & Life Safety	9



FIRE RESPONSE PROCEDURES

If You Discover a Fire or Smoke Condition: RACE	11
When Using a Fire Extinguisher: PASS	11
If You Hear or See a Fire Alarm	11
Physically Challenged Occupants	12

SMOKE-FREE UNIVERSITY	12
------------------------------------	-----------

REPORTING UNSAFE CONDITIONS	12
--	-----------

INCIDENT REPORTING	12
---------------------------------	-----------

INFECTION CONTROL & EMPLOYEE HEALTH SERVICES

Infection Control Services	13
Employee Health Services	13

IMPORTANT TELEPHONE NUMBERS

Newark Campus	14
---------------------	-----------

EOHSS CAMPUS LOCATIONS	16
-------------------------------------	-----------

OTHER PHONE NUMBERS	16
----------------------------------	-----------

IN CASE OF EMERGENCY

Call the Emergency Phone Number Immediately

In Case of Fire, Chemical, Radiation, Biohazard, Medical or Police Emergency

First, remove yourself from the area of danger (e.g., fire, gas leak, chemical spill), then, from a safe place, call the emergency phone number immediately.

Be sure to give the dispatcher the phone number of, and remain available in, a safe place where you can be reached by emergency responders.

UMDNJ Public Safety Emergency Phone Numbers

Newark Campus Public Safety **2-4490 or 222**

Mercury Spills **2-5400**

To report a mercury spill from a broken thermometer in University Hospital or the Doctors Office Center, call Environmental Services.

For All Other Mercury Spills **2-4490**

Chemotherapeutic Drugs **2-5400**

To report a chemotherapeutic drug spill in University Hospital, call Environmental Services.

When You Dial the Emergency Number

1. Your call will be answered by a Public Safety dispatcher.

2. The dispatcher will ask for the following information:

- Your name
- Your telephone or pager number in a safe location
- Where you can be reached (building and room number)
- Where the emergency occurred
- Nature of the emergency

3. Listen for instructions ... get clarification:

Don't hang up until you're told to do so. You may be put on hold while the dispatcher alerts the supervisor or sergeant on duty; please stay on the line. Follow the dispatcher's instructions. Ask questions if anything is unclear.

4. Once you've placed the call to Public Safety:

Please remain available (by phone or pager) in a safe location to speak with the appropriate department that will respond to the emergency (e.g., EOHSS, Radiation Safety, Physical Plant, Environmental Services).

IN CASE OF BLOOD OR BODY FLUID EXPOSURE

Seek a Medical Consultation Immediately

Procedures Following a Blood/Body Fluid Exposure Incident

In the event of any mucous membrane (e.g., eye, mouth) or non-intact skin exposure to blood or other potentially infectious material, obtain medical attention immediately.

An immediate response is the key to reducing your risk of acquiring a bloodborne pathogen infection:

- 1. Remove contaminated clothing.**
- 2. Wash exposed area with soap and water for several minutes.**
- 3. If blood/body fluid has splashed in eye, immediately flush eyeball and inner surface of eyelid with water for at least 15 minutes. Hold eye open to ensure effective flushing behind lid.**
- 4. Notify the Nurse-in-Charge or your supervisor. If the exposure incident involved a needle or other sharp device, information about the needle or the device should be documented. If the source patient is known, permission to test their blood must be requested.**
- 5. Contact and report exposure to Occupational Medicine Services (OMS) as soon as possible. OMS can be reached at (973) 972-2900.**
- 6. During non-business hours, report to the University Hospital (UH) Emergency Department. Notify OMS the next business day for follow-up.**
- 7. If you have not already done so, report the incident to your supervisor. Complete an incident report and fax it to Risk and Claims at (973) 972-7257. If you have any questions, you can reach Risk and Claims at (973) 972-6277.**

Antiretroviral Chemoprophylaxis for HIV & Other Follow-Up Procedures

After an exposure to blood or other potentially infectious materials, OMS or the UH Emergency Department might recommend antiretroviral drug therapy to prevent HIV or hepatitis B infection.

If offered, the Centers for Disease Control (CDC) recommends that this therapy be started as soon as possible after the exposure incident.

EOHSS RESOURCES & SERVICES

Environmental and Occupational Health and Safety Services (EOHSS) was established to assist UMDNJ in providing a healthy and safe working and learning environment. EOHSS, which is a resource center for information about health and safety issues, monitors compliance and reporting on issues related to the work environment to local, state and federal agencies.

EOHSS Phone Numbers & Office Locations

Newark

Stanley S. Bergen Building,
Room 443

(973) 972-4812

EOHSS Home Page

<http://www2.umdj.edu/eohssweb>

The EOHSS Web page provides up-to-date, comprehensive information on EOHSS training and publications, as well as a large variety of outside resources.

UMDNJ-Specific Information:

- EOHSS training
- Online training modules on such topics as Bloodborne Pathogens/ Biosafety, Laboratory Safety and Shipping Hazardous Materials
- Information on ordering ergonomic furniture
- Forms for pathogen and recombinant DNA research, fire drill evaluation, technical assistance requests and others
- Written plans required by various regulatory agencies
- Links to UMDNJ policies pertaining to health and safety
- Fact sheets and guides

Additional Resources:

- Material Safety Data Sheets (MSDSs)
- Health Care Safety: Bloodborne Pathogens, Safe Medical Devices, *Morbidity & Mortality Weekly Report*, Gloves: Allergic Reactions and Chemical Compatibility, Tuberculosis
- Laboratory Safety: Animal Research, Autoclaves, Biological Safety/Bloodborne Pathogens, Carcinogens, Centrifuge Safety, Ergonomics, Gene Transfer, Recombinant DNA, Ultraviolet Radiation
- Office Safety: Ergonomics, Indoor Air Quality

EOHSS TECHNICAL SERVICE AREAS

Health & Safety Training



Health and safety training is required within 30 days of employment for new employees who work with chemicals or with human blood/body fluids. New employee training profiles must be completed during orientation. These profiles assist EOHSS in determining training needs.

Visit the EOHSS Web site for a listing of classroom and on-line health and safety training programs, or call EOHSS for more information.

Right to Know: Chemical Hazards



The New Jersey Worker and Community Right to Know Act requires public employers to provide employees with information about hazardous substances used in their workplace.

Personnel must receive Hazard Communications Awareness training and have access to Material Safety Data Sheets (MSDSs) and Hazardous Substance Fact Sheets (HSFSs) for chemicals with which they work. MSDSs and HSFSs can be accessed from the EOHSS Web site. MSDSs also can be obtained from the product manufacturer, distributor or from your supervisor.

If you have any questions about hazardous substances in your area, ask your supervisor or call EOHSS.

Laboratory Safety



In compliance with the Public Employees Occupational Safety and Health (PEOSH)/Occupational Safety and Health Administration laboratory safety standard, EOHSS provides a full range of laboratory safety services, including chemical safety and disposal, laboratory audits, biosafety, animal research protocol review and annual laboratory hood testing.

Each laboratory maintains a Laboratory Safety Plan, which includes general and laboratory-specific safety guidelines. A Laboratory Safety Officer is also designated for each laboratory.

EOHSS publishes *Benchsmart*, a quarterly newsletter that reports on news events and regulatory issues related to laboratory safety. To obtain a copy of the latest issue or to receive further information on the newsletter, contact your EOHSS office.

Be sure to visit the EOHSS Web site; laboratory safety reference links are continually updated.

Chemical Waste Management



UMDNJ recognizes its responsibility to protect the environment. As part of its effort to fulfill this responsibility, the University disposes of chemical waste through a licensed vendor. EOHSS provides technical assistance and training to individuals and departments generating hazardous chemical waste, ensuring compliance with rules and regulations governing hazardous waste management.

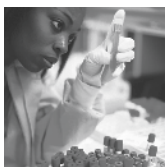
Visit the EOHSS Web site to view the UMDNJ Hazardous Waste Management Program, as well as additional environmental and chemical safety fact sheets.

Chemical Spill Management



EOHSS ensures proper cleanup of chemical spills using a combination of internal and contracted emergency responders. An Emergency Response Guide flip chart is posted in each laboratory. It provides instructions on what to do if there is a chemical spill. For more information on emergency procedures, see the EOHSS Web site.

Biological Safety



In order to receive National Institutes of Health (NIH) funding for recombinant DNA research, Principal Investigators are required to comply with biological safety guidelines developed by the NIH and the CDC. Additional CDC and U.S. Department of Agriculture requirements are also in place for researchers aiming to utilize select biological agents in their experiments.

EOHSS assists Principal Investigators in meeting the conditions of these guidelines and regulations. Biosafety personnel provide guidance, document compliance activities and review safety procedures in accordance with the requirements of the agencies cited above.

EOHSS provides a full range of biological safety services, including:

- Review of recombinant DNA, pathogen and select agent protocols
- Assessment of biological risks
- Training on the shipping of biological materials
- Verification of appropriate laboratory facilities
- Recommendation of safety equipment

The EOHSS Biological Safety Officer serves on various institutional committees to ensure that applicable safety guidelines are implemented.

Health Care Worker Safety

Facilities accredited by the Joint Commission on Accreditation of Healthcare Organizations, such as University Hospital, are required to establish a safety management or "Environment of Care" (EOC) program. The EOC program is designed to provide a safe, accessible, effective and efficient environment for employees, patients and visitors.

University Hospital Environment of Care Program

University Hospital's EOC program addresses safety, fire and life safety, utilities management, medical equipment, hazardous materials and waste, emergency preparedness and security issues. The University Hospital EOC Committee oversees implementation of the EOC program in the hospital. This committee is comprised of representatives from administration, clinical services and support services. EOHSS also serves as a member of the EOC Committee. The Hospital EOC Coordinator is a resource person for questions about UH's EOC program.

If you have any questions or would like more information on UH's EOC program or health care safety, contact the Hospital EOC Coordinator or EOHSS. The EOHSS Web site also contains information on health care safety.

Indoor Air Quality



The quality of the air you breathe indoors depends on several factors, including the type of work done in the area, the chemicals used or stored in the area, the functioning of the ventilation system and the quality of the air being drawn into the building from the outside. If you have an indoor air quality concern, contact EOHSS. If you have an emergency situation, contact Public Safety for immediate assistance. Visit the EOHSS Web page for a fact sheet and additional information on indoor air quality.

Ergonomics

Ergonomics is the science of fitting jobs to workers. A goal of ergonomics is to reduce work-related musculoskeletal injuries. For example, computer workstations and laboratories should be designed or modified to prevent musculoskeletal injuries. Ergonomically designed furniture and equipment should be available, as well as the implementation of proper work practices, such as lifting techniques to prevent injuries. If you have an ergonomic concern or would like to request a workstation evaluation or more information about ergonomics, contact your EOHSS office or visit the EOHSS Web site.

Health Hazard Evaluations

EOHSS responds to requests from UMDNJ staff, faculty and medical providers to evaluate non-emergency conditions, such as concerns regarding indoor air quality and exposure to noise, heat or chemicals. In addition, EOHSS responds to and provides follow-up for PEOSH complaints.

Fire & Life Safety



UMDNJ has a comprehensive fire safety program that consists of quarterly fire exit drills, training and fire safety inspections to evaluate compliance with applicable fire codes. Fire safety inspections are conducted in conjunction with the New Jersey Department of Community Affairs (NJDCA), Division of Fire Safety.

Evacuation

Fire exit drills are conducted in all buildings. These fire drills help to familiarize occupants with evacuation and emergency response procedures. Emergency evacuation floor plans are another source of information about evacuation procedures in your work area. These plans provide you with such information as the location of fire extinguishers and the nearest exits for evacuation. They are located on every floor within each of the University's facilities. Become familiar with your department's evacuation procedures and the plans posted in your work area.

Fire Safety Training

EOHSS offers fire prevention, preparedness and response training to the University community. Hands-on fire extinguisher training is offered every year on each campus. Additional training is provided for fire wardens and designated buddies of physically challenged occupants. EOHSS also offers training for individual departments as requested.

Fire Safety Inspections

To ensure code compliance, the NJDCA's Division of Fire Safety inspects UMDNJ facilities on an annual basis. EOHSS provides fire and life safety related technical assistance upon request. If you have any fire safety concerns or questions, contact EOHSS at 2-4812.

Prevention of Electrical Fires

Electrical safety requirements of the UMDNJ Fire and Life Safety Policy include:

- 1. Use equipment in accordance with the manufacturer's recommendations.**
- 2. Report all defective or damaged wiring to your supervisor.**
- 3. Do not use extension cords and flexible cords as a substitute for permanent wiring or extend through windows or doors or under carpeting.**
- 4. Do not use multiple outlet strips, other than for computer systems. Use strips that have built-in fuse or circuit breaker protection and are UL (Underwriters Laboratories) approved.**
- 5. Do not use cube taps for multiple connections from a single outlet.**

6. Maintain a minimum clearance of 36 inches between electrical service equipment and storage.
7. Use dedicated circuits and proper grounding for equipment such as refrigerators, freezers, dehumidifiers and air conditioners. Do not use extension cords with this equipment.
8. Cooking-related appliances utilizing gas, electric or Sterno heat, such as toasters, toaster ovens, hot plates, electric frying pans, woks and Crock-Pots, are not permitted inside any University building unless such use is approved.
9. Portable electrical space heaters are not permitted unless approved.
10. Staff shall not bring in any unapproved electrical equipment that may contribute to a fire hazard. In University Hospital, ALL electrical equipment brought into the facility, whether UMDNJ owned or personal (staff or patient owned), must be inspected and tagged prior to being placed into service or use. To request an inspection of equipment, contact the UH Clinical Engineering Department at 2-6661.

Holiday or Special Event Decorations and On-Campus Public Events

To prevent fires related to decorations and lighting during holidays or special events, indoor and outdoor public events such as exhibitions, vendor fairs, parties, carnivals or picnics, staff must comply with the fire prevention and safety requirements specified in the UMDNJ Fire and Life Safety Policy.

**Visit EOHSS on the Web for more information
and for fire safety fact sheets.**

<http://www2.umdj.edu/eohssweb>

FIRE RESPONSE PROCEDURES



Follow the emergency procedures posted throughout your building and your area-specific procedures, if any. Generally, the RACE procedure (see page 11) is used in all University facilities, with some variations. UH occupants are also required to follow the UH Emergency Operations Plan (EOP). Training on the UH EOP and on department-specific emergency preparedness plans, including each employee's role, is required annually. EOHSS offers additional training as requested.

If You Discover a Fire or Smoke Condition: RACE

- R** Rescue any person in immediate danger.
- A** Alert the people in your area by pulling the fire alarm.
- C** Confine the fire by closing all doors wherever possible. If possible, turn off electric and gas equipment in your area.
- E** Evacuate using the nearest stair exit and/or Extinguish small fires, if trained to do so.

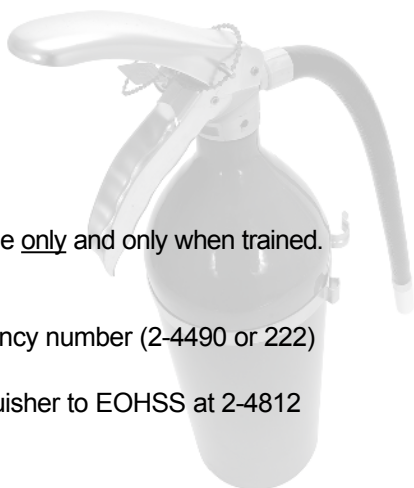
When Using a Fire Extinguisher: PASS

- P** Pull the pin.
- A** Aim at the base of the fire.
- S** Squeeze the handle.
- S** Sweep side to side.

Use fire extinguishers for small fire defense only and only when trained.

Additionally:

- Report all incidents to the emergency number (2-4490 or 222) from a safe location.
- Report any discharged fire extinguisher to EOHSS at 2-4812 for replacement.



If You Hear or See a Fire Alarm

- Follow the emergency procedures posted throughout your building and your area-specific procedures, if any.
- Follow the announcements on the public address system, if applicable.
- Follow the instructions of your area fire wardens.
- Evacuate or stand by and stay alert, as instructed.
- Follow the exit signs as you evacuate. Walk at a normal pace.
- Use stairs. Do not use elevators.
- Wait outside at least 50 feet away from the building, as instructed.
- Wait in the designated outside assembly areas until Public Safety signals the all clear.

Physically Challenged Occupants

The University utilizes the “buddy system” to ensure the safety of physically challenged occupants (PCOs). A PCO is one whose impaired mobility does not permit him/her to physically respond or evacuate in a safe manner without assistance in the event of any type of emergency, including fire.

While individuals with some impairment may be able to ambulate without assistance, they may pose serious life safety issues in the stairwell during emergency evacuation if not assisted or guided properly. Contact your building’s Fire Safety Coordinator or EOHSS for more information on evacuation procedures for PCOs.

SMOKE-FREE UNIVERSITY

UMDNJ is a smoke-free facility. Smoking is permitted in designated outdoor areas only.

REPORTING UNSAFE CONDITIONS

In accordance with the Public Employees Occupational Safety and Health Act, all employees have the right to voice workplace safety complaints without reprisal. EOHSS encourages employees to report unsafe conditions to their supervisors, or if they prefer, they may contact EOHSS. Emergency situations or imminent hazards should be reported to the Public Safety Department immediately.

INCIDENT REPORTING

If a person is injured or becomes ill from a workplace incident, employees are required to complete an appropriate incident report. There are two types of incident reports: the Clinical Incident Report (for an incident involving a patient) and UMDNJ Form 70-2 (for an incident involving staff, faculty, students, visitors, damage or loss of property, etc.). Your supervisor has copies of these forms and will instruct you on the proper procedures for incident reporting.

INFECTION CONTROL & EMPLOYEE HEALTH SERVICES

UMDNJ complies with all applicable laws, rules, regulations and standards regarding pre-placement and annual medical evaluations for staff. The University has also instituted comprehensive programs to protect employees from occupationally transmitted diseases, such as tuberculosis, hepatitis and HIV.

Infection Control Services

New Jersey Dental School

The Office of Infection Control and Environmental Safety handles all infection control issues for the New Jersey Dental School (NJDS) and for the dental programs of the School of Health Related Professions (SHRP). It also provides infection control training and biological monitoring services.

University Hospital

The UH Infection Control Department develops and implements infection control policies for the hospital. University Hospital observes “standard precautions” as recommended by the CDC. These precautions apply to the care of all patients regardless of their diagnosis or presumed infection status. Standard precautions dictate the use of gloves and appropriate barrier protection when contact with blood or body secretions is anticipated. The UH Infection Control Department can be reached at 2-5790.

Employee Health Services

Hepatitis B Vaccines & Annual TB Skin Tests

Occupational Medicine Services provides tuberculosis screening and hepatitis B vaccinations, as necessary. OMS also provides consultations for other work-related conditions. Your supervisor will make the arrangements for you to obtain the appropriate services.

TB Skin Test

All employees who may be exposed to tuberculosis shall undergo baseline and periodic surveillance. Staff members who have a documented previous positive tuberculin test may be exempted from periodic surveillance.

Hepatitis B Vaccination

A three-shot vaccination series is available for the hepatitis B virus. Employees who have potential exposure to bloodborne pathogens are entitled to the vaccination. Personnel with potential exposure to bloodborne pathogens are required to provide proof of immunity to hepatitis B or to get the vaccine.



Bloodborne Pathogens & TB Training

Persons with potential exposure to blood or body fluids must also have annual bloodborne pathogens training. Training schedules and course information are posted on the EOHSS Web site.

IMPORTANT TELEPHONE NUMBERS

Newark Campus

Environmental and Occupational Health and Safety Services (EOHSS) 2-4812

Environmental Services 2-5400

- Disposal of regulated medical waste
- Disposal of non-chemical waste
- General housekeeping issues

NJDS Office of Infection Control and Environmental Safety 2-3635

Occupational Medicine Services..... 2-2900

- Occupational health services for employees
- Pre-employment physicals and vaccinations
- Medical clearance for respirator use
- Annual infectious disease screening
- Treatment of occupational injury or illness

Physical Plant 2-5400

- Heating, ventilation, air-conditioning, plumbing

Public Safety: Emergency 2-4490 or 222

- Police emergencies
- To report:
 - Dangerous situations
 - Suspicious persons
 - Fire or smoke
 - Radiation, chemical or biohazard spill
 - Medical emergencies/request ambulance

Public Safety: Non-Emergency 2-4491

- Nighttime escort service

Radiation Safety Services **2-5305**

Risk and Claims Management **2-6277**

- To report a work-related injury or illness and to schedule an appointment with a physician following exposure to a hazardous material or following a minor injury

Student Health Services **2-8219**

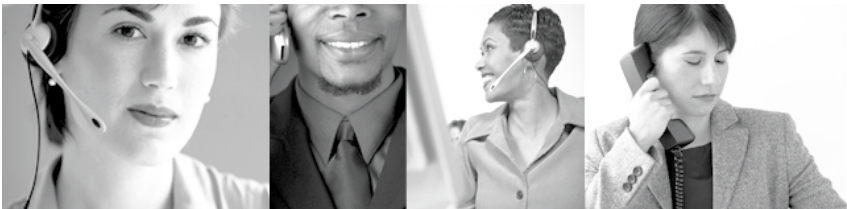
- Health services for students

UH Clinical Engineering **2-6661**

- Equipment inspections

UH EOC Committee **2-3337**

UH Infection Control **2-5790**





E·O·H·S·S
ENVIRONMENTAL & OCCUPATIONAL
HEALTH & SAFETY SERVICES