



# The Safety Guide

**Department of Environmental Health & Safety**

**Division of Public & Environmental Safety**

## From the Director's Desk:

Safety is the responsibility of each UConn employee, student, contractor and visitor (personnel). We are individually and collectively the owners of safety at UConn. We each have the right to expect that at the end of our day, we will be returning home without having suffered a work-related injury or illness. It is our responsibility to ensure that for ourselves, our coworkers, fellow students and visitors.

The Environmental Health & Safety Department (EHS) is staffed with well qualified and dedicated safety professionals who help ensure a campus free of recognized hazards. However, in the final analysis, EHS staff members alone are not the ones that make the University a safe place to work, study or visit. Safety requires a conscious effort from each of us.

Personnel must plan and perform their work in a safe and environmentally friendly manner, following prudent practices and standard procedures. Always seek expert advice if you have any safety concerns or doubts. Consider EHS a resource in planning your assigned tasks/projects.

Proper tools are always required for success. It is important to identify personnel who are assigned or involved with potentially hazardous tasks. All personnel must receive safety training commensurate with the level of their hazard exposure. Call 486-3613 to request safety assistance/training or to discuss a safety concern.

***Remember, effective safety requires your active participation. Make a commitment to safety in your personal life and at work.***

-Terence Monahan

## Summer 2011

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## Summer Safety The National Safety Council

has provided resources to help spread important safety messages and prevent injuries and illnesses. Click on the links below to find materials for each of the weekly themes.

- [Preventing Overexertion](#)
- [Teen Driving Safety](#)
- [Preventing Slips, Trips and Falls](#)
- [On the Road, Off the Phone](#)



**Proud Member**

***EHS is a proud member of the National Safety Council.***

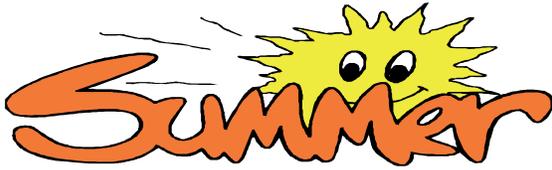
### Contact Us:

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[Environmental Health & Safety Directions](#)



## Policies for Radioactive Labs

Summer can mean visitors in your Radioactive Materials laboratory performing research or studying on a short-term basis. It can also mean professors away on vacation or performing research away from their UConn laboratory for part of the summer. How can you remain in compliance with Radiation Safety requirements in these circumstances?

### Visitors in Radioactive Material Labs

Any short-term researchers or undergraduate students working in your laboratory must be escorted at all times in your radioactive materials laboratory as per our [Visitor Policy](#). Visitors are not allowed unescorted access and must not use radioactive materials.

The Licensed Investigator (LI) shall also complete the non-user portion of the laboratory-based training with each visitor and submit the completed form to Radiation Safety <http://www.ehs.uconn.edu/forms/index.php>.

### Vacations, Sabbatical or Off-Site Research

If a Licensed Investigator will be away for **1 month or more** without returning to the radioactive materials laboratory he/she must appoint another LI to oversee the radioactive material license and subordinate research staff. If this applies to you or your LI please notify the [Radiation Safety Manager](#) to make arrangements.

Joining a radioactive materials lab this summer? Please review the [training requirements](#) prior to work commencing.

**Have a safe and productive summer!**

## **New!** Asbestos Management Plan

As stated in the University of Connecticut's [Health and Safety Policy](#), the University is committed to providing a healthful and safe environment for all activities under its jurisdiction. In keeping with this commitment, the University has developed an **Asbestos Management Plan** to ensure the health and safety of the University community and its visitors. This plan serves as the University's Asbestos Policy and is consistent with applicable EPA, OSHA and State of Connecticut asbestos regulations.

### Scope of Policy

The Asbestos Management Plan has been developed to protect the health and safety of the University of Connecticut's employees, building occupants and visitors from potential exposure to asbestos. The plan applies to the University of Connecticut's Storrs-based, regional, and Law School campuses.

### Overview

The Asbestos Management Plan establishes a pro-active, in-place management program for recognizing, controlling and mitigating potential asbestos hazards and con-

trolling exposure to asbestos in UConn buildings. The principal elements of this program include:

- \* Roles and responsibilities of UConn departments and personnel, including the establishment of Asbestos Coordinators in certain departments
- \* Employee and contractor notification requirements
- \* Asbestos identification and surveys
- \* Training of employees and custodial contractors
- \* Medical surveillance and exposure monitoring of employees
- \* Administrative procedures and forms for asbestos-related maintenance work and projects
- \* Maintenance of asbestos containing materials
- \* Emergency procedures

The complete Asbestos Management Plan is available online at: [www.ehs.uconn.edu/occ/AMP.pdf](http://www.ehs.uconn.edu/occ/AMP.pdf) or via the University's Policy e-Library at: <http://policy.uconn.edu/findPolicy.php?PolicyID=418>

For more information, contact Terri Dominguez ([terri.dominguez@uconn.edu](mailto:terri.dominguez@uconn.edu)) or Val Brangan ([valerie.brangan@uconn.edu](mailto:valerie.brangan@uconn.edu)).

# Food Safety at the Farmer's Market

*The farmer's market isn't just for fruits and vegetables anymore!*

*Local producers are now selling meat, poultry, dairy products, eggs, baked goods and other items. To keep your local foods safe, follow these easy tips:*

- \* **Bring a cooler** with ice packs or ice if you plan to purchase meat, poultry, seafood, eggs, dairy products or fresh cut produce, such as a ½ melon. This is particularly important if you live more than 30 minutes away from the farmer's market or if the temperature is 90°F or hotter.
- \* **Buy your perishables last.** Enjoy the variety of goods & activities available at the market but purchase items that need refrigeration right before you are ready to leave for home. Before you buy make sure that these items have been on ice or refrigerated to keep cold.
- \* **Use separate bags** for raw meat, poultry, seafood or eggs to prevent contact with foods you eat without any additional cooking, like cheeses, baked goods, and fresh fruits and veggies.
- \* As soon as you get home, **refrigerate** meats, poultry, eggs, dairy products, fresh cut produce and anything else that needs to **stay cold to stay safe**. Some fresh produce should be stored in the refrigerator to preserve its **quality**. Check out these [storage guidelines](#) for dry goods and fresh, canned, and frozen food.
- \* When preparing fresh produce remember to **wash your hands** first!
- \* **Wash produce** before you use it too! It doesn't matter whether it is from the grocery store, the farmer's market, your garden, or if it is conventionally or organically grown. Wash it under running water, **no soap needed**, right before eating, cutting, peeling or cooking. Firm produce, like melons, carrots and potatoes, can be scrubbed with a clean produce brush. Be sure to **use clean utensils, dishes and cutting boards** when preparing fresh produce.



For more information about preparing fresh produce please see this [FDA Produce Safety](#) pamphlet.

# Laboratory Housekeeping

According to the Occupational Safety & Health Administration, all places of employment “shall be kept clean and orderly and in sanitary condition.” Taking steps to keep work areas clean not only maintains compliance with regulatory agencies, but also helps ensure researcher safety. The following housekeeping measures should be adhered to when working in labs at UCONN:

- ◇ *Hands should be washed after every experiment, before touching any non-contaminated area or object, and before leaving the laboratory area.*
- ◇ *Work areas should be cleaned at the end of each experiment and at the end of the day.*
- ◇ *All aisles, hallways, and stairs should be kept clear of chemicals and equipment.*
- ◇ *Floors should be dry and free of slip and trip hazards.*
- ◇ *Bench tops (including hoods) should be reasonably organized and clean.*
- ◇ *Access to emergency equipment, utility controls, showers, eyewashes and exits should never be blocked.*
- ◇ *An 18-inch vertical clearance should be maintained by materials below fire sprinkler heads.*
- ◇ *Heavy items should be stored on lower shelves and lighter items on upper shelves.*
- ◇ *Damaged or frayed electrical cords should be replaced immediately.*
- ◇ *All power strips should be plugged in directly to a wall electrical outlet. Never string together two or more power strips.*
- ◇ *Extension cords should not be used in place of permanent fixtures.*
- ◇ *All containers should be properly labeled throughout the work day.*
- ◇ *Remove off-specification, duplicate, expired or other chemicals no longer being used by contacting EHS.*
- ◇ *Spills of any substance should be cleaned up immediately.*
- ◇ *Food or drink should not be present in active laboratory areas.*



By following these guidelines, researchers reduce the likelihood of accidents, fires, contamination of laboratory and non-laboratory areas and issues with emergency egress. In addition, as routine maintenance and upkeep becomes incorporated into everyday operations, research groups typically become more productive and efficient. All researchers at UCONN must engage in good housekeeping practices to minimize hazards and further ensure laboratory safety.

To assist in keeping your lab clean & clear, check out the [Waste Streams Guide](#) (for UConn Storrs & Depot campus) or contact us at 860-486-3613 to discuss proper removal procedures or to schedule a service.



# Students @ Work : *Talking Safety*

Promoting and maintaining a safe and healthful environment

Every year UConn employs thousands of young workers as graduate and research assistants, student labor, work-study and in other supporting roles. They work in laboratories, care for animals, serve in our dining halls, operate motor vehicles and farm equipment, help paint and maintain dorms, perform landscape work, and conduct many other services. Their service is vital to the university and allows us to maintain a functional, diverse and vibrant institution.

However, in the U.S., approximately 53,000 young workers are injured on the job seriously enough to seek emergency room treatment. In 2008, a total of 139,000 workers less than 24 years of age were injured on the job. In fact, young workers under the age of 24 are injured at a higher rate than all adult workers.

As new workers, many student employees are likely to be inexperienced and unfamiliar with tasks assigned to them. Yet despite their high injury rates, safety at work is usually one of the last things they worry about. Many of our young workers' most positive traits—energy, enthusiasm, and a need for increased challenge and responsibility—can result in their taking on tasks they are not prepared to do safely. They may also be reluctant to ask questions or make demands of their employers.

Health and safety education is an important component of injury prevention for our student workers. While workplace-specific training is critical, young people also need to be taught general health and safety skills that they will carry with them from job to job. They should be trained to recognize hazards in any workplace. They should understand how hazards can be controlled, what to do in an emergency, what rights they have on the job, and how to speak up effectively when problems arise at work.

We are responsible to inform our student employees of the hazards in their workplace and to provide them with adequate safety training and personal protective equipment before allowing them to engage in potentially hazardous work activities. The **Employee Safety Orientation** form is an essential tool to help make sure this happens.

As with any other UConn employee, the **Employee Safety Orientation** form must be completed whenever a student employee is newly hired or transferred. Doing so helps ensure that workplace safety responsibilities are being fulfilled and compliance with occupational health and safety laws is achieved.

The **Employee Safety Orientation Form** is available online at: [www.ehs.uconn.edu/forms/ESO.pdf](http://www.ehs.uconn.edu/forms/ESO.pdf)

For more information on young worker safety, see the following online resources:

*Tips for Safely Employing Young Workers:*

[www.cbs.state.or.us/external/osha/pdf/pubs/s917.pdf](http://www.cbs.state.or.us/external/osha/pdf/pubs/s917.pdf)

*Young Workers (OSHA resource for employers):*

[www.osha.gov/SLTC/teenworkers/employers.html](http://www.osha.gov/SLTC/teenworkers/employers.html)

Source: *Talking Safety--Teaching Young Workers About Job Safety & Health (NIOSH).*



## EHS Summer Training:

Workplace Safety should be at the top of every department's priority list. Environmental Health & Safety offers safety training year round to employees and students. Visit our [website](#) for a complete list of safety training classes and checklists of mandatory training for personnel in laboratory and non-laboratory settings and to register for upcoming classes. Send your questions to [ehs@uconn.edu](mailto:ehs@uconn.edu).

✓ [Occupational Health & Safety Checklist](#)

✓ [Laboratory Safety Training Checklist](#)

### Course Descriptions and Schedules:

✓ [Occupational Safety Training](#)

✓ [Radiation Safety Training](#)

✓ [Biological Safety Training](#)

✓ [Chemical Safety Training](#)

**EHS** also has a safety classes that can be completed on-line in **HuskyCT**:

EHS HuskyCT on-line training requires [Pre-Registration](#). Allow up to 2 business days for [HuskyCT](#) access.



- \* Lab Safety & Chemical Waste Management (annual Retraining only)
- \* Bloodborne Pathogens (annual Retraining only)
- \* Asbestos Awareness (annual Retraining only)
- \* Laser Safety
- \* EHS X-Ray Safety Training

## “Where is EHS located?”

Find the EHS office using this [Interactive Search Map](#). Type “ehs” in the search field.

**Traveling South on Rt. 195:** the blue UConn sign will be on your right. From there, turn left at the 3rd traffic light onto Gurleyville Rd. bear left immediately onto Horsebarn Hill Rd. Travel 8/10ths of a mile. Take the second right at the University sign "Horsebarn Hill Sciences Complex, 3107". Environmental Health and Safety is the third building on your left. Short-term parking is available.

**Traveling North on Rt. 195,** the blue UConn sign will be on your right at the corner of 195 and S. Eagleville Rd. Continue north on 195 and turn right at the 5th traffic light - Gurleyville Rd. Continue with the directions above.

