



The Safety Guide

Department of Environmental Health & Safety

From the Director's Desk:

Working Alone at UConn

Student safety is of paramount importance. To reinforce that institutional value and to enhance awareness of student safety, UConn has published a [Working Alone policy](#). The policy states that “no student is permitted to Work Alone in an immediately hazardous environment.”

Working Alone means the student is isolated from others while working in an immediately hazardous environment, (where a safety failure could result in incapacitation and/or a life threatening injury) and where immediate first aid assistance is not available.

An immediately hazardous environment is defined as *work with any material, activity or circumstance that could cause instantaneous incapacitation rendering student unable to seek assistance*. Examples of immediately hazardous environments include: work with highly poisonous chemicals and gases; work with pyrophoric and explosive chemicals; work with pressurized chemical systems; entering confined spaces; working at heights; working near high voltage equipment; or work with power equipment (machine shop equipment) that could pinch or grab body parts and/or clothing; etc.

The policy requires that hazards are identified in the work environment and that appropriate controls are in place to safeguard personnel. Approved engineering controls may be used to mitigate a Working Alone situation. The

basic steps to ensure a safe work environment include the following.

- Perform a Workplace Hazard Assessment
- Eliminate/reduce identified risks
- Ensure students are aware of safeguards and restrictions
- Provide an effective means of communication
- Establish and enforce safe work procedures

This policy was initially issued as a “student policy” to ensure that an appropriate level of hazard assessment has been performed and that safe work controls/practices are instituted when students are permitted to work alone. EH&S is currently working with AAUP on a revision of the policy to clarify issues; however, the intent of the policy will be the same. The required [Workplace Hazard Assessment \(WHA\) form](#) is an appropriate means of documenting Working Alone issues. EH&S personnel have the expertise in hazard recognition and can assist in the selection of appropriate safeguards. Contact us at 860-486-3613 or ehs@uconn.edu.

-Terry Monahan



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[Environmental Health & Safety Directions](#)

UConn's Building and Emergency Contact List (BEC-List)

UConn has developed an interactive database of building and emergency contacts to enhance communication of critical building-related information. The Building & Emergency Contact List (BEC-List) is a web-page application for managing and accessing emergency contact information for buildings on the Storrs and regional campuses, and the Law School. Anyone with a NET ID can access the BEC- List site at <http://beclist.uconn.edu>

Building and Emergency Contacts (BECs) serve a vital role in communicating important information about activities and events that could adversely affect a building's occupants. They are the official contacts for each department within a building. Each department in a building is required to have a Primary and at least one Secondary contact designated by a dean, director, department head or administrator.

The BECList serves to improve communications during emergencies and regarding planned construction and maintenance in many ways, including:

- Provides a "public" view that allows anyone with a UConn NetID to see who the building and emergency contacts are for their department in each UConn building, along with some general contact information;
- Gives designated staff in each department the ability to update the building and emergency contact information in real time;
- Provides automated annual reminders to unit heads and their administrative staff to review and update the building and emergency contact information on record;
- Delivers automated messages via email to building and emergency contacts, notifying them that they have been assigned the role of building and emergency contact for their department and informing them of their roles and responsibilities.

Building & Emergency Contacts are notified of:

- Emergency events affecting all or part of a building and its occupants;
- Planned events that will disrupt essential building services;
- Construction/servicing activities or events that could impact occupant health and safety;
- Planned building projects and pre-construction meetings.

Departments are sent notices to review and update their BEC information twice a year; however updates can be made at any time. Departments are encouraged to review their information regularly for accuracy and update, as needed, particularly with any building relocations, change in personnel, updated contact information, etc.

If you have questions, please visit the [BEC-List FAQs page](#) or email ucec@uconn.edu.

KFS & EHS: What you need to know (Bio-Safety Cabinets and

To support the required EHS approval for specific supplies, equipment and services, **Commodity Codes** were developed in KFS to *automatically route requisitions to EHS for approval*, as applicable.

To find the correct **Commodity Code** for your requisition in KFS, click on the Commodity Code spy glass and enter *eh&s** in the Commodity Description field or enter *9** in the Commodity Code field and click Search. Click 'return value' for the code that meets your need.

See [EHS-related Commodity Codes and Object Codes](#) for a short description of the codes for Service & Maintenance of Clean Air Devices

Clean Benches), Restricted Materials (Biological and Chemical), Restricted Equipment (Biological, Chemical, Radiological), Regulated Waste and Radioactive Material.

[Clean Air Device Certifications](#): KFS Step-by-Step

[Clean Air Device Purchases](#): KFS Step-by-Step

Radioactive Material Purchases: Contact EHS, Amy Courchesne or 860-486-3613 for information and assistance.

*Refer to [Kuali Expense Object Code Descriptions](#) for full descriptions of Expense Object Codes.





Updates to OSHA's Hazard Communication Standard

In May 2012, OSHA updated their [Hazard Communication Standard](#) (HazCom) to bring it in line with the Global Harmonized System of Classification and Labeling of Chemicals (GHS) developed by the United Nations. This new system is being implemented throughout the world by countries including Canada, the European Union, China, Australia and Japan. Whereas the original HazCom standard was called the *Right-to-Know* standard, the updated version is being called the *Right-to-Understand* standard. In order to bring the HazCom standard in line with the GHS, manufacturers of chemicals are tasked with new requirements. They first must conduct a Hazard Classification on their products, utilizing specific criteria that are unified over all nations to help ensure that classifications of hazardous effects are consistent across manufacturers. In addition, there is a new labeling format for hazardous chemicals and new Safety Data Sheets (SDS) that must be utilized.

There are five components that will be required on manufacturers' [labels](#), including the supplier information, pictograms (visual representations of the hazards of the product), signal words (danger or warning), hazard statements and precautionary measures. There are 9 [pictograms](#) that will be in use for labeling, representing both health hazards and physical hazards. All are diamond shaped, with black symbols on a white background surrounded by a red border.

Material Safety Data Sheets (MSDS) will be replaced by [Safety Data Sheets](#) (SDS). The MSDS already produced by manufacturers are required to have standard information, as identified by OSHA, about the hazardous chemical, but there is no uniformity in the look or organization of each MSDS. The SDS, on the other hand, has 16 distinct sections, all organized in the same way, providing uniformity in the order of the sections and the information

provided under each heading. Where up until now different manufacturers had vastly different looking MSDS, all SDS will now be organized the same way across manufacturers.



Manufacturers have until June 1, 2015 to switch to the new labels and SDS format. **Employers, however, have only until *December 1, 2013* to conduct training on the new labels and SDS format!** That is to ensure that employees will have an understanding of the new labels and SDS as they become available. Make sure you start replacing the existing MSDS with the new SDS as they arrive with new product shipments. In addition, by June 1, 2016, the University's Hazard Communication Program must be updated to reflect the new changes to the HazCom Standard.

The Hazard Communication training program offered by EH&S now incorporates the new HazCom information. Make sure to register yourself or your employees for training in order to meet the compliance date of December 1, 2013. In addition, the online HazCom training program will soon be updated to reflect the changes to the HazCom standard, look for the training in late fall entitled *Hazard Communication -Right to Understand*.

Questions about the Hazard Communication Standard and requirements can be directed to [Valerie Brangan](#).

"Make sure to [register](#) yourself or your employees for training in order to meet the compliance date of December 1, 2013."



RADIATION SAFETY PROGRAM CHECKLIST

Are you aware that the EH&S Radiation Safety Office and designated Committees must approve all use and users of radioactive materials, radiation producing equipment, and Class 3b and Class 4 lasers? With the use of these types of radiation sources, comes a multitude of State and Federal regulations that UConn must comply with. EH&S is here to help guide you through that process.

Please use the following questions as a guide to help determine what may be applicable to you and if you need to be included in the Radiation Safety Program:

Are you currently authorized through the EH&S Radiation Safety Office to use radioactive material or sealed radioactive sources under a protocol approved by the UConn Radiation Safety Committee? If yes, you are with the program! If not,

Do you intend to utilize radioactive material or a sealed radioactive source in research? If yes, you must first apply for a usage protocol. The users and non-users in the laboratory must also complete EH&S-provided initial radiation safety training and lab-based training prior to use.

Do you currently use or intend to use Class 3b or Class 4 Lasers in your research? If you checked this, you must operate the laser under a current approved Standard Operating Procedure (SOP). SOPs must be approved by Radiation Safety prior to laser use and should be reviewed once per year by the Primary Laser Researcher and re-submitted to Radiation Safety. The Radiation Safety Office must also keep a current inventory of all these lasers. Please notify Radiation Safety of all Class 3b and 4 lasers in your possession. In addition, all Class 3b and Class 4 laser users must complete EH&S-provided on-line training, lab-based training, and have a baseline eye exam prior to working with the laser.

Do you currently have or intend to have a radiation producing device (i.e. electron microscope, x-ray producing device (XRF, spectrometer, XRDU), accelerator, or sealed radioactive source device such as a gas chromatograph unit with an ECD, etc.?)

If you checked this, you must notify Radiation Safety as soon as possible to ensure they are inventoried, so EH&S may register them with the State of Connecticut as required, and inspect or test them as needed to ensure the safety of laboratory personnel. X-Ray diffraction users must also complete EH&S-provided on-line training and lab-based training prior to using the equipment.

Do you have any unwanted laser or x-ray equipment? If so, please let Radiation Safety know if you intend to scrap or surplus such items to ensure proper procedures are followed.

If you have questions or need additional assistance, visit <http://www.ehs.uconn.edu/ppp/index.php> and click on Radiation Safety. You may also contact the personnel below at 860-486-3613 about the topics noted.

Amy Courchesne
Radiation Safety Officer (RSO) and Manager
of Radioactive Materials and Laser Safety Programs
amy.c@uconn.edu

Roy Brown
Radiation Safety Specialist
Roy.Brown@uconn.edu for radioactive waste, survey meter calibrations or general laboratory related questions pertaining to radioactive materials use.

Dawn Kemp
Administrative Services
Dawn.Kemp@uconn.edu for radioactive materials inventory and Protocol application assistance.

Diane Bolduc
Program Assistant
Diane.Bolduc@uconn.edu for scheduling training, questions regarding training, questions regarding radioactive orders, and dosimetry.

Food Safety Q & A

Which of the following signs can tell you if food has been contaminated by bacteria that can make you sick, like E. coli or Salmonella?

- A. Slimy feel
- B. Off color
- C. Strange smell
- D. None of the above

Food at a holiday party has been out at room temperature for three hours. Is it still safe to eat?

- A. Yes
- B. No

You have food in the slow cooker and the power went out. What do you do?

- A. Serve it anyway
- B. Feed it to the dog
- C. Throw it out.



Correct answer – D. Pathogens, bacteria that cause illness

like salmonella or E. coli, don't produce any signs of food spoilage - smells, off-tastes or changes in the food's appearance, like sliminess or funny colors. Don't taste food if you think it is bad. Even a tiny amount could cause serious illness. Check this [food storage chart](#) for advice about how long food will keep in the refrigerator. While you are there make sure you aren't making these other [dangerous food safety mistakes](#).

Correct Answer – B. Bacteria thrive in temperatures between 45°F to 140°F - the Food Temperature Danger Zone. To prevent foodborne illness at your holiday party follow the two hour rule and discard any perishable food left out at room temperature for more than two hours. Use small serving trays and replace them often or keep food out of the danger zone with ice or warming equipment. Hot foods can be held at 140 °F or warmer with chafing dishes, slow cookers, and warming trays. Cold foods can be held at 40 °F or colder by nesting dishes in bowls of ice. [Holiday party food safety](#) information is just a click away.

Correct Answer – C. Unfortunately, if you're not home the only safe option is to throw the food away — even if it looks like it's done. If you're at home, you can finish the cooking on a gas stove, an outdoor grill or anywhere else there's power. But whatever you do, do it immediately — don't give bacteria a chance to multiply. If you are at home, and the food was completely cooked before the power went out, the food should remain safe up to two hours in the cooker with the power off. Follow this link for more information about [slow cooker safety](#).

Parking

Only UConn permits with Area 2 access can park in EH&S's immediate vicinity (Area 1, Area 2 and Garage permits). Other permits must park across the street in the "Any Paid Permit" lots on either side of the Horsebarn Hill Arena. Guests without a UConn Storrs paid permit should check in at the EH&S front desk for a One Day Pass or to discuss other arrangements.

Safety Training

From Laboratories to grounds keeping, there are job-specific safety sessions offered year round through Environmental Health & Safety. Please refer to these safety training checklists to see what courses may be required for the type of work you perform and to register for an upcoming session:

[Laboratory Safety Training Checklist](#)

[Non-Laboratory Safety Training Checklist](#)

“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.

