

**New York University [NYU]
New Employee
Health and Safety Orientation**

Employee [Print]: _____
Supervisor: _____ Department: _____
Job Title: _____ NYU Net ID: _____

Topics 1-4 are selections from the NYU Fire Safety Handbook, which can be found on the Environmental Services [ES] website. Each employee must review the program and information presented in the handbook located at www.nyu.edu/environmental.services/pdfs/firesafetyhandbook.pdf.

1. Reporting Emergencies

New employees must be aware of where to report emergencies. The following is the list of contacts for reporting an emergency in your work area:

| | |
|--|------------------|
| NYU Public Safety (Washington Square) | 8-2222 |
| NYU Public Safety (Dental) | 8-9828 |
| NYU Public Safety (IFA) | 2-5808 |
| Environmental Services | 8-1450 |
| M&O Help Desk | 8-1001 |
| Poison Control | 9-1-212-764-7667 |
| General Campus [Police - Medical – Fire] | 9-911 |

Note: The emergency numbers must be posted on or near all telephones.

2. Emergency Evacuation

You must be aware of the appropriate emergency evacuation route for your work area. In addition, you should know a secondary emergency evacuation route to be used if the primary route is blocked. Your supervisor/manager will show you where to assemble after evacuation. Special evacuation needs and plans for disabled employees must be arranged with the supervisor/manager. Campus building evacuation floor plans can be obtained from your Building Manager.

3. Local Fire Alarm Signaling System

You must be aware of the location for fire alarm pull stations near your work area as well as how the alarm can be activated. Activating the pull station sounds an alarm in the building to alert other occupants to evacuate. Ask your supervisor to

describe what the alarm in your building sounds like (a bell, chimes, a slow whoop or strobe).

- All employees must leave the building, using exit stairwells (not elevators), immediately upon hearing the alarm, closing doors behind them.
- If a fire is discovered, pull the nearest fire alarm and then exit the alarmed area. If possible, employees should follow up with a telephone call to Public Safety from a safe location to provide more details.
- You are requested to assist an individual with disabilities. The person should either remain in the area or be relocated to an area of rescue assistance (e.g., a designated area in Silver Center or the individual can be taken to a room with an exterior window and telephone). A fire warden should be consulted to determine the best plan of action. Public Safety should be called immediately and advised of the exact location of the individual.
- The activation of a fire alarm also sends a signal to on-campus NYU Public Safety and the New York City Fire Department showing the location of the emergency.

4. Portable Fire Extinguishers

You should know where the portable fire extinguishers are located in your workplace. However, a portable fire extinguisher should only be used if:

- *You have been trained* on the use of fire extinguishers with someone present to assist, and
- *You first activate the fire alarm*, and
- *The fire is small* (waste basket size), and
- *You have a clear evacuation route*.

5. Department Reporting Procedures

You must immediately report accidents and any unsafe conditions or actions to your supervisor. The supervisor will notify the appropriate department(s).

A. Reporting Accidents

You must immediately report on-the-job accidents/illnesses to your supervisor/manager or Human Resources [HR] Representative. If you cannot reach either individual, then call the NYU Insurance Department at 8-2731. The supervisor/manager or HR Representative must complete the Work-Related Injury/ Incident form (WRI) online at the Insurance Department website at www.nyu.edu/pages/insurance, within 24 hours of notification of the incident. If the supervisor is the individual completing the

form, it must be printed and a copy of the form given to your HR representative.

All accidents must be reported on this form even if no personal injury was sustained. Reporting all accidents helps the University departments initiate effective safety programs and accident prevention measures.

If an employee is injured, he/she may select any health care provider who is authorized by New York State Workers' Compensation Board. You can get the name of an authorized physician by calling the Workers' Compensation at 9-1-800-877-1373. You may elect to obtain medical care from the NYU Health Center located at 726 Broadway, 3rd Floor, Urgent Care Department.

The following are phone numbers needed during or following an incident:

| | |
|---------------------------------|------------------|
| University Health Center | 3-1111 |
| NYU Insurance Department | 8-2731 |
| NYS Workers' Compensation Board | 9-1-800-877-1373 |

B. Reporting Unsafe Conditions

Along with immediately reporting unsafe conditions to the supervisor/manager or HR Representative, you may also report safety problems to ES at 8-1450.

You must take responsibility for correcting unsafe conditions when feasible (e.g., wiping up small-nontoxic spills, removing tripping hazards, etc.).

6. First Aid

If your area has a first aid kit, you must be informed by the supervisor/manager as to where the first aid kit[s] is/are located in your work area. The supervisor/manager will explain what actions you should take if you or others are injured.

Do not give first aid to someone bleeding without appropriate protective gear such as disposable gloves in order to protect you against pathogens transmitted through blood. If the appropriate protective gear is not available, immediately call and then wait for a medical professional. If your position requires work with hazardous materials or chemicals, locate safety showers or eye wash stations in your department, and ask to be instructed in their use.

7. Employee Health and Safety Training

You and your supervisor should use the "Regulatory Training Guide" to determine the safety and health training classes you will be required to attend for your job function. The table is intended to assist with the identification of environmental health and safety training requirements for personnel in their schools and departments. This table is

located on the ES website and addresses common regulatory training for general job classifications. Specific training is based on a particular staff person's responsibilities. **Red** colored "X," indicates that ES currently offers regularly scheduled training-refer to ES website for training schedules. **Green** color indicates annually required training programs. Please attend all training sessions applicable to your job functions.

Note: Environmental Services courses are general and must often be supplemented with specific training by the department or Supervisor. The Regulatory Training Guide can be found on the ES website: www.nyu.edu/environmental.services/pdfs/regguide.pdf

8. Chemical Safety & Hazard Awareness

A. General (all employees except Office/Administrative Staff)

- You must be informed of where hazardous materials or chemicals may be used or stored in your workplace. Each work area is required to have an inventory if chemicals or hazardous substances are used and it is your responsibility to know where the inventory is located.
- You must have training prior to working with hazardous materials or chemicals: Chemical Hygiene/Lab Safety training [if your work place is a laboratory] or Hazard Communication [non-lab positions other than office personnel]. During this training you will be informed of how to protect yourself and how to safely work with hazardous chemicals.
- Your supervisor/manager must explain the labeling system for hazardous materials or chemicals located in your workplace. Your supervisor/manager will inform you of the location of material safety data sheets (MSDSs) and how to retrieve these documents in your area. ES maintains hard copies of MSDSs for all products, materials and chemicals used at the Washington Square location. MSDSs for chemicals, materials or products used at the Dental Center and the Institute of Fine Arts [IFA] are maintained at that location. In order to have access to the hard copies after normal working hours, Public Safety has the authority to obtain MSDSs from the files located in the ES department as well as the files at the Dental Center and IFA. MSDSs and other chemical/material information for many products can also be found with links at the ES website.
- Schedules for Hazard Communication, Chemical Hygiene/Lab Safety and other required training can be found on the ES website. Some of the sessions such as Hazardous Waste training is required annually, whereas Hazard Communication and Chemical Hygiene/Lab Safety training is required only once per employment.

*Note: Training schedules can be found on-line on the ES website at:
www.nyu.edu/environmental.services/training.shtml*

- Hazardous material emergencies, such as spills or releases that are too big or too hazardous for you to clean up, are to be reported to **NYU Public Safety at 8-2222**.

*Note: A copy of NYU Emergency Response Procedures can be found on-line at Environmental Services website:
www.nyu.edu/environmental.services/eresponse.shtml*

- If hazardous waste is generated in your workplace, waste disposal procedures that apply in your area must be communicated by your supervisor/manager. It is also your responsibility to attend Hazardous Waste training annually and know the proper procedures for handling hazardous waste.

*Note: A copy of the NYU Hazardous Waste Policy can be found on the Environmental Services website:
www.nyu.edu/environmental.services/pdfs/policies/hazwaste.pdf*

B. Specific Worksites

Office/Administrative Staff [NYU Personnel whose only chemical exposure is in an office environment]

Employees, whose work area is in an office, will have limited exposure to hazardous materials or chemicals. However, if this is your workplace, you must be informed of any hazardous material or chemicals located in your area. If your work dictates that hazardous materials or chemicals be used, you must attend Hazard Communication training. See the ES website for training schedules.

Laboratory Staff

If you are newly employed in a laboratory, you must attend ES training on both “Chemical Hygiene/Lab Safety” [one time per employment] and “Hazardous Waste” [annually] for an introduction to chemical safety, exposure control, and NYU’s waste handling procedures. The laboratory supervisor or designated Assistant Chemical Hygiene Officer (ACHO) will provide additional training that is specific to the chemicals used in the laboratory workplace. Each lab should have a NYU Laboratory Safety Handbook, which presents general standard operating procedures for the lab areas. If the lab you are working in doesn’t have one, contact ES.

M&O, Central Plant, Housing, Real Estate, Public Safety and Other Non-Laboratory Staff

If you work with hazardous materials or chemicals in an environment other than a lab, you must receive Hazard Communication [one time per employment] along with Hazardous Waste training [annually]. Training schedules can be found on the ES website.

[Additional training may be required depending on the nature of your work. Consult the Regulatory Training Guide discussed in section 7.]

9. Worksite Warning Signs and Labels

If you work in areas other than an office space, you must be trained on the meaning of warning signs, tags, and labels used in your work area [i.e., lock/out tag/out, chemical labeling, waste labeling, etc.] Specific training per job function can be found on the ES website.

10. Personal Protective Equipment (PPE)

If you are required to wear PPE [e.g., gloves, safety glasses/goggles, respirators, etc.] for your job, you must be trained on the use, limitations, care, cleaning [PPE other than disposable equipment], and storage of the gear. You must strictly adhere to department, division, unit, and/or lab policy on PPE. Any required PPE is to be supplied by your supervisor.

Use the following table to document the appropriate PPE needed for your current job related tasks as determined by your supervisor/manager. Your supervisor/manager will contact ES to verify if a respirator can or must be worn for your position (8-1450).

| <i>Yes or No</i> | <i>Personal Protective Equipment</i> |
|-------------------------|--|
| | Gloves [Based on Chemical Permeation and Degradation] |
| | Safety Glasses with Side Shields, Goggles Or Full-Face Shield |
| | Chemical Protective Clothing |
| | Orange Safety Vest |
| | Respirator [Full-face, Half-face Tight Fitting or Filtering Face Piece/Dust Mask] |
| | Hard Hat |
| | Hearing Protection Devices |
| | Fall Protection |
| | Safety Shoes |
| | Lab Coat or Standard Work Uniform |

Note: A copy of the NYU PPE Policy and Annual Refresher Training can be found on the Environmental Services Website: www.nyu.edu/environmental.services/PPE.shtml

11. Required Lab Documents

Each NYU lab and clinic is required to have the following up to date documents located within the lab or clinic: Lab Sign, Certificate Of Fitness, Fire Permit, Emergency Contact Sticker, Laboratory Safety Handbook, Fire Safety Handbook and relevant warning signs [e.g., Radioactive, Biological Hazard, etc.]. In addition each lab must maintain a chemical inventory. Contact ES (8-1450) if any of this information is missing from your workplace.

12. Departmental/Worksite Safety Practices and Rules

Your supervisor/manager must provide job safety instructions and inspections on a continuing basis, but it is up to you to be informed and aware. Review safety rules for your department (i.e., non-smoking areas, working alone, shop safety, safe use of chemicals, biohazards, radioactive materials, etc.). **Individuals are encouraged to ask questions and to develop a sense of safety consciousness.**

Supervisor Signature

New Employee Signature

Date

[Please print this page, complete and send to Environmental Services at 14 Waverly Place, 2nd Floor Mail Code: 0518]

I have read and understand the information presented in NYU's New Employee Health and Safety Orientation.

Employee [print] _____

Date _____

Department _____

Supervisor _____

NYU Net ID _____