

**New York University  
Supervisor's Guide  
For  
New Employee Health and Safety Orientation**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Department: \_\_\_\_\_ NYU Net ID: \_\_\_\_\_  
Job Title: \_\_\_\_\_ SSN: \_\_\_\_\_

Topics 1-4 are selections from the NYU Fire Safety Handbook. Review this document with your employees during the health and safety orientation. The handbook can be found on the Environmental Services [ES] website: [www.nyu.edu/environmental.services/pdfs/firesafetyhandbook.pdf](http://www.nyu.edu/environmental.services/pdfs/firesafetyhandbook.pdf).

**1. Reporting Emergencies**

Verbally inform and show new employees the location of the following police, medical, and fire emergency reporting numbers:

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**

Walk new employees through the appropriate emergency evacuation route for the work area. In addition, point out a secondary emergency evacuation route to be used if the primary route is blocked. Show the employees where to assemble after evacuation. Discuss special evacuation needs and plans with disabled employees. If you need campus building evacuation floor plans, call your Building Manager.

**3. Local Fire Alarm Signaling System**

Show new employees where fire alarm pull stations are located and instruct them on the use. Let employees know that activating the pull station sounds an alarm in the building to alert other occupants to evacuate. Describe what the alarm in your building sounds like (a bell, chimes, a slow whoop or strobe).

- Tell your new employees that they must leave the building, using exit stairwells (not elevators), immediately upon hearing the alarm, closing doors behind them.
- Inform new employees, that when a fire is discovered, the first action is to pull the nearest fire alarm and then exit the building. Tell them to follow up with a telephone call to Public Safety from a safe location to provide more details. Employees need to be aware that the activation of an alarm sends a signal to the on-campus NYU Public Safety as well as to the NYC Fire Department and indicates the location of the emergency.

#### **4. Portable Fire Extinguishers**

Show employees where the portable fire extinguishers are located. Tell them to use a portable fire extinguisher only if:

- *The employee has been trained to use the fire extinguisher and has someone present to assist in the use, and*
- *The fire alarm has been activated, and*
- *The fire is small (waste basket size), and*
- *A clear evacuation route is available.*

#### **5. Department Reporting Procedures**

Tell your new employees to immediately report accidents and any unsafe conditions to you. Let them know that you will notify the appropriate departments.

##### **A. Reporting Accidents and Incidents**

All on-the-job accidents/illnesses must be reported to you or your department HR representative. Tell employees to contact NYU's Insurance Department at 8-2731, if they cannot reach you or your department HR representative.

*Note: The supervisor/manager or department HR Representative must complete the Work-Related Injury/ Incident form (WRI) online at the Insurance Department website at [www.nyu.edu/pages/insurance](http://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 the WRI form even if no personal injury was sustained. Reporting all accidents and incidents helps the University departments initiate effective safety programs and accident prevention measures.

Inform your employees that if they are injured, he/she may select any health care provider who is authorized by New York State Workers' Compensation Board. The name of an authorized physician can be obtained by calling the Workers' Compensation Board at 9-1-800-877-1373. However, any NYU employee may elect to obtain medical care from the Health Center located at 726 Broadway, 3<sup>rd</sup> 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 and Acts**

Inform your employees that with the immediate reporting of unsafe conditions and acts to you as supervisor/manager or the department HR representative, they can also report safety problems to Environmental Services at (8-1450).

Explain that each employee should take responsibility for correcting any condition when feasible (e.g., wiping up small, nontoxic spills and removing tripping hazards).

### **6. First Aid**

If applicable, tell new employees where first aid kits are located in your work area. Explain what actions the employees should take if they or others are injured. Inform the employees not to assist anyone who may be bleeding without proper personal protection, such as gloves. If needed, employees should call for medical help.

If safety showers and/or eye wash stations are located in your department and the employee's position requires work with hazardous materials, show the new workers where the equipment is located. You must instruct them on the proper use of this safety equipment.

### **7. Employee Health and Safety Training**

Use the "*Regulatory Training Guide*" to determine the safety and health training classes required for new employees per job function. The table is intended to assist you with the identification of environmental health and safety training requirements for personnel. 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 see that you and your employees attend all applicable training sessions.

*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](http://www.nyu.edu/environmental.services/pdfs/regguide.pdf)*

## **8. Chemical Safety & Hazard Awareness**

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

- Inform the new employees where hazardous materials are used or stored in your work area. Show the employees where your chemical inventory is located.
- Explain the labeling system used for the hazardous materials in your work area.
- Show employees where material safety data sheets (MSDSs) are located and/or explain how they can obtain an MSDS on-line. 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.

**All new employees working with hazardous materials need to attend OSHA required Hazard Communication training [non-lab positions other than office personnel] or Chemical Hygiene & Lab Safety training [if work area is a lab].**

- 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](http://www.nyu.edu/environmental.services/training.shtml)*

- Hazardous material emergencies, such as spills or releases that are too big or too hazardous for the employee or 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](http://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 to your employees. It is also your responsibility to attend and make sure all relevant employees attend a 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](http://www.nyu.edu/environmental.services/pdfs/policies/hazwaste.pdf)

## **B. Specific Worksites**

### **Office/Administrative Staff [NYU personnel whose only chemical exposures are in an office environment]**

- Hazardous materials or chemicals are limited in an office environment. However, the employees should be told hazard information and protective measures for products they will work with such as toner cartridges. If your employees work in areas with hazardous materials other than that in a general office setting, they are required to attend Hazard Communication training.
- If your employee is not required to attend Hazard Communication training, you can still explain how to use an MSDS and inform your employees where these documents are located or obtained.

### **Laboratory Staff**

Newly employed laboratory staff 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 hazardous waste handling procedures. As supervisor/manager, you or your department designated Assistant Chemical Hygiene Officer (ACHO) must provide additional training, specific to the chemicals in the laboratory. Each lab has a copy of the Laboratory Safety Handbook, which presents general standard operating procedures for the lab areas

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

All employees who work with chemicals in a non-laboratory environment must attend ES training on Hazard Communication [one time per employment] and Hazardous Waste Handling and Disposal [annually]. Training schedules for these 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 applicable to your workplace, you must display and explain the meaning of warning signs, tags and labels used in your area for protection (i.e., lockout/tag out, shop safety, flammable, corrosive, etc.) to all new employees.

**10. Personal Protective Equipment(PPE)**

If PPE is required to perform work in your area(s) (such as gloves, safety glasses or goggles, chemical protective clothing, respirators, etc.), you must supply the equipment to your employees. In addition, you must explain precisely limitations, use, care, cleaning [PPE other than disposable], and storage of any equipment to new employees. Stress the need for strict adherence to department, division, unit, and/or lab policy on the use of PPE.

*As supervisor/manager, use the following table to determine appropriate PPE needed based on hazard evaluations per job related tasks in your workplace. Contact ES to verify if you think a respirator can or must be worn (8-1450).*

<b>Yes or No</b>	<b>Personal Protective Equipment</b>	<b>Job Related Task</b>
	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 OSHA PPE Standard and Annual Refresher Training can be found on the Environmental Services Website: [www.nyu.edu/environmental.services/PPE.shtml](http://www.nyu.edu/environmental.services/PPE.shtml)*

## **11. Required Lab Documents**

All NYU labs are required to have the following up to date documents and information located within the lab:

- Lab Sign [FDNY Requirement]
- Certificate Of Fitness
- Fire Permit
- Emergency Contact Sticker[s]-on front of entry door
- Lab Safety Handbook
- Fire Safety Handbook
- All Relevant Hazard Warning Signs [e.g., Biohazard, Radioactive]
- Chemical Inventory [All Chemicals/Substances in the Lab]

Contact ES if any of this information is missing from your workplace (8-1450).

## **12. Departmental/Worksite Safety Practices and Rules**

Conduct an on-the-job review of the practices necessary to perform the initial job assignments in a safe manner. Employees should understand that supervisors will ultimately provide job safety instruction and inspection on a continuing bases but it is up to the individual 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. Please see that all new employees complete, sign and return to ES the last page of their orientation document.**