

## **FAQ- SOM Environmental Health & Safety**

### **I. Where do I go to complete required health and safety training if I work in a research laboratory?**

You are required to complete health and safety training on an annual basis. All required health and safety training is conducted through the Collaborative Institutional Training Initiative (CITI) training website (<http://www.citiprogram.org>). This link will guide you through the process of registering and selecting various modules/courses.

If you previously received health and safety training through the Office of Environmental Health and Safety, this training will be accepted until March 15, 2016. If you are not current in the required health and safety training at this time, you must complete the training through the CITI training website.

### **II. The air quality in my work space is making me sick. Who can I contact to have my space evaluated for poor air quality?**

The New Jersey Public Employees Occupational Safety and Health Program (PEOSH) requires public employers to comply with the Indoor Air Quality Standard (N.J.A.C. 12:100-13), March 3, 1997. The standard requires the employer to investigate all employee complaints of signs or symptoms which may be associated with building-related illness. The standard is available on the web at: <http://www.state.nj.us/health/eoh/peoshweb/iaqstd.pdf> . An overview of the standard is available at: <http://www.state.nj.us/health/eoh/peoshweb/iaqdoc.pdf>

The Office of Environmental Health and Safety on the Stratford Campus is available to conduct an indoor air quality evaluation. Contact EHS at 856-566-6189 to schedule an indoor air quality evaluation of your work space.

### **III. My work station is creating back pain, sore eyes, numbness in my legs, and/or pain in my arms. Is there someone who can look at my work station and discuss how it can be re-arranged so I do not experience these issues?**

The goal of the University's ergonomic program is to fit the equipment, environment and process to the individual in an effort to reduce or eliminate repetitive motion, overexertion, and awkward postures.

The Office of Environmental Health and Safety is available to evaluate your work station and make recommendations on how to adjust it to minimize stress and strain on your body. Contact EHS at 856-566-6189 to schedule an ergonomic evaluation of your work station.

#### **IV. What do I do if I hear a fire alarm?**

Follow your Department Specific Disaster Plan!!!!

If you hear a fire alarm, it is your responsibility to exit the building using the stairs. Do not use the elevator.

Always remember R.A.C.E. when a fire alarm is activated. R = rescue anyone in immediate danger if it does not endanger your life; A = sound the alarm by dialing 9-1-1 and by pulling the closest pull station alarm box; C = confine the smoke and/or fire by closing windows and doors; and E = evacuate the building if the fire is too large to extinguish the fire with one (1) fire extinguisher. It is your responsibility to report to your designated meeting area to be accounted for.

Always remember P.A.S.S if you use a fire extinguisher. P = Pull the pin on the fire extinguisher; A = aim the fire extinguisher at the base of the fire; S = squeeze the handle to activate the fire extinguisher; and S = sweep the nozzle back and forth as you slowing move towards the fire.

#### **V. I am not sure if the waste I generate is regulated. Who do I contact to help make this determination and how do I dispose of the waste if it is regulated?**

The Office of Environmental Health and Safety is responsible for managing hazardous waste on the Stratford Campus. EHS provides technical assistance to individuals and/or departments that generate hazardous waste to comply with federal, state, and local rules and regulations governing hazardous waste management. Contact EHS at 856-566-6189 for assistance.

#### **VI. What do I do if I am injured while at work? What do I do if I have been exposed to a chemical or biological agent?**

Emergency: dial 9-1-1 or report to the closest Emergency Room.

Faculty, Staff and House Staff: ALL needlestick/bloodborne pathogens exposures report to the closest Emergency Room. Non-emergency: initiate paperwork with Human Resources who will direct you to Rowan SOM's WC provider, WorkNet (37 South White Horse Pike, Stratford; 856-435-2680)

Students: All needlestick/bloodborne pathogen exposures contact Garden State Infectious Disease (709 Haddonfield-Berlin Road, Voorhees; 856-566-3190) immediately. Non-emergency: Report to Family Medicine, 2<sup>nd</sup> Floor University Doctor's Pavilion for post exposure evaluation. This facility is open Monday through Friday from 8:00 AM to 5:00 PM. If WorkNet is not available or if exposure occurs after hours or on the weekend, report to the closest Emergency Room.

An incident report form needs to be completed as well. A copy of the online incident report can be found on the Risk Management & Insurance website under Incident Reporting:

<http://www.rowan.edu/president/rmi/reporting/>

**VII. Where can I get a Safety Data Sheet (SDS) for a chemical that I work with?**

Safety Data Sheets for chemicals should be maintained by the individual Principal Investigators/Area Supervisors. Safety Data Sheets are also available on line at the manufacturer's website.

If you need assistance with obtaining a Safety Data Sheet for a particular chemical, contact EHS at 856-566-6189.

**VIII. I work in a research laboratory. What personal protective equipment should I wear?**

A lab coat, appropriate gloves, and safety eyewear should be worn when working with hazardous chemicals and infectious materials.

You must also wear long pants or a skirt that covers a majority of exposed skin; closed toed and heeled shoes, and a shirt that covers your upper arms and midriff. Tanks tops, shorts, and flip-flops/sandals are not allowed.