INTRODUCTION

At Emory University, environmental health & safety are integrated into our values and the way we work. Principal Investigators (PI), Directors, and Supervisors play a leadership role in creating and maintaining a safe work place for all of our colleagues and our community.

PURPOSE

This guide is designed to provide you with a better understanding of your roles and responsibilities and to provide you with necessary tools and resources. It is designed in Checklist format for your use in reviewing EHS information with your colleagues or employees.

Responsibilities Include:

- Maintain a safe and compliant workplace
- Ensure employees receive required Environmental, Health and Safety training related to the hazards of their workplace.
- Conduct periodic safety inspections & walk-through of their areas
- Complete Incident Reports and Investigations of incidents that occur in their areas
- Enforce EHSO policies and procedures
- Serve as a role model;

WORKPLACE-SPECIFIC INFORMATION

EHSO conducts New Employee Orientation for new hires and transfers to address EHSO topics in a general way. If you have a new employee who did not attend, contact the EHSO office at 404-727-5922.

Supervisors are responsible for providing safety information and instruction specific to their employees’ tasks and work areas.

The following checklist is to be used to document the discussion with employees.
Instructions:

- Supervisors shall conduct the discussion with new hires or transfers as soon as possible and again whenever the supervisor feels that refresher instruction may be useful.
- Supervisor and employees must sign on the last page.
- Signed copies should be placed in the EHS binder (Additional copies available on the EHSO web site [www.ehso.emory.edu](http://www.ehso.emory.edu)).

1. EHSO Training
   - Ensure employee(s) attends New Hire Orientation (required for all employees) in which an EHS section will be covered.
   - Develop an EHS training plan with each employee.

2. Emergency Procedures
   - How and when to use the emergency number 911
   - Point out the building emergency evacuation route (primary & secondary), and outside assembly area.
   - Show location of nearest fire alarm pull box (for use if fire or other situation requiring immediate building evacuation) and location of nearest fire extinguisher.
   - Show safety shower & eyewash location and directions for use (where applicable).
   - Spills – explain routine and emergency spill procedures for your area.
   - Personal injury - explain procedures for emergency personal injuries. Discuss the need for reporting personal injuries - including non-emergency injuries - to Employee Health Services (EHS). Guidelines and form available on the Environmental Health & Safety Office web site, [www.ehso.emory.edu](http://www.ehso.emory.edu).
   - Point out location of emergency exit aisles and doors - do not block!

3. Environmental Programs
   - Explain the types of waste that are recycled (batteries, electronics, 4L glass bottles, printer cartridges, paper, plastic, etc.), and the location of the nearest containers
   - Explain specific waste disposal procedures and containers in their workplace (e.g. hazardous/biohazard/radioactive waste, etc.)

4. Chemical and Special Hazards
   - For chemical users, show location of online Material Safety Data Sheet (MSDS) system; demonstrate how to do a search.
   - Review MSDS’s and precautions for the specific chemicals the colleague will be using.
Safe storage and labeling of chemicals, solvents, acids and bases.

Point out applicable safety signs (lab entry signs, confined space entry, other safety signs); explain their meaning and any requirements for entry.

For Chemical carcinogens, mutagens, & reproductive hazards follow relevant procedures and precautions to minimize exposure, etc.

5. Personal Protective Equipment (PPE)

Inform what PPE is used in their area, per their management, where to obtain, its uses and limitations (i.e. safety glasses, goggles, lab coats, Tyvek suits, gloves, etc).


Use of Respirators (includes all respirators and dust masks)

For required use (limited site applicability in specified areas only): review elements of site Respiratory Protection Program.

a. Medical clearance required (contact Occupational Health Services);

b. Fit-testing and Training—contact EHSO at 404-727-5922

For voluntary use (i.e.) where colleague request dust mask for reasons of comfort, NOT for protection of health. Explain voluntary use program requirements. Appendix D of the OSHA Standard 1910.134 is available on the EHSO web site.

Reinforce “Best practice” procedures for contamination control (hand washing, prompt clean-up of chemical spills, general housekeeping)

Eating, drinking or storage of food/beverages is not permitted in any laboratory or lab office area (see ‘Food and Drinks Guideline’ on the EHSO web site.

Lab coats worn in the lab or any area where they may have become contaminated with hazardous chemicals, biohazardous materials, and/or animal dander are not to be worn in in common areas such as break rooms or cafeterias.

6. Employee Health/Workers Compensation (EH/WC) Programs

Mention availability of Employee Health Services

- Hours of Operation: Monday-Friday: 7 AM.- 4 PM

- Assessment and treatment of work related and non-work related illnesses and injuries with appropriate referrals

Notify employee of their Rights of Access to Medical and Exposure Records by contacting EH/WC. All medical records are kept confidential!

Notify employee of available immunizations (Hepatitis B, Tetanus, Influenza annually), where applicable by job/work category (see the Hepatitis B and the Non-Hepatitis B Immunization Review and Declination forms available on the
7. **Lab safety requirements**
   - Explain the working principles of Chemical hood and Biosafety cabinets.
   - Electrical safety reminders: no extension cords (except temporary use); do not “daisy chain” extension cords together; ensure that power strips inside lab hoods (if used), are not subject to spills.

8. **Waste Disposal - Explain site waste disposal procedures for:**
   - Solvents
   - Animal parts
   - Biohazards (blood, serum, culture, body fluids, etc)
   - Acids/Bases
   - Heavy metals & their salts
   - Sharps
   - Chemicals (i.e. solid & liquid reagents, discovery compounds)
   - Radioactives
   - Not Applicable

   **If you have any questions on waste disposal, call 404-727-5922**

9. **Miscellaneous Policies**
   - Incident Reporting: Review need to report incidents to supervisor immediately, types of incidents that need to be reported, and how the process works
   - No-Smoking Policy: Explain site policy and location of designated smoking area for that building
   - Minors on site Policy: Explain site policy and how to arrange for approval if desired.
   - Inform employees that if they need to work in the labs on weekends or holidays they need to inform another colleague.

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I, the undersigned, hereby acknowledge that I have been instructed in the EHS topics indicated. Going forward, I will continue to stay abreast of Current EHS practices and will ask if I have any questions on EHS-Related issues.

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Employee Printed Name   Signature   Date:

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I, the undersigned, hereby acknowledge that I have reviewed the EHS topics as indicated with the colleague/employee listed below. I will continue to provide relevant EHS information, as needed, on an ongoing basis.

___________________________
Supervisor/Manager Printed Name)   Signature   Date: