

LLE Guest Worker Training - Non-lab workers

This training is required for visitors working unescorted at LLE;
NOT entering any side-labs &/or **performing any hazardous work**



Access to LLE is restricted to provide physical, personal and facility security

- Building access is controlled by card readers and receptionists
 - With badge access, everyone *must* swipe themselves in - no piggy-backing
- All persons are required to wear UR/LLE issued ID or visitors badge, where it is readily visible, while in the building
- Some specific lab spaces inside LLE require an escort to access
- Everyone must sign in and out at a reception desk when in the facility during non-working hours
- Never allow people to enter LLE to use the phone, bathroom, get a drink, etc. unless they are personally known or escorted by you.
- Before you leave the building, make sure the path to your vehicle is safe. Wait inside the building if you observe unusual vehicles or suspicious activities.
- Report instances of suspected unauthorized building entry or any suspicious activity to UR/LLE Facility Security Officer (FSO)

**Call UR Public Safety (585) 275-3333 (or use a Blue Light Phone) to request an escort to your car or report a campus crime.
Call 911 off-campus**

Emergency phone numbers



LLE Receptionist (East lobby)	(585) 275-5101
UR Public Safety *campus blue phones connect to public safety directly	(585) 275-3333
Local emergency services (Fire, Police, Ambulance)	911
Blood exposure hotline	(585) 275-1164

Add these emergency contact numbers to your cell phone now

The stickers on lab/desk phones provide dialing instructions for internal phones, specifically

Emergency Numbers
During working hours:
5-5101
After hours:
9-911

Carefully control information you have access to, and items assigned by LLE/UR

This includes, but is not limited to:

- University/Visitor ID badge
 - If you misplace your ID badge, report it immediately to LLE's FSO and The Director's Executive Assistant
- Computer accounts & passwords
- Confidential information
- Radiation badges
- Keys
- Mobile devices

The University enforces strict policies regarding handling of confidential information. University IT Policies are found [here](#), including:

- [Data Security Classifications Policy](#)
- [Mobile Computing Device Security Standards](#)

Individuals are personally responsible for appropriate use of these items.

LLE's Computer and network policies are designed to prevent costly problems

LLE's Information Technology (IT) group has identified key things you should know about accessing or using computer or network resources:

- 1. Never connect or disconnect cables from a computer or network device without explicit permission from IT. Limit your activities to specific cables, devices, and network ports you are authorized to work on.**
- 2. Do not change the network settings on any LLE network device without IT approval.**
- 3. Computers that connect to ANY University network must be up to date with security patches and have University approved anti-virus protection.**
- 4. Treat all email as suspicious until proven otherwise. Don't click links or open attachments unless you recognize the sender and understand why they sent you a link / attachment.**

Computer and Network Safety (cont.)

5. Do not leave desktop computers powered off without contacting IT.
6. Save important LLE files on network shares, not on your computer.
7. Mobile devices (phones, tablets, laptops, etc.) that access any LLE resources (mail, files, etc..) must be password protected by a strong screen lock
8. Passwords or passphrases used for LLE accounts should not be used for other accounts (personal or business). University IT recommends the use of the password manager/vault, “Keeper.”
9. Never open a computer chassis without assistance from IT.
10. Log off or lock your computer screen when you are away from your desk.
11. Disconnect VPN when access to the LLE computer network is not needed

If you have any questions about ANY of these rules, contact IT for answers and/or clarification

The LLE Safety Office (Rm 4206) provides...

- Information, assistance and support
- Personal Protective Equipment
- Reference texts
- Safety supplies
 - First aid
 - Lens cleaners
 - Sharps disposal



Policy Against Discrimination, Harassment, and Discriminatory Employment/Service Practices (PADH)

The Policy Against Discrimination and Harassment (PADH) **applies to:** Faculty; staff; residents; fellows; postdoctoral appointees; student employees; students, interns (paid or unpaid); volunteers; and to all visitors (including patients, contractors, and vendors) to any University campus, facility and/or property, and to University sponsored activities and events, whether on University premises or not.

The University is governed by multiple state and federal laws that prohibit discrimination and harassment based on various protected classes and this policy is intended to comply with all of them. These laws may require that certain complaints filed under this policy be addressed under another University policy (for example, the University's Title IX policy). The University's Office of Equity and Inclusion will assess all complaints made under this policy and determine the most appropriate process for addressing the individual's concerns.

Reports can be made by emailing PADH@Rochester.edu.

Medical emergencies require a rapid response

Please note the location of the phone
in any lab which you are working

Emergency Numbers

During working hours:

(x)55101

After hours:

9-911



To dial from a cell phone: 275-5101
Desk phones require pressing “9” first
to get an outside line: “9-911”

- During working hours
 - Call the LLE receptionist to report it. The receptionist will notify the LLE's First-Responders
 - *If no response, call 911*
- Off-hours (nights, weekends)
 - Call 911
 - UR Public Safety will automatically be dispatched to assist with building entry
- Report all workplace injuries* to LLE Human Resources (HR)
 - HR will prepare and submit a [UR Employee Incident Report](#)

* see [UR Policy 271](#) – Workers' Compensation Insurance

Fire Safety



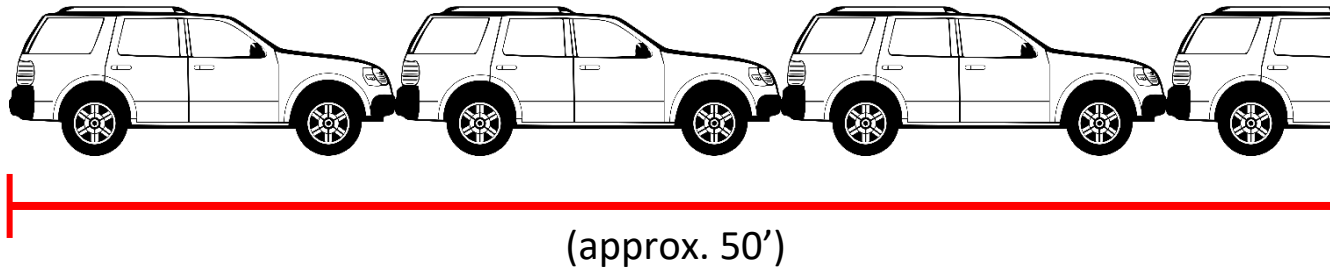
- Use only electromagnetic safety latches to hold fire doors open
- Maintain 18" clearance around fire sprinkler heads
- Maintain clear access
 - $\geq 48"$ through hallways, around doors
 - $\geq 36"$ around electrical panels, fire extinguishers, and fire alarm pull stations
- Minimize storage of flammable materials
- Inform a Safety Officer of faulty safety equipment (exit light, fire extinguisher, etc..)



These boxes are too close to the sprinkler, limiting effective coverage

Everyone must respond immediately to fire alarms

- Evacuate and move at least 50 feet from the building and emergency equipment



- Failure to respond and evacuate as quickly as possible causes delays in response and re-entry into the building
- ***DO NOT*** re-enter the building until alarms are silenced and beacons are off
- LLE hosts are responsible for their guests during an emergency

Emergency evacuation may be required in response to a fire, bomb threat, gas leak, et al.

The UR Medicine Imaging is LLE's assigned meeting location during an emergency evacuation

If an emergency prevents employees from re-entering LLE, employees may shelter at UR Medicine Imaging at 200 E. River Rd (first building east of LLE)



Good housekeeping is essential to maintaining a safe work environment

- **Promptly correct, or report, slippery conditions on walkways and work surfaces**
- **Keep aisles and passageways unobstructed.**
- **Set up barriers when passage is encumbered by work-in-progress or activities prevent safe passage**
- **Promptly remove all clutter, tools, hardware, packaging and similar material**
- **Maintain a 3 foot (1 m) clear area around circuit breaker panels**
- **Eliminate trip hazards. Secure hoses, cables and other potential trip hazards overhead, under walkways, or cover them with a cable ramp**

Everyone *must* help maintain a clean and organized work environment

Alarms inside individual labs indicate the potential for an oxygen deficient atmosphere



If alarm sounds:

- Exit the area *immediately*
- Call 9-1-1 if anyone is unable to exit the space
- Call a responsible person listed on the door sign to report the issue

No LLE employee or guest worker is permitted to enter an oxygen deficient atmosphere

LLE electrical safety policies

- **Extension cords**
 - **500W maximum (UR policy)**
 - **May not be connected in series**
- **Equipment used at LLE must be UL certified, or have approval of LLE Electrical Safety Officer**

Warn, damaged, frayed or deteriorated cord?

Ground pin missing?

STOP! Seek assistance



Summary

Completion of this training permits you unescorted access *only* to non-hazardous areas at LLE.



Email the Safety Office to report completion of this training