

# G\_010 – Environmental Service Worker (ESW) Safety Training



**SAFETY  
FIRST**

**SAFETY IS  
EVERYONE'S  
RESPONSIBILITY**

**John Sawyer  
LLE Fire Safety Officer  
LLE Facility Manager**

***\*\*Everyone has the right to “Stop work” if they feel unsafe.\*\****

## Summary

# Workers must be aware of LLE safety policies, hazards found at LLE, and work safely



- **LLE Safety policies**
  - “Stop Work”
  - LLE Access
  - Personal Protective Equipment (PPE) Overview
  - Emergency response
  - Fire Safety
- **LLE Workers may be exposed to hazards including:**
  - Lasers, chemicals, high voltage equipment, loud machinery
  - Slip, trip and fall hazards
  - Blood-borne Pathogens

**This training provides a reminder of LLE Safety policies, workplace hazards, and safe work practices**

# Everyone has the right and RESPONSIBILITY to “Stop Work” if they perceive an unsafe condition



- **STOP, get the right people involved** to resolve the problem:
  - Supervisors, experienced co-workers, Safety Officers
- **Provide feedback** to the Safety Officers and peers to
  - reduce future risks and
  - improve planning

**Do not start a job until you have received instructions, understand the hazards involved, and are authorized to begin**

## Plan ahead – schedule your work



- With proper planning, hazards in a work area often can be disabled before workers enter
- Get permission from a responsible person before entering a laboratory. Every lab has a sign with names and phone numbers of the responsible people

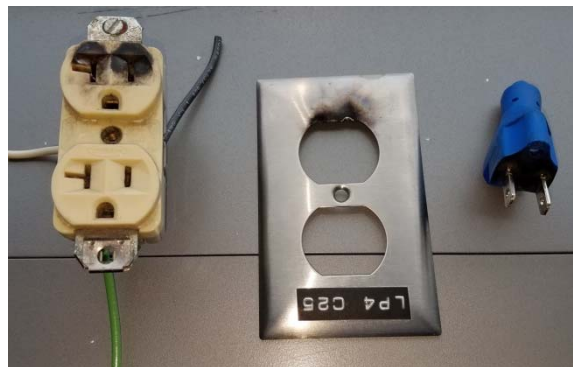


**Knock before entering a lab; ask for permission to enter**

# Know your equipment – report problems to your supervisor



- The retaining screw for the outlet cover was missing
- The cover may have fallen off and been replaced by someone with good intentions; if so, it was not reported.
- When a custodian plugged in a vacuum, the cover fell onto the plug and created a short circuit
- Arcing continued until the custodian unplugged the cord
- No one was injured, but the custodian was alarmed



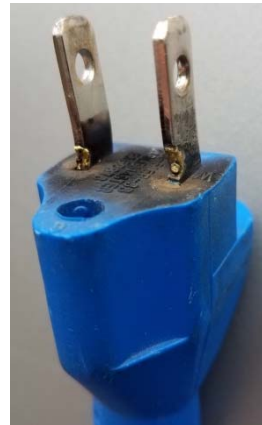
**This frightening situation would have been avoided if the missing screw had been reported and replaced**

# Check your equipment regularly



**Things to look for and report to your supervisor:**

- **Broken electrical plugs**
- **Damaged power cords**
- **Leaking fluids**
- **Unusual smells**
- **Unusually warm equipment**



**A missing ground prong makes equipment unsafe. The user could have been shocked**

**This outlet is broken**



# Access to LLE is restricted - Do NOT allow unauthorized persons to enter the building



- Visitors must sign in at the receptionist's desk
- Call UR Public Safety if you see suspicious activity in or around LLE
- Everyone must visibly display (e.g., above the waist) their UR/LLE ID or visitors pass while in the building

***Never allow people to enter LLE unless they are known to you and escorted by you***

# Respond immediately to fire alarms



### Evacuate via the most direct, safe route

- close windows and doors while exiting, if safe to do so
- use *stairs*, not elevators
- move to a location *at least 50'* from the building and emergency equipment, and
- Do *not* re-enter the building until alarms are silenced and beacons are off

Follow the lighted exit signs:



After getting to safety, notify (call or text message) a **RESPONSIBLE** Individual (ex. Supervisor) before leaving (e.g., lunch, home, etc.)



# In a true emergency, go to the Advancement Building



If an emergency prevents employees from re-entering LLE, all employees must go to **The Advancement Building** at 300 E. River Rd (first building west of LLE)



# Medical Emergencies



- During working hours (M-F, 8:30am – 5:30pm)
  - Call an LLE receptionist and state “**MEDICAL EMERGENCY**”. The Receptionist will notify the Medical Emergency Response Team
    - If no response, call UR Public Safety
- Off-hours (nights, weekends)
  - Call UR Public Safety, or use any “Blue” phone outside
  - If no response, call Local Emergency Services (911)

## From an LLE Phone:

**Emergency Numbers**  
**During working hours:**  
**55101 or 53941**  
**After hours:**  
**13 (UR Public Safety)**  
**If no response, dial 9-911**

## From a Cell Phone:

**Emergency Numbers**  
**During working hours:**  
**275-5101 or 275-3941**  
**After hours:**  
**275-3333 (UR Public Safety)**  
**If no response, dial 911**

# Use extreme care when handling body fluids



- Contact with other people's body fluids such as blood and vomit can spread disease through Blood-borne pathogens (BBP). These diseases can be extremely serious.
- Common routes of infection in the workplace are:
  - Infected blood or vomit entering through a break in the skin barrier, such as an open sore, or dry cracked skin
  - Infected blood or vomit splashing onto mucous membranes (such as the eyes) while cleaning up a spill
  - Puncturing skin with a contaminated sharp such as a needle, glass, or razor

**Always wear nitrile gloves and safety glasses with side-shields when handling body fluids**



# Minimize risk of exposure to blood-borne pathogens



- Treat all blood and body fluids as though they are infectious
  - **Wet or Dry!**
- Put contaminated waste in a sealed red plastic bag, labeled with the biohazard emblem



**Call the University Health Service (275-1164) to schedule a post-exposure evaluation immediately after any suspected exposure to blood-borne pathogens**

# Employ safe work practices to reduce risk of exposure



- Hand washing is one of the most important and easiest work practices to prevent infection from bacteria and viruses.
- Clean up potentially infectious spills using a 10% bleach solution, letting it set or soak in for 10 minutes to kill any pathogens
  - Use a properly labeled bag for disposal, put in the hazardous waste storage area on the shipping dock, and call the University Hazardous Waste Management Unit (275-2056) for pick-up
- Properly remove and dispose of soiled gloves
- Store sharps such as needles, and razor blades in designated sharps containers



# Inform a safety officer if you observe fire safety violations

- Fire doors propped open
- Items on electrical raceways
- Items attached to, or draped over, fire sprinklers or pipes
- Use of personal appliances in offices (heaters, toasters, coffee makers, refrigerators, microwave ovens, halogen lamps, decorative lights, etc.)
- Parking within 15 feet of a fire hydrant

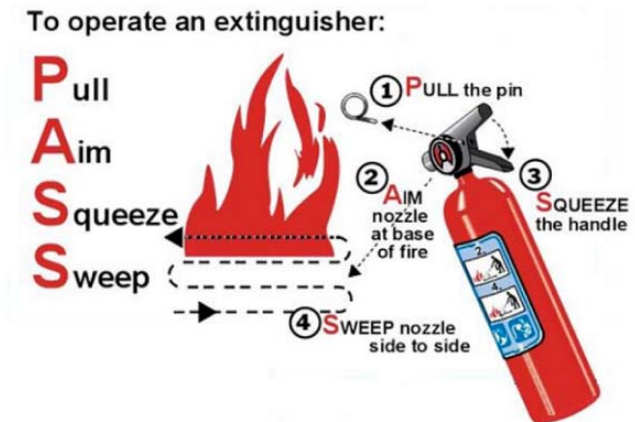
Door prop NOT OK



# LLE personnel *may* fight a fire once *trained*



- LLE personnel are NOT required to fight a fire
- Trained personnel MAY fight a fire after:
  - Activating the building fire alarm
  - Assisting persons in immediate danger
  - Assessing the risks (*follow your instincts!*)
    - Is there heavy smoke or strong odor?
    - Is fire small and contained?
    - Is there an unobstructed exit?
- **Evacuate immediately** if:
  - the fire spreads beyond the point of origin
  - the fire could block your exit
  - one fire extinguisher is insufficient



# Always Be Aware of Your Surroundings



### Slips...



- Always wear slip resistant shoes
- Provide warning signs
- Clean up spills immediately

### Trips and falls...

**Obstructions in walkways and stairs can lead to trips and falls.**

- Remove any debris or clutter in aisles or pathways
- Make sure to have a clear view of the path ahead



**Stay alert!**



## Personal Protective Equipment

***ALWAYS wear nitrile gloves and protective eyewear with side-shields when hazards could be present***



Hazards include (but are not limited to):

- Using cleaning chemicals
- Emptying garbage cans
- Cleaning up spills involving bodily fluids (vomit, urine, blood, etc.)

***RIGHT!***



***WRONG!***

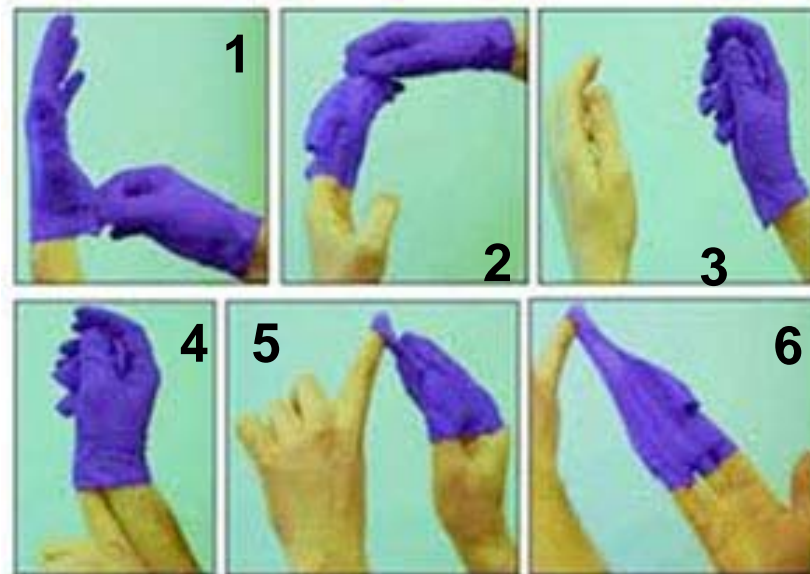


**Remove and replace soiled gloves**

## Remove gloves before touching door handles, telephones, or leaving a work area



# Proper donning and doffing of gloves is necessary to prevent cross-contamination



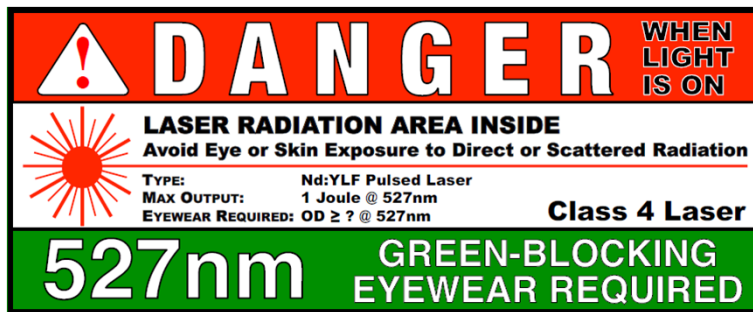
1. Pinch the outside of the glove near the wrist (careful not to touch exposed skin below)
2. Pull glove up *slowly*, turning the glove inside out
3. Ball up the used glove and grasp it with the gloved-hand
4. Using non-gloved hand, put finger inside cuff of glove
5. Pull glove up *slowly*, turning glove inside-out *and* encapsulating the balled glove
6. Finish removing glove and dispose of properly

## Follow the warning signs on the doors



Each lab has unique hazards, make sure you look at what Personal Protective Equipment is required before entering

Some examples include:



**DO NOT ENTER** under any circumstances when the *light is flashing!*



# Every room is different!



**Always wear the required Personal Protective Equipment indicated on the door signs**

**Mechanical, Chemical or Laser Safety Eyewear:**



**Hearing Protection:**



**Hand/skin protection:**



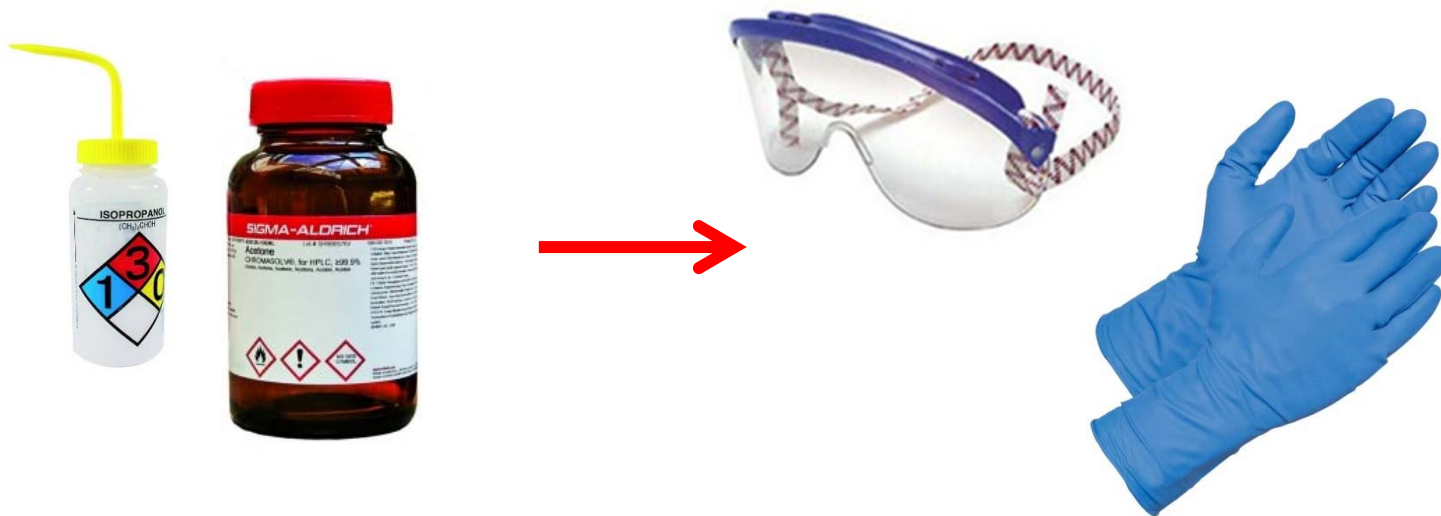
**Slip-resistant, steel-toed shoes  
(*always required*)**





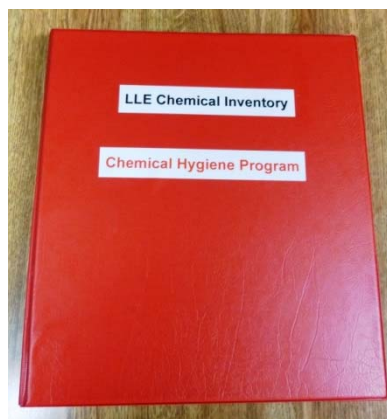
# Chemical Labs

Protect your eyes and skin while working with or near chemicals



## Hazard Awareness

# Informational binders are located in each of the custodial supply closets



A product's Safety Data Sheet provides information about the:

- types of hazards
- severity of hazards
- personal protective equipment that must be worn

Look for the hazard symbols labeled on the containers:



\* Flammable



\* Explosives



\* Oxidizers



\* Acute Toxicity  
(fatal or toxic)



\* Health Hazard  
\* Carcinogen



\* Corrosives



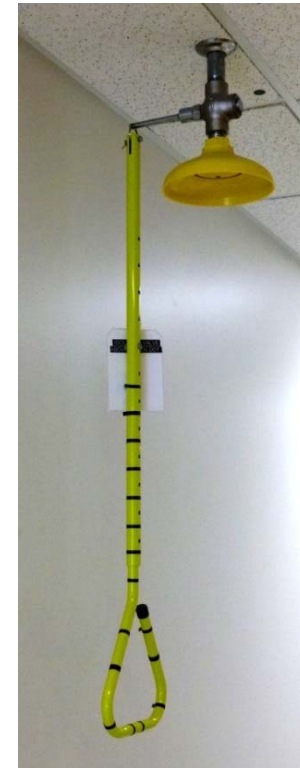
\* Irritant  
\* Skin Sensitizer

**Know the potential hazards of the products you use and come in contact with. STOP and ASK if uncertain**

# Eyewash Stations and Safety Showers



**Eyewash stations and safety showers are located throughout the facility. Know where they are and how to use them in case of a chemical exposure to eyes or skin.**





# Laser Labs

When signs indicate lasers are on in an area:

- Always knock and verbally announce your presence before entering a laboratory. Wait for an escort before entering
- You may enter a laboratory without an escort only if all warning signs are disabled (not lighted).



# Mechanical Rooms

Some rooms require hearing protection

There are different types;  
find what works best for you.



You are *always* required to wear safety  
eyewear.

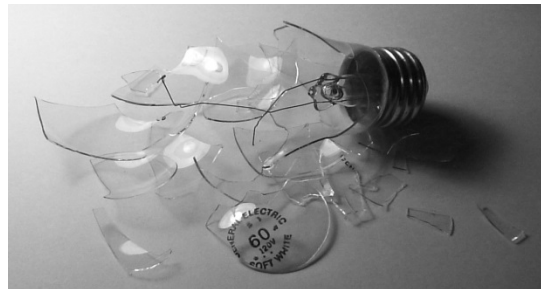
Food & drink are *never* allowed in any  
labs or mechanical rooms



Slip-resistant, steel-toed shoes are  
*always required* in Mechanical Rooms



# Use sharps containers to dispose of light bulbs, razor blades or other sharp objects



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# Summary



- You must complete the on-line [G\\_010 acknowledgement](#)
- Submit [LLE Safety Suggestions](#) any time

**\*\*Use any web browser to access these links on the LLE Safety Zone, “Training” tab\*\***



**You must complete the G\_010 quiz to satisfy your training requirement**