

# ST. LAWRENCE UNIVERSITY

## EMPLOYEE SAFETY

St. Lawrence University takes employee safety seriously. Policies, equipment, information, and training are provided to make work at SLU safe. The University needs cooperation from employees because safety is everyone's responsibility. Policies and training can only be effective if you pursue an active, participatory role. SLU has the responsibility to provide information and education. **YOU** have the responsibility to absorb it and apply it in your everyday activities.

The Environmental Health and Safety Office in conjunction with supervisors and other offices, such as Security and Safety and Human Resources, monitors safety issues. Training is provided for an employee based on that person's job responsibilities. **YOU**, as an employee, can help us protect you. For instance, we have a policy on work in confined spaces. The training to perform work under those conditions is given to the employees who are identified as most likely to be in those areas [e.g. electricians, Security Officers]. If you take on a task that is unusual for your job you may not have all the information you need: contact the EH&S office, or Security, before you proceed for your own protection. Safety is **our and your** responsibility: please work with us to make it happen!

In meeting its obligations to employees and OSHA regulations St. Lawrence University has a Hazardous Communications Policy and Program [also referred to as "Right-to-Know"] "Right-to-Know" (RTK) is a general term that refers to government statutes that regulate the communication of occupational hazards due to the use of chemicals in the workplace. In compliance with the United States Department of Labor "Right-To-Know" Law [Hazard Communications Standard, 29CFR 1910.1200], and applicable New York State Law, the Safety Committee and Office of Environmental Health and Safety at St. Lawrence University have prepared the Hazard Communication Policy and training program for ALL employees of St. Lawrence University. Copies of the statement & policy are available on the Environmental Health and Safety website or by contacting the Security & Safety office or the Human Resources office.

The SLU Chemical Hygiene Officer serves as the primary contact for safety information about chemical use. If you have any questions about the chemicals you use or the chemicals around you, which cannot be answered by your supervisor, contact the Chemical Hygiene Officer, Ms. Suna Stone-McMasters.

### **The most important parts of the University's Right-to-Know:**

- all employees have the right to know about the chemicals in their workplaces
- all employees have the right to know the hazards these chemicals may present
- all employees have the right to know how to protect themselves from those hazards

Providing the information necessary for safe use of chemicals is of little value unless the users of hazardous chemicals make use of the program as part of their daily routine. Chemical safety is a matter of concern not only to the people using chemicals, but to their neighbors and visitors as well. Everybody who is exposed to or uses hazardous chemicals has a responsibility to know as well as a right to know this information and to use it to protect everyone's safety.

An important part of the HazCom/Right to Know policy is the provision of Material Safety Data Sheets. MSDS's are available for every hazardous chemical on campus. MSDS's are the primary source of safety information for a particular chemical. St. Lawrence University has contracted with 3-E Company to provide material safety data sheets through 3-E Company, 24 hours a day, seven days a week by calling 1-800-451-8346. The caller should identify her/himself as a participant under the St. Lawrence University contract, and have a fax number available of where to have the MSDS faxed. The FAX number at Security can be used anytime for this (315-229-7414). Callers will be asked to provide the product name, manufacturer name, product number and UPC code (if available).

For other safety information see the Environmental Health and Safety page on the SLU website. Click on "Faculty and **Staff**" and then Environmental H&S.

**THE SAFETY COMMITTEE:** SLU has a safety committee with representatives of faculty, staff and students, appointed by the President. The Safety Committee reports to the President, and welcomes comments from the community. Each monthly meeting starts with an open forum time for any visitors. Comments and questions can also be sent to the Chairperson, Mr. Ted Coviello. A full list of members and other information about the committee is on the EH&S page on the SLU website.

**ACCIDENTS:** unfortunately they happen. The most common accidents at SLU are related to tripping and falling, indoors and out, so we ask you to move with care. When an accident does happen be sure to report it. Let your supervisor know. You can contact Security for assistance and/or reporting. The accident report form is available on the EH&S and HR webpages, or from Safety and Security.

*Welcome - stay in touch - and help us help you work safely at SLU!*

Names to note:

Mr. Ted Coviello, Director, Contracts, Compliance & Risk Management, 229-5913

Mr. Patrick Gagnon, Director, Security and Safety, 229-5555

Ms. Suna Stone-McMasters, Chemical Hygiene Officer, 229-5105

Human Resources Office, 229-5596

Emergencies: 5555 on campus, 911 off campus

NEO.HR