



262 Alexander Street
Princeton, NJ 08544

Fire

If you discover a fire or hear a fire alarm sounding:

- Alert people in the area of the need to evacuate
- **Activate** the nearest fire alarm
- **Evacuate** the building, remembering to close all doors behind you
- **Call** Public Safety at 911 from a campus phone or 609-258-3333 from a cell phone
- **Notify** your immediate supervisor that you have safely exited the building.

Medical Emergency

When immediate first aid is needed, call Public Safety at 911 from a desk phone or 609-258-3333 from a cell phone. Public Safety will provide first aid and arrange for transport to an appropriate medical facility.

Chemical Exposure

Chemicals on Skin

Immediately flush with water for no less than 15 minutes and remove contaminated clothing.

Chemicals in Eyes

Immediately flush with water for at least 15 minutes, preferably with an eyewash or rinsing from the nose outward.

Chemical Inhalation

Open windows or otherwise increase ventilation and move to fresh air.

Ingestion of Chemicals

Contact Poison Control at 800-962-1253.

Do not induce vomiting unless instructed to do so.

**SEEK MEDICAL ATTENTION FOR ALL
CHEMICAL EXPOSURES**

Hazard Communication – Chemical Safety

All University employees have the right to know about the identity and hazards of the workplace, and how to handle them safely. Each department provides chemical information by labeling containers, providing Safety Data Sheets (SDSs) and providing training.

Labels

Labels have certain information such as the chemical name, hazard warnings and the manufacturer's name and address. Labels may not be removed or defaced. If the product is being transferred from one container to another, the new container must be labeled.

Safety Data Sheets (SDSs)

Safety Data Sheets contain specific chemical information about each chemical. Departments maintain SDSs for each hazardous material in the workplace and they are available to employees during work hours. See your supervisor for SDSs.

For More Health and Safety Information:

Environmental Health & Safety

609-258-5294
ehs.princeton.edu

Employee Health at University Health Services

609-258-5035



What You Should Know About Safety at Princeton University



In case of emergency,
dial 911 from any
campus phone or
609-258-3333 from
any cell phone.

Responsibility for Safety

The Princeton University Office of Environmental Health & Safety serves the University community by providing technical support, consultation, education and training and ensuring regulatory compliance.

Supervisors are responsible for the health and safety of individuals who work under their direction or supervision.

Each individual employee is responsible for complying with all University and departmental safety policies and procedures.

Staffing Agency/Temporary Employees

Whether temporary or permanent, **all workers always have a right to a safe and healthy workplace.** Both the staffing agency and Princeton University are joint employers of temporary workers and, therefore, both are responsible for providing and maintaining a safe work environment for those workers. Temporary employees should contact their host employer with any general questions about safety and health.

Princeton University is committed to treating temporary workers like any other workers in terms of training and safety and health protections. Site- and hazard-specific training will be provided by the employee's supervisor and/or the Office of Environmental Health & Safety.

Personal Protective Equipment (PPE)

PPE is special gear used to protect the wearer from specific hazards. PPE includes gloves, eye protection, and protective clothing. The need for PPE depends on the type of work and the nature and quantity of the materials in use. Workers who use PPE must understand when and how to use it and the limitations of their PPE.

See your supervisor for specific PPE requirements and where to get PPE.

Asbestos

Asbestos is a naturally occurring fibrous mineral. Because of its resistance to fire and its insulating properties, it was used in a variety of building materials. Only when asbestos becomes damaged is there a possibility of exposure (for example, torn or missing coverings on pipe insulation). **Under no circumstances should any University employee disturb asbestos-containing materials.** If any employee notices damaged material that may contain asbestos, they should inform their supervisor and EHS.

Prohibited Activities

There are other activities related to specific programs that require extensive training. **Temporary employees are prohibited from being assigned the following work activities unless they have attended training:**

- Using fire extinguishers
- Entering into a confined space
- Working on or near exposed electrical conductors
- Operating a forklift
- Applying or removing lockout/tagout devices
- Performing work that would require fall protection

Reporting Injuries and Illnesses

All incidents, work-related injuries and illnesses, or near-misses must be reported to your supervisor before your work shift ends on the day you are injured. Staffing agency employees should contact their agency for instructions for seeking treatment for work-related injuries. University employees should report to the Office of Employee Health at McCosh Health Center for evaluation, treatment and consultation.

Emergencies

To report an emergency on University premises, dial 911 from any University phone or 609-258-3333 from a cell phone.

To receive notifications about campus emergencies, download the TigerSafe App on your mobile device.

I have been provided with the necessary information and instructions to appreciate and understand the risks involved and the necessary precautions of working at Princeton University. I have had the opportunity to ask questions concerning this document and the matters discussed herein, and all of my questions have been answered to my satisfaction.

First Name: _____ Middle Initial: _____ Last Name: _____

Signature: _____ Princeton Email: _____

Status (Check One): Faculty Staff Graduate Undergraduate Visitor

Department: _____ Work Area: _____