

Responsibility for Safety

The Princeton University Environmental Health & Safety (EHS) Office serves the University community by providing technical support, consultation, education and training and 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.

Hazard Communication – Chemical Safety

All University Employees have the right to know about the identity and hazards of the chemicals in their workplace, and how to handle them safely. Each department provides information on the hazards of chemicals used by individuals in their department by labeling containers, making material safety data sheets (MSDSs) available, and providing training.

Labels

Labels must contain chemical name(s), hazard warnings, and 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 with the product name, the names of all hazardous chemicals and or the 5 most predominant chemical constituents, the Chemical Abstract Service (CAS) number(s), and appropriate hazard warnings. If a chemical is transferred to a new container but is only used within the workday and used only by that person, the container does not need to be labeled as described above.

Material Safety Data Sheets

Material Safety Data Sheets (MSDSs) contain specific chemical information on the identity of and hazards of the chemicals in the workplace, and how to handle them safely. MSDSs contain much of the information on labels, but in more detail. Departments maintain MSDSs for each hazardous material in the workplace. MSDSs are accessible to employees during working hours. **See your supervisor for MSDSs.**

Personal Protective Equipment (PPE)

PPE is special gear used to protect the wearer from specific hazards. PPE includes gloves, respiratory protection, 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 PPE and the limitations of the PPE.

It should be understood that PPE does not reduce or eliminate hazards, it only protects the wearer and does nothing for anyone else, or any other equipment in the area. Each department has established a PPE Hazard Assessment that outlines PPE needs for each task performed by employees. **See your supervisor for specific PPE requirements.**

Asbestos

Asbestos is a naturally occurring fibrous mineral. Because of its resistance to fire and chemicals and its insulating properties, it was added to a variety of buildings and 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 or has questions about asbestos, he or she should inform his/her supervisor(s) and EHS.

Prohibited Activities

There are other activities related to specific programs which are prohibited by federal law or University policy. **Temporary employees are prohibited from:**

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

If further clarification is needed on any of the prohibited activities, see your supervisor or contact EHS.

Reporting Injuries & Illnesses

All accidents, injuries, or near-misses must be reported to your supervisor before your work shift ends on the day you are injured. Employees should then report to the Office of Employee Health at McCosh Health Center for evaluation, treatment, and consultation.

Emergencies

For any emergency on University premises dial 911 from any University phone or 609-258-3333 from a cell phone. Public Safety personnel will respond. They will determine whether additional assistance is needed and will alert others who can help.

Outdoor phones with a blue light overhead are located across campus. These Blue light phones have an emergency button which dials Public Safety automatically.

Please complete and tear off this portion and return to your supervisor

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: _____ PU ID#: _____ Date: _____

Status (Check One): Faculty Staff Graduate Undergrad Visitor

Department: _____ Work Area: _____

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
- **Call** Public Safety at 911
- **Evacuate** the building, remembering to close all doors behind you
- **Notify** your immediate supervisor that you have safely exited the building

Medical Emergency

When immediate first aid is needed, call Public Safety at 911. Public Safety will provide first aid and arrange for transport to McCosh Health Center or Princeton Medical Center, depending on the severity of the injury.

Chemical Exposure

Chemicals on Skin

1. Immediately flush with water for no less than 15 minutes
2. While rinsing, quickly remove all contaminated clothing, shoes and jewelry.
3. If necessary, seek medical attention from McCosh Health Center. Notify the medical personnel of the chemicals involved and supply a Material Safety Data Sheet (MSDS) if possible.
4. Discard contaminated clothing or launder them separately from other clothing. Leather belts or shoes cannot be decontaminated and should be discarded.

Chemical in Eyes

1. Immediately flush with water for at least 15 minutes, preferably with an eyewash.
2. If an eyewash is not available, pour water on the eye(s) for 15 minutes, rinsing from the

nose outward to avoid contamination of the unaffected eye.

3. Seek medical attention at McCosh Health Center or Princeton Medical Center, even if effects of the exposure do not seem severe.

Chemical Inhalation

1. Close chemical containers, open windows or otherwise increase ventilation and move to fresh air.
2. If symptoms, such as headaches, nose or throat irritation, dizziness, drowsiness or tightness of chest develop, seek medical attention by calling 911 or going to McCosh Health Center.

Accidental Ingestion of Chemicals

1. Immediately go to McCosh Health Center or contact the Poison Control Center at 800-962-1253 for instructions
2. **Do not induce vomiting** unless directed to do so by a health care provider.

For More Health and Safety Information

Environmental Health and Safety

609-258-5294

ehs.princeton.edu

Employee Health at McCosh Health Center

609-258-5035

www.princeton.edu/uhs/fs_employee_health

Public Safety, Emergency

911

Public Safety, Non-Emergency

609-258-3134

PRINCETON UNIVERSITY

Environmental Health & Safety

What You Should Know About Safety at Princeton University

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