



Office of Environmental Health & Safety
695 Park Avenue, Hunter East 1211A
New York, NY 10065

Fact Sheet

New Staff Safety Orientation (For Laboratory, Art Studio, and Shop Personnel)

Principal investigators and managers of laboratories, shops, and studios are responsible for the health and safety of all personnel working in their space. This fact sheet is intended to familiarize new employees on hazards and safety requirements as well as required expectations. Orientation should occur before the employee begins work.

Responsibilities and Duties

Understanding expectations from the beginning will allow staff to take responsibility for their own safety and the safety of others. The list below contains important points in order to ensure proper communication and compliance:

<ul style="list-style-type: none">• Complete safety training videos before work begins	<ul style="list-style-type: none">• Follow campus safety standards and procedures as well as city, state, and federal regulations	<ul style="list-style-type: none">• Refer to Safety Data Sheets for chemical, biological, and radiological hazards
<ul style="list-style-type: none">• Communicate with PI/Manager before performing unfamiliar procedures or using hazardous chemicals	<ul style="list-style-type: none">• In the event of an <u>emergency</u> call Public Safety 212-772-4444	<ul style="list-style-type: none">• Absolutely no food, drink, or smoking is permitted in laboratories, studios, or shops

Safety inspections are important!

- EHS performs laboratory, studio, and shop inspections annually.
- Personnel should perform regular self-inspections to continue compliance.
- Use the Safety Checklists found on the EHS website as a guide and report any issues and concerns to EHS

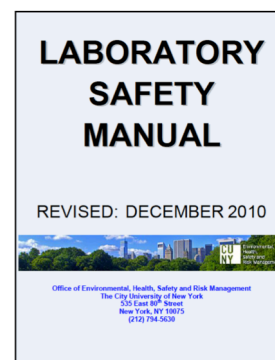
Other Specific Requirements

- Understand procedures for storing, handling, labeling, segregating and packaging chemical, art, shop, biological, and radiological wastes and debris.
- Be familiar with proper usage and controls of biosafety cabinets and fume hoods. Contact EHS for more information regarding ventilation devices.
- Contact **x4136** for biological waste containers.
- Create a safe workspace by keeping it clean and uncluttered.
- Wear proper Personal Protective Equipment when working with or around hazards.

Review Manuals and Resources

Review the following safety manuals and resources and be familiar with their locations:

- CUNY's Laboratory Safety Manual
- Chemical Hygiene Plan
- Biosafety Manual
- Radiation Safety Manual
- Laser Safety Guidelines
- Shop Safety Procedures
- Safety Data Sheets
- EHS Fact Sheets
- Chemical Inventory-ChemTracker
- Standard Operating Procedures
- Art Safety Guidelines
- Fire Safety Regulations



Training Requirements

As required by The Occupational Safety and Health Association (OSHA), personnel that come into contact with certain hazards or safety concerns **MUST** be trained on the specific safety procedures associated with the hazard.

- Laboratory specific training requirements can be found by visiting our training section on the Hunter EHS webpage at www.hunter.cuny.edu/ehs.
- Contact EHS for information on other job specific trainings that may be available.
- Training must be renewed every three years to ensure continued understanding of safety procedures, rules, and regulations.
- Upon completing safety training, certificates should be printed and kept on file in the laboratory and readily available for inspection.

Demonstrate and Explain PPE Use

In order to further reduce exposure to chemical, biological, and radiological hazards, OSHA requires the use of Personal Protective Equipment (PPE) for anyone working in a laboratory, studio, or shop setting. These requirements are outlined in detail in CUNY's Laboratory Safety Manual and Chemical Hygiene Plan. Personnel need to conduct hazard assessments of specific operations and procedures occurring in the space to determine what type of PPE should be used in order to complete the tasks safely.

- Consult the Laboratory Hazard Assessment Tool to determine level of PPE required.
- Be sure to refer to the Manufacturer's recommendations for PPE usage and limitations.

Understand Emergency Response Tools

Know where to locate emergency response equipment, how to use emergency response equipment, and who to contact in the event of an emergency:

- Review the Emergency Response Plan.
- Visit the Emergency Preparedness website at www.hunter.cuny.edu/emergencyprep.
- Safety equipment- safety showers, eyewash stations, fire extinguishers.
- Chemical spill kits and PPE requirements for cleanup.

For medical, fire, or life-threatening emergencies, call Public Safety	(212)-772-4444
For minor chemical spill cleanup and response, call Hunter EHS	(212)-772-4462
For major chemical spill cleanup and response, call Public Safety and Hunter EHS	(212)-772-4444 and (212)-772-4462

Additional Resources

For other health and safety information contact Environmental Health and Safety (EHS):

- Ricardo Franco, Director, rfran@hunter.cuny.edu or 212-772-4462
- Garrett Hauschild, Environmental Operations Manager, ghauschi@hunter.cuny.edu or 212-650-3576
- Christina Van Pala, Environmental Health and Safety Officer, cv594@hunter.cuny.edu or 212-396-6918