

Villanova University

Environmental Health & Safety Department

Employee Reference Guide



Environmental Health & Safety Office
Stone Hall 610-519-3801
<http://www.villanova.edu/fmo/ehs>

Mission Statement

It is the policy of Villanova University to demonstrate respect and care for the health and well-being of people and the environment in everything that we do.

We believe that everyone has a right to a safe and healthy environment, that we must be effective stewards of the environment, and that all accidents and EHS incidents are preventable. By continuously striving for EHS excellence we protect and enhance the university community.

Policy

- **Compliance:** We commit to comply with all applicable federal, state, and local EHS regulations and other requirements intended to protect safety, health and the environment.
- **University Environment:** We commit to create and maintain a safe and healthy environment for all faculty, students, staff and guests.
- **Environmental Stewardship:** We commit to protect the environment and our community, conserve resources, promote recycling, minimize hazardous material use, and prevent pollution.
- **EHS Culture:** We commit to foster a culture of EHS excellence built upon integrity, accountability, collaboration, and the active participation of all.
- **Continuous Improvement:** We commit to continuously improve our EHS program.

Contacts:

Alice Lenthe, EH&S Director	9-7838
Patricia Haley, Senior EH&S Specialist	9-6895
Matthew Pollart, EH&S Specialist	9-7192
Eric Welsh, EH&S Specialist	9-8989
Mary Grace Salomone, Adm. Assistant	9-3801



Services

Asbestos Management

Asbestos in building material is managed according to EPA and local regulations. If asbestos containing material is in good condition it can remain in place safely. During renovations the project managers will contact EHS to have certified asbestos abatement contractors remove the material. If you have any questions or if you suspect there are damaged asbestos containing building materials on campus please contact Patricia Haley at 610-519-6895 or patricia.haley@villanova.edu.

Chemical/Medical Waste Management

The EHS department organizes the disposal of Villanova University's chemical waste and medical waste. If you find chemicals in your work area that are no longer being used, or you generate chemical or medical waste, please contact Eric Welsh at 610-519-8989 or eric.welsh@villanova.edu

Ergonomic Assessments

The simplest definition of ergonomics is fitting the job to the worker. The goal of ergonomics is to enhance the worker's comfort, health and productivity. If ergonomics is not considered when designing a job or workstation, injuries can occur. Ergonomic-related injuries are observed in the office environment, laboratories and material handling jobs. The office of Environmental Health & Safety offers ergonomic consultation services and training for all Villanova University employees. Contact Patricia Haley at 610-519-6895 or patricia.haley@villanova.edu.

Hearing Conservation Program

Exposure to loud noises can permanently affect employee's hearing. All employees exposed to sound levels above the Occupational Safety Hazard Awareness (OSHA) action level, should be included in the hearing conservation program. If you need sound level testing of your work area, please contact Patricia Haley at 610-519-6895 or patricia.haley@villanova.edu.



Services (continued)

Indoor Air Quality

Air Quality Response Events are situations that can result in the development of an IAQ hazard and require the prompt correction by Facilities and notification of EHS. IAQ response events include large, (greater than 15 gallons) water releases from any source (potable, sewage, roof leak, equipment release); water retention outside the drain pan in air handlers; retention of water, leaves or other debris at outside air intakes, the use of volatile or hazardous materials in the renovation or maintenance of a building.

Laboratory Safety

Villanova University is committed to the safety of every student, faculty and staff member working in our laboratories, as well as the protection of our environment through safe handling and disposal of hazardous materials. The Chemical Hygiene Plan provides guidelines for the use of chemicals in the laboratory setting. For a copy of the plan visit the EHS website at www1.villanova.edu/villanova/fmo/ehs. The University maintains a chemical inventory for each department. Departments manage their inventories through Chem Tracker. Contact Eric Welsh at 610-519-8989 or eric.welsh@villanova.edu.



Lead Management

Lead-based paint is found in virtually every building constructed before 1979, when it was banned in the US. To control both occupational and environmental exposure to lead dust or contamination, lead containing materials must be identified and properly managed.

Services (continued)

Occupational Safety

General safety issues may be encountered while working at Villanova University. Each department is responsible for making sure their employees have the proper safety training and Personal Protective Equipment. For injury reporting, go to the EHS website and click on this button.



**If your employee has
been injured at work**

Pest Control

Villanova University uses Integrated Pest Management (IPM) to control pests on campus while minimizing exposure to pesticides. IPM is a process for achieving long term, environmentally sound pest suppression using a wide variety of technological and management practices.



If you need to report a pest-related problem, go to the EHS website and click on this button to submit a work request.

Training

The EHS department conducts required Occupational Safety Hazard Awareness Training (OSHA) training for employees. These include: High Reach Equipment, Electrical Safety, Proper Lifting Techniques, Lockout/Tagout, Personal Protective Equipment, Hearing Conservation, Respiratory Protection, Emergency Response, and much more. The department also provides training for Blood borne Pathogens, Hazardous Materials, and Radiation Safety. Training requirements are determined based on job specific risk.

Committees

The Environmental Health and Safety Department serves on the following committees:

Employee Safety Committee—is composed of Custodial, Maintenance, Grounds, Dining Services, Public Safety, Athletics, Mail Services the Law School and EHS. The committee meets bi-monthly to provide a forum for employee discussion and resolution of health and safety issues.

Laboratory Safety Committee—is composed of representatives from all science departments, the Mendel Building Manager and representatives from EHS. The committee meets monthly and serves as a liaison between laboratory personnel, principal investigators and EHS to discuss and resolve environmental, health and safety issues.

Radiation Safety Committee— is composed of one authorized user for each science department on the operating license, the Radiation Safety Officer (RSO), the EHS Director, and a representative of management who is neither an authorized user nor the Radiation Safety Officer. The committee meets as needed to provide advice regarding education, monitoring, inspection and evaluation of all areas that employ radioactive materials.

University Safety Committee —the committee identifies, directs and implements any programs deemed necessary to create a safe environment and eliminate or reduce, to the extent possible, hazards to staff, students and visitors.

Quick Tips

Fire Extinguishers

Only use a fire extinguisher if you have been trained or if the fire is between you and the exit. Only use on small (waste-basket-size) fires if it is safe to do so. Remember—

PASS:

P—Pull safety pin from handle

A—Aim (nozzle) at base of fire

S—Squeeze the trigger handle

S—Sweep from side to side



If a fire extinguisher is used, damaged, or missing, please put in a work order for replacement.

Medical Emergencies:

In the event of an injury or medical emergency involving a Villanova Student, contact Public Safety immediately at **9-4444**. Provide a brief description of the injury and the location of the student involved. Public Safety will respond and file an incident report.

Emergency Exits

Know where all emergency exits are located. Always keep exits free from storage and debris.

Security

Do not prop doors open or let strangers into buildings. Report suspicious persons loitering around a dormitory or laboratory to Public Safety.

Chemical Spills

If you discover a hazardous material release, notify Public Safety immediately at **9-4444**. Public Safety will let you know if it is necessary to evacuate.

Bomb Threats

If you find a suspicious package, report the item to Public Safety immediately at **9-4444**.

Do not handle package.

Use phone away from the area.

Visit the Public Safety website for additional information at www.villanova.edu/public_safety.

Shelter In Place

Public Safety may determine it is best to shelter occupants in place. Occupants will be required to stay inside buildings until it is deemed safe to exit. The Emergency Notification System will be used to alert campus.

Sign up for Nova Alert at:
<https://alert.villanova.edu/index>

Hazard Communication

The pictograms shown below are indicators of chemical hazards and appear on chemical labels worldwide.

Chemical Labels and Safety Data Sheets (SDSs) provide information to protect you from the hazards associated with the chemicals you encounter at VU.

SDSs are available on the internet via the Chem-Watch link on the EHS homepage.

Chemicals at Villanova must be kept in the original manufacturer's container or re-labeled with the appropriate safety information. Check for recommended Personal Protective Equipment.

If you do not know how to work safely with a chemical after reading the label and/or SDS ask for help from the EHS department (9-8989).

<p>Health Hazard</p>  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> • Irritant (skin and eye) <ul style="list-style-type: none"> • Skin Sensitizer • Acute Toxicity (harmful) <ul style="list-style-type: none"> • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non Mandatory)
<p>Gas Cylinder</p>  <ul style="list-style-type: none"> • Gases under Pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> • Skin Corrosion/ burns <ul style="list-style-type: none"> • Eye Damage • Corrosive to Metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
<p>Flame over Circle</p>  <ul style="list-style-type: none"> • Oxidizers 	<p>Environment *(Non Mandatory)</p>  <ul style="list-style-type: none"> • Aquatic Toxicity 	<p>Skull and Crossbones</p>  <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)