










Hazard Communication

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

Chemical Labels and Safety Data Sheets (SDS) provide information to protect you from the hazards associated with the chemicals you encounter at VU. SDS are available through the Chimera link on the EHS website.

Chemicals at Villanova must be kept in the original manufacturer's container or re-labeled with the appropriate safety information. Check SDS for recommended personal protective equipment.

If you do not know how to work safely with a chemical after reading the label and/or SDS, contact Eric Welsh at 610-519.8989 or eric.welsh@villanova.edu

<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) • Skin Sensitizer • Acute Toxicity (harmful) • 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 • 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)

Environmental Health & Safety (EHS) Employee Reference Guide



V VILLANOVA
UNIVERSITY

Environmental Health & Safety Office (EHS)

Stone Hall 610.519.3801

www1.villanova.edu/villanova/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:

Matthew Pollart, CSP, EHS Director	610.519.7192
Patricia Haley, Senior EHS Specialist	610.519.6895
Carlena Watson, CSP, Senior EHS Specialist	610.519.3802
Eric Welsh, EHS Specialist	610.519.8989
Mary Grace Salomone, Adm. Assistant	610.519.3801

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

Medical Emergencies:

In the event of an injury or medical emergency involving a Villanova student, contact Public Safety immediately at 610.519.4444. Provide a brief description of the injury and the location of the student involved. Public Safety will respond and file an incident report.

Injury Reporting:

When a University employee is injured at work, appropriate medical treatment should be obtained immediately. For emergency medical care, the University utilizes Bryn Mawr Hospital Emergency. The University also utilizes Concentra, in King of Prussia, for conditions that are not life threatening. This facility offers comprehensive medical services to deal with all aspects of a work-related injury. Supervisors must go to the EHS website and click on this button and follow the steps to report a claim.



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

Chemical Spills:

If you discover a hazardous material release, notify Public Safety immediately at 610.519.4444 and provide as much detail as possible, such as description and location of the material. Public Safety will let you know if it is necessary to evacuate.

Emergency Exits:

Know where all emergency exits are located. Always keep exits free from storage and debris. Muster location areas can be found on the EHS website.

Bomb Threats

If you find a suspicious package, do not touch the package and report the item to Public Safety immediately at 610.519.4444. Use a phone away from the area. Visit the Public Safety website for additional information at www.villanova.edu/publicsafety.

Security:

Do not prop doors open or let strangers into buildings. Report suspicious persons loitering around a dormitory, laboratory, or other campus building to Public Safety at 610.519.4444.

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: www1.villanova.edu/villanova/unit/accounts/novaalert

Committees

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

University Safety Committee—is composed of a representative from key university departments. The committee meets monthly to identify, direct, and implement any programs deemed necessary to create a safe environment and eliminate or reduce, to the extent possible, hazards to staff, students, and visitors.

Employee Safety Committee—is composed of representatives from Custodial, Maintenance, Grounds, Dining Services, Public Safety, Athletics, Mail Services, the Inn, 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 science and engineering departments, interested staff, and representatives from EHS. The committee meets monthly and serves as a liaison between laboratory personnel, principal investigators, and EHS.

Radiation Safety Committee—is composed of one authorized user from each department using radiation sources, the Radiation Safety Officer, the EHS Director, and a representative of management who is neither an authorized user nor the Radiation Safety Officer. The committee meets at least twice a year to provide advice regarding education, monitoring, inspection and evaluation of all areas that employ radioactive materials.

Institutional Biosafety Committee – is composed of authorized users of various types of biological materials and representatives of the Offices of Research Protection and Environmental Health and Safety. The committee meets at least three times per year to review laboratory protocols and procedures for the use of biological materials.

Services

Asbestos Management

Asbestos in building materials is managed according to EPA and local regulations. If asbestos-containing material is in good condition it can remain in place safely. EHS maintains an inventory of asbestos in buildings and has certified asbestos abatement contractors remove it during building renovations. 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

EHS 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 can occur in the office environment, in laboratories, or during material handling. EHS offers ergonomic consultation services and training for all Villanova University employees. Departments are responsible for providing suggested ergonomic accessories. Contact Patricia Haley at 610.519.6895 or patricia.haley@villanova.edu.

Hearing Conservation Program

Prolonged exposure to loud noises can permanently affect employee's hearing. All employees exposed to sound levels above the Occupational Safety and Health Administration (OSHA) action level, are 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

To provide the University community with appropriate indoor air quality, EHS has developed an indoor air quality program. The objectives of this program include maintaining indoor air quality according to consensus guidelines, preventing illness and adverse symptoms associated with poor indoor air quality, and responding to indoor air quality complaints and making recommendations for improvement.

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. The Plan is accessible through the Villanova Policy Library. The University maintains a chemical inventory for each department. Departments manage their inventories through Chimera. Contact Eric Welsh at 610.519.8989 or eric.welsh@villanova.edu with any questions.

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. Contact Patricia Haley at 610.519.6895 or patricia.haley@villanova.edu with any questions regarding lead paint.

Services (continued)

Department Responsibilities

Each department is responsible to assure that their employees receive department-specific safety training. EHS can assist in identifying training requirements. EHS will also identify personal protective equipment (PPE) requirements (gloves, safety shoes, etc.). With the exception of lab coats and scrubs, departments are responsible to provide the identified PPE to their employees.

Pest Control

Villanova University uses Integrated Pest Management (IPM) to control pests on campus while minimizing exposure to pesticides. IPM achieves 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 the submit a work request button.

Training

The EHS department conducts required Occupational Safety and Health Administration (OSHA) training for employees. Training requirements are determined based on job specific risk. A complete list of available training can be found on the EHS website.

