

Electrical Safety

Electrical extension cords are designed to provide temporary power to tools or equipment when a conventional outlet is not nearby. Extension cords should not be used as substitutes for permanent wiring. Do not run cords through walls, doors, or ceilings.

Inspect all electrical tools and equipment periodically for defects or damages. If frayed cords, cut wires, broken or defective plugs and/or switches are found, they must be replaced immediately to avoid fires or electrocution.

Sharps Collection

If you use syringes or other sharps to manage your health conditions at work, please do not throw them out in the trash. You can drop them off at the sharps collection boxes located in the lobby area of each building; also you can drop them off in the health center (MB40), or contact us for proper disposal.

Bloodborne Pathogens

The College practices *universal precautions* in its treatment and handling of human blood or other potentially infectious materials. Any employees who are not specifically trained to handle biohazardous or infectious material shall not clean up spills, but rather are expected to contact the Public Safety Office, E.H.S. Office or the C.H.O. for guidance.

Other Programs Managed by EHS

- Back Safety & Safe Lifting
- Machine & Workshop Safety
- Personnel Protective Equipment
- Ladder Safety
- Respiratory Protection
- Etc,

Emergency Assistance (Spills, Fire, Medical)

If anyone at the College requires emergency assistance, (for example, medical emergency, chemical/ oil spill, fire/smoke, or criminal activity) contact the Public Safety Office by calling ext. 5555 (718 482-5555). Emergency telephones are located in most hallways and corridors. Provide your name, location (building/room) and a brief description of the emergency.

Employees should follow directions given by the Public Safety Officers and Fire Wardens at all times.

The Health Center is capable of conducting first aid and minor treatment in Room MB 40. (Ext. 5280)

Important EHS Contact Info

Public Safety Office: 24hr Emergency contact line. (718) 482-**5555**
Non-Emergency Phone – (718) 482-5558

Peter Jayasekara: Environmental Health and Safety Officer (E.H.S.O.)
Phone: Ext. 5507
E-Mail pjayasek@lagcc.cuny.edu

Joseph Dror: EHS Coordinator
Phone: Ext. 5507
E-Mail jdror@lagcc.cuny.edu

Judi O'Toole: Chemical Hygiene Officer (C.H.O.)
Phone: Ext. 5772
E-Mail jotoole@lagcc.cuny.edu

Additionally each department has an appointed EHS Liaison. Please contact us to find the Liaison for your area.

EMPLOYEE ENVIRONMENTAL HEALTH & SAFETY GUIDE


LaGuardia Community College
Environmental Health and Safety
Office

31-10 Thomson Ave,
Room E409
Long Island City, NY 1101
(718) 482 5507

ehs_services@lagcc.cuny.edu
<http://www.lagcc.cuny.edu/ehs/>

About the Environmental Health & Safety (EHS) Office

The EHS office is responsible for ensuring a safe and healthy environment at LAGCC for all faculty, staff, students, and visitors.

We are committed to ensure that...

The employees:

- Have a safe place to work
- Adhere to laws governing the protection of workers and the environment
- Have someone to alert about unsafe conditions at work

That LaGuardia Community College:

- Complies with the environmental and occupational safety regulations
- Provides all appropriate guidance and applicable resources to achieve the above goals

Employee Training



Upon being hired, new employees are required to attend a Safety Training Orientation Program. EHS will inform employees of their rights, responsibilities, and obligations in terms of work place safety and health.

EHS also conducts additional training for applicable employees on specific safety programs that are required.

Right to Know/Hazard Communication

YOU HAVE A RIGHT TO KNOW!

Your employer must inform you of the health effects and hazards of toxic substances at your worksite.

Learn all you can about toxic substances on your job.

For more information, contact:



OSHA's Right to Know
THE RIGHT TO KNOW LAW WORKS FOR YOU.

“Right To Know” is a State Law that guarantees employees the right to information, training and education regarding toxic substances in the workplace. This law is designed to inform workers of the hazards posed by *chemicals* found and used in the workplace. The goal of this law is to reduce injuries and illnesses due to exposure to hazardous chemicals. The law requires that users of such products are informed of their potential hazards.

Material Safety Data Sheets (MSDS) are maintained in each work area containing hazardous materials. Copies are also available in the EHS office.

The EHS office will provide training necessary for proper handling and use of hazardous materials for applicable employees.

Indoor Air Quality

The quality of the air inside a building is affected by a variety of comfort, physical, chemical and biological factors. Factors influencing the indoor air quality of a room or a building include:

- Comfort issues (temperature, humidity, "stuffiness")
- Supply of fresh air to the building
- Accumulation of particulate, biological or chemical contaminants originating from within or outside the building

If you have any concerns regarding the air quality in your work area please contact us.

For hot or cold complaints please contact Building Operations Department at ext. 5580

Pest Management

The college has a pest management program in place to deal with rodents, bedbugs and other pests. The college has a licensed exterminator on contract to help implement this policy.

IT IS ILLEGAL for any non-licensed person to apply or store any pesticide on campus including household pesticides.

Please contact housekeeping (ext 5550) for any pest management issues.

Laboratory Safety

The EHS Office, working with the Chemical Hygiene Officer (CHO), promotes safe laboratory practices and chemical hygiene.

Laboratories are routinely inspected to comply with applicable regulations. EHS has implemented programs for eyewash and safety showers, chemical fume hood inspections, chemical inventories, radiation safety and hazardous waste management, formal chemical hygiene and lab safety guides.

Waste Disposal

Many different types of waste are generated on campus. Some of these wastes are regulated due to their potential to harm people or the environment. These include chemical, radiological, biomedical wastes as well as common items such as computers, fluorescent bulbs, and rechargeable batteries. These wastes cannot be thrown out in the trash and must be managed separately.

For more information refer to the LAGCC waste disposal guide or contact the EHS office.