

**TITLE:****PRINCIPAL INVESTIGATOR'S GUIDE TO ENVIRONMENTAL HEALTH AND SAFETY (EHS) POLICIES AND PROCEDURES FOR EMPLOYEES**

## 1.0 Introduction

- Purpose  
At Emory University, environmental, health & safety (EHS) are integrated into our values and the way we work. Principal Investigators (PI), Directors, and Supervisors play a leadership role in creating and maintaining a safe work place for all of our colleagues and our community.
- Scope  
This guide is designed to provide you with a better understanding of your roles and responsibilities and to provide you with necessary tools and resources. It is designed in checklist format for your use in reviewing EHS information with your colleagues or employees to ensure that all parties are aware of their responsibilities within the lab.
- Responsibilities of Directors, Supervisors, and Managers
  - Maintain a safe and compliant workplace
  - Ensure employees receive required Environmental Health and Safety Office (EHSO) training related to the hazards of their workplace
  - Conduct periodic safety inspections & walk-through of their work areas
  - Complete Incident Reports and Investigations of incidents that occur in their areas
  - Ensure that EHSO policies and procedures are followed
  - Serve as a role model
- Workplace-Specific Information  
Supervisors are responsible for providing safety information and instruction specific to their employees' tasks and work areas. The following guide is to be used to document the discussion with employees.
- Recordkeeping Requirements
  - Supervisors shall conduct the discussion with new hires or transfers as soon as possible and again whenever the supervisor feels that refresher instruction may be useful
  - Copies signed by the employees should be placed in the EHSO binder

## 2.0 EHSO Training

- Ensure employee(s) attends New Hire Orientation (required for all employees) in which an EHS section will be covered
- Develop a training plan with each employee including EHSO and individualized training.

### 2.1 Emergency Procedures- use the Just in Time Guide as a reference

- How and when to use the emergency number 911
- Point out the building emergency evacuation route (primary & secondary), and outside assembly area
- Show location of nearest fire alarm pull box (for use if fire or other situation requiring immediate building evacuation) and location of nearest fire extinguisher. Note, only individuals trained to use a fire extinguisher should attempt to use them
- Show safety shower & eyewash location and directions for use (where applicable)
- Spills –explain routine and emergency spill procedures for the laboratory. For large spills, call EHSO's Spill Team (404-727-2888)

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- Personal injury - explain procedures for emergency personal injuries. Report injuries from work-related activities through the PeopleSoft software
  - Point out location of emergency exit aisles and doors - do not block!
- 2.2 Environmental Programs**
- Explain the types of waste that are recycled (batteries, 4L glass bottles, printer cartridges, paper, plastic, etc.), and the location of the nearest receptacles
  - Explain specific waste disposal procedures and containers in their workplace (e.g. chemicals/biohazards/radioactive waste, etc.)
- 2.3 Chemical and Special Hazards**
- For chemical users, show location of online Safety Data Sheet (SDS) system; demonstrate how to do a search
  - Review SDS's and precautions for the *specific chemicals* the employee will be using.
  - Safe storage and labeling of chemicals, solvents, acids and bases
  - Point out applicable safety signs (lab entry signs, confined space entry, other safety signs); explain their meaning and any requirements for entry
  - For chemical carcinogens, mutagens, & reproductive hazards follow relevant procedures and precautions to minimize exposure, etc.
- 2.4 Personal Protective Equipment (PPE)**
- Inform what PPE is used in their area, per their management, where to obtain, its uses and limitations (i.e. safety glasses, goggles, lab coats, Tyvek suits, gloves, etc.)
  - Review and instruct on the laboratory's "PPE Assessment". Review the PPE Hazard Assessment. Ensure that employee understands and signs the document
  - Use of Respirators:
    - **For required use** (limited site applicability in specified areas only): review elements of site Respiratory Protection Program.
      - Medical clearance required (contact Occupational Injury Management)
      - Fit-testing and Training-contact EHSO at 404-727-5922
    - **For voluntary use (N-95 only)** (i.e.) where colleague request N-95 for reasons of comfort, NOT for protection of health. Explain voluntary use program requirements. Appendix D of the OSHA Standard 1910.134 is available on the EHSO web site.
  - Reinforce "best practice" procedures for contamination control (hand washing, prompt clean-up of chemical spills, general housekeeping)
  - Eating, drinking or storage of food/beverages is not permitted in any laboratory area
  - Lab coats and gloves should be worn in the lab or any area where they may have become contaminated with hazardous chemicals, biohazardous materials, and/or animal dander are not to be worn in in common areas such as hallways or break rooms
- 2.5 Occupation Injury Management Programs**
- Mention availability of Occupational Injury Management (OIM) and Employee Health Locations
    - Emory Johns Creek Hospital: 678-474-5FLU (5358); lower level of Medical Office Building, HR Suite; 7:30 a.m.-3 p.m., Monday, Tuesday, Wednesday, Friday
    - Emory University Hospital: 404-686-8589; 2nd Floor, D-wing; 7:30 a.m.-3 p.m., Monday-Friday
    - Emory University Hospital Midtown: 404-686-2537; Orr Building, 6th Floor; 7:30 a.m.-3 p.m., Monday-Friday
    - Emory University Orthopaedics & Spine Hospital: 404-251-3075; 1st Floor, HR

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- Suite; 7:30 a.m.-3 p.m., Monday-Friday
  - Emory Saint Joseph's Hospital: 678-843-7168; 5th Floor; 7:30 a.m.-3 p.m., Monday-Friday
  - Emory Wesley Woods Center: 404-686-7964; Houston Building; 7:30 a.m.-3 p.m., Monday-Friday
  - At Yerkes: Contact Maureen Thompson: 404-727-8012 (office) or 404-275-0963 (cell)
  - Notify employee of their Rights of Access to Medical and Exposure Records by contacting OIM. All medical records are kept confidential
  - Notify employee of available immunizations (Hepatitis B, Tetanus, Influenza annually), where applicable by job/work category (see the Hepatitis B and the Non-Hepatitis B) Immunization Review and Declination forms available on [ehso.emory.edu](http://ehso.emory.edu)
- 2.6 Lab Safety Requirements**
- Explain the working principles of chemical fume hoods and biological safety cabinets
  - Electrical safety reminders: no extension cords (except temporary use); do not "daisy chain" extension cords together; ensure that power strips inside lab hoods (if used), are not subject to spills
- 2.7 Waste Disposal**
- Explain site waste disposal procedures for:
    - Chemicals including:
      - Solvents
      - Heavy metals and their salts
      - Acids/Bases
      - Solid and liquid reagents
      - Discovery compounds
      - For questions about chemical disposal email [chemwaste@emory.edu](mailto:chemwaste@emory.edu)
    - Biohazards including:
      - Blood
      - Serum and body fluids
      - Cultures
      - Animals and their parts
    - Radioactive materials
      - Contact your building liaison for questions on radioactive material disposal. All waste must be collected.
- 2.8 Applicable Emory Policies:**
- Incident reporting: Review need to report incidents to supervisor immediately, types of incidents that need to be reported, and how the process works. PeopleSoft reports should be filed
  - No- Smoking Policy: Explain site policy and location of designated smoking area for that building
  - Minors Policy and Volunteer Policy: Explain site policies and how to arrange for approval within EHSO for laboratory work.

