

The Department of Environmental Health and Safety

<p align="center">Fire Safety</p> <ul style="list-style-type: none"> ➤ Fire investigation ➤ Conduct building inspections for code deficiencies ➤ Train employees on fire emergency procedure and fire extinguisher use ➤ Fire and building code enforcement and interpretation ➤ Conduct fire drills ➤ Conduct fire alarm testing ➤ Review building fire protection plan 	<p align="center">Biological Safety</p> <ul style="list-style-type: none"> ➤ Provide training and consultation on biological hazards and disposal of biohazard waste ➤ Inspect laboratories ➤ Review research protocols to determine applicable regulations 	<p align="center">Laboratory Chemical Safety</p> <ul style="list-style-type: none"> ➤ Provide consultation and training on chemical hazards ➤ Recommend safe storage and handling practices and proper personal protective equipment ➤ Inspect laboratories ➤ Survey ventilation systems (fume hoods) 	<p align="center">Accident Investigation and Prevention</p> <ul style="list-style-type: none"> ➤ Investigate work related injuries and illnesses ➤ Analyze accident patterns and develop prevention programs ➤ Investigate safety related incidents ➤ Provide job specific safety training to employees to prevent accidents ➤ Train employees on proper procedures for reporting accidents 	<p align="center">Ergonomics Program</p> <ul style="list-style-type: none"> ➤ Provide consultation and training on video display terminals ➤ Provide consultation on workstation design, noise and lighting problems, and the safe use of equipment ➤ ErgoSmart program information
<p>Center City Campus Joseph Byham, MAS, CPM Director, 215-503-3997 ♦ joseph.byham@jefferson.edu Steve Baker, BS, HEM Environmental Health Officer, & Hazardous Materials Waste Management 215-503-7352 ♦ stephen.baker@jefferson.edu Alvin L. Clark, Jr., BS Occupational Safety Coordinator, 215-503-5339 ♦ alvin.clarkjr@jefferson.edu Quang Dinh, BA Facilities Safety Officer & Fire Marshall, 215-503-7153 quang.dinh@jefferson.edu Sue Gotta, MS Biological Safety Officer, & Laboratory Safety 215-503-7422 ♦ sue.gotta@jefferson.edu Cherry Moragne Employee Health & Safety Officer, 215-503-4711 ♦ cherry.moragne@jefferson.edu Jolene L. Shaw, MS, HEM Regulatory Compliance Specialist, 215-503-6260/5852 ♦ jolene.shaw@jefferson.edu</p> <p>Methodist Campus James Kerrigan Security Director, 215- 952-9237 James.J.Kerrigan@jeffersonhospital.org Charles Payne Director of Environmental Health and Safety 215-952-9935 Charles.payne@jeffersonhospital.org</p>			<p align="center">Industrial Hygiene Program</p> <ul style="list-style-type: none"> ➤ Monitor levels of waste anesthetic gases ➤ Noise evaluations ➤ Indoor air quality investigations ➤ Asbestos concerns ➤ Chemical exposure monitoring 	<p align="center">Respiratory Protection</p> <ul style="list-style-type: none"> ➤ Provide respirators ➤ Provide training to assure proper fit, maintenance and use of respirators ➤ Institute engineering controls to eliminate the need for respirators <p>Rev. 12/11</p>

Ergonomics

➤ Ergonomics is the science of designing workplaces, machines, and work tasks with the capabilities and limitations of the human body in mind.

By applying the principles of ergonomics, you can significantly decrease the potential for developing a **musculoskeletal disorder (MSD)**.

If you have work-related MSD signs or symptoms, you should

- Notify your supervisor immediately
- Complete an **Accident Report Form** and follow the appropriate procedures

Available Resources

You can request a free ergonomic assessment of your workstation by calling the Department of Environmental Health and Safety at 215-503-6260.

Accident Reporting

Effective May 14, 2007

If you have a work-related injury or illness, you must report it immediately to your supervisor. Your supervisor must: complete an Accident Report form and give it to you to take to the place of treatment
call the Accident Reporting Information Hotline, 215-955-SAFE (7233) to report the accident

If you have had exposure to blood or body fluids or needlestick injuries, you must report to University Health Services (UHS). UHS hours of operation are Monday through Friday from 7:30am to 4:00pm. After hours, you will need to report to Jefferson's Emergency Department.

Any employee who is seriously injured (i.e. lacerations, head trauma, fractures, chemical burns) must go to the Jefferson Emergency Department immediately. For non-emergent injuries (i.e., strains/sprains), you should follow the procedure for reporting to Healthmark for treatment.

To reach Healthmark, call the Healthmark Hotline at 215-952-9900. A Healthmark representative will arrange transportation to and from the Center City campus in order for you to be treated. Healthmark's hours of operation are Monday through Friday, 7:30am to 5:00pm. Patients will be seen until 4:00pm.

If you are injured during Healthmark's off-hours, report to the Jefferson Emergency Department. Please bring the Employee Accident Report with you so that the ED physician can complete Section B of the report.

All employees treated in the Jefferson Emergency Department must report to Healthmark the next business day, unless admitted to the Hospital. Please note the instructions above for contacting Healthmark.

Methodist employees must report to Healthmark, hours of operation Monday through Friday from 7:30am to 4:00pm. After hours you will need to report to Methodist's Emergency Department. All employees treated in the Methodist Emergency Department must report to Healthmark the next business day, unless admitted

For any questions, please call:

- Healthmark at 215-952-9900, or
- Jefferson's Workers Compensation Office at 215-955-6433.