

Sharps Collection

If you use syringes or other sharps to manage your health conditions at work, do not throw them out in the trash. You can drop them off at the sharps collection boxes located by the main security posts in each building, or contact EHS for proper disposal.

Blood borne 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, EHS Office or the Chemical Hygiene Officer for guidance.

Electrical Safety

Electrical extension cords are designed to provide temporary power to tools or equipment when a conventional outlet is not nearby.

Extension cords are not to be used as substitutes for permanent wiring. Do not run cords through walls, doorways, stairs, or ceilings.

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

Other topics we can assist you with include:

- Hazard assessments of your job site
- Machine & workshop safety
- Selection of safer tools, machines and material
- Awareness of Asbestos and other hazardous substances
- Back safety & safe lifting procedures
- Selection and purchase of Personal Protective Equipment (PPE)

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 *MB40*. (Ext. 5280)

Important EHS Contact Info

Public Safety Office:

24hr Emergency contact line. (718) 482-5555
Non-Emergency Phone – (718) 482-5558

EHS Office:

718-482-5507
ehs_services@lagcc.cuny.edu
<http://www.lagcc.cuny.edu/ehs/>

Peter Jayasekara:

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Community College



Environmental Health and Safety Liaison Guide

LaGuardia Community College

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

Environmental Health & Safety (EHS)

Liaison Program

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

The departmental liaisons help to maintain a direct line of communication between EHS and the College Community.

Our goal is to ensure that...

The Managers & Supervisors:

- are aware of their responsibility to provide a safe and healthy working environment.
- collaborate with EHS to promote safety and compliance in a timely manner.

The Employees:

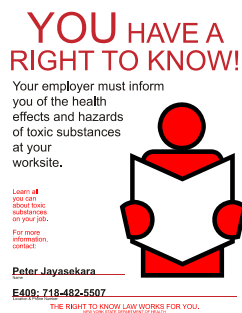
- have someone to alert about unsafe conditions at work
- are trained in applicable safety and compliance requirements for their job.
- adhere to laws governing the protection of workers and the environment

The Liaisons:

- are trained to report hazards, accidents, near misses and related concerns to EHS, or the appropriate facility department (i.e. Buildings and Grounds, Public Safety or Housekeeping).
- share current information on safety topics, protocols and emergency response information with colleagues.
- attend routine meetings to discuss safety issues and concerns that the department may have.

Right to Know/Hazard Communication

“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.

Safety Data Sheets (SDS) are maintained in each work area containing hazardous materials. Copies are also available in the EHS office. EHS can provide necessary training 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 and it can vary from place to place.

- **Contact Building Operations at ext. 5580**
 - Temperature (hot or cold)
 - Lighting
 - Water Leaks
 - Missing or damaged ceiling tiles
- **Contact EHS at ext. 5507**
 - Mold
 - Noxious or foul odors in occupied space
 - Excessive Dust
 - Noise concerns

Pest Management

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

The college has a licensed exterminator on contract.

- Contact **Administrative Services ext.5550** for any pest management issues.
- **For Bed Bugs contact EHS ext.5507.**

Emergency Safety Equipment

Any emergency equipment located in your area must be inspected as follows:

- Eye wash stations – Weekly
- First Aid Kits – Monthly
- Fire extinguishers – Monthly and Annually
- Safety Shower – At least yearly
- Fume Hood – Yearly

EHS manages or follows up on corrective actions on eyewash and safety showers, chemical fume hood inspections, updated chemical inventories, radiation safety and hazardous waste management.

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.