

## Electrical Safety

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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.

## Sharps Collection

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If you use needles/syringes or other sharps to manage your personal health at work, please do not throw them in the trash. You can drop them off at sharps collection boxes located near the main security post in each building; also you can drop them off at the Health Center (MB40), or contact EHS Office for disposal instructions.

## Bloodborne Pathogens

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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, must not clean up spills, but rather contact the Public Safety Office, the EHS Office or the Chemical Hygiene Officer for guidance.

## Other Programs Managed by EHS

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- Back Safety & Safe Lifting
- Machine & Workshop Safety
- Personnel Protective Equipment
- Ladder Safety

## Emergency Assistance (Spills, Fire, Medical)

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If anyone at the College requires emergency assistance due to any adverse conditions, (i.e. medical emergencies, chemical or oil spills, fire/smoke or criminal activity) contact the Public Safety Office at ext. 5555 (718 482-5555). Emergency telephones are located in most hallways and corridors. Provide your name, location (building/room) and a 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

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### Public Safety Office:

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

### Peter Jayasekara:

Environmental Health and Safety Director  
Phone: Ext. 5507  
E-Mail: [pjayasek@lagcc.cuny.edu](mailto:pjayasek@lagcc.cuny.edu)

### Vacant

Environmental Health and Safety Specialist  
Phone: Ext.  
E-Mail:

### Vacant

Chemical Hygiene Officer  
Phone: Ext.  
E-Mail:

### Zak Ahmed:

EHS Assistant  
Phone: Ext. 5707  
E-Mail: [zahmed@lagcc.cuny.edu](mailto:zahmed@lagcc.cuny.edu)



## Employee Environmental Health and Safety Guide

## LaGuardia Community College

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

[ehs\\_services@lagcc.cuny.edu](mailto: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

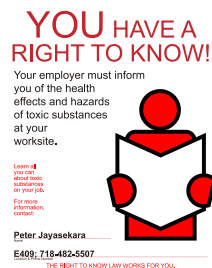
### Employee Training



New employees must speak to their supervisors about attending an Initial EHS Orientation session. EHS will inform employees of their rights, responsibilities, and obligations in terms of work place safety, health and environmental compliance.

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

## Right to Know/Hazard Communication



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 product(s) are properly informed of their potential hazards.

**Safety Data Sheets** (SDS) 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 to applicable employees.

### Indoor Environmental Quality

The quality of the air inside a building is affected by a variety of comfort, physical, chemical and biological factors. If you have any concerns regarding the air quality in your work area you can contact:

- **Building Operations Department** at ext. 5580
  - Temperature
  - Lighting
  - Water Leaks
  - Missing/damaged ceiling tiles
- **Environmental Health and Safety** at ext. 5507
  - Mold/Dust
  - Natural gas odors
  - Sewer odors in occupied space
  - Excessive noise

## 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.

### Laboratory Safety

The EHS Office promotes safe laboratory practices and chemical hygiene.

Laboratories are routinely inspected to comply with applicable regulations.

EHS has implemented programs for managing eyewash and safety showers, chemical fume hood inspections, chemical inventories, radiation safety and hazardous waste disposal, and formal lab safety and environmental compliance 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, rechargeable batteries, aerosol cans and compressed gas cylinders.

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.