Environmental Health & Safety
New Employee Orientation
Topics to be Covered Today

- Fire Safety/Office Safety
- Emergency Preparedness
- MU Alert
- COVID-19 and its Variants
- Workers Compensation
- Automated External Defibrillators
- Safety Data Sheets
- Other
Fire Safety

• How to evacuate a building:
  • Go to the nearest exit
  • Do not delay
  • Exit building - move a safe distance away
  • Stay there until directed to return
• Semi-annual fire drills – fall and spring
Where Would You Exit?
Fire Safety

- No smoking in campus buildings
  - Smoke outdoors
  - Stay away from air intakes, windows and entrances
  - Dispose of cigarettes properly
    - Mulch beds
    - Dried vegetation/leaves
Fire Safety

- Don’t overload outlets and power strips
- Extension cords only to be used for temporary situations
- Flammable chemicals only inside authorized buildings/storage areas.
- No candles, incense burners, open flames
- No outdoor fires without permission
- LED Christmas lights only
Office Safety

**FIRE HAZARDS**

**Ensure**
that multi-plug extension leads have circuit breakers or install more sockets.

**Never**
overload electrical sockets.

**Know**
the location of fire extinguishers and how they function.

**Familiarise**
yourself with evacuation routes.

**Keep**
all sources of flame away from waste paper containers.

**TRIPS, FALLS & COLLISIONS**

**Ensure**
all dangling telephone wires and other cables are housed in cable protectors.

**Clean up**
any spillages as soon as they occur.

**Be aware**
of any loose carpets, lino or tiles.

**Never**
stand on desks or chairs.

**Always**
use a stepladder or foot stool.

**Walk**
around corners slowly.

**Avoid**
the risk of injury when reaching into a desk drawer, keep sharp items such as knives, scissors and drawing pins in a separate container.

**Remove**
any dangling jewellery, scarves and ties when working around machinery. Also ensure long hair is tied back.

**OFFICE EQUIPMENT**

**Ensure**
all filing cabinets are secured to each other, the wall or both.

**Avoid**
injuring fingers, by closing all filing cabinet drawers with the handle.

**Avoid**
top loading. Balance all file loads evenly through cabinet drawers.

**Do not**
leave filing cabinet drawers open.

Although office spaces are generally considered to be safe, they can be dangerous environments if a few simple precautions aren't taken. The simple guidelines below will help keep your office safe.
Office Ergonomics

Workstation ergonomics: ideal set-up

- Top of monitor at eye level or just below
- Monitor roughly arm's length away
- Minimal bend at wrists
- Document holder
- Back straight
- Elbows close to body
- Backrest supporting lower back
- Adjustable swivel chair
- Front of seat not pressing on back of knees
- Feet flat on ground or resting on footrest
Emergency Preparedness

- Millersville University prepares for many different types of potential emergencies that could cause harm, damage property, or prevent MU from fulfilling its mission.
  - Three Mile Island – 1979
  - Terrorism – September 11, 2001
  - Virginia Tech Shootings – 2007
  - Hurricane Sandy – 2012
  - Coronavirus – 2020/2021
Emergency Preparedness

• Emergency Operation Plan
• Continuity of Operation Plan
• Hazard Mitigation Plan
• Dedicated emergency command center
• Mobile emergency command center
• NIMS-compliant incident management
• Emergency communication
• Training

All of this and much more to prepare the campus for an emergency and respond to an emergency when it happens.
Emergency Preparedness

• Which emergency is most likely to impact Millersville University?
Which Emergency is the Most Common in Millersville/Lancaster PA?
Have a Plan…..And a Backup

• Plan ahead for emergencies:
  • How will you get out of Millersville?
  • Know alternate routes
  • Where will you go?
  • Plan ahead with family, friends
  • Have emergency supplies ready (“go bag”)
    • Batteries, flashlight, phone charger, radio
    • Food and water and medications
    • Other survival clothing and gear
MU Alert

• Sign up for emergency text and email messages
• Weather delays and cancellations
• No spam
• Messages will be short:
  • What is happening, where, what you need to do
  • Go to MU home web page for more information
Sign Up for MU Alert

Millersville University

MU | Alert

Username
First name
Last name

Password policy:
- Password minimum length is 8.
- At least 1 upper case character is required.
- At least 1 lower case character is required.
- At least 1 number is required.
- At least 1 non-alpha (special) character is required.
- Subscribers are allowed to change their own password.

Password

For more information, visit the Millersville University website.
Covid-19 - Coronavirus

Highly infectious airborne virus

Greatest public health crisis to hit the USA since the 1918 Spanish Flu pandemic.

Over 5 million people have died world-wide and over 750,000 Americans (as of 12-6-2021).
Covid-19 - Coronavirus

• Why did Covid-19 happen?
  • Our luck ran out – Scientists have been warning about the inevitability of another pandemic for years
    • 2003 - SARS (Severe Acute Respiratory Syndrome)
    • 2004 - H5N1 (avian influenza)
    • 2009 - H1N1 (swine flu)
    • 2012 – MERS (Middle East Respiratory Syndrome)
    • 2020 – Coronavirus (Covid-19)
    • 2021 - Variants (Delta, Omicron) of Covid-19
    • 2022 - ??
COVID Variants (of Concern)

Delta Variant
- Delta spreads more easily
- Requires less time to infect an individual
- It infects more people
- Spreads faster than other previous variants of the virus that causes COVID-19.

Omicron Variant
- Omicron most likely spreads easier than original COVID strain; unknown when compared with Delta Variant
- Illness cases appear to be more mild than Delta infection
- A South African Study: those infected with Delta are more susceptible to a reinfection with Omicron.

According to the CDC; compared to the original COVID virus strain:
Covid-19 - Coronavirus

• Is Millersville Safe?
  • Yes, if everyone follows safe practices
  • MU has high levels of vaccinated students, faculty and staff.
  • Routine testing of unvaccinated housing students through Student Health Services. Over 1000 tests completed and no positives found.
  • Solid compliance with mask wearing, social distancing
What COVID Safe Practices Will be Required in 2022

NOT KNOWN; IT DEPENDS

• Will the virus continue to have community spread?
• Will a more contagious and deadly variant emerge?
• Will the vaccine and boosters continue to be effective at preventing severe illness?
• Most likely, the virus will always be with us, we will need to live with it, like HIV, Hepatitis B, Polio, Ebola, etc

• You should still wear a mask
• Social distance
• Avoid large gatherings
• Wash hands (takes 20 seconds for soap to penetrate the virus fatty outer layer and dissolve it)
• Not always easy to tell who is infected
• Not everyone has been or will get vaccinated
Workers Compensation

PA State Law - If you are injured on the job:

• Report accident to your Supervisor
• Go for immediate medical treatment
• Use a Panel Physician
• Treat with Panel Physician for first 90 days
• Fill out Employee Injury Form
• Fill out Supervisor Injury Form
• Send forms to Human Resources
Panel Physicians

• MU Health Services
• Worknet Occupational Medicine – Offices in Lancaster and Ephrata
• Penn Medicine/LGH Occupational Medicine (Health Campus)
• Penn Medicine/LGH – ER
• UPMC Lititz – ER
Serious Injury – Call 911 – Get an Ambulance

- Serious head injury
- Profuse bleeding
- Loss of consciousness
- Heart attack
- Stroke
- Diabetic shock
- Seizure/shock
- Serious eye injury
- Significant burns
- Chemical exposure
Forms and HR Web Site

- Forms and other information are available on the Human Resources (HR) web site or contact the HR Benefits Manager
- [http://www.millersville.edu/hr/](http://www.millersville.edu/hr/)
Automated External Defibrillators

**AED’s**
- Located in all major campus buildings in common areas – stored in wall cabinets
- Large buildings have several AED’s - Learn the location
- Use if you are trained – Good Samaritan Law
- AED’s also in campus police vehicles
Automated External Defibrillators

- Call 911
- AED’s - proven life saving technology
- Fully automated – voice commands
- Will not restart every heart condition
- Only “shockable” heart conditions
  - Ventricular Fibrillation (VF) and Pulseless Ventricular Tachycardia (VT)
- Not like you see on TV – only 40% will recover
- For every minute lost – chance of survival drops 10%
- You can not shock someone who is conscious with an AED
- Maintained and inspected
Safety Data Sheets

- All campus departments/buildings/labs that have chemicals – safety data sheets (SDS) are available in yellow three ring binders in the area
- Master set of SDS’s available in the EHS office.
- Products are labeled by manufacturers.
- Always read the product label and SDS before using a new chemical or if you are unsure how to use a chemical safely
- Or ask your supervisor, or EHS for advice before using a chemical
Hepatitis B Vaccine

- Mandatory for housekeeping, grounds, police, and health services employees. See your supervisor.

- Very safe vaccine:
  - Three shots – fully immunized (or sign waiver form)
  - No booster shots needed
  - Obtain at Witmer Health Services

- Use universal precautions to protect yourself:
  - Gloves
  - Red biohazard disposal containers
  - Always assume material as possibly infectious
Take Aways

• Safety orientation does not equal onboarding
  • Work with your supervisor to obtain safety training for specific position
• Accident reporting and near misses
  • Can’t fix what we don’t know
• Sign up for MU Alert
  • https://millersville.omnilert.net/subscriber.php
  • Millersville Borough also uses Swift911 https://millersvilleborough.org/resident-info/alert-notifications/
• Vaccination and personal health
• Operational risk management/activity hazard analysis/ Very safe vaccine:
  • EHS is a resource for the entire campus
Contact Environmental Health & Safety

Facilities Management

Phone: (717) 871-7875
Phone: (717) 871-7874