Environmental Health & Safety
New Employee Orientation

Today’s Presenter
Gail Fellows, Interim Director EHS

Updated 12/09/2021
Welcome

- Welcome to Millersville University
- Speaker Background
- A safe and secure place to learn, work, live, visit
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
  • Move away from air intakes and doors
• Dispose of Cigarettes Properly
  • – mulch fires
  • – dry leaves fires

Millersville University
Fire Safety

• Don’t overload outlets and power strips

• Extension cords only to be use 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.

## TRIPS, FALLS & COLLISIONS

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

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

**Keep** all walkways and hallways clear.

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

**Never** stand on desks or chairs.

**Always** use a step ladder or foot stool.

**Walk** around corners slowly.

## 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.

**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.

The information contained in the poster is for guidance only, and should not be used as a substitute for recognised training.
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
- Desk height so arms can rest on table
- 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

Document holder
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/cancelations
• 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

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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**

According to the CDC; compared to the original COVID virus strain:

- 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.
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

Zoll AED+
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
Contact Environmental Health & Safety

• Gail Fellows
  Interim EHS Director

• Office Telephone
  717-871-4240

• Gail. Fellows@millersville.edu

• Dilworth Building
  Rm 110A