September is National Preparedness Month
Making our world a safer place

Check out the National Safety Council’s website at http://www.nsc.org for links to many other safety programs.

Committee for Environmental Affairs

The University Committee for Environmental Affairs was formed in 2005 as part of the University’s environmental health, and safety management system (EHSMS). This technical committee is comprised of a diverse group of faculty and staff and will advise the senior administration on a wide array of environmental issues, including issues of clean air, clean water, storm water management, underground storage tanks, release prevention, etc. The committee is charged with the following:

- Recommend appropriate policies and procedures for promoting and achieving environmental compliance;
- Assist with audits of our environmental programs;
- Recommend appropriate measures and goals to continuously improve our environmental performance; and
- Serve as a technical resource to the administration and to the Rutgers Environmental Health and Safety Department.

Topics and activities currently being reviewed by the committee include:

- Green building design criteria for Universities;
- The University stormwater compliance program; and
- The pursuit of environmental recognition award programs and certifications (i.e. RecycleMania, http://www.fos.rutgers.edu/RecycleMania/Recycle.htm)

For more information regarding this committee or the University’s environmental health, and safety management system (EHSMS), please visit the REHS website at http://rehs.rutgers.edu/rehs_ehsms.htm.

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The 2005 Annual Report is now available at http://rehs.rutgers.edu/pdf_files/ann_rpt_2005-2.pdf. This year the Annual Report selected highlights include our EPA compliance efforts, the continued implementation of the Environmental Health, and Safety Management System (EHSMS) and our clean water compliance activities. Other information on our Environmental, Health, and Safety programs and performance is also included.
It is time to prepare for this year’s flu season. Flu vaccine will be available free of charge to Rutgers’ faculty and staff this fall through Rutgers Occupational Health Department. Please watch for dates in your pay stub and in the Human Resources’ Weekly Digest.

To minimize your chances of getting the flu, please also remember to “Cover your Cough”! Additional information about flu prevention and care can be found on the CDC website at http://www.cdc.gov/flu/. The CDC also provides information about other viral respiratory infections such as Respiratory Syncytial Virus (RSV), Whooping Cough, SARS and Avian Flu through their website at http://www.cdc.gov/.

Printable versions of this poster are available in several languages at http://www.cdc.gov/flu/protect/covercough.htm.
Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is used whenever engineering or administrative controls are not feasible or do not adequately protect workers from hazards. PPE includes, but is not limited to, safety glasses, chemical splash goggles, gloves, lab coats, hard hats, safety shoes, respirators, disposable or cloth overalls and other protective gear. PPE is routinely used at Rutgers. Laboratory workers, typically, wear safety glasses or goggles, appropriate gloves, and lab coats. Maintenance workers may wear safety glasses, work gloves, and safety shoes. Each job task must be evaluated and the appropriate PPE selected.

PEOSH requires written workplace hazard assessments to be completed to determine the necessary PPE. Material Safety Data Sheets (MSDs), glove selection guides, and other resources should be used as guidance to select the appropriate PPE for a task. REHS is available to assist you in:
- Conducting hazard assessments;
- Choosing the appropriate PPE; and
- Providing training for use and maintenance of PPE

It is essential to choose PPE that is specific to the hazard and type of work to be performed. PPE must be compatible with chemical hazards, provide proper dexterity, limit eyesight interference, fit properly, and be comfortable. If these factors are not considered, employees are less likely to wear their required PPE.

The use of a respirator requires a medical exam and fit test prior to use. Please refer to the Personal Protective Protection section of the REHS website for further information at http://rehs.rutgers.edu/lslab_ripp.htm.

Additional Resources:
PPE Section of REHS Website (contains additional links to Glove charts, OSHA Standards, etc) http://rehs.rutgers.edu/lslab_ppe.htm

New Online Accident Reporting System

The University launched a new online Accident Reporting System on July 1st 2006. The online form is similar to the paper version and has the following benefits:
- Enable department heads or administrators to view and approve the status of all current accidents reported by their department;
- Eliminates the need to submit and maintain paper copies;
- Enables accident tracking and report generation by departments;
- Can be viewed by multiple individuals within the department;
- Eliminates the use of Social Security Numbers and home addresses; and
- Reduces the amount of paper used and improves efficiencies (data entry, information sharing, etc.).

The online accident reporting system will provide access to 4 different types of users: Administrator, Approver, Creator and Viewer. The following is a brief description of each:

Viewer - An employee that will be able to view accident reports for a specific department or unit.
Creator - An employee that has been given rights to create accident reports for a specific department, unit and/or zone. A Creator can also view reports.
Approver - A department director/manager with rights to approve accident reports submitted. An Approver can also Create and View.
Administrator - An employee who establishes Departmental staff rights for the above categories.

Once you designate your department administrator, please contact REHS. REHS will set up your account. After the account is established, the department administrator will have the ability to update all rights for their department. As with the paper copy, the creator must report the accident by the end of the work shift (Page 1) and complete the entire report within five working days. Once an accident report is created and submitted, it will automatically be routed to the department Approver, Occupational Health, Risk Management and REHS.

To assist departments with transitioning into the new system, REHS is available to provide short training sessions (approximately 1 hrs) for department managers, supervisors and/or forepersons who will be creating and approving reports.

The Online Accident Reporting System can be accessed through the REHS website or at https://www.rci.rutgers.edu/~rehs/accident. If you have questions about the University’s Accident Reduction Program, please contact Alex Ruiz at (732) 445-2550 or aruiz@rehs.rutgers.edu.
Home Emergency Preparedness

A disaster can occur at any time, night or day. Have you ever thought of what you would do if you did not have access to water, gas, electricity, telephones or a grocery store? You may be at work, your children may be at school, or you may be in your home. How will you know if your family is safe? What if you are required to stay in your home in the event of a pandemic influenza?

Your best protection to handle an emergency situation is to PLAN AHEAD. Meet with your family (including caregivers) and:

- Discuss potential hazards that may occur in your community;
- Develop a plan;
- Assemble disaster supply kits; and
- Update and maintain your plan and supply kits

Potential Hazards in Your Community
Possible events may be a house fire, flooding, hurricane, or pandemic flu. Make sure you know how to obtain information from events that may occur in your area (i.e. alarms, media, public announcements).

Make a Plan and Share It With Your Family
- Determine common meeting places in your home, outside your home and outside your neighborhood. Identify a “designated” out-of-town friend to be an emergency contact for each family member to call.
- Know where the disaster supply kits are located and also have the contact information for each other. Include the number for your “designated” out-of-town friend, numbers for emergency services and the National Poison Control Center (1-800-222-1222).
- Plan escape-routes and safe places within your home. Ensure that your plan can address particular issues within your home (i.e. people with disabilities, pets and people who may be visiting at the time of a disaster).
- Obtain and review an “Action Checklist” to go over before a disaster.

Assemble a Disaster Supply Kit
If you need to evacuate at a moment’s notice or if utilities are disabled, you will need some essential items immediately. The best way to prepare is to assemble a disaster supply kit. These items should be stored in a portable, waterproof container and located as close to the exit door as possible. The kit should include many items such as money, water, food, toiletries, first aid kits, flashlights, batteries, medications, etc. The complete list is available through FEMA at http://www.fema.gov/areyouready/

Maintain your Plan and Supply Kits
You should review your plan and quiz your family members every six months, and conduct fire and emergency evacuation drills routinely. Check supplies, such as food for the expiration dates and inspect fire extinguishers/carbon monoxide detectors/smoke detectors on a regular basis (at least monthly). Remember to change the batteries in your smoke detectors every 6 months and replace the entire detector every 10 years.

Additional information on home emergency preparedness is available through FEMA at http://www.fema.gov/ and the American Red Cross at http://www.redcross.org/.

Emergency Preparedness Web Links

Rutgers University Emergency Preparedness - http://ruweb.rutgers.edu/emergencyresources/
Rutgers University Police Dept—Emergency Management Unit - http://emergency.rutgers.edu/
Rutgers Cooperative Research & Extension (RCRE) - http://www.rce.rutgers.edu/disasters/
American Red Cross - http://www.redcross.org/