

Important Facts and Safety Tips
College of Earth, Ocean and Environment

The University's Department of Environmental Health and Safety (DEHS) requires new graduate student orientation. Here are some important items for those working with any chemicals.

- 1- Right To Know (RTK) / Chemical Hygiene Plan (CHP) Forms for new staff and students. Send completed forms to:**

Joy Harms jharms@udel.edu *School of Marine Science and Policy*
Cheryl Doherty sparrow@udel.edu *Department of Earth Sciences*
Sandy Raymond sandyr@udel.edu *Dept. of Geography & Spatial Sciences*

UD safety information (<http://www1.udel.edu/ehs/> and <http://sites.udel.edu/generalcounsel/policies/hazardous-chemical-information/>)

Chemical Hygiene plan

<http://www1.udel.edu/ehs/training/downloads/chemhygieneplan1.pdf>

SDS (safety data sheets) (<http://www1.udel.edu/ehs/> and click on **Chemwatch/SDS on the lower right green section)**

Hazardous Materials Safety Manual (Review)

<http://www1.udel.edu/ehs/research/downloads/hazmatman.pdf>

- 2- General safety procedures. All personnel need to use personal protective equipment (PPE) including proper attire and safety glasses. Each laboratory has a sign outside the laboratory (or on the door) indicating what hazards are present in the laboratory.**
- 3- Purchasing chemicals. Designate to the company a name and a laboratory (NOT AN OFFICE) for delivery. Date all chemicals as received - put date on the bottle label. Inventory all chemicals!**

- 4- **Dispose of chemical waste properly.** Signs have been provided to the labs for display and to aid in disposal. **UD's DEHS** makes monthly pickups and their contact is Chris Niles (cniles@udel.edu or *dial 8288 from Newark or 55-8288 from Lewes*)

The web form link that needs to be completed before pickup is at https://primus.nss.udel.edu/webforms/embtform?wf_id=316&wf_tv=blank

- 5- **Important contact information and Website addresses**

The DEHS webpage is <http://www1.udel.edu/ehs/>.

Many forms can be found on the lower right. For information on various types of training go to:

<http://www1.udel.edu/ehs/training/training-req.html>

Important CEOE phone numbers and e-mail addresses

<http://www.ceoe.udel.edu/about/campuses-facilities/health-and-safety>

School of Marine Science and Policy - Lewes

Lewes Safety chair: George Luther xt 4208 luther@udel.edu

Lewes Safety Vice Chair: Joe Scudlark xt 4300 scudlark@UDeL.Edu

Department of Geological Sciences - Newark

Web site @ <http://www.geology.udel.edu/safety.html>

Safety Chair: Adam Wallace xt 1950 afw@udel.edu

Department of Geography- Newark

Safety Chair: Del Levia (Dept. Chair) xt 3218 dlevia@udel.edu

**All extensions are for the campus where the individuals' offices are located.
When calling the other campus dial 55 then the extension.**

6- REPORT ALL ACCIDENTS AND INJURIES

Go to the following web page for proper reporting procedures

<https://cdn.extension.udel.edu/wp-content/uploads/2015/06/20094820/Accident-Incident-Report-Guidelines.pdf>

FOR ACCIDENTS THAT REQUIRE EMERGENCY ROOM

VISITS, Go to

<http://sites.udel.edu/generalcounsel/policies/workers-compensation/>

**UD Contact for accidents and workman's compensation forms: Juanita Crook,
Employee Relations Coordinator, Labor Relations, 831-8305 (or 55-8305)**

jcrook@udel.edu

7 - SAFETY GLASSES. Wear at all times in the lab!

Safety glasses are available for lab and field use from the faculty member operating each lab. Joe Scudlark has a limited supply for emergencies.

8 - SAFETY STATIONS – Lewes ONLY

1) First Aid Kits - in hallways and in each laboratory

Report use of hallway first aid kits to Officer Glenn Williams at Campus security (xt 4333) so that items used can be restocked.

Laboratory first aid kits are restocked by the lab supervisor for each research group.

2) Fire extinguishers - report use to Bruce Campbell (xt 4322)

3) Showers – usually one is available in each laboratory room

4) Eye washes – usually one is available in each laboratory room

5) Chemical clean up kits (in Lewes hallway). Report use to George Luther (xt. 4208)

Hydrofluoric acid (HF) spill kits are in those labs using HF. Report use to DEHS

6) Emergency phones/Call boxes. Calls automatically go to the Lewes Public Safety Office for 3 rings. If there is no answer, the call bounces to the Newark Public Safety Office. Each phone has a programmed address to which Public Safety will respond.