

UMS Safety Support Updates, News and Other Topics of Interest July 2017

Topics in this newsletter

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This Month's Safety Reminder – Emergency Action Plans

Does your department have an Emergency Action Plan? If you stated 'no' or 'I don't know' then you should inquire further.

So how is the EAP different than the Fire Prevention Plan? Well, the purpose of the fire prevention plan is to prevent a fire from occurring in a workplace. It describes the fuel sources (hazardous or other materials) in your work area that could initiate or contribute both to the spread of a fire, as well as the building systems, such as fixed fire extinguishing systems and alarm systems, in place to control the ignition or spread of a fire.



Your department's Emergency Action Plan (EAP) is a written document describing the hazards present within your work-area and the actions necessary for employees, students, and guests in the event of an emergency evacuation. Don't forget that EAPs do not just cover fire related hazards, but also explosions, medical emergencies, chemical spills, toxic releases, and a variety of other incidents.

The minimum elements of an emergency action plan are:

- ✓ Procedures for reporting a fire or other emergency;
- ✓ Procedures for emergency evacuation, including type of evacuation and exit route assignments;
- ✓ Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;
- ✓ Procedures to account for all employees after evacuation;
- ✓ Procedures to be followed by employees performing rescue or medical duties; and
- ✓ The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

Information about the minimum requirements for Emergency Action Plans may be found in the following locations:

- ✓ <http://sem.umaine.edu/policies-guides-and-reports/>
- ✓ OSHA eTools web page at https://www.osha.gov/SLTC/etools/evacuation/min_requirements.html.
- ✓ But if you need further assistance, please don't hesitate to contact Safety and Environmental Management at 581-4055 or email us at sem@umaine.edu. For on campus support, CONTACT YOUR CAMPUS SAFETY REPRESENTATIVE!

Lab Sharps Disposal Sign

Recently, a custodian brought up a concern regarding some of the labs in his building are disposing of sharps (mostly pipette tips) into trash bags. When the trash is removed, they poke through the bags and can cause injury or contamination.

To help serve as a reminder to lab workers about putting pipette tips (or any other sharps) into the trash cans or bags, the lab professor created a sign for their lab, but may also be useful campus-wide. Their hopes are that this sign will assist the custodial staff in your building. We have attached it to the end of this newsletter.



What Were They Thinking?



Not a UMS campus work-area image(s)

Spot the Safety Violation



UMS campus work-area image(s)

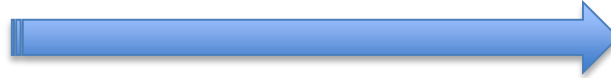
NOTE: When we observe these hazards, we immediately notify the area supervisor or the campus Facilities Management.

Please show courtesy for those removing lab waste when discarding sharp items!!

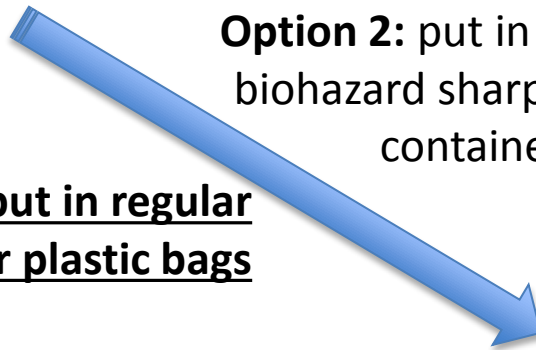
Such as...

Pipette tips
Glass pipettes
Serological pipettes
Any sharps
Broken glass
Needles/syringes

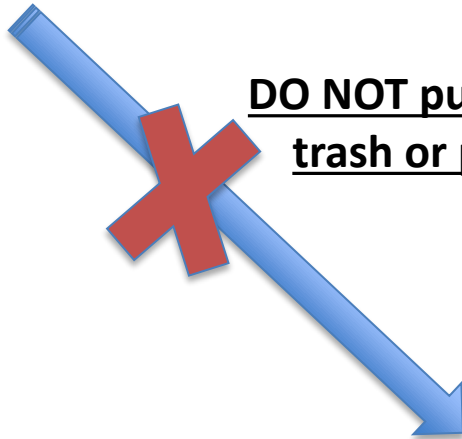
Option 1: put in a labeled cardboard box for disposal



Option 2: put in a biohazard sharps container



DO NOT put in regular trash or plastic bags



Thank you! With your help, those removing waste will be protected from injury or contamination with unknown substances.