

CIAS Safety Policy (RIT Policy #)

A. Overview

The College ensures faculty, staff, and students have a safe and healthy working and learning environment in all RIT owned and operated laboratories and/or studios. In order to accomplish this goal, the University developed the Laboratory and Chemical Hygiene Safety Program that includes guidelines to ensure safe work practices and training to keep faculty, staff and students current with established guidelines. The Safety Program's primary objective is to minimize the risk of exposure, injury/illness to employees and students while ensuring that they are provided with appropriate information, support, equipment and training necessary to work safely. The Laboratory and Chemical Hygiene Safety Program, its policy and guidelines, are located on <http://www.rit.edu/fa/grms/ehs/content/labstudio-safety>.

B. Faculty/Staff Requirement

All faculty/staff that enter, work or teach in an area where they will or may be exposed to hazardous chemicals and/or equipment/situations that have the potential to cause injury **MUST** complete RIT's online "Studio Safety Training" or "Shop Safety Training", print out and retain the completion certificates. This training must be updated annually. *See RIT Lab/Studio link above for safety tutorials.*

Additional Training Requirements: If an employee (faculty or staff) or student who works in a lab or studio that contains or utilizes compressed gas cylinders, they must also complete the "EHS Gas Cylinder Training" tutorial.

Faculty and staff working in areas requiring respirators must complete the respiratory protection training tutorial and must be fit tested for respirator use. Task specific respiratory protection will be coordinated through the RIT EH&S Department.

Failure to complete training as cited above and comply with all RIT safety policies will result in the loss of access to studio and labs within the College until training is completed and policies observed.

Student training records: Students working in hazardous studios and labs are also required to complete training as specified above. Faculty and staff are responsible for these students, ensuring training is completed and documentation of the training is kept on file as required by RIT policy, federal and state law.

C. Student Requirement

Any student who takes classes or works within a hazardous lab or studio **MUST** take the required Lab Safety Studio Safety, Gas Cylinder Training and Respiratory Awareness Training. Students **MAY NOT** access hazardous work areas until training is complete and certificates are submitted to the corresponding facilities management individual or group.

1. Student Training

All incoming CIAS students **MUST** complete the basic Studio Safety or Shop Safety Training tutorials. In order to facilitate this process, students will receive training during the orientation period and prior to the beginning of term.

D. Buddy System

The “Buddy System” is required for any student, faculty or staff member who works in a hazardous area or with hazardous chemicals/equipment/situations. Individuals cannot work alone in a hazardous space. There must always be another person (buddy) present in case of an emergency.

A Buddy is someone that meets the following criteria

- Has completed applicable safety training for the lab or studio where they will be working;
- Is an RIT student, faculty or staff member;
- Is available for the duration of the work period;
- Can contact Public Safety if emergency situation arises.

It is critically important that students are **NEVER** left to work in a hazardous area without supervision or another individual “Buddy” present. Individuals that fail to abide to this policy will lose facility privileges.

E. Additional Requirements

The College and University incorporate other programs requiring training of employees (faculty and staff) and students. These include:

- 1. Lockout Tagout** (Where is it applicable)-employees **ONLY**
<http://www.rit.edu/fa/grms/ehs/content/lockouttagout>

2. **Shop Safety** This should be taken by all employees & students who work in a shop-type areas, i.e. woodshop, metal shop, etc.
(<http://www.rit.edu/fa/grms/ehs/content/general-shop-safety>)

F. Additional Information

1. Accident or Injury

- **Find a supervisor and/or call Campus Safety immediately at 475-3333.**
- Stay calm. Keep injured person warm with a coat or blanket.
- Reassure them that help is on the way and do not move them unless there is danger of further injury if you don't.
- Do not give the injured person anything to eat or drink.
- If bleeding apply pressure to the wound to stop it.

Please reference website <http://www.rit.edu/fa/grms/ehs/content/student-labshop-accidents-injuries-or-exposures-program> for complete RIT policy, forms, etc.

2. Fire

- If you become aware of a fire or hear an alarm, your first priority is to get out of the building. Use the closest exit do not use elevators.
- If an alarm is not sounding, pull red fire alarm on your way out, if possible.
- Close doors behind you, if possible.
- Assist mobility impaired persons.
- If your clothes are on fire, stop, drop and roll.
- Quickly cool burns with water and seek medical attention.
- Contact Campus Safety at 475-3333 if injured or alarms are NOT sounding.

3. RIT Alert and Alert Beacons

- RIT Alert allows RIT to contact the community in the event of an emergency by sending messages via Instant Message, text message to cell phones, voice message (mobile or land-line) and e-mail. To learn more about RIT Alert, including instructions on how to update personal emergency contact information, go to <http://www.rit.edu/fa/buscont/massnotification.html>
- Alert Beacons are installed throughout campus and are utilized as another means to disseminate alert messages to the RIT community.

- Please update your personal information to ensure you receive these critically important messages and follow the directions provided to maintain your safety.

4. Additional Help and EHS Support

CIAS has two designated Safety Coordinators:

- Mark Sager, 7B-3116, 475-5825, mdspph@rit.edu
- Kevin Buck, 7A-1458, 475-6495, kjbpgd@rit.edu

Please contact one of these Safety Coordinators if you have any safety or safety policy questions/concerns.

You may also contact the RIT Environmental Health & Safety (EHS) office directly with questions or concerns at 475-2040 or via the web at <http://www.rit.edu/fa/grms/ehs/aboutus>

Effective Date: Month Day, Year