

# Employee Safety Handbook

Office of Research Safety and  
Office of Risk Management



NORTHWESTERN  
UNIVERSITY

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## INTRODUCTION

This handbook provides a quick reference to important safety information. For more detailed safety information concerning your workplace, consult your supervisor and/or the appropriate University department listed on the inside front cover of this handbook.

## EMERGENCY PROCEDURES

Northwestern University's ability to address emergencies depends on the cooperation and participation of all members of the community. Three key components of the University's efforts to better prepare for an emergency have been reviewed and updated since September 11, 2001.

The first of these components is the **Emergency Response Framework**, which identifies key decision makers and their roles during a campus emergency. The plan also describes procedures that will be utilized during specifically identified severities of emergency. The plan is available at:

<http://www.northwestern.edu/up/emergency/emergency-response-framework/index.html>

The second component is the **Building Emergency Plan**. Each building on both campuses has a designated building manager who is responsible for developing an emergency plan and making sure that all employees working in the building have a complete understanding of the evacuation process. The building manager is also responsible for coordinating an evacuation drill with the Office of Risk Management.

The final component is this document. The Emergency Response Framework calls upon all employees to be familiar with the **Employee Safety Handbook**.

### ***Before an emergency occurs***

- KNOW the established emergency procedures for your building and work area
- KNOW the hazards of any materials or equipment in your building and work area and the precautions to take to avoid or minimize associated risk
- KNOW two means of egress from your area
- KNOW the locations of fire alarm pull stations
- KNOW the locations of portable fire extinguishers and how to use them
- KNOW the location of the nearest first aid kit

## Emergency Evacuation Plan

Each department is required to develop an individual emergency evacuation plan. This plan is supplemental to this handbook and provides building specific information. The evacuation plan must contain the following information:

- Emergency telephone numbers
- Evacuation personnel duties
- Designated meeting point
- Building information such as whether the building has an automatic sprinkler system, smoke detection, and/or manual alarm pull stations

For every building on campus there is a designated building manager who serves as the key communication contact during an emergency.

In high hazard buildings, where several departments coexist, there are safety committees to ensure that all departments work together during an emergency evacuation.

### ***Notification***

Buildings on both campuses have a notification system for emergency evacuation. In most buildings this is a fire alarm system. The systems are different depending on the building. Some systems sound only an alarm while others give voice evacuation directions or announcements about the situation. At all times, when the alarm system sounds and or voice command for evacuation is sounded everyone must leave the building or move to a safe location.

In addition, University Police may use the University mass notification system to send emergency notifications to community members. The notifications will be dependent on risk evaluations and response level assessed by first responders, and may vary based on the situation. If notified of an emergency via Blackboard Connect, please respond adequately and appropriately. Members of the community are advised to follow emergency action plan procedures, unless instructed otherwise via emergency notification.

During a controlled evacuation, members of the community will receive one or multiple notifications based on the threat and response level. Please take all emergency notifications seriously as the threat may be within or outside the building.

### ***Evacuation***

Evacuation is total building or partial building evacuation due to conditions making it no longer safe to remain inside a building or a specific area in a building. This level of evacuation requires occupants to move out and away from the building being evacuated.

## ***Controlled Evacuation***

Controlled evacuation is total building or partial building evacuation due to safety conditions or an armed intruder making it no longer safe to remain inside a building or a specific area in a building. This level of evacuation requires occupants to move out and away from the building once notified by University Police via the Blackboard Connect mass notification system.

## ***Shelter-In-Place***

Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there; it does not mean sealing off your entire office. Shelter-in-place is used in emergency situations where hazardous materials have been released into the atmosphere or in emergencies related to civil unrest or violent demonstrations.

## ***Lock Down***

Lockdown is the temporary sheltering technique utilized to limit exposure to an "Armed Intruder" or similar incident. When alerted, occupants of a building within the area of concern will lock all doors and windows, not allowing entry or exit to anyone until the all clear has been sounded. If you are in a ground floor office or common area, take precautions and move away from glass windows or doors and seek shelter in a locked room or office.

Facility or office managers are responsible for numerous daily tasks as well as emergency planning and preparedness activities. The Office of Risk Management, upon request, will provide technical planning assistance or answer any questions regarding emergency action plans. Please call 847- 491-3266 if you have any questions. If you have any questions regarding lock down procedures, please call University Police at 312-503-8314 for consultation.

## Fire

If you discover a fire, an explosion, or smoke in a building, activate the fire alarm system immediately at the nearest fire alarm pull station to evacuate the building (see “Evacuation Procedures” below).

After sounding the fire alarm, call 911 from a safe location. Provide the building name, address, floor, room number, and any known special hazards at the location. Do not assume that someone else has called.

If the fire is in an unoccupied room, try to close the door to retard the spread of smoke and heat; **do not** take any unnecessary risks in doing this.

Only if the fire is small and you have received University training in fire extinguisher operation should you attempt to extinguish the fire; **do not** take any unnecessary risks in doing this.

When University Police and/or fire fighters arrive, direct them to the fire.

### ***Evacuation Procedures***

- When a fire alarm sounds, evacuation is required.
- Walk, do not run, to the nearest stairway exit and proceed to ground level. Close doors as you leave. Shut down equipment while evacuating.
- Do not use elevators during a fire emergency.
- If the fire alarm stops, continue the evacuation and warn others who may attempt to enter the building.
- Leave the building and move away from it, keeping walks and drives open for arriving firefighters. Proceed to your prearranged rally area as defined in your Building Emergency Plan.
- Everyone must follow the orders of the fire and police departments.

### ***Evacuation of Persons with Disabilities***

Persons with disabilities must study and remember the features of each building they are in, including stairways, exits, phone locations, and elevator procedures. At certain times, assistance from others may be needed. Prior to an emergency situation, persons with disabilities should develop an escort system in their daily environment.

## ***Fire Extinguishers***

Fire extinguishers can be found throughout a building in hallways, laboratories, mechanical rooms, and other areas, either in cabinets or mounted on wall brackets. Make sure you know the location and type of the nearest fire extinguisher. Report missing, discharged, or damaged fire extinguishers to Facilities Management as soon as possible. If you use a fire extinguisher, do not return it to its cabinet or bracket. Report the use of the extinguisher immediately to the Office of Risk Management and call Facilities Management to have it replaced.

Only individuals trained by the University in using fire extinguishers should use them. Information and training on fire extinguishers are available from the Office of Risk Management.

## ***Fire Doors and Stairways***

Fire doors are specially constructed doors and frames that will withstand fire for a specific length of time. They are found at stairways, in corridors, and at openings in fire walls to prevent the spread of smoke, heat, and fire. If fire doors are to be effective, they must always be kept closed. Some fire doors are held open by magnetic devices that release the doors to close when the fire alarm is activated. These doors can be left open, provided they are not obstructed.

Stairways are a place of refuge and a means of egress during a fire, and stairway doors must not be propped open. An open door can cause the stairwell to act as a flue and spread a fire more quickly. Fire regulations require stairway doors to automatically close and latch. If a door does not close completely and latch, promptly report it to Facilities Management.

In some buildings the stairway doors are locked from the stairway side. Once inside the stairways, exit may be possible only at the street level. This is more common in the Chicago campus buildings. Be sure to check your egress routes!

## ***Clothing Fires***

If your clothing is on fire, do not run. If a safety shower is immediately nearby, get under the shower and let the water flow over the burned area until medical help arrives. Otherwise, the universal instruction is **stop, drop, and roll**. Immediately drop to the floor and roll repeatedly to extinguish the flames, holding your hands over your face to protect it from flames.

## Gas Leaks

Gas leaks can be very dangerous, possibly resulting in a deadly fire or explosion, so be sure to know the signs of a gas leak and what to do in an emergency. There are three ways in which you can detect a gas leak:

1. Smell: Natural gas is injected with a distinct odor, which many people equate to that of rotten eggs. Contact Nicor Gas for a scratch 'n' sniff card with this scent.
2. Sight: Visible blowing dirt, bubbling water or discolored vegetation near a buried natural gas line.
3. Sound: A hissing or blowing sound near the gas meter or gas appliances.

**If you suspect that gas is leaking, follow these steps:**

### **Emergency Procedures**

1. Exit the building or area immediately, leaving doors and windows open as you exit. Do not open windows if they are not already open. Do not use your telephone or cell phone, operate any appliance, light a match or turn light switches on or off.
2. Call 911 from a neighboring location.
3. Wait at the neighboring location until University Police determines it is safe to return.

## Hazardous Material Release

If you discover a hazardous biological, chemical, or radioactive release or spill, immediately evacuate the area. If the spill creates a risk of or causes fire, explosion, or injury, call 911. All hazardous material releases should be reported to University Police by calling 456 and asking them to contact the Office of Research Safety.

## Power Outage

In the event of a power outage most University buildings have generators or batteries that will provide power for the fire alarm system and emergency lighting. However, it may be difficult to see well enough to maneuver. Consider keeping a flashlight where it can be easily found in the dark or using a plug-in battery-operated emergency light.

## Elevators

Each elevator is equipped with an emergency telephone, which is directly connected to University Police. If you are trapped in an elevator, use the emergency telephone. You do not need to dial; it will ring automatically at University Police. To help locate you and restart the elevator, some elevator cabs have been numbered; the number is located on the panel above the telephone. If you become trapped in an elevator, notify University Police and tell them the number of your elevator cab or describe your location as clearly as possible.

If an elevator does not seem to be operating properly, call Facilities Management during business hours. For emergency problems and after business hours, call University Police, and they will page the engineer on duty.

## Tornadoes and Severe Thunderstorms

A **tornado watch** is when conditions are favorable for tornadoes. You may continue normal activities, but supervisors should assign someone to monitor the situation and notify others in the building if storm conditions deteriorate.

A **tornado warning** is when a tornado is occurring in the area. Seek shelter immediately! If you are inside a building, go to an interior hallway or other enclosed area on a lower floor and away from windows. Avoid auditoriums, gymnasiums, or other large rooms where roof collapse may be more likely. Seek shelter if you are outside or in a vehicle.

A **severe thunderstorm watch** is when conditions are favorable for severe thunderstorms. You may continue normal activities, but supervisors should assign someone to monitor the situation.

A **severe thunderstorm warning** is when severe thunderstorms are occurring in the area. Be prepared to move to a place of shelter if threatening weather approaches. Stay indoors away from windows until the storm passes. If large hail begins to fall, seek shelter.

## Earthquake

In the event of an earthquake there is little time to react. When you first feel shaking, immediately take cover under something sturdy – your desk, for example. If you cannot reach cover, brace yourself in an interior doorway or crouch in an interior corner away from windows, shelves, or cabinets. Do not try to get outside. If you are outside at the time of the earthquake, move away from the sides of buildings, overhead wires, or other hazards.

If you are driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside the vehicle until the shaking is over. Be prepared for aftershocks.

## Bomb Threat

Take any bomb threat seriously, and report it immediately to University Police. University Police will determine what corrective action to take.

If you receive a written bomb threat, do not handle it any more than necessary.

Place it in an envelope to preserve possible fingerprints. If you receive a telephoned threat, note the exact time of the call and attempt to write down the exact words of the caller.

Ask the caller to repeat information. Get as much information as possible by asking when the bomb is set to explode, what kind of bomb it is, where it is located, and what it looks like. If possible, signal another person and write a note explaining the call is a bomb threat. The other person can then alert University Police. Keep a "Bomb Threat Documentation Log" (<http://northwestern.edu/up/crime/awareness/bomb-threats-suspicious-packages.html>) handy in your work area and utilize it to make specific notes of the threat. Give all of the information you obtain to University Police when you talk with them.

## Theft and Missing Property

Theft or missing property should be reported immediately to University Police. An officer will take a report of the loss and of the circumstances surrounding the loss.

## Suspicious Activity

If you see suspicious activity in your building or on/in the vicinity of campus, IMMEDIATELY report it to University Police. Don't assume someone else has called. When in doubt, call.

When contacting University Police, provide the following information:

- The person's last known location and direction of travel.
- What made the person's actions suspicious?
- Did the person say anything? If so, what?
- Did the person appear intoxicated?
- Were any weapons displayed or was there a threat of a weapon?

In addition, provide a description of person(s) including: gender, race, age, height, weight, complexion, eye color, hair color, facial hair, scars, or tattoos. If person(s) involved in suspicious activity are in a vehicle, provide the: vehicle make, model, color, and license plate number. University Police will respond and investigate the reported circumstances and take action as appropriate.

## Campus Security Authority (CSA) - Crime Reporting

For information on who qualifies as a CSA, see:

<http://www.northwestern.edu/up/safety/campus-security-authorities.html>

As part of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Act (Clery Act), CSA's have an obligation to promptly report Clery Act qualifying crimes.

The intent of including non-law enforcement personnel in the CSA role is to acknowledge that some community members and students in particular may be hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus affiliated individuals. For more information on CSA's, including crime reporting responsibilities or to report a crime using the CSA Crime Report form, see:

<http://www.northwestern.edu/up/safety/crime-report-form.html>

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires institutions of higher education to annually provide information on campus crime, safety and security policies. The Evanston/Chicago report includes fire safety information, which is required for academic institutions with residential facilities.

## Crime Alerts

Crime alerts are issued in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) by Northwestern University Police. A Campus Crime Alert is posted when a Clery Act crime is reported to University Police and the crime is considered to be a serious or continuing threat to the campus community. These crimes must have occurred within those areas of the campus that are specifically defined in the Clery Act (on campus property, non-campus property owned or controlled by the University or public property bordering campus). This information is typically disseminated to campus community members via e-mail and notification on the University homepage and the University Police web site.

<http://www.northwestern.edu/up/safety/crime-alerts/index.html>

## Sex Offender Registry

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising campus community members where information concerning registered sex offenders may be obtained.

Persons convicted of certain sex offenses are required by law to register with the State. Information on registered sex offenders is available, for locations where Northwestern University has an established campus (excluding Qatar), at the following websites:

Illinois State Police <http://www.isp.state.il.us/sor/>

Illinois Child Murderer and Violent Offender Against Youth Registry Database <http://www.isp.state.il.us/cmvo/>

The Department of Justice National Sex Offender Public Website is also a source for sex offender information.

[http://www.nsopw.gov/\(X\(1\)S\(kqkfeluyybg5kb450hcm5j55\)\)/Core/OffenderSearchCriteria.aspx](http://www.nsopw.gov/(X(1)S(kqkfeluyybg5kb450hcm5j55))/Core/OffenderSearchCriteria.aspx)

For information on registered sex offenders attending or employed at Northwestern University, on the Chicago or Evanston campus, contact the University Police Criminal Investigations and Residence Hall Security / Problem Solving Team at 847-467-0654. Information may also be obtained by contacting the local police department near the campus of interest.

- Evanston Police Department
- Chicago Police Department
- Coral Gables (Florida) Police Department
- Washington, D.C. Police Department

## Police Blotter

The Blotter, an archive of criminal and non-criminal incidents reported to University Police, is updated and published Monday - Friday. The information in the Blotter typically includes the nature, date, time, general location, and disposition of each incident, if known. An electronic copy of the Blotter is also accessible from a kiosk located in the Chicago (211 E. Superior Street) and Evanston (1819 Hinman Avenue) University Police stations. To review Blotter incidents older than the rotating 1 year period posted online, please email University Police or make your request in person at the listed Chicago or Evanston University Police station. University Police will provide requested information within 2 business days.

The Evanston Police Department Daily Crime Report is published Monday - Friday and contains information on selected criminal incidents and arrests.

**Evanston Blotter:** [http://www.northwestern.edu/up/blotter/blotter\\_ev.html](http://www.northwestern.edu/up/blotter/blotter_ev.html)

**Chicago Blotter:** [http://www.northwestern.edu/up/blotter/blotter\\_ch.html](http://www.northwestern.edu/up/blotter/blotter_ch.html)

## Emergency Telephones

Emergency Police “Blue Light” telephones (call boxes) are situated in strategic locations on both the Chicago and Evanston campuses to quickly reach University Police to report crimes, suspicious activity, medical emergencies or concerns about your personal safety. When a person activates an emergency telephone, the location of the emergency telephone is displayed to the UP Communications Officer and a police officer is dispatched to that location. Maps of emergency telephones are available at:

**Evanston Campus:** <http://www.northwestern.edu/up/docs/EvCampusMapCurrent.pdf>

**Chicago Campus:** <http://www.northwestern.edu/up/docs/ChCampusMapCurrent.pdf>

## Emergency Communications

Northwestern has several different means of communications that may be used in the event of an emergency that affects one or all of the Northwestern University campuses. These systems include an Emergency Notification System that combines phone calls, text messaging and e-mails; an outdoor alert system (Evanston campus); a bulk e-mail system; posting messages on the University’s web site; and other methods of disseminating information, including but not limited to, posting fliers in public places, faxes and notifying local media. All communication /notification methods identified herein shall be considered available on all Northwestern University campuses (Chicago, Evanston, Miami, Qatar and Washington, DC) unless otherwise specifically identified as being limited to a particular campus.

## Emergency Notification System

Blackboard Connect is a service provided by an outside vendor that can call, send text message and e-mail information rapidly when activated to alert community members. Because Northwestern might need to contact you before you arrive on campus in an urgent emergency situation, it is important that all possible means of contacting you at home and at work are current in the Blackboard Connect database. For instructions on how University community members can enter or update their emergency contact information: [http://www.registrar.northwestern.edu/academic\\_records/CAESAR\\_emergency\\_contact\\_tips.html](http://www.registrar.northwestern.edu/academic_records/CAESAR_emergency_contact_tips.html) for students or <http://www.northwestern.edu/hr/policies-forms/how-do-i/employee-self-service.html> for employees. Students can also separately register Missing Person contact information at the student site noted above. Recipients are limited to those persons with a netID. The contact information is derived from the SES and HRIS systems.

## Bulk Email System

Bulk Email is a service provided by Northwestern University Information Technology that can send messages to University email accounts during emergency situations.

## Main Website “Breaking News”

Breaking News at <http://www.northwestern.edu> is a web page on the Northwestern web site that can be activated in the event of an emergency. The page will provide emergency notification information and protective action to be taken if needed.

## Outdoor Alert System (Evanston campus)

The Outdoor Alert System provides the ability to broadcast live voice, emergency tones and pre-recorded voice messages to all siren locations simultaneously or to any select siren location(s). The outdoor system is designed to enable the University to communicate with those people who may be outside on the Evanston campus. It is not expected that messages broadcast via this method will be audible inside buildings on campus. The Outdoor siren system is tested on the first Tuesday of each month at 10:00 am. Installation of an outdoor alert system on the Chicago campus is not feasible at this time.

## Crime Alerts

University Police issues Crime Alerts, in a timely manner, to notify community members about Clery Act qualifying crimes that pose a serious or continuing threat to Northwestern community members. Community members who know of or are advised of the occurrence of a crime or other serious incident should report that incident as soon as possible to University Police so a Crime Alert can be issued, if warranted.

## SECURITY

All employees should heed the following steps to ensure their personal safety.

### ***While working***

- Keep all valuables locked away and/or lock your office door when you leave your office, even if you are away for only a short period.
- Ask unescorted visitors entering your office to identify themselves and whom they are meeting.
- Request identification from persons who wish to repair or remove property.
- Call University Police if a person entering your office area appears to be suspicious, won't identify him or herself, or asks for a person who does not work in your area.
- Secure computers and other valuable equipment. Facilities Management can provide lockdown devices for most computers. Keep records of all serial numbers on equipment. Consider engraving "Northwestern University" and the name of your department on all equipment.

### ***While working after hours***

- Lock all doors to the outside.
- Keep your office door closed and locked.
- Never prop open a door for someone who will be joining you or allow strangers to enter with you.
- Never leave your purse or wallet unattended.
- Remove valuable items from your desktop and close and lock file drawers, windows, and doors when leaving your office for the day.

### ***When walking at night***

- Walk with someone you know, use the shuttle service, or call the SAFERIDE Service at 847-491-7000 (1-7000 from any campus phone).
- Stay alert and be aware of your surroundings.
- Plan the safest route to your destination, and use the same route every time. Note the locations of emergency telephones along your route.
- Walk briskly and confidently in the center of the sidewalk. Avoid talking on your cell phone or wearing earbuds as they can distract you.
- Avoid dark areas and shortcuts.

- If you think you are being followed, head quickly for a lighted area, a group of people, or an emergency phone.
- Consider carrying chemical spray or a personal alarm.
- Be careful when walking to or from public transportation, and do not ride the train, el, or bus alone late at night.
- Have your car or house keys in hand as you approach your vehicle or home.
- Do not hitchhike.

## Laboratory Security

Laboratory security is related to but different from laboratory safety. Security refers to measures used to control access to the laboratory in order to prevent theft of materials or equipment from the lab. Take specific actions to prevent unauthorized entry to your lab. Secure highly hazardous materials such as infectious agents, toxins, radioactive materials, acutely toxic chemicals, carcinogens, teratogens, explosive or reactive chemicals, and compressed gases against theft. Diversion of even small quantities of hazardous materials can have serious consequences when they are used for criminal or terrorist purposes. Bioterrorism regulations require compliance with stringent risk-based security requirements. One easy way to increase security is to make sure that your laboratory door is locked whenever the lab is left unattended, even for a few minutes.

### ***Security Suggestions***

- Assess your laboratory for hazardous materials and security risks.
- Develop and implement security procedures for your laboratory group.
- Train your laboratory group on these security procedures and assign responsibilities.
- Control access to areas where hazardous materials are used and stored.
- Close and lock laboratory doors when no one is present.
- Do not leave hazardous materials unattended or unsecured at any time.
- Lock freezers, refrigerators, storage cabinets, and other equipment where hazardous materials are stored when they are not in use.
- Know who is in your laboratory area.
- Limit laboratory access to those individuals who need to be in the lab.
- Restrict off-hours access to individuals authorized by the principal investigator.
- Escort guests to and from the laboratory. Approach people you do not recognize and ask if you can help direct them.
- Know what hazardous materials are being ordered and shipped to your laboratory.
- Get rid of unneeded hazardous materials.
- Take periodic inventory of all highly hazardous chemicals, biological agents/toxins, radioactive materials, and controlled substances.

- Report any missing inventory or suspected unauthorized access immediately to the Office of Research Safety and University Police.

## Safety Inspections

Periodic and annual inspections are made by the Office of Risk Management, the Office of Research Safety, and the Evanston or Chicago Fire Departments for compliance with safety regulations. Keep your space orderly.

## MEDICAL TREATMENT PROCEDURES

Whenever you encounter a person who is ill or injured, follow these steps:

- Keep the victim as comfortable as possible.
- Do not move the victim any more than is necessary for his or her safety.
- Never administer liquids to an unconscious victim.
- Do not remove objects that may be embedded in the victim's skin.

### ***Life-Threatening Injuries and Illnesses***

Life-threatening conditions include severe chest pains, gunshot wounds, severe burns, hemorrhaging, severe head injuries, and open (compound) fractures, among others.

In the event of a life-threatening medical situation, call 911. Fire department paramedics will respond for treatment and transportation to a hospital emergency room.

### ***Other Injuries and Illnesses***

In you encounter an injured or ill person, help that person seek medical attention and notify your supervisor of the incident.

## BLOODBORNE PATHOGENS

For some occupations at Northwestern University, potential exposure to human blood or body fluids is predictable, almost routine—for example, health care and law enforcement personnel. For these positions, individuals are “occupationally exposed” to human blood and body fluids and therefore included within the scope of worker safety laws.

Similarly, life scientists who work with human blood, body fluids and associated pathogens (Hepatitis, Human Immunodeficiency Virus) are also occupationally exposed. Either by design, or in the course of a day’s work, all “occupationally exposed” personnel at NU are entitled to training, personal protective equipment and the opportunity to receive (at no cost) the Hepatitis B vaccine (if not already vaccinated).

Northwestern University provides training and information to occupationally exposed workers based on their responsibilities and work environment.

For a cut, splash or spray, wash the affected area with plenty of soap and water. For exposures involving the eyes, flush the eyes immediately with plenty of water, holding the eyes open to allow adequate flushing. Seek immediate medical attention. For all employees, whether anticipated or accidental, provide first aid and report all exposures to human blood or body fluids to Risk Management.

If exposure should occur, the following steps should be taken:

- Employees on the Evanston campus should seek prompt evaluation from Occupational Medicine Evanston/Glenbrook Association (OMEGA) at 847-657-1700; after normal working hours, they should seek attention at the Evanston Northwestern Healthcare emergency room and identify themselves as OMEGA patients.
- Employees on the Chicago campus should call the Northwestern Memorial Hospital Employee Health HOT-LINE pager at 6-8282. Employees who are off campus can call 312-926-8282.
- If the exposed individual is an employee, the claims manager in the Office of Risk Management should be notified at 1-5582.
- Report all exposures immediately to the employee’s supervisor and to the Office of Research Safety for review through an incident report form.

## CHEMICAL SAFETY

Chemicals play an important role in the maintenance and operation of Northwestern. These include adhesives, paints, lubricants, coolants, and a variety of cleaning products. As in our homes, these chemicals help keep Northwestern clean, warm or cool and working as we expect.

A chemical is considered “hazardous” if it is inherently harmful to individuals, the environment or public health. A chemical is considered hazardous if it meets specific scientific definitions and is formally listed by a government agency. Day-to-day, any chemical labeled “caution”, “warning” or “danger” is hazardous to a lesser or greater extent.

Since the 1980’s, the Occupational Safety and Health Administration (OSHA) has required that workplaces where chemicals are used, handled or stored provide information, training and procedures to ensure that individuals, the environment and public health are adequately protected. OSHA refers to this requirement as Hazard Communication (sometimes called HazCom) as described in the Code of Federal Regulations (29 CFR 1910.1200).

Today, the HazCom standard has been harmonized with international requirements for chemical labeling and information. Northwestern has a HazCom program that provides information and resources to the entire NU community. The NU program includes a written program, training and assistance in chemical safety to supervisors and employees. This program is being updated in 2013.

### ***Hazard Communication Basics***

1. Supervisors must ensure that every chemical on campus must have a manufacturer supplied label and a supplemental “Safety Data Sheet”. Safety Data Sheets may come with an order and must be kept on file. Many manufacturers keep an electronic library of sheets on their web sites.
2. NU has a generic Safety Data Sheet system that is linked for easy use by the NU community on the Office for Research Safety Web Site.
3. Supervisors must ensure that employees are familiar with the chemicals they work with, have appropriate personal protective equipment and can safely collect any hazardous waste they generate. This also includes how to manage spills.
4. The Office for Research Safety can provide assistance with the University’s HazCom Program including advice, guidance and training.
  - What physical hazards may result from improper handling?
  - What precautions or safety measures must be instituted to protect your health and safety?

**The Hazard Communication Program** consists of the following elements:

### ***Hazard Evaluation***

Manufacturers, importers, or distributors of chemicals are required to assess the health and physical hazards of their chemical products. Information concerning a chemical's hazards must be supplied on the product label and material safety data sheet (MSDS).

### ***Labeling***

The manufacturer, importer, or distributor must label all containers of hazardous materials. The label must provide the following information:

- The identity of the hazardous chemical(s)
- Hazard warnings in words, pictures, or symbols
- The name and address of the manufacturer, importer, or distributor

The hazardous material container's label must not be removed or defaced. If the hazardous material is transferred from its original container to another, the new container must be labeled with the identity of the hazardous chemical(s), hazard warnings, and the name and address of the manufacturer, importer, or distributor.

If you transfer the hazardous chemical from a labeled container to a portable container intended for your use that same day, the container does not need to be labeled as previously described. If, however, you leave some of the hazardous chemical in the portable container at the end of the day, you either have to label the container or return its contents to the original labeled container.

### ***Material Safety Data Sheets (MSDS)***

Chemical manufacturers, importers, and distributors must include an MSDS with each first order or shipment of a hazardous chemical. The MSDS provides detailed information on the chemical's properties, its health and physical hazards, how to store and handle it safely, and what to do in the event of a spill or other accident. Your workplace must maintain an MSDS for each hazardous chemical handled or stored in the workplace. The MSDS must be readily available to you in your workplace at all times.

## ***Training***

Anyone who works with hazardous chemicals must receive hazard communication training. General training is provided by the Office of Research Safety and covers the provisions of the OSHA Hazard Communication Standard, methods to recognize hazards, hazard evaluation, interpreting labels and MSDSs, common measures to prevent and control chemical exposure, the use and function of personal protective equipment, and general emergency and spill clean-up procedures.

Specific information and training about the hazardous chemicals in your workplace will be provided by your department. Each department is responsible for informing and training its employees on the following:

- The location and availability of the University's Hazard Communication Program, MSDSs, and hazardous chemical inventory list
- Potential health and safety risks of hazardous chemicals you may be exposed to in the course of your work
- required personal protective equipment for protection against chemical exposure
- Requirements for the proper handling of hazardous material
- Emergency and spill response procedures

Your department is also responsible for providing specific training on the hazards of non-routine tasks. This may require a special training class to discuss the hazards and risks.

## ***Written Program***

The Office of Research Safety has developed the University's Hazard Communication Program, which documents how the University complies with the federal OSHA Hazard Communication Standard. Your department must have this program accessible for your review during business hours.

## ***Contractor Requirements***

Departments must inform contractors about the hazardous chemicals used or stored in their workplace to which the contractor's employees may be exposed. Departments must provide the contractors with access to MSDSs and information concerning precautionary measures that should be followed while work is being completed. Similarly, the contractor is expected to inform and provide departments with a chemical inventory and MSDSs for the materials that will be used and stored at their University job site.

## SAFETY AND CRIME RESOURCES

### University Police - 847-491-3456

University Police has the primary responsibility for crime prevention, law enforcement, parking control, emergency response, policing of special events, and various community services on both the Evanston and Chicago campuses. University Police officers are on duty 24 hours every day, year-round.

### Office of Risk Management - 847-491-3253

The Office of Risk Management is committed to protecting the University's physical, human, and financial assets through the procurement of insurance products, the prevention of injuries and accidents, and the advising of senior management on how best to provide future protection against key risks given the University's strategic plans.

The Office of Risk Management oversees the University's various insurance coverages, including automobile, general and professional liability, property, workers' compensation, student hospitalization, visiting scholars' health, and special events. The office also specializes in employee safety, emergency preparedness, and business continuity planning. Staffing and management of the University's insurance captive, Rubicon Insurance Company, is also provided by the Office of Risk Management.

### Office of Research Safety - 847-491-5581

The Office of Research Safety develops, implements, and coordinates the radiation, chemical, and biological safety programs for all research laboratories and all other areas of the University where hazardous chemicals, human blood, or other potentially infectious human materials are used.

In addition to providing health and safety services, the Office of Research Safety is responsible for assuring University compliance with federal, state, and local regulations.

### Facilities Management - 847-491-5201

Facilities Management is a service organization committed to providing and maintaining a superior physical environment in which to further the pursuit of academic excellence in teaching and research. Facilities Management staff is responsible for the planning, construction, and renovation of University facilities and for the day-to-day operations and maintenance of buildings, grounds, and utility systems. Maintenance of buildings infrastructure includes – but is not limited to – fire extinguishers, fire hoses, fire alarms, and fire-suppression systems and mechanical, electrical, and plumbing systems. Facilities Management personnel respond to emergencies, assisting as required with building services, equipment, and evacuation.

## Crime, Security and Fire Safety Reports

### Annual Crime & Safety Web Page

<http://www.northwestern.edu/up/safety/annual-report/index.html>

### Annual Security and Fire Safety Report: Evanston/Chicago

<http://www.northwestern.edu/up/docs/annual-security-report-evanston-chicago.pdf>

### Annual Security Report: Miami

<http://www.northwestern.edu/up/docs/annual-security-report-miami.pdf>

### Annual Security Report: Qatar

<http://www.northwestern.edu/up/docs/annual-security-report-qatar.pdf>

### Annual Security Report: Washington, DC

<http://www.northwestern.edu/up/docs/annual-security-report-washington.pdf>

### Annual Campus Fire Safety Report

<http://www.northwestern.edu/risk/docs/safety-procedures/fire-safety-report.pdf>

