



<i>Title:</i> Environmental Health and Safety Services			
Number	EH&S –1-2	Revision:	Date
		5/27/08	2/97
Pages	4		

PURPOSE: The Department of Environmental Health and Safety (EH&S) provides programming, processes, and training as required by regulatory standards and agencies such as the EPA, DOH, OSHA and the Joint Commission. EH&S staff serve as consultants to identify and resolve health and safety issues, as well as serve as specialists on Hospital committees and provide expertise in such areas as fire safety, environmental management, occupational safety and health, and radiation safety.

SCOPE: Hospital wide.

POLICY: EH&S' function is to communicate and facilitate all new program requirements and regulatory initiatives, provide regulatory driven safety training, perform internal self audits and monitor workplace hazards to insure compliance. Program compliance is assessed through hazard surveillance rounds, environmental rounds, review of injury and illness reports, observation of staff knowledge during actual incidents, and planned drills.

The following summarizes those services by program area.

I. Fire Safety Services

A. Regulatory Inspections

Conduct general inspections of facilities, life safety surveys, and compliance surveys for compliance with applicable regulations and standards.

B. Fire Extinguisher Inspections*

Complete monthly inspections of all fire extinguishers. Annual maintenance of all extinguishers and hydrostatic testing of extinguishers per code.

C. Fire Drills*

Conduct quarterly drills covering all three shifts.

D. Emergency Response

Provide emergency response to fire alarms, accidents, medical emergencies and hazardous materials incidents, as well as routine responses to requests for assistance.

E. Fire Detection and Suppression Systems

Monitor and service Hospital's fire detection and suppression systems that have more than 15,000 components, such as smoke detectors, heat detectors, bells, manual pull stations, and fixed extinguishing systems.

F. Plan Review

Review, as requested, proposed Hospital rehabilitations or new facilities to ensure compliance with all applicable codes and standards.

G. Special Events

Provide safety supervision at various large events and public assemblies, including carnivals, concerts, and special activities.

H. Safety Training*

Provide Fire Warden, Interim Life Safety and general Fire Safety training to Hospital staff. General Fire Safety training is provided to the off site facilities.

I. Accommodation for the Disabled

In accordance with the Americans with Disabilities Act, activities include the retrofitting of Hospital facilities to incorporate visual fire alarms and evacuation guidance for the visually impaired.

II. Environmental Management Services:**A. Hazardous Waste Collection and Disposal***

Coordinate and guide Hospital staff on proper collection and disposal of chemical hazardous waste, asbestos waste, PCB waste, including sampling and identification of unknown waste substances.

B. Recordkeeping

Maintain manifest and track waste disposal from Hospital operations.

C. Safety Training*

Provide hazardous waste management training online, during orientation, and recertification trainings.

D. Waste Minimization Program

Assist generators with regard to waste minimization. This may include training and assisting in waste reclamation, conservation of raw materials, and less hazardous product substitution. Identify strategies to recycle, reduce and reuse Hospital resources.

III. Occupational Safety and Health Services:**A. Hazard Surveillance**

Hazard surveillance rounds are performed to ensure compliance with occupational health and safety requirements, and Joint Commission, plus safety audits of all operations and areas for potential occupational hazards and risks to employees. Rounds at off-site facilities are performed by the Off-site EC Coordinator.

B. Safety Training*

Conduct employee health and safety training on topics such as Hazard Communication (as mandated by Federal and State Right-to-Know legislation), respiratory protection, hearing conservation, and other specialized health and safety topics.

- C. Recordkeeping***
Occupational injury and illness recordkeeping and reporting, including maintaining DOSH 900 injury and illness log and the DOSH 900.1 summary.
 - D. Hazard Assessments**
Hazard Assessments are performed to developed safety procedures for various operations.
 - E. Injury and Illness Investigations**
Conduct investigations to determine root causes and recommend corrective action.
 - F. Occupational Exposure Monitoring***
Conduct chemical exposure monitoring for formaldehyde, ethylene oxide, waste anesthetic gases, and other airborne contaminants.
 - G. Indoor Air Quality**
Conduct indoor air quality surveys, including sampling, identifying and developing appropriate remedial actions to eliminate potential sources of airborne contaminants. At off-sites, sampling is performed by the Off-site EC Coordinator.
 - H. Noise and Hearing Conservation**
Conduct personal and area noise monitoring, as needed.
 - I. Lab Safety**
Implement the Hospital's Chemical Hygiene Plan and Laboratory Safety Plan, including lab inspections and chemical fume hood inspections.
 - J. Asbestos Management**
Manage the Hospital's asbestos abatement activities. Perform air and bulk sampling. Perform operations and maintenance asbestos abatements.
- IV. Radiation Safety Services** - Radiation Protection Services provide the health physics support services that are mandated by the New York State Bureau of Environmental Radiation Protection in the University's Broad Radioactive Materials License.
- A. Licensing Management for the Academic and Medical Programs**
Manage the Hospital Radiation Protection Program and maintaining compliance with mandated licensing conditions.
 - B. Radiation Surveys**
Perform radiation protection surveys for all sources of ionizing radiation. Maintain lead apron quality control monitoring program.
 - C. Personnel Monitoring**
Provide personnel monitoring services, including provision of monitoring devices, interpretation of personnel monitoring exposure and maintenance of all records of internal and external radiation exposure.
 - D. Radiation Safety Training**

Instruct personnel in the safe handling procedures of all sources of ionizing radiation in accordance with University and State requirements.

E. Emergency Response

Respond to emergencies involving radioactive material.

F. Room Design and Decommissions

Participate in lead shielding design. Decommission and decontaminate authorized radiation control areas to non-control area status.

G. Nonionizing Radiation

Maintain the nonionizing radiation safety program for lasers and microwaves, as requested.

H. Hospital Radiation Protection

Provide full employee and patient protection services for radioactive materials and ionizing radiation producing devices.

I. Radiation Waste Management

Manage low level radioactive waste management program

V. **Off-site Facilities** – the services noted with an asterisk (*) are provided to the off-site facilities.

INQUIRIES/REQUESTS: Environmental Health and Safety
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RELATED FORMS:

RELATED DOCUMENTS: