

	Environmental Health and Safety Manual	
	Policy Number: EH&S 1-2	
Title: <b>Environmental Health and Safety Services</b>		
Effective Date: 2/97	Revision:	Number of Pages: 7

**PURPOSE:** To inform the University community of the services provided by the Department of Environmental Health and Safety.

**SCOPE:** University wide.

**POLICY:**

It is the Department of Environmental Health and Safety's responsibility to provide for the safety and well being of the University population, including everyone who lives, works or studies on campus, from the dormitories to the classrooms to the research facilities. The department is comprised of specialized personnel who work as a team to safeguard the University community against potential health and safety hazards. Safety specialists in various disciplines conduct surveys and assure compliance with safety requirements, as well as dealing with University emergencies such as fires or chemical spills. The department's staff is on call 24 hours a day to handle emergencies which might pose a threat to life, health or property.

The following summarizes those services by program area.

**I. Environmental Health**

Environmental Health services include both Industrial Hygiene and Environmental Protection functions.

**a. Indoor Air Quality**

Conducting indoor air quality surveys, including sampling, identifying and developing appropriate remedial actions to eliminate potential sources of airborne contaminants.

**b. Industrial Hygiene**

The recognition, evaluation and control of health hazards, including chemical, physical and biological agents.

**c. Safety Training**

Employee health and safety training on such topics as handling hazardous materials (as mandated by Federal and State Right-to-Know legislation), respirator use and fit testing, hearing conservation, confined space operations, asbestos awareness, blood borne pathogens, and other specialized health and safety orientations.

**d. Asbestos Management**

Management of the University asbestos abatement activities. Performing air sampling and collecting bulk samples of suspect asbestos - containing material. Performing operations and maintenance asbestos abatements.

**e. PCBs**

Management of Stony Brook's PCB testing, monitoring and retrofilling programs. Coordinating the disposal of PCB containing materials.

**f. Ground Water Monitoring**

Coordinating the monitoring and recovery of groundwater contaminants, such as oil.

**g. Emergency Response**

Hazardous materials emergency response and cleanup.

**h. Pest Management**

Management of the University pesticide/herbicide application program. Performing all pest control procedures including treatment, trapping, herding, cleanup and eradication with an emphasis on least toxic methods.

**i. Food Service Inspections**

Inspection of all food service operations, including temporary events.

**j. Noise and Hearing Conservation**

Conducting personal and area noise monitoring.

**k. Lab Safety**

Implementation of the University's Lab Safety program, including conducting lab inspections and performing fume hood inspections.

**I. Illumination Surveys**

Conducting illumination surveys for interior and exterior lighting for both safety and security purposes.

**m. Effluent Monitoring**

Coordinate the sampling and monitoring of discharge to recharge basins and to sewage treatment plant.

**II. Fire Safety**

Fire and life safety, with a focus on prevention, are major functions of the University. Fire Safety services include:

**a. Regulatory Inspections**

General inspections of facilities, such as loft beds inspections, life safety surveys, and compliance surveys for compliance with federal, state, county and town codes, accrediting and granting agencies' requirements.

**b. Fire Extinguisher Inspections**

Monthly fire extinguisher inspections of all University buildings. Annual maintenance of all extinguishers. Hydrostatic testing of extinguishers per code.

**c. Fire Drills**

Fire drills for all University buildings. This involves quarterly drills covering all three shifts at University Hospital and the Long Island State Veterans Home, semi-annual drills covering days and evenings at all Residence Halls, semi-annual drills at all academic buildings, annual drills at all non-academic support facilities, and monthly drills at the Stony Brook Child Care Centers.

**d. Emergency Response**

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**

Monitoring and servicing a large and sophisticated University-wide 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 of all proposed University building rehabilitations or new facilities to ensure compliance with all applicable codes and standards.

**g. Special Events**

Safety supervision at various large events and public assemblies, including carnivals, bonfires, concerts, commencement, homecoming and special activities.

**h. Safety Training**

Fire Safety training of various University community groups, including students, residents, preschoolers in the Day Care Centers, and staff members.

**i. Preplanning and Outreach Training**

Development of preplanning and safety training programs for local fire departments, including firefighter safety, hazardous materials awareness/operations, bloodborne pathogens, infection control, confined space operations, and radiation safety.

**j. Accommodation for the Disabled**

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

### **III. Hazardous Waste Management**

In a multi-faceted University environment such as exists at Stony Brook, the complex problem of waste management is of vital significance to the University and the surrounding communities.

**a. Waste Collection and Disposal**

Coordination and guidance to all University departments for proper means of hazardous waste collection and disposal, including chemical waste, asbestos waste, PCB waste, medical waste, radioactive waste, and sampling and identification of unknown waste substances.

**b. Tracking and Recordkeeping**

Tracking, recording and monitoring all waste accumulation, transfer and disposal from University operations.

**c. Emergency Response**

Emergency response to accidents involving wastes having real or perceived risks.

**d. Safety Training**

Conducting of specialized waste management training programs which are uniquely tailored to the operations of the individual user groups.

**e. Consultation**

Providing consultative assistance to departments so as to develop state-of-the-art environmental solutions to high technology waste issues.

**f. Incinerator**

A 750 pound per hour incinerator for the burning of regulated medical waste is presently operating under a state issued certificate to operate.

**g. Hazardous Materials Management Facility**

The Hazardous Materials Management Facility centralizes and efficiently handles hazardous wastes. The facility is equipped to handle bulking and the mixing of chemicals.

**h. Waste Minimization Program**

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This program assists all generators of waste with regard to waste minimization. This may include training, waste reclamation, chemical recycling, conservation of raw materials, and product substitution.

#### **IV. Occupational Safety**

Occupational safety services provided by the department include:

**a. Safety Inspections**

Inspections to ensure compliance with federal and state occupational health and safety requirements, plus safety audits of all operations and areas for potential occupational hazards and risks to non-employees.

**b. Safety Training**

Provision of safety training to the entire University community in such critical areas as forklift operation, personal protective equipment, ergonomics, lockout/tagout, and various other instructional programs.

**c. Recordkeeping**

Occupational injury and illness recordkeeping and reporting, including DOSH 900 maintenance.

**d. Job Safety Analyses**

Job safety analyses to determine suitability of employees to specific work tasks. Develop statistical trend analysis reports on injury/illness incidence and severity rates.

**e. Safety Procedures**

Development of safety procedures for various operations, such as compressed gas safety or protection from bloodborne pathogens.

**f. Accident Investigations**

Conducting investigations to determine root causes of accidents and initiate recommendations for corrective action.

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**g. Construction Safety**

Coordinating the University construction safety program.

**V. Radiation Safety**

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**

Managing the University Radiation Protection Program and maintaining compliance with all state mandated licensing conditions.

**b. Radiation Surveys**

Performing radiation protection surveys for all sources of ionizing radiation. Consulting with responsible personnel on procedures and techniques necessary for radiation protection.

**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 regulations.

**e. Emergency Response**

Emergency response to spills involving radioactive material.

**f. Decommissioning of Laboratories**

Decommission and decontamination of authorized radiation control areas to non-control area status.

**g. Nonionizing Radiation**

Maintain the nonionizing radiation safety program for lasers and microwaves.

**h. Hospital Radiation Protection**

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

**VI. Transportation Safety****a. Campus Bus Driver Program**

Recruitment and training for the Commercial Driver's License (CDL) for all Campus Bus Drivers. Includes safety checks, annual performance evaluations and road and written tests for all bus drivers.

**b. Drug and Alcohol Testing Program**

Implementation of Drug and Alcohol Testing Program, including and training programs for supervisors, employees and vendors for drug and alcohol testing as required by the Omnibus Transportation Employee Testing Act of 1991.

**c. Americans with Disabilities Act**

Provides a training program for transporting disabled passenger for all bus drivers in accordance with the ADA.

**INQUIRIES/REQUESTS:**

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**RELATED FORMS:****RELATED DOCUMENTS:**

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