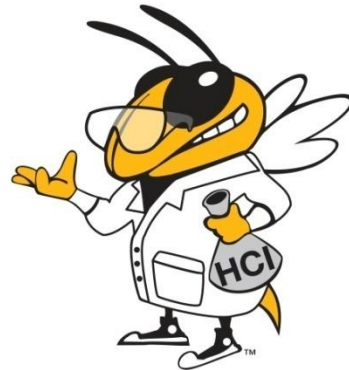


# Environmental Health and Safety Department



## New Hire Safety Orientation



# EHS FUNCTION

The Environmental Health and Safety (EHS) Office at Georgia Tech develops programs and provides oversight, consultation, training and other specialized services to assist the Institute community in meeting its public health, safety, environmental protection, and compliance responsibilities.



# EHS POLICY STATEMENT

The Environmental Health and Safety Policy statement can be viewed at:

[http://www.ehs.gatech.edu/EHS\\_Policy\\_Statement.pdf](http://www.ehs.gatech.edu/EHS_Policy_Statement.pdf)



# EHS

The main Georgia Tech Environmental Health and Safety Office is located at 490 Tenth Street.



Fire Safety, Radiation Safety and Hazardous Materials Facility are at other locations on campus:



Radiation Safety



Hazardous Materials



Fire Safety



# SAFETY RESPONSIBILITY

Safety is a shared responsibility among all Georgia Tech Employees, Contractors, Students and Visitors.

All GT employees are responsible for scheduling and attending safety training courses required to do their jobs.



# REQUIRED SAFETY TRAINING

All Georgia Tech employees are **required** to complete the following courses:

- Chemical Right to Know (RTK)
- Fire Safety Training
- Defensive Driving Course (Every 3 years)
  - Prior to driving Georgia Tech Vehicles
  - Must have a valid U.S. Drivers License
- Dangerous Goods Shipping Awareness Training



# Other Safety Training Requirements

If you work with:

- Biological Materials
- Chemical Agents
- Radiological Materials or Radiation Generating Devices
- Lasers
- Hazardous Materials

.....Specific Training is Required



# BIOSAFETY

All persons working with biological materials are required to complete the following course:

## General BioSafety Training

**Required** (1 ½ hr)

This course is offered monthly and/or as needed.

This is a classroom session. Go to the following link to register:

<http://www.trainsweb.gatech.edu>

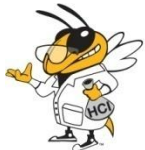
*Private Department-Specific Sessions are available by request: Schedule by calling the EHS BioSafety Officer at 404-894-6120*



# BIOSAFETY

Depending on the research program or materials being worked with, other safety training programs that may be required include:

- Bloodborne Pathogens (1 hr)
- Recombinant DNA (1 hr)
- Zoonoses and Allergens (30 min)
- Shipping of Dangerous Goods (30 min)



# BIOSAFETY

## Bloodborne Pathogens (1 hr)

**Required** for all persons working with human cell lines, tissue samples, blood or primary cells.

This is a classroom session. Go to the following link to register:

<http://www.trainsweb.gatech.edu>

Online refresher courses: <http://www.usg.edu/ehs/training/pathogens/>

## Recombinant DNA (1 hr)

**Required** for all persons working on Institutional BioSafety Committee Approved Protocols.

This is a classroom session. Go to the following link to register:

<http://www.trainsweb.gatech.edu>



# BIOSAFETY

## Zoonoses and Allergens (30 min)

**Required** for all persons working with or observing animals for research.

This is a classroom session. Go to the following link to register:

<http://www.trainsweb.gatech.edu>

## Shipping of Dangerous Goods – **Required** (30 min)

**Required** for all persons who ship biological materials and/or chemicals to off-site locations.

This is an online tutorial and hand-on session. Go to the following link to register:

<http://www.trainsweb.gatech.edu>



# CHEMICAL SAFETY

All persons working with chemicals are **required** to complete the following courses:

## Right to Know (RTK) – **Required** (30 min)

All new employees must receive training on their rights under the Georgia Public Employees Hazardous Chemical and Protection and Right to Know (RTK) Law. Additionally, all employees who work with chemicals (labs, shops, custodial, landscaping) must receive refresher training annually. This course can be completed by either online or classroom methods:

Online: <http://www.usg.edu/ehs/training/rtkbasic/>

Classroom: <http://www.trainsweb.gatech.edu/>

## RTK - Chemical Specific Training is also **Recommended** (30 min)

Online: <http://www.usg.edu/ehs/training/chemical/>



# CHEMICAL SAFETY

## Basic Lab Safety – **Required** (1.5 hrs)

All persons working in wet bench labs must complete this training.

This is a classroom training session. For a schedule of dates and to register, please go to the following link:

Classroom: <http://www.trainsweb.gatech.edu/>

## Advanced Lab Safety – **Required** (2 hrs)

This course is required for all PIs, Lab Managers and anyone in charge of Labs.

This is a classroom training session. For a schedule of dates and to register, please go to the following link:

Classroom: <http://www.trainsweb.gatech.edu/>

*Individual Lab Group or “Private” sessions may be scheduled by calling EHS Chemical Safety at 404-385-2964.*



# CHEMICAL SAFETY

## CHEMATIX™ - **Required** (1 hr)

Chematix™, is the Chemical Management System that is **required** in all Georgia Tech Labs and Shops. This course can be completed by either online or classroom methods:

Classroom training session. Go to the following link:

<http://www.trainsweb.gatech.edu/>

Online training session. Go to the following link:

<http://www.trainsweb.gatech.edu/?page=coursedesc&courseID=625&sessionID=4092>

## Shipping of Dangerous Goods – **Required** (1 hr)

All persons who ship chemicals to off-site locations are **required** to complete the following training.

This is an online tutorial and hand-on session. Go to the following link to register:

<http://www.trainsweb.gatech.edu>



# CHEMICAL SAFETY

## Understanding Material Safety Data Sheets (MSDS) - **Recommended** (1 hr)

This course is recommended for all persons working with chemicals. It is designed to help you understand information found on MSDSs.

This is a classroom training session. For a schedule of dates and to register, please go to the following link:

<http://www.trainsweb.gatech.edu/>



# RADIATION SAFETY

All persons working with radioactive material or radiation-generating devices are required to complete the following courses:

## Radioactive Material (RAM) Safety Training - Required (4 hrs)

This is a classroom and hands-on training session. For a schedule of dates and to register, please go to the following link:

<http://www.ors.gatech.edu> (located under RAM Safety).

## RAM Refresher Training - Required (20 min)

This online training is required annually after initial training certification has expired.



# RADIATION SAFETY

## X-Ray Safety Training - **Required** (2 hrs)

Required for all persons working with an x-ray producing device including electron microscopes and E-Beam Evaporators.

## X-Ray Safety Refresher Training - **Required** every 2 years (20 min)

These are classroom training sessions. For dates and to register, go to <http://www.ors.gatech.edu> under X-Ray Safety.

### **Note:**

*New PI's can contact the Radiation Safety Officer at 404-894-3621 to discuss procedures for acquiring RAM or X-Ray producing devices.*



# RADIATION SAFETY

## Laser Safety Training – Required (1 hr)

Required for all persons working with Class 3B and 4 lasers.

This is an online training session. To register and complete training, please go to the following link:

<http://www.trainsweb.gatech.edu/>

### Note:

*For setting up new Laser Labs, please contact the Laser Safety Officer at 404-894-8847.*



# HAZARDOUS/UNIVERSAL WASTE

All persons who may generate hazardous waste from labs, shops or other areas on campus are **required** to complete the following training courses:

## **Hazardous Waste (Chemical) – Required (30 min)**

All employees who generate chemical waste which potentially could cause harm to individuals or equipment, or endanger the environment must complete training on proper packaging, labeling, and handling of this material.

## **Advanced Hazardous Waste – Required (30 min)**

Employees responsible for “90 Day Collection Areas”

These are online training sessions. To register and complete training, please go to the following link: <http://www.usg.edu/ehs/training/hazwaste/>

*Note:*

*For Individual Training on Procedures: Contact EHS Hazardous Material Office at 404-894-6224.*



# OTHER HAZARDOUS MATERIALS

## **Fluorescent Bulbs/Ballasts - Required (30 min)**

All employees who handle spent fluorescent bulbs must receive training on packaging, labeling and breakage spill response.

This is an online training session:

<http://www.trainsweb.gatech.edu>

## **Asbestos Hazard Awareness – Required Annually (2 hrs)**

Federal Law requires all persons such as maintenance and custodial workers building managers and renovation/demolition project managers, who work at jobs that may cause them to come in contact with asbestos containing materials to attend this training.

This is a classroom training session. For a schedule of dates and to register, please, go to: <http://www.trainsweb.gatech.edu/>



# OTHER HAZARDOUS MATERIALS

## Spill Prevention Control and Countermeasures (SPCC) – **Required** (30 min)

- Federal regulations require that Georgia Tech have a (SPCC) Plan to ensure the prevention of oil spills.
- Annual training is required for employees with responsibility for working with oil (including cooking oil) containers of 55 gallons or more.

### Note:

*This is a hands-on training session. For more information and for “Private” training sessions, contact the EHS Hazardous Materials Manager at 404-894-6224.*



# FIRE SAFETY

All new employees are **required** by Federal Code to complete the following course:

**Fire Safety Training - Required** (30 min)

This is an online training session:

[http://www.ehs.gatech.edu/fire/fire\\_training/Fire\\_Intro.html](http://www.ehs.gatech.edu/fire/fire_training/Fire_Intro.html)

Other **Recommended** Training Courses:

1. **Fire Safety I (Basic)** (1.5 hrs)
2. **Fire Safety II (Advanced )** (30 min)

These are classroom training sessions. For a schedule of dates and to register, please go to the following link:

<http://www.trainsweb.gatech.edu/>

*Note:*

*“Private” sessions are available upon request. Please contact the Fire Marshal at 404-894-2990.*



# GENERAL SAFETY

It is **recommended** that all GT employees complete a General Safety Awareness Course. This course addresses workplace hazards common to most work areas and provides guidance to protect yourself and others from being injured.

**“General Safety Awareness”** (1.5 hrs)

This is a classroom training session. For more information or for a private session, contact the EHS General Safety Manager at (404) 385-0263 or visit the website at:

<http://www.ehs.gatech.edu/general/>



# GENERAL SAFETY

Other safety courses that may be **required** or **recommended** based on job responsibilities include:

These are classroom training sessions:

## **Confined Space Training Course** - (2 hrs)

**Required** for any employee who works in confined spaces (i.e. manholes, vaults, pits, crawl space, etc...). This course is designed to educate employees on the various types of confined spaces; the hazards associated within the space and the protective measures prior to entering.

## **Working at Heights** (2 hrs)

**Required** for any employee that works at a height of four (4) feet or above ground level as well as aerial lifts. This course is designed to educate employees on potential fall hazards when working at heights.

## **Electrical Safety and Lock-Out / Tag-Out** (1.5 hrs each)

**Required** for employees that work with or on energized systems. This course is designed to educate the service or maintenance employee on how to protect themselves from unexpected start-up or release of stored energy (i.e. electrical, pneumatic, water, air and more) that could be harmful.



# GENERAL SAFETY

## Grounds Keeping Safety (1 hr)

**Required** for employees that work in landscaping and grounds maintenance. This course covers safe work practices when using equipment and chemicals and when avoiding other potential and dangerous hazards.

## Powered Industrial Trucks (5 hrs)

**Required** for all employees that operates a forklift. This certification training is valid for three (3) years. It provides safety guidelines and practices when operating, fueling and inspecting a lift truck.

## Excavation and Trenching (1 hr)

**Required** for any employee who has the potential to work with or in trenches and excavations. This course is designed to educate and protect the employees from potential hazards associated with trenches and excavations. This course covers trench protective systems, physical hazards and other required safety practices.

Note:

*For a list of other safety training programs, visit contact the General Safety Manager at 404-385-0263 and visit our website at:*

<http://www.ehs.gatech.edu/general>



# DEFENSIVE DRIVING COURSE

- Prior to driving **Georgia Tech or other State Vehicles**, employees must have a valid drivers license and the following is **required**:

**“Defensive Driving Course”** **Required** - (6 hrs)

*Three (3) year certification*

This is a classroom training session. For dates and registration:

<http://www.trainsweb.gatech.edu/>

- Prior to driving a **Georgia Tech Van** that transports GT employees, students or cargo, the following course is **required**:

**“Coaching the Van Driver Course”** **Required** - (2.5hrs)

Note:

*Please contact EHS General Safety Office at 404-385-0263 to schedule this training or for “Private” group sessions.*



# CPR - AED & FIRST AID

## CPR/AED and First Aid Training - Recommended (7 hrs)

CPR – Cardiopulmonary Resuscitation

AED – Automated External Defibrillator

**CPR, AED & FIRST AID Courses** are recommended for all GT employees and students. The course curriculum is delivered by trained and certified instructors from the EHS Office.

It is designed to enhance the safety of employees, students and visitors at Georgia Tech by providing equipment and training to save the lives of persons experiencing heart attacks, cardiac arrest, stroke or any other medical emergency that relates to the heart.

These are classroom and hand-on training sessions. For a schedule of dates and to register, please go to the following link:

<http://www.trainsweb.gatech.edu/>

The CPR/AED certification is for 2 years and the First Aid certification is for 3 years.

Note: *Private training sessions for departments are available upon request. Contact the General Safety manager at 404-385-0263.*



# AED MAP

The written AED Program and the AED Map identifying the locations of the devices are located on the EHS website at:

<http://www.ehs.gatech.edu/aed/>

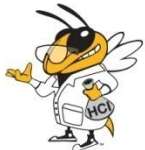


# SAFETY INCIDENTS

All safety incidents must be reported immediately by the employee to their supervisor or person in charge of their work area.

**Injury and Illnesses Reporting Instructions** are located at:

<http://www.ehs.gatech.edu/general/>



# EMERGENCY RESPONSE

**In the event of an Emergency, Call Georgia Tech Police Immediately!**

**Call 911** from a campus landline phone or **404-894-2500** from a cell phone  
for emergency assistance.

***Call from a Safe Location and Remember to Stay Calm!***



# EHS INFORMATION

**GENERAL EHS OFFICE:**

**404-894-4635**

**24 HOUR - EHS EMERGENCY LINE:**

**404-216-5237**

- **Assistant Vice President of EHS**

Mark Demyanek

404-894-1244

- **BioSafety Officer**

Lisa Broadhurst

404-894-6120

- **Chemical Safety Manager**

Debbie Wolfe-Lopez

404-385-2964

- **Fire Marshal**

Larry Labbe

404-894-2990

- **General Safety Manager**

Aleece Foxx

404-385-0263

- **Hazardous Material Manager**

Ed Pozniak

404-894-6224

- **Radiation Safety Officer**

Nazia Zakir

404-894-3621

