

Environmental Health & Safety (EH&S) Office

"We are dedicated to ensuring the safety and well-being of the campus community as well as assisting the University in maintaining compliance with health, safety, and environmental regulations and standards."

Contact EH&S For:



- ⇒ Environmental and safety concerns
- ⇒ Safety and Health Training
 - *CPR/AED and First Aid
 - *Fire Safety
 - *Occupational Safety
 - *Laboratory Safety
 - *Bloodborne Pathogens
 - *Safety Data Sheets (SDS) assistance
- ⇒ Biological and Chemical Waste Disposal
- ⇒ Spill response
- ⇒ Accident investigation assistance
- ⇒ Mold assessments
- ⇒ Indoor air quality concerns
- ⇒ Hot work and Open flame/Burn permits
- ⇒ Animal bites/exposure
- ⇒ Personal Protective Equipment (PPE) recommendations



EH&S CONTACT INFORMATION

Director 221-2146
Safety Officer 221-2288
Safety Specialist 221-6450
Safety Specialist 221-1523
Fire Safety Officer 221-1745

MAIN OFFICE

208 SOUTH BOUNDARY ST
WILLIAMSBURG, VA 23185

EH&S TRAINING CENTER

204 SOUTH BOUNDARY ST
WILLIAMSBURG, VA 23185

safety@wm.edu

Web Page:

<https://www.wm.edu/offices/publicsafety/ehs/>

Hazard Communication

You Have The Right To Know— And Understand

- **Employees have a right to know the hazards and identities of chemicals they are exposed to at work and protective measures to prevent adverse effects from occurring.**
- **Communication examples on campus includes hazard door signs, laser safety system, visual warning components, and hazardous visual/audible alarms.**

Hazard Communication helps employers provide safer workplaces for their employees.

Globally Harmonized System

- ◆ Criteria for classification of health, physical and environmental hazards
- ◆ Common classification and labeling of chemicals
- ◆ Specify what information should be included on labels of hazardous chemicals and safety data sheets.
- ◆ William & Mary's online safety data sheet library



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Office Safety

A surprising number of accidents and injuries occur in office workspaces. Some of the common types of hazards and concerns include falling objects, slips, trips and falls, electrical shock, and exposure to chemicals. Good housekeeping, common sense and paying attention to details can adequately control these hazards.



Accidents/Injuries

If you have just been injured on the job...

- Notify your supervisor as soon as possible.
- Notify Human Resources of your injury/illness event.
- Complete a *First Report of Accident/Injury Form* with your supervisor and submit to HR.
- File a claim with the Workers' Compensation Commission within two years from 1) the date of the accident or 2) the date the doctor diagnoses of an occupational disease.
- For more information, contact Human Resources at 221-3169 **or** visit the Accident & Incident Reporting webpage: <https://www.wm.edu/offices/publicsafety/ehs/accident-incident/index.php>

Emergency Phone Numbers

ALL Emergencies Call 911

W&M Police 221-4596

Fire Safety Tips

In your workspace, ensure egress pathways are kept clear at all times **and know more than one way out of the building.

**Do not use extension cords. Resettable power strips are required.

**W&M has designated areas where smoking (including e-cigs and vaping) is authorized.

Smoking areas are located 25 feet from building entrances.



**Burning candles is not allowed in campus buildings. Preapproved religious events are acknowledged with a permit from the Fire Safety Officer. Where candles are desired, consider using flameless candles.

IN CASE OF A FIRE

1. **Stop everything** and address the alarm.
2. **Get out** of the building by using the quickest, shortest and safest way.
3. **Shut the door** behind you and keep moving. Do not go through a door if it feels hot.
4. **Go to your muster point**—100 feet away from the building. Emergency vehicles will arrive and signal when it is safe to go back into the building.



FIRE EXTINGUISHERS



Fire extinguishers are located throughout the buildings on campus. William & Mary does not require you to use a fire extinguisher in the event of a fire. A single fire extinguisher can extinguish a fire the size of a small waste basket.

P— Pull the pin

A— Aim the nozzle at the base of the fire.

S— Squeeze the handle

S— Sweep the nozzle back and forth at the base of the fire.