

Working Safely at Mount Holyoke College

For Facilities Management (FM) Student Cleaning Services Workers

Safety Responsibility

➤ This document provides general information on College safety policies. Your College supervisor will provide you with more detail on safety and work requirements.

➤ You are responsible for complying with all College and FM safety policies and for working safely while on campus.

Reporting Unsafe Conditions

➤ If you see a condition that could result in an injury to you or someone else, report it to your supervisor immediately.

➤ Do not continue to work, if conditions are unsafe or you are unsure how to do a job safely. Wait for instructions from your supervisor.

Chemical Hazard Communication

➤ Depending on your job, you may use hazardous chemicals while on campus. It is important that you know the hazards of these products and how to handle them safely. You can find information on hazards on container labels and Safety Data Sheets (SDS).

➤ The OSHA (Occupational Safety and Health Administration) Hazard Communication Standard requires that hazard information is available.

Container Labels

➤ Labels must contain the product name, hazard warnings, and manufacturer information.

➤ Read the label on every product you use.

➤ Labels may not be removed or defaced.

➤ If you are transferring a product from one container to another, you must label the secondary container with the product name and hazards.



Safety Data Sheets

➤ SDS, provided by the manufacturer, describe the physical and health hazards of chemicals. SDS are available on-line. Go to the EHS&S website and select Chemical Safety Data Sheets.

Attire and Personal Protective Equipment

➤ You must wear closed shoes with non-slip soles.

➤ Gloves must be worn at all times when using chemicals or handling trash.

➤ Splash goggles must be worn for certain operations when there is a splash hazard.



Chemical Specific Information

The College carefully evaluates the chemicals we use to minimize hazardous effects. The majority of our cleaning products are 'green' cleaners with low health and environmental hazards.

➤ In each custodial and housekeeping closet, you will find a poster that describes the hazards and PPE required for the common cleaning products used on campus.

➤ Never mix chemical products. Mixing can cause a hazardous reaction.

Personal Injury

➤ All injuries must be reported to your supervisor immediately.

➤ If first aid or other assistance is needed, call Campus Police at ext. 1-911 or 413-538-2304.

➤ In the event of chemical contamination, flush the area immediately with clean water for 15 minutes.

➤ Ask your supervisor where the eyewash station in your work area is located, or you can use a sink or shower.

**Campus
Emergency Number**

1-911 (campus phone)

413-538-2304 (cell phone)

Fire Alarms

When the fire alarm rings:

- Immediately evacuate the building and report your whereabouts to your supervisor.
- Do not reenter the building or leave the area until told to do so.



Fire Prevention and Response

- Do not use flammable chemicals or aerosol cans near open flames or heat sources.
- In the event of a fire, alert others in the area, pull the building fire alarm, and evacuate.
- If clothing or hair is on fire, drop to the floor and roll or drench in safety shower.
- Extinguishers should only be used to aid in evacuation, once an exit route is clear, evacuate immediately.

Potential Blood Exposure

- You may come across blood in the course of cleaning, do not touch contaminated surfaces or items, contact your supervisor.
- If you find a needle, do not touch it. Call your supervisor.

Electrical Safety

- Do not use electrical equipment with frayed or damaged cords. Take the equipment out of service and report it to your supervisor.
- Use GFI (ground fault interrupter) circuits or extension cords whenever using power equipment with water present.



Waste Disposal

- The campus has an active recycling program for paper, cardboard, and bottles and cans. Collection containers are located in each building.
- Under no circumstances should you dispose of chemical waste down the drain or in the trash. Call your supervisor for instructions.
- Never dispose of broken glass or other sharp materials directly in the trash. Call your supervisor for instructions.

Material Handling

- If you are required to move materials, assess the load and call your supervisor for assistance with large or heavy loads.
- Always lift with your legs, not your back and keep



the load close to your body.

- Use a hand truck when necessary.
- Always use a ladder to reach high areas. Never stand on furniture. Be sure the ladder is in good condition, stable, and do not stand on the top step.

Chemical Hazards

Corrosive: A chemical that can damage skin and eyes causing burns or other damage. Includes acids and alkaline materials.

Irritant: A non-corrosive material that may cause temporary irritation of skin or eyes such as red or itchy skin or eyes or a sore throat. These effects generally go away after exposure stops.

Sensitizer: A chemical that may cause an allergic reaction after repeated exposure to the chemical. People's reactions to these chemicals are often different.

Toxic: A material that may cause health effects such as problems breathing or damage to body systems.

Reactive: A chemical that may react with the environment or with other chemicals.

Carcinogen: A chemical that may cause cancer in humans.

Flammable or Combustible: A chemical that ignites easily and burns readily.