

Serious but Unregulated Health Hazards in the Office

IN CASE OF EMERGENCY, CALL x66911 FROM A TUFTS CAMPUS PHONE.

From a wireless or off-campus phone:
Boston: 617.636.6911
Dorham: 508.839.7921
Medford/Somerville: 617.627.6911

Program your campus number into your phone for quick access.

Tufts Public Safety

BE PREPARED

EMERGENCY RESPONSE GUIDE

Non-Emergency Numbers

DESCRIPTION	CAMPUS	NUMBER
Public & Environmental Safety	All	617.627.2500
Controlling & Medical Health Services	Medford/Somerville	617.627.2506
Environmental Health & Safety	All	617.636.3615
Fire Safety	All	617.627.2503
Facilities Services	All	617.636.3615
Health Services	Dorham	508.839.7925
Incident Investigation	Medford/Somerville	617.627.2506
Health Services	Medford/Somerville	617.627.2506
Inc. Management & Insurance	All	617.627.2500
Worker's Compensation Program	All	617.627.2500
Tufts Emergency Medical Services	Medford/Somerville	617.627.2500
University Police (non-emergency)	Dorham	508.839.8000
	Medford/Somerville	617.627.2500
	Dorham	617.627.2500
	Dorham	508.839.8000
	Medford/Somerville	617.627.2500
Weather Emergency Helpline	All	617.627.2500

Helpful Web Sites

DESCRIPTION	URL
Emergency Response Guide	http://emergency.tufts.edu/guide
Public & Environmental Safety	http://publicsafety.tufts.edu
Accident Reporting	http://publicsafety.tufts.edu/accident
Controlling & Medical Health Services	http://www.tufts.edu/controlling
Environmental Health & Safety	http://publicsafety.tufts.edu/ehs
Fire Safety	http://publicsafety.tufts.edu/fire
Facilities Services	http://publicsafety.tufts.edu/facilities
Health Services	http://www.tufts.edu/health
Incident Investigation	http://www.tufts.edu/incident
Inc. Management & Insurance	http://www.tufts.edu/incmgt
Worker's Compensation Program	http://www.tufts.edu/wcp
Tufts Emergency Alert System	http://www.tufts.edu/alert
Tufts Emergency Medical Services	http://www.tufts.edu/emt
University Police	http://www.tufts.edu/police
Weather Helpline	http://www.tufts.edu/weather
Campus Clinics	http://www.tufts.edu

Tufts
Department of Public and Environmental Safety
470 Boston Avenue, Medford, MA 02155
Tel: 617.627.2500
Fax: 617.627.2515
emergency.tufts.edu

MOST Tufts employees work in offices at least some part of every day. Although offices are usually safe and healthful places to work, all new employees at Tufts receive a booklet entitled, “Working Safely at Tufts: A Guide for New and Current Employees.” The Tufts Emergency Response Guide is another document intended to provide each employee with essential actions to take.

Each of these identifies potential hazards in the office environment and methods to reduce or eliminate those hazards.

At Tufts, office workers contact Tufts EHS staff to investigate many issues including strong or annoying odors and allergens such as mold, pollen or animal products which are referred to as indoor air quality concerns. Another concern is workstation design and potential ergonomic issues such as a sore back, neck or wrist. Moving heavy materials and equipment can lead to overexertion and strains with associated pain and discomfort.

In summary, among the most serious health concerns in the office are indoor air quality, workstation design and lifting materials. Surprisingly, OSHA has no regulations for any of these potential hazards. However, Tufts is committed to the intent of OSHA of “providing safe and healthful working conditions” for all of its employees, regulations or not. Where there are no regulations, Tufts adopts best practice policies and procedures to identify and control these threats to health.

This Emergency Response Guide contains instructions to assist members of the Tufts Community in responding to a variety of emergencies that may affect a Tufts campus. <http://emergency.tufts.edu/guide/>

Other office hazards are regulated by OSHA such as dry, smooth and unobstructed floors to prevent falls, electrical safety practices to prevent shocks and electrical fires and fire exits to encourage rapid and safe exit from the office in an emergency, where evacuation is the best decision.

Please contact the Campus EHS Manager for your campus to discuss any of these issues and any other health concerns you have.

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