



Environmental Health and Safety

Top 10 Safety Things Tufts Staff Need to Know

Please discuss each item with your Supervisor and then check off each of the following items. Once completed, sign and send to Tufts Environmental Health and Safety (TEHS).

	Review the Tufts Public and Environmental Safety Emergency Response Guide available in paper and online at Public and Environmental Safety.
	Know the location of the nearest first aid kit . This first aid kit is limited to band-aids, sterile bandages, and gloves, and is for self-treatment. For more serious injuries, contact x66911 and request medical assistance. Tufts Police are first aid providers. In addition, during the academic year, the student staffed Tufts Emergency Medical Service (TEMS) is on call on the Medford campus only.
	In the event of a fire , notify others in the area, close the door to the room, call x66911, and follow EXIT signs out of the building. Go to your designated Area of Assembly and notify your supervisor that you are out of the building. Persons receiving special fire extinguisher training are authorized to extinguish small fires if there is no risk of injury while extinguishing fire.
	In the event of a work-related injury or illness , immediately notify your Supervisor. Your Supervisor will complete the two accident report forms and submit to Tufts Workers' Compensation and Tufts EHS.
	The air in your workplace must be safe and comfortable. However, do not bring fans, humidifiers, dehumidifiers or heaters from home. Contact Facilities Services if you have concerns about the air quality in your work area.
	If you have a mold or questionable odor concern , contact Campus EHS Manager for indoor air quality investigation. There is an EHS Specialist on each Campus!
	If you have concerns while lifting, standing or sitting at your workstation, contact the Campus EHS Manager and request a workstation ergonomics assessment .
	Back pain is preventable through correct design of the workstation (incorrect posture) or use of assistive devices to minimize lifting, carrying, pushing, pulling (overexertion). Contact the Campus EHS Manager and request a job and task ergonomics assessment .
	Extension cords should not be used for permanent wiring, do not string power strips together and immediately repair/replace all wires with damaged insulation and plugs if the grounding pin is missing. These actions prevent electrical shocks and fires .
	Read Safety Data Sheet (SDS) and container label before handling any chemical to determine if it hazardous and what precautions to follow for storage, use, and disposal. Dispose of all chemicals by calling the Campus EHS Manager. Do not place in trash or down the sink.

Tufts Safety Orientation sessions are held every other week for all new employees by TEHS. Attendance is mandatory. The classes are designed to inform and educate so that in case of accident or emergency you will be able to protect yourself and others, and minimize damage through prompt appropriate actions. If you have any questions, please do not hesitate to ask.

employee (PRINT & SIGN)

supervisor

date

assignment: department, lab number, etc.