

Read only document

Environment Health Safety Guidelines for Contractors Working at RadGov Client Facilities

Welcome as you start your contingent assignment at RadGov client facilities. Safety is essential for the long-term success of our business and it is an integral part of our RadGov culture, values and policy. The information enclosed in these guidelines will provide you with an overview of basic RadGov client environment, health and safety requirements when working at one of RadGov client facilities.

FIRE OR OTHER INCIDENT REQUIRING IMMEDIATE BUILDING EVACUATION

If you see smoke or fire:

1. Pull the nearest fire alarm handle and exit the building. Do not use the elevator.
2. From a safe area, dial the 24-hour emergency number for your site. Be prepared to give Security the following information:
 - ☐ Your name
 - ☐ Your location
 - ☐ Your telephone extension
 - ☐ A description of the problem and assistance needed. Remain on the line until Security hangs up.

Upon hearing an alarm:

1. Immediately leave the building in an orderly fashion through the nearest exit. Do not use the elevator.
2. Meet in the predetermined assembly area outside the building
3. Remain outside the building(s) in the proper assembly area with your work group. Cooperate with Security and Safety personnel. Security personnel will announce when it is permissible to re-enter the building or give further instructions. Responsibilities

Occupants

- ☐ Be familiar with Client's building floor plans, evacuation routes, assembly points and headcount monitoring procedures.
 - If readily available, take coats and automobile keys; do not retrieve coat or keys from distant locations. Use the nearest safe exit. Move quickly, without running. Do not use the elevators.
 - Escort guests/visitors out of the building. Keep them with you at all times.
 - Before opening a closed door, place a hand palm down on the door. If the door feels warm to the touch within 5 seconds, DO NOT attempt to open it as this indicates the presence of a fire condition on the other side of the door. If there is no other escape route, seal cracks around the door and any other places where smoke appears to be penetrating. If there is a telephone in the room, call the 24-hour emergency number and advise them of your location. If there is no telephone in the room and there is a window, try to get the attention of somebody outside.
 - If smoke is encountered while evacuating, crawl on your hands and knees as close to the floor as possible. This will keep you out of the heat and smoke.

- Meet with your work group in the predetermined assembly area outside the building as occupant headcounts are taken.
- Remain outside the building in the assigned assembly area until further instructions are issued.
- Do NOT smoke during an evacuation.

Security

- ☐ Notifies the fire department and provides access control.
- ☐ Will work with emergency responders to initiate a search for unaccounted occupants.
- ☐ Announces when it is permissible to re-enter the building; or will announce re-location of assembly area if needed.

CHEMICAL OR HAZARDOUS MATERIAL SPILL/RELEASE RESPONSE

In the event of a hazardous materials spill/release:

Evacuate personnel in the immediate area.

If it is necessary to evacuate the floor or building, pull the nearest firebox handle.

If evacuation is not necessary, cordon off the area.

From a safe location, call Security on the 24-hour emergency number and be prepared to give the following information:

- ☐ Location of the spill or release
- ☐ Your location
- ☐ Nature and quantity of the spill or release Description of the assistance required.

Obtain a Material Safety Data Sheet (MSDS) of spilled materials, if possible. Be prepared to review the situation with responders. Responsibilities

Security

Upon notification of the spill or release, the Security Console will make appropriate notifications to BW EHS and BW HAZMAT Team.

Security will assist and take direction from BW EHS or the HAZMAT Team regarding access control and evacuation.

Security will ensure that any emergency vehicle coming on-site is escorted to the proper location.

Building and patrol officers who discover a spill will immediately notify the Security Console. They will remain at a safe distance and prevent unauthorized access to the area.

Site Responders

BW Environment Health Safety (EHS) and the BW HAZMAT Team will review the situation and define actions to be taken. In addition, they will determine when personnel may return to the affected area.

BW EHS will determine the need for notification of regulatory agencies in the event of any hazardous material spill/release.

WORKPLACE VIOLENCE (DISGRUNTLED INDIVIDUAL)

Anyone who has reason to believe that he/she could become the victim of workplace violence should discuss the issue with his or her agency.

- This is a very important step; the best way to deal with the threat of violence is to prevent it from happening.
- Do Not confront the person.

The agency representative should weigh the information and notify the AVMS Desk. Human Resources will evaluate and proceed with the matter.

If anyone is threatened with imminent violence, they should leave the area and immediately report the matter to Security on the 24-hour emergency number. Security will respond with a physical presence and will involve local Police as appropriate. Upon ensuring your safety, contact your agency representative to alert them to the situation.

BOMB THREATS

Threat by Telephone

If you receive a telephoned bomb threat, attempt to get the caller to hold and transfer the call to the Security Console on the site's 24-hour emergency number. While speaking with the caller, make note of the following:

- The incoming telephone number displayed on your telephone screen.
- The gender of the caller
- The tone of the voice, e.g., angry, hostile, polite, loud or soft, cracking, raspy, deep, ragged, etc.
- The caller's demeanor, e.g., distinct, indistinct, colloquial, stuttering, excited, slow, rapid, excited, calm, slurred speech, deep breathing.
- Does the caller mention any particular employee, building, or area?
- Note background sounds.
- Does the caller sound threatening?

If the caller will not allow being transferred to Security, attempt to obtain the following information:

- Caller's name and/or address.
- Where is the bomb?
- When is it going to explode?
- What is the bomb's appearance?
- What kind of bomb?
- Did the caller place the bomb?
- Why?

Write out the message in its entirety as received from the caller.

Notify Security on the 24-hour emergency number immediately. All personnel will follow further instructions from Security.

- Do not cause a panic.
- Do not attempt to initiate a search in your area. Security will take action as appropriate based on the information obtained.

Threat by Mail, Fax or Parcel

If you receive a bomb threat via mail, fax or parcel, contact Security on the 24-hour emergency number. Security will respond to the scene and evaluate the situation.

In the event a suspicious package or letter is received, do not open or tamper with the package. Call Security immediately. Signs of suspicious packages, letters, etc. might include the following:

- unusual packaging/wrapping,
- no return address,
- unusual postage,
- noise or leakage

SUSPICIOUS MAIL INCIDENTS

Suspect Letter Or Package Identified In The Mailroom.

Mailroom personnel will follow the designated SOPs if they identify a suspect letter or package with or without visible contamination.

Suspect Letter or Package Identified in the Office or Lab Area

If you receive a suspicious letter or package with no visible evidence of contamination:

1. Request another person summon the area supervisor and ensure no other people approach the area.
2. Gently place the item(s) on the closest available surface with the minimum amount of handling. If a plastic bag is available, it should be placed gently inside a plastic bag, other wise, covered with any item readily available. Do not shake, open or smell the item.
3. Supervisor or other worker should immediately contact Security and keep others away from the location of the suspect item until Security arrives at the scene.
4. Personnel potentially exposed or handling items, which may have been in contact with the suspected item, shall go to the closest available rest room and wash their hands.
5. Security shall double bag the item, if not already double bagged, in clear zip lock bags.
6. Upon further inspection, Security shall determine the most appropriate course of action, which may include:
 - Open and inspect the item in the biological safety cabinet.
 - Call local police and turn the item over for further investigation.
7. All mail removed shall be logged and the intended recipient notified of the status. Mail deemed to be safe should be returned to the department.

Identified Contamination On Letter Or Package (Powdery Substance, Etc) In The Office Area Or Lab Area.

If you receive a letter or package in an office or lab with visible evidence of contamination (material is present on the outside of the item and may be leaking):

1. Request another person summon the area supervisor and ensure no other people approach the area.
2. Gently place the item(s) on the closest available surface with the minimum amount of handling. If a plastic bag is available, it should be placed gently inside a plastic bag, other wise, covered with any item readily available. Do not shake, open or smell the item.
3. Supervisor or other worker should immediately contact Security and keep others away from the location of the suspect item until Security arrives at the scene.
4. Personnel potentially exposed or handling items, which may have been in contact with the suspected item, shall go to the closest available rest room and wash their hands.

5. If clothing is contaminated, it should be gently removed. Have someone stationed at the door to the rest room to prevent others from entering.
6. If clothing is required to be removed, temporary clothing will be provided by Security and the person moved to the fitness center as soon as reasonable to shower and wash hair. Additional clothing shall be provided at the fitness center. Other exposed employees wishing to shower may also do so at the fitness center.
7. Security will evacuate occupants in the immediate vicinity to a safe location. If evacuated, take all necessary personal items, as you may not be allowed to reenter the area for an extended period of time. Follow directions from Security.
8. Once notified, Security will proceed to:
 - Secure the perimeter of the area to restrict access
 - Assemble the Emergency Response team

GENERAL SAFETY AND HOUSEKEEPING

“Good housekeeping” helps to keep our sites free from a variety of safety hazards and is the expectation.

Make sure the floors and walkways are clear. Keep electrical cords & other equipment neat to avoid trip hazards. Keep the area under your desk clear.

Please do not place any materials in a location where it may create a tripping hazard or impede access to emergency exits, electrical panels or emergency equipment such as fire extinguishers or eye wash/safety showers. Similarly, materials should not be stored on top of cabinets, bookshelves or other “elevated” locations that might block the flow of water from a fire protection sprinkler. The general rule is that materials should be stored at least 18 inches below the ceiling.

Even filing cabinets can be dangerous. Make sure only one drawer can open at a time and that it is closed tightly when you have finished retrieving or placing files in the drawer. Load file cabinets from the bottom up. Top-heavy file cabinets or bookcases can easily tip over.

Loose cords and cables can cause injury to people or damage to equipment. Do not overload electrical outlets. Ensure that cables and extension cords do not run unprotected under carpeting. In addition, cables should not span walkways without being secured in an encapsulation device. Replace or repair damaged electrical plugs and cords.

Personal heating elements (e.g., coffee pots, space heaters) are prohibited. Facilities management must approve requests for personal heating elements prior to installation.

Prevent accidents by taking responsibility and engaging in safe practices.

SLIPS, TRIPS AND FALLS

Slips, trips, and falls are a leading cause of workplace injuries every year. Below is a list of good practices that you can use to help prevent slips, trips, and falls. Read, understand, practice, and implement this list to ensure safety in your work environment.

- Watch where you walk. Be alert for changes in walking surfaces (e.g., carpet to tile).
- Weather or work conditions can cause wet floors. Weather conditions may cause the ground or walkways to be icy. Wear appropriate footwear. Watch where you step and use caution on wet floors and ice.
- Do not attempt to read while you are walking.

- Ensure you can clearly see where you are going if you have to carry materials, use a cart if necessary.
- Use good judgment with regard to footwear while working. Be certain footwear is in good condition and appropriate to your job function and outside weather condition.
- Prevent a potential injury by cleaning up spills and wet floors.
- Keep aisles and walkways clear of clutter or obstructions. Pick up objects and move extension cords to eliminate the potential for injury.
- Take stairs one-step at a time. Use handrails.
- If something is creating a potential slip, trip, or fall hazard fix it (clean it up –or move it).
- Place signs to warn others of a potential hazard.
- If you cannot fix a hazardous condition, place a work order or call facilities services or EHS to make them aware of the problem.

TRAFFIC SAFETY AND SITE SPEED LIMITS

All sites can have considerable pedestrian traffic at any given time. Please drive cautiously and courteously. Be particularly watchful for joggers and walkers! Pedestrians have the “right-of-way” but it is important that as a pedestrian you remain alert.

While here, you are expected to observe all posted speed limits, stop signs, and pedestrian crosswalks. Unless otherwise posted, the speed limit for all streets and/or entrances is 25 mph.

Be alert when entering or exiting a parking garage. Transitions from light to dark, cars pulling in or out of spaces, and pedestrian crossings can present additional driving challenges. Parking is not allowed along entrance streets, near fire hydrants, crosswalks, loading docks or in handicapped or other reserved spaces. Please obey these parking restrictions.

OFFICE ERGONOMICS

Techniques for working more comfortably in the office are described below.

Workstation Set Up – Adjust the Tools, Not Your Body

☐ Chair set up

- ☐ Adjust chair height
 - o Feet flat on floor (or on footrest)
 - o Thighs parallel to floor
 - o Hands and arms parallel to floor (elbows at a 90 degree angle at approximately workstation height)
 - o Eyes looking straight out or slightly down

- Back should be supported by chair



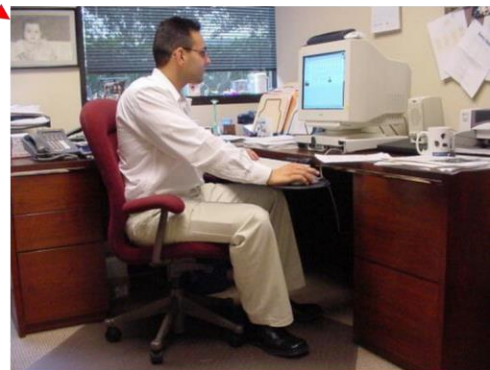
Correct



- Keyboard tray and Mouse location
 - Directly in front of body, no twisting
 - Mouse and keyboard on the same plane
 - Height keeps elbows at a 90 degree angle
 - No tilt to keyboard, wrists should be straight, not flexed
- Monitor Location
 - Directly in front of body, no twisting
 - Approximately one arm's length away with top of screen at eye level □ Monitor height should allow user to look out and down, not up.
 - Monitor should be free from glare; tilt monitor down if necessary to avoid glare □ Use document holder to minimize twisting
- Breaks
 - Take mini breaks every 45 minutes of PC work
 - Stretch software available from the Help Desk for no charge



Wrong



Visual comfort

- Adjust brightness and contrast of monitor
- Reduce unnecessary lighting
- Use document holder to reduce eye fatigue by minimizing frequent changes of focal point
- Do not attempt to use bifocals to read the screen. It causes head to tilt resulting in neck and back pain.

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Reading glasses are normally set for reading distance of 12 to 14 inches while a PC monitor is typically 20 to 24 inches from your eyes. Different glasses may be required for PC work.

Document Holder



- ☐ Phone
 - Do not cradle phone between ear and shoulder
 - Use speaker phone or headset

Correct



Wrong



The following numbers of the team should be considered as hot lines and the victim should immediately call one of the members at any time.

Name	Work Phone	Home Phone	e-mail
Clarisey Lee	954.938.2800	954.938.2800	clee@radgov.com
Jyoti Myneni	732.331.7500	732.940.9044	jmyneni@radgov.com
Deepa Koduru	732.593.7173	732.940.5637	dkoduru@radgov.com

Fax messages can be sent to the above members at 954.938.2004.