



Visitors Temporary Workers and Contractors

Site-Specific Hazard Communication

To maintain a safe and healthy workplace and satisfy the Hazard Communication Regulation requirements

Introduction

Welcome to the University of Hawaii John A. Burns School of Medicine at Kaka'ako (JABSOM Kaka'ako). Our campus has established a number of policies and procedures to ensure a safe work environment. The information contained herein is designed to give site-specific information about the hazardous materials at our facility, the associated hazards, and the control of these hazards through a comprehensive hazard communication program.

To ensure your safety while in our facility, your escort is responsible for providing information on the hazardous materials which you may be exposed to while working at our facility, including informing you of the hazardous materials which are introduced by visiting contractors.

Security

All visitors must check in with the Security desk. An official picture ID must be presented and held with Security in exchange for a visitor badge. The visitor badge must be worn and visible at all times. Upon exit of the facility, your visitor badge must be turned in and your ID will be returned to you.

Safety

All visitors entering a BSL2 laboratory must be escorted by a UH employee and required (per UH's Institutional Biosafety Committee) to sign the "Entry Log into BSL2 Facilities" located at the security desk. Appropriate personal protective clothing (lab coat, gloves, etc.) must be worn upon entering a lab, if active research work is taking place during your visit. Visitors that are not conducting research shall not handle any biological material, hazardous chemical, radioactive material, or sharps (needles, scalpels, etc.). All contractors performing service on laboratory equipment must confirm that the equipment has been decontaminated prior to service work.

Visitors must not enter the Vivarium or the BSL3 areas without training and proper authorization.

No food or drinks are allowed in laboratory areas. All PPE must be removed prior to entering into a common area. Hazardous materials transported within our facility must be packaged or secured safely to avoid possible release, contamination and exposure. Children under 14 years old are not allowed in laboratory areas. No pets, except service dogs, are allowed in the facility.

Hazard Communication

This facility stores and uses many types of hazardous materials, including but not limited to, chemicals, radioisotopes and biological material. If not handled or stored appropriately, hazardous materials may be dangerous to life and property.

All laboratories are required to maintain a current inventory of all known hazardous materials in their area. Specific information on a hazardous material may be obtained by reviewing its Material Safety Data Sheet (MSDS). MSDS's for all hazardous materials stored or used at this facility are available for review.

Some hazardous materials stored or used at this facility are known to cause cancer, birth defects, or other reproductive harm. All hazardous materials should be labeled with the identity of the hazardous substance and applicable hazard warnings.



Labels



NFPA diamonds are located on the outside of each laboratory. Each diamond represents a different hazard. A numerical rating will also be provided in the blue, red, and yellow diamonds. This number indicates the severity of the hazard, with a 0 indicating no hazard and 4 indicating the most severe hazard.



Biohazard Label



Radiation Label



Biosafety Level 2 label will be posted at access points to research laboratories where BSL2 containment is used. BSL2 organisms are moderate-risk agents that can cause hu-



Biosafety Level 3 label will be posted at access points to laboratories where research is conducted with microorganisms requiring BSL3 containment. These agents have a potential for respiratory transmission, and may cause serious or potentially

Hazardous Material Release/Spill

When you become aware of a spill or a release of any hazardous material:

DO NOT ATTEMPT TO CLEAN A SPILL YOURSELF!!

ACTIONS TO TAKE:

- ⇒ Get to safety. Evacuate the area immediately.
- ⇒ If exposed, use nearest eye wash or emergency shower if necessary. Report immediately.
- ⇒ Notify the closest JABSOM employee of the release location or call JABSOM Security at 692-1911/692-0911.
- ⇒ Identify what you saw in best detail as possible. Any information will aid the Emergency Response Team to better assess the situation upon their arrival.
- ⇒ Stay out of the area until the area is declared safe by Emergency Response Team.

Fire Evacuation Procedures

When you see fire and/or smell smoke in your area or if an emergency occurs, it may be necessary for you to leave the area or building.

ACTION TO TAKE:

- ⇒ Notify others in the area there is a fire or emergency requiring evacuation.
- ⇒ Sound the building's fire alarm at the nearest alarm pull station (located at all stairwells, elevators, and exits).
- ⇒ Evacuate the building using the emergency FIRE exits (do not use elevators).
- ⇒ Follow your escort to the evacuation gathering area.

ABOVE ALL—DO NOT PANIC!!



Important Phone Numbers

Dial "9" from all internal phones before dialing out.

JABSOM Kaka'ako Campus Security
 (808) 692-1911 / 692-0911

JABSOM Environmental Health & Safety Office (for more information about hazards, laboratory safety, training, etc.)
 (808) 692-1855/ 692-1854

JABSOM Facilities Management Office (for more information about access & security procedures)
 (808) 692-0913

Dial 911 for Police, Fire or Ambulance
 *First aid kits and AED located at security desks.