



IF YOU ARE INJURED AT WORK YOU MUST:

- Seek medical attention immediately. Dial 911 if necessary.
- Report any injury to your supervisor/advisor (no matter how minor).
- Work with your supervisor/advisor to fill out an accident report in less than 48 hours.
- Follow up with Safety Officer and supervisor/advisor to investigate the accident.
- MSDS's should be available if seeking medical attention.



IN CASE OF CHEMICAL SPILL YOU MUST:

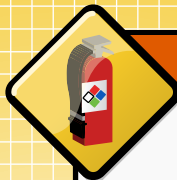
- Evacuate to a safe distance until EH&S or emergency assistance arrives.
- Report the spill or discharge of any Hazardous material to EH&S.
- EH&S personnel may report to the site of the incident and provide proper guidance and direction in proper clean up procedures.
- EH&S will provide or recommend appropriate equipment for the cleanup.
- EH&S will arrange for the proper disposal of the hazardous waste.



IF YOU DISCOVER A FIRE:

IMMEDIATELY IMPLEMENT R.A.C.E.

- **RESCUE:** Rescue anyone in danger of the fire if it does not jeopardize your own life.
- **ALARM:** Sound the building Fire Alarm System by activating the nearest pull station and call 911.
- **CONFINE:** Try to confine the fire by closing all doors and turning any fuels off that may be supplying the fire.
- **EXTINGUISH or EVACUATE:** Extinguish the fire if possible if you are trained in the use of a fire extinguisher. Evacuate the area if the fire is too large or cannot be extinguished.



KNOW YOUR FIRE TYPES:

- Class "A": Fires containing wood, paper, textiles
- Class "B": Fires containing flammable liquids or gases
- Class "C": Fires on electrical equipment
- Class "D": Fires containing combustible metals

SAFETY + FIRST.

EMERGENCY AND LABORATORY SAFETY PHONE NUMBERS

FIRE OR ACCIDENT

911

ENVIRONMENTAL HEALTH AND SAFETY (EH&S)

5-6391

Laboratory Safety, Radiation Safety, Chemical Information, Infectious, Radioactive and Chemical Waste Disposal, Fire protection and Education

UNIVERSITY POLICE

3-1111

PHYSICAL PLANT SERVICE DESK

5-4731

Building or utility problems.

SAFETY OFFICERS

Laboratory	Name:	Office Address:	Office Phone:
Department	Scott Henninger	2 Steidle Building	814-865-3568
College	Rhonda Stoner	248 Deike Building	814-865-5709

OTHER NUMBERS

University Health Services:	814-865-6556
Occupational Medicine:	814-863-8492
Mount Nittany Medical Center Emergency Department:	814-231-6110



ALL MATSE MEMBERS ARE REQUIRED TO:

- Report ANY accident to your supervisor/advisor. (Reference Penn State Policy SY04)
- Become familiar with the MatSE Safety manual.
- Take and Pass the MatSE Safety Exam as soon as possible, even if you don't work in a lab. (You are not allowed to work in a lab until you pass this exam)
- Become familiar with the Environmental Health and Safety (EH&S) website.
- Become familiar with the rules and procedures for safety and emergencies.



CHEMICAL USERS ARE REQUIRED TO:

TAKE MANDATORY TRAINING:

- **INITIAL CHEMICAL AND HAZARDOUS WASTE HANDLING TRAINING (1 HR)**
 - Required of anyone who supervises or works in an area using flammable, acidic or basic, toxic or reactive chemicals.
 - This course is available for groups larger than 10 on-site or weekly in the office of Environmental Health and Safety, 6 Eisenhower Parking Deck.
 - Registration is required through the EH&S website at www.ehs.psu.edu.
 - **MANDATORY ANNUAL REFRESHER TRAINING IS REQUIRED.**
- (A copy of this certificate must be kept in the Chemical Waste Log book of every lab you work in, and a copy must go to Scott Henninger in Room 2 Steidle)



IF YOU BREAK A MERCURY THERMOMETER YOU MUST:

- Call EH&S immediately to cleanup and decontaminate the area.
- Follow procedures for a chemical spill.
- **Mercury thermometers are not allowed on campus without permission of EH&S.**
- Mercury is recognized as a silver liquid - not green or red.
- Since June 2001... 9,314 thermometers and barometers, containing over 574 pounds of mercury, have been removed through our mercury thermometer/barometer exchange program.