

Anthropology Safety Orientation September 2010

1) Anthropology Safety Representatives

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Ed Eastaugh is the departmental First Aid representative.

Together we oversee the day-to-day safety in the department, especially the labs. Ed and Anna are also the lab supervisors, and control access to the labs and equipment and provide training for the safe operation of the equipment and computer software.

2) WHMIS

The Workplace Hazardous Materials Information System (**WHMIS**) is a Canada-wide system developed jointly by labour, industry, and government to provide employers and workers with information about hazardous materials used in the workplace. The regulations affect suppliers, employers, and workers who use, supply or may be exposed to hazardous materials.

WHMIS uses a combination of symbols and literature in the form of labels and Material Safety Data Sheets (**MSDS**) to educate and train workers about/on the hazardous materials in their work environment. WHMIS training is mandatory for all graduate students, staff, and faculty at UWO. It takes the form of an online course accessed through **WebCT OWL** (<http://webct.uwo.ca/> and <http://www.uwo.ca/humanresources/home/splash/whmis.htm>). It is recommended that all graduate students, staff, and faculty complete the **Comprehensive WHMIS** training. Read the provided literature and complete the multiple choice assessment. 80% is required to pass the training. Once you do so, a certificate will be released. **Re-certification required every 3 years.**

3) Position Hazard Communication Form

As an employee of UWO, each individual is required to fill out a Position Hazard Communication Form. This form is found online at <http://www.wph.uwo.ca/newposition.htm> and asks you to identify the potential hazards of your job. UWO maintains these records for possible health problems that may result in the future from the tasks that are associated with your job. These include: exposure to loud noise, exposure to x-rays, exposure to chemicals, repetitive work tasks, etc. Once you have filled out this form, submit it electronically.

4) Employee Health and Safety Orientation

This orientation is mandatory for new employees, including graduate students working in labs. It provides information on your basic rights and responsibilities, the identification of designated substances, the services available from Occupational Health and Safety at Western, and the proper response to a campus fire emergency.

Sign up for this 1-hour course online:

http://www.uwo.ca/humanresources/facultystaff/h_and_s/training/training_idx.htm#2

5) Additional Training Sessions for Students Working in Labs

Laboratory and Environmental/Waste Management Safety Workshop – mandatory for all students working in labs

-this workshop teaches you how to identify and protect yourself from hazards in the lab, how to respond to a lab emergency, and how to classify and handle the waste produced in the lab

X-ray Safety – mandatory for all students working with X-ray equipment

-this course teaches you the basic concepts of x-rays, the hazards involved with the use of x-ray equipment, and how to safely operate x-ray equipment

-it must be refreshed every 2 years

Nuclear Radiation Safety – mandatory for all students working with radioisotopes

-this course provides a background on the basic concepts of radiation physics, protection from, detection of, and measurement of radiation, and how to properly handle radiation materials

-it must be refreshed every 2 years

Biosafety – mandatory for all students processing animals in the zooarchaeology lab

-this course outlines the risks and proper handling of biohazardous materials

Sign up online:

http://www.uwo.ca/humanresources/facultystaff/h_and_s/training/training_idx.htm#2

6) Safety Equipment in Anthropology

-the main office, SSC 3326, houses the main First Aid Kit

-smaller first aid kits are located in SSC 3418, 3430, and 3435

-safety showers and eye-wash stations are located in SSC 3430 and 3435A

-the emergency spill kit is located in the elevator foyer opposite SSC 3318

-Fire extinguishers are located in SSC 3435A, the hallway between SSC 3436 and 3438, and in the elevator foyer next to SSC 3318

-the fire alarm is located in the elevator foyer opposite SSC 3318

7) In case of an emergency . . .

-Secure the area.

-Dial 911 from a campus phone – connects you directly to Campus Community Police.

-Call Campus Community Police: (519) 661-3300 from a mobile/cell phone.

-Report **ALL** lab accidents or incidents to the lab supervisor **IMMEDIATELY**.

8) If you feel comfortable . . .

Once the area has been secured, the lab supervisor and Campus Community Police have been notified:

-Use the ABC Fire Extinguisher to put out fires smaller than a basketball.

-Use the Spill Kit to clean up the chemical spill.

-Administer preliminary First Aid.

Please do not hesitate to contact us if you have any questions or concerns regarding safety in the Department.