



Biosafety

Our biosafety group provides technical guidance and training to the lab community and facility managers. Services include:

- Providing training and technical guidance in the handling of biological agents
- Providing guidance to researchers with registration and safe use of recombinant DNA, infectious and select agents
- Providing training and information on biosafety, handling human blood and other potentially infectious materials
- Consultation on handling, decontamination and disposal of biological waste
- Assisting in review of biological laboratory design
- Training in the shipping and receiving of hazardous materials

In an Emergency

- **Remain calm**, and encourage others to do so.
- **Rescue or Relocate** people in immediate danger, if you can do so without endangering yourself. Seek medical assistance for injured personnel by calling 911.
- **Alert other occupants** by sounding the fire alarm if there is a hazardous condition. Call HUPD at 495-1212 for emergency assistance.
- **Notify your supervisor** or other University officials of the emergency situation.
- **Confine hazards** such as fires and chemical spills, if you can do so quickly and safely. Close doors and windows when exiting, and discourage unauthorized access.
- **Evacuate** when you hear the alarm, using designated fire exits. Proceed to your designated assembly area and remain there until given further instructions by emergency officials.
- **Inform** emergency responders if there are trapped or missing personnel, hazardous conditions or other critical information.
- **Follow** instructions provided by emergency officials until the emergency has passed.



Food Safety

The food safety program provides technical expertise and consultations related to food service sanitation in Harvard's food service establishments. These services include:

- Developing and implementing food safety and sanitation training programs
- Providing inspections and audits of Harvard dining facilities and food handling areas
- Assisting with epidemiological investigations of food borne illnesses
- Providing consultation services regarding regulatory compliance
- Monitoring food safety during special events

Emergency Information

Sources at Harvard

Emergency – 911
 HUPD - 495-1212
 UHS - 495-5711
 Messages - 496-6397 (NEWS)
 Building Emergencies – 495-5560
www.emergency.harvard.edu
www.uos.harvard.edu
www.huhs.harvard.edu

Environmental Health & Safety Department



www.uos.harvard.edu/ehs

Cambridge Campus

175 North Harvard Street, Boston MA 02134
 Phone: (617) 495-2060
 Fax: (617) 495-0593

Longwood Campus


200 Longwood Ave., Boston, MA 02115
 Phone: (617) 432-1720
 Fax: (617) 432-4730



From the Director

This brochure provides a brief introduction to the EH&S Department at Harvard University. We provide a broad range of services to enhance the safety of students, faculty, staff and visitors. Our work includes training, technical assistance, inspections, investigations, emergency response and other services to help our faculties and departments manage their responsibilities.

I encourage you to visit our award winning website. The website includes on-line training courses, classroom training schedules, templates for safety and environmental plans, procedures, fact sheets and other information for your safety and that of others at Harvard. EH&S is proud to serve the University community. I welcome your ideas and suggestions for improvement.



Director, EH&S



Radiation Protection

Our radiation safety staff is responsible for ensuring safe handling of radioactive materials and proper use of radiation generating equipment. Services include:

- Evaluating and approving proposals for the use of radioactive materials and radiation generating devices
- Providing radiation safety training for faculty, staff and students who work with or near radiation sources.
- Conducting hazard evaluations for radiation sources. These include radioactive materials, x-ray and laser systems, microwave and electromagnetic radiation
- Monitoring laboratory use of radioactive materials and radiation generating machines through laboratory surveys and permit reviews
- Monitoring individuals for radiation exposure
- Calibrating radiation monitoring equipment
- Managing waste removal, storage and disposal
- Maintaining the University's Radioactive Materials License and radiation generating device registrations
- Emergency response, including assistance with decontamination



Environmental Programs

The environmental program group provides support and leadership of the University's environmental compliance programs. Services include:

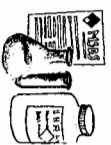
- Identifying environmental compliance requirements and assisting faculty and staff with the development of operational plans
- Providing assistance with regulatory communications, negotiations, permitting and inspections
- Providing training programs and materials for management of air pollution, water pollution and hazardous waste
- Managing the University's hazardous waste, Clean Air Act and wastewater discharge programs
- Assisting University personnel with management of environmental releases and management of site remediation
- Assisting clients with the identification of pollution prevention opportunities



Occupational Safety

To ensure your safety, we assist faculty, staff and students with a variety of safety issues. Services include:

- Identifying requirements and assisting with compliance plans
- Developing Occupational Safety programs such as Confined Space Entry, Lock-out/Tag-out, Fall Protection, and others
- Providing training to faculty, staff and students
- Providing assistance with regulatory communications and inspections
- Investigating hazardous conditions and recommending corrective actions
- Conducting and assessing fire drills



Industrial Hygiene & Lab Safety

Our industrial hygienists provide services for the recognition, assessment and control of health hazards due to use of chemical and physical agents. Services include:

- Conducting training sessions on occupational and environmental health subjects, including laboratory safety
- Providing advice on the toxicity of materials and proper work practices
- Evaluating chemical and physical exposures through sampling and analysis
- Providing training on the proper use and fit testing of respiratory protective equipment
- Evaluating and monitoring ventilation systems, including chemical fume hoods and other local or general ventilation systems
- Assisting with facility workstation and equipment design
- Conducting indoor air quality assessments and ergonomic evaluations
- Providing advice on clean-up of chemical spills
- Providing assistance and regulatory guidance with safe management of asbestos and lead materials



Pest Control

Our pest control services help the University achieve a pest-free environment. Services include:

- Managing pest control vendors
- Identifying pests and providing pest control evaluations
- Providing information on the safe, effective use of pesticides and non-chemical alternatives
- Training facility managers in pest control practices
- Developing site specific pest control programs