Asbestos precautions
If your work involves disturbing existing building materials, complete the asbestos training before your activity. Find it on our website at ehs.unc.edu>Training>Self-study>Asbestos.

Disposal of liquids into drains
Improper disposal of oil, anti-freeze, grease, chemicals, wash water, paint, animal waste, garbage and litter into drains can have adverse effects on our water and the environment. Find the guidelines on liquid disposal at ehs.unc.edu>Environmental Affairs>Stormwater>Good Stormwater Practices. For collection of waste materials, go to ehs.unc.edu>Environmental Affairs>Hazardous Waste Pickup.

Environmental compliance or permitting
Many maintenance or construction activities related to air, water, soils, sediments, erosion, wetlands or streams require permits and are regulated by state and/or federal agencies. Always contact Environmental Affairs at 962-5507 before beginning any activity that might be harmful to the environment.

Lead precautions
If your work requires the disturbance of painted surfaces in older buildings, there are state regulations to ensure worker protection. Contact EHS at 962-5507 for guidance. The University policy is at ehs.unc.edu>Industrial Hygiene>Lead Based Paint.

Training
Stormwater pollution awareness training is required for all maintenance, trades, shops and construction employees, and can be taken online at ehs.unc.edu>Training>Self-study units>Environmental>Stormwater awareness.

Depending on your work environment, you may have to take content-specific training. This may include Lockout Tagout, Occupational Noise Exposure, and Respiratory Protection. For more information go to ehs.unc.edu>Training>Requirements.

Working outdoors in the summer or in other hot environments
Please reference the University's Heat Stress Policy on ways to control exposure: ehs.unc.edu>Industrial Hygiene>Heat Stress.

Working in confined spaces
If you have to enter a confined space, or you are uncertain that the space you are about to enter is a confined space, contact your supervisor before entering. The University policy for working in confined spaces is found at ehs.unc.edu>Manuals>Industrial Maintenance and Construction/Support Services Safety Manual>Confined Space Policy.

Definition: Healthcare Staff
"Employees whose position has them entering facilities where patient care is provided, whether in a patient care area or in an administrative wing." These employees must comply with the occupational medical surveillance and safety training requirements outlined in this policy: ehs.unc.edu>Manuals>EHS Manual>Chapter 5.

Condition of Employment
To protect University Healthcare employees from potential infectious diseases, all employees working in a healthcare environment are required to be up-to-date on their immunizations. Employees are required to complete an immunization review within in the first ten days of appointment. The immunization review will be based on the CDC/HICPAC Guideline for Infection Control in Health Care Personnel. Employees may be required to have additional immunizations at a later date based on changes to this guideline. Documentation of immunizations can include a copy of medical notes, University student health record, or other types of documentation. See ehs.unc.edu>Manuals>EHS Manual>Chapter 5>Appendix A.

Needlesticks
For after hours needlestick, human blood or body fluid exposures, please call UEOHC at 966-9119. The UEOHC line will automatically forward your call to Healthlink in order to gather the appropriate information and put you in contact with the Family Practice physician covering the needlestick hotline.

Training
All personnel working in patient care areas are required to take annual training in Bloodborne Pathogens (if exposed), Tuberculosis/Infection Control, and Health Worker/Joint Commission. Go to ehs.unc.edu>Training>Self-Study Units>Clinic.
The University of North Carolina at Chapel Hill is committed to providing a safe and healthful environment for all persons associated with the University, including faculty, staff, students, visitors, and members of the Chapel Hill community. Our department supports that effort through education, training, consultation, recognizing and controlling health and safety hazards, ensuring a process of regulatory compliance, and minimizing potential liabilities.

As an employee of the University, you are a very important contributor to the health and safety of this community. To support your efforts, we are providing this brochure to you. It contains some basic "need to know" information about health and safety issues, policies and procedures, and the environment. Our website, ehs.unc.edu, is another resource for you to find in-depth health and safety information.

Since health and safety is always a team effort, please know that we always value your ideas and contributions. You are encouraged to contact me or any member of the staff to ensure that this is a safe and healthy place to teach, learn, and serve.

Mary Beth Roza Director
Environment, Health and Safety

New Employee Orientation Training

Every new employee is required to take an online orientation training that relates to his/her specific area of work. To complete this requirement, see the list below and go to ehs.unc.edu>Training>Online Orientation.

<table>
<thead>
<tr>
<th>If you work here:</th>
<th>Take this online training:</th>
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<tbody>
<tr>
<td>Office</td>
<td>Office Environment</td>
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<tr>
<td>Healthcare area</td>
<td>Clinic Environment</td>
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<tr>
<td>Laboratory</td>
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<tr>
<td>Industrial Maintenance &amp; Construction</td>
<td>Industrial Maintenance &amp; Construction Environment</td>
</tr>
<tr>
<td>Support Services</td>
<td>Support Services Environment</td>
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Indoor air quality
If you have questions about the air quality in your work area, complete a Request for Indoor Air Quality Investigation at ehs.unc.edu>Industrial Hygiene>Request for Indoor Air Quality Investigation.

Disposal of liquids into drains
Improper disposal of oil, anti-freeze, grease, chemicals, wash water, paint, animal waste, garbage, and litter into drains can pollute our water and the environment. Dispose properly: go to ehs.unc.edu>Environmental Affairs>Stormwater>Sewer System Practices.

Emergencies
For oars, spills, or other, call EHS at 919-5507. For any emergency that might be harmful to health and life, call 911.

Ergonomics
Ergonomics evaluation and support is a service the University provides to all employees. Take the online assessment tool at ehs.unc.edu>Workplace Safety>Ergonomics.

Fire safety
All employees need to know where exits, fire pull stations, and fire extinguishers are located in their building. Find more information at ehs.unc.edu>Fire Safety. Fire Safety training is also available for employees by calling 919-5507.

Hazardous waste pickup
For collection of waste materials, go to ehs.unc.edu>Environmental Affairs>Hazardous Waste Pick-up.

Injury
For an occupational injury/illness that is not life-threatening, report to the University Employee Occupational Health Clinic at 140 N. Medical Drive. UH012C hours: 8:30 am - 4:30 pm Monday - Friday, except holidays. If you have an occupational injury/illness that is life threatening, go directly to an emergency room.

Medical Surveillance
In order to effectively monitor potential exposures and provide employees with required immunizations for certain occupations, or clearance to perform specific operations on campus such as respiratory protection, the UNC Medical Surveillance program establishes baselines of medical information for each new employee. Review requirements at ehs.unc.edu>Manuals>Environment Health and Safety Manual>Chapter One>Enforcement of Training and Medical Surveillance.

Recycling of bulbs, batteries & computer equipment
UNC has recycling programs for many items that are harmful to the environment. Do not discard fluorescent bulbs or any type of battery in the trash. More information is on ehs.unc.edu>Environmental Affairs>Hazardous Material Recycling Information.

Training
Depending on your work environment, you may also have to take content-specific training. See requirements at ehs.unc.edu>Training>Requirements.

Workers’ Compensation
UNC Workers’ Compensation provides benefits to any employee who suffers disability through accident or occupational disease arising out of, and in the course of, his or her employment, according to the provisions of the North Carolina Workers’ Compensation Act. This applies to all University employees full-time, part-time, or temporary. For more information, go to the EHS website: ehs.unc.edu>Workplace Safety>Workers Compensation, or call 919-962-5710.

Biohazard waste management
There are strict guidelines for the collection and disposal of biohazard waste. Please comply with all guidelines found here: ehs.unc.edu>Biological Safety>Biohazard Waste Management.

Hazardous waste and hazardous materials
If you have hazardous materials in your lab, please follow the storage and handling guidelines found online at ehs.unc.edu>Environmental Affairs>HazMat Manuals>Policies. For removal of hazardous waste, complete the form at ehs.unc.edu>Environmental Affairs>Hazardous Waste Pickup. You will need an Oxyten and password.

Laboratory set-up/close out
Working in a lab? Make sure you complete the online Laboratory/Radiation Worker Form. The form is at ehs.unc.edu>Forms>Laboratory Safety Forms>Instructions for Laboratory Worker Registration Form.

New Principal Investigators (PI) are required to complete a Laboratory Safety Plan and review the Laboratory Safety Manual. For more information, go to ehs.unc.edu and review Laboratory Safety policies and programs.

If your laboratory operation is moved/discontinued, please follow these lab close-out guidelines: ehs.unc.edu>Environmental Affairs>Lab Close-out Procedures.

Material Safety Data Sheets (MSDS)
Review MSDS prior to working with any chemicals in your lab, and wear appropriate personal protective equipment. MSDS can be found at ehs.unc.edu>Chemical Safety>MSDS Index.

Radiation safety
Pls must become an Authorized User of radiation before using radioactive materials. Find the information on our website: ehs.unc.edu>Radiation Safety>FAQs. How do I become an authorized user of radioactive material?

If you have had radiation safety training at a prior institution, take the Radiation Safety Review course at ehs.unc.edu>Training>Self Study Units>Radiology>Radiation Safety Review Course.

If you have not had radiation safety training, you must complete the EHS Instructor Led Training. Go to ehs.unc.edu>Training>Instructor Led Radiation Safety Orientation Course.

Recombinant DNA registration
Pls are responsible for complying with NIH "Guidelines for Research involving Recombinant DNA Molecules," regardless of the source of the research funds. Guidelines are at ehs.unc.edu>Biological Safety>Recombinant DNA.

Shipping hazardous materials
UNC-Chapel Hill conforms to strict government regulations when transporting hazardous materials. If you are shipping or exporting equipment, infectious substances, chemicals, diagnostic specimens or other hazardous materials, we can provide guidance for permitting, licensing, packaging and shipping. Shipping information is at ehs.unc.edu>Biological Safety>Shipping Biological.

Training
Depending on the work being conducted in the laboratory, you may also have to take content-specific training. This may include Radiation, Bloodborne Pathogens, Formaldehyde, rDNA, Laser, Nanotechnology, Shipping, Hazardous Waste, and others. For more information go to ehs.unc.edu>Training.