

Orientation

Welcome to
Upstate University Hospital!

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How to Access a Material Safety Data Sheet/ Safety Data Sheet

MSDSs/ SDSs describe the contents of a chemical product recommended personal protective equipment and the basic emergency procedures to be used in case of an accident

How to find an MSDS/ SDS:

- The online MSDS/SDS Database (Dolphin) is available through Upstate Policies/ Forms Web Page on the left side of the screen.
- Contact the Pharmacy for product inserts, MSDSs/ SDSs related to medications. *(Note: MSDSs/ SDSs are generally manufacturer-specific. Obtain the MSDS/ SDS provided by the manufacturer of your chemical product.*
- If you are unable to locate an MSDS/ SDS contact Environmental Health and Safety at extension 464-5782 for assistance/ After Hours or on weekends contact University Police at extension 464-4000 and request Environmental Health and Safety On-call.
- All staff must complete training in accordance with Upstate policy.
Reference. Hazard Communication Right to know(EHS H-03), Hazardous Materials Spills(DIS M45)

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Hazardous Material Spill Response

Offices to be contacted in the case of a spill:

1. Blood - Call Environmental Services at extension 464-6576 (Downtown Campus) 441-2960 .
2. Chemicals- Call Environmental Health and Safety at extension 464-5782. After 4:30pm weekdays or weekends, contact University Police at extension 464-4000.
3. Radioactive materials- Call Radiation Safety at extension 464-6510.
4. Persons exposed to hazardous chemical spills are to be directed to the Emergency Department with the applicable Material Safety Data Sheet (MSDS/ SDS). Contaminated patients "Code Orange"- Indicates that the hospital will be receiving potentially contaminated patients at the Emergency Department from an external Hazardous Materials Spill that will require decontamination. Access to the facility is restricted. Please make available any trained decontamination staff.

HAZARDOUS MATERIAL (HAZMAT) SPILLS THAT CANNOT BE CONTAINED REQUIRE THE FOLLOWING:

1. Remove persons from the spill danger and notify others in the area to leave.
2. Notify Environmental Health and Safety of the incident at extension 464-5782. After 4:30pm weekdays or weekends contact University Police at extension 464-4000. Give your name, exact location of the spill and the type of spill, if known.
3. Persons exposed to chemicals are to be directed to the Emergency Department with a copy of the applicable Material Safety Data Sheet (MSDS/ SDS). *Notify the Emergency Department (E.D.) of the spill before entering the E.D. The E.D. staff may need to isolate and prepare for decontamination to prevent potential exposure to staff/patients.*

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Fire Safety

The Fire Code for Upstate Medical University/University Hospital is "Code Red". In case of a fire/ fire alarm activation, remember:

R = Rescue or relocate the endangered persons to a safe place.

A= Activate the fire alarm system and call extension 4-5555 (Downtown Campus)/ 9-911(leased properties) / 492-5011 (Upstate University Hospital Community Campus). **Know the appropriate response number for your location.**

C = Contain the fire by closing doors and windows.

E = Evacuate the area as quickly as possible and extinguish the fire only the fire has not left its source and you are trained.

Other notes:

1. Turn off oxygen supply in the vicinity of the fire if it does not affect direct patient care and contact Respiratory Care Services.
2. Unplug any appliance touching only the cord if the appliance or piece of equipment is smoking. Do not approach anything in flames except to discharge a fire extinguisher.
Fire extinguishers should only be used by personnel who have been trained in their proper use (i.e. Fire officers, Police officers, EMT's, etc).
3. Do not use elevators.

Fire Safety

- Know the location of the fire alarm pull boxes and emergency exits
- Know location of fire and smoke doors as well as evacuation routes.
- All staff must become familiar with the department specific disaster plan in areas that that work. Orange Disaster Manuals are located in each unit/ clinic

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