



SUMMER SAFETY TIPS FOR UNIVERSITY AT ALBANY WORKERS

Many campus projects are initiated following commencement and the beginning of our nice weather. The University traditionally hires extra help in the summer to complete these projects. Often times, these employees are given little in the form of safety training. To ensure that these projects are done safely, please have all employees review the following safety tips:

- 1. It is the supervisor's responsibility to ensure that employees are given the appropriate instructions, training and equipment to do the job safely. This includes providing the appropriate personal protective equipment for the job, such as eye protection, hearing protection and skin protection. The Office of Environmental Health and Safety will provide this equipment to all University employees, if the supervisor fills out a Protective Equipment Request Form in advance. If the employee needs to wear a respirator (including dust masks) for a project, then that employee will first have to get medical clearance by filling out a medical questionnaire, which is then reviewed by medical personnel at the Employee Health Service on the State Campus. It may take two to three weeks for medical clearance to come back from the Employee Health Service, so plan accordingly. Our office will provide these questionnaires upon request.**
- 2. If an employee is working outside, remind the employee to drink a lot of water, in order to not become dehydrated. The recommended amount of water is one cup of cool water every 15 to 20 minutes! The employee should also be protected from the sun by wearing UV-absorbent shades, a hat with a full brim, light, loose-fitting, breathable clothing, and sunscreen with a SPF of at least 15. The employee should not be wearing sandals if working with lawn equipment, other heavy equipment or using products containing chemicals. Remind employees that certain scents found in perfumes and colognes attract insects. Our office provides safety sunglasses for University employees.**
- 3. Recognize the signs and symptoms of Heat Exhaustion and Heat Stress. Heat Exhaustion Symptoms: Headaches; Dizziness or Lightheadedness; Weakness; Mood Changes, such as Irritability, Confusion, or the Ability to Think Straight; Upset Stomach; Vomiting; Decreased or Dark-Colored Urine; Fainting or Passing Out; and Pale, Clammy Skin.**

Heat Stroke Symptoms: “A TRUE MEDICAL EMERGENCY- Call 911 for Emergency Help Immediately”- DRY, Pale Skin with NO Sweating; Hot, red Skin that looks Sunburned; Mood Changes such as Irritability, Confusion, or the Inability to Think Straight; Seizures or Fits; Unconsciousness with No Response.

What Should You Do? Act immediately and move the victim to a cool, shaded area to rest. Do not leave the person alone. Lay the victim on his or her back. If symptoms include nausea or upset stomach, lay the victim on his or her side. Loosen and remove heavy clothing. If alert and not sick to their stomach, have the person drink cool water (about a cup every 15 minutes). Cool the person’s body by fanning and spraying with a cool mist of water, or by wiping the person with a wet cloth.

- 4. If an employee gets hurt on the job, please remember to have them fill out an Employee Accident/Illness Report. Employees should be aware that 911 is the University’s Emergency Number, in the event of a fire, police or medical emergency. Employees should also be informed about the purpose of Emergency Blue Light Phones.**
- 5. All employees entering confined spaces, working off a ladder, or involved in de-energizing equipment must have the appropriate training to do so. Please contact our office for the appropriate training.**
- 6. All employees handling chemicals or products containing chemicals must read the Material Safety Data Sheet beforehand.**

If you have any concerns or questions about your safety on the job, please contact our office at 442-3495 or stop in and see us in Chemistry B73.

EHS- 07/05