Environmental Health and Safety Information for New Employees at 60 Garden Street

1. Building Evacuation Procedures

Once you are settled into your working space(s) at 60 Garden Street, your Division Administrator should go over your two closest fire exits (primary and secondary). If there is a building alarm, proceed outside immediately via your primary or secondary emergency exit route and gather at the following meeting points:

For Perkin Lab the primary meeting spot is in the parking lot between the Perkin Lab building and the Harvard Quad Athletic Facility. The secondary meeting spot (if the primary spot is compromised in some way) is the tennis courts or the parking area near the tennis courts if snow is in the way:

For Buildings A, B, C, and D the primary meeting spot is in the rear parking lot near the main driveway. The secondary meeting spot is the tennis courts or the parking area near the tennis courts if snow is in the way:
If you don’t receive this information within a week of your start date or if you anticipate having any difficulty during building evacuations, contact CFA’s Lab Safety Advisor, Nancy Doherty (x5-7478, nancy.doherty@cfa.harvard.edu).

2. **Emergency Numbers**

![Emergency Numbers Table]

<table>
<thead>
<tr>
<th>Category</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE</td>
<td>911</td>
</tr>
<tr>
<td>MEDICAL</td>
<td></td>
</tr>
<tr>
<td>FACILITIES ISSUES</td>
<td>617-495-5560</td>
</tr>
<tr>
<td>FLOOD</td>
<td></td>
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<tr>
<td>FUME HOOD</td>
<td></td>
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<tr>
<td>POWER OUTAGE</td>
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<tr>
<td>RADIIOLOGICAL</td>
<td>617-495-5560</td>
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<tr>
<td>BIOLOGICAL</td>
<td>617-495-5560</td>
</tr>
<tr>
<td>CHEMICAL</td>
<td></td>
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<tr>
<td>GAS LEAK</td>
<td>617-495-5560</td>
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<tr>
<td>ODOR</td>
<td></td>
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<tr>
<td>HARVARD POLICE</td>
<td>617-495-1212</td>
</tr>
</tbody>
</table>
3. **Laboratory Access**

If you require independent access to any of the laboratories at 60 Garden Street, you must first complete specific safety courses that are offered online through Harvard’s Training Portal. If you are unsure of what courses you need to complete or have other questions, speak with the laboratory’s Safety Officer (varies by laboratory) or CFA’s Lab Safety Advisor, Nancy Doherty (x5-7478, nancy.doherty@cfa.harvard.edu).

4. **Office Ergonomics**

Ensuring your computer workstation is properly set up and aligned can prevent repetitive stress injury or discomfort. If you are interested in ensuring your computer workstation is properly set up, first complete Harvard EH&S Computer Workstation Self Evaluation Assessment online training program. This program is intended to educate users on the basics of ergonomics and apply this knowledge to a self-evaluation and correction of their workstation. You will need a Harvard Key and associated password to log in to this course.

If you need additional help after completing the above online course, Harvard EH&S can provide an in-person evaluation of your workstation by completing this [online request form](https://www.ehs.harvard.edu/programs/ergonomics).

Both the online ergonomics course and the online request form for an in-person workstation assessment can be found at [https://www.ehs.harvard.edu/programs/ergonomics](https://www.ehs.harvard.edu/programs/ergonomics).

5. **How to Report Accidents and/or Incidents**

How you report an accident and/or incident is dependent upon your affiliation.

a. **Harvard Affiliates**

University personnel are required to immediately report all workplace accidents (or near misses), injuries and illnesses to their Supervisors/Managers. If the accident/injury/illness requires an ambulance and/or hospitalization, immediately contact the University Operations Center 617 495-5560 or dial 9-1-1.

Supervisors/Managers are responsible for completing a University incident (claim) report within 24 hours of the incident. This incident (claim) report can be completed by one of two methods:

1. **Calling the PMA Customer Service Report Hotline** (available 24 hours per day/7days a week) at: **1-888-476-2669**. Be prepared to answer the Customer Service Representative’s basic who/what/where/when questions about the workplace accident/injury/illness (You can find a document that will help you prepare information for this telephone call at [https://www.ehs.harvard.edu/sites/ehs.harvard.edu/files/telephone_reporting_script.pdf](https://www.ehs.harvard.edu/sites/ehs.harvard.edu/files/telephone_reporting_script.pdf)); OR

2. **Complete an online report** by going to [https://www.pmacompanies.com/support/report-a-claim](https://www.pmacompanies.com/support/report-a-claim), clicking on the “Report a Claim Online” button, and using the login information below:
b. Smithsonian Affiliates

Within three days of the injury or incident, either you or someone acting on your behalf (a supervisor or administrator) must create an incident report in AIRS (link is below). This takes the place of a CA-1 form (Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation) and the SI 2120 safety report. Even if you decide not to file for worker’s compensation, you must still complete this form. Anyone accessing this record after the employee initiates it has to have the exact incident number (including all the preceding zeros), the employee’s social security number and date of birth. This is also true if someone initiates the form on the injured employee’s behalf. And, we must report near misses in this module, as well as accidents and near misses for contractors. Time lost for employees who file for worker’s comp is covered from the time of the injury under administrative/injury leave at least up to 45 days (even intermittent employees are eligible, but the time paid to them is calculated in a specific way).

To start, navigate to the link below, opt to "go to AIRS (Automated Incident Reporting)" and agree to the terms and conditions. You’d add a new report and fill out the two "Staff" tabs and save. Write down your incident number. If an SAO employee was a witness, you would ask them to fill out that tab. Then, your on-site supervisor would fill out the supervisor tab.

http://prism2.si.edu/Systems/HRMS/Pages/airs.aspx

After the webform is completed it is sent to HR and the Safety Office. HR will send a letter to the injured party and supervisor with further instructions. If the injury is significant, medical documentation will be needed for the employee to return to work (must say can return on xx date with no restrictions or if there are restrictions, they must be listed and the re-evaluation date for the restrictions must be listed).

**IF YOU ARE ON OFFICIAL TRAVEL WHEN INJURY OCCURS**

The Smithsonian Institution Global Assistance program or International SOS provides Smithsonian employees with medical, security and travel assistance while they travel outside the U.S. This doesn’t replace the CA-20 and AIRS report; rather this program simply helps you get the treatment you need quickly. Navigate the site and print out the membership card referenced within before you travel. Membership is automatic. It will also give you planning information specific to the country you are about to visit.

6. MessageMe – Harvard’s Community Alert System

In the event of an emergency or significant disruption in operations, the University will use MessageMe to quickly distribute critical information to all active Harvard faculty, staff, students, and other community members who are likely to be on campus.

If you are a Harvard employee, you are automatically signed up for MessageMe. Harvard will use your HarvardKey contact information to alert you. You can review this information and provide additional notification methods by updating your MessageMe profile (messageme.harvard.edu).

If you are a Smithsonian affiliate, you may not be automatically enrolled in MessageMe. Visit messageme.harvard.edu and use your Harvard Key to log in and check your status and contact information.

7. Questions and/or Concerns?

If you have any environmental health and safety questions or concerns during your time at 60 Garden Street, please contact CFA’s Lab Safety Advisor, Nancy Doherty (x5-7478, nancy.doherty@cfa.harvard.edu).