

Alarms

There are multiple type of alarms within the building Emergency System. Please Follow the directions in the announcement

If you are unsure what to do, Please Leave the building from nearest Emergency Exit.

Fire

If you discover a fire or hear a fire alarm sounding:

- **Alert** people in the area and ask to evacuate
- **Activate** the nearest FIRE ALARM.
- **Call** Security at **5555**
- **Evacuate** the building, remember to close all doors behind you
- **Notify** your immediate supervisor that you have safely exited the building

Medical Emergency

When immediate first aid is needed, call Health Center at **6666**. They will provide first aid and arrange for transport to Health Center or nearest hospital, depending on the severity of the injury.

Earthquake

During an earthquake

- Stay calm. Remember to Duck, Cover, and Hold.
 - If you are indoors, stay there. Do not run outside. Take cover under a heavy desk or table or in a doorway and protect your neck and head.
 - After an earthquake, use caution, carefully evacuate the building and go to the Emergency Assembly Point. Make sure that you are accounted for before heading elsewhere
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Chemical Exposure

Chemicals on Skin

1. Use the nearest safety shower and immediately flush with water for no less than 15 minutes
2. While rinsing, quickly remove all contaminated clothing, shoes and jewelry.
3. If necessary, seek medical attention from Health Center. Notify the medical personnel of the chemicals involved and supply a Material Safety Data Sheet (MSDS) if possible.
4. Discard contaminated clothing or launder them separately from other clothing. Leather belts or shoes cannot be decontaminated and should be discarded.

Chemical in Eyes

1. Use the nearest eyewash station and immediately flush with water for at least 15 minutes.
2. If eyewash station is not available, pour water on the eye(s) for 15 minutes, rinsing from the nose outward to avoid contamination of the unaffected eye.
3. Seek medical attention at Health Center or nearest hospital, even if effects of the exposure do not seem severe.

Chemical Inhalation

1. Close chemical containers, open windows or otherwise increase ventilation and move to fresh air.
2. If symptoms, such as headaches, nose or throat irritation, dizziness, drowsiness or tightness of chest develop, seek medical attention by calling **6666** or going to Health Center.

Accidental Ingestion of Chemicals

1. Immediately seek medical attention by calling **6666** or going to Health Center or contact the **National Poison Information Center** at **114** for instructions. (www.uzem.rshm.gov.tr)
 2. **Do not induce vomiting** unless directed to do so by a health care provider.
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SABANCI UNIVERSITY NANOTECHNOLOGY RESEARCH AND APPLICATION CENTER



What You Should Know About Safety at SUNUM

**In case of an emergency, dial
5555, from any campus
telephone.**

SUNUM LAB SUPERVISORS

2424

Health Center

9923

Public Safety, Emergency

5555

Public Safety, Non-Emergency

2440, 3044

Responsibility for Safety

SUNUM management office serves the University community by providing technical support, consultation, education and training and regulatory compliance.

Supervisors are responsible for the health and safety of individuals who work under their direction or supervision.

Each individual employee is personally responsible for complying with all University and departmental safety policies and procedures.

Hazard Communication – Chemical Safety

All University personnel and students have to know about the identity and hazards of the chemicals in their workplace, and how to handle them safely. Each department provides information on the hazards of chemicals used by individuals in their department by labeling containers, making material safety data sheets (MSDSs) available and providing training.

Labels

Labels must contain chemical name(s), hazard warnings, and manufacturer's name and address. Labels may not be removed or defaced. If the product is being transferred from one container to another, the new container must be labeled with the product name, the names of all hazardous chemicals and or the 5 most predominant chemical constituents, the Chemical Abstract Service (CAS) number(s), and appropriate hazard warnings. If a chemical is transferred to a new container but is only used within the workday and used only by that person, the container does not need to be labeled as described above.

Material Safety Data Sheets

Material Safety Data Sheets (MSDSs) contain

specific chemical information on the identity of and hazards of the chemicals in their workplace, and how to handle them safely. Departments maintain MSDSs for each hazardous material in the workplace. MSDSs contain much of the information on labels, but in more detail. MSDSs are accessible to researchers during working hours. **See your Laboratory Supervisor for MSDSs.**

Personal Protective Equipment (PPE)

PPE is special gear used to protect the user from specific hazards. PPE includes gloves, respiratory protection, eye protection and protective clothing. The need for PPE is depends on the type of work and the nature and quantity of the materials in use. Researchers who use PPE must understand when and how the use PPE and the limitations of the PPE.

It should be understood that PPE does not reduce or eliminate hazards, it only protects the wearer and does nothing for anyone else, or any other equipment in the area. Each department has established a PPE Hazard Assessment that outlines PPE needs for each task performed by researchers. **See your Laboratory Supervisor for specific PPE requirements.**

Prohibited Activities

There are other activities related to specific programs which are prohibited by Law or University policy.

Unauthorized personnel/researchers are prohibited from:

- Entering into a confined space
- Working with chemicals without prior approval
- Working on or near exposed electrical circuits
- Operating a transfer equipment's such as forklifts
- Applying or removing lockout/tag out devices

- Performing work that requires fall protection
- Using fire extinguishers unless there is a fire

If further clarification is needed on any of the prohibited activities, see your Lab supervisor or contact SUNUM-Management.

Reporting Injuries & Illnesses

All accidents, injuries, or near-misses must be reported to your Lab supervisor before your work shift ends on the day you are injured.

Personnel/Researchers should then report to the Health Center for evaluation, treatment, and consultation.

Emergencies

For any emergency on University premises dial 5555 from any University phone.

Safety personnel will respond. They will determine whether additional assistance is needed and will alert others who can help.