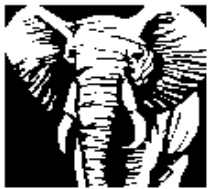


SAFETY AND THE SUPERVISOR



C A L S T A T E
FULLERTON

Office of Environmental Health and Instructional Safety

This training is designed to familiarize all managers/supervisors with their roles pursuant to University safety, health, and environmental compliance strategies. Every employee is entitled to a safe and healthful workplace. The information contained in this booklet will assist you in effectively employing standard practices, and administering your overall safety, health, and environmental responsibilities.

As a supervisor at California State University, Fullerton, we invite you to join the rest of the campus in maintaining a safe environment for our students, faculty, staff, and visitors. Safety is everyone's responsibility.

Environmental Health and Instructional Safety

Mission Statement

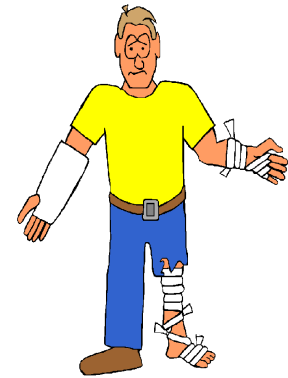
The Office of Environmental Health and Instructional Safety (EH&IS) is dedicated to serving California State University, Fullerton by providing an accessible, attractive, and safe environment. This can be accomplished by protecting the constituency and environment from the risks of preventable health and safety incidents. The focus of this effort will be on communication, collaboration, risk management, and sharing of information. The mission is accomplished by proactively providing technical guidance, compliance assistance, quality assurance and training.

Staff

General Information	7233-SAFE
Tom Whitfield – Director	4346
Irene Duncan – Secretary	4864
Alice Escoto – Secretary	2124
Sue Fisher – Radiation Safety Officer	2507
Bob Gill – Environmental Compliance Manager	4345
Skip Hines – Chemical Hygiene Officer	5938
Kenna Schoenherr – Safety Trainer	4561
Co Wilkins – Safety Officer	4347
Allen You - Safety Officer	3083

Injury and Illness Prevention Program (IIPP)

California Code of Regulations, Title 8, section 3203, requires institutions to develop and implement an Injury and Illness Prevention Program to the workplace. In an effort to comply with the regulation, it is the policy of California State University, Fullerton to maintain a campus environment for faculty, staff, students and the public that will not adversely affect their health and safety nor subject them to avoidable risks of accidental injury or illness.



No student or employee will be required to perform any task determined to be unsafe or unreasonably hazardous. It is the responsibility of EH&IS to develop, implement, administer, and update the IIPP and its related programs.

Programs incorporated into the overall campus Injury and Illness Prevention Program are included to ensure that adequate environmental health and safety measures are covered throughout the campus.

Emergency Management

The campus Emergency Management program provides for a consistent and adequate means of handling a variety of emergencies. The goals of the program are the preservation of life, the protection of property, and continuity of campus operations.

Asbestos Control

The university has identified most locations on campus, which contain asbestos. This information is available to university employees through the EH&IS Office. Annually, in the month of January, a campus-wide notification of asbestos locations is distributed.

Biohazard Safety

The Biohazard Safety program provides for the review of the university's teaching projects, research activities and facilities involving the acquisition, use, storage and disposal of biohazardous agents.

Building Plan Review

The Building Plan Review program provides that EH&IS shall review and approve all building plans for new construction, renovations or modifications to old buildings.

Contractor Safety

The Contractor Safety program provides contractors and their employees, when on university premises, work in accordance with federal, state and local regulations and in such a manner to complement the campus' efforts to prevent accidents and control losses.

Fire and Life Safety

The plan includes established practices and procedures to control potential fire hazards and ignition sources; installation and maintenance of fire protection equipment and systems; regular portable fire extinguisher inspections and maintenance; and employee training on the use of fire extinguishers and fire protection procedures.



Hazardous Material Management

The Hazardous Material Management program provides that employees are trained in the safe procurement, transportation, handling, storage and disposal of hazardous chemicals.

Hazard Communication

The written Hazard Communication program provides for:

- A listing of hazardous substances used in each workplace.
- A system of labeling containers.
- Material safety data sheets for each hazardous substance used.
- A comprehensive training program for employees who use hazardous materials.

Container Labeling

All containers of hazardous materials must be appropriately labeled. A label, as defined by OSHA, is any written, printed, or graphic material displayed on or affixed to containers of hazardous substances.

Material Safety Data Sheet

Many products you may be working with are considered hazardous materials. You need to be aware of their content, location, and know what type of precautions are required when using them. Manufacturers of hazardous materials are required to provide users of their products with Material Safety Data Sheets (MSDS).

Material Safety Data Sheets are product sheets assembled by the manufacturer which contains health and safety information. It describes the substance, its potential health and safety hazards, and recommended work and emergency procedures. MSDS can be obtained through the department or EH&IS.



Hearing Conservation

The university has established a Hearing Conservation Program to maintain effective control over the harmful effects of excessive noise on students and employees.

Industrial Hygiene

The campus Industrial Hygiene program provides for personal monitoring and environmental testing in order to identify, monitor and control potentially harmful substances and physical agents in the campus environment.

Inspections

Pursuant to Cal/OSHA requirements, facilities must perform safety inspections on a regular basis. The Department Safety Coordinator (DSC) program consists of employees designated by their supervisors to assist EH&IS to perform semi-annual safety inspections of their perspective work areas.

Laboratory Safety

EH&IS is responsible for the coordination of the Lab Safety program and the development of the written Chemical Hygiene Plan for the academic areas.

Employee Medical Monitoring Program

The Employee Medical Monitoring Program was developed to help administrators identify employees, both faculty and staff, who because of their exposure to certain health hazards on the job, are required by federal and state regulations to receive specific and periodic medical examinations. This will ensure their health and safety is not adversely affected by their work environment.

Occupational Safety

The campus Occupational Safety program provides for safe working/walking surfaces, ergonomics, adequate illumination, proper maintenance of tools and other equipment, proper guarding of machinery, an electrical safety program, a Lockout/Tagout procedure for all energized systems, safe use and storage of compressed gas, a Confined Space Entry procedure, equipment and procedures for the safe handling of materials, and a vehicle and driver safety program.

Pest/Pesticide Management

The Pest Management program provides for: the control of insect, rodent and other pest infestations in work, residential, food establishment, agricultural and landscape areas; facility inspections; medical monitoring and training programs for users; safe procurement, transportation, storage, use and disposal of pesticides; recordkeeping; and application of environmentally safe control measures.

Public Health and Sanitation

The Public Health and Sanitation program provides for regular inspections of all food establishments on campus by the Environmental Health and Instructional Safety Office to ensure that operations and facilities are in conformance with state and local public health codes.

Bloodborne Pathogens

In order to minimize possible exposure of employees to bloodborne pathogens, the university has established a program designed to minimize or eliminate employee exposure. Included in this program is management of biomedical waste, Hepatitis B vaccination program, HIV precautions and infection control.

Radiation Safety

The Radiation Safety program provides for the safety of personnel, students and the public during operations involving ionizing, ultra- violet, laser and microwave radiation sources.

Respiratory Protection Program

The university uses engineering and administrative controls to eliminate or minimize employee exposure to unsafe levels of airborne contaminants.

Smoking Policy

Because smoking has been shown to cause severe respiratory distress and illness in many people, especially those with asthmatic and allergic conditions, the university recognizes the need for establishing a policy regarding smoking on campus.

The current smoking policy prohibits smoking in all indoor areas of the university.

Lockout/Tagout

This program provides for procedures for employees who maintain any electrical, mechanical, pneumatic, hydraulic, and other energy systems which could unexpectedly start up and cause injury. Authorized employees will isolate and lock and tag the equipment to warn others that maintenance is occurring and equipment cannot be operated.



Confined Space Entry

This program requires safe operating procedures to be used when entering spaces such as sewers, pipelines, tanks, boiler compartments, ducts, vaults, pits, vats, bins, or silos which may lack oxygen or have dangerous air contamination.

Workplace Violence

This program is to ensure that a safe working environment. Campus offices and departments should be aware of their own particular security issues, and report any instances of belligerence or threatening behavior to University Police.

Indoor Air Quality

Through a collaborative effort of EH&IS, Central Plant, and Design and Construction, standards for indoor air quality will be maintained through reasonable preventative and responsive measures. This could include remodels, maintenance, inspections, monitoring and/or analytical testing.

Lead Management

The purpose of this program is to reduce occupational and environmental exposure to lead from construction related activities.

An inventory database will be maintained of all known locations of lead based construction materials. Personal protection and disposal issues during any renovation will be similar to asbestos management.

Personal Protective Equipment (PPE)

One cause of injuries at CSUF is the failure of employees to wear required personal protective equipment. PPE generally consists of the following but not inclusive:

- Respirators
- Fall Protection
- Gloves
- Earplugs/Muff
- Safety glasses/goggles/faceshield.



Roles of the Supervisor

The role of the supervisor is always very important for the success of Cal State Fullerton and its employees. It is the responsibility of first line supervisors to ensure all employees adhere to adopted safety procedures.

Supervisors must instruct employees and students in the recognition and avoidance of unsafe conditions, including hazards associated with non-routine tasks and emergency operations.



How to develop the proper attitude

The supervisor is responsible for the development of the proper attitude toward health and safety in all workers under his/her supervision. We are going to talk about some techniques that may be utilized to achieve the goal. Please remember these are merely suggestions. If you have a better or more effective approach to achieve the same goal, by all means use it.

Personal Example

The supervisor must set the proper example by his/her personal behavior. When a task or situation requires PPE, the supervisor must also use the necessary apparel. The supervisor must never act or elude to act unsafe or violate a safety rule.

Acceptance of Responsibilities

The supervisor can best convince other employees of the importance of health and safety issues by carrying out his/her safety responsibilities conscientiously and with conviction.

Learn the Safe Work Procedures

The supervisor is responsible for knowing the safe work procedures that must be used to perform each job task. If there are any questions contact EH&IS for consultation.

Orientation and training employees

Although it is not University policy that supervisors perform training for their employees, it is your responsibility to ensure all employees under your direction have received the required training. EH&IS also encourages supervisors of employees performing high hazard tasks to perform periodic safety training on their own. This can be easily accomplished by showing a brief safety videotape or going over safety procedures on how to perform certain related task. EH&IS can be an excellent resource for safety videos and handout materials if anyone so desires to perform training.

Detection of Employee Personal Difficulties

The supervisor should make every reasonable effort to observe each worker under his/her supervision some time during each workday. This effort can help to detect personal difficulties such as illness or disability among the workers. This proactive action could help mitigate further injuries to someone.

Ensure Medical Monitoring Requirements are Met

Medical monitoring is set up by the University to ensure employees who are working with certain identified hazards are monitored medically on a scheduled frequency to ensure that their health is not affected due to working with those hazards.

Enforcement of Safe Practices and Regulations

It is the supervisor's responsibility to enforce safe work practices and procedures. Failure to do so invites an increase in unsafe acts and also a sense of approval to continue to perform unsafe acts.

Investigating Unsafe Conditions

The supervisor is responsible for conducting initial accident investigations as soon after the accident as possible. All the facts and opinions regarding the causes of the accident should be compiled and documented.

How To Conduct Accident Investigations

As a supervisor you must have total familiarization with the accident reporting and investigation process. You should perform an investigation of the accident even if you are not a witness to the accident.

How to fill out injury form

You should have a packet which includes all the necessary forms. Fill out Report of Employee Injury form. The injured employee will fill out the first part and you will fill out the second part.

If there are any witnesses, obtain a statement and document them on the Witness Statement form.

If medical treatment is necessary, fill out Medical Service Order form and send employee to St. Jude Medical Center for treatment.

Correcting Unsafe Conditions

It's the supervisor's responsibility to take immediate steps to correct unsafe conditions within their authority and ability. A follow-up system should also be used to ensure that corrective measures are completed in a timely fashion.

What is the California Corporate Criminal Liability Act (Be a manager, go to jail law)

In accordance with the CCCLA (AB 2249, Penal Code Section 387), except where other penalties are specified, and employer or supervisor who does any of the following is guilty of a misdemeanor:

- Knowingly or negligently violates a safety and health law which is determined to be a serious violation.
- Repeatedly violates a safety and health law, thereby creating a real and apparent hazard to employees.
- Fails or refuses to comply with a safety and health law, after expiration of an abatement, thereby creating a real and apparently hazard to employees.

Directly or indirectly, knowingly induces someone else to do any of the above.

What kind of rights do employees have?

Employees are protected under OSHA to seek health and safety on the job without fear of punishment. Employees cannot be punished for activities such as, but not inclusive:

- Complaining to an employer, union, OSHA, or any other government agency about job safety.
- Filing safety or health grievances
- Participating on a workplace safety and health committee.

Participating in OSHA inspections, conferences, hearings, or other OSHA related activities.

Cal-OSHA

Cal-OSHA develops regulations governing occupational health and safety for California industries and enforces these standards by the use of field inspectors who evaluate workplace health and safety conditions.

What Brings Cal-OSHA to Fullerton

- Employee Complaint
- Employee death / serious injury
- Employee hospitalization for more than 24 hours for other than medical observation from a workplace injury random inspection

If an inspection occurs

- A member of EH&IS will accompany the compliance officer.
- If questions are directed to you by the inspector, be open and direct with the compliance officer and answer all their questions to the best of your knowledge.
- Your employees may be questioned without your presence.

CAL-OSHA Citations

An alleged violation observed by a compliance officer during an inspection can be classified as Serious, General, or Regulatory.

Serious – a violation which represents substantial probability that an employee will suffer death or serious physical harm, unless the employer did not, or could not with the exercise of reasonable diligence, know of the presence of the violation.

General – A violation which does not fit the definition of serious, but which does affect the safety and health of employees.

Regulatory – A violation that pertains to permits, posting, record keeping, or reporting requirements as established by regulations.

Environmental Regulatory Agencies

There are many Federal, State, and Local regulatory agencies that deal with our way of business and how it impacts the environment. Examples of them are:

- Federal EPA
- Cal EPA
- Department of Toxic Substances Control (DTSC)
- Water Resources Control Board – Water Quality
- Orange County Sanitation District – construction, operation and maintenance of trunk sewers and waste water treatment, disposal and discharge
- South Coast Air Quality Management District (SCAQMD) – enforces rules regulating emissions from stationary equipment.

EH&IS has the responsibility to develop, implement, and administer programs from regulations written by the above agencies that directly impact the campus. Cal State Fullerton is responsible for compliance with the regulations and could be cited and fined for non-compliance.