

Employee Safety Handbook



To our University Community:

The most valuable resource at Cal State Fullerton is the faculty, staff, and students that make up our university community. To protect this resource, the university has a policy to maintain an environment for students, faculty, staff, and visitors that will not adversely affect their health and safety nor subject them to avoidable risks of accidental injury. No employee will be required to perform any task that is unsafe or hazardous.

Environmental Health and Instructional Safety can assist departments in establishing safe practices through education and training, promoting good risk management practices, and minimizing liability to individuals and the institution.

I encourage you to join in this commitment toward maintaining a safe and healthy campus environment by using the many safety services available to protect and safeguard our community.

Milton A. Gordon, President
California State University, Fullerton

September 24, 1999

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Introduction

California State University, Fullerton is one of the largest employers in Northern Orange County with nearly 2,700 faculty and staff carrying out a variety of functions on a daily basis. With over 25,000 students involved in diverse learning experiences on and off the campus, numerous situations will arise which have health and safety implications. It is important that everyone understands the risks and takes appropriate measures to protect themselves, their coworkers and their fellow students. Federal, state and local regulations and campus policies have been developed to assure that the campus promotes a safe and healthy environment for the entire campus community.

Health and safety procedures and standards have been developed to reduce personnel injuries, property damage, and work interruptions. Administrators, faculty, staff and students can virtually eliminate the major causes of accidents and injuries by following the guidelines established in this and other university safety publications.

This booklet provides a brief overview of health and safety programs and resources available at Cal State Fullerton. Additional information is available from your supervisor, your department safety coordinator, and Environmental Health and Instructional Safety.

Mission Statement

The department of Environmental Health and Instructional Safety (EH&IS) is charged with the integration of safety into the university community and its programs. As a multi-disciplinary team, we support the university's mission through partnership, guidance, consultation, technical assistance and education/training to promote health, safety and facilitation of regulatory compliance.

Vision

EH&IS will strive to complete its stated mission within the university community by:

- ❑ Providing services that promote health, safety and environmental responsibility through informing, empowering and alerting members of the university community of their responsibility to make their environment as safe as it can be.
- ❑ Developing, disseminating and applying health, safety and environmental programs using state-of-the-art technologies and innovative ideas.
- ❑ Serving as a consultant on health and safety issues to all university departments and individuals.

Safety Policy

It is the policy of California State University, Fullerton, to maintain a campus environment for students, faculty, staff, and visitors that will not adversely affect their health and safety nor subject them to avoidable risks of accidental injury.

To accomplish this, the university will provide an accessible, attractive and safe environment, and a welcoming campus climate. Our goal is to meet or exceed all federal and state safety regulations, and our administration will develop appropriate policies, standards, and rules for governing the total university safety effort.

Each individual has a personal responsibility for the prevention of campus accidents. Accordingly, all faculty and staff are to ensure that safe and healthful conditions and procedures are provided and followed in their areas of control, and all members of the campus community are to cooperate fully with all aspects of the university's health and safety program.

Goals of the University Safety Program

- 1 Provide an accessible, attractive, and safe environment.
- 2 Promote the safety and health of faculty, staff, students, and visitors.
- 3 Promote the development and maintenance of attractive, accessible, and functional facilities that support learning.
- 4 Establish safe practices through education and training.
- 5 Promote safe practices that facilitate teaching and research.
- 6 Maintain compliance with environmental rules and regulations.
- 7 Promote good risk management practices and minimize liability to individuals and the institution.
- 8 Minimize any adverse impacts to the environment.



- 9 Retain and attract high quality and dedicated staff by providing professional development opportunities in an environment that allows each individual to contribute to their highest potential, through empowering and recognizing outstanding achievements.
- 10 Strive to incorporate quality, trust, and respect for all safety programs.

Responsibilities

Environmental Health & Instructional Safety

The responsibility of Environmental Health and Instructional Safety (EH&IS) is to assist the university in planning, coordinating, and implementing the various safety programs that promote safe and healthful conditions for work, research, and study. In general, all safety programs address the concept of risk. While there is no such thing as “zero risk,” Cal State Fullerton’s health and safety programs are designed to minimize unreasonable risk through sound safety practices. To accomplish this task, EH&IS will evaluate potential hazards and unsafe acts and conditions and coordinate the programs that will reduce work-related injuries and illnesses. Working in cooperation with other university departments, safety training, monitoring, and accident prevention are the key components of an effective safety program.

Occupational Safety & Health Committee

The primary safety advisory committee at Cal State Fullerton is the Occupational Safety and Health Committee. This committee was established by the university president as the campus-wide committee to review and/or recommend changes to the policies and procedures of the university safety program. The purpose is to provide a general forum for open discussion of safety related issues amongst members of the administration, collective bargaining units, staff, faculty, and students.



Supervisors

The supervisor has primary responsibility for the health and safety of assigned employees. They are responsible for ensuring that employees are fully trained in relevant safety procedures, developing special procedures to protect their workers, and being aware of and correcting hazardous situations in their areas. Supervisors are the key to accident prevention and to a successful safety program. They possess the knowledge and the rapport necessary to help employees do their jobs correctly, safely, and efficiently. An effective supervisor can mean fewer accidents, increased productivity, higher morale, and reduced liability.

Department Safety Coordinators

Department Safety Coordinators (DSCs) are appointed by Administrators, Deans, or Department Chairs to assist departments in maintaining their Department's Injury and Illness Prevention Program. DSCs serve as liaison with EH&IS and are responsible for coordinating inspections, training, and recordkeeping for their department.

Employees

All employees are subject to campus health and safety regulations. Compliance is vital to maintaining a healthy and safe campus environment. They are responsible for knowing general safety procedures, reporting any dangerous or potentially dangerous situations to their supervisors or managers, and working in a manner that protects themselves, their coworkers, students, and guests.

Students

Students are subject to campus health and safety regulations. They need to be aware of general safety procedures and how to report any dangerous or potentially dangerous situations to their instructors.

Rights of the Employee and Student

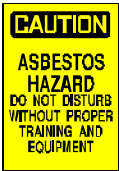
No employee or student is required to perform any function or operation that is considered hazardous. They must obtain information from their supervisor or instructor on the safe procedures of such operations. Health and safety problems not settled at either the supervisor, instructor or department level should be appealed directly to Environmental Health and Instructional Safety. Students should go to the appropriate Dean.

Disciplinary Action

Appropriate administrators shall take disciplinary action with faculty or staff who violate campus safety rules. Disciplinary action should be for violations the employee knew of or should have known of by reason of their experience, expertise, or training. Disciplinary actions shall follow those procedures set forth in the respective collective bargaining agreements of the employee. For administrative employees, disciplinary action shall be the responsibility of the university president or his/her designee.

Safety Programs

Asbestos & Lead



Asbestos containing materials (ACM) can be found in nearly all campus facilities. The results of previous surveys conducted by contractors for the Chancellor's Office and CSUF inspections are included in a database which is located on Environmental Health & Instructional Safety's web page (<http://ehs.fullerton.edu/geninfo/presence.asp>). The database lists the locations where asbestos containing materials have been discovered on campus. In accordance with state requirements, each January, EH&IS updates the database and notifies employees of the changes.

It is important that all employees follow proper work practices to minimize the potential for disturbing ACM and materials containing lead. ACM may be found in walls, doors, pipes, ceiling and floor tile, etc. Lead may be present in painted surfaces.

- Avoid damaging these surfaces.
- Do not alter walls, ceilings, doors or floors.
- Do not hang plants or other objects from these surfaces.
- Do not remove any items fastened to asbestos containing building materials.

Painted surfaces, especially metal surfaces, usually have an undercoat, containing lead. Exposure to lead is often from contact with surfaces that are being repainted, sanded or otherwise damaged, exposing the lead containing layers. Physical Plant has been trained in the proper procedures to handle exposed surfaces.

Additional information on asbestos can be obtained at <http://ehs.fullerton.edu/procedur/asbestos.asp> or by contacting EH&IS.

Bloodborne Pathogens

Human blood may contain pathogens such as HIV or Hepatitis B Virus that could be transmitted through contact. The handling, cleaning, and transporting of human blood is regulated by the Bloodborne Pathogen program. This program is for those employees who may have the potential to be exposed to human blood or body fluids. In the event blood is found in your work area, call Physical Plant at ext 3494 or call EH&IS at ext 7233. DO NOT attempt to clean it up yourself.



Additional information on the Bloodborne Pathogen program can be obtained at <http://ehs.fullerton.edu/Programs/bloodbor.asp>.

Confined Spaces

Confined Spaces are areas that have openings large enough and so configured that an employee can bodily enter and perform assigned work; has limited or restricted means for entry or exit; and is not designed for continuous employee occupancy. Some examples of confined spaces on campus are manholes, sewers, tanks, ducts, vaults, bins, pits, etc. It is important to realize that these areas may contain hazardous atmospheres and other physical hazards.



Cal State Fullerton has a Confined Space program to incorporate all regulatory requirements. Everyone who needs to work in a confined space is required to obtain training in the proper entry procedures and requirements. Never enter any of the above mentioned areas unless you know the proper procedure. Please call Environmental Health and Instructional Safety if there are any questions regarding this issue.

Additional information on Confined Space can be obtained at <http://ehs.fullerton.edu/Programs/cspace.asp>.

Driving on Campus



An increasing number of vehicles and small electric/gas carts on campus, both State and private, create an increased risk to pedestrians and can damage walkways and turf areas. To reduce the risk, the interior of the campus is closed to vehicles between 8:30 AM and 3:00 PM, Monday through Friday. The interior of the campus is defined as the area bounded and enclosed by Gym Drive and West, East and South Campus Drives; includes Visual Arts Complex; excluding parking lots, loading docks and loading dock access roads. State vehicles and carts are allowed on the interior of the campus for emergency response only. Supervisors will be responsible for enforcing driving regulations. For violations contact the University Police.

Driving on State Business



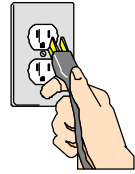
State and university policy require all employees who drive State or privately owned vehicles on State business an average of more than once a month, or who transport students at any time, attend a Defensive Driver course and maintain an accident free good driving record. A defensive driver training course is offered every semester and sponsored by EH&IS.

Departments must have a Form DL 252 (Driver Record Information) on file in University Police for all faculty, staff and student assistants who drive on State business - whether or not they fall into the once a month guideline. In addition, those individuals planning to use their private vehicle on State business must annually complete Form 261 (Authorization to Use Privately Owned Vehicle) and forward it to the University Accounting Office.

Employees who drive on state business in a State or privately owned vehicle and have an accident must fill out the form STD 270. Contact University Police at ext. 2515 for more information.

Electrical Safety

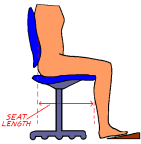
Only qualified electricians working in conjunction with Physical Plant are authorized to work on the university's electrical system, and only qualified technicians and support staff are permitted to perform work on electrical equipment. In addition:



- ❑ Regulations requiring lockout/tagout of electrical equipment are in force. Never force to the on position any electrical switch or device that has been locked out or tagged out. Those locks/tags are used to help prevent accidental electrocution!
- ❑ Extension cords are for temporary use only. When used, they must be the proper rating, in good condition (not frayed or twisted), and are no more than twenty-five feet long. All extension cords must have three prong connectors.
- ❑ The use of multiple outlet adapters (octopus) is not permitted. These electrical devices can cause an electrical circuit to become overloaded.
- ❑ If a circuit breaker trips, do not reset it. Instead, call Physical Plant so an electrician can solve the problem. Circuit breakers that constantly need to be reset indicate a problem and potential fire hazard.
- ❑ Multiple outlet strips may be used (typically used with computers) provided they have a circuit breaker on the box and are plugged directly into a wall outlet. Multiple outlet strips cannot be ganged in series.
- ❑ Using extension cords with strips is prohibited.

Additional information on Electrical Safety can be obtained at <http://ehs.fullerton.edu/guidelns/electric.asp>.

Ergonomics



We type on computers and use hand tools on a daily basis, so it is not unusual to sustain an injury from repetitive motion. The ergonomics program seeks to prevent these injuries. The program focuses on computer workstation arrangement, back safety, and proper lifting techniques.

Worksite evaluation and training programs for office or industrial ergonomics are periodically scheduled by EH&IS.

For available classes contact Employee Training & Development at ext. 4179.

Fire Safety



- You are expected to keep your own work area neat, clean, and free of fire hazards.
- Aisles and corridors should be free of obstructions that could impede a prompt exit.
- Monitor your area for the safe storage and use of flammable materials.
- Know where the alarms, extinguishers are located and how to use them.

EH&IS staff offer courses in fire extinguisher use. This class provides instruction in response to fire and hands-on opportunities to use a variety of fire extinguishers. Upon request, EH&IS staff will offer this training to any unit on campus.

In the event of a fire, if you have received fire extinguisher training, you can fight the fire by following these steps:

1. Sound the alarm to begin building evacuation.
2. Choose the correct extinguisher for the type of fire.
3. Make sure you always have a safe escape route.
4. Get as close as you can to the fire.
5. **P**ull the pin that will release the handle.
6. **A**im the extinguisher nozzle at the base of the fire.
7. **S**queeze the handle.
8. **S**weep the nozzle from side to side, moving forward as you extinguish the flames.

Additional information on Fire Safety can be obtained at <http://ehs.fullerton.edu/emergency/fire.asp>.

Forklift Trucks

Campus policy mandates certification and annual retraining for all employees who, in the performance of their duties, operate forklift trucks. Environmental Health & Instructional Safety and Physical Plant offer classroom and behind-the-wheel instruction for certification. Contact EH&IS for further information.



Hazard Communication

California's Hazardous Substances Information and Training Act (the Right-To-Know Law) requires that workers and supervisors be provided ready access to important health and safety information regarding hazardous substances on campus.



A hazardous substance is any material that can harm you. These substances can be solids (asbestos), liquids (sulfuric acid), dusts (metals, lead), cleaning compounds, inks, etc. The extent to which a substance will cause harmful effects is called the toxicity of that substance.

Manufacturers of hazardous materials are required to provide users of their products with a Material Safety Data Sheet (MSDS). An MSDS describes the substance, its potential health and safety hazards and recommended work and emergency procedures. MSDS's are available to employees through their supervisors. Each organizational unit is responsible for maintaining an MSDS for each product used by the unit.

The campus "right-to-know" program includes the following components:

1. Inventory of hazardous substances.
2. Chemical information, MSDS, chemical fact sheets, product charts and other information from manufacturers, which are available in department offices. EH&IS is an additional information resource to the campus community. This information is available to all employees.

3. Supervisors are responsible for informing employees of hazardous substances in their workplace.
4. Training of employees by supervisors shall include health hazards, special procedures, personal protective equipment and emergency response resources. Each unit must maintain documentation of such training.

EH&IS staff, (in conjunction with the Department Safety Coordinators), provide assistance in obtaining MSDS's, developing and presenting training programs, evaluating potentially hazardous situations and maintain a central accessible source of reference materials.

Additional information on Hazard Communication can be obtained at <http://ehs.fullerton.edu/Programs/hazard.asp>.

Hazardous Material

The National Fire Protection Association (NFPA) has developed a hazard awareness, four-sectioned diamond with ratings of 0-4 to alert the fire department and occupants to the severity of specific hazards located within that building. The left section is blue, indicating health hazards; the top section is red, indicating flammability hazards; the right section is yellow, indicating reactivity hazards; the bottom section is white, indicating special hazards, such as water reactive materials, acids, corrosives, oxidizers and radioactive materials.



The following chart explains the 0-4 designation used in each section of the NFPA diamond:

	BLUE Health Hazard	RED Flammability	YELLOW Reactivity
4	Materials that, with very short exposure, could cause death or major residual injury even with prompt medical treatment.	Materials that will rapidly or completely vaporize at atmospheric pressure and normal ambient temperature or which are readily dispersed in air and will burn readily.	Materials, which are readily capable of detonation or of explosive decomposition or reaction at normal temperatures and pressures.
3	Materials that, with short exposure, could cause serious temporary or residual injury even with prompt medical treatment.	Liquids and solids that can be ignited under almost all-ambient temperature conditions.	Materials which are capable of detonation or explosive reaction but require a strong initiating source or which must be heated under confinement before initiation or which react explosively with water.
2	Materials that, with intense or continued exposure, could cause temporary incapacitation or possible residual injury without prompt medical treatment.	Materials that must be moderately heated or exposed to relatively high ambient temperatures before ignition can occur.	Materials, which are normally unstable and readily undergo violent chemical change but do not detonate. Also materials, which may react violently with water or which may form potentially explosive mixtures in water.
1	Materials that, with exposure, would cause irritation but only minor residual injury without treatment.	Materials that must be preheated before ignition can occur.	Materials that are not normally stable but can become unstable at elevated temperatures and pressures or which may react with water with some release of energy but not Violently.
0	Not considered a health hazard.	Materials that will not burn.	Materials, which are normally stable, even under fire exposure conditions and which are not reactive with water.

Note: The white diamond identifies special hazards. Thus, it does not use the rating. Instead, the white section is used for special symbols to identify special hazards, such as water, reactive materials, acids, corrosives, oxidizers, and radioactive materials.

Hazardous Waste management

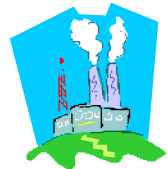
The Hazardous Waste Management program provides comprehensive hazardous waste services to the University. These services include hazardous waste management consultation, waste stream identification, collection, storage, treatment (if permitted) and disposal. EH&IS coordinates with off-site waste management contractors for pick-up and disposal of hazardous waste, emergency response to hazardous materials leaks and spills, and equipment decontamination.



To be sure that any waste generated meets all applicable university and state standards, contact EH&IS before work begins with any hazardous materials. Appropriate waste containers can also be obtained from this office. Direct your questions and concerns to the EH&IS.

Indoor Air Quality

The quality of our indoor air plays an important role in our everyday lives. Some familiar terms such as Sick Building Syndrome and Tight Building Syndrome have stemmed from the recent concerns in society today about our Indoor Air Quality (IAQ). Many IAQ issues are not easily identified. Mechanized equipment, pollution from inside and outside sources, and occupant activities contribute to indoor air quality problems. Cal State Fullerton has developed an Indoor Air Quality program to ensure all concerns are investigated and addressed.



What should you do in the event a strange odor occurs in your work area?

- Gas odors or smoke should be reported to University Police immediately.
- Report Chemical odors to EH&IS for further investigation.
- Temperature problems should be reported to Work Control Center.

Additional information on Indoor Air Quality can be obtained at <http://ehs.fullerton.edu/Programs/iaq.asp>.

Injury and Illness Prevention Program



In compliance with Cal/OSHA regulations, Cal State Fullerton, has developed an Injury and Illness Prevention Plan (IIPP). Check with your Department Safety Coordinator (DSC) for plan details, such as safety training, hazard checklists, etc. There is a full list of DSCs at <http://ehs.fullerton.edu/coord.asp>.

Additional information on IIPP can be obtained by reviewing the Injury and Illness Prevention Program manual in most department offices or call EH&IS for details. Additional information is also available on the web site <http://ehs.fullerton.edu/Programs/injury.asp>.

Medical Monitoring

Medical monitoring ensures employees working with certain identified hazards are monitored medically on a scheduled frequency to ensure their health is not affected due to working with those hazards. If you are identified to be included in the program, it is your responsibility to fulfill this requirement when notified by EH&IS. Some examples of medical monitoring are TB skin tests for Athletic Trainers and Police Officers, annual hearing test for landscape services, and hepatitis B vaccination for Health Center staff.



Additional information on Medical Monitoring can be obtained at <http://ehs.fullerton.edu/Programs/medical/default.asp>.

Office Safety

Environmental Health and Instructional Safety will provide consultation on work space design, air quality, safe use of equipment, chemical, lighting and electrical hazards, and ergonomics. Continuously inspect your work area for these considerations:

Aisles, walkways and stairs must always be free of obstructions such as electrical cords, telephone wires, supplies, equipment, spilled liquids, rubber bands, paper clips, etc.



Bookcases taller than 60" should be attached to the wall or other solid object for earthquake safety. Avoid placing heavy items on top of bookcases or on top of shelves.

Extension Cords and Multi-outlet Power Adapters: See the section on electrical safety.

Filing cabinet drawers should be closed except when in immediate use. Always load from the bottom up and, to prevent cabinets from tipping over, never have more than one drawer of the same file cabinet open at a time.

Paper cutters must be equipped with safety bars. The blade spring tension must be adjusted so that the blade will not fall on its own weight. The blade must be locked in a closed position when not in use.

Portable heaters are discouraged. If used, these heaters must be equipped with an automatic shutoff if it is tipped over. Heaters must have a UL listing.

Personal Protective Equipment



Personal Protective Equipment (PPE) is needed for many work procedures on campus. Some examples of commonly used PPE are respirators, ear plugs, earmuffs, leather gloves, nitrile-coated gloves, safety glasses, chemical splash goggles, tyvex suits, and dust masks. It is important that there is training and medical monitoring requirements associated with usage of some PPEs. If you are unsure what type of PPE you need to perform your job, talk to your supervisor or contact EH&IS.

Prescription Drug Use



In many of the positions on campus, employees use machinery or vehicles that could cause harm if used by an employee experiencing a reaction to medication. Typical symptoms include dizziness, drowsiness, slowed reaction time, blurred vision, etc. Although a colleague may notice a change in behavior, the affected individual may not be aware of the reaction causing a temporary impairment in performance.

It is the goal of the university to do everything possible to create and maintain a safe working environment for all students, faculty, and staff. As part of our ongoing efforts to do this, we ask that employees who work with machinery or vehicles notify their supervisor or the Environmental Health and Instructional Safety Office when their doctor or

pharmacist cautions them about possible side effects of the medication or medical procedure. In some cases, a temporary modification of the employee's duties may be possible.

Radiation Safety

The Radiation Safety program ensures that the use, handling and storage of radioactive materials and ionizing radiation-producing machines at Cal State Fullerton are consistent with the California Department of Health Services policy of keeping all personnel exposures to “ALARA” – as low as reasonably achievable. The program is administered by the Radiation Safety Officer, with support and guidance from the Radiation Safety Committee. The Radiation Safety Officer and staff keep all records regarding the radioactive material license, personnel dosimetry, radioactive material inventory and radioactive waste disposal. Services provided include experiment design consultation, radioactive waste disposal, survey instrument calibration, radiation safety training, environmental monitoring, laboratory inspections, and guidance in the safe use of lasers.



Before any work commences, or any radioactive material or radiation-producing machine is ordered, one must obtain a Radiation Use Authorization that can be obtained from the Radiation Safety Officer (RSO) in MH557, or call ext. 7233.

Reproductive Health

Your decision to become pregnant is a private one, but your exposure of hazards prior to this decision could have an effect on your potential offspring. Our modern society has provided many things for us to consider---smoking, alcohol, use of pesticides, working in a chemistry laboratory, or an art studio. It is recommended that you ask questions of your department regarding any hazards of which you need to be aware. Contact EH&IS for more information on this topic.

Risk Assessment

EH&IS conducts annual risk assessments of campus buildings and grounds. During these inspections, electrical safety, tripping hazards, and fire safety are but a few of the items addressed. If departments have any specific safety questions please call EH&IS to discuss the question, schedule a meeting, or request an assessment.

Sanitation



Environmental Health and Instructional Safety monitors food sanitation on campus using Orange County Sanitation Guidelines. All food establishments are inspected by EH&IS once every quarter to ensure all sanitation requirements are met. Any organization, student, staff, or faculty, wishing to have a public event that includes distribution of food must obtain approval from EH&IS prior to the event.

The University swimming pools are inspected quarterly to ensure the sanitary quality of the water. Qualified personnel from Central Plant maintain the pools and equipment necessary for operation.

Smoking Regulation

Smoking is prohibited in all university buildings, balconies, Titan Stadium seating area, and university vehicles. Smokers are requested to smoke 15 feet or more from all university entrances. The entire university smoking policy can be found at the following web site. <http://ehs.fullerton.edu/policies/smoking.asp>.



Student Safety

Faculty and staff have a responsibility to provide students with a safe and healthful environment. These responsibilities include:

- ❑ Informing students of all risks inherent in the class, lab or field trip activity including dangerous substances, equipment, or procedures.
- ❑ Instructing students on how to properly and safely handle all dangerous items or activities.
- ❑ Exercising a degree of supervision over student activities commensurate with the possible degree of hazard involved.
- ❑ Enforcing all applicable safety regulations developed by the department.
- ❑ Informing students of campus emergency procedures and explain their application to the instructional setting.



To find out more about student safety at CSUF go to <http://ehs.fullerton.edu>.

Field Trips



Academic field trips are often an essential part of coursework. There are, however, risks associated with all field activities. These guidelines, located at <http://ehs.fullerton.edu/safety/student/fieldtrip.asp>, are offered pursuant to UPS 420.105 to ensure that students on field trips avoid any unnecessary liability exposure and that safety is stressed at all times.

All field trip participants must complete and submit an *Academic Field Trip Waiver of Liability and Hold Harmless Agreement*. The student must also sign the *Academic Field Trip Participant List* including a contact person in case of an emergency. A copy of this form must be retained in the academic department office. Contact EH&IS for additional information.

Internships/Experience Based Learning

Departments coordinating internships for students off campus must provide the proper precautions to ensure the safety of the student. Contact the Center for Internships and Cooperative Education at ext. 2171 for information and guidelines to ensure student safety or go to <http://ehs.fullerton.edu/safety/student/offcampus.asp>.

Study Abroad

To ensure the safety of students studying abroad, faculty, staff, and students should contact International Education and Exchange at ext. 2787 prior to recommending an overseas study program. Information is also available at <http://ehs.fullerton.edu/safety/student/abroad.asp>.

Workplace Violence

Acts of violence and threats of violence severely impact the open dialog and free exchange of ideas intrinsic to higher education as well as the well being of the campus community members. Therefore, the university has established a policy of zero tolerance for violence against members of the university community. Acts of violence and threats of violence towards persons or property will not be tolerated. This policy applies to all faculty, staff, students, and visitors to the university.



The university will make an effort to address hazards associated with each type of workplace violence and ensure that it meets federal, state, and local laws, as well as university and system regulations prohibiting violence. Each allegation of violence or threat of violence will be taken seriously.

All employees will be offered training on general and job-specific workplace security measures. Faculty, staff, students, and visitors are encouraged to immediately report acts of violence and threats of violence to their supervisor, a Dean, Vice President, University Police, EH&IS, or Human Resources.

Acts of violence and threats of violence by faculty and staff may result in disciplinary action up to and including termination. For students, such actions may result in disciplinary action, up to and including expulsion. Criminal prosecution may result if federal, state, or local laws are violated.

Reporting Acts or Threats of Workplace Violence

- ❑ Report all acts or threats of violence to University Police at ext. 2515 or Environmental Health and Instructional Safety at ext. 7233. A report may also be submitted by filling out a Campus Safety Report at the following web site <http://ehs/ehsforms/safety.asp>.



- ❑ Be prepared to answer the following questions:

WHO	Name, description, address, phone number, faculty, staff, student, or visitor
WHAT	The circumstances and sequence of events leading up to the incident
WHEN	Time of day
WHERE	Location of the incident
HOW	Describe how the offense was committed
WHY	What was the cause of the incident

- ❑ The responding person will discuss the course of action. If necessary, a follow-up will be conducted at a later time.
- ❑ The Chief of Police will review all reports of workplace violence for possible follow-up by the campus Incident Response Team.

Additional information is available for the following workplace violence guidelines:

- ❑ Handling a potentially violent confrontation (<http://ehs.fullerton.edu/guidelns/violence/handling.asp>)
- ❑ Prevention of Workplace Violence (<http://ehs.fullerton.edu/guidelns/violence/prevention.asp>)
- ❑ Recognition of individuals with the potential for workplace violence (<http://ehs.fullerton.edu/guidelns/violence/recognition.asp>).

Training and Education

A wide array of training sessions are available to the campus community to enhance the safety of employees, students and visitors. Training sessions include:

- Asbestos Awareness
- Biosafety Cabinets
- Bloodborne Pathogen Biosafety
- CPR
- Confined Spaces
- Defensive Driver
- Emergency Preparedness
- Fall Protection
- Fire Extinguisher
- First Aid
- Forklift/heavy Equipment
- Fume Hoods
- Hazardous Materials
- Industrial Ergonomics
- Injury and Illness Prevention
- Lab Safety
- Laser Safety
- Lead Awareness
- New Employee Safety
- Office Ergonomics
- Personal Protective Equipment
- Pesticide Protection
- Propane Buffer
- Radiation Safety
- Respiratory Protection
- Small Cart
- Safety Coordinator
- Safety and the Supervisor
- Trenching and Shoring
- Workplace Violence

For more information call ext. 7233.

Emergency Procedures

What You Need to Know Before an Emergency

All employees should know the following information. Faculty members are encouraged to relay this information to their students at the start of the semester:



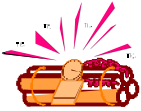
- Identify the location of fire alarm pull stations.
- Review both location and content of evacuation maps including an outside meeting area for your department or class. Instruct students to identify at least two exits from their location in the building.
- Review emergency procedures in case of fire, medical emergency, hazardous materials release, and earthquake.
- Invite any students with special needs to contact you about specific requirements in case of an emergency and make appropriate arrangements.
- Identify the location of the nearest phone to use in case of an emergency.

If hazardous materials or processes are present:



- Identify all materials that may be potentially hazardous.
- Review each Material Safety Data Sheet (MSDS).
- Identify any necessary Personal Protective Equipment (PPE) required for the class.
- Review use and maintenance of PPE.
- Identify any hazardous waste generated. Review campus handling and disposal procedures.
- Identify potential hazards of equipment or processes used in the department or classroom.
- Review hazardous material release procedures.
- Review safe work practices.

Bomb Threat



- ❑ If you observe, or receive as mail, a suspicious object, **do not touch or move it**, call University Police.
- ❑ If you receive a phone call that a bomb has been placed on campus, try and keep the caller on the line long enough to record:
 - the time of call
 - background noises
 - age and sex of caller
 - emotional state
 - speech patterns or accent
- ❑ Ask the caller to tell you where the bomb is placed, when it will explode, the type of bomb and what it looks like.
- ❑ Evacuate upon direction of the University Police.

Chemical Spill



- ❑ Avoid inhaling fumes and try to determine what has spilled.
- ❑ **Providing it is safe to do so**, take action to stop the spill.
- ❑ Evacuate the area and close all doors.
- ❑ In case of contact with skin, flush affected body area with water for **15 minutes**. Seek prompt medical attention.
- ❑ Immediately contact your supervisor, EH&IS, Department Safety Coordinator, University Police, or department faculty/staff.

- ❑ Reenter the area only after the cleanup has been completed.

Additional information on chemical spills can be obtained at <http://ehs.fullerton.edu/procedur/chemspil.asp>.

Disabled Persons Evacuation

In the event of an emergency, everyone including disabled persons should observe the following procedures for evacuation:

1. All able-bodied persons shall move toward the nearest marked exit corridor and/or stairway. **DO NOT USE THE ELEVATOR.**
2. Disabled persons should seek refuge near the closest stairway and request assistance from others. Do not obstruct the stairway or door leading to the stairway. If the location becomes unsafe, move to a different exit stairway and call for help until rescued.
3. Able-bodied persons should assist in the evacuation of the disabled by knowing the following information:
 - A. Be familiar with the disabled persons who are routinely in your area.
 - B. Inform hearing impaired/deaf persons that they should evacuate.
 - C. Assist visually impaired/blind persons to a stairway.
 - D. Assist persons in wheelchairs to a location close to a stairway.
 - E. Inform University Police (find the Command Post outside the building or call 911) of the disabled persons located inside the building.
 - F. In the extreme case where you must physically evacuate a disabled person, you should ask that person how to safely carry/assist them.



Evacuation chairs are provided in the following locations to assist in the evacuation of disabled persons:

- ❑ McCarthy Hall 144 - Fan room
- ❑ Humanities 130 - Custodial Hopper Room
- ❑ Library Lobby - behind Service Desk
- ❑ Science Lab - near Men's Restroom
- ❑ University Hall - First Floor lobby
- ❑ Langsdorf Hall - South lobby
- ❑ Visual Art 106
- ❑ Engineering - First Floor North stairway
- ❑ Education Classroom - Basement Southwest stairway

NOTE: It is suggested that disabled persons prepare for emergencies ahead of time by learning the locations of exit corridors and stairways, by planning an escape route, and by showing a classmate or instructor how to assist him/her in case of an emergency. In addition, disabled persons who cannot speak loudly should carry a whistle or have some other means for attracting the attention of others.

All exit corridors and stairways are marked with exit signs and are protected with self-closing fire rated doors. These are the safest areas during an emergency. Rescue personnel will first check all exit stairways for trapped persons.

Additional information on disabled students evacuation is available at <http://ehs.fullerton.edu/disabled.asp>.

Earthquake

- ❑ During the shaking, “Duck, Cover, and Hold”; stay away from windows.
- ❑ If inside a building, remain under cover until shaking is over. Evacuate after the shaking subsides.
- ❑ Remain outside the building until authorities check the structure.
- ❑ Assist injured persons in securing medical attention.

Additional information on earthquakes can be obtained at <http://ehs.fullerton.edu/emergency/earthqua.asp>.

Fire

- ❑ Pull nearest fire alarm.
- ❑ Call University Police by dialing **911** from any campus telephone to report the fire.
- ❑ Use a fire extinguisher if trained, if the fire is small, and an exit remains readily available to you.
- ❑ Evacuate the immediate area if the fire spreads, and close the doors as you leave – DO NOT USE THE ELEVATOR.
- ❑ If dense smoke is evident, crawl on the floor to the nearest exit to avoid smoke inhalation during evacuation.
- ❑ Remain outside the building with your work group until officials authorize reentry.



Additional information on Fire can be obtained at <http://ehs.fullerton.edu/emergency/fire.asp>.

Fire Alarm Activation



- Treat any alarm as if it were the real thing.
- Immediately evacuate the building.
- Remain outside the building with your group until officials authorize reentry.

Utility Failures

Elevator Malfunction

- Immediately call Work Control Center at x3494. If after business hours, call University Police at x2515. If trapped in an elevator, the available phone is connected to the University Police.
- Do not** attempt to free occupants from stalled elevators.
- Do not** pry open doors or tamper with elevator mechanisms.

Electrical/Light Failure

- Campus buildings are equipped with emergency lighting to assist in evacuation.
- It is advisable to keep flashlights available for use.

Plumbing/Ventilation

- Flooding due to broken pipes must be reported to Work Control Center.
- Cease using electrical equipment and evacuate.
- If you smell a burning odor or see smoke coming from the ventilation supply, call University Police and Work Control.

Medical and First Aid Emergencies

IN THE EVENT OF A SERIOUS ILLNESS OR INJURY ON CAMPUS, IMMEDIATELY CALL PUBLIC SAFETY AT 911. Give your name, location, and description of the medical problem.



Quickly perform these steps:

- Assess the scene. If you can assist the injured without becoming a victim, do so until police and paramedics arrive.
- Tap or shake the victim and ask, “Are you OK?”
- Check breathing and give artificial respiration if necessary.
- Control bleeding by direct pressure on the wound.
- Keep victim still and comfortable until help arrives. Do not move unless absolutely necessary.

In the case of minor injuries, use supplies from the First Aid kits located in department offices. Additional information on CPR and First Aid can be obtained at <http://ehs.fullerton.edu/Programs/cardio.asp>.

Rescue Breathing

If you suspect an airway obstruction:

- Place victim on their side and remove any foreign matter from their mouth with your finger.
- Roll victim on their back.
- Tilt the victim’s head back to open airway.
- Pinch nostrils shut with fingers.
- Take a deep breath and place your mouth over the victim’s mouth.
- Blow air into the victim until you see the chest rise.
- Repeat rescue breathing every 5 seconds.
- Check pulse.
- Give CPR if necessary.



Choking



Conscious Victim

- Stand behind the victim.
- Wrap your arms around their middle, above the navel.
- Clasp your hands together in a doubled fist and press in and up in quick thrusts.
- Repeat until the victim is no longer choking or loses consciousness.

Unconscious Victim

- Roll patient onto their back.
- Open airway and attempt rescue breathing.
- Straddle victim's thighs.
- Place heel of one hand against the middle of the victim's abdomen between the navel and breastbone.
- Place other hand directly on top of the other hand.
- Press into victim's abdomen 5 times with quick upward thrusts.
- Attempt to clear any object from the mouth.
- Attempt rescue breathing.
- Repeat sequence.

Heart Attack



Warning Signs

- Severe crushing pain or heavy pressure in the chest.
- Radiating pain from the chest into arm, neck, or jaw.
- Shortness of breath.
- Sweating, weakness, nausea or vomiting.
- Keep victim comfortable and seek medical help.

Bleeding

- Call 911 for help.
- Use a pad, handkerchief or bare hands to apply direct pressure to the wound.
- Elevate the affected body part.
- Apply steady pressure for 5 to 15 minutes.

Broken Bones and Sprains

- Call 911 for help.
- Do not move the victim unless they're in immediate danger of further injury.
- Keep the injured area immobile until help arrives.



Poisoning

- Call 911 for help.
- Determine the substance ingested.
- Call the Poison Control Center at (714) 222-3212
- If the victim is vomiting and unconscious, roll them onto their side.



Burns

Fire Burns

- Call 911 for help.
- Immerse burned areas in cold water.
- If the skin is blistered, seek medical attention.

Chemical Burns

- Call 911 for help.
- Remove the victim's affected clothing.
- Flush burned areas with cool water for at least 15 minutes.
- Seek medical attention

Emergency Telephone Numbers

Fire, Medical, Police Emergencies (24 hours)

911

University Police

2515

Environmental Health and Instructional
Safety

7233 (SAFE)

Physical Plant Work Control Center

3494

Note: University Police respond 24 hours a day, every day of the year. During an emergency they can page the necessary staff to respond.