Injury and Illness Prevention Program

Responsible Executive:
Vice President for Administration and Finance
Responsible Office:
Environmental Health and Instructional Safety
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I. Policy

California State University, Fullerton is committed to providing an accessible, attractive, and safe environment for its faculty, staff, students, and visitors. It is the policy of the university to maintain, insofar as it is reasonably within the control of the university to do so, a campus environment that will not adversely affect their health and safety nor subject them to avoidable risks of accidental injury. No employee shall be required to perform any task which is unsafe or hazardous. In order to accomplish this, the university has developed an Injury and Illness Prevention Program ("Program") in compliance with Cal/OSHA regulations and guidelines.

The goal of the Program is to assist University employee and volunteers identify–hazards in the workplace, determine how to correct hazards that may occur, and take steps to prevent them from recurring. When fully implemented, the Program will achieve the following objectives:

A. Management is able to prevent many hazards from occurring through regular self-inspections.

B. Employees know to report potentially hazardous conditions without fear of reprisal and that their reports will be given prompt and serious attention.

C. Workplace equipment is maintained in a safe and reliable working condition.

D. Management has established procedures to investigate workplace accidents or near-miss incidents and reported injuries and illnesses.

E. Hazards are corrected soon after they are identified.

F. Employees have received general safety and health rules which are written and apply to everyone.

G. The university has developed safe and healthful work practices for each specific job performed by its employees.

H. The university has established disciplinary procedures which help ensure that safety rules and work procedures are put into practice and enforced.

I. The university has established a written Program for employee response to emergencies.

II. Authority

California Labor Code Section 6401.7 and California Code of Regulations, Title 8, Section 3203.

III. Scope

This Policy applies to all University employees, volunteers, students and visitors. It applies all university programs and activities wherever they occur, whether on or off-campus. University auxiliary and affiliate organizations are responsible for applying similar practices to their respective programs and activities.

IV. Definitions

Cal/OSHA. California Occupational Safety and Health Administration is the State agency that protects workers from safety hazards through regulations, safety programs, inspections, and consultative assistance.

V. Implementation

The University President has assigned overall management for the Program to the Vice President for Administration and Finance/CFO. The Director of Environmental Health and Instructional Safety is responsible for implementation of the Program. Additional responsibilities for implementation include the following:

A. Environmental Health and Instructional Safety (EH&IS)

It is the responsibility of EH&IS, under the direction of the Vice President for Administration and Finance/CFO, to develop and manage the Program and monitor compliance. In case of life safety matters or imminent danger to life or health, the Director of EH&IS or his/her designee has the authority to order the cessation of the activity until the hazardous condition is abated or adequate measures are taken to minimize exposure to campus personnel. Further responsibilities are outlined below:

1. Develop, implement, maintain, and revise as necessary the university Program.

2. Provide consultation to Deans, Directors, Chairs and Department Safety Coordinators regarding program compliance. Consult on: issues of hazard identification and evaluation, procedures for correcting unsafe conditions, systems for communicating with employees, regularly scheduled safety meetings, employee training programs, compliance strategies, and recordkeeping.

3. Provide centralized monitoring of campus-wide activities in the areas of environmental compliance, biological safety, chemical hygiene, emergency preparedness, fire safety, hazard communication, hazard identification,

hazardous materials management, industrial hygiene, occupational safety, pest management, public health and sanitation, and safety education and training.

4. Maintain responsibility of review and authorization of all radiation use on campus. All policies and procedures are written and implemented by the Radiation Safety Officer in collaboration with the Radiation Safety Committee (See ***Radiation Safety Program***).

5. Maintain centralized environmental and employee medical monitoring records, allowing employee access as directed by law.

6. EH&IS takes a risk based methodology to safety training requirements and will identify required training if warranted after assessing the frequency and severity of both prior and likely losses. EH&IS will provide safety information and training based on the assessed risk. Additional training information is outlines in this document's Employee Safety Training Section and the **Safety Training Program**

7. Other services and responsibilities of this office are outlined on the EH&IS web site. http://ehis.fullerton.edu

B. University Risk Management

The Director of University Risk Management is responsible for coordinating campus risk management assessment programs and activities, and developing and delivering training and assessment methodologies to assist faculty, staff and administrators to effectively avoid, mitigate, transfer and/or control risk.

C. Deans and Associate Vice Presidents

It is the responsibility of Deans and Associate Vice Presidents to ensure departments under their direction are complying with the provisions set forth in the Program. Specifically these individuals will:

1. Ensure adequate resources are available to departments for training and education of employees.

2. Provide support for correction of hazardous conditions under their direction.

D. Directors, Department Chairs, Department Heads

The primary responsibility for establishing and maintaining a safe and healthy environment for its employees, students and visitors remains at the department level. It is the responsibility of Directors, Department Chairs and Department Heads to develop departmental policies and procedures to ensure effective compliance with the Program and other university health and safety policies as they relate to operations under their control. Specific areas include employee and student education and training, identification and correction of unsafe conditions and record keeping. Specific responsibilities are as follows:

1. Identify the hazardous job duties and procedures within the department. Develop and maintain written departmental safety procedures which correspond to these hazards. Ensure that each supervisor and employee adhere to these procedures.

2. **Ensure all new employees to the university take General Safety training during their first year of employment.** EH&IS will assist departments, upon request, in determining additional training needs. Required safety training will be added to the employees learning track on the Employee Training Center by the department or EH&IS.

3. Instruct employees and students in the recognition and avoidance of unsafe conditions, including hazards associated with non-routine tasks and emergency operations. Permit only those employees or students qualified by training, to operate potentially hazardous equipment.

4. Develop a system of record keeping, to document all employee and student safety education and training activities. Additional records should include, but not be limited to, all employee and student injuries, incident reports, complaints or grievances involving safety issues.

5. As directed by recent state and federal legislation, a full inventory of all chemicals must be maintained by the department.

6. Request safety procedures from each manufacturer of potentially hazardous equipment where specialized training will be necessary.

7. Post safety notices in a conspicuous location.

8. Develop procedures, as appropriate, to inform employees of outside contractors who work in areas under department jurisdiction of the hazards to which those employees may be exposed.

9. Designate staff that will be responsible for serving as Department Safety Coordinator, acting as liaison with EH&IS and advising the department head on issues relating to EH&IS within the department.

10. Conduct regularly scheduled safety meetings where department personnel can freely discuss safety issues. Such meetings can be scheduled separately or as a portion of regular departmental meetings.

11. Student safety training in the classroom or laboratory is the responsibility of the Department Chair. The Chair is responsible for developing and implementing safety education and training for students exposed to hazards in the classroom. Such education and training must take place prior to the student is assigned to potentially hazardous classroom conditions. Departments are responsible for maintaining student records for three years,

E. Principal Investigators and Supervisors

It's the responsibility of first line supervisors and principal investigators to ensure all employees under their direction have been trained in the proper procedures for each job. Additional responsibilities are as follows:

1. Develop procedures to ensure effective compliance with the Program as it relates to operations under their control. Specific areas of responsibility include employee and student education and training, identification and correction of unsafe conditions, and record keeping.

2. Develop and maintain written workplace procedures which conform to campus and departmental guidelines.

3. Ensure that each employee adhere to adopted procedures.

4. Become familiar with the safety and health hazards their employees may be exposed. Instruct employees and students in the recognition and avoidance of these unsafe conditions, including hazards associated with non-routine tasks and emergency operations. Permit only those employees or students qualified by training to operate potentially hazardous equipment. Do not assume that newly hired, assigned or reassigned employees or students comprehend all safety procedures associated with the new job duties.

5. Report all unsafe conditions and equipment to Department Head or Safety Coordinator.

6. Ensure that employees receive adequate training whenever new substances, processes, procedures, or equipment are introduced to the workplace or when previously unrecognized hazards have been reported. The training must occur prior to the time an employee is exposed to the hazard. EH&IS may be consulted for required training when necessary.

F. Department Safety Coordinators

Department Safety Coordinators (DSC) are appointed by each Director, Department Chair, Dean or Department Head and are critical to the effective implementation of the Program. The DSC will:

1. Assist the Dean, Director, Department Chair or Department Head in the development and implementation of a local school or department Program.

2. Serve as liaison with EH&IS and other associated campus departments.

3. Obtain safety and health information and conduct or arrange for education and training of employees as related to workplace hazards.

4. Conduct periodic safety inspections of school or department facilities, equipment and projects to identify unsafe conditions and practices.

5. Make recommendations and initiate corrective actions regarding identified hazards or deficiencies.

6. Serve as liaison for the department or school on matters pertaining to inspections, accident/injury investigations, personnel safety education and training, and safety reporting.

7. Ensure maintenance of department records on training, accident/injury, monitoring or other pertinent data.

8. Other safety related duties as assigned by the Dean or Department Head.

G. Employees

All University employees are subject to university health and safety regulations. Compliance is important for the prevention of injuries and illnesses. Employee's responsibilities are as follows:

1. Identify hazards and ask questions of their supervisors when concerned about an unknown or hazardous situation or substance.

2. Read and comply with safety procedures and guidelines provided by their supervisors.

3. Report all unsafe conditions, practices or equipment either to their supervisor or to EH&IS without fear of reprisal.

4. Attend required training sessions to understand and comply with all applicable safety requirements. Ensure that all equipment safety procedures are read and understood.

5. Failure to comply with established safety rules may reflect in the employee's performance evaluations and possibly result in disciplinary action.

H. Students

Students are expected to adhere to safety practices presented by faculty, technical staff, student assistants, graduate assistants or other authorized individuals. They must also report workplace hazards that become known to them, to their instructors or other responsible parties.

VI. Accountability

A. EH&IS will select one employee or more per year for recognition by the Governor's Safety Award program based on their safety achievements and include an article on that employee in the quarterly Safety Matters newsletter. Physical Plant also selects employees for their Safety Recognition Program and includes an article in their monthly Plant Life newsletter.

B. All employees shall adhere to safe and healthy work practices defined by established campus and departmental safety and health guidelines. Failure to do so will result in the initiation of disciplinary measures defined in the campus Progressive Disciplinary Action Policy

C. Fines due to violations citations may seriously impact a department's annual operating budget, contingency plans should be implemented to provide for this possible expense and procedures should be established to provide priority to budget requests for compliance issues.

VII. Program

Because of the diversity of operations within the university and the differences in organizational structure within various departments, the university administration recognizes that certain responsibilities and procedures in this program cannot be carried out fully by each department. Therefore, departments will have some latitude in formulating and implementing alternative procedures when necessary, as long as the Program objectives are not compromised.

The program elements for the IIPP are as follows:

Safety Communications

Several methods of communicating with employees on matters relating to health and safety have been established.

A. **Employee Safety Training.** Training provides employees with the most effective method of communicating safety concerns. See section on Employee Safety Training.

B. **Department Safety Meetings.** Departments should schedule regular safety meetings during which safety and health issues shall be freely and openly discussed by employees of the department. If not scheduled separately, safety is a standing agenda item for departmental meetings. Management will attempt to schedule meetings when most employees can attend. Minutes must be kept to document who was in attendance and what topics were discussed. Departments will ensure safety minutes are available to all department employees. Managers and supervisors must encourage employees to report any unsafe or unhealthful conditions they discover without fear of reprisal.

C. **Campus Safety Newsletter.** EH&IS publishes a periodic newsletter for all faculty and staff. This publication is devoted to both occupational safety and health topics as well as off-the-job safety issues.

D. **Safety Notices.** EH&IS provides departments with a variety of safety information. These notices should be posted in highly visible areas within the department or provided to employees as hand-outs.

Health and Safety Inspections

Section 3203, Title 8 of the California Code of Regulations specifies that scheduled periodic inspections **must** be conducted to identify and eliminate unsafe conditions and work practices. The purpose of inspections is to identify and correct potential problems before employees become injured or property is damaged. Environmental Health and Instructional Safety takes a risk based approach to D*epartment Safety Coordinator inspections.* EH&IS will inspect those departments without a designated safety coordinator only if warranted after assessing the frequency and severity of both prior and likely losses. See the **Safety Inspection Program** for safety inspection procedures.

Reporting Work Related Injuries

A. When an injury or illness occurs that is serious enough to require immediate medical treatment, notify university police by calling 911 on a campus phone. Completely describe the injury so that a determination can be made on the proper response.

B. If the injury is not serious or life-threatening but medical treatment is required, provide the employee with a ***Medical Service Order (See Appendix IX***) form and ensure that the employee is transported to either the Student Health Center or St. Jude's Emergency Room. The doctor will determine if the employee's illness or injury is serious enough to require time off. This information will be on the Medical Service Order.

C. ***A Report of Employee Injury and Employee's Claim for Workers 'Compensation Benefits*** forms ***(see Appendix IX)*** must be completed on all injuries and work related illnesses. Exceptions are minor injuries requiring first aid only. These forms must be completed within 24 hours of the injury and sent to the Workers' Compensation Coordinator in Risk Management. Form packets are available from Risk Management.

D. Departments must retain a copy of the ***Report of Employee Injury*** and log each injury or illness on the form provided by EH&IS.

Accident Investigation

A. Serious occupational injuries, illnesses or exposures to hazardous substances must be reported to EH&IS no later than 48 hours after they become known. EH&IS will contact Cal/OSHA as required by law. EH&IS, in conjunction with a representative from the injured employee's department, will investigate the circumstances of the incident to determine the cause.

B. A copy of each investigation report will be forwarded to the department by EH&IS.

Hazard Reporting, Assessment and Control Procedures

All employees are responsible for reporting hazards to their supervisor, department chair or EH&IS.

A. Identification of Hazards

Hazardous situations can be found at any time. The more severe the hazard, the quicker the action needed for correction. Many times employees must use their own judgment in deciding the severity of a hazard.

Department Inspections

Upon completion of scheduled or unscheduled inspections, all findings will be prepared in writing and submitted to department chairs and EH&IS on the appropriate Safety Inspection Checklist. Corrective action or a suitable timetable for elimination of a hazard is the responsibility of the department. EH&IS will provide correction assistance and university-wide funding where appropriate, necessary and available.

EH&IS Inspections

Inspections conducted by EH&IS will be reported in writing to Department Chairs and Department Safety Coordinator using the Health and Safety Report. Corrective action or a suitable timetable for elimination of the hazard (where appropriate) is the responsibility of the department. EH&IS will provide help and university-wide funding where appropriate, necessary and available.

Hazard Reporting

Hazards should be reported to Department Heads, Department Chairs, Supervisors or Department Safety Coordinators. Employees may report hazards by calling EH&IS or anonymously filing a Safety Report on the EH&IS website.

B. Hazard Classification and Remediation

Once identified, hazards are ranked according to the severity of the resulting injury and the probability of its occurrence. Imminent and serious violations and hazards should always be given top priority and corrected immediately or consideration given to stopping operations affected by the violations or hazards.

Imminent Hazards

An imminent hazard is any condition or practice where there is reasonable certainty that a hazard exists that can be expected to cause death or serious physical harm

All imminent hazards shall be repaired, removed from use or modified to a hazard of lesser status immediately. The Department Chair/Head shall inform all employees of

any such imminent hazard(s) that cannot be immediately corrected and ensure that all necessary precautions are taken to prevent mishaps.

Serious Hazards

Serious hazards under the right set of circumstances will cause physical injury or illness to students, employees and visitors. All serious hazards shall be either corrected or modified to a potential hazard within 48 hours unless a longer schedule has been agreed upon by EH&IS and the department. All persons affected by this hazard must be notified.

Potential Hazards

Potential hazards can cause minor injuries or illnesses under the right set of circumstances. These hazards will be corrected in an agreed upon schedule or modified as determined by both the EH&IS Officer and the department. Those affected by these hazards must be notified of existing conditions and procedures for avoiding an accident.

Employee Safety Training

All university employees and students are required to follow the safety training requirement outlined in the Safety Training Matrix.

Training Matrix

Training	Attendees	Attendance Responsibility	Training Responsibility	Frequency	Records Maintained By
General Campus Safety Training	All campus employees	Department Head/Administrator/ Supervisor	EH&IS	Within the first year of employment	EH&IS
General Safety Work Practices for Faculty and Staff	Employees requiring General Safe Work Practices Listed Below	Department Head/Administrator/ Supervisor	EH&IS	Prior to beginning work; Refresher training as specified	EH&IS
Student Safety Training	When exposed to classroom hazards	Department Chair/Faculty	Department or EH&IS (upon request)	First Class Session	Department

An additional sources of information for employees is the ***Safety Matters*** newsletter distributed campuswide. Additional information can be found in the **Safety Training Program** and as follows:

A. New Employee Safety Training

All new employees to the university must take General Safety training during their first year of employment. This training is intended for all university faculty and staff employees. Full and part-time faculty are offered safety training during new and part time faculty orientations set up through Academic Affairs. Training includes but is not limited to:

Asbestos Notification
Available Safety Training
Defensive Driver
Emergency Preparedness
Employee Safety Responsibilities
Fire Protection
Hazard Communication
Hazardous Materials
Reporting Campus Hazards
Safety Communications
Safety Inspections
Smoking Policy
University Safety Policy

Environmental Health and Instructional Safety will consider a risk based approach to additional safety training requirements. EH&IS will assist departments in determining additional training needs when requested.

Employee training documentation will be maintained by the departments and/or EH&IS on the campuswide Employee Training Center.

B. General Safe Work Practices

EH&IS has developed training programs designed to meet general safe work practice requirements. These programs are elements of larger programs which service broad campus needs. Specific training programs can be developed as needed for specialized department needs. These programs may include but are not limited to the following:

Asbestos
Back Injury Prevention
Biological Safety
Cardiopulmonary Resuscitation
Chemical Hygiene
Confined Space Entry
Defensive Driver
Emergency Preparedness
Ergonomics (Office)
Fire and Life Safety
Fire Extinguishers

First Aid
Forklifts
Hazard Communication
Hazard Identification
Hazardous Materials Management
Hearing Conservation
Heat Illness Prevention
Industrial Hygiene
Laboratory Safety
Lockout/Tag out
Occupational Safety
Radiation Safety
Respiratory Protection
Safety and Regulatory Updates for Science Faculty
Any additional training as necessary

C. Specific Safe Work Practices

1. Specialized training dealing with an employee's unique job assignment must be developed by each supervisor. It is the responsibility of each supervisor to identify the hazards of the job and ensure each employee is trained on the proper procedures.

2. Each supervisor will ensure that all new employees receive general and specific training before assignment on a new job or when an employer is made aware of a new or previously unrecognized hazard.

3. Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace.

4. All training shall be documented in writing. Topics, names, signatures, and training dates shall be recorded and kept on file within each department.

D. Student Health and Safety Training

The Department Chair is responsible for developing and implementing safety education and training for students exposed to hazards in the classroom. Such education and training must take place before the student is assigned to potentially hazardous classroom conditions. Academic Departments are responsible for determining who attends the training, the training content, and recordkeeping,

E. Training Frequency

It's the responsibility of the departments to have employees retrained per EH&IS or department guidelines, regulatory requirements, or best management practices.

F. Attendance

Attendance Environmental Health and Instructional Safety will maintain records and monitor attendance of various employees's training sessions. If employees fail to attend the required training, follow up notifications will be sent to the employee and supervisor. Future follow-ups will be sent to the appropriate administrator and/or upper management.

G. Training Records

Environmental Health and Instructional Safety is responsible for maintaining the training records of employees on the Employee Training Center website. Training classes include classroom and online safety training provided by EH&IS. Department specific training is maintained by the department either on the Employee Training Center or other department records. Training records are required to be kept for a minimum of three years or one year past the required refresher training.

Recordkeeping

Environmental Health and Instructional Safety maintains training, medical monitoring, Industrial Hygiene and other safety records. Records are maintained as per the **EH&IS Records Retention** procedures.

University Safety Programs

Programs incorporated into the overall campus Program are included to ensure that adequate EH&IS measures are covered throughout the campus. Programs are reviewed every three years or as necessary. Existing programs are outlined below; specific written programs are contained in the appendices noted.

A 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

Recognizing the importance of eliminating employee exposure to asbestos, the Physical Plant Department and EH&IS have developed procedures for insuring maintenance work involving asbestos is done under controlled conditions. The university has several EPA trained persons who monitor asbestos related activities. Included in this asbestos program is environmental air monitoring, building inspections and sampling, a medical surveillance program, and personal protective clothing. The Asbestos Management website contains asbestos policy information.

B. 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. The program ensures compliance with campus policies, National Institute of Health Guidelines, and governmental regulations regarding the use of infectious agents and toxin-producing agents that have the potential for causing disease in healthy people, animals or plants. Se the Biosafety Manual for more information.

C. 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. This is to assure that the buildings will comply with applicable health and safety standards and the building and its facilities will be adequate for the proposed uses. All campus building committees, Physical Plant, Facility Planning and Construction and other responsible individuals shall involve EH&IS as early as possible in the planning stages of building construction, improvements and acquisitions.

D. Confined Space Entry

The Confined Space 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.

E. Contractor Safety

1. The Contractor Safety program provides that 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. The university has established policies and regulations to be followed by contractors and service representatives. These rules are included within contracts and specifications sent out by the university. Acceptance of these rules and agreement to honor them shall be included in all contracts awarded to contractors.

2. The EH&IS Office has been given the authority to inspect job sites for safety violations. University Police has been specifically designated as representatives of the EH&IS Office in their absence. If the contractor is found to be jeopardizing the safety of the campus by their negligence, the Health and Safety Officer, or designee, has the authority to ask the contractor to immediately remedy the situation or leave the campus. If the contractor refuses to comply, University Police will be asked to assist Health and Safety in escorting the contractor off campus. If the Health and Safety Officers are unavailable, University Police has the authority to advise contractors of their obligation to correct safety hazards immediately and to remove a contractor if an observed safety violation is left uncorrected.

3. EH&IS has the authority through contract specifications to request inspection of the contractors Injury and Illness Prevention Program.

F. Emergency Preparedness

The campus Emergency Preparedness 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. University personnel, students and the public are informed of and included in the preparedness and response strategy. In accordance with Title 8 Section 3220, the university has developed an Emergency Action Plan. The campus Emergency Preparedness Program includes the following items:

1. *Emergency Operations Plan*

   The Emergency Operations Plan has been developed by the University Police's Emergency Preparedness Coordinator and outlines the actions to be taken by the university in response to emergency situations. It is a multihazard plan and is compatible with the State Office of Emergency Services Plan and those of local agencies. It is placed into operation by the President whenever an extraordinary emergency reaches proportions beyond the capacity of routine procedures.

2. *Emergency Procedures Flipcharts*

   These flipcharts are posted throughout the campus in department offices, laboratories and locations accessible to students and employees. They provide emergency information on building evacuation, fire, earthquakes, chemical spills, first aid etc.

3. *Emergency Information Procedures Poster*s

   Emergency Information Posters are placed throughout the campus in classrooms and offices to give quick and accessible information on building evacuation.

G. Ergonomics

This Ergonomics Program is designed to educate the campus community as to proper body mechanics in order to minimize and prevent the frequency and severity of cumulative trauma disorders and repetitive motion injuries. Workstation evaluations are conducted to correct the relation of equipment to body positions. Discussion includes stretching exercises and use of the mouse.

H. Fire and Life Safety

In accordance with the requirements of Title 8 Section 3221, the university Fire and Life Safety program provides for a written fire prevention plan. 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.

I. Food Service and Pool Sanitation

All employees, students, and visitors deserve to be protected from pathogenic illnesses caused by inadequate sanitation. Guidelines are in place for inspections of food establishments and the pool, training, and preventative maintenance. This program also applies to all student food sales. *See the Sanitation/Food Safety Program*

J. Hazard Communication

The written Hazard Communication program provides for:

1. A listing of hazardous substances used in each workplace.

2. A system of labeling containers.

3. Material safety data sheets for each hazardous substance used.

4. A comprehensive training program for employees who use hazardous materials.

K. Hazardous Materials Management

The Hazardous Material Management program provides that employees are trained in the safe procurement, transportation, handling, storage and disposal of hazardous chemicals. To this end: adequate safety equipment is provided in the workplace and properly maintained; employees are required to use personal protective equipment and clothing when handling chemicals; hazardous materials are properly labeled and stored; safe emergency response procedures have been established; ventilation equipment is properly used and maintained; and hazardous wastes are managed in a safe and efficient manner.

L. 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. Included in this program is the monitoring of locations and operations that produce excessive noise, identification of employees exposed to this noise and a program for annual hearing exams.

M. 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.

N. 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. Specific attention is given to such areas as noise, personal protective equipment and clothing, medical monitoring, ergonomics, indoor air quality, and exposure to toxic materials. The success of this program requires that the university develop the capability to:

1. Recognize the environmental stresses which present a potential hazard and understand their effects on employees.

2. Evaluate by experience and with the aid of quantitative measurements, the magnitude of those stresses.

3. Prescribe methods to reduce, control or eliminate such stresses.

O. Laboratory Safety

1. The RSO and Chemical Hygiene Officer are responsible for the coordination of the Lab Safety program and the development of the written Chemical Hygiene Plan for the academic areas. Persons using chemicals within the academic labs will be assisted to develop safety programs in accordance with Title 8. Assistance includes information on methods of safe handling and storage of reactive and toxic substances, and personal protection. Available toxicological information includes permissible exposure limits to certain chemicals and effects of overexposure to various target organs.

2. University Safety personnel conduct surveys of lab spaces to advise the research staff about physical and chemical hazards routinely found in research lab settings. The focus is on problems connected with chemical storage, waste management, earthquake preparedness, electrical hazards, and personal protection.

P. Lead Exposure Management

The Occupational Safety and Health Administration (OSHA) adopted standards which regulate occupational exposures to lead in general industries. Since that time, OSHA has reduced the Permissible Exposure Limit and tightened the occupational standards by requiring improved engineering and work practices. In 1993, OSHA promulgated the Lead Exposure in Construction final rule (29 CFR §1926.62). Cal/OSHA has implemented a similar standard located in the California Code of Regulations Title 8, §1532.1. 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.

Q. Lockout/Tag out

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. *See the Lockout/Tag Out program.*

R. Medical Monitoring Program

The Employee Medical Monitoring Program was developed to help administrators in identifying those 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, to insure their health and safety is not adversely affected by their work environment.

S. 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/Tag out 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.

Elements of the occupational safety program are described on the EH&IS web site.

T. Pest 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.

U. Public Health and Sanitation

The Public Health and Sanitation program provides for regular inspections of all food establishments on campus by the EH&IS Office to ensure that operations and facilities are in conformance with state and local public health codes. The purity of all drinking and swimming pool water is monitored to guard against the presence of harmful bacteria and other contaminants. Other activities include proper housekeeping practices, insect and rodent control, wastewater quality and proper disposal of food and other non-hazardous solid waste.

The EH&IS Office monitors the sale of food items by student groups to insure proper sanitation methods are followed.

V. Protection against Bloodborne Pathogens

In order to minimize possible exposure of employees to Bloodborne pathogens, the university has established a Bloodborne Pathogen 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.

W. 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. Working in conjunction with the Radiation Safety Committee and guidelines approved in the university's broad scope license with the State, the Radiation Safety Officer administers the radiation safety program to ensure that all exposures to radioactive sources are kept to a level as low as reasonably achievable *(See the* Radiation Safety Manual).

X. Respiratory Protection Program

The university uses engineering and administrative controls to eliminate or minimize employee exposure to unsafe levels of airborne contaminants. When such controls are not feasible, use of personal respiratory protective equipment may be required to provide the appropriate level of protection. The university Respiratory Protection Program establishes a program for the use of respirators.

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, all state and auxiliary vehicles, and within 20 feet of a building entrance on campus.

Y. Workplace Violence

Many workplaces are at risk for workplace violence and unfortunately, a University is not immune. 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. The University is committed to zero tolerance of acts or threats of violent and verbal or sexual harassment.