EVACUATION GATHERING AREAS

CALIFORNIA STATE UNIVERSITY, STANISLAUS
Public Safety / University Police Services
801 West Monte Vista Avenue
Turlock, CA. 95382
Tel. (209) 667-3114  Fax: (209) 667-3104
http://www.csustan.edu/DPS

Published by the Office of EHSEM
Fire Police Medical Hazardous Material

911 FROM ANY CAMPUS PHONE

The EHSEM Mission is to contribute to the learning environment by providing support, guidance and leadership, while engaging the campus community in the promotion of safety.

**Emergency Contact Numbers**

- Environmental Health, Safety & Emergency Management (EHSEM) x3035
- Public Safety x3114
- Physical Plant Work Orders x3211
- Student Health Center x3396
- Faculty Affairs x3392
- Human Resources x3351
- Building Marshal: x_________

(Name) ____________________________

(Please complete for your area)

Or visit our web site at: http://www.csustan.edu/DPS

**Mission Statement**

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Summary

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ACKNOWLEDGEMENT OF INFORMATION

I have read and understand the employee handbook, Employee Safety Guide.

Employee’s Signature ________________________ Date ________________________

Trainer’s Name ________________________ Date ________________________

NOTE: This record may be included in the employee’s personnel or training file.
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EHSEM Consultation Resources

Phone: (209) 667-3035          Fax: (209) 664-7086

Name:                           e-mail:
Amy Thomas                     althomas@csustan.edu
(Assistant Director)

Kellie Marshall                kmarshall@csustan.edu
(Health & Safety Specialist)

Campus Phones (Emergency and Elevator)

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The university has a policy that prohibits the “unlawful possession, use, manufacture, distribution, or dispensation of a controlled substance as well as illicit drugs and alcohol in the workplace or as part of university activities.” The policy is strictly enforced and because of the potential impact on campus community safety there can be no exceptions to enforcement. Immediately report to your chair or dean any employee suspected to be under the influence of drugs or alcohol during working hours.

Smoking on Campus

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Asbestos Construction Materials (ACM)

Health effects that may be associated with asbestos have made it a material that requires periodic monitoring to prevent it from being disturbed. Locations having ACM’s are periodically inspected to confirm integrity and needed repairs/removals. If repairs/removals are required, special precautions and controls are taken to prevent asbestos fibers from becoming airborne. Drilling, cutting, sanding, or scraping on ceilings, walls, floors, roofs, or plumbing are examples of activities that have the potential for disturbing ACM’s and causing airborne fiber releases. Please do not hang pictures, plants, or perform any other invasive procedures. Only persons authorized and properly trained should perform work which may disturb ACM’s.

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Defensive Driver Training

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Risk Management

The CSU Risk Management Authority (CSURMA) assumes financial responsibility for all campus losses associated with liability, such as Workers Compensation (WC), Industrial Disability Leave (IDL), Unemployment Insurance (UI), and Non-industrial Disability Insurance (NDI) that exceed our campus deductible. Because our campus contributions to the ‘pool’ are directly proportional to our losses, the campus community has to work together towards reducing these exposures. Leadership roles for these programs are as follows: EHSEM by technical and programmatic function performs risk control tasks to prevent losses, reduce loss exposures, investigations and training; the campus Risk Manager (x3245) is tasked with insurance issues; Human Resources (x3351) manages WC, IDL, UI, and NDI.
General Office / Classroom Safety

Common sense is a good guide to office safety. There are a number of various conditions in which hazards present themselves. Some conditions to be considered include whether the work area is free from tripping hazards such as open drawers and power cords; the EXITS are properly marked and unobstructed; power cords are in good condition and wall outlets are utilized properly; work stations are ergonomically correct and kept clean. Since safety regulations limit hazardous waste storage to 90 days, please contact EHSEM to obtain a “Request Removal of Hazardous Waste” form and instructions. Also available online at: www.csustan.edu/DPS/Documents.html

Student Health and Safety

Because students are a central focus of the campus community, it is prudent for faculty and staff to ensure that student activities meet or exceed regulatory requirements. Not only will this teach and establish good work practices, but also provide our students a feeling of a supportive and safe educational environment. In particular, prior to labs, workshops, or hazardous/new procedures, faculty should take the appropriate teaching time to cover all necessary training components and not assume that students (regardless of their class standing), are familiar with a process/equipment. Student training records should be completed and maintained by the department office. If assistance is required, faculty is encouraged to work with their department chairs and EHSEM on applicable class safety issues.

Field Trip Safety

CSU Stanislaus recognizes academic fieldwork as an integral part of teaching and research. Accordingly, if necessary it should be a designated component of the formal course work. Voluntary field trips that are not a supplement to formal course-work should be discouraged from a liability perspective. It is also strongly recommended that field trips begin and end on campus. Please contact us for specific forms that should be completed prior to the trip. Participation is limited to: enrolled students, faculty, staff, and approved volunteer employees. Remember to contact your supervisor or department chair if assistance is required in the preparation and recognition of potential hazards, which is vital to the health and safety of all those attending the field trip.

Ergonomics in the Workplace

Properly designing and/or adjusting work environments and tasks is a critical step in helping prevent Cumulative Trauma Disorders (CTD’s) or Repetitive Motion Injuries (RMI’s). Examples of CTD’s and RMI’s include Carpal Tunnel Syndrome and Tendinitis, as well as back and neck injury. These and other types of injuries can result from forceful or sustained exertions, awkward postures, tasks done with excessive repetitions or duration, exposures to vibrations, temperature extremes, poor lighting or other adverse conditions. Symptoms that may indicate developing CTD’s or RMI’s include numbness, tingling, swelling or tenderness, in hands, fingers, or arms; headaches and ongoing muscle aches or “sprains.” Employee experiencing these symptoms should speak to their supervisor. Should symptoms persist employee are advised to consult their physician. Supervisors may consult with EHSEM to identify causal factors and solutions.

Workplace Sexual Harassment

California State University, Stanislaus does not condone any form of sexually harassing behavior and it is grounds for disciplinary action. Campus Sexual Harassment Advisers are available for the community’s consultation and advice by calling:

Human Resources 766-3351  
Faculty Affairs 766-3392  
Student Affairs 766-3177

Workplace Violence

Our University maintains a zero tolerance policy towards violence in the workplace, and is committed to creating and maintaining a working, learning, and social environment which is free from violence. Threatening, unprofessional, or violent conduct will result in immediate disciplinary action which might include dismissal from employment and/or civil or criminal prosecution as appropriate.
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Trainer’s Name __________________________ Date __________

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