Employee Safety Guide
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The Safety and Risk Management Mission is to contribute to the learning environment by providing support, guidance and leadership, while engaging the campus community in the promotion of safety.
Rights and Responsibilities

Members of the community of California State University, Stanislaus should be able to enjoy a safe and healthy working environment as is reasonable. This is only possible if members of the community understand that they carry the responsibility for complying with established procedures and act in ways that are proper and safe for themselves and others. Employees are encouraged to report any hazardous situation to their supervisor, chair, dean or the Safety and Risk Management (SRM) office without fear of reprisal. The California Whistleblower Protection Act states that state employees should be free to report waste, fraud, abuse of authority, violation of law, or threat to public health without fear of retribution.

The Bureau of State Audits administers California’s Whistleblower Hotline (800-952-5665). The hotline enables state employees and the public to report improper acts committed by state agencies, departments, or employees, as defined by law.

Regulatory Agency Requirements

Several federal, state, and local regulatory agencies interact with California State University, Stanislaus. The SRM office is designated as the campus liaison for most of these regulatory agencies. Regulations enforced by these agencies help to promote safety and health standards on campus.

Injury and Illness Prevention Program

The California Labor Code and Title 8 of the California Code of Regulations both require the development and enforcement of an Injury and Illness Prevention Program (IIPP). The IIPP addresses many issues and clearly identifies: the responsibilities of managers, communication procedures, identifying and evaluating hazards, inventorying and labeling requirements, hazard investigation and mitigation, training, and record keeping requirements. A copy of the IIPP should be maintained in your department and you are encouraged to review it. You may view the IIPP online at: www.csustan.edu/upd/forms-documents. All employees must take the IIPP course available

Summary

We hope this handbook will be utilized as a reference for safety and liability issues. We encourage the campus community to contact us first regarding any concerns, and if not in our purview, we will gladly assist you in finding the appropriate resources. Finally, please e-mail or call us on any suggestions for improving future editions of this handbook.

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.
Indoor Air Quality

Indoor air quality (IAQ) refers to the environment within a building or structure. IAQ is influenced by chemical, biological, and physical agents. Most IAQ problems are transient and isolated to individual offices or small areas of a building. If you have concerns regarding the indoor air quality of your area, please notify your supervisor. For emergencies contact the UPD at 9-1-1.

SRM Consultation Resources

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online on the Campus Training and Professional Development website.

Campus Phones (Emergency and Elevator)

On campus, all phones communicate with the University Police. However, there are also dedicated phones for campus emergencies. Most of these phones are located outside, topped by blue lights. These dedicated emergency phones will directly dial campus police upon pressing a button. Emergency phones in the elevators function in the same manner. In the event that there is not an emergency call box located nearby, dial 9-1-1 and tell the responder your location at CSU Stanislaus. Dial 1-877-STAN-411 for the Emergency Alerts recorded line.

Campus Crime Statistics

The annual Campus Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by California State University, Stanislaus and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters.

You can obtain a copy of this report on the web at: http://www.csustan.edu/upd/crime-statistics. To request a printed copy Telephone: (209) 667-3114; Fax: (209) 667-3104; or E-mail: Public_Safety@csustan.edu.

Information regarding Campus Security Reports at other locations can be found on the web at: www.ope.ed.gov/security.

Building Marshals and Monitors

Building Marshals and Monitors are trained individuals and furnish a channel of communication between the various departments and University Police. The Building Marshals primary responsibility is the evacuation of people from their buildings and the reporting of this information to emergency personnel. They are not responsible for active search and rescue or any form of building remediation. The Monitors are responsible for making quick checks of rooms and reporting any assistance needs to the Building Marshal upon exiting. These individuals are a primary communication link to University Police Services during emergencies.
Fire and Life Safety

The ability of occupants in a building to avoid injury or death during a fire or other emergency is the primary goal of fire and life safety regulations. Campus policy maintains that prevention, protection, egress, and common sense should be the guide for personnel when identifying hazards. If something looks as though it could contribute to a fire situation (e.g. a long extension cord, portable heater) or prevent egress during an emergency (e.g. cluttered corridors, blocked exits) it should be considered a hazard. Many times the best way to eliminate such a hazard is to report it immediately to a department supervisor or chair. After campus hours, please contact University Police.

Safety Escort Services

In accordance with the campus crime prevention plan, a 24-hour safety escort service is provided by the University Police (667-3114) to anyone who feels the need. The only information required when calling is your name and location and an escort will be dispatched to assist you.

Safety Committees

Committees have been established to maintain communications on issues relating to environment, occupational safety and liability. The committees discuss, study, and may make recommendations on these related matters. Committees also provide members of the university community with the opportunity to voice concerns relating to hazards without fear of reprisal. Regularly scheduled campus safety related committees include, Art Safety

Emergency Operations Plan (EOP)

During an emergency, University Police personnel are directly involved with the coordination of emergency response and the activation of the Emergency Operations Center (EOC). The EOC coordinates operations including evacuations, hazard communications, damage assessment, rescue operations and employee protection. Information regarding the Emergency Operations Plan is available on the web at: www.csustan.edu/emergency.

Construction Safety

Only authorized personnel are allowed in construction zones. Violations of safety regulations by a contractor while working on campus are grounds for job closure or termination. Some of these safety regulations include written programs, abatement, fire prevention, electrical safety, excavations, elevated working platforms, fall protection, site security, cranes, trenching, and scaffolding. Much of construction safety is common sense, and although only authorized persons are allowed in the construction site, any employee member who observes something that may be a safety hazard at a construction site on campus should bring it to the attention of Facilities Services Management.

Hazard Communication

The Hazard Communication Program identifies the components designed to inform employees about chemicals or materials in the workplace. Each department or area should have an inventory of all chemicals or materials that are used within their area. The inventory must be updated at least annually and copies should be sent to SRM. Review the Safety Data Sheet (SDS) before starting work with a new chemical. Labels are also a critical component of the Hazard Communication Program standard. The information required on a label includes the name of the material, the physical hazard, and the health hazard presented by the material. Most original manufacture labels have this information but, if not, an appropriate label must be added as soon as the material is received.

Hazardous Waste Management

Hazardous Materials is the general term used to describe any type of material that has the potential to cause harm to human health or the environment. Hazardous materials include hazardous substances and hazardous wastes. Typically, the distinction between the two is that hazardous substances have a use or value and hazardous wastes have no expected use or value. Since safety regulations limit hazardous waste storage to 90 days, please contact SRM to obtain a “Request Removal of Hazardous Waste” form and instructions. Also available online at: www.csustan.edu/upd/forms-documents.
**Drug-Free Workplace**

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**

In order to protect the health and safety of all members of the CSU Stanislaus community, smoking is prohibited within 30 feet of all campus buildings. The only exception to this is the residential building in Village I where smoking shall continue to be allowed on the balconies. Smoking is prohibited in campus buildings and in state-owned vehicles. This includes golf carts used to transport people across the campus, even though they are less enclosed than a normal automobile. Smoking is also prohibited at outdoor public events where people are seated in close proximity to one another. This prohibition applies to outdoor concerts, sporting events, and celebrations like Commencement.

**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. [http://www.csustan.edu/sites/default/files/asbestos_notice2014_update022114.pdf](http://www.csustan.edu/sites/default/files/asbestos_notice2014_update022114.pdf)

**Injury / Illness Reporting**

Complete records of all incidents involving bodily injury and/or property damage that occur on university grounds are maintained and analyzed for accident prevention and campus liability purposes. Any job related injuries or illnesses should be reported to the immediate supervisor of the injured employee. Supervisors must complete a “Supervisor’s Report of Injury” form available online at: [http://www.csustan.edu/hr/employee-benefits/workers-compensation](http://www.csustan.edu/hr/employee-benefits/workers-compensation). Accidents or injuries on campus, not involving employees, should be reported to University Police as soon as possible. Injury/Incident Report forms are available from your supervisor or University Police (STD268). These forms are immediately forwarded to HR and SRM for review and appropriate action.

**Defensive Driver Training**

Any member of the University who will utilize a state vehicle, or any vehicle for work related travel, must complete the Defensive Driver training course. You may register online at: [https://www.csustan.edu/ctpd/JobClassificationTrainings/DefensiveDriver.html](https://www.csustan.edu/ctpd/JobClassificationTrainings/DefensiveDriver.html)

**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: SRM (x3022) by technical and programmatic function performs risk control tasks to prevent losses, reduce loss exposures, investigations, training, and insurance coordination; 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.

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 on applicable class safety issues. SRM may provide safety consultation and training.

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. 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. Forms and planning information is available online at: http://www.csustan.edu/RiskManagement/AcademicFieldTripGuidelines.html

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. Employees experiencing symptoms should speak to their supervisor. Should symptoms persist employees are advised to seek medical attention. Supervisors may consult with SRM to identify causal factors and solutions.

Workplace Harassment

California State University, Stanislaus does not condone any form of discrimination, harassment or retaliation and such conduct is grounds for disciplinary action. The Office of Faculty Affairs and Human Resources is your resource to find out more information about your rights to a workplace free from discrimination and/or harassment. Campus Sexual Harassment Advisers are available for the community’s consultation and advice by calling:

Human Resources/Payroll (209) 667-3351
Faculty Affairs (209) 667-3392

More information is available online at: http://www.csustan.edu/hr/equal-opportunity-non-discrimination

Workplace Violence

Our University 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 disciplinary action which might include dismissal from employment and/or civil or criminal prosecution as appropriate.