

Introduction

With over 14,000 students involved in diverse learning experiences on and off campus, the number of health and safety issues are seemingly infinite. To assist in addressing these issues, the office of Risk Management/Environmental Health and Occupational Safety (RM/EHOS) provides support to the academic and administrative activities of the University by planning, coordinating and implementing a variety of programs and procedures that promote a safe and healthy environment for employment, study and research.

This booklet provides a brief overview of the campus' Injury and Illness Prevention Program (IIPP) and resources dedicated to risk management at CSU Dominguez Hills. Additional information is available from your supervisor and the RM/EHOS staff.

Supervisors

Under the IIPP, the supervisor has the primary responsibility for the health and safety of his/her employees. They are responsible for ensuring employees receive proper training in safe practices pertinent to their work areas, developing special procedures to protect their workers and being aware of and correcting potentially hazardous situations in their areas. For instance, if hazardous materials are present in their work area, supervisors must obtain and provide Material Safety Data Sheets (MSDS) to their affected employees. Supervisors are the key to accident and injury prevention as well as serving an instrumental role in a successful health and safety program. An effective supervisor can create an environment that is free from injury, increases productivity, high in morale and low in liability.

Employees

Employees are responsible for following and using appropriate safety procedures in the performance of their duties as outlined in the IIPP. Employees are responsible for reporting any hazardous conditions to their supervisors or managers, working in a manner that protects themselves, their co-workers, students and guests.

Students

Students are also subject to campus health and safety procedures and programs. They need to be made aware of general safety procedures and how to report hazardous conditions and situations to their instructors.

Risk Management/Environmental Health and Occupational Safety

The office of RM/EHOS is responsible for assisting the campus in developing, coordinating and implementing various programs that promote safety and minimize risk in the areas of employment, study and research.

Rights

As an employee of CSU Dominguez Hills, you are entitled to a safe working environment and have the “right to know” about workplace hazards. The primary source of information about workplace hazards, including those associated with the use of hazardous materials, is your supervisor. With assistance from RM/EHOS, your supervisor should be able to respond to your safety concerns. However, you have the right to refuse to work under unsafe conditions or perform work that could create a hazard to yourself and others.

Additionally, you have the right to access your own medical and/or personal exposure records maintained by the University. You may also authorize a designated representative to access these records on your behalf. All requests for employee medical records shall be in writing to the University Medical Record Custodian.

Job Hazard Analyses

As a supplement to the IIPP, a detailed analysis of hazards that may be encountered while performing duties has been created which addresses a variety of campus positions and classifications. This analysis discusses:

- *Training required per Cal/OSHA regulations and campus procedures*
Your supervisor is routinely notified as to when the training is offered and is encouraged to have you participate in training according to your hazard analysis. On campus training is offered in three different ways: on the job training (provided by your supervisor); lecture based training (provided and coordinated by RM/EHOS) and web-based training. Prior to participating in web-based training, you will need a password and user identification. Based on your job hazard analysis, you will be assigned certain training online courses specific to the hazards you may encounter.
- *Proper personal protective equipment (PPE) to be worn while performing specific tasks*
Your individual office or department is responsible for furnishing the proper PPE for tasks that you perform. RM/EHOS provides consultation as to the proper equipment to purchase and when it is to be worn.
- *Specific medical examination protocols (physicals) required prior to assignment, annually and at the end of your assignment.* Depending on your position classification, you may have already begun participation in the campus’ medical monitoring program as part of the pre-assignment process. If you are in the one of affected classifications, you are to take an annual physical examination subsequent to your initial examination at no cost to you.

Reporting Hazardous Conditions and Activities

The campus’ IIPP discusses several methods for reporting hazardous conditions at the workplace. If a hazard is found, it must be reported to an employee’s supervisor first and foremost. The supervisor may be able to abate the hazard quickly without assistance from external sources. However if the hazard cannot be abated, the supervisor may contact RM/EHOS for further guidance. The employee may also report the hazard anonymously to RM/EHOS or directly to the union representative.

On the Job Injuries and Illness

Employees that may have injured or become ill on the job must report their condition immediately to their supervisor as outlined in the IIPP. Medical treatment is provided through a local medical facility 24 hours a day, seven days a week. Appropriate forms must be completed by the injured employee and his/her supervisor then submitted to RM/EHOS within 24 hours of the incident.

Non-Smoking Policy

California State University Dominguez Hills is a nonsmoking work environment. Smoking is prohibited in university buildings and within 25 feet of external building doorways, mezzanines, balconies and ground level building air intakes. Smoking is also prohibited in state owned vehicles.

Defensive Driver Training and

As a state employee, you may be required to operate a state vehicle or use your own vehicle in the course of state business. If you are assigned to state vehicle or provided access to

one, the university must obtain a copy of your driving record through the Department of Motor Vehicles upon assignment and annually thereafter. Your driving record will be reviewed for suspension and excessive violations. You must also enroll in a defensive driver training course provided by the university. If you operate your own vehicle through the course of state business, you must also attend a defensive driver training course and annually certify that your license is current and insurance meets the state minimum.

Emergency Telephones

Emergency telephones are located campus wide and can be used for any type of emergency that requires immediate police or medical assistance. These telephones will connect directly to campus Police Department once they are activated.

Emergency Procedures

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

- Identify the location of fire alarm pull station
- Review both location and content of evacuation maps including outside meeting areas for your department or class
- 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 emergency.

Specific Emergency Procedures

FIRE

The first priority is Safety of Life. If you discover a **Fire** or smell **Smoke**:

- Call 9-9-1-1
- Activate the nearest manual pull station if available and in close proximity.
- If the fire is in an occupied room, remove anyone from immediate danger.
- Confine the fire or smoke by closing doors as you leave the area.
- Evacuate via the safest and closest stairwell to the safe refuge area.

FIRE EVACUATION

WHEN AN ALARM IS ACTIVATED:

1. Remain calm but react immediately!
2. Do **NOT** use elevators.
3. If you are in an elevator when the alarm sounds, do not push the emergency stop button. Use the emergency phone in the elevator to call University Police. Do not return to the office for personal belongings.
4. Proceed to the nearest stairwell exit. Proceed down the nearest safe stairwell to the designated outside refuge area. *If you need assistance evacuating downstairs, evacuation chairs are available in all multi-story buildings.*
5. Stay with your Building Warden who will maintain contact with the Fire Department and University Police.
6. Do not return to the building until notified by your Building Warden, University Police or the Fire Department.

EARTHQUAKE

If you do feel a tremor:

DUCK - Duck or drop down to the floor.

COVER - Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.

HOLD - If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.

Do not use the elevators. Elevators will automatically move to the next floor in the direction of travel and open.

AFTER THE EARTHQUAKE:

1. Be prepared for aftershocks. If you are outside, do not return to your office until authorized.
2. Replace telephone handsets that have been shaken off, but do not try to use the telephones except to report fires or medical emergencies.
3. If required to evacuate - **do not use the elevators.** When exiting, make sure that the exit is safe to use. If directed to evacuate, use the stairwells to reach the ground floor and exit the building.

HAZARDOUS MATERIAL SPILL

- Cease operations
- Evacuate the immediate work area and isolate area if possible
- Call University Police and RM/EHOS

IF YOU ARE TRAINED IN EMERGENCY HANDLING:

- Don personal protective equipment if available and you have been trained in how to use such equipment
- Stop and contain spill
- Clean up and remove the materials
- The use of hazardous materials by CSUDH faculty and staff requires mandated hazardous material training including emergency procedures and handling of hazardous waste. For further information, contact your Supervisor or RM/EHOS at x3995.

CHEMICAL RELEASES FROM OFFSITE

Although the chance of significant chemical release from offsite is small, the possible health effects could be serious. In order to protect yourself, practice *Shelter In Place*. *Shelter In Place* protection will be initiated by Campus Police or Risk Management/EHOS and calls for:

1. Staying indoors, closing doors and windows
2. Temporary shutdown of heating, ventilation and air conditioning systems by campus Central Plant
3. Waiting for further directions (Campus Police or floor wardens)

SUSPICIOUS PACKAGE

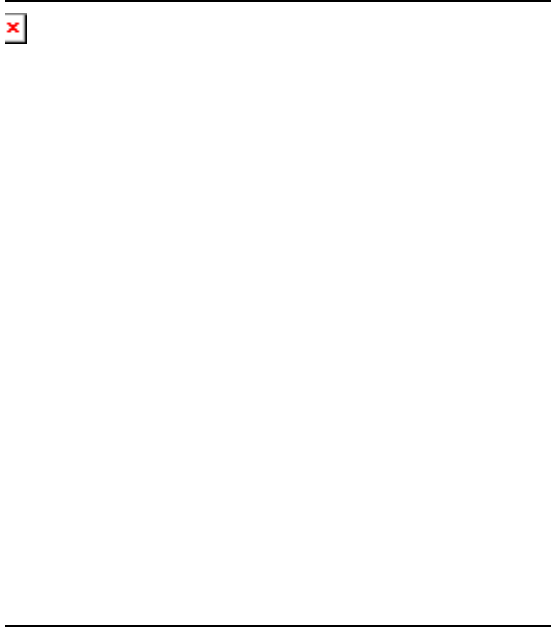
- Do not touch shake or open the package
- Get back and stay away
- Notify University Police via office phone

BOMB THREAT

1. Attract the attention of a coworker. Have your coworker call 9-1-1 to request the call on your line be traced and for Police Department response.
2. Get as much information as possible from the caller about the bomb's location, type and time of detonation.
3. Ask about the bomb's appearance and who placed it.
4. Listen for background noises of distinguishing voice characteristics that might aid police.
5. Survey your immediate work area and report all suspicious items to University Police. Do not touch a suspected bomb or unusual device.
6. University Police and Floor wardens will coordinate evacuations
7. Stay with your Building Warden who will maintain contact with University Police.

California State University Dominguez Hills

Employee Safety Handbook



Office of Risk Management/Environmental Health and Occupational Safety
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