

CSU Fullerton Auxiliary Services Corporation "ASC"

Injury and Illness Prevention Program

I. Policy

CSU Fullerton Auxiliary Services Corporation ("ASC"), is committed to providing an accessible, attractive, and safe environment for its faculty, staff, students, and visitors. It is the policy of the ASC to maintain, insofar as it is reasonably within the control of the ASC to do so, an 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 ASC 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 ASC employees and volunteers to 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 ASC has developed safe and healthful work practices for each specific job performed by its employees.
- H. The ASC has established disciplinary procedures which help ensure that safety rules and work procedures are put into practice and enforced.
- I. The ASC 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 ASC employees, volunteers and visitors. It applies all ASC programs and activities wherever they occur, whether on or off-campus.

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. Responsibilities

The Executive Director, ASC has assigned overall management for the Program to the Human Resources Department. The Director of Human Resources is responsible for implementation of the Program. Additional responsibilities for implementation include the following:

A. Human Resources/Safety (HR)

It is the responsibility of HR, under the direction of the Executive Director, 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 Human Resources 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 ASC 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 centralized environmental and employee medical monitoring records, allowing employee access as directed by law.
5. Provide General Safety training to all employees who include hazard communication, emergency preparedness procedures, and injury and illness reporting.
6. Oversee and implement the ASC Department Safety Coordinator (DSC) program which includes identifying and maintaining a list of DSCs, providing the DSC with a list of responsibilities including an inspection checklist, supporting the DSC and addressing any questions or identified safety concerns, and auditing the program annually, which includes a review of the department's compliance (inspections) with this program.
7. Other services and responsibilities of this office are outlined on the ASC web site.

B. Human Resources Director

The Director of Human Resources 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. Directors and Department Heads

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

3. 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.
4. Develop and implement an education and training program designed to instruct employees and students in general safe work practices and instructions specific to their job duties. Such education and training shall take place before the employee or student is assigned to potentially hazardous employment.
5. Instruct employees and students workers 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.
6. Develop a system of record keeping, to document all employees and student workers 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.
7. As directed by state and federal legislation, a full inventory of all chemicals must be maintained by the department. This is managed by the University's EH&S division.
8. Request safety procedures from each manufacturer of potentially hazardous equipment where specialized training will be necessary.
9. Post safety notices in a conspicuous location.
10. 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.
11. Designate staff that will be responsible for serving as Department Safety Coordinator, acting as liaison with HR and advising the department head on issues relating to safety within the department.

12. 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.
13. 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.

E. Principal Investigators and Supervisors

It is 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 are trained 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, and HR can make arrangements for the training if requested.

F. Department Safety Assistant (DSA)

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

1. Assist the Director or Department Head in the development and implementation of a local school or department Program.
2. Serve as liaison with HR 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. Using the appropriate checklist found in Appendix A, the departments will conduct 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 Department Head.

G. Employees

All ASC employees are subject to ASC health and safety regulations. Compliance is important to the prevention of injuries and illnesses. Responsibilities are as follows:

1. Ask questions of their supervisors when concerned about an unknown or hazardous situation or substance.
2. Read and comply with procedures and guidelines provided by their supervisors.
3. Report all unsafe conditions, practices, or equipment either to their supervisor or to HR without fear of reprisal.
4. Attend education and training sessions and understand and comply with all applicable safety requirements. Failure to comply with established safety rules may be reflected in performance evaluations and may lead to disciplinary action.
5. All employees shall adhere to safe and healthy work practices defined by established ASC and departmental safety and health guidelines. Failure to do so will result in the initiation of disciplinary measures defined in the campus disciplinary action policy,

VI. Program

Because of the diversity of operations within the ASC and the differences in organizational structure within various departments, ASC 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:

A. Safety Communications

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

1. **Employee Safety Training.** Training provides employees with the most effective method of communicating safety concerns. See section on Employee Safety Training.
2. **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.
3. **Safety Notices.** ASC 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.

B. 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.

1. **Scheduled Workplace Inspections**

- a. It is the responsibility of each department or center to ensure that regular and systematic inspections are scheduled for all departmental areas. It is recommended that HR Safety Coordinator be involved in these inspections.
- b. Using the appropriate checklist in Appendix A, HR recommends that all departments be self-inspected on an annual basis, at minimum. Those departments engaged in hazardous operations are encouraged to conduct more frequent inspections.
- c. HR will conduct exterior ASC inspections (e.g. sidewalks, roadways, quads, perimeter of buildings, parking structures) on a quarterly or as needed basis.
- d. **ASC's Safety Coordinator will coordinate with the University's Chemical Hygiene Officer or Assistant Chemical Hygiene Officer conducts inspections of chemical laboratories once a year.**
- e. Fire extinguishers are checked monthly and certified annually.
- f. ASC's Safety Coordinator will coordinate with the University's EHS accompanies the State Fire Marshal fire life safety inspections conducted annually on high rises and children centers and triennially on all other buildings.

2. **Unscheduled Workplace Inspections**

- a. Using the appropriate checklist in Appendix A, departments will conduct an inspection whenever new substances, processes, procedures, or equipment are introduced which represent a new occupational safety and health hazard.
- b. Using the appropriate checklist, departments will conduct an inspection whenever notification of a new or previously unrecognized hazard is received. If unable to resolve, departments must notify ASC's Safety Administrator for assistance.

- c. The ASC Safety Administrator will conduct a health and safety inspection with Department Safety Coordinator or other department representative if an occupational injury, occupational illness, or exposure to hazardous substances occurs as defined by Cal/OSHA.
- d. The State Fire Marshal's Office, Orange County Environmental Health, South Coast Air Quality Management District, Orange County Sanitation, State Department of Health Services, Cal/OSHA and the City of Fullerton Fire Department periodically make unannounced inspections of university facilities. When this occurs immediately notify EHS at ext. 7233. EHS will act as liaison between the regulatory agency and university administration.
- e. The Chemical Hygiene Officer or assigned staff conduct spot checks on instructional chemical laboratories throughout the semester.

3. Food Service

Food service inspections are conducted once a semester or as needed by the Registered Environmental Health Specialist in EHS (Refer to Food Service and Pool Inspection Program).

C. Reporting Work Related Injuries

- 1. When an injury or illness occurs that is serious enough to require immediate medical treatment, notify university police by calling 911 on a campus or cell phone or your immediate manager/supervisor. Completely describe the injury so that a determination can be made on the proper response.
- 2. If the injury is not serious or life-threatening but medical treatment is required, provide the employee with a Medical Service Order form and ensure that the employee is transported to Brea Urgent Clinic. 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.
- 3. A Supervisor Injury Form, Employer's Report of Occupational Injury or Illness (Form 5020) and a Workers' Compensation Claim Form (DWC1) 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 Human Resources Department.

Cl. Accident Investigation

- 1. Serious occupational injuries, illnesses, or exposures to hazardous substances must be reported to the Workers' Compensation Coordinator in HR no later than 24 hours after they become known. The Workers' Compensation Coordinator in HR will contact Cal/OSHA as required by law.

ASC's Safety Administrator in conjunction with a representative from the injured employee's department, will investigate the circumstances of the incident to determine the cause.

2. A copy of each investigation report will be forwarded to the department by ASC's Safety Administrator .

E. Hazard Reporting, Assessment and Control Procedures

All employees are responsible for reporting hazards to their supervisor, department chair, or ASC's Safety Administrator.

1. 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.

a. Department Inspections

Upon completion of scheduled or unscheduled inspections, all findings will be prepared in writing and submitted to ASC's Safety Administrator and the department chair/head. Corrective action or a suitable timetable for elimination of a hazard is the responsibility of the department. ASC's Safety Administrator will provide correction assistance.

b. ASC's Safety Administrator Inspections

Inspections conducted by ASC's Safety Administrator will be reported in writing to Department Chairs/heads. Corrective action(s) or a suitable timetable for elimination of the hazard (where appropriate) is the responsibility of the department. ASC's Safety Administrator will provide help.

c. Hazard Reporting

Hazards should be reported to Department Heads, Department Chairs, Supervisors or Department Safety Coordinators. Employees may report hazards by calling or emailing ASC's Safety Administrator.

2. Hazard Classification and Remediation

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

a. 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. If a condition exists that presents an imminent hazard to health or safety, persons conducting the inspection shall immediately notify the Department Chair/Head or the ASC Safety Administrator, as appropriate.

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.

b. 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 ASC's Safety Administrator and the department. All persons affected by this hazard must be notified.

c. 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 ASC's Safety Administrator and the department. Those affected by these hazards must be notified of existing conditions and procedures for avoiding an accident.

F. Employee Safety Training

Effective dissemination of safety information lies at the very heart of a successful Program. It is necessary to provide training for employees about general safe work practices and specific instructions concerning hazards unique to each employee's job assignment. Forms of training are as follows:

1. Campus Health and Safety Requirements

All employees are required to complete the Campus Health and Safety Requirements online training, accessible via the Employee Training Center within 60 days of hire date and every 5 years thereafter. This online training provides employees an introduction to the university's safety program. Topics include the following:

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

2. General Safe Work Practices

ASC 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 are listed below:

- 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

3. Specific Safe Work Practices

- a. 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.
- b. 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.
- c. Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace.
- d. All training shall be documented in writing. Topics, participants and dates shall be recorded and kept on file within each department.

4. Retraining

It is the responsibility of the department to have employees retrained per department guidelines or the regulatory requirements in the Safety Training Program.

G. Recordkeeping

Records are kept for specified lengths of time.

H. ASC Safety Programs

Programs incorporated into the overall campus Program are included to ensure that adequate safety measures are covered throughout the campus. Programs are reviewed as needed. Existing programs are outlined below; specific written programs are referenced as appropriate.

1. Asbestos Control

The university has identified locations on campus which contain asbestos. This information is available to ASC employees through ASC's Safety Administrator.

A campus-wide notification of asbestos locations is distributed to campus annually. Refer to the University EHS website for the Annual Asbestos Building Report.

Recognizing the importance of eliminating employee exposure to asbestos, Facilities Management and EHS have developed procedures for ensuring maintenance work involving asbestos is done under controlled conditions. The university has several trained employees 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 (refer to the Asbestos Operations and Maintenance Program).

2. 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 (refer to the Biosafety Program).

3. Building Plan Review

The Building Plan Review program provides that EHS shall review and provide input on 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, Facilities Management, Planning and Design and Construction, and other responsible individuals shall involve EHS as early as possible in the planning stages of building construction, improvements, and acquisitions.

4. 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.

5. Contractor Safety

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.

EHS has been given the authority to inspect job sites for safety violations. 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 cease and desist operations. If the contractor refuses to comply, University Police will be asked to assist EHS in escorting the contractor off campus. If EHS is unavailable, University Police has the authority to inform contractors of their obligation to correct safety hazards immediately and to remove a contractor if an observed safety violation is left uncorrected.

EHS has the authority through contract specifications to request inspection of the contractors site safety plan.

6. Disciplinary Action for Violation of Campus Safety Rules

Disciplinary action shall be taken by appropriate administrators with staff members who violate campus safety rules, including those standards listed in the ASC's Injury and Illness Prevention Plan. Disciplinary action(s) should be for violation(s) the employee knew of or should have known of by reason of his/her experience, expertise, or training. For Executive Management employees, disciplinary action(s) for violation(s) of campus safety rules shall be the responsibility of the Executive Director and/or his designee in coordination with ASC/HR.

7. 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:

a. 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.

b. Emergency Information Procedures Posters

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

8. Ergonomics

The 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.

9. Fire and Life Safety

The ASC has 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.

10. Hazard Communication

The written Hazard Communication Program provides for:

- a. A listing of hazardous substances used in each workplace.
- b. A system of labeling containers.
- c. Safety data sheets (formerly known as material safety data sheets) for each hazardous substance used.
- d. A comprehensive training program for employees who use hazardous materials.

11. 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.

12. Hearing Conservation

The ASC 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.

13. Indoor Air Quality

Through a collaborative effort of EHS, Facilities Management, and Design and Construction, the Indoor Air Quality Program oversees indoor air quality which will be maintained through reasonable preventative and responsive measures.

14. Industrial Hygiene

The Safety Coordinator will coordinate with the University to provide 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:

- a. Recognize the environmental stresses which present a potential hazard and understand their effects on employees.
- b. Evaluate by experience and with the aid of quantitative measurements, the magnitude of those stresses.
- c. Prescribe methods to reduce, control or eliminate such stresses.

15. Laboratory Safety

- a. The Radiation Safety Officer and Chemical Hygiene Officer are responsible for the coordination of the laboratory 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.

- b. EHS personnel conduct surveys/inspections 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.

16. Lead Exposure Management

The ASC is committed to reducing 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.

17. Lockout/Tag out

The Lockout/Tagout Program provides 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.

18. 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 ensure their health and safety is not adversely affected by their work environment.

19. 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/Tagout 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 EHS web site.

20. **Pesticide Management**
The Pesticide 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.
21. **Protection Against Bloodborne Pathogens**
In order to minimize possible exposure of employees to bloodborne pathogens, the Safety Coordinator coordinates with the university to established a Bloodborne Pathogen Program designed to minimize or eliminate employee exposure. Included in this program is management of biomedical waste, Hepatitis B Virus vaccination program, HIV precautions, and infection control.
22. **Public Health and Sanitation**
The Food Service documents guidelines for inspections, training, and preventative maintenance of retail food facilities, student food sales. The purity of all drinking is monitored to guard against the presence of harmful bacteria and other contaminants. Other activities include monitoring proper housekeeping practices, insect and rodent control, drinking water and wastewater quality, and proper disposal of food and other non-hazardous solid waste.
23. **Radiation Safety**
The Radiation Safety Manual 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.
24. **Respiratory Protection Program**
The ASC uses the University's 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 Safety Coordinator will coordinate with the university's Respiratory Protection Program who is responsible to establish a program for the use of respirators.

25. Smoking Policy

ASC is committed to a healthy and productive environment. As such, and in light of well-established health risks associated with exposure to secondhand smoke, ASC prohibits smoking in all interior and exterior campus areas and locations effective August 1, 2013 as specified below:

- a. ASC building structures (including parking structures), and outdoor areas owned, leased or rented by ASC whether located on or off the Fullerton main campus.
- b. Vehicles owned, leased or rented by ASC.
- c. Vehicles on university-owned, leased, or rented land or in university-owned, leased, or rented parking structures.

The sale or distribution of any tobacco product, including smokeless tobacco products, also is prohibited. Additionally, sponsorship of a university activity or event by a tobacco product manufacturer is prohibited unless explicitly authorized in writing by the university president or designee.

Refer to President's Directive No. 18 for additional information.

26. Workplace Violence

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

Responsible Executive: Executive Director/CEO

Office: Environmental Health and Safety

Originally Issued: 1/2010

Revised: 3/2020

Appendix A:



Safety Inspection Checklists for General Workplace

DEPARTMENT	REPORT PREPARED BY	EXT	DATE OF THE REPORT	UNSCHEDULED INSPECTION Y / N
LOCATION OF INSPECTION			<i>CHECK ALL ITEMS THAT APPLY IN EACH COLUMN BELOW</i>	
OFFICE AND CLASSROOM	YES	NO		YES NO
1. EMERGENCY PROCEDURES POSTED	<input type="checkbox"/>	<input type="checkbox"/>	19. ELECTRICAL EQUIPMENT GROUNDED WITH 3-PRONG PLUG	<input type="checkbox"/> <input type="checkbox"/>
2. AISLES MAINTAINED WITH 24" OR MORE	<input type="checkbox"/>	<input type="checkbox"/>	20. ELECTRICAL SWITCHES, OUTLETS AND APPLIANCES IN GOOD REPAIR	<input type="checkbox"/> <input type="checkbox"/>
3. CHAIRS AND TABLES IN GOOD REPAIR	<input type="checkbox"/>	<input type="checkbox"/>	21. PORTABLE HEATERS USED SAFELY	<input type="checkbox"/> <input type="checkbox"/>
4. CABINETS AND SHELVES ABOVE 60" ARE ANCHORED TO THE WALL	<input type="checkbox"/>	<input type="checkbox"/>	22. ACCESS TO ELECTRICAL PANELS AND CIRCUIT BREAKERS UNOBSTRUCTED	<input type="checkbox"/> <input type="checkbox"/>
5. FIRST AID SUPPLIES AVAILABLE & NOT EXPIRED	<input type="checkbox"/>	<input type="checkbox"/>	23. ELECTRICAL CORDS NOT RUNNING UNDER MATS	<input type="checkbox"/> <input type="checkbox"/>
BUILDING SAFETY			FIRE PROTECTION	
6. LIGHTING ADEQUATE IN ALL AREAS	<input type="checkbox"/>	<input type="checkbox"/>	24. ALL EXITS MARKED AND UNOBSTRUCTED	<input type="checkbox"/> <input type="checkbox"/>
7. DOORS IN GOOD REPAIR, SELF-CLOSERS IN PLACE	<input type="checkbox"/>	<input type="checkbox"/>	25. FIRE EXTINGUISHERS AVAILABLE, OPERABLE AND IN GOOD CONDITION	<input type="checkbox"/> <input type="checkbox"/>
8. DOORS NOT PROPPED OPEN BY TRASH CANS; NO STOPPERS/WEDGES USED	<input type="checkbox"/>	<input type="checkbox"/>	26. DECORATIVE MATERIAL OR FURNISHING ARE FIRE RETARDANT	<input type="checkbox"/> <input type="checkbox"/>
9. ITEMS NOT STORED WITHIN 18" OF THE CEILING	<input type="checkbox"/>	<input type="checkbox"/>	27. FLAMMABLE MATERIALS STORED IN METAL CABINETS	<input type="checkbox"/> <input type="checkbox"/>
10. FLOORS CLEAN AND IN GOOD REPAIR WITH NO TRIPPING HAZARDS	<input type="checkbox"/>	<input type="checkbox"/>	28. ALARM PULL STATIONS, SPRINKLER HEADS, AND HOSE CABINETS UNOBSTRUCTED	<input type="checkbox"/> <input type="checkbox"/>
11. CEILINGS INTACT	<input type="checkbox"/>	<input type="checkbox"/>	SAFE PRACTICES	
HOUSEKEEPING			29. EMPLOYEES TRAINED IN SAFE USE OF EQUIPMENT; TRAINING DOCUMENTED	<input type="checkbox"/> <input type="checkbox"/>
12. CORRIDORS, HALLWAY, EXITS, AND AISLES UNOBSTRUCTED	<input type="checkbox"/>	<input type="checkbox"/>	30. EARTHQUAKE SAFETY SUPPLIES AVAILABLE	<input type="checkbox"/> <input type="checkbox"/>
13. OFFICES/STORAGE AREAS CLEAN AND ORDERLY, MATERIALS STORED SAFELY	<input type="checkbox"/>	<input type="checkbox"/>	31. ALL HAZARDOUS MATERIAL CONTAINERS LABELED WITH CONTENTS	<input type="checkbox"/> <input type="checkbox"/>
14. HEAVY ITEMS STORED ON LOWER SHELVES FOR EARTHQUAKE SAFETY	<input type="checkbox"/>	<input type="checkbox"/>	32. HAZARDOUS WASTE REPORTED TO EH&S	<input type="checkbox"/> <input type="checkbox"/>
15. ELECTRICAL CORDS OUT OF AISLEWAY	<input type="checkbox"/>	<input type="checkbox"/>	33. ALL EMPLOYEES TRAINED ON EMERGENCY EVACUATION PROCEDURES/ 911 EMERGENCY REPORTING	<input type="checkbox"/> <input type="checkbox"/>
ELECTRICAL SAFETY			34. WORKPLACE VIOLENCE PROCEDURES IN PLACE	<input type="checkbox"/> <input type="checkbox"/>
16. EXTENSION CORDS NOT IN USE	<input type="checkbox"/>	<input type="checkbox"/>	35. WOULD YOU LIKE EH&S TO CONDUCT AN ERGONOMIC EVALUATION FOR A COWORKER?	<input type="checkbox"/> <input type="checkbox"/>
17. POWER STRIPS UL APPROVED WITH OVERLOAD PROTECTION	<input type="checkbox"/>	<input type="checkbox"/>	36. WOULD LIKE TO REQUEST DEPT. TRAINING: SAFE LIFTING, FIRE EXTINGUISHER USE, WORKPLACE VIOLENCE, ETC.	<input type="checkbox"/> <input type="checkbox"/>
18. NO CUBE ADAPTERS ARE BEING USED	<input type="checkbox"/>	<input type="checkbox"/>	37. NEW PROCEDURES/EQUIPMENT WHICH PRESENT A SAFETY/HEALTH HAZARD WERE INTRODUCED	<input type="checkbox"/> <input type="checkbox"/>
LIST EACH ITEM # MARKED "NO" ABOVE. EXPLAIN THE HAZARD AND HOW IT WILL BE CORRECTED. LIST TRAINING REQUESTS ON NEXT PAGE.				



Safety Inspection Checklists for Electrical/Mechanical Rooms

LOCATION OF INSPECTION:	UNSCHEDULED INSPECTION Y / N		CHECK ALL ITEMS THAT APPLY IN EACH COLUMN BELOW		
	YES	NO		YES	NO
1. EYE PROTECTION PROVIDED/REQUIRED			19. FLOORS CLEAN AND IN GOOD REPAIR WITH NO TRIPPING HAZARDS		
2. RESPIRATORS USED. EMPLOYEES TRAINED			20. STORAGE AREA CLEAN AND ORDERLY, MATERIALS STORED IN SAFE MANNER		
3. SAFETY SIGNAGE POSTED			21. HEAVY ITEMS STORED ON LOWER SHELVES FOR EARTHQUAKE SAFETY		
4. HEARING PROTECTION AVAILABLE			22. CABINETS AND SHELVES ABOVE 60" ARE ANCHORED TO THE WALL		
5. LADDERS IN GOOD CONDITION			23. WATER LEAKS OR OTHER TRIPPING HAZARDS REPORTED		
6. FORKLIFT OPERATORS HAVE BEEN PROPERLY TRAINED			24. LIGHTING ADEQUATE IN ALL AREAS		
7. WORK AREA CLEAN, UNCLUTTERED—FREE OF COMBUSTIBLES SUCH AS PAPER OR CARDBOARD			25. DAMAGED ASBESTOS INSULATION REPORTED		
8. WINDOWS AND DOORS IN GOOD REPAIR, CLOSERS IN PLACE, NO STOPPERS USED			26. BREAKERS AND EQUIPMENT PROPERLY LABELED		
9. LOCK-OUT PROCEDURES IMPLEMENTED DURING EQUIPMENT REPAIR			27. CIRCUIT BREAKERS UNOBSTRUCTED		
10. AIR COMPRESSORS HAVE AUTOMATIC WARNING SIGNS			28. FIRE EXTINGUISHER ACCESSIBLE, OPERABLE AND IN GOOD CONDITION		
11. COMPRESSED AIR SAFETY DEVICES CHECKED FREQUENTLY			29. IS CURRENT YEAR NOTED ON THE FIRE EXTINGUISHER INSPECTION TAG? ARE SEALS INTACT?		
12. ALL MACHINERY CLEAN AND PROPERLY MAINTAINED			30. GAS CYLINDERS STORED UPRIGHT, SECURED AND IN GOOD CONDITION		
13. MANUALLY OPERATED VALVES/SWITCHES ARE CLEARLY IDENTIFIED AND ACCESSIBLE			31. ELECTRICAL PANEL COVERS ON		
14. ARE ALL EMERGENCY STOP BUTTONS COLORED RED?			32. ACCESS TO ELECTRICAL PANELS UNOBSTRUCTED		
15. ARE SAFETY DEVICES ON COMPRESSED AIR SYSTEMS CHECKED FREQUENTLY?			33. HAZARDOUS WASTE DISPOSED OF PROPERLY		
16. ARE SIGNS POSTED TO WARN OF AUTOMATIC STARTING FEATURE OF COMPRESSOR?			34. ALL HAZARDOUS MATERIAL CONTAINERS LABELED PROPERLY		
17. IS THE BELT DRIVE TOTALLY ENCLOSED?			35. FLAMMABLE MATERIALS STORED IN METAL CABINETS		
18. BEFORE REPAIR WORK IS DONE, PRESSURE IS BLED OFF AND SYSTEM IS LOCKED OUT			36. NEW PROCEDURES/EQUIPMENT WHICH PRESENT A SAFETY/HEALTH HAZARD WERE INTRODUCED		
LIST EACH ITEM # MARKED "NO" ABOVE. EXPLAIN THE HAZARD AND HOW IT WILL BE CORRECTED.					
LIST TRAINING REQUESTS ON NEXT PAGE					