



# SAN JOSÉ STATE UNIVERSITY



## WORKPLACE SAFETY HANDBOOK

### **Human Resources**

Risk and Compliance: 408-924-2150

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## San José State University Safety Policy

The preservation of San Jose State University human, environmental, physical, and financial resources through proper accident prevention shall be recognized as an important responsibility. San Jose State University will make every reasonable effort to provide a safe and healthful working environment for all employees as required by federal, state, or local law.

The San Jose State University Risk Manager shall be named the Safety Officer for SJSU and will be responsible for ensuring that proper guidelines are developed in accordance with this policy

In addition to the management responsibilities described above, it is the responsibility of all employees to follow standards of practice consistent with this policy.

Reference: SB 198 and Title 8 California Code of Regulations Section 3203 (8CCR 3203).

### Safety Philosophy

At San José State University, the personal and collective safety and health of all employees is of utmost importance. Where specific guidelines do not exist regarding safety, employees should use common sense. ***All personnel shall practice safety at all times.***

The Injury and Illness Prevention Program at San José State University is designed to provide a healthy and safe workplace for all employees. To be successful, it is necessary for all to develop an attitude of awareness and to participate in ongoing improvement of the safety and health program in effect at San José State University, and to comply with procedures set forth in this program.

Each employee is encouraged to actively support the safety and health procedures in his/her area. The ultimate goal of San José State University is to have **ZERO ACCIDENTS** and **INJURIES**, and a **SAFE** and **HEALTHY WORKPLACE** for all our employees.



## Campus Standards of Conduct

**On University property the solicitation, sale, unprescribed use or possession of dangerous drugs, restricted dangerous drugs, or narcotics, as those terms are used in California statutes is prohibited.**

Alcohol consumption is prohibited in residence halls, individual offices, classrooms, laboratories, or generally accessible public or open areas. Information on campus policies on alcohol use may be obtained from Human Resources or the Academic Senate Office.

Pursuant to California Education Code Section 89535, employees may be disciplined, up to and including termination, for the following causes:

- Conviction of criminal offenses involving the illegal use of drugs
- Appearing for work impaired by the use of alcohol and/or controlled substances
- Addiction to controlled substances

The University, through its Employee Assistance Program (EAP) and the Student Health Center offers substance abuse programs for students, faculty and staff. All contacts with the EAP provider or Student Health are confidential. The phone number for the Student Health Center is 924-6120. To contact CONCERN, visit [www.concern-eap.com](http://www.concern-eap.com) or call 1-800-344-4222 or 408-223-4050 or 650-940-7100

## INTRODUCTION

Welcome to San José State University! (SJSU) Managing safety and minimizing risk is a critical element of any successful organization, and a very high priority at SJSU.

As a new employee, you will need to become familiar with the procedures and policies that help make SJSU a safe and healthful workplace. You will also need to become familiar with the resources available to you in the areas of safety and risk management. This handbook provides basic introductory information about the responsible groups and individuals on campus, and about the basic safety and risk services. It is very important that you read the entire document.

This handbook does not replace various departmental safety plans and procedures; these documents provide far more detail on the implementation of the safety programs than can be accommodated in this handbook. You must become familiar with the plans and procedures that pertain to your job. These are available from your supervisor or manager.

As an employee of SJSU, you have a right to work in an environment where you are protected from recognized hazards likely to cause injury or death. Your supervisor must inform you if your job may include hazardous operations or exposures. Your supervisor is responsible for providing safety training for you, should your job warrant it. You have the right to refuse working in unsafe conditions or to perform work that creates a hazard for you or other workers. You also have the right to confidentially file health and safety suggestions or complaints, and to have those complaints investigated promptly.

Along with these rights go certain responsibilities. You have the responsibility to perform your job safely and to prevent harm to other workers, the general public, and the environment. You must observe all SJSU safety standards applicable to your work. You must promptly report to your supervisor or to Risk and Compliance Services any condition that could lead to violation of the SJSU safety standards. If an imminent danger (possibility of serious harm or death to you or others or damage to the environment) exists, you must stop work and notify affected workers and your supervisor.

Most hazards are only *potential* problems. The presence of a hazard does not mean you will experience adverse effects. You can best minimize your risk by becoming knowledgeable about the hazards associated with your job, participating in training, and following standard procedures and policies.

A successful environmental health and safety program requires a partnership between each employee and the University. The University must provide a safe and healthful work environment, and you, the employee, must follow all health and safety policies, practices, and procedures, and always work in a safe manner.

## **I. SAFETY RESPONSIBILITIES AT SJSU**

### **The President of the University**

The President of San José State University has the ultimate authority and responsibility for safety and risk management throughout the campus. Responsibilities are delegated as described below.

### **Risk and Compliance (R&C)**

The responsibility of R&C is to assist in planning, coordinating, and implementing the employee safety & occupational health, environmental management, workers' compensation and risk management programs. These programs are aimed at promoting safe and healthful work conditions for work, research and study.

R&C is responsible for maintaining awareness of laws, regulations, and polices which impact safety and risk management, assuring that applicable information is passed to departments, and assisting in implementation of procedures and practices that assure compliance.

R&C maintains technical expertise in the appropriate areas, and makes that expertise available to the campus.

The President has designated the Associate Director of University Risk and Compliance as the Campus Safety Officer.

### **SJSU University Police Department (UPD)**

The University Police Department has law enforcement jurisdiction at San José State University. UPD is comprised of three divisions: field services, administrative services, and support services. UPD is responsible for traffic and parking, campus escort service, campus security, crime prevention and investigation on campus, emergency planning and preparedness, critical response for campus incidents, emergency response, and for non-emergency matters, contact UPD at 924-2222. For emergencies, dial 911.

### **SJSU Facilities Development & Operations (FD&O)**

FD&O is responsible for maintenance and repairs of the university's physical structures. Maintenance and repair of safety-related elements take high priority. You can initiate a service request at: <http://admtma.sjsu.edu/home.html> or by calling 924-1990

FD&O is also responsible for planning and design of new and remodeled facilities. For safety or risk issues relating to facility design and construction, call 924-1950.

Safety or health information relating to landscaping and grounds maintenance can be obtained at 924-1973. Custodial safety or health issues can be addressed by calling 924-1965.

## **SJSU Campus Safety Advisory Committee (CSAC)**

The Campus Safety Advisory Committee is composed of employees representing a broad range of campus functions. The role of this committee is to address and advise on safety issues that affect the entire campus. Safety issues which can be resolved within a department, or through the Safety & Risk Services Unit, the University Police Department, or Facilities, Development and Operations should be handled through these more expeditious routes.

The CSAC meets quarterly. Agenda items can be submitted to R&C at 924-2155.

## **Colleges & Departments**

At SJSU, each department is responsible for the implementation of the Injury and Illness Prevention Program (IIPP). An overview of the IIPP and the requirements are presented in section II of this handbook. Colleges and departments are responsible for providing the funding for department-unique resources needed to assure employee safety. Resources may include Ergonomic or other Personal Protection Equipment, training, and physical resources, such as showers and eyewashes, fume hoods, or storage cabinets for hazardous materials.

## **Managers**

Managers are responsible for implementing the department's Injury & Illness Prevention Plan. Managers must also provide any safety resources (such as personal protection equipment) needed for you to perform your job. Managers must recognize hazards associated with your job and remove the hazard, minimize the hazard by using appropriate safety equipment and procedures, and/or train you appropriately. Managers are expected to work closely with R&C to ensure a health and safety program appropriate to the department's needs. Managers must acknowledge safe behavior among their employees, and initiate appropriate disciplinary action for employees who repeatedly behave in an unsafe manner.

## **Supervisors**

Supervisors have prime responsibility for the health and safety of their assigned employees. Supervisors must be familiar with the job hazards associated with each job. Supervisors will ensure that you are properly trained and follow safe and healthful work practices. Supervisors are expected to work closely with R&C to implement appropriate safety programs for their assigned employees. Should you or a coworker suffer a work-related injury or illness, supervisors must ensure that proper first aid or medical care is given. Supervisors must document all work-related illnesses and injuries using the "Employers Report of Occupational Injury or Illness" form. Forms are available on the SJSU Human Resources website <http://www.sjsu.edu/hr>, or through R&C.

## **Employees**

As an employee, you are entitled to a safe and healthful working environment. You have "the right to know" about potential hazards or unsafe conditions in the workplace. You also have the responsibility to behave in a safe and healthful manner, following all safety



policies and procedures. You must participate in required safety and health training, use the recommended personal protection equipment, and use all equipment and hazardous materials only in the manner intended. You also have the responsibility to notify supervisors and coworkers of any unsafe work condition. You must report all injuries, accidents, and “near-misses” to your supervisor.

## **Faculty**

As employees of the University, faculty members are bound by the same regulations and policies as other university employees. Additionally, faculty have a professional obligation to instill a philosophy of safe behavior in students, and to assure hazardous activities in the classroom are carried out in the safest possible manner.

## **Students**

Students are subject to all campus health and safety regulations. Students need to be aware of general safety procedures. Students taking classes involving the use of hazardous materials or equipment must be trained in proper use of the material or equipment prior to using it. Students must be aware of the process for reporting any dangerous or potentially dangerous situations.

## **II. THE SJSU INJURY AND ILLNESS PREVENTION PROGRAM**

In California, every employer is mandated to establish and implement an effective Injury and Illness Prevention Program. The scope and content of that program are defined in Title 8, California Code of Regulations, Section 3203. Oversight of the programs is the responsibility of the California Occupational Safety & Health Administration (Cal-OSHA).

At San José State, an IIPP template addressing all the required elements has been prepared by R&C. It is the responsibility of each department to tailor that template to the department’s specific needs, and to implement the program. Each department’s IIPP is available through that department. The master template can be obtained from R&C. Key elements of the required IIPP program are described below.

### **A. Program management**

SJSU must identify an individual with the authority and responsibility to implement its Injury and Illness Prevention Program; this person is the SJSU Safety Officer (The Director of Compliance Services Unit). Responsibility for implementation of the IIPP within each functional unit is delegated to the Department Head or Safety Specialist for that unit.

### **B. Motivation & Discipline**

Departments must recognize employees who consistently behave in a safe and healthful manner. Employees who repeatedly behave in an unsafe manner are subject to disciplinary action. SJSU has a disciplinary policy regarding employee compliance with all regulations and policies; this includes the safety policies, safety rules and safe work practices. It is the University’s responsibility to implement the policy in a fair and non-discriminating manner.

### **C. Communication**

Each department is required to assure that safety and health information is communicated to the employees within the department. Communication methods should be tailored to the needs and circumstances within the department. They may include periodic safety meetings and training sessions, newsletters and memos, e-mails, etc.

### **D. Inspections**

Injury and illness hazards in the workplace must be identified. A formal hazard analysis and self-inspection program and an equipment evaluation system must be developed and implemented by the department. Inspections should be performed on a regular basis. R&C can assist.

### **E. Accident Investigations**

The immediate supervisor of an employee must investigate and report each work-related injury or illness. R&C can assist.

### **F. Corrective Actions**

Deficiencies or hazards identified during a self-inspection or an accident investigation must be followed up and corrected by the department. The priority of the correction of the hazardous condition should be commensurate with the hazard. Documentation is required.

### **G. Training**

All employees must receive training in identifying and guarding against injury and illness hazards associated with their work. General safety guidelines and safe work practices prepared by each department are useful training tools. It is each department's responsibility to provide and document training. R&C can assist by providing appropriate training materials, and, in some cases, provide the training.

## **III. MAJOR SAFETY PROGRAMS AT SJSU**

### **A. Hazard Communications**

California's Hazard Communications Standard gives every employee the "Right to Know":

- The potential hazards of the materials with which you work
- Any possible exposures above legally permissible levels to hazardous materials

The Material Safety Data Sheet, or MSDS, provides a range of information about the hazards and safe use of a specific chemical or mixture of chemicals. You must read the MSDS and understand it *before* working with the hazardous material.

Chemical manufacturers provide a copy of the MSDS for the chemical at the time of purchase. The Facilities Hazardous Materials Specialist can assist in providing information on how to read and understand an MSDS. In addition, employees can obtain a copy of the MSDS from the manufacturer or retrieve one online at MSDSONline (<http://hq.msdsonline.com/csuedusl/Search/Default.aspx>)

All potentially hazardous materials must be labeled with the name of the material, the hazards, and first-aid information. Do not use materials in unlabeled containers. Inform

your supervisor immediately if you encounter unlabeled materials. Follow the cautions and warnings on the labels!

You must be trained to work with hazardous materials *before* you begin working with those materials. For many materials, annual refresher training is also required. Work with your supervisor to make certain you receive the appropriate training.

### **B. Chemical Hygiene / Laboratory Safety**

If you work in a *research laboratory* that uses chemicals or other hazardous materials, the Cal-OSHA Laboratory Safety Standard applies to you. It assures that you will be trained to recognize the signs and symptoms associated with overexposure to the numerous chemicals with which you work, the methods to detect the presence of hazardous chemicals in your work area, and the measures you can take to protect yourself from overexposure. The Laboratory Safety Standard also requires that your employer, SJSU, provide medical monitoring if you become overexposed to a hazardous material. See the Human Resources R&C website <http://www.sjsu.edu/hr> for more information.

Per the Laboratory Safety Standard, you are required to follow the standard operating procedures for your laboratory, utilize fume hoods for procedures using volatile hazardous materials, use the appropriate personal protective equipment, and be properly trained before working with a hazardous substance.

### **C. HIV / AIDS & Bloodborne Pathogens**

In March 1992, OSHA's Bloodborne Pathogen Standard, 29 CFR 1910.1030 took effect. This standard was designed to prevent more than 200 deaths and 9,000 Bloodborne infections every year. While the standard was primarily aimed at hospitals, funeral homes, nursing homes, clinics, law enforcement agencies, emergency responders, and HIV/HBV research laboratories, anyone who can "reasonably expect to come in contact with blood or potentially infectious materials" as part of their job is covered by the standard.

It is important that each of us be aware that human blood and other potentially infectious materials may contain pathogens such as Hepatitis B, Hepatitis C, and HIV. Should you, in the course of your work, become exposed to human blood or other human body fluids it is critical that you immediately notify your supervisor. You will then be sent to the Student Health Center for a risk assessment of your exposure, and any follow-up medical care or monitoring.

In the event of spilled blood or bodily fluids in your work area:  
Call Facilities Service Desk at 924-1990 or University Police at 4-2222.

**DO NOT attempt to clean it up yourself!**

Reference:

[http://www.sjsu.edu/hr/safetyrisk/ehs\\_hsp\\_bloodborne.html](http://www.sjsu.edu/hr/safetyrisk/ehs_hsp_bloodborne.html)

## **D. Fire Safety**

You must evacuate a building when a fire alarm is sounded. It can be life-threatening to assume that the alarm is a false alarm. It is also a legal requirement that you heed the fire alarm.

You should become familiar with at least two exit paths from your work site. It is prudent to walk those paths repeatedly, so that in the event of a fire and heavy smoke, you can safely make your way from the building. Remember that in case of a fire, you must use the stairs, NOT the elevators. You should also locate the fire alarms in your area, and be prepared to use them.

Each building on campus has an emergency coordinator. Should you need assistance in exiting the building via the stairs, please make your emergency coordinator aware of your needs beforehand, so that he/she can assist you in reaching a safe haven.

You should attempt to put out a fire only if you have been trained to do so! The University Police Department's Emergency Preparedness Coordinator can provide fire extinguisher training to your group, upon request.

Many fires can be avoided by practicing good housekeeping and keeping all areas free of excess flammable materials. All aisles and corridors *must* be kept clear of obstructions (such as furniture, cabinets, or boxes) that could impede a proper exit.

## **E. Electrical Safety**

Accidents involving electricity pose a high risk of serious injury or death. Following the guidelines below will help you use electrical equipment in a safe manner:

- Extension cords are for temporary use only. If you must use an extension cord, make certain it is of adequate wire gauge to accommodate the equipment. Do not route extension cords where they become trip hazards. Do not use extension cords showing any signs of damage, such as breaks in the covering insulation.
- Do not overload circuits. Multiple outlet extenders are not permitted.
- Surge suppressors are designed only to protect electronic equipment, not human life. They should not be used to create multiple outlets. Surge suppressors should include a circuit breaker to avoid overloading the circuit.

Only FD&O Electricians are allowed to modify or repair electrical equipment or circuits. Do not attempt to make electrical modifications yourself. Contact the FD&O Service Desk 924-1990.

## **F. Shop Safety**

Working in a mechanical, electrical, automotive, or other shop is inherently dangerous. You can control the hazardous nature of the equipment and processes by understanding how each item of equipment or tool works, and by following the standard operating procedures. Use the personal protective equipment provided for you. You and your supervisor should perform a job hazard analysis, identifying the hazards and developing processes to safely address the hazards. You must also undergo training and demonstration of the safe operation of each separate item before using it.

No one is permitted to modify any equipment in a way that lessens the effectiveness of the safety features. If you believe equipment has been improperly modified, report this to your supervisor immediately. Do not use the equipment!

## **G. Lockout & Tagout**

Lockout & Tagout programs protect employees from being injured by energized or faulty equipment. If an item of electrical or mechanical equipment is not operating properly, you must make the equipment inoperable by “locking it out”. This means de-powering or de-energizing the equipment, and locking it in that de-energized configuration. This prevents other workers from accidentally restarting the equipment and becoming injured while using it. You should also attach a tag to the equipment explaining why it is not to be used. For further information on Lockout & Tagout programs, please contact R&C at 924-2155.

## **H. Confined Spaces**

Confined spaces are areas that have openings large enough that a person can enter, have limited or restricted means for entry or exit, and are not designed for continuous occupancy. Examples of confined spaces include manholes, sewers, ducts, and vaults.

If your job requires you to enter one of these spaces, you will be required to attend training, and follow very rigid safety procedures. FD&O administers this program.

You may *never* enter a confined space unless you are trained and authorized to do so.

## **I. Forklift Safety**

Effective July 1, 2000, you are required to undergo formal forklift training prior to driving a forklift. This training must include a “hands-on” demonstration of your proficiency, using the forklift model that you will be driving. Responsibility for forklift training at SJSU is designated to the Safety & Risk Services Unit. Please call 924-2155 for more details on obtaining the requisite training.

## **J. Ergonomic Evaluations and Injury Prevention**

Most work-related injuries at SJSU are ergonomic related and fall into three categories;

- Repetitive stress injuries
- Lifting or pulling injuries
- Slips, trips and falls

The most common repetitive stress injuries occur among employees who frequently use computer workstations. These can be avoided with a proper workstation set-up, use of proper body mechanics, and frequent stretch breaks. R&C performs workstation set-up evaluations and provides training on safe ergonomic practices. You may schedule an evaluation and/or training by calling 924-2155.

Lifting or pulling injuries often occur when employees lift or pull too much weight or move a large, clumsy object. Most of these injuries can be avoided by understanding proper lifting techniques and your own physical limitations. Do not lift more weight than you can comfortably manage. Avoid twisting your body while carrying or moving heavy or bulky objects.

Avoiding slips, trips, and falls requires diligence on your part. Often, walkways are slippery or uneven. SJSU makes every effort to repair sidewalks and keep them clean. If you notice a hazardous site, please notify the FD&O Service Desk 924-1990. Clean up any spills immediately. Wear shoes or boots appropriate to your job. Walk, don't run, and keep your eyes wide open.

### **K. Biological Safety**

The SJSU Biological Safety Program applies to you if your job includes working with biologically hazardous materials. You must receive appropriate training prior to working with those materials. At present, very few biologically hazardous materials are used on this campus. Please contact R&C at 924-2155 for further information.

### **L. Radiation Safety/Health Physics**

The California Department of Health Services carefully controls the use of radioisotopes and radiation-producing equipment. SJSU is a licensed user of both, and must follow the conditions of the license explicitly. The College of Science is responsible for implementing the Radiation Safety Program and monitoring use of isotopes and equipment throughout campus. Prior to using any radioisotope (for research purposes only) or radiation-producing equipment, you will need to be trained and certified. Please contact the College of Science at 408-924-4800.

### **M. Asbestos & Lead**

Asbestos-containing-materials (ACM) can be found in nearly all campus facilities. Reports of surveys for ACM are kept at FD&O and R&C. In order to control exposure to ACM, only FD&O employees who are properly trained are permitted to perform construction or remodeling on any campus building. When construction or remodeling occur in areas containing asbestos, rigid procedures will be followed, and access to the site will be restricted. Lead may be present in some painted surfaces.

Neither asbestos nor lead is dangerous unless disturbed. In order to avoid exposure to *either* asbestos or lead:

- Avoid damaging walls and painted surfaces
- Do not alter walls, ceilings, floors or doors
- Do not remove insulation from walls or from around pipes.

For building related Asbestos or Lead inquiries please contact FD&O at 924-1990.

### **N. Respiratory Protection**

If you routinely work with certain hazardous materials, such as volatile chemicals, asbestos, or lead, you may be required to wear a respirator. To be effective, respirators must fit properly, work properly, and be of the appropriate type. The R&C Safety Specialist (924-2155) will work with you and your supervisor to determine your needs. If you have not been evaluated, you *are not authorized to wear a respirator*, and do so at your own risk. Do not buy or use a respirator without consulting R&C Safety Specialist. Different respirators are designed to protect against different hazards. Our Safety Specialist will determine which is the best respirator for your needs.

### **O. Hearing Conservation**

If your job entails frequent or continuous exposure to noise levels above regulated limits 85dB, you will be enrolled in the SJSU hearing conservation program. This includes baseline hearing testing before you start the job, and annual retesting. You will be required to wear appropriate hearing protection (usually ear plugs). Please call the R&C Safety Specialist (924-2155) for further information.

## **P. Indoor Air Quality (IAQ)**

On occasion, the air quality in some SJSU buildings may be unpleasant. “Too hot” or “too cold” may be uncomfortable, but in general not a health or safety issue. Heating and cooling issues are handled by FD&O. Please contact them via the Service Desk (924-1990). Issues of air quality, odors, particulates, and pollution can be investigated by our Safety Specialist (924-2155).

Indoor air concerns may be separated into acute episodes, such as transient odors from a specific source or more complex, chronic problems caused by one or more building-related or environmental issues. R&C, working with FD&O representatives can perform inspections and/or air monitoring to help determine the cause of an IAQ issue.

## **Q. Driving Safety**

If your job entails driving a vehicle or if you have need to drive a state-owned vehicle, you must take a Defensive Driver class, and have a Driver Record Information form on file with Human Resources. The Defensive Driver training is offered online. Refer to the Human Resources Website <http://www.sjsu.edu/hr> for more information or the Safety Specialist at 4-2155 to sign up for **Defensive Driving**.

Automobiles and trucks are restricted on the main campus. If it is necessary for you to drive an automobile, truck, or electric cart on campus, please note that the speed limit is **5 MPH**, and pedestrians have the right of way.

## **R. Compressed Gas Safety**

Cylinders of compressed gases are commonly found throughout campus. They can pose several types of hazard:

- Gas cylinders may contain any of a number of different gases; some, such as breathing air, are inert, others can represent chemical hazards.
  - Gas cylinders contain gas under pressure. When this gas is released improperly, it may cause rapid movement of the cylinder or a high-pressure gas stream.
  - Dropping or knocking over a gas cylinder can damage the control valve, resulting in an uncontrolled high-pressure gas stream.
- IV. Gas cylinders tend to be extremely heavy, and can cause physical damage if knocked over.

Secure gas cylinders with two chains, firmly attached to a structural entity. When not in use, turn the gas off, remove the regulator, and replace the safety cap. Use only the pressure regulator that is specified for that gas. Transport gas cylinders using an approved cart. Do not roll or slide them.

## **V. Major Environmental Programs at SJSU**

### **A. Hazardous Materials Usage**

Hazardous Materials from the University's operations, including laboratories, must be managed according to the procedures of the Hazardous Materials Management manual. For more information contact the Hazardous Materials Specialist at 924-2152.

### **B. Hazardous Waste Management**

The Hazardous Waste Management Program at SJSU complies with California and Federal regulations. Hazardous wastes can generally be defined as (but not limited to) wastes that are flammable, reactive, or a health or environmental hazard.

If you generate hazardous wastes, you must segregate them by type, collect them in an appropriate container, label them properly, and arrange with Facilities Hazardous Materials Specialist for proper disposal. NEVER pour hazardous materials down drains, dump them into storm sewers, put them into general trash, or abandon them.

Contact the Hazardous Materials Specialist at 924-2152 for training in identifying, segregating, and storing hazardous wastes.

### **C. Water Quality**

SJSU has its own drinking water wells and piping system. Operation and maintenance of this system is the responsibility of FD&O's Certified Water System Operator. The California Department of Health Services oversees the operation of the system and sets stringent drinking water quality standards. The SJSU drinking water meets or exceeds all those standards. For more information call 924-2152.

### **D. Waste Water**

Everything going into the SJSU sewer system or storm drains ultimately goes into the San Francisco Bay. It is pre-processed by the City of San José. Both the quantity and quality of the waste-water we generate can affect the content of the Bay. For more information call 924-2152.

### **E. Recycling & Solid Waste Management**

All State of California institutions are mandated by law to substantially reduce quantities of solid waste. We can accomplish this in a number of ways. SJSU has a formal program for recycling cans, bottles, and paper. Blue barrels can be found throughout campus for recycling. Ordering materials and supplies from vendors who minimize packing materials helps. For more information call 924-2152.

### **F. Air Pollution**

Most processes and activities at SJSU generate little, if any air pollution. Please note that even processes which generate small amounts of air pollution can have a significant impact if done repeatedly or at several different sites. There are stringent permitting requirements and/or restrictions for hazardous materials released into the air.

If your job includes activities that release volatiles or particulates into the environment, please notify Facilities Hazardous Materials Specialist. The specialist will evaluate the risks, help you minimize hazardous effluents, and obtain any necessary permits.



## **VI. Emergency Preparedness**

The SJSU Emergency Planning and Preparedness Program is the responsibility of the University Police Department's Emergency Coordinator. Each year, employees have the opportunity to participate in a one-week training session, "Campus Emergency Response Team" or CERT. An annual evacuation drill is carried out in April each year. UPD also issues a flyer of Emergency Procedures, covering all foreseeable types of emergencies. Appendix A, should be posted at your worksite. For more information call University Police at 924-2152.

California is Earthquake Country, and fires on college campuses are all too common. Other emergencies include power outages, terrorism, etc. All employees should be personally prepared for such emergencies. Fire Safety was addressed in Section III.D. A few hints for earthquake preparedness are presented here.

Keep a flashlight and extra batteries on hand. A battery-powered radio is essential.

- Have an extra pair of comfortable shoes available.
- Secure bookcases and books, cabinets and other furniture that may topple and block exits.
- Anticipate where things might fall, and arrange your work station in the safest possible configuration
- Store heavy items on lower shelves close to the floor.
- Maintain space under your desk so that you can take refuge should an earthquake occur.
- Maintain a supply of food, water and first-aid items.
- Have a family plan for "after the quake", in case you are unable to contact family members or to return home

VII. For more information call University Police at 924-2176.

## **VIII. Accident Reporting and Investigation**

All accidents should be reported immediately to your supervisor! This is true, whether or not personal injury occurs.

Reporting accidents in which there is no personal injury allows your supervisor to evaluate unsafe working conditions, procedures and practices, and to correct these before an injury occurs. It also allows evaluation of the environmental impact of the incident.

If injury or work-related illness occurs, you and your supervisor must complete the "Employers Report of Occupational Injury or Illness" form, and forward it to the Workers' Compensation Specialist in Human Resources. Completion of this form serves as the official notification of the incident. It will be used for accident investigation, and for identifying trends, unsafe conditions, etc.

## VII. WORKERS' COMPENSATION

Workers' Compensation is a program that provides benefits to employees with work-related injuries and illnesses. If you have a work-related injury or illness, please follow the process below to assure processing of your Workers' Compensation claim:

- Immediately report your injury or illness to your supervisor.
- For serious emergency, call 911 or the University Police Department at 924-2222.
- Your supervisor should accompany you to the student health center for initial evaluation and first aid.
- Your supervisor should provide a Workers' Compensation Supervisors Report of Accident Form to Safety and Risk Services **within 24 hours** of the accident. The form is available from the Human Resources website [http://www.sjsu.edu/hr/all\\_employees/workplace\\_injury/employee/](http://www.sjsu.edu/hr/all_employees/workplace_injury/employee/)
- Your supervisor should also provide you with a Workers' Compensation Claim Form **within 24 hours**. This form is also available from the Human Resources website. - When completed, this form should be returned to the Safety and Risk office.
  - Call 924-2155 and Fax the forms to 924-2144
- Should you require additional medical care, you will be referred to the University's Occupational Health Medical Provider. To initiate your workers' compensation benefits, you must use the University's medical provider unless you have a signed Pre-Designation of Physician form on file in the Safety and Risk office.
- The Workers' Compensation Specialist will process your claim through the University's Third-Party Administrator and will generally act as the interface between you and the TPA.
- SJSU is committed to providing temporary transitional work whenever possible to speed your return to work. If the physician releases you to return to work with temporary restrictions, you will be working with your supervisor and the Workers' Compensation Specialist to enable the return-to-work process.

## VIII. WORKPLACE VIOLENCE

San José State University has a "Zero Tolerance" attitude toward workplace violence. Workplace violence includes any physical assault, threatening behavior or verbal abuse occurring in the work setting. These acts will not be tolerated.

A few common sense precautions minimize your risk of workplace violence. These include: Go to the UPD website for more information: <http://www.sjsu.edu/police/>

- Do not work alone. If you must work alone, keep the door to your area locked, and notify UPD that you are working alone.
- Do not work late at night or in the early morning hours. Again, if you must, notify UPD. An escort service is available from UPD.
- Be particularly vigilant if you work with money, or if you exchange money with the public.
- Immediately notify UPD of anyone in your work area carrying a weapon.
- Be extra vigilant in high-risk areas, i.e., unlighted or isolated areas.
- Consider threats of violence as real precursors to violence.
- Report burned-out lights and other malfunctioning safety equipment to FD&O .
- Report all violent incidents, obscene phone calls, intimidating behavior, shouting and yelling, or other coercive behavior to your supervisor or other trusted staff member.
- Know the location of emergency call boxes on campus.
- Call 911, should a threatening situation occur.

## **IX. CONTRACTOR EMPLOYEES**

With the passing of AB1127, all California employers having “multi-employer worksites” (contractors on site) have acquired a level of liability for the actions of those contractors while onsite. If you are working with or supervise contractors, it is important to ensure they have been properly trained and follow all SJSU safety and environmental policies. If you notice contractors working in an unsafe manner, please report this to R&C at 924-2155.

## **X. SMOKING POLICY**

Smoking is not permitted in or near any university building or in university vehicles. Smokers are requested to smoke **at least 25 feet away** from building entrances. Breezeways and similar structures are considered to be part of the footprint of the building, thus are non-smoking areas. Please be considerate of others in the area.

The Academic Senate Policy regarding smoking can be viewed at:  
<http://www2.sjsu.edu/senate/S03-6.pdf>

## **XI ANIMALS ON CAMPUS**

Dogs, cats, and other domesticated animals must be licensed and under control while on campus grounds, and restrained by a leash or chain that does not exceed 6 feet in length and that is in the hands of a responsible person.

Dogs, cats, and other animals may not enter campus buildings, including all residence and non-residence buildings. This does not apply to service animals accompanying a disabled person as defined by California Civil Code Sections, 54.1 and 54.2.

The Presidential Directive 01-01 addresses Animals on Campus, as well as many other issues regarding use of buildings and grounds at SJSU. This document is available online at [http://www.sjsu.edu/president/docs/directives/PD\\_01-01.pdf](http://www.sjsu.edu/president/docs/directives/PD_01-01.pdf)

## **Appendix A. SJSU Campus Emergency Procedures**

Call **911** or use a blue-light telephone to summon University Police assistance for any campus police, fire, or medical emergencies. Give your name, the nature of the emergency, and your specific location. Stay on the line until the University Police Dispatcher tells you to hang up.

### **FIRES, EARTHQUAKES AND OTHER DISASTERS**

- Use extinguishers for minor fires only (and only if you have been trained to use one).
- Close all room doors to confine the fire, evacuating the room. Pull the building fire alarm lever, evacuate the area, *then* Call **911**
- Remain calm during an earthquake. “*Duck, cover and hold*” under a desk or table, or stand in a structural doorway. Stay indoors. If you must leave the building, wait several minutes after shaking stops before leaving. Move to a clear area well away from structures or overhead hazards such as trees or power lines.
- Tune a portable radio to KSJS 90.5 FM or call 924-SJSU (924-7578) for campus information.

### **MEDICAL EMERGENCIES - INJURIES**

- Call **911** Give your name, the nature of the emergency, and your location. Tell the University Police Dispatcher the type of assistance you need (ambulance, paramedics, first aid).
- Assist the injured person until help arrives. Do not move the person unless he/she is at risk in the current location. Stop bleeding by applying pressure directly on a wound. If warranted and you are trained to do so, perform CPR.
- **Do not leave injured persons unattended.**
- For minor first aid, accompany the injured person to the Student Health Center (weekdays 8:00 to 5:00) or call University Police at 924-2222.

### **BUILDING EVACUATION**

- When you hear the building emergency alarm or if you are told to evacuate by UPD or the Building Coordinator, *leave by the nearest safe exit*.
- Take important personal belongings (wallets, keys) with you in case you cannot re-enter the building.
- Move at least 150 feet from the building into a clear area, preferably, the pre-designated area for your department.
- Help disabled persons to a safe haven, following the directions of the Building Emergency Coordinators.
- Use the stairs, not the elevators.
- Re-enter the building only after UPD or the Building Coordinator tells you it is safe to do so.

## Appendix B. New Employee Health & Safety Training Requirements

<i>Will you be working with or doing:</i>	<i>N</i>	<i>Y</i>	<i>If Yes, training required is:</i>	<i>Training to be Taken within ? Time Period:</i>	<i>Training to be Conducted by:</i>
Hazardous Chemicals			Hazard Communications	Before Use	Supervisor, FD&O Hazardous Materials Specialist
Generating Hazardous Wastes			Basic Hazardous Waste Operations	Before Use	FD&O HazMat Specialist
Chemicals in Laboratory			Laboratory Safety	Before Use	Supervisor
Electrical Equipment (non-Office)			Electrical Safety, Lock-Out Tag-Out	Before Use	Supervisor
Computer Workstation / Desk			Workstation Ergonomics	Earliest Scheduled Class; Can be arranged for individual employee	R&C Safety Specialist
Lifting / other physically demanding work			Ergonomics for Preventing Back Injuries		R&C Safety Specialist
Driving auto or truck			Defensive Driver Program	Before driving	HR / R&C
Driving Fork Lift			Fork Lift Certificate	Before Using Forklift	HR / R&C
Using power tools			Electro-mechanical Safety (Energized Equipment_ Lock-out Tag-out	Before Using Tools	Supervisor
Radioisotopes			Radiation Safety Training	Before using Isotopes or Working near Isotopes	Radiation Safety Officer
X-ray Producing Equipment			Radiation Safety Training	Before Using Equipment	Radiation Safety Officer
Lasers			Laser Safety Training		Laser Safety Officer *
Entering Confined Spaces			Confined Space Safety ; Permit-required Confined Space Safety	Before working in confined space	FD&O Safety Coordinator
Welding			Compressed	Before Use	Supervisor

Equipment			Gases, Hot Work, Welding		
Compressed Gases			Working with Compressed Gases	Before Use	Supervisor or
Asbestos-containing Materials			Asbestos-Awareness Training; Asbestos Worker Training, Respirator Use & Fit Test	Before Use + Annually	Certified Instructor, FD&O
Lead or Lead-containing Materials				Before Use	Certified Instructor, FD&O
Noise-producing equipment			Hearing Conservation Training & Testing		FD&O R&C Safety Specialist
Human Blood or Body Fluids			Bloodborne Pathogens, Medical Waste Management	Before use; annually	FD&O HR / R&C
Respirators			Respirator Use & Fit Testing	Before Use	FD&O HR / R&C
Fall Protection				Before Use	FD&O
Scaffolding				Before Use	FD&O
Trenching and Shoring				Before Use	FD&O
Construction			General Construction Safety	Before Use	FD&O

## Appendix C. Web Resources

### Related Web Sites

SJSU – Risk and Compliance

[http://www.sjsu.edu/hr/about/rc\\_unit/](http://www.sjsu.edu/hr/about/rc_unit/)

SJSU – University Police

<http://www.sjsu.edu/police/>

[United States Environmental Protection Agency](#) (EPA)

Information on environmental safety issues including asbestos and lead

[California's Occupational Safety and Health Administration](#) (CAI/OSHA)

OSHA site index

[California Department of Health Services](#) (DHS)

Public safety and health information

[Bay Area Air Quality Management District](#) (BAAQMD)

[National Safety Council](#)

Safety resources and fact sheets

[Office of Risk and Insurance Management](#) (ORIM)

State vehicle and defensive driving information

### **Ergonomics:**

The following website on ergonomics will enable computer users to complete an ergonomic self-evaluation that will assist in improving ergonomic settings and workstation comfort.

[http://www.sjsu.edu/hr/all\\_employees/safety\\_programs/ergonomics\\_pgm/](http://www.sjsu.edu/hr/all_employees/safety_programs/ergonomics_pgm/)

OSHA web instruction

[http://www.osha.gov/SLTC/computerworkstations\\_ecat/index.html](http://www.osha.gov/SLTC/computerworkstations_ecat/index.html)

### **Material Safety Data Sheets:**

CSU MSDS Management System

<http://sjsu.chemwatchna.com/>

**RISK & COMPLIANCE and EMERGENCY NUMBERS AT SJSU**

	<i>E-mail addresses / Note</i>	<i>Phone</i>
<b>EMERGENCIES</b>	Fire / Ambulance	<b>Dial 911</b>
<b>Univ. Police Dept. Dispatch</b>		<b>4-2222</b>
<b>Emergency Preparedness</b>	UPD	<b>4-2173</b>
<b>Campus Emergency Hot Line</b>	In the event of emergency, this line has recorded information	<b>4-7578</b>
<b>Student Health Center</b>		<b>4-6104</b>
<b>Employee Assistance Program</b>		<b>1-800-344-4222</b>
<b>Risk &amp; Compliance</b>		<b>4-2150</b>
<b>Reporting Hot Line</b>		<b>4-2150</b>
<b>Indoor Air Quality Issues</b>		<b>4-2155</b>
<b>Ergonomic Evaluations</b>		<b>4-2155</b>
<b>Workers' Compensation</b>		<b>4-2155</b>
<b>Return-to-Work Program</b>		<b>4-2155</b>
<b>Liability &amp; Insurance</b>		<b>4-2159</b>
<b>Special Events, Foreign Travel</b>		<b>4-2144</b>
<b>R&amp;C Fax</b>		<b>4-2148</b>
<b>Workers' Comp Fax</b>		<b>4-2144</b>
<b>Facilities, Development, &amp; Operations</b>		<b>4-1950</b>
<b>FD&amp;O Work Requests</b>	SVCdesk@sjsu.edu	<b>4-1990</b>
<b>Facilities Safety</b>		<b>4-1921</b>
<b>Environmental Management</b>		<b>4-2152</b>
<b>Hazardous Materials Incident Reporting</b>		<b>4-2152</b>
<b>Hazardous Waste</b>		<b>4-2152</b>



**Appendix D. New Employee Safety Orientation Checklist**

Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Supervisor Name \_\_\_\_\_

Job Title / Description \_\_\_\_\_

If your job requires that you be exposed to certain hazardous conditions, you must be trained to recognize and work properly with those hazards. Training must occur before you begin working with those hazards. Training is the responsibility of your supervisor.

You and your supervisor should review this Check List. Please identify the hazards associated with your job, and indicate whether you have / have not been trained. You and your supervisor must sign that you have acknowledged that you will be working with certain hazards and have been properly trained to do so.

I will be working with:

I have been trained for this:

Chemicals	_____	_____	Yes	_____	No
Cleaning Agents	_____	_____	Yes	_____	No
Pesticides, Fertilizers, etc.	_____	_____	Yes	_____	No
Power Tools	_____	_____	Yes	_____	No
Blood or blood-like materials	_____	_____	Yes	_____	No
Forklifts or Industrial Trucks	_____	_____	Yes	_____	No
Driving University Vehicles including electric carts	_____	_____	Yes	_____	No

I will be doing:

Heavy Lifting	_____	_____	Yes	_____	No
Sitting at my desk for prolonged periods	_____	_____	Yes	_____	No
Working on Ladders or Scaffolds	_____	_____	Yes	_____	No
Working outdoors	_____	_____	Yes	_____	No
Entering Confined Spaces	_____	_____	Yes	_____	No
Working with Asbestos	_____	_____	Yes	_____	No
Working with Lead	_____	_____	Yes	_____	No
Working on Construction Projects	_____	_____	Yes	_____	No

Other hazards or specialized training needed, please explain: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain this completed form within your department training folder. Contact the Safety Specialist at 4-2155 for assistance or with any questions regarding this information.