

College of Engineering Emergency Procedures, Initial Orientation & IIPP Safety Training Booklet

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EMERGENCY PROCEDURES

California State Polytechnic University, Pomona
prepared by the cooperative efforts of:
Emergency Services Division of UPD
Department of Environmental Health & Safety

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(909) 869-6981
(909) 869-4697

BE PREPARED - BE CALM - BE SAFE

EMERGENCY PHONE NUMBERS

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DIAL 9-1-1

URGENT TELEPHONE NUMBERS

NON-EMERGENCY CALLS TO:

POLICE & PARKING SERVICES

(909) 869-3070

EMERGENCY: DIAL 9-1-1

CELL PHONES:

(909) 869-3070

Non-Emergency: Dial extension 3070

FACILITIES MANAGEMENT

(909) 869-3030

During Normal Working Hours:

Dial extension 3030

After Hours Emergencies:

Dial extension 3070

For: Building Maintenance Services,
Utility Problems, and Transportation

ENVIRONMENTAL HEALTH & SAFETY

(909) 869-4697

During Normal Working Hours:

Dial extension 4697

After Hours Emergencies:

Dial extension 3070

For: Chemical & Biological Spills
Radiation Contamination or Spills

INTRODUCTION

Emergencies, disasters, accidents and injuries can occur any time and without warning. Being prepared physically as well as psychologically to handle emergencies is an individual as well as organizational responsibility. California State Polytechnic University, Pomona has established emergency procedures for you to follow so that the effects of those emergencies can be minimized.

YOUR SAFETY IS OF PRIMARY IMPORTANCE.

The purpose of this guide is to acquaint you with some basic safety procedures to follow in handling emergencies and disasters, with guidelines to follow at work and at home.

Becoming familiar with this information will enhance your chances of protecting yourself and others. With your heightened awareness, you

can better act to minimize panic and confusion when an emergency occurs. No matter what the crisis; THINK before you ACT.

Please read this guide thoroughly BEFORE an emergency occurs and become acquainted with these Emergency Procedures. For further information, contact the Emergency Services, **(909) 869-6981**, or the Environmental Health & Safety Department, at **(909) 869-4697**.

How To Prepare For Major Emergencies

HOW TO PREPARE

Every Cal Poly Pomona employee should be prepared for emergencies by learning basic emergency procedures and maintaining a small personal emergency kit in their office and vehicle. Read this pamphlet several times and keep it handy.

STAY CALM AND REACT SENSIBLY

The success of any emergency plan will depend on the thoughtful and cooperative response by all campus personnel pulling together.

AT WORK YOU SHOULD:

- Be familiar with your building's floor plan.
- Know where the stairs and fire extinguishers are located.
- Enroll in a first-aid/CPR class.
- Prepare your area for earthquakes by securing and anchoring equipment and furniture, including bookshelves, cabinets, computers, and typewriters.
- Identify your Building Marshal. Complete the information on the back-side of this pamphlet. Visit and get to know your building marshal. This information is available in your telephone directory.

MEDICAL EMERGENCIES

ILLNESS/INJURY

- In the event of a serious illness or injury on campus, immediately call University Police. Dial **9-1-1** on a campus phone do not use 9-1-1 on a cell phone. Dial (909) 869-3070 to access University Police on a cell phone.
- Do not move a seriously injured person, or one who appears to be seriously ill, unless it is a life-threatening situation.
- Give your name, location and telephone number, and as much information as possible regarding the nature of the injury or illness, and whether or not the victim is conscious.
- All on-campus injuries, even though minor, must be reported to your immediate supervisor.
- The university has an agreement with MEDIC-1 ambulance so that any injured or ill person will be transported to Student Health during business hours at no charge to the patient. Dial (909 869-3070 to request medical transport

NEAREST FIRST AID KIT: _____

FIRST AID

- Campus police officers are trained in first aid and cardio pulmonary resuscitation (CPR). An automatic external defibrillator is available through University Police. Do not attempt to render first aid unless you have been trained to do so.
- Remain with the victim until campus police officers arrive. Keep the ill or injured person as calm and comfortable as possible. You should list below the names of persons in your building or department who are trained in first aid and/or CPR, should they be needed. List also the location of the nearest first aid kit.

CPR/FIRST AID Contact: _____

Alternate: _____

HAZARDOUS GAS LEAKS

For emergency calls dial **9-1-1** from any campus phone, or from a cell phone (909) 869-3070. Non-emergency calls, dial extension **3070**. The Environmental Health & Safety Department will also be notified through either dispatcher at the University Police Department or Facilities Management.

COMPRESSED GAS CYLINDERS:

If a compressed gas cylinder should begin leaking, and if in the judgment of the person or persons responsible for such materials it presents any danger to themselves or the other building occupants, the following steps should be taken: Confine the gas, vapors or fumes from fires by shutting the room door. Contact your Building Marshal and sound the building fire alarm so evacuation can begin.

Call campus police **9-1-1** from any university phone. Give your name, department, location, identity of the gas, and associated hazards of the emergency.

Evacuate to a safe area at least 500 feet away from the building. Do not return to the building until instructed that it is safe to do so by emergency personnel.

Suspected gas leaks or suspicious odors should also be reported to campus police or the Environmental Health and Safety Department, extension **4697** so appropriate action can be taken.

UTILITY FAILURES

ELECTRICAL/LIGHT FAILURE:

In the event of a major utility failure such as a power outage, contact Facilities Maintenance at extension **3030**. For after hours, contact the University Police Department at extension **3070**. If deemed necessary, the University Police Department (campus police) will instruct you to evacuate the building.

PLUMBING FAILURE OR FLOODING:

Cease using all electric equipment. Vacate the area, and notify Facilities Management during normal working hours, ext. **3030**. Contact Police & Parking Services for after hours emergencies, ext. **3070**.

VENTILATION FAILURE:

If smoke or burning smells come from the ventilation system, immediately report it to Facilities Management at extension **3030**. If smoke is dense, immediately notify The University Police Department by dialing **9-1-1**.

NATURAL GAS FAILURE:

If a natural gas line is leaking, it is considered an emergency. Contact Public Safety immediately by calling **9-1-1**. Alert others in the area and close doors behind you as you evacuate the building. Facilities Management will be dispatched to turn off the gas from the outside.

OTHER MAJOR DISASTER OR EXPLOSION

- In the event of a violent accident such as an airplane crash or explosion, take the following actions:
- Immediately take cover under tables, desks, or other such objects providing protection against flying glass and debris.
- When it is safe to do so, notify the campus police on any campus phone by dialing **9-1-1**. When using a cell phone dial (909) 869-3070. Give your name, location and nature of the emergency.
- If the emergency threatens those in the building, contact your Building Marshal or if directed to do so by emergency personnel, activate the building alarm system.
- Assist the disabled, and if there is an immediate hazard, assist injured persons in evacuating the building.
- Once outside, move to your pre-designated evacuation area or clear area at least 150 feet away from the affected building. Keep walkways clear for emergency vehicles.
- Do not return to a building until emergency personnel tell you to do so.



GAS LEAKS OR UTILITY FAILURE

EXPLOSION

EVACUATION

CAMPUS EVACUATION

- Building evacuations will occur when a building alarm sounds and/or you receive notification by a Building Marshal, Floor Captain, or designated emergency personnel.
- If no emergency personnel are present, an individual may leave the building if, in their opinion, imperative circumstances dictate that safety is jeopardized by remaining in the building. Contact the University Police Department. (9-1-1 or (909) 869-3070) to advise of evacuation.

BUILDING EVACUATION

- Sound an evacuation alarm via building alarm system, shouting, or any possible means.
- Confirm building alarms that are used to start an evacuation and what the “all clear” signal is. Building Marshals and Floor Captains will be using an evacuation checklist to ensure that everyone is out.
- Building occupants will be directed away from the incident to a staging area strategically located away from the incident. Re-entry into buildings will be denied, until it is safe to return.

In the event your building is evacuated:

- Take all valuables, keys, and emergency supplies with you.
- Walk quickly to the nearest marked exit and ask others to do the same. Do NOT use the elevators.
- Assist disabled personnel in your building.
- Move away from the building safely and quickly. Go to your designated evacuation site.
- Do NOT congregate between buildings. Do NOT leave campus unless advised to do so by a Building Marshal or Floor Captain, or emergency personnel.
- Report in to your Building Marshal or Floor Captain, or designated emergency personnel who will keep track of employees from your area.

MINI-EOC EVACUATION SITES

Mini-EOC	Buildings	Evacuation Site Location
1	1, 111, 112, 113	Northeast Corner of Quad
2	2, 92, and Ag Valley	Lawn, South side of Bldg. 2 and 7
3	3, 4, 4A, 8	Northwest corner of the Quad. Lawn area between Bldg. 4 and 4A
4	26, 26A, 35, 150 and 35A	Center area of University Park
5	5, 24, 24A 25, 97	Quad lawn, East of Bldg. 5
6	6, 94, 95	Southeast side of the Quad
7	7, 2 annex	Grass knoll, East of Bldg. 7 & 2, Courtyard (SE of fountain)
8	76, 77, 78, 79, 79A	Lawn, at 79, Lot L
9	9, 13, 17	Engineering Meadow
10	CLA Tower & Classroom	C Parking Lot and Lawn area (the knoll), East side of Bldg. 26
11	41, 43, 86	Recreation Field, South of Bldg. 43
12	81, 28, 29, 45, 67, 75, 89 and Shops	Facility Maintenance Corporation Yard/Lot in front of Bldg. 28
13	52, 54, 59, 20, 21, 22, 23, 57, 58, 62, 63, 69, 70, 71	No. Side Rose Garden, Grass at 71 / Field Below Bldg. 43, Bronco Commons
14	55, 66, 116	South side of University Park-North of Bldg 55
15	15, 16	Engineering Meadow
16	46	Parking Lot and lawn area adjacent to the Building
17	University Village	Basketball Courts, Central Quad
18	106, 109, 91, 91A	F Parking Lots
19	Bldg. 209 John T. Lyle Center	Parking Area
20	IPoly High School	Grass South of Bldg. 43
21	SCE Complex	Parking Lot adjacent to the building
22	CTTI Facility, 220A, B, C	Parking lot - against the fence next to the wash
23	Bldg. 213 American Red Cross	Parking lots around Bldgs.
24	Agriscapes, Farm Store	Field across from Store

EVACUATION

MINI-EOC LOCATIONS

EARTHQUAKE

WHAT HAPPENS TO CAL POLY POMONA DURING THIS TIME?

- In the event of a major earthquake, key personnel designated by the University's Emergency Management Division will provide a basis for the conduct and coordination of emergency operations and the management of critical resources during emergencies.
- Plans have been made for all essential University functions to continue on a temporary basis. Personnel and facilities are designated to carry on operations on a limited basis. Alternate office facilities will be established, if necessary.
- Facilities Management and Campus Police, in coordination with the Environmental Health & Safety Department, will determine what buildings should be evacuated, what hazardous areas are to be avoided and what the safest routes of egress are from the buildings and campus. Any decision to evacuate will be made as soon as possible and activated by the use of available fire alarms, telephones or personal contact by designated key personnel or campus police.

WHAT ARE THE BIGGEST DANGERS?

- Falling objects: pictures, contents of cupboards and shelves, ceiling tiles and light fixtures. Furniture, file cabinets and bookshelves may also tip over.
- Swinging doors and broken windows.
- Possible fires from broken natural gas lines, electrical short circuits, or other utility failure causes.
- Spills or leaking containers containing radioactive or other hazardous materials.

DURING THE EARTHQUAKE

- Take cover underneath a desk or table. **PROTECT YOUR HEAD AND NECK.**
- Stay away from windows and objects which could fall on you.
- If indoors, stay where you are... **DO NOT RUN OUTSIDE.** Falling debris may cause injury.
- **DO NOT USE ELEVATORS.**
- If outdoors, stay in an open area. **DO NOT ENTER THE BUILDING.**

Practice:

DUCK, COVER & HOLD

WHAT IF YOU ARE IN AN ELEVATOR?

- If you are in an elevator, you are probably better protected than most people... the elevator will not fall down the shaft and nothing heavy can fall on you.
- If the power fails, the elevators will stop, and the lights will go off. Most elevators are equipped with emergency telephones inside the elevator car. All you need to do is open the phone door and speak calmly into the speaker. University Police will respond as quickly as possible and advise you how rescue will occur. During rescue, take directions from Emergency Personnel.

AFTER THE EARTHQUAKE

- Be prepared for aftershocks. If evacuated, do not return to your office unless instructed to do so by emergency personnel. Building evacuation is not immediate. You may be safer inside. Evacuate only if directed to do so by emergency personnel or if a building alarm has been activated.
- Cal Poly, Pomona has specially trained personnel to conduct Search & Rescue operations. **DO NOT ATTEMPT TO MOVE ANY VICTIMS** unless directed to do so by emergency personnel.
- When you have returned to your area, replace telephone handsets that have been shaken off. **DO NOT TRY TO USE THE TELEPHONES** except to report fires or medical emergencies. Even if they do still work, they will be needed for emergency communications. Your emergency personnel will keep you informed of what has happened and what you should do.
- Utilize battery operated radios or TVs to learn about what has happened.

IF YOU ARE DISABLED:

- It is your responsibility to prepare for emergencies by learning the location of exits, stairwells, fire alarms, and fire extinguishers in each building you use frequently.
- Know how to help others help you. Give clear instructions as to your needs or preferences. Look for a Building Marshal, Floor Captain, or designated emergency personnel. Ask them to escort you to the nearest exit or to designate someone to assist you.
- If you are alone in a building, trip the fire alarm, if possible. Safe areas are exit corridors and stairwells. As a last resort, go to these areas if trapped above the first floor level, and continue to signal for help until rescued.
- If you cannot speak loudly, you should carry a whistle or have some other means for attracting attention.

HEARING IMPAIRED PERSONS:

- Not all fire systems have a flashing light. Most are sound alarms. Therefore, persons with impaired hearing may not perceive emergency alarms and an alternative warning technique is required. Two methods of warning are:
- Writing a note telling what the emergency is and the nearest evacuation route.
- Turning the light switch on and off to gain attention, then indicate through gestures what is happening and what to do.

VISUALLY IMPAIRED PERSONS:

Most visually impaired persons will be familiar with the immediate area they are in. In the event of an emergency, tell the person the nature of the emergency and offer to guide them by having the person take your elbow and escort them out. As you walk, tell the person where you are and advise of any obstacles. When you have reached safety, orient the person to where they are and ask if any further assistance is needed.

CRUTCHES, CANES, OR WALKERS:

- If the person is having difficulty exiting quickly, treat them as if injured for evacuation purposes.
- Carrying options include using a two-person, lock-arm position carry, or having the person sit in a sturdy chair, preferably with arms.

NON-AMBULATORY PERSONS (WHEELCHAIRS)

There are many considerations when moving a person in a wheelchair:

- Lifting a person with minimal ability to move may be dangerous to their well-being, but in a life threatening emergency it may be necessary to remove an individual from their wheelchair. Always consult with the person in the chair regarding how to best assist them. Assist as needed if removed from the wheelchair (i.e., whether they prefer a stretcher, chair with cushion pad, car seat, or if paramedic assistance is necessary). A number of people may be necessary for assistance.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences. Some people in wheelchairs may have electrical artificial respirators attached. Life support equipment may be attached. They should be given priority assistance if there is smoke/fumes present, as their ability to breathe is seriously in danger.
- Wheelchairs have many movable or weak parts which were not constructed to withstand the stress of lifting. You may have to remove the chair batteries.

FIRE ON YOUR FLOOR:

- Upon discovering a fire, close the door to the room where the fire is located and call **9-1-1** giving your name, department and location of the fire.
- Activate the building fire alarm, alert others, and move everyone away from the area of the fire.
- Use fire extinguisher **ONLY** if safe to do so on small fires (waste basket sized).
- Be sure you are using the proper extinguisher for the type of fire you are fighting. If you are not sure, read the instructions on the extinguisher.

HOW TO USE A FIRE EXTINGUISHER

- P** PULL safety pin from handle.
- A** AIM nozzle, cone, or horn at base of the fire.
- S** SQUEEZE the trigger handle.
- S** SWEEP from side-to-side. (watch for re-flash)

- If the fire is large, very smoky, or rapid-spreading... **GET OUT**. Close doors and confine the fire as much as possible.
- The nearest fire alarm in **YOUR AREA** is located: _____.
- The nearest fire extinguisher is located at _____.
- The type of fire extinguisher[s] in your area are for _____ class type fires.

IF TRAPPED IN ROOM:

- Place cloth material around and under the doors to prevent smoke from entering. Retreat - close as many doors as possible between you and the fire. Be prepared to signal from a window... but, **DO NOT** break the glass unless absolutely necessary (outside smoke may be drawn in).

IF CAUGHT IN SMOKE:

- Drop to hands and knees and crawl. Hold breath as much as possible. Take shallow breaths through your nose and use a blouse, shirt, or jacket as a filter.

WHEN A FIRE ALARM IS ACTIVATED ON YOUR FLOOR

- Evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. The alarm may not sound continuously. If the alarm stops, continue the evacuation. Warn others who may enter the building after the alarm stops.
- When the fire alarm sounds, **DO NOT USE ELEVATORS**. It may become inoperative and turn into a trap. Take your personal belongings and lock file cabinets and office doors upon leaving.
- **WALK... DO NOT RUN** to the nearest exit or stairway. Know the location of an alternate exit. Be sure to close the stairwell door behind you. Walk down to the ground floor and exit.
- Evacuate to your safe evacuation site and out of the way of emergency personnel. Do not return to the building until instructed to do. Follow directions of emergency personnel or building marshal[s].
- Stay low when moving through smoke.
- If you are disabled, yell for help to go down the stairs. Give assistance to (help carry if necessary) all disabled persons down the stairs. (Note: Detailed procedures for disabled persons are available from the Disabled Students Office).
- Notify emergency personnel on the scene if you suspect someone may be trapped inside the building.

IF FORCED TO ADVANCE THROUGH FLAMES:

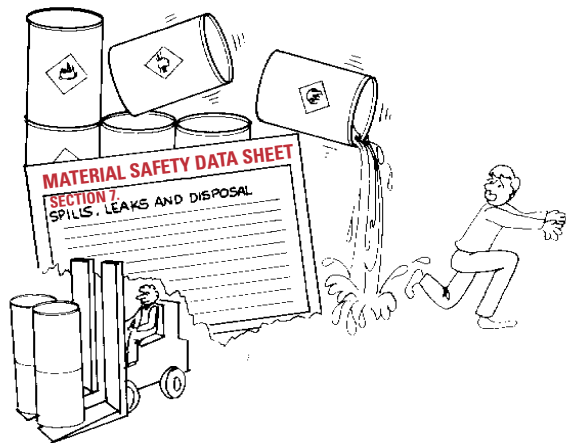
- Hold your breath and move quickly.
- Cover your head and hair.
- Keep your head down and close your eyes as often as possible.

IN SUMMARY

Your own common sense is the finest safety device ever developed. Above all... remember to use your head. Prepare yourself in advance. Know where to go and how to get there. If your work station is located within an office, know in advance exactly how many doors you will have to pass along your evacuation route before you reach your nearest exit door. This tip will be very helpful in the event you encounter heavy smoke.

CHEMICAL & INFECTIOUS MATERIAL SPILLS

1. If immediate fire hazard exists or medical assistance is required, **CALL UNIVERSITY POLICE at 9-1-1.**
2. Give your name, location of the spill, nature of the spill (type or name of chemical/infectious agent), extent of the spill (how large), where the spill is headed, time you first noted the incident, etc. The Police Dispatcher will question you with more details.
3. Evacuate the area and await for assistance.
4. For spills not involving **IMMEDIATE** danger to life or property:
 - Confine the spill.
 - Evacuate the immediate area and limit access.
 - Notify your area supervisor and your building marshal.
 - Any spill which can potentially cause injury to a person or property must also be reported to the Environmental Health and Safety Department, extension **4697**.
 - **DO NOT ATTEMPT TO CLEAN UP THE SPILL** unless specifically trained to do so.
 - It is preferable that only emergency personnel trained about chemical or infectious hazards should enter the contaminated area when equipped with personal and respiratory protection.
 - Do not leave the scene until instructed to do so.



RADIOACTIVE MATERIAL SPILLS

- Call the Environmental Health and Safety Department, extension **4697**.
- Identify the precise radioactive contaminant and its specific activity (eg., Iodine-125, 10 microcuries).
- Keep all persons as far away from the accident scene as possible until help arrives.
- Perform life saving rescues and emergency first aid.
- Avoid spreading contamination. Confine the spill and limit access and traffic. To prevent further contamination, keep all persons involved with the incident at the scene until they are monitored.

Injuries or Ingestion of Radioactive Material:

- Employ every effort to reduce or restrict spread or dispersion of the radioactive material.
- When the skin has been broken and becomes contaminated with radioactive material, immediately wash the wounded area thoroughly under a stream of cold water into a catch basin.
- Accidental ingestion or swallowing of radioactive material should be treated like some of the other types of poisoning. In this case, it is recommended that you induce vomiting into a catch basin while waiting for emergency personnel.



9-1-1 PROCEDURES

University Police Department is located at the corner of Cypress & Oak . Emergency telephones are located in each parking lot for your use to request assistance. Non-public campus phones inside buildings are also available. Dial **9-1-1** for emergency assistance or extension **3070** for non-emergency assistance. Cell phone calls to 9-1-1 should be placed to (909) 869-3070. In the event of an emergency, please adhere to the following guidelines. Your safety is of primary importance.

SERIOUS ILLNESS/INJURY

- Telephone University Police at **9-1-1** from any campus phone. Be ready to provide as much information as possible regarding the illness/injury.
- Do NOT move seriously injured or ill persons unless they are in a dangerous location.
- Administer first-aid or CPR when required and only if you are properly trained.
- Stay with the victim until help arrives. Keep the victim as calm and as comfortable as possible.

FIRE/EXPLOSION

- Telephone University Police at **9-1-1** from any campus phone. Give your name, location and type of fire or explosion.
- Sound any available fire alarms.
- Calmly evacuate the building using the stairwell (not elevators) and take your personal belongings with you. Check in with your Building Marshal or Floor Captain at the designated evacuation area.
- If you are disabled, go to the nearest stairwell and ask someone to notify emergency personnel of your special needs, and your location for evacuation.

EARTHQUAKE

- Remain calm. Move away from windows and take cover under a desk or table until the shaking stops. Stay away from objects that can fall on you.
- If you are outside, stay in the open and move away from buildings and/or power lines. If you are in a vehicle, stop as far from the flow of traffic as possible but not under a bridge, tree, sign or street light.
- Building evacuation is NOT immediate. If necessary, evacuation will be conducted by emergency personnel at the direction of University Police. If directed to evacuate, use the nearest exit and move to designated evacuation areas. Do not use the elevators.

CRIMES IN PROGRESS

- Telephone University Police at **9-1-1** from any campus phone. Be ready to give your name, location and description of the problem.
- Do NOT attempt to apprehend or confront the suspects.
- Be a good witness. Make a note of the suspect's appearance, details of the incident, weapons seen and vehicles involved. Remain calm.

HAZARDOUS MATERIAL INCIDENT

- Telephone University Police at **9-1-1** from any campus phone. Give your name, location and description of the situation. If possible, identify the chemical or material involved and advise of any injuries or if a fire has started.
- If you are outside a building, evacuate the area by moving upwind of the incident.
- If you are inside and the incident occurred outside, evacuate only when instructed to by emergency personnel. Close all windows and, if possible, turn off all ventilation equipment and fans.
- Do NOT attempt to clean up a spill unless you are trained in such procedures.

BOMB THREAT

- Immediately call University Police at **9-1-1** from any campus phone. If directed to evacuate, make note of anything unusual and report it after you have safely left the building.
- Remain calm. Use the checklist provided at the back of this pamphlet. Write down exact words of caller. Note time of call, voice (male or female, age, accent or background sounds), location of bomb and time it will explode.
- Ask the caller, if possible, what type of bomb, what it looks like, the reason for placing it and who is claiming responsibility, etc.

BOMB THREAT REPORT

DESCRIPTION DETAIL REPORT

Questions to Ask:

1. When is the bomb going to explode?

2. Where is it right now? _____

3. What does it look like? _____

4. What kind of bomb is it? _____

5. What will cause it to explode? _____

6. Did you place the bomb? _____

7. Why? _____

8. What is your address? _____

9. What is your name? _____

Sex of Caller: _____ Race: _____

Age: _____ Length of call: _____

Time of call: _____ Date: ____/____/____

Number at which call is received:
(____) _____ - _____

CALLER'S VOICE:

- | | | |
|-----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Normal | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Distinct | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Slurred | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Nasal | <input type="checkbox"/> Cracked voice |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Stutter | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Lisp | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Raspy | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Deep | |

If voice is familiar, who did it sound like? _____

BACKGROUND SOUNDS:

- | | |
|--|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> Animal noises | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Clear | <input type="checkbox"/> Voices |
| <input type="checkbox"/> Static | <input type="checkbox"/> PA System |
| <input type="checkbox"/> Music | <input type="checkbox"/> Local |
| <input type="checkbox"/> House noises | <input type="checkbox"/> Long distance |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Booth |
| <input type="checkbox"/> Other _____ | _____ |

THREAT LANGUAGE:

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Well spoken | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Message read by threat maker |

REMARKS: _____

EMERGENCY MANAGERS

_____ Floor _____ Building

Your Building Marshal: _____ Phone No.: _____

Your Floor Captain: _____ Phone No.: _____

_____ Phone No.: _____

_____ Phone No.: _____

_____ Phone No.: _____

_____ Phone No.: _____

List your Pre-designated
Evacuation Area Location

The information included in this manual is not all inclusive, but covers most actions taken during emergencies. Common sense must prevail when instructions are not available or do not fit your particular needs.

If you have questions concerning a unique situation not covered in this manual, contact the University Police, (909) 869-3070 or the Department of Environmental Health & Safety at (909) 869-4697.



CAL POLY POMONA Shelter-In-Place Guidelines

Sheltering-in- Place is a protective action taken inside a building to protect the building occupants from external hazards, minimizing the chance of injury and/or providing the time necessary to allow for a safe evacuation. Circumstances that may warrant a shelter-in-place activity could include:

Severe weather	Biological incident	Active Shooter
Civil unrest such as riot	Radiological incident	Accidental chemical exposure

Practice general safety precautions at all times. If you observe any suspicious activity on campus, immediately contact University Police at 9-1-1 or (909) 869-3070 if you are using a cellular telephone.

The notice to Shelter-In-Place will be issued by emergency personnel from University Police or the Emergency Operations Center and can be received in many ways. Building emergency personnel may receive notice to Shelter-In-Place or notice may be sent using our campus wide Safety Alert.

In the event of an active shooter,

- If you can leave the area safely, do so
- Quietly notify anyone you encounter as you are leaving that they must exit immediately as well
- Do not signal the building occupants by activating a fire alarm
- Take shelter in another university building if possible
- Contact University Police to advise them of what is happening

If you cannot leave the area,

- Close and lock the door
- Move furniture to barricade the door if possible
- Turn off the lights. Block any windows that provide a view of the room to the outside
- Stay away from the windows and doors if at all possible
- Seek protective cover of some kind under or behind furniture
- Remain quiet and take a moment to switch all cell phones in the room to vibrate mode so that they will not alert anyone to your presence
- Do not open the door or leave the room until directed to do so by emergency personnel
- Remain calm and develop a plan to escape should it become necessary
- If police enter the room, follow their instructions

For severe weather and civil unrest that pose a physical threat,

- Stay inside and move away from windows to the inner corridors
- Be sure to close all doors connecting exterior offices to the corridor
- For extreme weather, relocate to interior lower levels in the building

For external chemical, biological or radiological incident,

- Stay inside and move to an inner corridor or office, closing doors behind you
- Close windows and turn off air conditioners and fans
- Move to higher levels of the building if possible to reduce the transfer of contaminated air from outside to inside
- Move higher in the building since many chemical agents are heavier than air and tend to hug the ground



California State Polytechnic University, Pomona
Environmental Health & Safety



INITIAL SAFETY TRAINING

This initial safety information and training is provided to new or transferred employees. Employees are to make sure they understand and comply with this information and training. Information is included on the next page.

- Read the University's Injury & Illness Prevention Program (IIPP) which is available on the EH&S Web Site at <http://www.csupomona.edu/~ehs/ftp/iipp.doc> and completed Web Based Training at <http://www.csupomona.edu/~ehs/IIPPWeb/player.html>.
- Know the potential occupational hazards in general in the work area and associated with your job assignment.
- Know and comply with the Mandatory Safe Work Practices which indicate the safe work conditions, safe work practices and personal protective equipment required for your work (The Mandatory Safe Work Practices Booklet is available on the EH&S Web Site at <http://www.csupomona.edu/~ehs/ftp/safeworkpractices.doc>).
- Know the hazards of any chemicals to which you may be exposed and your right to information contained on material safety data sheets for those chemicals, and how to understand this information.
- Your right to ask any questions, or provide any information to the employer on safety either directly or anonymously without any fear of reprisal.
- Your responsibility to report all hazards to my supervisor.
- Your responsibility to report all accidents, near miss accidents and injuries to my supervisor.
- Be familiar with disciplinary procedures the employer will use to enforce compliance with Mandatory Safe Work Practices.

Additional Information

A self training form is available for this training on the EH&S (Environmental Health & Safety) Web Site at <http://www.csupomona.edu/~ehs/ftp/IIPPPForms/TrainingIndividual.doc>. Information on each of the items included in this training is listed below with some guidance to assist you in understanding the information.

- Read the University's Injury & Illness Prevention Program (IIPP) which is available on the EH&S Web Site at <http://www.csupomona.edu/~ehs/ftp/iipp.doc> and completed Web Based Training at <http://www.csupomona.edu/~ehs/IIPPWeb/player.html>.

Guidance: The employee should read the University's Injury and Illness Prevention Program. Any unanswered questions can be referred to Environmental Health & Safety (EH&S) at Extension 4697 or via email at ehs@csupomona.edu and complete the Web Based Training.

- Review with your supervisor the potential occupational hazards, in general, in the work area and associated with my job assignment.

Guidance: For Office Workers, this is usually includes trip/slip hazards, some office machine mechanical hazards, electrical hazards and a few chemical hazards (e.g. Exposure to White Board Pens/Cleaner, Permanent Markers, Ink). For other workers this could include hazards from maintenance/laboratory chemicals, radiation or infectious agents,

- Review the Mandatory Safe Work Practices which indicate the safe work conditions, safe work practices and personal protective equipment required for their job. The Mandatory Safe Work Practices Booklet is available on the EH&S Web Site at <http://www.csupomona.edu/~ehs/ftp/safeworkpractices.doc>.

Guidance: This involves looking up the employees Job Safety Classification in the above Booklet based on their working title and department and then reviewing the associated work practices with the employee. Employees should also be provided with copies of any other procedures or manuals if applicable (e.g. Chemical Safety Plan for Laboratories, Radiation Safety Manual, Bloodborne Pathogens Manual, Medical Waste Manual, etc.).

- Review the hazards of any chemicals to which you may be exposed and my right to information contained in material safety data sheets for those chemicals, and how to understand this information.

Guidance: Employees should be informed regarding the chemicals and other hazardous substances used in their job and the hazards associated with these chemicals or other hazardous substances. For Office Workers this usually includes White Board Pens/Cleaner, Permanent Markers, Ink, etc. These are usually combustible or flammable and toxic if ingested. The employee should be informed of the location of the Material Safety Data Sheets in the Department.

- Your right to ask any questions, or provide any information to the employer on safety, either directly or anonymously, without any fear of reprisal.

Guidance: The California Labor Code protects employees against reprisal for questions, suggestions, complaints, etc related to safety. Employees are encouraged to bring these types of issues also known as "Safety Concerns" to the attention of their Lead/ Supervisor and/or EH&S. Employees may report these issue anonymously via the EH&S Web Site at <http://www.csupomona.edu/~ehs/safetyconcern.html> or by dialing Extension 4313 to leave a message in the confidential safety voice mailbox. An overview of all these reporting procedures is available on the EH&S Web Site at <http://www.csupomona.edu/~ehs/ftp/SafetyHazardReporting.doc> and can be printed out and provided to the employee.

- Your responsibility to report all hazards to my supervisor.

Guidance: The University requires employees to report hazards to their supervisors. This can include trip/slip hazards, chemical hazards, etc. This requirement allows the supervisor to take actions to prevent injuries.

- Your responsibility to report all accidents, near miss accidents and injuries to my supervisor.

Guidance: The University requires employees to report all accidents, near miss accidents and injuries to their supervisors. This allows the University to investigate and determine methods to prevent accidents and injuries.

- Disciplinary procedures the employer will use to enforce compliance with Mandatory Safe Work Practices.

Guidance: Employees should be advised that the University employs progressive discipline to encourage compliance with safety at the University. This process involves an incremental process starting with verbal instructions/warnings, written letters of counseling, written reprimands and termination as the last resort.

Other Required Safety Training

Be advised that all employees are required to receive other safety training depending on their job duties. Some of this other safety training is essential for all employees. A list of this essential safety training is available on the EH&S Web Page at <http://www.csupomona.edu/~ehs/ftp/Training-Employees.doc>.

Typical Hazards
and
Mandatory Safe Work Practices
for the
College of Engineering

Safe Work Practices for Electronics Worker (50)

Department	Working Title
Elect & Computer Engineering	Equipment Tech & Faculty
Computer Science	Equipment Tech & Faculty
I&IT	Data Control Tech
I&IT	Equipment Tech
I&IT	Engineer / Operator
I&IT	Production Specialist

Typical Hazards

<ul style="list-style-type: none"> • Moving parts of equipment • Welding • Hazardous fumes exposure, explosion and/or asphyxiation from welding gases • Grinding wheels • Energized circuits • Welding parts • Welding, metal casting, cutting, and/or brazing • Explosion and asphyxiation hazard from welding gas leaks • Using ladders 	<ul style="list-style-type: none"> • Chemical hazards • Fire • Combustible materials • Loud noise • High voltage equipment • Heavy lifting • Heavy falling objects • Food or drinks in the workplace • Toxic materials or health hazards • Dimly illuminated work areas • Trip, slip, or fall hazards from spilled materials, liquids, or a cluttered work area
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Safe Workplace Conditions

- Welding area ventilation hood must be working properly during welding operations.
- Grinding wheels shall be equipped with properly adjusted safety shields and tool rests

Safe Work Practices

- Machines must be turned off and locked out during maintenance, unless specifically approved and as directed by the supervisor.
- Only qualified employees designated by the supervisor are permitted to work on energized circuits.
- Welding must be done under the ventilation hood.
- Parts being welded must be clean and dry.
- Employees must not climb to heights without use of approved ladders and safety belts.
- Employees shall exercise care in lifting, torquing and similar strenuous work.

Standard Safe Work Practices/Conditions

- All worksites should be kept clean and orderly.
- Work areas should be properly illuminated.
- The work area's ventilation system should be appropriate for the work being performed.
- Spilled materials or liquids must be cleaned up immediately.
- The top step of ordinary stepladders should not be used as a step.
- Tools and equipment used by employees at their work station should be in good condition.
- Broken or damaged tools/equipment should be repaired or replaced as necessary.
- Report all unsafe conditions to the supervisor or safety coordinator.

Electronics Worker (50)

- Report all work related accidents, injuries and illnesses to the supervisor or safety coordinator.
- In the event of fire, call the supervisor and sound the alarm.
- Upon hearing the alarm, stop work safely, turn off machine and evacuate to the appointed location.
- Fire extinguishes shall be kept clear at all times.
- Only trained and identified workers may attempt to respond to a fire or other emergency.
- Suitable fire extinguishing equipment is to be available for immediate use.
- Exits shall be kept unblocked, well-lit and unlocked during work hours.
- Do not store excessive combustibles (paper) in work areas.
- Aisles and hallways shall be kept clear at all times.
- No horseplay or use of intoxicating substances is allowed on the premises.
- No food/drink is allowed in areas where there is an exposure to toxic materials or health hazards.
- No smoking is allowed in University buildings or vehicles.
- Use handrails on stairs and escalators.

Personal Protective Equipment

- Goggles or face shields must be worn where there is any danger of flying particles or corrosive materials.
- Safety glasses are required to be worn at all times in areas where there is risk of eye injuries such as punctures, abrasions, contusions or burns.
- Protective gloves, aprons, shields or other means must be worn to guard against cuts, corrosive liquids and chemicals.
- All protective equipment must be maintained in a sanitary condition and ready for use.
- Hearing protection must be worn when sound levels exceed those of the Cal/OSHA noise standard.
- Adequate work procedures, protective clothing and equipment must be used when cleaning up spilled toxic or otherwise hazardous materials or liquids.

**Safe Work Practices
for
Engineering Worker (60)**

Department	Working Title
Ag Eng/Irr Science	Equipment Tech & Faculty
College of Engineering	Inst Support Tech
Aerospace Engineering	Equipment Tech & Faculty
Chem & Mat Engineering	Equipment Tech & Faculty
Civil Engineering	Equipment Tech & Faculty
Ind & Mfg Engineering	Equipment Tech & Faculty
Mechanical Engineering	Equipment Tech & Faculty

Typical Hazards

<ul style="list-style-type: none"> • Rotating or moving parts • Hazardous fumes in welding area • Grinding wheels • Welding, metal casting, cutting, or brazing • Explosion and asphyxiation hazard from welding gas leak • Climbing to heights with approved ladders and safety belts • Chemical hazards • Fire 	<ul style="list-style-type: none"> • Combustible materials • Loud Noises • High voltage equipment • Heavy lifting • Falling heavy objects • Use of ladders • Food or drinks in the workplace Low illuminated work areas • Trip, slip, or fall hazards from spilled materials, liquids, or a cluttered work area
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Safe Workplace Conditions

- Welding area ventilation hood must be working properly during welding operations.
- Grinding wheels shall be equipped with properly adjusted safety shields and tool rests

Safe Work Practice

- Machines must be turned off and locked out during maintenance, unless specifically approved and as directed by the supervisor.
- Only qualified employees designated by the supervisor are permitted to work on energized circuits.
- Welding must be done under the ventilation hood.
- Parts being welded must be clean and dry.
- Employees must not climb to heights without use of approved ladders and safety belts.
- Employees shall exercise care in lifting, torquing and similar strenuous work.

Standard Safe Work Practices/Conditions

- All worksites should be kept clean and orderly.
- Work areas should be properly illuminated.
- The work area's ventilation system should be appropriate for the work being performed.
- Spilled materials or liquids must be cleaned up immediately.
- The top step of ordinary stepladders should not be used as a step.
- Tools and equipment used by employees at their work station should be in good condition.
- Broken or damaged tools/equipment should be repaired or replaced as necessary.

Engineering Worker (60)

- Report all unsafe conditions to the supervisor or safety coordinator.
- Report all work related accidents, injuries and illnesses to the supervisor or safety coordinator.
- In the event of fire, call the supervisor and sound the alarm.
- Upon hearing the alarm, stop work safely, turn off machine and evacuate to the appointed location.
- Fire extinguishes shall be kept clear at all times.
- Only trained and identified workers may attempt to respond to a fire or other emergency.
- Suitable fire extinguishing equipment is to be available for immediate use.
- Exits shall be kept unblocked, well-lit and unlocked during work hours.
- Do not store excessive combustibles (paper) in work areas.
- Aisles and hallways shall be kept clear at all times.
- No horseplay or use of intoxicating substances is allowed on the premises.
- No food/drink is allowed in areas where there is an exposure to toxic materials or health hazards.
- No smoking is allowed in University buildings or vehicles.
- Use handrails on stairs and escalators.

Personal Protective Equipment

- Goggles or face shields must be worn where there is any danger of flying particles or corrosive materials.
- Safety glasses are required to be worn at all times in areas where there is risk of eye injuries such as punctures, abrasions, contusions or burns.
- Protective gloves, aprons, shields or other means must be worn to guard against cuts, corrosive liquids and chemicals.
- All protective equipment must be maintained in a sanitary condition and ready for use.
- Eye wash facilities and a quick drench shower must be available and maintained within a work area where employees are exposed to injurious corrosive materials.
- Hearing protection must be worn when sound levels exceed those of the Cal/OSHA noise standard.
- Adequate work procedures, protective clothing and equipment must be used when cleaning up spilled toxic or otherwise hazardous materials or liquids.

**Safe Work Practices
for
Laboratory Worker-Chemical (110)**

Department	Working Title
Animal & Vet Science ¹	Inst Support Tech & Faculty
Equine Res/Vet Clinic ¹	Inst Support Tech & Faculty
Hort/Plant & Soil Sci	Inst Support Tech & Faculty
Biological Science ¹	Inst Support Tech & Faculty
Chemistry	Inst Support Tech & Faculty
Geological Science	Equipment Tech & Faculty
Physics	Equipment Tech & Faculty
Physics	Inst Support Tech
Physics	Technician

Notes:

1. Individuals working in a Laboratory with Chemicals are assigned to "Laboratory Worker-Chemical". Individuals working in a Laboratory with Infectious agents are assigned to "Laboratory Worker-Infectious", even if they use Chemicals.

Typical Hazards

<ul style="list-style-type: none"> • Working in areas with restricted ventilation • Exposure to compressed gas cylinders • Trip, slip, or fall hazards from spilled materials, liquids, or a cluttered work area • Chemical hazards • Fire • Combustible materials • Hazardous waste collecting and processing 	<ul style="list-style-type: none"> • Chemicals or glassware falling off shelves in event of an earthquake • Spill cleanups involving hazard chemical substances • Use of ladders • Work areas with poor illumination • Use of various tools and equipment • Exposure to mortar and pestles • Cutting, grinding, shaping • Use of drill
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Safe Workplace Condition

- Cylinders are to be legibly marked to clearly identify the gas contained.
- Compressed gas cylinders are to be stored in areas which are protected from external heat sources.
- Valve protectors are to be placed on cylinders when not in use or connected to use.

Safe Work Practice

Standard Safe Work Practices/Conditions

- All worksites should be kept clean and orderly.
- Work areas should be properly illuminated.
- The work area's ventilation system should be appropriate for the work being performed.
- Spilled materials or liquids must be cleaned up immediately.
- The top step of ordinary stepladders should not be used as a step.
- Tools and equipment used by employees at their work station should be in good condition.
- Broken or damaged tools/equipment should be repaired or replaced as necessary.

Laboratory Worker-Chemical (110)

- Report all unsafe conditions to the supervisor or safety coordinator.
- Report all work related accidents, injuries and illnesses to the supervisor or safety coordinator.
- In the event of fire, call the supervisor and sound the alarm.
- Upon hearing the alarm, stop work safely, turn off machine and evacuate to the appointed location.
- Fire extinguishers shall be kept clear at all times.
- Only trained and identified workers may attempt to respond to a fire or other emergency.
- Suitable fire extinguishing equipment is to be available for immediate use.
- Exits shall be kept unblocked, well-lit and unlocked during work hours.
- Do not store excessive combustibles (paper) in work areas.
- Aisles and hallways shall be kept clear at all times.
- No horseplay or use of intoxicating substances is allowed on the premises.
- No food/drink is allowed in areas where there is an exposure to toxic materials or health hazards.
- No smoking is allowed in University buildings or vehicles.
- Use handrails on stairs and escalators.

Personal Protective Equipment

- Goggles or face shields must be worn where there is any danger of flying particles or corrosive materials.
- Safety glasses are required to be worn at all times in areas where there is risk of eye injuries such as punctures, abrasions, contusions or burns.
- Protective gloves, aprons, shields or other means must be worn to guard against cuts, corrosive liquids and chemicals.
- All protective equipment must be maintained in a sanitary condition and ready for use.
- Eye wash facilities and a quick drench shower must be available and maintained within a work area where employees are exposed to injurious corrosive materials.
- Adequate work procedures, protective clothing and equipment must be used when cleaning up spilled toxic or otherwise hazardous materials or liquids.

**Safe Work Practices
for
Office Worker (170)**

Department	Working Title
Counsel & Psy Services	Counselor
Disability Resource Center	Interpreters
Library Services	Librarian
Public Safety	Dispatchers
All Departments	Administrators
All Departments	Clerical/Secretarial
Colleges	Faculty ²

Notes:

2. Faculty in the Colleges of Agriculture, Arts, Engineering, Environmental Design, Hospitality Management, and Science please reference other Job Safety Classifications as appropriate.

Typical Hazards

<ul style="list-style-type: none"> • Use of computers • Trip, slip, or fall hazards from spilled materials, liquids, or a cluttered work area • Insufficient illumination in work areas • Use of file cabinet drawers • Use of ladders • Fire 	<ul style="list-style-type: none"> • Insufficient work place ventilation • Chemical hazards • Hazardous waste collecting and processing • Stored combustibles in work areas • Lifting • Exposure to toxic materials or health hazards
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Safe Workplace Condition

- For VDT work stations, background and screen lighting shall be compatible and adjustable. "No glare" screens shall be available.
- VDT screen positions should be adjustable.
- Chairs should be adjustable.
- Keyboard should be adjustable.
- Work stations shall be designed to minimize musculoskeletal injury, including adjustable equipment to the extent feasible.
- "No glare" screens for VDT's provided at employee request.
- Work station design shall consider background lighting levels and other measures to reduce vision strain.

Safe Work Practice

- Workplaces should be kept free of debris, floor storage and electrical cords.
- Adequate aisle space shall be maintained.
- Employees must exercise caution in moving about the office.
- File cabinet drawers shall be opened one at a time and closed when work is finished.
- Care should be exercised in closing file drawers to avoid pinching the employee's or other employees' fingers.
- When carrying loads, care should be exercised to avoid overexertion and strain.
- Employees shall use rest periods provided to relax eyes and body.
- Employees shall follow training on preventing problems associated with VDT use.
- Work stations shall be kept free of debris and storage, especially floor surfaces.

Office Worker (170)

- Floor surfaces shall be maintained clean and dry; spills must be cleaned up immediately.
- Employees shall be trained on the hazards of musculoskeletal trauma and how to avoid this type of injury.
- Employees must report all unsafe conditions and symptoms of injury to their supervisor.

Standard Safe Work Practices/Conditions

- All worksites should be kept clean and orderly.
- Work areas should be properly illuminated.
- The work area's ventilation system should be appropriate for the work being performed.
- Spilled materials or liquids must be cleaned up immediately.
- The top step of ordinary stepladders should not be used as a step.
- Tools and equipment used by employees at their work station should be in good condition.
- Broken or damaged tools/equipment should be repaired or replaced as necessary.
- Report all unsafe conditions to the supervisor or safety coordinator.
- Report all work related accidents, injuries and illnesses to the supervisor or safety coordinator.
- In the event of fire, call the supervisor and sound the alarm.
- Upon hearing the alarm, stop work safely, turn off machine and evacuate to the appointed location.
- Fire extinguishers shall be kept clear at all times.
- Only trained and identified workers may attempt to respond to a fire or other emergency.
- Suitable fire extinguishing equipment is to be available for immediate use.
- Exits shall be kept unblocked, well-lit and unlocked during work hours.
- Do not store excessive combustibles (paper) in work areas.
- Aisles and hallways shall be kept clear at all times.
- No horseplay or use of intoxicating substances is allowed on the premises.
- No food/drink is allowed in areas where there is an exposure to toxic materials or health hazards.
- No smoking is allowed in University buildings or vehicles.
- Use handrails on stairs and escalators.

Personal Protective Equipment

- All protective equipment must be maintained in a sanitary condition and ready for use.

Notes:

1. Individuals working in a Laboratory with Chemicals are assigned to "Laboratory Worker-Chemical". Individuals working in a Laboratory with Infectious agents are assigned to "Laboratory Worker-Infectious", even if they use Chemicals.
2. Faculty in the Colleges of Agriculture, Arts, Engineering, Environmental Design, Hospitality Management, and Science please reference other Job Safety Classifications as appropriate.

Injury & Illness Prevention Program



Be Safe!

All employees are to ensure that safe and healthful conditions and practices are provided and followed within the area under their control.

✓ POLICY

✓ OBJECTIVES

✓ RESPONSIBILITIES

✓ SAFETY COMMUNICATIONS

✓ HEALTH & SAFETY INSPECTIONS

✓ ACCIDENT INVESTIGATION

✓ EMPLOYEE TRAINING

✓ RECORDKEEPING

✓ RESOURCES

**Questions and Requests for Additional
Information Should be Directed to:**

Environmental Health & Safety
3801 W. Temple Avenue, Pomona, CA 91768
Phone: (909) 869-4697
Fax: (909) 869-4698
Web: <http://www.csupomona.edu/ehs>



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INJURY AND ILLNESS PREVENTION PROGRAM
(Revised 08/07/2012)

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.6	ACCIDENT INVESTIGATION
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.8	RECORDKEEPING
.9	RESOURCES

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103. INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

103.1 POLICY.

.11 It is the policy of the University to maintain a campus environment for faculty, staff, students and the public that will not adversely affect their health and safety nor subject them to avoidable risks of accidental injury or illness. No employee will be required to perform any task that is determined to be unsafe or unreasonably hazardous.

.12 To implement this policy, departments will ensure that facilities and equipment meet all federal, state and local safety laws and regulations. Departments will also develop appropriate health and safety policies, standards and procedures for their areas.

.13 All employees shall follow safe and healthful work practices defined by established campus and departmental safety and health guidelines. Failure to do so may result in the initiation of disciplinary measures.

.14 While the President has the ultimate responsibility for campus health and safety, the immediate responsibility for workplace health and safety rests with each manager or supervisor. In addition, individuals are responsible for preventing campus accidents. Accordingly, all employees are to ensure that safe and healthful conditions and practices are provided and followed within the area under their control. All members of the campus community are to cooperate fully with each aspect of the various campus health and safety programs.

103.2

OBJECTIVES. When properly designed and carried out, an effective Injury and Illness Prevention Program will assist management in determining if hazards exist in the workplace. The program will also outline how to correct hazards that occur and the steps to take to prevent them from recurring.

.21 The following objectives can be achieved through an effective Injury and Illness Prevention program.

- a. Management can eliminate many hazards through regular self-inspections.
- b. Employees are advised to report potentially hazardous conditions without fear of reprisal and their reports will be given prompt and serious attention.
- c. Workplace equipment is maintained in a safe and good working condition.
- d. Management establishes procedures to investigate any workplace accidents, near-miss incidents and reported injuries and illnesses.
- e. Hazards are corrected as soon as reasonable once they are identified.
- f. Employees receive written general safety and health rules which apply to everyone.
- g. The University develops safe and healthful work practices for each specific job.

- h. The University has established disciplinary procedures, which help ensure that safety rules and work procedures are practiced and enforced.
- i. The University establishes a written emergency plan.

103.3

RESPONSIBILITIES.

.31 Campus Safety Committee. The Campus Safety Committee consists of management and labor representatives. The committee has the following responsibilities in support of the Injury and Illness Prevention Program.

- a. Meets at least quarterly on regularly scheduled basis.
- b. Maintains written records of its actions, which are distributed to members of the committee for posting or circulation.
- c. Selectively reviews the results of periodic scheduled worksite inspections.
- d. Selectively reviews accident investigations.
- e. Selectively reviews the investigations of alleged hazardous conditions and may conduct its own investigation or inspections.
- f. The committee submits recommendations to assist in the evaluation of safety suggestions.

.32 University Administration. Policies that govern the activities and responsibilities of the Environmental Health and Safety (EH&S) program are established under the final authority of the President.

The primary responsibility for providing and maintaining a safe and healthful campus environment lies at the operational department level. In this way, the University effectively complies with the California Occupational Safety and Health Act (Cal/OSHA), which requires that:

"Every employer shall furnish employment and a place of employment which are safe and healthful for the employees' therein."

There is a wide diversity of operations within the University and necessary differences in organizational structure within the various departments. Departments will, therefore, have some latitude in formulating and setting up other methods when necessary as long as the total Injury and Illness Prevention Program objectives are not compromised.

.33 Environmental Health and Safety (EH&S) Department. It is the responsibility of EH&S to develop and manage an Injury and Illness Prevention Program. Further responsibilities include:

- a. Development, implementation and coordination of the Injury and Illness Prevention Program (IIPP).
- b. Provide consultation with Deans, Directors, and Department Heads regarding program compliance. Consult on issues of hazard identification and evaluation; procedures for correcting unsafe conditions; systems for communicating with employees; safety and training program meetings; compliance strategies; and recordkeeping.
- c. Centralized monitoring of campuswide activities on a consultative basis.
- d. Maintenance of centralized environmental and employee monitoring records, allowing employee access as directed by law.

.34 Deans, Directors, Department Heads. It is the responsibility of Deans, Directors, and Department Heads to develop departmental procedures to ensure effective compliance with the Injury and Illness Prevention Program. Specific responsibilities include employee education and training, identification and correction of unsafe conditions, and recordkeeping. Specifically these individuals will:

- a. Develop and maintain written departmental safety procedures and ensure that each supervisor complies with adopted procedures.
- b. In conjunction with the EH&S Office, develop and carry out an education and training program designed to instruct all employees in general safe work practices. Specific instructions shall be given regarding hazards unique to their job duties. Such education and training shall take place before the employee is given new job assignments or whenever new substances, processes, procedures or equipment are introduced into the workplace. Supervisors utilize EH&S Form F-2555-00, "Individual Employee Training Documentation Initial Training", to document initial training of a new or transferred employee.
- c. Instruct employees in the recognition and avoidance of unsafe conditions, including hazards associated with non-routine tasks and emergency operations. Permit only properly trained employees to operate potentially hazardous equipment. Do not assume that newly hired, newly assigned or reassigned employees understand all safety procedures associated with the new job duties.
- d. Maintain a system of recordkeeping to document all employee education and training activities. Such records shall include date and time of training, topics, participants and name of trainer. (Form F-2556-00, "Safety Training Documentation Employee Sign-Up Sheet").
- e. Develop and maintain an inventory of hazardous materials present in all work areas within the department.
- f. When ordering hazardous materials, request a materials safety data sheet (MSDS) for each product.

- g. Post in a conspicuous location appropriate safety notices or procedures.
- h. Develop methods to inform outside contractors' employees, campus maintenance personnel or other non-departmental employees who work in areas within the department, of the hazards to which those employees may be exposed.
- i. Designate staff to serve as Department Safety Coordinator, to act as liaison with EH&S and to advise the Dean, Director or Department Head on environmental health and safety issues within the department.

.35 Supervisors. Supervisors are responsible for ensuring that all employees under their direction exercise proper judgment in carrying out operational procedures and that all facilities and equipment under their jurisdiction are maintained in a safe condition.

The supervisor will provide instruction, or secure consultation or training as necessary, to guarantee compliance by employees with the Injury and Illness Prevention Program. Special emphasis will be given to providing detailed training before the assignment of specific duties and operation of equipment.

Responsibilities of supervisors include:

- a. Develop and maintain written mandatory safe work practices that conform to the Injury and Illness Prevention Program guidelines. (Mandatory safe work practices represent a standardized set of safety rules.)
- b. Ensure that each employee adheres to adopted procedures.
- c. Conduct scheduled training meetings for all employees to ensure presentation of uniform safe operation skills.
- d. Provide employees with required safety equipment, devices and clothing. Demonstrate their proper use before the operation of equipment or performance of hazardous tasks. Form F-2681-00, "Individual Employee Personal Protective Equipment and/or Training information Documentation Form, is to be used to document the receipt of personal protective equipment or training information by an employee.
- e. Control unsafe practices and actions of employees such as smoking in prohibited areas or operating machinery without safeguards.
- f. Inspect all work areas for hazardous conditions or unsafe practices and initiate prompt corrective actions to eliminate potential accidents. Document findings by using Form F-2559-00, "Hazard Evaluation Form for General Work Areas and Specific Job Safety Classes."
- g. Maintain good housekeeping practices in all work areas.

- h. Report all unsafe conditions to the Dean/Director/Department Head or to the EH&S Office immediately. Encourage employees to watch for and relate all such incidents without fear of reprimand.
- i. Investigate all accidents promptly and complete all necessary forms to record such incidents.
- j. Ensure that injured employees receive prompt medical treatment, including transportation if necessary.
- k. Submit and encourage recommendations from employees to the department for improving departmental safety.
- l. Commend and recognize employees who maintain a uniformly safe environment and accident free work record, or who develop unique safety devices or practices for their work areas.

.36 Department Safety Coordinators. Department Safety Coordinators (DSC) are appointed by each Dean, Director, or Department Head. They play a critical role in the effective implementation of the Injury and Illness Prevention Program. The DSC will:

- a. Assist the Dean, Director, or Department Head in the development and implementation of a school or department injury and illness Prevention Program.
- b. Serve as liaison with EH&S and other associated campus departments.
- c. Obtain safety and health information. Arrange for education and training of employees concerning workplace hazards.
- d. Conduct periodic safety inspections of facilities, equipment and projects to identify unsafe conditions and practices. Document findings by using Form F-2559-00, "Hazard Evaluation Form for General Work Areas and Specific Job Safety Classes."
- e. Make recommendations and initiate corrective actions regarding identified hazards or deficiencies.
- f. Serve as liaison for the department on matters pertaining to inspections, accident/injury investigations, employee safety education and training, reports and as the primary department resource person for coordinating these activities.
- g. Ensure maintenance of all department records for training, accident/injury, monitoring or other related data.

.37 Employees.

- a. Due to the number of potential hazards that may exist or be created in the work environment, employees must first use common sense and good judgment.
- b. Employees are responsible for reading and complying with procedures and guidelines provided by their supervisors.
- c. Employees are encouraged to inform their supervisors or EH&S of workplace hazards without fear of reprisal.
- d. Employees shall attend established education and training sessions and are expected to be knowledgeable of and comply with all applicable safety requirements. Compliance with established safety rules may be documented in performance evaluations and failure to comply with these regulations may lead to disciplinary action.
- e. Employees are responsible for asking questions of their supervisors when there is concern about an unknown or hazardous situation.

103.4 SAFETY COMMUNICATIONS. Safety Information will be communicated in a manner clearly understood by all employees.

If an employee wants to make an anonymous report of an unsafe condition or practice, the suggestion may be made using Form F-2554-00, "Employee Safety Information Form." This form is then sent to the EH&S Office for immediate follow-up. All reports will be investigated and responded to, as required by the Injury and Illness Prevention Program Standard.

.41 **Department Safety Meetings.** Each department is responsible for scheduling regular safety meetings at which safety and health issues are freely and openly discussed with employees of the department. Management will attempt to schedule the meetings when most employees can attend, will document who was present and topics discussed.

.42 **Posters.** EH&S provides departments with a variety of posters to be used in promoting safe work practices. Posters must be displayed in high visibility areas within each applicable workplace.

.43 **Campus Safety Newsletter.** EH&S publishes a periodic newsletter for all employees. This publication is devoted to occupational safety and health issues.

103.5 HEALTH AND SAFETY INSPECTIONS. A health and safety inspection program is essential to reduce unsafe conditions that may expose employees to injury. Definition of terms to be used in the program: Job Safety Classes - groupings of employees with common work assignments, locations, or conditions and; therefore, common hazard potential; Mandatory Safe Work Practices - a standardized set of safety rules.

.51 Schedule Workplace Inspections

- a. It is the responsibility of each department to ensure a regular and systematic inspection program is scheduled for all departmental areas. It is recommended that department safety coordinators be assigned to conduct these inspections.
- b. The frequency of workplace inspections is determined by the hazards in the area. The more hazardous the area, the greater the need for frequent inspections. A department will be considered to be in compliance if they adhere to the following inspection schedules:
 - 1. Daily—Certain vehicles and any area or equipment known to present a significant and continuous potential hazard.
 - 2. Weekly—High hazard areas, including hazardous waste, chemical storage, loading/unloading areas, construction and hazardous manufacturing areas.
 - 3. Monthly—Most general manufacturing, retail, warehousing, and transportation.
 - 4. Semi-annually—Offices with large numbers of employees/multiple uses, means of egress from such workplaces, non-chemical storage areas, grounds, and parking lots.

5. Annually—Small offices.

- c. The safety checklist for each area will be based on the individual mandatory safe work practices developed for each job safety class. Form F-2557-00, "Inspection Checklist and Correction Form," will be used to document the scheduled workplace inspections. The method for obtaining additional corrective actions or follow-up by maintenance or other personnel must be specified and documented on the inspection checklist.
- d. Hazards found during an inspection or which otherwise come to the attention of the supervisor, are to be corrected in a timely manner consistent with the seriousness of the hazard. Serious hazards, which include imminent hazards, are to be corrected immediately or employees are to be removed from the affected area. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

Cal/OSHA defines a serious violation as follows:

"A serious violation shall be deemed to exist in a place of employment if there is a substantial probability that death or serious physical harm could result from a condition which exists, or from one or more practices, means, methods, operations, or processes which have been adopted or are in use, in such place of employment. . ."

Cal/OSHA defines an imminent hazard as follows:

An imminent hazard is any condition or practice which poses a hazard to employees which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such hazard can be eliminated through normal enforcement procedures.

If there is an immediate danger of serious harm, the result of the inspection will be immediate correction of the problem or removing the piece of equipment or workstation from service. This will be done in an obvious manner such as physical tag-out and lockout with full knowledge of area employees, supervisors and managers.

- e. EH&S will conduct annual inspections of non-departmental public access areas (i.e., hallways, stairways, interior and exterior public assembly areas, restrooms, classrooms, etc.).

.52 Unscheduled Workplace Inspections.

- a. Departments will conduct an inspection whenever new substances, processes, procedures or equipment that represent a new occupational safety and health hazard are introduced.

- b. Departments will conduct an inspection whenever notification of a new or previously unrecognized hazard is received.
- c. EH&S will conduct periodic unscheduled inspections to help ensure the maintenance of a safe and healthful workplace.
- d. EH&S, with departmental representatives will conduct an inspection when an occupational injury, occupational illness, or exposure to hazardous substances occurs as defined by Cal/OSHA.

103.6 ACCIDENT INVESTIGATION.

.61 When a manager or supervisor is given notice or has knowledge that an employee has sustained a work related injury or illness, a report must be filed. Form F-903, "Report of Employee Injury or Illness", is to be completed by the manager or supervisor and sent to Risk Management within one working day of notice or knowledge of the injury or illness. Risk Management will forward a copy of the report to EH&S for review and investigation. The Environmental Health and Safety "Accident Injury and Illness" Form F-2553-00 must also be completed by the manager or supervisor of the injured employee. This form will be attached to Form F-903 and sent to Risk Management, who will forward a copy to EH&S.

.62 Serious occupational injuries, illness or exposures to hazardous substances, as defined by Cal/OSHA, must be reported to EH&S within 48 hours after they become known. EH&S will contact Cal/OSHA as required by law. EH&S, with a management representative from the injured employee's department, will investigate the circumstances of the incident to determine the cause.

103.7 EMPLOYEE SAFETY TRAINING. Training of employees is the most effective means of achieving an injury-and-illness-free workplace. It is necessary to provide training for employees concerning general safe work practices as well as specific instruction with respect to hazards unique to each employee's job assignment.

.71 General Safe Work Practices. The EH&S Office has the responsibility for providing generalized safety training programs. These programs are elements of larger programs that service broad campus needs.

Program areas of general safety include:

Biological Safety
Chemical Hygiene
Fire Safety
Hazard Communication
Hazardous Materials Management
Industrial Hygiene
Occupational Safety
Pest Management
Radiation Safety
Safety Education and Training

.72 Training for All Employees. The Environmental Health & Safety Department will maintain a list of training required for all employees (AKA Essential Training). This is available on the Environmental Health & Safety Web Site at <http://www.csupomona.edu/~ehs/ftp/Training-Employees.doc> or by contacting the department.

.73 Specific Safe Work Practices. It is the responsibility of each supervisor to develop specialized training sessions dealing with an employee's unique job assignment. It is the responsibility of each supervisor to understand his/her employee's job tasks and related hazards. The specialized training sessions will be based on the mandatory safe work practices developed for each job safety class. Environmental Health and Safety Form F-2558-00, "Mandatory Safe Work Practices", will be used to document the safe work practices for an employee's job assignment.

.74 Scheduled Training.

- a. Each supervisor will ensure that all new employees receive general and specific training before assignment to a new job.
- b. Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace that represent a new hazard or whenever the supervisor receives notification of a new or previously unidentified hazard.
- c. All training must be documented in writing on EH&S Form F-2556-00. Name trainer, topics, participants and dates of training are to be recorded and kept on file within each department and the EH&S office.

.75 Long-Range Training Plan. A long-range departmental training plan should be developed that sets priorities for training sessions, including a schedule of

presentations. Consideration should also be given to frequency required for retraining employees. These refresher programs should be incorporated into the long-range plan.

.76 Employee Safety Training. Each department is responsible for developing and carrying out a training program designed to instruct each employee in general safe work practices and specific instructions about hazards unique to the employee's job assignment. Departments shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his/her work environment. Supervisors shall permit only those employees who are properly trained to operate equipment and machinery. It cannot be assumed that a newly hired, newly assigned or reassigned employee thoroughly understands the safe procedures about his/her new job. The employee must always be trained in appropriate safety procedures. Departments provide specific training programs for employees either on a periodic basis or before assignment to a new job or when a work assignment changes. All supervisors will receive training and/or instruction to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed

103.8 RECORDKEEPING. Cal/OSHA regulations set forth requirements for the maintenance and retention of records for occupational injuries and illnesses. Records are also required for medical surveillance, exposure monitoring, inspections, and other activities and incidents relevant to occupational safety and health.

.81 Campus Accidents, Injuries and Illnesses. It is essential that all employee accidents, injuries and illnesses occurring either on University property or during off-campus University sponsored events are documented by the completion of Form F-903, "Report of Employee Injury or Illness" and Form F-2553-00, "Accident Injury and Illness."

.82 Occupational Injuries and Illnesses.

- a. When a manager or supervisor is given notice or has knowledge that an employee has sustained a work related injury or illness, a report must be completed. Form F-903, "Report of Employee Injury or Illness", is to be completed by the manager or supervisor and sent to Risk Management within one working day of notice or knowledge of the injury or illness. A copy of the report will be awarded to EH&S for review and investigation. The Environmental Health and Safety "Accident Injury and Illness" Form F-2553-00, must also be completed by the manager or supervisor of the injured employee. This form will be attached to Form F-903 and sent to Risk Management, who will forward a copy to EH&S.
- b. The Risk Management Department will maintain a master log and summary of occupational injuries and illnesses.
- c. Records of occupational injuries and illnesses will be kept on file in Risk Management for five (5) years and are available for review by Cal/OSHA at any time.

- d. The Cal/OSHA summary for the previous calendar year will be prepared by the Risk Management Department and will be posted in conspicuous places throughout the campus for review by employees.
- e. Employee injuries and illnesses will be recorded and compiled each calendar quarter by Risk Management

.83 Material Safety Data Sheets (MSDS's). Each MSDS received by the campus must be maintained for at least thirty (30) years. If an MSDS is not available, some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used must be retained for at least thirty (30) years.

.84 Employee Exposure Record's. Each employee exposure record will be preserved and maintained by Environmental Health & Safety for at least thirty (30) years except certain background data to workplace monitoring and certain biological monitoring results.

Such records include workplace monitoring or measuring of a toxic substance or harmful physical agent, and biological monitoring results that directly assess the absorption of a toxic substance or harmful physical agent by body systems. They also will include material safety data sheets and, without the above, a chemical inventory or any other record that reveals where and when used and the identity of a toxic substance or harmful physical agent.

Departments using regulated carcinogens have additional reporting and recordkeeping requirements under Cal/OSHA.

.85 Medical Records. The medical record for employees that participate in the annual medical exams will be preserved and maintained for at least the duration of employment plus thirty (30) years. There is an exception for certain health insurance claims records, first aid records, or the medical records of employees who have worked for less than one (1) year if they are provided to the employee upon termination of employment.

.86 Employee Exposure and Medical Record Analyses. Each analysis using exposure or medical records will be preserved and maintained for at least thirty (30) years.

.87 Documentation of Activities. Essential records, including those legally required for workers' compensation, insurance audits and government inspections, will be maintained for as long as required. The University also will keep records of steps taken to establish and maintain the Injury and Illness Prevention Program. They must include:

- a. Records of scheduled and periodic inspections to identify unsafe conditions and work practices. The documentation includes the name of the person(s) conducting the inspection, date and time of the inspection, the unsafe conditions and work practices identified, and the corrective action(s) taken. These records will be maintained for at least three years.

- b. Documentation of health and safety training for each employee. Specifically, records must be retained for a minimum of three years, documenting employee name or other identifier, training dates, type(s) of training and the name of training provider.
- c. Training records will be kept in each department and in EH&S as appropriate.

.88 Employee Access to Exposure and Medical Records. The University recognizes that an employee and his/her designated representative(s) and authorized representatives of the Chief of the Division of Occupational Safety and Health (Cal/OSHA) have a right of access to relevant exposure and medical records. Such access is necessary to yield both direct and indirect improvements in the detection, treatment and prevention of occupational disease. Whenever an employee or designated representative requests access to a record, the University shall ensure that access is provided in reasonable time, place and manner.

103.9 RESOURCES. EH&S has broad oversight over all campuswide health and safety programs. Existing programs are outlined below; specific elements are contained in the appendices noted.

.91 Biological Safety. The biological 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 the University's compliance with applicable institutional policies, National Institute of Health guidelines, and state regulations regarding the use of infectious agents and toxin-producing agents that have the potential for causing disease in healthy individuals, animals or plants.

.92 Chemical Hygiene. The written Chemical Hygiene Plan provides standard operating procedures used for safety and health protection in laboratories. Guidelines are provided to minimize employee exposure to certain chemicals. EH&S personnel consult with individuals using chemicals in laboratories. The office also provides assistance regarding information on methods of safe handling and storage of reactive and toxic substances, as well as personal protection. EH&S also arranges for laboratory inspections to identify and correct hazardous conditions and unsafe practices.

.93 Fire Safety. The Fire Safety program provides for a written fire prevention plan. It establishes practices and procedures to control potential fire hazards and ignition sources, as well as installation and maintenance of fire protection equipment and systems. The plan includes regular portable fire extinguisher inspections and maintenance, and employee training on the use of fire extinguishers and fire protection procedures.

.94 Hazard Communication. The written Hazard Communication program lists all of the hazardous substances used in each work area and material safety data sheets for each hazardous substance used. It establishes a system of labeling containers and a comprehensive training program for employees who use hazardous materials.

.95 Hazard Identification. EH&S staff conduct periodic worksite inspections to identify potentially hazardous situations. Inspections are done to help supervisors realize where

unsafe conditions exist and how to provide effective protection for all staff. Inspections focus on such concerns as design of work area, maintenance of facilities and equipment, and ergonomics.

.96 Hazardous Materials Management. The Hazardous Materiel's Management Program provides for the training of employees in the safe handling, labeling and storage practices of hazardous chemicals. Employees are required to use personal protective equipment and clothing when handling chemicals. Adequate safety equipment will be provided in the workplace and properly maintained. This program provides procedures for safe emergency response, the use of personal protective equipment/clothing and appropriate safety equipment.

.97 Industrial Hygiene. The Industrial Hygiene program provides for personal monitoring and environmental testing to identify, monitor and control potentially harmful substances and physical agents in the campus environment. Specific attention is paid to such areas as noise, personal protective equipment/clothing, medical monitoring, ergonomics, indoor air quality and exposure to toxic materials.

98. Occupational Safety. The Occupational Safety program provides for safe working/walking surfaces, adequate illumination, proper maintenance of tools and other equipment, and proper guarding of machinery. The plan includes an electrical safety program and a lockout/tagout procedure for all energized systems. The program also includes 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.

.99 Pest Management. The Pest Management program provides for the control of insect and rodent infestation in work and residential areas. It provides for facility inspections, training programs for users and application of environmentally safe control measures.

APPENDICES

Form Numbers

[F-2553-00 Accident, Injury and Illness Investigation Form](#)

[F-2554-00 Employee Safety Information Form](#)

[F-2555-00 Individual Employee Training Documentation Initial Training](#)

[F-2556-00 Safety Training Documentation Employee Training Sign-up Sheet](#)

[F-2557-00 Inspection Checklist and Correction Form](#)

[F-2558-00 Mandatory Safe Work Practices Form](#)

[F-2559-00 Hazard Evaluation Form for General Work Areas and Specific Job Safety Classes](#)

[F-903 Report of Employee Injury or Illness](#)

[F-2681-00 Individual Employee Personal Protective Equipment and/or Training Information Documentation Form](#)

