


**Office of the Vice President for Administrative Affairs**

**Date:** May 24, 2017

**cc:** Cabinet  
Jonna J. Lewis  
(all w/ attachments)

**To:** Whitney Fields  
Director  
Institutional Risk & Emergency Management

**From:**   
Danielle Manning  
Vice President for Administrative Affairs  
and Chief Financial Officer

**Subject:** Sub-Delegation of Authority – EXECUTIVE ORDER NO. 1039  
Occupational Health & Safety Policy

Pursuant to Executive Order No. 1039, I am sub-delegating to the Director of Institutional Risk and Emergency Management, the authority to implement and exercise the provisions of said Executive Order subject to the conditions expressed therein. You may sub-delegate this authority as you see appropriate.

(w/attachments)

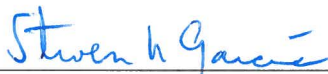


**Office of the Vice President for Administrative Affairs**

**Date:** July 7, 2015

cc: Cabinet  
David Patterson  
Jonna J. Lewis  
(all w/ attachments)

**To:** Sharon L. Reiter  
Associate Vice President for  
Human Resource Services

**From:**   
\_\_\_\_\_  
Dr. Steven N. Garcia  
Vice President for Administrative Affairs  
and Chief Financial Officer

**Subject:** Sub-Delegation of Authority – EXECUTIVE ORDER NO. 1039  
Occupational Health & Safety Policy

Pursuant to Executive Order No. 1039, I am sub-delegating to the Associate Vice President for Human Resource Services, the authority to implement and exercise the provisions of said Executive Order subject to the conditions expressed therein. You may sub-delegate this authority as you see appropriate.

(w/attachments)






Office of the President

# Memorandum

**Date:** December 1, 2014

**cc:** Cabinet  
Sharon Reiter  
Jonna J. Lewis  
(all w/ attachments)

**To:** Dr. Steven N. Garcia  
Vice President for Administrative Affairs  
and Chief Financial Officer

**From:**   
\_\_\_\_\_  
J. Michael Ortiz  
President

**Subject:** Delegation of Authority – EXECUTIVE ORDER NO. 1039  
Occupational Health & Safety Policy

Pursuant to Executive Order No. 1039, I am delegating to the Vice President for Administrative Affairs, the authority to implement and exercise the provisions of said Executive Order subject to the conditions expressed therein. You may sub-delegate this authority as you see appropriate.

(w/attachments)



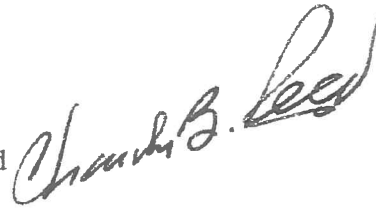
THE CALIFORNIA STATE UNIVERSITY  
OFFICE OF THE CHANCELLOR

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SAN FRANCISCO  
SAN JOSE  
SAN LUIS OBISPO  
SAN MARCOS  
SONOMA  
STANISLAUS

November 17, 2008

**MEMORANDUM**

**TO:** CSU Presidents  
**FROM:** Charles B. Reed  
Chancellor  
**SUBJECT:** California State University –  
Occupational Health & Safety Policy  
Executive Order No. 1039



Attached is a copy of Executive Order No. 1039 relating to the delegation of authority and responsibility to the campus president to implement campus Occupational Health & Safety (OHS) policies that are consistent with the California State University Risk Management Policy guidelines. This executive order is specific to OHS and compliments existing policy, promulgated in Executive Order 715, in response to recommendations of the Systemwide Occupational Health and Safety Audit (07-24)

In accordance with policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

If you have questions regarding this executive order, please call Ms. Charlene M. Minnick, Chief Risk Officer, Systemwide Office of Risk Management at 562-951-4580.

CBR/ztg

Attachment

c: Vice Chancellors  
Executive Staff, Office of the Chancellor  
Vice Presidents of Academic Affairs  
Campus Environmental Health & Safety Directors  
Human Resource Directors  
Risk Managers





**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
**401 Golden Shore**  
**Long Beach, California 90802-4210**  
**(562) 951-4600**

**Executive Order:** 1039  
**Effective Date:** January 1, 2009  
**Title:** California State University Occupational Health & Safety Policy

## **I. INTRODUCTION**

This executive order is issued pursuant to authority of Sections 1 and 2 of Chapter III of the Standing Orders of the Board of Trustees of the California State University. Through adoption of the following statement of policy, The California State University recognizes Occupational Health & Safety (e.g. Environmental Health & Safety or EH&S) as an integral function throughout The California State University system.

EH&S includes policies and practices designed to mitigate the risk of injury and illness to California State University employees and to promote campus health and safety programs. These injuries and/or illnesses may arise from work related activities in the form of accidents, or exposure to potentially harmful practices, conditions, substances and equipment. Certain types of student activities are also addressed.

The California State University, its officers, and employees are responsible for developing and maintaining injury and illness prevention programs, and ensuring that activities and tasks are performed in a manner that reasonably control hazards that can cause injuries or illnesses.

## **II. RESPONSIBILITIES**

### **A. Systemwide Office of Risk Management**

The chancellor has designated that the Office of Systemwide Risk Management has administrative oversight responsibility for developing risk management programs, resource documents and training programs. EH&S is an important component to the campuses of the California State University in developing programs, resource documents and training programs for the California State University employees.



The chief risk officer, Systemwide Risk Management shall provide guidance on the application of EH&S policies and procedures appropriate to the CSU and in accordance with applicable regulations.

**B. Campus Presidents**

Campus presidents will designate a campus EH&S program administrator and provide authority to the program administrator to develop and maintain the campus health and safety program.

**C. Campus EH&S Program Administrator**

Campus EH&S program administrators are responsible for developing and maintaining a campus health and safety program that meets the requirements of the Injury and Illness Prevention Program (IIPP) (California Code of Regulations (CCR), Title 8, section 3203) as well as other applicable California and Federal Occupational Safety and Health (Cal-OSHA) requirements.

**D. Campus Departments**

Campus deans and department chairs should promote healthy and safe classrooms by assisting the EH&S program administrators in evaluating the need for student health and safety training, with a focus on those courses wherein there is a potential for exposure to biological, chemical and/or physical hazards.

**III. REQUIREMENTS**

**A. Campus Health and Safety Program**

Campuses shall develop, implement and maintain a health and safety program that includes but is not limited to, the following elements (see title 8 CCR 3203):

- Person(s) with the authority and responsibility for implementing and maintaining the program.
- The health and safety program will be evaluated simultaneously in conjunction with completion of the annual report noted in section III.D. As applicable, any changes being considered in campus health and safety policies and communicated to applicable employees and/or the students.
- Systems for ensuring employees comply with safe and healthy work practices (e.g. training, recognizing safe employee behavior, working with campus health & safety committees and a statement regarding how disciplinary action can be implemented within authority and pursuant to collective bargaining unit agreements).
- Systems for communicating with employees regarding the campus health and safety program.
- Procedures for identifying and evaluating workplace hazards, including scheduled and unscheduled inspections. Inspections will be documented



and should include suggested methods and/or procedures for correcting the hazard and evidence that the hazard has been corrected.

- Procedures for investigating occupational injuries and illnesses.
- Process and procedures for correcting unsafe or unhealthy work conditions.
- Procedures for evaluating the timeliness needed to correct a hazard based on the severity of the hazard.
- An employee health and safety training program that ensures employees receive adequate training for the task they are performing and/or that is included in the job description/scope of work. Campuses shall consider use of one or more of the following when developing and maintaining an employee training program:
  - Identification of health and safety training requirements.
  - Use of automated systems such as a Learning Management System (LMS) that should include a system or method for maintaining training records and a system or method for resolving training deficiencies.
  - Maintain training records in accordance with existing CSU records retention policies, currently stated with E.O. 1031.

In addition to developing an IIPP that includes the above requirements, each campus must evaluate the need to develop other written programs as required by safety and health regulations.

#### **B. Student Health and Safety Training**

For educational activities, where there is a potential for exposure to biological, chemical and/or physical hazards (e.g. chemistry or engineering labs), campuses shall evaluate the need for student health and safety training. In cases where student training is determined to be necessary, the following should be considered:

- Developing and implementing student training programs that inform of the potential hazards and the safe educational practices/procedures that must be utilized to avoid injury or illness.
- Student training should be documented and kept on file.
- A system or method for resolving training deficiencies.

Campus presidents will ensure that the responsibility for providing student health and safety training is defined and documented. Campus presidents should ensure that the campus EH&S program administrator encourages and supports departments in providing and emphasizing student safety training.

#### **C. Medical Monitoring**

Campuses shall develop and maintain a system for ensuring that employee medical monitoring requirements are met. (*CSU EMMPM, §1.3 and §1.4, Title 8 CCR §5208 and CCR §3203*) Human Resources, in collaboration with the



EH&S Program Administrator, is encouraged to consider the following when managing medical monitoring requirements:

- Determine and establish responsibilities for campus units that have a role in medical monitoring.
- Methods for notifying affected employees and supervisors.
- Documentation and maintenance of medical monitoring activities.

**D. Annual Report**

Campus EH&S Program Administrators shall provide an annual Health and Safety Program report to the university president with a copy to the Systemwide Office of Risk Management.

Items to consider for the report include:

- Review of significant events
- Program trends
- Status reports for key program areas (e.g. training, inspections etc.)
- Performance data

It will be the University President or his/her designee's responsibility to ensure the annual reporting requirement is accomplished.

  
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Charles B. Reed, Chancellor

Dated: November 17, 2008

