

## EMPLOYEE WORK-RELATED INJURIES/ILLNESS

### YEARLY SUMMARY OF WORK-RELATED INJURIES AND ILLNESSES

- The most current OSHA-300A form can be found posted in Human Resources or on the [Workers' Compensation website](#). This notification complies with OSHA 1904.32(b)(5).

### REPORTING A WORK-RELATED INJURY OR ILLNESS FOR YOUR EMPLOYEES

- [Employees](#): The "[What to Do If You Sustain an Injury or Illness Due to Work](#)" document reviews what you need to do immediately following a sustained injury or illness that you feel was caused by your work.
- Managers need to provide the employee a "[Worker's Compensation Claim Form](#)" within one working day. Further instructions for managers can be found on the [Workers' Compensation website for Managers](#).

### ASBESTOS NOTIFICATION

- [Annual Asbestos Notification](#): California Health and Safety Code Section 25915 requires that all Cal Poly Pomona employees be notified annually of the presence of asbestos in campus buildings constructed prior to 1979. An asbestos survey has been completed and, as in previous findings, the report confirms the presence of Asbestos Containing Building Materials (ACBM) in certain buildings on campus. A [list of locations](#) is available on the EH&S website. If you have any questions regarding how to interpret the survey or questions related to your building, please feel free to email the Environmental Health and Safety office at [ehs@cpp.edu](mailto:ehs@cpp.edu).

### AUTOMATED EXTERNAL DEFIBRILLATOR (AED) NOTIFICATION

- 50 new AED's have been installed across campus. You can find a list of the [locations](#) on the EH&S website.
- The Office of Emergency Management is providing demonstrations on how to use the AED's. Individuals or departments can sign up for training via a [registration link](#) or by emailing [em@cpp.edu](mailto:em@cpp.edu). If you or your department wish to have a certified training, please contact [ASI](#) for pricing and details.
- The Good Samaritan statute states that its purpose is to encourage people to help others who are in trouble, and to volunteer their assistance without compensation. It is also designed to ensure that rescuers act responsibly in providing emergency care. [California law](#) provides that if a person renders emergency medical or nonmedical care, at the scene of an emergency, that person will not be civilly liable for harm resulting from an act or omission if:
  - The help was offered without expecting any payment or reward;
  - The assistance was made in good faith; and
  - There was no gross negligence or willful or wanton misconduct.

### EH&S BASE LEARNING PLAN SAFETY TRAININGS

- [Hazard Communication](#) program and training establish requirements for informing employees who work with or are exposed to hazardous chemicals and the physical and health hazards posed by the materials. The requirements are set forth in the California Code of Regulations, title 8, section 5194.
- [Injury & Illness Prevention Program](#) is a written workplace safety program required by Cal-OSHA T8 CCR §3203.
- [Heat Illness Prevention](#): [MPP Training](#), [Employee Training](#), and [Student Training](#). The Heat Illness Prevention Standard (CCR, Title 8, Section 3395) requires all employers with outdoor

worksites to take certain steps to prevent heat related illness. Heat related illness is a serious medical condition that results when the body is unable to cool itself sufficiently through sweating.

- [Fire Safety and Prevention](#) training. In this course, you'll gain an understanding of the elements required for a fire to start and learn ways to prevent fires in the workplace. You'll learn how to respond, including how to evacuate the premises if there's a fire in your workplace.
- [Additional training](#) for employees and/or managers working or participating in classes, labs, research activities, technical work areas and campus-sponsored clubs and organizations classified by EH&S as Tier 1 elevated hazard level. These plans are designed to cover hazard-specific training more relevant to the activities/work being performed. Additional site-specific training on standard operating procedures (SOP's) or unique equipment can vary from one area to another and must be identified by the Principal Investigator (PI), if applicable.

## **SAFETY EQUIPMENT CHECK REMINDERS**

- [Portable Fire Extinguisher \(PFEs\) Inspections](#) ([Inspection Directions](#))
  - The monthly review of PFEs located in general department offices, classrooms, and academic technical workspaces, are to be inspected by the overseeing department.
  - In areas that have restricted access (stockrooms, laboratories and other limited-access research and technical areas), the monthly review must be performed by designated laboratory/support personnel. The Principal Investigator, Laboratory Manager, or Supervisor is responsible for assuring that these monthly reviews are performed and documented as required.
  - Annual inspections are conducted by certified/registered technicians which are contracted by EH&S.
- [Fume Hood Inspections](#) ([Inspection Directions](#))
  - Annual Fume Hood Inspections are managed by the overseeing colleges/departments. These colleges/departments are ultimately responsible for the condition of their own scientific and laboratory equipment. Fume hoods must be certified per Cal/OSHA Regulations: [CCR Title 8, §5154.1](#). Fume hoods that require re-certification, are disabled/non-operational, or need repair must be reported to [EH&S](#) and [Facilities Management](#). Departments may elect to have their fume hoods inspected by a trained employee within the department or an approved vendor at the overseeing department's cost.
- [Emergency Safety Shower/Eyewash Monthly Inspections & Annual Testing](#) ([Inspection and Testing Directions](#))
  - Monthly eyewash and safety shower checks are to be inspected and documented by the overseeing department. The Principal Investigator, Laboratory Manager, or Supervisor is responsible for assuring that these monthly reviews are performed and documented as required.
  - Annual eyewash and safety shower flow rate testing are to be completed and documented by the overseeing department. The Principal Investigator, Laboratory Manager, or Supervisor is responsible for assuring that these monthly reviews are performed and documented as required.

Any questions or concerns can be directed to [ehs@cpp.edu](mailto:ehs@cpp.edu).

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