

Mandatory Safe Work Practices

Be Safe!

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



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CAL POLY POMONA

Preface

This document contains the Mandatory Safe Work Practices for University employees. The safe work practices are group together by Job Safety Classifications. To locate your safe work practices you should look up your Working Title and Department in the table of contents or index starting on Page 38 and then turn to the indicated page in this document. The index is sorted alphabetically by Working Title and Department and therefore may be more useful in locating the correct page listing your safe work practices.

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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.

**Safe Work Practices
for
Construction Worker (10)**

Department	Working Title
Environmental Design	Inst Support Tech & Faculty
Facilities Management	Carpenter
Theater & Dance	Theater Tech

Typical Hazards

<ul style="list-style-type: none"> • Rotating or moving parts • Portable power saws • Radial arm and table saws • Driven nailers and staplers • Heavy objects • Welding, metal casting, cutting, or brazing • Welding gas leaks • Chemical hazards • Fire • Combustible materials • Loud Noises 	<ul style="list-style-type: none"> • Flammable materials (e.g. Flammable liquids, propane, etc.) • Airborne particles and excessive dust • Materials dropping from over head racks • High voltage • Heavy lifting • Crushing due to falling objects • Improper use of ladder • Exposure to toxic materials and other health hazards • Use of industrial truck/forklift • Limited lighting in work areas • Trip, slip, or fall hazards from spilled materials, liquids, or a cluttered work area
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Safe Workplace Conditions

- All rotating or moving parts of equipment must have the correct guarded, shield or attachment recommended by the manufacturer to prevent physical contact.
- Portable power saw blade upper half must be permanently guarded; bottom must have hinge guard.
- Radial arm and table saws must have anti-kickback devices installed.
- Exposed saw teeth must be covered by hoods or guards.
- Radial arm saws must not pass the front edge and return to the table back when released.
- All pneumatically driven nailers and staplers to be operated and maintained according to manufacturers' instructions
- Safety devices must be installed on all pneumatic nailers and staplers.
- Pneumatically driven nailers and staplers to have safety disconnect at air supply to prevent accidental disconnection.
- Operating controls and safety devices on all pneumatic nailers and staplers must not to be removed, tampered with, altered or otherwise disabled.
- Nailers and staplers to be disconnected from air supply when performing maintenance, clearing a jam.
- Machines must be turned off and locked out prior to cleaning or worn tool replacement.
- Safety guards and shields must be in place when machines are operating.
- Operators must verify at the beginning and end of shift that local exhaust system is working properly. (Minimum flow rate at 100 FPM.)
- Operators must notify supervisor immediately when the local exhaust system is not working properly and/or the cutting oil is not properly draining from machines.
- All machinery and equipment is to be kept clean and properly maintained.
- All manually operated valves and switches controlling the operation of equipment and a machine is to be clearly identified and readily accessible.
- Compressors are to be equipped with pressure relief valves and pressure gauges.

Construction Worker (10)

Safe Work Practices

Hand Tool Safety

- Employees must be trained in proper saw use and safety before working unsupervised.
- Safety training to be provided for employees who will utilize pneumatically driven nailers and staplers prior to initial assignment to operate tools and refresher if unsafe behavior detected or operator involved in an incident.
- Employees are not to block off or remove any guard or safety device.
- Employees must disconnect pneumatic tools from air supplies when not in use.
- Employees are not to operate a pneumatic tool within 10 feet of another worker.
- Check jacks periodically to assure they are in good operating condition.
- Tool cutting edges are to be kept sharp so the tool will move smoothly without binding or skipping.
- Tools are to be stored in a dry, secure location.
- Only authorized and trained personnel are permitted to use welding, cutting or brazing equipment.

Machine Safety

- Employees who operate power actuated tools are to be trained in their use.
- Do not operate machines with damaged or worn parts.
- Keep floor surfaces in work area clean and dry.
- No food or drinks are allowed in the vicinity of the machines.
- Dust collectors and powered exhausts are to be used on grinders which are used in operations that produce large amounts of dust.
- Compressors are to be operated and lubricated in accordance with manufacturer's recommendations.
- Safety devices on compressed air systems are to be checked frequently.

Ladder Safety

- Use proper ladder for the job you are doing.
- Report unsafe ladders to your supervisor.
- Face rungs when climbing a ladder, and use both hands.
- Do not use a ladder without safety feet.
- No more than one person is allowed on a ladder at one time.
- Do not splice short ladders together.
- Do not use ladders with broken or missing steps or rungs.
- Do not place ladders on boxes or other unstable bases to gain height.
- Do not place a ladder in front of a door unless the door is guarded, locked or blocked open.
- Do not place a ladder against a window.
- Always extend ladders 3 feet above roof when climbing to the roof of a building.
- Ladders shall be placed so that the side rails have secure footing.
- Tops of the ordinary types of step ladders shall not be used as steps.
- Do not climb higher than the third rung from the top on straight ladders, or the second tread from the top of step ladders.

Industrial Trucks/Forklifts

- Only trained personnel are allowed to operate industrial trucks.

Construction Worker (10)

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 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.
- Hard hats must be worn where danger of falling objects exists.
- Foot protection is required where there is risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions.
- 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
Copier/Press Operator (20)**

Department	Working Title
Graphic Comm Services	Duplicating Machine Op

Typical Hazards

<ul style="list-style-type: none"> • Rotating or moving parts • Trip, slip, or fall hazards from spilled materials, liquids, or a cluttered work area • Use of industrial truck/forklift • Improper lifting techniques or similar strenuous work • Crushing due to falling objects. 	<ul style="list-style-type: none"> • Food or drinks in the workplace • Chemical hazards • Loud noise • Fire • Combustible materials • High voltage • Limited lighting in work areas
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Safe Workplace Conditions

- All rotating or moving parts of equipment must have the correct guarded, shield or attachment recommended by the manufacturer to prevent physical contact.
- Machines must be turned off and locked out prior to cleaning or worn tool replacement.
- Safety guards and shields must be in place when machines are operating.
- Operators must verify at the beginning and end of shift that local exhaust system is working properly. (Minimum flow rate at 100 FPM.)
- Operators must notify the supervisor immediately when the local exhaust system is not working properly and/or the cutting oil is not properly draining from machines.
- All machinery and equipment is to be kept clean and properly maintained.
- All manually operated valves and switches controlling the operation of equipment and machines are to be clearly identified and readily accessible.

Safe Work Practices

- Do not operate machines with damaged or worn parts.
- Keep floor surfaces in work area clean and dry.
- No food or drinks are allowed in the vicinity of the machines.
- Only trained personnel are allowed to operate industrial trucks/forklifts.

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 extinguishes shall be kept clear at all times.

Copier/Press Operator (20)

- 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.
- Protective gloves, aprons, shields or other means must be worn to guard against cuts, corrosive liquids and chemicals.
- Foot protection is required where there is risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions.
- 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
Custodial Worker (30)**

Department	Working Title
Facilities Management	Custodian
Housing Services	Custodian

Typical Hazards

<ul style="list-style-type: none"> • Propane tanks Truck lift gates • Gas powered pressure washer • Biomedical Waste • Biomedical Sharps • Hazardous fumes in laboratories • Flammable hazards • Chemical hazards • Loud noise • High voltage equipment 	<ul style="list-style-type: none"> • Rotating or moving parts • Heavy loads • Use of cutting devices • Falling heavy objects • Use of ladder • Use of machinery • Limited lighting in the working area • Trip, slip, or fall hazards from spilled materials, liquids, or a cluttered work area • Food or drinks in the workplace
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Safe Workplace Conditions

- All chemicals are to be kept in labeled containers.
- Flammable or toxic chemicals are to be kept in closed containers when not in use
- Proper storage of chemicals is to be practiced.
- Material Safety Data Sheets (MSDS) are to be available to employees handling hazardous substances.
- All rotating or moving parts of equipment must have the correct guard, shield or attachment recommended by the manufacturer to prevent physical contact.
- All machinery and equipment is to be kept clean and properly maintained.

Safe Work Practices

- Proper lifting techniques are to be used.
- Hand carts and other mechanical stock handling equipment are to be used for heavy loads.
- Exercise care and avoid overexertion.
- Follow procedures established for spill cleanup involving chemical substances.
- Consult MSDSs if the hazards associated with a chemical spill are not known.
- Exercise care in the use of cutting devices.
- Do not lift any more than one case at a time.

Ladder Safety

- Use proper ladder for the job you are doing.
- Report unsafe ladders to your supervisor.
- Face rungs when climbing a ladder, and use both hands.
- Do not use a ladder without safety feet.
- No more than one person is allowed on a ladder at one time.
- Do not splice short ladders together.
- Do not use ladders with broken or missing steps or rungs.
- Do not place ladders on boxes or other unstable bases to gain height.
- Do not place a ladder in front of a door unless the door is guarded, locked or blocked open.
- Do not place a ladder against a window.
- Always extend ladders 3 feet above roof when climbing to the roof of a building.
- Ladders shall be placed so that the side rails have secure footing.
- Tops of the ordinary types of step ladders shall not be used as steps.

Custodial Worker (30)

- Do not climb higher than the third rung from the top on straight ladders, or the second tread from the top of step ladders.

Machine Safety

- Employees who operate power actuated tools are to be trained in their use.
- Do not operate machines with damaged or work parts.

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 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
Driver (40)**

Department	Working Title
Behavioral Science	Mobil Driver
Facilities Management	Vanpool Driver

Typical Hazards

<ul style="list-style-type: none">• Unfavorable weather conditions	<ul style="list-style-type: none">• Distractive driving conditions
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Safe Workplace Conditions

Safe Work Practices

- Seat belts and shoulder harnesses shall be worn at all times.
- Individuals shall only ride in vehicle seats. Riding in cargo or other areas is prohibited.
- Do not exceed the speed limit safe for driving and road conditions.
- Practice defensive driving.
- Park in legal spaces and not obstruct traffic.
- Park in well-lit areas.
- Vehicle should be locked when unattended.
- Do not consume alcoholic beverages or use any intoxicating substance prior to or during work.
- Report all unsafe conditions to the supervisor or safety coordinator.
- Report all work-related accidents, injuries and illnesses to the supervisor or safety coordinator.
- No smoking is allowed in University buildings or vehicles.
- Use handrails on stairs and escalators.

Personal Protective Equipment

- Seat belts and shoulder harnesses are to be worn at all time.

**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 circles • 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
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
Equipment Operator/Material Handler (70)**

Department	Working Title
Facilities Management	Heavy Equipment Operator
Proc & Sup Services	Light Equipment Operator
Mail Services	Warehouse Worker

Typical Hazards

<ul style="list-style-type: none"> • Rotating or moving parts • Hazardous fumes in welding area • Grinding wheels • Welding parts • Handling of heavy loads • Welding, metal casting, cutting, and/or brazing • Explosion and asphyxiation hazard from welding gas leak • Climbing to heights • Heavy lifting • Falling heavy objects • Trip, slip, or fall hazards from spilled materials, liquids, or a cluttered work area 	<ul style="list-style-type: none"> • Moving multiple case loads of pallets • Use of pallet lift or forklift • Use of mechanic material handling equipment • Chemical hazards • Fire • Combustible materials • Loud Noises • Use of cutting devices • Chemical spills • Use of ladders • Climbing to heights • Food or drinks in the workplace • Dimly illuminated work areas • Operating machines • High voltage equipment
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Safe Workplace Condition

- Welding area ventilation hood must be working properly during welding operations.
- Grinding wheels shall be equipped with properly adjusted safety shields and tool rests
- Hand carts and other mechanical stock handling equipment shall be available for heavy loads.
- Cutting devices in good condition shall be provided to employees.

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.
- Employees must keep floors clean, dry and free of oil.
- Employees shall not lift any more than one case at a time.
- Proper lifting techniques shall be used (back injury prevention training is required for employees in this job safety class).
- Multiple case loads must be placed on pallets and moved with a pallet lift (walkie) or by a forklift.
- Employees operating mechanical material handling equipment must be qualified by training and authorized by the area supervisor to do so.
- Part cases must be stacked no more than four (4) cases on a pallet and no more than three (3) pallets high.
- Forklifts shall be used to lower pallets to floor level to pick single cases.

Equipment Operator/Material Handler (70)

- Employees shall not ride forklift forks to pick orders.
- Employees shall apply techniques on proper lifting on which they have been trained.
- Employees shall use hand carts and other mechanical stock handling equipment for heavy loads.
- Employees shall exercise care and avoid overexertion.
- Spills shall be cleaned up immediately; floors shall be maintained in a dry condition.
- Employees must follow procedures established for spill cleanup involving chemical substances.
- Employees shall consult MSDSs if they do not know the hazards associated with chemical spills.
- Employees shall exercise care in use of cutting devices.

Safe Work Practice

- Employees shall use proper lifting techniques and avoid overexertion when lifting packages.
- A hand cart shall be used for heavy loads.
- Seat belts and shoulder harnesses shall be worn at all times.
- Employees shall not exceed the speed limit safe for conditions.
- Employees shall practice defensive driving.
- Employees shall park in legal spaces and not obstruct traffic.
- Delivery employees shall not consume alcoholic beverages or use any intoxicating substance prior to or during work.
- Vehicle should be locked when unattended to avoid criminal misconduct.
- Drivers should park in well-lighted areas and/or near entrances to avoid criminal misconduct.

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 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.

Equipment Operator/Material Handler (70)

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.
- Hard hats must be worn where danger of falling objects exists.
- Foot protection is required where there is risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions.
- 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
Equipment Worker (80)**

Department	Working Title
Athletics	Coach
Kinesiology & Health, Prom	Ath Equip Tech & Faculty
Music	Equipment Tech

Typical Hazards

<ul style="list-style-type: none"> • Trip, slip, or fall from spilled materials, liquids, or a cluttered work area • Low illumination in work areas • Use of ladder • Working in areas with limited ventilation • Fire • Storing excessive combustibles in work areas 	<ul style="list-style-type: none"> • Loud noises • High voltage equipments • Operating machines • Heavy lifting • Falling heavy objects • Exposure to toxic materials or health/chemical hazards • Use of power carts, tractor, forklift, or any other vehicles
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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 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

- 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
Field/Grounds Worker (90)**

Department	Working Title
Hort/Plant & Soil Sci	Nursery Tech & Faculty
Hort/Plant & Soil Sci	Crop Tech
Facilities Management	Groundswoker
Facilities Management	Tree Trimmer

Typical Hazards

<ul style="list-style-type: none"> • Rotating or moving parts • Use of tractors or other vehicles • Use of hand-held tools • Exposure to various power engines and tools • Exposure to power lines • Refueling of vehicles, engines, and other tools • Fuel vapor inhalation • Use of pesticides • Use of ladders 	<ul style="list-style-type: none"> • Chemical hazards • Fire • Combustible materials • Loud Noises • High voltage equipments • Bites and stings from pests • Snake, animal, or severe insect stings • Heavy lifting • Falling heavy objects • Exposure to toxic materials or health hazards
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Safe Workplace Condition

- Tractors shall have roll over bars installed.
- Seat belts must be installed on tractors.
- Tractors shall have positively locking brakes.
- All moving part on tractors, power take-offs and other equipment must be guarded.
- Hand-held tools must be kept in good condition.
- Short-handled hoes are not permitted for cultivation.
- Appropriate first aid supplies must be available.

Safe Work Practice

- Employees must wear seat belts when operating tractors.
- Parking brakes must be set when leaving equipment.
- Employees must not remove or tamper with guards.
- No one may ride with equipment operator unless the rider is being trained or assisting and the rider is in a safe location.
- Operator must make sure the equipment is clear before starting up.
- Engines and power sources must be deactivated before performing maintenance service.
- Equipment must stay more than 20 feet from power lines.
- Vehicles must be turned off when refueled.
- Smoking is not permitted during refueling.
- Fuel vapor inhalation shall be avoided.
- No employee may use pesticides unless trained and approved by the supervisor.
- Pesticides shall be mixed per label instructions and training.
- Symptoms of pesticide poisoning shall be reported to the supervisor immediately.
- Employees shall not enter pesticide-treated fields until the pesticide is dry or settled, or according to posted re-entry intervals.

Field/Grounds Worker (90)

- Employees shall avoid stooping or squatting to the extent possible.
- Employees shall be trained about biting and stinging pests that are prevalent in the area.
- Employees must notify the supervisor of any snake or animal or severe insect stings.

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 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.
- Hard hats must be worn where danger of falling objects exists.
- Foot protection is required where there is risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions.
- 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.
- Pesticide applicators must wear required safety equipment (gloves, respirators, and clothing, as appropriate).

**Safe Work Practices
for
Food Handler (100)**

Department	Working Title
Hotel & Restr Mgmt	Faculty
Human Nutr & Food Sci	Faculty

Typical Hazards

<ul style="list-style-type: none"> • Trip, slip, or fall hazards from spilled materials, liquids, or a cluttered work area • Low illuminated work areas • Use of ladders • Work areas with low ventilation • Chemical hazards 	<ul style="list-style-type: none"> • Fire • Combustible materials • High voltage equipments • Heavy lifting • Exposure to toxic materials or health hazards • Severe burns
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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 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

- 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.

**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
Chem & Mat Engineering	Equipment Tech & Faculty
Chemistry	Inst Support Tech & Faculty
Civil Engineering	Equipment 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.

Laboratory Worker-Chemical (110)

- 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

- 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
Laboratory Worker-Infectious (115)**

Department	Working Title
Animal & Vet Science ¹	Individuals Using Infectious Substances (e.g. Bacteria, Viruses, etc.)
Equine Res/Vet Clinic ¹	
Biological Science ¹	
Student Health Center	Laboratory Tech

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 restrictive ventilation • Exposure to compressed gas cylinders • Trip, slip, or fall hazards from spilled materials, liquids, or a cluttered work area • Chemical hazards • Fire • Exposure to stored combustibles in work areas • Hazardous waste collecting and processing 	<ul style="list-style-type: none"> • Chemicals or glassware falling off shelves in event of an earthquake • Spill cleanup involving chemical substances • Use of ladders • Exposure to toxic materials or health hazards • Restricted lighting in work areas • Use of tools and equipment • Exposure to mortar and pestles that may cause potential sparking • 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.
- 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.

Laboratory Worker-Infectious (115)

- 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
Livestock Worker (120)**

Department	Working Title
Arabian Horse Center	Livestock Tech & Faculty
Animal & Vet Science	Livestock Tech & Faculty

Typical Hazards

<ul style="list-style-type: none"> • Animal hazard • Approaching, handling, leading, tying, grooming, starting and groundwork of horses • Objects around the horses • Trip, slip, or fall hazards from spilled materials, liquids, or a cluttered work area • Poorly illuminated work areas 	<ul style="list-style-type: none"> • Use of ladders • Working in poorly ventilated areas • Fire • Hazardous waste collecting and processing • Stored combustibles in work areas • Operating equipment • Heavy lifting • Exposure to toxic materials or health hazards
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Safe Workplace Condition

Safe Work Practice

- Horse Safety
 - Approaching
 - Always speak to your horse before approaching or touching him. Some horses are likely to jump and may kick when startled.
 - Always approach your horse from the front or side. If he's turned away from you, call to him or entice him with a treat to get him to come to you. Never approach your horse directly from the rear.
 - Handling
 - When working around your horse, tie him securely with a quick-release knot.
 - Always let a horse know what you intend to do.
 - Never stand directly behind a horse or directly in front of him.
 - Be calm, confident, and collected around horses. A nervous handler can make a nervous horse.
 - Leading
 - When leading your horse, walk beside him — not ahead or behind. A position even with the horse's head or halfway between the horse's head and shoulder is considered safest.
 - Use a long lead shank and both hands when leading a horse.
 - It is customary to lead from the left (near) side of a horse, using the right hand to hold the lead, near the halter. The excess portion of the lead should be folded, figure-eight style.
 - The horse is stronger than you, so don't try to out-pull him.
 - Never wrap the lead shank of a horse or reins around your hand, wrist, or body.
 - Tying
 - Tie your horse far enough away from strange horses so they cannot fight.
 - Tie your horse with a rope long enough to allow comfortable movement but short enough to avoid becoming tangled or getting a foot over the rope.
 - Never tie your horse by the reins as he may pull back and break the reins or injure his mouth. Always use a halter.
 - Be sure to tie to an object that is strong and secure to avoid the danger of breaking or coming loose if the horse pulls back. Never tie below the level of the horse's withers. Tie to a post set in the

Livestock Worker (120)

- ground, not to a rail on a fence. If a horse has broken loose once, he is more likely to pull back again.
- Groundwork
 - When handling the horse, always lead from the horse's left side with the lead rope in the right hand. The excess lead may be carried in your left hand to prevent it from dragging on the ground. Remember to always approach the horse from its left side.
 - The lead rope of a horse should not be looped or coiled around your hand or any other part of your body. Never tie the lead to your body or rest it around your neck or shoulders. This can be very dangerous.
 - When leading the horse, you should position yourself between the horse's head and shoulder—approximately 1-2 feet away from the horse's body. Most horses will not step on you on purpose, but they do not watch where they put their feet. Remember to stay out of the way of the horse's feet.

Safe Work Practice

- Always tie the horse with a slipknot or safety knot, with about 1.5-2 feet of lead between the horse's head and the knot. Don't allow too much slack, as the horse can get a leg tangled in the lead.
- When grooming the horse, never stand directly in front or behind the horse. Let the horse know your position by talking to it or placing a hand on its body. Try to keep your movements smooth and deliberate so as not to startle the horse.
- When moving to the horse's opposite side, move closely behind the horse. During this movement, you should talk to the horse while you place a hand on the horse's hindquarters, so it is aware of your position.
- Don't allow yourself to get stuck between a rock and a hard place. Keep your body out of tight places, such as between the horse and a wall, or other fixed objects.
- When working around the horse, always protect your head. Keep it out of the way of moving legs, or a horse's swinging head. Never move underneath the horse.
- All equipment should be on the same side the handler is working on to avoid damage or injury to the equipment, the horse, or to you.
- Do not throw objects around the horses. Also, try to avoid fast movements and/or loud noises.
- Treats/rewards may be fed to the horse, but safety is a must. Be aware of the horse's mouth and keep fingers out of the way of the horse's teeth.
- When placing a horse back in the stall, stay on the left side. Turn the horse so it is facing the door before removing the halter. This allows you to exit without having to move around the horse's hip, and blocks the door to prevent an escape.
- If a horse becomes nervous when left alone, or hard to handle, it may be placed back in the stall or pen. If this is too much for you to handle, ask someone in charge for help.
- If a horse resists and/or pulls back, move with the horse and keep your body out of the way if the horse is struggling.
- If an emergency occurs, remain calm and do not panic. If you or the horse becomes injured, report it immediately!
- Safety Precautions
 - Always check the girth on a horse to make sure that it is tight before you put your foot in the stirrup.
 - Do not let horses touch each other.
 - Do not reach under the horse to pick up a dropped item; kick the item clear of the horse's legs. Then, carefully bend over to pick it up.
 - Take hold of your horse's reins BEFORE you mount.
 - When working with or around horses, do not wrap any piece of equipment around any part of your body.
 - Have an instructor check your equipment before you mount your horse.
 - Remember that your horse will look to you in an emergency, so if you can stay calm, you and your

Livestock Worker (120)

- horse will fare better.
- Emergency Position
 - In order to have the full knowledge of horse riding safety, one must learn the "Emergency Position." The Emergency Position will help you protect yourself from falling off if your horse is going too fast, or if you feel like you are out of control. Here are the 4 steps of the Emergency Position:
 1. Put your feet forward
 2. Lean-back
 3. Pull back on reins
 4. Say "whoa" in a firm controlled voice
 - As stated before, these four steps will help you if your horse gets out of control, and is good for managing difficult situations. This technique is only helpful for a situation where a horse is moving forward. If your horse is moving backward, it is crucial that you push your hands to the horse's mane to safely regain control.

Safe Work Practice

- Arena Etiquette
 - Always mount and dismount in the center of the arena, out of the way of horse traffic working on the rail.
 - Always pass another horse toward the middle of the ring (do not try to squeeze past another horse which is on the rail).
 - The horse that is moving at the faster speed is responsible for passing slower horses (always on the inside).
 - Keep a safe distance between you and the horse in front of you.
 - If a horse parts company with its rider, stop your horse and quietly walk your horse into the middle of the arena and stand quietly until the other person's horse is caught.
 - When you are asked to change (reverse) direction, you can turn your horse toward the rail or make a small circle toward the middle of the arena, but look around before turning toward the middle of the arena so you do not cut off another rider.
 - Generally, try to ride with the flow of horse traffic. If you are riding in an arena where a horse is riding in the opposite direction, the animal that is moving at the faster speed will usually pass on the side which is closest to the middle of the arena, but in case of indecision, pull your right rein and announce to the oncoming rider which direction you are moving (toward the rail or toward the middle of the arena, whichever is appropriate).

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 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.

Livestock Worker (120)

- 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 work to guard against cuts, corrosive liquids and chemicals.

Personal Protective Equipment

- Foot protection is required where there is risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions.
- 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.
- Horse Safety
 - Personal Protective Equipment
 - Helmet and boots are required for riding horses.
 - When working around your horse, wear boots or hard-toed shoes to protect your feet. Never wear tennis shoes, flip-flops or go barefoot.

**Safe Work Practices
for
Maintenance Worker (130)**

Department	Working Title
Housing Services	Building Maintenance Wkr
Facilities Management	Building Service Engineer
Facilities Management	Electrician
Facilities Management	Locksmith
Facilities Management	Painter
Facilities Management	Plumber
Facilities Management	Skilled Laborer

Typical Hazards

<ul style="list-style-type: none"> • Trip, slip, or fall hazards from spilled materials, liquids, or a cluttered work area • Low illuminated work areas • Use of ladder • Working in poorly ventilated areas • Fire 	<ul style="list-style-type: none"> • Hazardous waste collecting and processing • Loud Noises • Stored combustibles in work areas • Operating equipment • Lifting heavy weights • Exposure to toxic materials or health hazards
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Safe Workplace Condition

Safe Work Practice

- Do not begin work on or enter any excavation deeper than 5 feet unless a permit has been issued by Cal/OSHA.
- Walls of trenches and excavations must be shored, benched or sloped to avoid cave-ins.
- Spoils piles must be no closer than 2 feet from the edge of any excavation.
- A safe means of egress must be constructed every 35 feet.
- Excavations shall not be dug near building foundations, walls and sidewalks.
- Physical barriers shall be erected around excavations.
- Before digging, USA must be contacted if underground utilities are possible, and property owners asked to identify hidden utilities.
- Excavations shall proceed slowly for the first 6 feet while a spotter checks for possible utilities.
- Do not ride in power shovels, backhoe buckets or other equipment not designed for this purpose.
- Use proper ladder for the job you are doing.
- Report unsafe ladders to your supervisor.
- Face rungs when climbing a ladder, and use both hands.
- Do not use a ladder without safety feet.
- No more than one man is allowed on a ladder at one time.
- Do not splice short ladders together.
- Do not use ladders with broken or missing steps or rungs.

Maintenance Worker (130)

- Do not place ladders on boxes or other unstable bases to gain height.
- Do not place a ladder in front of a door unless the door is guarded, locked or blocked open.
- Do not place a ladder against a window.
- Always extend ladders 3 feet above roof when climbing to the roof of a building.
- Ladders shall be so placed that the side rails have secure footing.
- Tops of the ordinary types of step ladders shall not be used as steps.
- Do not climb higher than the third rung from the top on straight ladders, or the second tread from the top of step ladders.

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 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.
- Hard hats must be worn where danger of falling objects exists.
- Foot protection is required where there is risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions.
- 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
Mechanic (140)**

Department	Working Title
Facilities Management	Auto Mechanic

Typical Hazards

<ul style="list-style-type: none"> • Handling of lifts and/or hoists • Rotating or moving parts • Poorly ventilated areas • Welding, metal casting, cutting, and/or brazing • Explosion and asphyxiation hazard from welding gas leak • Oil products • Hazardous fumes in welding area • Grinding wheels • Use of hand carts for heavy loads • Climbing to heights with the use of approved ladders and safety belts 	<ul style="list-style-type: none"> • Heavy lifting • Trip, slip, or fall hazards from spilled materials, liquids, or a cluttered work area • Pallet lift and forklift use • Chemical hazards • Fire • Falling heavy objects • Stored combustibles in work areas • Loud noises • Use of cutting devices • Spill cleanup involving chemical substances • Exposure to toxic materials and other health hazards
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Safe Workplace Condition

- Machines must be turned off and locked out prior to cleaning or worn tool replacement.
- Safety guards and shields must be in place when machines are operating.
- Operators must verify at the beginning and end of shift that ventilation system is working properly (gauge at 100).
- Operators must notify maintenance immediately when:
 - The ventilation system is not working properly.
 - The cutting oil is not properly draining from machines.

Safe Work Practice

- Do not operate machines with damaged or worn cutting tools.
- Keep floor surfaces in work area clean and dry.
- No food or drinks are allowed in the vicinity of the machines.
- Employees must keep floors clean, dry and free of oil.
- Employees shall not lift any more than one case at a time.
- Proper lifting techniques shall be used (back injury prevention training is required for employees in this job safety class).
- Multiple case loads must be placed on pallets and moved with a pallet lift (walkie) or by a forklift.
- Employees operating mechanical material handling equipment must be qualified by training and authorized by the area supervisor to do so.
- Part cases must be stacked no more than four (4) cases on a pallet and no more than three (3) pallets high.
- Forklifts shall be used to lower pallets to floor level to pick single cases.
- Employees shall not ride forklift forks to pick orders.

Mechanic (140)

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.

Standard Safe Work Practices/Conditions

- 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 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.
- Foot protection is required where there is risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions.
- 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
Media Operator (150)**

Department	Working Title
I&IT Learning	Inst Support Asst
I&IT Learning	Media Production Specialist
I&IT Learning	Camera Operator/Editor
I&IT Learning	Inst Support Asst
I&IT Learning	TV Technician

Typical Hazards

<ul style="list-style-type: none"> • Trip, slip, or fall from spilled materials, liquids, or a cluttered work area • Poor illumination in work areas • Use of ladder • Working in poorly ventilated areas • Chemical hazards • Fire 	<ul style="list-style-type: none"> • Hazardous waste collecting and processing • Electrocution or explosion of light bulb from changing studio lights • Use of computers • Stored combustibles in work areas • Heavy lifting • Exposure to toxic materials or health hazards
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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 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

- 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.

**Safe Work Practices
for
Medical Worker (160)**

Department	Working Title
Student Health Center	Physician
Student Health Center	Nurse (RN,RNP,LVN)

Typical Hazards

<ul style="list-style-type: none"> • Trip, slip, or fall hazards from spilled materials, liquids, or a cluttered work area • Insufficient illuminated work areas • Use of ladder • Working in areas without appropriate ventilation system • Chemical hazards • Fire 	<ul style="list-style-type: none"> • Hazardous waste collecting and processing • Biohazards • Electrocution or explosion of light bulb from changing studio lights • Stored combustibles in work areas • Heavy lifting • Exposure to toxic materials or health hazards
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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 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.
- 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.

**Safe Work Practices
for
Photography Worker (180)**

Department	Working Title
Art	Slide Curator
College of Env Design	Slide Curator
I&IT	Photographer
I&IT	Graphic Artist

Typical Hazards

<ul style="list-style-type: none"> • Trip, slip, or fall hazards from spilled materials, liquids, or a cluttered work area • Insufficient illumination in work areas • General office hazards • Use of ladder • Work areas with insufficient ventilation 	<ul style="list-style-type: none"> • Chemical hazards • Fire • Hazardous waste collecting and processing • Stored combustibles in work areas • Lifting • Exposure to toxic materials or health hazards
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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.
- 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

- 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.

**Safe Work Practices
for
Public Safety Worker (190)**

Department	Working Title
Parking & Transportation	Parking Officer
Public Safety	Police Officer

Typical Hazards

<ul style="list-style-type: none"> • Trip, slip, or fall hazards from spilled materials, liquids, or a cluttered work area • Insufficient illumination in work areas • Use of ladders • Working in areas with insufficient ventilation 	<ul style="list-style-type: none"> • Chemical hazards • Fire • Hazardous waste collecting and processing • Stored combustibles in work areas • Lifting
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Safe Workplace Condition

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.
- Report all unsafe conditions to the supervisor or safety coordinator.
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- 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.

Public Safety Worker (190)

Personal Protective Equipment

- Hard hats must be worn where danger of falling objects exists.
- Foot protection is required where there is risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions.
- 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
Radiation Worker (200)**

Department	Working Title
Student Health Center	X-Ray Tech

Typical Hazards

<ul style="list-style-type: none"> • Radiation (x-rays) • Chemical hazards • Trip, slip, or fall hazards from spilled materials, liquids, or a cluttered work area • Insufficient illumination in work areas • Use of ladders 	<ul style="list-style-type: none"> • Working in areas with insufficient ventilation • Fire • 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

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.
- 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.
- 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
Safety Worker (210)**

Department	Working Title
Env Health & Safety	All titles except clerical

Typical Hazards

<ul style="list-style-type: none"> • Trip, slip, or fall • Working in dimly illuminated work areas • Use of file cabinet drawers • Use of ladders • Chemical hazards • Biohazards 	<ul style="list-style-type: none"> • Fire • Radioactive materials • General office hazards • Hazardous waste collecting and processing • Lifting
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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 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.
- Hard hats must be worn where danger of falling objects exists.
- Foot protection is required where there is risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions.
- 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.

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Dispatcher	Public Safety	Office Worker	170	36
Duplicating Machine Op	Graphic Comm Services	Copier/Press Operator	20	6
Electrician	Facilities Management	Maintenance Worker	130	30
Engineer/Operator	I&IT	Electronics Worker	50	11
Environmental Specialist	Env Health & Safety	Safety Worker	210	42
Equipment Tech	Aerospace Engineering	Engineering Worker	60	13
Equipment Tech	Ag Eng/Irr Science	Engineering Worker	60	13
Equipment Tech	Chem & Mat Engineering	Engineering Worker	110	22
Equipment Tech	Civil Engineering	Engineering Worker	110	22
Equipment Tech	Computer Science	Electronics Worker	50	11
Equipment Tech	Elect & Computer Eng	Electronics Worker	50	11
Equipment Tech	Geological Science	Laboratory Worker	110	22
Equipment Tech	I&IT	Electronics Worker	50	11
Equipment Tech	Ind & Mfg Engineering	Engineering Worker	60	13
Equipment Tech	Mechanical Engineering	Engineering Worker	60	13
Equipment Tech	Music	Equipment Worker	80	18
Equipment Tech	Physics	Laboratory Worker	110	22
Faculty	Aerospace Engineering	Engineering Worker	60	13
Faculty	Ag Eng/Irr Science	Engineering Worker	60	13
Faculty	Animal & Vet Science ¹	Laboratory Worker	110 or 115	22 or 24
Faculty	Animal & Vet Science	Livestock Worker	120	26
Faculty	Arabian Horse Center	Livestock Worker	120	26

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Working Title	Department	Job Safety Classification	Job Safety Number	Page
Faculty	Biological Science ¹	Laboratory Worker	110 or 115	22 or 24
Faculty	Chem & Mat Engineering	Engineering Worker	110	22
Faculty	Chemistry	Laboratory Worker	110	22
Faculty	Civil Engineering	Engineering Worker	110	22
Faculty	Computer Science	Electronics Worker	50	11
Faculty	Elect & Computer Eng	Electronics Worker	50	11
Faculty	Environmental Design	Construction Worker	10	3
Faculty	Equine Res/Vet Clinic ¹	Laboratory Worker	110 or 115	22 or 24
Faculty	Geological Science	Laboratory Worker	110	22
Faculty	Hort/ Plant & Soil Sci	Laboratory Worker	110	22
Faculty	Hort/Plant & Soil Sci	Field/Grounds Worker	90	19
Faculty	Hotel & Restr Mgmt	Food Handlers	100	21
Faculty	Human Nutr & Food Sci	Food Handlers	100	21
Faculty	Ind & Mfg Engineering	Engineering Worker	60	13
Faculty	Kinesiology & Health Prom	Equipment Worker	80	18
Faculty	Mechanical Engineering	Engineering Worker	60	13
Faculty	Physics	Laboratory Worker	110	22
Faculty ²	Colleges	Office Worker	170	36
Gardener	Facilities Management	Field/Grounds Worker	90	19
Graphic Artist	I&IT	Photography Worker	180	38
Ground worker	Facilities Management	Field/Grounds Worker	90	19
HazMat Specialist	Env Health & Safety	Safety Worker	210	42
Heavy Equipment Operator	Facilities Management	Equipment Operator/Material Handler	70	15
Industrial Hygienist	Env Health & Safety	Safety Worker	210	42
Inst Support Asst	I&IT Learning	Media Operator	150	34
Inst Support Asst	I&IT Learning	Media Operator	150	34
Inst Support Tech	Animal & Vet Science ¹	Laboratory Worker	110 or 115	22 or 24
Inst Support Tech	Biological Science ¹	Laboratory Worker	110 or 115	22 or 24
Inst Support Tech	Chemistry	Laboratory Worker	110	22
Inst Support Tech	College of Engineering	Engineering Worker	60	13
Inst Support Tech	Environmental Design	Construction Worker	10	3
Inst Support Tech	Equine Res/Vet Clinic ¹	Laboratory Worker	110 or 115	22 or 24
Inst Support Tech	Hort/ Plant & Soil Sci	Laboratory Worker	110	22
Inst Support Tech	Physics	Laboratory Worker	110	22

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Working Title	Department	Job Safety Classification	Job Safety Number	Page
Interpreters	Disability Resource Center	Office Worker	170	36
Laboratory Tech	Student Health Center	Laboratory Worker	115	24
Librarian	Library Services	Office Worker	170	36
Light Equipment Operator	Proc & Sup Services	Equipment Operator/Material Handler	70	15
Livestock Tech	Animal & Vet Science	Livestock Worker	120	26
Livestock Tech	Arabian Horse Center	Livestock Worker	120	26
Locksmith	Facilities Management	Maintenance Worker	130	30
Media Production Specialist	I&T Learning	Media Operator	150	34
Mobil Driver	Behavioral Science	Driver	40	10
Nurse(RN,RNP,LVN)	Student Health Center	Medical Worker	160	35
Nursery Tech	Hort/Plant & Soil Sci	Field/Grounds Worker	90	19
Painter	Facilities Management	Maintenance Worker	130	30
Parking Officer	Parking & Transportation	Public Safety Worker	190	39
Pharmacist	Student Health Center	Medical Worker	160	35
Photographer	I&T	Photography Worker	180	38
Physician	Student Health Center	Medical Worker	160	35
Plumber	Facilities Management	Maintenance Worker	130	30
Police Officer	Public Safety	Public Safety Worker	190	39
Production Specialist	I&T	Electronics Worker	50	11
Senior Safety Coordinator	Env Health & Safety	Safety Worker	210	42
Skilled Laborer	Facilities Management	Maintenance Worker	130	30
Slide Curator	Art	Photography Worker	180	38
Slide Curator	College of Env Design	Photography Worker	180	38
Technician	Physics	Laboratory Worker	110	22
Theater Tech	Theater & Dance	Construction Worker	10	3
Trainer	Athletic Department	Medical Worker	160	35
Tree Trimmer	Facilities Management	Field/Grounds Worker	90	19
TV Technician	I&T Learning	Media Operator	150	34
Vanpool Driver	Facilities Management	Driver	40	10
Warehouse Worker	Mail Services	Equipment Operator/Material Handler	70	15
X-Ray Tech	Student Health Center	Radiation Worker	200	41

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.