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Important Telephone Numbers

Environmental Health and Safety
(657) 278-7233
http://ehs.fullerton.edu

Risk Management
(657) 278-7346
http://riskmanagement.fullerton.edu

Facilities Operations
(657) 278-3494
http://pp.fullerton.edu

University Police
(657) 278-2515
http://police.fullerton.edu

All Emergencies
Dialing 9-1-1 from a campus phone or your cell phone will connect to University Police.
For more information on preparing for emergencies, go to:
http://prepare.fullerton.edu

Campus Emergency Response Personnel
➢ University Police
➢ Building Marshals
➢ Community Service Officers (CSO’s)
➢ Parking Officers
➢ Campus Emergency Response Team (CERT)
➢ Environmental Health and Safety
➢ Fullerton Fire, Search and Rescue Teams
California State University, Fullerton is one of the largest employers in Northern Orange County with over 4,800 faculty and staff carrying out a variety of functions on a daily basis. With over 38,000 students involved in diverse learning experiences on and off the campus, numerous situations will arise which have health and safety implications. It is important that everyone understands the risks and takes appropriate measures to protect themselves, their coworkers and their fellow students. Federal, state and local regulations and campus policies have been developed to assure that the campus promotes a safe and healthy environment for the entire campus community.

Health and safety procedures and standards have been developed to reduce personnel injuries, property damage, and work interruptions. Administrators, faculty, staff and students can virtually eliminate the major causes of accidents and injuries by following the safety guidelines established by the University.

This booklet provides a brief overview of health and safety programs and resources available at Cal State Fullerton. Additional information is available from your supervisor, your department safety coordinator, and Environmental Health and Safety staff.
Mission Statement

The department of Environmental Health and Safety (EHS) is charged with the integration of safety into the university community and its programs. As a multi-disciplinary team, we support the university’s mission through partnership, guidance, consultation, technical assistance and education/training to promote health, safety and facilitation of regulatory compliance.

Safety Policy

It is the policy of California State University, Fullerton, to maintain a campus environment for students, faculty, staff, and visitors that will not adversely affect their health and safety nor subject them to avoidable risks of accidental injury.

To accomplish this, the university will provide an accessible, attractive and safe environment, and a welcoming campus climate. Our goal is to meet or exceed all federal and state safety regulations, and our administration will develop appropriate policies, standards, and rules for governing the total university safety effort.

Each individual has a personal responsibility for the prevention of campus accidents. Accordingly, all faculty and staff are to ensure that safe and healthful conditions and procedures are provided and followed in their areas of control, and all members of the campus community are to cooperate fully with all aspects of the university’s health and safety program.
Goals of the University Safety Program

1. Provide an accessible, attractive, and safe environment.

2. Promote the safety and health of faculty, staff, students, and visitors.

3. Promote the development and maintenance of attractive, accessible, and functional facilities that support learning.

4. Establish safe practices through education and training.

5. Promote safe practices that facilitate teaching and research.

6. Maintain compliance with environmental rules and regulations.

7. Promote good risk management practices and minimize liability to individuals and the institution.

8. Minimize any adverse impacts to the environment.

9. Recruit and retain a high-quality and diverse faculty and staff by providing professional development opportunities in an environment that allows each individual to contribute to their highest potential, through empowering and recognizing outstanding achievements.

10. Strive to incorporate quality, trust, and respect for all safety programs.
Responsibilities

Environmental Health & Safety

The responsibility of EHS is to assist the university in planning, coordinating, and implementing the various safety programs that promote safe and healthful conditions for work, research, and study. In general, all safety programs address the concept of risk. While there is no such thing as “zero risk,” Cal State Fullerton’s health and safety programs are designed to minimize unreasonable risk through sound safety practices. To accomplish this task, EHS will evaluate potential hazards and unsafe acts and conditions and coordinate the programs that will reduce work-related injuries and illnesses. Working in cooperation with other university departments, safety training, monitoring, and accident prevention are the key components of an effective safety program.

Occupational Safety & Health Committee

The Cal State Fullerton Occupational Safety and Health Committee is a labor/management committee that advises the campus on safety issues. It was established as the campus-wide committee to review and/or recommend changes to the policies and procedures of the university safety program. The purpose is to provide a general forum for open discussion of safety related issues amongst members of the administration and collective bargaining units.

Supervisors

The supervisor has primary responsibility for the health and safety of assigned employees. They are responsible for ensuring that employees are fully trained in relevant safety procedures, developing special procedures to protect their workers, and being aware of and correcting hazardous situations in their areas. Supervisors are the key to accident prevention and to a successful safety program. They possess the knowledge and the rapport necessary to help employees do their jobs correctly, safely, and efficiently. An effective supervisor can mean fewer accidents, increased productivity, higher morale, and reduced liability.
Department Safety Coordinators

Department Safety Coordinators (DSCs) are appointed by Administrators, Deans, or Department Chairs to assist departments in maintaining their Department’s Injury and Illness Prevention Program. DSCs serve as a liaison with EHS and are responsible for coordinating inspections, training, and recordkeeping for their department.

Employees

All employees are subject to campus health and safety regulations. Compliance is vital to maintaining a healthy and safe campus environment. They are responsible for knowing general safety procedures, reporting any dangerous or potentially dangerous situations to their supervisors or managers, and working in a manner that protects themselves, their co-workers, students, and guests.

Students

Students are subject to campus health and safety regulations. They need to be aware of general safety procedures and how to report any dangerous or potentially dangerous situations to their instructors.

Rights of the Employee and Student

No employee or student is required to perform any function or operation that is considered hazardous. They must obtain information from their supervisor or instructor on the safe procedures of such operations. Health and safety problems not settled at either the supervisor, instructor or department level should be appealed directly to EHS. Students should go to the appropriate Dean to assist them in resolving academic safety issues.
Disciplinary Action

Appropriate administrators shall take disciplinary action with faculty or staff who violate campus safety rules. Disciplinary action should be for violations the employee knew of or should have known of by reason of their experience, expertise, or training. Disciplinary actions shall follow those procedures set forth in the respective collective bargaining agreements of the employee. For administrative employees, disciplinary action shall be the responsibility of the university president or his/her designee.

Safety Programs

Asbestos & Lead

Asbestos containing materials (ACM) can be found in many campus buildings. The results of previous surveys conducted by contractors for the Chancellor's Office and CSUF are included in a database which is located on the EHS web page (http://ehs.fullerton.edu/healthandsafety/IndustrialHygiene.asp). The database lists the locations where asbestos containing materials have been identified on campus. In accordance with state requirements, each January, EHS updates the database and notifies employees of the changes.

All employees must follow proper work practices to minimize the potential for disturbing ACM and materials containing lead. A lot of ACM has been removed on campus but still may be found in walls, doors, pipes, ceiling and floor tiles.

Protect yourself and campus:
- Avoid damaging these surfaces.
- Do not alter walls, ceilings, doors or floors.
- Do not hang plants or other objects from these surfaces.
- Do not remove any items fastened to asbestos containing building materials.

Lead may be present in paint, metal surfaces and may have an undercoat containing lead. Exposure to lead is often from contact with surfaces that are being repainted, sanded or otherwise damaged, exposing the lead containing layers. Ensure that training in lead safe work practices has been completed before working paint surfaces.
**Bloodborne Pathogens**

Human blood may contain pathogens including HIV or Hepatitis B Virus that could be transmitted to others. The handling, cleaning, and transporting of human blood is regulated by the Bloodborne Pathogen program. This program is for those employees who may have the potential to be exposed to human blood or body fluids. In the event blood is found in your work area, call the Service Center at ext 3494 or EHS at ext 7233. DO NOT attempt to clean it up yourself. Both Physical Plant and EHS have completed specialized training to prevent exposure to Bloodborne Pathogens.

**Confined Spaces**

A Confined Space has openings large enough and so configured that an employee can enter and perform assigned work, has limited or restricted means for entry or exit, and is not designed for continuous employee occupancy. Some examples of confined spaces on campus are manholes, sewers, tanks, ducts, vaults, bins, pits, etc. These areas may contain hazardous atmospheres and other hazards such as electricity and water.

Cal State Fullerton has a Confined Space program to incorporate all regulatory requirements. Everyone who needs to work in a confined space is required to obtain training in the proper entry procedures and requirements. Never enter any of the above mentioned areas unless you know the proper procedure. Please call EHS with any questions regarding this program.

Additional information on Confined Space can be obtained at http://ehs.fullerton.edu/_documents/programs/confined%20space%20program.pdf
Driving on Campus

Vehicles and small electric/gas carts on campus create a risk to pedestrians and damage walkways and turf areas. To reduce the risk, the interior of the campus is closed to vehicles between 8:30 AM and 3:00 PM, Monday through Friday. State vehicles and carts are allowed on the interior of the campus for job-related activities and emergency response only. Supervisors will be responsible for enforcing driving regulations. When parking on state business drivers must first obtain a permit from Parking & Transportation.

Driving on State Business

State and university policy require all employees who drive State or privately owned vehicles on State business or transport students at any time attend a Defensive Driver course and maintain an accident-free good driving record. A defensive driver training course is offered online and sponsored by EHS.

Departments must have an INF 254 Form (Driver Record Information) on file at University Police for all faculty, staff and student assistants who drive on State business. In addition, those individuals planning to use their private vehicle on State business must annually complete an STD 261 Form (Authorization to Use Privately Owned Vehicle) and forward it to the Travel Operations.

Employees who driving on state business that have an accident must fill out the STD 270 Form.
Employee Safety

**Electrical Safety**

Only qualified electricians working with the authorization of Facility Operations may work on the university's electrical system, and only qualified technicians and support staff are permitted to perform work on electrical equipment. In addition:

- Regulations requiring lockout/tagout of electrical equipment are in force. Never force to the on position any electrical switch or device that has been locked out or tagged out. Those locks/tags are used to help prevent accidental electrocution!

- Extension cords are for temporary use only. When used, they must be properly rated, in good condition (not frayed or twisted), and no more than twenty-five feet long. All extension cords must have three prong connectors.

- The use of multiple outlet adapters is not permitted. These electrical devices can cause an electrical circuit to become overloaded.

- If a circuit breaker trips, do not reset it. Instead, call Physical Plant so an electrician can solve the problem. Circuit breakers that constantly need to be reset indicate a problem and potential fire hazard.

- Multiple surge protectors may be used (typically used with computers) provided they have a circuit breaker on the box and are plugged directly into a wall outlet. Multiple outlet strips cannot be plugged into each other (“daisy chained”).

- Using extension cords with strips is prohibited.

- Electricians must work on equipment that has been de-energized or must complete a permit when equipment is being worked on in an energized state.

Additional information on Electrical Safety can be obtained at [http://ehs.fullerton.edu/_documents/programs/electrical%20safety%20program.pdf](http://ehs.fullerton.edu/_documents/programs/electrical%20safety%20program.pdf)
Ergonomics

We type on computers and use hand tools on a daily basis, so it is not unusual to sustain an injury from repetitive motion. The ergonomics program seeks to prevent these injuries. The program focuses on computer workstation arrangement, back safety, and proper lifting techniques.

Training programs for office or industrial ergonomics are periodically scheduled. Workplace evaluations may be scheduled at any time by the employee or supervisor.

For additional information on ergonomics contact EHS at x7233.

Fire Safety

- You are expected to keep your own work area neat, clean, and free of fire hazards.

- Aisles and corridors must be free of obstructions that could impede a prompt exit.

- Monitor your area for the safe storage and use of flammable materials.

- Know where the alarms and extinguishers are located and learn how to use them.


EHS staff offer courses in fire extinguisher use. This class provides instruction in response to fire and hands-on opportunities to use a variety of fire extinguishers. Upon request, EHS staff will offer this training to any unit on campus.
To request fire extinguisher training contact the EHS office at x7233.

In the event of a fire, and if you have received fire extinguisher training, you can fight the fire by following these steps:

1. Sound the alarm to begin building evacuation.
2. Choose the correct extinguisher for the type of fire.
3. Make sure you always have a safe escape route.
4. **Pull** the fire extinguisher pin that will release the handle.
5. **Aim** the extinguisher nozzle at the base of the fire.
6. **Squeeze** the handle.
7. **Sweep** the nozzle from side to side, moving forward as you extinguish the flames.

Additional information on Fire Safety can be obtained at http://ehs.fullerton.edu/healthandsafety/FireAndLifeSafety.asp

**Forklift Trucks**

Campus policy mandates certification and refresher training for all employees who, in the performance of their duties, operate forklift and other powered industrial trucks. EHS and Facility Operations offer classroom and behind-the-wheel instruction for certification.

**Hazard Communication**

California’s Hazardous Substances Information and Training Act (the Right-To-Know Law) requires that workers and supervisors be given access to important health and safety information regarding hazardous materials on campus.

A hazardous substance is any material that presents a physical or health hazard. These substances can include solids (asbestos), liquids (sulfuric acid), dusts (metals, lead), gases, cleaning compounds, inks, etc. The extent to which a substance will cause harmful effects is called the toxicity of that substance.
Manufacturers of hazardous materials are required to provide users of their products with a Safety Data Sheet (SDS). An SDS describes the product, its potential health and safety hazards and recommended work and emergency procedures.

The campus "right-to-know" program includes the following components:

- Inventory of hazardous materials.
- SDS and other information from manufacturers are available at http://ehs.fullerton.edu/environmentalmanagement/MSDS.asp
- Supervisors are responsible for informing employees of hazardous substances in their workplace.
- Training of employees by supervisors shall include health hazards, special procedures, personal protective equipment and emergency response resources. Each unit must maintain documentation of such training.

EHS staff (in conjunction with the Department Safety Coordinators) provide assistance in obtaining SDS, developing and presenting training programs, evaluating potentially hazardous situations and maintaining a central accessible source of reference materials.

Additional information on Hazard Communication and access to electronic copies of Safety Data Sheets can be obtained at http://ehs.fullerton.edu/environmentalmanagement/HazardousCommunication.asp
A Hazardous Material (HazMat) is any material or substance that can pose a risk to health, safety, property or the environment; whether it be on campus or at home. Important elements to know are:

- The SDS - This document contains all the pertinent information you must know before using the material. See the previous Hazard Communication Section.
- Storage - Hazardous material must be stored in a proper cabinet or container.
- Labels - All chemicals must remain in their original, manufacturer’s (primary) containers. If material must be transferred to another (secondary) container, clearly label the container in plain English, do not use formulas as a substitute for the chemical name and include the primary hazard of the chemical (flammable, corrosive, poisonous, etc.) the date transferred, and your name.
- Segregate - Separate chemicals by type (acid, base, toxic, oxidizer, etc.) Keep incompatibles as far from each other as possible.
- Proper Protection - Wear eye protection, lab coat, and gloves to keep the material off your skin, eyes, and clothing. Use a chemical fume hood when necessary.
- Disposal - Dispose of hazardous material ONLY in appropriate containers with clear markings as to their contents.
Hazardous Waste Management

The Hazardous Waste Management program provides comprehensive hazardous waste services to the University. These services include hazardous waste management consultation, waste stream identification, collection, storage, treatment (if permitted) and disposal. EHS coordinates with off-site waste management contractors for pick-up and disposal of hazardous waste. Emergency response to hazardous materials leaks and spills, and equipment decontamination is managed internally and externally with the contractor through EHS.

To be sure that any waste generated meets all applicable university and state standards, contact EHS before work begins with any hazardous materials. Appropriate waste containers can also be obtained from the EHS office. Direct your questions and concerns to EHS.

DISPOSAL OF ANY HAZARDOUS WASTE IS DOWN THE DRAIN IS NOT PERMITTED.

Indoor Air Quality

Some terms such as Sick Building Syndrome and Tight Building Syndrome have stemmed from concerns about Indoor Air Quality (IAQ). Many IAQ issues are not easily identified. Mechanized equipment, pollution from inside and outside sources, and occupant activities contribute to indoor air quality problems. Cal State Fullerton has developed an Indoor Air Quality program to ensure all concerns are investigated and addressed.

**What should you do in the event a strange odor occurs in your work area?**

- Gas odors or smoke should be reported to University Police immediately at x2515.
- Chemical odors should be reported to EHS at x7233.
- Temperature problems should be reported to the Facilities Operations Service Center at x3494.

Additional information on Indoor Air Quality can be obtained at [http://ehs.fullerton.edu/healthandsafety/IndustrialHygiene.asp](http://ehs.fullerton.edu/healthandsafety/IndustrialHygiene.asp)
Injury and Illness Prevention Program

In compliance with Cal/OSHA regulations, Cal State Fullerton, has developed an Injury and Illness Prevention Program (IIPP). All safety programs found on the EHS website fall under the IIPP. Check with your Department Safety Coordinator (DSC) for plan details, such as safety training, hazard checklists, etc. There is a full list of DSCs at http://ehs.fullerton.edu/healthandsafety/DepartmentSafetyCoordinators.asp

The IIPP policy can be found at http://ehs.fullerton.edu/healthandsafety/InjuryIllnessPreventionProgram.asp

Medical Monitoring

The Medical Monitoring Program targets employees working with certain identified hazards. Employees are monitored medically on a scheduled frequency to ensure their health is not affected due to working with these hazards. If you are identified to be included in the program, it is your responsibility to fulfill this requirement when notified by EHS. Some examples of medical monitoring are annual hearing tests for landscape services and hepatitis B vaccinations for Health Center staff.

Additional information on Medical Monitoring can be obtained at http://ehs.fullerton.edu/healthandsafety/IndustrialHygiene.asp

Office Safety

EHS will provide consultation on work space design, air quality, safe use of equipment, chemical, lighting and electrical hazards, and ergonomics. Continuously inspect your work area for these considerations:

- **Aisles, walkways and stairs** must always be free of obstructions such as electrical cords, telephone wires, furniture, equipment, spilled liquids, rubber bands, paper clips, etc.

- **Bookcases** taller than 60” should be attached to the wall or other solid object for earthquake safety. Do not place heavy items on top of bookcases or shelves.

- **Extension Cords and Multi-outlet Power Adapters:** See the section on electrical safety on page 12.
• **Filing cabinet** drawers should be closed except when in immediate use. Always load from the bottom up and, to prevent cabinets from tipping over, never have more than one drawer of the same file cabinet open at a time.

• **Paper cutters** must be equipped with safety bars. The blade spring tension must be adjusted so that the blade will not fall on its own weight. The blade must be locked in a closed position when not in use.

• **Portable heaters** are discouraged. If used, these heaters must be equipped with an automatic shutoff if tipped over. Heaters must have a UL listing.

**Personal Protective Equipment**

Personal Protective Equipment (PPE) is needed for many work procedures on campus. Some examples of commonly used PPE are respirators, ear plugs, ear muffs, leather gloves, nitrile gloves, safety glasses, chemical splash goggles, coveralls, and dust masks. Proper training and medical monitoring requirements must be met prior to using PPE. CSUF is responsible for purchasing PPE which is needed to do your job safely. If you are unsure what type of PPE you need to perform your job, talk to your supervisor or contact EHS.

**Prescription Drug Use**

In many of the positions on campus, employees use machinery or vehicles that could cause harm if used by an employee experiencing a reaction to medication. Typical symptoms include dizziness, drowsiness, slowed reaction time, blurred vision, etc. Although a colleague may notice a change in behavior, the affected individual may not be aware of a reaction causing a temporary impairment in performance.

It is the goal of the university to do everything possible to create and maintain a safe working environment for all students, faculty, and staff. As part of our ongoing efforts to do this, we ask that employees who work with machinery or vehicles notify their supervisor or the EHS Office when their doctor or pharmacist cautions them about possible side effects of the medication or medical procedure. In some cases, a temporary modification of the employee's duties may be possible.
Radiation Safety

The Radiation Safety program ensures the use, handling and storage of radioactive materials and ionizing radiation-producing machines at Cal State Fullerton are consistent with the California Department of Public Health, Radiation Health Branch policy of keeping all personnel exposures to – as low as reasonably achievable (ALARA). The program is administered by the Radiation Safety Officer, with support and guidance from the Radiation Safety Committee. The Radiation Safety Officer and EHS staff keep all records regarding the radioactive material license, personnel dosimetry, radioactive material inventory and radioactive waste disposal. Services provided include experiment design consultation, radioactive waste disposal, survey instrument calibration, radiation safety training, environmental monitoring, laboratory inspections, and guidance in the safe use of lasers.

Before any work commences, or any radioactive material or radiation-producing machine is ordered, one must obtain a Radiation Use Authorization that can be obtained from the Radiation Safety Officer in T-1475 or by calling x7233.

Reproductive Health

Your decision to become pregnant is a private one, but your exposure of hazards prior to this decision could have an effect on your potential offspring. Our modern society has provided many things for us to consider—smoking, alcohol, use of pesticides, working in a chemistry laboratory or an art studio. It is recommended that you ask questions of your department regarding any hazards of which you need to be aware. Contact EHS for more information on this topic.

Safety Inspections

EHS coordinates and conducts safety inspections of campus buildings and grounds. During these inspections, electrical safety, tripping hazards, and fire safety are but a few of the items addressed. If departments have any specific safety questions please call EHS to discuss the question, schedule a meeting, or request an inspection.
Sanitation

EHS monitors food sanitation on campus using California Retail Food Code. All food establishments are inspected by EHS at a frequency based on their risk to ensure all sanitation requirements are met. Any organization, student, staff, or faculty, wishing to have a public event that includes distribution of food must obtain approval from EHS prior to the event.

The University swimming pools are inspected regularly to ensure the sanitary quality of the water. Qualified campus personnel maintain the pools and equipment necessary for operation.

Smoking Regulation

In accordance with CSUF’s Smoke Free Campus Policy that has been effective since August 2013, smoking is prohibited in all interior and exterior campus areas. This includes buildings, parking structures, state owned vehicles and all outdoor areas owned by the university.

Student Safety

Faculty and staff have a responsibility to provide students with a safe and healthful environment. These responsibilities include:

- Informing students of all risks inherent in the class, lab or field trip activity including dangerous substances, equipment, or procedures.
- Instructing students on how to properly and safely handle all dangerous items or activities.
- Exercising a degree of supervision over student activities commensurate with the possible degree of hazard involved.
- Enforcing all applicable safety regulations developed by the department.
- Informing students of campus emergency procedures and explain their application to the instructional setting.
- Assist injured students to seek medical attention when necessary.
Student Internships/Experience Based Learning

Departments coordinating internships for students off campus must provide the proper precautions to ensure the safety of the student. Students are not expected to engage in any activity where there are health or safety concerns. Students should be thoroughly oriented to policies and procedures to ensure their health and safety during their internship experience.

Contact the Center for Internships and Cooperative Education Community Engagement at x3746 or visit their website http://fullerton.edu/CICE

Field Trips

Academic field trips are often an essential part of coursework. There are, however, risks associated with all field activities. Field trip guidelines, located at http://rmehs.fullerton.edu/academicsafety/FieldTripsGuidelines.asp are offered pursuant to UPS 420.105 and have been developed to ensure that students on field trips avoid any unnecessary liability exposure and that safety is stressed at all times.

All field trip participants must complete and submit an Academic Field Trip Waiver of Liability and Hold Harmless Agreement. The student must also sign the Academic Field Trip Participant List including a contact person in case of an emergency. A copy of this form must be retained in the academic department office. Contact Risk Management at x7346 for additional information.

Workplace Violence

Acts and threats of violence severely impact the open dialog and free exchange of ideas intrinsic to higher education as well as the well being of campus community members. Therefore, the university has established a policy of zero tolerance for violence against members of the university community. Acts of violence and threats of violence towards persons or property will not be tolerated. This policy applies to all faculty, staff, students, and visitors to the university.

The university will make an effort to address hazards associated with each type of workplace violence and ensure that it meets federal, state, and local laws, as well as university and system regulations prohibiting violence. Each allegation of violence or threat of violence will be taken seriously.
All employees will be offered training on general and job-specific workplace security measures. Faculty, staff, students, and visitors are encouraged to immediately report acts of violence and threats of violence to their supervisor, a Dean, Vice President, University Police, Risk Management, EHS, or Human Resources.

Acts and threats of violence by faculty and staff may result in disciplinary action up to and including termination. For students, such actions may result in disciplinary action, up to and including expulsion. Criminal prosecution may result if federal, state, or local laws are violated.

Learn more about workplace violence at http://ehs.fullerton.edu/healthandsafety/WorkplaceViolence.asp

**Reporting Acts or Threats of Workplace Violence**

- Report all acts or threats of violence to University Police at x2515. A report may also be submitted by filling out a Behavior Concern Report at http://police.fullerton.edu/BehaviorConcern/report.aspx.
- Be prepared to answer the following questions:

  - **WHO** Name, description, address, phone number, faculty, staff, student, or visitor
  - **WHAT** The circumstances and sequence of events leading up to the incident
  - **WHEN** Time of day
  - **WHERE** Location of the incident
  - **HOW** Describe how the offense was committed
  - **WHY** What was the cause of the incident

- The responding person will discuss the course of action. If necessary, a follow-up will be conducted at a later time.
- The Chief of Police will review all reports of workplace violence for possible follow-up by the campus Incident Response Team.
Employee Training Center

The Employee Training Center (ETC) is a learning management system that offers online and in-person training for a variety of topics for CSUF employees. They are designed to enhance the safety of employees, students, and visitors.

Some in-person classes offered include:

- CPR/AED/First Aid
- Laboratory Safety
- Office Ergonomics
- Radiation Safety
- Heat Illness Prevention

In-Person (Classroom) Safety Training

To view what in-person classes are currently offered follow the instructions below:

Registering for in-person classes:
1. Make sure all pop-up blockers are off.
2. Use Safari for Mac and Internet Explorer for PC.
3. Login to your portal.
4. Click on the “Employee Training Center” tab and press “ETC Login.”
5. Under My Menu, click on “Schedule.”
6. Search for the date of the training you wish to attend. Roll mouse over class title to view details.
7. Click on the class title and choose “Register.”

Private classes can be scheduled on request. Please call EHS at x7233 for more details.
Online Safety Training

Some online classes offered include:

- Defensive Drivers Training (DDT)
- Campus Health and Safety Requirements
- Injury and Illness Prevention

Online training is self-paced allowing you the freedom to do the training on your time schedule. You can stop in the middle and come back to it without having lost the work you’ve already completed. To sign up for online training, follow the directions below.

Accessing online training:
1. Make sure all pop-up blockers are off.
2. Use Safari for Mac and Internet Explorer for PC.
3. Login to your portal.
4. Click on the “Employee Training Center” tab and press “ETC Login.”
5. Under My Menu, click on “Course Catalog.”; for assigned tracks, click on “My Training Requirements.”
6. Type the name of your training in the search box.
7. Click on the folder icon to see the list of classes.
8. Click “Launch” to start your video and complete the quiz at the end.

You may also visit our website at http://rmehs.fullerton.edu/training/EmployeesFacultyTraining.asp for more information on training.

The Employee Training Center Contact Information

Email: employeetrainingcenter@fullerton.edu
Phone: (657) 278-2064
Emergency Procedures

What You Need to Know Before an Emergency

All employees should know the following information. Faculty members are encouraged to relay this information to their students at the start of the semester:

- Identify the location of fire alarm pull stations.
- Review both location and content of evacuation maps including an outside meeting area for your department or class. Instruct students to identify at least two exits from their location in the building.
- Review emergency procedures in case of fire, medical emergency, hazardous materials release, and earthquake.
- Invite any students with special needs to contact you about specific requirements in case of an emergency and make appropriate arrangements.
- Identify the location of the nearest phone to use in case of an emergency.
- For further information on emergency related topics see our website: http://rmehs.fullerton.edu/emergencyinfo

If hazardous materials or processes are present:

- Identify all materials that may be potentially hazardous.
- Review each Safety Data Sheet (SDS).
- Identify any necessary Personal Protective Equipment (PPE) required.
- Review use and maintenance of PPE.
- Review safe work practices.
Bomb Threat

- If you observe, or receive as mail, a suspicious object, do not touch or move it! Call University Police at x2515 or 911.

- If you receive a phone call that a bomb has been placed on campus, try and keep the caller on the line long enough to record:
  - Time of call
  - Background noises
  - Age and sex of caller
  - Emotional state
  - Speech patterns or accent

- Ask the caller to tell you where the bomb is placed, when it will explode, the type of bomb and what it looks like. Report to University Police.

- Evacuate upon direction of the University Police.

Chemical Spill

- Avoid inhaling fumes and try to determine what has spilled.

- Providing it is safe to do so, take action to stop the spill.

- Evacuate the area and close all doors.

- In case of contact with skin, flush affected body area with water for at least 15 minutes. Seek prompt medical attention.

- Immediately contact your supervisor, EHS, Department Safety Coordinator, University Police, or department faculty/staff.

- Reenter the area only after the cleanup has been completed.
Disabled Persons Evacuation

In the event of an emergency, everyone including disabled persons should observe the following procedures for evacuation:

1. All able-bodied persons shall move toward the nearest marked exit corridor and/or stairway. DO NOT USE THE ELEVATOR.

2. Disabled persons should seek refuge on the landing of the closest stairway and request assistance from others. Do not obstruct the stairway or door leading to the stairway. If the location becomes unsafe, move to a different exit stairway and call for help until rescued.

3. Able-bodied persons should assist in the evacuation of the disabled by knowing the following information:
   - Be familiar with the disabled persons who are routinely in your area.
   - Inform hearing impaired/deaf persons that they should evacuate.
   - Assist visually impaired/blind persons to a stairway.
   - Assist persons in wheelchairs to a location on the landing in a stairway.
   - Inform University Police (find the Command Post outside the building or a Building Marshal or call 911) of the disabled persons located inside the building.
   - In the extreme case where you must physically evacuate a disabled person, you should ask that person how to safely carry/assist them.
Evacuation chairs are provided in the following locations to assist in the evacuation of disabled persons:

- McCarthy Hall 144 - Fan room
- Humanities 130 - Custodial Hopper Room
- Library Atrium - Behind Service Desk
- Library South - Under Stairs
- Library North - Staff Area by Reference
- Dan Black Hall - near Men's Restroom (Room 105)
- University Hall - First Floor lobby
- Langsdorf Hall - South lobby
- Performing Arts - Near northwest entrance
- Visual Arts - Room 106
- College Park – First floor behind security desk
- TSU – Room 204
- Engineering - First Floor North stairway
- Education Classroom - Basement Southwest stairway
- Computer Science - Room 105

NOTE: It is suggested that disabled persons prepare for emergencies ahead of time by learning the locations of exit corridors and stairways, by planning an escape route, and by showing a classmate or instructor how to assist him/her in case of an emergency. In addition, disabled persons who cannot speak loudly should carry a whistle or have some other means for attracting the attention of others.

All exit corridors and stairways are marked with exit signs and are protected with self-closing fire rated doors. These are the safest areas during an emergency. Rescue personnel will first check all exit stairways for trapped persons.
Earthquake

INSIDE
- During an earthquake, duck under a sturdy object and hold on to it.
- Avoid windows, filing cabinets, bookcases, and heavy objects that could shatter or fall.
- Remain inside until the shaking stops.
- Turn off hazardous equipment and extinguisher small fires.

OUTSIDE
- Move away from trees, signs, buildings, electrical poles, and wires.
- Protect your head with your arms.
- Do not leave campus without reporting your status to your supervisor or instructor.
- Remain outside the building until authorities check the structure.

Fire

- Pull nearest fire alarm.
- Call 911 and report the fire.
- Use a fire extinguisher if the fire is small and an exit remains readily available to you.
- Evacuate the immediate area if the fire spreads, and close the doors as you leave – DO NOT USE THE ELEVATOR.
- If dense smoke is evident, crawl on the floor to the nearest exit to avoid smoke inhalation during evacuation.
- Touch closed doors before opening. Do not open them if they are hot.
- Remain outside the building with your work group until officials authorize reentry.
- Move well away from the building.

Fire Alarm Activation

- Know the location of the alarms in your building.
- Treat any alarm as if it were the real thing.
- Immediately evacuate the building.
- Remain outside the building with your group until officials authorize reentry.
Mail/Packages

You Receive Mail/Package and are Fearful of Opening It:

- Relax and remain calm.
- Do not open the letter or package.
- Contact University Police at 911 from any university telephone.
- Remain at the site until campus police arrive with instructions.

Characteristics of Suspicious Mail/Packages:

- Excessive postage
- Incorrect titles
- Titles without names
- Oily stains or discoloration
- Rigid envelope
- Restrictive markings such as “Confidential,” “Personal,” or “Deliver to Addressee Only”
- Excessive securing materials such as tape, string, twine
- Lopsided, uneven or misshaped envelopes or packages
- No return address
- Poorly written or typed envelopes
- Liquid or other substances leaking from the letter or package
- Misspelling of common words
- Excessive weight
- International postmarks or writing
- Unknown source
Utility Failures

Elevator Malfunction
- Immediately call Facilities Operations Service Center at x3494. If after business hours, call University Police at x2515. If trapped in an elevator, use the available phone or call button that is connected to the University Police.
- **Do not** attempt to free occupants from stalled elevators.
- **Do not** pry open doors or tamper with elevator mechanisms.

Electrical/Light Failure
- Campus buildings are equipped with emergency lighting to assist in evacuation.
- It is advisable to keep flashlights available for use.

Plumbing/Ventilation
- Flooding due to broken pipes must be reported to Facilities Operations Service Center at x3494.
- Cease using electrical equipment and evacuate.
- If you smell a burning odor or see smoke coming from the ventilation supply, call University Police at x2515 and the Service Center at x3494.

Medical and First Aid Emergencies

**IN THE EVENT OF A SERIOUS ILLNESS OR INJURY, IMMEDIATELY CALL UNIVERSITY POLICE AT 911.** Give your name, location, and description of the medical problem.

Quickly perform these steps for an unconscious person:
- Assess the scene. If you can assist the injured without becoming a victim, do so until police and paramedics arrive.
- Tap or shake the victim and ask, “Are you OK?”
- Check breathing and give rescue breaths if necessary.
- Control bleeding by direct pressure on the wound.
- Keep victim still and comfortable until help arrives. Do not move unless absolutely necessary.

In the case of minor injuries, use supplies from the First Aid kits located in department offices. Additional information on CPR and First Aid can be obtained by calling EHS at x7233.
Rescue Breathing

- Roll victim on their back.
- Tilt the victim’s head back to open airway.
- Pinch nostrils shut with fingers.
- Take a deep breath and place your mouth over the victim’s mouth.
- Blow air into the victim until you see the chest rise.
- Repeat rescue breathing every 5 seconds.
- Give CPR if necessary.

DO NOT PERFORM UNLESS YOU HAVE BEEN CPR CERTIFIED.

Choking

**Conscious Victim**
- Stand beside the victim. Bend the person slightly forward and give five back blows between the shoulder blades.
- Next, stand behind the victim.
- Wrap your arms around their middle, above the navel.
- Clasp your hands together in a doubled fist and press in and up in quick thrusts.
- Repeat until the victim is no longer choking or loses consciousness.

**Unconscious Victim**
- Roll victim onto their back.
- Open airway and attempt rescue breathing.
- Complete 30 compressions to the center of the breast bone.
- If you see an object attempt to clear it from the mouth.
- Attempt rescue breathing.
- Repeat sequence.

Heart Attack

**Warning Signs**
- Severe crushing pain or heavy pressure in the chest.
- Radiating pain from the chest into arm, neck, or jaw.
- Shortness of breath.
- Sweating, weakness, nausea, fatigue or vomiting.
- Keep victim comfortable and seek immediate medical help.
Bleeding

- Use a gauze pad or bandages and apply direct pressure to the wound.
- Apply steady pressure for at least 5 to 15 minutes until help arrives.
- Add more bandages if necessary.

Broken Bones and Sprains

- Do not move the victim unless they’re in immediate danger of further injury.
- Apply ice to reduce swelling.
- Keep the injured area immobile until help arrives.

Poisoning

- Determine the substance ingested.
- Call the Poison Control Center at 800-222-1222
- If the victim is vomiting and unconscious, roll them onto their side.

Burns

Heat (Thermal) Burns

- Stop the burning by removing the person from the source of the burn.
- Cool the burn with large amounts of cold running water.
- Cover the burn with a sterile dressing.
- Do not apply ice or ice water to any burn.
- Do not remove pieces of clothing that stick to burned area.
- Do not break blisters.
- Do not use any kind of ointment on a severe burn.
- Take steps to minimize shock:
  ⇒ Comfort the person.
  ⇒ Lie them down in a comfortable position.
  ⇒ If person’s body temperature is cool, cover him or her to avoid chilling.
  ⇒ Do not give the person anything to eat or drink. They may need surgery and must keep the stomach empty.
Chemical Burns
- If caused by dry chemicals, brush off the chemicals using a towel.
- Remove any contaminated clothing before flushing with tap water.
- Flush the burn with large amounts of cool running water for at least 20 minutes or until help arrives.
- If an eye is burned, flush with water until help arrives. Tilt the head so that the affected eye is lower than the unaffected eye as you flush.

Electrical Burns
- Never go near the person until you are sure he or she is not still in contact with the power source.
- Be prepared to perform CPR or use an automated external defibrillator (AED).
- Care for heat/thermal burns.
- Look for entry and exit wounds and give the appropriate care.
Emergency Telephone Numbers

Fire, Medical, Police Emergencies (24 hours)

911

University Police
(657) 278-2515

Environmental Health and Safety
(657) 278-7233

Facilities Operations Service Center
(657) 278-3494

Risk Management
(657) 278-7346