Overview

• Employee rights under OSHA
• Hazard Communication
• Emergency Preparedness and Procedures
• Injury and illness prevention program
• Right to complain
• Safety programs and training
Employee Rights under CAL/OSHA

The California Division of Occupational Safety and Health, better known as Cal/OSHA:
• protects workers and the public from safety hazards through its Cal/OSHA programs.
• provides basic rights that apply to all employees that work in any field in the United States such as the right to information, workplace safety, accessing records, test results and more.
• for more detailed description of what your rights are visit http://www.dir.ca.gov/dosh/
In order to ensure the utmost safety when it comes to working with hazardous materials you can always look at the MSDS, product label, your supervisor, EH&IS staff.

4 = Severe Hazard  
3 = Serious Hazard  
2 = Moderate Hazard  
1 = Slight Hazard  
0 = Minimal Hazard

NFPA 704 Hazard Placard
NFPA 704 Chemical Hazard Label Information
Manufacturers of hazardous materials are required to provide users of their products with Material Safety Data Sheets (MSDS). There is an MSDS sheet for every chemical substance in your work area. If you do not find one for a chemical you want information about, let your supervisor know ASAP.

These sheets tell you what the substance is, who makes or sells it, where they are located, why it is hazardous, how you can be exposed to the hazard, what conditions could increase the hazard, how to handle it safely, what protection to use while working with it, what to do if you are exposed, and what to do if there is a spill or emergency.
Where Does My Waste Go?

(this is a partial list. Call the safety office at x7233 for more information)

**recycle here!**
- Non-hazardous materials only
- Paper, plastic & glass
- Cardboard, cans & styrofoam
- Food trash & coffee grounds
- Non-toxic office supplies
- Broken glass (in sealed cardboard box)

**e-waste recycling**
call facilities management service center
at x 3494 to dispose of the following:
- Computers & monitors
- Printers & laptops
- Toner cartridges (send to T-1100)
- Appliances & cell phones
- Any electronic equipment

**old equipment**
never toss out regardless of size
- call facilities management service center
  at x3494 for disposal

**what goes here?**
- Beverages
- Coffee (no grounds)
- No hazardous materials

**hazardous waste**
call health and safety at x 7233
to dispose of the following:
- Paint, paint thinners, spray cans
- Chemicals
- Solvents (gas, antifreeze)
- Fluorescent light tubes & bulbs
- Lubricants & motor oil
- Oil contaminated articles
- Pesticides
- Asbestos
- Used respirator cartridges
- Contaminated soil
- Batteries (send to T-600)
- Any products labeled toxic, poisonous or flammable

* Recycled products are separated at the waste facility
Hazardous Waste

The EH&IS department manages all university hazardous waste. If you have any hazardous waste, please contact EH&IS at extension 7233.
Chemical Spills

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

• **Providing it is safe to do so**, take action to contain or stop the spill.

• Evacuate the area and close the doors.

• In case of contact with skin, flush the area for 15 minutes with water. Seek prompt medical attention.
PopQuiz

Where can you find out about a substance you use at work?

Correct Answers
MSDS, Product Label, Your Supervisor, EH&IS staff
What threats do we face in Southern California?

- Earthquakes
- Fires
- Landslides
- Floods
Emergency Preparedness and Procedures

Before an Emergency

• Know where the fire alarms in your building are
• Know your buildings evacuation plan
• Identify the nearest phone to use in case of an emergency
• Review emergency procedures
Campus Emergency Communication Systems

- Public announcement system
- Emergency Blue phones
- Connect ED
- Go to your Titan Online portal to update your personal information
Emergency Procedures

- Identify the nearest phone to use in case of an emergency.

- Immediately report an accident or emergency and any action taken to your supervisor.

- When reporting an emergency, call the dispatcher at 911 and be prepared to provide the following information: Your name, nature of emergency, building number, and call back number.
Review the evacuation map for your area
Evacuation

During an evacuation, be sure to follow all directions and Instructions that are given out by local authorities and fire department.
In Case of a Fire

- Pull the nearest fire alarm.
- Call 911
- Evacuate the immediate area and close the doors as you leave.
- Do not use the elevator.
- If smoke is dense, crawl on floor to nearest exit. Try to avoid inhaling smoke.
- Remain outside the building with your work group until officials authorize reentry.
PASS

PASS
Pull
Aim
Squeeze
Sweep
Earthquakes

- Duck, Cover, and Hold.
- Remain under cover until the shaking stops. Then evacuate.
- Remain outside the building until authorities check the building.
- Assist injured persons in securing medical attention.
PopQuiz

What can you do to prepare for an emergency?

Correct Answers
• Know your evacuation route
• Know where the fire alarms and extinguisher are.
• Keep emergency supplies in your office and in your car.
• Go through the what ifs.
Suspicious packages

FBI Advisory

If you receive a suspicious letter or package

What should you do?

1. Handle with care
   Don't shake or bump
2. Isolate and look for indicators
3. Don't Open, Smell or Taste
4. Treat it as Suspect!
   Call 911
Bomb Threat

If you observe or receive a suspicious object, **do not touch or move it**, call University Police.

If you receive a phone call that a bomb has been placed on campus, try to keep the caller on line long enough to record:

- time of call
- background
- age/sex of caller
- emotional state
- speech patterns or accent
Medical and First Aid Emergencies

In the case of minor injuries, use the first aid kits located in the department offices.
Call 911. Give your name, location, and description of the medical problem.

Assess the scene. Assist if you can without becoming a victim.

Tap victim asking: “Are you O.K.?”

Check breathing, give CPR if able.

Control bleeding by direct pressure on the wound.

Keep victim still and comfortable until help arrives.

Do not move the victim unless there is eminent danger.
The Injury, illness and prevention program is responsible for assisting the university in planning, coordinating, and implementing the various safety programs that promote a safe work environment.
Occupational Safety & Health Committee

Comprised of Administration, collective bargaining units, staff, faculty, and students.
Supervisor

Has responsibility for the health and safety of assigned employees. They are responsible for ensuring that their employees are fully trained in relevant safety procedures.

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DSC’s are appointed by Administrators, Deans, or Department Chairs to assist departments in maintaining their departments IIPP. They serve as liaisons with EH&IS and are responsible for coordinating inspections, training, and recordkeeping for their department.
You are responsible for knowing general safety procedures, reporting any dangerous or potentially dangerous situation to your supervisor, and working in a manner that protects your coworkers, students, guests and yourself.
Helpful Telephone Numbers
Environmental Health and Instructional Safety: (714) 278-7233
University Police: (714) 278-2215
Risk Management: (714) 278-7346
Campus Public Information: (714) 278-4444

Helpful Websites
University Police: http://police.fullerton.edu
Environmental Health and Instructional Safety: http://ehhs.fullerton.edu

Violence Prevention Information
http://ehhs.fullerton.edu/Academic_Safety

Faculty Responsibilities
FOR STUDENT HEALTH AND SAFETY

This brochure addresses health and safety related issues and emergency procedures about which faculty are expected to advise or assist students.
Disciplinary Action
EH&IS Safety Report
Environmental Health and Instructional Safety
T-1475, (657)278-7233

http://ehis.fullerton.edu/CampusSafety/

What are you reporting? Safety Hazard or Complaint
Date of the incident
Your name
Phone number
Unit, Department, School, Division
Email
Location of Hazard (Include Building, Floor, Room)
Summary of Hazard
Has any action been taken?
Do you want to be contacted?
Violence Prevention

Maintaining a Safe Campus

California State University, Fullerton is committed to providing a safe environment in which to learn, study and work. Acts of violence and threats of violence severely impact the well-being of members of the university community. Therefore, the university does not tolerate acts or threats of violence.

Any threat or act of violence witnessed or experienced by a member of the campus community should be promptly reported to University Police.

This brochure is intended to assist in the awareness, prevention and response to disruptive, threatening, or violent behavior. This type of behavior can occur in any area or environment where university programs or activities occur.

Cal State Fullerton

Preventing and Responding to Campus Violence

Faculty and Staff Guidelines

Helpful Phone Numbers:

University Police
(714) 278-3513

Risk Management
(714) 278-7246

Human Resources
(714) 278-2125

To Request Training:
Environment Health and Instructional Safety
(714) 278-7233

EMERGENCY: 911

Dialing 911 from a campus phone will connect with University Police.

Dialing 911 from an off-campus phone will connect with the police jurisdiction from which you are calling.

Dialing 911 on your cell phone will connect with the California Highway Patrol.

For more information on campus violence, please go to:
http://ehis.fullerton.edu/go/preventviolence

The university policy regarding violence in the workplace can be found at www.fullerton.edu/policies/presdir/dir8.htm
Safety Inspections
What can you do to make your work environment safe?

Correct Answers

- Get involved
- Report all unsafe conditions and accidents
- Get training
- Apply what you know
Welcome to Employee Training Center at Cal State Fullerton where "Learning is Preeminent." Cal State Fullerton is committed to ongoing staff development and continues to formalize a professional development framework that expands and builds strategic skills, capabilities, and expertise.

Professional development opportunities are diverse in content, focus, scope, locations, delivery and sponsorship throughout Cal State Fullerton.

For more information on the opportunities offered through your training portal, please visit the following sponsor's websites:

- Information Technology – Training & Support
- Safety Training
- University Business Institute (UBI)

Registration Instructions:

1. Click on the links under the "Class Registration" section or on the "General Calendar" link.
2. Click on the class.
3. Click on "Enroll" or "Register".
No employee is required to perform any function or operation that is considered hazardous.
Questions??
Remember, read labels, apply training, and report unsafe conditions and you will be on the road to safety.