

IX. HEALTH AND SAFETY

EMERGENCY INFORMATION

In the event of an emergency contact the University Police by calling 911.

The EHS office is responsible for the following health and safety programs at CSU, Chico.

- Accident Investigation
- Construction Safety
- Disease Control and Prevention
- Environmental Health and Sanitation
- Fire Safety
- General Safety
- Health and Safety Training
- Industrial Hygiene
- Injury/ Illness Prevention
- Lock Out / Tag Out
- Medical Monitoring
- Occupational Health
- Physical Exams Scheduling / Tracking
- Safety Shoe
- Indoor Air Quality Monitoring

SAMPLE SAFETY POLICIES

The Health and Safety Audit of California State University, Chico, conducted by representatives from the CSU Board of Trustees, provided findings that required each department to develop written *policies and procedures*, that address the following items:

- Procedures to ensure adequate *training* of employees and students when working in a hazardous environment and to avoid unsafe conditions and hazardous equipment.
- Keep *training records* and records of students' injuries, incident reports, and safety complaints.
- Maintain *hazardous materials inventory* for each room, and provide a chemical inventory to EMHS.
- Request an *MSDS* when ordering a chemical.
- Periodically post *safety notices* and Departmental Procedures.
- Notify contractors of *unsafe conditions* within the department.
- Designate department *safety coordinators*.
- Ensure *compliance* with the Illness and Injury Prevention Program (IIPP).

The office of Environmental Health and Safety developed sample safety procedures that can be used as a guide for departments in developing area specific safety procedures and can be found at http://www.csuchico.edu/ehs/health_safety/sample_safety.shtml. These procedures outline the processes departments carry out in order to accomplish safety training, record keeping, safety inspections, safety communication, and hazardous material inventories.

The processes outlined in the department safety procedures should include the person who is responsible to complete tasks and how departmental leadership is kept informed and aware of the status of safety issues. These two components are fundamental to ensuring that the assigned responsibility for safety procedures is carried out. Also, management can reevaluate the effectiveness of the written safety procedures and determine if the resources allocated to complete the process are adequate.