

California State University, Chico
Information Resources
Policy on Workplace Health and Safety
September, 1999

Information Resources is an integration of Academic Resources, Communications Services, Computing Services, Instructional Media Center and the Library Services. These units provide information and technology support to the campus. Information Resources provides library services, academic resources, and the technological infrastructure that includes computers, telephones, voice mail, Internet connections, satellite communications, distance education and the technologies that enhance the teaching and learning mission of the university. As such, Information Resources units consist of faculty, staff, and students involved in a myriad of activities that could have potential health and safety implications. This document addresses Information Resources written policies and procedures for safety training, record keeping, safety inspections, safety communication, and hazardous material inventories.

Policy:

Safety training will provide valuable information and prepare workers in Information Resources to protect themselves, fellow employees, faculty, and students from illness and injury in the work place. Information Resources directors are responsible for the development of safety policy and for providing the resources to ensure a safe work environment. All workers, including students, faculty, management and supervisors, shall have training and instruction on general and job-specific safety and health practices including:

1. Training for all new employees, and whenever workers are assigned new job assignments for which training has not been previously conducted.
2. Training for whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
3. Training for whenever the department is made aware of a new or previously unrecognized hazard.
4. Training for all supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.

New employee safety training will familiarize workers with their responsibility for safety in at least the following areas:

Safety Compliance and Communication	Hazard Assessment
Accident/Exposure Investigation	Hazard Correction
Training and Instruction	Record Keeping

Procedure:

A review of employee safety training will be evaluated annually by the individual supervisors. The evaluation will become a part of the employee's personnel review. The review will evaluate what safety training has been completed, and what training is still required. The review will be signed by both the employee and supervisor and filed in the department safety-training file.

1. Each of the Information Resources areas will designate a safety coordinator. The safety coordinator is responsible for:
 - Implementation of the policies
 - Development of the procedures
 - Coordination between units where possible
 - Facilitation of employee training
 - Audits and inspections
 - Reporting, documentation, and record-keeping
2. All new employees and/or employees assigned to new responsibilities will complete a general safety training review to be conducted by the employee's immediate supervisor. The safety training review will evaluate what job specific training the employee will be required to complete prior to assignment. Also, a schedule of the required training with a time line for completion will be a component of the review.
3. Each Information Resources unit will establish a safety-training file that will be maintained by the safety coordinator for the unit.
4. Both the employee and the supervisor will sign the training review and schedule. Copies of the signed review will be forwarded to the EMHS office and the unit safety-training file.
5. The department will schedule required job specific training. Upon completion of training, records will be filed in the unit safety-training file.

Information Resources
Health and Safety Training Topics
Fall 1999

The safety coordinators have audited their areas and provided the following feedback on general areas of training that are necessary to ensure a safe work environment. Each of these general areas has many subcategories. Unit safety coordinators are responsible for developing the safety inspection lists for each of their areas designating the subcategories. The committee will review the lists so that training can be coordinated with the units.

Type of Training	INF Admin	Academic Resources	CSRV	Computing Services	IMC	Lib
General Office Safety	X	X	X	X	X	X
General Employee Safety	X	X	X	X	X	X
Injury and Illness Prevention	X	X	X	X	X	X
Accident Investigation and Emergency Preparedness	X	X	X	X	X	X
Ergonomics	X	X	X	X	X	X
Fire Extinguishers	X	X	X	X	X	X
Back Injury Prevention	X	X	X	X	X	X
General Safety/ Building security/safety	X	X	X	X	X	X
First Aid/CPR	X	X	X	X	X	X
Electrical issues		X	X	X	X	
Proper ladder use			X		X	X
Hazmat/Chemical/MSDS		X	X		X	X
Equipment operations/electric carts		X	X		X	X
Confined space entry			X		X	
Storing, shelving (i.e. heights)	X	X	X	X	X	X
Woodshop/Metalshop safety					X	
Materials storage/Material Safety		X	X	X	X	X
Night work/working alone		X	X	X	X	X

Information Resources consists of the following areas and departments:

- Vice-Provost Office, Administrative Services and Business Development
- Communications Services including Business and Communication Services, User Services, Network Management and Development, Field Services, Program Support and Accounting
- Computing Services including Central Operations Support, Operating System Support, MVS/OS Support, and Enterprise Application Support

- Library Services including Access Services, Reference, Special Resources, Regional and Extended Campus Services, Information Literacy and Instruction, and Interlibrary Loan
- Academic Resources including Collections Management and Technical Services, Bibliographic Services, Library Systems, Building Maintenance and Student Personnel, Student Computing, and Technology and Learning Program
- IMC including Instructional Development, Television and Technical Services, Non-Print Utilization, Booking, Distribution and Rapid Graphics.