

General Safety Program **(Including Office Safety)**



California State University, Chico

Department of Environmental Health and Safety

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1.0

INTRODUCTION

In accordance with California Labor Code and California Code of Regulations, Title 8, California State University, Chico has developed and implemented a comprehensive Injury and Illness Prevention Program (IIPP) to adhere to the requirements set-forth, and to make every effort to maintain a healthy and safe work environment for faculty, staff, students, contractors, and other visitors to our campus.

California State University, Chico is committed to providing a safe work environment for faculty, staff, and student employees. It is the ultimate responsibility of all faculty, staff, and student employees to ensure that this information is reviewed and applied to their work area and immediately report any unsafe condition to their supervisor and/or the Department of Environmental Health and Safety.

This program provides an overview of general safety concerns, as well as office safety, rules and safe practices, and how these practices can be incorporated in your work environment. If you have any questions, please feel free to contact the Department of Environmental Health and Safety (EHS) at 898-5126.

This program is periodically reviewed and updated as needed. Previous versions are listed below:

Revision Date	Comments
2012	Minor changes
2014	Minor changes
2016	Significant changes

2.0 INJURY AND ILLNESS PREVENTION PROGRAM

2.1 Assigned Responsibility

The President of California State University, Chico is ultimately responsible for the safety and health of the employees of the University. In accordance with Title 8, California Code of Regulations, this task has been delegated to the Department of Environmental Health and Safety, under the Office of the Vice President for Business and Finance.

2.2 Required Elements of an Injury and Illness Prevention Program (IIPP)

- Communication with employees on matters concerning safety and health;
- Identifying, evaluating, and reducing workplace hazards;
- Implementing procedures for injury and illness investigation;
- Correcting hazards in the workplace;
- Training employees;
- Maintaining records.

2.3 Location of CSU, Chico's IIPP

The IIPP is located in the Department of Environmental Health and Safety office and is available for review during normal campus hours. The EHS office is located Parking Structure II, at the corner of Normal Avenue and W. Second Street. An electronic copy of the IIPP can also be accessed at www.csuchico.edu/ehs/

3.0

TYPES OF HAZARDS

The following are examples of typical hazards you may encounter in the workplace:

- **Chemicals** can be used in a variety of areas at the workplace. Chemicals that a custodian or trades worker are likely to be different than chemicals an office worker uses. Other applications where chemicals could be present include instructional and experimental. If you are not properly trained on the use, storage and safety procedures for chemicals you use, you may be exposing yourself and others to unknown chemical hazards.
- **Electrical cords** can pose a hazard if they are used improperly, or are damaged or frayed. This hazard can be reduced by inspecting electrical cords periodically and removing damaged cords at once.
- **Ergonomic issues** can exist at workstations if proper sitting and working positions are not used. Items including your chair, keyboard, mouse, monitor, etc. can potentially cause discomfort or muscle injuries. Additional information and ergonomic assistance is provided by the Department of Environmental Health and Safety (EHS) at extension 5126 or visit the EHS web site at www.csuchico.edu/ehs.
- **Fire and explosion hazards** can exist in areas where the storage, use, or dispensing of flammable liquids occurs. Any area containing combustibles, flammable solids or liquids and explosive materials can present fire and explosion hazards.
- **Hand powered tools and equipment** can pose numerous hazards if not used properly. Always use the correct tool for the task. Improper tool use can include hazards such as pinching, lacerations, punctures, and contusions.
- **Heat-generating equipment and heat sources** can be a fire hazard if they are not properly maintained. Never store combustible or flammable materials near heat sources or heat generating equipment.
- **Housekeeping** is important to accident prevention, all employees are responsible for maintaining their work areas in a safe condition. Maintaining walking areas and floors so they are clear of tripping hazards, preventing an accumulation of papers and other combustibles, emptying waste baskets, and keeping your area well organized are all components of good housekeeping.
- **Motor vehicle accidents** have potential to occur both on and off campus. This hazard can be reduced by attending Defensive Driver training, constantly being aware of your surroundings, observing the posted and required speed limits (5 mph on campus), and always wearing your seat belt.
- **Office equipment** (copiers, paper cutters, shredders) can pose a hazard if you are not trained on how to properly use the equipment. Examples of hazards that office equipment can pose are sharp edges, and pinch points (areas where body parts can become caught).
- **Slips, trips, and falls** remain as a leading causes of injuries in the workplace. The probability of this occurring can be reduced by wearing appropriate footwear for the task, surface, and weather conditions and by being aware of changing surroundings. Good housekeeping practices help prevent slips, trips, and falls. Remove hazards if you can, report hazards to Facilities Management Services (FMS) or EHS as needed.
- **Workplace violence** can occur for a variety of reasons. This violence can be physical or verbal and can be of different extremes. CSU, Chico has a zero tolerance policy per EM 02-116. Employees should immediately report perceived violence such as threats or actual violence to their supervisor or the University Police Department at 898-5555.

4.1 DAILY ATTIRE

4.1 Appropriate Daily Work Attire

In order to prevent injury or chemical exposures, it is important that employees wear clothing that is appropriate to the tasks performed throughout the day.

- If operating machinery be aware of various hazards such as entanglement which can be caused by loose clothing, jewelry, hair, etc.
- Whenever possible, avoid wearing open-toed shoes and sandals. This type of footwear is not permitted in some areas due to chemical use or material handling.
- Wear appropriate footwear for your job duties; consider shoes with non-slip soles and arch support to reduce leg and back strain, and to help prevent slips and falls.

Note: In regards to areas such as labs, shops, and other potentially hazardous areas, OSHA states that “clothing appropriate for the work shall be worn”. Please refer to the EHS web site, Safety Forms and Informational Notices for additional information on appropriate daily attire.

4.2 Personal Protective Equipment

Personal Protective Equipment (PPE) when required, is provided by the employer to the employee to protect from injury and exposure. The employee will be trained on the use and maintenance of the PPE and is responsible for maintaining the PPE in accordance with either the manufacturer instructions, published best practices, or the instructions of their supervisor. PPE is an effective means of protecting workers from hazards that are directly related to the task being completed. PPE is used when engineering and administrative controls cannot mitigate the hazard.

- **Eye Protection** – protects your eyes from flying particles. Types of eye protection include safety glasses, goggles and personal spectacles with safety rated lenses and side shields. All eye protection must meet the requirements of American National Standards Institute.
- **Face Shields** – complete facial protection from flying particles or chemical splash hazard. All face shields must meet the requirements of American National Standards Institute.
- **Foot Protection** – safety-toe footwear should be worn in any work environment where the feet can be exposed to being crushed by heavy objects. All safety-toe footwear must meet the requirements of American National Standards Institute.
- **Hand Protection** – hand protection comes in many different forms, sizes, materials, and in many cases, intended for a specific type of job. Make sure that when choosing gloves that you select the correct size and type for the job intended. Gloves are designed for use in different environments such as chemical, biological, temperature extremes, metal, wood, etc..
- **Hard Hats** – head protection is extremely important when working with objects of any size over head or where contact can be made with low hanging objects. All head protection must meet the requirements of American National Standards Institute.

- **Hearing Protection** – the choice of hearing protection depends on a number of factors including level of noise, comfort, and the suitability of the hearing protection for both the worker and the environment. Most importantly, the hearing protection should provide the desired noise reduction. Types of hearing protection include expandable foam plugs, pre-molded, reusable plugs, earmuffs and other similar protective devices.
- **Respiratory Protection**- Dust masks are the most basic form of respiratory protection and are available in a variety of types. Air Purifying Respirators (APR) whether half mask or full face will be issued as needed to protect employees from air-borne contaminants. Employees who will be using a respirator are required to complete proper testing and training prior to use.

5.0

SLIPS, TRIPS, AND FALLS

5.1 Preventing Slips, Trips and Falls

Slips, trips, and falls continue to be a common injury in the workplace. This is also one of the most avoidable injuries in a workplace. Simple steps, like good housekeeping and being aware of your surroundings, can help reduce your chances of becoming injured by a slip, trip, or fall.

- Even ordinary walking paths can cause trips and a fall if you do not remain aware of your surroundings. Objects such as uneven surfaces, changes in surfaces, curbs, planters, speed bumps and other protrusions can be present.
- Elevated surfaces such as working with stepstools and ladders, falling up or down stairs are examples of elevated surfaces that can cause an injury. Never stand on office chairs or other items not intended for this use.
- Use only approved stepstools and ladders. If the stepstool or ladder appears damaged or does not fit the task at hand, do not attempt to perform the task until you have located an appropriate stepstool or ladder. Report all unsafe ladders to your supervisor, mark them as unsafe or place them where others cannot use them inadvertently.
- Parking lots pose unique hazards such as curbs, oil patches, and loose gravel or asphalt. These can all cause slip, trips, and falls if not noticed and avoided.
- Loose electrical cords, furniture, chairs, boxes and other miscellaneous items can create tripping hazards in walk ways and aisles. Keep all walkways clear at all times.
- Walk with caution on wet or icy surfaces, wear proper footwear for the conditions. Taking smaller steps and walking slowly will help prevent slips and falls on slick surfaces.
- Use handrails when provided to help maintain balance while both ascending and descending stairs. Also use handrails while carrying items in your other hand.
- Report all potentially unsafe conditions to your supervisor or the EHS office as soon as they are noticed. Don't assume that someone else has reported it.
- If needed, hold on to something secure and solid when attempting to sit or while you stand from a sitting position.
- Wear the most appropriate shoes for your work environment, consider bringing alternate shoes to wear to and from your car to your workspace.
- Wipe up spills as soon as they are noticed. If you are required to leave the area to get supplies or call for additional help, attempt to block off the area to prevent others from entering the area;
- Always walk, don't run.
- Awareness is the key to preventing injuries; paying attention to your surroundings is a good way to prevent a slip, trip, or fall from happening to you.

6.0

OFFICE LAYOUT AND LIGHTING

6.1 Office Layout

- Emergency exits and passageways must be kept clear and free of any obstructions at all times;
- Furniture and equipment should be arranged, so:
 - Chairs and equipment are not stored in walkways;
 - File and desk drawers are not left open in the walkways, and;
 - No obstructions are created that block the view around corners or partitions.

6.2 Office Lighting

Lighting is one of the most important factors affecting personal comfort on the job. The best lighting system is one in which the lighting level is geared to the task, where brightness ratios are controlled (no intensely bright or dark areas) and where ceiling, wall, and floor surfaces minimize glare. Glare is defined as a harsh, uncomfortable bright light that shines directly in the eyes. Glare may be either direct, coming from lights or sunshine, or indirect, coming from a reflected surface.

Different tasks require different levels of lighting. Areas, in which intricate work is performed, for example, require brighter illumination than other areas. One approach is to use adjustable task lighting that can provide the needed illumination without increasing general lighting. Generally speaking, unless you are performing intricate work, campus provided lighting should be adequate.

There are a number of measures that can be used to prevent and control poor lighting conditions in the work environment:

- Regular maintenance of the lighting system should be carried out to clean or replace old bulbs and faulty lamp circuits;
- A light-colored matte finish on walls, ceilings, and floors to reduce glare;
- Whenever possible, office workers should not face windows, unshielded lamps, or other sources of glare;
- Adjustable shades should be used if workers face a window;
- Diffused light will help reduce shadows. Indirect lighting and task lighting are recommended, especially when work spaces are separated by dividers;
- Task lamps are very effective in supplementing general office lighting for those who require additional lighting. Some task lamps permit several light levels.

7.0

HOUSEKEEPING

All areas of employment including outside areas should be kept as clean as the nature of the work allows but must be kept free and clear of debris, trash, scrap, spills or other extraneous materials which could create a health hazard or cause an accident. Proper layout, spacing and arrangement of equipment, facilities, and machinery are essential to good housekeeping, allowing orderly operation and avoiding congestion. Some examples of good housekeeping include, but are not limited to:

- Every floor, work area, and passageway should be kept clear of obstructions that protrude into the walkway or have the potential to result in unsure footing, such as loose parts, boxes, packing material, or tools;
- Keep stairwells clear at all times. Do not store boxes, files, or other debris in the stairwells or at stairwell landings;
- Pick up dropped pencils, paper clips, and rubber bands that can cause you or a co-worker to slip;
- Contact Facilities Management and Services (FMS) if you see common areas that are cluttered with rubbish;
- Wipe up spills immediately. If a spill is too large to clean up quickly, contact your supervisor;
- Report uneven, defective flooring, worn spots in carpets, chipped tiles, and worn stair treads to FMS;
- In areas where wet or damp conditions are likely to routinely exist, appropriate drainage should be maintained. Grating, mats, raised platforms, or anti-slip strips should be evaluated and considered for control or prevention of slippery conditions;
- Avoid overfilling wastebaskets and dumpsters;
- Avoid dust accumulations;
- Maintain clean and organized conditions of office equipment, storage, and work areas.

8.0

WORKSTATION SET-UP

8.1 Ergonomics

Ergonomics is defined as fitting the workstation or task to the worker by modifying or redesigning the job, workstation, tool or environment. Workstation design can have a big impact on employee's health and well-being. There are a multitude of discomforts which can result from ergonomically incorrect computer workstation setups. The most common complaints relate to the neck, shoulders, and back. Others concern the arms and hands and occasionally the eyes. For example, poor chairs and/or bad postures can cause lower back strain; or a chair that is too high can cause circulation loss in legs and feet.

Certain common characteristics of Video Display Terminals (VDT) have been identified and associated with increased risk of musculoskeletal problems. VDT considerations should include:

- Design of the workstation;
- Nature of the task;
- Repetitiveness of the job;
- Degree of postural constraint;
- Work pace;
- Work/rest schedules;
- Personal attributes of individual workers.

The key to comfort is in maintaining the body in a relaxed, neutral position. The ideal work position is to have the arms hanging relaxed from the shoulders. If a keyboard is used, arms should be bent at right angles at the elbow, with the hands held in a straight line with forearms and elbows close to the body. The head should be in lined with the body and slightly forward.

8.2 Additional Information

- For additional information on Ergonomics, refer to the CSU, Chico IIPP.

9.0

MATERIAL HANDLING

9.1 Back Injury Prevention

Proper lifting techniques are critical to back safety, but perhaps more important is proper planning. Before you lift that box, or tool, or piece of equipment, take a moment to consider your action:

- Do you need to lift the item manually?
- How heavy is it?
- Where are you moving the item from?
- Where are you moving it to?
- What route do you have to follow?

Many times the item you are moving could be moved with a piece of equipment - a dolly, a hand truck, or a forklift. Consider using mechanical aids wherever possible. If the item needs to be moved manually, and it is heavy and/or awkward, ask for help. When using mechanical aids, remember to push, do not pull. When moving an item from a hard-to-reach place, be sure to position yourself as close to the load as possible. Slide it out to get it closer, and be sure that you have adequate room for your hands and arms. Be aware of adjacent obstructions, on either side, above and below the load. Think about where the item will be placed once you've lifted it – remember plan ahead.

Try to allow yourself as much room as possible to set the load down. You can always shift it a little later. Check your path from start to finish - remove tripping hazards, protect openings, and get help if you need to get heavy materials up a ladder. Make sure that the lighting is sufficient to see where you are going. Stabilize uneven or loose ground, or choose an alternate route. The shortest route isn't always the fastest, or the safest.

Many back injuries are avoidable if workers make the correct lifting choices. Moderation and balance are important considerations in care and maintenance of your back. By maintaining strength, flexibility, and your overall health you can eliminate or minimize back injuries. It is important to exercise, eat healthy foods, and stretch as often as possible to help prevent injuries, and to recover more quickly if you do get injured.

Remember that most back injuries can be attributed to one of these five causes:

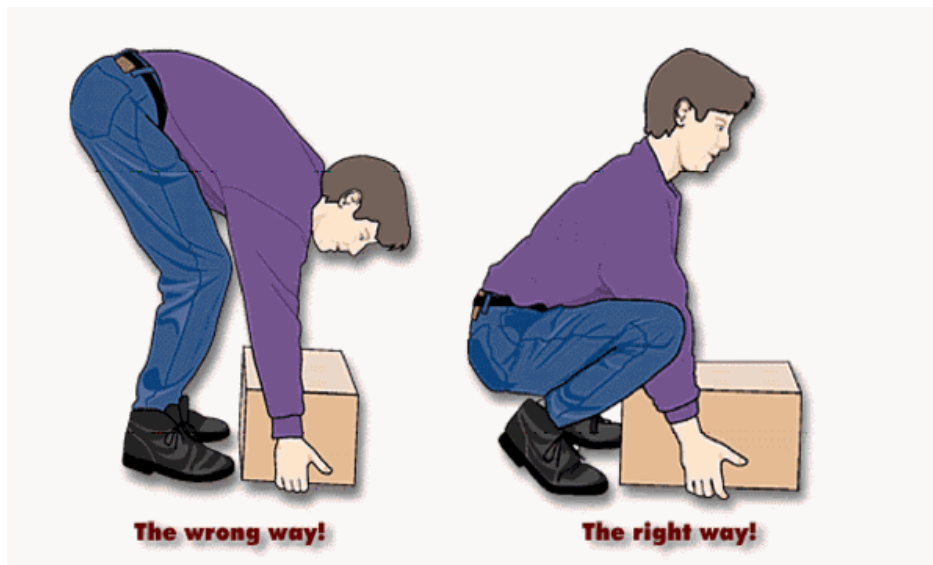
- Posture;
- Body mechanics/work habits;
- Stressful living;
- Loss of flexibility;
- Poor conditioning.

9.2 Use Proper Lifting Techniques

Also consider that not all back injuries are a result of sudden trauma - many are cumulative in nature, such as where a repeated minor injury has flared up, or continued use of a heavy tool in the same position has caused pain, or a great deal of time is spent in the same position.

Familiarize yourself with, and practice these techniques when lifting items on the job and at home:

- Plan your lift;
- Stand with your feet apart, alongside the object to be lifted;
- Squat down, getting as close to the load as possible;
- Get a good grip on the object;
- Lift with your legs, not your back;
- Keep the object close to your body;
- Center the weight over your feet;
- Avoid twisting.



10.0 OFFICE EQUIPMENT SAFEGUARDING

10.1 Electronic Office Equipment Hazards

- **Unsafe/Non-Approved Equipment**

Poorly maintained or unsafe, poor quality, non-rated by UL (Underwriters Laboratory) coffee makers, radios, lamps, space heaters, etc. (often brought in or provided by employees) should not be used on campus. Such appliances can develop electrical shorts creating fire and/or shock hazards. Equipment and cords should be inspected regularly, and only a qualified individual should make repairs. Additionally, due to fire hazards and energy conservation mandates, the State Fire Marshal has prohibited the use of heat producing appliances within office spaces unless a statement of medical necessity has been provided by a physician.

- **Unguarded Live Parts**

Wall receptacles should be designed and installed so that no current-carrying parts will be exposed. All receptacle cover plates should be kept tight to eliminate the possibility of shock. All broken and/or cracked cover plates, as well as any unsafe electrical conditions should be reported to Facilities Management and Services immediately.

- **Working on “Live Equipment”**

Disconnect electrical equipment before cleaning, adjusting, or applying flammable solutions. If a guard is removed to clean or repair parts, replace it before testing the equipment and returning the equipment to service.

- **Blocking Electrical Panel Doors**

If an electrical malfunction should occur, the panel door, and anything else in front of the door can become extremely hot. Electrical panel doors should always be kept closed, to prevent “electrical flashover” in the event of an electrical malfunction. There is a required clearance of a minimum distance of 30” from the front of electrical panels as well as clearance in height and width. Do not block electrical panels for any reason.

- **Recommendations**

Based on these hazards it is important that all staff understand how to properly operate electronic office equipment. Reading and following operation instructions is essential. It is important that staff understands the appropriate actions to take if a piece of equipment malfunctions. Always follow manufacturer’s instructions or contact the appropriate service provider for equipment use, service, and to solve problems.

The names/phone numbers of repair or service providers (if maintained by persons other than CSUC Staff) should be posted prominently near the copier, fax or other equipment. When in doubt, contact the vendor or repair professional for assistance.

11.0

ELECTRICAL SAFETY

11.1 Necessity for Electricity

Electricity is essential to the operations of our buildings and individual work spaces. The majority of electrical equipment used in offices have potential hazards such as serious shock and burn injuries if improperly used or maintained.

Electrical hazard information:

- Electricity travels through electrical conductors, which may be in the form of wires or parts of the human body;
- Most metals and moist skin offer very little resistance to the flow of electrical current and can easily conduct electricity;
- Other substances such as dry wood, porcelain, or pottery offer a high resistance and can be used to prevent the flow of electrical current;
- If a part of the body comes in contact with the electrical circuit, a shock will occur;
- The electrical current will enter the body at one point and leave at another. The passage of electricity through the body can cause great pain, burns, destruction of tissue, nerves, and muscles and even death;
- Factors influencing the effects of electrical shock include the type of current, voltage, resistance, amperage, pathway through body, and the duration of contact. The longer the current flows through the body, the more serious the injury;
- Injuries are less severe when the current does not pass through or near nerve centers and vital organs;
- Electrical accidents usually occur as a result of faulty or defective equipment, unsafe installation, or misuse of equipment on the part of office workers.

11.2 Using Electricity Safely

- Turn off all electrical equipment when not in use.
- Cords must be properly equipped with grounding prongs.
- Electrical cords should be visually inspected on a periodic basis to identify frayed and worn Cords.
- Keep all electrical cords out of doorways, walkways and passageways, never run cords through walls or ceilings.
- Extension cords are not permitted on campus unless specific permission has been granted by EHS or FMS for temporary use.
- Use only “power strips” with circuit protection or over current protection. Surge suppressors do not prevent circuit overload, circuit overload can cause a fire.
- Never “daisy chain” power strips – this is a fire hazard. (Daisy chaining is connecting powerstrips together or using them with an extension cord).
- Don’t overload power strips - most are rated at 15 amps maximum. Heat producing appliances need to be plugged directly to an outlet.
- Combustible material, such as paper, cardboard, cloth, etc. should not be stored in close proximity to electrical outlets and connections.
- Nothing should be stored within 30" of electrical panels.

12.0 HEAT GENERATING APPLIANCES & EQUIPMENT

Heat generating equipment, like electrical equipment, can be very safe if used and maintained correctly. However, improper care, storage, or placement of any type of equipment that generates heat can cause a fire, bodily injury, or even death.

12.1 Types of Heat Generating Appliances and Equipment

- Coffee makers
- Hot Pots/Tea Kettles
- Portable heaters
- Microwave ovens
- Mug warmers
- Portable refrigerators
- Toasters and toaster ovens

12.2 Safe Practices for Heat Generating Equipment

- Nothing can be stored within 30" of electrical panels.
- Use only Underwriters Laboratory (UL) listed equipment.
- Insure that grounding prongs are intact.
- Plug into an outlet directly- use with power strips will exceed 15 amp capacity.
- Turn off all items when not in use.
- Do not leave equipment unattended.

The following heat generating appliances have restrictions on their use:

Portable Heaters:

Portable heater use, fan use and other such items are prohibited by Executive Order # 987, which states in part that portable electric heaters *and* fans are not to be used unless specifically required by an occupant's medical condition or the failure of a building's heating or air conditioning systems.

Toaster and Toaster Ovens:

Toasters and toaster ovens are required to be unplugged whenever not in use – this is stated in manufacturer safety instructions. Toasters and toaster ovens use considerable amounts of electricity, have a high amperage, and produce radiant heat that can ignite combustible items if in close proximity to the appliance. Fire safety must be considered with the use of these appliances.

Generally speaking, portable appliance use within office spaces is prohibited by order of the State Fire Marshal and is limited to use within break rooms or other similarly designated areas. The use of toasters and toaster ovens (even in designated break areas) is discouraged due to fire safety concerns.

If you have a medical need for appliances such as refrigerators or need a portable heater in your office, please contact your supervisor and/or Facilities Management Services. You may be required to submit a physician's notice of medical need.

13.0

CHEMICAL SAFETY

13.1 Hazard Communication

The purpose of the Hazard Communication Standard is to ensure that the hazards of all chemicals produced or imported are evaluated, and that information concerning their hazards is understood by the employees. This is communicated by hazard communication programs including labeling and other forms of warning, Safety Data Sheets (SDS's) and employee training.

- Every employee working with or around hazardous materials has the *right* and the *responsibility* to be aware of the hazards in their workplace.
- Every employee working with or around hazardous materials has the *right* and the *responsibility* to use proper safety procedures when working with hazardous materials used or produced in their workplace.

13.2 Safe Work Practices

- Employees should always follow the written procedures provided by the manufacturer.
- Containers and secondary storage containers must be properly labeled.
- Employers are required to provide appropriate personal protective equipment (PPE) and employees are required to use the appropriate PPE.
- Chemicals/materials should be used as directed by manufacturer's and supervisor's directions.
- Storage of all hazardous materials must comply with the regulations specified for material categories.
- Review the Safety Data Sheet (SDS) prior to use.
- All employees who work with potentially hazardous chemicals or substances are required to participate in Hazard Communication training annually and receive job specific training from their supervisor. Contact your supervisor or EHS for additional information.

Contact the Department of Environmental Health and Safety at (530) 898-5126 for information related to the proper disposal of hazardous materials.

14.0

REPORTING INJURIES

14.1 Employee Injuries

- **Employee:** It is the employee's responsibility to report an injury to your supervisor immediately. Any delay in reporting an injury may cause delay in workers' compensation benefits.
- **Supervisor:** It is the supervisor's responsibility to report the injury/illness to Human Resources, Benefits & Workers Compensation Unit at (530) 898-5436. The direct supervisor must complete all sections of the OSHA 301 Form. This form must be sent to Benefits & Workers Compensation Unit by fax at (530) 898-5755 or send via campus mail to Zip 010.

For detailed information, please visit the Human resources Service Center web site at: <http://www.csuchico.edu/hr/benefits/workerscompensation.shtml>.

14.2 Student, Visitor, Contractor

- Any person who becomes aware of an unsafe condition that results in an injury to a student, visitor, or contractor should contact the Department of Environmental Health and Safety at (530) 898-5126 or University Police at (530) 898-5555 or call 911 in an emergency.