

# Injury and Illness Prevention Program

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**SIMPSON**  
UNIVERSITY

## SIMPSON UNIVERSITY

It is our policy that everything possible will be done to protect employees, residents, and visitors from accidents. Safety is cooperative, and requires participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable company, state and federal safety rules and practices and take action as is necessary to obtain compliance: To carry out this policy employees shall comply with the following regulations and shall report:

1. All unsafe conditions and equipment to your supervisor or safety coordinator.
2. All incidents, injuries and illnesses to your supervisor or safety coordinator immediately.
3. Anyone known to be under the influence of intoxicating liquor or drugs, shall not be allowed on the job while in that condition.
4. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees is prohibited.
5. Means of egress shall be kept unblocked, well-lighted and unlocked during work hours.
6. In the event of fire, sound alarm and evacuate.
7. Upon hearing fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.
8. Only trained workers may attempt to respond to a fire or other emergency.
9. Exit doors must comply with fire safety regulations during business hours.
10. Stairways should be kept clear of items that can be tripped over, and all areas under stairways that are egress routes should not be used to store combustibles.
11. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
12. Aisles must be kept clear at all times.
13. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
14. All spills shall be wiped up promptly.
15. Always use the proper lifting technique. Never attempt to lift or push an object which is too heavy. Contact your supervisor when help is needed to move a heavy object.
16. Never stack material precariously on top of lockers, file cabinets or other relatively high places.
17. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
18. Do not stack material in an unstable manner.
19. Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly.
20. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.
21. Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.

22. Do not use any portable electrical tools and equipment that are not grounded or double insulated.
23. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
24. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
25. Motorized vehicles and other mechanized equipment shall be inspected daily or prior to use.
26. Shut off engine, set brakes and block wheels prior to loading or unloading vehicles.
27. Inspect pallets and their loads for integrity and stability before loading or moving.
28. Do not use compressed air for cleaning off clothing.
29. Do not store compressed gas cylinders in areas which are exposed to heat sources, electric arcs or high temperature lines.
30. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
31. Wear hearing protection in all areas identified as having high noise exposure.
32. Guard floor openings by a cover, guardrail, or equivalent.
33. Do not enter into a confined space unless tests for toxic substances, explosive concentrations, and oxygen deficiency have been taken.
34. Always keep flammable or toxic chemicals in closed containers when not in use.
35. Do not eat in areas where hazardous chemicals are present.
36. Be aware of the potential hazards involving various chemicals stored or used in the workplace.
37. Cleaning supplies should be stored away from edible items on kitchen shelves.
38. Cleaning solvents and flammable liquids should be stored in appropriate containers.
39. Solutions that may be poisonous or not intended for consumption should be kept in well labeled containers.
40. Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
41. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.
42. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
43. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.

## BEHAVIOR

Supervisors and Directors should be actively engaged in encouraging safe work behaviors and enforcing safety rules. Oversight and involvement should include daily observation of work behaviors and interaction with employees:

|   |   |
|---|---|
| Key behaviors include but are not limited to:   | Actions regarding observed behaviors include:   |
| <ol style="list-style-type: none"><li>1. Body mechanics/lifting</li><li>2. Pace of work</li><li>3. Focus</li><li>4. Technique</li><li>5. Following safety rules</li></ol> | <ol style="list-style-type: none"><li>1. Verbal positive reinforcement</li><li>2. Safety One-on-One training</li><li>3. Verbal behavior correction</li><li>4. Verbal warning</li><li>5. Written warning</li></ol> |



## **ROLES AND RESPONSIBILITIES & AUTHORITY AND ACCOUNTABILITY**

### **SENIOR MANAGEMENT RESPONSIBILITY**

Senior Management Responsibility consists of:

- Allocating adequate resources
- Ensuring responsibility
- Reviewing and evaluating results

### **DEPARTMENT HEADS**

- Developing policy
- Ensuring responsibility
- Ensuring workplace inspections
- Review supervisors, investigations of accidents and injuries
- Review alleged hazardous conditions to determine the necessary corrective actions
- Review and evaluate programs and results

### **CAMPUS SAFETY OPERATIONS COORDINATOR'S RESPONSIBILITY**

The CSOC has responsibility for:

- Ensuring that upper management is aware of all accidents which have occurred and all hazards which have been identified.
- Maintaining company's Injury Illness Prevention Program.
- Assist in the development of policies and in the coordination of required health and safety training.
- Serving as a liaison with government agencies.
- Maintaining current information on local, state and federal health regulations.
- Arranging safety and health inspections and following up to ensure that the necessary corrective action is completed.
- Accident investigation
- Maintaining records of inspection, hazard abatement, training and OSHA required paperwork.
- Reviewing injury and illness trends

## **SUPERVISORS**

Supervisors play a key role in the implementation of safety. Supervisors are responsible for:

- Developing proper attitude toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved.
- Ensuring periodic, documented inspections of workspaces under their authority.
- Promptly correcting identified hazards.
- Providing appropriate safety training and personal protective equipment.
- Implementing measures to eliminate or control workplace hazards.
- Stopping any employee's work that poses an imminent hazard to either the employee or any other individual.
- Maintaining all required paperwork.

It is the responsibility of all employees to comply with all applicable health and safety regulations, company policy and established work practices. This includes but is not limited to:

- Maintaining a safe work environment.
- Learning about the potential hazard of assigned tasks and work areas.
- Following all safe operating procedures and precautions.
- Using proper personal protective equipment.
- Warning coworkers about defective equipment and other hazards.
- Reporting unsafe conditions immediately to a supervisor, and stopping work if an imminent hazard is present.
- Participating in workplace safety inspections.
- Observing health and safety related signs, posters, warning signals and directions.
- Participating in health and safety training provided by the company.

## **SAFETY MANAGEMENT**

The Campus Safety department is the Injury and Illness Prevention Program (IIPP) administrator and has the authority and responsibility to implement the provisions of this program for Simpson University. All members of management are responsible for safety and health in the workplace. All managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the program. A copy of this IIPP is given to each manager and supervisor.

Responsibilities of the Campus Safety department are:

- ◆ Set policy.
- ◆ Assign responsibility and accountability to individuals.
- ◆ Review and evaluate results.
- ◆ Provide leadership by participation, example, and a demonstrated interest in the program.

## **CAMPUS SAFETY OPERATIONS COORDINATOR**

The Campus Safety Operation Coordinator's responsibilities are:

- ◆ Work with departments to develop and maintain the Injury and Illness Prevention Program (IIPP).
- ◆ Act in advisory capacity to Simpson staff on matters relating to the IIPP.
- ◆ Oversee investigations, losses, accidents and incidents.
- ◆ Obtain and publish University safety statistics.
- ◆ Provide leadership and direction, stimulate interest in safety, and coordinate the Accident Review Committee (ARC) and the Safety Inspection Team (SIT) activities.
- ◆ Establish procedures, receive and process accident and safety reports from departments, ARC, or SIT.
- ◆ Provide assistance to departments with their safety programs and facilitate appropriate University-wide training programs.
- ◆ Act in advisory capacity to supervisors to mitigate unsafe work conditions and practices.
- ◆ Arrange for periodic safety inspections of University operations and facilities and work with department directors to implement corrective action as required.
- ◆ Assist departments to inform employees of safety standards and enforce safety rules.
- ◆ Oversee departmental safety programs.
- ◆ Ensure that all accidents are reported, investigated, and acted upon.

## **SIMPSON UNIVERSITY INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)**

### **INTRODUCTION**

In order to maintain a safe and healthy work environment at Simpson University, the Office of Campus Safety has developed this overall **Injury and Illness Prevention Program** for all employees to follow. This document describes the goals, statutory authority, and the responsibilities of all employees and students under the Program. It addresses compliance, hazard identification, accident investigation, hazard mitigation, training, hazard communication, and program documentation. By making employee safety a high priority for every Simpson employee we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at Simpson University.

### **GOALS**

Diligent implementation of this program will reap many benefits for Simpson University. Most notably it will:

1. Protect the health and safety of employees. Decrease the potential risk of disease, illness, injury and harmful exposures to Simpson University personnel.
2. Reduce workers' compensation claims and costs.
3. Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees.
4. Improve employee morale and efficiency as employees see that their safety is important to management.
5. Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with health and safety codes.

### **STATUTORY AUTHORITY**



California Labor Code Section 6401.7.  
California Code of Regulations Title 8, Sections 1509 and 3203.

## RESPONSIBILITY

It is the responsibility of deans, directors, department chairs, department heads, principal investigators, managers, and supervisors to develop procedures that ensure effective compliance with the Injury and Illness Prevention Program (IIPP), as well as other university health and safety policies related to operations under their control.

**Supervisors**, including **managers** and **principal investigators**, are responsible for enforcement of this program among the employees or students under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow, and ensuring that employees receive the general safety training offered by their supervisor (or equivalent). Each manager and supervisor must also ensure that appropriate job specific safety training is received, and that safety responsibilities are clearly outlined in the job descriptions which govern the employees under their direction. Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned each employee, for purchasing appropriate personal protective equipment, and for evaluating employee compliance.

Immediate responsibility for workplace health and safety rests with each individual employee and/or student. **Employees** and **students** are responsible for following the established work procedures and safety guidelines in their area. **Employees** and **students** are also responsible for using the personal protective equipment issued to protect them from identified hazards, and for reporting any unsafe conditions to their supervisors.

Campus Safety is responsible for developing and managing this Injury and Illness Prevention Program. Additional responsibilities include providing consultation to the Simpson community on matters of health and safety; interpreting external regulations and recommending appropriate compliance strategies.

## COMPLIANCE

Compliance with this Injury and Illness Prevention Program will be achieved in the following manner:

- Managers and supervisors will set positive examples for working safely and require that all staff under their direction work safely.
- Managers and supervisors will use all disciplinary procedures available to them to ensure that employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings and other forms of disciplinary action are available.
- Providing on-going safety training to assure safety compliance.

- Evaluating safety performance, including safety performance in annual employee evaluations, and recognizing employees for safe and healthful work practices in those evaluations
- Providing for correction and discipline of workers who fail to comply with safe work practices. Training and correction activities will be recorded by supervisors on the company Safety One-on-One checklist. Serious safety violations will be handled in accordance with the university's discipline policy.

Simpson University has developed this comprehensive Injury and Illness Prevention Program to enhance the health and safety of its faculty, staff, and students. Each department is responsible for implementing the program as outlined in the following pages.

## **HAZARD ASSESSMENT AND HAZARD CORRECTION**

Effective safety requires that hazard assessment be a daily responsibility of all personnel. All personnel, especially supervisors and managers will be trained to be on the lookout for new and previously unidentified hazards in the workplace, including hazards that may result from new substances, processes, procedures, or equipment.

Hazards that are identified during the course of work will be dealt with utilizing either one or a combination of the following: (1) Hazard reduction or abatement, (2) safe guarding or restricting access, (3) issuance and training in use of personal protective equipment, (4) training. *Daily hazard identification and correction events will be recorded by supervisors and managers on the Safety One-on-One Checklist.* Periodic monthly inspections will be conducted by the safety administrator in all departments.

## **ACCIDENT INVESTIGATIONS**

**Campus Safety, Human Resources and Facilities representatives** will investigate all accidents, injuries, occupational illnesses, and near-miss incidents to identify the causal factors or attendant hazards. Appropriate repairs or procedural changes will be implemented promptly to mitigate the hazards implicated in these events.

Serious occupational injuries, illnesses or exposures to hazardous substances, as defined by Cal/OSHA, must be reported to Campus Safety no later than eight hours after they become known to the supervisor. These include injuries that cause permanent disfigurement or require hospitalization for a period in excess of 24 hours. Campus Safety will contact Cal/OSHA, if necessary. An accident investigation will be conducted by Campus Safety in conjunction with a representative from the injured employee's department.

## **SITE INSPECTION TEAM (SIT)**

Campus Safety has established a Site Inspection Team (SIT) for the purpose of regularly inspecting all school facilities and operations to ensure a safe work environment for school employees and the general public. The Site Inspection Team will document and report its findings and appropriately disseminate such information. Committee members shall serve in an advisory capacity and have educational responsibilities for the benefit of employees. Committee representatives will be appointed for at least one year. Inspections shall be conducted quarterly.

The SIT team will do the following:

- Establish the schedule for Simpson facility inspections.
- Notify SIT members of facilities to be inspected.
- Identify the meeting location.
- Inform departments of upcoming inspections.
- Provide the results of the inspection to the affected department in a timely manner if at all possible.

Depending on the facility to be inspected, the appropriate department representative will receive notification and, if requested, provide a staff person to accompany the SIT on any inspection. Site Inspection Team members will document violations found and provide a written summary of their findings. A follow-up report will be sent to the Campus Safety department. The Campus Safety Department is responsible for ensuring the correcting of the violation(s).

## **TRAINING AND INSTRUCTION**

Effective dissemination of safety information lies at the very heart of a successful Injury and Illness Prevention Program. All employees must be trained in general safe work practices. In addition, specific instruction with respect to hazards unique to each employee's job assignment will be provided.

### **A. General Safe Work Practices:**

At a minimum, all employees will be trained in the following:

1. Fire safety, evacuation and emergency procedures
2. Campus emergency management
3. Safe computer workstation use (if applicable)

### **B. Specific Safe Work Practices:**

In addition to this general training, **each employee will be instructed how to protect themselves from the hazards specific to their individual job**

**duties.** At a minimum, this entails how to use workplace equipment, safe handling of hazardous materials, and use of personal protective equipment. Training must be completed before beginning to work on assigned equipment, **and whenever new hazards or changes in procedures are implemented.**

Managers/Directors are responsible for providing supervisors with the training necessary to familiarize themselves with the safety and health hazards their employees are exposed to.

It is the responsibility of each supervisor to know the hazards related to his/her employee's job tasks, and ensure they receive appropriate training.

1. Supervisors will ensure that all employees receive general and job-specific training prior to initial or new job assignments.
2. Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace that may create new hazards. Training must also be given when new or previously unrecognized hazards are brought to a supervisor's attention.

All training will be documented and kept in department files. The attached Employee Training Checklist/Safety one-on-one form (or equivalent) can be used for this purpose.

## **DEPARTMENTAL SAFETY PROGRAMS**

Each Division or Department, as appropriate and outlined below, shall hold safety meetings for the purpose of reviewing accidents and preventing their recurrence, eliminating hazardous conditions, and familiarizing employees with safe working procedures and practices.

## **DOCUMENTATION**

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this Injury and Illness Prevention Program are being implemented, **the following records will be kept on file in the department** for at least the length of time indicated below:

1. Copies of all Site Inspection Team reports. Retain 1 year.
2. Copies of all Hazard Identification forms. Retain 1 year.

3. Copies of all Accident Investigation forms. Retain 3 years.
4. Copies of all employee training documents. Retain for duration of each individual's employment.

**The Campus Safety department will ensure that these records are kept in their files,** and present them to Cal/OSHA or other regulatory agency representatives if requested. Review of these records will be conducted by Campus Safety during routine inspections to measure compliance with the Program.

A safe and healthy workplace must be the goal of everyone at Simpson University, with responsibility shared by management and staff alike. If you have any questions regarding this Injury and Illness Prevention Program, please contact the Campus Safety Manager at [campussafety@simpsonu.edu](mailto:campussafety@simpsonu.edu)

## **ACCIDENT REPORTS**

The law requires that the university maintain a “Log of Occupational Injuries and Illnesses”. The LOII Form is used to maintain these injury and illness records. Human Resources is responsible for maintaining and posting this log.

Any injury or illness that occurs on the job must be reported to the employee’s Supervisor as soon as possible. In no circumstance, except in an emergency, should an employee leave work without reporting a work related injury or illness that occurred while on shift.

Employees who are witnesses to an accident are expected to complete a Simpson University Witness Statement Form. It is the Supervisor’s responsibility to make sure these reports are completed and sent to Human Resources within 48 hours of the time notice of an injury or illness is received. Human Resources will maintain a file of all Witness Reports.

Properly completed witness reports are one of the most powerful tools we have to improve our safety program.

Focus is the difference between an effective safety program and one that is largely a waste of time and money. This gives us the ability to quickly identify the problem so we can manage the results. We can control accident frequency by focusing on the most common types of accidents. We can control accident costs by focusing on serious or costly accidents.

Witness Reports are the starting point. The goal is to separate all accidents by type and cause of accident. Sometimes this can be done by a simple review of accident records, other times some accident investigations may be necessary. Once we identify the most common type of accident and those that typically are the most costly, we can often trace these accidents directly to specific areas. After that, it becomes a much easier job to

develop and set up corrective action. When we are focused on the problem, we can manage the results.

Keeping accident records, investigating accidents, and analyzing the results are simple but powerful tools in our accident prevention program.

**SIMPSON UNIVERSITY**

**WITNESS STATEMENT FORM**

**Thank you for your time** in filling out the Witness Statement form. The information you supply can be of great value to us in preventing future mishaps of this nature. When finished, please return this form to the investigator who handed it to you. Once again, thank you for your time and understanding.

**Information about the person making this statement:** (Please print or write clearly.)

First name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Home address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Date of birth \_\_\_\_\_ Age \_\_\_\_\_ Home phone \_\_\_\_\_

Employment (occupation and location) \_\_\_\_\_

Work phone \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

**Please indicate below** exactly what you saw, heard, and know about the mishap you are giving this statement about. If you're not sure if it's important, please put it down. At times, the most insignificant fact can be of the greatest help. Thank you!

Date of occurrence \_\_\_\_\_ Time of occurrence \_\_\_\_\_

Location of occurrence \_\_\_\_\_

Statement \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Please use reverse side if additional room is needed.)

Signature of person making statement

|   |
|---|
| Statement received by _____<br>Date _____ |
|---|



## **DEFENSIVE DRIVING**

This section applies to the operation of any and all University vehicles and equipment in the performance of an employee's job duties. This program allows the school to be notified of any action by the Department of Motor Vehicles, affecting an employee's ability to drive, i.e., suspended license. Employees losing their driving privileges may not be allowed to operate University vehicles or equipment until they possess the appropriate, valid drivers' license.

## **TRAFFIC ACCIDENT REPORTING**

Employees who 1) have an accident in a University vehicle or equipment, 2) in a privately owned vehicle on university business, 3) witness an accident, injury or illness on University property, or at a university sponsored event, are to follow this procedure – STOP and do not leave the scene until the following steps have been completed:

- If possible, help injured. Call 911.
- Please give the following information: Location of accident, how many vehicles are involved, your name and any other information requested by 911.
- Do not leave the scene without making an official police report; request that a police officer respond. Include information regarding injury or illness or property damage.
- If able to do so, exchange information with the other driver, if one is involved. Obtain their name, address, driver's license number and vehicle registration.
- Notify Human Resources immediately (530) 226-4941.
- Secure name and address of each driver, passenger & witness.
- Secure name of insurance company and policy number for each vehicle involved.

**DO NOT ADMIT FAULT.** Do not discuss the accident with anyone except your supervisor, the universities human resource delegate, or police officers.

## **ERGONOMICS**

Simpson University, recognizing the need for guidelines and information on ergonomics for its employees, has prepared this Guide to Ergonomic Standards. The Guide was developed to provide employees of the university with:

- An understanding of ergonomic principles and basic application.
- An overview of ergonomic issues which may be encountered and general methods to control or eliminate them.

## **PURPOSE**

Work to interface employees and work environments by considering the design of tools and equipment, and layout of the working environment. By fitting the job to the person, we can improve both employee well-being and work place efficiency.

## **ERGONOMICS FOR MANAGEMENT**

Ergonomics is an approach to improving performance and reducing costs. Good use of ergonomics in the design of tools, equipment and workplace can:

- Reduce injuries, errors, defects and costs.
- Reduce employee turnover and absenteeism.
- Improve ease of use, morale, and satisfaction.
- Improve quality, productivity, and customer service.
- Stimulate innovation.

Worksite evaluations for each job, process, or operation, will be provided to employees, supervisors, and managers upon request. The Campus Safety department will arrange worksite evaluations. Worksite evaluations are set up to reduce Repetitive Motion Injuries (RMI). All aspects of the job will be looked at, including engineering, administrative, job rotation, work breaks, and fixture/tool controls.

## **PRINCIPLES OF ERGONOMICS**

Ergonomics is a wide and diverse field of study and difficult to summarize in a few simple rules. However, there are a number of basic design principles that can aid in making ergonomic improvements in the work place.

The principles described in this guide are:

- Keep everything within easy reach.
- Work at proper heights.
- Work in good posture.
- Reduce excessive force.
- Reduce excessive repetition.

- Provide change and adjustability.
- Provide clearance.
- Maintain a comfortable environment.
- Provide good work organization.
- Note: This section of the Ergonomics Standards lists good principles of ergonomic design, along with examples of how they might be applied. Some applications may not be feasible, or even desirable, in specific situations. A case-by-case review of each task is necessary. Good judgment should be used in all cases.

The employee should feel free to report any Cumulative Trauma Disorders to their supervisor. The Campus Safety department will provide work-site evaluations to employees who make a request.

### **KEEP EVERYTHING WITHIN EASY REACH**

Make layout changes to eliminate awkward and excessive reaches.

A good rule to follow is “watch where the elbow is”. If the elbow is anywhere but at its neutral position at the side of the body, it may indicate an excessive reach.

Examples of ways to reduce reaches:

- Reduce dimensions of the work surface.
- Tilt the work surface.
- Provide cutouts into the work surface.

### **WORK AT PROPER HEIGHTS**

- Adjust equipment for the height of each individual.
- Adjust equipment for the nature of the work.
- Allow for change.
- Use properly designed chair that has a seat that curves down in front, supports the lower back, and has a height that can be changed to suit different users. The back should keep the spine at a 90° angle to the thighs. Height should be adjusted to permit correct placement of the head, hands, and knees (you should not have to hunch over to see the screen, or bend the elbows more than 90° to reach the keys). Knees should be at about the same level as the hips.
- Generally, you should do all work at elbow height whether sitting or standing. Contact the Facilities Department about chair information and cost.

### **WORK WITH GOOD POSTURE**

- Keep wrists in neutral posture.
- Keep elbows at your side.

- Keep back with natural curve of spine intact.
- Correct hand and wrist placement are important. Shoulder muscles can become tense when arms and hands are held too high. Arms should be held comfortably at the user's side with the user's upper arm and forearm at about a right angle. Wrists should be in line with the forearm; wrist problems (such as carpal tunnel syndrome) can develop if they are bent at extreme angles.
- Good posture which is essential for the user's comfort and well being, especially when sitting several hours a day. To prevent neck and back strain, the spine and head should be kept upright, and the user should sit well back into the chair. Placing feet on a footrest helps to take the strain off legs and back.
- Changes in workstations, tool and work methods can be made to keep the wrist in good posture. You can easily identify the neutral wrist position for yourself by dangling your arms relaxed at your side. Similarly, changes can be made in a variety of ways to keep the arms low and elbows in.

### **REDUCE EXCESSIVE FORCE**

- Reduce grasping force.
- Reduce loads on shoulders and lower back.
- Reduce the amount of force used when using the keyboard.
- Reduce the amount of weights lifted by using mechanical aids (i.e. hand truck).
- The amount of force needed to use a computer keyboard is less than eight (8) pounds per square inch. That means a light touch is needed. If you are pounding the keyboard (i.e. making a lot of noise) you are applying over sixty (60) pounds per square inch. This adds extra stress to your fingers and wrist.
  1. To reduce loads to the lower back, make sure to minimize the distance between a lifted object and your body. Reduce the amount of force used by not pulling items, but by pushing them.

### **REDUCE EXCESSIVE REPETITIONS**

Work to improve your workstation layout, eliminate many of the unnecessary hand and arm motions. Other ways to reduce excessive repetitions:

- Use power tools and equipment (i.e. electric stapler).
- Improve the way you handle material.
- Eliminate double handing.
- Keep items on your desk within comfortable reach.

### **PROVIDE CLEARANCE; REDUCE PRESSURE POINTS**

- Make sure you have enough space to work.
- Provide clearance for: Head - Arms - Torso - Knees - Feet.

- Work to reduce pressure points on the body. A closely related problem is when employees must lean against a sharp/hard edge or object. To reduce the hard edge, use a form of padding, (i.e. keyboard pad).

## **PROVIDE CHANGE AND ADJUSTABILITY**

There is no one “correct” posture best for an entire working day. The human body needs changes and mobility. For example, alternate between standing and sitting, or change work heights for variety.

## **MAINTAIN A COMFORTABLE ENVIRONMENT**

Provide good lighting and eliminate shadows from your work. Reduce the amount of glare on your work area.

Improvements can include:

- Task lighting focused on the areas where it may be needed.
- Use indirect lighting to reduce direct glare.
- Use diffusers or shields to reduce direct glare.

Good lighting is not always bright lighting. Glare can be reduced by pulling drapes or repositioning the VDT screen. Other options such as hoods, glare screens and/or special lighting should be utilized for further eye comfort.

Be aware that computer tasks are best done with less room illumination and precision tasks may require more illumination than normal.

## **PROVIDE GOOD WORK ORGANIZATION**

Good work place design includes more than physical issues such as proper heights and good lighting. The bottom line is to be organized, ranging from task allocation to various administrative practices.

Ways for management and employees to improve organization:

- Good Planning: anticipate, think ahead, and discuss.
- Job Decision Latitude: Provide people with as much control as possible over the daily events of work life. Employees need to keep supervisors informed when they require assistance by another employee, another piece of equipment, work station adjustments or tools, being provided more time to complete an assignment, rotating duties so as not to perform the same duty over and over until an injury occurs, etc.
- Employee Involvement: Encourage employee ideas and input in decision-making.

- Job Enlargement: Allocate more tasks and responsibilities to a job, rather than create an extremely narrow subdivision of labor.
- Communications: Provide mechanisms to share information, coordinate, and help plan.
- Team Building: Provide a sense of belonging and being valued, particularly in a small work group.
- Training: Conduct ongoing programs to train personnel on how to protect themselves from repetitive injuries.

## **OFFICE ERGONOMICS**

Ergonomic design in university offices has become increasingly important to all employees. Here are several things you can do to improve your workstation.

- Use a hard copy holder close to the monitor to reduce eye motions and discomfort, and allow proper neck posture.
- The top of the monitor should be placed at eye level to allow proper head and neck position.
- Use padded wrist rest to reduce arm and shoulder discomfort.
- Adjust your chair to the right height.
- Place keyboard at elbow height with a slight incline. All keyboards can be adjusted to meet your needs.
- Place both feet flat on the floor or use a footrest to provide stability.

## **RISK FACTORS:**

### **REPETITIVE MOTION INJURIES AND CUMULATIVE TRAUMA**

The risk factors associated with repetitive motion and the physical activities which are known to contribute to RMI's/CTD's are:

- Continuous use of the same tool/instrument or of similar tools and instruments in construction, agricultural, or repair activities.
- Repetitive key stroking, manually striking, or pressing a data entry device.
- Processing of agricultural products to include cutting, trimming, peeling, or loading activities.
- Work where repeated motions or exertions are paced by a mechanical or electrical device, such as a packaging or labeling operation.
- Repetitive manual operation of a cash register or presentation of an object to a data-scanning or optical-coding device.
- Routine assumption of a crouched or stooped body posture.
- Routine manual lifting of objects weighing 20 pounds or more.
- Other risk factors associated with RMI's/CTD's are: frequent force, duration, awkward posture, work rest intervals, poor design of tools or equipment, presence of vibration, and exposure of toes or fingers to cold while performing repetitive work.

## RISK FACTORS FOR CUMMULATIVE TRAUMA

|                 | RISK FACTORS   | PREVENTION   |
|-----------------|--|--|
| Repetition      | The number of wrist, arm or back motions per day.  | Reduce the number of motions, or smooth these motions  |
| Force           | The amount of exertion used, whether grip force, exertion on the arm, or compression on the back.  | Reduce the exertion needed to accomplish the task.   |
| Awkward Posture | The degree to which the body is in an awkward posture, or percentage of time in that posture i.e. bent wrist, elbows away from the body, bent or twisted back. | Design task, equipment and tools to keep the wrists in neutral position elbows at the sides and the back with the natural curve of the spine intact. |
| Direct Pressure | Excess pressure on any part of the body.   | Improve tool and equipment design to eliminate the pressure or provide cushioning.   |
| Vibration       | Exposure to vibrating tools or equipment.  | Isolate the hand or body from the vibration  |
| Temperature     | Exposure to temperature extremes.  | Prevent the exposure or provide insulation.  |

## CONTROL OF RISK FACTORS

The following are commonly used methods in ergonomic problem resolution:

### A. Campus Safety Department:

- Campus Safety works with departments to obtain training for individuals who will conduct ergonomic work site evaluations (or utilize outside consultants) and arrange ergonomic training.
- Arrange appropriate employee training once ergonomic workstation evaluations have been completed.
- Obtain for the departments an evaluation of work-related RMI/CTD exposures and arrange ergonomic work site evaluations, upon request.
- Assist in making appropriate recommendations for control measures for exposures to RMI's/CTD's.
- Assist in evaluating the effectiveness of control measures for exposures to RMI's/CTD's and making recommendations for continuous process improvements as technology advances.

**B. Department Directors:**

- Undertake early intervention to prevent RMI/CTD injuries.
- Determine if jobs, processes, or work activities in his/her Department may cause RMI's/CTD's.
- Periodically perform, through observation of identified jobs and functions using an appropriate checklist (see sample below), ergonomic work-site evaluations.
- Ensure that appropriate and effective control measures for exposures to RMI's/CTD's are determined and implemented in a timely manner.
- Provide and/or coordinate ergonomic training for all affected employees.
- Provide and/or coordinate ergonomic training on all newly acquired tools or equipment.
- Ensure that a procedure is in place for employees to report symptoms and perceived work-related ergonomic risk factors to supervision or management.
- Ensure that accurate records are maintained as to worksite evaluations, training of employees as to the exposures associated with RMI's/CTD's, and reporting of symptoms and injuries documentation to the Campus Safety department.
- Monitor the effectiveness of their Department's ergonomic program on an ongoing basis.

Sample Checklist:

- ✓ Can the work be performed without eyestrain or glare to the employees?
- ✓ Does the task require prolonged raising of the arms?
- ✓ Do the neck and shoulders have to be stooped to view the task?
- ✓ Are there pressure points on any parts of the body (wrists, forearms, back of thighs)?
- ✓ Can the work be done using the larger muscles of the body?
- ✓ Can the work be done without twisting or overly bending the lower back?
- ✓ Are there sufficient rest breaks, in addition to the regular rest breaks, to relieve stress from repetitive-motion tasks?
- ✓ Are tools, instruments and machinery shaped, positioned and handled so that tasks can be performed comfortably?
- ✓ Are all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body?

**C. Supervisors:**

- Use the appropriate tools, equipment, parts, and materials in the same manner established by the supervisor, department safety representative, treating physician, and/or manufacturer.
- Follow established procedures to ensure equipment is properly maintained in good condition and to report damaged or malfunctioning equipment.
- Attend ergonomics training as required and applying the knowledge and skills acquired to actual job task, processes, or work activities.



- Report signs and symptoms of RMI's and perceived work-related ergonomic hazards to supervisor.

**D. Employee Training:**

- Training on ergonomics will be provided to employees.
- Extra training may be provided in tailgate/safety meetings by department or division over the course of one year.
- Training shall cover injury prevention, risk reduction, the factors which cause RMI, RSI and cumulative trauma.
- Training records shall be kept according to the IIPP.

**COMPUTER ERGONOMIC REVIEW TOOL**

This tool was designed to provide step-by-step practical guidance to perform simple ergonomic workstation evaluations for computer users. Please use this form to determine how computer users interact with their workstations. Log answers and actions taken to improve employee comfort.

**Person evaluated:**

**Date of evaluation:**

**Name of evaluator:**

**E-mail/phone # of evaluator:**

**Eyes**

| <b>Evaluation Points</b>  | <b>Possible Solutions</b>  | <b>Actions Taken/Date</b> |
|---|--|---------------------------|
| Is monitor an arm's distance away from user?<br>Yes                      No                 | Position monitor 20 to 30 inches away from user.   |                           |
| Is top of monitor screen at or slightly below eye level?<br><br>Yes                      No | Position top of monitor no higher than eye level. <i>Bifocal wearers may need to lower monitor to desktop.</i>   |                           |
| Is there a glare on the screen?   | Reduce glare by re-positioning monitor parallel to windows, decreasing overhead lighting, using window shades, tilting screen to a flat position, or using an anti-glare |                           |

|                      |    |                                      |  |
|----------------------|----|--------------------------------------|--|
| Yes                  | No | filter.                              |  |
| Is the screen clean? |    | Remove dust and smudges from screen. |  |
| Yes                  | No |                                      |  |

### Head, Neck & Shoulders

| <b>Evaluation Points</b>   | <b>Possible Solutions</b>  | <b>Actions Taken/Date</b> |
|--|--|---------------------------|
| Are ears positioned over shoulders when looking at monitor (not bent up or down)?<br>Yes                      No | Position top of monitor no higher than eye level. <i>Bifocal wearers may need to lower monitor to desktop.</i>   |                           |
| Is user aligned in front of monitor and keyboard?<br>Yes                      No                                 | Align monitor and keyboard directly in front of user.  |                           |
| Are input documents positioned to minimize head movement?<br>Yes                      No                         | Use a document holder that is aligned under monitor or is next to and near the same level as monitor.  |                           |
| Are frequently used work tools within easy reach of user?<br>Yes                      No                         | Move frequently used items (phone, calculator, etc.) within easy reach to avoid over-reaching strains.   |                           |
| Are tasks and postures shifted throughout the workday?<br>Yes                      No                            | Alternate tasks and postures as a part of daily work plans. Give hands periodic rest breaks when keyboarding or mousing.   |                           |
| Are head and neck aligned when using the phone?<br><br>Yes                      No                               | Hold receiver upright when using the phone, use speakerphone, or telephone headset. <i>Determine the need for a telephone headset by user's average call frequency, duration, or whether multiple tasks are being performed while using the phone.</i> |                           |

## Arms, Elbows, Wrists & Hands

| Evaluation Points  | Possible Solutions   | Actions Taken/Date |
|--|--|--------------------|
| <p>Are shoulders relaxed and elbows approximately angled from 90° to 110° (not stretched forward or bent upward)?</p> <p>Yes                      No</p> | <p>Install an articulating (height &amp; depth adjustable) keyboard/mouse tray or adjust chair height (if keyboard is on desktop) in order to achieve appropriate angles.</p>  |                    |
| <p>Is mouse/input device at same level and close to keyboard?</p> <p>Yes                      No</p>   | <p>Align mouse/input device on same level and as close as possible to minimize arm extension.</p>  |                    |
| <p>Are wrists straight while keyboarding or mousing (not angled or drooping)?</p> <p>Yes                      No</p>                                     | <p>Flatten keyboard tray angle. If helpful to guide wrists to a flat posture, use a gel-filled wrist/mouse support. Use good typing/mousing technique — float over the keys and use wrist support only during keying breaks. Do not deviate wrists side to side.</p> |                    |
| <p>Does mouse/input device fit user's hand?</p> <p>Yes                      No</p>   | <p>Try out different sized/shaped devices.</p>   |                    |
| <p>Does mouse respond easily when in use?</p> <p>Yes                      No</p>   | <p>Clean ball of mouse. Use a different type of mousing surface.</p>   |                    |
| <p>Is right hand tired from overuse?</p> <p>Yes                      No</p>  | <p>Train left hand to use input devices.</p>   |                    |
| <p>Are hard, sharp, or cold edges contacting arms, wrists, or elbows?</p> <p>Yes                      No</p>   | <p>Cushion surfaces. Use wrist/mouse supports to prevent contact with body parts.</p>  |                    |

### Back, Legs, & Feet

| Evaluation Points   | Possible Solutions   | Actions Taken/Date |
|---|--|--------------------|
| Is curve of the lower back supported in chair?<br>Yes                      No   | Adjust or add lumbar support to chair to fit the lower curve of the back.  |                    |
| Do feet rest firmly on floor or footrest?<br>Yes                      No  | Provide a footrest.  |                    |
| Are hips and knees at comfortable angles when seated back in chair?<br>Yes                      No                                | Adjust chair height, back tension, or tilt in order to achieve comfort in hips and knees. Sit back in chair to provide full support. Minimize sitting on chair edge. |                    |
| Is there a fist distance of space between front of chair and back of knees when seated back fully?<br>Yes                      No | Adjust seat pan depth if able. If seat pan is too deep, add a lumbar cushion to the back. If seat pan is too shallow, get a chair with a deeper seat.                |                    |
| Does user perch toward front of chair?<br>Yes                      No   | Provide a footrest. Raising feet will force user's back into the chair backrest.   |                    |
| Is there adequate leg clearance under desk to stretch legs while seated?<br>Yes                      No                           | Remove clutter from under desk.  |                    |
| Do thighs come in close contact with underside of desk or keyboard tray?<br>Yes                      No                           | Remove obstructions that contact thighs, raise desk, or lower chair if able.   |                    |
| Does user have a hard time moving chair around the workstation?<br>Yes                      No                                    | Use a chair mat on carpeted floors to allow smooth movement and minimize force. Replace damaged chair casters.   |                    |

## **EYE PROTECTION**

### **PURPOSE**

To establish operating requirements for providing proper eye protection for University employees and to comply fully with CAL/OSHA Title 8 requirements.

### **RESPONSIBILITIES**

It is the responsibility of the Facilities department to ensure proper protective equipment is available for Facility Department employees and student workers and to ensure all provisions of this program are implemented within their area of responsibility.

It is the responsibility of every supervisor to:

- ◆ Ensure their work areas are as safe as possible by minimizing hazards.
- ◆ Evaluate each operation in terms of potential eye hazards.
- ◆ Ensure proper eye protection is available for use.
- ◆ Ensure proper eye protection is worn by employees.
- ◆ Establish which types of eye protective equipment jobs require.
- ◆ Evaluate and authorize the use of specific brands and types of equipment.

### **GENERAL REQUIREMENTS**

Whenever there is a reasonable possibility of eye injury, approved eye protection devices will be provided and their use by personnel in such areas is required.

#### **Types of Eye Protection**

Safety Glasses - Spectacle type glasses with lenses made of shatter-resistant material. To be used as general eye protection against chips of metal and paint, chips from trees, grass clippings, dust, liquid, etc.

Goggles - Clear plastic eye protection that provides a tight fit around the eyes to protect from flying particles and splashing substances.

Face Shield - Clear plastic shield that covers the entire face and is worn on a headband. The shield protects the face from flying particles and chemicals.

Welders Helmets - Used by maintenance personnel to protect the eyes and face against ultraviolet and infrared light. The helmet has a dark lens, which filters the light.

Welders Goggles - Darkened goggles used by welders when helmets are not practical.

#### **Eye Protection Areas**

The proper eye protection is mandatory for the following processes at this University.

Glasses -General machining work in the University shop.

Goggles -Blowing with high pressure air and spraying insecticide/herbicides.

Welders Helmet/Goggles -Welding or cutting with a torch.

Face Shield - Transferring caustic chemicals, grinding with a rotary grinder, and/or using a weed whacker.

Personnel working in areas requiring eye protection shall wear only equipment that is authorized by the supervisor responsible for that area.

### **Contact Lenses**

Contact lenses are not to be considered as a substitute for required eye protection.

Employees are responsible for wearing the appropriate eye protection, i.e. safety glasses, goggles or a face shield.

### **EMERGENCY EYE WASH STATIONS**

There are several eye wash stations, one in the facilities shop yard and in each biology lab at the Science & Nursing Building. Each department shall regularly inspect all emergency equipment for serviceability.

### **DOCUMENTATION**

Records are to be kept of any equipment issued or training provided as well as testing and maintenance records. The supervisor of each area is responsible for keeping such records and making them available upon request.

## **HEARING CONSERVATION PROGRAM**

A hearing conservation program shall be administered whenever employee noise exposure equals or exceeds an 8-hour time-weighted average sound level of 85 decibels measured on the A scale (slow response) or equivalently, a dose of 50 percent.

A responsible hearing conservation program includes five elements:

- Noise survey and analysis.
- Engineering controls.
- Professionally supervised hearing testing.
- Personal hearing protection.
- Education.

Noise can affect health in various ways. A very intense noise, such as that caused by a discharge of a high explosive device, can damage the conductive mechanism of the human ear. Continuous exposure to relatively loud noise over a period of time can damage the inner ear. In either case a hearing impairment results.

Non-hearing effects of noise can also affect health. These effects include disturbance and annoyance, which can interfere with sleep and communication and thus impair performance and efficiency.

It is important to protect your hearing at all times.

### **PURPOSE**

The purpose of this standard is to establish operating procedures for the Simpson University Hearing Conservation Program. It is to follow guidelines set by Cal/OSHA.

### **RESPONSIBILITIES**

It is the responsibility of the supervisor to ensure the Hearing Conservation Program is maintained in his/her area.

It is the responsibility of the supervisor to ensure employees are supplied with appropriate hearing protection equipment when required, to enforce the use of such hearing protection, and to ensure employees are trained in the use of hearing protection.

### **PERSONAL PROTECTIVE EQUIPMENT**

Personal Protective Equipment (PPE) shall be utilized as stated in the Injury and Illness Prevention Program, Safety Manual, and all Departmental Safety Manuals, Standard Operating Procedures, or General Orders. Any exceptions to the use, type, location of use, or non-use of personal protective equipment shall be determined by the Facilities manager. Failure to wear PPE when appropriate can result in disciplinary action.

## **SAFETY FOOTWEAR**

Approved foot protection shall be worn by employees who are exposed to potential foot injuries from hot material, corrosive substances, falling objects, and crushing or penetrating activities. All footwear shall comply with departmental requirements to be determined by Facilities office.

### **Procedure**

- Employees purchase safety footwear at their own expense unless otherwise indicated in a Memoranda of Understanding between Simpson University and the employee.
- Failure to wear safety footwear when required can result in disciplinary action.

## **HEAD PROTECTION**

All employees and visitors are required to wear approved head protection for the following types of conditions:

- Overhead hazards or ground level moving objects.
- In construction zones.
- Exposure to electric shock or burns
- A risk of injury from hair entanglement with moving machinery, combustible material, or toxic contaminants exist. Employees so affected shall confine their hair to eliminate the hazard.
- Utility line maintenance and installation.
- Roadway repair including curbs, gutters, and sidewalks; and maintenance of utility poles and street trees.
- Interior areas of buildings requiring head protection shall be properly posted.

## **EYE AND FACE PROTECTION**

Eye protection is required for those employees wearing corrective lenses. Approved eye protection devices may include safety glasses, impact goggles, impact face shield, etc. Facilities department provides safety eyewear. Employees are responsible for wearing safety eyewear.

All employees shall wear approved eye and/or face protection at all times when operating machinery or performing any operation where an exposure to eye or face injury from flying particles, hazardous materials, or injurious light rays exist.

Approved impact goggles and/or face shields are required during operation of jack hammers, chippers, chain saws, grinders, root cutters, concrete saws, edgers, spade hammers, impact devices, and power activated tools.



Those work locations as identified by the Campus Safety department and Facilities, where eye and/or face protection is required shall be so posted. Facilities shall govern the conditions under which eye and face protection shall be used.

## **HAND PROTECTION**

Approved hand protection shall be worn by all employees exposed to hazardous substances, burns, cuts, punctures, or other hazards that may be present in the performance of their job duties. All hand protection shall be provided to employees by the Facilities department.

Facilities are responsible for providing hand protection to employees that is appropriate for the exposure. Employees are responsible for wearing such protection.

## **BODY PROTECTION**

Full-body protection may be necessary when exposures present a threat to the torso. Protection of this type includes chemical suits, aprons, coveralls, and rain gear. The appropriate clothing shall be worn for the work being performed. Loose fitting sleeves, shirttails, and cuffs shall be confined to prevent entanglement in moving machinery. Supervisors are responsible for ensuring that such protection is made available to the employee and the employee is properly trained to utilize such items. Employees are responsible for wearing such protection.

## **EARLY WARNING AND VISUAL PROTECTION**

Any work performed in areas subject to vehicle traffic, or any activity exposing employees to vehicular traffic, will require that an approved early-warning clothing be worn; i.e., traffic vest, orange shirt, or orange jacket. Supervisors are responsible for ensuring that appropriate protection is made available to the employee and the employee is properly trained to utilize such items. Employees are responsible for wearing such protection.

## **EMERGENCY SITUATIONS**

Emergency situations will require the immediate activation of the Emergency Medical System (EMS) 911.

### **REMEMBER: FROM UNIVERSITY BUILDINGS, Dial 911.**

**Urgent situations** (non-life threatening but requiring medical attention within a short time) - The patient will have the option of calling. However, the employee may be transported to a hospital, and/or medical center by taxi, or driven to the center by a supervisor.

**Routine situations** - Normal first aid will be given.

Employees needing medical treatment will be sent to one of the following medical providers:

## MEDICAL CLINICS

Pulse Urgent Care 100 E. Cypress Ave  
[\(530\) 722-1111](tel:5307221111)

### AFTER HOURS:

SHASTA REGIONAL MEDICAL  
CENTER  
1100 Butte Street  
Redding CA 96001  
530-244-5400

MERCY MEDICAL CENTER  
2175 Rosaline Avenue  
Redding CA 96001  
530-225-6000

## UNIVERSAL PRECAUTIONS

Universal precautions shall be observed to prevent contact from body fluids. Universal precautions are infection control techniques based on the concept that blood and certain body fluids are presumed to be infectious. These precautions are mandated, and include, but are not limited to, the following:

- Single-use disposable gloves shall be replaced as soon as practical if contaminated.
- Mask, eye protection, and face shields are to be worn if possibility of splashes, sprays, etc.
- Gowns, aprons, and other body clothing must be worn if possibility of occupational exposure.
- Hands should be washed as soon as possible, even when gloves are used OR after removing gloves; Alcare or antiseptic wipe should be used if water is not available.

See Blood borne Pathogens for more information.

## TAKING ACTION

- Check the scene - Is it safe for you to enter without injury to yourself or others?
- Call, activate the EMS System. Have someone call 911 or 9-911 from University Buildings.
- Care for the Victim.
  - **A = AIRWAY** - Open the victim's airway. Head tilt - chin lift.
  - **B = BREATHING** - Listen for breathing five to ten seconds.
  - **C = CIRCULATION** - Check the victim's pulse for five to ten seconds.
- Do a secondary survey: - Do a head-to-toe survey.
- Start CPR if the victim is not breathing and does not have a pulse.
- Control bleeding.

- Treat for shock.
- Check for other injuries.

**ACTIVATE Emergency Medical Services (EMS)** for the following:

- Respiratory or cardiac arrest
- Cerebrovascular accident (Stroke)
- Advanced stages of labor
- Unconscious person
- Falling systolic B/P below 90
- Heat stroke
- Head injury with altered level of consciousness

If any injury or illness has the potential for sudden deterioration, **ACTIVATE EMS**. The person can decline transport. The goal is to ensure that, if a condition does deteriorate, a more advanced life support system is immediately available. The decision to activate EMS is the responsibility of the responding party.

#### **HANDLING OF VICTIMS WITH POTENTIAL CERVICAL SPINE INJURIES:**

Any person who has an injury caused by force (i.e. traumatic injuries, falls, hit by an object/person, referred herein as a Trauma Victim) is presumed to have a C-spine (Cervical Spine/Neck) injury until proven otherwise by a medical doctor.

The following are absolute indications for C-spine immobilization and **CALL 911**:

- Mechanism of injury suggesting acceleration/deceleration forces that could have snapped the neck back and forth (“whiplash” injury).
- Loss of consciousness.
- Neck pain - Is there any pain along the spine?
- Neurological deficits (unequal grip strength, sensory deficit).
- Numbness or paresthesia (pins and needles feelings), tingling in hands and or feet.
- Weakness or heaviness in any of the limbs.
- Difficulty breathing.
- Abnormal vital signs - Be especially alert for hypotension without other signs of shock.
- Cuts and bruises over the head, face, neck, back or abdomen.
- Deformity of spine.
- Loss of sensation.
- Weakness or paralysis, flaccidity.

#### **FIRST AID**

For any person who may have a back or neck injury:

- Stabilize the head and neck. Stop movement.
- Maintain an open airway, if needed. Use jaw thrust; not head tilt chin lift.

- Do not move the victim before EMS arrives unless life-threatening factors are present at the site.
- If moving the victim is mandatory, use 2 – 4 people and concentrate on protecting the head, neck, and spine to prevent any movement.

## WHAT TO DO

**Abrasions:** Control bleeding. Wash with germicidal cleaner. Advise injured to watch for signs and symptoms of infection.

**Allergies:** Rule out potential for serious allergic reaction before giving any medication. In case of severe allergic reaction due to bee sting or other allergen, activate EMS immediately. Use Epi-Pen (antidote) if available.

**Amputations:** Control bleeding (direct pressure, elevation, pressure point) if required.

### **CALL 911 IMMEDIATELY, IF LIFE THREATENING**

- Apply direct pressure to amputated stump to control bleeding. Apply a saline-soaked gauze dressing followed by a bulky dressing. Keep the extremity elevated at all times.
- Whenever possible, retrieve the amputated body part and take it with the victim to the hospital.
- The amputated body part may be rinsed with clean water, if needed, but do not scrub. Wrap the part in dry, steril gauze or a clean cloth and place in a sealed plastic bag. Place bag on a bed of ice, do not bury it.

**Asthma:** If the patient is having obvious difficulty breathing, and has their own medicine, assist the patient with their own medicine and see if relief is obtained. If no relief **CALL 911**. If EMS has been activated, oxygen may be administered in accordance with Oxygen Guidelines.

### **Avulsion:**

Major wounds - Control bleeding (direct pressure, elevation, pressure point if required), **ACTIVATE EMS IMMEDIATELY IF LIFE THREATENING**, and apply appropriate sterile dressing.

Minor wounds - Control bleeding; apply appropriate dressing. Refer injured to medical center if sutures are required. Advise the injured to watch for signs and symptoms of infection.

**Back and Neck Injuries: CALL 911 , if serious.** Normally, **DO NOT** move patient with suspected back/neck injuries. If the injured person must be moved, stabilize the head, neck and spine and avoid movement at all costs.

If trained, make and record full neurological assessment, including evaluation of motor and sensory functions at both hands and feet.

**Blisters:** Wash with germicidal. Antibiotic ointment may be applied. Cover with sterile dressing and bandage.

**Burns:** Major Burns - **CALL 911**. The following criteria are used to identify critical burns:

- Burns with any **RESPIRATORY INVOLVEMENT**.
- Burns, other than sunburn or superficial first degree burns, involving more than 10% of body surface.
- Third degree burns involving more than 5% of body surface.
- Burns to **FACE, HANDS, FEET OR GENITALIA**.
- Burns complicated by **FRACTURE OR MAJOR SOFT TISSUE INJURY**.
- Deep **ACID, ALKALINE, OR ELECTRICAL BURNS**.
- Burns occurring to **PERSONS WITH SERIOUS UNDERLYING DISEASE** (i.e. heart disease, emphysema.)
- Wash all chemical burns with running water for 15 minutes or more.

Persons with critical burns generally will be transported to a designated burn center. Very little first aid can be performed in the field and activation of EMS and transport of these patients for definitive care must be expedited. Cover with sterile dressing or sterile sheet (except chemical burns). Second degree burns with open lesions may be wrapped with sterile towels/gauze that has been moistened with sterile water. First and third degree burns should be covered with dry dressings.

Minor burns: Cool by immersing the burned part in cold tap water or applying cool wet cloths to the area for twenty minutes. Cover with dry dressing. Advise the injured to watch for signs and symptoms of infection.

**Chest Pains: CALL 911**

- Oxygen may be administered in accordance with oxygen guidelines.
- Record vital signs.
- Check Blood Pressure.
- A person with a known history of angina, may be assisted with their own prescription medicine. If there is no relief, or the condition worsens, **CALL 911**.

**Chronic Obstructive Pulmonary Disease:** A person with a history of COPD who complains of difficulty breathing requires definitive medical care. **CALL 911**

- Oxygen may be administered in accordance with oxygen guidelines.
- Record vital signs - Include respirations for a full minute, check depth, regularity, and level of consciousness.

**Difficulty Breathing: CALL 911**

**Fractures: CALL 911**

Ankles sprain: Apply ice, elevate, wrap with ace bandage.

**RICE:**           **R** = Rest  
                      **I** = Ice  
                      **C** = Compression  
                      **E** = Elevate

Knees: Splint in position of comfort (which probably will be bent) apply ice, elevate.

**Head Injuries:** Presume C-Spine injury until ruled out. If there is a loss of consciousness, **CALL 911**.

Minor Head Injuries: Counsel person about signs and symptoms and/or complications.

**Infected Wounds:**

- Wash with germicidal cleanser.
- Antibiotic ointment may be applied with patient's permission.
- Bandage with sterile dressing.

**Insect Bites:**

- Rule out the potential for allergic reaction (anaphylaxis).
- Remove stinger (if present) and wash with germicidal cleanser.
- Cold compress may be applied.

**Lacerations:**

Major Wounds

- Control bleeding (direct pressure, elevation, pressure point if required).
- **CALL 911 IMMEDIATELY**, if life threatening, or if victim is in shock, and apply an appropriate sterile dressing.

Minor Wounds

- Wash with germicidal cleanser.
- Antibiotic ointment may be applied with patient's permission.
- Bandage with sterile dressing.

**Particle/Foreign Body in Eye:**

- Wash eye with sterile normal saline or eye wash solution.
- If the particle cannot be dislodged by this method, cover both eyes with loose dressing and refer to EMS.

**Seizures: CALL 911**

- Prevent person with seizure from hurting themselves.
- Do not place anything between patient's teeth or try to restrain patient.
- Oxygen may be administered in accordance with oxygen guidelines.
- Note: There are events where participants with known history of seizures will be assessed as to whether they need transport or can be assisted with their own medication and released.

**Slivers/Splinters:**

- Wash with germicidal cleanser.
- If possible, remove with clean forceps or splinter forceps.
- Antibiotic ointment may be applied with patient's permission.
  - Note: Do not dig, probe, or cut in an effort to remove splinters.

**Trauma/Shock: CALL 911 .**

- Oxygen may be administered in accordance with oxygen guidelines.
- Keep patient warm.
- Record vital signs, check blood pressure, check respiration for a full minute including depth, regularity, and level of consciousness.

## **SAFETY INSPECTION TEAM (SIT)**

**Y N NA**

- Have all employees received General Safety Training? (Fire, earthquake, VDTs, lifting, emergency evacuation, etc.)?
- Are all employees familiar with the use of MSDS?
- Have all employees been instructed in how to operate the equipment they are required to use?
- Have all employees been trained in how to protect themselves from the hazards identified in their work area?
- Are all employees current on any specialized training (lockout, confined spaces, respirators, etc.) needed?
- Are all training records complete and current for each employee?
- Do all employees have access to the Departmental Action Plan and know their responsibilities?
- Are the Cal/OSHA Information Poster, Workers' Compensation Bulletin, and Annual Injury & Illness Summaries posted?

### **FIRE SAFETY**

- Are all fire exits clearly marked and unobstructed?
- Are all aisles cleared with at least a 44-inch pathway and building exit corridors completely cleared?
- Are trash, debris, and oily rags removed from the shop daily? Are metal cans available for storage of oily rags?
- Are all flammable solvents in excess of 10 one-gallon containers stored in approved flammable storage cabinets?
- Are spray-painting operations, which employ flammable materials, conducted inside approved spray booths?
- Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources?
- Are flammable gas cylinders stored at least 25 feet away from oxygen cylinders or ignition sources?
- Are fire separations intact (no holes in fire walls, no doors to exit corridors propped open, etc.)?
- Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of all workstations?
- Is there an inspection card attached to each fire extinguisher, and are monthly inspections properly documented?



## ELECTRICAL SAFETY

Y N NA

- Are all plugs, cords, and receptacles in good condition (no exposed conductors or broken insulation)?
- Are all circuit breaker and power disconnect panels accessible, with labels identifying the function of each switch?
- Are plug adapters banned? (Install additional outlets or properly rated fused power strips in lieu of adapters.)
- Permanent building wiring installed away from public contact (in conduit, raceways, or walls)?
- Are Ground Fault Circuit Interrupters available for use in wet areas?
- Are extension cords in use? (These are not to be run through walls, ceilings, or doors, and are not safe for permanent equipment. Unplug extension cords daily or replace with fused power strips if current demand is within the strip's rating; otherwise, install additional outlets to reach equipment. Do not link extension cords together.)

## MACHINE SAFETY

- Is defective equipment promptly repaired? (If the defects pose imminent danger, remove equipment from service.)
- Are all machine guards for belts, gears, and points of operation in place and adjusted properly?
- Are machine and tool switches safe (easy access to disengage and stay off if de-energized and re-started)?
- Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring?
- Are air tanks > 1.5 cubic feet (11.22 gallon) capacity inspected as evidenced by a current posted Cal/OSHA permit?
- Do compressed air nozzles have relief ports to safely vent if the orifice is blocked?
- Are cranes, slings, ropes, hoists, jacks, jack stands, etc., inspected prior to each use and used safely?

## GENERAL SAFETY

- Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?
- Are cabinets, shelves, and equipment greater than 5 feet high secured to prevent toppling during an earthquake?
- Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel?

**Y N NA**

- Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls?
- Are potable water, soap, and towels available for employee hand washing?
- Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking?
- Are forklifts inspected frequently for defects, equipped with proper safety devices, and operated safely?
- Are excessive noise levels adequately controlled? (Contact Campus Safety for monitoring.)
- Are an approved first aid kit available and its location known to all employees?
- Are stacked and shelved items stored to prevent falling during an earthquake? (Advise installing 2-inch shelf lips or other means of restraining items, especially above exits and employee workstations.)
- Are cross-connections between potable water and sewer inlets promptly abated (remove hoses which extend into sinks or down drains), and leaking backflow protection devices promptly repaired?

**HAZARDOUS MATERIALS/PERSONAL PROTECTION**

- Are chemicals stored to prevent spills?
- Are carcinogens handled safely to reduce employee exposure? (Report uses of regulated carcinogens to Campus Safety.)
- Are chemicals separated by hazard class (acids, bases, oxidizers, flammables, etc.)?
- Are chemicals inventoried with copies provided to Campus Safety?
- Are chemical wastes properly segregated and stored with Simpson University hazardous waste tags attached to the containers?
- Are all hazardous wastes disposed of by Facilities and not poured into the sewer system?
- Is a plumbed emergency shower available within 100 feet of areas where chemicals may splash on an employee?
- Are gloves suitable for the hazard warranting protection available (chemicals, heat, friction, etc.)?
- Is eye protection suitable for the hazard warranting protection available (welding, chemicals, particulates, etc.)?
- Is a plumbed emergency eyewash available within 100 feet of all chemical splash or mechanical hazards (grinding operations)?

Is hearing protection suitable for the hazards warranting protection available?

**Y N NA**

Are safety shoes available for those employees subject to falling objects and other foot impact hazards?

Are hard hats available for employees subject to falling objects, low overhead obstructions, etc.?

Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.?

Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources?

**COMMENTS**

|                          |                          |                          |       |
|--------------------------|--------------------------|--------------------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

## SIMPSON UNIVERSITY OFFICE SAFETY INSPECTION

Location \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Inspector \_\_\_\_\_ Job title \_\_\_\_\_

### Administration and training:

- Yes  No  N/A  1. Are all safety records maintained in a centralized file for easy access?  
Are they current?
- Yes  No  N/A  2. Have all employees attended Injury & Illness Prevention Program training? If not, what percentage has attended? \_\_\_\_\_
- Yes  No  N/A  3. Does the department have a completed Emergency Action Plan?  
Are employees being trained on its contents?
- Yes  No  N/A  4. Are chemical products used in the office being purchased in small quantities? Are Material Safety Data Sheets needed?
- Yes  No  N/A  5. Are the Cal/OSHA information poster, Workers' Compensation bulletin, annual accident summary (must be posed during February, at a minimum), and Emergency Response Guide flipchart posted? Is Safety Briefs newsletter being received and posted?
- Yes  No  N/A  6. Are annual workplace inspections being performed and documented?

### General safety:

- Yes  No  N/A  7. Are exits, fire alarms, pull boxes, and sprinklers clearly marked and unobstructed?
- Yes  No  N/A  8. Are aisles and corridors unobstructed to allow unimpeded evacuations?
- Yes  No  N/A  9. Is a clearly identified, unobstructed, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? For extinguisher service, contact Campus Safety ext. 2967.
- Yes  No  N/A  10. Are ergonomic issues being addressed for employees using computers?
- Yes  No  N/A  11. Is a fully stocked first-aid kit available? Is its location known to all employees in the area?
- Yes  No  N/A  12. Are cabinets, shelves, and furniture over five feet tall secured to prevent toppling during earthquakes?

Yes No  N/A  13. Are books and heavy items and equipment stored on low shelves and secured to prevent them from falling on people during earthquakes?

Yes No  N/A  14. Is the office kept clean of trash and recyclable materials promptly removed?

**Electrical safety:**

Yes No  N/A  15. Are plugs, cords, electrical panels, and receptacles in good condition?

No exposed conductors or broken insulation?

Yes No  N/A  16. Are circuit breaker panels accessible and labeled?

Yes No  N/A  17. Are fused power strips being used in lieu of receptacle adapters?

Are additional outlets needed in some areas?

Yes No  N/A  18. Is lighting adequate throughout the work environment?

Yes No  N/A  19. Are extension cords being used correctly? They must not run through walls, doors, ceiling, or prevent a trip hazard running across aisles. Extension cords are for temporary use only.

Yes No  N/A  20. Are portable electric heaters being used? If so, use a fused power strip if necessary, and locate the heater away from combustible materials.

Yes No  N/A  21. Is the paper cutter guard in place?

**RETURN COMPLETED FORM TO: CAMPUS SAFETY OFFICE**  
**Retain one copy of the completed form in your Department Safety Manual.**

## **Model Hazard Communication Program**

### **General Information**

In order to comply with Cal-OSHA Title 8 §51 94, the following written Hazard Communication Program has been established for \_\_\_\_\_ . The written program will be available to all employees and located in the main office for review.

### **Procedures**

#### **Container Labeling:**

\_\_\_\_\_ will verify that all containers received for use will:

1. Clearly and legibly state the name of the chemical,
2. Note the appropriate hazard warning, and
3. List the manufacturer's name and address.

It is the policy of \_\_\_\_\_ that no container will be released for use until the above information is verified present and adequate. Supervisors will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with the "central stores" generic labels which identify the chemical and list appropriate hazard warnings. Questions about proper labeling requirements should be addressed to your immediate supervisor.

#### **Material Safety Data Sheets (MSDS)**

Copies of MSDSs for all hazardous chemicals to which company employees may be exposed will be kept in \_\_\_\_\_. MSDSs will be readily available to all employees in their work area for review during each work shift. Hazardous chemicals will not be used until an MSDS (or appropriate MSDS information) is available and employees are trained. If an MSDS is missing for a hazardous chemical in use, immediately contact your supervisor.

#### **Employee Information and Training**

Prior to starting work, each new company employee will attend safety and health training to include the following:

1. Overview of hazard communication program requirements.
2. Hazardous chemicals present in the workplace.
3. Location and availability of the written hazard communication program.
4. Physical and health effects of hazardous chemicals.
5. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
6. How to reduce or prevent exposure to these hazardous chemicals through use of control/work practices and personal protective equipment.

7. Steps the company has taken to reduce or prevent exposure to these chemicals.
8. Safety emergency procedures to follow if the employee is exposed to these chemicals.
9. How to read labels and review MSDSs to obtain appropriate hazard information.

#### **Hazardous Chemicals List**

The attached list is a list of known hazardous chemicals presently being used by company employees. More information on each chemical is available by reviewing MSDSs.

#### **Hazardous Non-routine Tasks**

Periodically, if employees must perform hazardous non-routine tasks, before starting work on such projects, each affected employee will be given information by their section supervisor about the Safety Training Template.

Hazard ID and Correction

| Date | Hazard Type* | Detail | Assigned To | Action(s)** | Date Done |
|------|--------------|--------|-------------|-------------|-----------|
|      |              |        |             |             |           |
|      |              |        |             |             |           |
|      |              |        |             |             |           |
|      |              |        |             |             |           |
|      |              |        |             |             |           |
|      |              |        |             |             |           |
|      |              |        |             |             |           |
|      |              |        |             |             |           |
|      |              |        |             |             |           |

\*Hazard Types

\*\*Action(s)

|                                  |         |  |    |
|----------------------------------|---------|--|----|
| 1. Housekeeping Process          | 6. Work | 1. Engineering Fix<br>Modify Work Station  | 6. |
| 2. Structural Workstation Design | 7.      | 2. Red Tag<br>Require PPE –                | 7. |
| 3. Mechanical                    |         | 3. Restrict Access<br>Personal Protective  |    |
| 4. Environmental                 |         | 4. Alert/Train Affected Areas<br>Equipment |    |
| 5. Work Tool                     |         | 5. Modify Work Process                     |    |



## Safety Training Template

Task/Job: \_\_\_\_\_

General explanation of job.

Special tools, equipment, and/or materials required.

Specific risks of job.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Avoiding risks: Specific safety rules.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

---Personal protective equipment required

---Label and/or MSDS

---Special work area conditions

---Ergonomic factors

5. Demonstration of proper methods.

6. Questions and suggestions.

Safety Training Log

| <b>Employee</b> | <b>Date</b> | <b>Training Type*</b> | <b>Detail</b> | <b>Trainer</b> |
|-----------------|-------------|-----------------------|---------------|----------------|
|                 |             |                       |               |                |
|                 |             |                       |               |                |
|                 |             |                       |               |                |
|                 |             |                       |               |                |
|                 |             |                       |               |                |
|                 |             |                       |               |                |
|                 |             |                       |               |                |
|                 |             |                       |               |                |
|                 |             |                       |               |                |
|                 |             |                       |               |                |

\*Training Types

|   |  |
|---|--|
| 1. Scheduled Training<br>2. Safety One-on-One<br>3. New Employee<br>4. New Job Assignment | 5. New Hazard<br>6. New Equipment/Tool<br>7. New Process<br>8. Other – Give Detail |
|---|--|

Safe Behavioral Reinforcement

| Date | Employee | Behavior Observed | Violation? | Action |
|------|----------|-------------------|------------|--------|
|      |          |                   |            |        |
|      |          |                   |            |        |
|      |          |                   |            |        |
|      |          |                   |            |        |
|      |          |                   |            |        |
|      |          |                   |            |        |
|      |          |                   |            |        |
|      |          |                   |            |        |
|      |          |                   |            |        |
|      |          |                   |            |        |

**Key Behaviors**

1. Body mechanics, posture, lifting
2. Pace of work
3. Focus and attention
4. Technique
5. Following safety rules

**Recommended Actions**

1. Verbal positive reinforcement
2. Safety One-on-One
3. Verbal behavior correction
4. Verbal warning
5. Written warning

**Safety One-on-One Checklist**

**Site & Department:** \_\_\_\_\_  
**from:** \_\_\_\_\_ **to:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*(forms should be turned in on a bi-monthly basis)*

**Key Safety Check-back Items –**

|  |  |
|--|--|
| <u>Housekeeping</u> (Maintain housekeeping in all work areas, copy center areas, work stations, and trash area.) | <u>Safe Behaviors</u> (Take time to observe employee work behaviors, correct unsafe behaviors and acknowledge safe behaviors.) |
| <u>Slips, Trips, &amp; Falls</u> (Watch for spills, electronic cords, open file cabinets, etc.)                  | <u>Cuts, Burns, &amp; Hand Safety</u> (Use caution with sharp tools, ergonomic checklist, coffee pots, etc.)                   |
| <u>Back Safety</u> (Lift with legs, not back; don't move heavy objects without having assistance.)               | <u>Involve all Employees</u> (Encourage all employees to report hazards and make suggestions for safety improvements.)         |

**Work Area Hazard Assessment/Correction/Observation**

|                  |                 |  |                |             |
|------------------|-----------------|--|----------------|-------------|
| Unsafe Condition | Safety Behavior | Safety Observation and Corrective Action: <u>Positive</u> or <u>Negative</u> | Date & Initial | Target Date |
| Unsafe Condition | Safety Behavior | Safety Observation and Corrective Action: <u>Positive</u> or <u>Negative</u> | Date & Initial | Target Date |
| Unsafe Condition | Safety Behavior | Safety Observation and Corrective Action: <u>Positive</u> or <u>Negative</u> | Date & Initial | Target Date |
| Unsafe Condition | Safety Behavior | Safety Observation and Corrective Action: <u>Positive</u> or <u>Negative</u> | Date & Initial | Target Date |

**Safety One-on-One Discussions (cont'd)**

| <b>Employee</b> | <b>Initials</b> | <b>Date</b> | <b>Topic Discussed</b> |
|-----------------|-----------------|-------------|------------------------|
|                 |                 |             |                        |
|                 |                 |             |                        |
|                 |                 |             |                        |
|                 |                 |             |                        |
|                 |                 |             |                        |
|                 |                 |             |                        |

**Monthly Safety Meeting**

**Topic:** \_\_\_\_\_ **Trainer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

|  |
|--|
| <b>Main Points Discussed</b><br><br><br><br><br><br><br><br><br><br> |
|--|

|   |
|---|
| <b>Signatures</b><br><br><br><br><br><br><br><br><br><br> |
|---|



**New Employee Training Checklist**  
(Record new employee trainings on Safety One-on-One Checklist)

- **Parking Permit Issued**
- **Emergency Action Guide**
- **Work Area Awareness – Emergency Exits, Fire Extinguishers, Fire Pull Stations**
- **Office Safety**
- **Campus Safety Services – Jumpstarts, Minor Vehicle Problems, Safe Walks Office Lockouts.**
- **Automatic Electronic Defibrillators**
- **Safety Whistle Program**
- **Identification Cards/Access Cards**
- **IIPP Checklist**
- **Ergonomic Evaluations**
- **Active Shooter**
- **Fire Alarms and Evacuation Locations**
- **Hawkeye Program – Suspicious persons**
- **Mr. North**
- **Sexual Awareness Training**