

# New Employee Safety Orientation Self-Study Handbook

Non-Hazardous Materials Version

August 2008

Welcome to San Francisco State University (SFSU). SFSU is dedicated to providing its employees with a safe work environment. This self-administered training booklet has been developed to ensure that you receive and understand the requirements of SFSU health and safety programs, especially those developed for College of Science and Engineering (COSE).

Cal-OSHA requires that all employees receive Injury and Illness Prevention Program (IIPP) training. This guide is one method by which we can fulfill these training requirements. We can also provide this training in a lecture format. Contact our office at 8-6892 or 8-7507 for more information.

## ***What to do with this handbook.***

To use this self-administered training handbook, you must read this training document, complete the attached "Quiz"/"Employee Acknowledgement" form. When finished, turn in the "Quiz" form to your department office/stockroom or to your supervisor.

Thank you for taking time to learn about the safety programs at SFSU. Feel free to call us at extension 8-6892 if you have any questions.

## ***Who is this handbook for?***

This handbook is suitable for "temporary-status" employees (e.g., lecturers, assistants), who do not regularly work with hazardous materials in work environments such as

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Offices                    | <input checked="" type="checkbox"/> Lecture Classes       |
| <input checked="" type="checkbox"/> Computer Labs              | <input checked="" type="checkbox"/> Most Engineering Labs |
| <input checked="" type="checkbox"/> Quantitative Analysis Labs | <input checked="" type="checkbox"/> Most Physics Labs     |

## ***What information is covered in this handbook?***

### **Part 1. Injury and Illness Prevention Program**

*Reviews provisions of the written safety program for the College of Science and Engineering, including inspections and training.*

### **Part 2. Employee Right-To-Know Program**

*Reviews the written Hazard Communication Program with an emphasis on the office and computer lab environment.*

### **Part 3. Ergonomics Program**

*Reviews the basics of repetitive motion injuries and provides information about the University Ergonomics Safety Program.*

### **Part 4. Bloodborne Pathogen Prevention Program**

*Reviews protection from bloodborne diseases in a non-medical environment.*

### **Part 5. Responding to Emergencies**

*Reviews building evacuation procedures.*

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for Temporary Lecturers, Staff, and Student Employees  
Who Don't Work with Hazardous Materials

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## Part 1 Injury And Illness Prevention Program

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### 1. What is the Injury and Illness Prevention Program?

The IIPP is a written general safety program that applies to all University employees and includes:

- Employee Safety training
- Employee Safety Meetings
- Safety inspections and audits
- Accident investigations
- Communication of safety information
- Other health and safety programs:
  - ✓ *Hazard Communication*
  - ✓ *Ergonomics*
  - ✓ *Bloodborne Pathogens*

### 2. How is safety communicated?

- Employee training
- By departmental safety meetings/training and SFSU Employee Safety Committee
- Through memoranda and emails to employees, supervisors, and project directors; at new hire orientations; and on the SFSU web site.

### 3. How often do I need to be trained?

- When you are a new employee and/or given a new job assignment.
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.
- Whenever the University becomes aware of a new, previously unrecognized hazard.

### 4. Does the IIPP include training on general safe work practices?

Yes, and every employee must observe the following work practices:

- Know the safety rules and procedures that apply to the work that is being done. Determine the potential hazards (e.g., physical, chemical, biological) and take appropriate safety precautions before beginning any new operation.
- Be alert to unsafe conditions and actions and call attention to them so that corrections can be made as soon as possible.
- Know the location of, and how to use, the emergency equipment in your area, as well as how to obtain additional help in an emergency. Be familiar with emergency procedures by:
  - ✓ *Reviewing Emergency Procedures posted in your dept office and common areas.*
  - ✓ *Becoming familiar with how to safely exit the building you work in and knowing where to go once outside the building.*

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### **5. What fire and electrical safety hazards do I need to be aware of?**

Fires resulting from poor chemical storage practices, overloaded circuits, and careless use of heat and spark sources cause needless property damage and risk to employees, students, and the public. The following items are examples of poor and risky practices:

- Plugging in too many appliances and instruments into an outlet or power strip
- "Daisy-chaining" – plugging extension cords into other extension cords or power strips
- Storing flammable liquids near spark sources, heating elements, or distillation units
- Dispensing flammable gases and liquids without properly grounding and bonding the containers – allowing static electricity to build up and possibly igniting the material
- Using damaged electrical cords or plugs, or allowing them to get wet

### **6. What does housekeeping have to do with safety?**

There is a definite relationship between safety and orderliness in the work area or laboratory. When housekeeping standards fall, safety inevitably deteriorates. The work area must be kept clean and orderly.

- Work areas must be kept clean and free from obstructions. Cleanup should follow the completion of any messy operation, or at the end of each day.
- Trash should be deposited in appropriate receptacles.
- Stairs and hallways are not to be used as storage areas.
- Access to exits, emergency equipment, control panels, and fire extinguishers must never be blocked.
- Chemicals must be stored and labeled properly. Consult manufacturer's guidelines and the Material Safety Data sheets (MSDS), or appropriated storage requirements

### **7. What are my rights as an employee?**

- You have the right to a safe work environment.
- You have the right to be informed of any operation in your work area where hazardous substances or industrial hazards are present.
- You have the right to be informed of the locations and availability of hazardous materials use information (Material Safety Data Sheets) and or any other safety procedure or information necessary to perform your work assignment safely.
- You have the right to receive training on the proper use of hazardous equipment or hazardous materials prior to their use.
- You have the right to review the written Injury and Illness Prevention Program. Please see the COSE Safety Website at [www.sfsu.edu/~safety](http://www.sfsu.edu/~safety).
- You have the right to access your occupational exposure records, if any exist.

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### **8. What are my Supervisor's responsibilities?**

- Your supervisor must ensure that you receive training on the specific hazards of your job assignment prior to beginning the assignment.
- To provide you (when starting an assignment which poses a new hazard) with training on the specific hazard of the equipment or process prior to beginning the assignment.
- Your supervisor is responsible for determining the specific training required and has responsibility for any employee not trained under their supervision.
- To ensure that you have access to the written IIPP.

### **9. What are my responsibilities as an employee?**

- To perform your specific job assignment in the safest manner possible.
- To operate all equipment as instructed by your supervisor or as outlined in the manufacturer's operations procedures.
- To inform your supervisors as to any unsafe conditions.

### **10. Who has the authority and responsibility for employee safety?**

- Department heads have the authority and responsibility to support the College health and safety program
- Staff and Faculty Supervisors are responsible for training the people who work for them in the safe operation of equipment, hazardous materials handling rules, and the risks and preventive measures relating to their work.
- Employees must operate all equipment as instructed by their supervisor or as outlined in the manufacturer's operation procedures.

### **11. What types of training classes are offered by SFSU?**

- Training is offered in many areas of safety. Department needs will dictate what type of training and assistance SFSU will provide.
- Classes can be scheduled and designed for specific groups or departments.
  - ✓ *Safety Orientation for New Faculty and Staff*
  - ✓ *Laboratory Safety*
  - ✓ *Bloodborne Pathogen Exposure Prevention*

### **12. What are the training documentation requirements?**

- Employee training and documentation will be maintained by the SFSU and/or the department for at least three years.
- All temporary-status (non-tenure track) COSE employees, who do NOT work with hazardous materials regularly, should read this booklet and complete the self administered test as initial IIPP training upon orientation. The "Quiz/Employee Acknowledgement" page is retained as record of initial safety training.
- Research assistants who do work with hazardous materials must receive job-specific training from their supervisors or faculty sponsors. See other handbooks available from the COSE Health and Safety website at <http://www.sfsu.edu/~safety>

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### **13. What are the systems that SFSU has in place for identifying, and preventing occupational safety & health hazards?**

- SFSU Office of Safety and Risk Management and Facilities Services will conduct general facility inspections, especially those concerning building and grounds infrastructure.
- SFSU Office of Safety and Risk Management (and campus EHOS) conducts accident investigations.
- SFSU Human Resources and/or the Campus Safety Committee will investigate certain employee safety concerns.
- COSE Health and Safety Staff conduct safety inspections throughout the semester and report concerns to room contacts and department chairs.

### **14. What systems does SFSU have for correcting unsafe or unhealthy conditions and work practices in a timely manner?**

- Unsafe conditions that require repair are reported to SFSU Work Control by the department office or stockroom.
- Safety inspections are conducted at least each semester by COSE Health and Safety Staff and at least annually by campus EHOS.
- Facilities Services, SFSU Director of EHOS, and COSE Director of Operations communicate regularly concerning building, safety, and construction issues.

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## Part 2 Employee Right-To-Know Program

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Also known as **Hazard Communication**, this OSHA regulation requires all employers to identify chemical hazards and communicate those hazards, as well as protective measures, to affected employees. Employers must develop a written plan that includes training requirements, hazard identification methods, inventory of hazardous materials, and location of information.

### 1. What chemicals or materials must have labels on them?

- All containers with a hazardous chemical inside
  - ✓ Squeeze bottles and jars
  - ✓ Flasks, bowls, and test tubes
  - ✓ Gas cylinders
- Containers that could contain a hazardous chemical in laboratories, workshops, etc. and where a non-hazardous chemicals such as water and mild cleaners are also used
  - ✓ Spray bottles with water or Windex
  - ✓ Squeeze bottles with water, detergent

*Plain water is indistinguishable from acetone, mild detergent, etc., so make sure water bottles are also labeled.*

### 2. What are the requirements for container labeling?

- What items are required on container labels?
  - ✓ Name of Chemical
  - ✓ Manufacturer's Address and Emergency Contact Number
  - ✓ Hazard Severity
  - ✓ Reactivity
  - ✓ Physical Health Hazards
  - ✓ Personal Protective Equipment Recommended
- When transferring a chemical to a different container, the same information should be included. However, the following information is mandatory:
  - ✓ Name of Chemical in full (not chemical formulas alone)
  - ✓ Significant hazard (carcinogenic, extremely flammable or corrosive)

### 3. Where do I find the Material Safety Data Sheet (MSDS) for a chemical I am using in the workplace?

- The master MSDS for all chemical products is located at the University EHOS Office. However, MSDSs should be made available in department stockrooms or main offices, or preferable in each work area.
- MSDSs must be made available during work hours and must be accessible to employees. An area supervisor may choose to have a binder with MSDSs, an MSDS site bookmarked on a computer, or any combination of these.

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### **4. What does the MSDS tell me about a chemical I may be using or exposed to at the workplace?**

- Hazardous ingredients
- Physical Chemical Characteristics
- Fire and Explosion Hazards
- Reactivity
- Health Hazards
- Precautions for Safe Handling
- What Personal Protective Equipment should be used
- Special Precautions

### **5. What are the ways in which I could be exposed to a chemical?**

There are four main ways in which an exposure to a hazardous chemical could occur. Check the MSDS to see which of these pathways are most important for a particular chemical.

- Inhalation (breathing in a gas, vapors, fumes, dust, or aerosols)
- Ingestion (swallowing, licking, or tasting a chemical)
- Skin Contact (direct contact or absorption through skin into the bloodstream)
- Injection (needle sticks, cuts from contaminated glass)

Employees can protect themselves from the potential hazards of office and computer products by:

- Following the container label directions
- Using products in areas with air circulation
- Avoiding breathing the vapors
- Preventing contact with skin and eyes
- Keeping containers covered to reduce fumes and spills
- Consulting the MSDSs.

### **6. Does this really apply to office or computer work?**

The Hazard Communication Standard applies to all work places and includes materials used in the workplace such as toner, permanent markers or paint, bulk cleaners, etc..

A variety of office and computer products may contain small amounts of hazardous chemicals. Since most of these products are used intermittently and in small quantities, exposure is not expected to produce adverse health effects under "normal conditions of use."

- **Carbonless copy paper:** Older types may release small amounts of formaldehyde and while below the established legal limits, a few individuals may experience various symptoms including headaches and skin, eye or respiratory irritation.

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### Office Chemical Hazards (continued)

- **Dry and liquid toners for photocopy machines and laser printers** contain chemicals such as carbon black and resins, which can be harmful if high exposure occurs. Prolonged exposure to toner powder or vapors may cause eye and respiratory irritation and should be avoided. These machines may also produce small quantities of ozone, which is a toxic gas with a pungent odor that can irritate eyes, nose, and throat.
- **Stamp pad and black mimeograph ink** can be harmful if swallowed or produce eye irritation on contact.
- **Glues, rubber cement, correction fluids, duplication fluids, broad-tip marker pens, and cleaning products** may contain solvents that can pose both a health and a fire hazard under certain conditions. These chemicals could cause drying and/or irritation to the eyes and skin on direct contact. Vapors from the chemicals can cause irritation to the mucous membranes of the eyes, sinuses, and respiratory system and central nervous.



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## Part 3 Ergonomics Program

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Injuries from repetitive motion (cumulative trauma injuries) and static position (eye and neck strain) have become increasingly common in the workplace. The campus has implemented a workstation assessment program to help employees prevent potential injuries. Please contact campus EHOS at 415.338.1449 for more information on how to get assistance in evaluating one's workspace.

### 1. What is the campus Ergonomic Safety Program?

SFSU has established an Ergonomic Safety Program (ESP) team sponsored by the Office of Safety and Risk Management. The ESP is part of the Comprehensive Liability Injury Management and Benefits (CLIMB) Program at San Francisco State University. The ESP is a proactive safety program that promotes ergonomics and healthy work style improvements to decrease the frequency and severity of computer-related, repetitive motion injuries (RMIs).

The ESP program recognizes the contribution that all employees make towards the safety and well being of their peers. Thus the program was created with the philosophy that:

- Employees contribute to a safe and healthy workplace and,
- Employees are encouraged to participate in ergonomic education and training opportunities

SFSU Ergonomic Safety Program
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<a href="http://www.sfsu.edu/~ergo/">http://www.sfsu.edu/~ergo/</a>
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### 2. What are the principal factors affecting eye strain in the workplace?

- Glare
- Brightness or luminance difference between what is being looked at and its immediate environment
- Amount of light
- Distance between the eye, the document, and the screen
- Readability of the screen and document
- Worker's vision and corrective lenses

### 3 How can I minimize the risks of muscle strain at work?

Staying in one position too long or repetitively making the same motion are the chief cause of neck and muscle strains, stiff muscles, and other related injuries.

- Take the time to move your body or look away every 20 minutes or so
- Try to vary your tasks so you have an opportunity to use different muscles
- Organize your work area so you don't have to stretch in uncomfortable ways to reach something you use frequently
- Ask for a workplace assessment for help setting up your work space by contacting Campus EHOS at x8-1449.

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## Part 4 Bloodborne Pathogen Program

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If you can **reasonably anticipate** facing contact with human blood and/or other potentially infectious materials as part of your job duties, you should receive additional training from your instructor or supervisor including an opportunity for interactive questions and answers. The SFSU Bloodborne Pathogen Exposure Plan is available for review at [www.sfsu.edu/~safety](http://www.sfsu.edu/~safety). For questions about the specific provisions or job classifications, please contact campus EHOS x8-1449.

### 1. What are bloodborne pathogens?

**Bloodborne pathogens** are microorganisms such as viruses or bacteria that are carried in blood and can cause disease in people. There are many different bloodborne pathogens including malaria, syphilis, and brucellosis, but *Hepatitis B (HBV)* and the *Human Immunodeficiency Virus (HIV)* are the two diseases specifically addressed by the OSHA Bloodborne Pathogen Standard. However, it is important to know which bloodborne pathogens (from humans or animals) you may be exposed to at work, especially in laboratories.

### 2. Since I don't work in a hospital, how could I potentially be exposed to bloodborne pathogens at work?

- Providing first aid or CPR assistance to an infected individual
- Cleaning up blood, vomit, or other bodily fluids
- Drawing blood in class
- Working with unpreserved human or animal cadavers

### 3. What are some things I can do to protect myself?

It is extremely important to use personal protective equipment and work practice controls to protect yourself from bloodborne pathogens.

- **Universal Precautions**  
A prevention strategy, in which all blood and potentially infectious materials are treated as if they are, in fact, infectious. In other words, whether or not you think the blood/body fluid is infected with bloodborne pathogens, *you treat it as if it is*.
- **Personal Protective Equipment**  
To protect yourself, it is essential to have a barrier between you and the potentially infectious material. This includes wearing impermeable gloves, eye protection, and sometime mouth coverings such as a mask or CPR shield.
- **Handwashing**  
This is one of the most important (and easiest) practices used to prevent transmission of bloodborne pathogens. Hands or other exposed skin should be thoroughly washed as soon as possible following an exposure incident. Avoid harsh, abrasive soaps, as these may open fragile scabs or other sores.

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### **4. What if I swallowed or got splashed with blood or other bodily fluids?**

If you believe you have been exposed to potentially infectious blood or bodily fluids, contact campus EHOS at 415.339.1449 or COSE Health and Safety Office at 415.338.6892 to report the incident. You have the right to be medically evaluated by the University physician and to be offered the Hepatitis B vaccine series (HBV shot). The HBV vaccine can still be effective in preventing infection up to 24 hours following the exposure incident.

Although your employer must offer the vaccine to you, you do not have to accept that offer. You may opt to **decline** the vaccination series, in which case you will be asked to sign a declination form. This does not impact any future decisions following another exposure incident. For more details about the vaccine, please contact campus EHOS.

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## Part 5 Responding To Emergencies

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**To report emergencies, contact the University Police Dispatcher:**

Campus Telephones **911** 24 hour number: 415.338.7200

Cell/Mobile Telephones 415.338.7200 (24 hours/7 days per week)

*(Do not call 911 from cell phones because that will not summon local emergency personnel)*

### **1. What should I do if there is a leak or other building problem?**

- During business hours, contact the department stockroom or office to report localized power outages, plumbing or ventilation problems.
- After hours, contact University Police Dispatch to report utility or security problems at (415) 338-7200.

### **2. What are the building evacuation procedures for the College of Science and Engineering?**

- When the evacuation alarm sounds, leave your area promptly and make sure others are also leaving
- Report any problems or people still in the building to COSE Evacuation Team at building exits
- People disabilities who can't take the stairs should be accompanied by a volunteer and stay by one of the outer stairwells until the building is reopened or emergency personnel evacuate them
- In the case of a widespread emergency, Cox Stadium is the designated meeting place for food, blankets, and information.

### **3. What should I do if I hear gunshots?**

Your goal is to prevent injury to yourself or others. You must make your own choice to escape or hide. Whatever you do, try not to be seen or heard. Below are some guidelines to follow taken from the SFSU "Dealing with Potentially Violent Situations on Campus" brochure:

- Unless instructed otherwise, shelter in place if you hear gunfire, explosions, or see violence break out
- If safe to do so, call 911 (campus telephone) or 415.338.7200 (cell phone).
- If you escape the building, try to find an escape route that offers the most concealment from windows. Do not call attention to yourself.
- If you are trapped in an office or lab, lock the doors and barricade it with furniture. Stay low to the floor and hide behind heavy furniture or concrete interior walls
- Don't open the door unless you are sure the person on the other side is a police officer

### **4. How do I report or handle an accident?**

- Contact the area supervisor or department stockroom or office to report accidents or injuries as soon as possible.
- If someone is injured, a volunteer should go with them to the Student Health Center or Campus Police should be called if the injury is serious. *(Note: After hours, the Student Health Center is closed. Use your judgment if the police need to perform first aid.)*

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## **Instructions** •

Take the quiz and sign at the bottom. When done, send to **Linda Vadura** via your Dept Office or Stockroom or to the COSE Dean's Office.

## Injury and Illness Prevention Program Employee Right-To-Know

# Quiz

*Circle the correct answer.*

1. It is my responsibility to perform my job in the safest manner possible. TRUE or FALSE
2. Stairwells and hallways may be used for storing extra furniture or equipment. TRUE or FALSE
3. I do not need to know the potential hazards and appropriate safety precautions prior to starting a new operation. TRUE or FALSE
4. I need to know how to use the emergency equipment in my area, who my emergency contacts are, and be familiar with emergency procedures. TRUE or FALSE
5. If I see an unsafe condition, I should keep it to myself. TRUE or FALSE
6. When transferring a chemical to another container, a label indentifying the contents is not required on the new container. TRUE or FALSE
7. When the evacuation alarm sounds, I should wait to see if it is "real" before leaving the building. TRUE or FALSE
8. A Material Safety Data Sheet (MSDS) contains important information about chemical properties, hazards associated, and how to respond in an emergency involving the chemical. TRUE or FALSE
9. In an emergency, I should call one of the following telephone numbers: TRUE or FALSE
  - 911 from any Campus Telephone
  - (415) 338-7200 from personal cell phones or campus telephone
10. The two major causes of ergonomics-type injuries are caused by TRUE or FALSE
  - Repetitive motions for long periods of time
  - Staying or staring in one position for too long

# Employee Acknowledgement

I certify that I have read and know how to obtain a copy of the Injury and Illness Prevention Program and fully understand my responsibilities with respect to the policy and procedures as outlined. I further agree to comply with safe work practices.

\_\_\_\_\_  
**Employee Signature**

First MI Last

\_\_\_\_\_  
**Printed Employee Name**

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

\_\_\_\_\_  
**Department**