

ENVIRONMENTAL HEALTH AND SAFETY HANDBOOK FOR EMPLOYEES



CLAREMONT
UNIVERSITY
CONSORTIUM

THE CLAREMONT COLLEGES

ENVIRONMENTAL HEALTH & SAFETY HANDBOOK FOR EMPLOYEES

2013-2014 Academic Year



TCC EHS HANDBOOK FOR EMPLOYEES 2013-2014

THE CLAREMONT COLLEGES Pomona College 1887 Claremont Graduate University 1925 Claremont University Consortium 1925
Scripps College 1926 Claremont McKenna College 1946 Harvey Mudd College 1955 Pitzer College 1963 Keck Graduate Institute 1997

ACKNOWLEDGEMENT for All Claremont Colleges Employees:

As an employee of The Claremont Colleges, I agree to follow all applicable EHS requirements during the performance of my assigned duties, and to comply with my College/Organization's Injury and Illness Prevention Program.

I acknowledge receipt of this Employee Handbook, agree to read and understand the contents, and have been informed about who to contact in the event I have additional questions regarding health, safety, or environmental issues.

Date: _____

Name (Print): _____

Signature: _____

Employee Number: _____

College/Organization: _____

This form is to be sent to the employee's College personnel file after signing.

TABLE OF CONTENTS

ENVIRONMENTAL HEALTH & SAFETY (EHS) POLICY	1
TCC EHS PROGRAM STRUCTURE.....	1
CHEMICAL HYGIENE PLAN.....	1
RESPONSIBILITY FOR EHS COMPLIANCE.....	2
CLAREMONT COLLEGES EHS/SAFETY RESOURCES ON THE WEB	2
TCC EMERGENCY MANAGEMENT PROGRAM.....	2
CUC EHS DOCUMENTS ON THE CUC WEBSITE.....	2
EMERGENCIES	3
LIFE THREATENING EMERGENCY	3
ASBESTOS EMERGENCY:	3
EARTHQUAKE:	3
EMPLOYEE INJURY REPORTING.....	3
COMMUNICATIONS	4
HAZARD IDENTIFICATION AND ASSESSMENT	4
HALTING OPERATIONS.....	5
ACCIDENT/EXPOSURE INVESTIGATION	6
HAZARD CORRECTION.....	7
TRAINING AND INSTRUCTION.....	7
SAFE OPERATING PROCEDURES	8
COLLEGE SAFETY COMMITTEE'S.....	9
HEALTH AND SAFETY: YOUR RIGHTS AND RESPONSIBILITIES.....	9
TRAINING POLICY	9
TRAINING RESOURCES	10
GENERAL SAFETY PROCEDURES	10
ASBESTOS.....	10
ERGONOMICS.....	10
HAZARDOUS MATERIALS MANAGEMENT.....	11
LIFTING SAFETY	11
PERSONAL PROTECTIVE EQUIPMENT.....	11

TCC EHS HANDBOOK FOR EMPLOYEES 2013-2014

EYE AND FACE PROTECTION	11
RESPIRATORY PROTECTION.....	11
SPECIAL PROCEDURES & PERMITS	12
N0-SMOKING POLICY	12
ABSENCE FROM WORK DUE TO INJURY	12
EMERGENCY RESPONSE.....	12
Earthquake.....	12
Personal Preparedness.....	13
Structure Fire	13
Electric shock	13
EXPLOSIVES USE.....	13
MOTOR VEHICLE OPERATION	13
OFF-CAMPUS LOCATIONS SAFETY.....	14
SPECIALIZED OPERATIONS WORKING WITH HUMAN BLOOD/PATHOGENS.....	14
ATTACHMENT A: KEY CLAREMONT COLLEGES EHS CONTACTS	15
ATTACHMENT B: UNSAFE CONDITION REPORT	16
ATTACHMENT C- ACCIDENT INVESTIGATION FORMS	17

NOTE: No modifications or changes to this document should occur without the written authorization of C.U.C. EHS. Any comments or requests for changes should be submitted to ehs@cuc.claremont.edu.

TCC EHS HANDBOOK FOR EMPLOYEES 2013-2014

ENVIRONMENTAL HEALTH & SAFETY (EHS) POLICY

The Claremont Colleges (TCC) works to provide a safe and healthy environment for all employees, to comply with workplace safety regulations, and to apply best practices in Health and Safety where practical. This policy is extended to all students, visitors, and community surrounding the campus. The Injury and Illness Prevention Programs (IIPP) at each College/Organization are the key guidance documents for all employees to comply with Cal/OSHA regulations, California Code of Regulations, Title 8, Section 3203, and the key guidance document for the structure of TCC EHS (EHS) Program. The IIPP is the basis for prevention of injuries and exposures, key in reducing worker's compensation costs and implementing a "Best Practices Safety Culture," with a goal of no injuries.

TCC EHS PROGRAM STRUCTURE

TCC EHS Programs are in place to protect the workplace and campus health and safety of staff and students from physical and occupational health hazards. Resources include the CUC EHS staff, and laboratory safety and occupational safety staff specific to a Campus.

The EHS program at TCC has an Academic & Laboratory Safety area of focus and an Occupational Health and Safety/Accident Prevention area of focus. Each of The Colleges of TCC has implemented their own approach to EHS.

In the Academic and Laboratory Safety area, each of The Colleges with laboratories including Pomona, Harvey Mudd, the W.M. Keck Science Center, and Keck Graduate

Institute have assigned Chemical Hygiene Officers (Attachment A). Each of the colleges who use radioactive materials also has an assigned Radiation Safety Officer. (Attachment A).

The key document in the laboratory safety area is the CHEMICAL HYGIENE PLAN. This is available through each college's Chemical Hygiene Officer. (Note: Following the U.S. Chemical Safety Board Recommendations of 2012, it is recommended that all Chemical Hygiene Plans include Physical Hazards recognition and control as part of the plan.

The key document in employee safety and injury prevention at TCC is the Illness and Injury Prevention Program (IIPP). Each of TCC has developed an IIPP specific for their college, and administers their own safety program.

Some Colleges have their own Safety Coordinators. (Attachment A), and Disaster Services Coordinators (Attachment A).

The Claremont University Consortium EHS Department has two staff members that provide EHS support for TCC, conduct academic and laboratory safety audits for The Colleges, provide basic ergonomics evaluations, basic occupational safety training, and may assist on more complex projects on a case-by-case basis.

Issues of Campus Safety, security, and crime are handled by Campus Safety.

RESPONSIBILITY FOR EHS COMPLIANCE

Each College or Affiliated Institution has responsibility for EHS compliance at their institution. The manager with final authority and responsibility for implementing the IIPP at each campus is listed in the IIPP for that institution. The IIPP's vary by organization, so check your organizations IIPP for details.

Department Directors & Managers are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. A copy of your organizations IIPP is available through your Human Resources Director, or on your College's website. Employees are responsible for complying with the elements of their organization's IIPP under California law.

Claremont University Consortium's EHS is available to answer more complex Health and Safety questions, consult on serious accident investigations, and assist with regulatory agency inspections. Contact 7-SAFE from a campus phone for any questions.

CLAREMONT COLLEGES EHS/SAFETY RESOURCES ON THE WEB ARE AVAILABLE AT:

<http://www.cuc.claremont.edu/ehs/resources.asp>

TCC EMERGENCY MANAGEMENT PROGRAM

<http://www.cucems.com/>

CUC EHS DOCUMENTS ON THE CUC WEBSITE

EHS programs and documents are available on the CUC EHS website at:

<http://www.cuc.claremont.edu/ehs/documents.asp>

TCC EHS HANDBOOK FOR EMPLOYEES 2013-2014

THE CLAREMONT COLLEGES Pomona College 1887 Claremont Graduate University 1925 Claremont University Consortium 1925 Scripps College 1926 Claremont McKenna College 1946 Harvey Mudd College 1955 Pitzer College 1963 Keck Graduate Institute 1997

EMERGENCIES

LIFE THREATENING EMERGENCY

Dial "911" AND 7-2000 (Campus Safety). On campus, dial "9" to get an outside line.

ASBESTOS EMERGENCY: Contact your College Facilities Department, *Alert Campus Safety at x72000 as a backup AND call 911 if needed.*

EARTHQUAKE: Many Colleges/Organizations have assigned a Disaster Preparedness Coordinator. Contact your College Human Resources Director or the CUC Emergency Manager at 909-607-2101 for questions on this program.

EMPLOYEE INJURY REPORTING: CUC DISABILITY MANAGEMENT 909-621-8847 AND CUC EHS (909-607-SAFE)

SERIOUS CONTRACTOR INJURIES should be reported to the contract administrator at your College. *Alert Campus Safety at x72000 as a backup AND call 911 if needed.*

HAZARDOUS MATERIALS EMERGENCY: Each College/Organization manages their own hazardous waste management. The contact for laboratories is the Chemical Hygiene Officer and for all other locations the College Facilities Department. *In an Emergency call your Chemical Hygiene Officer for labs and Facilities for other areas. Alert Campus Safety at x72000 as a backup AND call 911 if needed.*

LABORATORY SAFETY EMERGENCY: Contact your College Chemical Hygiene Officer, listed on Attachment A. *Alert Campus Safety at x72000 as a backup AND call 911 if needed.*

RADIOACTIVE MATERIALS EMERGENCY: Contact the Radiation Safety Officer for your College listed on Attachment A. *Alert Campus Safety at x72000 as a backup AND call 911 if needed.*

VEHICLE ACCIDENTS: For accidents involving College or CUC vehicles report these to Risk Management at: 909-621-8050. *Alert Campus Safety at x72000 as a backup AND call 911 if needed.*



COMMUNICATIONS

Your IIPP requires that managers and supervisors are responsible for communicating with employees about safety and safety hazard recognition and control in a way that is understandable by all employees. TCC require all employees to inform their managers and supervisors about workplace safety hazards. There will never be a negative consequence of reporting a safety hazard or stopping a job due to a safety hazard. This right is protected by law.

The communication system includes the following:

- Safety Training including a New Employee Safety Orientation.
- Training on the elements of your organization's IIPP Program.
- Safety training programs.
- Regularly scheduled safety meetings.



HAZARD IDENTIFICATION AND ASSESSMENT

Your IIPP requires that periodic inspections to identify and evaluate workplace hazards will be performed by a person able to identify safety hazards in the area they inspect. These inspections are usually the responsibility of the supervisor of each area. These inspections are performed:

- When the IIPP was initially established
- When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace
- When new, previously unidentified hazards are recognized
- When occupational injuries and illnesses occur, and
- Whenever workplace conditions warrant an inspection

Hazard identification is accomplished in the following ways:

- Each employee shall inspect their tools, equipment, and work area prior to and during use for safety.
- Supervisors shall regularly inspect work areas and operations under their supervision for safety hazards on a regular basis. This is in addition to the required quarterly inspections. Any deficiencies

should be noted and corrected, with the corrections recorded.

- Managers shall monitor safety inspections and deficiency corrections, and follow-up on uncorrected deficiencies.
- Each manager shall conduct quarterly inspections of their areas and record the results.
- After these initial inspections are conducted by each Department, for more complex issues, the Departmental Manager may contact CUC EHS for assistance as required.
- Employee communication to your college or organization's safety committee may trigger hazard identifications and inspections.
- Maintenance requests may trigger hazard identification and correction when referred by each College's or organizations Facilities Services Director.
- Employee-supervisor communications may trigger hazard identification and correction.
- An employee may complete an "Unsafe Condition Report."
- Any safety hazards shall be documented, with corrective actions promptly initiated. Many safety hazards can be corrected by the supervisor of the area. Other hazards will require work orders and written communications to management. The College or Organization Safety Committee will encourage employees to report and correct potential safety issues to committee members, the Department Manager, and to EH&S for investigation. Safety committee members will make efforts to respect an employees' request for confidentiality regarding reported safety issues where the request does not conflict with the correction or control of that issue.

CALOSHA prohibits an employer from taking adverse action against any employee for reporting workplace safety hazards. Employees are required to report all safety hazards.

Hazardous chemical use may require a higher level of surveillance. TCC policy is to use the least toxic chemicals possible. Cal/OSHA requires specific training based on potential hazards that may be encountered and additional written programs and training may be required. Examples are: hazard communication training, laboratory safety training, ergonomics training, confined space training, and respiratory protection training.



HALTING OPERATIONS

Stop-work Policy: Employees have the authority to and will stop work on any activity that poses an immediate danger to life and health (IDLH), safety, or the environment and report it immediately to their supervisor. This includes work of employee's, staff, and contractor's on The Claremont College's property, including volunteers, visitors, and student activities.

EHS staff in CUC's Employee Health and Safety have the authority to order a stop to any activity when work hazards, which present an immediate threat to life, health, or safety, are encountered at any of TCC. When such a work shutdown is ordered this will be communicated to the immediate supervisor, the CUC Executive Director, CUC Vice President of Management and Planning, College President's Office, College Facilities

TCC EHS HANDBOOK FOR EMPLOYEES 2013-2014

Office, and the Academic Department Head shall be notified as soon as possible.

STOP-WORK: CONTRACTORS

Contractor “Stop Work” Orders shall be reported to the Contract Administrator and the Facilities Department of the organization contracting this work. Immediately dangerous conditions should be reported to Campus Safety.

ACCIDENT/EXPOSURE INVESTIGATION

Each accident or near miss (an accident that was a “close-call”) shall be investigated by the employee’s supervisor to prevent reoccurrence. The department supervisor is required to complete a “Supervisor’s Report of Occupational Accident” form (Attachment C) in addition to any paperwork required by the Workers’ Compensation & Disability Office.

ALL EMPLOYEE SERIOUS ACCIDENTS MUST BE REPORTED by the supervisor to The College’s Human Resources Dept., CUC EHS and CUC Worker’s Compensation **IMMEDIATELY**.

NOTE: *CAL/OSHA has an 8-hour notification requirement **from the time of the accident** that must be met to prevent citations and fines (Currently \$5,000 per incident) for failure to report the accident to Cal/OSHA.*

IMPORTANT: In the event of an after hours **SERIOUS** accident (see below), contact Campus Safety 7-2000.

A **serious accident** is defined by CalOSHA (CCR, Title 8, Section 330) as:

Any injury or illness occurring in a place of employment which requires:

- Inpatient hospitalization for a period in excess of 24 hours for other than medical observation, or
- An employee suffers a loss of any member of the body, or
- Suffers any degree of permanent disfigurement, or
- An accident resulting from violation of section 385 of the Penal Code. The simplified form of section 385 states that any person who personally or through an employee or agent places basically anything within six feet of a high voltage (over 750 volts) overhead conductor is guilty of a misdemeanor; and it is a misdemeanor to own, operate, or employ any person to operate basically any moveable equipment that could impact the overhead high voltage conductor, unless there is posted and maintained in plain view of the operator a durable warning sign legible at 12 feet, reading: "Unlawful to operate this equipment within six feet of high voltage lines." (See Section 385 of the Penal Code for exact code wording and definitions).

Reporting does not cover:

- Any injury, illness, or death caused by an accident on a public street or highway, or by the commission of a California Penal Code violation, except for section 385, noted above.

The Manager/Supervisor shall complete a “Supervisor Accident Investigation” (Attachment) to determine the cause of the accident and recommend corrective actions to prevent future similar accidents.

EH&S may conduct an independent investigation for serious accidents.

HAZARD CORRECTION

Hazards should be corrected as rapidly as possible. In the event of a danger or hazard that could cause serious injury, immediate correction by the person making the discovery is required, or the operation or machine must be taken out of service. Electrical and mechanical devices must be “locked out.” If a “lockout” is not physically possible, a “red tag” noting the device shall not be used must be affixed to the device. Any hazardous locations, machinery, or processes shall be “RED TAGGED” as “Out of Service” until the hazard is corrected. Only EHS Staff or the supervisor putting on the RED TAG in consultation with an EHS staff member may remove the tag.

In the event a serious or dangerous condition that is an imminent danger is discovered the employee’s supervisor, CUC EHS office, and Campus Safety must be immediately notified. Once notified, the supervisor is responsible for abatement or mitigation of the situation to eliminate the imminent danger.

If the hazard cannot be abated or mitigated to correct the imminent threat in an immediate fashion to protect other employees from exposure, additional actions may be required. These may include; providing written notification to all affected employees, evacuation the affected area, and notifying the appropriate regulatory agencies, including Cal/OSHA. CUC EHS shall be contacted immediately if regulatory agency involvement becomes necessary.

Hazard correction and control may include:

- Engineering out the hazard by changing the operation so the hazard no longer exists;
- Administrative changes so that personnel are no longer exposed to the hazard, or,

- Personal Protective Equipment to prevent damage from hazards if engineering and administrative controls are not available.
- Facility maintenance should be contacted to provide needed corrections using work orders. Contractors may be utilized where the expertise needed is unavailable in-house.
- Documentation of measures taken to correct or control hazards are to be maintained by the supervisor of each department.



TRAINING AND INSTRUCTION

Training by CUC EHS is provided on request by The College. The training CUC EHS provides is listed at:
<http://www.cuc.claremont.edu/ehs/services.asp>

When a new employee begins work at TCC or changes job functions with new assignments, Cal/OSHA requires that safety training shall be provided by the supervisor to train the employee on any hazards present, and on the safe operating procedures of the new job. It is the supervisor's responsibility to review any job transfers or changes to determine whether additional training is necessary.

All new employees should receive training on the following:

- The Injury and Illness Prevention Plan
- Hazard Communication Program
- Emergency Plan (disaster/fire safety)
- Ergonomics

It is recommended that each college provide their employees with an electronic copy of the "Environmental Health & Safety Handbook for Employees." Each new employee is required to acknowledge receipt of this information by signing the page located in the back of the booklet and returning it to their supervisor. This is available at the CUC EHS website at:

<http://www.cuc.claremont.edu/ehs/documents.asp>



SAFE OPERATING PROCEDURES

All Managers and Supervisors are responsible for developing Safe Operating Procedures for operations under their control, and training each employee on these operating procedures. Additional activities may require additional training. These situations should be anticipated and evaluated by each manager and supervisor, and training requested with sufficient advance notice.

These activities may include:

- Hazardous Chemical Use
- Fall Protection-Working at Heights
- Grinding or cutting of concrete-may release free crystalline silica a lung hazard
- Respirator use-requires medical clearance, fit test, and training
- Asbestos disturbance- contact CUC CFS or use a licensed contractor
- Lead paint work- removal and sanding requires training and protective equipment



Training shall be provided to employees initially and on an ongoing-refresher basis. Each College arranges for their employee's training. All training must be documented in writing and retained for at least 3 years..

COLLEGE SAFETY COMMITTEE'S

Your College may have a Safety committee with regular meetings. Information about your specific Colleges safety committee may be found by contacting your Colleges Human Resources Department.

HEALTH AND SAFETY: YOUR RIGHTS AND RESPONSIBILITIES

As an employee of TCC, you have the right to know about the potential hazards associated with your work and work area as well as the control measures being used to protect you from those hazards. Your workplace may be monitored for exposure to harmful substances. If monitoring is completed the results will be available to you.

You have the right to report potential hazards without fear of reprisal.

If you believe your work environment is unsafe, take the following steps in the following order:

- Notify your supervisor of the condition you believe to be unsafe. This will initiate an investigation of the issue you have reported.
- If the issue remains unresolved, contact a member of your institution's Health & Safety Committee, (your Human Resources Officer can supply you with their names), or the person at your College responsible for your IIPP.
- You may also contact the CUC EH&S Office at any time during this process for more information on EHS issues.

TRAINING POLICY

Proper training is a key part of accident prevention and in reducing the lost time and cost associated with accidents. All employees of TCC should be trained to recognize and control hazards associated with their work and work areas. All health and safety training must be documented and the records maintained for a minimum of three (3) years from the date provided.

Additional training should be developed when new processes, procedures, or equipment are introduced to the work site. When equipment is purchased and training related to safety is provided by a vendor or outside contractor, it must be documented and the record retained for three (3) years.



- Report unsafe conditions and potential hazards to your supervisor. These include malfunctioning equipment and work-related fires, accidents, incidents, injuries, illnesses, and property damage.
- Warn co-workers about defective equipment and other hazards.
- Help management ensure that all employees and visitors comply with health and safety policies and procedures.
- Participate in required inspection and monitoring programs.

TRAINING RESOURCES

CUC EHS maintains online training resources on various topics located here:

<http://www.cuc.claremont.edu/ehs/documents.asp>

GENERAL SAFETY PROCEDURES

All personnel have the responsibilities outlined below. Noncompliance may result in disciplinary action.

- Conduct only those activities which your supervisor has approved; use college facilities, equipment, and tools only for the purposes for which they were designed.
- Follow safe operating procedures and material safety data sheets (MSDSs) associated with your work.
- Observe procedures, instructions, signs, posters, and warning signals.
- Know emergency plans and procedures for your work area.
- Become familiar with potential hazards associated with your work and work area.
- Use appropriate personal protective equipment as determined by your supervisor.

ASBESTOS

Report any asbestos disturbance immediately to your College Facilities Office. A current listing of known asbestos locations on campus is located here:

http://www.cuc.claremont.edu/facilities/forms/asbestos_2011.pdf

ERGONOMICS

Ergonomics is the art and science of optimizing the interface between the person and the machine and work environments. For most employees this just means setting up your computer workstation correctly, adjusting the desk, chair, monitor, and keyboard. Incorrect work station setup can potentially lead to eye strain, and other musculoskeletal problems.

Computer workstation evaluations may be requested through your College Human Resources Department.

HAZARD COMMUNICATION

Employees and visitors must be informed about potential hazards and hazardous substances associated with their work or work area and about control measures being used to

TCC EHS HANDBOOK FOR EMPLOYEES 2013-2014

mitigate those hazards. Training, hazardous material inventory, Material Safety Data Sheets (MSDSs), labeling, and procurement contracts are all important parts of the Hazard Communication program.

TCC Hazard Communications Program is found at:

<http://www.cuc.claremont.edu/ehs/docs/HazardCommProg-EHS.pdf>

HAZARDOUS MATERIALS MANAGEMENT

Each College manages their own hazardous waste. For assistance at your College, contact the Chemical Hygiene Officer for lab waste and the Facilities Department at your College for all other waste. *In an Emergency call Campus Safety at x72000*

LIFTING SAFETY

Back injuries are one of the leading and most expensive injuries at TCC. It is important to know how to lift safely. CUC EHS can provide basic lifting safety classes. An online safe lifting training presentation is available here:

http://www.cuc.claremont.edu/ehs/docs/Biomechanics_and_Safe_Lifting.pdf

PERSONAL PROTECTIVE EQUIPMENT

The use of personal protective equipment is required in certain work areas where hazards cannot be effectively controlled by other means.

EYE AND FACE PROTECTION

Protective equipment (for example, safety glasses, goggles, masks, and laser protective eyewear) is required for anyone working in areas where an operation could cause injury or illness to the face or eyes.

RESPIRATORY PROTECTION

Employees required to use respirators must be fit tested by your colleges designated Respiratory Protection Manager. This will be the CUC EH&S Office or your designated representative. An employee may use an assigned respiratory protective device only after:

- (1) Receipt and passage of an appropriate medical examination by a licensed physician;
- (2) Subsequent fit testing and training on care and use of the device.

The Respiratory Protection Program is located here:

<http://www.cuc.claremont.edu/ehs/docs/RespiratoryProtectionProg.pdf>

HEARING PROTECTION

Anyone who routinely works in very noisy areas must wear hearing protective devices and undergo periodic hearing examinations, as outlined in the Hearing Conservation Program.

SAFETY SHOES

Check with your supervisor for any specific requirements in your work area. Personnel may be required to wear steel-toe safety shoes in designated shop and warehouse areas, and may be encouraged to wear other designated non-slip safety shoes in designated areas. Personnel who routinely work under electrically hazardous conditions need shoes with non-conductive soles.

PROTECTIVE CLOTHING

Special protective clothing is required for personnel involved in work with:

- Radioactive materials
- Hazardous materials or waste
- Asbestos.
- Laboratories
- Tasks that present specific physical hazards (e.g. sharp edges) and, Biohazards
- High Voltage Electrical Hazards

SPECIAL PROCEDURES & PERMITS

Potentially hazardous activities, which include but are not limited to working with asbestos, lead based paint, use of respirators, crane operations, welding, operations involving biohazards or bloodborne pathogens, and confined space entry, require the use of written safe operating procedures and / or special work permits to identify hazards and specify controls needed to eliminate or mitigate those hazards. Each College/Organization is responsible for ensuring their staff and contractors comply with these regulations.

NO-SMOKING POLICY

To help ensure a safe, and healthful workplace, smoking is prohibited in all interior spaces, and in all College and Consortium owned vehicles. Smoking in exterior spaces may be restricted by your College or organization. Check with your supervisor or College/Organization Human Resources Department for the policy in your area.

ABSENCE FROM WORK DUE TO INJURY

Absence from work because of a work-related injury or illness requires a written statement from the treating physician. In addition, before returning to work, you must obtain written permission from your physician stating whether you are able to perform all the duties of your position or, if not, what specific work restrictions apply. You may be allowed to return to work with special considerations while recovering from your injury or illness. Contact CUC Disability Management for any questions.

Documents for reporting a workplace injury are available from:

<http://www.cuc.claremont.edu/workerscomp/documents.asp>

EMERGENCY RESPONSE

Understand the emergency procedures for the areas in which you work. Know the location and proper use of fire extinguishers, fire alarms, emergency exits, telephones, eyewash fountains, and Safety showers.

Be prepared to respond safely to the following:

- fire or evacuation alarm;
- accidental spills or release of radioactive, chemical, or other toxic materials;
- injury of a co-worker;
- earthquake;
- other natural disasters.

Earthquake

During any earthquake, you should take cover immediately. After the quake, assess the

situation and follow instructions given by your Supervisor or other college authorities. If the earthquake is severe, you will be evacuated from your building. Wait for instructions before re-entering the building or before leaving the area.

Personal Preparedness

Establish your own personal preparedness plan. Make sure you have any medications you made need accessible to you while at work. If a disaster strikes, you may be unable to reach your home immediately. For more information on personal preparedness, please visit the American Red Cross web site at www.redcross.org. If ordered to evacuate your work area or building for any emergency, follow instructions of emergency personnel.

Structure Fire

In the event of fire, activate the fire alarm and exit the building immediately in a safe manner. Report to your group's emergency assembly area. Do not re-enter the building until the "all-clear" signal has been given or an officer of the LA County Fire Department has indicated it is safe to do so.

NOTE: Fire's extinguished by employees must also be reported. Supervisors should promptly report fires and associated property damage to Campus Safety and the Office of Risk Management.

Electric shock

DO NOT TOUCH persons rendered unconscious by electric shock unless you are sure that they are no longer in contact with the source of the electricity or that the power has been turned off. For this emergency call Campus Safety x72000 AND 911.

EXPLOSIVES USE

In the event any substances classified as explosives are to be used or stored on campus, contact Campus Safety and CUC EHS to notify them. It is the responsibility of the person supervising this activity to notify.

MOTOR VEHICLE OPERATION

Age Limitation: Employees must be at least 18 years old to operate a vehicle or other vehicle used for The Claremont College business.

Seat Belts: Employees must wear seat belts when driving or riding in any motor vehicle on college business. Drivers of college vehicles must advise their passengers to wear seat belts. Use of electronic devices while operating a licensed vehicle on public streets (including electric carts) is prohibited by state law.

Driver Licenses: Employees who drive College provided vehicles or rental vehicles on college business must carry their valid California driver license with them. Class B licenses are required for drivers operating vehicles with two or more axles or vehicles carrying twelve or more passengers. Driver licenses must be maintained in good standing. A loss of a driver license, or a poor driving record, may be used as a basis for revocation of driving privileges and / or disciplinary action.

All operators of college owned vehicles must request driving approval through CUC Risk Management.

- Motorcycles and scooters may not be used for College business.
- A safety training program is available for the operation of electric carts.

Electric Cart Safety Instructions are located here:

<http://www.cuc.claremont.edu/ehs/docs/Electric-Golf-Cart-Safetyv2.pdf>

Contact CUC EHS for assistance on a case-by-case basis.

OFF-CAMPUS LOCATIONS SAFETY

Colleges may operate sites at remote locations within California, out-of-state, or out-of-country for training and research. Each of these sites requires the same level of hazard evaluation and training that on-campus sites receive for TCC employees. Each site administrator should ensure that all elements of your College's IIPP are met for employees at these sites. It is recommended that College IIPP Administrators evaluate and include these sites specifically in your IIPP's.



SPECIALIZED OPERATIONS **WORKING WITH HUMAN BLOOD** **OR HUMAN PATHOGENS**

Work with human blood or other pathogens requires specialized training and procedures

ATTACHMENT A: KEY CLAREMONT COLLEGES EHS CONTACTS

COLLEGE/ ORGANIZATION	FUNCTION	NAME	PHONE
Claremont Graduate University	IIPP Resp. Person	Brenda Leswick	909-621-8686
Claremont McKenna College	IIPP Resp. Person	Andrea Gale	909-607-1236
Claremont University Consortium	Campus Safety Main Line	7-2000	909-607-2000
Claremont University Consortium	EHS Department	EHS main #	909-607-7233
Claremont University Consortium	Campus Safety Director	Shahram Ariane	909-607-2000
Claremont University Consortium	Environmental Health & Safety Manager	Jay Brakensiek	909-607-8538
Claremont University Consortium	Environmental Health & Safety Specialist	Chauncey Jones	909-607-7087
Claremont University Consortium	Emergency Preparedness Program Manager	Dean Manship	909-607-2101
Claremont University Consortium	Employee Injury Reporting	Jameelah Medina	909-621-8847
Claremont University Consortium	IIPP Resp. Person	Tim Morrison	909-621-8305
Harvey Mudd College	IIPP Resp. Person/Safety /Disaster Services Coordinator.	Theresa Lauer	909-607-2760
Harvey Mudd College	Radiation Safety Officer	Richard Haskell, PhD	909-607-2768
Harvey Mudd College	Chemical Hygiene Officer	Penny Manisco	909-607-4217
Harvey Mudd College	Laboratory and Stockroom Manager	Daniel Guerra	909-607-2957
Harvey Mudd College	Lab Safety-Biology	Elaine Guerra	909-607-4143
Harvey Mudd College	Lab Safety-Engineering	Husameldin (Sam) Abdelmuati	909-607-3530
Harvey Mudd College	Lab Safety-Physics	Annie Atiyeh	909-607-3940
Keck Graduate Institute	IIPP Resp. Person/Vice President	Bob Caragher	909-607-8585
Keck Graduate Institute	Chemical & Biological Safety Officer	Barbara Erwin	909-607-0160
Keck Graduate Institute	Workplace Safety/Emergency Coordinator	Bill Roberts	909-607-8594
Pitzer College	IIPP Resp. Person	Marni Bobich	909-621-8686
Pomona College	IIPP Resp. Person	Brenda Rushforth	909-607-1686
Pomona College	Environmental Health & Safety Officer, Radiation Safety Manager	Wayne Phan	909-607-1668
Scripps College	IIPP Resp. Person	Jennifer Berklas	909-607-7976
W.M. Keck Sciences	IIPP Resp. Person	Andrea Gale	909-607-1236
W.M. Keck Sciences	Chemical Hygiene Officer	Helen Tang	909-607-3933

For Emergency Calls after hours, contact Campus Safety Dispatch at 7-2000.

Email changes or corrections to: ehs@cuc.claremont.edu

ATTACHMENT B: UNSAFE CONDITION REPORT

This form is to be completed by employees and returned through the supervisor to the Department. This form must reach the department no later than one day after completion for serious unsafe conditions and no more than three days for other unsafe conditions. **Conditions which may cause immediate injury should be reported to your Supervisor by phone immediately.**

DATE:

TIME:

TO:

FROM:

(Name of person filling out form and job title)

DEPARTMENT:

I estimate this unsafe condition is: (circle one)

LIFE-THREATENING

SERIOUS

MINOR

Describe unsafe condition location:

List any equipment model numbers and identification numbers for equipment, buildings, etc. involved in UNSAFE CONDITION:

What actions do you recommend to correct the unsafe condition:

Discussed with supervisor on(name) (date) (time)

ACTION TAKEN BY SUPERVISOR TO CORRECT HAZARD/DATE:

NO EMPLOYEE will be retaliated against for reporting hazards or potential hazards or for making suggestions related to safety.

ATTACHMENT C- ACCIDENT INVESTIGATION FORMS

<p>IMPORTANT!!!!</p> <p>It is very important to <i>investigate the accident as opposed to the results of the accident</i>. For example, you are not investigating a broken arm, but the factors leading to it. An accident or incident can be a fall, slip, trip, slide, strike against or other contact, being caught in or between, eruption or explosion, burn, or improper movement. Results can range from a simple annoyance to a fatality.</p> <p>The examples of corrective actions are designed to help you determine some possible actions. It is important that some effective action is taken, including improving management systems and personal performance as management personnel. This is not intended to indict, but to effect realistic corrective action.</p>	
<p>WHAT ACTION(S) CAN PREVENT A RECURRENCE?</p> <p>(Use this information to help your thought process while attempting to determine <i>all possible contributing factors</i>)</p>	<p>Consider these possible actions, but do not limit yourself. There are numerous possible combinations, and serious thought will be needed to be effective.</p>
<p>I. CONTRIBUTING CAUSES OF ACCIDENTS/INCIDENTS</p>	
<p>A. Supervisory Safety Performance</p>	
1. inadequate or incomplete instruction	Enhance training and follow-up.
2. safe and healthful work practices not enforced	Stronger and more consistent enforcement
3. safety not planned as part of job	Make safety considerations part of planning any job
4. infrequent associate safety contacts	Talk about safety more frequently with associates
5. inadequate or incomplete hazard correction	Document completion of corrections for identified hazards
6. safety devices not provided	Assure safety devices are present and enforce use
<p>B. Mental or Emotional Condition of Associate</p>	
1. lack of awareness	Evaluate training tactics
2. inattention	Find out why
3. improper attitude lack of (safety cooperation, etc.)	Use behavior modification, incl. discipline if necessary
4. nervous	Find out why
<p>C. Physical Condition of Person</p>	
1. fatigue	Evaluate for personal problems or needed shift adjustment
2. deafness or poor hearing	Modify job per ADA requirements or evaluate placement
3. poor eyesight	Modify job per ADA requirements or evaluate placement
4. associate not physically matched to the job	Modify job per ADA requirements or evaluate placement
5. physically challenged	Modify job per ADA requirements or evaluate placement
<p>II. IMMEDIATE CAUSES OF ACCIDENTS/INCIDENTS</p>	
<p>A. Unsafe Acts</p>	
1. protective equipment or guard provided, but not used	Evaluate rules and correct training and enforcement tactics
2. poor handling (i.e.: not allowing for sharp or slippery surfaces, poor lifting, etc.)	Evaluate training, and re-train all associates if necessary
3. proper tools/equipment provided, but not used	Evaluate and correct training and enforcement tactics
4. hazardous movement (i.e.: running, jumping, climbing, etc.)	Evaluate rules and correct training and enforcement tactics
5. horseplay	Evaluate rules and correct training and enforcement tactics
<p>B. Unsafe Conditions</p>	
1. absent or ineffective safety device	Determine current requirements and update, if necessary
2. poor housekeeping	Upgrade and enforce housekeeping standards
3. defective machines, equipment, or tools	Determine current requirements and update, if necessary
4. improper dress or apparel for the job	Evaluate, upgrade, and enforce safe dress standards
5. poor illumination, ventilation, etc.	Upgrade and/or repair

TCC EHS HANDBOOK FOR EMPLOYEES 2013-2014

MANAGER / SUPERVISOR ACCIDENT INVESTIGATION

Complete and submit within 12 hours of accident. Call Safety Department immediately if serious injury occurs.

FACILITY	DEPT. NO.	SHIFT	DATE
EMPLOYEE DATA			
EMPLOYEE NAME	START DATE	JOB TITLE	EMPLOYEE ID#
PLACE WHERE ACCIDENT OR INCIDENT OCCURRED	DATE OF ACCIDENT	TIME OF ACCIDENT _____ AM _____ PM	
HOW LONG IN DEPARTMENT OR JOB? _____	DID ACCIDENT HAPPEN DURING: REGULAR SHIFT? <input type="checkbox"/> OVERTIME? <input type="checkbox"/> IF O.T. HOW MANY HOURS? _____		
JOB SPECIFIC TRAINING CONDUCTED? YES <input type="checkbox"/> NO <input type="checkbox"/>			
SUPERVISOR'S REPORT			
DETAILED DESCRIPTION OF EMPLOYEE'S ACTIVITIES AT TIME OF ACCIDENT/INCIDENT			
NATURE OF INJURY, IF ANY (Describe injury; indicate part of body, right or left, etc.)			
CONTRIBUTING CAUSES (See examples on back; Be honest)			
IMMEDIATE CAUSES (See examples on back; Be honest)			
CONCLUSIONS (Link contributing and immediate causes together to help track series of events)			
ACTION TAKEN TO PREVENT RECURRENCE (Remember, this is the objective of this exercise)			
IS SAFETY ASSISTANCE RECOMMENDED? YES <input type="checkbox"/> NO <input type="checkbox"/>			
WAS FIRST AID ADMINISTERED? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, BY WHOM?			
WERE THERE WITNESSES? YES <input type="checkbox"/> NO <input type="checkbox"/> (if yes, give name and brief account-attach separate paper, if necessary)		WAS MEDICAL TREATMENT NECESSARY? YES <input type="checkbox"/> NO <input type="checkbox"/> (If YES, give facility name, address, and phone number)	
IS LOST TIME ANTICIPATED? YES <input type="checkbox"/> NO <input type="checkbox"/>		IF YES TO EITHER, HOW LONG? _____	
IS MODIFIED DUTY ANTICIPATED? YES <input type="checkbox"/> NO <input type="checkbox"/>		IF MODIFIED DUTY, WHAT JOB? _____	
SUPERVISOR'S SIGNATURE		DATE:	
DEPARTMENT MANAGER'S SIGNATURE		DATE:	

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