

THE CLAREMONT COLLEGES

ENVIRONMENTAL HEALTH & SAFETY

HANDBOOK FOR EMPLOYEES

Claremont University Consortium
Office of Environmental, Health and Safety
Revised January 2006

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ENVIRONMENTAL HEALTH & SAFETY POLICY

The Claremont Colleges attempt to maintain a safe and healthy workplace. All activities and operations are to be performed in a manner designed to protect students, employees, the public, and the environment. Accomplishing these goals requires a team effort on the part of all employees, students, faculty, staff, and supervisors.

Employee's Responsibility: All employees are to actively participate in the safety and environmental health programs. Employees are required to follow all applicable policies and procedures; report accidents, unusual occurrences, and unsafe situations; use prescribed personal protective equipment; warn fellow employees about defective equipment or other hazards; help ensure that fellow employees and visitors comply with policies and procedures; and participate in medical and biological monitoring, if/when required.

Emergency Situations:

An **emergency** is any situation that poses an immediate threat to life safety or the environment (such as a fire, heart attack, or uncontrolled hazardous material release). In an emergency, go to the nearest campus phone and dial

Extension 72000

For Non-Emergency situations involving hazardous materials or wastes, or general safety issues please contact the CUC Health & Safety Office at:

Extension 18538 or 77087.

For accidents involving company vehicles please call Risk Management at:

Extension 18050

To report an employee injury, please call the Workers' Compensation Office at:

Extension 18847

See the incident reporting chart on page 14 of this booklet for additional information.

INTRODUCTION

This handbook was designed to provide The Claremont Colleges personnel with a concise overview of the Safety Program. All personnel are required to follow The Claremont Colleges health and safety rules. Additional information regarding specific safety program areas can be obtained through the Personnel Office or from the Office of Environmental Health & Safety.

MANAGER OF ENVIRONMENTAL HEALTH & SAFETY

The Manager of Environmental Health & Safety (EH&S – Claremont University Consortium) is responsible for monitoring general compliance with various regulatory programs and providing guidance to the Colleges as needed on these issues. EH&S has designated inspection and enforcement responsibility from The Claremont Colleges Council of Presidents.

CAL/OSHA

The Claremont Colleges are required to follow many codes, standards, and regulations, including those promulgated under the California Occupational Safety and Health Act (CAL/OSHA) to protect the health and safety of workers.

The rules, rights, and responsibilities presented in this handbook are based on OSHA standards, other federal, state, and local regulations, and sound safety practices.

Administration's Responsibility: The primary responsibility for safety rests with Department Supervision. This responsibility is to be given first priority in planning, approving and performing operations. The Claremont Colleges managers are required to review their operations and identify hazards, implement appropriate hazard-control measures, communicate job-related hazards, policies and procedures to employees and visitors, ensure that employees receive appropriate safety training, and take corrective action(s) where needed to prevent accidents and injuries. *Department Supervision shall encourage employees to promptly report safety problems without fear of reprisal (Title 8, California Code of Regulations).*

Stop-work Policy: Employees will stop work on any activity that poses a danger to health, safety, or the environment and report it immediately to their supervisor. The Manager of EH&S may also direct employees to stop such activity.

HEALTH AND SAFETY: Your Rights and Responsibilities.

As an employee of The Claremont Colleges, 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 so, the results are available to you.

You also 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 order given:

1. Notify your supervisor of the condition you believe to be unsafe. This will initiate an investigation of the issue you have reported.
2. 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).

You may also contact the EH&S Office at anytime during this process for more information on safety issues or personal protection.

GENERAL SAFETY RULES

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.
- 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.

MANAGEMENT RESPONSIBILITIES

The primary responsibility for health and safety compliance is assigned to Departmental Supervision; therefore, management has the following responsibilities in addition to those listed for employees (see previous page):

- Analyze work procedures to identify hazards and implement measures to eliminate or control those hazards.
- Communicate workplace hazards and policies and procedures to employees and visitors.
- Ensure that employees are trained to identify and mitigate potential hazards associated with their work activities and that such training efforts are properly documented.
- Establish and enforce safe operating procedures.
- Ensure that material safety data sheets (MSDSs) are readily accessible to employees.
- Provide proper safety equipment and personal protective equipment to employees.
- Report work-related fires, accidents, injuries, near accidents, illnesses, property damage, and unusual occurrences to designated college personnel.
- Encourage prompt reporting of health and safety problems without fear of reprisal.

TRAINING POLICY

Proper training is an essential component to accident prevention. All personnel must 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 one (1) year from the date provided.

Additional curriculum must be developed when new processes, procedures, or equipment are introduced to the work site. The EH&S Office is available as a resource in planning and conducting safety training.

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 the same one (1) year period as above.

A list of primary core safety courses is available from the EH&S office. In addition, EH&S now offers a Departmental Safety Certificate consisting of a 4-module training program that addresses required Injury & Illness Prevention Programs, Safe Lifting, Slips & Falls, and Pro-Active Safety Attitudes.

DRUGS / ALCOHOL

Each of The Claremont Colleges maintains a drug-free workplace. Substance abuse in the workplace or while on college business is prohibited and may result in disciplinary action, up to and including termination. An Employee Assistance Program (EAP) is available to counsel or refer employees seeking assistance on related issues.

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 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.

Hazard Control Measures

- Chemical Hazard Recognition Training
- Chemical Inventory Database System
- Application of Engineering Controls

- Application of Administrative Controls
- Use of Personal Protective Equipment (PPE)
- Alternative Chemical / Hazard Reduction

EXPOSURE MONITORING

Personnel and Work Area Monitoring: Health & Safety personnel may monitor work areas to ensure that personnel exposures to chemical, physical, and biological hazards are kept as low as reasonably achievable. Personal and environmental monitoring devices or procedures may also be used to help determine worker exposure.

Employees may observe the exposure monitoring process and have access to their own exposure information.

SPECIAL PROCEDURES & PERMITS

Potentially hazardous activities, which include but are not limited to: working with asbestos or lead, 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. Please contact the EH&S Office for more information.

HAZARDOUS MATERIALS MANAGEMENT

The Hazardous Materials Management Program helps ensure the proper disposal of hazardous waste. For information on disposal of asbestos or other hazardous chemicals, contact the EH&S Office. ***In an Emergency call Campus Safety at x72000***

HAZARDOUS MATERIALS MANAGEMENT HELP

<u>Issue</u>	<u>Extension</u>
Asbestos	18538 or 77087
Hazardous Waste Pick-ups	72682
Other Hazardous Material Issues	18538 or 77087

RADIOACTIVE MATERIALS

Issues regarding radioactive materials should be immediately directed to the Radiation Safety Officer (RSO) for the respective campus.

Pomona College: Prof. Johnathan Wright, x18603
Harvey Mudd College: Ms. Annie Atiyeh, x73940

TRANSPORTATION OF HAZARDOUS MATERIALS

The Claremont Colleges are required to comply with federal and state regulations governing the packaging and transportation of hazardous materials and wastes. Private vehicles may **NOT** be used to transport hazardous materials or equipment. If you have specific questions regarding the transportation of hazardous materials or wastes, please contact the EH&S Office.

WASTE MINIMIZATION

The amount of hazardous materials generated by operations is to be minimized to the greatest extent technically and economically feasible. As an employee, you can help through the following actions:

- Procure the smallest amount of chemicals needed for your particular operation.
- Whenever possible, use small scale experiments.
- Store, label, and dispose of chemicals properly.
- Look for opportunities to replace hazardous materials with chemicals that are less hazardous.
- Segregate hazardous and non-hazardous materials.
- Recycle or reuse materials where possible.

For more information, contact the EH&S Office.

ENVIRONMENTAL PROTECTION

Protection of the environment is a responsibility of each employee. Compliance with federal and state environmental regulations is not optional. Noncompliance with environmental regulations may result in disciplinary action as well as civil and criminal fines and jail sentences.

Employees can help ensure environmental protection through the following actions:

- Involve EH&S early in the planning of operations and construction projects to ensure that proper permits are obtained and that the necessary environmental documentation is developed.
- Follow prescribed rules designed to protect the environment.
- Promptly report accidental spills and other environmental releases.

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, PAPR, or other respiratory protective equipment must be fit tested and trained by the EH&S Office or a designated representative. An employee may use an assigned respiratory protective device only after:

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

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

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

- Radioactive material.
- Hazardous materials or waste.
- Asbestos.
- Tasks that present specific physical hazards (e.g. sharp edges) and,

- Biohazards.

SMOKING POLICY

To help ensure a safe, and healthful workplace, smoking is restricted on a building-by-building basis. Check with your supervisor for the policy in your area.

DISABLED EMPLOYEES

The Claremont Colleges endeavor to make reasonable accommodations for disabled employees. Emergency planning in your department should include special consideration for evacuating disabled employees.

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.

EMERGENCY RESPONSE

Be Prepared! No one knows when an emergency will occur, so planning ahead is important. 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 disaster.

Fire: As a general rule, The Claremont Colleges do not expect employees to fight fires. Just sound the alarm - pull the fire alarm - get out of the building as quickly as possible and 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 the Office of Risk Management.

Accidents/Incidents: All accidents and near- miss incidents must be reported to your supervisor.

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. The best course of action is to call Campus Safety x72000.

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 may 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 situation, follow instructions of emergency personnel.

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.

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 have a driving record acceptable to the Colleges' automobile liability insurance company.

Special Notes:

- Motorcycles and scooters may not be used for official college business.
- A special safety training program is available for the operation of electric and fuel powered industrial carts (e.g. golf carts).

REPORTING REQUIREMENTS

INCIDENT	REPORT TO	WHEN
Injury / Illness Normal work hours After Hours	Supervisor and WC Admin. Campus Safety / Supervisor	Immediately Immediately / Next work day
Property Damage / Loss	Supervisor & Risk Management	Within 24 hours
Hazardous Material Incident	Supervisor, Campus Safety, & EH&S	Immediately
Radiation Incident	Supervisor, Campus Safety, & EH&S	Immediately
Vehicle Accident With injury	Campus Safety Risk Management	Immediately Within 24 hours
Vehicle Accident w/o Injury College Vehicle or Rental Vehicle	Risk Management	Within 24 hours
Off Campus Accident	Local Police Risk Managment	Immediately Within 24 hours

ACKNOWLEDGEMENT

As an employee of the Claremont Colleges, I agree to follow all applicable environmental health and safety requirements during the performance of my assigned duties. I acknowledge receipt of the this Employee Handbook 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: _____

This form is to remain in the employee's personnel file after signing.