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From: Brady, Kevin T.
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To: Brady, Kevin T.
Subject: CAMPUS WINTER QUARTER SAFETY MESSAGE

CAL STATE LA
RISK MANAGEMENT / ENVIRONMENTAL, HEALTH & SAFETY

MAKE SAFETY YOUR ROUTINE

An Update from Risk Management/Environmental, Health and Safety Office

Campus Injury/Illness Rate Remains Stellar
Cal State L.A.'s Total Case Incident Rate (TCIR) for occupational injuries and illnesses remains well below national industry average of 2.40 and continues a commitment towards maintaining a safe and healthful working environment. The 1.33 TCIR for 2015 represents a 7% increase from 2014 performance. Even with this slight increase Cal State L.A. remains with one of the lowest injury/illness rates amongst the CSU campuses. The dedication, efforts and persistence of the campus community in identifying and correcting hazardous conditions and in conducting their work in a safe and healthful manner reflects that overall safety philosophy for Cal State L.A. The past ten (10) years of TCIR data is reflected below.
**FY 15/16 Winter Quarter Brings El Nino Concerns and Increased Exposures**

As we begin the forecasted El Nino season the campus' exposure to injuries related to the increased slip/trip/fall conditions presents many challenges. The greatest exposure to the Cal State L.A. community relates to slippery conditions both inside and outside of the buildings. With the heightened numbers on our walkways and potential for inclement weather everyone must be diligent and cognizant of the risks posed by these circumstances. So why is walking such a hazard? The National Safety Council states that slips, trips and falls are the No. 2 cause of nonfatal injuries in the workplace resulting in days away from work. Through our own experiences when we see the increased numbers of students and visitors to the campus in addition to the workforce coupled with periods of inclement weather, the results are heightened exposures and occurrences of slips, trips and falls.

Quite often slips, trips and falls in the winter can be caused by a lack of awareness of surroundings and improper footwear. As we can see routinely those walking can become easily distracted through the use of cell phones, eating or reading while walking, and/or talking with someone while walking all increase the risk of a trip or fall occurrence. That coupled with wet conditions can heighten the potential for an injury. Other causes beyond those mentioned include: limited visibility around corners and near doorways; running on stairs or in heavily congested areas; not holding the handrail in stairways (Stairwells are one of the highest areas for occurrences of trips and falls on campus); and carrying too much thereby obscuring your vision. Always remember to dress for the weather at hand, substantial footwear that provides non-skid traction is essential in ensuring proper footing during rain.
events. Also remember that when you walk into any building on campus the first few feet are always of greatest concern since people are tracking in the wet conditions and umbrellas are typically shaken out in these areas. So stay aware and be prepared.

While some of these hazards are habitual in nature and more difficult to mitigate, some are inherent to our working and academic environments and can be observed, prevented and corrected. But prevention starts with you. It is important to observe and report issues, concerns and potential hazards to the Facilities Services Work Control office at extension 3-3440. The Risk Management & EHS (RM/EHS) Office is always available to assist the Cal State L.A. community in providing guidance and assistance in alleviating potential hazards within the workplace. If you have questions, concerns or would like additional information, please call extension 3-3531.

**Student Worker Safety and Health**

Student workers are a very convenient resource for departments, and the number of student workers in our workforce remains high. It is for that reason that the university must not ignore the responsibilities it has to this young and eager workforce. Cal State L.A. has seen an increase in student worker incidents and injuries over the last few years, with 2015 continuing that concern. In 2016 this employee category remains our focus in reducing and/or eliminating workplace incidents for student workers. It is incumbent that ALL supervisors of student workers realize that this workforce is treated no differently than any other work group. In some cases an argument can be made that greater scrutiny and supervision is required due to the fact student workers bring with them minimal employment history on which to base sound and rational decisions.

Without job knowledge and experience, it is far more difficult for the student worker to recognize potentially risky situations and equipment. Eager to please and unwilling to make waves, student workers may be hesitant to question the safety of work procedures or to ask for proper safety training and guidelines. Many feel pressured to complete a job or task quickly and can be swayed by peer pressure, regardless of the risk involved. And without a thorough understanding of their rights and responsibilities as employees, student workers may be reluctant to ask questions or refuse to perform an unsafe work practice. Some of the more dangerous tasks or assignments our students face can be:

- Lifting objects as material handlers, laborers, and general office staff;
- Working on ladders, platforms or other raised or elevated work locations;
- Driving or riding in vehicles, including electric carts;
- Using knives, scissors, box cutters or other sharp devices in a food processing or office setting;
- Working with hot substances or surfaces in a food handling area;
- Working with chemicals in the workplace, especially laboratory environments;
- Operating food slicers or kitchen equipment in a food preparation area; and
- Working near operating equipment or machinery.

National statistics from various occupational agencies show that more than half of all work-related incidents occur during a student worker’s first six months on the job. Cal State L.A. has seen a dramatic increase in incidents involving student assistants and their use of electric carts on campus. With students potentially changing assignments on a quarterly cycle here at Cal State LA, that frequency increases the exposures facing our student workers. It is even more imperative that diligent supervision and adherence to established safety training and protocols be followed to ensure the workplace health and safety of this young and potentially inexperienced workforce.
For the **required** student supervisor safety checklist
[http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/training/supervisororientationgen.pdf](http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/training/supervisororientationgen.pdf), which is to be completed at the beginning of all student employment, consult with the Career Center. Supervisors of student workers should have attended an annual training conducted by the Career Center. If you missed those sessions please contact the Career Center for further guidance and assistance. The student supervisor safety checklist should be submitted to the Career Center immediately upon completion with a copy retained in the department office, and shall be updated if the student changes their position description or location. Student workers must also attend a two-hour New Employee Safety Training, GHS Training, and Ergonomics Training initially. To schedule student workers for these classes please contact the RM/EHS Office at ext. 3-3531 to register. Additional training obligations for all employees (including student assistants) can be reviewed under the section header Safety Training below.

**Chemical/Laboratory Safety**

Cal State L.A.'s safety program focuses extensively on areas where chemicals are utilized and stored on campus. Of particular concern are maintenance areas and laboratories, such as those found in and around Annenberg Sciences Complex, Biological Sciences, Theatre Arts, ECST, and Fine Arts buildings where staff and students utilize various hazardous materials. Cal State L.A. takes a very proactive safety approach in these high-risk areas. Everyone involved in using chemicals is required to attend annually a laboratory or chemical safety training session provided by the Risk Management and Environmental Health & Safety (RM/EHS) Office. This training is conducted on a monthly basis. RM/EHS also provides safety training to classes and staff upon request. Remember that personal protective equipment (PPE) in the form of gloves, safety glasses and a lab coat are essential tools in any scientist's arsenal to perform their work and studies in a safe and healthful manner.

**Safety Training**

RM/EHS offers safety-related training that enables Cal State L.A. to further enhance its safety performance. A schedule of sessions is posted on the RM/EHS web page at [http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/training/2016_ehs_training_schedule_0.pdf](http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/training/2016_ehs_training_schedule_0.pdf). To register, please call RM/EHS at ext. 3-3531. Registration is critical. While walk-ins are accepted, a session may be canceled if no one has registered. For supervisors who plan to schedule employees for training, it is recommended that they consult the training matrix in Administrative Procedure 430 to ensure their staffs are attending the required courses. To suggest training session ideas that are not currently offered, contact RM/EHS at ext. 3-3527, or send an email to any RM/EHS staff member. Additionally, the RM/EHS Office sends out monthly reminders on what is being offered for that current month to aide employees in the course offerings. Various topics can be found on our training calendar, and any area wishing to have a session conducted at their work area outside of our routine monthly offerings is encouraged to contact the RM/EHS Office at ext. 3-3527, or 3-3549.


Faculty/student classroom safety protocols and checklists can be found at [http://edit.calstatela.edu/ehs/student-health-safety](http://edit.calstatela.edu/ehs/student-health-safety). These quick reference guidelines and safety considerations are meant to assist faculty in facilitating a safe learning environment while imparting valuable information to their students on the safety-related aspects for any given learning situation. If you do not find a specific checklist that relates to your academic instruction please contact Richard
Brennan, University Health & Safety Coordinator, at ext. 3-3549 to assist you in the development of that guide.

It is also extremely important that the relevant emergency preparedness information gets communicated to our students through the classroom and laboratory instructors. Resources are available to help facilitate such information sharing and can be requested through the RM/EHS Office at ext. 3-3527.

**State Vehicle Driver Program Requirements**
Those employees who drive State vehicles or their personal vehicle for State business are required to register with the RM/EHS Office and attend defensive driver training once every four years. The registration process involves completion of a form [http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/Risk_mgmt/state_veh_driver_prog_form.pdf](http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/Risk_mgmt/state_veh_driver_prog_form.pdf) with relevant information for the campus to align with the Department of Motor Vehicles (DMV) monitoring. Any suspensions or revocation of a driver’s license and privileges would be sent to Cal State L.A. for action. That initial registration form should be sent to Dan Thomas in the RM/EHS Office located in CY Room 244. Additional responsibilities would be to attend the defensive driver training. Questions on the State Vehicle Driver Program [http://www.calstatela.edu/ehs/state-vehicle-program](http://www.calstatela.edu/ehs/state-vehicle-program) should be directed to Dan Thomas at extension 3-3534. If you drive an electric cart on campus, note that this is considered a State vehicle and is insured as such.

**Use of Electric Carts on Campus**
The use of electric carts, sometimes referred to as “golf” carts, on campus is prevalent. In a recent interpretation by Cal/OSHA these electric vehicles, as is the case with other motorized maintenance vehicles, are considered industrial trucks. This designation requires that those persons who utilize his means of conveyance must adhere to the university guidelines and procedures within the State Vehicle Driver Program. Those provisions require that the operator:

- Be a State employee or authorized volunteer;
- Has previously completed the registration documentation into the State Vehicle Driver Program;
- Has attended and/or completed a defensive driver training program offered by the university once every four years;
- Has attended an electric cart safety training conducted by the RM/EHS Office **annually**; and
- Has a valid California Driver’s License (CDL) at all times.

It is important to remember that anyone driving an electric cart must attend a university sponsored Electric Cart Safety training class annually. This is important as due to a recent Cal/OSHA interpretation, such training with specifics associated to manufacturer’s instructions and other California Vehicle Code (CVC) provisions must be a part of the required training. This training cannot be performed by the host department without close support and guidance from the RM/EHS Office. On campus there are approximately 90 electric carts utilized amongst 20 separate departments. The exposure for an electric cart related incident is high; therefore everyone’s diligence in understanding the university guidelines [http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/cartpolicy.pdf](http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/cartpolicy.pdf) and adhering to those safety considerations will greatly enhance our overall safety record related to the use of these vehicles. Questions on the program can be directed to the RM/EHS Office at ext. 3-3534.

**Smoking Policy on Campus**
The University has established specific guidelines and procedures for smoking on campus. Those guidelines can be found in Administrative procedure #006 http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/Procedure/006.pdf. Smoking is prohibited within any campus building, in any State vehicle, in designated outdoor non-smoking areas, and within 25 feet from an outside entrance to a building, building opening, or mechanical ventilation system air-intake. Violations of the aforementioned guidelines should be reported to area management and/or the faculty instructor first, then to Public Safety (ext. 3-3700); and only after the prior avenues are exhausted should contact with the RM/EHS Office occur at ext. 3-3531. Those outdoor areas designated as non-smoking are:

- East patio entrance off Circle Drive to King Hall basement;
- Outside play area associated with the Anna Bing Arnold Children's Center;
- Outside seating areas and patios associated with the Golden Eagle Building;
- Outdoor area between the east and west structures of the Golden Eagle Building;
- Administration Building Quad area, on the first floor between the Student Affairs and Administration Bldg.;
- Free Speech/Stage area associated with the University Student Union;
- Outdoor seating areas of the University Student Union; and
- Outdoor seating area near King Hall.

The University program is intended to minimize the exposure to secondhand smoke while effectively working to achieve a safe and healthful working and learning atmosphere for the campus community. Your cooperation and adherence to these guidelines and procedures for the university are appreciated.

**Reporting Unsafe Conditions**

There are many ways to report workplace hazards or concerns:

- Discuss the matter with your immediate supervisor or instructor.
- Report the concern to the Facilities Services Work Control at ext. 3-3440.
- Report the concern to the RM/EHS either by phone (ext. 3-3549), or online at http://www.calstatela.edu/ehs/hazard-incident-report.

It is encouraged that all staff, faculty, and students utilize the resources available to report conditions that represent an unsafe situation. That could be water/spilled liquids on pedestrian walkways (inside or outside of buildings), lights being out, exposed electrical wiring, slip/trip/fall conditions or any other unforeseen condition that represents a hazard to any person on campus. The action taken by one can alleviate the pain and suffering of another who might fall victim to the unsafe condition.

**Emergency Preparedness Information Available Online**

Did you know that in the RM/EHS website http://www.calstatela.edu/ehs/building-evacuation-assembly-areas and in the Public Safety website http://www.calstatela.edu/police/campus-emergency-plan you can view emergency procedures and general campus emergency information for a variety of scenarios? With the recent increased earthquake activity in the Southern California region, it is even more imperative that everyone become familiar with the campus procedures if such an event were to occur while you’re here at work, or what is expected of you in the event of a catastrophic natural disaster. If you visit those sites you can obtain useful information for your personal preparedness or for inclusion into your classroom/department emergency action plans. The aforementioned resources include the locations of assembly areas while evacuating buildings, the locations of emergency phones found throughout the campus, building administrators, and other useful information. Everyone is encouraged to view these resources available within the Public
Safety Emergency Preparedness network as noted in the above links. Questions on campus specific emergency preparedness information should be directed to Kevin Brady at ext. 3-3527.

**Campus Reporting Requirements for Work-related Injuries/Illnesses**
The University Workers’ Compensation Coordinator resides in the Human Resources Management (HRM) Department. All employees must report a work-related injury immediately to their supervisor and within 24-hours to the Workers’ Compensation Coordinator in HRM. There are resources available on campus in the Student Health Center to address these injuries/illnesses, and the campus has contracted with an off-site occupational clinic U.S. Health Works in El Monte and Commerce to provide our employees with quality care and treatment. Employees are encouraged to review the guidelines for managing work-related injuries/illness, which can be found at [http://web.calstatela.edu/univ/hrm/work_comp.php](http://web.calstatela.edu/univ/hrm/work_comp.php).

**Off-Campus Field Trips or Employee/Student Travel**
The university has an established program to provide guidance and direction for academic-related field trips. Those guidelines and forms can be found at [http://www.calstatela.edu/ehs/field-trip-and-international-travel-information](http://www.calstatela.edu/ehs/field-trip-and-international-travel-information). The expectations are that student health and well-being is of utmost concern. Those guidelines require that university general release and emergency contact forms be applied to all participants, and that proper due diligence is applied to evaluate the exposures and risks associated with the off-campus site and to properly mitigate and communicate those exposures to the traveling students/participants. For further information or questions please contact the RM/EHS Office at extension 3-3534.

Everyone’s participation helps the University provide a safe and secure place to work and learn. Knowing what to do before it’s time to react is crucial, and a proactive approach to safety is one that will strengthen the University’s collaborative and supportive safety culture. With diligence and awareness, Cal State L.A. can build upon its ongoing success and end 2015 as an even safer year.

**Be Prepared and Stay Safe!**

The Risk Management and Environmental, Health and Safety Office manages several programs: Occupational Safety, Environmental Control, Risk Management, Biological Safety, Chemical Safety and Radiation Safety. For information, resources or tools visit [http://www.calstatela.edu/univ/ehs](http://www.calstatela.edu/univ/ehs).

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