

Pitzer College
SAFETY RULES AND GUIDELINES FOR FACULTY & STAFF

Please familiarize yourself with the following safety information.

For safety questions, please speak with your supervisor, the Dean of Faculty, any member of the Pitzer Safety Committee, the Assistant Vice President of Facilities, or the Director of Human Resources.

1. Report ALL Injuries and Emergencies

Notify your supervisor or the Director of Human Resources at extension 78533 in the event of an injury, even if you do not want medical treatment. When an injury occurs, forms must be completed by the injured employee and the supervisor. If you want treatment, you will be directed to the CUC Worker's Compensation Administrator and, if necessary, will be referred to a clinic. **If you witness a serious or life-threatening injury or emergency, call Campus Safety at ext. 72000 (Do NOT call 911 from a campus phone).**

2. Report Unsafe Conditions

If you see unsafe conditions on campus, particularly in your work area, please place a Work Order with the Facilities Office on the Pitzer website at www.pitzer.edu/offices/facilities/workrequests.asp or call extension 72226. Examples include: frayed cords, unsecured bookshelves, buckled carpet, and loose railing.

3. Emergency Evacuation Plan

(Please refer to the multi-color emergency brochure in your department or online for complete instructions)

Learn the location of all exits near your work area. During a fire alarm or other emergency situation, exit to your *INITIAL* evacuation site listed below. Upon the direction of a college staff member, you may be directed to proceed to the *FINAL* evacuation site which is the Brandt Clock Tower Field:

| <u>Building</u> | <u>INITIAL Evacuation Site</u> | <u>FINAL Evacuation Site</u> |
|---|--------------------------------|------------------------------|
| Atherton, Holden, Mead, Pitzer, Sanborn | East Mesa Parking Lot | Brandt Clock Tower Field |
| Avery, Bernard, Broad | Brandt Clock Tower Field | Brandt Clock Tower Field |
| Fletcher, Scott | Brandt Clock Tower Field | Brandt Clock Tower Field |
| Gold Center, Grove House | East Mesa Parking Lot | Brandt Clock Tower Field |
| McConnell Center | Holden Hall Parking Lot | Brandt Clock Tower Field |

Do not leave the evacuation sites until directed to do so by a staff member in charge. Please check-in with a Human Resources staff member to be marked off the lists designed to assist Search and Rescue team efforts. Some emergency supplies will be available at the site but we encourage everyone to keep basic supplies in their car (e.g., prescription medicines, comfortable shoes, flashlight, non-perishable food, water, etc.). Thoroughly read your office's multi-color **Emergency Procedures Handbook** outlining the following topics: medical emergencies, first aid, earthquakes, fire, bomb threats, utility failures, crime, violence, and hazardous materials.

4. Fire Alarms & Fire Extinguishers

Please identify the nearest fire alarms to your work area. In the event of a fire, pull the nearest fire alarm and immediately exit the building through a clear exit. For your safety and that of others, do NOT use any available fire extinguisher unless you have received hands-on training within the last 12 months.

5. Employee Responsibility to Perform Work in a Safe Manner

Pitzer College is committed to providing a safe and healthy work environment. **It is the employee's responsibility to:** perform work in a safe and proper manner; comply with all safety rules and requirements; report all work-related injuries or illnesses to the supervisor; wear protective equipment if required by the position; and practice prudent avoidance - do not perform tasks unless adequately trained. If your presence is not required, remove yourself from areas when dangerous tasks are performed or if hazardous substances are present. A safety committee was formed to help the College provide a safe work environment.

6. Clean Up of Spills and Hazardous Materials

It's important to clean up spills and remove hazards from our campus. Whether you cause it or find it, please contact the Facilities Office at 72226 to have the spill removed immediately. Do Not Touch! The Facilities Office has staff trained to remove spills containing hazardous materials or blood. If your position requires first aid response or facilities cleaning, you will receive special training through our Bloodborne Pathogen Control Plan.

If you come into contact with blood during the course of your work you may receive the Hepatitis B vaccine at no cost to you. **You MUST report such an incident and if you wish to receive the vaccine it must be within 24 hours of exposure!** Call HR at 78533 to be referred to the clinic; after-hours and on weekends call Campus Safety at 72000.

7. Hazard Communication Program - including Material Safety Data Sheets (MSDS)

Material Safety Data Sheets (MSDS) are supplied by vendors and manufacturers for products we use. All MSDSs are maintained by the Facilities Office. You have a right to access any medical records, MSDS and monitoring records pertaining to your job. To access these records or receive a copy of the General Industry Safety Order 3204, which explains these rights, call the CUC Environmental Health & Safety Office at 1-8538.

8. Special Hazards of Jobs (Ask your supervisor if there are any special hazards to your job)

Facilities, Custodial, Grounds, and Maintenance personnel must follow all of the established safe work practices concerning lifting, use of chemicals, hazardous spills, and blood borne pathogens, as well as general safety information. Uniforms and protective clothing are provided and should be worn whenever appropriate.

Food Service personnel must following established safe work procedures for the use of slicing machines, cutting boards, food preparation utensils, power mixing or blending equipment, and the buddy system to access walk-in refrigerators and freezers. Employees must remain aware at all times of hot oil and hot surface hazards, wet floor conditions, and correct grounding and use of electrically powered equipment in wet and food preparation areas. Note: You are not permitted to operate motorized food preparation equipment or hot oil without specific training and authorization from your supervisor.

Faculty must be aware of all classroom and laboratory safety practices and must inform students of safety issues and evacuation plans.

Faculty or staff members with heavy use of computer or other equipment, or work involving any repetitive movements, please see item #9 "Ergonomics."

9. Ergonomics

Employees in an office setting should pay particular attention to the ergonomic set-up of their work station. If you work for long periods of time using a computer, other office equipment, or perform any type of repetitive motion, be sure to **change your position at least once every half hour** to avoid eye, back, and neck strain, and repetitive injuries such as carpal tunnel.

Contact Human Resources (18254) to have your work station evaluated. Chair or desk adjustments, glare screens and/or wrist support pads may be suggested. Call HR for questions about repetitive motion tasks.

10. Proper Lifting Procedures

Call Facilities (72226) for help moving heavy or large items. If you move anything yourself, be cautious; use leg muscles rather than back muscles and inspect for protruding nails, splinters, or sharp edges before lifting.

11. Safety Rules Enforcement

The Pitzer College safety program requires adherence to safe work practices. **Employees who do not follow safe work practices may receive disciplinary warnings, and for serious infractions may be terminated from their position.**

12. Pitzer Safety Committee

A committee comprised of staff, faculty, students, a representative from Campus Safety, the Food Service manager, and the Assistant Vice President for Facilities meet quarterly to discuss safety issues for our campus. The committee is chaired by the Assistant VP of Facilities. Questions may be directed to Facilities at 72226.

I have been instructed in the above list of safety guidelines and procedures and I agree to adhere to them.

I understand that I must report any and all on-the-job injuries or illnesses immediately to my supervisor or to Human Resources whether or not I want medical treatment. In the event of a life-threatening emergency I, or someone on my behalf, must call Campus Safety at extension 7-2000. I further understand that I must complete an Employee Accident Report for any and all injuries and illnesses as soon as possible, but no later than 48 hours after the injury or illness.

Signature: _____

Date: _____

Print Name: _____