

SAFETY RULES & PROCEDURES FOR EMPLOYEES

Important Phone Numbers:	Campus Safety:	(909) 607-2000 or extension 72000
	Facilities Office:	(909) 607-2226 or extension 72226
	Human Resources:	(909) 621-8254 or extension 18254

1. Report All Workplace Accidents and Emergencies

Immediately notify your supervisor or Human Resources (HR) in the event of an on-the-job accident, injury or illness; *even if you do not want medical attention*. Report forms must be completed by the employee and supervisor to document the accident, injury or illness within 48 hours of the incident. If you need non-emergency medical attention, you will be directed to HR to receive assistance. If you witness **a serious or life-threatening injury or emergency, call Campus Safety at extension 72000** or (909) 607-2000.

2. Report Unsafe Conditions

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

3. Emergency Evacuation Plan *(Refer to the multi-color emergency brochure in your department or online for full 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: the Commencement Plaza.

<u>Work Site Building</u>	<u>Initial Evacuation Site</u>	<u>Final Evacuation Site</u>
Atherton, E. Sanborn, Gold, Pitzer, N. Sanborn	East Mesa Parking Lot	Commencement Plaza
Avery, Bernard, Broad Center, Broad Hall	Commencement Plaza	Commencement Plaza
Fletcher, Grove House, Keck Science, Scott	Commencement Plaza	Commencement Plaza
McConnell, Mead	Commencement Plaza	Commencement Plaza
West Hall, East Hall	North Fire Road	Commencement Plaza

Do not leave evacuation sites until directed to do so by a staff member in charge. Check-in with an HR staff member to be marked as “present” to assist Search and Rescue efforts. Some emergency supplies will be available onsite; however, we highly encourage everyone to keep supplies in their car and/or workstation (e.g., prescription medicine, comfortable shoes, hand-crank powered radio/flashlight, non-perishable food, extra water, etc.).

For your safety and that of others, thoroughly review the ***Evacuation Map*** and the ***Emergency Procedures*** flyer posted in your office, which outlines procedures for the following topics: earthquake, fire, bomb threat, lockdown, medical and media.

4. Fire Alarms and Exits

Please identify the nearest fire alarms and exits for 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 available fire extinguishers unless you have received hands-on training within the last 12 months.

5. Employee Responsibility to Work Safely

Pitzer College is committed to providing a safe and healthy work environment. It is every employee's responsibility to: perform work in a safe and proper manner; comply with all safety guidelines and requirements; report all work-related accidents/illnesses to Human Resources; wear protective equipment if required by the work; and practice prudent avoidance. Do not perform tasks unless you are adequately trained. If your presence is not required, remove yourself from areas when dangerous tasks are performed or if hazardous substances are present.

6. 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 report it to the Facilities Office to have a spill or hazardous material removed immediately. Do not touch! The Facilities Office has staff trained to remove spills and hazardous materials (including blood). If your position requires first aid response or facilities cleaning, you will receive special training on Blood-borne Pathogens.

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 to HR. if you wish to receive the vaccine, it must be within 24 HOURS of exposure!** Call Human Resources to be referred to a clinic; after-hours and on weekends call Campus Safety at extension 72000.

7. Hazard Communication Program

Material Data Sheets (MDSs) are supplied by vendors for products we obtain for campus. As part of our Hazard Communication Program, all MDSs are maintained by the Facilities Office. You have a right to access any medical records, MDSs and monitoring records pertaining to your position. To access these records or receive a copy of Safety Order 3204 which explains these rights, please contact the Facilities Office.

8. Special Hazards of Your Position | Ask your supervisor if there are any special hazards to your position.

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

Dining Services staff must following all established safe work procedures for lifting, hazardous spills, blood-borne pathogens, slicing machines, cutting boards, food preparation utensils, power mixing or blending equipment, and the buddy system to access walk-in refrigerators and freezers. Staff must remain aware at all times of hot substances/surface hazards, wet floor conditions and correct grounding and use of electrically powered equipment in wet and food preparation areas. Note: employees are not permitted to use motorized equipment or hot oil without specific training and authorization from their supervisor.

Faculty members must be aware of all applicable classroom and laboratory safety practices, and must train students on relevant safety practices, as well as evacuation plans.

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

9. Ergonomics

If you work for long periods of time using a computer, other office equipment or perform repetitive motion work, be sure to change your position at least once every half hour to avoid strain and injuries. Workstation evaluations are requested by HR for all new faculty and staff near the time of hire. Chair or monitor adjustments, ergonomic computer accessories and/or wrist support pads may be recommended and provided. Contact HR at extension 18254 if you would like to request an evaluation.

10. Proper Lifting Procedures

Contact Facilities for help moving heavy or large items. If your position requires regular lifting, your supervisor will provide training in proper lifting. If you believe it is safe to lift or move something yourself, be cautious; use leg muscles rather than back muscles, inspect for sharp edges and be aware of your surroundings.

11. Enforcement of Pitzer's Safety Program

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

12. Safety Committee

A committee comprised of staff, faculty and students meets every semester to discuss safety issues for the campus. Questions and suggestions may be directed to the Facilities Office.

I have read the above list of safety rules and procedures, and I agree to adhere to them.

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

Signature: _____

Date: _____

Print Name: _____