# Campus Guide to Risk Management/ Environmental Health and Occupational Safety for Supervisors and Managers

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Introduction</td>
</tr>
<tr>
<td>4</td>
<td>Executive Order 1039</td>
</tr>
<tr>
<td>5</td>
<td>Risk Management Definitions, Steps and Types of Losses</td>
</tr>
<tr>
<td>8</td>
<td>Written Safety Programs</td>
</tr>
<tr>
<td>8</td>
<td>Injury and Illness Prevention Program</td>
</tr>
<tr>
<td>11</td>
<td>Hazard Communication Program</td>
</tr>
<tr>
<td>14</td>
<td>Office Ergonomics</td>
</tr>
<tr>
<td>18</td>
<td>Business Continuity</td>
</tr>
<tr>
<td>19</td>
<td>General Safety Information</td>
</tr>
<tr>
<td>19</td>
<td>Accident Investigations</td>
</tr>
<tr>
<td>20</td>
<td>Asbestos and Lead Containing Construction Materials</td>
</tr>
<tr>
<td>21</td>
<td>Chemical and/or Equipment Donation Procedures</td>
</tr>
<tr>
<td>21</td>
<td>Construction Safety</td>
</tr>
<tr>
<td>22</td>
<td>Drug-Free Workplace</td>
</tr>
<tr>
<td>22</td>
<td>Emergency Preparedness</td>
</tr>
<tr>
<td>23</td>
<td>Emergency Telephone Numbers</td>
</tr>
<tr>
<td>23</td>
<td>Employee/Student Escort Service</td>
</tr>
<tr>
<td>24</td>
<td>Environmental Compliance</td>
</tr>
<tr>
<td>26</td>
<td>Faculty Liability Issues</td>
</tr>
<tr>
<td>27</td>
<td>Field Trip Policy</td>
</tr>
<tr>
<td>29</td>
<td>Fire Safety Tip: Fire Rated Doors and Wedges</td>
</tr>
<tr>
<td>30</td>
<td>Fire Safety Tip: Surge Protectors and Power Strips</td>
</tr>
<tr>
<td>31</td>
<td>Foreign Travel Insurance Program (FTIP)</td>
</tr>
<tr>
<td>32</td>
<td>Risk Management for Student Organizations Policy</td>
</tr>
<tr>
<td>33</td>
<td>Worker’s Compensation</td>
</tr>
<tr>
<td>34</td>
<td>Small Cart Training Program</td>
</tr>
<tr>
<td>36</td>
<td>Vehicle Accident Reporting</td>
</tr>
<tr>
<td>37</td>
<td>How to Report a Safety Concern</td>
</tr>
<tr>
<td>38</td>
<td>Online Training</td>
</tr>
<tr>
<td>39</td>
<td>Defensive Driver Training</td>
</tr>
<tr>
<td>40</td>
<td>Van Use Policy</td>
</tr>
<tr>
<td>41</td>
<td>Risk Management/EHOS Website</td>
</tr>
<tr>
<td>42</td>
<td>Notes</td>
</tr>
</tbody>
</table>
Welcome to California State University Dominguez Hills’ “Campus Guide to Risk Management/Environmental Health and Occupational Safety for Supervisors and Managers.” One of the most important and valued resources at California State University, Dominguez Hills (CSUDH) are the individuals who work, live and study on our campus. It is the policy of the University to maintain a safe and healthful environment for its students, faculty, staff and visitors.

To ensure that this expectation is met, all University operations shall be conducted in compliance with applicable environmental, health and safety standards and regulations. The University holds that the concern for a safe learning experience and the encouragement of good environmental stewardship will promote quality in the workplace and improve learning standards in the classroom.

The intent of the Office of Risk Management/Environmental Health and Occupational Safety (RM/EHOS) is to minimize losses by creating and providing a safe and healthy environment for students, faculty, staff, and campus visitors through specially designed programs and services. Additionally, RM/EHOS assists campus operations and projects in minimizing environmental impacts, surpassing regulatory requirements, and practicing environmentally sound methods.

This Guide was developed to provide California State University, Dominguez Hills supervisor and managers with general risk management, environmental health and occupational safety information to ensure compliance with all University, local, state and federal policies, procedures and regulations.

If you have any questions about this Guide, or if you need any assistance with risk management related issues, please contact Risk Management/EHOS at 310-243-2895.

We encourage you to actively participate in this important commitment toward maintaining a safe and healthy educational environment.
Executive Order 1039

Executive Order 1039 was issued pursuant to authority of Section II of the Standing Orders of the Board of Trustees of the California State University. Through adoption of the following statement of policy, The California State University recognizes occupational health and safety as an integral function throughout The California State University system.

Environmental Health and Safety (EH&S) includes policies and practices designed to mitigate the risk of injury and illness to California State University employees and to promote campus health and safety programs. These injuries and/or illnesses may arise from work related activities in the form of accidents, or exposure to potentially harmful practices, conditions, substances and equipment. Certain types of student activities are also addressed.

The California State University, its officers, and employees are responsible for developing and maintaining injury and illness prevention programs, and ensuring that activities and tasks are performed in a manner that reasonably control hazards that can cause injuries or illnesses. Executive Order 1039 outlines the following areas of authority and responsibilities:

**Campus Presidents**
Campus presidents will designate a campus EH&S program administrator and provide authority to the program administrator to develop and maintain the campus health and safety program.

**Campus EH&S Program Administrator**
Campus EH&S Program Administrator is responsible for developing and maintaining a campus health and safety program that meets the requirements of the Injury and Illness Prevention Program (IIPP) (California Code of Regulations (CCR), Title 8, section 3203) as well as other applicable California Occupational Safety and Health (Cal/OSHA) requirements.

**Campus Departments**
Campus deans and department chairs should promote healthy and safe classrooms by assisting the EH&S program administrators in evaluating the need for student health and safety training, with a focus on those courses wherein there is a potential for exposure to biological, chemical and/or physical hazards.
### DEFINITIONS

<table>
<thead>
<tr>
<th>Liability</th>
<th>• Any legally enforceable obligation. Within the context of insurance, the obligation to pay a monetary award for injury or damage caused by one's negligent or statutorily prohibited action.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loss</td>
<td>• The basis of a claim for damages under the terms of a policy.</td>
</tr>
<tr>
<td></td>
<td>• Loss of assets resulting from a pure risk. Broadly categorized, the types of losses of concern to risk managers include personnel loss, property loss, time element loss, and legal liability loss.</td>
</tr>
<tr>
<td>Risk</td>
<td>• Uncertainty arising from the possible occurrence of given events.</td>
</tr>
<tr>
<td>Risk Management</td>
<td>• The practice of identifying and analyzing loss exposures and taking steps to minimize the financial impact of the risks they impose.</td>
</tr>
</tbody>
</table>
Risk Management Steps

Risk management is a process of making and implementing decisions that will minimize the adverse effects of accidental business losses on an organization. Making these decisions involves a sequence of five steps:

1. Identify and analyze exposures to loss
2. Examine alternative risk management techniques to handle exposures
3. Select the most appropriate risk management techniques to handle exposures
4. Implement the chosen techniques
5. Monitor the results.

Implementing these decisions requires performing the four functions of the management process:

1. Planning
2. Organizing
3. Leading
4. Controlling resources
## TYPES OF LOSSES

<table>
<thead>
<tr>
<th>Liability</th>
<th>• Negligence, personal injury, bodily injury, employment practices and malpractice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property</td>
<td>• Fire, flood, vandalism, theft and acts of nature</td>
</tr>
<tr>
<td>Income</td>
<td>• Reduction in revenue due to business interruption</td>
</tr>
<tr>
<td>Personnel</td>
<td>• Disability, retirement, resignation and unemployment</td>
</tr>
<tr>
<td>Other</td>
<td>• Loss of reputation and public perception</td>
</tr>
</tbody>
</table>

### Controlling Liability Losses

The University will control liability losses by avoiding the activity or event (risk avoidance), implementing risk reduction or elimination techniques (loss control), contractual transfer or funding losses (insurance/risk financing). Another method of minimizing exposure to liability losses include the use of release waivers signed by affected parties.
Injury and Illness Prevention Program (IIPP)

The University is committed to and maintains the following values as the foundation and cornerstone for all its environmental health and occupational safety activities and associations:

- The fundamental concern for human life
- The demonstrated acceptance for protection of the environment and the responsible use and conserving of its resources
- The utilization of a focused customer service delivery system -- based on integrity, honesty, continuous improvement and dedicated to the betterment of the students, faculty, staff and the community it serves

Statement of Policy

The University maintains a primary commitment to the safety and health of its students, faculty, staff and visitors. As a matter of policy, our University will:

- Comply with all applicable laws and regulations related to environment, health and safety and the training thereof;
- Take all appropriate precautions to provide a safe and healthy environment for students, employees, and visitors;
- Maintain high standards of safety and responsible concern for the environment in its activities and on its Campus;
- Provide only those services that can be performed safely and without adverse effects to its people and the environment
- Maintain a formal Environmental Health and Occupational Safety Program that addresses the risks to CSUDH students, employees and visitors;
- Charge supervisors, managers and members of the Risk Management/Environmental Health and Occupational Safety (RM/EHOS) department with the responsibility for implementing the University’s Injury and Illness Prevention Program (IIPP).

The main objective of Policy Statement is to provide a safe and healthy working environment for all employees. To achieve this goal, all campus employees must join in a cooperative effort to identify and eliminate unsafe working conditions and practices, to control health hazards, and to comply fully with the safety and health standards for every job. All employees are responsible for continuously focusing on safety while performing their job duties and for complying with all applicable safety and health rules and regulations.

CSUDH IIPP:
Risk Management/Environmental Health and Occupational Safety Department is responsible for the implementation and management of the campus Injury and Illness Prevention Program (IIPP). RM/EHOS is responsible for compliance with the California Code of Regulations, Title 8, General Industrial Safety Orders, Section 3203 which includes:

- Communicating with employees on matters concerning safety and health
- Identifying and evaluating workplace hazards
- Implementing procedures for injury and illness investigation
- Mitigating Hazards
- Training employees
- Maintaining records

The Injury and Illness Prevention Program’s objective is to:

- Facilitate identification and evaluation of workplace hazards
- Enable the correction of unsafe conditions
- Provide a means of communication between the University and the campus community on matters concerning employee health and safety
- Educate and train employees on health and safety matters
- Provide safety consultation to the campus community in a proactive manner

**CSUDH Managers and Supervisors**

All CSUDH managers and supervisors are responsible for specific elements of the program implementation and operations. To meet this responsibility managers and supervisors will:

- Ensure that all employees are knowledgeable about the materials and equipment they are working with, what known hazards are present and how they are controlled
- Conduct preliminary investigations of all reported injuries and illnesses
- Maintain Material Safety Data Sheets (MSDS) for all hazardous materials and ensure that all hazardous materials are properly labeled, stored, and, as appropriate, identified for disposal
- Conduct periodic safety audits of facilities, equipment and projects to identify unsafe conditions and practices
- Initiate corrective action to employees who fail or refuse to follow established safety procedures
- Ensure that all employees are provided with, utilize, and maintain in good condition any required personal protective equipment
- Ensure that all employees receive specific and periodic medical examinations as required by federal and state regulations.
- Maintain records of all health and safety activities for their employees
- Implement and maintain the IIPP in their respective work areas and for answering employee questions about the IIPP.
Campus managers are responsible for the following:

- Providing guidance to their employees on job specific safety procedures
- Including a statement concerning adherence to health and safety policies and procedures in each employee performance appraisal
- Taking appropriate corrective action against any employee who fails or refuses to follow established safety procedures and orders

**Employees**

All Employees shall adhere to the safe and healthy work practices defined by this Injury and Illness Prevention Program and established departmental safety and health guidelines. Compliance with the safety rules and regulations of CSUDH is a condition of employment for all University staff members.

This guide provides an overview of the campus’ resources, procedures and programs dedicated to safety and risk management at CSUDH.
Hazard Communication Program (HazCom)

The California State University, Dominguez Hills, Hazard Communication Program (HazCom) has been developed to assist in providing a safe and healthy working environment for all employees by providing information about chemical hazards and other hazardous substances including controlling hazards located in the workplace. The complete Hazard Communication Program is posted on the RM/EHOS website and the following information provides a summary of program requirements.

HAZARD COMMUNICATION PROGRAM HIGHLIGHTS

Container Labeling:

University supervisors and managers are responsible for ensuring that ALL containers of hazardous materials used in their operations shall be labeled, tagged, or marked with the following information:

Primary Containers must include:

- Identity of the hazardous substance(s)
- Appropriate hazard warnings
- Name and address of the manufacturer, importer or other responsible party.

Hazardous substances may be transferred from its original container into another container (such as a spray bottle, pan, etc.). This other container is known as a secondary container. Secondary containers will be labeled with the following information:

Secondary Containers must include:

- Identity of the hazardous substance(s)
- Appropriate hazard warnings

It is the responsibility of each employee to ensure that any secondary container they are using is properly labeled with either a copy of the original manufacturer’s label or with a generic label. If the container is not properly labeled, a label should be made and include the required information.

Exception: Labels are not required on portable containers to which hazardous materials are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer. In addition, secondary containers that will be filled for only one shift need not be labeled.
**Hazardous Substances in Unlabeled Pipes**

All pipes containing a hazardous substance will be properly labeled with the pipe content. If any work is to be performed on an unlabeled pipe, contact Physical Plant or RM/EHOS prior to starting work on unlabeled pipes to receive the following information:

- What is in the pipe
- Potential hazards
- Safety precautions

**Material Safety Data Sheets**

Every department is responsible and required to have a Material Safety Data Sheet (MSDS) for every hazardous chemical product you use. Copies of MSDS should be kept in a binder or file in alphabetical order by product name. The MSDS tells you everything you need to know to work safely with the product. Employees should read the MSDS **BEFORE** starting a job.

An MSDS provides the following information:

- Detailed information on how to store, handle and use a product in a safe manner
- What to do should an emergency situation occur
- The chemical and physical properties of a product
- All the hazardous ingredients

The following information is a requirement for every MSDS:

- Chemical identification
- Composition/information on ingredients
- Hazards identification
- First-Aid measures
- Firefighting measures
- Accidental release measures
- Handling and storage
- Exposure controls/personal protection
- Physical and chemical properties
- Stability and reactivity
- Toxicological information
- Date of preparation or revision of MSDS
- Name, address and telephone number of the MSDS preparer

The department will review incoming MSDS for new and significant health and safety information. Any new information shall be passed on to affected employees. The MSDS will be reviewed for completeness. If a MSDS is missing information or is incomplete, a new MSDS should be requested from the manufacturer. *(NOTE: A request or written inquiry should be made to the manufacturer or importer of a hazardous substance responsible for the material safety data sheet, asking that the complete material safety data sheet be sent to the employer). MSDS must be readily available for all employees to review at any time. If a MSDS is not readily available, contact RM/EHOS department immediately.*
Employee Information and Training

Information regarding hazard awareness must be presented to new employees before any work with hazardous substances is performed.

Employee information and training will include the following:

- Inform employees of any operation in their work area where hazardous substances are present.
- An overview of the requirements contained in the Hazard Communication regulation, including their rights under the regulation.
- Location and availability of the written Hazard Communication Program.
- Physical and health effects of the hazardous substances.
- Methods and observation techniques used to determine the presence or release of a hazardous substance in their work area.
- How to lessen or prevent exposure to these hazardous substances through the use of engineering controls, work practices, and/or the use of personal protective equipment.
- Steps CSUDH has taken to lessen or prevent exposure to these substances.
- Emergency and first aid procedures to follow if employees are exposed to hazardous substances.
- How to read labels and review MSDS to obtain appropriate hazard information.
- To receive or have their personal physician or collective bargaining agent receive information contained in the MSDS.
- That no discriminatory action may be taken against them if they exercise their rights under the act.

Please note:

Material Safety Data Sheets (MSDS) will be called Safety Data Sheets (SDS) under OSHA’s proposal to modify the Hazard Communication Standard (HCS) to align it with the provisions of the Globally Harmonized System of Classification and Labeling of Chemicals (GHS) Content.

The major changes include:
- Labels must include a signal word, pictogram, hazard statement and precautionary statement
- The new format for MSDSs requires 16 specific sections,
- The new standard requires workers be trained by Dec. 31, 2013 on the new labels and MSDS format, in addition to the current training requirements.
- Products with old system labels may be shipped until Dec. 1, 2015. During the transition period, old and new style labels and MSDSs can be used.

Contact RM/EHOS for any questions regarding Hazard Communication
Office Ergonomics

Ergonomics is the study of people and their interaction with the elements of their job or task including equipment, tools, facilities, processes, and environment. It is a multidisciplinary field of study integrating industrial psychology, engineering, medicine, and design.

The purpose of ergonomics in the workplace is to create a better match between the worker, the work they perform, and the equipment they use. A good match increases worker productivity and reduces ergonomic injuries. Work-related musculoskeletal disorders (WMSDs) are a result of a bad match between the worker, the work they perform and the equipment they use. More common names for WMSDs include repetitive stress injuries, cumulative trauma disorders, tennis elbow, white finger, and the most common of all, carpal tunnel syndrome.

Nearly every type of work or occupation has the potential for causing WMSDs. To prevent these injuries, it is important to understand the factors that contribute to them. Ergonomic factors refer to workplace conditions that pose the risk of injury to the musculoskeletal system of the worker. Factors that contribute to the development of WMSDs include:

- Force – the strength to perform a task.
- Repetition – the frequency or number of times a task is performed during a shift.
- Posture – positioning of the body to perform a task.
- Vibration – which might come from overuse of power hand tools.
- Temperature – extreme temperatures are more harmful to the body.
- Duration – the amount of time in a workday spent performing work tasks.
- Non-work related issues – health, lifestyle, hobbies and sports may add to the ergonomic risk factors.

Identifying and preventing WMSDs requires a careful review of these risk factors. This can be done by looking around the workplace and talking to employees. Signs supervisors and managers should look for include; employee discomfort or fatigue, employees modifying tools or equipment, poor product quality, or employee reports of problems. Risk Management/EHOS can assist supervisor/managers in addressing employee concerns, once an issue has been brought to or made aware by the supervisor or manager. The supervisor/manager should contact RM/EHOS and request an office ergonomic workstation evaluation.

The purpose of the California State University, Dominguez Hills (CSUDH) Ergonomics Program is to improve employee wellbeing through the reduction of workplace discomfort and the identification and control of ergonomic hazards that may result in personal occupational injuries or illnesses. The complete Ergonomics Program is posted on the RM/EHOS website and the following information provides a summary of program requirements.
Office Ergonomics Program Responsibilities

Managers will support the efforts of identifying and controlling ergonomic risk factors on campus by:

- Actively participate and support the ergonomic program.
- Provide adequate funding and time for ergonomic activities such as training, workstation assessments, and implementation of control measures, workplace modifications, and ergonomic equipment.
- Authorize assessment of the workstation if hazards are suspected.
- Effectively promotes the use of good ergonomic procedures.
- Coordinate with RM/EHOS to implement corrective actions, when necessary.

Employees are an essential element to the success of the ergonomics program. Employee participation in the program will occur only during company time and include:

- Participating in ergonomic training.
- Notifying their department supervisors and/or managers of their reasonable needs to improve their workstation.
- Using equipment correctly.
- Promoting a “safety culture” by using proper working techniques.
- Cooperate with the department managers, supervisors, or RM/EHOS to identify symptoms of Cumulative Trauma Disorder (CTD) and other ergonomically related concerns and reporting of recommendations for corrective actions.
- Report early signs and symptoms of work-related CTDs to their supervisor.
- Implementing recommendations based on the ergonomic workstation assessment survey performed by RM/EHOS.

Risk Management/EHOS will:

- Coordinate the ergonomics program to reduce cumulative trauma injuries at CSUDH.
- Provide guidance on modifying the workplace to minimize the potential for injuries and illnesses.
- Provide ergonomics training for employees, supervisors, and managers.
- Analyze and report trends in injury or incidence rates, and injury severity.
- Evaluate individual and departmental workstations upon request.
- Provide assistance and advice on the selection of furniture and equipment.
Ergonomic Equipment Purchases

Ergonomic equipment recommended as a result of an ergonomic assessment conducted by the Risk Management/Environmental Health and Occupational Safety (RM/EHOS) department will be approved and purchased by the employee’s department. Ergonomic equipment purchased will be the property of the department that purchased the equipment.

As part of the ergonomic workstation evaluation procedure, RM/EHOS will initially evaluate the employee’s current equipment including, but not limited to chair, keyboard, articulating keyboard tray, headset and/or ancillary equipment. In some cases, the employee may have been issued ergonomic or adjustable equipment that may need to be properly adjusted for fit and function and not replaced. Where it has been determined that an employee could benefit from a new chair, the risk pool will pay 50% of the cost when an employee submits a doctor’s prescription specifically addressing an ergonomic chair.

Purchase Justification

Ergonomic equipment, both industrial and clerical, inherently due to technical advancements and engineering costs, is more often than not, expensive. It is for this reason that this type of equipment will not be purchased without management review and approval and after an ergonomic workstation assessment has been conducted. Ergonomic equipment will not be recommended for replacement or purchase for any of the following rationales:

- Decorative reasons such as style or color
- Functional equipment will not be replaced due to age of the equipment
- Other department work stations have replaced equipment

Workstation Assessment

The purpose of the workstation assessment is to ensure computer users are using proper ergonomic practices at their workstation or when a computer user is experiencing some type of biomechanical stress. The assessment can help management and RM/EHOS determine which workstations and individuals should be targeted for further evaluation or additional ergonomic needs. Workstation assessments can be requested at any time, but the assessment must be authorized by the employee’s supervisor/manager.

Contact RM/EHOS for any questions regarding Office Ergonomics
Twelve Tips for an Ergonomic Computer Workstation

1. Use a good chair with a dynamic chair back and sit back in this.
2. Top of monitor casing 2-3" (5-8 cm) above eye level.
3. No glare on screen, use an optical glass anti-glare filter where needed.
4. Sit at arms length from monitor.
5. Feet on floor or stable footrest.
6. Use a document holder, preferably in-line with the computer screen.
7. Wrist flat and straight in relation to forearm to use keyboard/mouse/input device.
8. Arms and elbows relaxed close to body.
9. Center monitor and keyboard in front of you.
10. Use a negative tilt keyboard tray with an upper mouse platform or downward tiltable platform adjacent to keyboard.
11. Use a stable work surface and stable (no bounce) keyboard tray.
12. Take frequent short breaks (microbreaks).
Business Continuity

Business Continuity is the ability of an organization to provide service and support for its customers and to maintain its viability following a catastrophic event. Executive Order 1014 delegates the responsibility for establishing and maintaining an effective Business Continuity Program to each campus.

CSUDH utilizes Kuali Ready to provide an electronic process for departments to create, store and maintain their Business Continuity Plans.

Risk Management/EHOS will assist departments in developing, maintaining and testing their business continuity plans.

Business Continuity Planning Tools

- Kuali Ready Login Page
- Guide to Business Continuity Planning on Campus
- Business Continuity/Kuali Ready Information PowerPoint

"Business continuity is not a project with a beginning and ending date, it is a program to be managed indefinitely."

Business Continuity Management

Contact RM/EHOS for any questions regarding Business Continuity Planning
Accident Investigations

Accidents are unplanned and unexpected events that cause injury, property damage, and/or financial loss in the workplace. Incidents or “near misses” don’t result in loss, but have the potential to do so. Our IIPP addresses the requirement that all incidents causing any type or severity of bodily injury to employees, students and/or visitors must be thoroughly reviewed with the goal of future prevention as the primary focus.

Preliminary Investigation

Preliminary incident and injury investigations are conducted by the employee’s supervisor and forwarded to RM/EHOS within 24 hours of notification of injury or illness by the employee. Depending on the nature of the incident, a secondary investigation may be conducted by RM/EHOS soon after receipt of the preliminary investigation information. The preliminary investigation must cover the following information:

What happened?
- The investigation should describe what took place that prompted the injury to the employee.

Why did the incident happen?
- The investigation must obtain all the facts surrounding the occurrence:
  - What caused the situation to occur?
  - Was the employee trained and qualified to perform the functions involved?
  - Were proper operating procedures established for the task involved?
  - Were procedures followed, and if not, why not?

What should be done?
- The person conducting the investigation must determine which aspects of the operation or process require additional attention. The intent is not to establish blame, but to determine what type of constructive action can eliminate the cause(s) of the incident.

What action has been taken?
- Actions already taken to reduce or eliminate the exposures being investigated should be noted, along with those remaining to be addressed. Any interim or temporary precautions should also be noted. Any pending corrective actions and reason for delaying its implementation should be identified.

Note: The campus is required to report a serious injury or illness of an employee to the nearest Cal/OSHA District Office as soon as practicably possible but no longer as 8 hours after knowledge of or if with diligent inquiry would have knowledge of a death or serious injury or illness (California Code of Regulations, Title 8, Section 342(a)).
Asbestos and Lead Containing Construction Materials

A campus wide survey of materials used in the construction of University buildings and building systems has discovered the presence of asbestos. The most common building materials where asbestos can be found are: ceiling tiles, vinyl floor tiles, sound proofing, and pipe insulation. These asbestos containing materials (ACM) are referenced by location and material type on the attached list.

Asbestos poses no threat to your health unless asbestos fibers become airborne due to the materials aging, deterioration or as the result of damage. Therefore, it is important that proper work practices be followed to minimize the potential for disturbing asbestos containing materials. Avoid disturbing walls, ceilings, tiles, or pipes that may contain asbestos.

- **DO NOT** drill holes, hang plants or other objects from walls or ceilings made of ACM.
- **DO NOT** disturb damaged ACM or asbestos debris. Only trained individuals are authorized to work with ACM.

The University has a program that evaluates ACM for deterioration and damage on a routine basis. Removal of ACM occurs when deterioration and damage have the potential to release fibers as well as during renovation projects. Prior to renovation, testing for asbestos in suspect materials takes place as an additional safety measure.

Over the years areas have undergone asbestos removal through renovation projects. If you find damaged ACM or have questions concerning the surveys please contact the Risk Management / Environmental Health and Occupational Safety (RM/EHOS) at x3012 immediately.

Notification is provided pursuant to *California Health and Safety Code, Section 25915*. The sampling and analysis procedures utilized in these surveys included *National Institute for Occupational Safety and Health (NIOSH)* and *Environmental Protection Agency (EPA) methods*. The annual notification is posted at Welch Hall, Physical Plant and Risk Management/Environmental Health and Occupational Safety’s website. It is sent to all CSUDH employees and the University community by e-mail.
**Chemical and/or Equipment Donation Procedures**

The University benefits greatly from the donations of time and resources given by those who wish to assist the University achieve its mission. Strict regulations concerning specific types of materials mean some donations may have to be refused since they may cause storage, handling, and disposal concerns, and/or represent serious safety risks to members of the campus community.

Before accepting any such donation, contact RM/EHOS at extension 2895 or 3012. Remember, while the donation might appear to be completely safe or coming from a reputable entity, some pieces of equipment and devices potentially could contain a hazardous material or radioactive substances. It is imperative that due diligence is exercised prior to the formal acceptance of any such item.

Chemicals brought from home for use in office or in kitchen areas are discouraged for similar reasons. No donations of any chemical substance can be accepted by the University without RM/EHOS approval.

**Construction Safety**

The University may have one or more construction projects in progress at any given time. These projects may be as large as an entire building demolition or rebuild, or as small as a room renovation. In either case, there will be clear signage stating where the construction zone begins, and only authorized personnel will be allowed to enter a marked construction zone. If anyone observes an unsafe condition, or an unauthorized person entering a construction site, please contact RM/EHOS at extension 2895 or 3012 during normal working hours, or University Police at extension 3639 during off-hours. Any employee who observes something that may be a safety hazard on a construction site or to the University community should report such to RM/EHOS or University Police.

While some construction activity might involve asbestos or lead-contaminated building materials, these materials will be abated prior to the commencement of any work associated with an area containing such material. Pre-construction sampling is performed to ascertain the existence of asbestos or lead in any suspected building material. Questions related to this practice should be directed to RM/EHOS.
Drug-Free Workplace

Presidential Memorandum 99-04 (Section 5) outlines the Campus Policy on Alcohol and Substance Abuse. CSUDH has a responsibility to maintain an educational environment conducive to academic achievement. The prohibition of illicit drugs helps to assure student, faculty and staff that the University is exercising this responsibility. The unlawful manufacture, distribution (by either sale or gift), dispensing, possession or use of alcohol or a controlled substance is prohibited anywhere on the CSUDH campus. Actions that will be taken against those who violate this prohibition are delineated elsewhere in the policy. For purpose of this policy the term controlled substance has the meaning given such term in section 102 of the Controlled Substances Act (21 U.S.C. 892) and includes, but is not limited to, marijuana, cocaine, cocaine, cocaine derivatives, heroine, crack, amphetamines, barbiturates, LSD, PCP, and substances typically known as designer drugs such as ecstasy or eve. Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. The illicit use of alcohol is also included in the policy.

Emergency Preparedness

The University Police’s Emergency Management/Preparedness Coordinator takes the lead in disaster preparedness and emergency response efforts on campus. All faculty and staff should be familiar with the proper exit routes from all the offices and classrooms that you utilize and should relay that information to your employees and/or students. Specific emergency information is also available in all classrooms. You may access the campus emergency preparedness information by visiting: http://www.csudh.edu/dhpdp/ep/.

Any questions regarding emergency preparedness should be directed to the Emergency Management/Preparedness Coordinator’s office at extension 2751. As a general reminder:

- Faculty members are responsible to ensure that all students know how, and where to evacuate during any declared emergency. Once students safely exit the building, they should know where to assemble and be accounted for prior to leaving the campus. Faculty members are responsible to account for all students in their class and provide information to the University’s Emergency Operations Center (EOC) upon request.

- All employees should consult with their supervisor or department management to understand the proper emergency evacuation (exiting) procedures and designated assembly area outside of the building.

The University’s primary Emergency Operations Center (EOC) is located in Extended Education (EE-1213). During any emergency or declared event, the EOC is responsible for campus operations including evacuations, hazard communications, damage assessment, rescue operations, personnel assignments, personnel accountability, and employee/student protection, as needed.
Emergency Telephone Numbers

University Police Department

- 24-Hour Emergency
  From pay phone in Small College Complex (SCC) 100 and University Student Housing phones and campus phones: **911**
  From cell phone: (310) 243-3639
- 24-Hour Non-Emergency
  From pay phone in SCC 100 and University Student Housing phones: (310) 243-3639
  From campus phones: 3639

To obtain information on the status of classes and university operations in the event of an emergency call: (866) 747-8827

To Report an Emergency

- Give your name, telephone number and location.
- Give clear and accurate information.
- Be prepared to supply suspect and vehicle description, and direction of travel.
- DON’T HANG UP! Follow the instructions of the dispatcher.

Emergency Telephone Boxes

- Look for red boxes mounted on poles or red towers with blue lights located in parking lots and on campus. Press button; automatic connection to campus police. Emergency phones are also available in campus elevators.

Emergency Broadcast Information

- To access a recorded message regarding campus status in the event of an emergency, please contact the Emergency Hotline at toll-free number (866) 747-8827.
- For radio broadcasts regarding campus status in the event of an emergency, please tune to one of the following radio stations:

Employee/Student Escort Service

The University Police offers escort service to and from anywhere ON CAMPUS 24 hours a day. This service is available to all students, staff, faculty and visitors. You may walk into the police station (Welch Hall B100), call the University Police Station (310) 243-3639 or use one of the emergency call boxes located throughout the campus to request an escort.
Environmental Compliance

Environmental compliance at CSUDH is designed to protect the campus and surrounding community from the threat of an accidental release associated with air contamination, water contamination, soil contamination, above and underground storage tanks, asbestos, lead, hazardous materials or hazardous wastes. This is accomplished through employee training programs, procedures, and policies designed to ensure the safe handling and storage of hazardous materials, and proper disposal of hazardous wastes.

The following information is designed to assist the campus community in complying with environmental compliance on campus. Questions concerning environmental compliance issues not covered in this guide and/or on the RM/EHOS website should be directed to the Environmental Compliance Specialist in Risk Management/EHOS at (310)243-3012.

Hazard Communication Program

The CSUDH Hazard Communication Program, discussed earlier in this Guide, is designed to ensure that employees know the properties and potential safety and health hazards of the materials which they use or to which they are exposed. The program is also intended to ensure that managers and supervisors provide their employees with training on how to avoid exposure to hazardous substances and what to do if they are accidentally exposed to such substances.

Request for Hazardous Waste Collection

To properly dispose of hazardous waste, departments can download and complete the hazardous waste collection form. Once the pick-up form is received, RM/EHOS will pick up, transport and store the hazardous waste properly until it is collected by our hazardous waste vendor.

Requirements for Waste Storage

Chemicals must be stored in appropriate containers designed for chemicals.
- Liquid waste in screw top containers only (do not fill containers more than 80%.)
- Containers must be compatible with the contents.
- Food containers are not acceptable for storing chemicals.
- Attach a Hazardous Waste Identification Tab to container when waste is first generated.
- Separate all incompatible wastes from one another using secondary containment such as pans, tubs or cabinets.
Universal Waste

Universal waste is a type of hazardous waste that is commonly generated by the campus when working under normal circumstances and is very common and poses a lower risk to people and the environment than other hazardous wastes. Examples of Universal Waste include:

- Common Batteries (AA, AAA, C-cells, D-cells and button cell batteries)
- Electronic Devices such as: computers, monitors, televisions, phones, printers, cameras and microwave ovens
- Fluorescent light tubes and bulbs
- High intensity discharge lamps
- Mercury switches
- Mercury thermometers
- Mercury thermostats
- Non-empty aerosol cans

How should I dispose of my universal waste on campus?

- If you have universal waste, other than electronic devices, such as batteries, light tubes or light bulbs that need to be disposed of, please contact RM/EHOS at x3012.
- All obsolete and non-working electronic devices such as computers, monitors and printers, are picked up and processed through Procurement, Contracts, Logistical and Support Services (PCLASS). A “Request for Property Survey Form” must be obtained and returned to PCLASS who will then schedule to have the items picked up. If the item(s) are large, you will be requested to complete a “Work Order Form” for Physical Plant to pick up the item(s).

Please note: Employees are not permitted to bring their personal household universal or hazardous waste, including batteries to the campus for disposal.

Employees should contact their local County Solid Waste authority for the location of the closest Household Hazardous Waste drop off site.

Please address any questions or concerns regarding environmental compliance to RM/EHOS
Faculty Liability Issues

Risks can exist in virtually every environment and in almost any activity. Even the academic environment, like CSUDH, isn’t immune to risks. Faculty members are indemnified for claims arising from academic activities through the CSU Public Entity Liability insurance policy. In general, the following University safety rules, using safety equipment, and providing student supervision are measures that ensure indemnification is provided in the event of an incident. Failure to implement such measures may jeopardize indemnification. The following are some guidelines for promoting a safe learning environment and ensuring indemnification:

- Inform students of hazards that exist in the classroom or laboratory and precautions needed to safeguard against such hazards. Basic safety awareness is covered in the class schedule as well.
- Exercise a degree of supervision over student activities commensurate with the degree of hazard involved.
- Enforce all applicable safety practices and procedures developed by your department and Risk Management/Environmental Health and Occupational Safety (RM/EHOS). General safety rules are posted in each classroom, laboratory, studio and/or shop.
- Inform students of campus emergency procedures. This includes response to emergency evacuation, location of the nearest emergency exits, and reporting injuries. Basic emergency procedures are also posted in each classroom, laboratory, studio and/or shop.
- Lead classroom evacuation in the event of an emergency or alarm activation.
- Minimize risks associated with field trips and other off campus activities by informing students of risks inherent to the activity, exercising a degree of supervision over the class activity commensurate with the degree of risk involved, inform students of campus emergency procedures, ensure that no alcohol or controlled substances are transported in university vehicles, and notify University Police in the event of a serious injury, death, or extensive property damage.
- Reading and complying with the Guidelines for Student Field Trips.
Field Trip Policy

The University recognizes that field trips, defined as any supervised, curriculum-related activity held off-site, are often an essential part of academic course work. There are, however, a number of risks associated with field trips which can be minimized if appropriate precautions are taken prior to and during each activity. These guidelines provide a basis for academic departments to protect the health and safety of our students and reduce the potential for accidents.

Certain University activities either within or outside of the classroom may involve varying degrees of risk to the participants. It is University policy that the instructor, directing such activities, fully divulges to all potential participants the specific nature of such risks and obtains from them their expressed or implied consent prior to undertaking activities. Responsibilities include:

Dean/Department Chair

- Each department, in consultation with their Dean, shall identify the courses or course sections covered by these guidelines.

Instructor:

- To ensure a proper head count, start and end all field trips on campus whenever possible.
- Make all field trips a component of the course’s curriculum. Student Travel Accident Insurance, which can provide medical expense benefits to an injured student, is only available if the field trip is listed as a course requirement.
- Inform students of the risks inherent in the field activity. Typically, field trips with strenuous, outdoor activity involve a higher level of risk.
- Instruct students on how to properly and safely handle all situations which may arise during the field activity.
- Exercise a degree of supervision over the activity commensurate with the degree of hazards involved.
- Inform students of campus emergency procedures (located in your department office) and explain their application to the field activity.
- Maintain a copy of an Academic Field Trip Participant List on the field trip and in the department office. For field trips involving a higher level of risk, an Informed Consent Form is needed.
- Ensure that no alcoholic beverages or controlled substances are transported in a university or privately owned vehicle that is being used in support of a university sponsored academic field trip activity.
- Student use of alcohol on field trips is governed by PM 1999-04 and department policy.
- Immediately call 911 in all incidents involving serious injury or death, multiple injuries, or extensive property damage. Contact University Police as soon as possible at 310-243-3639.
Field Trip Responsibilities
Student:

- Obtain appropriate safety instructions from the field instructor and certify having received such instruction on the *Informed Consent Form*.
- Follow the directions or instructions given to you by the instructor regarding the rules of safe conduct for the field activity.
- Inform the instructor if any part of the instructions are not understood or cannot be followed by the student, regardless of reason.

Student’s Assumption of Risk

Having been informed of the general risks associated with the field activity, the student assumes the potential risks and consequences described. Although the student is considered to have assumed the risks involved, this in no way exempts the instructor from using prudent and reasonable care in the conduct of the course or from providing a safe environment in which to work.

Student’s Right of Non-Compliance

The student who at any time comes to believe that the risks to him/her, whether physical or psychological, are excessive has the responsibility to withdraw from participation at that time and to inquire of the instructor whether there are alternative means of fulfilling the requirements without penalty. If there are none, the student may petition for withdrawal from the course without penalty or appeal for an appropriate modification of the activity.

Authorized Vehicle Drivers

Authorized vehicle drivers on CSUDH field trips include CSUDH faculty, staff, enrolled student, graduate, or teaching assistants (whose duties are directly related to the class and/or field trip), and approved volunteer employees. All vehicle drivers who transport students on field trips must possess a valid California drivers’ license, a current Defensive Drivers Training certificate, and a good driving record. *Volunteers must use their own vehicles to transport students for field trips.*

Insurance

The university does not have, nor provides, health or non-travel accident insurance for students. Matriculated students are entitled to use services available at the campus Student Health Center during its normal hours of operation. Students are advised to carry an adequate health insurance policy of their own. In the event of an accident or injury during a field trip, the student’s personal health care plan provides for primary medical coverage payment. If the student’s health care benefits are exhausted, the CSU Student Travel Accident Insurance will help to pay for additional related injury expenses. The CSU Student Travel Insurance policy covers accidental injury only. The policy does not provide coverage for any illness or disease unless an accident is the direct cause of the illness.
Fire Safety Tips
Fire Rated Doors and Wedges

Risk Management/Environmental Health and Occupational Safety (RM/EHOS) would like to remind the campus community of the regulations regarding fire rated doors.

What is a Fire Rated Door?

A fire-rated door protects openings through fire-rated walls. Any time a doorway to a compartment is propped open by use of an unapproved device, such as a wood or plastic wedge, or the latching hardware is bypassed by taping the latch, the fire-rated compartment is temporarily violated. To minimize the break in protection, fire doors, including the closer and latching hardware, must not be user modified. Fire-rated doors, when properly used, are designed to provide resistance to the spread of fire, smoke, and toxic gases.

A fire door is a passive fire protection feature used within buildings to prevent the spread of fire. Fire-rated doors are certified by testing laboratories and typically have the laboratory’s certification label on the inside edge or top of the door. The photo to the right shows an example of a testing laboratory’s label on the inside edge of a fire door. Please note that some of our older doors may not have the label but should be treated as a fire door.

Fire doors are designed to be closed at all times. The only exception to this is if they are held open by magnetic hold open devices that will release the door upon activation of the fire alarm system. If you are unsure if a door in your area is a rated fire door, contact RM/EHOS. Generally speaking, every stairwell door is fire rated since it is part of the "protected path of egress" for building occupants. Do not wedge or allow any of these doors to be held open unattended for convenience sake. If you have in your area, a door with broken closures or won't latch, contact Physical Plant to have it repaired.

Fire-rated doors are often held open for the convenience of the employees and visitors, creating a significant fire hazard for all building occupants because of the break created in the fire wall. The California Building Code Section 715.4.7 states: “Fire rated doors must be automatic or self-closing and latching.” In common terms, this means that the fire-rated doors cannot be held open by any unapproved means, such as a wedge or string tied to the wall. Fire-rated exit doors can be held open if they are part of the building alarm system, so that they automatically release when the building fire alarm system is activated. A fire-rated door held open during fire provides no protection to the occupants. A fire door that has been modified by the user can no longer confine smoke and fire to the area of origin, and may not provide occupants with valuable time to evacuate the building.
Fire Safety Tips
Surge Protectors and Power Strips

Although surge protectors and power strips may look alike, there is a difference in their capabilities and use.

Surge Protector

Surges are sudden and unwanted increases in voltage that can damage, degrade or destroy the sensitive electronic equipment in your home or business, resulting in equipment damage or downtime, financial losses, and loss of data.

A surge protector is designed to protect your computer and other equipment from surges in power. The standard voltage in most outlets in U.S. offices is 120 volts. If the voltage rises above 120 volts, a surge protector helps prevent the increase from ruining your computer and its components. To determine whether surges may be affecting your electrical equipment, look for:

- Computer lock-ups;
- An unexplainable corruption of data;
- Equipment shutdown;
- Loss of power; and/or
- Flickering lights.

Power Strips

A power strip is a strip of sockets that attaches to the end of a flexible cable and allows multiple devices to be plugged in to the same outlet. However, they can very easily create a fire hazard if not used appropriately. Power strips do not provide more power to a location, just more access to the same limited capacity of the circuit into which it is connected. The circuit likely also still serves a variety of other outlets and fixtures in addition to the multiple electrical items you might be supplying with the power strip.

Safety Tips

Keep these safety principles in mind when using power strips and surge protectors:

- Remember that power strips and surge protectors are not the same thing. While some power strips are surge suppressors, be certain you are using the correct equipment for your needs.
- Be sure you are not overloading the circuit. A heavy reliance on power strips is an indication you may have too few outlets to address your needs. Know the capacity of the circuit and the power requirements of all the electrical items plugged into the power strip, and all the other outlets on the circuit. If you have questions or concerns contact your supervisor immediately and they can follow up with Physical Plant.
- Surge protectors protect equipment, but they do not protect from the potential hazards of an overloaded circuit. Make sure the electrical load is not too great for the circuit.
Foreign Travel Insurance Program (FTIP)

It is important that California State University employees traveling internationally on university business do so in as safe a manner as possible. A component of safe international travel practices is to be sure some level of insurance is in place before making such a trip. Risk Management/EHOS will assist departments in processing the FTIP requests once the properly signed travel documents have been received.

- All faculty, student and staff traveling internationally on CSU business are required to use the California State University Risk Management Authority (CSURMA) Foreign Travel Insurance Program (FTIP). Insurance is required to be obtained prior to travel departure.
- Travel requests to high hazard areas or countries on the U.S. State Department travel warning locations must be reported as soon as practical but no less than 30 days prior to the planned departure date.
- Completion of the high hazard travel form must be completed online and printed for the President’s signature. The high hazard travel form is available from the following site: https://csyou.calstate.edu/Tools/high-hazard-travel/Pages/default.aspx
- Travelers should consult Risk Management/EHOS for questions regarding Foreign Travel Insurance Program requirements and the current high hazard and U.S. State Department travel warning locations.

Safe Traveler Enrollment Program (STEP)

It is recommended that all faculty, students and staff traveling internationally sign up for the U.S. State Department’s Safe Traveler Enrollment Program (STEP). This system, utilized by the U.S. State Department, connects with the traveler; providing information should conditions change in the foreign location and assists in an emergency. The traveler need only enroll once and then can update as trips are planned. The on-line enrollment site is https://travelregistration.state.gov.

Please address any questions or concerns regarding Foreign Travel Insurance to RM/EHOS
Risk Management for Student Organizations Policy

On-Campus Activities

All student organizations are formally registered on an annual basis by California State University, Dominguez Hills through a process administered by the Office of Student Life. As a formally registered student organization, insurance coverage for events that are held on-campus is provided through the University's general liability policy. This coverage exists for events that are normal activities for student organizations including meetings, fundraisers, speakers and other general activities.

There are exceptions where certain kinds of events are not covered by this policy. In the case of sporting events such as tournaments, inter-club sports activities and other activities with higher risk, the student organization will be required to address the risk exposure. This will be done in consultation with the University's Risk Manager, and may include the use of participation waivers, special event insurance or some combination thereof. Special event coverage must be arranged through the University's Risk Management Office at the sponsoring group's expense, and evidence of its purchase must be provided to the Office of Student Life.

Off-Campus Activities

The University's general liability policy does not extend to activities that are conducted off campus. All events sponsored by and promoted as a CSUDH event, must be registered with the University with the filing of an Event Planner Form with the Loker Student Union and/or the Office of Student Life. Failing to do so prior to event promotion, marketing, and/or implementation will jeopardize the good standing with the University held by the sponsoring organization. Student organizations holding off-campus events will assume the responsibility and liability for such events and activities.

It is recommended that student organizations wishing to host off-campus activities consider obtaining liability insurance to protect their organization and its members. In certain instances, based on information shared within an Event Planning Meeting with University personnel, special event insurance or University co-sponsorship may be required. If a student organization has a national affiliation, the representatives of that student organization may want to inquire with their National Office to see what insurance coverage is extended to their group. For consultation on risk issues and insurance, you may contact the Office of Student Life or the CSUDH Risk Management Office.
Workers' Compensation

The following are commonly asked questions about Workers' Compensation:

What is Workers’ Compensation?

Workers’ Compensation is insurance that your employer is required by law to carry to help you in case you are injured on the job or become ill due to your job.

What is a workers’ compensation injury?

Any injury or illness that occurs due to employment is considered a workers' compensation injury. Under workers' compensation law, you will receive help if you injured no matter who was at fault.

Is workers' compensation the same as State Disability?

No. Workers' compensation is only for injuries or illnesses that occur due to employment. State Disability is for injuries or illnesses that are not work-related and is handled by the Employment Development Department.

How does this affect my own health insurance?

Workers' compensation is separate from personal health care insurance. Workers' compensation insurance covers work-related injuries and illnesses. There is no deductible all approved medical bills will be paid. It is important to let the treating doctor know if your injury is work-related.

If I'm injured do I have to file a claim form?

Yes. As soon as you can after your injury, tell your supervisor that you have been hurt. Your employer will provide you with a claim form on which you must describe your injury and how, when, and where it occurred. Return the completed form to your employer, who will send it to us. We will then get in touch with you to explain the benefits you will be receiving.

When should I ask for help?

If you have questions about your claim, seek help immediately, from either your supervisor or the Workers’ Compensation Program Manager, in Human Resources at (310) 243-3771.
Small Cart Training Program

It is the policy of California State University, Dominguez Hills (CSUDH), Risk Management/Environmental and Health and Occupational Safety Office (RM/EHOS) to establish a program whereby administrators and operators of small electrical or gasoline powered carts are provided with rules and regulations for safe operation of these carts.

The Small Cart Program affects all employees, and supervisors of those employees, who operate a small cart during any part of their job duties. Departments in which small carts are operated include but are not limited to the following:

- Administration
- Athletics
- Central Plant
- Facilities Planning and Construction Management
- Information Technology
- Parking and Transportation
- Physical Plant
- Procurement
- Receiving and Logistical Services
- Risk Management/EHOS
- Student Health Center
- Loker Student Union
- Television/Media Support Center
- University Housing Services
- University Police

For the purpose of the Small Cart Program, a small cart is defined as a utility or transportation vehicle (licensed or unlicensed) used to transport personnel, students, on-campus mail, equipment, goods, or services throughout the CSUDH property. These vehicles may be either gas or electric powered.

Training on small carts is required every four (4) years and can be conducted by the employee’s supervisor or Risk Management/Environmental Health and Occupational Safety. Training must include the following:

- Review of the Small Cart Operating Procedures.
- Review of the daily and weekly maintenance required of carts.
- Use the Cart Operator Training sheet to conduct a practical exercise with the new driver until they can satisfactorily operate the cart. The operator and the supervisor must sign the Cart Operators Training sheet and training documentation verifying they have been instructed on the above information.
- A copy of the Cart Operators Training Record should be sent to RM/EHOS and a copy kept by the department.
- Annually review the rules and regulations with the driver.
Small Cart Program Responsibilities

**Supervisor**
- Ensure employees complete the University’s online defensive driver training and small cart training prior to their use and every four (4) years thereafter.
- Ensure that carts are kept in safe operating condition and report maintenance issues to the Auto Shop as soon as a problem develops.
- Annually review the Rules for Safe Operation of Small Carts with employees.
- Monitor the safe driving habits of employees.
- Report all accidents by completing Standard Form 270 and Standard Form 274 if involved in an accident. Forward to the Director of Physical Plant and RM/EHOS.
- Incorporate this program into your department’s Injury and Illness Prevention Program.
- Maintain training documentation.

**Cart Driver**
- Maintain a valid driver’s license and a good driving record.
- Take Defensive Driver Training every four (4) years.
- Abide by all rules and regulations in this program.
- Allow only those authorized to ride in the carts.

**Daily Maintenance**

The following should be checked prior to daily use and will be covered in the training:
- Windshields and windows shall be kept clear of anything that may obstruct the vision of the driver.
- Brakes shall be tested by the driver at the start of each day.
- The accelerator pedal shall be checked daily for smooth and non-binding movement (in neutral position).
- If so equipped, lights and other signaling devices shall be inspected daily.

> Any problems discovered during operation or in the course of routine maintenance should be immediately reported to the Auto Shop, ext. 3999.

Small Cart Program:
Vehicle Accident Reporting

University employees involved in an accident while driving a University or State-owned vehicle, or a privately owned vehicle on official University or State business, will make no comment or statement regarding the accident to anyone except police, other State officers or employees, or an identified representative of the State’s contract adjuster. It is important to notify Risk Management/EHOS as soon as possible to notify of any vehicle accident.

Reporting Vehicle Accidents

RM/EHOS must report all motor vehicle accidents involving a University or State-owned vehicle or any vehicle being used on University or State business within 48 hours to the Office of Risk and Insurance Management (ORIM) utilizing STD Form 270, Report of Vehicle Accident.

Employees should refer claimants or their representative (insurance carrier, rental car agency, attorney) who may contact them directly to ORIM. Claimants can call (916) 376-5302 or 1-800-900-3645.

State Driver Accident Review

The purpose of the STD Form 274 is to have supervisor investigate each driver accident, report facts and circumstances, confirm that the State vehicle was used on State business, and initiate or recommend action to achieve accident prevention. The completed form should be completed and submitted to RM/EHOS within five days from the date of the accident.

Vehicle Accident, So Now What Happens?

When a University or State vehicle is struck while parked unattended and the damage is under $1,000.00, and the name (or license number) of the party causing the damage is unknown, STD Form 270 must be completed; in similar cases where the damage is over $1,000.00, the custodian of the vehicle will complete only that portion of STD Form 270 listing identification of custodian and vehicle, location, time damage probably occurred, and signature.

Report of Vehicle Accident - STD Form 270

Supervisors Review of State Accident – STD Form 274
How to Report a Safety Concern

Notification of Concern

The Notification of Concern form should be utilized by employees who wish to provide a safety suggestion or report an unsafe workplace condition or practice. Anonymous suggestions are always welcome.

Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. It is illegal for an employer to take any action against an employee in reprisal for exercising his/her right to participate in communications involving safety hazards.

Risk Management/EHOS will investigate all reports of unsafe conditions as required by the campus Injury and Illness Prevention Program and advise the employee who provided the information or the workers in the affected area.

Completed forms can be submitted electronically, using the "Submit by Email" tab in the upper right corner or through campus inter-office mail address to:
Risk Management/EHOS
POA- A-058

Notification of Concern Form
California State University, Dominguez Hills staff and faculty now have access to online training courses covering often-requested workplace health and safety topics. Courses titles include office safety, office ergonomics, back safety, and defensive driving are just a few of the topics that are now available.

A complete summary of the courses offered and instructions are available on the RM/EHOS website. Online training can be accessed through a single sign on from the following link:

https://ds.calstate.edu/?svc=skillsoft&org=CSUDH
Defensive driver training is required every **four** years for employees who regularly, defined as being equal to or greater than once a month or equal to or greater than 12 times annually, drive on University or State business.

Defensive driver training is also required for employees who drive a small cart on campus or who requests use of the 10 person van.

Online defensive driver training is available for State employees and all the information is posted on the RM/EHOS website.

[http://www.csudh.edu/admfin/risk_management_training.shtml](http://www.csudh.edu/admfin/risk_management_training.shtml)
**Van Use Program**

The campus has a 10 passenger van available for use by faculty and staff going on campus approved local trips. The vehicle is a 2010 Ford E-350 passenger van. Drivers must be employees of the University and must meet program guidelines to be eligible to drive the van.

The Van Program is administered by Risk Management/Environmental Health and Occupational Safety. Scheduling is done on a first-come-first-served basis and a completed reservation form is required. Departments are charged $35/per day for the van rental.

---

**Reservation Form**

The Van Use Program reservation form must be completed and returned to Risk Management/EHOS to have your reservation considered for the dates requested. Email forms to Jeff Wood, Risk Manager.

---

**CSU DH Department Information**

**CSU DH Driver Information**

All drivers must read and comply with the requirements contained in the CSU DH Van Use Program Policies and Procedures. Drivers must sign at the bottom of this form acknowledging receipt of the Van Use Program Policies and Procedures.

---

**Purpose of Trip (Must be Completed)**

---

**Department Account Details for Van Use Charge**

---

**Supervisor/Division Approval**

Driver acknowledgment that they have read and will comply with all Van Use Program Policies and Procedures:

---

**Driver 1 Signature:**

**Date:**

**Driver 2 Signature:**

**Date:**
The Risk Management/EHOS website provides useful information for the campus community. Navigation tabs include the following areas:

- Business Continuity
- Ergonomics
- Environmental
- General Information
- Health and Safety
- Risk Management
- Safety Tips
- Staff Listing
- Training
- Vehicle Information
- Workers’ Compensation

http://www.csudh.edu/admfin/risk_management.shtml