

# **Cal Poly Corporation**

## **SAFETY MANUAL**

### **Preface**

The contents of this manual are organized in the following order: Table of Contents, Introduction, General Areas of Responsibility, and Appendices. The Cal Poly Corporation, formerly the Cal Poly Foundation, will be referred to as the Corporation.

### **Revisions to Manual**

When a portion of the Safety Manual is revised, a notice will be sent to each manual holder with the revised documents and instruction for insertion in the Safety Manual.

### **Maintenance of the Manual**

Each Safety Manual holder is responsible for inserting documents and keeping the manual up-to-date based on information provided by the Associate Human Resources Director's office. Requests for missing documents or clarification of any item in the manual should be submitted to the Associate Human Resources Director's office.

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# ***SAFETY PHONE NUMBERS***

## **ON CAMPUS**

**POLICE/FIRE/MEDICAL EMERGENCY 9-1-1**

<b>UNIVERSITY POLICE (Business)</b>	<b>756 - 2281</b>
<b>HEALTH CENTER</b>	<b>756 - 1211</b>
<b>CAL POLY CORPORATION SAFETY</b>	<b>756 - 1151</b>
<b>OFF CAMPUS EMERGENCY</b>	<b>9-1-1</b>

# INTRODUCTION

## Statement of Loss Control

The Cal Poly Corporation has the responsibility to provide support services to the University community. In providing these services, the prevention of injuries and illnesses is vital to all Corporation operations. Our goal is to maintain a safe, hazard-free environment for employees, customers and guests. Therefore, safety must be paramount in all daily operations. Department Heads, managers and supervisors are directly responsible for continuous effort toward preventing injuries and illnesses through the effective implementation of a safety and health program. Employees of the Corporation are responsible for abiding by safety rules and learning safe work practices. This responsibility includes reporting any unsafe or hazardous condition and reporting job related injuries and illnesses to management as soon as possible.

The primary objective of the safety and health program is to develop means for the elimination of circumstances which lead to occupational injuries. Each injury and or illness has its causes in the unsafe act of an individual, an unsafe physical condition or a combination of both. Injuries and illnesses can be prevented by eliminating or altering unsafe acts or by correcting unsafe conditions. Ultimately, the hazardous elements can be controlled by the development of healthy attitudes for safety.

The second objective of the safety and health program is to meet the Corporation's safety and health obligations. These legal obligations presently exist in California under Cal-OSHA.

The Corporation has designated the Associate Human Resources Director as coordinator of the safety and health program. The success of the safety program depends upon the positive support of management and the cooperation of each department and all employees toward the prevention of injuries and illnesses.

This Safety Manual is designed to outline the general safety rules for employees as well as to establish guidelines for the management of the safety program. Please refer to it often.

I personally take great interest in the safety of our employees, customers and guests, and encourage "SAFETY FIRST" in all of our operations.

Frank Mumford  
Executive Director

# I.

## **ASSIGNMENT OF INJURY PREVENTION RESPONSIBILITIES**

In accordance with Title 8, Section 3203 of the California Code of Regulations, the Cal Poly Corporation has assigned the overall responsibility to develop, coordinate, and review the Corporation's safety and health program to the Corporation Associate Human Resources Director with overall authority from the Executive Director. The Associate Human Resources Director shall insure that:

1. Safety inspection reports, employees' reports of Occupational Injury or Illness Reports, employees' claim form for Workers' Compensation Benefits and employee medical documents are processed, analyzed, reported, and stored properly.
2. Inspections of Corporation facilities are conducted routinely and inspection reports are prepared as necessary.
3. Each injury or illness report is analyzed to determine cause of the injury or illness.
4. Appropriate personnel correct safety hazards found during inspections or following review of an employee injury or illness report.
5. Employee safety training is developed and implemented.
6. Employees are informed about the Corporation's safety policies and procedures.

## II.

### GENERAL SAFETY RULES

Safety rules are established for the well being of all employees. Each department and specific work area has specific rules in addition to the General Employee Safety Rules. All employees are required to sign a copy of the General Safety Rules at the time of hire. For benefited employees, the signed copy shall be placed in the employee's Personnel file. Departments are responsible for filing student and intermittent employee signed copies.

1. Maintain a safe working environment for yourself and coworkers. If you have any doubts about the safe way to perform a task, ask your supervisor.
2. Always report unsafe working conditions to your supervisor. You are not expected under any circumstances to take unnecessary chances or to work under hazardous conditions without adequate safeguards.  
*All employees have the right to report unsafe working conditions to their supervisor without fear of reprisal.*
3. Learn the warning signs of workplace violence and take preventative measures to ensure a safe work environment. Report any threats of workplace violence to your supervisor. All threats will be taken seriously.
4. Walk, do not run. Use the handrail while ascending or descending stairs. Prevent slips and falls. Watch for spills or loose objects on the floor. Clean up spills immediately.
5. Wear proper clothing, including footwear, for your specific job. Know the specific requirements of your department and ensure that you are in adherence.
6. Lift properly. Keep your back straight. Do not twist when carrying or lifting a load. Do not attempt to lift heavy objects by yourself; get help.
7. Report any injury involving a personal injury on the job, no matter how minor, to your supervisor as soon as possible.

Safety rules are for your protection and for the protection of your coworkers. Failure to comply with these safety rules may result in disciplinary action up to and including dismissal.

### **III.**

## **SUPERVISOR'S SAFETY GUIDE**

As a supervisor, you are in a special position of responsibility. Supervisors are entrusted with the obligation to safeguard the well-being of the workers in their charge. Supervisors can motivate their employees toward injury prevention by following these guidelines:

1. Know the rules of safety that apply to the work you supervise. Obtain expert safety advice.
2. Set a good example by demonstrating safety in your own work habits and personal conduct.
3. Encourage your employees to discuss the hazards of their work with you. Be sure they understand the General Safety Rules, page II-1. Remember, all employees have the right to report unsafe working conditions without fear of reprisal.
4. Train every employee in the safe methods for performing the job. Employees are to be trained in the safe handling of equipment, machine operation, hazardous chemicals, and emergency evacuation procedures. Complete a safety orientation checklist for every new employee. (Appendix G) Ensure all employees understand the warning signs for workplace violence and know that all threats will be taken seriously.
5. Anticipate hazards before they occur, or risks which may arise from changes in equipment or methods. Inspect the work environment regularly.
6. Motivate your employees to work safely by methods such as: periodic meetings, awards for good safety records, use of educational materials, and your personal approval of a difficult task well handled.
7. Investigate and analyze every injury or illness. Correct the cause. Encourage employees to report minor injuries in order to avoid a possible major injury later.
8. Cooperate with others in the organization who are actively concerned with preventing injuries and illnesses. Your combined purpose is to keep employees fully able to work and on the job.

9. When unsafe methods or unsafe working conditions are noted by supervisor, it is the supervisor's responsibility, and ultimately each Department Head's responsibility, to ensure that the situation is corrected. The following steps should be taken:
  - a. Stop the unsafe method or working condition.
  - b. Instruct the employee involved in an unsafe method as to the correct method, to ensure the safety of the employee and fellow employees. Warn others of unsafe conditions and do not allow others to work until the unsafe condition is corrected.
  - c. Keep a record (log) of unsafe working conditions noted, including date, Department Head notification and date repaired. If unsafe working methods are noted, log the action taken, including any disciplinary action. Appendix K contains a sample Working Condition Log.

## IV.

### INJURY AND ILLNESS PREVENTION AND INVESTIGATION

#### **Prevention:**

It is every employee's duty to help prevent work-related injuries and illnesses. Prevention means reducing the risk of unwarranted events, by learning machine operation, never operating defective machines, wearing proper protective clothing for the job, and making safety a top priority.

The Cal Poly Corporation strives to prevent injuries and illnesses by providing employee and supervisor training, by conducting quarterly safety inspections, by reviewing all injuries and by welcoming employee comments and concerns regarding safety, and by taking direct remedial and preventative actions to eliminate unsafe conditions.

If an employee notes a safety concern in the work area, the following procedures are to be followed:

1. Notify the supervisor immediately of the concern.
2. If the safety concern is of an imminently hazardous nature, the supervisor shall prevent the injury by locking out machinery, removing employees from the dangerous area, or both.

#### **Investigation:**

The Corporation sponsors a Health and Safety Committee, whose responsibility includes inspecting the various work areas for potentially harmful situations. (See Appendix B for further information). When concerns are expressed by the Committee to departments, the Department Head shall investigate the concerns and respond in writing to the Safety Committee. In addition, each employee has the responsibility to constantly monitor his/her work area for potentially unsafe conditions, and report such conditions to the supervisor immediately.

Each Department Head is responsible for investigating injuries/illnesses occurring within his/her department. The purpose of an injury/illness investigation is to establish all relevant facts and options so that a proper conclusion can be drawn about what must be done to prevent a recurrence.

Preventing recurrence is the true objective of the injury/illness investigation. Injury/illness investigations should include (but not be limited to): Statement from the injured employee, time/date/place, mechanics of the injury, and witnesses. In addition, the Associate Human Resources Director will investigate each incident within the Corporation and will assist the Department Head to prevent similar injuries/illnesses.

### ***Correcting Unsafe Conditions:***

The Associate Human Resources Director shall review all injury/illness reports and safety inspection reports. When a hazard has been identified or an injury or illness was caused by an unsafe condition, the Associate Human Resources Director will direct appropriate personnel to correct the hazard. If the hazard has the potential of causing an injury or illness, the Associate Human Resources Director shall "red tag" the equipment or area until the unsafe condition is eliminated.

**V.**  
**WORKERS' COMPENSATION INSURANCE**

**WHEN AN INJURY OR ILLNESS OCCURS ON THE JOB**

- 1. In case of a life-threatening emergency, call 9-1-1 for both on and off campus emergencies.**
- 2. If medical (but not emergency) treatment is needed, accompany the injured employee to one of the following locations depending on the time and the nature of the injury, or to the personal physician, *if the employee has previously submitted a Physician Designation form (Appendix C) to the Corporation Human Resources office.***

**MEDICAL (BUT NOT EMERGENCY) TREATMENT IS NEEDED:**

9:00 am-9:00 pm (M-F)	<b>Family &amp; Industrial Medical Center</b>
9:00 am-6:00 pm (S,S)	<b>47 Santa Rosa Street, SLO      542-9596</b>

**FOR EMERGENCY WORK RELATED INJURIES (or when above is closed):**

24 hours per day	<b>Sierra Vista Hospital</b>
	<b>1010 Murray Avenue,</b>
	<b>SLO    546-7650</b>

**FOR FIRST AID ONLY INJURIES (simple wound cleaning or dressing)**

8:00 am-4:30 pm (M,T,Th,F)	<b>Cal Poly Health Center</b>
9:00 am-4:30 pm (W)	<b>Building 27 756-1211</b>

- 3. Provide doctor with Authorization for Workers' Compensation Medical Care form (see Appendix D). The Corporation is Self -Insured. The third party administrator is Octagon Risk Services.**
- 4. Provide injured employee with Employee's Claim for Workers Compensation Benefits, DWC FORM 1 within 24 hours (see Appendix F).**
- 5. Alert Human Resources Office of injury at 756-1151. Complete Supervisor's Injury/Illness Report (see Appendix E) and submit to Human Resources Office within 24 hours of the incident or at the beginning of the following workday (M-F, 8 am - 5 pm). Attach completed DWC FORM 1 if medical treatment was given.**
- 6. Inform the Human Resources Office (756-1151) of the employee's injury or illness progress and return to work status.**
- 7. Request a doctor's release before permitting employee to return to work. Forward, original doctor's release-to-work form, to Human Resources Office.**

## **INTRODUCTION TO WORKERS' COMPENSATION**

The purpose of this section on Workers' Compensation Insurance is to provide an overview of the workers' compensation program and a description of the procedures to handle a work-related injury or illness. The Human Resources Office (756-1151) is available to provide assistance and answer questions concerning a work-related injury or illness, the status of a claim, medical treatment, benefit payments, or other related questions.

### **WHAT IS WORKERS' COMPENSATION?**

Workers' compensation insurance provides protection for Cal Poly Corporation employees in case they are injured or become ill as a direct consequence of their jobs. Program benefits include payment of all medical care required to treat a work-related injury or illness and disability benefit payments, which will partially replace lost income. Workers' compensation insurance is basically a "no fault" system with benefits paid no matter who is at fault. The main goal of a workers' compensation program is to bring about a prompt and complete recovery.

*(NOTE: As a general rule an injury is not compensable if it arises out of voluntary participation in any off-duty recreational, social, or athletic activity which does not constitute part of the employee's work-related duties.)*

### **WHO DOES IT COVER?**

All Corporation employees, including intermittent employees and student assistants, are covered by workers' compensation insurance.

### **HOW MUCH DOES IT COST?**

The cost of workers' compensation insurance is paid entirely by the Cal Poly Corporation. Workers' compensation insurance is separate from personal health insurance and there is no deductible for medical treatment covered by workers' compensation. In addition, benefit payments are tax-free and not subject to deductions for social security.

### **OCTAGON RISK SERVICES**

The Cal Poly Corporation is self-insured. Octagon Risk Services is the third party administrator and risk management consulting firm which provides assistance with managing workers' compensation insurance. The address of Octagon Risk Services is P.O. Box 3170, Rancho Cordova, CA 95741 and the phone number is (916) 851-8017. Final determination of eligibility for workers' compensation benefits is made by Octagon Risk Services. They base their decision on the facts of the injury/illness that has been reported by the supervisor and medical information provided by the treating physician.

### **WHAT IS THE PROCESS WHEN AN INJURY OR ILLNESS OCCURS?**

The law requires each employer to provide a safe place of employment. However, injuries may occur and employees are encouraged to report all injuries--no matter how minor--as soon as possible. Once a supervisor is notified that an injury has occurred, he/she is responsible for ensuring that the injured employee receives medical care quickly and that all required paperwork is completed and submitted to the Human Resources Office within 24 hours of the injury or illness or at the beginning of the following workday. This process is briefly outlined below:

1. Medical Treatment - The Public Safety Department (Emergency extension 9-1-1) should be called immediately in all cases involving serious or life-threatening injuries (off-campus, dial 911). If medical (but not emergency) treatment is needed, the individual *should be escorted* to the Corporation's primary treating facility: Family & Industrial Medical Center. For emergency treatment, or when the primary treating facility is closed, escort the employee to Sierra Vista Hospital. For minor first aid, escort the employee to Cal Poly Health Center. First Aid injuries are those requiring one time only treatment (i.e. simple wound cleaning or dressing) and up to one follow up visit for observation. Decisions to seek medical treatment should rest ultimately with the injured. As a guide, the employee should seek medical treatment for a work related injury if they would seek treatment for the same injury if it had occurred at home. The injured employee may be escorted to the personal physician if a Physician Designation form has previously been submitted to the Human Resources Office (see Appendix C).

If an employee requires medical treatment, the employee is to be given a completed AUTHORIZATION FOR WORKERS' COMPENSATION MEDICAL CARE - CALIFORNIA form (see Appendix D). The Authorization for Medical Care Form is to be taken to the medical treating facility with the employee. This lets the treating facility know where to bill for treatment.

2. Claim form - Within 24 hours of knowledge of an injury or illness, a supervisor is required by law to give to the injured employee an "Employee Claim for Workers' Compensation Benefits" form DWC 1 (see Appendix B). This form advises employees of potential eligibility for workers' compensation benefits and provides them with an opportunity to describe how the injury or illness occurred. The *employee* completes the "Employee" section (top) of the form and the supervisor completes the "Employer" section (bottom) of the claim form. The "Employee's Temporary Receipt" (green) of the claim form should be given to the employee immediately and the "Employee's Copy" (pink) is given to the employee after the employer's section has been completed; the "Original-Employer's Copy" (white) and the "Insurer Claims/Administrators Copy" (yellow) should be forwarded to the Human Resources Office for processing.

There may be circumstances, which prevent a supervisor from providing the claim form to the employee within 24 hours. In these situations, the supervisor should complete the "Employer" section of the claim form, attach a signed and dated notification memo (see Appendix I), and mail the claim form/memo to the employee's home address. The supervisor should make copies of the claim form and notification memo--these copies will provide proof of compliance with notification requirements. It is unlikely that the claim form will reach the employee within the required 24-hour time limit; however, the important point is that the Corporation can demonstrate to compliance agencies that it made a good-faith effort to provide the form to the injured worker. Forms can also be hand carried to an employee's home, if appropriate.

(Exception: When an employee suffers a very minor or "Band-Aid" injury and does not seek medical treatment, the supervisor is not required to provide the employee with a claim form.)

3. Supervisor's Injury/Illness Report - In all cases, a Supervisor's Injury/Illness Report must be completed by the supervisor and submitted to the Human Resources Office for processing (see Appendix E).

The Employee Claim Form and the Injury/Illness Report are important documents that must be submitted to the Human Resources Office within 24 hours of the incident. A delay in reporting can cause a delay in the employee's benefits and may result in penalties of up to \$5000 per violation being assessed against the department guilty of non-compliance with mandated deadlines.

4. Absences from Work - **An employee is paid for the entire work shift on the day of injury.** If the Workers' Compensation Insurance Carrier accepts an employee's claim as work-related and a physician authorizes a period of convalescence for an injury, the employee must wait 3 days before any disability benefit payments will be paid. Because this 3-day waiting period is a calendar date period, it may include the weekend. If weekend time is not involved it will be necessary for the employee to use accrued leave credits (sick leave, vacation, CTO) to cover this 3-day waiting period. However, this waiting period is waived if the employee is hospitalized or disabled for more than 14 calendar days. The following hypothetical situations may clarify these guidelines:

Employee is injured on Wednesday and is authorized by the doctor to be off work for the remainder of the week: no charge for Wednesday (day of injury), 16 hours of sick leave/other leave credits for Thursday and Friday (3-day waiting period includes Thursday, Friday and Saturday). Employee returns to work on Monday.

Employee is injured on Thursday and is authorized to be off Work for one week: no charge for Thursday (day of injury); 8 hours sick leave/other leave credits for Friday (3-day waiting period is Friday, Saturday, Sunday); no charge for following Monday, Tuesday or Wednesday (on workers' compensation status). Employee returns to work on Thursday.

Employee is injured on March 3 and authorized to be off work until March 22: waiting period is waived and employee is on workers' compensation status for entire period of disability (more than 14 calendar days).

All absences must be authorized by a physician and an injured employee must provide the supervisor with a written doctor's note, which confirms the period of disability. The original doctor's note should be forwarded to the Human Resources Office.

## **WHEN CAN THE EMPLOYEE RETURN TO WORK?**

It is important for the supervisor to maintain contact with the injured employee during the period of disability. Likewise, it is the employee's responsibility to keep the supervisor informed concerning the employee's medical condition and when he/she will be able to return to work.

### Modified work

An injured employee may return to work earlier than expected through some form of temporary light work. However, an employee may return to light work only upon receiving a written release from a physician. The physician must indicate any physical limitations or restrictions, which the employee may have and the duration of the modified work assignment. In all instances where the doctor is unable to give the employee a full release, the Corporation reserves the right to accept or reject modified work assignments. This decision is based on an assessment of the employee's job duties and the feasibility of accommodating the work restrictions imposed by the doctor.

Whenever possible, modified work or light duty should be encouraged and allowed. Disability time is thus minimized and the injured employee can slowly ease into a regular work routine.

### Full release

When an employee is able to return to work without restrictions, he/she must obtain a written release from the physician. It is Corporation policy that a physician's release to return to work must be secured by all employees whose injuries required a period of convalescence beyond the day of injury. Supervisors should receive this release from the employee no later than the day on which the employee is scheduled to return to work. (See above.) The original release should be sent to the Human Resources Office.

### Disputed release

If a physician releases an employee to return to work but the employee feels that he/she is not ready, the employee should be advised to call the Human Resources Office immediately.

The insurance company cannot continue to pay the employee temporary disability benefits or allow the use of sick leave if it is not authorized by the physician.

## **CHANGE OF DOCTOR**

If at any time an employee is dissatisfied with the treatment program of a physician or facility, he/she can contact the Human Resources Office. An attempt will be made to solve the problem with the current physician; if this is not possible, another physician may be recommended. If more than 30 days have elapsed since the date of injury, the employee may be treated by a doctor of his/her choice; however, employees may change their treating doctors only once. Employees should notify the Human Resources Office immediately of any change in treating physician.

## **CONTINUED MEDICAL CARE**

A physician may release an employee to return to work full-time but still prescribe continuing treatment such as physical therapy for a brief period. Employees should be advised that once they are released to full-time employment, they must use leave credits for absences due to doctor's appointments. Employees are therefore encouraged to schedule all necessary appointments around employment hours whenever possible.

## **ADDITIONAL LOST TIME**

After recuperating from a work-related injury, an employee may return to work for a short period of time and then suffer a reoccurrence of the injury. The supervisor should instruct the employee to return to his/her physician for re-evaluation. If another period of convalescence is required, the employee must secure written authorization from the physician for this further period of disability. Likewise, the employee is required to obtain a written release before returning to the job again.

It is essential that the supervisor notify the Human Resources Office immediately when an employee loses additional work time.

## **WHAT BENEFIT OPTIONS ARE AVAILABLE TO THE EMPLOYEE?**

Assuming that all the appropriate documentation and medical reports have been submitted promptly to Octagon Risk Services, the employee should receive from Octagon Risk Services, within 14 days, a letter of notification concerning his/her workers' compensation benefits. The Human Resources Office will also receive a copy of this letter along with a statement from Octagon Risk Services, which verifies the employee's temporary disability and authorizes a period of absence.

### Temporary Disability

The rate of temporary disability (TD) compensation is determined by law. The TD rate is the actual earnings of the employee, if the earnings are less than \$126.00 a week. For employees whose earnings fall between \$126.00 and \$189.00, the TD rate is \$126.00 a week; for employees whose earnings exceed \$189.00 per week, the TD rate is 2/3 of their wages with a maximum weekly benefit payment of \$ 490.00. (Effective January 2003, the maximum benefit rate will increase to \$602.00). These payments will be made by the insurance company to the employee every 2 weeks.

### Temporary Disability With Supplementation

Employees may supplement TD payments issued by Octagon Risk Services with accrued sick leave or vacation credits to the amount of their normal salary.

## **STATE DISABILITY INSURANCE FOR NON WORK-RELATED INJURIES**

In the majority of cases, Octagon Risk Services will make a determination within 14 days regarding an employee's eligibility for workers' compensation benefits; however a determination can take up to 90 days. In these situations, employees are generally advised to apply for State Disability Insurance (SDI) pending a decision on their workers' compensation claim. SDI provides a monthly benefit payment to employees who become temporarily disabled and are unable to work because of a non-work-related injury or illness. Before benefit payments begin, an employee must first exhaust all sick leave credits and serve a 7-day waiting period (unless hospitalized). The benefit payment amount may vary according to employment status. The maximum disability benefit period is 26 weeks per disability. Eligibility for SDI benefits is based on PERS membership, time base, and length of appointment. If it is later determined that an employee was eligible for workers' compensation benefits, he/she will receive the difference between SDI and workers' compensation payments and all used leave credits will be reinstated to the employee.

## **PERMANENT DISABILITY**

A permanent disability describes any lasting effects of an on-the-job injury or illness. If an employee has a permanent physical disability from an injury, the employee is provided with additional payment. The amount of payment depends upon the severity or effect of the injury, and the age and occupation of the employee at the time of the injury.

## **DISABILITY RETIREMENT**

An employee who is unable to perform his/her job because of an illness or injury which is expected to be permanent or last indefinitely may be entitled to retire and receive a monthly disability allowance payable for life or until recovery. To apply for this benefit, a minimum of five years of PERS-credit service is required. The actual cause of disability need not be job related.

## **VOCATIONAL REHABILITATION**

One of the most important components of the workers' compensation program is helping an employee return to his/her old job, or if necessary, preparing the employee for a new one. The Corporation may provide a vocational rehabilitation plan to an employee who needs a permanent work change due to an injury. During rehabilitation, the injured employee is entitled to TD payments. The Octagon Risk Services office will assign a rehabilitation counselor to work with the employee and the Corporation. Once the vocational rehabilitation program is successfully completed, one of the following actions will be taken: (1) the employee will be restored to his/her position; (2) the employee will be transferred to another position; or (3) the employee will be placed in another line of work with another employer, if possible.

## **AVENUES OF APPEAL**

If an employee is dissatisfied with:

- “ A decision made by Octagon Risk Services regarding liability for an injury or illness;
- “ A decision regarding a change of physician;
- “ Eligible benefits;
- “ Other matters, he/she may:
  - A. Contact the Corporation Human Resources Office
  - B. Contact the claims adjuster at Octagon Risk Services
  - C. Contact the nearest Information and Assistance Officer  
(209-445-5355)
  - D. Consult an attorney or representative of choice.

It is very important that employees fully understand that they must act promptly so as not to risk losing benefits. As a rule, proceedings must begin within one year from the date of injury.

## **WHEN CAN THE INJURED EMPLOYEE'S POSITION BE FILLED?**

An employee's position may be replaced due to business necessity. An injured employee off work due to industrial injury or illness for more than 7 days, will be placed on Medical Leave of Absence and subject to MLOA policy (see Personnel Manual, appendix M). Time off due to an injury or illness will be counted toward the 12 weeks allowed in a 12-month period (beginning with initial Family Medical Leave eligibility) covered by the Federal and State Family and Medical Leave Acts.

## **VI.**

### **EMPLOYEE TRAINING AND SAFETY ORIENTATION**

Employee training and safety orientation is a multi-faceted process. Training involves the employee, employee's supervisor and the Human Resources office.

The employee's supervisor is the primary source for safety training. Each employee is to be thoroughly trained regarding the specific hazards for the job, orientation to potentially hazardous chemicals used, and other specific safety concerns for the specific work area before working in that particular area.

The Corporation Human Resources office staff provides information regarding workers' compensation insurance at the time of hire. Employees are encouraged to bring all safety-related questions to their supervisor and/or the Corporation Health and Safety Committee.

The Supervisor's Safety Orientation checklist can be found in Appendix G. Supervisors must use this form during the orientation of each new regular employee and forward a completed, signed checklist for inclusion in the employee's personnel file. Safety training should occur within 5 days of the employee's hiring. In the case of student and intermittent employees, the supervisor should complete the checklist and keep it with the Department's records.

Employees may be required to attend periodic safety training sessions regarding topics of general interest Corporation-wide and/or training sessions on specific safety topics within their department. The Corporation Associate Human Resources Director will keep records of such training.

*Record keeping* is an important requirement of safety training. Both formal and informal training must be documented. Supervisors are encouraged to document all on-the-job safety training, including staff meetings and one-on-one training. Records must be kept for all employees, including students and intermittent employees.

## VII.

### HAZARD COMMUNICATION STANDARD

Every Cal Poly Corporation employee has the right to know about chemicals being used on the job and the possible harmful effects of those chemicals (29 CFR Sec. 1910.1200 -- the Federal Hazard Communication Standard). In addition, employees have the right to know if any chemicals being used are known to the State of California to cause cancer or birth defects (Section 25249.6 of the California Health and Safety Code -- Proposition 65). Toward that end, the Corporation has developed a system whereby all employees who use or work with hazardous chemicals are made aware of those hazards and what to do in the case of an emergency. See Safety Manual Appendix H for complete Hazard Communication Plan. Following is a summary of the Plan.

The Associate Human Resources Director is responsible for the overall coordination of the Hazard Communication Program. An inventory of all hazardous chemicals within the Corporation and their specific location within each department are located in each department. In addition, a Material Safety Data Sheet (MSDS) is maintained for each chemical in use. The Material Safety Data Sheets cover specific information regarding each chemical. **MSDS' are to be kept by each department in the location of the chemical.** Employees are to have easy access to the MSDS' and should be able to review them at any time. Employees may review the MSDS' by contacting their supervisor or the Associate Human Resources Director.

As part of the Hazard Communication Program, supervisors will at least annually train employees regarding hazardous chemicals or at any time when a new, significant hazard is introduced. Written record will be kept of the training. When new chemicals are purchased, their MSDS' will be added to the inventory and training will be conducted on their use. Each department is responsible for training employees on hazardous chemicals and for requesting MSDS' for any new chemicals purchased.

Proposition 65 requires that all employees be notified before any exposure to any chemical known to the State of California to cause cancer or reproductive toxicity. The Corporation attempts to insure that employees are aware of any such chemicals that exist in the workplace and to minimize their exposure.

## **VIII.**

### **HEALTH AND SAFETY COMMITTEE**

Communication with employees regarding safety issues is vital to the overall management of the Cal Poly Corporation Safety Program. Communication is achieved through a variety of mediums, including supervisor/employee discussions, small group meetings, training programs, employee newsletters, memos to all employees, safety and health bulletin boards, and through the Health and Safety Committee.

The Health and Safety Committee is comprised of exempt and non-exempt staff. The committee is chaired by the Associate Human Resources Director and makes recommendations to the Executive Director. Appendix B of this manual provides further detail on the Corporation Health and Safety Committee (Appendix H in the Corporation Personnel Manual).

The Health and Safety Committee meets at least quarterly to review injuries/illnesses within the organization, and to discuss preventive measures and review recent inspections. Inspections are conducted for Corporation operations on a pre-designated subject, following Inspection checklists. The completed checklists are forwarded to the area supervisor, the Department Head, and to the Associate Human Resources Director. Items noted needing correction are responded to in writing by the Department Head to the Associate Human Resources Director.

The minutes from the Health and Safety Committee meetings are available for any interested employee to review.

## **IX.**

### **AUTOMOBILE AND FORKLIFT SAFETY PROGRAM**

As part of the overall safety efforts of the Corporation, and in order to reduce general liability, the following guidelines have been developed. Day-to-day management of these programs rests with each Department Head; the oversight of the program rests with the Associate Human Resources Director.

#### *Automobile Safety*

In order to drive any Corporation vehicle, all employees, regular, student and intermittent, must maintain a driving record acceptable to the Corporation's insurance carrier. The Corporation may, at any time, require employees to present a printout of their vehicle driving record for verification. Generally, a printout is required at the time of hire and on an annual basis thereafter.

Annually, Department Heads shall submit to the Chief Financial Officer the names of employees within their department who regularly drive Corporation vehicles on Corporation business as part of their job duties. Any employees driving without proper documentation may be subject to disciplinary action.

Employees driving Corporation vehicles must abide by all California vehicle rules and regulations, including wearing seatbelts at all times. Employees found in violation of vehicle rules may be subject to disciplinary action, up to and including dismissal, in addition to citation by law enforcement agencies.

Employees driving vehicles may be required to attend periodic training on vehicle safety. Each vehicle is to be inspected on a daily basis, and the results of the inspections should be kept in a log book. The Campus Dining Assistant Director of Procurement is responsible for Campus Dining vehicle inspection and maintenance and the Bookstore Warehouse Manager is responsible for Bookstore vehicles. Vehicles with noted problems shall not be driven until the problem is corrected.

#### *Forklift Safety*

Only trained and authorized operators shall be permitted to operate a power forklift. Employees must pass an annual written and performance exam in order to operate forklifts. Annual training will be required of all operators. Badges or other visual indicators of operator authorization shall be displayed at all times during operation. The Bookstore Warehouse Manager and the Campus Dining Assistant Director of Procurement are responsible for overall forklift certification and training.

Documentation of all training will be kept in the Human Resources Office and in the employing department.

## **X.**

### **FIRST AID**

It is important to apply quick and prudent first aid for any injury. Each work area shall be equipped with a first aid kit and individuals in the work area should be familiar with the items contained in that kit. It is the responsibility of each Department Head to see that the first aid kits are well stocked and in strategic locations. The Human Resources Office staff is available to assist in the locating and/or stocking of kits. Appendix L contains a recommended list of items to be contained in a standard first aid kit. Appendix M contains a copy of a First Aid booklet that is available for each first aid kit.

Below are standard procedures for common first aid emergencies:

#### ***Stopped breathing:***

- Call 9-1-1
- Position victim on back
- Open airway by tilting head back
- Check breathing
- Give 2 slow breaths -- cover victim's mouth with your mouth, pinch nose shut.
- Check pulse and breathing
- Give rescue breathing as needed -- one breath every five seconds.

#### ***Bleeding:***

- Call 9-1-1 if necessary
- Apply direct pressure to wound with dry, sterile cloth
- Elevate bleeding area if possible
- Apply cool compresses to area to help slow bleeding

***Severe bleeding can be as life-threatening as stopped breathing. Immediate treatment is necessary.***

#### ***Burns:***

- Flush the burned area with cool water for 15 minutes.  
**Do not** apply ice directly to the burn.
- In the event of a severe burn, call 9-1-1

## **Choking:** (Heimlich Maneuver)

- Ask victim if he/she is choking.  
*If victim can cough, speak or breathe -- **do not** administer the abdominal thrusts; stay with the victim to monitor*
- If victim cannot cough, speak or breathe give abdominal thrusts:
  - Call 9-1-1
  - Stand behind victim
  - Wrap your arms around victim's waist
  - Make a fist, place thumb side of fist against victim's abdomen between navel and breastbone
  - Grasp fist with other hand and give 6 - 10 inward, upward thrusts or until object is removed

## **Heart Attack/Cardiac Arrest:**

- Recognize warning signs for heart attack and act quickly
  - Crushing feeling/pain in chest
  - Nausea
  - Sweating
  - Pain in either or both arms, jaw
- If you suspect a heart attack, have victim sit quietly and call 9-1-1 immediately
- If pulse is not present, begin CPR
- If available, use Automated External Defibrillator (AED)
- AEDs are located at the El Corral Bookstore Customer Service Desk and the Corporation Administration Building Reception area, in addition to Cal Poly Police vehicles

See appendix M for AED Operating Guidelines.

**CPR should only be performed by trained rescuers. Enroll in a CPR class and learn the skills to save a life.**

## **XI.**

### **EMERGENCY EVACUATION PROCEDURES**

In the event of a fire or other major disaster, it is important to have well established evacuation procedures to ensure the safe evacuation of employees and customers. The Cal Poly Corporation Human Resources Office prepares and posts emergency evacuation routes for all Corporation departments. It is the responsibility of each Department Head to ensure that all employees (students included) are thoroughly familiar with the emergency evacuation route and designated gathering area for their specific department. Individuals should be assigned duties such as checking restrooms and escorting disabled individuals from the building in the event of an evacuation. (See Appendix J for tips on emergency evacuation).

Drills are conducted on at least an annual basis by the Human Resources Office. Members of the Health and Safety Committee observe the drills and provide feedback. Drills are coordinated with the Department Head and Public Safety to be least disruptive to business while ensuring the greatest number of participating employees.

#### **GENERAL EMERGENCY EVACUATION PROCEDURES**

- Various buildings on the Cal Poly campus have different methods of alerting occupants of a necessary building evacuation. Knowing the type of alarm for the particular building is key for successful evacuation.
- Evacuation plans are posted in most work areas; the general philosophy is to exit the building in the quickest way possible. Assembly points for employees are generally in the vicinity of the buildings, at a safe distance to prevent further injury.
- Each department or work area should review special attention areas and plan accordingly; i.e. restrooms or walk-ins. An individual (and backup) should be designated to check these areas and offer any assistance as needed. In addition, special arrangements should be made regarding customers and the smooth evacuation from the facility. Encourage customers to also move away from the building and out of harm's way.
- If time permits during an evacuation, all doors and windows should be shut. Closed doors and windows slow the spread of a fire. Also, if time permits, employees should bring personal belongings (i.e. purses) during an evacuation.
- If time permits, electrical appliances should also be turned off, including computers. If the power goes off and/or surges, it can cause damage to computers and other electrical appliances.
- Do not re-enter the building until told to do so by fire staff. The silencing of the alarm does not signal all clear.

## ***EARTHQUAKE SAFETY***

There are some types of emergencies where building evacuation might not take place immediately, for example, earthquakes. The following steps are to be followed in the event of an earthquake:

### ***During the Earthquake***

- Duck, cover and hold. Get under solid cover (desk, doorways, chairs, tables) as fast as you can. Protect your head. If no cover is available, line up along windowless walls. If you are indoors, stay there!
- If you are outside, move to an open area away from power lines, power poles, trees, walls and chimneys.
- If you are on a sidewalk near buildings, duck into a doorway to protect yourself from falling debris.
- Watch for falling objects. Move away from windows, ceiling fixtures, glass, hot water, steam pipes or other special hazards.
- Wait for tremors to cease before leaving the building. Move to the designated gathering spot, if possible, for "head count". Meeting areas should be in areas away from buildings.
- Expect aftershocks. Move carefully. Use extreme caution.
- Wear shoes for protection.
- Immediately check for injuries, trapped persons. Do not attempt to move the seriously injured unless they are in immediate danger.
- Immediately check for fires. Extinguish them with a fire extinguisher, if possible. If unable, leave the area immediately.
- Keep calm - use common sense.

### ***Before the Earthquake***

- Secure objects that might fall during an earthquake, such as filing cabinets and bookshelves.
- Review plans with all staff.
- Check storage of all chemicals and hazardous materials. Chemical spilling can lead to significant hazards.
- Have on hand a flashlight, with extra batteries, a portable radio, supply of fresh drinking water and some non-perishable food, a fire extinguisher and a first aid kit.

## **XII.**

### **FIRE PROTECTION**

#### **Action Steps When Fire Occurs:**

1. Call 9-1-1
2. Spread word to evacuate building.
3. If you are NOT SURE you can put out the flames with a fire extinguisher, leave the building immediately. If you ARE SURE the fire can be put out with an extinguisher, use the extinguisher in accordance with the following procedures:
  - a. Locate the nearest fire extinguisher.
  - b. Remove extinguisher from wall and set down WHERE YOU ARE -- DO NOT APPROACH FIRE YET.
  - c. Twist seal ring and pull sharply to remove.
  - d. Release nozzle from extinguisher and aim away from you.
  - e. TEST EXTINGUISHER by quickly squeezing and releasing handle.
  - f. If extinguisher is operable, carry or drag to fire.
  - g. If fire is outside, be sure to get upwind of it.
  - h. Aim nozzle directly at the base of the fire.
  - i. Activate fire extinguisher and make SLOW sweeping movement from outside of the fire all the way across fire. If flame re-ignites, don't be alarmed. *Slowly* keep sweeping spray across the fire.

#### **General information Regarding Fire Protection:**

Fire can be a serious hazard in any working environment. Storage of flammable materials, housekeeping, and electrical safety all play a role in the prevention of fires. The Safety Inspection team conducts inspections of work areas for housekeeping and storage. It is each department's responsibility to maintain a safe work environment.

#### **Production of Fire**

Three elements are necessary for a fire to start:

- combustible material
- heat
- oxygen

The likelihood of a fire depends on the presence of the three elements and the amounts. The more combustible a material, the mass of the fuel and the state of the fuel all play a part.

## ***Methods of Extinguishment***

- a. Fire extinguishers are located in each department and are maintained by the University Public Safety Department. Annual inspections are conducted by the Health and Safety Committee and Public Safety.
- b. If the extinguishers are used at any time, Public Safety personnel are to be notified, even if the fire is under control. Extinguishers need to be serviced after every use.
- c. There are different types of extinguishers rated for different types of fires. The different types of fires are:

Class A fires:	Wood, paper, trash having glowing embers
Class B fires:	Flammable liquids, gasoline, oils, paints, grease, etc.
Class C fires:	Electrical equipment
Class D fires:	Combustible metals

In most areas the extinguishers are rated for types A, B and C fires where the extinguisher can be used for all types of fires (Class D is a separately rated extinguisher). In some specific areas (i.e. Feedmill, Computer Room) there are specific types of extinguishers exclusively for that area (Type A only or Type C only). If the extinguisher does not appear to be correct for your working area, contact Human Resources or Public Safety.

## **XIII.**

### **Workplace Violence**

#### **What can be done to prevent workplace violence?**

Any preventive measure must be based on a thorough understanding of the risk factors associated with the various types of workplace violence. Even though our understanding of the factors which lead to workplace violence is not perfect, sufficient information is available which, if utilized effectively, can reduce the risk of workplace violence. However, strong management commitment, and the day-to-day involvement of managers, supervisors, and employees is required to reduce the risk of workplace violence.

#### **Injury and Illness Prevention Program for Workplace Security**

Cal Poly Corporation's Injury and Illness Prevention Program (IIPP) for Workplace Security addresses the hazards known to be associated with the three major types of workplace violence. Type I workplace violence involves a violent act by an assailant with no legitimate relationship to the workplace who enters the workplace to commit a robbery or other criminal act. Type II involves a violent act by a recipient of a service provided by the Corporation, such as a client, patient, customer, passenger or a criminal suspect or prisoner. Type III involves a violent act by a current/former employee, supervisor or manager, or another person who has some employment related involvement with the Corporation, such as an employee's spouse or lover, an employee's relative or friend, or another person who has a dispute with one of our employees.

#### **Responsibility**

The IIPP administrator for workplace security is Pat Hosegood Martin. She has the authority and responsibility to implement the provisions of this program for the Cal Poly Corporation.

All managers and supervisors are responsible for implementing and maintaining this IIPP in their work areas and for answering employee questions about the IIPP. A copy of this IIPP is available from each manager and supervisor.

All employees are responsible for abiding by the regulations regarding workplace violence. Acts or threats of violence are prohibited.

#### **Compliance**

Corporation management is committed to ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

Our system of ensuring that all employees, including supervisors and managers, comply with work practices that are designed to make the workplace more secure, and do not engage in verbal threats or physical actions which create a security hazard for others in the workplace, include:

1. Informing employees, supervisors and managers of the provisions of our IIPP for Workplace Security;
2. Evaluating the performance of all employees in complying with our establishment's workplace security measures;
3. Recognizing employees who perform work practices which promote security in the workplace;
4. Providing training and/or counseling to employees whose performance in complying with work practices designed to ensure workplace security is deficient;
5. Disciplining workers for failure to comply with workplace security practices.

### **Communication**

We recognize that to maintain a safe, healthy and secure workplace we must have open, two-way communication between all employees, including managers and supervisors, on all workplace safety, health and security issues. The Corporation's communication system is designed to encourage a continuous flow of safety, health and security information between management and our employees without fear of reprisal in a form that is readily understandable. Our system consists of the following items:

- New employee orientation on our establishment's workplace security policies, procedures and work practices;
- Training programs designed to address specific aspects of workplace security;
- Regularly scheduled safety meetings to discuss workplace security;
- Posted or distributed workplace security information;
- A system for workers to inform management about workplace security hazards and verbal or physical threats of violence that includes protecting employees from retaliation by the person making the threats;
- A system for immediately and safely communicating a warning to law enforcement authorities, management, and other employees about an imminent act of violence or threat of imminent violence;
- A safety and health committee that: meets regularly; prepares written records of the safety and health committee meetings; reviews results of the periodic scheduled workplace security inspections; reviews investigations of workplace violence and makes suggestions to management for the prevention of future incidents; reviews threats and incidents; and submits recommendations to assist in the evaluation; training and counseling of employees.

## **Hazard Assessment**

Periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence are performed by the Health and Safety Committee.

Periodic inspections are performed on a quarterly basis, when new, previously unidentified security hazards are recognized, when occupational injuries or threats of injury occur, or whenever workplace security conditions warrant an inspection. Periodic inspections for security hazards consist of identification and evaluation of workplace security hazards and changes in employee work practices, and may require assessing for more than one type of workplace violence. The Corporation performs inspections for each type of workplace violence by using the methods specified below to identify and evaluate workplace security hazards.

### ***Inspections for type I workplace security hazards may include assessing:***

1. The exterior and interior of the workplace for its attractiveness to robbers;
2. The need for security surveillance measures, such as mirrors or cameras;
3. Posting of signs notifying the public that limited cash is kept on the premises;
4. Procedures for employee response during a robbery or other criminal act;
5. Procedures for reporting suspicious persons or activities;
6. Posting of emergency telephone numbers for law enforcement, fire and medical services where employees have access to a telephone with an outside line;
7. Limiting of the amount of cash on hand and using time access safes for large bills.

### ***Inspections for Type II workplace security hazards may include assessing:***

1. Access to, and freedom of movement within, the workplace;
2. Adequacy of workplace security systems, such as door locks, security windows, physical barriers and restraint systems;
3. Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment;
4. Employees' skill in safely handling threatening or hostile service recipients;
5. Effectiveness of systems to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons;
6. The use of work practices such as "buddy" systems for specified emergency events;
7. The availability of employee escape routes.

*Inspections for Type III workplace security hazards may include assessing:*

1. How effectively the Corporation's anti-violence policy has been made known to employees, supervisors, or managers;
2. Awareness by employees, supervisors and managers of the warning signs of potential workplace violence;
3. Access to, and freedom of movement within, the workplace by non-employees, including recently discharged employees or persons with whom one of our employee's is having a dispute;
4. Frequency and severity of employee reports of threats of physical or verbal abuse by managers, supervisors or other employees.

### **Incident Investigations**

Procedures for investigating incidents of workplace violence include:

1. Reviewing all previous incidents involving violence at our workplace, including threats of violence and verbal abuse;
2. Visiting the scene of an incident as soon as possible;
3. Interviewing injured or threatened employees and witnesses;
4. Examining the workplace for security risk factors associated with the incident, including any reports of inappropriate behavior by the perpetrator;
5. Determining the cause of the incident;
6. Taking corrective action to prevent the incident from recurring;
7. Recording the findings and corrective actions taken.

### **Hazard Correction**

Hazards which threaten the security of employees shall be corrected in a timely manner when they are first observed or discovered. Immediate corrective action includes:

1. Notification of law enforcement authorities when a criminal act has occurred;
2. Emergency medical care provided in the event of any violent act upon an employee;
3. Post-event trauma counseling for those employees desiring such assistance.

*Corrective measures for Type I workplace security hazards can include:*

1. Making the workplace unattractive to robbers;
2. Utilizing surveillance measures, such as cameras or mirrors, to provide information as to what is going on outside and inside the workplace;
3. Procedures for the reporting suspicious persons or activities;
4. Posting of emergency telephone numbers for law enforcement, fire and medical services where employees have access to a telephone with an outside line;

5. Posting of signs notifying the public that limited cash is kept on the premises;
6. Limiting the amount of cash on hand and using time access safes for large bills;
7. Employee, training on emergency action procedures.

*Corrective measures for Type II workplace security hazards can include:*

1. Controlling access to, and freedom of movement within the workplace consistent with business necessity;
2. Ensuring the adequacy of workplace security systems, such as door locks, security windows, physical barriers and restraint systems;
3. Providing employee training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment;
4. Placing effective systems to warn others of a security danger or to summon assistance, e.g. alarms or panic buttons;
5. Providing procedures for a “buddy” system for specified emergency events;
6. Ensuring adequate employee escape routes;

*Corrective measures for Type III workplace security hazards can include:*

1. Effectively communicating the Corporation’s anti-violence policy to all employees;
2. Identifying employees’ perceptions about how management treats its employees;
3. Increasing awareness by employees, supervisors and managers of the warning signs of potential workplace violence;
4. Controlling access to, and freedom of movement within, the workplace by non-employees, including recently discharged employees or persons with whom one of our employee’s is having a dispute;
5. Providing counseling to employees, supervisors or managers who exhibit behavior that represents strain or pressure which may lead to physical or verbal abuse of co-employees;
6. Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat;
7. Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.

## **Training and Instruction**

All employees, shall have training and instruction on general and job-specific workplace security practices. Training and instruction shall be provided as follows:

1. When the IIPP for Workplace security is first established;
2. To all new employees and all other employees for which training has not previously been provided;
3. To all supervisors and managers;
4. To all employees, supervisor and managers given new job assignments for which specific workplace security training for that job assignment has not previously been provided;
5. Whenever the employer is made aware of a new or previously unrecognized security hazards.

Workplace security training and instruction includes, but is not limited to, the following:

1. Explanation of the IIPP for Workplace security, including measures for reporting any violent acts, threats of violence or verbal abuse;
2. Recognition of workplace security hazards including the risk factors associated with the three types of workplace violence;
3. Measures to prevent workplace violence, including procedures for reporting workplace security hazards to threats to managers and supervisors;
4. Ways to diffuse hostile or threatening situations;
5. Measures to summon others for assistance;
6. Employee routes of escape;
7. Emergency action and post-emergency procedures.

In addition, we provide specific instructions to all employees regarding workplace security hazards unique to their job assignments, to the extent that such information was not already covered in other training.

### *Type I Training and instruction for employees may include:*

- Crime awareness
- Location and operation of alarm systems
- Communication procedures
- Proper work practices for specific workplace activities or assignments, such as late night retail sales

### *Type II Training and instruction for employees may include:*

- Self-protection
- Dealing with angry, hostile and threatening individuals
- Care, use and maintenance of alarm tools and other protective devices
- Location and operation of alarm systems

- Determination of when to use the “buddy” system or other assistance from co-workers
- Awareness of indicators that lead to violent acts by recipients of service providers

*Type III training and instruction for employees include:*

- Pre-employment screening practices
- Employee Assistance Programs
- Awareness of indicators that lead to violent acts
- Managing with respect and consideration for employee well-being
- Review of anti-violence policy and procedures

## **XIV.**

### **Ergonomics Program**

#### **I. Introduction**

Cal Poly Corporation is committed to the health and safety of all staff. Injury prevention and health promotion are important components of our overall safety programs. Ergonomics, the science of fitting the job to the worker, is a component of any work site health promotion program. Ergonomics programs can help prevent work-related musculoskeletal disorders (MSD's) that occur at work. The Corporation will follow safety orders established by Cal-OSHA regarding repetitive motion injuries (Title 8, California Code of Regulations, Section 5110, Repetitive motion injuries).

#### **II. Corporation Program**

The Associate Human Resources Director has oversight for the Ergonomics Program, in conjunction with the department heads. The Associate Human Resources Director will be the point of contact for employees with MSD concerns (either directly or via the Department Head/Manager).

##### **A. Hazard Information and Reporting**

Information will be provided to employees periodically on:

1. Ergonomic risk factors (force, repetition, awkward postures, static postures, contract stress, vibration, cold temperatures)
2. Signs and symptoms of musculoskeletal disorders
3. Importance of reporting signs and symptoms early to prevent damage
4. Requirements of the Ergonomics standard
5. How and when to report MSD concerns (to manager, department head or directly to Associate Human Resources Director) without fear of reprisal

##### **B. When Concerns Arise**

When an employee notifies the Associate Human Resources Director (either directly or via the department) prompt care will be given:

1. If medical treatment is necessary, this will be administered via the Workers' Compensation program.
2. A thorough investigation of the injured employee's work area will be conducted, and the Associate Human Resources Director will work with employee and department to eliminate the MSD hazard within 90 days.

3. A thorough investigation of the injured employee's work area will be conducted, and the Associate Human Resources Director will work with employee and department to eliminate the MSD hazard within 90 days.
4. Verification will be made after 30 days to ensure the "fix" worked.
5. The Corporation will comply with applicable ergonomics regulations.

## **XV.**

### **APPENDICES**

- A Safety Program Guidelines
- B Health and Safety Committee Operating Guidelines
- C Notification of Personal Physician - Workers' Compensation
- D Authorization for Workers' Compensation Medical Care - California
- E Supervisor's Injury/Illness Report
- F Employee's Claim for Workers' Compensation Benefits  
(DWC Form 1)
- G Supervisor's Checklist for New Employee Orientation and Safety Orientation  
Checklist
- H Hazard Communication Plan
- I Notification of Workers' Compensation Benefits
- J Evacuation Planning Tips
- K Unsafe Working Conditions Log
- L Items to be contained in a Standard First Aid Kit
- M AED Program Operating Guidelines
- N First Aid Booklet

CAL POLY CORPORATION  
San Luis Obispo  
SAFETY PROGRAM GUIDELINES

SECTIONS 1-3

EFFECTIVE DATE: January 1, 1991

1. Background: Senate Bill 198 (Labor Code 6401.7) was enacted in part requiring employers to have written safety program guidelines. These guidelines provide a formal means of presenting safety program information for Cal Poly Corporation employees. The Corporation Safety Manual provides an in-depth review of these guidelines.
2. Purpose: The purpose of this document is to insure that all employees are aware of the safety program the Corporation sponsors in addition to insuring the Corporation is complying with state and federal requirements. The Corporation is committed to providing a safe, hazard-free environment for its employees, customers, and guests.
3. Guidelines:
  - a. Administration: As with all Corporation operations, the Corporation Executive Director has overall responsibility for the Safety Programs. The Associate Human Resources Director is responsible for the oversight and implementation of the Safety Program. Corporation Department Heads are directly responsible for the implementation of programs within their respective departments.
  - b. Safety Committee: The Corporation sponsors a Health and Safety Committee, whose primary objective is the prevention of injuries and illnesses within the organization. The group reviews quarterly safety inspections. The group shall investigate causes of incidents that result in injury, illness or exposure to hazardous substances, in addition to investigating any alleged hazardous conditions brought to the attention of the Committee. When unsafe conditions are noted by an employee, supervisor and/or committee member, the condition should be corrected and reported to the appropriate Department Head. The Department Head in turn documents and reports the safety concern and measures taken to rectify the situation to the Associate Human Resources Director.

- c. Training: Upon hire or changes in job duties, each employee shall receive safety training in respect to their particular job. Training includes, but is not limited to, hazards specific to the employee's job assignment and shall be coordinated by the respective Department Head. Documentation of such training shall be kept by Department Heads with a copy in each employee's personnel file. Employees are also required to know and understand specific safety rules for their area. The Corporation sponsors periodic safety training sessions for all employees regarding general safety practices or concerns.
  
- d. Communication: It is vital that all employees are apprised of safety and health matters within the organization. Communication within the Corporation is multi-faceted: through Corporation Safety meetings; department safety meetings; individual briefings from supervisors; and from memos and the employee newsletter. Communication is two-way. Any employee with safety concerns has the right to express them without fear of reprisal. Safety concerns should be brought to the supervisor's attention and may also be shared with the Associate Human Resources Director and Health and Safety Committee members. No employee shall be required to work in an area perceived to be unsafe.
  
- e. Safety Compliance: The Corporation has established general safety rules for the well-being of all employees (see Safety Manual). Each department and work area must develop specific safety rules for their particular hazards. Employees who disobey either the internal safety rules or specific rules for their department/work area may be subject to disciplinary procedures up to and including dismissal.

**CAL POLY CORPORATION**  
**San Luis Obispo**

**HEALTH AND SAFETY COMMITTEE**  
**OPERATING GUIDELINES**

SECTIONS I-IV

EFFECTIVE DATE: October 1, 2005. Replaces 2001 Health and Safety Committee Operating Guidelines.

**I. Background**

The Cal Poly Corporation and its employees have the responsibility to maintain a safe and hazard-free environment for its customers and employees. Employees must be adequately and properly trained and must be provided adequate and safe equipment with which to perform assigned tasks. An effective and properly coordinated safety and injury prevention program will be maintained to provide a safe environment for everyone.

The primary responsibility of the Corporation Health and Safety Committee is to assist the Associate Human Resources Director and the Department Heads in developing safe and injury-free operations. Although an effective safety program requires the active participation of each employee, the ultimate responsibility for safe and injury-free operations rests with each Department Head.

Under the direction of the Corporation Executive Director, the Health and Safety Committee will establish and maintain an effective Safety, Injury/Illness Prevention, and Health Promotion Program in accordance with the requirements and standards of various regulatory agencies and in support of the goal to provide an injury-free environment.

**II. Definitions**

Safety Administrator: Associate Human Resources Director.

Safety Advisory Group: Consists of eight members; four from Campus Dining, one each from the Bookstore, Business Office, and one from Other departments, plus the Safety Administrator (Chair).

Safety Inspection Group: Consists of nine members; five from Campus Dining, one each from the Bookstore, Business Office, Sponsored Programs and one from Other departments, plus the Safety Administrator (Chair).

**III. Functions**

A. Advisory Group

1. Advise and make recommendations to the Safety Administrator/Executive Director regarding safety and injury/illness prevention policy.

2. Assist in the development and maintenance of the Safety and Injury/Illness Prevention Program which includes department level training programs “designed to instruct employees in general safe work practices plus specific instructions with regard to hazards unique to any job assignment” (OSHA regulation).
3. Assist Department Heads and supervisors in the promotion of injury prevention and safe work methods and develop safety rules and operating guidelines to address the availability and proper use of appropriate safety and protective equipment.
4. Assist the Safety Administrator and Department Heads in the preparation, review and presentation of safety training to Corporation employees.
5. Review and analyze all Injury/Illness reports for determination of cause and consideration of preventive measures.

B. Inspection Group

1. Inspect Corporation departments and facilities on a bi-monthly basis to determine if good safety practices are being maintained, protective devices and equipment are being used where required, hazardous areas are posted, and dangerous conditions are eliminated.
2. Report the results of inspections to the Department Head of the area inspected and to the Safety Administrator. The Department Head is responsible for initiating corrective action within his/her authority with follow-up responsibility by the Program Administrator.
3. Assist the Safety Administrator in follow-up of inspection results.
4. Review and analyze all injury/illness reports for determination of cause and consideration of preventive measures.

D. Safety Administrator

1. Represent the Corporation on the Cal Poly Public Safety Advisory Committee.
2. Assist the Executive Director in the development and execution of safety policies to include compliance with standards and requirements of regulatory agencies.
3. Review inspection findings of the Corporation facilities by external regulatory agencies and assist Department Heads/Supervisors to develop corrective actions; monitor progress of compliance with safety policies and regulations.

4. Implement the daily operational requirements of the Safety and Injury/Illness Prevention program:
  - a. Analyze and monitor the total Corporation work environment to reduce injuries and to identify and eliminate safety hazards.
  - b. Assist in the development and presentation of safety education and training.
  - c. Initiate investigations of all injuries and hazardous conditions to include preparation of necessary reports and implementation of corrective action to prevent recurrence.
5. Coordinate the maintenance of records required by Cal-OSHA.
6. Act as the Corporation representative for reporting to outside agencies.
7. Develop Health Promotion activities and programs.
8. Chair the meetings of the Corporation Health and Safety Committees.

#### **IV. Committee Membership**

Members of the Corporation Health and Safety Committee are appointed annually by the Executive Director in consultation with Department Heads and the Safety Administrator. Committee membership shall include both exempt and non-exempt staff.

Meetings are held at least quarterly unless otherwise scheduled by the Chair. Minutes will be prepared for each meeting and will be distributed to the Executive Director, Department Heads, and all Health and Safety Committee members.

**Cal Poly Corporation**

**NOTIFICATION OF PERSONAL PHYSICIAN  
WORKERS' COMPENSATION**

According to the law, you have the right to designate a personal physician prior to the occurrence of a job-related injury or illness. If you designate a personal physician, you can be treated by your personal physician as of the date of injury. You should understand that personal physician means "your regular physician and surgeon, licensed pursuant to Chapter 5 (commencing with Section 2000) of Division 2 of the Business and Professions Code, who has previously directed your medical treatment and who retains your medical records, including your medical history."

---

I WISH TO DESIGNATE A PERSONAL PHYSICIAN. MY PERSONAL PHYSICIAN IS:

Name: \_\_\_\_\_ Phone #:

Address:

Please place this notification in my personnel file.

---

I DO NOT WISH TO DESIGNATE A PERSONAL PHYSICIAN AT THIS TIME.

I understand that Cal Poly Corporation will send me to Family & Industrial Medical Center, the campus Student Health Center, or Sierra Vista Hospital should a job-related injury or illness occur.

---

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

*Note: You may elect to change this designation at any time. However, you will be required to utilize the services of the physician last designated (including Family Industrial Medical Center, the Health Center, or Sierra Vista Hospital) prior to any job-related injury or illness in order to receive reimbursement from Cal Poly Corporation's insurance company for any services rendered.*

**CAL POLY CORPORATION  
AUTHORIZATION FOR WORKERS' COMPENSATION  
MEDICAL CARE - CALIFORNIA**

EMPLOYEE'S NAME \_\_\_\_\_

SOCIAL SECURITY NO. \_\_\_\_\_ DATE OF INJURY \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

PREFERRED PROVIDER PHYSICIAN (check one)

- FAMILY & INDUSTRIAL MEDICAL CENTER, 47 SANTA ROSA ST., SLO 542-9596
- CAL POLY HEALTH CENTER, BLDG. 27 (First Aid Only) 756-1211
- SIERRA VISTA HOSPITAL, 1010 MURRAY AVENUE, SLO 546-7650

*TO PREFERRED PROVIDER PHYSICIAN: IMMEDIATELY SEND DOCTOR'S FIRST REPORT OF WORK INJURY AND THIS AUTHORIZATION FORM TO Octagon Risk Services, 11290 Point East Drive Suite 135, Rancho Cordova, CA 95742.*

EMPLOYEE: SEE REVERSE FOR PHYSICIAN SELECTION INFORMATION

**CAL POLY CORPORATION  
AUTHORIZATION FOR WORKERS' COMPENSATION  
MEDICAL CARE - CALIFORNIA**

EMPLOYEE'S NAME \_\_\_\_\_

SOCIAL SECURITY NO. \_\_\_\_\_ DATE OF INJURY \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

PREFERRED PROVIDER PHYSICIAN (check one)

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EMPLOYEE: SEE REVERSE FOR PHYSICIAN SELECTION INFORMATION

NOTICE TO THE EMPLOYEE

YOUR EMPLOYER HAS RECOMMENDED A LOCAL PHYSICIAN TO TREAT YOUR INJURY OR ILLNESS. IF YOU WISH TO CHANGE DOCTORS, YOU MAY DO SO 30 DAYS AFTER REPORT OF INJURY.\*

IF TREATMENT CONTINUES FOR MORE THAN 30 DAYS AFTER YOU CLAIM A WORK-RELATED INJURY OR ILLNESS, YOU HAVE THE RIGHT TO CHOOSE YOUR OWN PHYSICIAN.

*\*YOU ARE ALSO ENTITLED TO BE TREATED BY YOUR OWN PERSONAL PHYSICIAN IF YOU'VE NOTIFIED YOUR EMPLOYER IN WRITING BEFORE THE INJURY.*

NOTICE TO THE EMPLOYEE

YOUR EMPLOYER HAS RECOMMENDED A LOCAL PHYSICIAN TO TREAT YOUR INJURY OR ILLNESS. IF YOU WISH TO CHANGE DOCTORS, YOU MAY DO SO 30 DAYS AFTER REPORT OF INJURY.\*

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# **SUPERVISOR'S CHECKLIST FOR NEW EMPLOYEE ORIENTATION**

Employee \_\_\_\_\_ Date Employed \_\_\_\_\_

Supervisor \_\_\_\_\_ Department \_\_\_\_\_

## **I. Conditions of Employment**

- |  |  |
|--|--|
| <input type="checkbox"/> Job Duties              | <input type="checkbox"/> Time Cards  |
| <input type="checkbox"/> Pay Rates and Increases | <input type="checkbox"/> Attendance & Punctuality                                  |
| <input type="checkbox"/> Work Standards          | <input type="checkbox"/> Reporting Absences  |
| <input type="checkbox"/> Performance Reviews     | <input type="checkbox"/> Use of Telephone  |
| <input type="checkbox"/> Hours of Work           | <input type="checkbox"/> Injury/Illness Reporting                                  |
| <input type="checkbox"/> Lunch Hours             | <input type="checkbox"/> Holiday/Vacation  |
| <input type="checkbox"/> Break Periods           | <input type="checkbox"/> Supervisor's Safety Orientation<br>Checklist (on reverse) |
| <input type="checkbox"/> Drug-Free Workplace     | <input type="checkbox"/> Sexual Harassment   |
| <input type="checkbox"/> Workplace Violence      |  |

## **II. Facilities and Human Resources**

- |   |  |
|---|--|
| <input type="checkbox"/> Introduction to Fellow Employees | <input type="checkbox"/> First Aid Kit   |
| <input type="checkbox"/> Shop Equipment                   | <input type="checkbox"/> Restrooms   |
| <input type="checkbox"/> Tools and Supplies               | <input type="checkbox"/> Eating Areas  |
| <input type="checkbox"/> Safety Equipment                 | <input type="checkbox"/> Parking Areas   |
| <input type="checkbox"/> Evacuation Route                 | <input type="checkbox"/> Payroll Information Form<br>(return to Human Resources) |

*I certify that information regarding the above items has been explained to me.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Orientation regarding these items was provided to the above-named employee.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

## **Supervisor's Safety Orientation Checklist**

- \_\_\_\_\_ General Safety Rules (page II-1 of Safety Manual)  
*REGULAR EMPLOYEES - sign and return with letter of offer*  
*STUDENTS AND INTERMITTENT EMPLOYEES - keep signed copy with department files*
  
- \_\_\_\_\_ Orientation to Safety Manual (where it is kept, employee access, etc.).
  
- \_\_\_\_\_ Training regarding specific hazards on the job; including workplace violence.
  
- \_\_\_\_\_ MSDS\* Training (what they are, where they are kept, employee access, emergency procedures).
  
- \_\_\_\_\_ Emergency evacuation routes and procedures. Specific Department meeting areas.
  
- \_\_\_\_\_ Accident/injury/illness procedures. Notification of Supervisor. Medical treatment procedures, reporting requirements.
  
- \_\_\_\_\_ First Aid kits and Fire Extinguishers -- locations and use.
  
- \_\_\_\_\_ Safety concerns: Where and how to report concerns without fear of reprisal.
  
- \_\_\_\_\_ Automobile and forklift training (where applicable).

\*Material Safety Data Sheets. Refer to Section VII -1 in the Safety Manual for more details.

# CAL POLY CORPORATION HAZARD COMMUNICATION PLAN

## **INTRODUCTION**

The Cal Poly Corporation has developed a Hazard Communication Program to enhance our employees' health and safety.

As an organization, the Corporation intends to provide information about chemical hazards and other hazardous substances, and the control of hazards via the comprehensive Hazard Communication Program, which includes container labeling, Material Safety Data Sheets (MSDS) and training.

The following program outlines how this objective will be accomplished.

### **1. *Container Labeling***

It is the policy of the Cal Poly Corporation that no container of hazardous substances will be released for use until the following label information is verified:

- Containers are clearly labeled as to the contents
- Appropriate hazard warnings are noted
- The name and address of the manufacturer are listed

This responsibility has been assigned to the Campus Dining Department's Assistant Director - Procurement Services. To further ensure that employees are aware of the hazards of materials used in their work areas, it is Corporation policy to label all secondary containers.

Supervisors in each department will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with generic labels, which have a block for identity and blocks for the hazard warning.

### **2. *Material Safety Data Sheets***

MSDS' for all hazardous substances to which employees of the Cal Poly Corporation may be exposed shall be kept in each department. Department Heads are responsible for obtaining and maintaining the data sheet system for each department.

Department Heads (or designees) will review incoming data sheets for new and significant health/safety information. Any new information shall be disseminated to the appropriate employees for training.

MSDS' are available to all employees in their department for review during each work shift. If MSDS' are not available or new hazardous substance(s) in use do not have a MSDS, the Department Head or the Corporation Associate Human Resources Director should be contacted immediately.

3. ***Employee Information and Training***

Employees are to attend health and safety orientation set up by the Department Heads and the Corporation Associate Human Resources Director prior to working with hazardous substances for information and training on the following:

- An overview of the requirements contained in the Hazard communication regulation, including their rights under the regulation.
- Any operations in their work area where hazardous substances are present.
- 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 hazardous substances in the work area.
- Procedures for reducing or preventing exposure to these hazardous substances through usage of control, work practices and personal protective equipment.
- Emergency and first aid procedures to follow if employees are exposed to hazardous substance(s).
- Tips in reading labels and reviewing MSDS' to obtain appropriate hazard information.

When new hazardous substances are introduced, each supervisor will review the above items as they are related to the new material in work area safety meetings with employees.

4. ***Hazardous Non-Routine Tasks***

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their supervisor about hazards to which they may be exposed during such an activity.

The information will include:

- Specific hazards
- Protective/safety measures which must be utilized.
- Measures the Corporation has taken to lessen the hazards including ventilation, respirators, presence of another employee and emergency procedures.

5. ***Informing Contractors***

To ensure that outside contractors work safely in our facilities, it is the responsibility of each Department Head to provide contractors with the following information:

- Hazardous substances to which they may be exposed while on the jobsite.
- Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.

If any one has questions regarding this plan, contact the Corporation Associate Human Resources Director. This plan will be monitored by the Corporation Human Resources Manager to ensure that the policies are carried out and that the plan is effective.

## ***NOTIFICATION OF WORKERS' COMPENSATION BENEFITS***

**Today's Date:** \_\_\_\_\_

**Employee's Name:** \_\_\_\_\_

Whenever an employee reports a work-related injury or illness, Cal Poly Corporation is required by law to provide the employee with an Employee's Claim for Workers' Compensation Benefits form within 24 hours. Because you will not be returning to work immediately, we are unable to provide the claim form to you in person. Therefore, we are enclosing the claim form with this notice and mailing it to your home address. As soon as possible, you should:

1. Complete the "Employee" section (top) of the claim form;
2. Retain the "Employee's Copy" for your records;
3. Mail the completed form to Cal Poly Corporation, Human Resources, Building 15, San Luis Obispo, CA 93407.

Final determination of eligibility for workers' compensation benefits will be made by Cal Poly Corporation's insurance carrier, Octagon Risk Services. If you have any questions, please call the Human Resources Office at: 756-1151.

Signed: \_\_\_\_\_

## **EVACUATION PLANNING TIPS**

1. Become familiar with signal(s) for building evacuation.
2. Become familiar with evacuation plan and know routes to the evacuation assembly area (these are posted in each department).
3. Identify areas requiring special attention (e.g., restroom, walk-ins, etc.).
4. Specify methods of handling customers, if appropriate, to assure that customers are assisted during an evacuation.
5. Discuss the need for awareness of disabled employees/customers.
6. Designate persons to check areas of special attention and last person to leave area (time permitting, close windows and doors).
7. If applicable, designate person(s) to shut off utilities.
8. Lock files and doors. Remove personal valuables such as purses.
9. Post security (practice only).
10. Brief all employees and conduct walk-through.
11. Observe and assist in walk-through and answer any question which might arise.
12. Keep calm - move quickly.
13. Specific instructions for your area
14. Notes to help you



## **ITEMS TO BE CONTAINED IN A STANDARD FIRST AID KIT**

- Triangular Bandages
- Sterilized gauze pads
- Plain gauze pads
- Band-Aids
- Scissors/Tweezers
- Roll of adhesive tape (1/2" or 1" wide)
- Roll of gauze
- Rubber gloves
- Lifesavers or something sweet
- First Aid booklet

# **CAL POLY CORPORATION AED PROGRAM OPERATING GUIDELINES**

## **Background**

AED stands for automated external defibrillator. An AED is a device that analyzes the heart's rhythm and, if necessary, tells the user to deliver a shock to the victim of a sudden cardiac arrest. This shock, called defibrillation, may help the heart to reestablish an effective rhythm of its own. An AED is about the size of a laptop.

The American Heart Association has identified sudden death related to coronary artery disease as the most prominent medical emergency in the United States. In addition to those who die from external events that cause cardiac arrest, such as drowning, electrocution, suffocation and drug intoxication, approximately 1,500,000 people experience a primary cardiac event each year.

Senate Bill 911 (effective 1/1/00) provides immunity from civil liability to:

1. Any person, who in good faith and not for compensation, renders care or treatment by the use of an automated external defibrillator at the scene of an emergency, has completed a basic CPR and AED use course that complies with regulations adopted by the Emergency Medical Service (EMS) authority, and the standards of the American Heart Association or the American Red Cross for CPR and AED use,
2. A person or entity who provide CPR and AED training to a person who renders emergency care pursuant to (1),
3. A physician who is involved in the placement of an AED or any person or entity responsible for the site where an AED is located if the physician, medical authority, person, or entity has complied with certain requirements, and
4. Those businesses that purchased the device, the physician who prescribed the device, and the agency, which trained the person in the use of the AED.

The bill provides that its protectors shall not apply in the case of personal injury or wrongful death that results from the gross negligence or willful or wanton misconduct of the person who renders emergency care or treatment by the use of an AED.

## **Placement**

The Cal Poly Corporation's primary goal is the care and safety of its staff and guests. AEDs are placed at the El Corral Bookstore Customer Service desk and the Corporation Administration Building Reception area. Cal Poly police also have AEDs in their vehicles, and can respond to emergencies in other areas.

## **Requirements**

According to Cal Poly AED guidelines, any person who acquires an AED shall do all of the following:

1. Comply with all regulations governing the training, use and placement of an AED.
2. Notify and agent of the local EMS agency of the existence, location and type of AED acquired.
3. Ensure all of the following:
  - ❖ That expected AED users complete a training course in CPR and AED use that complies with regulations adopted by the Emergency Medical Services Authority and the standards of the American Heart Association or the American Red Cross.
  - ❖ That the defibrillator is maintained and regularly tested according to the operation and maintenance guidelines set forth by the manufacturer, the American Heart Association, the American Red Cross and according to any applicable rules and regulations set forth by the governmental authority under the Federal Food and Drug Administration and any other applicable state and federal authority.
  - ❖ That the AED is checked for readiness after educational use and at least once every 30 days if the AED has not been used in the preceding 30 days. Records of these periodic checks shall be maintained.
  - ❖ That any person who renders emergency care or treatment on a person in cardiac arrest by using an AED activates the Emergency Medical Services system as soon as possible, and reports any use of the AED to the licensed physician and to the local EMS system.
  - ❖ That there is the involvement of a licensed physician in developing a program to ensure compliance with regulations and requirements for training, notification and maintenance.

### **Program**

- The Corporation is contracting with the physician through the MD Solutions.
- American Red Cross Standard First Aid/CPR/AED classes will be offered each quarter, and/or as often as needed to train staff. Participation is voluntary.
- The Corporation Associate Human Resources Director will be responsible for training staff, and will obtain and maintain the proper required certifications to do so.
- The Program Administrator will be responsible for checking the AEDs at least every 30 days.
- Associate Human Resources Director will develop response protocols.