

INJURY AND ILLNESS PREVENTION

SELF-ADMINISTERED TRAINING BOOKLET



Office of Environmental Health & Occupational Safety

INTRODUCTION

Welcome to California State University, Northridge (CSUN). CSUN is dedicated to providing its employees with a safe and healthful work environment. This self-administered training booklet has been developed to ensure that you receive and understand the most commonly required University's safety programs.

Cal-OSHA requires that all employees receive Injury and Illness Prevention Program (IIPP) training. This guide is one method by which you can fulfill these training requirements. The Office of Environmental Health and Occupational Safety can also provide this training in lecture format. Contact our office at extension 2401 for class schedules.

To use this self-administered training method, you must read this training document, complete the accompanying quizzes, and sign the attached "Employee Acknowledgement" form. The original "Employee Acknowledgement" form should be kept in your department personnel files. A copy is to be sent to the Office of Environmental Health & Occupational Safety at mail drop 8284.

In addition to the IIPP guidelines, this booklet also discusses some of the most commonly required programs i.e., the Bloodborne Pathogen Program, the Ergonomics Program, and the Hazard Communication Program.

Thank you for taking the time to learn about the University's safety programs. Feel free to call us at extension 2401 if you have any questions.

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

What is the Injury and Illness Prevention Program?

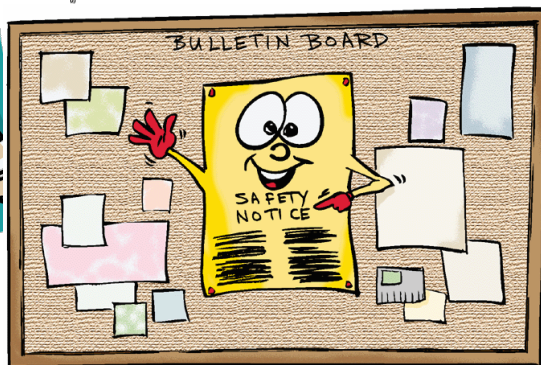
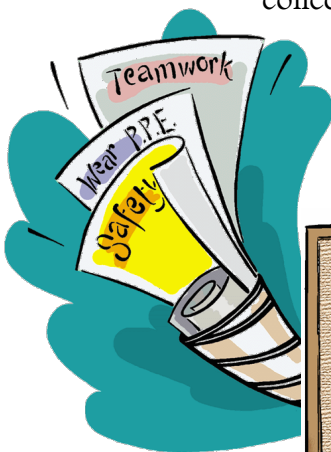
The IIPP is a general safety program that applies to all University employees. The IIPP includes:

- ✓ Employee safety training
- ✓ Safety meetings
 - Supervisor Safety Meetings
 - Department Safety Meetings
 - Public Safety Advisory Board
- ✓ Safety inspections and audits
- ✓ Accident investigations
- ✓ Communication of safety information
- ✓ Other health and safety programs, such as:
 - Bloodborne Pathogens
 - Ergonomics
 - Hazard Communication
 - Asbestos Awareness



How is safety information communicated?

- ✓ Employee training
- ✓ By safety committees and/or meetings.
 - The Public Safety Advisory Board is a campus-wide committee that reviews and/or recommends changes to policies and procedures that impact Public Safety. The monthly Board meetings provide a general forum for open discussion of safety related issues among members of the administration, collective bargaining units, staff, faculty, and students.
 - By Departmental meetings
 - By Supervisor safety meetings
- ✓ Through campus newsletters and publications.



© MCMXCIX Bongarde Communications Ltd.
1-250-493-2200

How often do I need to be trained?

- ✓ When you are a new employee and/or given a new job assignment.
- ✓ Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.
- ✓ Whenever the University becomes aware of a new or previously unrecognized hazard.

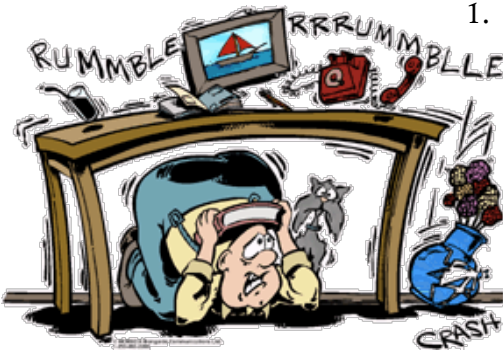
Does the IIPP include training on general safe work practices?

Yes, and every employee must observe the following rules:

- ✓ Know the safety rules and procedures that apply to the work that is being done. Determine the potential hazards (e.g., physical, chemical, biological) and appropriate safety precautions before beginning any new operation.
- ✓ Be alert to unsafe conditions and actions and call attention to them so that corrections can be made as soon as possible.
- ✓ Know the location of, and how to use the emergency equipment in your area, as well as how to obtain additional help in an emergency. Be familiar with emergency procedures by:



1. Reviewing Emergency Procedures posted in your department office and common areas.
2. Becoming familiar with how to safely exit the building you work in and knowing where to go once outside the building. Floor & Building Wardens will be stationed throughout the campus buildings, will be easily identified by orange vests & hard hats, and will provide assistance with building evacuations.

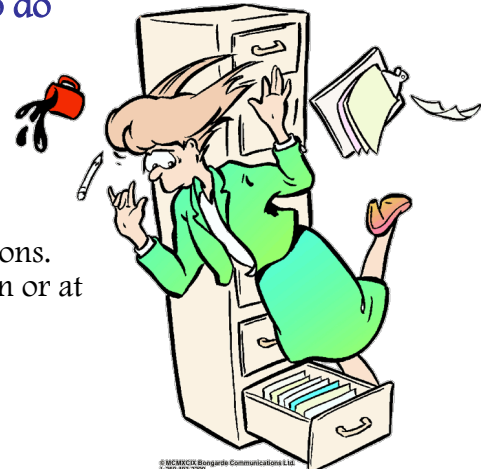


with safety?

What does housekeeping have to do

There is a definite relationship between safety and orderliness in the work area or laboratory. When housekeeping standards fall, safety inevitably deteriorates. The work area must be kept clean and orderly.

- ✓ Work areas must be kept clean and free from obstructions. Clean up should follow the completion of any operation or at the end of each day.
- ✓ Trash should be deposited in appropriate receptacles.
- ✓ Stairs and hallways are not to be used as storage areas.



- ✓ Access to exits, emergency equipment, controls, and fire extinguishers must never be blocked.
- ✓ Chemicals must be stored and labeled properly. Consult manufacturer's guidelines and the MSDS for appropriate storage requirements.



What are my rights as an employee?

- ✓ You have the right to register anonymous safety concerns with the Office of Environmental Health and Occupational Safety at extension 2401 and/or with Cal-OSHA.
- ✓ You have the right to a safe work environment.
- ✓ You have the right to be informed of any operation in your work area where hazardous substances or industrial hazards are present.
- ✓ You have the right to be informed of the location and availability of hazardous materials use information (Material Safety Data Sheets) and/or any other safety procedure or information necessary to perform your work assignment safely.
- ✓ You have the right to receive training on the proper use of hazardous equipment or hazardous materials prior to their use.
- ✓ You have the right to review the written Injury and Illness Prevention Program. A written copy of this program is maintained in your department office as well as in the EH&S Office.

What are my supervisor's responsibilities?

- ✓ Your supervisor must ensure that you receive training on the specific hazards of your job assignment prior to beginning the assignment.
- ✓ To provide you (when beginning an assignment which poses a new hazard) with training on the specific hazard of the equipment or process prior to beginning the assignment.
- ✓ Your supervisor is responsible for determining the specific training required and has responsibility for any employee not trained under his/her supervision.
- ✓ To ensure that you have access to the written Injury and Illness Prevention Program (IIPP).



What are my responsibilities as an employee?

- ✓ You have the responsibility of performing your specific job assignment in the safest manner possible.

- ✓ To operate all equipment as instructed by your supervisor or as outlined in the manufacturer's operational procedures.
- ✓ You are not authorized to operate heavy equipment, or hazardous processes without receiving specific supervised training.

What types of training classes are offered by EH&S?

Some of the classes offered by EH&S are:

Asbestos	Chemical Procurement	Fire Extinguisher	Lead Awareness
Back Safety	Confined Space	Forklift/Industrial Truck	New Employee Orientation
Bloodborne Pathogens	Defensive Driver & Powered Cart	Hazard Communication	PCB Awareness
Building & Floor Warden	Emergency Preparedness	Hazardous Waste Management	Pesticide Protection
CPR & AED	Ergonomics	Hearing Conservation	Radiation Safety
Chemical Hygiene	Fall Protection	Injury/Illness Prevention	Respiratory Protection

- ✓ Classes can be scheduled for specific groups or departments.
- ✓ To sign up for safety training, call Environmental Health & Occupational Safety at extension 2401.
- ✓ Some classes will be offered campus wide and advertised in the @CSUN paper.

What are the training documentation requirements?

- ✓ Training documentation will be maintained for no less than three years.
- ✓ All employees shall receive and read this booklet and sign the accompanying Safety Agreement form.

What are the systems that CSUN has in place for identifying, evaluating and preventing occupational safety & health hazards?

- ✓ The EH&S Office is responsible for developing, implementing, and monitoring the effectiveness of safety and health programs.
- ✓ EH&S conducts the Auditing and Inspection Program.
- ✓ All occupational accidents, injuries and illnesses are investigated.
- ✓ All employee safety concerns are evaluated.



What systems does CSUN have for correcting unsafe or unhealthy conditions and work practices in a timely manner?

- ✓ Unsafe conditions that require repair work are reported to PPM Call Center Services.
- ✓ Audits are conducted by the Environmental Health and Occupational Safety Office or Departments on a yearly basis and focus on unsafe work conditions and practices.
- ✓ The Public Safety Advisory Board conducts a Campus Night Safety Walk each semester.

INJURY AND ILLNESS PREVENTION PROGRAM QUIZ

Circle the correct answer

1. In addition to the IIPP, I may be required to complete Hazard Communication or Chemical Hygiene training. TRUE or FALSE
2. This IIPP is designed to inform me of general safe work practices & specific instructions for hazards related to my job. TRUE or FALSE
3. I do not need to know the potential hazards and appropriate safety precautions prior to starting a new operation. TRUE or FALSE
4. I need to know how to use the emergency equipment in my area, how to obtain additional help and I should be familiar with emergency procedures. TRUE or FALSE
5. If I see an unsafe condition, I should keep it to myself. TRUE or FALSE
6. Chemicals must be properly labeled and stored. TRUE or FALSE
7. It is okay occasionally to block exits. TRUE or FALSE
8. I do not need special training prior to working with hazardous chemicals. TRUE or FALSE
9. Heavy equipment operation does not require special training TRUE or FALSE
10. Anonymous safety concerns may be called in to EH&S at extension 2401. TRUE or FALSE
11. It is my responsibility to perform my job in the safest manner possible. TRUE or FALSE

Answers: 1-T; 2-T; 3-F; 4-T; 5-F; 6-T; 7-F; 8-F; 9-F; 10-T; 11-T

BLOODBORNE PATHOGEN PROGRAM

What is the Bloodborne Pathogen Program (BBP)?

This program covers employees who have the potential to be exposed to human blood or certain body fluids. The handling, cleaning, and transporting of human blood is regulated by this program.

What are Bloodborne Pathogens?

Bloodborne pathogens are microorganisms such as viruses or bacteria that are carried in blood and can cause disease in people. Human blood may contain the Hepatitis B Virus or Human Immunodeficiency Virus (HIV).



What are Universal Precautions?

It is an approach to infection control – to treat all human blood and certain human body fluids as if known to be infectious for HIV or other bloodborne pathogens. Disposable gloves, masks, eye protection and face shields can greatly reduce the potential exposure to all bloodborne pathogens.



How do I know if I need training?

If you are required to work with blood or certain body fluids, or are a first aid provider, you will need training. EH&S has identified who needs training in the BBP Exposure Control Plan.

If I am required to have training, how often must I be trained?

Initially, and annually thereafter.

Where can I obtain a copy of CSUN's program?

From the Office of Environmental Health and Occupational Safety or your department if you are included in the program.



ERGONOMICS PROGRAM

What is Ergonomics?

Ergonomics is the study of the relationship between people and the work they perform.

Environmental Health and Occupational Safety offer Ergonomics training where participants are taught how to customize their workstation and tasks, identify potential problems, and begin implementing solutions.

What can I do to minimize/control my exposure?

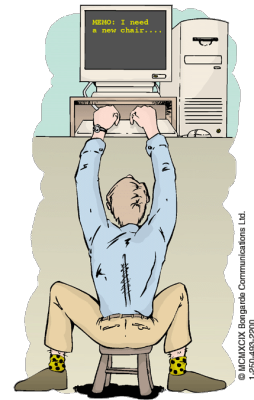
- ✓ Rotate your job tasks
- ✓ Take brief breaks
- ✓ Redesign your work station
- ✓ Adjust your worksite
- ✓ Stretch and/or exercise
- ✓ And most important, become aware of oneself and your surroundings.



How can I ergonomically position my workstation?

Slouching, slumping or bending forward at the waist in a chair can lead to discomfort, fatigue and backache. The following guidelines may help to prevent problems from occurring when sitting at your workstation:

- ✓ Top one-third of the screen should be at eye level; minimum of 18 inches eye to screen.
- ✓ Wrists should be not be angled up or down.
- ✓ Elbows relaxed; lower arm at right angle to upper arm.
- ✓ Adjust chair backrest to normal curve of lower spine.
- ✓ Keyboard should be flat at elbow level.
- ✓ Thighs should be approximately parallel to the floor.
- ✓ Easily adjustable seat height.
- ✓ Feet should rest firmly on the floor.
- ✓ Document holder should be at same angle as screen.
- ✓ Contact EH&S at extension 2401 for additional guidelines.



Facts:

Cumulative Trauma Disorders (CTD's) are the result of REPEATED exposures over time.



Pain in the back, neck, arms and wrists may be associated with repetitive motion disorders.

Report symptoms and injuries to your supervisor.

Does CSUN have a program?

Yes, and it can be the EH&S office.



written

obtained from

Are you interested in a workshop?

Call Environmental Health & Occupational Safety at for scheduling.

extension 2401

HAZARD COMMUNICATION PROGRAM

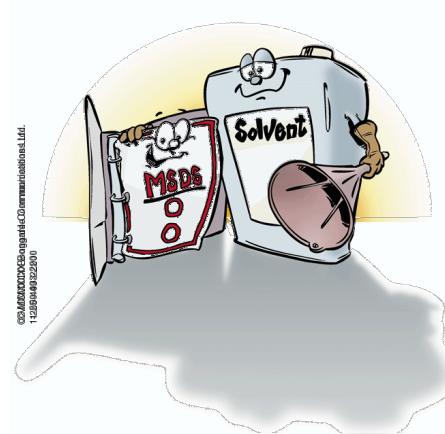
Your “Right-to-Know”

What is the purpose of this Program?

To inform and educate CSUN employees about hazardous substances that may be encountered on the job.

What should I know about the chemicals I work with?

- ✓ Be certain that you understand the hazards of chemicals you work with. If you are not certain of the potential hazard, consult your supervisor and the Material Safety Data Sheet (MSDS). Any questions should be referred to the Office of Environmental Health and Occupational Safety at extension 2401.
- ✓ If a chemical spill occurs, immediately contact the Office of Environmental Health and Occupational Safety at extension 2401 or Public Safety at 9-911. Do not attempt to clean up a hazardous materials spill unless you have been appropriately trained.
- ✓ Use personal protective equipment, including eye protection, gloves, coveralls, respirators, and other equipment, as the job requires.
- ✓ Post warning signs when hazards, such as radiation, lasers, flammable materials, biological hazards, mechanical hazards, or other special hazards exist.



What type of information is found in the MSDS?

Product name, physical & health hazards, measures to protect yourself, first aid and emergency procedures, etc.

Where can I find the Material Safety Data Sheets?

The MSDS's are kept in each department.

When do you have to be trained?

Initially and whenever a new hazard is introduced to your work area.



Does CSUN have a written program?

Of course! The EH&S office and each department has a copy.

Do not work with a hazardous material until you have reviewed the MSDS!

What do I need to know about container labels?

Read them!! All containers (even portable containers) of hazardous substances must be labeled, tagged or marked with the identity and appropriate warning hazards. Do not remove existing labels.



Can I get information regarding hazardous substances to which I may be exposed?

Yes. This information can also be shared with your physician and collective bargaining unit.



Hazard Communication Quiz

Circle the correct answer.

1. Hazardous substance containers must have proper labeling. **TRUE OR FALSE**
2. A Material Safety Data Sheet is required for all hazardous substances in the workplace. **TRUE OR FALSE**
3. If I am required to work with a hazardous material, the MSDS should be available for me to review in my own work area? **TRUE OR FALSE**
4. My Manager/Supervisor is responsible for instructing me in Hazard Communication prior to my starting my work assignments. **TRUE OR FALSE**
5. My Supervisor is NOT responsible for reviewing new hazardous substances which are introduced in my area. **TRUE OR FALSE**
6. A list of all known hazardous substances at CSUN is available for review in the EH&S office. **TRUE OR FALSE**
7. If I am asked to perform a non-routine task, my supervisor must inform me of any protective/safety measures which must be utilized? **TRUE OR FALSE**
8. If I have a question about the Hazard Communications Program, I can call the EH&S office at extension 2401? **TRUE OR FALSE**
9. A typical MSDS will contain Health Hazard Data. **TRUE OR FALSE**
10. In case of a chemical spill, immediately call Public Safety at 9-911 or EH&S at extension 2401. **TRUE OR FALSE**



Answers: 1-T; 2-T; 3-F; 4-T; 5-F; 6-T; 7-T; 8-T; 9-T; 10-T

EMPLOYEE ACKNOWLEDGEMENT

California State University, Northridge

I certify that I have read and received a copy of the Injury and Illness Prevention Program and fully understand my responsibilities with respect to the policy and procedures as outlined. I further agree to comply with safe work practices.

Employee Name _____

Dept. _____ Ext.: _____

Signature _____ Date: ___/___/___

KEEP THE ORIGINAL EMPLOYEE ACKNOWLEDGEMENT IN YOUR DEPARTMENTAL PERSONNEL FILES



**SEND A COPY TO EH&S AT MAIL DROP 8284
THANK YOU!!**