

**CAL POLY POMONA FOUNDATION, INC.
INJURY/ILLNESS PREVENTION PROGRAM**

SAFETY ORIENTATION CHECKLIST

EMPLOYEE NAME: _____

HIRE DATE: ____/____/____

DEPARTMENT: _____

It is the policy of the Foundation to fully comply with labor code 64017.37 (SB 198) and General Safety Order 3203, Injury and Illness Prevention Program. You will receive instructions concerning general safe work practices plus specific instructions with regard to hazards related to your job assignment.

Depending on the type of work you do, the blank spaces below will be filled in as to your specific safety training needs. As you are trained and oriented by your new supervisor, he/she will check off each training requirement. This checklist should be returned to the Human Resources/Safety Office within 7 days from date of hire.

1. General Safety Orientation:
 - First Aid Kit location
 - Fire Extinguishers/Emergency Exits
 - Emergency Phone Numbers
 - Posters re: OSHA, Workers' Compensation
 - Campus Health Center; what to do should a job injury occur.
 - Zero Tolerance Policy on Campus Violence.
 - Review Emergency Evacuation procedures.
 - The potential occupational hazards in general in the work area and associated with my job assignment.
 - The Codes of Safe Practices which indicate the safe work conditions, safe work practices and personal protective equipment required for my work.
 - My right to ask questions, or provide any information to the employer on safety either directly or anonymously without any fear of reprisal.
 - Disciplinary procedures the employer will use to enforce compliance with Codes of Safe Practices.
 - Advised employee to report faulty equipment.
 - I will participate in scheduled Safety meetings.

2. Hazard Communications Training
 - Reviewed Foundation Hazard Communication Plan.
 - The hazards of any chemicals to which I may be exposed and my right to information contained on material safety data sheets for those chemicals and how to understand this information.
 - Exposure to Asbestos and Lead

3. Specific Training, If applicable:
 - Lifting techniques
 - Slicing and Cutting Techniques
 - Alarms and Security
 - Proper Use of Cleaning Solutions/Chemicals
 - Proper Use of Equipment
 - Reviewed Dress code specific to area.
 - Housekeeping and clean-up procedures to maintain a safe work environment.

I certify that I have received the above safety training and the Employee Safety Handbook. I understand this training and agree to comply with the Code of Safe Practices for my work area.

Employee Signature

Date

Supervisor's Signature

Date

HAZARD COMMUNICATION TEST

To ensure that you have been correctly instructed in Hazard Communications, please read the attached HAZARD COMMUNICATION PLAN and complete the following questions below. Once completed, please return to Foundation Human Resources.

1. Containers of hazardous substances must have proper labeling.
 True False

2. A Safety Data Sheet (SDS) is required for all hazardous substances in the workplace.
 True False

3. If you are required to work with a hazardous material, the SDS should be available for you to review in your own work area.
 True False

4. My Manager/Supervisor is responsible for reviewing new hazardous substances, which are introduced in my area.
 True False

5. A list of all known hazardous substances used by _____ is available for review in either the Human Resources Office or your work area.
 True False

6. A typical MSDS will contain health hazard data.
 True False

I certify that I have read and understand the HAZARD COMMUNICATION PLAN.

Employee's Name

Date

The following document is the Hazard Communication program for the **Cal Poly Pomona Foundation, Inc.**, as required by the CAL OSHA General Industry Safety Orders, Section 3204 and 5914 in title 8 of the California Code of Regulations. A copy of this document is maintained in the Human Resource Department office of **Cal Poly Pomona Foundation, Inc.**, and will be updated as changes occur. If you have any questions regarding this document, please contact the Organization's Employment Services Sr. Generalist II, Nora Fernandez at 909-869-4378

The Hazard Communication program is carried out through various Cal Poly Pomona Foundation, Inc. Departments. The departments shall ensure that employees are informed of:

1. The requirements of the Hazard Communication Program.
2. The potential health hazards of hazardous substances to which they may be exposed in their work area and the precautions that must be taken to protect themselves.
3. The location and availability of the written hazard communication manual.

Employees who may be exposed to hazardous materials are required to use common sense, care and good judgment. The Hazard Communication program requires that employees become familiar with the information contained in the Hazard Communication guide.

Hazardous substances in the workplace, in some forms and concentrations, pose potential health hazards to employees who may be exposed to them. Employees have a right to know the potential hazards of substances they may be exposed to and the precautions that must be taken to protect themselves. Such knowledge is essential to reducing the incidence and cost of occupational injuries and illnesses.

The intent of the Hazard Communication program is to inform the employee, through written materials and training programs, of proper precautions for handling hazardous substances, health hazards associated with the use of the substances or mixtures, proper precautions for handling, necessary personal protective equipment, emergency procedures for spills or exposure, and other safety precautions necessary to prevent or minimize exposure. No employee should engage in or be required to perform any task which is determined to be unsafe.

EMPLOYEE RIGHTS Under Title 8, Section 5194
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1. **Cal Poly Pomona Foundation, Inc.** shall provide employees with information and training on hazardous substances in their work area at the time of their initial assignment, and whenever a new hazard is introduced in their work area.
2. **Cal Poly Pomona Foundation, Inc.** shall furnish employees with an explanation of the material safety data sheet and of the contents of the document for any hazardous substance to which employees are exposed or equivalent information, either in written form or through training programs.

When training employees who may be exposed to hazardous substances, **Cal Poly Pomona Foundation, Inc.** shall explain, as part of department orientation (i.e., Food Services, Bookstore Staff) any health hazards associated with the use of the substance or mixture; proper precautions for handling, necessary personal protective equipment or other safety precautions necessary to prevent or minimize exposure to the hazardous substance, and emergency procedures for spills, fires, disposal and first aid. This information may relate to an entire class of hazardous substances to the extent appropriate and related to the job.

3. Whenever **Cal Poly Pomona Foundation, Inc.** receives a new or revised material safety data sheet, such information shall be provided to employees no later than 30 days after the department receives the material.
4. **Cal Poly Pomona Foundation, Inc.** shall inform employees of the right:
 - A. To personally receive information regarding hazardous substances to which they may be exposed according to the provisions of this section;
 - B. For their physician to receive information regarding hazardous substances to which the employee may be exposed according to provisions of this section;
 - C. Against discharge or other discrimination due to the employee's exercise of the rights afforded pursuant to the provisions of the Hazardous Substance Information and Training Act;
 - D. To be informed of any operations in their work area where hazardous substances are present;

- E. To be informed of the location and availability of the written hazard communication programs;
- F. To be trained in the methods and observations that may be used to detect the presence or release hazardous substance in the work area (such as monitoring conducted by the continuous monitoring devices, visual appearance or odor of hazardous substances when being released, etc.);
- G. To be trained in the physical and health hazards of the substances in the work area, and the measures they can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous substances, such as appropriate work practices, emergency procedures, and personal protective equipment to be used;
- H. To be trained in the details of the hazard communication program developed by Cal Poly Pomona Foundation, Inc., including an explanation of the labeling system and the material safety data sheet, and how employees can obtain and use the appropriate hazard information.

Part I- EMPLOYEE INFORMATION AND TRAINING - All employees, who in the course of their regular work assignment, may be exposed to hazardous materials, must be instructed in hazard communications by their Manager/Supervisor prior to starting their work assignments. At the end of this in-person training, the employee will answer questions and sign an affidavit stating they have read and understand the material given to them. **The sample questionnaire is located at the back of this document and will be part of the Hazard Communication training.**

Part II- LIST OF HAZARDOUS SUBSTANCES - A list of all known hazardous substances used by employees is available during regular business hours for employees to view. Specific information on each noted hazardous substance could be obtained by reviewing the Material Safety Data Sheet Binder located in the designated areas.

Part III- HAZARDOUS NON-ROUTINE TASKS - Periodically, a supervisor may request an employee to perform a non-routine task involving hazardous materials. Prior to starting work on such a project, every supervisor is responsible for informing the employee about hazards to which they may be exposed during such activity. This information shall include:

- 1. Specific hazards of working with the hazardous material
- 2. Protective/safety measures which must be utilized
- 3. Measures that have been taken to lessen the hazards such as ventilation and respirators equipment.

Part IV- CONTAINER LABELING - Each supervisor/manager of a department is responsible for ensuring that proper labeling is on all containers of hazardous substances. The label shall include:

- 1. Contents in container
- 2. Appropriate hazard warnings
- 3. The name and address of the manufacturer

To further ensure that employees are aware of the hazards of materials used in their work areas, supervisors have been instructed that labels are required on all secondary containers. There are limited exceptions (piping systems and portable containers for immediate use are exempt). Acceptable secondary labels are either an extra copy of the original manufacturer's label or a generic label which has a block for description of the contents and blocks for the hazard warnings.

Part V- SAFETY DATA SHEETS (SDSs) - Copies of SDS for all hazardous substances to which employees may be exposed are to be kept by the supervisor in designated areas. Those individuals/managers who order the chemicals are responsible for ensuring that SDS are in their possession at the time the chemical shipment is received.

Administration is responsible for ordering the SDS and ensuring that the SDS are sent to the department ordering the material and copies of the SDS are sent to the Human Resource Department to be placed in the master binder.

SDS are to be available to all employees to review in their work areas. If the SDS is not available or if the employee is asked to work with a new substance and they do not have a SDS, the employee should ask their supervisor and the supervisor will request one. If a vendor fails to supply the requested SDS, CAL/OSHA shall be notified.