



General Office Worker Safety Training

Science Safety Office

College of Natural Sciences and Mathematics

Updated April 2019

www.csulb.edu/cnsm/safety

Please Note

Be aware that this training is not for employees who will be working in a laboratory. Laboratory workers must instead take lab-specific training.

Although this slide presentation addresses key safety issues that apply to all CNSM personnel, it only provides a general overview. Your supervisor provides detailed, task and material-specific training. Detailed information about each issue presented here is contained in the CNSM Safety Manual under the “Safety Guides” and supplementary procedures.

Please visit the [Science Safety Office website](#) often since it is constantly updated. For more detailed information, you are encouraged to follow this link to the Manual, and do a “key word search” to read detailed, current information on any given topic.

Science Safety Office Information

Office Location:

MICRO 207

Phone:

On Campus x55623

Off Campus 562.985.5623

Office Hours:

Monday through Friday 7:30am–5:30pm

Closed for Lunch 12:00pm-1:00pm

Science Safety Office Staff

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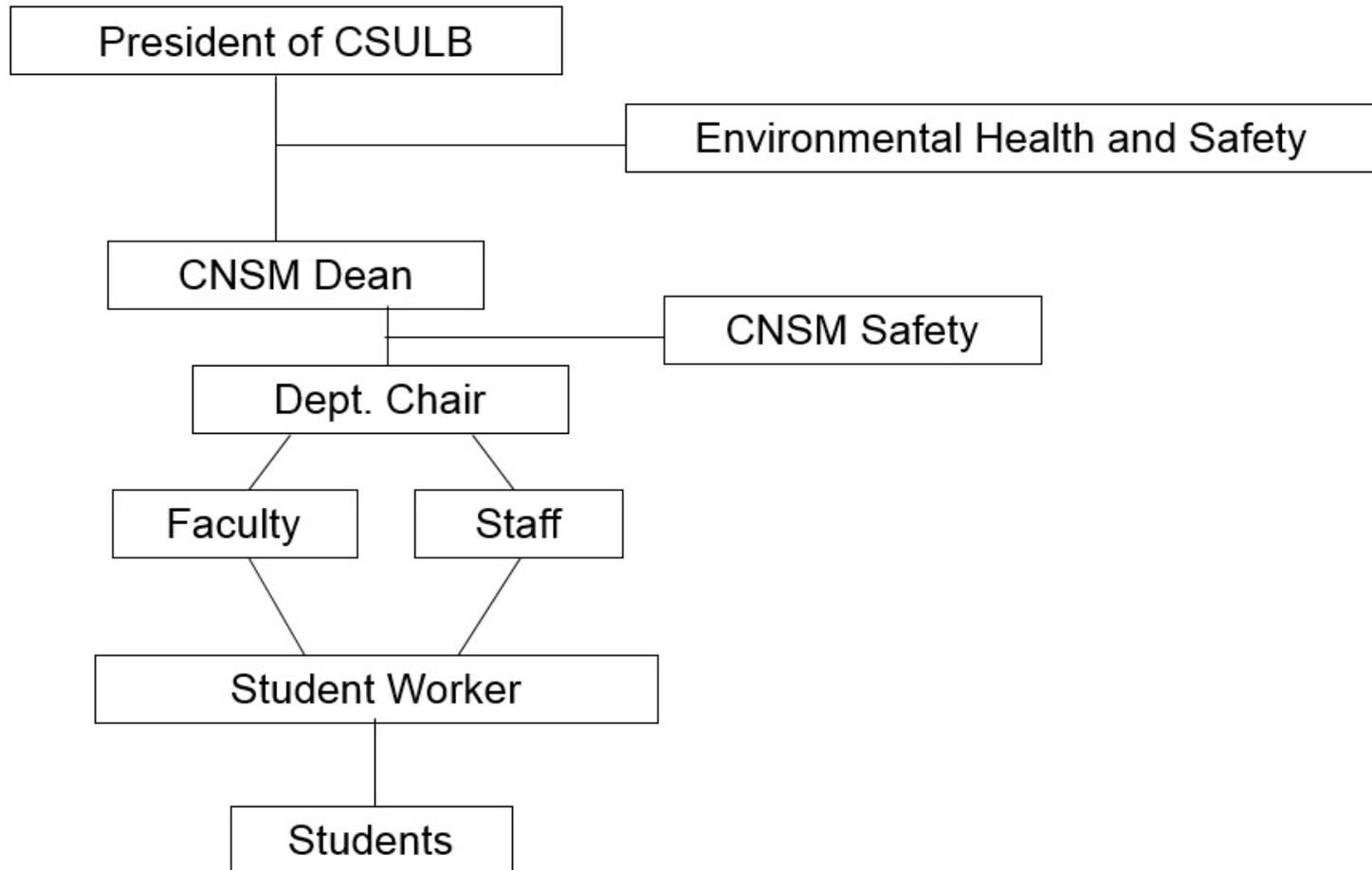
Cell Phone:

562.577.0504

Cell Phone:

714.222.0963

Who is Responsible



Emergency Contacts

DIAL 911

FOR POLICE, FIRE
OR
MEDICAL EMERGENCIES

Please add the Science Safety Office phone number to your address book:

562.985.5623

CNSM Employee Bulletin Board

- The CNSM Employee Bulletin Board is located adjacent to HSCI 160
- Information about workplace safety, phone numbers, and annual injury reports can be found here



General Safety Topics

- Campus Injury and Illness Protection Program (IIPP)
- Right-to-Know / Hazard Communication and Labeling
- Safety Data Sheets (SDS)
- Eye Protection Policy
- Workplace Clothing
- Prohibitions on Smoking, Food, and Drink
- Conduct and Housekeeping
- Reporting Accidents / Incidents
- Mandatory Reporting of Child Abuse
- Medical Treatment
- Safety Equipment and Procedures
- Safety Around Office Equipment and Materials
- Slips, Trips, and Falls
- Motor Vehicle Driver Requirements

Campus Injury and Illness Protection Program

- California regulation requires that an Employer develop and institute an Injury and Illness Protection Program (IIPP)
- The CSULB IIPP is the cornerstone program for ensuring the safety and health of all CSULB employees
- The IIPP details the means and methods used to ensure the safety and health of our employees and students

Campus IIPP Responsibility

- Deans, Department Chairs, Managers, Supervisors have the responsibility to implement the IIPP in their respective work areas
- Science Safety Office personnel are delegated the responsibility of working with CNSM administration and departments to implement the IIPP. The Science Safety Office serves as a liaison with University Environmental Health and Safety to disseminate health and safety information to College personnel

Right-to-Know / Hazard Communication and Labeling

- You have the right to know (and are expected to know) about all chemicals used in the workplace. This includes household chemicals.
- Any unattended container must be labeled as follows:
 - Name of the material (no abbreviations)
 - Hazard (e.g. flammable, corrosive, poison)

CNSM Label Policy

Label any *unattended* container of material as follows:

- **Full Name:** do not only use abbreviations or formulas such as H₂O, HCl, ETOH
- **Hazard(s):** write the word or use a sticker that says that hazard(s)

Examples of Stickers:

Flammable



Corrosive



Poison



Oxidizer



Carcinogen



Biohazard



Make sure any old, inappropriate labels are completely unreadable (you may erase, deface, or remove labels). Permanently-labeled bottles may NOT be used for a different material, as your label may fall off or your ink may wash off to show the old wrong label.

CNSM Label Example



Include full name and hazard of any chemical you leave unattended.

Safety Data Sheet (SDS)

- These documents relay details and any hazards associated with products/chemicals
- SDS Sheets must be maintained at the site of product/chemical use and be readily available.
 - Use MSDS Online or
 - Have hardcopies in binder at use location.

SDS Example



Fisher Scientific

Part of Thermo Fisher Scientific

SAFETY DATA SHEET

Creation Date 12-Mar-2009

Revision Date 12-Feb-2015

Revision Number 2

1. Identification

Product Name Nitric acid (65 - 70%)

Cat No. : A198C-212, A200-212, A200-212LC, A200-500, A200-500LC, A200-612GAL, A200C-212, A200S-212, A200S-212LC, A200S-500, A200SI-212, A467-1, A467-2, A467-250, A467-500, A483-212; S719721

Synonyms Azotic acid; Engraver's acid; Aqua fortis

Recommended Use Laboratory chemicals.

Uses advised against No Information available
[Details of the supplier of the safety data sheet](#)

Company Fisher Scientific
One Reagent Lane
Fair Lawn, NJ 07410
Tel: (201) 796-7100

Emergency Telephone Number
CHEMTREC®, Inside the USA: 800-424-9300
CHEMTREC®, Outside the USA: 001-703-527-3887

2. Hazard(s) identification

Classification
This chemical is considered hazardous by the 2012 OSHA Hazard Communication Standard (29 CFR 1910.1200)

Oxidizing liquids	Category 3
Corrosive to metals	Category 1
Skin Corrosion/Irritation	Category 1 A
Serious Eye Damage/Eye Irritation	Category 1
Specific target organ toxicity (single exposure)	Category 3
Target Organs - Respiratory system.	
Specific target organ toxicity - (repeated exposure)	Category 2
Target Organs - Kidney.	

Label Elements

Signal Word
Danger

Hazard Statements
May intensify fire; oxidizer
May be corrosive to metals
Causes severe skin burns and eye damage
May cause respiratory irritation
May cause damage to organs through prolonged or repeated exposure

Eye Protection Policy

- Safety glasses must be worn when using tools
- Chemical splash goggles must be worn when handling **liquid** products/chemicals that can injure the eyes – like bleach, ammonia or when working around automotive batteries, etc.
- If you wear glasses, you **MUST** wear goggles over glasses. Contact lenses are allowed when worn under safety glasses or goggles

Eye Protection Policy 2

- Wear appropriate eye protection when working with ***anything*** that can injure the eyes, e.g.:
 - flying particles
 - laser light
 - UV light
 - electric arc
 - etc.
- Proper eye protection is available from the Science Safety Office

Eye Protection Examples



Chemical Splash Goggles:
good for protection from liquids and solids



Safety Glasses:
NOT for protection from *liquids*

Workplace Clothing

- Sturdy footwear is required for those who's job involves lifting items, using carts, working in shop areas, etc.
- Steel toe footwear is required in some cases
- Do not wear loose clothing or jewelry if your job requires working around machinery or other equipment with moving parts

No Food, Drink, or Smoking

Your job does not involve entering labs, however all should remember:

- No food or drink is allowed in laboratories or any other location where toxic materials could be present
- Smoking is not permitted in any State vehicle, indoor location or within 20 feet from any doorway, operational window or air intake vent.

Conduct and Housekeeping

- A hostility-free workplace is a right. Inappropriate behavior will not be tolerated. Ask that it be stopped and contact your supervisor as appropriate for help.
- An adequately tidy workplace is a right. You don't have to work in a needlessly-messy environment. The Science Safety Office works with college personnel to ensure workplaces meet this standard. Report any housekeeping problems to your supervisor. The Science Safety Office may also be of help.
- Do not put broken glass or other sharp things in the regular trash. Box it first to avoid cuts. Don't use bare hands.
- If water is spilled on the floor, either help clean it up or call the campus custodians to have it fixed. Custodians can be reached by calling the campus HELP line: 562.985.4357

Examples of Bad Housekeeping



Not OK: metal to wire lamp on wet concrete



Not OK: extension cord

Temporary use (less than 90 days) is OK



Not OK: daisy chain with 2 power strips

Reporting Accidents / Incidents

- Please report all injuries, dangerous equipment failures, chemical spills, bad odors, floods, etc., to the Science Safety Office
- The CNSM Incident Report Form is available online
- Injured students should go to the Student Health Center for medical evaluation. ***Student employees are covered by Worker's Comp insurance*** when injured on the job. See slide 26: "Medical Treatment" for more information
- Do not clean up any blood, the Science Safety Office will perform this task once notified

INCIDENT REPORT FORM

Incident Report Form Example

DATE OF INCIDENT: _____ **TIME:** _____ **LOCATION:** _____

INCIDENT DESCRIPTION:

NAME(S) OF IMPACTED PERSONNEL: _____
(E)* For Employee or "(S)" for student must follow name(s)

NAME(S) OF RELEVANT WITNESSES: _____

INDIVIDUAL(S) IN CHARGE OF AREA/OPERATION: _____

RESPONSIBLE DEPARTMENT: _____ **DATE FORM INITIATED:** _____

INCIDENT FORM INITIATED BY: _____

INVESTIGATION

(To be completed only by administrative and/or EHS personnel only)

INVESTIGATED BY: _____ **INVESTIGATION DATE(S):** _____

APPARENT CAUSE OF INCIDENT:

CORRECTIVE MEASURES TAKEN:

Report Received at Department by: _____ Date _____

FORM DISTRIBUTION: **Original: Appropriate administrator** (Usually Dept. Chair)
(When completed) Copy: CNSM Dean
CNSM Safety Office

Mandatory Reporting of Child Abuse

As a University employee, you are a “Mandatory Reporter” of child abuse.

If, in the course of your work for CSULB, you suspect you see evidence of the abuse or neglect of a person under the age of 18 years, you must, within 36 hours, report it to the University Police and the Office of Equity and Diversity. The University Police can help you make any such report.

- University Police: 562.985.4101
- Office of Equity and Diversity: 562.985.8256

Medical Treatment

- Medical treatment for students is available through Student Health Services. Check for hours of operation. Seek medical attention immediately for all injuries. Dial 911 if necessary.
- If injured, notify your supervisor if possible, and seek medical attention immediately.
- Employees, including student workers, are covered by Worker's Compensation Insurance. For non life-threatening injuries, obtain authorization forms and instructions from the Science Safety Office and proceed to the designated Worker's Compensation facility as instructed. Worker's Comp instructions are posted in most department offices.

Safety Equipment and Procedures

The next slides will cover these topics:

- Safety Shower / Eyewash
- Fire Extinguishers
- Emergency Evacuation Procedure
- Emergency Phone Boxes

Safety Shower / Eyewash

- You are not trained to use any hazardous product or chemical while at work. You may use common household chemicals if used as directed on the label. Do not use bleach, ammonia, or bug spray as they require special precautions and/or permits.
- Anyone who uses a product that can injure the eyes, such as those listed above must be no more than “ten seconds” away from an eyewash/safety shower. This is one of the reasons you may not use dangerous materials at work.
- If you need to use these things, contact the Science Safety Office for the required training.

Safety Shower / Eyewash 2



shower and
eyewash
handles



eyewash in
use, pull
handle
down to
activate

Fire Extinguishers

- These devices should only be used by people trained to use them.
- Should you see fire, smoke or a suspect chemical spill (our labs are often full of dangerous chemicals), evacuate the building and pull the fire alarm as appropriate



Emergency Evacuation Procedure

- Be aware of the fastest/safest exit
- If alarm sounds, or authorities order an evacuation, leave promptly
- Take personal items with you
- STAY 200 FEET away from the building upon evacuation
- [Evacuation Plans](#) are available on the University Police website

Emergency Phone Boxes

- Are located on the walls in the science building hallways and in elevators
- Use them to speak directly to CSULB police
- Dial 911 from any phone to reach emergency responders



in an elevator

Safety Around Office Equipment and Materials

- Make sure you sit in a modern chair that provides good “ergonomics.” Your workstation should be comfortable. Contact your supervisor or the Science Safety Office if you need an evaluation of your workstation
- If you must lift items as part of your job, be sure to lift safely. The Science Safety Office can show you how
- File cabinets can tip over, and they have sharp edges. Use care when you open file cabinets
- Workplaces must be earthquake safe. Report any bookcases over six feet tall that are not attached to a wall. Do not stack heavy items in high places

More Equipment Hazards

- Some office equipment is dangerous if improperly used (paper shredder, copy machine, paper cutter, etc.)
- If you don't know how to use the equipment properly, ask before using the equipment
- Supervisors shall ensure that appropriate training and supervision is provided
- Never stand on a chair. Stools are always available

Work Area Hazard: Slips, Trips, and Falls

- Slips, trips and falls account for a large proportion of workplace injuries and fatalities
- Most are caused by hurried or careless work habits, damaged or slippery (often wet) surfaces, obstructions in walkways, poor visibility, or unsafe use of stairs or ladders
- Report any potential slips, trips or fall hazards to your supervisor or Science Safety Office immediately

Work Area Hazard: Slips, Trips, and Falls 2

Good practices to avoid slips, trips, and falls include:

- proper planning of work activities
- promptly cleaning up water or other spills
- maintain tidy, well kept work areas
- avoid leaving tools or other materials on floors
- promptly reporting lighting outages to Facilities Management (x54357) for repair
- not carrying loads large enough to obstruct vision up or down stairs
- only using ladders in good condition; during use folding them out completely; facing the ladder when climbing; keeping weight centered; and keeping 3 out of 4 limbs on ladder at all times
- when using temporary extension cords, position equipment to avoid crossing walkways or use cord protectors

Driving is Dangerous

CSULB has strict rules for those who drive as part of their job.



Motor Vehicle Driver Requirements

- Anyone using a personal vehicle more than once per month on University business must fill out a State form in the Department Office
- Anyone using a University vehicle, or a personal vehicle for more than 4 hours/month on University business, must also complete the Driver Training Class
- Driving an electric cart follows the same rules