

HUMBOLDT STATE UNIVERSITY

Risk Management and Safety Services

DEPARTMENT CHAIR: __Nievita Bueno Watts__ Phone Number: __(707) 826-5641__

The above named person has the responsibility to implement and maintain the Department's Injury and Illness Prevention Program. This person is also responsible for designating at least one employee as the Safety Liaison to assist in implementing mandated health and safety compliance, including ensuring self-inspections occur at the required frequency, in addition to other elements as delegated. They shall communicate compliance issues with the above named Dean. Additional duties may include:

- *Resource Allocation*: Substantiate the need for, and request through the CNRS Dean's office those resources necessary for the correction of safety hazards.
- *Program Effectiveness*: Evaluate, with the assistance of staff input, the effectiveness of existing safety programs and provide recommendations for improvement to such.
- *Training*: Ensure those employees and students within their sphere of responsibility or unit(s) are appropriately trained for the responsibilities and tasks assigned.
- *Identify hazardous job duties or activities within their department(s)*: Collaborate with RM&SS to develop and maintain hazard assessments (through the RSS tool) and written specific departmental safety procedures that correspond to these hazards.
- *Hazard communication*: Inform employees and students under their direction of known hazards within the scope of the job duties and activities. Ensure employees and students understand emergency response procedures in their area(s).
- *Hazardous materials and chemical inventory*: Work with EH&S to maintain a full inventory of hazardous materials and chemicals in accordance with State and local regulations.

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The following individual(s) is(are) the Safety Liaison(s):

Name: _____ Amanda Staack _____

Ext.: _____ 4998 _____

Name: _____

Ext.: _____

The above named person assists in implementing mandated health and safety compliance, including ensuring self-inspections occur at the required frequency. Additional duties may include:

- *Safety Procedures:* Assist the Dean, Director, or Department Chair on evaluating, developing, maintaining, and revising department-specific health and safety procedures.
- Serve as a liaison with RM&SS for the department on matters pertaining to inspections, accident/injury investigations, personnel safety education and training, and safety reporting.
- Obtain relevant safety and health information; conduct or coordinate education and training for employees related to workplace hazards.
- *Assessments and Inspections* Conduct periodic safety inspections of department facilities, equipment, work practices, and projects to identify unsafe conditions and practices. Assist in the development of Chemical Hygiene Plans specific to the activities conducted in an area.
- *Recordkeeping:* Ensure maintenance of department records of training, accident/injury, exposure monitoring, or other department-specific related documentation.

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COMMUNICATING SAFETY ISSUES

The _____ INRSEP _____ department uses the following methods to ensure effective health and safety communication to employees, and to ensure that employees feel comfortable raising concerns about safety issues without fear of reprisal:

- Supervisors and managers are provided with training on their roles and responsibilities as they pertain to injury and illness prevention, including informing employees of the hazards to which they may be exposed. (Contact EH&S 5711 for assistance.)
- Information on safe working conditions, work practices, and hazard control is included in initial training at the start of employment and all subsequent training to which is applied.
- Other forms of employer-to-employee communications on health and safety topics may include: Posters, Meetings, Written procedures, SDSs', Chemical Hygiene Plan, Warning labels, Bulletins, etc.
- Employees are encouraged to bring to the University's attention any potential health or safety hazard that may exist in the work area. The University provides Safety Suggestion Action forms for this purpose.
- Employees have been advised by the following method that adherence to safe work practices and the proper use of required personal protective equipment will be monitored and conformance will be reinforced by:
 - Recognition for compliance and a good safety record.
 - Disciplinary action for non-compliance.

The following methods are used to ensure that health and safety communications are readily understandable by all affected employees:

- Oral verification
- Written verification
- Supervisor observation/evaluation

Documentation related to Injury & Illness Prevention Program communication may be maintained by any of the following:

- Department chair/director
- Department safety liaison
- Individual faculty or staff supervising others in a lab setting
- Specialty committees

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Employees are encouraged to bring to the University's attention any potential health or safety hazard that may exist in the work area. A mechanism for anonymous employee input, such as a suggestion box or mail station for safety suggestions, hazard identification, complaints, etc. which is accessible to all employees will be implemented. A Hazard Identification form is available on the EH&S website. The Safety Suggestion Action form on the EH&S website will send an email notice directly to the EH&S Coordinator and can be used for this purpose also. Any safety report may be sent directly to EH&S via campus mail or phoned in to ext. 5711 or 3302. Also, communication may be made directly to the CNRS Dean's office through the email: cnrs-safety@humboldt.edu.

Supervisors will follow up all suggestions and investigate the concerns brought up through these communication methods, utilizing EH&S assistance if needed. Feedback to employees is critical, and must be provided for effective two-way communication.

IDENTIFYING WORKPLACE HAZARDS

The INRSEP department uses the inspection and reporting forms found on the EH&S website and/or implemented in the RSS compliance tool to conduct regularly scheduled work area inspections and to document corrective actions.

INJURY AND ILLNESS INVESTIGATIONS

All occupationally related injuries are investigated initially by the responsible supervisor who then completes the Supervisors Injury Prevention Report form Std 620 located on the Human Resources website. Supervisors should visit the work area where the injury occurred as soon as possible and:

- Interview the injured worker and any witnesses;
- Examine the work area for factors associated with the accident/exposure;
- Take prompt corrective action to prevent incidents from recurring;
- Record the findings and corrective actions taken.
- EH&S will provide a secondary review and, as appropriate, a more detailed investigation after the injury reported is forwarded to EH&S by Human Resources.

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CORRECTION OF HAZARDS

Identified hazards must be corrected in a timely manner commensurate with the degree of hazard and risk of occurrence. Supervisors must initiate corrective action such as removing simple tripping hazards or initiating a work request for Facilities Maintenance to repair facility related components which may pose a hazard. Hazards which cannot be promptly abated must be communicated to employees along with appropriate safe work practices and/or personal protective equipment requirements. Supervisors can contact EH&S for additional consultation to identify hazard correction options. Sometimes hazards are created by employees and students using unsafe or inappropriate work practices. Supervisors should observe employees frequently to ensure that corrective actions associated with unsafe practices are remediated in a timely and effective manner.

SAFETY AND HEALTH TRAINING

The CNRS Dean's office will provide direction for the Department Chair on available and appropriate trainings, through CSULearn or EH&S.

The department utilizes a combination of the following methods to ensure that employees are trained so that they know:

- What hazards they are potentially exposed to in their work areas;
- What safe work practices, including the proper selection and use of personal protective equipment, are to be used; and,
- What to do in case of an emergency.

One type or multiple types of training may be used; for each training method the department uses, please describe the training in further detail under each bullet point.

Human Resources will send a regular survey to all employees to help supervisors identify required training to maintain compliance with regulations. Training identified via this mechanism will be correlated with available trainings on CSULearn.

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- The Department Chair, Safety Liaison, Staff or faculty can assign online trainings (See below) or provide direct, hands-on training of tasks or procedures for which they have appropriate expertise.

Description: Employees are sent to on-campus training sessions provided by EH&S

- Dean, Department Chair, or Safety Liaison arranges for consultant training on campus

Description: The acquisition of new scientific equipment may require specialized training.

- Employees are sent to off-campus training

Description: When employees are required to take training not offered on campus, as required (e.g., HAZWOPER)

- Employees review pre-prepared training materials on safety practices/procedures with discussion afterwards

Description: CITI training may be utilized for laboratory safety training.

- Web-based training via CSULearn or Skillsoft

Description:

REQUIRED-CSU's Sexual Misconduct Prevention Program, Data Security and Privacy, Emergency Management Orientation Training, HSU's Injury and Illness Prevention Program

OPTIONAL- Office Ergonomics

Relevant trainings may include:

- Introduction to Laboratory Safety Fundamentals. Topics include: analyzing hazards, controlling exposure and minimizing risk, and vigilance in the laboratory.
- Global Safety Principles: Laboratory Safety
- Hazardous Materials In The Workplace

Hard Copies of training records for department employees are kept in the Departmental IIPP binder. (Electronic copies may be maintained by the department as well, but should be tracked centrally by HR in CSULearn as either an Instructor Lead Training (ILT) or other method, contact HR for more information).

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RECORD KEEPING & DOCUMENTATION

The CNRS Dean and Department Chair are responsible to ensure that accurate documentation is retained for employee training sessions, safety inspections, identified & corrected hazards and other related safety communications from employees.