



# **San Francisco Conservatory of Music Illness & Injury Prevention Program**

*Committed to the Safety and Well-Being  
Of the SFCM Community*

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## **Safety and Health**

Your health, safety and well-being are of paramount concern to the San Francisco Conservatory of Music. To ensure a safe work environment, SFCM has implemented this Injury and Illness Prevention Program (“The Program”). This Program is designed to prevent accidents, injuries, and illnesses.

Copies of the Program are at the Security Desk and on the SFCM website. Copies are also maintained by the Program Administrator (the Vice President of Finance and Administration), the Associate VP of Human Resources and Administration, the Student Services Center, and the Production Office.

### **Objectives of the Injury and Illness Prevention Program**

The purpose of the Program is to prevent workplace accidents, injuries, and illnesses and provide a safe and healthy working environment for SFCM visitors, students, faculty and staff.

### **Responsibility for Safety and Health**

As a member of SFCM’s community, you are responsible for your own safety, as well as the safety others on the premises of the SFCM. You can share SFCM’s commitment to maintaining a work environment free of hazard by remaining aware of and alert to safety risks. Your participation in SFCM’s efforts to maintain a safe work environment can help us eliminate injuries and reduce workplace illness.

### **Program Administrator**

The Program Administrator is the Vice President of Finance and Administration. The Program Administrator can be reached in the Business Office Suite (408), located on the fourth floor, or by phone at 415-503-6223. The Program Administrator is responsible for the overall implementation and maintenance of the Program. The Program Administrator’s duties include, but are not limited to:

1. Ensuring that faculty and staff supervisors and managers are aware of workplace safety procedures and are familiar with the safety and health hazards to which individuals under their immediate direction or control may be exposed, as well as applicable laws, regulations, safety practices and policies;
2. Ensuring that faculty and staff are informed with respect to safety and health issues relevant to the workplace;
3. Inspecting, recognizing and evaluating workplace hazards on a continuing basis to identify patterns and/or trends;
4. Ensuring that workplace hazards are abated in a timely and effective manner;
5. Reporting quarterly, in writing, to the Safety Committee regarding the implementation of the Program;
6. Maintaining records regarding the implementation of the Program, including minutes of Campus Safety Committee meetings, health and safety education records, current and superseded copies of the written Program, and reports of workplace hazards and subsequent responses;
7. Keeping records of incidents for at least three years; and
8. Assuring compliance with applicable federal, state and local regulations.

The Program Administrator has currently assigned the above tasks to the Associate VP of Human Resources and Administration, who can be reached in person in room 406 or by phone at 415-503-6237.

## **Department Heads**

Each Department Head is responsible for enforcing SFCM's health and safety standards within his/her department as follows:

1. Becoming familiar with and enforcing relevant health and safety regulations and policies;
2. Correcting and coordinating health and safety activities in his/her department;
3. Assuring that safety devices and protective equipment are used when necessary and/or appropriate;
4. Assuring that injuries are treated properly and reported promptly;
5. Investigating accidents within his/her department and filing complete reports as appropriate; and
6. Assuring that no unsafe conditions exist within his/her department and causing correction action to be as necessary and appropriate.

## **Campus Safety Committee**

The Campus Safety Committee, provides a forum for the discussion of accident causes and prevention. Its purpose is to assist the Program Administrator or designee in implementing and, when necessary, revising the Program. The Committee is co-chaired by the Associate Dean of Student Affairs and the Associate VP of Human Resources and Administration and is composed of representatives from different departments.

The Committee will meet periodically to review the implementation of the Program with the Program Administrator. Written minutes will be kept of all Committee meetings and such minutes will be retained in the Program Administrator's files. Meetings of the Committee are open to any interested faculty or staff member.

Additional duties of the Campus Safety Committee include:

1. Establishing safety objectives and policies and acting as a source for suggestions on improving SFCM's safety record;
2. Monitoring the effectiveness of the Program and making changes as needed;
3. Evaluating problems and reviewing inspection reports to identify potential safety hazards;
4. Analyzing and investigating accidents when they occur;
5. Assuring that the Program is fulfilling SFCM's needs;
6. Developing topics for health and safety education;
7. Reviewing and if warranted, acting on the health and safety suggestions from faculty and staff members;
8. Reviewing reports of workplace hazards with the Program Administrator;
9. Responding to reports of workplace hazards if the Program Administrator is unavailable and making recommendations concerning injury and illness prevention.

## **Campus Safety Committee Members**

- Katherine Baltrush, Director of Production and Ensembles (415-503-6310)
- Susan McConkey, Vice President for Strategic Initiatives
- David Mitchell, Chief Facilities Engineer (415-503-6218)
- Michael Patterson, Associate PP of Human Resources and Administration (415-503-6237)
- Michael Roest, Director of Pre-College and Adult Extension (415-503-6217)
- Head of Security, Corporate Security Service (415-503-6280)
- Matthew Siegel, Collegiate Faculty and member of Faculty Executive Committee (415-503-6239)

- Jason Smith, Associate Dean for Student Affairs (415-503-6281)
- Susannah White, Assistant Director of Student Affairs (415-701-7040)

## **Managers and Supervisors**

All faculty and staff managers and supervisors are responsible for maintaining a safe work environment in their specific areas. In addition, they are responsible for reporting new or observed potential hazards in the workplace to the Program Administrator, as well as identifying health and safety education needs within their departments. All faculty and staff managers and supervisors are expected to work in conjunction with the Program Administrator to ensure compliance.

## **Employees**

All employees are required to comply with reasonable suggestions made by their supervisors with regard to safety practices, and are encouraged to make suggestions for improving SFCM's safety record. Employees are expected to report immediate hazards to security. Potential safety issues should be reported to the Provost and Dean, Director of Pre-College and Adult Extension, One's supervisor, or any member of the Campus Safety Committee.

Information on safety procedures and instructions for medical and other emergencies will be posted on the bulletin board in the faculty/staff lounge on the 4<sup>th</sup> floor and on the student bulletin board on the 5<sup>th</sup> floor.

## **Hazard Assessment Control**

The following are potential hazards currently recognized by SFCM and the measures that will be taken to ensure safety:

**Lifting and moving heavy objects.** Excess handling of heaving objects should be avoided. Proper lifting techniques and mechanical aids should be utilized whenever appropriate. Handling, lifting and moving heavy packages, boxes, furniture and musical instruments should be done by personnel designated, trained and able to do so.

**Non-carpeted floors, on C level, first and second floors.** Faculty and staff should walk, not run, throughout the building to avoid slipping on hard, non-carpeted surfaces. All spills should be cleaned up immediately or reported to facilities or reported to security.

**Environmental hazards.** Attention should be paid to environmental hazards, such as dust, air quality, fumes and noise. Proper design and usage of office equipment and systems are encouraged. Where exposure exists, measures will be taken to correct or minimize the hazard risk.

**Glare.** Window coverings should be adjusted and/or office furniture rearranged in order to eliminate glare.

**Computer Monitors and Keyboards.** Maintain proper posture, paying careful attention to positioning of head, neck/spine, arms/wrists, hips/thighs and feet. Alternate between different postures on a regular basis. When keyboarding, use minimum force while striking the keys. Keep a neutral wrist position, where forearms, wrists and hands are in a straight line. Avoid awkward reaching for work tools such as telephone, mouse and reference materials. Avoid resting elbows, forearms or wrists on hard surfaces or sharp edges. Take frequent mini-breaks throughout the day to give muscles and joints a chance to rest and recover. Alternate between work activities, which use

different muscle groups to avoid overuse. Give eyes a break by closing them momentarily, gazing at a distant object and blinking frequently.

**Copy machines and printers.** Copy machines and laser printers use toner. With older machines, toner can produce eye and throat irritation. If you experience these symptoms around an old laser printer, you should report this to the Program Administrator.

**Earthquakes, fire and other disasters.** SFCM has established an emergency preparedness plan to be used during an earthquake, fire or other natural disaster.

**Smoking.** In compliance with the San Francisco Smoking ordinance, smoking is not permitted anywhere inside SFCM buildings.

**Hand trucks, tools, and equipment.** All hand trucks and are in good working condition. Equipment and tools are given periodic maintenance inspections and any necessary repairs or replacements are handled immediately; otherwise, equipment is pulled from service until repaired or replaced.

**Protective Equipment.** The use of personal protective equipment is required whenever appropriate.

**Housekeeping.** Unsafe conditions resulting from poor housekeeping are promptly corrected. Such conditions include, but are not limited to: slippery, cracked or broken walking surfaces; malfunctioning chairs or drawers; poor interior and/or exterior lighting; improperly stored materials; improperly secured fields, bookshelves and storage racks; faulty electrical systems; congested aisles, stairwells and hallways.

**Use of SFCM Vehicles.** All employees who drive SFCM vehicles must be cleared to do so by the Associate VP of Human Resources and Administration. Vehicles are on a routine maintenance schedule and are inspected on a regular basis. Accidents are promptly reported and investigated. Records on all SFCM-owned or leased vehicles are maintained.

## **Periodic Inspections**

Members of the Campus Safety Committee or designated individuals make quarterly inspections of the premises and file written reports on any unsafe conditions as well as unsafe employee actions. After defects are identified, actions taken to correct the defect and date of completion are recorded. Employees are expected to conduct ongoing monitoring of their specific work area.

**Accident and Hazard Investigation.** The causes of accidents can be determined and controls can be developed by proper accident investigation. Additionally, the investigation of accidents has an educational value for those participating in the inquiry. Prompt reporting of accident is seriously encouraged. Any accident that results in serious injury or might have resulted in serious injury is investigated as well as any pattern of minor similar accidents or close calls. Every attempt is made to ensure that the investigations are thorough, accurate and practical and that follow-up actions are taken.

**New Matters.** In order to identify new potential workplace hazards, the Program Administrator arranges for an inspection and investigation of any new substance, process, procedure or equipment introduced into the workplace. The Program Administrator also arranges an inspection and investigation whenever SFCM is made aware of new or previously unrecognized potential hazards.

**Personnel Reporting of Hazards.** Employees are required to immediately report any unsafe condition or hazard that they discover in the workplace to Security, the Director of Human Resources, the Provost and Dean, their department head, their manager/supervisor, the Program Administrator, or member of the Campus Safety Committee. It is the policy of SFCM that no employee will be disciplined, discharged or otherwise retaliated against for reporting any potential workplace hazard or unsafe condition.

Employees who wish to remain anonymous may report unsafe conditions or actual/potential hazards by submitting a report to the Program Administrator without identifying themselves by requesting in any verbal communication that their identity be kept in confidence.

**Documentation of Inspection.** All workplace or hazard inspections will be documented. The Program Administrator will keep these records for a minimum of three years.

## **Monitoring and Correcting Identified Potential Safety and Health Concerns**

**Identification and Correction of Workplace Hazards.** SFCM will conduct periodic workplace inspections to ensure that all known actual or potential hazards are corrected. SFCM will respond to complaints and suggestions in a timely manner with the overall objective of correcting problems and preserving the safety of the workplace.

**Hazards Which Give Rise to a Risk of Imminent Harm.** Whenever possible, it is SFCM's policy to immediately abate or mitigate any hazard which gives rise to a risk of imminent harm. When such a hazard exists which the SFCM cannot abate immediately without endangering personnel and/or property, affected faculty, staff and students will be removed from the area of the potential hazard, except those necessary to correct the condition. All personnel involved in correcting the hazardous condition will receive appropriate training and will be provided with the necessary safeguards and personal protective equipment.

**Emergencies.** Please refer to the SFCM's Emergency Action Plan for Emergency Response instructions.

## **Communicating on Safety and Health Issues**

**Safety Meetings.** Safety meetings with employees in general will be conducted periodically. During these meetings, the Program Administrator will discuss such issues as:

- New Hazards that have been introduced or discovered in the workplace
- Causes of recent accident or injuries and the methods adopted by SFCM to prevent similar incidents in the future; and
- Any health or safety issue deemed to require reinforcement.

SFCM accepts anonymous reports by employees who wish to inform SFCM of workplace hazards. The Program Administrator will investigate all such reports in a prompt and thorough manner and will document the investigation and any necessary responses on the approved forms.

**Postings.** SFCM posts required Workers' Compensation notices and other notices regarding health and safety issues on the bulletin board in the faculty/staff lounge on the 4<sup>th</sup> floor. A brochure on Workers' Compensation is available from the Associate VP of Human Resources and Administration.

The Cal- OSHA Log 300A (Summary of Work-Related Injuries and Illnesses) is posted annually from February 1 through April 30 of the year following the year covered by the form.

**Enforcement of the Safety Program.** Every effort will be made to ensure compliance with safety protocols. Persons who disregard SFCM safety policies and procedures will be subject to corrective action to ensure compliance. If necessary, SFCM reserves the right to use appropriate disciplinary action in compliance with school policies in order to correct behavior that compromises safety.

**Safety and Health Education.** An awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthy work environment and preventing injuries, illnesses, and accidents in the workplace. When offered, SFCM personnel and students are encouraged participate in first aid and other emergency training at SFCM's expense. Some employees, such as the those working on behalf of the Concert Office, will be required to undergo CPR and First Aid Training in order to ensure that someone with such training is available during performances. All security personnel have been appropriately trained in CPR and First Aid to ensure that someone with such training is on the premises at all times.

**Special education and/or safety reviews will be conducted under the following circumstances:**

- When an individual is first employed;
- Whenever an individual is given a new job assignment for which training has not been previously provided
- Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced into the workplace;
- Whenever the Program Administrator discovers a new or previously unrecognized hazard; and
- Whenever additional training is necessary. Staff and faculty can suggest or request additional training.

**Employees will receive training in the following areas:**

- The SFCM Injury and Illness Prevention Program, including: Program organization, Reporting actual or potential workplace hazards, Emergency procedures, Training, Policy on smoking
- Safe work practices, including: Lifting techniques, Computer operation, Copy machine use, Safe storage practices, Detection of potential workplace hazards, Good housekeeping practices

**Accident Investigation.** All work-related accidents will be investigated in a timely manner. Minor incidents and near misses will be investigated as well as serious accidents. A near miss is an incident which, although not serious in itself, could have resulted in a serious injury or significant property damage. Investigation of these instances may avoid serious accidents in the future.

**Responsibility for Accident Investigation.** Responsibility for accident investigation lies with the Program Administrator or designees.

**Correcting the Hazard and Preventing Recurrence.** Each accident will be investigated thoroughly



and a corresponding correction/solution to the cause of the accident will be implemented, if appropriate.

## **Reporting Suspicious Activity or Persons on Campus**

### Steps to Take

For all urgent situations, call Security by pressing the red buttons on the hallway phones. Security will alert emergency services and all occupants. If, for any reason, you are unable to reach Security, call 911.

If you need to reach Security for matters that are not urgent, please call 415-503-**6280**.

### Written Reports Required

1. All Incident reports are maintained by Security, and copies are provided to Facilities. Copies will also be provided to the Human Resources Manager, the Provost and Dean, and the Associate Dean for Student Affairs when they involve the following:
  - a. Staff Employees: Copies to Associate VP of Human Resources and Administration
  - b. Faculty: Copies to the Associate VP of Human Resources and Administration
  - c. Students: Copies to the Provost and Dean, and Associate Dean for Student Affairs
  - d. Student Employees: Copies to the Associate VP of Human Resources and Administration, the Provost and Dean, and the Associate Dean for Student Affairs
2. A Crime and Fire Log will be kept according to the specifications of the Clery Act to collect, maintain, and disclose data regarding reported on and off campus crimes.

### Threat Assessment

The Program Administrator will meet with Facilities and Security to determine the appropriate responses to reported incidents. If appropriate, the Program Administrator may request a meeting of the Incident command Team.

# Emergency Response, Evacuation and Relocation

The following instructions are taken from SFCM's *Emergency Action Plan*.

## In the Event of Fire

- All occupants will **evacuate immediately** by means of the nearest available exit (see *Evacuation Procedures* on page 8).
- Anyone may **activate** the **fire alarm** by the emergency pull stations **next to the stairwell doors**.
- **Floor Wardens may assist** in evacuation when present.
- SFCM employees and students will **keep track** of their **visitors** and report their status.
- **Notify Security** of occupants who have not evacuated.
- **Follow** any additional **instructions** by emergency personnel.

## In the Event of an Earthquake

- **Drop, Cover and Hold.** Remain calm, and stay inside.
- **Drop under a sturdy desk** or other heavily constructed furniture if immediately available; **otherwise,**
- **Drop down** by the **inner wall**, facing away from glass, tall furniture, and hanging lights.
- **Cover your head.**
- **Hold** and remain in **position** until you are sure the shaking has stopped.
- **Wait for instructions** over the PA system. If you do not receive a PA announcement, and it is safe to move, call security at 415-503-**6280**.

## In the Event of a Power Outage

- The **Fire Alarm** will likely sound, and everyone will **evacuate the building**, following the normal **Evacuation Procedures** (see page 8).
- **If there is no alarm, wait for instruction** over the PA system. If you do not hear instructions and are able to do so, call Security at 415-503-**6280**.
- Once the building has been evacuated, no one will be admitted into the building until normal power is restored.
- **If you are inside a functioning elevator, exit on the nearest floor and proceed out** of the building **using the stairwell**.
- **If you are inside an elevator that stops functioning, remain in place and do not attempt to exit**, since doing so may result in severe bodily harm and/or death. Use the **emergency call button** to contact the emergency call center.

## In the Event of a Power Outage During a Concert

- Evacuation may be necessary.
- **Wait for an announcement** over the PA system.
- The **Concert Manager** will **contact Security** for instructions.
- **Concert Personnel** will act as an **emergency response team** to ensure safe evacuation.

## **In the Event of a Chemical Spill or Bio-Hazard**

- **Move away** from any immediate danger.
- **Report Spill** or hazard to Security (Red button on the hallway phones or 415-503-6280)
- The PA system may be used to give instructions for evacuation, shelter, or relocation.
- If the air outside the building is contaminated, everyone will be instructed to shelter-in-place.

## **In the Event of a Threat of Violence**

- **Treat all threats** or rumors of violence **as real**.
- **If you are in danger** of bodily harm or consider a threat to be immediate, **call Security** by pressing the red emergency button on the hallway phones. If you are not located near a hallway phone, immediately call **911**.
- **If you become aware of behaviors** that may **pose a security risk** or hazards, **call security** using the red buttons on the hallway phone or by dialing 415-503-6280.
- **If you observe a weapon** or are informed that someone on campus is in possession of a weapon, **call Security** by pressing the red emergency button on the hallway phones. If you are not located near a hallway phone, immediately call **911**.
- **If you are informed of** someone's **intent to cause harm** or damage, immediately **call Security** by pressing the red emergency button on the hallway phones. If you are not located near a hallway phone, immediately call **911**.
- In some threatening situations, the PA system may be used to give instructions to shelter in place or relocate to minimize exposure to danger.

## **In the Event of a Medical Emergency**

- **Call security** by pressing the red emergency button on the hallway phones. If you are not located near a hallway phone, immediately call **911**.
  - Address/floor/location/room number
  - Nature of the medical emergency
  - Your name and the victim's name
- **Do not move** the **victim** unless absolutely necessary.
- **Stay with the victim** and **enlist help** from others to meet and guide responding emergency personnel.
- See CPR list in the Faculty/Staff Lounge or Security desk to find individual(s) trained and authorized to provide CPR or First Aid and assist you until the arrival of professional medical help.
- Anyone providing any medical assistance must be wearing appropriate personal protective equipment.
- If you have not already done so, report the emergency to Security by pressing the red emergency button on the hallway phones or by dialing 415-503-6280.

## **Emergency Exit Procedure**

- **Do not pause** to collect personal belongings. **Simply exit**.
- **Walk, do not run**, directly to the marked emergency exit, closing doors behind you.
- **If smoke is present, drop down**, and **continue exiting** on your **hands and knees**.

- **Feel doors** with the **back of your hand** for heat before opening. If the exit is not safe, use alternate emergency exits.
- **Once outside** of the building, **proceed directly to the relocation area** around the adjacent parking lot at Franklin and Oak.
- **Avoid unnecessary conversation** so Emergency Coordinators can issue and receive instructions.
- **Do not block the exit doors.**
- **Do not block the street.**
- **Do not re-enter the building** until the fire department, SFCM Emergency Coordinators and/or Security give instructions to do so.

### **Evacuation Procedures for Handicapped or Disabled**

- Security should already have a record of people in the building with mobile impairments.
- If evacuation is necessary, **go to the nearest Emergency Exit** stairwell entrance and **wait for assistance.**
- **Please do not attempt to walk down the stairs** without assistance. Also, please do not attempt to use the elevators.
- If a floor warden or emergency response team member is present, they will report your location to security.
- If this is an actual emergency, the Fire Department will send emergency personnel to assist you out of the building. You can report your location to security by using the red emergency button on the hall phones located near the stairwell entrances.

## **A General Description of Safe Practices on Campus**

Everyone is required to comply with the General Safe Practices that have been established to ensure the well-being and safety of our students and employees.

### **Emergency Information You Must Know**

1. How to report an emergency and obtain help
2. How to report a fire
3. How to report an injury or incident
4. Locations of portable fire extinguishers
5. Locations of first aid kits
6. Names of people trained in first aid
7. How to immediately report unsafe behavior and unsafe conditions to your manager/supervisor
8. How to maintain security.

### **Personal Safe Practices**

1. Do not engage in horseplay, fighting and any other action that has a negative impact on the safety and well-being of employees and students. This type of activity is strictly prohibited.
2. Clean up spills immediately.
3. Wear clothing and shoes that are appropriate for the job. Rubber soled shoes are recommended.
4. Prevent back strains. Lift safely by using your stronger leg muscles rather than your back. This will increase strength and control.

### **General Safe Practices**

1. Report to work prepared and ready to work safely.
2. Follow all safe practices associated with your job and other directions necessary for your to perform your duties safely. Ask questions if you do not understand, have doubts, or need equipment to do your work safely. Ask your supervisor if you are unsure about anything regarding your ability to perform a task safely. Use good judgment at all times.
3. Report all accidents, injuries or incidents to your manager or supervisor immediately or within 24 hours. If your manager or supervisor is not immediately available, you should report the incident to security immediately.
4. Managers and supervisors who receive reports of injuries should immediately report them to Security and/or Human Resources.
5. Management will ensure that prompt medical attention is provided.
6. Employees who are injured should fill out an "Employee's Claim for Workers' Compensation Benefits." These forms are available at the Security Desk (Atrium) or Human Resources (406).
7. If you are under the influence of alcohol, drugs, or other controlled substances, you are not permitted on SFCM's work premises. If you are caught consuming these substances on the job, you may be subject to disciplinary action, up to and including termination of employment.
8. Smoking is not permitted inside SFCM buildings.
9. Keep your work area clean, neat and orderly.
10. Do not block exits, fire extinguishers, electrical panels or doorways.
11. Contribute ideas to enhance our safety program.

## **Office Work**

All Employees are required to comply with the following Office Safe Practices that have been established to provide safe work locations and environments.

Office work can lead to accidents, and many injuries occur during ordinary office routines. Good housekeeping and an organized work environment are major ways to achieve a safe office environment.

1. Wear sensible footwear.
2. Report all office hazards to supervisors or managers so that problems can be corrected before an accident occurs.
3. Be on guard for conditions and practices that can could cause someone to get hurt. Never assume that the office environment is entirely safe.
4. Wipe up spills immediately to prevent slips and falls.
5. Walk, do not run, in the office. Use handrails when walking up or down stairs.
6. Keep hallways, corridors, floors, and carpets clean and uncluttered. A clear passage of 44-inches is required.
7. Eliminate or clearly mark differences in floor elevation in aisle-ways or passageways.
8. Keep doorways, aisles, and stairways clear of obstructions, and in good repair. This includes closets as well.
9. Use a stepladder to reach objects that are above normal reach. Never use chairs, desks or other office furniture as a makeshift ladder. Do not overreach while on a ladder.
10. Replace defective ladders before someone gets hurt.
11. Keep desk and work areas clean and orderly.
12. Get help when moving heavy equipment or supplies from one location to another. Use material handling devices, such as hand trucks and dollies when heavy or awkward equipment or supplies must be moved.
13. Use handles when closing doors or gates.
14. Keep utility rooms and closets free of all combustible storage. Items must not be placed within 18-inches of the ceiling.
15. Unplug small appliances, such as portable heaters and coffee pots, at the end of the day.
16. Use microwave ovens with caution.

## **Equipment Safe Practices**

1. Keep desk or file cabinet drawers closed when not in use. Never open more than one file drawer at a time. Never overload the top drawer or unsecured file cabinets.
2. Secure file cabinets to each other and/or to a wall.
3. Repair furniture with sharp corners, projecting edges, wobbly legs and tilting chairs
4. Locate all office equipment for safe and easy use.
5. Secure office equipment that may be accidentally bumped or that may vibrate and “walks when in use” to work stations to prevent the equipment from falling.
6. Keep computer, electrical and telephone cords out of the aisles.
7. Use a rubber finger guard when working with stacks of paper. Use a sponge or wetting device for envelopes. Use a letter opener when opening mail.
8. Keep paper clips, thumb tacks and pins where they cannot cause injury. If sharp objects fall on the floor, pick them up immediately, so they do not present a hazard.
9. Store heavy items at waist level so as to preclude reaching up or bending down to lift these items.
10. Do not overload file cabinets and shelves.

11. Ensure all heavy shelving, storage racks, and displays are secured to prevent toppling in the event of an earthquake.

### **Electrical Equipment Safe Practices**

1. Install protectors over bare light bulbs so employees will not accidentally hit the bulbs and break them.
2. Inspect all electrical cords routinely to ensure they are in good repair.
3. Ensure all grounded electrical equipment is properly grounded (all ground pins in place and outlets are grounded in accordance with National Electrical Code requirements).
4. Use similar gauge electrical extension cords when extending the length of a particular piece of equipment's electrical cord. If the equipment is grounded, make sure the extension cord is also of the grounded variety. Locate electrical equipment near outlets so extension cords do not have to be used. Either rearrange office furniture or install more outlets.
5. Do not overload electrical outlets through the use of multiple outlet adapters and extension cords.
6. Be extra cautious when approaching a door that can be opened in your direction. Take it easy when pushing open such a door. Similarly, slow down when coming to a blind corner.

### **Safe Practices when Working with Computers**

1. Adjust computers, chairs and work tables to the comfort of each employee. Maintain a neutral position when keying.
2. Control reflections and glare to avoid eyestrain.
3. Alternate computer work with different tasks to vary the pace.
4. Build short, frequent breaks into the daily routine to prevent musculoskeletal stress at the computer.

### **Safe Practices: Maintenance**

1. Keep work area clean and free of tripping hazards.
2. Clean up spills immediately.
3. Do not rush. Watch where you are walking.
4. Wear suitable clothing for the work you perform on campus.
5. Wear closed-toe shoe with slip-resistant soles
6. Climb down from an elevation. Do not jump down. Use the stairs, ladder, work-stand or step stool designed for the job.
7. Do not operate any machine or equipment without proper guards in place.
8. Follow **lockout-tagout** procedures when repairing equipment.
9. Use the right tool for the job. Make sure the tools are in good condition before use. Turn in defective tools.
10. Dispose of all trash, waste materials in the appropriate waste containers.
11. Store gasoline in an approved NFPA container.
12. Store flammables in an approved NFPA flammable cabinet.
13. Avoid the use of unnecessary electrical extension cords.
14. Lift with your legs. Do not use your back to lift.