

SAN FRANCISCO CONSERVATORY OF MUSIC

ILLNESS & INJURY PREVENTION PROGRAM

*Committed to Maintaining a Safe and Healthy Work
Environment*

Revised October 2011

SAFETY AND HEALTH	4
OBJECTIVES OF THE INJURY AND ILLNESS PREVENTION PROGRAM	4
RESPONSIBILITY FOR SAFETY AND HEALTH	4
PROGRAM ADMINISTRATOR	4
DEPARTMENT HEADS	5
THE SAFETY COMMITTEE	5
MANAGERS AND SUPERVISORS	6
EMPLOYEES.....	6
HAZARD ASSESSMENT CONTROL	6
<i>Lifting and moving heavy objects</i>	<i>6</i>
<i>Non-carpeted floors, on C level, first and second floors</i>	<i>6</i>
<i>Environmental hazards</i>	<i>6</i>
<i>Glare</i>	<i>7</i>
<i>VDT terminals and keyboards.....</i>	<i>7</i>
<i>Copy machines and printers.....</i>	<i>7</i>
<i>Earthquakes, fire and other disasters</i>	<i>7</i>
<i>Smoking.</i>	<i>7</i>
<i>Protective Equipment.....</i>	<i>7</i>
<i>Housekeeping</i>	<i>7</i>
<i>Use of Conservatory Vehicles.....</i>	<i>7</i>
PERIODIC INSPECTIONS.....	7
<i>Accident and Hazard Investigation</i>	<i>8</i>
<i>New Matters.....</i>	<i>8</i>
<i>Personnel Reporting of Hazards</i>	<i>8</i>
MONITORING AND CORRECTING IDENTIFIED POTENTIAL SAFETY AND HEALTH CONCERNS	8
<i>Identification and Correction of Workplace Hazards.....</i>	<i>8</i>
<i>Emergencies.....</i>	<i>8</i>
COMMUNICATING ON SAFETY AND HEALTH ISSUES	9
<i>Safety Meeting.....</i>	<i>9</i>
<i>Postings.....</i>	<i>9</i>
<i>Enforcement of the Safety Program</i>	<i>9</i>
<i>Safety and Health Education</i>	<i>9</i>
<i>Accident Investigation</i>	<i>10</i>
<i>Responsibility for Accident Investigation.....</i>	<i>10</i>
<i>Correcting the Hazard and Preventing Reoccurrence.....</i>	<i>10</i>
<i>Reporting Suspicious Activity or Persons of Campus</i>	<i>10</i>
EMERGENCY RESPONSE, EVACUATION AND RELOCATION	12
IN THE EVENT OF FIRE:	12
IN THE EVENT OF AN EARTHQUAKE:	12
IN THE EVENT OF A POWER OUTAGE:	12
IN THE EVENT OF A POWER OUTAGE DURING A CONCERT:	13
IN THE EVENT OF A CHEMICAL SPILL OR BIO-HAZARD:	13
IN THE EVENT OF A THREAT OF VIOLENCE:.....	13
IN THE EVENT OF A MEDICAL EMERGENCY:.....	13
EMERGENCY EXIT PROCEDURE	14
EVACUATION PROCEDURES FOR HANDICAPPED OR DISABLED:.....	14
A GENERAL DESCRIPTION OF SAFE PRACTICES ON CAMPUS.....	15
EMERGENCY INFORMATION YOU MUST KNOW	15
PERSONAL SAFE PRACTICES	15
GENERAL SAFE PRACTICES	15
OFFICE WORK	16
EQUIPMENT SAFE PRACTICES.....	17

ELECTRICAL EQUIPMENT SAFE PRACTICES	18
SAFE PRACTICES WHEN WORKING WITH COMPUTERS.....	18
SAFE PRACTICES: MAINTENANCE.....	18
LIFTING	21
.....	21
OFFICE ERGONOMICS – BASICS.....	22
.....	22
ERGONOMIC EVALUATION VDT WORKSTATION	23
SAMPLE REPORTING FORMS.....	24
SAFETY INSPECTION REPORT - 1	25
SAFETY INSPECTION REPORT - 2	26
SAFETY INSPECTION REPORT - 3	27
REPORT OF UNSAFE CONDITION OR HAZARD	28
ACCIDENT – INJURY REPORT.....	29
SAFETY ACTION REPORT	30
SAFETY MEETING MINUTES.....	31
TRAINING VERIFICATION	32
SUPPLEMENTAL TRAINING VERIFICATION	33
SAMPLE WORKERS COMPENSATION CLAIM FORM	34
SAFETY COMMITTEE MEMBERS	35

Safety and Health

Your health, safety and well-being are of paramount concern to the Conservatory. To ensure a safe work environment, the Conservatory 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 maintained by the Program Administrator, who is the Vice President of Finance and Administration. Copies also reside with Human Resources Manager, the 4th Floor Reception Desk, Security, and the Conservatory’s website.

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 Conservatory visitors, students, faculty and staff.

Responsibility for Safety and Health

As a member of the Conservatory’s community of Staff, Faculty and Student body, you are responsible for your own safety, as well as the safety others on the premises of the Conservatory. You can share the Conservatory’s commitment to maintaining a work environment free of hazard by remaining aware of and alert to safety risks. Your participation in the Conservatory’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 Operations. 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:

- a. 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;
- b. Ensuring that faculty and staff are informed with respect to safety and health issues relevant to the workplace;
- c. Inspecting, recognizing and evaluating workplace hazards on a continuing basis to identify patterns and/or trends;
- d. Ensuring that workplace hazards are abated in a timely and effective manner;
- e. Reporting quarterly, in writing, to the Safety Committee regarding the implementation of the Program;
- f. Maintaining records regarding the implementation of the Program, including minutes of Safety Committee meetings, health and safety education records, current and superseded copies of the written Program, and reports of workplace hazards and subsequent responses;

- g. Keeping records of incidents for at least three years; and
- h. Assuring compliance with applicable federal, state and local regulations.

The Program Administrator has currently assigned the above tasks to the Human Resources Manager, 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 the Conservatory's health and safety standards within his/her department as follows:

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

The Safety Committee

The 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 composed of faculty and staff representing different departments. Each department will appoint a representative to the committee.

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 Safety Committee include:

- a. Establishing safety objectives and policies and acting as a source for suggestions on improving the Conservatory's safety record;
- b. Monitoring the effectiveness of the Program and making changes as needed;
- c. Evaluating problems and reviewing inspection reports to identify potential safety hazards;
- d. Analyzing and investigating accidents they occur;

- e. Assuring that the Program is fulfilling the Conservatory's needs;
- f. Developing topics for health and safety education;
- g. Reviewing and if warranted, acting on the health and safety suggestions from faculty and staff members;
- h. Reviewing reports of workplace hazards with the Program Administrator;
- i. Responding to reports of workplace hazards if the Program Administrator is unavailable and making recommendations concerning injury and illness prevention.

A list of current Safety Committee members is attached to the back of this document and available at the 4th floor reception desk and Security.

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 the Conservatory's safety record. Employees are expected to report immediate hazards to security. Potential safety issues should be reported to the Dean, Director of the Preparatory Department, One's supervisor, or any member of the 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 4th floor and on the student bulletin board on the 5th floor.

Hazard Assessment Control

The following are potential hazards currently recognized by the Conservatory 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.

VDT terminals 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. The Conservatory 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 the Conservatory building.

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 Conservatory Vehicles. When use of Conservatory-owned, leased or rented vehicles is required, care is taken to assure that the driver is qualified, properly licensed, trained and physically fit to operate the vehicle. Vehicles are on a routine maintenance schedule and are inspected on a regular basis. Accidents are promptly reported and investigated. Records on all Conservatory-owned or leased vehicles are maintained.

Periodic Inspections

Members of the 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 the Conservatory 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 Human Resources manager, the Dean, their department head, their manager/supervisor, the Program Administrator or member of the Safety Committee. It is the policy of the Conservatory 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. The Conservatory will conduct periodic workplace inspections to ensure that all known actual or potential hazards are corrected. The Conservatory 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 the Conservatory'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 Conservatory 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 Conservatory's Emergency Action Plan for Emergency Response instructions.

Communicating on safety and Health Issues

Safety Meeting. 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 the Conservatory to prevent similar incidents in the future; and
- Any health or safety issue deemed to require reinforcement.

These safety meetings will be documented.

The Conservatory accepts anonymous reports by employees who wish to inform the Conservatory 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. The Conservatory posts required Workers' Compensation notices and other notices regarding health and safety issues on the bulletin board in the faculty/staff lounge on the 4th floor. A brochure on Workers' Compensation is available from the Human Resources Manager.

The Cal- OSHA Log 300 (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 Conservatory safety policies and procedures will be subject to corrective action to ensure compliance. If necessary, the Conservatory 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, conservatory personnel and students are encouraged participate in first aid and other emergency training at the conservatory'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 Conservatory's 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 Reoccurrence. 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 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 Dean and the Associate Dean for Student Life when they involve the following:

- a. Staff Employees Copies to Human Resources Manager
 - b. Faculty Copies to the Human Resources Manager
 - c. Students Copies to the Dean and Associate Dean for Student Life
 - d. Student Employees Copies to the Human Resources Manager, the Dean, and Assoc. Dean for Student Life
2. A Crime 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 the Conservatory'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.
- Conservatory 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 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 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 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 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 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, Conservatory 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 "Employees 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 the Conservatory'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 the Conservatory building.
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 floors and carpets clean and uncluttered.

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.
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, thumbtacks 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 (VDT's), chairs and worktables 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

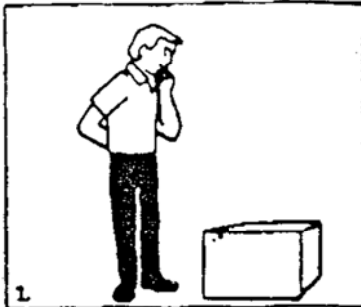
1. Keep work area clean and free of tripping hazards.
2. Clean up spills immediately.
3. Do not rush. Watch where you are walking.
4. Wear suitable clothing for the work you perform on campus.
5. Wear closed-toe shoe with slip-resistant soles

6. Climb down from an elevation. Do not jump down. Use the stairs, ladder, work-stand or stepstool 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.

Lifting

HOW TO LIFT SAFELY.

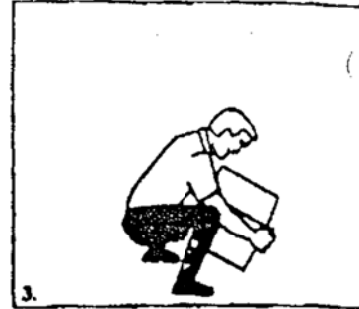
Or, "Save my aching back!"



Size it up. Can you handle it?



Stand close. Feet 8" to 12" apart.



Bend the knees. Get a good handhold. Use both leg and back muscles.



Lift load straight up. Push with your legs.



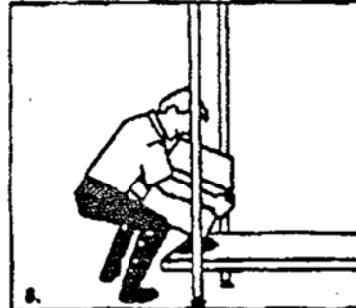
No turning or twisting.



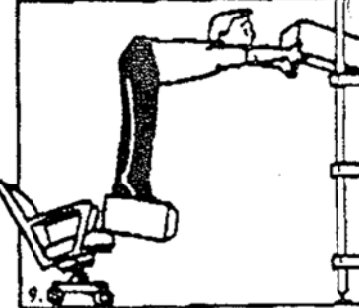
Use feet to change body position.



Set it down like you picked it up.



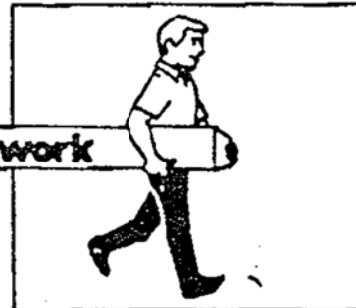
Heavy stuff should be 12" off the floor.



Don't reach too far. Use a ladder, not a chair.

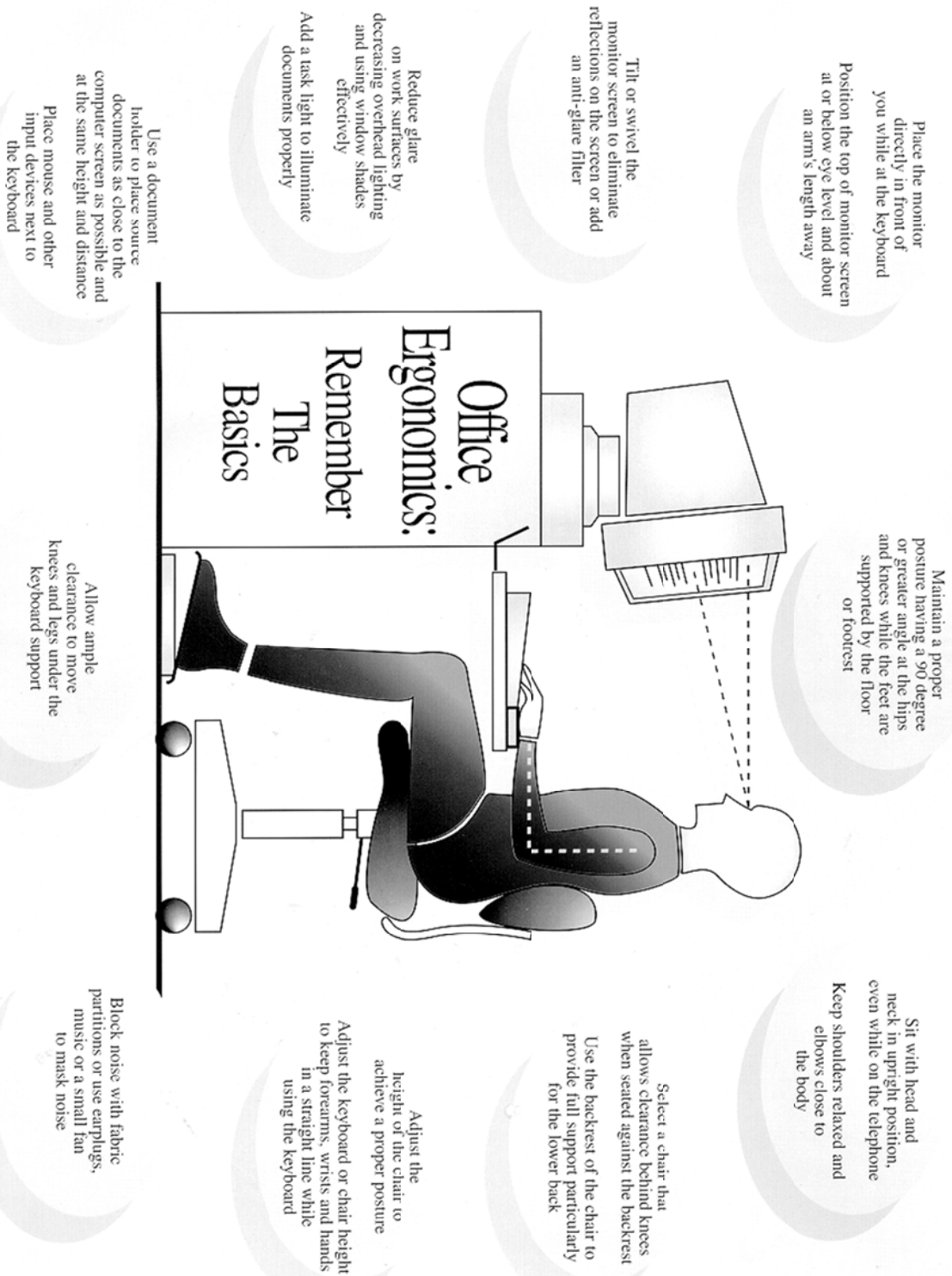


The buddy system works.



Keep your eye on your work.

Office Ergonomics – Basics



Ergonomic Evaluation VDT Workstation

Employee Name: _____

Date: _____

	Yes	No	N/A	Explain
1. Proper Posture:				
a. Head upright (not tilted forward or back)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Wrists in line with forearms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
c. Thighs horizontal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
d. Feet flat on floor or foot rest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Chair:				
a. Adjusts easily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Has a padded seat with a rounded front?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
c. Has a backrest, which is adjustable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
d. Has a seat pan that is adjustable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
e. Seat adjusts up and down?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
f. Provides lumbar support?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
g. Has five casters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
h. Fits the employee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
i. Has armrests that adjust?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Keyboard:				
a. Height adjustable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Tilt adjustable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
c. Detachable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
d. Requires minimal keying force?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
e. Does the thickness of the keyboard affect wrist posture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Mouse:				
a. At same level as keyboard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Right or left handed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Monitor/Workstation:				
a. Is there an adjustable document holder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Are glare and reflections avoided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
c. Brightness and contrast controls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
d. Arm's distance between eyes/monitor screen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
e. Top of monitor at or below eye level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
f. Sufficient space for knees and feet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
g. Biased for left or right-handed activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Vision:				
Does employee wear bifocals, special glasses or contacts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Recommendations/Workstation Enhancements

Sample Reporting Forms

The following forms are examples of forms that we use for the following:

- Safety Inspection
- Report of Unsafe Condition or Hazard
- Accident – Injury Report
- Safety Action Report
- Safety Meeting Minutes
- Training Verification
- Supplemental Training Verification

All of the following forms, which are provided for illustrative purposes, are valid and may be used; however, actual forms used may vary, depending on the department and time of revision.

Safety Inspection Report - 1

Date: _____ Name of Inspector: _____ Signature of Inspector: _____ Area Inspected: _____	Evaluations: S=Satisfactory U=Unsatisfactory NA=Not applicable to the area inspected If an unsatisfactory rating is provided for a particular item, the Conservatory's Safety Action Report (Form 4) must be completed for the item in question.	
	RATING	ADDITIONAL COMMENTS
1. <u>General Work Environment</u>		
1.1 Adequate and proper storage space for equipment, instruments and materials		
1.2 All flammable liquids stored in approved containers		
1.3 All waste materials deposited in metal containers		
1.4 Waste material containers emptied on a regular basis		
1.5 All equipment in good working condition		
1.6 Spills or breakage properly handled and cleaned up		
1.7 Electrical instruments and other equipment properly grounded		
1.8 Chairs, stools, tables in good condition to support appropriate weight		
1.9 Employees warned of hazards		
1.10 Good housekeeping standards maintained		
1.11 Storage and equipment rooms neat, organized and orderly		
1.12 Lighting and glare factors properly controlled		
1.13 Air quality and ventilation adequate		
1.14 Stairways and corridors adequately lighted and passable		
1.15 Noise maintained within acceptable levels		
1.16 Nighttime lighting adequate		
1.17 Elevators regularly inspected		
1.18 Behavioral Observations:		

Safety Inspection Report - 2

Date: _____ Name of Inspector: _____ Signature of Inspector: _____ Area Inspected: _____	Evaluations: S=Satisfactory U=Unsatisfactory NA=Not applicable to the area inspected If an unsatisfactory rating is provided for a particular item, the Conservatory's Safety Action Report (Form 4) must be completed for the item in question.	
	RATING	ADDITIONAL COMMENTS
2. <u>Fire Prevention</u> 2.1 Fire prevention equipment in working order (e.g. extinguishers automatic sprinklers).		
2.2 Fire extinguishers, sprinklers, fire exits, etc. unblocked		
2.3 Fire extinguishers recharged regularly and noted on inspection tag		
2.4 "No Smoking" procedures followed		
2.5 Smoking prohibited near flammable materials		
2.6 Behavioral Observations		
3. <u>Emergency Response</u> 3.1 Emergency telephone numbers posted		
3.2 Exit signs illuminated and posted		
3.3 First Aid supplies stocked		
3.4 Water supplies, flashlights and other emergency equipment maintained		
3.5 Earthquake, fire and other emergency procedures implemented		
4. <u>Protective Equipment and Clothing</u> 4.1 Safety clothing and equipment provided		
4.2 Safety clothing worn when required		
4.3 Safety equipment maintained in a sanitary condition		
5. <u>Vehicles</u> 5.1 Vehicles maintained in a safe condition		
5.2 Operators of vehicles are properly licensed and capable of operating safely		
6. <u>Electrical</u> 6.1 Wiring Safe		
6.2 Extension cords used appropriately and safely		
6.3 Personal heaters, coffeemakers and other appliances are checked to assure safe usage		
6.4 Electrical switches and other instruments appropriately labeled		

Safety Inspection Report - 3

[illegible]

Report of Unsafe Condition or Hazard

Optional: Employees may submit this form anonymously.

Employee's Name _____

Job Title: _____

Location of Condition Believed to Be Unsafe or Hazardous:

Date and Time Condition or Hazard Observed:

Description of Unsafe Condition or Hazard:

What Changes Would You Recommend to Correct the Condition or Hazard?

Optional:

Signature of Employee: _____ Date: _____

Conservatory Response:

Name of Person Investigating Report:

Results of Investigation (what was found?, was condition unsafe or hazardous?) (attach additional sheets if necessary):

Action Taken to Correct Hazard or Unsafe Condition, If Appropriate, or alternatively, Information provided to Employees as to Why Condition Was Not Unsafe or Hazardous (attach additional sheets, if necessary):

Signature of Person Investigating Report:

Date: _____

Accident – Injury Report

DATE: _____

Time: _____

Instructions: This report is to be used for reporting accidents, injury or property damage occurring at the SF Conservatory of Music. 1) Render <u>all</u> necessary assistance. 2) Obtain name, address and phone number of all persons involved. 3) Obtain name, address and phone numbers of all witnesses when possible. 4) Promptly complete this report: use additional paper if necessary.	
1) Name of Injured: _____ 2) Address: _____ _____ 3) Telephone: _____ 4) Date & Time of Incident: _____ / _____ / _____ _____ am pm	4) Exact Location of incident: _____ _____ 5) Identify: <input type="checkbox"/> Physical Injury <input type="checkbox"/> Property Damage <input type="checkbox"/> Illness <input type="checkbox"/> Auto Damage <input type="checkbox"/> Bodily Injury 7) Classification of Injured: <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff Member <input type="checkbox"/> Volunteer <input type="checkbox"/> Other: _____

8) Describe illness/injury/property damage (identify part of body affected):

9) Describe circumstances of illness/injury/property damage (what happened):

10) Disposition of injured:

<input type="checkbox"/> Refused aid or assistance	<input type="checkbox"/> First Aid Only	<input type="checkbox"/> Resumed Normal Activities
<input type="checkbox"/> Voluntarily left facility	<input type="checkbox"/> Doctor (name/phone) _____	
Ambulance: <input type="checkbox"/> Refused	<input type="checkbox"/> Requested (name/phone of ambulance company) _____	
<input type="checkbox"/> Hospital: (name of hospital) _____		

11) FIRST AID ADMINISTERED BY: _____

12) Witnesses:	<u>Name</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____	_____
_____	_____	_____	_____

REPORT COMPLETED BY:

Name & Title
Signature

Safety Action Report

Inspector/Manager Name_____

Telephone Extension _____

Inspector/Manager Signature_____

Date _____

[illegible]

***Note:** Hazards which pose a risk of serious or substantial injury to employees must be corrected immediately. Other hazards should be corrected as soon as reasonably possible, but not later than 15 business days from the date of discovery by management. Any deviation from these time requirements must be reported to the Program Administrator immediately.

Safety Meeting Minutes

Meeting minutes may be taken in a variety of ways but should include:

- Date & Time:
- Present:
- Not Present:
- Topics Discussed:
- Action Items:

Training Verification

Name of Employee: _____

Date Employed: _____

Position Held: _____

Name of Trainer: _____

I, _____ have been trained and instructed in the following and agree to follow all Conservatory safety and health rules, policies and procedures and have received the following written material:

<u>General Safety and Health Issues</u>	<u>Employee's Initials</u>	<u>Trainer's Initials</u>
1. The Conservatory's Injury and Illness Program	_____	_____
2. The Conservatory's Safety Practices	_____	_____
3. General Safe Working Practices	_____	_____
4. _____	_____	_____
5. _____	_____	_____

<u>Hazards Specific to Employee's Job</u>		
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Employee's Signature

Date

I, _____, have trained or instructed _____ in all of the above-noted categories. I also observed the employee performing his/her job tasks on _____ (date and observed him/her performing in a safe and healthful manner in accordance with this training and instruction.

Trainer/Instructor

Date

Supplemental Training Verification

I, _____, provided training in the following subject(s) and distributed to employees in attendance the following written materials.

Signature of Training Instructor

Date

I attended the training session and received the written materials described above.

Employee Name

Employee Signature

Date

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Sample Workers Compensation Claim Form

State of California
Department of Industrial Relations
DIVISION OF WORKERS' COMPENSATION



Estado de California
Departamento de Relaciones Industriales
DIVISION DE COMPENSACIÓN AL TRABAJADOR

WORKERS' COMPENSATION CLAIM FORM (DWC 1)

PETITION DEL EMPLEADO PARA DE COMPENSACIÓN DEL TRABAJADOR (DWC 1)

Employee: Complete the "Employee" section and give the form to your employer. Keep a copy and mark it "Employee's Temporary Receipt" until you receive the signed and dated copy from your employer. You may call the Division of Workers' Compensation and hear recorded information at (800) 736-7401. An explanation of workers' compensation benefits is included as the cover sheet of this form.

You should also have received a pamphlet from your employer describing workers' compensation benefits and the procedures to obtain them.

Empleado: Complete la sección "Empleado" y entregue la forma a su empleador. Quédese con la copia designada "Recibo Temporal del Empleado" hasta que Ud. reciba la copia firmada y fechada de su empleador. Ud. puede llamar a la División de Compensación al Trabajador al (800) 736-7401 para oír información grabada. En la hoja cubierta de esta forma esta la explicación de los beneficios de compensación al trabajador.

Ud. también debería haber recibido de su empleador un folleto describiendo los beneficios de compensación al trabajador lesionado y los procedimientos para obtenerlos.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

Toda aquella persona que a propósito haga o cause que se produzca cualquier declaración o representación material falsa o fraudulenta con el fin de obtener o negar beneficios o pagos de compensación a trabajadores lesionados es culpable de un crimen mayor "felonia".

Employee—complete this section and see note above **Empleado—complete esta sección y note la notación arriba.**

1. Name. *Nombre.* _____ Today's Date. *Fecha de Hoy.* _____
2. Home Address. *Dirección Residencial.* _____
3. City. *Ciudad.* _____ State. *Estado.* _____ Zip. *Código Postal.* _____
4. Date of Injury. *Fecha de la lesión (accidente).* _____ Time of Injury. *Hora en que ocurrió.* _____ a.m. _____ p.m.
5. Address and description of where injury happened. *Dirección/lugar dónde ocurrió el accidente.* _____
6. Describe injury and part of body affected. *Describe la lesión y parte del cuerpo afectada.* _____
7. Social Security Number. *Número de Seguro Social del Empleado.* _____
8. Signature of employee. *Firma del empleado.* _____

Employer—complete this section and see note below. **Empleador—complete esta sección y note la notación abajo.**

9. Name of employer. *Nombre del empleador.* _____
10. Address. *Dirección.* _____
11. Date employer first knew of injury. *Fecha en que el empleador supo por primera vez de la lesión o accidente.* _____
12. Date claim form was provided to employee. *Fecha en que se le entregó al empleado la petición.* _____
13. Date employer received claim form. *Fecha en que el empleado devolvió la petición al empleador.* _____
14. Name and address of insurance carrier or adjusting agency. *Nombre y dirección de la compañía de seguros o agencia administradora de seguros.* _____
15. Insurance Policy Number. *El número de la póliza de Seguro.* _____
16. Signature of employer representative. *Firma del representante del empleador.* _____
17. Title. *Título.* _____ 18. Telephone. *Teléfono.* _____

Employer: You are required to date this form and provide copies to your insurer or claims administrator and to the employee, dependent or representative who filed the claim within one working day of receipt of the form from the employee.

Empleador: Se requiere que Ud. feche esta forma y que provée copias a su compañía de seguros, administrador de reclamos, o dependiente/representante de reclamos y al empleado que hayan presentado esta petición dentro del plazo de un día hábil desde el momento de haber sido recibida la forma del empleado.

SIGNING THIS FORM IS NOT AN ADMISSION OF LIABILITY

EL FIRMAR ESTA FORMA NO SIGNIFICA ADMISION DE RESPONSABILIDAD

☐ Employer copy/Copia del Empleador

☐ Employee copy/Copia del Empleado

☐ Claims Administrator/Administrador de Reclamos

☐ Temporary Receipt/Recibo del Empleado

Safety Committee Members

Seth Ducey, Production Manager (503-6257)

Jeff Fisher, Director of Information Systems (503-6274)

Rodney Linebarger, Assistant Librarian (503-6256)

Pamela Fry, Collegiate Faculty (503-6353)

Sima Kouyoumdjian, Preparatory Faculty (503-6568)

David Mitchell, Chief Facilities Engineer (503-6218)

Michael Patterson, Human Resources Manager (503-6237)

Jason Smith, Associate Dean for Student Life (503-6281)

Tony Vella, Assistant Chief Engineer (503-6370)

Kathryn Wittenmyer, VP of Finance and Administration (503-6223)