



San Jose' State University

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Compliance Unit

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In This Issue, Features:

- Asbestos Notification..... 1
- Campus Safety Committee.....2
- Risk Specialist Welcome.....2
- Pre-designated Physician.....3
- Hurt on the Job?.....3
- HazMat Inspection.....4

News and Notes:

- Defensive Driving.....2
- Ergonomic Evaluations.....2
- First Aid Cutting Edge.....3
- Solvent Solutions.....4

SafetyWorks

SafetyWorks is published quarterly by Safety and Risk Services

Spring 2003

Vol. 1 Issue 2

ANNUAL CAMPUS ASBESTOS NOTIFICATION

San Jose' State University has an Asbestos Management Plan to provide the procedures for asbestos work and employee protection. This plan complies with requirements of the California Code of Regulations (CCR), and all asbestos-related activities shall adhere to procedures described in this plan: Title 8, Section 1529 Construction Safety Order and Section 5208 General Industry Safety Orders.

Asbestos is most hazardous when it is friable. The term "friable" means that the asbestos is easily crumbled by hand, releasing fibers into the air. Asbestos-containing ceiling tiles, floor tiles, undamaged laboratory cabinet tops, shingles, fire doors, etc. will not release asbestos fibers unless they are disturbed or damaged in some way. For example, if an asbestos ceiling tile is drilled or broken it may release fibers into the air. If it is left alone and not disturbed, it will not. If there is uncertainty if a material is asbestos containing or not, assume that it is until it is verified otherwise. It is important to remember to never drill, hammer, cut, saw, break, damage, move, or disturb any Asbestos Containing Material (ACM) or suspected materials.

At SJSU, asbestos is most likely to be found in ceiling tiles in buildings built prior to 1981, insulation around pipes and boilers, joint compound, ceiling insulation, sprayed on fire proofing and insulation, and most 9 inch floor tiles.

SJSU is committed to a policy of safety and effectively managing asbestos on campus. The university maintains a staff of certified professionals at FD&O who conduct building material surveys, coordinate and supervise asbestos construction activities, perform air monitoring and provide training. Asbestos survey results listing specific locations where ACM may be encountered within your building, detailed procedures for working with asbestos and bulk air monitoring sample analysis results are available to any SJSU employee. If you have any specific questions related to this information, please contact the Compliance Unit at 408-924-2155.

PLEASE CIRCULATE THIS NEWSLETTER WITHIN YOUR DEPARTMENT!!

CAMPUS SAFETY ADVISORY COMMITTEE

San Jose' State University is committed to reducing hazards on campus. A Presidential-directed Campus Safety Advisory Committee meets monthly to discuss safety concerns from all parts of the campus. The committee's key goals are to:

1. Serve as liaison between employees and managers on safety issues, allowing employees to discuss safety concerns and recommend possible action to resolve those concerns.
2. Suggest methods of dealing with corrective measures mandated by state, local and federal safety agencies, so that campus operation is not impaired; recommend time frames for completion of corrective measures.
3. Periodically communicate completed actions, findings and recommendations regarding campus safety to groups represented on the committee.
4. Develop and review proposed campus safety policies and represent a group opinion of the proposed policy.

To find out who your representative is to discuss safety concerns in your area, see the current Campus Safety Advisory Committee member list located at the HR website: http://www.sjsu.edu/hr/forms/safetyrisk/Campus_Safety_Advisory_Committee.pdf.



WELCOME!

The Human Resources Service Group welcomed George Sabino, new Risk & Insurance Specialist, to campus in February. George brings over 15 years of Risk and Insurance experience to SJSU.

Hello Campus Community,

I am available to help campus departments obtain insurance such as special events liability insurance and foreign travel liability insurance. To obtain information and forms for both special events liability insurance and foreign travel liability insurance, visit the Human Resources website at

<http://www.sjsu.edu/hr/safetyrisk>

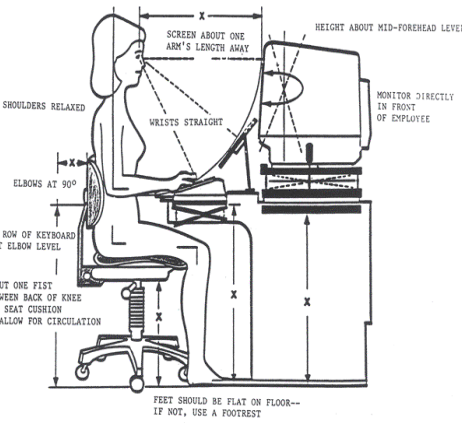
The website information will help expedite the process and allow me to get the coverage you need to hold your event or provide coverage for your travel.

Please try and allow 30 days or more, if possible, to obtain coverage through our insurance carriers. More information will be added to the site in the near future on other related risk topics. I look forward to working with you. Please feel free to call me anytime.

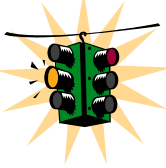
Thank You,

George Sabino, Risk and Insurance Specialist

Voice: 924-2151, **E-mail:** gsabino@sjsu.edu



news & notes



Defensive Driver Training

All University employees who operate State vehicles or drive privately owned vehicles on official state business (State vehicles include electric carts) are required to take this course. Call Safety and Risk Services at 924-2150 to register.

• Upcoming Courses: 2003

March 12 UPD 332
08:00 AM - 11:30 AM
12:30 PM - 4:00 PM

April 18 BBC 106
08:00 AM - 11:30 AM
12:30 PM - 4:00 PM



Ergonomic Evaluations

- To request a computer workstation evaluation, contact Michaux Burchard at 924-2155 or E-mail michaux.burchard@sjsu.edu

- For on-line help or office ergonomic setup tips. Type the following link into your web browser.

<http://www.healthycomputing.com/office/setup/>

WORKERS' COMPENSATION CORNER

By: Rick Casillo, Workers' Compensation Specialist



"That's a pretty nasty cut. I'm afraid it might leave a scar."

news & notes

FIRST AID: ON THE CUTTING EDGE

When you get a cut or scrape on the job, treat it immediately. Even a scratch, left untreated, can get infected or result in blood poisoning. Don't delay treatment until break time or until you get home. Here are some tips from the American Medical Association on the care of minor cuts and abrasions:

- Never put your mouth over a wound or breathe on it. This just gives germs an opportunity to infect it.
- Don't allow fingers or any soiled material, such as a used handkerchief, to touch the wound.
- Immediately clean the area with soap and warm water, wiping away from the wound.
- Hold a sterile pad firmly over the wound until the bleeding stops. Bandage the wound and replace the bandage as necessary to keep the area clean and dry.

WE'RE ALL RESPONSIBLE FOR SAFETY

You know that OSHA, the U.S. Occupational Safety and Health Administration, makes the company responsible for complying with many regulations designed to protect your safety. But did you know that OSHA also assigns you a number of very important safety responsibilities? According to OSHA, you must:

- Follow OSHA and company safety and health rules.
- Use assigned personal protective equipment.
- Report hazardous conditions to your supervisor.
- Report job-related injuries or illnesses to your supervisor and get medical attention.
- Take safety training seriously.

HURT ON THE JOB?

Workers' Compensation is a state-mandated, employer-paid benefit for all University employees with work-related injuries and illnesses. This includes everything from minor first-aid type injuries to more serious accidents. The key is whether the injury or illness is caused by your job.

What should I do if I am hurt on the job?

Notify your supervisor immediately. Your supervisor should provide you with an Employee's Claim for Workers' Compensation Benefits form (*DWC Form 1*). Your supervisor will arrange for medical treatment and file the necessary reports. Prompt reporting is the key. Benefits should be automatic; however, nothing can happen until your supervisor knows about the injury. Insure your right to benefits by reporting every injury, no matter how slight.

MEDICAL TREATMENT

CHOOSING A PRIMARY TREATING PHYSICIAN

What is the role of the primary treating physician?

Your treating doctor will decide what type of medical care you'll receive for your injury or illness, determine when you can return to work, refer you to specialists if necessary, and write medical reports that will affect the benefits you receive.

SJSU employees have been pre-authorized to go to the Student health Center and San Jose Medical Center Emergency Department (after business hours) for treatment. If additional treatment is required beyond the first visit, those SJSU approved facilities have been instructed to refer employees to an appropriate approved specialist or facility.

Can I choose the doctor who will treat me for my job injury or illness?

if, prior to an injury, you provided the University written notice (Designation of Personal Physician Form) of the name of your personal physician or personal chiropractor who maintains your records of prior care, then you may go to this doctor for treatment immediately after your injury.

This form (Designation of Personal Physician Form) can be obtained from the Workers' Compensation Specialist and is also available at the Safety & Risk Services web site: <http://www.sjsu.edu/hr/safetyrisk/index.html>

For more information regarding Workers' Compensation benefits, please contact:

Rick Casillo, Workers' Compensation Specialist, phone 924-2149; fax: 924-2144; e-mail: rick.casillo@sjsu.edu

HazMat Corner By: Chandra Gowda, Hazardous Materials Specialist

Solving Solvent Problems: Don't let solvents clean your clock!

Solvents are common and useful substances in the workplace. They're used for everything from cleaning and degreasing to removing paint and softening and dissolving other materials. But most solvents contain hazardous chemicals and can be dangerous if not used safely. The hazards associated with the use of solvents include the danger of fire or explosion and the potential for physical illnesses.

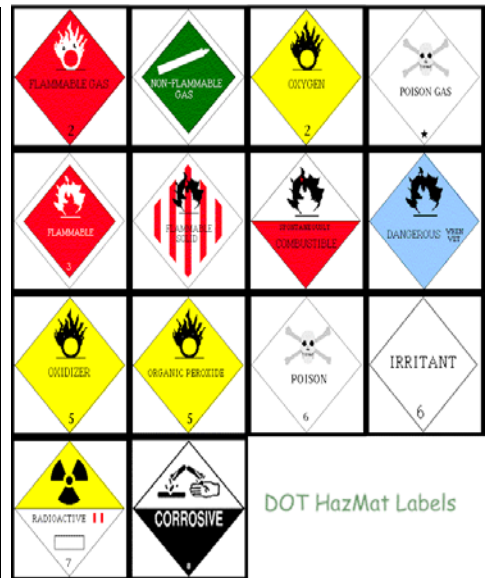
Be sure to take these precautions when working with solvents:

- Use appropriate personal protective equipment (PPE) such as goggles and gloves. With some solvents you may also need a respirator.
- Read the label and the material safety data sheet (MSDS) and use appropriate ventilation.
- Keep solvent containers tightly sealed and transfer solvents only into approved containers.
- Don't smoke in work areas where solvents are used and make sure there are no other ignition sources.
- Don't wear contact lenses when working with or around solvents, they can trap or absorb vapors.

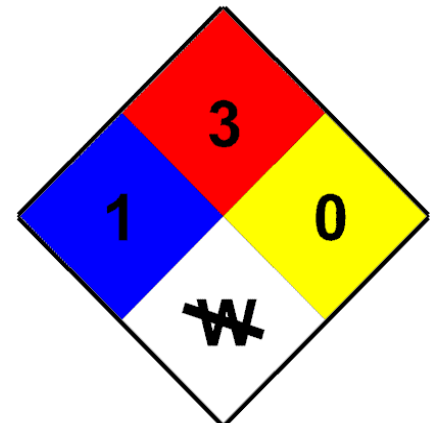
If you store chemicals in your work area, you are required to self-inspect your work area. Use the attached checklist to ensure adequate compliance, storage, and disposal practices are in place.

WORKPLACE INSPECTION CHECKLIST FOR HAZARDOUS MATERIALS & OR HAZARDOUS WASTE

		Y	N	N/A	COMMENTS/ DATE CORRECTED.
HAZARDOUS MATERIALS					
1	Original product names (or full chemical names) and hazards clearly identified on labels.				
2	Containers of non-hazardous substances (e.g., water) labeled explicitly to avoid confusion.				
3	Incompatible chemicals (including solids) segregated by DOT hazard classes at the minimum.				
4	All segregated chemicals (liquids) should be kept in secondary containment.				
5	No hazardous materials stored next to or above sinks.				
6	All chemical containers capped and sealed, except when actively adding or removing materials from them.				
7	Flammable liquids (including flammable liquid wastes) not stored outside of a storage cabinet if in excess of 5 to 10 gallons.				
8	MSDSs and chemical inventory list are readily accessible.				
9	Employees have completed hazard communication training				
10	Full-size cylinders chained/ strapped 1/3rd and 2/3rd.				



		Y	N	N/A	COMMENTS/ DATE CORRECTED.
HAZARDOUS WASTE					
1	Waste containers are sturdy, routinely inspected for leaks, compatible with the waste, and kept closed (i.e., no funnels left sticking out) using screw caps or other tight-fitting closure.				
2	Containers are labeled with "HAZARDOUS WASTE WORKPLACE ACCUMULATION IDENTIFICATION" label listing all the necessary information which includes the initial date of accumulation, physical state, hazardous properties, contents/constituents (including approx. concentration and % by volume), generator name and phone number, etc.				
3	Not stored for more than 9 months from the initial date of accumulation.				
4	All hazardous waste / retrograde materials for disposal reported to Safety & Risk Services through pick up forms for timely pick-up.				
5	Red bags are only used for infectious/ bio-hazardous wastes, no other wastes.				
*	All surplus chemicals, unwanted chemicals, chemicals of no use, deteriorated chemicals, chemicals not used for more than a decade/ never going to be used in future should be reported to Safety & Risk Services as retrograde materials.				



SITE SPECIFIC INFORMATION

1					
2					
3					

Note: If you have any questions regarding HAZMAT/ HAZWASTE, please call: Chandra Gowda @ 924-2152 or email: cgowda@sjsu.edu

HMIS Label

ACETONE

1	Health
3	Flammability
0	Reactivity
C	Protective Equipment

HAZARD RATING

4 EXTREME	1 SLIGHT
3 SERIOUS	0 MINIMAL
2 MODERATE	