



## The Injury & Illness Prevention Program

San José State University

Environmental Health & Safety

One Washington Square

San José, California

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## REGULATORY AUTHORITY

The California State University recognizes Environmental and Occupational Health & Safety as an integral function throughout The California State University system.

In accordance with Executive Order 1039 of the California State University, its officers and employees are responsible for developing and maintaining injury & illness prevention programs, and ensuring that activities and tasks are performed in a manner that reasonably control hazards that can cause injury or illness.

The requirements of the Injury & Illness Prevention Program are codified within the California Labor Code, Section 6401.7 and the California Code of Regulations, Title 8, Section 3203 of the General Industry Safety Orders.

### 1. ADMINISTERING AGENCY

The administering agency is the State of California, Department of Industrial Relations, Division of Occupational Safety and Health, (Cal/OSHA).

### 2. SCOPE

This Policy applies to all San José State University employees, volunteers, students and visitors. It applies to all University programs and activities wherever they occur on or off-campus. University auxiliary and affiliate organizations are responsible for applying similar practices to their respective businesses and activities.

### 3. POLICY

San José State University is dedicated to providing a safe and healthful, accessible and sustainable environment for its faculty, staff, students, and visitors.

It is the policy of the University to maintain, insofar as it is reasonably within its control to do so, a campus environment for faculty, staff, students and the public that will not adversely affect their health and safety nor subject them to avoidable risks of accidental injury or illness.

*No student or employee will be required to perform any task that is determined to be unsafe or unreasonably hazardous.*

While the overall responsibility for campus health and safety rests with the President, the immediate responsibility for workplace health and safety belongs to each campus employee who performs a supervisory role. In addition, individual employees are responsible for preventing campus accidents.

Accordingly, all faculty and staff are to ensure that safe and healthful conditions and work practices are provided and followed within the areas under their control, and all members of the campus community are to cooperate fully with all aspects of the campus health and safety program.

### 4. OBJECTIVES

When properly designed and implemented, an effective Injury & Illness Prevention Program will assist management in determining what hazards exist in the workplace, how to correct hazards that may occur, and what steps to take to prevent them from recurring.

When the University has established an effective system for providing employee injury & illness prevention, the following objectives can be achieved:

- Management is able to prevent many hazards from occurring through regular self-inspections.
- Employees know to report potentially hazardous conditions without fear of reprisal and that their reports will be given prompt and serious attention.
- Workplace equipment is maintained in safe and good working condition.
- Management has established procedures to investigate any workplace accidents or near-miss incidents and reported injuries and illnesses.
- Hazards are corrected as soon as possible after they are identified.
- Employees have received general safety and health rules which are written and apply to everyone.
- The University has developed safe and healthful work practices for each specific job performed by its employees.
- The University has established disciplinary procedures which help ensure that safety rules and work procedures are put into practice and enforced.
- The University has established a written plan for what employees will do in case of emergency.

## 5. RESPONSIBILITIES

At San José State University, the President has delegated overall program management to the Director of Environmental Health & Safety (EH&S Director). The EH&S Director is responsible for the development, implementation and maintenance of the program under the direction of the Associate Vice President of Facilities Development & Operations Department within the Administration & Finance Division.

The EH&S Department has a web presence located at <http://www.sjsu.edu/fdo/departments/ehs/>. Employees can also access IIP Program information through this link (programs are listed on the right side under “Navigate”).

### a. Environmental Health & Safety

It is the responsibility of the EH&S Director to develop, implement, manage and maintain the Injury & Illness Prevention Program. This includes the following responsibilities as outlined below:

- Provide consultation to Department Deans, Directors, Chairpersons and Coordinators regarding program compliance.
- Consult on issues of hazard identification and evaluation; procedures for correcting unsafe conditions; systems for communicating with employees; regularly scheduled safety meetings; employee training programs; compliance strategies; and recordkeeping.
- Provide centralized monitoring of campus-wide activities on a consultative basis in the areas of biological safety, chemical hygiene, emergency preparedness, fire safety, hazard communication, hazard identification, hazardous materials management, industrial hygiene, medical surveillance, occupational safety, pest management, public health & sanitation, radiation safety, risk management, and safety education & training.
- Maintain centralized environmental and employee monitoring records, allowing employee access as directed by law.
- Provide access to the written IIP Program within five business days after receiving a request for access from an employee or designated representative. An electronic copy can be accessed by the public at <https://www.sjsu.edu/fdo/departments/ehs/ipp/index.html>.

### b. Deans, Directors, Department Chairs, Department Heads

It is the responsibility of Deans, Directors, Department Chairs and Department Heads to develop departmental procedures to ensure effective compliance with the Injury & Illness Prevention Program and other University health and safety policies as they relate to operations under their control. Specific areas include employee and student education and training, identification and correction of unsafe conditions, and recordkeeping. Specifically these individuals will:

- Develop and maintain written departmental procedures and ensure that each supervisor adheres to adopted procedures.
- Develop and implement an education and training program designed to instruct employees and students in general safe work practices as well as instructions specific to their job duties. Such education and training shall take place prior to the employee or student being assigned to potentially hazardous employment.
- Instruct employees and students in the recognition and avoidance of unsafe conditions, including hazards associated with non-routine tasks and emergency operations. Permit only those employees or students qualified by training to operate potentially hazardous equipment. Do not assume that newly hired, newly assigned or reassigned employees or students comprehend all safety procedures associated with the new job duties.
- Develop a system of recordkeeping to document all employee and student education and training activities. Such records should include, but not be limited to, employee and student injuries, incident reports, and complaints or grievances involving safety issues.
- Develop and maintain an inventory of hazardous materials present in all work areas within the department.
- When ordering suspected hazardous materials or equipment, request on the Requisition Form a Safety Data Sheet (SDS), where one is not already available, or equipment safety procedure.
- Post in a conspicuous location appropriate safety notices or procedures.
- Develop methods, as appropriate, to inform outside contractors' employees who work in areas under department jurisdiction of the hazards to which those employees may be exposed.

- Designate staff that will be responsible for serving as the department safety coordinator, acting as liaison with Environmental Health & Safety and advising the department head on issues relating to environmental health & safety within the department.

**c. Principal Investigators & Supervisors**

Develop local area procedures to ensure effective compliance with the Injury & Illness Prevention Program as it relates to operations under their control.

Specific areas of responsibility include:

- Employee and student education and training, identification and correction of unsafe conditions, and recordkeeping.
- Develop and maintain written workplace procedures which conform to campus and departmental guidelines.
- Ensure that each employee adheres to adopted procedures.
- Instruct employees and students in the recognition and avoidance of unsafe conditions, including hazards associated with non-routine tasks and emergency operations.
- Permit only those employees or students qualified by training to operate potentially hazardous equipment. Do not assume that newly hired, newly assigned or reassigned employees or students comprehend all safety procedures associated with the new job duties.

**d. Department Safety Coordinators**

Department Safety Coordinators (DSCs) are appointed by each Dean, Director, Department Chair or Department Head and are critical to the effective implementation of the Injury & Illness Prevention Program.

The DSC will:

- Assist the Dean, Director, Department Chair or Department Head in the development and implementation of a College or department Injury & Illness Prevention Program.
- Serve as liaison with Environmental Health & Safety and other associated campus departments.
- Obtain safety and health information and conduct or arrange for education and training of employees as related to workplace hazards.
- Conduct periodic safety inspections of facilities, equipment and projects to identify unsafe conditions and practices.
- Make recommendations and initiate corrective actions regarding identified hazards or deficiencies.
- Serve as liaison for the department on matters pertaining to inspections, accident/injury investigations, personnel safety education and training, reports, technical consultants and as the primary department resource person for coordinating these activities.
- Insure maintenance of department records related to training, accident/injury, monitoring or other pertinent data.

**Table 1 Department Safety Coordinators**

#0	College / Department	Buildings / Facilities	Dean / Department Head	Department Safety Coordinator	Alternates
1	College of Science	Duncan Hall Science Building	Michael Kaufman, Dean  Miri VanHoven, Associate Dean	Randy Kirchner Chemical Safety Officer	
2	College of Engineering	Engineering Building Industrial Studies Building	Sheryl Ehrman Dean Nicole Okomoto Associate Dean	Neil Peters Administrative Analyst/Specialist	
3	Student Housing Services	Joe West Hall, Campus Village I & II, Washburn Hall Dining Commons	Eric Rollerson Director, Student Housing	Margaret Hom Associate Director, Student Housing	
4	Facilities Development & Operations	Corporation Yard Central Plant	Jim Kari Senior Director, Maintenance & Operations	Vacant Associate Director of Operations	

#0	College / Department	Buildings / Facilities	Dean / Department Head	Department Safety Coordinator	Alternates
			Matt Nymeyer, Director, Environmental Health & Safety	Aaron Klemm Senior Director of Utility Operations	
5	College of the Humanities & the Arts	Art Building Foundry IS Building Hugh Gillis Hall	Shannon Miller Dean	Jim LeFever Director, Theater Operations Keya Edwards, Facilities & Safety Coordinator	Jordan Shepard Central Shops Technician Steve Davis Foundry
6	Student Union, Inc.	Aquatics Center Event Center Student Union	Jim Kari Facilities Director		
7	College of Health and Human Sciences	Central Classroom Building Industrial Studies Building	Audrey Shillington Dean Matthew Masucci, Associate Dean	Michael Vitolo, Laboratory/Facilities Support Technician	
8	University Police Department	Parking Structures, All campus buildings	Michael Carroll Chief of Police	Frank Belcastro Captain Michael Edwards Emergency Coordinator	Michael Santos, Police Captain

#### e. Employees

Employees are responsible for reading and complying with procedures and guidelines provided by their supervisors.

Employees are encouraged to inform their supervisors of workplace hazards without fear of reprisal. If there is a perception that this is not possible, workplace hazards may be reported to Environmental Health & Safety

Employees shall attend established education and training sessions and are expected to understand and comply with all applicable safety requirements. Failure to comply with established safety rules may be reflected in performance evaluations and may lead to disciplinary action.

Employees are responsible for asking questions of their supervisors when there is concern about an unknown or hazardous situation.

#### f. Students

Students are expected to always adhere to safety practices presented by faculty, technical staff, student assistants, graduate assistants or other authorized individuals. They must also report workplace hazards that become known to them, to their supervisors or other responsible parties.

### 6. COMPLIANCE GUIDELINES

All employees shall adhere to safe and healthy work practices defined by established campus and departmental safety and health guidelines. Failure to do so will result in the initiation of disciplinary measures defined in the University Progressive Disciplinary Action Plan.

### 7. SAFETY COMMUNICATIONS

Methods of communicating with employees on matters relating to health and safety are established as summarized below:

#### a. Managers and Supervisors

Managers and supervisors will encourage employees to report any unsafe or unhealthful conditions they discover without fear of reprisal.

#### b. Safety Training

The University provides training for employees based on their general work requirements. Topics include New Hire Orientation, First Aid/CPR/AED, Hazard Communication, Emergency Preparedness and Defensive Driver training.

Departments provide job specific training for employees prior to assignment on a new job or when work assignments change. Refresher training is provided based on regulatory requirements for topics such as Confined Space Entry, Lockout, Asbestos Management and Lead Management.



### **c. Sumtotal™ Learning Management System**

The Learning Management System, Sumtotal™, is deployed as the EH&S online learning management system for the University. The Sumtotal library contains online training courses in environmental protection and occupational health & safety topics.

**To logon to Sumtotal™ from MS Internet Explorer™.**

- 1) Go to SJSU Environmental Health & Safety Home Page at <http://www.sjsu.edu/fdo/departments/ehs/>
- 2) Select **Training** and select [Log in to Sumtotal™ Training](#).
- 3) Enter your nine-digit SJSU Account One Employee ID Number and Password.
- 4) Select the “self” icon at the top left to view your learning registrations.
- 5) Your training record is automatically maintained in the Sumtotal system at the completion of the course.

### **d. The Campus Safety Advisory Committee**

The Campus Wide Safety Committee is established to achieve and maintain effective communications between labor and management and to resolve health and safety related problems. The committee is led by the Environmental Health and Safety and Human Resources Department.

The Director of EH&S coordinates the scheduling of committee meetings and provides an agenda and minutes of each meeting, solicits agenda items from committee members and identifies resources for resolving complex safety issues in coordination with the appropriate campus administrators.

Meetings are held quarterly.

Safety committee meetings are referenced in the following collective bargaining agreements. Designated representatives from the bargaining units are members.

- CSU Employees Union (CSUEU) Collective Bargaining Agreement Article 23.9  
CSUEU Units 2, 5, 7, and 9
- California Faculty Association (CFA) Collective Bargaining Agreement Article 37.8  
CFA Unit 3
- State Employees Trades Council (SETC) Collective Bargaining Agreement Article 28.12  
SETC Safety Steward Unit 6
- Academic Professionals of California (APC) Bargaining Agreement Article 31.8  
APC Unit 4

Other members may be drawn from representatives of campus departments and auxiliary organizations that could include

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- Human Resources
- Environmental Health & Safety
- University Police / Emergency Preparedness
- Student Housing Services
- Associated Students
- Spartan Shops
- Student Union and the Event Center

### **e. Unit 6 – Management Safety Committee**

Unit 6– Management Safety Committee is established to achieve and maintain effective communications between labor and management and to resolve health and safety related problems. It is referenced in the State Employees Trades Council Collective Bargaining Agreement Article 28.12

The Committee is coordinated by the EH&S Director within the Facilities Development and Operations Department and meets on an ad hoc basis.

Equal representatives of management and bargaining unit members are represented on the committee.

### **f. Department Safety Coordinators**

Assist the Dean, Director, Department Chair or Department Head in the development and implementation of a College or department Injury & Illness Prevention Program.

## 8. ENVIRONMENTAL HEALTH & SAFETY INSPECTIONS

A health and safety inspection program is essential in order to reduce unsafe conditions that may expose faculty, staff, students and visitors to incidents that could result in injury to individuals or damage to property.

### a. Scheduled Workplace Inspections

It is the responsibility of each department to ensure that a regular and systematic inspection process be scheduled for all departmental areas. It is recommended that departmental safety coordinators and other knowledgeable employees be assigned to conduct these inspections.

A General Safety Inspection Checklist in Appendix I may be used to facilitate the inspection process.

The College of Science, College of Engineering, and the College of the Humanities & the Arts, perform a "Laboratory Audit" for the management of hazardous materials in collaboration with the Environmental Health & Safety Department. The audits are scheduled during each semester. Appendix II contains a model "Laboratory Audit" form. EH&S assists and accompany colleges and departments in "Laboratory Audits" each semester of areas where hazardous materials are stored, used and disposed.

### b. Scheduled Workplace Inspections by the Office of the State Fire Marshal

Title 19 of the California Code of Regulations requires that all State Buildings be inspected annually by the Office of the State Fire Marshal. EH&S accompanies the Deputy State Fire Marshal during the inspection of all buildings and rooms for fire safety compliance and coordinates the completion of corrective actions campus wide.

**Table 2 Scheduled Health and Safety Inspections**

#	Inspection Type	Areas Inspected	Inspection Frequency & Schedule	Responsible Departments	Regulatory Reference
1	<b>Public &amp; Life Safety</b>	All Campus Buildings and Grounds	Annual	FD&O, UPD & EH&S	OSHA, Fire Code, Public Safety
2	<b>Hazardous Materials Storage, Use and Disposal Audit</b>	College of Science Duncan Hall & Science Building College of Engineering Student Union, Event Center, Aquatic Center Central Plant, Corporation Yard University Police & Parking	Fall and Spring Semesters (minimum) (SJSU EH&S Audit Form Appendix I)	Colleges and Departments in Collaboration with EH&S	Santa Clara County Hazardous Materials Ordinance OSHA
3	<b>Hazardous Materials Storage, Use and Disposal Inspections</b>	College of Science Duncan Hall & Science Building College of Engineering College of Humanities & the Arts Central Plant, Corporation Yard Laboratories, Art Studios	Weekly (waste storage) Monthly CUPA Inspection Form	Each Department	Santa Clara County Hazardous Materials Ordinance OSHA

## 9. REPORTING WORK RELATED INJURIES & ILLNESSES

The Key Elements of the Human Resources Policy on Occupational Injury or Illness Reporting are described here.

**Report the injury immediately to your Appropriate Administrator or his/her designee.**

Within 24 hours, the Appropriate Administrator or his/her designee completes the employer's report form and provides a copy of the workers' compensation claim form to the employee.

Fax the forms to HR at 408-924-2144. Send originals in campus mail to HR/Safety m/s 0046.

In case of emergency dial 911 for paramedic assistance or 924-2222 for University Police Department.

**Seek immediate medical treatment.**

For minor injuries requiring first aid only, employees should go to Student Health Center (SHC).

Call (408) 924-6122 for general information.

For medical treatment beyond first aid, employees should go to Concentra Medical Clinics.

Monday – Friday 7:00am to 7:00pm.

Located at: 1901 Monterey Road, San José, CA 95112,

Phone: (408) 477-8080

For all injuries after hours and on weekends, employees are authorized to go to O'Connor Hospital Emergency Department.

Located at: 2105 Forest Avenue, San José, CA 95128,

Telephone: 408-947-2500

**Provide all Physician medical Work Status Reports to your Appropriate Administrator or his/her designee and the Workers' Compensation Specialist in Human Resources.**

**For more information or questions contact ...**

Workers' Compensation Specialist in Human Resources,

State of California Division of Workers' Compensation Information & Assistance Unit at 1-800-736-7401

### **Injury Report Forms:**

[Employer's Report of Occupational Injury or Illness](#) (PDF):

The appropriate administrator will write a description of the accident using the employee's own account of the incident and submit to Human Resources Department.

[Workers' Compensation Claim Form \(DWC 1\) and Notice of Potential Eligibility:](#)

Provide the injured employee with this form. When the employee completes and returns this form to you, forward it on to Human Resources Department.

## **10. ACCIDENT INVESTIGATION**

Minor injuries incurred on the job will be reported to the immediate supervisor of the injured employee for arrangement of medical care and to perform an investigation. Minor injuries and illnesses are treated at the Student Health Center on campus. Medical records are maintained there. Minor injury means first aid, not requiring medical treatment or work limitations or time away from work.

Serious occupational injuries, illness or death of an employee occurring on the job or in connection with the job must be reported to University Police, who will in turn notify EH&S immediately.

"Immediately" means within eight (8) hours of when the supervisor knows or should have known that the injury or illness is serious.

"Serious injury or illness" for purposes of this reporting requirement is defined as one that requires inpatient hospitalization for more than 24 hours for other than observation, a loss of a member of the body (amputation) or a serious degree of permanent disfigurement.

EH&S will contact Cal/OSHA as required by law.

The supervisor, from the injured employee's department, will investigate the circumstances of the incident to determine the cause.

The OSHA Log 300 of Injuries and Illnesses is maintained by the Human Resources Department.

## **11. HAZARD CONTROL PROCEDURES**

### **Inspection and Audit Reports**

Upon completion of scheduled inspections and audits, all findings will be prepared in writing and submitted to department chairs and EH&S. Corrective action or a suitable timetable for elimination of a hazard (where appropriate) is the responsibility of the department. EH&S will assist by obtaining expert assistance in the development of corrective actions and University-wide funding where appropriate and necessary.

### **Hazard Classification**

Once identified, hazards will be ranked according to both consequence or severity and probability or frequency of occurrence as defined in Table I. Prioritization of abatement actions will be based on the ranking scheme. Serious violation and hazards should always be given top priority and be corrected immediately or consideration should be given to stopping operations affected by the violations or hazards.

**Table 3**

### **Hazard Classification Hierarchy**

Order of Priority	Consequence (Severity)	Probability of Injury Occurrence
1	Imminent danger exists. Capable of causing death, possibly multiple deaths, widespread occupational illness and loss of facilities.	Probable
2	Severe injury, serious illness property and equipment damage	Reasonably probable
3	Minor injury, illness or equipment damage may result	Remote
4	First aid care	Extremely Remote

### Imminent Hazard Situations

Individuals conducting a safety inspection or audit shall immediately notify the Department Chair/Head or the EH&S Office, as appropriate, if a condition exists that presents an imminent hazard to health or safety. The Department Chair/Head shall inform all employees of any such imminent hazard(s) that cannot be corrected immediately and ensure that all necessary precautions are taken to prevent mishaps.

An imminent hazard is any condition or practice where there is reasonable certainty that a hazard exists that can be expected to cause death or serious physical harm immediately or before the hazard can be eliminated through normal corrective measures; e.g. an employee is working on an electrical line without shutting off the power.

### Hazard Control Hierarchy

Effective hazard control follows the hierarchy established in Table 2. The most effective means of control is, if possible, to eliminate the hazard. If this cannot be accomplished, the next most effective means is to engineer out the hazard by such means as to providing exhaust ventilation or machine guards as an example. If this is not feasible, warnings must be given such as communicated in signs, labels or alarms. Training and administrative controls, such as personal protective equipment, should be considered as the last resort when all other means of control are not effective.

**Table 4  
Hierarchy of Controls  
From Most to Least Effective**

1	<b>Elimination or Substitution</b> – Reduce energy, speed, less hazardous materials.
2	<b>Engineering Controls</b> – Ventilation, machine guarding, interlocks.
3	<b>Warnings</b> – Odor in natural gas, signs, labels, horns, beepers.
4	<b>Training and Administrative Controls</b> – Job procedures, rotation of workers, lockout, and confined space entry.
5	<b>Personal Protective Equipment</b> – Safety Glasses, respiratory protection, back belts, ear plugs.

## 12. EMPLOYEE HEALTH & SAFETY TRAINING

Effective dissemination of safety training, rules and procedures is important to the success of the Injury & Illness Prevention Program. It is necessary to provide training for employees concerning general safe work practices as well as specific instruction with respect to hazards unique to each employee's job assignment. Each supervisor will ensure that all new employees receive general and specific training prior to assignment on a new job.

Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace which represents a new hazard or whenever the supervisor receives notification of a new or previously unrecognized hazard. All training will be documented in writing. Topics, participants and dates will all be recorded and kept on file within each department.

### a. New Hire Orientation and the Injury & Illness Prevention Program.

All new employees receive their initial orientation to the Injury & Illness Prevention Program during New Hire Orientation provided by EH&S office via the Sumtotal Learning Management System. The topics covered in the training include the following:

#### Table 5 New Hire Orientations

New Hire Orientation	
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<ul style="list-style-type: none"> <li>• The Injury &amp; Illness Prevention Program</li> <li>• Employee Right to Know and Right to Access Information and Medical Records</li> </ul>	<ul style="list-style-type: none"> <li>• Injury &amp; Illness Reporting Requirements.</li> <li>• Reporting and Correcting Unsafe Conditions.</li> </ul>
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**b. General Safe Work Practices for Specific Departments**

Facilities Development & Operations, Student Housing Services, and the University Police Department have developed job specific training for new hires that includes awareness to hazards that are tailored to the inherent hazards found within the department.

**Table 6 Facilities Development and Operations**

<b>Facilities Development and Operations Trades and Grounds Employees</b>	<b>New Hire Orientation and Hazard Awareness 8 Hours</b>
<ul style="list-style-type: none"> <li>• CSU IIPP</li> <li>• Defensive Driving</li> <li>• Hazard Communication</li> <li>• Lockout Tagout</li> <li>• Slips, Trips, and Falls</li> <li>• Fire Prevention and Safety</li> <li>• Asbestos Awareness</li> <li>• Hand and Power Tool Safety</li> <li>• Fall Protection</li> <li>• Lead Awareness</li> </ul>	<ul style="list-style-type: none"> <li>• Workplace Safety Orientation</li> <li>• Respiratory Protection</li> <li>• Bloodborne Pathogens Awareness</li> <li>• Confined Spaces</li> <li>• Powered Cart Safety</li> <li>• Powered Industrial Truck Safety</li> <li>• Electrical Safety</li> <li>• Ladder Safety</li> </ul>

<b>Facilities Development and Operations Custodial Employees</b>	<b>New Hire Orientation and Hazard Awareness 8 Hours</b>
<ul style="list-style-type: none"> <li>• CSU IIPP</li> <li>• Defensive Driving (Day shift only)</li> <li>• Hazard Communication</li> <li>• Slips, Trips, and Falls</li> <li>• Fire Prevention and Safety</li> <li>• Asbestos Awareness</li> <li>• Hand and Power Tool Safety</li> <li>• Fall Protection</li> <li>• Lead Awareness</li> </ul>	<ul style="list-style-type: none"> <li>• Workplace Safety Orientation</li> <li>• Bloodborne Pathogens Awareness</li> <li>• Powered Cart Safety</li> <li>• Powered Industrial Truck Safety</li> <li>• Electrical Safety</li> <li>• Ladder Safety</li> </ul>

**Table 7 Student Housing Services**

<b>Student Housing Services Maintenance and Custodial Employees</b>	<b>New Hire Orientation and Hazard Awareness 8 Hours</b>
<ul style="list-style-type: none"> <li>• CSU IIPP</li> <li>• Defensive Driving</li> <li>• Hazard Communication</li> <li>• Slips, Trips, and Falls</li> <li>• Lockout Tagout</li> <li>• Fire Prevention and Safety</li> <li>• Asbestos Hazard Awareness</li> <li>• Hand and Power Tool Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Fall Protection</li> <li>• Workplace Safety Orientation</li> <li>• Bloodborne Pathogens Awareness</li> <li>• Confined Space Entry</li> <li>• Lead Awareness</li> <li>• Powered Cart Safety</li> </ul>

**Table 8 University Police Department**

<b>University Police Department</b>	<b>New Hire Orientation and Hazard Awareness</b>
<ul style="list-style-type: none"> <li>• Emergency Response and Spill Control (HAZWOPER)</li> <li>• Fire Prevention</li> <li>• Respiratory Protection</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid and CPR w/AED</li> <li>• Bloodborne Pathogens</li> <li>• Defensive Driving</li> </ul>

**c. Safety Education & Training**

Specialized training dealing with an employee's unique job assignment is developed by each supervisor. It is the responsibility of each supervisor to understand his/her employee's job tasks and related hazards. EH&S has identified specialized job specific training on campus as detailed in the table below:

**Table 9 Job Specific Training**

Training Topic	Employees at Risk	Training Duration	Training Frequency	Training Provider
Bloodborne Pathogens	Health Care Providers Trades, Grounds, Custodial, Student Housing Services, UPD	1 hour	Annual Refresher	Student Wellness Center FD&O Operations
Asbestos Workers	Trades Employees	8 hours	Annual Refresher	EH&S, Contractor
Lead Paint Workers	Trades Employees	8 hours	Annual Refresher	EH&S, Contractor
Hazardous Materials and Waste Handlers	Laboratory Technicians EHS Specialists	1 hour	Annual Refresher	EH&S
Lockout Tagout	Plumbers, Electricians, HVAC Mechanics Central Plant Operators	1 hours	Annual Refresher	EH&S
Confined Space Entry	Plumbers, Electricians HVAC Mechanics Carpenters	1 hours	Annual Refresher	EH&S
Fall Protection	Plumbers, Electricians HVAC Mechanics Painters, Carpenters Grounds Keepers	1 hour	Annual Refresher	EH&S, IIPP Training for FD&O
Hearing Conservation	Plumbers, Electricians HVAC Mechanics Painters, Carpenters Grounds Keepers	1 hour	Annual Refresher	EH&S, IIPP Training for FD&O
Mobile Equipment Operators Aerial Lifts, Scissor Lifts, Fork Lifts	Plumbers, Electricians HVAC Mechanics Painters, Carpenters Grounds Keepers	3 hours (initial) 1 hour (refresher)	3 years	EH&S, Sumtotal Online
Respiratory Protection	Plumbers, Electricians HVAC Mechanics Painters, Carpenters Grounds Keepers	1 hour	Annual Refresher	EH&S, IIPP Training for FD&O Annual Fit Testing Training
Defensive Driving	All employees that drive University vehicles or their own vehicle on University business.	1 hour	4 years	CSU Sumtotal Online

**13. RECORDKEEPING**

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other activities and incidents relevant to occupational safety and health.

**a. Campus Accidents, Injuries & Illnesses**

It is essential that all accidents, injuries & illnesses occurring either on University property or at off-campus University sponsored events are maintained and analyzed by Risk Management. Complete records of all incidents involving bodily injury and property damage accidents involving students and/or visitors are maintained and analyzed for accident

prevention and campus liability purposes by Risk Management. It is essential that all such incidents be reported immediately and in writing to Risk Management.

Reports of accident and injury incidents may be generated by the UPD (accidents involving the campus community, traffic accidents, state driver accidents, etc.), Radiation Safety Office, Housing Office (resident accidents, intramural sports, etc.), Athletic Department and Student Health Services (student injuries, doctor's first report of industrial injury or illness, etc.).

Statistics and other information from these records are available to departments for use in accident prevention efforts. In addition, departments should also maintain and analyze records of accidents occurring in their own area of operations.

### **b. Occupational Injuries & Illnesses**

The University will record and report within five (5) days every employee injury or illness unless disability resulting from such injury or illness does not last through the day or does not require medical service other than minor first-aid treatment. Records of occupational injuries and illnesses will be kept on file in Human Resources and will be made available for review by Cal/OSHA at any time, for a period of five (5) years.

The Cal/OSHA summary for the previous year will be posted by Human Resources in conspicuous places throughout campus for review by employees.

Employee injuries and illnesses will be recorded and analyzed each calendar quarter by Human Resources. These statistics are first submitted to the CSU Office of the Chancellor and from there to the Governor's Safety and Workers' Compensation Program in Sacramento.

### **c. Employee Exposure Records**

Each employee exposure record will be preserved and maintained for at least thirty (30) years except for certain background data to workplace monitoring and certain biological monitoring results. Such records include workplace monitoring or measuring of a toxic substance or harmful physical agent; biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems; material safety data sheets; and in the absence of the above, a chemical inventory or any other record which reveals where and when used and the identity of a toxic substance or harmful physical agent.

Departments using any regulated carcinogens have additional reporting and recordkeeping requirements under Cal/OSHA.

### **d. Medical Records**

The medical record for each employee will be preserved and maintained for at least the duration of employment plus thirty (30) years except for certain health insurance claims records, first aid records, or the medical records of employees who have worked for less than one (1) year if they are provided to the employee upon termination of employment. Such records include medical and employment questionnaires or histories; the results of medical exams and lab tests; medical opinions, diagnoses, progress notes, and recommendations; first aid records; descriptions of treatments and prescriptions; and employee medical complaints.

### **e. Documentation of Activities**

Essential records, including those legally required for workers' compensation, insurance audits and government inspections will be maintained for as long as required. The University will also keep records of steps taken to establish and maintain the Injury & Illness Prevention Program.

They must include:

- Records of scheduled and periodic inspections to identify unsafe conditions and work practices. The documentation includes the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and the corrective action(s) taken. These records will be maintained for at least three years.
- Documentation of health and safety training for each employee. Specifically, employee name or other identifier, training dates, type(s) of training and the name of the training provider will be included. Records will be retained for at least three years.
- Training records will be kept in each department and in EH&S as appropriate.

## **14. EMPLOYEE ACCESS TO EXPOSURE & MEDICAL RECORDS**

The University recognizes that employees and their designated representatives and authorized representatives of the Chief of the Division of Occupational Safety and Health (Cal/OSHA) have a right of access to relevant exposure and medical records. Such access is necessary to yield both direct and indirect improvements in the detection, treatment and

prevention of occupational disease. Whenever an employee or designated representative requests access to a record, the University shall assure that access is provided in a reasonable time, place and manner.

## **15. WORK SPECIFIC PROGRAMS**

Programs incorporated into the overall campus Injury & Illness Prevention strategy exist for which EH&S has established oversight. This helps ensure that adequate environmental health & safety measures are taken. Existing programs are outlined below:

### **a. Laboratory Safety: College of Science.**

The College of Science Safety Committee and Safety Office provide for the review of teaching projects, research activities and facilities involving the acquisition, use, storage and disposal of chemical and bio hazardous agents. The Safety Committee is chaired by the associate dean of the college. The Committee has oversight of safe laboratory work practices and the safe storage and disposal of chemical and biological agents. The Safety Office performs periodic audits of laboratories in collaboration with the EH&S Office.

EH&S staff members accompany college & department representatives in their walkthrough audits of lab spaces for the purpose of advising the research staff about physical and chemical hazards routinely found in research lab settings. Problems connected with chemical storage, waste management, earthquake preparedness, electrical hazards, and personal protection are a focus of the inspection.

### **b. Laboratory Safety: College of Engineering.**

The College of Engineering coordinates chemical and biological laboratory safety through the Office of the Dean in collaboration with the EH&S Office. The associate dean directs the college safety coordinator to ensure that teaching projects, research activities and facilities involving the acquisition, use, storage and disposal of chemical and bio hazardous agents are managed safely. Laboratory safety audits are conducted in collaboration with the EH&S Office.

EH&S staff members accompany college & department representatives in their walkthrough audits of lab spaces for the purpose of advising the research staff about physical and chemical hazards routinely found in research lab settings. Problems connected with chemical storage, waste management, earthquake preparedness, electrical hazards, and personal protection are a focus of the inspection.

### **c. Contractor Safety**

The Planning, Design Construction Office of the Facilities Development & Operations Department incorporates Contractor Safety as an integral element of the construction contract and provides that contractors and their employees, when on University premises, perform their work in accordance with federal, state and local regulations in such a manner as to complement the campus' efforts to prevent accidents and control losses. The University has established a uniform policy and rules to be followed when having work performed by contractors and service representatives. Acceptance of these rules and agreement to honor them is included in all contracts awarded to independent contractors.

### **d. Emergency Preparedness**

The campus Emergency Preparedness Program administered by UPD provides for a consistent and adequate means of handling a variety of emergencies. The goals of the program are the preservation of life, the protection of property, and continuity of campus operations. University personnel, students and the public are informed of and included in the preparedness and response strategy. The campus Emergency Management Plan outlines the actions to be taken by the University in response to emergency situations, including:

- Emergency escape routes and procedures for evacuations;
- Procedures for employees who must remain to operate critical operations before they can evacuate the facilities;
- Procedures to account for all employees following the evacuation;
- Procedures for employees who are involved with rescue and medical duties;
- Means of reporting fires and other types of emergencies; and
- Names or job titles of persons who can be contacted about the emergency action plan.

### **e. Campus Safety & Violence in the Workplace**

The University Police Department is committed to providing a safe and secure learning environment through professional, progressive and superior police, emergency, transportation and educational services in alliance with the campus community. The campus safety plan and program activities are located on the [UPD website](#).



## **f. Fire & Life Safety**

The Fire and Life Safety Program administered by the Facilities Development & Operations Maintenance department provides for a fire prevention plan; established practices and procedures to control potential fire hazards and ignition sources; installation and maintenance of fire protection equipment and systems; regular portable fire extinguisher inspections and maintenance; and employee training on the use of fire extinguishers and fire protection procedures.

The Office of the State Fire Marshal conducts an annual Fire Prevention Inspection of all buildings on campus in accordance with Title 19 of the California Code of Regulations. The inspection focus is on maintaining a clear means of egress, electrical power distribution systems, fire alarm system testing and the removal of any accumulation of combustibles. The EH&S Office coordinates the inspection schedule with the Office of the State Fire Marshal and the campus community as well as ensuring that corrective action is taken to remedy infractions found during the inspection.

## **g. Hazard Communication**

The Hazard Communication Program administered by EH&S provides for:

- A list of hazardous substances used in each workplace;
- A system of labeling containers;
- Material safety data sheets for each hazardous substance used; and
- A comprehensive training program for employees that use hazardous materials.

## **h. Hazardous Materials Management**

Hazardous Material Management is administered by EH&S and provides that employees are trained in the safe procurement, transportation, handling, storage and disposal of hazardous chemicals. To this end, adequate safety equipment is provided in the workplace and properly maintained; employees are required to use personal protective equipment and clothing when handling chemicals; hazardous materials are properly labeled and stored; safe emergency response procedures have been established; ventilation equipment is properly used and maintained; and hazardous wastes are managed in a safe and efficient manner.

## **i. Industrial Hygiene**

The campus Industrial Hygiene Program administered by EH&S provides for personal monitoring and environmental testing in order to identify, monitor and control potentially harmful substances and physical agents in the campus environment. Specific attention is paid to such areas as noise, personal protective equipment & clothing, medical monitoring, ergonomics, indoor air quality, and exposure to toxic materials. The success of this program requires that the University develop the capability to:

- Recognize the environmental stresses which present a potential hazard and understand their effects on employees;
- Evaluate on the basis of experience and with the aid of quantitative measurements, the magnitude of those stresses; and
- Prescribe methods to reduce, control or eliminate such stresses.

## **j. Occupational Health & Safety**

The campus Occupational Safety Program administered by EH&S provides for safe working/walking surfaces, adequate illumination, proper maintenance of tools and other equipment, proper guarding of machinery, an electrical safety program, a lockout/tag out procedure for all energized systems, safe use and storage of compressed gas, a confined space entry procedure, equipment and procedures for the safe handling of materials, and a vehicle and driver safety program.

- Asbestos in Construction Materials
- Bloodborne Pathogens Control Program
- Confined Space Entry Program
- Driver Safety
- Electrical Safety & Energy Control – Lockout Tagout
- Ergonomics
- Fall Prevention
- Job Hazard Analysis and Personal Protective Equipment Selection
- Lead in Paint Program

- Machine Shop Safety
- Hearing Conservation
- Respiratory Protection

**k. Pest Management**

The Pest Management Program, administered with the Grounds and Landscaping department within FD&O and coupled with Student Housing, provides for the control of insect, rodent and other pest infestations in work, residential, food establishment, agricultural and landscape areas. Facility inspections; medical monitoring and training programs for users; safe procurement, transportation, storage, use and disposal of pesticides; recordkeeping; and application of environmentally safe control measures are maintained.

**l. Food Sanitation**

The Food Sanitation Program is managed by the Student Housing and Student Union Auxiliaries and provides for regular inspections of all housing and food establishments on campus to ensure that operations and facilities are in conformance with state and local public health codes.

**m. Drinking Water Quality**

The purity of all drinking and swimming pool water is monitored by EH&S and coupled with the FD&O Plumbing department and the Aquatics Center to guard against the presence of harmful bacteria and other water contaminants. The university maintains a permit to operate a drinking water distribution system with the State Water Resources and Control Board, which ensures that the system is properly maintained and that water quality is tested periodically for harmful bacteria and other contaminants, such as lead and copper.

**n. Radiation Safety**

The Radiation Safety Program managed by the College of Science provides for the safety of personnel, students and the public during operations involving ionizing, ultra-violet, laser and microwave radiation sources. Working in conjunction with the Radiation Safety Committee and guidelines approved in the University's broad scope license with the State Department of Radiological Health, the College of Science coupled with EH&S, administers the radiation safety program to ensure that all exposures to radioactive sources are kept to a level as low as reasonably achievable.

**o. Risk Management**

The Risk Management Program, managed within the Finance department, provides for the establishment and administration of self-insurance funds; maintenance of insurance broker and insurance company relationships; assessment of risk, risk costs and coverage, and acquiring coverage; development and implementation of risk management and loss control policies; liaison with the State Office of Insurance and Risk Management; and coordination of a variety of risk management operations on the campus.

**16. ANNUAL REPORT**

The EH&S Director shall provide an Annual Health and Safety Program Report to the University President with a copy to the System wide Office of Risk Management in accordance with the CSU Executive Order 1039. Items to consider for the report include:

- Review of significant events
- Program trends
- Status reports for key program areas (e.g. training, inspections etc.)
- Performance data

**17. PROGRAM REVIEW**

The Injury & Illness Prevention Program is reviewed annually and updated to reflect changes in campus environments and management systems by EH&S.

**18. DOCUMENT HISTORY & CONTROL**

The San José State University Injury & Illness Prevention Program described herein supersedes all prior written Injury & Illness Prevention Program documents.

Rev #	Document Revision History	Document Controller	Reviewer	Date
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01	To align the IIPP in accordance with CSU Model IIPP and CSU EO 1039	David Krack, Director Environmental Health & Safety	Mark Loftus, Manager Risk Management	August 9, 2013
02	Update the IIPP	David Krack, Director Environmental Health & Safety	Matt Nymeyer, Interim Associate Director, Environmental Health & Safety	October 10, 2017
03	Update the IIPP	Matt Nymeyer, Director, Environmental Health & Safety	Lisa Torralba, Environmental Compliance Specialist	December 6, 2019
04	Update to include employee access to IIPP-Cal OSHA update	Lisa Torralba, Environmental Compliance Specialist	Matt Nymeyer, Director, Environmental Health & Safety	March 15, 2021
05	Add Covid Prevention Procedures addendum	Matt Nymeyer, Director EHS	None	June 30, 2023

## Appendix I General Safety Checklist

San José State University	Building: _____
Environmental Health & Safety	Department: _____ Date: _____

This checklist is meant to be a guide to help you identify a potential hazard in your work area and to have the hazard corrected. Contact the SJSU Environmental Health & Safety should you have questions in applying these standards to your work area.

OK	Action needed	#	Item Description	Comment
		1	Are exits routes clear and accessible?	
		2	Are cabinets taller than 4 feet secured to prevent tipping, falling, or collapsing?	
		3	Are aisles, passageways, and corridors kept clear of cabinets and furniture?	
		4	Are extension cords in good repair and not worn, frayed, abraded, or wires exposed?	
		5	Cords, cables, and wires kept clear and do not create a tripping hazard?	
		6	Is there a portable fire extinguisher within at least 75' feet of travel and easily accessible?	
		7	The fire extinguisher is inspected monthly?	
		8	Are fire rated doors kept closed and are not blocked open by wedges or other material?	
		9	Is your work area free of excessive debris and obstructions?	
		10	Is lighting adequate to perform regular job tasks and egress safely?	
		11	Have you received health and safety training at time of hire, when transferred to a new assignment having a new hazard or exposure, or whenever a new hazard or exposure is introduced into the workplace?	
		12	Are labels on hazardous substance containers legible, dated, and identified as to its hazards and content?	
		13	Is there a Material Safety Data Sheet (MSDS) readily available for each hazardous substance used? For MSDS access go to: <a href="http://hq.msdsonline.com/csuedusl/Search/Default.aspx">http://hq.msdsonline.com/csuedusl/Search/Default.aspx</a>	
		14	Are flammable, combustible or toxic chemicals kept in closed containers when not in use?	
		15	Are you aware to report any obvious hazard to life and property to your supervisor, Department Chair, or EHS as soon as reasonable or correct the problem yourself?	
		16	Are emergency telephone numbers posted where they can be readily found in case of an emergency?	



<b>Date</b>		
<b>College / Department</b>		
<b>Principal Investigator / Faculty</b>		
PI / Faculty Telephone Number		
PI / Faculty email address		
<b>Building Name</b>		
<b>Lab Room Number</b>		
<b>Lab Safety contact person</b>		
Lab Safety contact telephone number		
Lab Safety contact email address		
Lab phone number		
<b>Lab Type</b>	<b>Chemistry / Biology / Radiation / Biosafety / Laser / Animal</b>	
<b>Chemical Types Present</b>		
___ Acutely Hazardous Substances (Carcinogens, Acute Toxins, Reproductive Toxins)	___ Flammables	
___ Regulated Carcinogens	___ Explosives	
___ Pyrophorics	___ Peroxide Formers	
___ Water Reactive	___ Corrosives	
<b>Personnel Present for audit</b>		
<b><u>Name (Print)</u></b>	<b><u>Email Address</u></b>	
1. Lead Auditor:	Email Address:	
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		



0	Documentation & Training		Comments
1	Lab Safety Manual accessible to all laboratory personnel.	OK__ Not OK__ N/A__	
2	Initial Lab Safety Training documented.	OK__ Not OK__ N/A__	
3	Lab Specific Safety Training documented.	OK__ Not OK__ N/A__	
4	Hazardous Waste Handling Training documented.	OK__ Not OK__ N/A__	
5	Fire Safety Training documented.	OK__ Not OK__ N/A__	
6	Laboratory incidents documented.	OK__ Not OK__ N/A__	

0	Hazard Communication		Comments
1	MSDS accessible (hardcopy or online)	OK__ Not OK__ N/A__	
2	Containers Labeled with contents (full name, hazard warning and date. No chemical formulas for name.)	OK__ Not OK__ N/A__	
3	Current chemical inventory accessible.	OK__ Not OK__ N/A__	
4	Chemical storage cabinets labeled (i.e. corrosive, flammable)	OK__ Not OK__ N/A__	

0	Emergency & Safety Information		Comments
1	Emergency information posted in the laboratory.	OK__ Not OK__ N/A__	
2	NFPA fire diamond posted.	OK__ Not OK__ N/A__	

0	Fire Safety		Comments
1	Storage clearance from ceiling is 18" from sprinklers, 24" without sprinklers.	OK__ Not OK__ N/A__	
2	Fire extinguisher present/charged/accessible/tag updated/signage visible.	OK__ Not OK__ N/A__	



0	General Safety		Comments
1	Exits/aisles/corridors are not blocked (24" minimum width)	OK__ Not OK__ N/A__	
2	Laboratory doors kept closed.	OK__ Not OK__ N/A__	
3	Safety shower & eyewash station accessible within 10 seconds travel time (travel distance not to be greater than 100 feet)	OK__ Not OK__ N/A__	
4	Emergency shower / Eyewash station inspected monthly.	OK__ Not OK__ N/A__	
5	Clearance area around safety shower at least 16" in each direction. Signage clearly visible.	OK__ Not OK__ N/A__	
6	First aid kit <del>present</del> , stocked and without expired products.	OK__ Not OK__ N/A__	
7	Chemical spill material or kit available, spill procedures known to staff.	OK__ Not OK__ N/A__	
8	Gas cylinders secured upright with double chains to a stable structure (i.e. wall or with clam shell/frame casing).	OK__ Not OK__ N/A__	
9	Gas cylinder valve protection cap in place when not in use.	OK__ Not OK__ N/A__	
10	Refrigerators/freezers labeled with food and drink specifications.	OK__ Not OK__ N/A__	
11	Sink available for hand washing.	OK__ Not OK__ N/A__	

0	Personal Protective Equipment (PPE)		Comments
1	Closed-toe shoes and long pants worn by laboratory personnel.	OK__ Not OK__ N/A__	
2	Lab coats worn.	OK__ Not OK__ N/A__	
3	Gloves worn.	OK__ Not OK__ N/A__	
4	Eye Protection worn.	OK__ Not OK__ N/A__	
5	Adequate supply of specialty PPE available (i.e. UV/IR glasses, face shields, lab aprons, cryogenic gloves.)	OK__ Not OK__ N/A__	
6	PPE contaminated with hazardous materials disposed of as Hazardous Waste.	OK__ Not OK__ N/A__	

OK = Compliant; Not OK = Not Acceptable; N/A = Not Applicable to this laboratory





0	Housekeeping		Comments
1	No food or drink in lab areas.	OK__ Not OK__ N/A__	
2	Secondary containment provided for floor storage of glass bottles that contain chemicals.	OK__ Not OK__ N/A__	
3	Minimal glassware on bench top.	OK__ Not OK__ N/A__	
4	Minimal glassware in sink.	OK__ Not OK__ N/A__	
5	Minimal glassware in fume hood.	OK__ Not OK__ N/A__	
6	Proper waste disposal of sharps (broken glass, pipettes, needles, razors, et al.)	OK__ Not OK__ N/A__	
7	Sharp containers less than ¾ full.	OK__ Not OK__ N/A__	

0	Chemical Storage & Compatibility		Comments
1	Less than 10 gallons of flammables located outside flammable storage cabinet	OK__ Not OK__ N/A__	
2	Maximum of 55 gallons flammable liquids per flammable storage cabinet, maximum of 3 flammable storage cabinets per lab/fire area. Bottom shelf reserved for secondary containment. Do not store on bottom shelf.	OK__ Not OK__ N/A__	
3	Flammable storage refrigerator/freezer approved and labeled	OK__ Not OK__ N/A__	
4	Minimal acids stored outside corrosive cabinet	OK__ Not OK__ N/A__	
5	Strong acids and strong bases stored in secondary containers	OK__ Not OK__ N/A__	
6	Incompatible materials properly segregated	OK__ Not OK__ N/A__	
7	Chemicals stored safely (e.g. seismic restraints.)	OK__ Not OK__ N/A__	
8	Combustible materials not stored with flammable chemicals	OK__ Not OK__ N/A__	
9	Chemical storage cabinets clearly labeled (i.e. flammables, corrosives.)	OK__ Not OK__ N/A__	
10	Chemical containers in good condition	OK__ Not OK__ N/A__	
11	Corrosive chemicals stored below eye level	OK__ Not OK__ N/A__	
12	Ethers and other peroxide formers dated	OK__ Not OK__ N/A__	
13	Water reactive chemicals segregated, contained, and labeled	OK__ Not OK__ N/A__	
14	Carcinogens segregated and stored in designated areas.	OK__ Not OK__ N/A__	
15	Pyrophoric chemicals segregated, contained, and labeled	OK__ Not OK__ N/A__	

OK = Compliant; Not OK = Not Acceptable; N/A = Not Applicable to this laboratory





0	Fume Hoods		Comments
1	Air Flow Measurements Certified within one year	OK__ Not OK__ N/A__	
2	Proper sash height indicated	OK__ Not OK__ N/A__	
3	Sash at or below marked approval level	OK__ Not OK__ N/A__	
4	Sash stoppers functional where present	OK__ Not OK__ N/A__	
5	Hood illumination functional	OK__ Not OK__ N/A__	
6	Audible/visual alarm functional	OK__ Not OK__ N/A__	
7	Minimal clutter in hood (equipment, chemicals)	OK__ Not OK__ N/A__	
8	Functional fume hood not used for storage	OK__ Not OK__ N/A__	

0	Biosafety Cabinets		Comments
1	Certified within one year	OK__ Not OK__ N/A__	

0	Chemical Waste Disposal & Transport		Comments
1	Safety cans available and labeled for disposal of solvents.	OK__ Not OK__ N/A__	
2	Containers available and labeled for disposal of hazardous waste.	OK__ Not OK__ N/A__	
3	Waste manifests or tags attached to waste cans, containers.	OK__ Not OK__ N/A__	
4	Chemical waste containers in good condition and kept closed (i.e. no funnels in place).	OK__ Not OK__ N/A__	
5	Sturdy cart available for transport of hazardous waste as needed.	OK__ Not OK__ N/A__	
6	Hazardous waste in secondary containment.	OK__ Not OK__ N/A__	
7	Designated hazardous waste storage areas.	OK__ Not OK__ N/A__	
8	Chemical wastes collected at Satellite Accumulation Areas are disposed when full or within 270 days, whichever is sooner.	OK__ Not OK__ N/A__	
9	Dry hazardous waste double-bagged in transparent bags.	OK__ Not OK__ N/A__	
10	Hazardous chemicals/materials not found in regular trash.	OK__ Not OK__ N/A__	

OK = Compliant; Not OK = Not Acceptable; N/A = Not Applicable to this laboratory



0	Seismic Safety		Comments
1	Shelving and file cabinets 5' or over anchored/bolted	OK__ Not OK__ N/A__	
2	Storage shelves have seismic restraints (e.g. lips, bars, bungee cords)	OK__ Not OK__ N/A__	
3	High overhead storage is secured	OK__ Not OK__ N/A__	
4	Heavy items stored on lower shelves	OK__ Not OK__ N/A__	

0	Mechanical & Electrical Safety		Comments
1	Moveable parts guarded on equipment as appropriate	OK__ Not OK__ N/A__	
2	Electric panel accessible	OK__ Not OK__ N/A__	
3	Nothing posted on electric panel	OK__ Not OK__ N/A__	
4	Plugs, cords, outlets in good condition	OK__ Not OK__ N/A__	
5	No overloaded outlets, no daisy-chained power strips	OK__ Not OK__ N/A__	
6	Extension cords only present for immediate use and do not pose trip hazards (i.e., taped down, covered)	OK__ Not OK__ N/A__	
7	Power strips secured off the floor and away from liquids	OK__ Not OK__ N/A__	
8	No power cords found under doors, carpets, or through ceilings	OK__ Not OK__ N/A__	

0	Plumbing Cross Connections, Sinks and Drains		Comments
1	Air gap between water tap and open tank, container or vessel.	OK__ Not OK__ N/A__	
2	Transparent "P Traps" kept clear of sediments and debris.	OK__ Not OK__ N/A__	
3	Chemical Wastes collected in containers for wastes materials only. Do not pour wastes down a drain.	OK__ Not OK__ N/A__	

**Instructions:**

Items in need of a corrective action are assigned a person responsible with a date due in the "Comments" section of the "SJSU Laboratory Safety Audit Checklist".

Completed audit checklists are retained for 3 years from the date of the audit.

This audit checklist is retained by \_\_\_\_\_

Office Building \_\_\_\_\_ Room \_\_\_\_\_

OK = Compliant; Not OK = Not Acceptable; N/A = Not Applicable to this laboratory

## Appendix III Code of Safe Practices for the Skilled Trades

### General [PLATE A-3 CODE OF SAFE PRACTICES](#)

1. All persons shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the foreman or superintendent.
2. Foremen/Supervisors shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.

3. All employees shall be given frequent accident prevention instructions. Instructions shall be given at least every 10 working days. When applicable, the accident prevention instructions shall also include specific instruction on the safe use, care and maintenance of fall protection equipment (i.e. fall arrest systems, positioning device systems, safety nets, etc.) used at the jobsite.
4. Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
5. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
7. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
9. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the foreman or superintendent.
10. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.
11. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their foreman.
12. All injuries shall be reported promptly to the foreman or superintendent so that arrangements can be made for medical or first aid treatment.
13. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
14. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
15. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
16. Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.
17. Hod carriers should avoid the use of extension ladders when carrying loads. Such ladders may provide adequate strength, but the rung position and rope arrangement make such climbing difficult and hazardous for this trade.
18. Work shall be so arranged that employees are able to face ladder and use both hands while climbing.
19. Gasoline shall not be used for cleaning purposes.
20. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the foreman or superintendent.
21. Any damage to scaffolds, false work, or other supporting structures shall be immediately reported to the foreman and repaired before use.

#### **Use of Tools and Equipment**

22. All tools and equipment shall be maintained in good condition.
23. Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE."
24. Pipe or Stillson wrenches shall not be used as a substitute for other wrenches.
25. Only appropriate tools shall be used for the job.
26. Wrenches shall not be altered by the addition of handle-extensions or "cheaters."
27. Files shall be equipped with handles and not used to punch or pry.
28. A screwdriver shall not be used as a chisel.
29. Wheelbarrows shall not be pushed with handles in an upright position.
30. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.
31. Electric cords shall not be exposed to damage from vehicles.
32. In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

## **Machinery and Vehicles**

33. Only authorized persons shall operate machinery or equipment.
34. Loose or frayed clothing, or long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.
35. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
36. Where appropriate, lock-out procedures shall be used.
37. Employees shall not work under vehicles supported by jacks or chain hoists, without protective blocking that will prevent injury if jacks or hoists should fail.
38. Air hoses shall not be disconnected at compressors until hose line has been bled.
39. All excavations shall be visually inspected before backfilling, to ensure that it is safe to backfill.
40. Excavating equipment shall not be operated near tops of cuts, banks, and cliffs if employees are working below.
41. Tractors, bulldozers, scrapers and carryalls shall not operate where there is possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.
42. When loading where there is a probability of dangerous slides or movement of material, the wheels or treads of loading equipment, other than that riding on rails, should be turned in the direction which will facilitate escape in case of danger, except in a situation where this position of the wheels or treads would cause a greater operational hazard.

## COVID-19 Prevention Procedures (CPP) for **San Jose State University**

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

**Date: 6/30/23**

### Authority and Responsibility

**The Director of Environmental Health & Safety** has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the procedures in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

### Application of the **SJSU Injury & Illness Prevention Program (IIPP)**

COVID-19 is a recognized hazard in our workplace that is addressed through our IIPP, which will be effectively implemented and maintained to ensure the following:

1. When determining measures to prevent COVID-19 transmission and identifying and correcting COVID-19 hazards in our workplace:
  - a. All persons in our workplace are treated as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.
  - b. COVID-19 is treated as an airborne infectious disease. Applicable State of California and **The Santa Clara County Public Health Department** orders and guidance will be reviewed when determining measures to prevent transmission and identifying and correcting COVID-19 hazards. COVID-19 prevention controls include:
    - i. Remote work.
    - ii. Physical distancing.
    - iii. Reducing population density indoors.
    - iv. Moving indoor tasks outside.
    - v. Implementing separate shifts and/or break times.
    - vi. Restricting access to work areas.
2. Training and instruction on COVID-19 prevention is provided:
  - a. When this CPP was first established.
  - b. To new employees.
  - c. To employees given a new job assignment involving COVID-19 hazards and they have not been previously trained.
  - d. Whenever new COVID-19 hazards are introduced.
  - e. When we are made aware of new or previously unrecognized COVID-19 hazards.
  - f. For supervisors to familiarize themselves with the COVID-19 hazards to which employees under their immediate direction and control may be exposed.
3. Procedures to investigate COVID-19 illnesses at the workplace include:
  - a. Determining the day and time a COVID-19 case was last present; the date of the positive COVID-19 tests or diagnosis; and the date the COVID-10 case first had one or more COVID-19 symptoms.

- b. Effectively identifying and responding to persons with COVID-19 symptoms at the workplace. **This is accomplished by instructing personnel to report a positive case through the campus [Report a Case Portal](#). The University Personnel office will issue letters to positive cases with isolation guidance and return to work timelines.**
  - c. Encouraging employees to report COVID-19 symptoms and to stay home when ill. **This is accomplished through initial training and through information found on the campus [Health Advisories](#) webpage.**
4. Effective procedures for responding to COVID-19 cases at the workplace include:
- a. Immediately excluding COVID-19 cases (including employees excluded under CCR, Title 8, section 3205.1) according to the following requirements:
    - i. COVID-19 cases who do not develop COVID-19 symptoms will not return to work during the infectious period.
    - ii. COVID-19 cases who develop COVID-19 symptoms will not return to work during the shorter of either of the following:
      - a. The infectious period.
      - b. Through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication.
    - iii. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
    - iv. Elements i. and ii. apply regardless of whether an employee has been previously excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.
  - b. Reviewing current [California Department of Public Health \(CDPH\)](#) guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
  - c. The following effective policies will be developed, implemented, and maintained to prevent transmission of COVID-19 by persons who had close contacts:
    - a. Test within 3-5 days after last exposure.
    - b. If symptoms develop, stay home and test immediately
    - c. Continue wearing a well-fitting mask around others for a total of 10 days, especially in indoor settings and when near those at higher risk for severe COVID-19 disease.
    - d. If your test result is positive, isolate immediately and submit a report through this link.
  - d. If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.
  - e. Upon excluding an employee from the workplace based on COVID-19 or a close contact, **SJSU** will provide excluded employees information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, workers' compensation law, local governmental requirements, and **SJSU** leave policies and leave guaranteed by contract. **This information is included in the Isolation Letter issued by University Personnel to the employee.**

## Testing of Close Contacts

COVID-19 tests are available at no cost, during paid time, to all of our employees who had a close contact in the workplace. These employees will be provided with the information outlined in paragraph (4)(f), above.

Exceptions are returned cases as defined in CCR, Title 8, section 3205(b)(11).

## Notice of COVID-19 cases

Employees and independent contractors who had a close contact, as well as any employer with an employee who had a close contact, will be notified as soon as possible, and in no case longer than the time required to ensure that the exclusion requirements of paragraph (4)(a) above, are met.

When Labor Code section 6409.6 or any successor law is in effect, **SJSU** will:

- Provide notice of a COVID-19 case, in a form readily understandable to employees. The notice will be given to all employees, employers, and independent contractors at the worksite.
- Provide the notice to the authorized representative, if any of:
  - The COVID-19 case and of any employee who had a close contact.
  - All employees on the premises at the same worksite as the COVID-19 case within the infectious period.

**Close Contacts receive an email notice identifying them as a potential close contact and provides instructions on next steps as described in section 4c of this CPP. Workplace notifications are made via the campus [Covid Dashboard](#) to identify affected buildings and dates. Workplace notifications remain in place for a minimum of 15 days.**

## Face Coverings

Employees will be provided face coverings and required to wear them:

- When required by orders from the CDPH. This includes spaces within vehicles when a CDPH regulation or order requires face coverings indoors.
- During outbreaks and major outbreaks.
- When employees return to work after having COVID-19 until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test, or after a close contact. Please refer to the section in this FAQ on CDPH's Isolation and Quarantine Guidance.

Face coverings will be clean, undamaged, and worn over the nose and mouth.

The following exceptions apply:

1. When an employee is alone in a room or vehicle.
2. While eating or drinking at the workplace, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.
3. While employees are wearing respirators required by the employer and used in compliance with CCR, Title 8 section 5144.
4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it.
5. During specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

If an employee is not wearing a face covering due to exceptions (4) and (5), above, the COVID-19 hazards will be assessed, and action taken as necessary.

Employees will not be prevented from wearing a face covering, including a respirator, when not required by this section, unless it creates a safety hazard.



## Respirators

Respirators will be provided for voluntary use to employees who request them and who are working indoors or in vehicles with more than one person. Employees who request respirators for voluntary use will be:

- Encouraged to use them.
- Provided with a respirator of the correct size.
- Trained on:
  - How to properly wear the respirator provided.
  - How to perform a user seal check according to the manufacturer's instructions each time a respirator is worn.
  - The fact that facial hair interferes with a seal.

The requirements of CCR, Title 8 section 5144(c)(2) will be complied with according to the type of respirator (disposable filtering face piece or elastomeric re-usable) provided to employees.

## Ventilation

For our indoor workplaces we will:

- Review CDPH and Cal/OSHA guidance regarding ventilation, including the CDPH [Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#). **SJSU** will develop, implement, and maintain effective methods to prevent transmission of COVID-19, including one or more of the following actions to improve ventilation:
  - Maximize the supply of outside air to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
  - In buildings and structures with mechanical ventilation, filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13, or the highest level of filtration efficiency compatible with the existing mechanical ventilation system.
  - Use High Efficiency Particulate Air (HEPA) filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.
- Determine if our workplace is subject to CCR, Title 8 section 5142 Mechanically Driven Heating, Ventilating and Air Conditioning (HVAC) Systems to Provide Minimum Building Ventilation, or section 5143 General Requirements of Mechanical Ventilation Systems, and comply as required.

In vehicles, we will maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.



## Reporting and Recordkeeping

Case records will be kept by **[University Personnel]** and retained for two years beyond the period in which it is necessary to meet the requirements of CCR, Title 8, sections 3205, 3205.1, 3205.2, and 3205.3.

The notices required by subsection 3205(e) will be kept in accordance with Labor Code section 6409.6 or any successor law.

**Matt Nymeyer**

**Director Environmental Health & Safety**



## Appendix A: Example Isolation Letter

[Date]

[Employee Name]

Sent electronically to [employee email]

PERSONAL AND CONFIDENTIAL

Dear [Employee],

Thank you for participating in San José State University's COVID-19 Case Management Process. We appreciate your commitment in maintaining a positive, safe, and healthy learning environment for all community members.

Based on the information that you have provided, you are to remain in isolation until [Date] and may leave isolation on [Date] if you meet specified requirements listed below.

Personnel who test Positive for COVID-19 need to isolate themselves from others. Please follow the guidelines below:

- Isolate and stay home for at least 5 days
- Isolation can end after day 5 if symptoms are not present or are mild and improving AND
- You are fever-free for 24 hours (without the use of medication).
- o If fever is present on day 5, isolation should continue until 24 hours after fever resolves
- Wear a well-fitting mask around others for a total of 10 days
- If symptoms persist, please seek medical attention. Contact the Leave Unit to discuss your Family Medical Leave options.
- Please also review Santa Clara County's Home Isolation & Quarantine flowchart for testing positive as well as their guidelines for additional information.

Adherence

- You are NOT to come to campus at any time during your isolation period. If you live on-campus, you are required to stay in your assigned isolation space
- Please ensure you follow isolation guidelines immediately. Violations may result in disciplinary action as we strive to ensure our campus community is safe
- Please communicate to your direct supervisor that you are not allowed to be on-campus. Feel free to use this letter as proof of your expected isolation.

University Personnel Resources

Should you need additional support regarding a leave of absence, please contact the Leave Unit at [up-leaves@sjsu.edu](mailto:up-leaves@sjsu.edu).

Thank you in advance for your cooperation!

## Appendix B: Close Contact Notification

Dear [employee],

You are receiving this email from the SJSU COVID-19 Case Management team. Based on the information that we have received, you have been identified as a close contact to a SJSU COVID-19 case on 9/5/23.

As of April 2022, asymptomatic close contacts in most settings who have been exposed to someone with suspected or confirmed COVID-19 and do not reside in a high risk setting are **no longer required to quarantine**, regardless of vaccination status.

### People who have been exposed to COVID-19 are recommended to follow the steps below:

- Test within 3-5 days after last exposure.
- If symptoms develop, stay home and test immediately
- Continue wearing a well-fitting mask around others for a total of 10 days, especially in indoor settings and when near those at higher risk for severe COVID-19 disease.
- **If your test result is positive**, isolate immediately and submit a report through this [link](#).

### Testing Information:

- You may get testing through your healthcare provider or visit [Santa Clara County testing sites](#).

### Reminders:

- Please ensure you adhere to these guidelines immediately. Violations may result in disciplinary action as we strive to ensure our campus community is safe.
- [Home quarantine and isolation guidelines](#) from Santa Clara County Public Health as reference.
- You may visit SJSU's [COVID-19 Dashboard](#) to see listed SJSU Worksites that have been identified to be affected and exposed to a COVID-19 case.

**Thank you in advance for your cooperation!**

Respectfully,

SJSU COVID-19 Case Management Team

## Additional Consideration #1

### COVID-19 Outbreaks

**[This addendum will need to be added to your CPP if three or more employee COVID-19 cases within an exposed group visited the workplace during their infectious period at any time during a seven-day period, unless a CDPH regulation or order defines outbreak using a different number of COVID-19 cases and/or a different time period. Reference CCR, Title 8 section 3205.1 for details.]**

This addendum will stay in effect until there are one or fewer new COVID-19 cases detected in the exposed group for a seven-day period.

### Exclude from Work

All COVID-19 cases, as well as employees who had close contacts but do not take a COVID-19 test, will be excluded from the workplace.

### COVID-19 Testing

We immediately provide COVID-19 testing available at no cost to our employees within the exposed group, regardless of vaccination status, during employees' paid time, and continue to make test available to employees at least weekly until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period.

Employees who had close contacts and remain at work will be required to take a COVID-19 test within three to five days after the close contact and those who test positive for COVID-19 will be excluded. Those who do not take a COVID-19 test will be excluded until our return-to-work requirements have been met.

### Face Coverings

Employees in the exposed group, regardless of vaccination status, will wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in our CPP applies.

### Respirators

Employees will be notified of their right to request and receive a respirator for voluntary use, as stipulated in our CPP.

### COVID-19 investigation, review, and hazard correction

**[Name of company or workplace]** will perform a review of potentially relevant COVID-19 policies, procedures and controls, and implement changes as needed to prevent further spread of COVID-19 when this addendum initially applies and periodically thereafter. The investigation, review, and changes will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient supply of outdoor air to indoor workplaces.
  - Insufficient air filtration.
  - Insufficient physical distancing.

- Review updated every 30 days that CCR, Title 8 section 3205.1 continues to apply:
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing the outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing to the extent feasible.
  - Requiring respiratory protection in compliance with CCR, Title 8 section 5144.
  - Other applicable controls.

## **Ventilation**

Buildings or structures with mechanical ventilation will have recirculated air filtered with Minimum Efficiency Reporting Value (MERV)-13 or higher efficiency filters, if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, filters with the highest compatible filtering efficiency will be used. High Efficiency Particulate Air (HEPA) air filtration units will be used in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

These ventilation requirements will continue to be implemented after the outbreak has passed and CCR, Title 8 section 3205.1 is no longer applicable.

## **Major Outbreaks**

The following will be done while CCR, Title 8 section 3205.1 applies if 20 or more employee COVID-19 cases in an exposed group visited the worksite during their infectious period within a 30-day period:

- Exclude COVID-19 cases as well as employees in the exposed group who do not take a COVID-19 test.
- Immediately ensure that all employees in the exposed group who remain at work are tested for COVID-19 at least twice weekly until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period. Employees in the exposed group that do not take the COVID-19 test will be excluded until our return-to-work criteria have been met.
- Report the outbreak to Cal/OSHA.
- Provide respirators for voluntary use to employees in the exposed group, encourage their use, and train employees according to CCR, Title 8 section 5144(c)(2) requirements.
- Any employees in the exposed group who are not wearing respirators as required will be separated from other persons by at least six feet, except where it can be demonstrated that at least six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include:
  - Telework or other remote work arrangements.
  - Reducing the number of persons in an area at one time, including visitors.
  - Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel

- Staggered arrival, departure, work, and break times.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

When it is not feasible to maintain a distance of at least six feet, individuals will be as far apart as feasible.

## Additional Consideration #2

### COVID-19 Prevention in Employer-Provided Housing

**[This addendum will need to be added to your CPP if you have workers in employer-provided housing. Reference CCR, Title 8 section [3205.2\(a\)](#) for details and exceptions.]**

#### Assignment of housing units

To the extent feasible:

- Employee housing will be assigned to cohorts that travel and work together, separate from other workers.
- Residents who usually maintain a household together will be housed in a single housing unit without other persons.

#### Ventilation

The quantity and supply of outdoor air in housing units will be maximized and filtration efficiency increased to the highest-level compatible with the existing ventilation system. If there is not a Minimum Efficiency Reporting Value (MERV-13) or higher filter in use, portable or mounted High Efficiency Particulate Air (HEPA) filtration units will be used, to the extent feasible, in all sleeping areas.

#### Face coverings

All residents will be provided face coverings and information on when they should be used in accordance with state or **[enter name of local health department]** orders or guidance.

#### Reporting Symptoms

We encourage residents to report COVID-19 symptoms to **[Enter name of individual, position, or office]**.

#### COVID-19 Testing

We establish, implement, maintain, and communicate to resident's effective policies and procedures for COVID-19 testing of residents who had a close contact.

**[Describe what those policies and procedures are and how they are to be communicated to residents]**

#### COVID-19 cases and close contacts

All COVID-19 cases will be isolated from all residents who are not COVID-19 cases, for the period established in our CPP. Effective isolation includes housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case residents with a sleeping area and bathroom that is not shared by non-COVID-19 case residents.

Residents who have had a close contact will be quarantined from all other residents, for the time period required by our CPP. Effective quarantine includes providing residents who had a close contact with a private bathroom and sleeping area.

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### **Additional Consideration #3**

#### **COVID-19 Prevention in Employer-Provided Transportation**

**[This addendum will need to be added to your CPP if there is employer-provided motor vehicle transportation to and from work, during the course and scope of employment, which is provided, arranged for, or secured by an employer regardless of the travel distance or duration involved. Reference CCR, Title 8 section 3205.3(a) for details and exceptions.]**

The requirements of our CPP will be complied with within a vehicle, including how a COVID-19 case will be responded to.

#### **Assignment of transportation**

To the extent feasible:

- Transportation will be assigned such that cohorts travel and work together, separate from other workers.
  - Employees who usually maintain a household together shall travel together.
-