

SAFETY PROGRAM AND POLICY

HSU Sponsored Programs Foundation (HSUSPF) has a Safety Program and Policy, also known as an Injury and Illness Prevention Program, which is designed to provide a safe and healthy workplace. This program statement describes both policy and procedures.

HSU Sponsored Programs Foundation has a lease with Humboldt State University (HSU) which provides for the operation of HSUSPF as an auxiliary organization. Due to HSUSPF's operation on the entire campus, HSUSPF and HSU share facilities and equipment. Accordingly, HSUSPF and HSU work together to maintain a safe workplace.

1. HSUSPF Safety Program Designee: The Executive Director of HSUSPF is the safety program designee. In the Executive Director's absence, the Assistant Foundation Manager/Accounting Manager shall serve in this capacity.
2. Program Details: The safety program shall involve review of each grant, contract, or other funded project within HSUSPF, with the purposes of that review being to identify safety issues. Such reviews will occur between the Executive Director and the project director of each project; and the review outcomes shall be identification of risks and implementation of offsetting safety measures. Needed training, conducted by the project director, shall occur on the project level immediately upon employment.

Additionally, there shall be an all-campus Environmental Health and Safety Committee which shall meet regularly. The Executive Director of HSUSPF shall be a member of that committee. The committee shall be composed of a broad representation of the campus, including such specifically identified positions as Radiation Safety Officer, Campus Environmental Health and Occupational Safety Program Coordinator, Diving Safety Officer, Public Safety Investigator, Hazardous Materials Coordinator, and a representative of the Student Health Center.

The Environmental Health and Safety Committee shall have four objectives:

- a. To maintain safe working conditions for all campus employees.
- b. To oversee hazardous materials management.
- c. To provide for employee safety training.
- d. To analyze and evaluate trends and progress in the, control of accident frequency and severity via review of safety standards, accidents and recommendations presented to the committee.

The committee shall conduct periodic inspections of campus facilities to assure that no unsafe or unhealthy conditions exist. The committee shall conduct its assurances in keeping with such other safety related policies as those for Highly Hazardous Materials (PCB and asbestos), Public Safety, AIDS, Facilities Use, Smoking, Scuba Diving Safety, Animal Control, Use of Alcoholic Beverages, Vehicle Operations, Drug-Free Workplace, Sexual Harassment, Ethnic Harassment, Earthquake and Emergency Preparedness, and CAL/OSHA Guidelines on Workplace Violence.

Unsafe work practices and unhealthy work sites will be addressed in the next scheduled meeting of the committee. The program coordinator shall additionally be authorized to seek immediate correction of such deficiencies and report same to the committee at the next scheduled meeting, or to call an emergency meeting, if necessary. The committee and its program coordinator shall communicate with employees via memoranda, placards, notices posted in public places, safety signs and such other forms of communication as may be necessary. Such communications shall encourage notices to the committee of unsafe or unhealthy situations.

The committee shall review all minor and major capital outlay projects for safety related issues and shall seek priority funding for such issues.

3. In keeping with the Omnibus Transportation Testing Act, effective I January 1995, Humboldt State University conducts alcohol and controlled substance testing prior to appointment, after an accident, and when there is reasonable suspicion of alcohol or controlled substance use for covered employees. Covered employees are those in positions requiring either a Commercial Driver's License or an Endorsement to a Class C License. The campus also maintains a random testing program. HSUSPF projects will utilize university-approved personnel.
4. In keeping with Labor Code Section 6400, HSUSPF maintains a safe and healthful place of employment. In keeping with 8 California Code of Regulations Section 3023, HSUSPF is strongly committed to maintaining workplace security. All HSUSPF projects are to promptly report to HSUSPF management any concerns involving workplace hazards and workplace security, whether involving individuals with no legitimate relationship to the workplace, those who are service recipients, or those with an employment-related involvement

In summary, the Safety Program exists to assure a safe and healthy work environment. Providing for a positive work environment is to the benefit of all employees, as well as others who enter the workplace. The failure to maintain a safe and healthy work environment can result in disciplinary action. In addition to the Safety Program, HSUSPF maintains an injury reporting process in conjunction with workers' compensation coverage.