

Associated Students of SDSU
NEW EMPLOYEE SAFETY ORIENTATION TRAINING GUIDE

A supplemental training guide to the New Employee Safety Orientation Training Checklist.

A.S. SAFETY OVERVIEW

Associated Students has a strong commitment to the safety of our employees and the customers we serve. We ensure our employees receive the necessary training and tools to successfully and safely do their jobs. We ensure our equipment is maintained and that broken and/or damaged equipment is repaired/replaced timely. We encourage all employees to actively engage in our safety program including reporting safety concerns and voicing recommendations for training, equipment and improved processes.

INJURY & ILLNESS PREVENTION PROGRAM

- **Location of Injury & Illness Prevention Program (IIPP)** – This is our A.S. safety guide that describes all A.S. policies and procedures and reporting requirements. It is imperative that all employees know where the IIPP is located. The A.S. IIPP is located on the Safety web page.
- **Code of Safe Practices** – During the online onboarding, each employee attests they have read and agreed to follow the A.S. Code of Safe Practices. In case they need to review again, it is posted on the Safety web page.
- **Safety Committee** – The A.S. Safety Committee is comprised of members of each department and meets quarterly to review employee injuries, training opportunities (departmental and/or A.S. wide) and other timely safety notices. All employees should be aware of who their department’s Safety Committee Coordinator is (see A.S. Safety web page) in order to direct any safety-related questions to them.
- **“Report of Unsafe Condition or Hazard” Form** – This form is available to all employees. Employees may submit the form anonymously to their supervisor or to the A.S. Office to report an unsafe condition or hazard. This form is located on the A.S. Safety web page. However, we encourage staff to report any unsafe condition or hazard directly to their supervisor, Safety Committee member and/or Human Resources.
- **Safety Data Sheets (SDS) 800-451-8346** – Safety Data Sheets (SDS) are readily available and accessible at all times to all employees in the workplace for review during each work shift. SDS outlines the chemical components of any chemicals being used. SDS Posters and phone sticker displaying the phone number to obtain SDS through 3E Company are located in each area. Discuss chemicals, if any, that are used in the employee’s role and where to find the SDS binders.
- **Chemical Safety / Personal Protective Equipment (P.P.E.)** – A.S. ensures all employees are trained on how to handle chemicals, if needed per the position, and/or how to use personal protective equipment if required as part of the employee’s job responsibilities. Discuss location of P.P.E. and training, if needed per the position.
- **Reporting of Work-Related Injuries*** – Whenever an injury occurs during an employee’s scheduled work shift, the employee is required to report the injury and the incident surrounding the injury to their supervisor. Any doctor treatment resulting from a work-related injury will be covered by A.S. We encourage employees to report all work-related injuries, regardless of how minor.
- **“Non-Employee Injury/Illness” Form & Procedures*** – If a non-employee is injured within during any of our programs and services, it is important that we document what happened.
- **“Incident and/or Property Damage” Form & Procedures*** – It is important we document when incidents and/or property damage occur during our programs and/or to our facilities. Types of incidents include theft, vandalism, suspicious or concerning behavior by a third party, transient issues, etc.

* Utilize the “When an injury (or incident) occurs” presentation.

GENERAL SAFETY INFORMATION

- **Location of Safety Postings** – Safety postings (such as required OSHA posters) and other required postings (such as the California Labor Law poster) are posted in each of our facilities. Inform the employee of the locations of these postings.
- **Location of Automatic External Defibrillator (AED)** – An AED is a portable defibrillator that can be used in the event of sudden cardiac arrest. AEDs are available in 43 locations around campus, including all A.S.

facilities, as well as each SDSU Police car. For a mobile view of each AED at SDSU download the Pulse Point app (<https://www.pulsepoint.org/download/>) to your iPhone or Android. Inform the employee of the location(s) of AED(s) in the facility.

- **Ergonomic Work Station Brochure (additional handout) & Information** – Ergonomics is the process of fitting a job to a person, which helps lessen muscle fatigue, increases productivity and reduces the number and severity of possible work-related injuries. This concept applies to all workstations. Review work station safety as it applies to the employee (adjusting chair, organization of desk/work bench, proper lifting techniques, etc.). An employee may request a workstation evaluation to ensure a safe work area. Contact your Supervisor and/or Office Supervisor to schedule the employee workstation evaluation.
- **Discuss Departmental Uniform & Attire Guidelines** – Each A.S. department has specific uniform and attire requirements, including those regarding appropriate footwear. Review the departmental requirements with the employee.
- **Driving Safety** (if applicable) – Some positions may require the driving of A.S. vehicles and/or vessels. Employees must adhere to all federal, state, local laws and/or University policies. Provide departmental training on the vehicles, vessels, golf carts, etc.

FIRE SAFETY, EMERGENCY & DISASTER PREPAREDNESS

- **Designated Evacuation Assembly Points** – Review the department’s designated Evacuation Assembly Points. When an emergency occurs, the employees should assemble at this area.
- **Emergency Action Plans** – Review the department’s Emergency Action Plan and the procedures that should be followed in the event of an emergency.
- **Emergency Escape Routes** – Inform the employee which exits to take when an emergency arises. Review alternative routes to safely exit in the event of the primary escape route being blocked
- **List of Emergency Phone Numbers** – A list of emergency phone numbers shall always be available to all employees in case of an emergency. Employees should be made aware of the location of emergency numbers.
- **Types of Fires** – All employees must be aware of the different types of fires that can occur in any setting. There are four basic types of fires: Class A - Wood, paper, trash, cloth; Class B - Flammable liquids, oil, gas, grease; Class C - Electrical, energized electrical equipment; Class D - Combustible metals.
- **Types of Fire Extinguishers** – Fire extinguishers are divided into four categories, based on the different types of fires. Water extinguishers or APW extinguishers (air-pressurized water) are suitable for class A fires only. Never use a water extinguisher on grease fires, electrical fires, or class D fires - the flames will spread and make the fire bigger. Dry chemical extinguishers come in a variety of types and are suitable for a combination of Class A, B, or C fires.
- **Location of fire alarms** – Review the location of all fire alarms and fire alarm pull stations.
- **Locations and use of fire extinguishers** – Review with the employee the location and types of fire extinguishers found in their work area.
- **Location of Natural Gas Shut-off** (is applicable) – Should the employee be required to shut-off the supply of natural gas in their work area as a part of their job responsibility, review the location of the natural gas shut-off valve and process for doing such.

ACTIVE SHOOTER RESPONSE TRAINING

- Watch the Active Shooter Safety Training Video – <https://police.sdsu.edu/safety-services-and-programs/programs/asrt>
- Sign up for SDSU Emergency Alerts – sdsu.edu/sdsualert to ensure you receive campus emergency notifications
- Discuss “run” routes within the area. Discuss possible locations to “hide” in the facility(ies) should the need arise (such as spaces with no windows, how to lock the office doors, barricade equipment available, etc.). Discuss location of panic buttons (if any) in the facility(ies), protocols for when to use them, when to call University Police. Discuss “fight” techniques based on items in the surrounding departmental area(s).