



College of Natural Sciences
& Mathematics

General Office Worker Safety Training

Science Safety Office

Updated January 2021

www.csulb.edu/cnsm/safety

Please Note

Be aware that this training is not for employees who will be working in a laboratory. Laboratory workers must instead take lab-specific training.

Although this slide presentation addresses key safety issues that apply to all CNSM personnel, it only provides a general overview. Your supervisor provides detailed, task and material-specific training. Detailed information about each issue presented here is contained in the CNSM Safety Manual under the “Safety Guides” and supplementary procedures.

Please visit the [Science Safety Office website](#) often since it is constantly updated. For more detailed information, you are encouraged to follow this link to the Manual, and do a “key word search” to read detailed, current information on any given topic.

Science Safety Office Information

Office Location:

MICRO 207

Phone:

On Campus x55623

Off Campus 562.985.5623

Office Hours: *(hours subject to change due to COVID-19)*

Monday through Friday 8:00am–5:00pm

Closed for Lunch 12:00pm-1:00pm

Science Safety Office Staff

Chris Frost

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Email:

Chris.Frost@csulb.edu

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John.delaCuesta@csulb.edu

Cell Phone:

562.577.0504

Cell Phone:

714.222.0963

Emergency Contacts

DIAL 911

FOR POLICE, FIRE
OR
MEDICAL EMERGENCIES

Please add the Science Safety Office phone number to your address book:

562.985.5623

CNSM Employee Bulletin Board

- The CNSM Employee Bulletin Board is located adjacent to HSCI 160.
- Information about workplace safety, phone numbers, and annual injury reports can be found here.



General Safety Topics

- Campus Injury and Illness Protection Program (IIPP)
- Right-to-Know / Hazard Communication and Labeling
- Safety Data Sheets (SDS)
- Eye Protection Policy
- Workplace Clothing
- Prohibitions on Smoking, Food, and Drink
- Conduct and Housekeeping
- Reporting Accidents / Incidents
- Mandatory Reporting of Child Abuse
- Medical Treatment
- Safety Equipment and Procedures
- Safety Around Office Equipment and Materials
- Slips, Trips, and Falls
- Motor Vehicle Driver Requirements

Campus Injury and Illness Protection Program (IIPP)

- The CSULB IIPP is the cornerstone program which details the means and methods used for ensuring the safety and health of all CSULB employees and students.
- California regulation requires that an employer develop and institute an IIPP.
- Deans, Department Chairs, Managers, and Supervisors have the responsibility to implement the IIPP in their respective work areas. Science Safety Office personnel work with CNSM administration and departments to implement the IIPP.

Right-to-Know / Hazard Communication and Labeling

- You have the right to know (and are expected to know) about all chemicals used in the workplace. This includes household chemicals.
- Any unattended container must be labeled as follows:
 - Name of the material (no abbreviations)
 - Hazard (e.g. flammable, corrosive, poison)

CNSM Label Policy

- Label any *unattended* container of material as follows:
 - **Full Name** - do not only use abbreviations or formulas such as H₂O, HCl, ETOH.
 - **Hazard(s)** - write the word or use a sticker that says that hazard(s).

Examples of Stickers:

Flammable



Corrosive



Poison



Oxidizer



Carcinogen



Biohazard

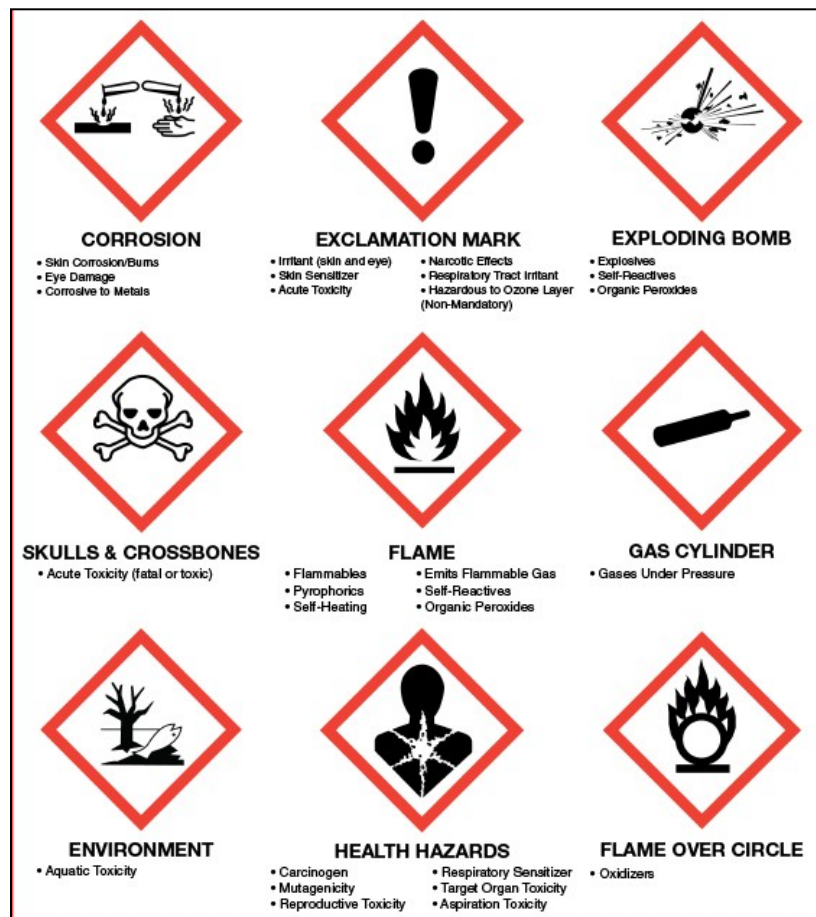


CNSM Label Policy 2

- Make sure any old, inappropriate labels are completely unreadable (you may erase, deface, or remove labels).
- Permanently-labeled bottles may NOT be used for a different material, as your label may fall off or your ink may wash off to show the old wrong label.
- Do NOT use old food containers to store chemicals or other hazardous materials such as chemical waste or used batteries.
- Note: Department of Transportation DOT and GHS labels are used to communicate similar information but have their differences.
 - CNSM uses DOT-based container labels interchangeably with GHS pictograms. DOT labels for secondary containers are being phased out.

GHS Pictograms

- Nine pictograms utilized in identifying ALL chemical and physical hazards.
- Each chemical will have AT LEAST one pictogram, often multiple pictograms, to visually convey the hazards associated with it.
- Consumer products are generally exempt from GHS labeling requirements but you will see GHS labels on other items.



GHS Label Example

Components Of A GHS-Compliant Label

product identifier	AMMONIA		pictograms
signal word	DANGER		
hazard statement	TOXIC IF INGESTED		
precautionary statements	<p>Wash hands thoroughly after handling. Keep container tightly closed when not in use. Keep away from heat, sparks and open flames - may explode when exposed to high heat. Use in an open area that is well-ventilated. Breathing in ammonia is irritating and corrosive. Wear protective gloves and safety goggles to prevent burns and irritation.</p> <p>If swallowed: Immediately call Poison Control or doctor/physician. Drink water or milk to dilute ammonia.</p>		<p>See Safety Data Sheet (SDS) for further details regarding safe use of this product.</p>
supplier information	ABC Chemicals - 123 Main Street - Cincinnati, OH - www.abcchem.com - 800-733-5252		

CNSM Label Example

- Include full name and hazard of any chemical you leave unattended.



Safety Data Sheet (SDS)

- These documents are a source for information including but not limited to the hazards, safe handling, accidental release measures, and disposal method for chemicals/products used in the workplace.
- Must be readily accessible to all personnel when they are in their work areas:
 - Hard copies in a binder
 - Electronically available via MSDSOnline database
 - As files on a computer with unrestricted access
- Key health information found on initial page(s) including chemical specific exposure symptoms

SDS Example

Material Name →

*Very Important
to Understand:*

**Hazards with
Category** →

Signal Word →

**Hazard
Statements** →



Fisher Scientific

Part of Thermo Fisher Scientific

SAFETY DATA SHEET

Creation Date 12-Mar-2009

Revision Date 12-Feb-2015

Revision Number 2

1. Identification

Product Name Nitric acid (65 - 70%)

Cat No. : A198C-212, A200-212, A200-212LC, A200-500, A200-500LC, A200-612GAL, A200C-212, A200S-212, A200S-212LC, A200S-500, A200SI-212, A467-1, A467-2, A467-250, A467-500, A483-212; S719721

Synonyms Azotic acid; Engraver's acid; Aqua fortis

Recommended Use Laboratory chemicals.

Uses advised against No information available
Details of the supplier of the safety data sheet.

Company Fisher Scientific
One Reagent Lane
Fair Lawn, NJ 07410
Tel: (201) 796-7100

Emergency Telephone Number
CHEMTRECS, Inside the USA: 800-424-9300
CHEMTRECS, Outside the USA: 001-703-527-3887

2. Hazard(s) identification

Classification
This chemical is considered hazardous by the 2012 OSHA Hazard Communication Standard (29 CFR 1910.1200)

Oxidizing liquids	Category 3
Corrosive to metals	Category 1
Skin Corrosion/Irritation	Category 1 A
Serious Eye Damage/Eye Irritation	Category 1
Specific target organ toxicity (single exposure)	Category 3
Target Organs - Respiratory system,	
Specific target organ toxicity - (repeated exposure)	Category 2
Target Organs - Kidney.	

Label Elements

Signal Word
Danger

Hazard Statements
May intensify fire; oxidizer
May be corrosive to metals
Causes severe skin burns and eye damage
May cause respiratory irritation
May cause damage to organs through prolonged or repeated exposure

Eye Protection Policy

- Safety glasses must be worn when using tools or when walking through an active shop area.
- Chemical splash goggles must be worn when handling **liquid** products/chemicals that can injure the eyes – like bleach, ammonia or when working around automotive batteries, etc.
- If you wear glasses, you **MUST** wear goggles over glasses. Contact lenses are allowed when worn under safety glasses or goggles.

Eye Protection Policy 2

- Wear appropriate eye protection when working with ***anything*** that can injure the eyes, e.g.:
 - flying particles
 - laser light
 - UV light
 - electric arc
 - etc.
- Proper eye protection is available from your supervisor or the Science Safety Office.

Eye Protection Examples



Chemical Splash Goggles:
good for protection from liquids and solids



Safety Glasses:
NOT for protection from *liquids*

Workplace Clothing

- Sturdy footwear is required for those who's job involves lifting items, using carts, working in shop areas, etc.
- Steel toe footwear is required in some cases.
- Do not wear loose clothing or jewelry if your job requires working around machinery or other equipment with moving parts.

No Food, Drink, or Smoking

Your job does not involve entering labs, however all should remember:

- No food or drink is allowed in laboratories or any other location where contamination with toxic materials is possible.
- Smoking/vaping is not permitted in any State vehicle, or anywhere on campus.

Conduct and Housekeeping

- A hostility-free workplace is a right. Inappropriate behavior will not be tolerated. Ask that it be stopped and contact your supervisor as appropriate for help.
- An adequately tidy workplace is a right. You don't have to work in a needlessly-messy environment. The Science Safety Office works with college personnel to ensure workplaces meet this standard. Report any housekeeping problems to your supervisor. The Science Safety Office may also be of help.
- Do not put broken glass or other sharp things in the regular trash. Box it first to avoid cuts. Don't use bare hands.
- If water is spilled on the floor, either help clean it up or call the campus custodians to have it fixed. Custodians can be reached by calling the campus HELP line: 562.985.4357

Examples of Bad Housekeeping



Not OK: metal to wire lamp on wet concrete



Not OK: extension cord

Temporary use (less than 90 days) is OK



Not OK: daisy chain with 2 power strips

Reporting Accidents / Incidents

- Please report all injuries, dangerous equipment failures, chemical spills, bad odors, floods, etc., to the Science Safety Office.
- The CNSM Incident Report Form is available online.
- Injured students who are not employees should go to the Student Health Center for medical evaluation. ***Student employees are covered by Worker's Comp insurance*** when injured on the job. See slide 27: "Medical Treatment" for more information.
- Do not clean up any blood, the Science Safety Office will perform this task once notified.

Incident Report Form Example

CNSM OFFICE USE ONLY		Safety Office	
INCIDENT NUMBER: _____ - _____		College of Natural Sciences and Mathematics	
<small>year number</small>		www.csulb.edu/cnsm/safety	
DATE RECEIVED BY CNSM SAFETY: _____			
INCIDENT REPORT FORM			
DATE OF INCIDENT:	_____	TIME:	_____
LOCATION:	_____		
INCIDENT DESCRIPTION:	_____		
NAME(S) OF IMPACTED PERSONNEL: <i>"(E)" For Employee or "(S)" for student must follow name(s)</i>	_____		
NAME(S) OF RELEVANT WITNESSES:	_____		
INDIVIDUAL(S) IN CHARGE OF AREA/OPERATION:	_____		
RESPONSIBLE DEPARTMENT:	_____		
DATE FORM INITIATED:	_____		
INCIDENT FORM INITIATED BY:	_____		
INVESTIGATION			
<small>The section below to be completed by administrative and/or CNSM Safety personnel ONLY.</small>			
INVESTIGATED BY:	_____		
INVESTIGATION DATE(S):	_____		
APPARENT CAUSE OF INCIDENT:	_____		
APPROPRIATE PPE/ENGINEERING CONTROLS EMPLOYED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
LIST:	_____		
CORRECTIVE MEASURES TAKEN:	_____		
SENT TO APPROPRIATE ADMINISTRATOR:	_____	_____	
	<small>name</small>	<small>date</small>	

Mandatory Reporting of Child Abuse

As a University employee, you are a “Mandatory Reporter” of child abuse.

If, in the course of your work for CSULB, you suspect you see evidence of the abuse or neglect of a person under the age of 18 years, you must, within 36 hours, report it to the University Police and the Office of Equity and Diversity. The University Police can help you make any such report.

- University Police: 562.985.4101
- Office of Equity and Diversity: 562.985.8256

Medical Treatment

- Medical treatment for students is available through Student Health Services. Check for hours of operation. Seek medical attention immediately for all injuries. Dial 911 if necessary.
- If injured, notify your supervisor if possible, and seek medical attention immediately.
- Employees, including student workers, are covered by Worker's Compensation Insurance. For non-life-threatening injuries, obtain authorization forms and instructions from the Science Safety Office and proceed to the designated Worker's Compensation facility as instructed. Worker's Comp instructions are posted in most department offices.

Safety Equipment and Procedures

The next slides will cover these topics:

- Safety Shower / Eyewash
- Fire Extinguishers
- Emergency Evacuation Procedure
- Emergency Phone Boxes

Safety Shower / Eyewash

- You are not trained to use any hazardous product or chemical while at work. You may use common household chemicals if used as directed on the label. Do not use bleach, ammonia, or bug spray as they require special precautions and/or permits.
- Anyone who uses a product that can injure the eyes, such as those listed above must be no more than “ten seconds” away from an eyewash/safety shower. This is one of the reasons you may not use dangerous materials at work.
- If you need to use these things, contact the Science Safety Office for the required training.

Safety Shower / Eyewash 2



shower and
eyewash
handles



eyewash in
use, pull
handle
down to
activate

Portable Eyewash Units

- Portable units are in several CNSM locations where plumbed units are not available.
- Two types, see photos below for operational instructions.
- Once activated, 15 minutes of continuous flow will be provided.
- Area supervisor must visually check water level and quality each month then sign the inspection tag. Report issues to the Science Safety Office.



YELLOW: pull all the way down on black basin



GREEN: grasp black strap and pull to remove covers

Fire Extinguishers

- These devices should only be used by people trained to use them.
- Should you see fire, smoke or a suspect chemical spill (our labs are often full of dangerous chemicals), evacuate the building and pull the fire alarm as appropriate.



Emergency Evacuation Procedure

- Be aware of the fastest/safest exit.
- If alarm sounds, or authorities order an evacuation, leave promptly.
 - Take personal items and turn off Bunsen burners, other ignition sources and equipment (if possible).
- STAY 200 FEET away from the building upon evacuation.
- If safe, proceed to designated “rally points” upon evacuation.
 - For MLSC, HSCI and MICRO, rally points are in the open area adjacent to the campus bookstore.
 - For LA5 and FO3, rally point is in open area adjacent to the Student Success Center (SSC).
- [Evacuation Plans](#) are available on the University Police website.

Emergency Phone Boxes

- Emergency phone boxes are located on the walls in the science building hallways and in elevators.
- Use them to speak directly to CSULB police.
- Dial 911 from any phone to reach emergency responders.



in an elevator

Safety Around Office Equipment and Materials

- Make sure you sit in a modern chair that provides good “ergonomics.” Your workstation should be comfortable. Contact your supervisor or the Science Safety Office if you need an evaluation of your workstation.
- If you must lift items as part of your job, be sure to lift safely. The Science Safety Office can show you how. Specialized training is required for lifting items weighing more than 50 pounds. Contact the Science Safety Office for more information.
- File cabinets can tip over, and they have sharp edges. Use care when you open file cabinets.
- Workplaces must be earthquake safe. Report any bookcases over six feet tall that are not attached to a wall. Do not stack heavy items in high places.

More Equipment Hazards

- Some office equipment is dangerous if improperly used (paper shredder, copy machine, paper cutter, etc.).
- If you don't know how to use the equipment properly, ask before using the equipment.
- Supervisors shall ensure that appropriate training and supervision is provided.
- Never stand on a chair. Stools are always available.

Work Area Hazard: Slips, Trips, and Falls

- Slips, trips and falls account for a large proportion of workplace injuries and fatalities.
- Most are caused by hurried or careless work habits, damaged or slippery (often wet) surfaces, obstructions in walkways, poor visibility, or unsafe use of stairs or ladders.
- Report any potential slips, trips or fall hazards to your supervisor or Science Safety Office immediately.

Work Area Hazard: Slips, Trips, and Falls 2

- Good practices to avoid slips, trips, and falls include:
 - proper planning of work activities.
 - promptly cleaning up water or other spills.
 - maintain tidy, well kept work areas.
 - avoid leaving tools or other materials on floors.
 - promptly reporting lighting outages to Beach Building Services (x54357) for repair.
 - not carrying loads large enough to obstruct vision up or down stairs.
 - only using ladders in good condition; during use folding them out completely; facing the ladder when climbing; keeping weight centered; and keeping 3 out of 4 limbs on ladder at all times. Specialized training available through EHS is required prior to the use of portable ladders. Contact your supervisor or Science Safety Office to request this training.
 - when using temporary extension cords, position equipment to avoid crossing walkways or use cord protectors.

Driving is Dangerous

CSULB has strict rules for those who drive as part of their job.



Motor Vehicle Driver Requirements

- Anyone using a personal vehicle more than once per month on University business must fill out a State form in the Department Office.
- Anyone using a University vehicle, or a personal vehicle for more than 4 hours/month on University business, must also complete the Driver Training Class.
- Driving an electric cart follows the same rules.