

## 8. Hazard Control Programs, Policies, and Procedures

The overall campus Injury and Illness Prevention Program contains a number of additional specific programs for which Environmental Health and Safety has oversight or coordination responsibility. This arrangement helps ensure that adequate environmental health and safety measures are incorporated into instructional or research endeavors related to specific technical disciplines (e.g., radiation safety, biosafety, hazardous materials and waste management). Existing programs are in place for the control of hazards that are governed by specific regulations (e.g., PCB-containing equipment or items, asbestos-containing material, underground storage tanks). These programs and their associated procedures are documented in the **SDSU Hazard Control Program**. The **Hazard Control Program** includes specific procedures aimed at ensuring that safe, healthful working conditions are maintained for all applicable work settings (e.g., industrial operations, office work, research activities). Some of the programs, policies, and procedures located in the **Hazard Control Program** are summarized below.

- **Hazard Communication**  
The **Hazard Awareness and Communication Program** describes the system used for identifying hazardous substances used in each workplace; a system of labeling containers; use of Material Safety Data Sheets for each hazardous substance; and a comprehensive training program for employees who use hazardous materials.
- **Chemical Hygiene Plan**  
The written **Chemical Hygiene Plan** describes the program, coordinated by Environmental Health and Safety but administered by individual departments, that controls exposures to hazardous substances in laboratory settings.
- **Occupational Safety and Industrial Hygiene**  
The **Industrial Safety Program** includes such elements as lockout/tagout procedures, confined space entry procedures, hot work permit process, an electrical safety program, and rules for safe forklift operations, etc. In addition, personal protective equipment and procedures for the safe handling of hazardous materials and the safe use and storage of compressed gases are addressed in **Handling Hazardous Materials Safely** and **Hazardous Materials and Hazardous Waste Management Practices For the Laboratory or Work Site**. Other control programs are in place to address commonly encountered problem areas such indoor air quality and mold.
- **Fire Safety**  
The **Fire and Life Safety Program** provides established practices and procedures to: control potential fire hazards and ignition sources; review building design and modification plans; inspect buildings for fire and life safety conditions; install and maintain fire protection equipment and systems; inspect and maintain portable fire extinguishers regularly; and train employees on the use of fire extinguishers and fire protection procedures. In addition, a Campus Pre-Fire Plan for use by the City of San Diego Fire Department is prepared and maintained by Environmental Health and Safety, Physical Plant, and Public Safety.

- **Radiation Safety**  
 Radiation Safety is maintained by implementation of control programs for both [Ionizing Radiation](#) and [Non-Ionizing Radiation](#). Together, these programs provide for the safety of employees, students, and the public during operations involving ionizing and non-ionizing [(laser, microwave, and electrical magnetic field (EMF)] radiation sources. Environmental Health and Safety administers the Radiation Safety Program in conjunction with the Radiation Safety Committee and in accordance with applicable licensing conditions.
- **Personal Protective Equipment and Medical Surveillance**  
 The University has a written program governing the use of personal protective equipment and prescribing medical surveillance requirements for various categories of workers. **Use of Personal Protective Equipment** describes the procedure used for proper selection, use, and care of protective equipment, including respiratory protection, eye protection, hearing protection, etc. Medical surveillance is often required in conjunction with the use of respiratory and hearing protection and is used for other purposes toward the general goal of monitoring and maintaining the well-being of employees. The University's program for medical surveillance is described in the **Employee Medical Surveillance Program**.
- **Hazardous Materials Incident and Emergency Response**  
 Procedures required during incidents or emergencies involving hazardous substances to minimize post-incident exposures to personnel and contamination of facilities and the general environment are documented in **Hazardous Materials Emergency Preparedness**.
- **Biological Safety**  
 The [Biosafety Program](#) provides for the review of the University's teaching projects, research activities and facilities involving the acquisition, use, storage and disposal of biohazardous agents. The program provides the University's assurance of compliance with applicable institutional policies, NIH guidelines, federal, state and local regulations regarding the use of etiologic agents and the management of infectious wastes. In addition, the Biosafety Program includes a procedure for protection of employees against blood-borne pathogens. The program includes provision of vaccines against the Hepatitis-B Virus for those workers who may be exposed to sources of HBV in the course of their work.
- **Sanitation**  
 The public health and sanitation procedures used in support of campus facilities and activities are described in **Sanitation Management Program**. This program provides for regular inspections of all food establishments on campus to ensure that food service operations and facilities are in conformance with state and local public health codes. The purity of drinking water and sanitation of swimming pool water is monitored to guard against the presence of harmful bacteria. The University's Sanitation and Pest Management Program provides for control of insect and rodent infestation in work and residential areas, as well as facility inspections, training programs for employees and application of environmentally safe control measures.

**Other programs, polices, and procedures include:**

- **Diving and Boating Safety**

All aquatic activities are reviewed for health and safety considerations by the SDSU Diving and Boating Safety Committee, which is administered by the College of Sciences.

- **Violence-Free Workplace**

The safety and security of San Diego State University faculty, staff, and students are very important. San Diego State University is committed to providing a violence-free workplace for its employees and students. Threats, threatening behavior, acts of violence, or any related conduct that disrupts another's work performance or the organization's ability to execute its mission will not be tolerated. For more details, please see Attachment 5 to this document entitled **A Violence-Free Workplace Policy and Reporting Procedures and Resources**.

- **Emergency Preparedness**

The campus [Emergency Preparedness](#) program, which is administered by the Department of Public Safety, provides for a consistent and adequate means of handling a variety of emergencies. University personnel, students and the public are informed of and included in the preparedness and response strategy. The campus [Emergency Plan](#) is a comprehensive, stand-alone document that describes the University's emergency organization and outlines the actions to be taken in response to emergency situations. The goals of this plan are the preservation of life, protection of property and continuity of campus operations.