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Revised February 23, 2018

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tedTp MP Your health, safety and well-being are of paramount concern to the San Francisco Conservatory of Music. To ensure a safe work environment, SFCM has implemented this Injury and Illness Prevention Program ("The Program"). This Program is designed to prevent accidents, injuries, dIII

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Each Department Head is responsible for enforcing SFCM's health and safety standards within his/her department as follows:

1. Becoming familiar with and enforcing relevant health and safety regulations and policies;
2. Correcting and coordinating health and safety activities in his/her department;
3. Assuring that safety devices and protective equipment are used when necessary and/or appropriate;
4. Assuring that injuries are treated properly and reported promptly;
5. Investigating accidents within his/her department and filing complete reports as appropriate; and
6. Assuring that no unsafe conditions exist within his/her department and causing correction action to be as necessary and appropriate.

Eco rwuUchgv{ 'Eqo o kvgg''

The Campus Safety Committee, provides a forum for the discussion of accident causes and prevention. Its purpose is to assist thjs

Jason Smith, Associate Dean for Student Affairs (415-503-6281)
Susannah White, Assistant Director of Student Affairs (415-701-7040)

Opci gtu'êpf 'Uw gtxlqtu'

All faculty and staff managerÊf

different muscle groups to avoid overuse. Give eyes a break by closing them momentarily, gazing at a distant object and blinking frequently.

Eq{ o cej lpgu cpf r tlpvgtu Copy machines and laser printers use toner

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and a corresponding correction/solution to the cause of the accident will be implemented, if appropriate. "

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Tgr qt vpi 'Uur lekquw'Ce vkw' 'qt 'Rgt uqpu'qp'Eco r wu'

Steps to Take

For all urgent situations, call Security by pressing the red buttons on the hallway phones. Security will alert emergency services and all occupants. If, for any reason, you are unable to reach Security, call 911.

If you need to reach Security for matters that are not urgent, please call 415-503/84: 2.

Written Reports Required

1. All Incident reports are maintained by Security, and copies are provided to Facilities. Copies will also be provided to the Human Resources Manager, the Provost and Dean, and the Associate Dean for Student Affairs when they involve the following:
 - a. Staff Employees: Copies to Associate VP of Human Resources and Administration
 - b. Faculty: Copies to the Associate VP of Human Resources and Administration
 - c. Students: Copies to the Provost and Dean, and Associate Dean for Student Affairs
 - d. Student Employees: Copies to the Associate VP of Human Resources and Administration, the Provost and Dean, and the Associate Dean for Student Affairs
2. A Crime and Fire Log will be kept according to the specifications of the Clery Act to collect, maintain, and disclose data regarding reported on and off campus crimes.

Threat Assessment

The Program Administrator will meet with Facilities and Security to determine the appropriate responses to reported incidents. If appropriate, the Program Administrator may request a meeting of the Incident command Team.

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The following instructions are taken from SFCM's

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All occupants will **gxcewv g lo o gf kvgn** by means of the nearest available exit (see on page 8).

Anyone may **cevkcv g the ht g crto** by the emergency pull stations **pgzv vq the wck y gnif qqt u** **Hqqt Y ctf gpu o c{ culv** in evacuation when present.

SFCM employees and students will **nggr vt cem** of their **xklsqt u** and report their status.

Pqvht Ugewt k{ of occupants who have not evacuated.

Hqmy any additional **lpwt wv kpu** by emergency personnel.

kp'vj g'Gxgpv'qh'cp'Gct vj s weng''

Ftqr, Eqxgt and J qf. Remain calm, and stay inside.

Ftqr wpf gt a wwtf { fgum or other heavily constructed furniture if immediately available;

Íþ'vj g'Gxgpv'qhc'Ej go læcnUr knlt 'Dkq/J c| ct f ''

Hold the door with the door for heat before opening. If the exit is not safe, use alternate emergency exits.

Qpeg"qwulf g of the building, ft qeggf "fk gev "vq"vj g"tgmevklp"ctgc around the adjacent parking lot at Franklin and Oak."

Cxqlf "wppgeguact { 'eqpxgt uc vlp so Emergency Coordinators can issue and receive instructions.

Fq'pqvdmemthe gzk'f qqt u

Fq'pqvdmemthe ut gg.

Fq pqv tg/gpvt vj g dwlf lpi [FZ] department, SFCM Emergency Co-act-s

C'I gpgt crlF guet kr vqpp'qh'Uclg'Rt cevlegu'bp'Eco r wu'

Everyone is required to comply with the General Safe Practices that have been established to ensure the

Office Safety

All Employees are required to comply with the following Office Safe Practices that have been established to provide safe work locations and environments.

Office work can lead to accidents, and many injuries occur during ordinary office routines. Good housekeeping and an organized work environment are major ways to achieve a safe office environment.

1. Wear sensible footwear.
2. Report all office hazards to supervisors or managers so that problems can be corrected before an accident occurs.
3. Be on guard for conditions and practices that could cause someone to get hurt. Never assume that the office environment is entirely safe.

See-

11. Ensure all heavy equipment is properly secured and lashed to prevent shifting or toppling in the event of an earthquake.

'Givet lecrIGs wlr o gr'

1. Install protector caps on all electrical outlets and cover them.
2. Inspect all electrical wiring to ensure there is no exposed wiring and ensure the electrical load does not exceed the capacity of the circuit.
3. Ensure all ground fault interrupters (GFI) are properly installed and outlets are grounded according to National Electrical Code (NEC) requirements.
4. Use similar equipment for similar tasks. Avoid using a large piece of equipment for a small task. If a similar piece of equipment is also of the same type, use the same equipment. Do not use a large piece of equipment for a small task. Do not use a large piece of equipment for a small task.
5. Do not use extension cords.
6. Be extra cautious when pushing open such a door. Similarly, slow down when coming to a blind corner.

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1. Adjust computers, chairs and work tables to the comfort of each employee. Maintain a neutral position when keying.
2. Control reflections and glare to avoid eyestrain.
3. Alternate computer work with different tasks to vary the pace.
4. Build short, frequent breaks into the daily routine to prevent musculoskeletal stress at the