

## SAN JOSE STATE UNIVERSITY

### HAZARD COMMUNICATION AND CONTROL

#### SAN JOSE STATE UNIVERSITY - Department of Occupational Therapy

**Hazard Communication:** Hazard and Environmental Safety information will be included as an attachment to course objectives issued to students in the Department of Occupational Therapy, explained and reinforced by faculty each semester beginning Fall semester, 1989.

**Hazard Control:** The hazardous materials which are used in the Department of Occupational Therapy fall into the major categories of 1) solvents (turpentine, paint thinners, etc.), surface preparations (paint, grout sealant, etc.), chemicals (toner), and the implements used to apply these materials. 2) Heated appliances.

The following guidelines for the control of Hazardous Substances/Appliances must be followed:

1. Solvents, surface preparations must be stored in metal cabinets.
2. Implements, such as brushes used to apply solvents and surface preparations, must be cleaned after use and stored as directed by the laboratory supervisor.
3. Solvent soaked rags, sponges, and the like must be discarded in covered, red metal containers which are provided for this purpose.
4. Heated appliances must be plugged into appropriate voltage. Precautions and appropriate use of appliances will be reinforced by the instructor.

LABORATORY AND PRACTICUM INSTRUCTORS WILL REINFORCE THESE PROCEDURES WITH STUDENTS IN THEIR COURSES.

### ENVIRONMENTAL SAFETY

#### FIRE OR DISASTER

- Dial 911 or use a blue light phone to call University Police. State the nature and location of the emergency. Provide your name. Do not pull the alarm unless you are instructed to do so, or if evacuation is imminent.
- Use fire extinguisher for minor fires. If fire cannot be controlled, close all doors to confine the fire. Fire hose is for use by trained personnel only.
- During an earthquake, remain in the building and seek cover. If outside, move away from structures.
- Remain calm, help injured and disabled evacuate the area and wait for instructions from University Police and/or Building Emergency Coordinator.

#### MEDICAL EMERGENCY

- Dial 911 or University Police. State the nature of the medical problem, location of the victim, and medical assistance needed (i.e. ambulance, paramedics).
- Assist victim until help arrives - check breathing, stop bleeding, and do not move unless necessary.
- First aid - report in person to the Student Health Center Monday through Friday, 8:00am to 5:00pm. During evening hours dial 911 or University Police.

#### BUILDING EVACUATION

- When you hear the emergency alarm throughout the building or are instructed to do so by the University Police and/or building coordinator, leave by the nearest exit and calmly proceed at least 150 feet away from the building.
- DO NOT USE ELEVATORS.
- All clear signal: directions for returning to the building will be provided by the University Police and/or Building Emergency Coordinator.

#### RUN, HIDE DEFEND

- When you hear or see signs of an armed individual, the campus police department recommends RUN, HIDE, DEFEND. Additional information can be found at [www.sjsu.edu/police/prepare/runhidedefend/](http://www.sjsu.edu/police/prepare/runhidedefend/)
- RUN: If there is an escape path, attempt to evacuate. Evacuate whether others agree to or not. Leave your belongings behind. Help others escape if possible. Prevent others from entering the area. Call 911 when safe.
- HIDE: Lock and/or blockade the door. Silence your cell phone. Hide behind large objects. Remain very quiet.
- DEFEND: If necessary, attempt to incapacitate the shooter. Act with physical aggression. Improvise weapons. Commit to your actions.

ALL INSTRUCTORS WILL REINFORCE THESE PROCEDURES WITH STUDENTS IN THEIR COURSES.