
Facilities Management Contact Information

Work Control Center:
915 26th, 650-3240
Hours: 7:30 am-5 pm

After business hours
Contact University Police
at 650-3555

Call about:

- Ventilation
- Fume hood operation
- Building maintenance

University Police Contact Information

Campus Services Building on Bill
MacDonald Parkway
Emergency: 650-3911 (24-hour)
Non-emergency: 650-3555

Call about:

- Emergencies
- Alarms
- Stolen property
- Hazards observed after normal business hours

Environmental Health and Safety Contact Information

Environmental Studies 72
Mail Stop 9070, 650-3064

If you leave a message, someone will call back within 15 minutes. OR
Call 738-5136, and enter a phone number at the tone to receive a return call within 15 minutes.

Call about:

- Possible hazards
- Indoor air quality
- Ergonomics
- Hazardous materials
- Chemical or biological release
- Hazardous chemical disposal
- Biological hazards
- Bloodborne pathogens
- Workers' compensation
- Asbestos
- Environmental issues
- Risk Management

Abstracted from the Policies and Responsibilities
Section (3) of the Western Safety Information Book

Safety and Health Information for Employees

Including:

Faculty,
Staff,
Exempt Professionals
and
Student Workers

Safety and health information is
important to everyone.

This contains basic information to work
safely

- ◆ How and when to report injuries
- ◆ First aid
- ◆ Proper action in emergencies
- ◆ How to report unsafe conditions
- ◆ Hazardous material identification, safe use, and emergency action
- ◆ Western's safety program
- ◆ Use and care of personal protective equipment



Emergencies

Your department is required to develop procedures for emergencies. These are in addition to University-wide procedures for emergency response. Ask to look at your departmental information and review exit maps and disaster meeting locations. Ask your supervisor to show you the location of emergency equipment including main and back-up exits, locations of fire extinguishers and pull stations.

When a building alarm sounds, leave your area immediately and go outside to your meeting location. Do not re-enter until the "all-clear" is given, even if the alarm stops.

First Aid

To provide immediate assistance to injured or ill employees, your supervisor or department head has designated individuals to maintain current certification in first aid and CPR. Ask who these individuals are in your area. Training may be arranged by contacting the EHS office. A first aid kit is maintained for your area by your department. Ask your supervisor where it is located. A person is assigned to maintain it in a serviceable condition.

Reporting Unsafe Conditions

Report unsafe conditions to your supervisor or safety representative. If the problem is not corrected, contact the Environmental Health and Safety office at 650-3064.

Reporting Accidents

If professional medical assistance is required, **call 911 for medical aid and contact Public Safety at X3911**. You are to report all accidents and occupational illnesses to your supervisor as quickly as possible following an accidental injury or illness. S/he will investigate accidents and injuries occurring in your area. The accidental injury/illness report form should always be completed as soon as possible and sent to the Environmental Health and Safety office.

Western's Safety Program

Western's safety program is contained in the **Safety Information Book**, found in each department. Ask your supervisor where it is located. It provides the University safety and health policy, as well as all programs relevant to your department.

Personal Protective Equipment

Protective equipment should be made available to you by your supervisor to protect from chemical exposure, flying particles or other physical hazards. Your equipment is to be kept clean and in good working order. Report any deficiencies to your supervisor.

Employee Responsibilities

- ◆ Comply with University and departmental environmental, health and safety rules, policies and procedures
- ◆ Observe all hazard warnings
- ◆ Report hazardous or unsafe conditions, e.g., blockage of fire extinguishers or exit doors
- ◆ Only operate equipment for which authorization and training have been received
- ◆ Participate in internal audits when requested
- ◆ Maintain facilities in accordance with standard checklists

Report job-related accidents, property damage or chemical releases

Hazardous Chemicals

How to identify hazardous gases, chemicals, and materials should be explained to you by your supervisor, along with the hazard communication (non-laboratory) program or the chemical hygiene (laboratory) program. Refer to the *Safety Information Book* for additional information. Ask where the Material Safety Data Sheets are kept and refer to them for chemical safety information. Ask your supervisor to answer questions you may have or contact the Environmental Health and Safety office.