



Channel Islands

CALIFORNIA STATE UNIVERSITY

Provost

DATE: August 4, 2020

TO: Dr. Vandana Kohli, Dean for the School of Arts & Sciences
Dr. Osman Ozturgut, Associate Vice President, Extended University and Dean of International Programs

FROM: Elizabeth A. Say, Ph.D., Interim Provost *Elizabeth A. Say*

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RE: Hazard Assessments

CSU Channel Islands is committed to a Culture of Safety in both instructional and research labs. This memo establishes responsibilities and deadlines for Hazard Assessments in the College of Arts and Sciences and Extended University and procedures by which Hazard Assessments shall be implemented and Personal Protective Equipment shall be provided to employees/students.

California Code of Regulations (CCR) Title 8, §3380, Personal Safety Devices and Safeguards, requires employers to assess the workplace to determine whether hazards that necessitate the use of Personal Protective Equipment (PPE) are present and to ensure provision of appropriate PPE if hazards are present.

In its December 13, 2019 Health and Safety audit of CI labs, the CSU Chancellor's Office indicated, *"We recommend that the campus establish and implement a written hazard assessment for all campus workplaces that require the use of PPE, including the academic and research areas, and develop procedures to ensure provision of appropriate PPE if hazards are present."* In its response to the Chancellor's Office audit, the campus indicated, *"By June 13, 2020, we will establish responsibility for completing written hazard assessments for areas that require PPE."*

In addition, the CSU Channel Islands Chemical Hygiene Plan specifies that one of the responsibilities of Laboratory Supervisors is to, *"Conduct hazard assessment, provide hazard mitigation, and document relevant training on these lab-specific hazards for any entity under the supervisor's direction."*

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Responsibilities:

For the College of Arts and Sciences and Extended University, the following Responsible Individuals shall have responsibility for completing the Hazard Assessments for academic and research areas according to the procedures outlined in the attached document.

- **Instructional Laboratories/ Courses. Responsible Individual: Chairs.** Chairs shall be responsible for certifying the hazards associated with instructional laboratories/ courses. Chairs shall identify hazards associated with instructional laboratories/ courses, in consultation with appropriate staff and faculty including Instructional Support Technicians (IST), instructors who teach laboratories/courses, and other departmental stakeholders. Separate hazard assessments shall be completed for each activity that involves different types of hazards, e.g. a ceramics class vs. a painting class vs. a woodworking class, or a general education laboratory class with low-hazard chemicals/ procedures, vs. an upper-division laboratory that utilizes hazardous chemicals/ procedures.
- **Principal Investigator (PI) Research. Responsible Individual: Faculty Principal Investigators.** Individual faculty principal investigators who are engaged in research activities shall complete a hazard assessment for their research activities and scholarly activities that involve hazards, e.g. laboratory research, fabrication, welding or woodworking. Hazard assessments shall be completed by each individual faculty member even when two or more faculty share the same physical laboratory or other space, to identify hazards that are unique to the nature of their individual research activities. PI's shall certify the Hazard Assessment for their research group in RSS Assess.

Deadline:

Initial hazard assessments shall be conducted before instruction/ research has started. Hazard Assessments shall be conducted using RSS Assess before the beginning of the Fall 2020 semester for any instructional laboratories/ courses that will be meeting with a face-to-face component during the Fall 2020 semester and for any Principal Investigator (PI) Research that will be conducted in research laboratories in Fall 2020. For other instructional laboratories/ courses that will be on-line in Fall 2020 or for Principal Investigator research that will be virtual in the Fall 2020 semester, hazard assessments shall be conducted before the beginning of the semester when the laboratory/course returns to face-to-face instruction or when Principal Investigator research returns to being conducted in research laboratories. Once these initial hazard assessments have been completed, recertifications of the hazard assessments shall be completed annually before the end of the third week of the semester.