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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, and illnesses.

Copies of the Program are at the Security Desk and on the SFCM website. Copies are also maintained by the Program Administrator (the Vice President of Finance and Administration), the Associate VP of Human Resources and Administration, the Student Services Center, and the Production Office.

The purpose of the Program is to prevent workplace accidents, injuries, and illnesses and provide a safe and healthy working environment for SFCM visitors, students, faculty and staff.

As a member of SFCM's community, you are responsible for your own safety, as well as the safety of others on the premises of the SFCM. You can share SFCM's commitment to maintaining a work environment free of hazards by implementing injury prevention practices.

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Each Department Head is responsible for enforcing SFCM's health and safety standards within their 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 their 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 their department and filing complete reports as appropriate; and
6. Assuring that no unsafe conditions exist within their department and causing correction action to be as necessary and appropriate.

The Campus Safety Committee, provides a forum for the discussion of accident causes and prevention. Its purpose is to assist the Program Administrator or designee in implementing and, when necessary, revising the Program. The Committee is chaired by the Associate Dean of Student Affairs and the Associate VP of Human Resources and Administration and is composed of representatives from different departments.

The Committee will meet periodically to review the implementation of the Program with the Program Administrator. Written minutes will be kept of all Committee meetings and such minutes will be retained in the Program Administrator's file. Meetings of the Committee are open to any interested faculty or staff members.

Additional duties of the Campus Safety Committee include:

1. Establishing safety objectives and policies

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All faculty and staff managers and supervisors are responsible for maintaining a safe work environment in their specific areas. In addition, they are responsible for reporting new or observed potential hazards in the workplace to the Program Administrator, as well as identifying health and safety education needs within their departments. All faculty and staff managers and supervisors are expected to work in conjunction with the Program Administrator to ensure compliance.

All employees are required to comply with reasonable suggestions made by their supervisors with regard to safety practices, and are encouraged to make suggestions for improving SFCM's safety record. Employees are expected to report immediate hazards to security. Potential safety issues should be reported to the Provost and Dean, Director of Pre-College and Continuing Education, One's supervisor, or any member of the Campus Safety Committee.

Information on safety procedures and instructions for medical and other emergencies will be posted on the bulletin board in the faculty/staff lounge on the 4th floor and on the student bulletin board on the 5th floor.

The following are potential hazards currently recognized by SFCM and the measures that will be taken to ensure safety:

- . Excess handling of heaving objects should be avoided. Proper lifting techniques and mechanical aids should be utilized whenever appropriate. Handling, lifting and moving heavy packages, boxes, furniture and musical instruments should be done by personnel designated, trained and able to do so.

- . Faculty and staff should walk, not run, throughout the building to avoid slipping on hard, non-carpeted surfaces. All spills should be cleaned up immediately or reported to facilities or reported to security.

- . Attention should be paid to environmental hazards, such as dust, air quality, fumes and noise. Proper design and usage of office equipment and systems are encouraged. Where exposure exists, measures will be taken to correct or minimize the hazard risk.

- . Window coverings should be adjusted and/or office furniture rearranged in order to eliminate glare.

- . Maintain proper posture, paying careful attention to positioning of head, neck/spine, arms/wrists, hips/thighs and feet. Alternate between different postures on a regular basis. When keyboarding, use minimum force while striking the keys. Keep a neutral wrist position, where forearms, wrists and hands are in a straight line. Avoid awkward

reaching for work tools such as telephone, mouse and reference materials. Avoid resting elbows, forearms or wrists on hard surfaces or sharp edges. Take frequent

. In order to identify new potential workplace hazards, the Program Administrator arranges for an inspection and investigation of any new substance, process, procedure or equipment introduced into the workplace. The Program Administrator also arranges an inspection and investigation whenever SFC

SFCM accepts anonymous reports by employees who wish to inform SFCM of workplace hazards. The Program Administrator will investigate all such reports in a prompt and thorough manner and will document the investigation and any necessary responses on the approved forms.

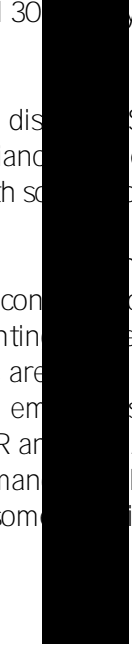
SFCM posts required Workers' Compensation notices and other notices regarding health and safety issues on the bulletin board in the faculty/staff lounge on the 4th floor. A brochure on Workers' Compensation is available from the Associate VP of Human Resources and Administration.

The Cal- OSHA Log 300A (Summary of Work-Related Injuries and Illnesses) is posted annually from February 1 through April 30 of the year following the year covered by the form.

Every effort will be made to ensure compliance with safety protocols. Persons who disregard SFCM safety policies and procedures will be subject to corrective action to ensure compliance. If necessary, SFCM reserves the right to use appropriate disciplinary action in compliance with school policies in order to correct behavior that compromises safety.

First aid awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthy work environment and preventing injuries, illnesses, and accidents in the workplace. When offered, SFCM personnel and students are encouraged to participate in first aid and other emergency training at SFCM's expense. Some employees, such as those working on behalf of the Concert Office, will be required to undergo CPR and First Aid Training in order to ensure that someone with such training is available during performances. All security personnel have been appropriately trained in CPR and First Aid to ensure that someone with such training is on the premises at all times.

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The following instructions are taken from SFCM's .

All occupants will by means of the nearest available exit (see
on page 8).

At

will act an

to ensure safe evacuation.

from any immediate danger.
or hazard to Security poi

to collect personal belongings. .
, directly to the marked emergency exit, closing doors behind you.
, and on your and
with the for heat before opening. If the exit is not safe, use
alternate emergency exits.
of the building, For the Ann Getty Center
(50 Oak), the assembly area is around the adjacent parking lot at Franklin and Oak. For the
Bowes Center (200 Van Ness), the assembly area is the northeast corner of Grove and Van Ness,
by the statue at the corner in front of

Prevent others from entering the building.
Keep your hands up in the air, and avoid sudden movements.
Call 911

IF YOU MUST HIDE

Find the nearest office, studio, practice room or closet and shelter in place.
Lock or barricade the door.
Turn out the lights
Silence your phones.
Wait quietly.
Call 911 if possible. If you cannot speak, leave the phone open so the dispatcher can listen.

IF YOU MUST FIGHT

Getting to safety is your first priority. If you cannot run or hide, your life is in imminent danger, and your only recourse is to fight:

Act with physical aggression.
Use common items as weapons.
Use numbers to overwhelm the Attacker.
Commit to your actions.

All Employees are required to comply with the following Office Safe Practices that ha

