

Safety Principles: Cal Maritime is committed to the safety and well-being of its community. Our ultimate goal is to provide a safe environment for our students, faculty, staff and visitors by implementing policies and procedures that protect people, facilities and resources.

Personal Safety



Be Proactive.

Pay attention to where you are going at all times, especially through doorways, busy aisles and around corners.

Safe Work Practice



Follow all job safety procedures and policies, never short-cut procedures.

STOP Work Authority



- Stop Work Authority is comprised of a six step process:
- Stop, Notify, Investigate, Correct Resume, Follow-up (training on lessons learned etc.)

PPE



Use personal protective equipment when required. PPE is used in conjunction with engineering, safe work practices or administrative controls, not a substitute.

Cal Maritime Alert



Cal Maritime utilizes a Mass Notification System messaging platform to enhance our emergency communications during crisis situations.

Equipment Use



- Use proper equipment for the job, ensuring that it is in good condition.
- **DO NOT** use equipment with faulty insulation, improper grounding, defective parts or loose connections or non-functioning guards.

Electrical Awareness



- **Extension cords** are meant for temporary and not as permanent installations.
- **DO NOT** overload circuits.
- **DO NOT** daisy chain extension cords and/or plug strips together.

Slip, Trip, Fall



- Keep work areas clean and clutter-free.
- Immediately pick up anything dropped or any foreign object seen on the floor.
- Sweep up -- not pick up - - broken glass

Lab/Shop Safety



- Get Trained before use.
- Ensure all Safety equipment is functioning properly
- No food in the lab.
- Keep work areas clean.
- **DO NOT** work alone.

Material Handling



- Use care and proper technique when lifting objects, and break large packages into smaller loads if possible.
- Pull - **DO NOT** push - carts through doorways

Chemicals



Know what chemicals you are using, how to work with them safely and properly dispose of them.

Hazardous Materials



- Spill Response
- **S**TOP the SPILL.
- **W**ARN Others.
- **I**SOLATE the Area.
- **M**INIMIZE Your Exposure Area.

Elevated Work



- Use an approved ladder or step stool (not a box, crate, or chair) for reaching high objects.
- Always inspect before use.

Vehicle Operation



- Possession of a valid drivers license
- Complete Safe Driver Training
- Pre-use inspection of vehicle.
- Buckle Up
- Use hand free device when using cell phones.

Travel Safety



- Evaluate location and identify hazards.
- Complete Travel Authorization Form.
- Complete Participant list
- Enroll in FTIP for International Travel

Emergency



Know where the nearest fire exit is and what to do in an emergency.

Campus **Emergency** dial **911**

Fire Prevention



- **R**escue
- **A**larm
- **C**onfine
- **E**vacuate

Active Shooter



- Run.
- Hide.
- Fight.

Weather



Listen to Local radio and television for Weather Conditions and Emergency Instructions.

Report



Report any safety hazard, accident or injury immediately to your manager.



DO NOT USE ANY EQUIPMENT OR MACHINE UNLESS YOU HAVE RECEIVED INSTRUCTION IN THE SAFE USE AND OPERATION AND HAVE AUTHORIZATION TO USE.



Non-Emergency
M-F Business Hours

Campus Police Department
707-654-1176

Safety & Risk Management
707-654-1076

Facilities & Maintenance
707-654-1120

Human Resources
707-654-1139