

STANFORD SAFETY INFORMATION

TIER II TRAINING DEPARTMENT OF ENVIRONMENTAL HEALTH & SAFETY

REPORTING

- Immediately report all accidents, injuries, illnesses, or unsafe conditions to your supervisor or safety coordinator.
- Report any acts or threats of violence to your supervisor, Staff Affairs Officer, or Employee Relations Representative.

GENERAL

- As soon as possible attend the Computer Workstation Ergonomics Training to make sure your workstation is set up ergonomically correct. Work with your supervisor to make needed fixes ASAP!
- Ask your supervisor what other health and safety-related trainings you may be required to take as part of your work responsibilities.
- To avoid trips and falls, keep work areas clear of floor storage, electrical cords, and other potential obstacles.

EMERGENCY

The emergency number is:

9-911 (from campus phones) **286** (from School of Medicine)

The nearest accessible phone is in Room _____

A first aid kit is located in Room _____

Earthquake

- Locate safe areas in your workplace such as under a sturdy desk/table under interior doorframes (be careful of door swing) or in a corner away from shelves, windows, glass doors, mirrors, hanging objects and unsecured, heavy objects.
- Secure bookcases, filing cabinets, shelves, racks, cages, storage cabinets and similar items that are over four feet tall to prevent toppling.
- Equip storage shelves with seismic restraints such as lipped shelf edges or elastic bungee cords from end to end.
- Store large and heavy objects on lower shelves.
- Keep storage areas uncluttered, providing clear evacuation routes.

- Fire**
- Evacuate the immediate fire area.
 - Activate the alarm and call 9-911 from a campus phone (286 from School of Medicine).
 - Upon hearing alarm, stop work and proceed to nearest exit, closing the door behind you.
 - Gather at the emergency assembly point.
 - Do not store excessive paper or other combustibles in work areas.
 - Keep aisles and hallways clear at all times.

The fire extinguisher is located _____

- Evacuation**
- Review your department's evacuation plan.

The emergency exit for my lab/office is _____

Our Emergency Assembly Point is _____

OTHER TOPICS

Special instructions or hazards specific to your workplace.

These could include:

- A tour of your workplace to identify safety equipment (shower, eyewash, personal protective equipment, building alarms, exits).
- Supervised instruction and standard operating procedures on handling of hazardous equipment or materials.
- Warning signs.

Other _____

Other _____

I, _____, have read and understood this health and safety information. I will receive additional training from my supervisor, as needed, on hazards specific to my job.

Date: _____ Supervisor Signature: _____