



Working Safely at the Institute

Employees' Guide to Caltech

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Campus Security

Security Office, x4701 / EMERGENCIES (24 HOURS), x5000

The Institute has an all-purpose emergency telephone number, extension 5000. This extension is monitored 24 hours a day, seven days a week, and should be used for all emergency calls on the Caltech campus, including fire, police, or ambulance service. The operators who answer this number have instructions about whom to notify for various emergencies. If you call the fire department or ambulance service directly, you may cause considerable confusion and delay.

SECURITY STATEMENT

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the California College and University Security Information Act, Caltech will provide you, upon request, an annual security report on university-wide security and safety, including related policies, procedures, and crime statistics. A copy of this report may be obtained by writing or calling the Caltech Security Office, 515 South Wilson, Mail Stop 200-63, Pasadena, CA 91125, or by telephone at (626) 395-4701. You may also obtain this report on our website at <http://security.caltech.edu>.

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Workplace Safety

Environment, Health & Safety Services, x6727

The Environment, Health, and Safety Services, usually referred to as the Safety Office, is responsible for providing environmental and safety services and for ensuring that the Institute is in compliance with all applicable environmental and safety laws and regulations.

The Safety Office also provides ergonomic assistance, and training on various safety matters.

It is your responsibility to observe the safety requirements and use the safety equipment designated for your job. Be on the alert for hazardous conditions. Employees who may be exposed to hazardous substances in the course of their work are entitled to information about such substances. Instructions on the proper use of hazardous substances are available from your supervisor or the Safety Office. If you notice unsafe acts and conditions or environmentally unsound practices, either on your job or elsewhere on the campus, report them immediately to your supervisor or to the Safety Office at extension 6727.

Injuries

**Workers' Compensation Administration Unit, 4577/5740/ EMERGENCIES (24 HOURS),
x5000**

Injuries occurring at work must be reported to your supervisor immediately. In the event of an emergency, call or have someone call the Security Office at extension 5000 immediately.

The costs of medical treatment and disability payments for occupational injuries and illnesses are covered by our workers' compensation insurance policy. All such injuries and illnesses should be reported to the Workers' Compensation Administrator at extension 4577 in order to assure that safety concerns are properly addressed and medical treatment is appropriately administered. The Security



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Office, at extension 4701, is able to provide cab service to an Occupational Health Center if necessary. If you have any questions regarding workers' compensation, or have sustained a work-related injury, in addition to informing your supervisor, you should call the Workers' Compensation Administration Unit promptly.

Personal Safety

Campus Security, x4701

Always follow these procedures to ensure your safety and the safety of your fellow employees:

- Notify your supervisor if you need to enter your work area outside of normal business hours. Your supervisor determines your access to your work area during lunch hours and before and after normal business hours.
- Do not unlock doors or leave doors ajar in any building on campus. The system of locked office doors permits better scrutiny of visitors to campus facilities.
- If your supervisor provides you with keys to your office, do not copy them. If you lose them, report the loss immediately to your supervisor. When you leave your job assignment, return the keys to your supervisor or your supervisor's designee.
- If you work after normal business hours, you are encouraged to request an escort to your car. Call Campus Security at extension 4701 to request the escort service.

Violence Prevention

Campus Security, x4701 / EMERGENCIES (24 HOURS), x5000

Caltech is proud of its record in maintaining a safe work environment. In an effort to continue that record, Caltech has adopted the following guidelines to deal with any violence that may occur on its premises, and to ensure the safety of its employees.

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- Report all threats of violence--direct or indirect--as soon as possible to your supervisor or to another supervisor. Give as many details as possible.
- Report all suspicious individuals or activities to your supervisor or to any other supervisor as soon as possible.
- Do not put yourself in peril.
- If you hear a violent commotion near your work area, do not try to see what is happening. Call extension 5000 immediately and take cover.
- Cooperate fully with Campus Security, law enforcement, and medical personnel who respond to a call for help.
- Refer all inquiries from the media to Public Relations at extension 6327. It is important that Public Relations handle media requests to assure that consistent information is released.
- If you are qualified, you may provide first aid to injured persons.