

# VIII. Program Elements

## 1. Safety Communications

The IIPP, in compliance with GISO Section 3203, ensures that employees have the right to be advised of occupational safety and health hazards and receive training on safe work practices, including the use of personal protective equipment. Employees also have the right and responsibility to report safety hazards, request information on safety hazards, or make safety suggestions without fear of reprisal.

The University has established several methods of communication with employees on matters relating to health and safety that are described in this section.

- **Hazard Awareness and Safety Training**  
The University provides employee training programs for general hazard awareness safety, as well as training for hazards related to job-specific activities. Job-specific training programs are described in the procedures that comprise the **Hazard Control Programs**. For example, hazard awareness training is described in the **SDSU Hazard Awareness and Communication Program**. Specific training requirements for certain industrial activities are described in **Industrial Safety Procedures**. Departments shall ensure that job-specific training is provided when the program is first established; for all new employees; for all employees given new job assignments for which training has not previously been received; whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard; whenever the employer is made aware of a new or previously unrecognized hazard; and for supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed. EH&S assists with providing general workplace safety training and departments are responsible for those types of training which are unique to departmental activities (e.g., laboratory experimental procedures, field activities), and which are beyond the scope of EH&S expertise. (See also [Employee Safety Training](#).)
- **Departmental Safety Meetings**  
Departments shall schedule and conduct, on a regular basis, meetings at which safety and health issues are freely and openly discussed by employees of the department. The Director or Department Chair shall attempt to schedule the meetings at a time when most employees can attend and will keep minutes to document who was in attendance and what topics were discussed.
- **Campus Safety Newsletter**  
A newsletter aimed at communicating health and safety matters to all faculty and staff shall be published by EH&S. This publication is devoted to occupational safety and health, as well as environmental issues, off-the-job safety issues, etc. SDSU employees are encouraged to request safety-related topics they want addressed in the newsletter.
- **Posters and Notices**  
EH&S shall provide posters and notices to be used in promoting a safe and

healthful workplace and work practices. Posters and notices shall be displayed in high visibility areas within each applicable workplace.

- **Other Communication Methods**

A variety of other safety information dissemination methods are used. These include, but are not limited to, the following:

- Pamphlets or fact sheets
- Notification letters (e.g., Employee Asbestos Notification Letters)
- Posting of regulatory agency inspection findings, Notices of Violation, etc.
- Memoranda containing results of departmental safety surveys, EH&S inspections, workplace monitoring, injury investigations, etc.
- Electronic communications