THEFT OF UNIVERSITY PROPERTY

While many of us will not have to face the inconvenience and intrusiveness of someone taking something that does not belong to them; it does happen. Please remember that theft of University property is not covered by our insurance policy if the items are unsecured. Also keep in mind that there is no insurance coverage for employee personal property. Many cases of theft happen when an area is unsecured long enough for an opportunistic thief to take advantage of that time. Here are some tips to help reduce your chances of having to face the disruption of theft:

1. Lock your door to your office, even when stepping away for a “moment”.
2. Lock doors to your work or common areas when leaving.
3. Watch out for individuals who do not belong in the area.
4. Survey the work area to see if additional security measures can be added.
5. Share tips on awareness with new employees about security in your department.
6. Lock valuables in drawer if you work in an open area.

ALERT DRIVER PROGRAM

Risk Management launched the Alert Driving training module on Monday, Nov. 1. This state-of-the-art application is a risk identification tool designed to identify a driver's ability to recognize dangerous situations that happen every day on our roadways. University drivers will be required to complete four training sessions via this tool per year. Each session is approximately 11 minutes long. These short sessions are informative and fun! Employees who drive for University business should already be cleared through Risk Management to do so. Please contact Cheryl Sloup at csloup@pacific.edu for more information.

Check out our web page @

Or

If you have a SMART phone with a QR application, scan the code:
Electronic waste (e-waste) and batteries are properly disposed of on campus. Employees have done an excellent job in making sure e-waste and batteries do not end up in the trash. In 2010, University employees on the Stockton campus recycled nearly 20 tons of e-waste. As a reminder, all spent batteries should be dropped in an interoffice envelope (make sure to tape the ends of the 9 volt batteries) and mark the envelope with a red pen: used batteries/Physical Plant. Mailroom staff will pick up with the outgoing mail. If you have larger batteries like UPSs and/or batteries that are leaking, Risk Management should be contacted for a pick up. If for some reason you wish to dispose of fully charged batteries, you should call Risk Management for pick-up (62908).

Please contact Physical Plant/Support Services or Risk Management with any questions or concerns.

Please let Risk Management know if you have any environmental health or safety concerns. The anonymous online safety suggestion box can be found on the University website. Go to the Administrative tab within InsidePacific to submit your safety suggestion today!
Safe work practices which reduce hazards are not only a smart business practice, but also a Federal law. Significant reductions in worker injuries have been achieved since OSHA first began working with employers to protect employees. One of the most significant additions to employee safety has been the introduction of an Injury Illness Prevention Program (IIPP). A major component of IIPP is an appropriate hazard communication program. IIPP includes documenting a facility's plan for identifying the specific hazards posed by any related job duties so that an employee may be more likely to protect themselves from the hazards. Specifically identifying what kind of protection should be used can improve the effectiveness of the program (e.g., by periodic evaluations). The IIPP training is a regulatory requirement of OSHA. If you have any questions or have not had this training yet, please contact Sean McNally at smcnally@pacific.edu.

NEW EMPLOYEE ORIENTATION TRAINING
The U.S. Occupational Safety and Health Act (OSHA) requires that new employees receive Injury and Illness Prevention Plan and Office Safety Training within 30 days of hire and annually as a refresher. This training requirement is incorporated during new employee orientation and is mandatory. Please refer to our website for the list of other available training classes.

KEEP THE FOLLOWING AREAS CLEAR OF OBSTRUCTIONS IN CASE OF EMERGENCY
- Emergency exits
- Electrical panels
- Fire sprinklers
- Fire extinguishers
- Emergency showers and eyewashes
Budget & Risk Management Office

**Location:** Bannister Hall, 2nd Floor  
**Main Telephone:** 209.946.2908  
**Fax:** 209.946.2806

Office Leadership: Marcus Perrot

Budget and Risk Management Staff ensure that the University’s fiscal, environmental health, and safety objectives are not interrupted nor compromised by foreseeable or unforeseeable events and occurrences.

Primary Activities Include:

- Management of University Budget Operations
- Coordination of University Risk Management Program

For more information, contact us.

<table>
<thead>
<tr>
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