



## **Safety Guidance for Facilities and Service Staff**

The Facilities and Service staff provide essential support to the Caltech Campus Community. Employees in these areas face a variety of hazards in the workplace. Information about any known hazards, programs available to help you work safely, and tools for supporting as well as recording and reporting necessary safety concerns are available as noted below or by contacting the Environment, Health, and Safety Office at x6727 or [safety@caltech.edu](mailto:safety@caltech.edu).

### **RESOURCES:**

- [Safety Training Guidelines](#)
  - [Safety Orientation Checklist for New Hires](#)
  - [Facilities Safety Training Matrix by Shop](#)
- [Safety Inspection Process – Recommendation](#)
  - [Shop Self-Inspection Checklist](#)
- [Incident Investigation and Reporting](#)
  - [Incident Report](#)
  - [Supervisor’s Injury Investigation Report](#)
- [Personal Protective Equipment \(PPE\)](#)
  - [Supervisor Monthly Self-Audit Checklist](#)

### **GENERAL PROGRAMS, GUIDELINES, and NOTIFICATIONS**

- [Annual Asbestos Notification](#)
- [Confined Space Program](#)
- [Hazard Communication Program](#)
- [Hearing Conservation](#)
- [Heat Stress](#)
- [Injury and Illness Prevention Program](#)
- [Lockout/Tagout Program](#)
- [Personal Protective Equipment](#)
- [Respiratory Protection](#)
- [Shop Safety](#)
- [Work Procedures for Asbestos-related Activities](#)

Source: <https://www.safety.caltech.edu>