



Environment, Health and Safety Department (EHS)

Environment, Health and Safety (EHS)

Guidelines for Student Activities

Santa Clara University is committed to protecting the environment and the safety of its students. To help achieve this, everyone is responsible for complying with campus-wide EHS requirements. The guidelines outlined in this document do not purport to address all potential risks associated with student activities. Detailed campus-wide EHS requirements are described in numerous subject-specific program documents found on the EHS website. This document presents a high-level summary of the basic precautions students should follow to help ensure personal safety and environmental protection related to student campus activities. The most current version of the Santa Clara University Student Handbook should also be consulted for applicable policies.

Questions or guidance on areas not addressed in this document should be directed to the EHS Department (see contact information below) before your activity occurs. EHS will be happy to work with you to identify solutions to minimize risk and help ensure a safe and productive event.

Personal Safety

- In the event of an emergency (fire, medical, security, etc.), call 911 or Campus Safety Services at 408-554-4444.
- Do not use ladders taller than 6 feet. Maintain three-point contact (two hands and one foot, or two feet and one hand) at all times.
- Do not attempt to stand at heights of six (6) feet or greater where no fall protection is in place such as handrails, mid-rails, floor coverings and/or walls.
- Where there is risk of flying particles or objects or splash to the eyes and/or face, wear appropriate personal protective equipment such as safety glasses, goggles, face-shield, etc.
- If using a compressed gas cylinder (e.g. helium for filling balloons), be sure to cover the cylinder valve when not in use and take extreme caution at protecting the cylinder valve from being damaged. Always be sure the cylinder is securely stored upright.
- Scissor lifts, forklifts and other powered industrial vehicles cannot be operated on-campus by students.
- Each building on-campus has a designated Emergency Assembly Point (EAP). Always know the location of the EAP for the building you are in. In the event of an emergency building evacuation, assemble at the EAP and await instruction from emergency responders. A map of EAPs can be found on the Campus Safety Services website at: http://university-operations.scu.edu/campus-safety/emergency-response/emergency_assembly_points_campussafety/
- The use of powered equipment to cut, grind or weld materials is prohibited without pre-approved supervision. Contact EHS for information.

Environmental Protection

- Do not pour anything down a storm-drain (e.g. paint, oil, paint thinner, lighter fluid, gasoline, cooking oil, grease or fat, etc.) because storm-drains run directly to the Bay. If you are unsure if the drain is a storm-drain, contact EHS or Facilities.
- Do not dispose of chemicals down any sink. If you are unsure of how to dispose of a liquid waste generated from your activity, contact EHS.
- Do not dispose of paints in the garbage. Contact EHS to dispose of paints.
- Do not dispose of batteries, electronic items or mercury containing bulbs in the garbage. Contact SCU Facilities at 408-554-4742 to dispose of these items.

Interior Decorations

- Guidance on interior decorating requirements may be found in the “**Holiday Decorating Standards for Residence Halls**” document. This document may be found on the EHS website.
- Note that each building on campus may also have its own policy for interior decorations. Consult with the respective Building Manager before commencing with decorating.

Electrical Power

- Arrangements for outdoor electrical power should be requested through SCU Facilities
- Extension cords can only be used on a temporary basis (less than 3 days) and must be in good condition
- Extension cords and power strips must not be daisy chained (plugged into each other)
- SCU building electrical equipment must not be tampered with or altered, including electrical panels, circuit breakers, fuses, etc.

Fire Protection

- Open flames are not allowed indoors under any circumstances.
- Bonfires are not allowed due to local air district restrictions.
- Open flames outside (aside from BBQing) requires EHS approval in-advance. A fire-watch and fire extinguisher must be on-hand for all outside open flame activities (aside from BBQing). Only properly trained personnel are authorized to be a fire-watch at student activities. Check with the EHS department for fire-watch requirements.
- Flammable liquids and gases such as gasoline, propane, kerosene, acetylene and other similar items are not allowed in buildings.
- The obstructing or blocking of emergency exits, exit pathways and stairwells is prohibited.
- Tents and canopies must be flame retardant (the State Marshal seal on the tent or canopy is required). If the size of a tent or canopy is over 25 feet x 25 feet, it must be equipped with exit signs and a 10lb fire extinguisher must be provided and must be within the tent or canopy.
- Pyrotechnics (fireworks, smoke bombs, etc.) are not allowed on campus. Exception: Only professional pyrotechnics with approved permits are allowed.
- The use of portable space heaters is prohibited due to their fire risk and high energy consumption.

- “Hot work” meaning brazing, welding, or cutting where sparks or flame are generated is not allowed without a “hot-work” permit from EHS. Hot-work permits will only be issued to faculty/staff members.
- Fire extinguishers can be obtained for an event in advance from the Center of Student Leadership in Locatelli Center.

Outdoor Activities and Outdoor Cooking

- The use of propane for BBQing is prohibited by students.
- BBQing should be in designated BBQing areas. Portable BBQs should be kept 20 feet from any permanent structure and must not be located under building overhangs. Upon completion, the coals should remain in the BBQ with the lid on until the following day before being disposed of. **DO NOT POUR WATER ON HOT EMBERS...** allow appropriate time for embers to completely extinguish themselves.
- The set-up of cooking booth vendors should be approved by EHS before cooking activities commence.
- No open pit or homemade cooking appliances/devices allowed.
- Scaffolds must be constructed by a qualified third party vendor and must be approved for use in advance by Risk Management and EHS.
- Weather Safety – if high winds, storms or the threat of lightening exist, all outdoor activities should cease and move indoors immediately.
- The use of the swimming pool requires approval from Janice Demonsi at the Pat Malley Center.
- Crowd Management - Event organizers are responsible for crowd control and crowd management at their event including. Events holding more than 1000 spectators must have assigned crowd managers, including one crowd manager per 250 spectators. Campus Safety Services should be contacted for more information.

For more information send inquires to EHS:

Sean Collins (spcollins@scu.edu) or Henry Gucho (hgucho@scu.edu)

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Or visit us at: <http://university-operations.scu.edu/ehs/>