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April 20, 2009

Department of Industrial Relations  
Division of Occupational Safety and Health  
San Francisco District Office  
121 Spear Street, Suite 430  
San Francisco, CA 94105

Attention: Cora Gherga, District Manager

Dear Ms. Gherga:

San Francisco State University investigated the alleged conditions described in your letter of April 14, 2009. In response to your letter, representatives from the University's Environmental Health and Occupational Safety Office and Facilities and Service Enterprises entered the Library to inspect the alleged conditions. This letter constitutes the University's response, including whether the alleged conditions were found to exist, and if so, the corrective actions that were taken.

#### Allegations, Findings and Responses

1. Library staff has only 1 working exit from a multi-story building. All other exits have obstructions or are closed off.

Upon inspection, only three floors of the Library are used for book storage. The average number of occupants at any time is 6, each spending no more than 1 to 2 hours in the Library at a time. Although occupancy does not exceed 49 employees at any time, the general contractor has now opened a second working exit for the affected areas. In order to ensure timely escape in the event of an emergency, a fire evacuation drill was conducted. It took less than 2 minutes for the employees to exit the building.

2. Exit paths are not lighted and the exit and directional signs are not clearly visible.

As shown in photo attachment #2A, the exit path is well lighted by natural lighting. In addition, all employees have access to flashlights and have received safety instructions regarding emergency evacuation. Luminance, in foot candles, is more than adequate considering that the

main library has many windows that allow natural lighting to penetrate to each floor. Also of note, employees are only scheduled to work in the Library until 5pm.

3. Exit or directional signs are missing, are damaged, or do not have the required luminance.

All the exit and directional signs were found to be in place, with the required luminance, as per response #2.

4. Stairways, passageways and work areas are not maintained clear and in good repair, as protruding nails and debris are present.

The stairways, passageways and work areas were inspected. This condition was found to be untrue, as depicted in photo attachment #4A.

5. Stairwells (as exit routes) have no lighting in some areas. Low level of lighting in other work areas.

Upon inspection, this was found to be true in some areas. University personnel, working with the general contractor, immediately improved the lighting in the affected areas.

6. The automatic fire sprinkler system has no water supply.

The fire sprinkler and alarm systems remain on line in the book paging areas where the employees work. The fire sprinkler system was deactivated for four days, during the week before last, in order to abate overhead asbestos ceiling tiles. During that time, the general contractor arranged for fire watch personnel to walk the Library premises. The system was immediately thereafter brought back on line and remains on line at this time.

7. No sanitary facilities are provided inside the building. The building has no running water for drinking, washing and toilets.

Library personnel are trained to enter the Administration building, located next to the Main Library entrance/exit, to access their necessary drinking water and use bathroom facilities. Employees work for 1 to 2 hours maximum, at one time, in the Library.

8. There is concern regarding possible employee exposure to harmful air contaminants, including but not limited to asbestos and silica.

This should not be a concern. Negative containment barriers have been and continue to be in place during abatement. Continuous air samplings are conducted on a daily basis. Pictures and support documentation are attached as #8A - #8E.

9. Employer has failed to develop and implement an Emergency Action Plan for the employees working in the library during construction. Employees did not receive any training on emergency procedures to ensure their safety in case of a fire or other emergencies.

Library employees were provided with emergency instruction training by an employee who works at the Library. Signatures of employees who received the training and documents used for training are submitted as attachments #9A - #9B. Also, sign-in/sign-out procedures are in place at the worksite.

A copy of your April 14<sup>th</sup> letter and this response shall be posted in a prominent location, where it will be readily accessible for employee review for at least 3 days.

Sincerely,

A handwritten signature in black ink that reads "Michael Martin". The signature is written in a cursive style with a large, prominent initial "M".

Michael Martin  
Executive Director  
Risk Management

Enclosures