

From: Campbell, Michael  
Sent: 3/28/2014 2:25:42 PM  
To: Dietz, Sidney (/O=PG&E/OU=Corporate/cn=Recipients/cn=SBD4)  
Cc:  
Bcc:  
Subject: FW: Break-room and Workspace Policy Notification: A Message From Administrative Services

My fave is #14.

**From:** Prosper, Terrie D.  
**Sent:** Friday, March 28, 2014 1:35 PM  
**To:** ALL SF  
**Subject:** Break-room and Workspace Policy Notification: A Message From Administrative Services

**Break-room and Workspace Policy Notification: A Message From Administrative Services**

As we move towards the various phases of the Restack Project we also want to ensure that the CPUC is operating within the guidelines of the state as it pertains to workplace safety. To accomplish this, the CPUC has developed a Workspace Policy and a Break-room Policy consistent with DGS, OSHA, and the California Labor Code. These policies have been posted on our Intranet at <http://intranet:8080/cpucpolicies.aspx> under Employee Resources sub-heading Policies. You are encouraged to review and familiarize yourself with the policies.

If you have any questions or concerns pertaining to safety, please contact the safety staff at [safetyoffice@cpuc.ca.gov](mailto:safetyoffice@cpuc.ca.gov). If you have questions or concerns pertaining to facilities, please contact the facilities staff as [cpucfacilities@cpuc.ca.gov](mailto:cpucfacilities@cpuc.ca.gov).

Thank you for your support.

*Brenda M. Cochran, Chief*

*Administrative Services, Management Services*

*California Public Utilities Commission*

*Office Phone: (415) 703-2960*

*FAX: (415) 703-4452*

*BMJ@cpuc.ca.gov*

**Purpose:**

This policy establishes break-room and vending area guidelines for CPUC employees, contractors, visitors and interns. These guidelines shall be followed by all employees, contractors, visitors and interns to ensure an efficient, professional, clean, safe, and compliant work environment. Violations of this policy may be subject to progressive disciplinary action, up to and including termination of employment.

**Responsibilities:**

Administrative Services is responsible for the periodic review and updating of this policy. Inspections to monitor compliance with this and other safety related policies will be performed by Safety Officers on a routine basis.

All employees are required to comply with this policy. Any concerns related to safety should be reported to Supervisors or the Safety Officers.

**Policy:**

The following applies to the break-rooms and vending machines located on each floor.

1. All areas are to be kept neat and clean. Clean up after yourself.
2. Break-room is not a rest area. It is for the preparation and consumption of “ready-made food” or snacks and non-alcoholic beverages only.
3. Personal appliances are prohibited including water-coolers, cookers and hot-plates. Only approved refrigerators, microwave ovens, toasters, coffee and tea pots are allowed in the break-room.
4. All food items stored in the refrigerators must be marked with employee name, phone number and date placed in the refrigerator. No food item should be in the refrigerator for more than 5 days.
5. Observe all electrical safety procedures.
6. Soft drink and snack machines are available in the vending areas located on the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floors.
7. Washing of food/beverage utensils, plates, bowls, storage containers, mugs, etc., should be done in the break-room sinks only. Bathroom sinks are not to be used for washing of food/beverage items.

8. No brushing of teeth or spitting into the break-room sinks.
9. Disposal of foods or coffee grounds should be in the appropriate trash/recycling containers and not in the sink.
10. Employees must remain in the break-room while using the microwave.
11. Employees must be considerate in the use of break-room appliances.
12. Do not store any food items in the workspace. All perishable items should be placed in the break-room refrigerator or taken home.
13. No furniture except that approved by the CPUC Facilities is allowed in the break-room.
14. Be careful when using the hot water plumbing system.