



DEPARTMENT OF ENVIRONMENTAL SCIENCE AND POLICY

ONE SHIELDS AVENUE  
DAVIS, CALIFORNIA 95616-5270

August 20, 2015

TO: All ESP Employees, Students and Volunteers

FROM: Susan Handy, Chair

Attached is the Department of Environmental Science and Policy's (ESP) Injury and Illness Prevention Program (IIPP) document including the General Safety Training Checklist (Appendix G). Separately attached is ESP's Emergency Action and Evacuation Plan (EAP). Please keep the IIPP and the EAP readily available at your desk or in your office/laboratory. The IIPP contains mandated information regarding safety training, inspections, building evacuation plan in the event of emergencies, and a system for identifying, reporting and correcting safety deficiencies in the workplace. Please bookmark the link below for the IIPP and the EAP:

<http://desp.ucdavis.edu/resources/safety-illness>

Once on the ESP page, move the cursor to the Safety & Illness link under "Resources" on the top tool bar to access the documents.

When Cal/OSHA, Yolo County, or Safety Services performs inspections of UCD facilities, personnel are expected to be familiar with their department's IIPP and EAP, and must be able to produce a copy for the inspectors. An electronic copy of the IIPP has been placed on the ESP department website. Additionally, please carefully review Cal/OSHA Safety Net #143 to familiarize yourself with what you would be required to do in the case of an Cal/OSHA inspection:

<http://safetyservices.ucdavis.edu/snfn/safetynets/snml/sn143/safetynet-143-cal-osha-inspections-1>

Employees and their supervisors are required to meet annually and to document safety training to assure all are up to date with the department's IIPP and with safety issues pertinent to their position. P.I.s, lab managers and supervisors: please meet with your staff, students and volunteers, then print, complete, sign and date the General Safety Training Checklist (Appendix G in the IIPP). The signed originals go to Jennifer Carriere in the ESP business. It is recommended that P.I.s and supervisors keep readily accessible copies of the signed Checklists in their lab or office in the case of an inspection. If you are a supervisor or P.I. and the one providing the training for those items, assure that all entries checked on your supervisee's Safety Form are also checked on your own forms.

Please provide Jennifer Carriere with a completed copy by September 15<sup>th</sup>, 2015 of your :

- 1) Job Safety Analysis
- 2.) Office Worksite Inspection Form **and/or** the laboratory Self-Inspection Checklist
- 3.) General Safety Checklist

Departments are required to maintain a set of those forms in an IIPP Addendum Binder.

Thank you,

Susan Handy, ESP Department Chair

# UC DAVIS

**Environmental Science and  
Policy**

**INJURY AND ILLNESS  
PREVENTION PROGRAM**



# UC DAVIS

<b>Environmental Science and Policy</b>
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## **INJURY AND ILLNESS PREVENTION PROGRAM**

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This Injury and Illness Prevention Program has been prepared by the University of California,

Environmental Science and Policy department in accordance with University Policy (UCD Policy & Procedure Manual Section 290-15: Safety Management Program) and California Code of Regulations Title 8, Section 3203 (8 CCR, Section 3203).

# UC DAVIS

## Department of Environmental Science and Policy

### INJURY AND ILLNESS PREVENTION PROGRAM

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# Department Information

Department Name: **Environmental Science and Policy**

Department Chair: Susan Handy

Address: **2132 Wickson Hall, U.C. Davis campus**

Telephone Number: **(530)-752-5878 (Susan Handy), (530)-752-3026 (front desk)**

## **Buildings Occupied by Department**

**1. Building: Wickson Hall**

**Unit(s): ESP**

**Contact: Tina Hammell, Duncan Pohl, Anne Liston, Jennifer Carriere**  
**Phone: 916-803-2166, 530-219-5509, 530-400-0181, 530-752-3026**

# I. Authorities and Responsible Parties

The authority and responsibility for the implementation and maintenance of the Injury and Illness Prevention Program (IIPP) is in accordance with University Policy (UCD Policy & Procedure Manual Section 290-15: Safety Management Program) and California Code of Regulations (8 CCR, Section 3203) and is held by the following individuals:

1. Name: **Susan Handy**

Title: **Department Chair ESP**

Authority: Authority and responsibility for ensuring implementation of this IIPP

Signature: \_\_\_\_\_ Date: 8/28/15

2. Name: **Elle Barnes**

Title: **CAO ESP**

Authority: Department designated authority for implementation of this IIPP

Signature: \_\_\_\_\_ Date: 8/28/15

All Principal Investigators and supervisors are responsible for the implementation and enforcement of this IIPP in their areas of responsibility in accordance with University Policy (UCD Policy & Procedure Manual Section 290-15: Safety Management Program).

## Annual Review Documentation (If no changes are made the next year)

Responsible/Designated Authorities

Date

Tina Hammell (ESP DSC) and  
Anne Liston (ESP Alternate DSC)

*Tina Hammell*

8/28/15

*Anne Liston*

8/28/15

## II. System of Communications

1. Effective communications with **Environmental Science and Policy** employees have been established using the following methods:

Standard Operating Procedures Manual

Material Safety Data Sheets

Monthly departmental operations meetings

Internal media (department intranet)

EH&S Safety Nets

Training videos

Safety Newsletter

Handouts

Building Evacuation Plan

E-mail

Posters and warning labels

Job Safety Analysis – Initial Hire

Job Safety Analysis – Annual Review

Other (list):

Occasional supplemental in person presentations such as spill training

2. Employees are encouraged to report any potential health and safety hazard that may exist in the workplace. **Hazard Alert/Correction Forms** ([Appendix A](#)) are available to employees for this purpose. Forms are to be placed in the Safety Coordinator's departmental mail box. Employees have the option to remain anonymous when making a report.
3. Employees have been advised of adherence to safe work practices and the proper use of required personal protective equipment. Conformance will be reinforced by discipline for non-compliance in accordance with University policy ([UC Davis Personnel Policies for Staff Members- Section 62, Corrective Action](#)).

### **III. System for Assuring Employee Compliance with Safe Work Practices**

Employees have been advised of adherence to safe work practices and the proper use of required personal protective equipment. Conformance will be reinforced by discipline for non-compliance in accordance with University policy ([UC Davis Personnel Policies for Staff Members- Section 62, Corrective Action](#)).

The following methods are used to reinforce conformance with this program:

1. Distribution of Policies
2. Training Programs
3. Safety Performance Evaluations

Performance evaluations at all levels must include an assessment of the individual's commitment to and performance of the accident prevention requirements of his/her position. The following are examples of factors considered when evaluating an employee's safety performance.

- Adherence to defined safety practices.
  - Use of provided safety equipment.
  - Reporting unsafe acts, conditions, and equipment.
  - Offering suggestions for solutions to safety problems.
  - Planning work to include checking safety of equipment and procedures before starting.
  - Early reporting of illness or injury that may arise as a result of the job.
  - Providing support to safety programs.
4. Statement of non-compliance will be placed in performance evaluations if employee neglects to follow proper safety procedures, and documented records are on file that clearly indicate training was provided for the specific topic, and that the employee understood the training and potential hazards.
  5. Corrective action for non-compliance will take place when documentation exists that proper training was provided, the employee understood the training, and the employee knowingly neglected to follow proper safety procedures. Corrective action includes, but is not limited to, the following: Letter of Warning, Suspension, or Dismissal.



## IV. Hazard Identification, Evaluation, and Inspection

Job Hazard Analyses and worksite inspections have been established to identify and evaluate occupational safety and health hazards.

### 1. Job Safety Analysis:

Job Safety Analysis (JSA) identifies and evaluates employee work functions, potential health or injury hazards, and specifies appropriate safe practices, personal protective equipment, and tools/equipment. JSA's can be completed for worksites, an individual employee's job description, or a class of employees' job description. Completed JSA's are located in **Appendix B**.

The following resources are available for assistance in completing JSA's:

- Laboratory personnel, please refer to the [Laboratory Hazard Assessment Tool](#)
- Non-Laboratory personnel, please refer to the [JSA/PPE Certification Forms](#)

*(Example JSAs are located in [Appendix B1](#) and [Appendix B2](#) of this template)*

### 2. Worksite Inspections

Worksite inspections are conducted to identify and evaluate potential hazards. Types of worksite inspections include both periodic scheduled worksite inspections as well as those required for accident investigations, injury and illness cases, and unusual occurrences. Inspections are conducted at the following worksites:

- 1) Location: **Wickson Hall and all ESP laboratories**  
Frequency: **Annually**  
Responsible Person: **Tina Hammell, P.I.s, supervisors**  
Records Location: **individual laboratories and 1011 Wickson**
- 2) Location: **Wickson Hall and all ESP offices**  
Frequency: **Annually**  
Responsible Person: **Tina Hammell, P.I.s, supervisors**  
Records Location: **individual offices and 1011 Wickson**

Worksite Inspection Forms are located in **Appendix C** ([C1 - General Office](#) and [D - Laboratory](#)).

*(Example Worksite Inspection Forms are located in Appendix C of this template (C1 - General Office and D-Laboratory)).*

## V. Accident Investigation

University Policy requires that work-related injuries and illnesses be reported to Workers' Compensation within 24 hours of occurrence and state regulation requires all accidents be investigated.

**Environmental Science and Policy employees** will immediately notify their supervisor when occupationally-related injuries and illnesses occur, or when employees first become aware of such problems.

1. **Supervisors** will investigate all accidents, injuries, occupational illnesses, and near-miss incidents to identify the causal factors or attendant hazards. Appropriate repairs or procedural changes will be implemented promptly to mitigate the hazards implicated in these events. Proper injury reporting procedures can be found at <http://safetyervices.ucdavis.edu/ps/rmwc/wcr/injuryReporting>.

The **Injury and Illness Investigation Form (Appendix E)** shall be completed to record pertinent information and a copy retained to serve as documentation. It can be completed by either the supervisor or the Department Safety Coordinator.

2. **Note:** Serious occupational injuries, illnesses, or exposures must be reported to Cal/OSHA by an EH&S representative **within eight hours** after they have become known to the supervisor. These include injuries/illnesses/exposures that cause permanent disfigurement or require hospitalization for a period in excess of 24 hours. Please refer to [EH&S SafetyNet #121 \(below\)](#) for OSHA notification instructions.

**In case of an OSHA investigation, become familiar with Safety Net #143-Cal/OSHA inspections (Appendix K, page 36)**

# SafetyNet #121 - Reporting Work-related Fatalities and Serious Injuries or Illnesses



In addition to normal [occupational injury reporting requirements](#), Cal/OSHA regulations require every employer to report any serious injury/illness or death of an employee occurring in a place of employment or in connection with any employment immediately (by telephone) to the nearest Cal/OSHA office. In order to assist campus departments, Environmental Health and Safety (EH&S) performs this reporting after consulting with the supervisor or department representative of the employee. During normal business hours contact EH&S at **(530)752-1493** to report any serious injury/illness or death of an employee. Outside of normal business hours call the UC Police/Fire Dispatch Center at **(530)752-1230** who will in-turn contact an Environmental Health & Safety representative. The EH&S representative will contact the supervisor or department representative of the employee to collect the reporting information.

Cal/OSHA defines "Immediately" to mean as soon as practically possible but not longer than 8 hours after the employer knows or with diligent inquiry would have known of the death or serious injury or illness. If the employer can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident. **Cal/OSHA may assess a fine of up to \$5000.00 if a qualifying injury is not reported within the stated 8 hour time period.**

Cal/OSHA further defines "Serious injury or illness" to mean any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway.

When calling EH&S, you will need the following information, if available:

1. Time and date of accident.
2. Employer's name, address and telephone number.
3. Name and job title, or badge number of person reporting the accident.
4. Address of site of accident or event.
5. Name of person to contact at site of accident.
6. Name and address of injured employee(s).
7. Nature of injury.
8. Location where injured employee(s) was (were) moved to.
9. List and identity of other law enforcement agencies present at the site of accident.
10. Description of accident and whether the accident scene or instrumentality has been altered.

For additional information contact EH&S at 530-752-1493, or [ehsdesk@ucdavis.edu](mailto:ehsdesk@ucdavis.edu).

Revised 7/2010  
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## VI. Hazard Correction

Hazards discovered either as a result of a scheduled periodic inspection or during normal operations must be corrected by the supervisor in control of the work area, or by cooperation between the department in control of the work area and the supervisor of the employees working in that area. Supervisors of affected employees are expected to correct unsafe conditions as quickly as possible after discovery of a hazard, based on the severity of the hazard.

Specific procedures that can be used to correct hazards include, but are not limited to, the following:

- Tagging unsafe equipment “Do Not Use Until Repaired,” and providing a list of alternatives for employees to use until the equipment is repaired.
- Stopping unsafe work practices and providing retraining on proper procedures before work resumes.
- Reinforcing and explaining the need for proper personal protective equipment and ensuring its availability.
- Barricading areas that have chemical spills or other hazards and reporting the hazardous conditions to appropriate parties.

Supervisors should use the **Hazard Alert/Correction Report (Appendix A)** to document corrective actions, including projected and actual completion dates.

If an imminent hazard exists, work in the area must cease, and the appropriate supervisor must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to leave the area except those qualified and necessary to correct the condition. These qualified individuals will be equipped with necessary safeguards before addressing the situation.

## **VII. Health and Safety Training**

Health and safety training, covering both general work practices and job-specific hazard training is the responsibility of the **P.I.** and immediate Supervisor(s) as applicable to the following criteria:

1. Supervisors are provided with training to become familiar with the safety and health hazards to which employees under their immediate direction and control may be exposed.
2. All new employees receive training prior to engaging in responsibilities that pose potential hazard(s).
3. All employees given new job assignments receive training on the hazards of their new responsibilities prior to actually assuming those responsibilities.
4. Training is provided whenever new substances, processes, procedures or equipment (which represent a new hazard) are introduced to the workplace.
5. Whenever the employer is made aware of a new or previously unrecognized hazard, training is provided.

The **Safety Training Attendance Record** form is located in [Appendix F](#).

## **VIII. Recordkeeping and Documentation**

Documents related to the IIPP are maintained in/at/on:

### **IIPP Addendum Binder**

The following documents will be maintained within the department's IIPP Binder for at least the length of time indicated below:

1. Hazard Alert/Correction Forms (Appendix A form).  
Retain for three (3) years.
2. Employee Job Safety Analysis forms (Appendix B form)  
Retain for the duration of each individual's employment.
3. Worksite Inspection Forms (Appendix C form) & Lab Inspection Forms (Appendix D).  
Retain for three (3) years.
4. Injury and Illness Investigation Forms (Appendix E form).  
Retain for three (3) years.

The following documents will be maintained within the department's IIPP Training Records Binder for at least the length of time indicated below:

1. Employee Safety Training Attendance Records (Appendix F form).  
Retain for three (3) years.

## **IX. Resources**

1. UC Office of the President: [Management of Health, Safety and the Environment](#), 10/28/05
2. UC Davis Policy and Procedure Manual, [Section 290-15](#), Safety Management Program
3. California Code of Regulations Title 8, Section 3203, ([8CCR §3203](#)), Injury and Illness Prevention Program
4. Personnel Policies for Staff Members, Corrective Action, [UC PPSM 62](#)
5. UC Davis Environmental Health & Safety
  - [Safety Services Website](#)
  - [EH&S SafetyNets](#)
  - [Safety Data Sheets](#)



# HAZARD ALERT / CORRECTION FORM

Alert Identification No. \_\_\_\_\_

Department: \_\_\_\_\_

## I. Unsafe Condition or Hazard

Name: (optional) \_\_\_\_\_ Job: \_\_\_\_\_

Title: (optional) \_\_\_\_\_

Location of Hazard: \_\_\_\_\_

Building: \_\_\_\_\_ Floor: \_\_\_\_\_ Room: \_\_\_\_\_

Date and time the condition or hazard was observed:

Description of unsafe condition or hazard: \_\_\_\_\_

\_\_\_\_\_

What changes would you recommend to correct the condition or hazard?

\_\_\_\_\_

Employee Signature: (optional) \_\_\_\_\_

Date: \_\_\_\_\_

## II. Management/Safety Committee Investigation

Name of person investigating unsafe condition or hazard:

\_\_\_\_\_

Results of investigation (What was found? Was condition unsafe or a hazard?): (Attach additional sheets if necessary.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed action to be taken to correct hazard or unsafe condition: (Complete and attach a Hazard Correction Report, IIPP Appendix E)

\_\_\_\_\_

\_\_\_\_\_

Signature of Investigating Party: \_\_\_\_\_

Date: \_\_\_\_\_

**IIPP-Appendix A  
December 2014**

Completed copies of this form should be routed to the appropriate supervisor and department Safety Coordinator, and must be maintained in department files for at least three years.

Example Job Safety Analysis

Department: Environmental Health & Safety  
Section: Health & Safety

Name

Signature

Date

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# Job Safety Analysis

Department:                    Business Services

Name	Signature	Date

Job Function	Potential Health or Injury Hazard	Safe Practice, Apparel, or Equipment
General office work	Back strain, eyestrain, repetitive motion injury. Physical injuries due to slips, trips and falls, and falling objects. Electrical hazards. Physical injuries due to fires, earthquakes, bomb threats and workplace violence.	Ensure that workstations are ergonomically correct. Keep floors clear of debris and liquid spills. Keep furniture, boxes, etc. from blocking doorways, halls and walking space. Do not stand on chairs of any kind, use proper foot stools or ladders. Do not store heavy objects overhead. Do not top load filing cabinets, fill bottom to top. Do not open more than one file drawer at a time. Brace tall bookcases and file cabinets to walls. Provide one-inch lip on shelves. Do not use extension cords in lieu of permanent wiring. Ensure that high wattage appliances do not overload circuits. Use GFCIs in receptacles in potentially wet areas. Replace frayed or damaged electrical cords. Ensure that electrical cords are not damaged by being wedged against furniture or pinched in doors. Attend emergency action and fire prevention plan training including emergency escape drills.
Operation of motor vehicles	Motor vehicle accidents involving personal injury, or property damage	All drivers of University vehicles must attend the Driver Safety Awareness Course offered by Fleet Services and possess a valid California drivers license. Hazardous materials may not be transported in personally owned vehicles.

**WORKSITE INSPECTION FORM**  
General Office Environment

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_

**Administration and Training**

Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	1.	Are all safety records maintained in a centralized file for easy access? Are they current?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	2.	Have all employees attended Injury & Illness Prevention Program training? If not, what percentage has attended? _____
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	3.	Does the department have a completed Emergency Action Plan? Are employees being trained on its contents?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	4.	Are chemical products used in the office being purchased in small quantities? Are Material Safety Data Sheets needed?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	5.	Are the Cal/OSHA information poster, Workers' Compensation bulletin, annual accident summary posted?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	6.	Are annual workplace inspections performed and documented?

**General Safety**

Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	7.	Are exits, fire alarms, pullboxes clearly marked and unobstructed?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	8.	Are aisles and corridors unobstructed to allow unimpeded evacuations?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	9.	Is a clearly identified, unobstructed, charged, currently inspected and tagged, wall-mounted fire extinguisher available as required by the Fire Department?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	10.	Are ergonomic issues being addressed for employees using computers or at risk of repetitive motion injuries?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	11.	Is a fully stocked first-aid kit available? Is the location known to all employees in the area?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	12.	Are cabinets, shelves, and furniture over five feet tall secured to prevent toppling during earthquakes?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	13.	Are books and heavy items and equipment stored on low shelves and secured to prevent them from falling on people during earthquakes?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	14.	Is the office kept clean of trash and recyclables promptly removed?

**Electrical Safety**

Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	15.	Are plugs, cords, electrical panels, and receptacles in good condition? No exposed conductors or broken insulation?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	16.	Are circuit breaker panels accessible and labeled?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	17.	Are surge protectors being used? If so, they must be equipped with an automatic circuit breaker, have cords no longer than 15 feet in length, and be plugged directly into a wall outlet.
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	18.	Is lighting adequate throughout the work environment?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	19.	Are extension cords being used correctly? They must not run through walls, doors, ceiling, or present a trip hazard.
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	20.	Are portable electric heaters being used? If so, they must be UL listed, plugged directly into a wall outlet, and located away from combustible materials.

**HPP-Appendix C1-Office  
December 2014**

Completed copies of this form should be routed to the department Safety Coordinator and must be maintained in department files for at least three years.

**University of California, Davis  
Laboratory Self-Inspection Checklist**

Principal Investigator/Laboratory Supervisor: \_\_\_\_\_

Laboratories Reviewed: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Revised 1/2015

<b>I. SAFETY PROGRAM ADMINISTRATION</b>			
<b>A. Chemical Hygiene Plan</b>	Yes	No	N/A
1. Does the laboratory have access to the campus-wide Chemical Hygiene Plan and all of the required elements?			
2. Are there any operations that require prior approval before beginning (e.g., Radiation Safety, Bio-safety committee)?			
<b>B. Illness and Injury Prevention Plan</b>	Yes	No	N/A
1. Does laboratory have access to Department IIPP and has it been reviewed in past year?			
2. Is there documentation that all laboratory personnel have trained on IIPP?			
<b>C. Standard Operating Procedures (SOP's)</b>	Yes	No	N/A
1. Are there written SOP's covering the laboratory processes and hazardous chemicals referenced in Title 8 ( <i>i.e.</i> , acutely toxic substances, reproductive toxins, and regulated carcinogens)?			
2. Are there exemptions to the written SOPs and are these documented?			
3. Training of laboratory personnel documented.			
4. Required specialized training complete and documented.			
5. Training is current with Chemical Hygiene Plan.			
6. Training is complete on Hazardous waste management.			
7. Training is complete on Blood borne Pathogen requirements.			
<b>II. HAZARDOUS MATERIALS</b>	Yes	No	N/A
1. Laboratory doors are labeled with emergency contact notification names & numbers, hazards present & necessary precautions.			
2. Labels are clean and intact on all chemical containers.			
3. Chemical containers are clearly identified with contents and hazards.			
4. Containers with non-hazardous substances ( <i>i.e.</i> , water) clearly labeled to avoid confusion.			
<b>A. Chemical Controls</b>	Yes	No	N/A

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. Chemicals are not stored on laboratory benches in excessive quantities.			
2. Expired or chemicals not used (for more than one year) are disposed of as hazardous waste.			
3. Secondary containment is provided for strong acids and strong bases.			
4. Incompatible chemicals are segregated and stored with compatible hazard classes.			
5. All chemical containers are closed, except when actively adding or removing materials from them ( <i>i.e.</i> , no open funnels left in container).			
6. Containers of peroxide-forming chemicals are dated upon receipt and disposed of as hazardous waste within one year of receipt.			
7. Safety Data Sheets (SDS) and laboratory chemical inventory are up-to-date and readily available.			
8. Chemicals (liquids) are stored below eye level and not directly on the floor, unless in secondary containment.			
9. Dedicated chemical storage (cabinets, refrigerators, freezers) clearly labeled with contents and hazard warnings.			
<b>B. Flammable &amp; Combustible Liquids</b>	Yes	No	N/A
1. Flammable liquids stored in 1-gallon or smaller containers or kept in 2-gallon or smaller safety cans.			
2. Flammable liquids (including flammable liquid waste) stored outside of a storage cabinet does not exceed 10 gallons.			
3. If more than 10 gallons of flammable liquids are present does the laboratory have an approved flammable storage cabinet?			
4. Flammable liquids, stored in flammable storage cabinets limited to 60 gallons per fire rated area.			
5. Flammable liquids requiring reduced temperature stored in flammable-rated refrigerator/freezer.			
<b>C. Particularly Hazardous Substances</b>	Yes	No	N/A
1. Have all particularly hazardous substances been identified?			
2. Designated area(s) for acutely toxic materials, reproductive toxins and/or carcinogens clearly marked.			
3. Are all users adequately trained? Documentation available?			
4. All necessary PPE (personal protective equipment) available and used as needed.			
<b>D. Radioactive Materials</b>	Yes	No	N/A
1. Stock materials of radioactive materials are secured against unauthorized removal?			
2. Do personnel wear lab coats and gloves when handling radioactive materials? If assigned dosimeters, are they wearing them?			

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Are all radioactive materials registered with the EH&S Health Physics Program?			
4. Radioactive Waste – Properly labeled, segregated, and shielded?			
<b>III. CHEMICAL WASTE</b>			
<b>A. Storage</b>	Yes	No	N/A
1. Are chemical waste containers properly segregated, sealed with tight-fitting caps and stored with EH&S Hazardous Waste Labels attached?			
2. All hazardous chemical waste is arranged to be picked up by EH&S — not drain disposed or evaporated.			
3. Hazardous chemical waste has been accumulating for less than 270 days. Extremely hazardous waste has been accumulating less than 90 days.			
4. All hazardous chemical waste is secondary contained.			
5. Training for personnel handling hazardous waste is documented?			
6. EH&S is called for waste pick up when containers are full (90% capacity or full line) or have reached their accumulation date threshold.			
7. Waste containers sturdy, compatible with the waste, routinely checked for leaks and kept closed when not actively being filled.			
<b>B. Labeling</b>	Yes	No	N/A
1. All hazardous waste containers have the proper labels with contents and accumulation start date.			
2. The hazardous waste accumulation area is clean with waste containers clearly marked.			
<b>IV. BIOHAZARDOUS WASTE</b>			
<b>A. Storage</b>	Yes	No	N/A
1. Solid bio hazardous waste is bagged in red polyethylene bags as per the Medical Waste Management Plan.			
2. Bio hazardous liquid waste is managed per the Medical Waste Management Plan.			
3. Sharps stored in puncture-proof containers and labeled appropriately, not past fill line.			
<b>B. Labeling</b>	Yes	No	N/A
1. Secondary containers for laboratory medical waste storage or transport labeled with the international biohazard symbol and the word "Biohazard."			
<b>V. PERSONAL HEALTH AND SAFETY</b>			
<b>A. Food and Drink</b>	Yes	No	N/A
1. Sinks labeled "Industrial Water – Do Not Drink".			
2. Food and drink is not permitted in laboratories.			
3. Food and drink is stored only in refrigerators/freezers dedicated and labeled "for food only".			

Notes: \_\_\_\_\_  
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<b>B. Standard Practices</b>	Yes	No	N/A
1. Employees wash areas of exposed skin prior to leaving the laboratory.			
2. Sink is available and hands washed after removing gloves and before leaving laboratory.			
3. Cosmetic applications, taking medication, touching eyes, nose or mouth avoided in laboratory.			
<b>VI. HEALTH AND SAFETY EQUIPMENT</b>			
<b>A. Safety Showers and Eye Washes</b>	Yes	No	N/A
1. Approved safety showers and eye washes provided within 10 seconds travel time from the work area for immediate use, with no barriers ( <i>i.e.</i> doors) for use or storage of corrosives.			
2. All eyewashes and showers have unobstructed access.			
3. Units inspected and activated monthly. Annually certification by Facilities Management for proper functioning.			
4. Sign indicating location of safety shower and eye wash unobstructed.			
<b>B. Personal Protective Equipment</b>	Yes	No	N/A
1. Has the correct PPE been selected based on a hazard assessment or SDS recommendation?			
2. PPE required for laboratory work: ( ) Lab Coats, ( ) Safety glasses with side shields/goggles, ( ) Hearing protection, ( ) Face Shield, ( ) Proper foot-wear, ( ) Gloves, ( ) Aprons			
3. All necessary equipment is available, in good condition, and properly used.			
<b>C. Laboratory Fume Hoods</b>	Yes	No	N/A
1. Storage inside of hood is kept to a minimum.			
2. Equipment in use does not interfere with proper functioning of the hood.			
3. All work is done at least 6 inches inside hood.			
4. Front sash is lowered when hood is not in use.			
5. Certified annually by Facilities Management, semi-annually for Title 8 §5209 "listed" Carcinogens.			
6. Hood has continuous flow monitor.			
7. The back ventilation slot is not obstructed.			
8. Drains are protected from hazardous materials entering.			
<b>D. Biological Safety Cabinet</b>	Yes	No	N/A
1. Certified within the last year.			
2. Proper type of hood for work being conducted.			
3. Equipment is properly labeled for the hazard present (radiation, UV,,) Manufacturer approved for hazard.			
4. Hood ducted per manufacturer and ASHRAE requirements and meets the bio-safety specifications.			

Notes: \_\_\_\_\_  
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<b>E. Compressed Gas Cylinders</b>	Yes	No	N/A
1. Cylinders stored in well protected, well vented and dry locations away from combustible materials.			
2. Flammable gases stored away from oxidizers.			
3. Cylinders are secured to a rigid structural component of the building with non-flammable restraints located 1/3 and 2/3 (preferred) or 1/2 the height of the cylinder.			
4. Protective caps in place while cylinders are in storage and full/empty tags attached.			
5. Proper regulators are being used and closed when cylinders are not in use.			
<b>F. Housekeeping &amp; Miscellaneous Laboratory Safety</b>	Yes	No	N/A
1. Bench tops clean, organized and environs maintained to eliminate harmful exposures or unsafe conditions.			
2. Supplies stored at minimum of 24 inches from ceiling and off the floor.			
3. Vacuum lines equipped with traps designed specifically to accumulate/filter the hazardous materials being evacuated.			
4. All moving machinery ( <i>i.e.</i> , vacuum pumps) belts adequately protected by a rigid belt guard or housing.			
5. All sharps disposed properly.			
6. The condition of the broken glass box is adequate and placed out of the way.			
7. Ceiling tiles present and in good condition.			
8. Refrigerators/freezers labeled according to use.			
<b>G. Electrical Safety</b>	Yes	No	N/A
1. High voltage equipment (>600V) labeled, grounded and insulated.			
2. No equipment has damaged or frayed cords.			
3. Extension cords are not connected together.			
4. Power strips used only if they are equipped with circuit breakers.			
5. All equipment is grounded via 3-prong plugs.			
6. Damaged equipment tagged out to prevent use.			
<b>H. General Safety</b>	Yes	No	N/A
1. Cabinets and bookshelves are secured.			
2. Overhead storage is minimized and restrained from falling ( <i>i.e.</i> , shelf lips, rails).			
3. Heavy equipment is secured or braced from falling.			
<b>I. Respiratory Protection</b>	Yes	No	N/A
1. Use of respiratory protection conforms to UC Davis Policy.			
2. Respirators are inspected monthly and before use.			

Notes: \_\_\_\_\_  
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3. The user has been fit tested by the Occupational Health Services.			
4. Cartridges are changed on designated schedule and are the appropriate cartridge for the hazard.			
<b>J. Laser Safety</b>	Yes	No	N/A
1. Does the laboratory use any Class 3b or 4 lasers?			
2. Are the lasers registered with EH&S Health Physics Program?			
3. Are the Standard Precautions for lasers prominently posted for each laser?			
4. Are appropriate warning signs and labels posted?			
5. Does the laboratory entrance have a warning light or lighted sign showing when the laser is in use?			
6. Have all workers attended the EH&S Laser Safety course?			
7. Does the laboratory have appropriate laser eyewear?			
<b>K. Non-Ionizing Radiation (NIR) Source</b>	Yes	No	N/A
1. Have proper warning signs been posted?			
<b>L. Emergency Planning &amp; Procedures</b>	Yes	No	N/A
1. Emergency Response Guide and evacuation map visibly posted and current.			
2. Chemical spill kit/cleanup materials available.			
3. Training in spill clean-up procedures provided and documented.			
4. First aid materials kept in adequate supply (in a sanitary and usable condition) and made readily available.			
<b>M. Fire Prevention</b>	Yes	No	N/A
1. Appropriate fire extinguisher mounted, unobstructed, available within 75 feet, in working order and inspected within the last year. A fire extinguisher should be available in a room containing flammable and/or combustible liquids.			
2. Fire extinguisher sign is clearly visible.			
3. 18-inch vertical clearance maintained from sprinkler head ( <i>i.e.</i> , over shelving).			
4. Are all laboratory doors kept closed? Closure devices in place?			
5. Storage of combustible material is minimized.			
<b>N. Exits</b>	Yes	No	N/A
1. Exits and aisles are clear and free of obstructions in case of emergency.			
2. Exit signs clearly visible.			

Notes: \_\_\_\_\_  
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## UCD Employer's Report of Occupational Injury or Illness

UNIVERSITY POLICY REQUIRES THAT INDUSTRIAL INJURY/ILLNESS BE REPORTED TO WORKERS' COMPENSATION WITHIN 24 HOURS OF OCCURRENCE AND STATE REGULATIONS REQUIRE THAT ALL ACCIDENTS BE INVESTIGATED.

In the event of a serious injury or hospitalization, call Workers' Compensation immediately at (530) 752-7243. This form must be completed in its entirety and mailed or faxed (530) 752-3439 to Workers' Compensation. Omission of information could result in a delay of benefits.

**EMPLOYEE MUST COMPLETE THESE SECTIONS:**

EMPLOYEE DATA	Employee Name:		Employee's UC Davis ID #:		
	Address:		Home Phone: (    )		
	City/State/Zip:	Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male	Date of Birth:		
	Department/Location:		Employee's Work Phone: (    )		
	Payroll Title/TC:	Date of Hire:	Annual Gross Salary: \$		
	Supervisor's Name:		Supervisor's Work Phone: (    )		
	Employee ( ) Volunteer ( ) Student-Employee ( )		(    ) hours per day	(    ) days per week	(    ) total weekly hours

EMPLOYEE STATEMENT	Specific Injury/Illness/Exposure:		Body Part(s) affected:	Date of injury/Illness:
	Location where injury or illness occurred:			Others Injured? <input type="checkbox"/> Yes <input type="checkbox"/> No
	What equipment, materials or chemicals caused the injury/illness? :			Who witnessed this injury?
	Explain in detail how the injury occurred. Include specific activities/tasks performed at the time.			
	Medical Treatment provided by: <input type="checkbox"/> Employee Health Services <input type="checkbox"/> Sutter Davis Hospital ER    Other: (Provide Name & Phone #) _____ <input type="checkbox"/> Private Physician <input type="checkbox"/> UC Davis Medical Center <input type="checkbox"/> First Aid, no medical care needed.			
	Employee Signature:			Today's Date:

**EMPLOYER'S INVESTIGATION AND STATEMENT (EMPLOYER COMPLETES):**

EMPLOYER	After the investigation, explain in detail how the injury/illness occurred and the specific activity being performed:	
	What was the injury, illness or exposure?	

INITIAL CAUSE	CONTRIBUTING FACTORS AND ACTIVITIES	PREVENTIVE ACTIONS	
<input type="checkbox"/> Struck by or against object (indicate)  <input type="checkbox"/> Caught in/under/between <input type="checkbox"/> Fall / Slip / Trip <input type="checkbox"/> Material handling or lifting <input type="checkbox"/> Repetitive motion <input type="checkbox"/> Chemical exposure <input type="checkbox"/> Body fluid exposure: <input type="checkbox"/> Needle stick <input type="checkbox"/> Sharps <input type="checkbox"/> Animal bite <input type="checkbox"/> Other, Explain _____ _____ _____	<b>Equipment</b> <input type="checkbox"/> Equipment failure <input type="checkbox"/> Equipment unavailable <input type="checkbox"/> Improper equipment or material used for job <b>Personal protective equipment</b> <input type="checkbox"/> Not worn <input type="checkbox"/> Not readily available <input type="checkbox"/> Not adequate for the task <input type="checkbox"/> Personal protective equipment failure <b>Training/Experience</b> <input type="checkbox"/> Lack of training <input type="checkbox"/> Safety training provided, not followed <input type="checkbox"/> New task for employee or lack of experience <b>Work Area</b> <input type="checkbox"/> Work area set up improperly <input type="checkbox"/> Inadequate lighting or noise issues <input type="checkbox"/> Housekeeping issues <input type="checkbox"/> Environmental factors (rain, wind, temp. etc)	<input type="checkbox"/> Ventilation issues <input type="checkbox"/> Ergonomic factors <b>Employee</b> <input type="checkbox"/> Physically not able to do work <input type="checkbox"/> Employee fatigue <input type="checkbox"/> Unbalanced or poor position or motion <input type="checkbox"/> Incorrect procedures used for task <input type="checkbox"/> Other unsafe practice <b>Assistance</b> <input type="checkbox"/> Difficult to perform task without help <input type="checkbox"/> Safety features or devices not readily available <input type="checkbox"/> Assistive devices not used <input type="checkbox"/> Lack of policy/procedure <input type="checkbox"/> Animal (explain below) <input type="checkbox"/> Other (explain) _____ _____ _____ Use additional pages as needed	<b>SUPERVISOR WILL:</b> <input type="checkbox"/> Develop/revise safety procedures and update IIPP or Chem. Hyg. Plan <input type="checkbox"/> Request ergonomic evaluation <input type="checkbox"/> Order new equipment <input type="checkbox"/> Order new personal protective equipment <input type="checkbox"/> Remove equipment from use and repair/replace <input type="checkbox"/> Schedule preventive maintenance <input type="checkbox"/> Will retrain employee before task is re-assigned. <input type="checkbox"/> Perform on-site review of work activity, update job safety analysis. <input type="checkbox"/> Reconfigure work area <input type="checkbox"/> Communicate corrective actions to others in job category. <input type="checkbox"/> Other _____  Preventive actions will be completed by: Name _____ Expected date of completion _____

SUPERVISOR'S OR MANAGER'S SIGNATURE:	Date of Investigation:
DEPARTMENT HEAD'S SIGNATURE:	Date:

PLEASE NOTE: COMPLETING THIS FORM IS NOT AN ADMISSION OF UNIVERSITY LIABILITY 7/2011 ER: WC/HMLJB

IIPP-Appendix D  
December 2014

# SAFETY TRAINING ATTENDANCE RECORD

Training Topic: \_\_\_\_\_ Date: \_\_\_\_\_  
*(attach a copy of the training session curriculum)*

Instructor: \_\_\_\_\_ Training Aids: \_\_\_\_\_

Location: \_\_\_\_\_ Time: \_\_\_\_\_

Attendees – Please print and sign your name legibly. Use additional sheets if necessary.

No.	Print Name	Signature
1.	_____	_____
2.	_____	_____
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30.	_____	_____

**IIPP-Appendix E** Completed copies of this form should be routed to the department Safety Coordinator  
**December 2014** and must be maintained in department files for at least three years.

 <p><b>UC DAVIS</b> SAFETY SERVICES Environmental Health and Safety</p> <p><a href="http://safetyservices.ucdavis.edu">http://safetyservices.ucdavis.edu</a></p>	<p align="center"><b>Laboratory Safety Review Checklist</b></p> <p align="center">One Shields Ave • Davis, CA 95616 Phone: (530)752-1493 Fax: (530)752-4527 E-mail: <a href="mailto:ehsdesk@ucdavis.edu">ehsdesk@ucdavis.edu</a></p>

U C Davis Environmental Health and Safety Laboratory Safety Review Checklist	
<b>Principal Investigator:</b>	<b>Date:</b>
<b>Lab Contact:</b>	<b>Phone:</b>
<b>Building:</b>	<b>Room Number(s):</b>
<b>Department:</b>	<b>Lab Name/Function:</b>
<p><b>Please check Yes, No, Serious Violation or Not Applicable for each item. All No responses require follow-up within 30 days, unless otherwise noted and all Serious Violations require 3 day follow-up.</b></p>	

#	Y	N	S	NA	ITEM	REFERENCE
<b>CARCINOGENS</b>						
1					Work and storage areas properly marked and controlled	CCR Title 8 §5209(g)
2					California regulated inventory reported to EH&S	CCR Title 8 §5209
3					Carcinogen self audit complete	UCD Carcinogen Safety Manual
4					Carcinogen Standard Operating Procedures available	CCR Title 8 §5209
<b>CHEMICAL</b>						
5					Containers clearly labeled with contents and primary hazard(s)	CCR Title 8 §5191(h), SN19, SN42
6					Chemical storage containers in good condition	CCR Title 8 §5164(c), PP290-65
7					Corrosive chemicals stored below eye level	CCR Title 8 §5191A, SN42
8					Combustible materials not stored with flammable chemicals	CCR Title 24 §2703, NFPA30,SN19
9					Commonly used abbreviations posted in prominent location	
10					Hazardous chemicals not stored on floor	CCR Title 24 §2705, NFPA 400
11					Lab free of expired or unneeded chemical	CCR Title 8 §5191 A, SN19
12					Maximum of 60 gallons flammables per storage unit/ max 3/fire area	CCR Title 8 §5533(a),
13					Less than 10 gallons of flammables outside flammable storage	NFPA 30, NFPA 45, PP290-65,SN19
14					Flammables used away from ignition sources	
15					Flammable liquid storage containers 2 gallon or less	CCR Title 8 §5538
16					Flammable storage refrigerator/freezer approved and labeled	NFPA 45 12.2.2, PP290-65, SN31
17					Incompatible materials properly segregated	CCR Title 8 §5164(a), SN4, SN19, SN42
18					Pyrophoric chemicals segregated, contained and labeled; Entire building equipped with automatic sprinkler system	CCR Title 24 §2703 CCR Title 24 §2704.5, SN135
19					Chemical storage cabinets clearly labeled (flammables, corrosives, etc)	CCR Title 8 §5533(b), CCR Title 24 §2703.8.7, PP290-65

Last updated 3/6/2014

20				Strong acids and strong bases stored in secondary containers	CCR Title 24 §2705, NFPA400,SN42
21				Organic peroxides and other time sensitive materials dated when first opened; managed properly and disposed of promptly upon expiration	CCR Title 24 §2703.9.6 NFPA 45 9.2.3.4 , SN23
22				Water reactive chemicals segregated, contained and labeled	CCR Title 8 §1931, SN19, SN42
<b>DOCUMENTATION</b>					
23				Appropriate signage posted (Right to Know) at all entrances to lab	CCR Title 24 §2703.5, NFPA704
24				Building Emergency Evacuation Route posted	CCR Title 19 §3.09, SN19, SN111
25				Chemical Hygiene Plan updated within past 12 months	CCR Title 8 §5191, PP290-27, SN33
26				CIS updated within past 12 months	CCR Title 8 §5194(e), CCR Title 27 §15280, PP290-27, SN33
27				Emergency contacts posted at entrance to laboratory	CCR Title 8 §3220, SN111
28				Department Illness and Injury Prevention Plan available and up-to-date.	CCR Title 8 §3203, PP290-56
29				Emergency Action Plan available and up-to-date	CCR Title 8 §3220, PP290-56, SN19
30				Emergency assistance information posted	CCR Title 8 §3400(f)
31				Hazard Assessment completed	UCOP Policy, PP290-50
32				Medical Surveillance Program properly documented	CCR Title 8 §5191(g), PP290-60
33				Readily accessible SDS's (hard copy or online)	CCR Title 8 §5194(g), PP290-27, SN33
34				Annual self-inspection complete	CCR Title 8 §3203
35				Staff aware of procedure to report exposures or concerns	CCR Title 8 §5191
36				Staff aware of procedure to report incidents and near misses	CCR Title 8 §5191
37				Written Standard Operating Procedures available and current	CCR Title 8 §5191, PP290-56, SN33
<b>ELECTRICAL</b>					
38				3-prong plugs in 3-prong outlets	
39				Appropriate clearance in front of electrical panels (36")	NFPA 70-110.26/408.4, SN19
40				Electrical cords not a trip hazard	NFPA 70
41				Plugs, cords and receptacles in good condition	UCD PP290-85, SN20, Fire Net
42				Extension cords used only temporarily (<90 days)	CCR Title 8§2500.8, SN19, SN20
43				No overloaded outlets, no daisy-chained extension cords or strips	NFPA 70-400.7B, SN19, SN20
44				GFCI devices used within 6' of water source (post 2010)	NFPA 70-210.8(B)(5), SN19
45				High voltage equipment clearly labeled	CCR Title 8 §2932
46				High voltage equipment properly guarded	CCR Title 8 §2932
47				Major equipment plugged directly into outlet	UCD PP290-85, SN20
48				Appropriate personnel trained in Lock Out/Tag Out program	CCR Title 8 §3314
49				Power strips near liquids have surge protection	
<b>EQUIPMENT</b>					
50				Appropriate safety information posted on equipment	
51				Centrifuges are maintained to ensure safe operation	
52				Moving parts of equipment properly guarded (opening < 1/2")	CCR Title 8 §3944, SN115

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53				Secondary containment for vacuum pump present	
<b>FIRE</b>					
54				Aisles, exits, adjoining hallways free of obstruction	CCR Title 8 §3272, SN19
55				Fire alarms, bells, horns and/or strobes free of obstruction	CCR Title 24 §901.8
56				Fire extinguisher properly mounted	CCR Title 8 §6151
57				Fire extinguisher maintenance tag current	CCR Title 8 §6151
58				Fire extinguisher available as required	CCR Title 8 §6151
59				Fire extinguisher fully charged; pin and/or security seal intact	CCR Title 8 §6151
60				Fire doors unobstructed and easily closed	CCR Title 8 §3225, SN19
61				18" of clearance between stored items and fire sprinklers, 24" w/o sprinklers	CCR Title 8 §6170(c)10
<b>FUME HOODS</b>					
62				Audible/visual alarm and/or visual airflow monitor functional	CCR Title 8 §5154.1(e),SN19, SN35
63				Chemical work done more than 6" from front of hood	CCR Title 8 §5191A, SN35
64				Certified within one year	CCR Title 8 §5154.1(e),SN19, SN35
65				Fume hood illumination is working	
66				Functional fume hood not used for storage, cluttered	CCR Title 8 §5191A, SN19, SN35
67				Users understand how to check for airflow and annual certification sticker	CCR Title 8 §5154.1
68				Fume hood users have completed specific fume hood training	CCR Title 8 §5154.1
69				Proper sash height indicated and adhered to	CCR Title 8 §5154.1
<b>GAS</b>					
70				Compressed gas cylinders stored upright and adequately secured	CCR Title 8 §4650, SN42, SN60
71				Compressed gas cylinders labeled with contents and hazards	CCR Title 8 §4650
72				Compressed gas cylinders have full/empty tags attached	CCR Title 8 §4649, SN42
73				Compressed gas cylinders stored separately	CCR Title 8 §4650, SN42, SN60
74				Toxic gases properly stored in ventilated cabinet/fume hood	CCR Title 8 §4650
75				Compressed gas cylinders capped when not in use	CCR Title 8 §4650, SN42, SN60
<b>GENERAL SAFETY</b>					
76				Ceiling tiles in place and in good repair	NFPA
77				Ergonomic evaluations done for computer work in excess of 4 hours	CCR Title 8 §5110
78				Food and drink stored away from haz mat; consumed outside of lab	CCR Title 8 §5191 A, PP290-65
79				Mechanical devices used for pipetting	CCR Title 8 §5191 A, SN19
80				Spills promptly cleaned by individuals trained to respond to spill	CCR Title 8 §5191A, SN13
81				Floor is in good repair to prevent slips, trips and falls	CCR Title 8 §5191A
82				Furnishings in lab easily decontaminated	CCR Title 8 §5191A
83				Lab surfaces clean, organized, free of chemical contamination	CCR Title 8 §3362, §5191A
84				Sink available near exit for hand washing (soap and paper towels)	CCR Title 8 §3366

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85				Sinks labeled "Industrial Water – Do Not Drink"	CCR Title 8 §1524
86				Lab air negative to hallway	CCR Title 8 §5191 A
87				Refrigerators/freezers appropriately labeled according to use	CCR Title 8 §5191 A, SN31
88				Ergonomic evaluations done for repetitive motion activities	CCR Title 8 §5110
89				Vacuum systems fitted with traps or protective filter	
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>					
90				Appropriate gloves available for use with hazardous activities	CCR Title 8 §3384, PP290-50,SN50
91				Equipment or process sound levels that may exceed 85 dBA	CCR Title §5096,PP290-53, SN112
92				Face shield available if required	CCR Title 8 §3382, PP290-50
93				Gloves worn when skin contact with hazards may occur	CCR Title 8 §3384, PP290-50,SN50
94				Lab coats, appropriate to activity are worn	CCR Title 8 §3383, PP290-50
95				Lab coats, properly fitted, are available	CCR Title 8 §3383, PP290-50
96				Glove(s) removed prior to exiting lab, handling telephone, etc.	CCR Title 8§5193(4)(F), PP290-50
97				Long pants worn as required by UCD PPE policy	UCOP PPE, PP290-50
98				PPE properly cleaned and disinfected or properly disposed of	CCR Title 8 §3387, §3383, SN13
99				Respirator users have been evaluated by EH&S and included in campus respiratory protection program	CCR Title 8 §5144, PP290-50, SN88
100				Eye protection available and used as required by UCD PPE policy	CCR Title 8 §3382, PP290-50,SN5
101				Adequate supply of specialty PPE available (i.e. UV/IR glasses, lab aprons, cryogenic gloves)	CCR Title 8 §3380(f), PP290-50
<b>SAFETY EQUIPMENT</b>					
102				Emergency eyewash/showers accessible within 10 sec (55 feet)	CCR Title 8 §5162(c), SN19
103				Emergency eyewash and shower stations free of obstruction	CCR Title 8 §5162(c), SN19, SN66
104				Tests for eyewash and shower current and documented	CCR Title 8 §5162(e) , SN66
105				Appropriate chemical spill kits available	CCR Title 8 §5191A, SN13, SN42
106				Calcium gluconate paste available for HF exposure	
107				First Aid Kit accessible, stocked with unexpired products	CCR Title 8 §3400(c)
<b>SEISMIC</b>					
108				Heavy items are stored on lower shelves	CCR Title 8 §5191 A, SN83
109				Shelving, file cabinets 5' or over and other tippable items anchored	CCR Title 8 §5191 A, SN83
110				Overhead storage is secured	CCR Title 8 §5191 A, SN83
111				Hazardous material storage shelves have lip or guard	CCR Title 24 §2703.9.9,SN52,SN83
<b>TRAINING</b>					
112				All personnel completed Fundamentals of Lab Safety	UCOP Policy
113				Specialized training for lab specific hazards documented	CCR Title 8 §3203, §5191, §5194
114				Spill training documented	CCR Title 8 §5191
115				Training on lab specific SOPs documented	CCR Title 8 §5191
116				Training on Chemical Hygiene Plan documented	CCR Title 8 §5191

Last updated 3/6/2014



117				Training on IIPP documented	CCR Title 8 §3203
118				Training to manage or handle hazardous waste documented	
<b>WASTE</b>					
119				Biomedical waste (red bag) properly disposed of	HSC §117600-118360
120				Secondary containment used for biomedical waste	CCR Title 8 §5193
121				Chemical waste containers compatible with contents; good condition	CCR Title 22 §66265.171, SN8, SN43
122				Chemical waste containers closed except when in use	CCR Title 22 §66265.173, PP290-65
123				All hazardous waste disposed of by EH&S	UCD PP290-65, SN8, SN43
124				Hazardous waste in secondary containment	CCR Title 24 §2705, PP290-65, SN43
125				Chemical waste containers properly tagged/dated/labeled for disposal	CCR Title 22 §66262.34, PP290-65, SN8, SN42, SN110
126				All wastes within regulatory time limits	CCR Title 22 §66262.34, SN43
127				Sharps containers appropriately labeled with contents, hazards	HSC § 118285
128				Sharps container's contents are not past the fill line	CCR Title 8 §5193, SN3, SN62
129				Sharps disposed of in appropriate sharps container	CCR Title 8 §5193
130				Tight fitting lid in place on biomedical waste	HSC § 118280
131				Universal waste properly labeled/discarded/contained; < 1 year	CCR Title 22 §66273.35, SN122
<b>Comments:</b>					
<b>Corrective Action Items:</b>					
<b>Follow Up:</b>					
<b>Laboratory Survey Conducted by:</b>					
<b>PI or Lab Supervisor/Manager Signature:</b>				<b>Date:</b>	

- CCR California Code of Regulations
- HSC Health and Safety Code
- NFPA National Fire Protection Association
- PP UCD Policy and Procedure
- SN Safety Net

Last updated 3/6/2014



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### ADMINISTRATIVE CONTROLS

**Laboratory Safety Manual (incl. Chemical Hygiene Plan):** Location and content description. Also, any applicable Laboratory Safety Plan(s) location and content.

**Safety Data Sheets (SDSs):** Demonstrate electronic access and describe laboratory repository of hard copy SDSs, if applicable

**Standard Operating Procedures (SOPs):** Location of lab's SOPs, describe required approvals. Identification of chemical processes / areas requiring specific SOP use, and laboratory safety rules.

Describe in detail:

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### PERSONAL PROTECTIVE EQUIPMENT

**Determine Hazard-Specific Safety Training:** Consult [UC Davis Training Matrix for Laboratory Personnel](#), enroll in courses

**Lab Coat:** Provide at no cost fitted laboratory coats. Some labs/hazards require flame resistant coats.

- Type:  Cotton/Blend  Barrier  Flame Resistant

Size:

**Eye Protection:** Provide at no cost pair(s) of safety eyewear. Glasses must fit appropriately, be comfortable to wear, and stay securely in place. For labs where goggles must be worn provide pair(s) of fitted chemical splash goggles. When a face shield is required, demonstrate proper use, care and storage.

- Corrective Prescription Y / N

Model:

**Gloves:** Location(s), provide knowledge and resources to select correct type. Instruct proper procedure to don and doff.

### OTHER

**Department IIPP:** Location and review

**Hazardous Waste:** Overview of laboratory hazardous waste procedures. Location(s) of accumulation area, demonstrate proper labeling, describe proper storage requirements, and detail pickup/removal procedures.

**Specialized Equipment:** Review of safety procedures for proper operation. e.g., UV light, laser, high voltage equipment, superconducting magnets, cryogen handling, high/low vacuum, etc...

Describe in detail:

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## ESP-IIPP-Appendix I General Safety Training Checklist for ESP

This training checklist consists of the minimum safety training that the Principal Investigator, lab manager or supervisor should go over with individuals in the work area. Please add to this sheet any addition safety topics you cover with your employee/interns/volunteers. Please store this document in the work area's safety training binder and the ESP department's Addendum's Binder with Jennifer Carriere.

### All ESP

- Has read/been trained on the Illness and Injury Prevention Program (IIPP) and knows where it is located.
- Knows the location of the first aid kit.
- Knows the location of the fire extinguishers and the location of the fire alarm pull stations.
- Has been trained to perform all work duties and knows the hazards of each job function in their completed
- Job Safety Analysis (JSA). Refer to Appendix B in the IIPP.
- Has read the appropriate "Ergonomics and Body Mechanics" information specific to their job description. (<http://safetyservices.ucdavis.edu/ps/ebm>)
- Has read the Emergency Action Plan
- Knows when and how to communicate a hazard:
  - a. Start with the "Hazard Alert / Correction Form (Appendix A)
  - b. Secondly, use the Employee Hazard Report online if the IIPP "Hazard Alert/Correction Form" is not effective (<http://safetyapps.ucdavis.edu/ehs/hazreport/>)
- If you are an office worker who occasionally walks into a lab, you have been trained in the online class called "Lab Safety for Support Personnel"

### All Lab workers

- Has taken UC online class "Fundamentals of Lab Safety"
- Knows the location of the laboratory Chemical Inventory
- Knows the location of the emergency eyewash stations and emergency showers
- Has read the Safety Net #13 on how to clean up a spill in the laboratory
- Knows the location of the emergency chemical spill kit
- Has read and knows the location of the laboratory's Chemical Hygiene Plan
- Knows the location of the Safety Data Sheets (SDS) and knows how to access them online.
- Has been trained in the appropriate Standard Operating Procedures (SOPs) in the laboratory.
- Has been trained in proper Hazard Waste Disposal and waste label creation.

### All Field Employees

- Has been trained in Heat Illness (online class)
- Has been trained in Hantavirus (<http://safetyservices.ucdavis.edu/ps/occh/acuohp/pem/hantavirus>)
- Has been trained in boat safety, if applicable
- Has been trained with the Field Safety Planner  
(<http://safetyservices.ucdavis.edu/ps/rm/rmr/fieldOperationalPlanner>)

### All individuals working with animals

- Has been properly trained to work with animals (<http://safetyservices.ucdavis.edu/ps/a>)

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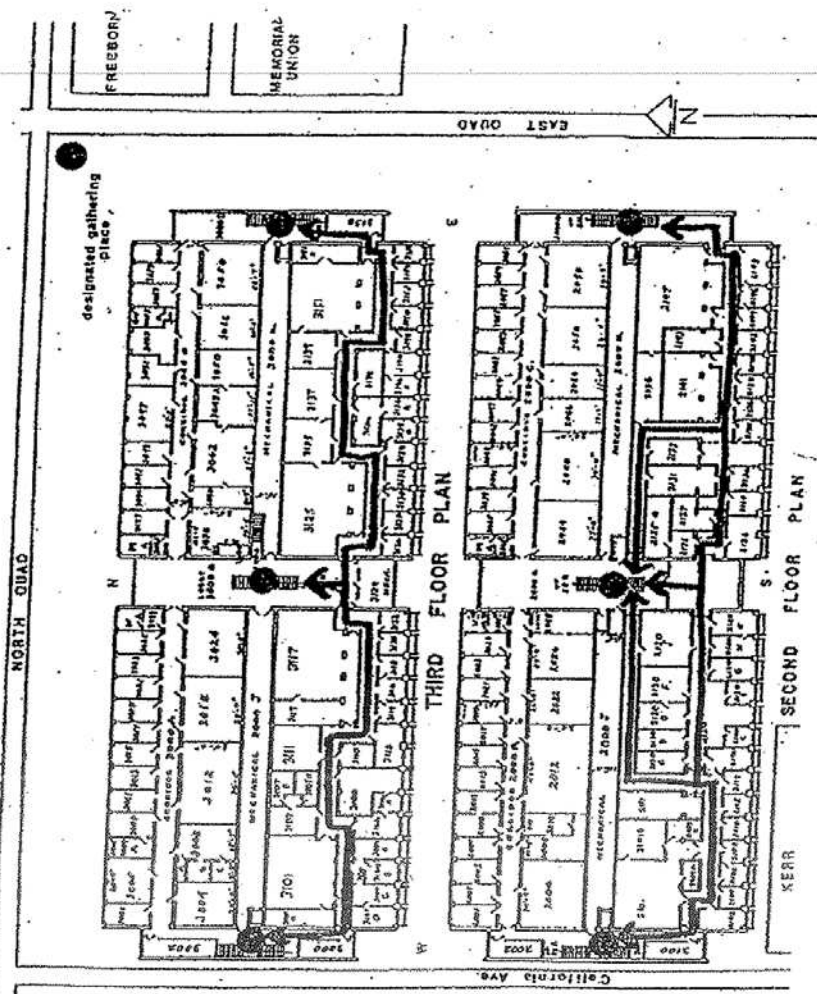
Name and signature of P.I. or Supervisor

date

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Name and signature of employee, student or volunteer

date



**Environmental Science & Policy**

**Wickson Hall Evacuation Plan for FIRE and OTHER EMERGENCIES**

1. When you hear a continuous fire bell  
**EVACUATE IMMEDIATELY**
2. Be aware of your main exit AND an alternative exit.  
**EXITS ARE MARKED IN RED**
3. **SAVE LIVES NOT EQUIPMENT**
4. After you have evacuated the building please check in at the designated gathering place **MARKED BY A BLUE DOT** on the northeast corner of the lawn (closest to Freeborn Hall)

# SafetyNet #143 – Cal/OSHA Inspections



## **What is a Cal/OSHA Inspection?**

Cal/OSHA inspectors make unannounced visits to make sure that the UC Davis campus and associated facilities are safe and healthy.

## **What triggers an inspection?**

Inspectors visit worksites after a serious injury or exposure to one or more employees. Additionally, as part of the recent settlement (<http://ehs.ucla.edu/UCSettlement.pdf>) agreement with the Los Angeles District Attorney, Cal/OSHA may also make unannounced visits to laboratory facilities. They will also conduct an inspection in response to employee complaints about any situation that may pose an imminent danger to workers.

## **What is the typical Cal/OSHA inspection process?**

Typically, a Cal/OSHA inspector will report to the Safety Services Business Office. He/she will identify himself/herself and request to visit a certain department/location. An EH&S Safety Specialist will contact the Department Safety Coordinator, MSO, or Chairperson to inform them of the pending investigation. The EH&S Safety Specialist will then escort the inspector to the department/location to begin the inspection.

## **What should you do if an inspector shows up to inspect your department without an EH&S Safety Specialist?**

Ask for identification. The inspector must ask for permission from a management representative to conduct the inspection. The Chancellor has assigned EH&S to serve as the management representatives on campus. Call EH&S at 530-752-1493 to inform of the pending inspection. The Cal/OSHA Inspector will wait until an EH&S Safety Specialist arrives for up to one hour before beginning his/her inspection. Please note that Cal/OSHA Inspectors can document observable conditions and/or start the inspection if a loss of critical information may occur while awaiting arrival of a UC Davis EH&S representative. This is at the determination of the Cal/OSHA Inspector.

## **What will happen during the inspection?**

The Cal/OSHA Inspector will start with an opening conference to explain the reason for the visit. An inspection walkthrough of the entire department or a targeted work area will follow. Inspectors have the right to walk around the area (accompanied), interview employees in private, and document hazards with photos and measurements. Employees may ask for legal representation provided by the university to be present during the interview if desired.

**Cal/OSHA Inspection  
DO's and DON'Ts**

**DO's**






















































- ✓ Ask for identification
- ✓ Immediately contact EH&S (752-1493)
- ✓ Be courteous and friendly
- ✓ Provide neutral, fact-based answers
- ✓ Keep notes
- ✓ Take photos and measurements  
mimicking those taken by an inspector
- ✓ Be prepared to show Injury and  
Illness Prevention Plan (IIPP)

iewed/Revised. 02/2014





















































AWM/SDB





## SafetyNets Masterlist

SafetyNets not listed below have been retired and are no longer available. If you have a question or suggestion regarding a SafetyNet please contact [ehsdesk@ucdavis.edu](mailto:ehsdesk@ucdavis.edu)

	<b>View</b>	<b>SafetyNet as</b>	<b>Title</b>	<b>Last Reviewed/</b>	<b>Revision History</b>
		<b>PDF</b>		<b>Revised</b>	
SN #1			EPA's New Refrigerant Recycling Rule	01-2007	
SN #2			Oxyacetylene Safety Update	05-2011	view details
SN #3			Guidelines for Disposal of Sharps, Biological, and Medical Waste	03-2009	
SN #4			Partial List of Incompatible Chemicals	05-2011	view details
SN #5			Eye and Face Safety Protection for Laboratory Workers	12-2013	view details
SN #6			Can This Go Down the Drain?	03-2012	view details
SN #7			Hazardous Material Inventory Requirements	01-2007	
SN #8			Guidelines for Disposal of Chemical Waste	02-2011	
SN #9			Guidelines for Disposal of Radioactive Waste	02-2014	view details
SN #10			Steps You Can Take To Limit Your Exposure To Radiation	05-2011	view details
SN #12			Why Didn't the Custodian Pick Up My Trash?	01-2007	
SN #13			Guidelines for Chemical Spill Control	09-2011	view details
SN #14			Safe Use of Nitric Acid	05-2011	view details
SN #15			Radiation Quantities and Units	04-2011	view details
SN #16			Guidelines for Mercury Spill Control	05-2011	view details
SN #17			Personal Computer Workstation Checklist	01-2007	
SN #18			Safe Use of Perchloric Acid	05-2011	view details
SN #19			General Safety Guidelines for Chemical Laboratories	01-2007	
SN #21			Minimizing Aerosol Exposure	05-2011	view details
SN #22			Safe Use of Phenol	05-2011	view details
SN #23			Peroxide Formation in Ethers and Other Chemicals	05-2011	view details
SN #24			Hydrogen Sulfide	05-2011	view details
SN #26			Effective Use of Autoclaves	06-2010	
SN #27			Controlling Laboratory Ergonomic Risk Factors	01-2007	
SN #29			Back Belts	09-2011	view details
SN #30			Building Temperature Extremes	12-2006	
SN #31			Use of Refrigerators and Freezers	11-2014	view details
SN #32			Chemical Carcinogens: Guidelines for Writing Safety Protocols	04-2010	
SN #32			<del>Hazardous Materials Information &amp; Training Guidelines for Departments</del>	<del>03-2007</del>	
SN #35			How to Use a Chemical Fume Hood Safely	05-2007	
SN #36			OSHA Bloodborne Pathogen Standard Worker Information	02-2003	
SN #37			Radioactive Spills, Splashes, and Decon	08-2008	
SN #38			Guidelines for Pesticide Retention and Disposal	05-2011	view details
SN #39			Safety Training Tips	01-2007	
SN #40			Health & Safety Hazards: A Student's Right-To-Know	01-2007	
SN #41			What You Should Know to Protect Your Wrists and Hands from Repetitive Motion Injury	01-2007	
SN #42			General Guidelines for Storage and Management of Laboratory Chemicals	09-2012	view details
SN #43			Identification and Segregation of Chemical Waste	01-2009	
SN #44			Alternatives to Chromic/Sulfuric Acid for Cleaning Laboratory Glassware	05-2011	view details
SN #45			Glossary of SDS Terms	01-2007	
SN #46			Lifting	01-2007	
SN #48			Photographic Chemicals	05-2011	view details
SN #49			Pesticide Storage	05-2011	view details
SN #50			Guidelines for the Selection of Chemical-Resistant Gloves	11-2006	
SN #51			Selecting Chemical Disinfectants	05-2004	
SN #52			Emergency Medical Care	09-2011	view details
SN #53			Ethidium Bromide Solutions Detoxification	05-2011	view details
SN #54			Pregnancy and The University Workplace	05-2011	view details
SN #55			Halon Fire Extinguishing Agent	01-2007	
SN #56			How To Monitor Your Lab for Radioactive Contamination	05-2011	view details
SN #58			Safety Precautions for Cryogenic Liquids	05-2011	view details
SN #60			Compressed Gas Safety	08-2013	view details



SN #61	 How To Maintain An Inventory for Radioactive Materials in the Laboratory	09-2014	view details
SN #62	 Needle and Syringe Safety	10-2014	
SN #63	 Ozone Emissions	03-2007	
SN #64	 Guidelines for Evaluating Safety Performance	03-2007	
SN #66	 Emergency Eyewash and Shower Testing and Use	12-2014	view details
SN #67	 Dosimetry: Personal Monitoring for Radiation Workers	09-2014	view details
SN #68	 Use of Chlorine Compounds as Disinfectants	02-2003	
SN #70	 Safe Use of Hydrofluoric Acid	05-2011	view details
SN #71	 Radiation and Human Health	04-2011	view details
SN #72	 Chemical Substitutes	05-2011	view details
SN #73	 Laser Protective Eyewear	05-2011	view details
SN #74	 The Principal Investigator's Laser Safety Training Responsibilities	05-2011	view details
SN #75	 Laser Safety Warning Signs and Labeling	05-2011	view details
SN #76	 Safe Laser Practices	05-2011	view details
SN #77	 Standard Operating Procedures for Lasers or Laser Systems	05-2011	view details
SN #78	 Radiation Safety Requirements for Persons Using Radiation-producing Machines	08-2011	view details
SN #83	 Non-Structural Seismic Safety	10-2007	
SN #84	 Asbestos	01-2007	
SN #85	 Antimicrobials are Pesticides	05-2011	view details
SN #88	 Respiratory Protection Program	01-2007	
SN #96	 Keyboard and Mouse Use	01-2007	
SN #99	 Indoor Air Quality	03-2007	
SN #100	 Electric and Magnetic Fields (EMF)	08-2008	
SN #103	 Min/Max Thermometer Information Sheet	03-2007	
SN #104	 Safe Use and Management of Picric Acid	05-2011	view details
SN #106	 Hazards of Ultraviolet Radiation	08-2008	
SN #107	 Pregnancy and Reproductive Hazards in the Workplace: Physical and Biological Hazards	02-2003	
SN #108	 Pregnancy and Reproductive Hazards in the Workplace: Chemical and Radiological Hazards	05-2011	view details
SN #109	 Power Outages	03-2007	
SN #110	 Guidelines for Completing the Chemical Waste Label	01-2009	
SN #111	 Required Postings	01-2013	view details
SN #112	 Hearing Conservation	01-2007	
SN #113	 Release of Equipment	09-2014	
SN #114	 Confined Space Program	04-2009	
SN #115	 Machine Guarding	01-2007	
SN #116	 Principal Investigator's Training Responsibilities For Animal Care and Use	08-2007	
SN #118	 Laboratory Security Tips for Hazardous Materials Users	06-2011	view details
SN #119	 Use of Non-EPA Regulated Scintillation Cocktails	08-2008	
SN #120	 Preparing for a CUPA Inspection	11-2006	
SN #121	 Reporting Work-related Fatalities and Serious Injuries or Illnesses	07-2010	
SN #122	 Proper Disposal of Universal and Electronic Wastes	05-2006	
SN #123	 Heat Illness Prevention	04-2011	
SN #124	 Empty Container Management	06-2014	view details
SN #125	 Safety Management Guidelines for Department Safety Coordinators	10-2012	view details
SN #126	 Guidelines for Export Compliance	04-2009	
SN #127	 Biological and Biohazardous Spill Response	10-2010	
SN #128	 Solvent Spills	01-2009	
SN #129	 Safety Management Program Guidelines for Department Chairs	10-2012	view details
SN #130	 Safety Management Program Guidelines for Supervisors	10-2012	view details
SN #131	 Safety Management Program Guidelines for Principal Investigators	04-2009	
SN #132	 Nanotechnology: Guidelines for Safe Research Practices	03-2009	
SN #133	 Fall Protection	03-2009	
SN #134	Forklift Certification and Safety	10-2013	view details
SN #135	Procedures for Safe Use of Pyrophoric/Water Reactive Reagents	10-2012	view details
SN #136	Excavation/Trenching/Shoring	04-2009	
SN #137	Guidelines for Arc and Flash Lamp Safety	04-2009	
SN #138	Portable Torch Safety	07-2009	
SN #139	Guidelines for Handling Formaldehyde	07-2010	
SN #140	Guidelines for Handling Dichloromethane (Methylene Chloride)	10-2010	
SN #141	Crane and Hoist Safety	01-2011	
SN #142	Guidance for Complying With the Chemical Facility Anti-Terrorism Standard (CFATS)	07-2012	view details
SN #143	Cal/Osha Inspections	02-2014	view details
SN #144	Laser Pointer Safety	06-2013	view details
SN #145	Safe Operation of Hydraulic Cylinders, Clutches, Functions	07-2013	view details

SN #145		Safe Operation of Livestock Squeeze Crane functions	07-2013	<a href="#">view details</a>
SN #146		Microtome Use: Hazards and Precautions	07-2014	<a href="#">view details</a>
SN #147		Safe Handling of Wooden Pallets	09-2014	<a href="#">view details</a>
SN #148		Office Safety and Employee Training	10-2014	

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