

# Injury & Illness Prevention Program (IIPP) Manual

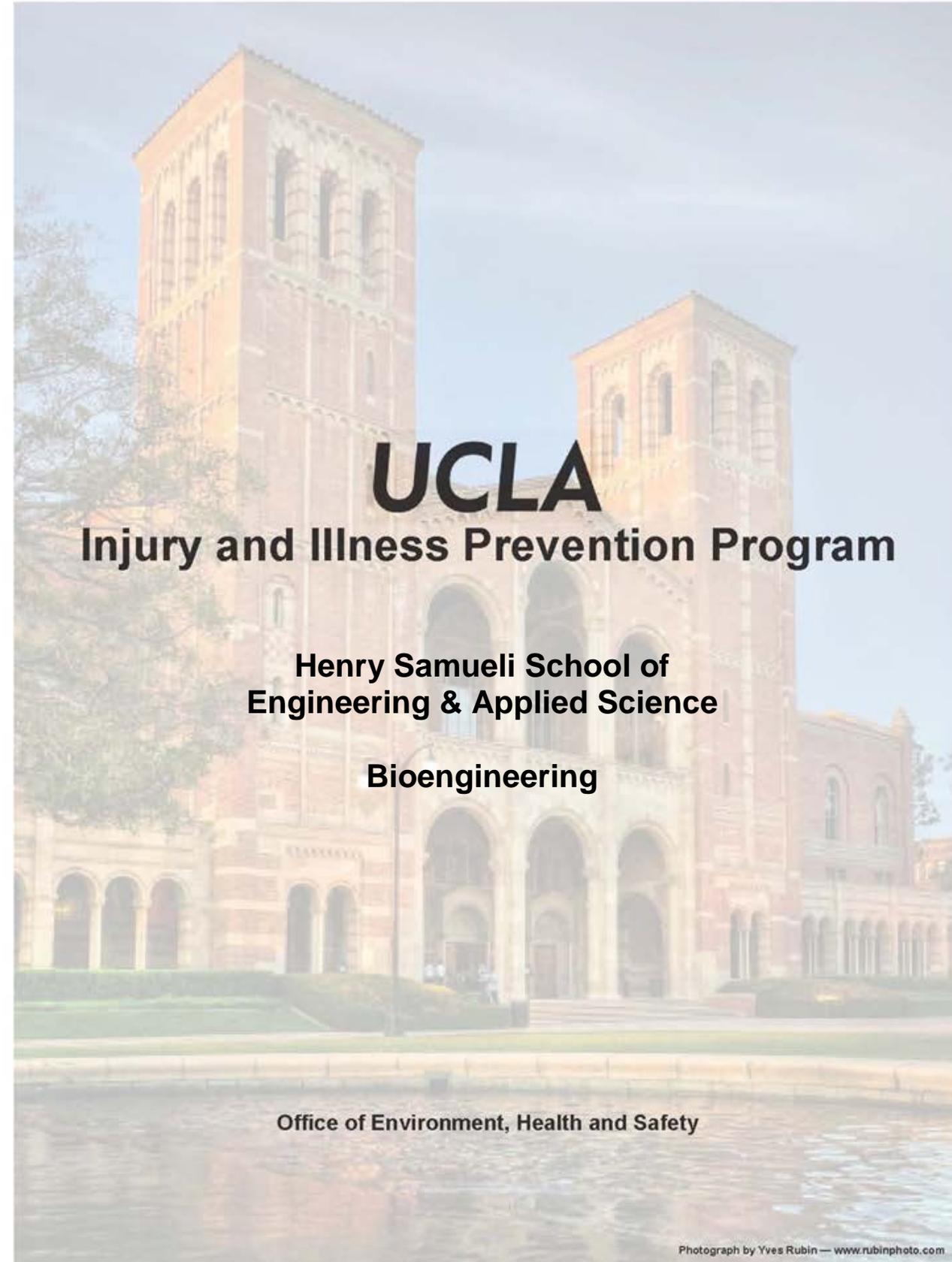
Henry Samueli School of Engineering & Applied Science-Bioengineering

Updated March 2013

**UCLA**  
ENVIRONMENT,  
HEALTH & SAFETY



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# **UCLA**

## **Injury and Illness Prevention Program**

**Henry Samueli School of  
Engineering & Applied Science**

**Bioengineering**

**Office of Environment, Health and Safety**

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## IIPP INFORMATION

**Effective Date:** March 13, 2013

**Department:** BIOENGINEERING

**Department Head:** BENJAMIN M. WU  
*Name*

PROFESSOR & CHAIR  
*Title*

**Safety Coordinator or liaison:** STACEY TRAN FONG  
*Name*

stacey@seas.ucla.edu  
*E-mail*

### **Safety Related Items:**

5121F Engineering V  
*Location of safety meeting minutes*

5121F Engineering V  
*Location of "Employee Safety Recommendation" forms*

5121F Engineering V  
*Location of training and other safety-related items*

STACEY TRAN FONG  
*Person who assists injured employees with appropriate paperwork*

**The Safety Committee meets: COMMITTEE Established 7/18/11 –updated  
10/1/12)**

*(Quarterly meetings required)*

**The Safety Committee members are:**

Chair's Name: Stacey Tran Fong

Member Name: Martin Culjat

Member Name: Foad Mashayekhi

Member Name: Zach Taylor

Member Name: Apryll Chin

**Buildings occupied by this department:** This section will assist you in ensuring that all your staff members are trained on the appropriate Emergency Response and Business Continuity Plans. (For off campus buildings, write the physical address of the building. Do not include buildings used only for storage.)

1. Building name or address: ENGINEERING V – 4<sup>th</sup> & 5<sup>th</sup> Floors  
Building Coordinator and phone no at this location: Stacey Tran Fong, X45072  
Lex Kopfer, X61946
  
2. Building name or address: BOELTER HALL – 7718, 7731, 7732, 7736, 7738, 7750  
Building Coordinator and phone no at this location: Stacey Tran Fong, X45072 or  
Lex Kopfer, X61946

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## SECTION 1: INTRODUCTION AND SCOPE

The UCLA Injury and Illness Prevention Program (IIPP) is a guide to assist university administrators and supervisors to promote the health and safety of their employees. This IIPP complies with the Cal/OSHA requirement to provide a safe and healthful workplace for all employees ([California Code of Regulations Title 8, Section 3203](#)). It establishes methods for identifying and correcting workplace hazards, providing employee safety training, communicating safety information, and ensuring compliance with safety programs. It is reviewed and updated annually to reflect any changes in regulations, personnel or procedures.

## SECTION 2: RESPONSIBILITIES

### Department Manager

The department manager must ensure that a department-specific IIPP is implemented in areas that fall under their control. They are responsible for the following:

1. Communicating management's commitment to health and safety to their employees;
2. Ensuring that areas under their control comply with internal and external regulations and guidelines;
3. Providing individuals under their management with the authority and resources to develop and implement appropriate health and safety programs, practices and procedures;
4. Designating a Department Safety Coordinator; and
5. Establishing a departmental process (such as a safety committee) to maintain and update the departmental IIPP, assess departmental compliance with applicable regulations and campus policies, evaluate reports of unsafe conditions, and coordinate any necessary corrective actions.

### Supervisors

Supervisors play a key role in the implementation of the departmental IIPP. They are responsible for the following:

1. Encouraging a safe work culture by communicating UCLA's emphasis on health and safety to their staff;
2. Modeling and enforcing safe and healthy work practices;
3. Ensuring that employees are properly trained to complete all assigned tasks;
4. Ensuring periodic inspection of workspaces under their authority;
5. Stopping work that poses an imminent hazard to any employee;
6. Implementing measures to eliminate or control workplace hazards;
7. Developing safe work procedures such as Standard Operating Procedures (SOP) and Job Safety Analyses (JSA);
8. Providing appropriate safety training and personal protective equipment to employees under their supervision;
9. Reporting and investigating work related injuries and illnesses;
10. Encouraging employees to report health and safety issues without fear of reprisal;
11. Disciplining employees that do not comply with safe work practices; and
12. Documenting employee training and departmental safety activities.

### Employees

All employees must comply with all applicable health and safety regulations, policies, and work practices. This includes, but is not limited to the following:

1. Using personal protective equipment (where required);
2. Actively participating in all required safety and health training;
3. Learning about the potential hazards of assigned tasks and work areas;
4. Complying with health and safety-related signs, posters, warnings and directions;
5. Requesting information related to job safety whenever needed;
6. Reporting all work-related injuries and illnesses promptly to their supervisor;
7. Warning co-workers about defective equipment and other hazards;
8. Reporting any unsafe or unhealthy conditions immediately to a supervisor, and stopping work if it poses an imminent hazard;
9. Cooperating with incident investigations to determine the root cause; and
10. Participating in workplace safety inspections.

### **Department Safety Coordinator or Safety Liaison**

The Department Safety Coordinator or safety liaison monitors the safety activities within the department and serves as the departmental liaison with EH&S. The Department Safety Coordinator is responsible for the following:

1. Obtaining relevant information regarding safety and health regulations, procedures, and safeguards affecting employees within their control;
2. Planning and coordinating routine safety meetings;
3. Investigating accidents and incidents to identify and implement any corrective actions necessary to prevent future incidents;
4. Ensuring that regular health and safety inspections are conducted within their area of responsibility;
5. Reporting to EH&S any unsafe or unhealthy conditions, which they cannot correct; and
6. Maintaining department safety records to document employee training, inspections, safety meetings and incident investigations.

### **Department Safety Committees**

Department based safety committees are important for a successful campus-wide program. While not mandated, implementation of departmental safety committees is highly recommended. Departmental Safety Committees work under the direction of the Department Safety Coordinator or safety liaison and are responsible for the following:

1. Creating, maintaining, and updating the departmental IIPP;
2. Assessing departmental compliance with applicable regulations and campus policies;
3. Reviewing workplace inspections to identify any needed corrections;
4. Reviewing reports of unsafe conditions that cannot be immediately corrected by an employee or supervisor, and coordinating any necessary corrective action;
5. Conducting hazard and incident investigations to assist in establishing corrective actions;

6. Tracking of correction of workplace hazards;
7. Reviewing all departmental incident and injury investigations to ensure that all causes have been identified and corrected;
8. Developing suggestions for employee training based on reviews of incidents and injuries;
9. Reviewing employee safety suggestions and submitting recommendations for corrections to department management; and
10. Preparing written meeting minutes using the IIPP Form “Departmental Safety Committee Meeting Minutes” ([APPENDIX A: FORMS AND CHECKLISTS](#)) or a similar form.

The Departmental Safety Committee should meet at least quarterly and have representatives for each employee within the department. Membership may rotate periodically.

### **Environment, Health & Safety (EH&S) Injury Prevention Division**

The EH&S Injury Prevention Division (IPD) provides consultation and support to Department Safety Coordinators and Safety Committees. IPD safety specialists provide support and training to promote a campus-wide safety program. Support activities include, but are not limited to the following:

1. Materials for departmental safety meetings and safety initiatives;
2. Assistance with inspections and incident investigations; and
3. Assistance with development of departmental IIPP.

### **Director of Environment, Health and Safety**

The Director of Environment, Health, and Safety (EH&S) has authority and responsibility for overall implementation and maintenance of the IIPP. Specific responsibilities include the following:

1. Interpreting external regulations to develop appropriate compliance strategies;
2. Reviewing methods and procedures to correct unsafe and/or unhealthy conditions;
3. Ensuring that there are procedures to communicate UCLA’s safety and health policies and guidelines to employees; and
4. Monitoring the effectiveness of the overall IIPP and making improvements as needed.

## SECTION 3: IDENTIFICATION AND EVALUATION OF WORKPLACE HAZARDS

### Inspection Program Overview

Safety inspections identify and evaluate workplace hazards and conditions that could result in illness, injury or property damage. Managers and supervisors must ensure that safety inspections are conducted on a regular basis. Inspections must also be completed when management is made aware of existing or new hazards in the workplace.

The Departmental Safety Coordinator or designated safety liaison is responsible for identifying workplace hazards. These individuals are responsible for ensuring that periodic inspections are completed to assess, record, and correct hazardous and potentially hazardous conditions that may exist. The inspections may be conducted by the Department Safety Coordinator, Safety Committee, supervisors or other assigned personnel.

### Scheduled Safety Inspections

All administrative departments, shops and laboratories must complete workplace safety inspections. By law, the first of these inspections must take place when the department first adopts a department specific IIPP. Inspections are documented and reviewed by management, the Department Safety Coordinator, and/or the Department Safety Committee. Ongoing inspections will take place as indicated below:

**OFFICES** – Annual inspections of all office areas will be completed to detect and eliminate any hazardous conditions that exist. The Office Inspection Checklist, or similar form, can be used to complete inspections. The “Computer Workstation Checklist” ([APPENDIX A: FORMS AND CHECKLISTS](#)) is also available to evaluate computer workstations. Computer workstations can also be completed using the BruinErgo Office Ergonomic Solutions (OES) on-line program, or by contacting the [EH&S Ergonomics Division](#) for assistance.

**LABORATORIES** – Annual inspections of all laboratories are required (semi-annual inspections suggested as best practices) to detect and eliminate any existing hazardous conditions using the [Laboratory Inspection Checklist](#), or similar form. One of these inspections will be completed by the Chemical Hygiene Officer or an EH&S Laboratory Inspector; the second inspection can be completed by the Laboratory Manager, Principal Investigator (PI), Safety Coordinator or designee.

### Unscheduled Safety Inspections

Unscheduled safety inspections will be completed whenever new substances, processes, procedures, or equipment are introduced into the workplace and present

new safety or health hazards. Additional inspections will be completed whenever management is informed of previously unrecognized hazards.

### **Reporting Hazards or Unsafe Work Practices**

Employees are encouraged to report existing or potentially hazardous conditions or unsafe work practices to their supervisor so that necessary action (including training, purchase of appropriate equipment, etc.) can be taken in a timely manner. The Hazard Notification/Safety Recommendation Form ([APPENDIX A: FORMS AND CHECKLISTS](#)), or similar form, can be used to report unsafe conditions.

Supervisors, the Safety Coordinator or liaison, or members of safety committees should complete the Hazard Notification/Safety Recommendation Form when made aware of an unsafe condition for which an immediate remedy cannot be implemented. The form can be used to document controls implemented to reduce or eliminate any unsafe conditions. Corrective actions shall be identified and completed by the department, and the form shall be filed internally for documentation purposes.

For additional assistance with the Hazard Notification/Safety Recommendation Form and/or identification of the appropriate corrective actions, please contact EH&S Injury Prevention Division at [injuryprevention@ehs.ucla.edu](mailto:injuryprevention@ehs.ucla.edu). Employees who report such conditions cannot be disciplined or suffer any reprisals. Complaints can be made anonymously.

## SECTION 4: CORRECTING WORKPLACE HAZARDS

### Hazard Correction

Hazard levels range from being imminently dangerous to relatively low risk. Corrective actions or plans, including suitable timetables for completion, are the responsibility of the department. EH&S consultation is available to determine appropriate abatement actions.

Corrective actions or plans must be appropriate for the severity of the hazard. If an imminent hazard exists, work in the area should cease, and the appropriate supervisor be contacted. If the hazard cannot be immediately corrected without endangering employees or property, evacuate all unnecessary personnel from the area. Individuals entering the hazard area to correct the condition must have protective equipment and other necessary safeguards before addressing the situation.

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

1. Stopping unsafe work practices and providing retraining on proper procedures before work resumes;
2. Reinforcing use of and providing personal protective equipment;
3. Lock-out/tag-out of unsafe equipment;
4. Isolating or barricading areas that have chemical spills or other hazards to deny access until appropriate correction is made; and
5. Reporting problems or hazardous conditions to a supervisor, EH&S Hotline at 310-825-9797, or Facilities Trouble Call Desk at 310-206-8496.

Supervisors can seek assistance in developing appropriate corrective actions by submitting a Hazard Notification/Safety Recommendation Form ([APPENDIX A: FORMS AND CHECKLISTS](#)) to their Department Safety Committee, Safety Coordinator or liaison, or EH&S.

### Hazard Correction Report

The Hazard Identification/Correction Form ([APPENDIX A: FORMS AND CHECKLISTS](#)), or similar form, must be used to document corrective actions, including projected and actual completion dates. This form can be attached to safety meeting minutes to document hazard correction activities completed by the department.

## SECTION 5: COMMUNICATING WORKPLACE HAZARDS

### Supervisors

Supervisors are responsible for communicating safety and health issues in a form readily understandable by all workers. All department personnel are encouraged to communicate safety concerns to their supervisor without fear of reprisal.

### Safety Committee

The Departmental Safety Committee serves as the primary resource for communicating health and safety issues to department employees. Each employee is represented by a member of the safety committee. This representative is responsible for communicating information concerning hazard identification and correction. Safety Committee minutes are posted or available at a convenient location in the department.

The Safety Committee can also sponsor seminars or speakers, or coordinate other means to communicate with employees regarding health and safety matters.

### Resources

While supervisors have primary responsibility for providing employees with hazard information pertinent to their work assignments, information concerning safety hazards is available from a number of other sources. Safety information is communicated to employees by e-mail, voice mail, distribution of written memoranda, or by articles in internal departmental newsletters (if applicable). Other resources include, but are not limited to the following:

#### EH&S Website and Newsletters

The EH&S website has extensive health and safety information and resources for employees. Health and safety specialists can be contacted through the website to answer inquiries and provide assistance to employees. News & Notes, EH&S' quarterly newsletter, offers safety information on workplace safety and illness prevention. Visit the [EH&S website](#) for more information.

#### Safety Bulletin Boards

EH&S maintains safety information and regulatory requirements on safety bulletin boards located throughout campus. Postings include emergency contact information, worker's compensation postings, Ca/OSHA announcements and updates. Visit the [Cal/OSHA website](#) for more information.

## **Material Safety Data Sheets**

Material Safety Data Sheets (MSDS) provide information on the potential hazards of products or chemicals. Hard copies of MSDS for the chemicals are available to all employees in a convenient location. MSDS fact sheets, hazardous communication videos, and other training materials are available from the manufacturer and/or EH&S. Visit the [UC MSDS website](#) for more information.

## **Standard Operating Procedure (SOP) or Job Safety Analysis (JSA)**

The purpose of an SOP or JSA is to recognize hazards associated with the operation of a piece of equipment or task and determine how to control those hazards. SOPs or JSAs are available for tasks and equipment that present hazards to employees. Components of the JSA include:

1. Picture of equipment or task
2. Tasks associated with use of equipment or job that have hazards
3. Risks associated with tasks
4. Solutions to reduce risk
5. Recommended PPE

Refer to [APPENDIX A: FORMS AND CHECKLISTS](#) for examples.

## **Equipment Operating Manuals**

All equipment must be operated in accordance with the manufacturer's instructions as specified in the equipment's operating manual. Copies of operating manuals are kept with each piece of equipment used in the department. Employees are required to review and demonstrate understanding of the SOP/JSA or the operating manual before using the equipment.

## **Safety Manuals**

EH&S has area and job-specific safety manuals in addition to the IIPP, including the Shop Safety Manual, Chemical Hygiene Plan, the Laboratory Safety Manual, the Radiation Safety Manual and the Laser Safety Manual. These manuals provide general guidelines for these jobs and areas. Visit the [EH&S Resources website](#) for more information.

## **Emergency Response Plan**

The UCLA Emergency Response Plan addresses life and safety issues that emerge as a result of a disaster, emergency, catastrophic event or calamity (e.g., earthquake, fire, flood, loss of critical infrastructure, terrorist attack, civil unrest, etc.). The UCLA Facilities Emergency Management team provides campus departments with an Emergency Response Plan template which incorporates the

critical elements necessary for a department-specific plan. Visit the [UCLA Emergency Response Plan website](#) for more information.

### **Business Continuity Plan**

A Business Continuity Plan is used to help you to continue your operations once life and safety have been secured. Although the two plans work hand in hand, the Business Continuity Plan is different from an Emergency Response Plan in that the former describes a departmental plan of action that can be taken to lessen the impact of disruptions, while the latter describes how to prepare and respond to these disruptions. The Office of Insurance and Risk management assists campus departments with developing a Business Continuity Plan using the “UC Ready” software tool. Visit the [IRM Business Continuity website](#) for more information.

## SECTION 6: INCIDENT, INJURY & ILLNESS REPORTING AND INVESTIGATIONS

An incident is an unplanned event which results in an accident, injury, illness or property damage. A near miss is an unplanned event that did not result in an accident, injury, illness, or damage, but had the potential to do so. Both incidents and near misses are reported and investigated to implement procedures to reduce the likelihood of future reoccurrence.

### Incident, Injury and Illness Reporting and Treatment

Employees who are injured or become ill at work must report the injury or illness immediately to their supervisor and personnel department. The supervisor must provide employees with the level of medical attention required for the situation.

#### Medical Treatment

For non-emergency medical treatment of work-related injuries or illnesses, employees should be sent to the [Occupational Health Facility \(OHF\)](#) during normal business hours, or the Emergency Medicine Center (EMC) at the [Ronald Reagan/UCLA Medical Center \(RRMC\)](#) after normal work hours.

If immediate medical treatment beyond first aid is required, call 911 from a campus phone, or contact UCPD dispatch at 310-825-1491 from off-campus or cell phones. If working at a site other than the main UCLA campus, use the nearest designated medical facility for your organization.

#### Forms

Supervisors must complete and provide injured employees with the UCLA Incident Report & Referral for Medical Treatment form to take to the treating facility. If the injury is more than first aid treatment, also provide the employee with a "Workers' Compensation Claims Form (DWC-1) & Notice of Potential Eligibility" form. Refer to [APPENDIX A: FORMS AND CHECKLISTS](#) for the necessary forms.

#### Reporting

All injuries must be reported to Insurance and Risk Management (IRM) within 24 hours. Injuries that meet the Cal/OSHA definition of "Serious Injury" must be immediately reported to the EH&S Hotline at 310-825-9797. Refer to [APPENDIX A: FORMS AND CHECKLISTS](#) for reporting specifics.

## Serious Injuries

Serious occupational injuries, illnesses or exposures to hazardous substances, as defined by Cal/OSHA, must be reported to EH&S immediately when they become known to managers or supervisors. Serious injuries include deaths, amputations, concussions, crush injuries, fractures, burns, lacerations with significant bleeding or requiring stitches, or hospitalization (other than for observation) for greater than 24 hours. Supervisors must report injuries that meet the Cal/OSHA definition of Serious Injury to the EH&S Hotline at 310-825-9797 as soon as they are notified of the injury. Required information includes the name of the injured employee, a brief summary of the incident, description of the injuries obtained by the employee, and a number where the reporting supervisor can be reached. EH&S must report the injury to Cal/OSHA within eight hours of occurrence. **Departments are responsible for payment of up to a \$5000 fine for late reporting.** EH&S will conduct an incident investigation with a representative from the injured employee's department to determine any contributing conditions and develop corrective action plans.

## Incident Investigations

The employee's supervisor is responsible for performing an investigation to determine and correct the cause(s) of the incident. Specific procedures that can be used to investigate workplace incidents and hazardous substance exposures include:

1. Interviewing injured personnel and witnesses;
2. Examining the injured employee's workstation for causative factors;
3. Reviewing established procedures to ensure they are adequate and were followed;
4. Reviewing training records of affected employees;
5. Determining all contributing causes to the incident;
6. Taking corrective actions to prevent the incident/exposure from reoccurring; and
7. Recording all findings and corrective actions taken.

The supervisor's findings and corrective actions must be documented using the Incident Investigation form ([APPENDIX A: FORMS AND CHECKLISTS](#)) or similar form. If the supervisor is unable to determine the cause(s) and implement appropriate corrective actions, assistance is available from resources including Department Safety Coordinators, Safety Committees, EH&S, or IRM.

The Department Safety Coordinator, or safety liaison, must review the investigation report to ensure that the investigation was thorough and that all corrective actions are completed. Investigations and/or corrective actions that are found to be incomplete should be routed back to the supervisor for further follow-up. All corrective actions that are not implemented in a reasonable period of time must be discussed with the department manager. EH&S safety specialists are available to help resolve outstanding issues and problems.

## SECTION 7: TRAINING AND DOCUMENTATION

Effective dissemination of safety information is essential for a successful IIPP. All employees must be trained in general safe work practices, including specific instructions on hazards unique to their job assignment. Minimal training requirements include safe use of workplace equipment, manual materials handling, identifying hazards in work area, use of personal protective equipment, safe handling of hazardous materials, and proper procedures for disposal of hazardous waste. Training must be completed before use of any dangerous equipment, exposure to any known hazardous conditions, or when new hazards are identified.

Managers must ensure supervisors are trained to recognize and abate safety and health hazards to which their employees are exposed. Supervisors are responsible for ensuring their employees receive appropriate safety training and for documenting that this training has been provided. Attendance at training classes and safety meetings is required. Documentation of individual safety training and safety meetings must be kept by the Department Safety Coordinator or safety liaison.

### **Safety Training**

Cal/OSHA mandates that all employees participate in periodic safety trainings during which topics relevant to the workplace are reviewed and discussed. Safety training meetings can include status reports on safety inspections, hazard mitigation projects, incident investigation results, and employee safety suggestions. Safety trainings can be incorporated into staff meetings, presented during “tailgate” meetings, or conducted via one-on-one coaching. The duration of safety meetings can vary based on the subject and training format.

As best practices, all employees should complete training in the following areas:

1. Illness and Injury Prevention Program;
2. Fire Safety;
3. Emergency Preparedness/Earthquake Safety;
4. Safety Lifting/Back Injury Prevention;
5. Hazard Communication & Awareness (Use of MSDS);
6. General Safety and Housekeeping;
7. Specific hazard instruction unique to the job assignment such as hazardous waste, blood borne pathogens, power tool safety, laser safety, radiation safety, etc.;
8. Hazard instruction related to introduction of new substances, processes, procedures or equipment introduced to the workplace; and
9. Hazard instruction of new or previously unrecognized hazards.

Training handouts can be found in [APPENDIX B Training Guides](#). Refer to the [Cal/OSHA Training and Instruction Requirements website](#) for more information on

mandated safety trainings. Additional assistance with training needs can be obtained by contacting [training@ehs.ucla.edu](mailto:training@ehs.ucla.edu).

## **Documentation**

Cal/OSHA regulations require that records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other safety activities be maintained for specific periods of time. Records must be kept in employee personnel files following University guidelines. Department personnel representatives must present them to Cal/OSHA or other regulatory agency representatives if requested. EH&S may review these records during routine compliance inspections.

### **Safety Training**

Employee training must be provided at no cost to the employee during the employee's normal working hours. Safety training may be provided by a knowledgeable supervisor or department member, or by representatives from other relevant campus departments and approved vendors. All safety training must be documented using the Training Documentation Form via Training Documentation forms ([APPENDIX D Departmental Training Records](#)) or similar form, which includes all the following:

1. Date of training;
2. Name of trainer;
3. Topic;
4. Name, department, ID number, and signature of each attendee; and
5. Outline of safety topic (may be attached).

### **Safety Inspection Reports**

The Department Safety Coordinator or safety liaison, human resources specialist, or area supervisor is responsible for maintaining safety inspection records and reports. Inspection reports are to be kept in [APPENDIX E Departmental Inspections](#). The record must include the following:

1. Name of inspector;
2. Date of inspection;
3. Any identified unsafe or unhealthy condition or work practice; and
4. Corrective action(s) to remedy the identified hazard(s).

## **Recordkeeping**

The following records must be kept on file in the department for the minimum times indicated below:

1. Safety inspection forms = 5 years;
2. Hazard identification forms = 5 years;

3. Incident investigations = 5 years;
4. Safety postings and safety meeting agendas = 5 years;
5. Safety training checklists and related training documents = Duration of each individual's employment; and
6. Exposure records, or other employee medical records = 30 years or for the duration of each individual's employment if > 30 years. Access to employee medical records will be limited in accordance with University policies, state and federal guidelines.

## SECTION 8: COMPLIANCE

Compliance is critical for an effective Injury & Illness Prevention Program. Managers and supervisors serve as role models for working safely and provide resources necessary to ensure a safe work environment for their staff. All employees are required to follow safety policies and operating procedures. Employees will be provided with safety training and information to complete all assigned duties safely. When needed, employees will be provided with additional training and information, or re-training to maintain their knowledge of campus safety policies and procedures.

Employees who demonstrate safe work practices may be rewarded through the use of performance evaluations or incentive programs. Any employee who demonstrates repeated unsafe, unhealthy work practices, will be subject to corrective action and/or disciplinary action. Disciplinary action will be in conformance with UCLA policies and/or corrective bargaining agreements. If the offense is egregious or willful, the action may result in immediate disciplinary action. The Employee-Labor Relations Department must be consulted on any disciplinary matter as it relates to compliance with this program.

## APPENDIX A: FORMS AND CHECKLISTS

This appendix includes the following checklists, forms and safety related documents:

1. How to Use a Self-Inspection Checklist
2. Office Inspection Checklist
3. Computer Workstation Checklist
4. Hazard Notification/Safety Recommendation Form
5. Hazard Identification/Correction Form
6. Departmental Safety Meeting Minutes
7. Job Safety Analysis Form
8. Job Safety Analysis Example
9. Injury and Illness Reporting Procedures
10. Serious Injury Poster
11. Injury Reporting and Treatment Flow Chart
12. Incident Report & Referral for Medical Treatment
13. Workers' Compensation Claim Form (DWC-1)
14. Incident Investigation Form
15. Guide for Completing Incident Investigations
16. Disciplinary Action Guidelines
17. Lab Safety Inspection Form
18. Laboratory Safety Inspection Process

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 <p><b>UCLA</b> ENVIRONMENT, HEALTH &amp; SAFETY</p>	<p><b>Injury &amp; Illness Prevention Program</b> <b>How to Use a Self-Audit Inspection Checklist</b></p> <p>501 Westwood Plaza, 4<sup>th</sup> Floor • Los Angeles, CA 90095 Phone: 310-825-5689 • Fax: 310-825-7076 • <a href="http://www.ehs.ucla.edu">www.ehs.ucla.edu</a></p>
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The Office of Environmental Health and Safety (EH&S) has developed a self-audit Office Inspection Checklist to assist departments in eliminating workplace hazards. The checklist can be used by an entire department, a section of a department, a particular room or an individual to document findings from regular inspections.

The EHS Office Inspection checklist can be modified for development of a customized checklist to meet your department's specific needs.

The checklist is for internal departmental use. There is no need to send copies of completed checklists to EHS. If assistance from EHS is desired, please contact us at (310)825-5689.

There are a series of self-audit checklists available from EH&S for a variety of work settings. They include the following:

- Office Safety Checklist
- Computer Workstation Checklist
- Floor Inspection Checklist (Slip and Fall Prevention Program)
- Laboratory Safety Survey Checklist
- Shop Inspection Checklist
- Materials Handling Checklist

The checklists can be downloaded from the EHS website [www.ehs.ucla.edu](http://www.ehs.ucla.edu). The Web version of the Health and Safety Guide allows the user to download Microsoft Word files containing the checklists. This version of the checklists allows the user to customize the checklist. Hard copy versions of the checklists can be requested from EHS.

Safety inspections should be completed annually by someone familiar with your workplace, tasks and jobs. Any problems found must be corrected. Assign an individual to develop a correction for problems and set deadline for corrections to be completed. The Hazard Identification Record Form can be used to document the correction process.

Inspections should be reviewed for trends to determine if problems are re-occurring. These problems need to be addressed at Safety meetings and corrected.

If you have any questions about the inspection checklists, contact EH&S at x55689 or [injuryprevention@ehs.ucla.edu](mailto:injuryprevention@ehs.ucla.edu).

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## Injury & Illness Prevention Program Office Inspection Checklist

501 Westwood Plaza, 4<sup>th</sup> Floor • Los Angeles, CA 90095  
Phone: 310-825-5689 • Fax: 310-825-7076 • www.ehs.ucla.edu

	Yes	No	Comments
<b>Administrative</b>			<b>If NO, describe what will be done to correct the hazard.</b>
Is there a current IIPP in a location known & accessible to all employees?			
Is there a current Material Safety Data Sheet (MSDS) binder in a location known & accessible to all employees?			
Is there a safety bulletin board or equivalent displaying emergency contact information, evacuation routes, safety information, etc.?			
Is there a departmental fire & emergency preparedness protocol in place?			
Are all employees trained on all departmental protocols & procedures?			
<b>General Safety/ Housekeeping</b>			
Are stairwells & walkways kept clear from boxes & clutter?			
Are stairwells & handrails in good condition?			
Are doorways & exits kept clear from obstacles and clutter?			
Are stepladders available for easy access to high storage areas & overhead bins?			
Are file cabinets kept closed when not in use to prevent contusions and/or trip/fall injuries?			
Are coffee makers & water dispensers secured to avoid scalds and/or slip/fall injuries?			
Are waste materials placed in the appropriate waste containers (trash, recycling, etc.)?			
Are storage rooms and recycling areas neatly maintained?			
Are kitchen/break room areas clean & free from slip/fall hazards?			
Are routine floor & walkway safety inspections conducted using the Floor Inspection Checklist?			
<b>Ergonomics/ Computer Workstations</b>			
Have all new employees completed a workstation evaluation through EH&S Ergonomics Division?			
Is there adequate space on the work surface for documents & equipment?			
Are keyboard & mouse placed directly next to each other allowing for easy reach?			
Are the computer screen & keyboard aligned with center of the body?			
Are chairs adjustable (height, depth, lumbar support, arm rests, etc.)?			
Is there adequate clearance underneath the desk for knee and leg space?			
Are environmental factors (temperature, lighting, noise, etc.) set at comfortable levels?			

	Yes	No	Comments
<b>Earthquake &amp; Fire Protection</b>			
Are exit routes (means of egress) visibly marked and easily accessible?			
Are filing cabinets, bookcases & other items over 5 feet tall securely bolted to walls?			
Are shelved materials located above chest level secured by doors or straps?			
Are items stored accordingly with lighter items on top and heavier items on bottom?			
Are evacuation procedures in place for persons with disabilities?			
Are fire doors closed securely at all times?			
Are fire extinguishers properly mounted and inspected?			
Are combustible materials stored in designated areas and/or NFPA Approved storage cabinets?			
Are materials stored at least 1½ feet below sprinkler heads or 2 feet below ceilings where no sprinkler system exists?			
Are fire drills conducted on a regular basis?			
<b>Electrical</b>			
Are plugs, cords, electrical panels & receptacles in good condition (no exposed conductors or broken insulation)?			
Are extension cords & surge suppressors being used correctly and not posing safety hazards? <ul style="list-style-type: none"> <li>• They must not run beneath carpet or across door entrances/walkways.</li> <li>• They must not be linked together nor have additional outlets installed.</li> <li>• Extension cords are for temporary use not to exceed 90 days.</li> </ul>			
Are electrical cooking/heating kitchen appliances utilized and stored only in the kitchen?			
Are electrical panels easily accessible with a clearance of at least 36 inches on each side?			
Are electrical panels kept closed when not in use?			
Are lamps & light fixtures clear of drapes, papers and other combustible materials?			
Are cord/cable systems used to manage cords and/or cables?			
<b>TOTALS →</b> *Total "No" Responses indicates number of corrective items needed			

Inspected By/Department: \_\_\_\_\_ Date: \_\_\_\_\_

**Contacts**

Administrative & General Safety.....EH&S Injury Prevention Division 310-825-9797  
Ergonomics/Computer Workstation.....EH&S Ergonomics Division 310-794-5590  
Earthquake & Fire Protection/Electrical.....Building Manager or EH&S Fire Safety 310-825-2684



## Injury & Illness Prevention Program Computer Workstation Checklist

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	Yes	No	Comments
<b>CHAIR</b>			<b>If NO, describe what will be done to correct the problem.</b>
Is your chair adjusted so that your feet are supported on the floor or on a footrest?			
Does your chair provide good support for your back?			
Is your seat large enough to support your hips and thighs?			
If you have armrests, do they allow you to keep your shoulders and arms in a relaxed position when working?			
<b>KEYBOARD/SCREEN/DOCUMENTS</b>			
Is the keyboard and pointing device within easy reach?			
Are your computer screen, keyboard and source documents positioned directly in front of you?			
Can you view your computer screen without raising or lowering your head?			
Is the computer screen at least arm's length reach or further away from you (18-36")?			
Can you view the screen without seeing reflections or glare?			
Are frequently used files and reference documents within close reach?			
<b>WORK TECHNIQUES/POSTURE</b>			
Do you type with light pressure when using the keyboard?			
Do you use a headset or hold the telephone handset against your ear rather than cradling the receiver?			
Do you take brief 30-60 second stretch breaks from keying or pointing every 30-45 minutes?			
Do you know how to adjust your chair and keyboard tray?			
Are your shoulders relaxed with arms hanging close to your sides when you key on the keyboard or use the mouse?			
Are your elbows in a slightly open position (100-110 degree angle) when using the keyboard and pointer?			
Are your wrists in a neutral or straight position (not bent backwards) when keying and pointing?			
Are your fingers relaxed (not pointing or curled) when keying and pointing?			
<b>TOTALS →</b> *Total "No" Responses indicates number of corrective items needed			

Inspected By/Department: \_\_\_\_\_ Date: \_\_\_\_\_

	<b>Injury &amp; Illness Prevention Program Hazard Notification/Safety Recommendation Form</b>
	501 Westwood Plaza, 4 <sup>th</sup> Floor • Los Angeles, CA 90095 Phone: 310-825-5689 • Fax: 310-825-7076 • www.ehs.ucla.edu
<b>Date:</b>	
<b>Location of Concern:</b>	
<b>Name (optional):</b>	
<b>Supervisor:</b>	
<b>Identified safety and/or health hazard(s): (type of hazard, persons exposed, likelihood of injury)</b>	
<b>Suggestions for hazard correction/mitigation:</b>	
<i>This portion to be completed by Department Manager</i>	
<b>Date Investigated:</b>	
<b>Investigated By:</b>	
<b>Corrective Actions Taken:</b>	
<b>Responsible Persons:</b>	
<b>Date to Complete:</b>	
<b>Additional Comments:</b>	
<b>Approved By:</b>	

There are no reprisals for expressing a concern, suggestion or complaint regarding safety matters.



## Injury & Illness Prevention Program Hazard Identification/Correction Form

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<b>Department:</b>			
<b>Date of Walkthrough:</b>			
<b>Prepared By:</b>			
<b>Location</b>			
<b>Activity/Work Process</b>			
<b>Hazard</b>			
<b>Controls</b>			
<b>Persons at Risk</b>			
<b>Supervisor</b>			
<b>Recommendations</b>			
<b>Date to Complete</b>			



## Injury & Illness Prevention Program Departmental Safety Meeting Minutes

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<b>Department:</b>	
<b>Date/Time:</b>	
<b>Facilitator:</b>	
<b>Note Taker:</b>	
<b>Timekeeper:</b>	
<b>Attendees: (attach sign-in sheet if necessary)</b>	
<b>Old Business: (Status of pending items/corrective actions discussed during the last meeting)</b>	
<b>Incident Review/Inspection Reports: (Injuries, illnesses &amp; near misses; Identify injury trends and corrective actions)</b>	
<b>New Business:</b>	
<b>Issue:</b>	
<b>Required Action:</b>	
<b>Date to Complete:</b>	
<b>Responsible Persons:</b>	
<b>Issue:</b>	
<b>Required Action:</b>	
<b>Date to Complete:</b>	
<b>Responsible Persons:</b>	
<b>Issue:</b>	
<b>Required Action:</b>	
<b>Date to Complete:</b>	
<b>Responsible Persons:</b>	

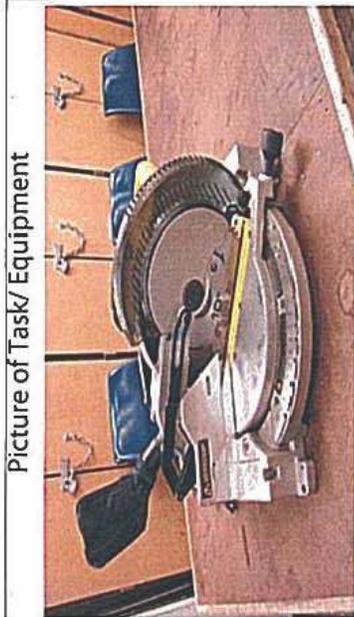


## Injury & Illness Prevention Program Job Safety Analysis Form

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Phone: 310-825-5689 • Fax: 310-825-7076 • [www.ehs.ucla.edu](http://www.ehs.ucla.edu)

<b>Picture of task/equipment:</b>	<b>Task:</b>	
	<b>Name of Shop or Dept:</b>	
	<b>Job Title(s):</b>	
	<b>Analyzed by:</b>	
	<b>Date:</b>	
<b>Required PPE:</b>		
<b>Required/Recommended Trainings:</b>		
<b>TASK</b>	<b>HAZARDS</b>	<b>CONTROLS</b>

# JOB SAFETY ANALYSIS



Job Title/  
Task: Operating a 10-inch Chop Saw

Analyzed  
by: Jim Smith

Date: 10/1/09

## Task Steps

Check saw blade for sharpness obstructions, properly functioning guard.

Align material flat on table and flush to the back of the table.

Start and operate saw.

## Hazards

Loose obstructed, or dull blade or guards create pinching hazards.

Pinching fingers or hand.

Flying sawdust.

## Controls

Adjust and tighten blades and guards.

Avoid contact with blade teeth.

Keep fingers and hands away from pinching points.

Keep fingers and hand away from blade.

Wear safety glasses or face shield.

## Required Personal Protective Equipment(s)

Safety glasses  
Face shield for eye protection

## Required Training(s)

Operation of chop saw.

 <p><b>UCLA</b> ENVIRONMENT, HEALTH &amp; SAFETY</p>	<p><b>Injury &amp; Illness Prevention Program</b> <b>Injury &amp; Illness Reporting Procedures</b></p>
<p>501 Westwood Plaza, 4<sup>th</sup> Floor • Los Angeles, CA 90095 Phone: 310-825-5689 • Fax: 310-825-7076 • <a href="http://www.ehs.ucla.edu">www.ehs.ucla.edu</a></p>	

Employees who are injured or become ill at work must report the injury or illness immediately to their supervisor and personnel department. Follow the procedures below as appropriate for the situation:

1. Get the employee medical attention
  - a. For non-emergency medical treatment for work-related injuries or illnesses
    - i. Between 7:30 AM and 4:30 PM Monday-Friday, send the employee to the Occupational Health Facility (OHF) at 67-120 CHS, 10833 Le Conte Avenue (Telephone 310-825-6771)
    - ii. After OHF hours, use the Emergency Medicine Center (EMC) at Ronald Reagan/UCLA Medical Center (RRMC), 757 Westwood Plaza, ER entrance off Gayley Avenue, north of Le Conte. (Telephone 310-267-8400.
    - iii. If working off the main UCLA campus, use the nearest designated medical facility for your organization. Your Human Resources consultant can direct you to the appropriate facility.
  - b. Immediate medical treatment beyond first aid
    - i. Call 911 from a campus phone, or 310-825-1491 from off-campus or from your cell phone to contact UCPD dispatch.
    - ii. UCPD Dispatch will send medical responders to transport the employee to the appropriate hospital or medical center.
2. Complete the “UCLA Incident Report & Referral for Medical Treatment” form
  - a. Employee and/or supervisor should complete and sign the top two sections.
  - b. Send the form with the employee to the medical provider or facility.
  - c. The doctor or medical provider will complete the bottom section of the form indicating type of treatment provided, return to work status, work restrictions, and any future appointments.
  - d. The employee should return the form to the supervisor (if the supervisor does not accompany the employee to the medical facility).
  - e. The employer should try to accommodate any temporary work restrictions.
  - f. If there are questions concerning work restrictions and accommodation, contact the Transitional Return to Work Coordinator at 310-794-6955.
3. If the injury is more than first aide treatment, provide the following forms to the employee in addition to the “UCLA Incident Report & Referral for Medical Treatment” form:

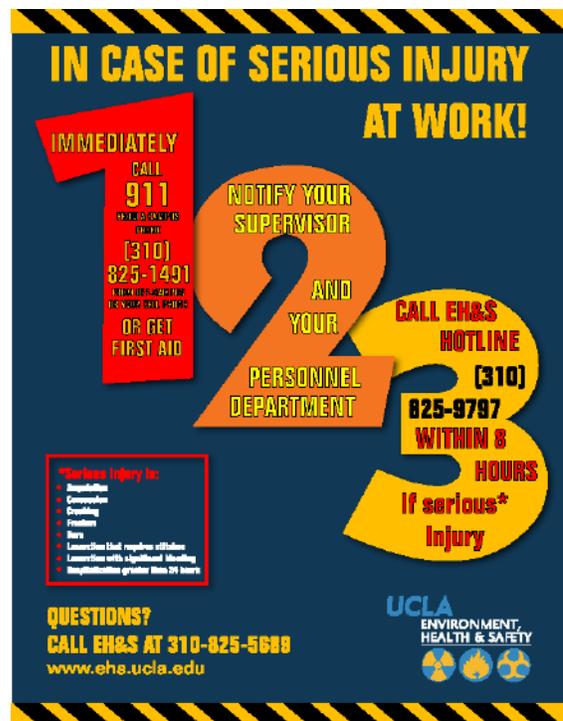
- a. "Workers' Compensation Claims Form (DWC-1) & Notice of Potential Eligibility" form
  - i. Supervisor should complete bottom section 9 through 17, sign the form, and give to employee. Keep a copy of the completed form for department records, and send a copy to Payroll/Personnel and Insurance and Risk Management.
  - ii. Employee should complete top section of form and return to employer.

#### 4. Report injuries

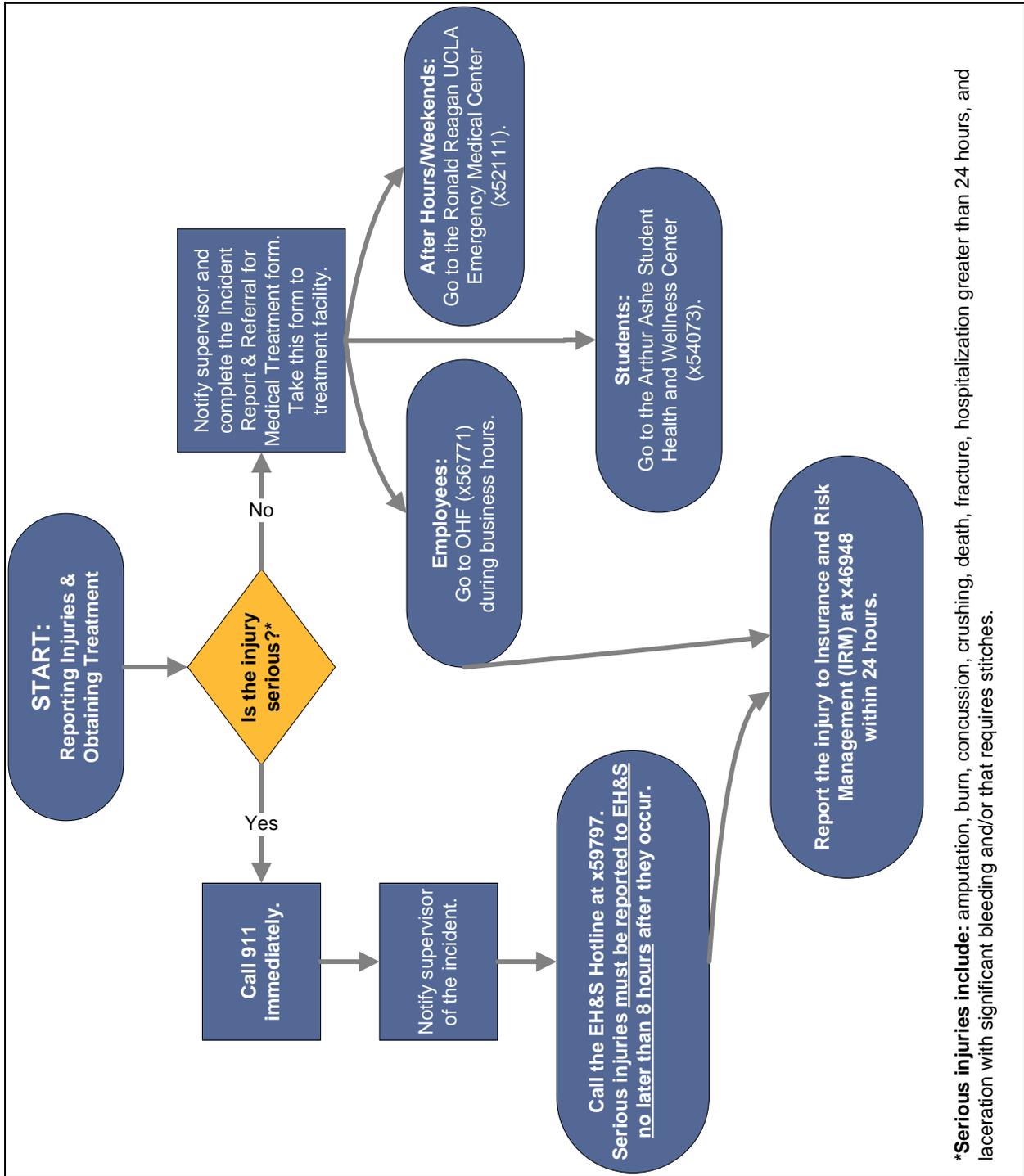
- a. All injuries must be reported to Insurance and Risk Management within 24 hours
  - i. Call 877-682-7778 to report injuries 24/7
  - ii. FAX completed forms to 310-794-6957
- a. UCLA Incident Report and Referral for Medical Treatment (Appendix 8)
- b. Workers' Compensation Claim Form (DWC 1)

### Serious Injuries

**Serious occupational injuries, illnesses or exposures to hazardous substances, as defined by Cal/OSHA, must be reported to EH&S immediately when they become known to managers or supervisors.** Serious injuries include amputations, concussions, crush injuries, fractures, burns, lacerations with significant bleeding or requiring stitches, or hospitalization (other than for observation) for greater than 24 hours. Call the EH & S Hotline at 310-825-9797 to report any injury that you think meets the Cal-OSHA definition of a serious injury. Information required includes the name of the injured employee, a brief summary of the incident, description of the injuries obtained by the employee, and a number where the reporting supervisor can be reached. EH & S must report the injury to Cal-OSHA within eight (8) hours of occurrence. **Departments are responsible for payment of up to a \$5000 fine for late reporting.** An incident investigation will be conducted by EH&S in conjunction with a representative from the injured employee's department.



## Injury Reporting and Treatment Flowchart



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**University of California Los Angeles**  
**INCIDENT REPORT & REFERRAL FOR MEDICAL TREATMENT**

Incident Reporting is required and ensures that there is a record on file with the employer. If an employee is injured or develops a job-related illness (developed gradually over time) as a result of their employment at UC, they must complete and submit this form. If the employee is unable to complete this form, the supervisor must complete it on their behalf. If an injury occurs, first aid may be the appropriate treatment. If you have any questions, please call your Campus Workers' Compensation representative at: Insurance & Risk Management (IRM) 310-794-6948 or Health System Human Resources (HS/HR) 310-794-0500.

**EMPLOYEE: Return this form to your department after you have been seen at the Occupational Health Facility (OHF)**

**DEPARTMENT: within 1 day of the incident, Call 877-682-7778 24 hr report or Fax to 310-794-6957 or**

**Email to [wcreports@irm.ucla.edu](mailto:wcreports@irm.ucla.edu)**

**EMPLOYEE COMPLETES THIS SECTION:**

Date of report: \_\_\_\_\_ Check one  UCLA Campus  UCLA Medical Center  Santa Monica UCLA  NPH/I

Sex:  Male  Female Check one  Part-time  Full-time  Student  Volunteer

Name **PRINT**: Last \_\_\_\_\_ First \_\_\_\_\_ SSN \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Hours (Shift): \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_ Work phone: \_\_\_\_\_

Do you have other employment?  Yes  No If yes, where: \_\_\_\_\_

**Date of Incident:** \_\_\_\_\_ **Time of Incident:** \_\_\_\_\_ **AM\_PM** Describe what you were doing: \_\_\_\_\_

Describe all injured body parts (e.g. bruised elbow): \_\_\_\_\_

Were there witnesses?  Yes  No  Unknown Name(s): \_\_\_\_\_

Is this a new injury?  Yes  No If "no", please indicate date of original injury: \_\_\_\_\_

**INITIAL MEDICAL TREATMENT**

No medical treatment; reporting only  Declined treatment at this time  Treatment was/will be provided

Treatment was provided by:  Self  Occupational Health  Emergency Room  Other (please specify below)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**I, the injured employee, herein certify the information above is true and to best of my knowledge:**

Date: \_\_\_\_\_ **Signature of Employee:** \_\_\_\_\_

**SUPERVISOR/EMPLOYEE COMPLETES THIS SECTION:**

Supervisor Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Was the incident reported to you?  Yes  No Date reported: \_\_\_\_\_

Address/Bldg, name & room # where the incident occurred: \_\_\_\_\_

Describe how the employee was injured: \_\_\_\_\_

Did employee lose time from work?  Yes  No  Unknown First day off work due to injury: \_\_\_\_\_

Was the Employee paid for the full date of injury?  Yes  No Date Employee returned to work: \_\_\_\_\_

Was equipment/chemical involved?  Yes  No If answered "yes" what was the equipment/chemical: \_\_\_\_\_

Was employee exposed to blood/bodily fluid other than his/her own?  Yes  No Source name/MR # \_\_\_\_\_

What action will be taken to prevent recurrence? \_\_\_\_\_

Date: \_\_\_\_\_ **Supervisor Signature:** \_\_\_\_\_ Title: \_\_\_\_\_

**MEDICAL PROVIDER COMPLETES THIS SECTION:**  Occupational Health Facility (OHF)  Emergency Medicine  Other

Name/Address/Phone: \_\_\_\_\_

**What treatment was provided for this injury (check one)  First Aid  Medical Treatment**

Return To Work: Can Return immediately  Yes  No  Full duty  Restrictions: \_\_\_\_\_

Date: \_\_\_\_\_ **Signature:** \_\_\_\_\_ Title: \_\_\_\_\_

**REPORT ALL SERIOUS INJURIES TO EH&S HOTLINE 310-825-9797** *Serious Injuries include death, loss of limb, burns, concussions, lacerations requiring stitches, crushes, fractures, and any hospitalization greater than 24-hours.*



**WORKERS' COMPENSATION CLAIM FORM (DWC 1)**

**PETITION DEL EMPLEADO PARA DE COMPENSACIÓN DEL TRABAJADOR (DWC 1)**

**Employee:** Complete the "Employee" section and give the form to your employer. Keep a copy and mark it "Employee's Temporary Receipt" until you receive the signed and dated copy from your employer. You may call the Division of Workers' Compensation and hear recorded information at (800) 736-7401. An explanation of workers' compensation benefits is included as the cover sheet of this form.

**Empleado:** Complete la sección "Empleado" y entregue la forma a su empleador. Quédese con la copia designada "Recibo Temporal del Empleado" hasta que Ud. reciba la copia firmada y fechada de su empleador. Ud. puede llamar a la División de Compensación al Trabajador al (800) 736-7401 para oír información grabada. En la hoja cubierta de esta forma esta la explicación de los beneficios de compensación al trabajador.

You should also have received a pamphlet from your employer describing workers' compensation benefits and the procedures to obtain them.

Ud. también debería haber recibido de su empleador un folleto describiendo los beneficios de compensación al trabajador lesionado y los procedimientos para obtenerlos.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

Toda aquella persona que a propósito haga o cause que se produzca cualquier declaración o representación material falsa o fraudulenta con el fin de obtener o negar beneficios o pagos de compensación a trabajadores lesionados es culpable de un crimen mayor "felonía".

**Employee—complete this section and see note above    Empleado—complete esta sección y note la notación arriba.**

1. Name. *Nombre.* \_\_\_\_\_ Today's Date. *Fecha de Hoy.* \_\_\_\_\_
2. Home Address. *Dirección Residencial.* \_\_\_\_\_
3. City. *Ciudad.* \_\_\_\_\_ State. *Estado.* \_\_\_\_\_ Zip. *Código Postal.* \_\_\_\_\_
4. Date of Injury. *Fecha de la lesión (accidente).* \_\_\_\_\_ Time of Injury. *Hora en que ocurrió.* \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.
5. Address and description of where injury happened. *Dirección/lugar dónde ocurrió el accidente.* \_\_\_\_\_
6. Describe injury and part of body affected. *Describe la lesión y parte del cuerpo afectada.* \_\_\_\_\_
7. Social Security Number. *Número de Seguro Social del Empleado.* \_\_\_\_\_
8. Signature of employee. *Firma del empleado.* \_\_\_\_\_

**Employer—complete this section and see note below.    Empleador—complete esta sección y note la notación abajo.**

9. Name of employer. *Nombre del empleador.* \_\_\_\_\_
10. Address. *Dirección.* \_\_\_\_\_
11. Date employer first knew of injury. *Fecha en que el empleador supo por primera vez de la lesión o accidente.* \_\_\_\_\_
12. Date claim form was provided to employee. *Fecha en que se le entregó al empleado la petición.* \_\_\_\_\_
13. Date employer received claim form. *Fecha en que el empleado devolvió la petición al empleador.* \_\_\_\_\_
14. Name and address of insurance carrier or adjusting agency. *Nombre y dirección de la compañía de seguros o agencia administradora de seguros.* \_\_\_\_\_
15. Insurance Policy Number. *El número de la póliza de Seguro.* \_\_\_\_\_
16. Signature of employer representative. *Firma del representante del empleador.* \_\_\_\_\_
17. Title. *Título.* \_\_\_\_\_
18. Telephone. *Teléfono.* \_\_\_\_\_

**Employer:** You are required to date this form and provide copies to your insurer or claims administrator and to the employee, dependent or representative who filed the claim within one working day of receipt of the form from the employee.

**Empleador:** Se requiere que Ud. feche esta forma y que provéa copias a su compañía de seguros, administrador de reclamos, o dependiente/representante de reclamos y al empleado que hayan presentado esta petición dentro del plazo de un día hábil desde el momento de haber sido recibida la forma del empleado.

SIGNING THIS FORM IS NOT AN ADMISSION OF LIABILITY

EL FIRMAR ESTA FORMA NO SIGNIFICA ADMISION DE RESPONSABILIDAD

- Employer copy/Copia del Empleador     Employee copy/ Copia del Empleado     Claims Administrator/Administrador de Reclamos     Temporary Receipt/Recibo del Empleado



## Injury and Illness Prevention Program Incident Investigation Form

501 Westwood Plaza, 4<sup>th</sup> Floor • Los Angeles, CA 90095  
Phone: 310-825-5689 • Fax: 310-825-7076 • www.ehs.ucla.edu

Incident:  Report Only  Accident/Injury  Serious Injury  Other \_\_\_\_\_

Worker's Compensation:  No  Yes Claim No. \_\_\_\_\_

Affected Employee:

<b>Name</b>	
<b>Job Title/Department</b>	
<b>Phone Number/Ext.</b>	
<b>Date of Incident</b>	
<b>Time of Incident</b>	
<b>Location of Incident</b>	
<b>Supervisor Name/Ext.</b>	

Interviewees: (Affected employee, witnesses, supervisor, etc.)

	Interviewee 1	Interviewee 2
<b>Name</b>		
<b>Job Title/Department</b>		
<b>Phone Number/Ext.</b>		

**Investigator:**

<b>Name</b>	
<b>Job Title/Department</b>	
<b>Phone Number/Ext.</b>	
<b>Date of Investigation</b>	

Incident Description:

(BE SPECIFIC- What was the employee doing when the incident occurred? What part(s) of the body was injured? How and why did the injury occur? Who was involved (witnesses)? Include names and dates.)

**Interviewee 1:**

**Interviewee 2:**

**Contributors to Incident:**

<input type="checkbox"/> Improper personal protective equipment	<input type="checkbox"/> Employee inexperienced in job performed
<input type="checkbox"/> Faulty or defective equipment/tools	<input type="checkbox"/> Insufficient safety policies and trainings
<input type="checkbox"/> Identify equipment/tools used when incident occurred:	<input type="checkbox"/> Hazardous weather conditions:
<input type="checkbox"/> Poor housekeeping (trip/fall hazards)	<input type="checkbox"/> Employee not following proper procedures
<input type="checkbox"/> Improper machine guarding	<input type="checkbox"/> Employee not performing routine task
<input type="checkbox"/> Hazards not identified	<input type="checkbox"/> Other:

Results of Investigation:

<b>Did the employee receive medical treatment?</b> If yes, explain:
<b>Is there lost time from work?</b> If yes, how many days:

Recommended Corrective Actions:

<input type="checkbox"/> Safety training. Topic:
<input type="checkbox"/> Service/replace faulty equipment/tools. Identify:
<input type="checkbox"/> Revise safety procedures for task
<input type="checkbox"/> Provide appropriate PPE. Identify:
<input type="checkbox"/> Complete job safety analysis. Topic:
<input type="checkbox"/> Employee safety compliance review.
<input type="checkbox"/> Ergonomic Evaluation
<input type="checkbox"/> Other:
Comments:

Completed Corrective Actions:

<b>Follow-up Date:</b>
<input type="checkbox"/> Safety training. Topic:
<input type="checkbox"/> Serviced and/or replaced faulty equipment/tools. Identify:
<input type="checkbox"/> Revised safety procedures for task
<input type="checkbox"/> Provided appropriate PPE. Identify:
<input type="checkbox"/> Complete job safety analysis. Topic:
<input type="checkbox"/> Employee counseled/ disciplined.
<input type="checkbox"/> Ergonomic Evaluation
<input type="checkbox"/> Other:
Comments:

Attachments: (photos, additional documentation, etc.)

## PURPOSE

When incidents occur on the job, an investigation must be completed to identify the root cause and contributing factors that led to the incident. Supervisors must complete any repairs and implement procedural changes to correct conditions contributing to the incident. Doing so will decrease the likelihood of the incident from reoccurring in the future. This handout summarizes the necessary steps in conducting an effective incident investigation, completing a thorough report and implementing the necessary corrective actions.

## INCIDENT INVESTIGATION AND REPORT

- **Investigate the incident as soon as possible.**
  - This ensures that the gathered facts are fresh in the mind of the interviewee(s).
- **Preserve the scene and document the investigation.**
  - Document any physical changes observed at the incident site. Photograph or videotape the scene and potentially defective equipment so that the conditions of the incident are captured.
- **If interviewing more than one person, conduct separate meetings with each interviewee.**
  - This improves accuracy in that it allows interviewees to develop their own statements without being influenced by statements provided by others.
- **Be very detailed and include specifics in the investigation report.**
  - Who?
    - Incidents usually involve more people than just the injured employee. This includes witnesses and persons who may have contributed to the incident.
  - What?
    - Verify what the employee was doing when the incident occurred. What specific task was the employee performing? What equipment was involved? Was the proper training completed?
  - When?
    - It is important to indicate the time and date the incident occurred. This provides an idea of the turnaround time in which injuries are being reported. This is especially important for OSHA recordable injuries, which are time sensitive.
  - Where?
    - Be as detailed as possible when describing the scene of the incident. Make note of spilled contents on the floor, cords across walkways, and other observed hazards. Indicate whether or not the employee was in his/her common work area or performing a task in another work environment.
  - Why?
    - Compile all of the above information to develop an objective reason as to how and why the incident occurred. Why was the employee performing that task? Why did the equipment malfunction? Was it a defective piece of equipment or a user error?

## IMPLEMENTING CORRECTIVE ACTIONS

- **Review the incident investigation report and document corrective actions.**
  - Determine the root cause of the incident and identify what can be done differently to reduce the likelihood of reoccurrence. Discuss the specific events that may have led to the incident. Exhaust the question “why?” until the root cause is identified. Refer to the example below:
    - **Incident: Joe was using a ladder to perform a routine maintenance task in the warehouse when Paul came by on a forklift and ran into the ladder, causing Joe to fall.**
      - **Why was the ladder hit by the forklift?**
        - *The operator did not see Joe.*
      - **Why did Paul not see Joe?**
        - *The operator was transporting a large load that blocked his vision.*
      - **Why was the load blocking Paul’s vision?**
        - *He was driving forward instead of backwards as trained to do so when operating with a large load.*
      - **Why was Paul driving forward instead of backwards?**
        - *Paul had forgotten this rule regarding safe forklift operation procedures.*
    - Repair and/or replacement of faulty equipment per lock out/tag out procedures.
    - Revision to current safety procedures associated with job task (implement 2-man lifts, spotters for forklift operators, job rotation, etc.)
    - Disciplinary actions for violation of safety protocol (documentation of verbal warning and/or write up, suspension from job or termination).
    - Job hazard analysis outlining known hazards associated with job task and preventative actions for each.
    - **The following are some solutions for the example presented above:**
      - *Refresher safety training for forklift operators and warehouse employees.*
      - *Have a helper at the foot of the ladder who can warn oncoming traffic.*
      - *Have a spotter for forklift operators.*
      - *Notify warehouse when maintenance work will be performed.*
  - Review contents of the incident investigation report with the safety committee and identify possible solutions. Some general corrective actions may include the following:
    - Repair and/or replacement of faulty equipment per lock out/tag out procedures.
    - Revision to current safety procedures associated with job task (implement 2-man lifts, spotters for forklift operators, job rotation, etc.)
    - Disciplinary actions for violation of safety protocol (documentation of verbal warning and/or write up, suspension from job or termination).
    - Job hazard analysis outlining known hazards associated with job task and preventative actions for each.
    - **The following are some solutions for the example presented above:**
      - *Refresher safety training for forklift operators and warehouse employees.*
      - *Have a helper at the foot of the ladder who can warn oncoming traffic.*
      - *Have a spotter for forklift operators.*
      - *Notify warehouse when maintenance work will be performed.*
  - Follow up procedures must be in place to ensure the timely completion of corrective actions:
    - As best practices, a 30-day completion period should be applied to safety recommendations.
    - Intermittent corrective actions should be applied to hazards posing immediate exposures until recommendations can be completed (stanchion posts delineating unlevel flooring, cones around spills, LO/TO of machine with no guards, etc.).

*\* Investigative reports should be retained by the Department Safety Coordinator for five years. The Office of Environment, Health & Safety (EH&S) is available for and assistance to remedy any outstanding problems.*

**Contact Information:**  
*EH&S Injury Prevention Division*  
*Tel: 310-825-5689*  
[www.ehs.ucla.edu](http://www.ehs.ucla.edu)



## Injury & Illness Prevention Program Disciplinary Action Guidelines

501 Westwood Plaza, 4<sup>th</sup> Floor • Los Angeles, CA 90095  
Phone: 310-825-5689 • Fax: 310-825-7076 • [www.ehs.ucla.edu](http://www.ehs.ucla.edu)

Per [UC Procedure 62](#), corrective action is intended to improve and/or correct the conduct or performance of regular status professional and support staff members. Supervisors shall apply necessary and appropriate corrective action whenever an employee fails to meet the required standards of conduct or performance. **Consult your HR representative before implementing disciplinary action.**

### TYPES OF CORRECTIVE ACTION

Corrective actions include but are not limited to written warnings, corrective salary decreases, demotions, suspensions and termination.

For exempt employees, suspension without pay may be imposed only in increments of one workweek. However, suspension without pay in increments of less than a workweek may be permitted when the infraction is a violation of a significant safety rule relating to prevention of serious danger to the workplace or other employees.

#### A. WRITTEN WARNING

At least one written warning shall precede any other more serious corrective action except when corrective action is the result of performance or conduct which an employee knows or reasonably should have known was unsatisfactory. Such performance or conduct may include but is not limited to violations of law, dishonesty, theft or misappropriation of University property, fighting on the job, insubordination, acts endangering others, or other serious misconduct.

#### B. WRITTEN NOTICE OF INTENT TO TAKE CORRECTIVE ACTION

Written notice of intent to take corrective action is required, except for a written warning or a suspension pursuant to Staff Policy 64.D. The notice shall state the intended action, the reason, and the effective date, and shall include a copy of the materials on which the corrective action is based and state the employee's right to respond orally or in writing within 8 calendar days from the date of issuance of the notice.

After consideration of the employee's response, if any, the employee shall be notified in writing of the action to be taken, the effective date of the action, and the employee's right to review under Staff Policy 70, Complaint Resolution.

#### C. RECORDS OF CORRECTIVE ACTIONS

Records of corrective actions shall be maintained in accordance with local procedures, except that records of corrective actions taken in response to complaints filed by a member of the public against employees in police titles shall be retained for at least five years and shall be filed as required by California Penal Code Section 832.5.

Applicability: Professional and Support Staff

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	<b>Laboratory Safety</b> <b>Laboratory Inspection Checklist</b>
	501 Westwood Plaza, 4 <sup>th</sup> Floor • Los Angeles, CA 90095 Phone: 310-825-5689 • Fax: 310-825-7076 • www.ehs.ucla.edu

<b>Date</b>	
-------------	--

Lab Information	
Department	
Principal investigator (PI)	
PI telephone number	
PI email address	
Building	
Lab room numbers	
Lab Safety contact person	
Lab Safety contact telephone number	
Lab Safety contact email address	
Lab phone number	

<input type="checkbox"/> Radiation	<input type="checkbox"/> Biosafety 2 or greater	<input type="checkbox"/> Lasers	<input type="checkbox"/> Animals
------------------------------------	---	---------------------------------	----------------------------------

Chemical Types Present			
<input type="checkbox"/>	Particularly Hazardous Substances (select carcinogens, acute toxins, reproductive toxins)	<input type="checkbox"/>	Flammables
<input type="checkbox"/>	Regulated carcinogens	<input type="checkbox"/>	Explosives
<input type="checkbox"/>	Pyrophorics	<input type="checkbox"/>	Peroxide Formers
<input type="checkbox"/>	Water Reactives	<input type="checkbox"/>	Corrosives

**Explanation of Ratings**

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 C: Critical violation that must be corrected within 48 hours or less, depending on severity of violation

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Laboratory Inspection Checklist



Inspection Information	
Inspector	
Inspector email address	
Accompanied by	

Documentation & Training					
1	0	C	N/A	Inspected	Comments
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Lab Safety Manual accessible to all laboratory personnel	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Hazard Assessment Tool updated and located inside Lab Safety Manual	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Initial EH&S Safety training documented	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Lab Specific Safety training documented and sufficient to cover lab operations	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Initial and annual training for respirator users	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Documented Hazardous Waste Handling Training	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Documented Fire Safety Training	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Laboratory accidents documented	

Hazard Communication					
1	0	C	N/A	Inspected	Comments
<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	MSDS accessible (i.e., hard copy or on-line)	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	MSDS location known to each employee	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	SOP available (experiment/equipment/hazardous activity)	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Containers labeled with contents (full name, hazard warning, and date; no conflicting labels)	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Current chemical inventory accessible	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Chemical storage cabinets labeled (i.e., corrosives, flammables, etc...)	

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Laboratory Inspection Checklist

Emergency & Safety Information					
1	0	C	N/A	Inspected	Comments
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Emergency assistance information posted in lab	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	NFPA fire diamond posted	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	NFPA fire diamond updated with current occupants & emergency contacts	

Fire Safety					
1	0	C	N/A	Inspected	Comments
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Storage clearance from ceiling: 18" with sprinklers, 24" without sprinklers	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Fire extinguisher present/charged/accessible/tag updated; signage clearly visible	

General Safety					
1	0	C	N/A	Inspected	Comments
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exits/aisles/corridors are not blocked (24" minimum width)	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Laboratory doors kept closed	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Approved safety shower & eyewash station accessible within 10 seconds (travel distance no greater than 100 feet)	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Emergency shower / Eyewash Station inspected monthly	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Clearance area around safety shower at least 16" in each direction. Signage clearly visible.	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	First-aid kit present, stocked and without expired products	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Chemical spill material or kit available, spill procedures known to staff	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Gas cylinders secured upright with double chains to a stable structure (i.e., wall or with clam shell/frame casing.)	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Gas cylinder valve protection cap in place when not in use	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Refrigerators/freezers labeled with food and drink specifications	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Sink available for hand washing	

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Laboratory Inspection Checklist

General Safety					
1	0	C	N/A	Inspected	Comments
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Engineering controls functional	

Personal Protective Equipment (PPE)					
1	0	C	N/A	Inspected	Comments
<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	Closed-toe shoes and long pants worn by laboratory personnel as required by campus PPE policy	
<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	Lab coats worn as required by campus PPE policy	
<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	Gloves worn as required by campus PPE policy	
<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	Eye protection worn as required by campus PPE policy (Goggles must be worn for procedures involving chemical splashes)	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Adequate supply of specialty PPE available (i.e. UV/IR glasses, face shields, lab aprons, cryogenic gloves)	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	PPE contaminated with hazardous materials disposed of as Haz Waste	

Housekeeping					
1	0	C	N/A	Inspected	Comments
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	No food or drink in lab areas	
<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	Secondary containment provided for floor storage of glass bottles that contain chemicals.	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Minimal glassware on bench top	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Minimal glassware in sink	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Minimal glassware in fume hood	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Proper waste disposal of sharps (broken glass, pipettes, needles, razors, etc)	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Sharps containers less than ¾ full	

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Laboratory Inspection Checklist

Chemical Storage and Compatibility					
1	0	C	N/A	Inspected	Comments
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Less than 10 gallons of flammables located outside flammable storage cabinet	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Maximum of 60 gallons flammable liquids per flammable storage cabinet, maximum of 3 flammable storage cabinets per lab/fire area.	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Flammable storage refrigerator/freezer approved and labeled	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Minimal acids stored outside corrosive cabinet	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Strong acids and strong bases stored in secondary containers	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Incompatible materials properly segregated	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Chemicals stored safely (e.g. seismic restraints, etc.)	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Combustible materials not stored with flammable chemicals	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Chemical storage cabinets clearly labeled (i.e. flammables, corrosives, etc.)	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Chemical containers in good condition	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Corrosive chemicals stored below eye level	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ethers and other peroxide formers dated	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Water reactive chemicals segregated, contained, and labeled	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Carcinogens segregated and stored in designated areas.	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Pyrophoric chemicals segregated, contained, and labeled	

Fume Hoods					
1	0	C	N/A	Inspected	Comments
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Certified within one year	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Proper sash height indicated	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Sash at or below marked approval level	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Sash stoppers functional where present	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Hood illumination functional	

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Laboratory Inspection Checklist

Fume Hoods					
1	0	C	N/A	Inspected	Comments
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Audible/visual alarm functional	
<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	Minimal clutter in hood (equipment, chemicals)	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Functional fume hood not used for storage	

Biosafety Cabinets					
1	0	C	N/A	Inspected	Comments
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Certified within one year	

Chemical Waste Disposal and Transport					
1	0	C	N/A	Inspected	Comments
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Safety cans available and labeled for disposal of solvents	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Containers available and labeled for disposal of hazardous waste	
<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	Waste manifests or tags attached to waste cans, containers	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Chemical waste containers in good condition and kept closed (i.e. no funnels in place)	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Sturdy cart available for transport of hazardous waste as needed	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Hazardous waste in secondary containment	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Designated hazardous waste storage areas	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Chemical waste disposed when full or within 90 days, whichever is sooner	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Dry hazardous waste double-bagged in transparent bags	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Hazardous chemicals/materials not found in regular trash.	

Seismic Safety					
1	0	C	N/A	Inspected	Comments
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Shelving and file cabinets 5' or over anchored/bolted	

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Laboratory Inspection Checklist

Seismic Safety					
1	0	C	N/A	Inspected	Comments
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Storage shelves have seismic restraints (e.g. lips, bars, bungee cords)	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	High overhead storage is secured	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Heavy items stored on lower shelves	

Mechanical and Electrical Safety					
1	0	C	N/A	Inspected	Comments
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Moveable parts guarded on equipment as appropriate	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Electric panel accessible	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Nothing posted on electric panel	
<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	Plugs, cords, outlets in good condition	
<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	No overloaded outlets, no daisy-chained power strips	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Extension cords only present for immediate use and do not pose trip hazards (i.e., taped down, covered)	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	Power strips secured off the floor and away from liquids	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	No power cords found under doors, carpets, or through ceilings	

**Explanation of Ratings**

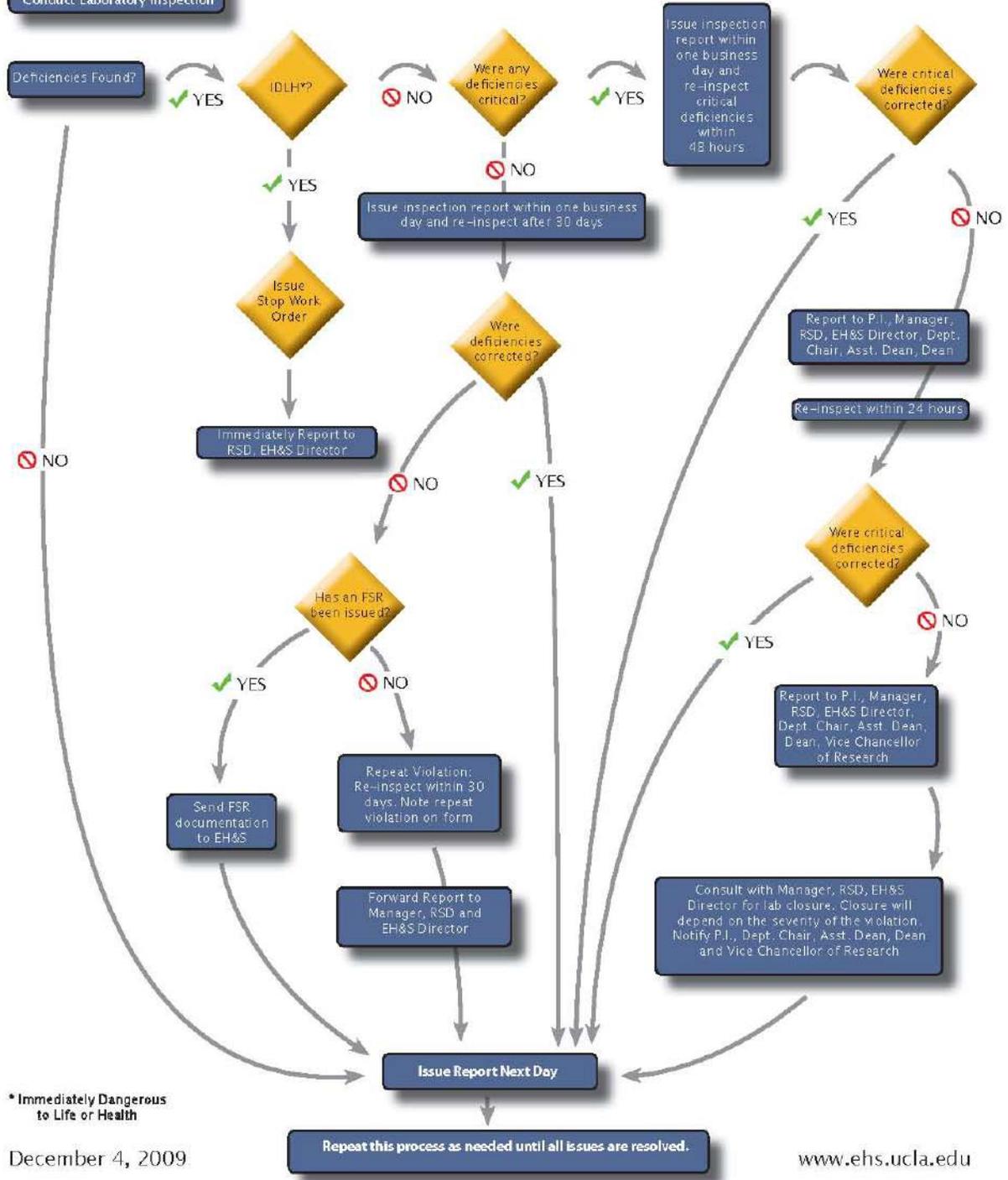
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Laboratory Inspection Checklist

**START:**  
 Conduct Laboratory Inspection



\* Immediately Dangerous to Life or Health

December 4, 2009

Repeat this process as needed until all issues are resolved.

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## **APPENDIX B: TRAINING GUIDES**

The appendix includes the following training guides that can be used to facilitate the suggested safety trainings for the department:

1. Illness and Injury Prevention Program
2. Fire Safety
3. Emergency Preparedness/Earthquake Safety
4. Safe Lifting/Back Injury Prevention
5. Hazard Communication and Awareness
6. General Safety and Housekeeping

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 <p><b>UCLA</b> ENVIRONMENT, HEALTH &amp; SAFETY</p>	<p><b>Illness and Injury Prevention Program (IIPP)</b> <b>IIPP Training Guide</b></p> <p>501 Westwood Plaza, 4<sup>th</sup> Floor • Los Angeles, CA 90095 Phone: 310-825-5689 • Fax: 310-825-7076 • www.ehs.ucla.edu</p>
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***Effective dissemination of safety information is an integral part of the Injury and Illness Prevention Program (IIPP). This document was created to facilitate worker safety training. Training must be completed before the use of any tool or piece equipment, exposure to any hazardous condition, or when new hazards are identified.***

*In Preparation for this meeting (items needed):*

- **Training Documentation Form**
- **IIPP Manual**
- **Copy of departmental specific IIPP as appropriate**
- **Copies of Safety Recommendation Form to pass around to employees**

### ***Objectives of the IIPP***

The IIPP is designed to maintain a safe and healthy work environment on campus. Required by law, it complies with California Code of Regulations Title 8, Section 3203. By having an IIPP, UCLA management demonstrates a commitment to and concern for employee safety. In addition to providing employees and students with a safe work environment, the IIPP assures compliance with health and safety codes while improving worker efficiency and reducing costs related to work-related illnesses and injuries.

### ***Supervisor & Employee Responsibility***

Supervisors are responsible for carrying out the duties required to implement and enforce the IIPP in the areas they supervise. Supervisors must provide employees with general and job specific safety training, and make sure employees wear appropriate personal protective equipment (PPE). They must also identify and correct any hazards in the workplace. They are also responsible for taking disciplinary actions against any employee that does not follow safety policies and procedures when working.

Individual employees are responsible for following work procedures and safety guidelines for any task they complete. This includes the use of required PPE. If employees do not know how to safely complete a job, they must ask for needed instruction and training. When they see any safety hazards or issues, they must report them to supervisors.

### ***How to Identify Hazards***

A health and safety inspection program reduces unsafe conditions that expose faculty, staff, students, and visitors to incidents that could result in personal injuries or property damage. It is the responsibility of each department to ensure that appropriate, systematic safety inspections are conducted on a regular basis. Periodic inspections must be completed in all departments. using the Self-Inspection Checklist, located in the IIPP manual. Records of all inspections must be kept in the IIPP Manual for a period of three years.

Other ways that hazards can be identified is through the use of Employee Safety Recommendation forms, or by including safety as an agenda item during staff, safety, or tailgate meetings. Employees cannot be reprimanded for reporting any safety issue.

A Job Safety Analysis (JSA) can be used to analyze high hazard activities. A JSA describes job tasks in step-by-step fashion, identifies associated hazards at each step, and outlines proper hazard controls that minimize the risk of injury or illness to the individual(s) performing that task.

### ***Hazard Mitigation***

The purpose of Safety Inspections is to identify safety issues or hazards. Once a hazard has been identified, it must be investigated so it can be reduced or eliminated. The Hazard Identification/Correction Form in the IIPP Manual provides a way of recording the mitigation of hazards that have been identified through an inspection. As mentioned above, the JSA can also be used to mitigate hazards associated with specific tasks.

#### **Discussion Points:**

- How does an IIPP help employees maintain a safe working environment?
- What are the safety responsibilities of each employee?
- What tool is used to identify safety hazards?
- Where can employees locate inspection reports that have been done?
- What should employees do if they see a hazard in the workplace?
- What are some ways employees can report safety issues or safety hazards?
- What are some hazards that have been reduced or eliminated in your department during the last year?

### ***Accident Investigations***

Supervisors must investigate any accidents, injuries, occupational illnesses, and near-miss incidents that occur in the areas they supervise. Basic questions that must be answered during the investigation include: who, what, when, where, and why. An accident investigation guide and form are located in the IIPP Manual to help investigate any incidences that occur. The purpose of completing the investigation is to determine the cause and make any repairs or procedural changes to avoid future illnesses and injuries.

### ***Training***

The best way to maintain a safe work environment is to make sure employees are aware of the hazards and safety procedures associated with their jobs. All employees must be trained in general safe work practices during their orientation. Specific training on dealing with any hazards unique to each employee's job assignment must be provided before they begin work. All training must be documented. Training can be completed during group safety training programs, or one-on-one sessions with supervisors or their designees. If employees do not have the training required to complete a job safely, they must inform their supervisors so they can be trained before beginning work.

### ***Communication***

In addition to training, two-way communication between employers and employees is essential for an effective safety program. Staff meetings and tailgates should be designed to promote two-way communication between supervisors and employees concerning safety issues. Safety Recommendation Forms can be completed and submitted anonymously if desired. The IIPP Manual is designed to communicate global safety information to employees, and should be located in a place that is accessible to all employees. It includes safety information as well as the IIPP, SOPs and JSAs for hazardous activities, and information on hazardous chemicals used in the work environment including a copy of the MSDS. Departmental newsletters and safety bulletin boards are other ways safety information is communicated.

### ***Compliance***

A safety program is useless if no one pays attention to it. Supervisors must set positive examples for working safely and require safe work practices from their staff. If employees do not follow safe working practices, it must be brought to their attention and appropriate safety training provided to them. If they then fail to follow safe work practices, supervisors must follow the University's Disciplinary Process and any applicable union contract agreements to discipline employees.

#### **Discussion Points:**

- What is the purpose of an accident investigation?
- What are the basic questions you must answer during an accident investigation?
- What safety training is required before working with a hazardous chemical?
- If you do not know how to safely perform a job when asked to do it, what should you do?

- What are the methods used in your department to communicate safety information?
- What happens if an employee repeatedly performs a task in an unsafe manner after being provided with appropriate training and PPE?

***Key Takeaway Points***

- The IIPP is designed to make sure UCLA employees are safe from injury and illness when working.
- Supervisors are responsible for providing employees with general and job specific safety training.
- Supervisors must set good examples and make sure employees follow safety procedures when working.
- Supervisors must provide all employees with appropriate PPE for the jobs they complete.
- Employees must follow all work procedures and safety guidelines.
- Employees must use required PPE when working.
- Shop safety inspections must be completed quarterly.
- Any hazards identified during an inspection must have an action plan developed with timeline to eliminate or reduce the hazard.
- Hazard abatement is the responsibility of the supervisor.
- All accidents, injuries and near misses should be investigated to determine cause and implement procedures to reduce future problems.
- All employees must receive safety training, and it must be documented.
- Employees cannot be reprimanded for reporting safety issues.
- Staff meetings, tailgates, newsletter, bulletin boards and e-mails are effective methods for communicating safety information.
- Employees must be disciplined if they do not follow safety procedures when working.

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***In Preparation for this meeting (items needed):***

- Training Documentation Form
- Campus Evacuation Map
- Fire extinguisher (for demonstration purposes)

***Be Prepared***

Fire safety is everyone's responsibility. Fire safety training is required annually to prepare all employees for a fire emergency. The following measures can help to be better prepared to handle a fire:

- Know the exit routes from your office, floor, and building. Study these in advance. It is easy to become disoriented during an actual emergency.
- Know the locations of fire extinguishers and know how to use them via the PASS method. Take the time to read the instructions. Report any missing extinguishers immediately.
- Make sure that emergency numbers are posted on your telephone. Include your room number.
- Report any unsafe conditions to the EH&S Fire Division immediately (x59797).

**Discussion Topic:** What has your workplace done in preparation for a fire?

***Fire Do's and Don'ts***

Most fires start out small, but after a few minutes they can be out of control. It's important to act fast to sound the alarm and just as important to know what to do and to do it fast. Here are a few do's and don'ts that will help you stay safe during a fire:

- **DO:** Close all doors. This will slow the spread of fire and smoke. Activate the nearest fire alarm pull station.
- **DO:** Report the fire; don't assume someone else will do it. Call the campus police at 911 or 310-825-1491 from a cell phone.
- **DO:** Use stairs to vacate the building. Assemble outside.
- **DON'T:** Use an elevator. Elevators can be very dangerous in a fire, even when they appear to be safe. **Never use elevators to exit!**
- **DON'T:** Arbitrarily break windows. Falling glass is a serious threat to pedestrians and fire fighters or rescue personnel below.
- **DON'T:** Exit until you have felt the top of exit door. If the door is hot, or if excessive smoke prevents your exit, keep the door closed.
- **DON'T:** Go back for your personal belongings if ordered to leave the building.

***Types of Fires and Extinguishers***

Fire extinguishers can be classified into four classes depending on the type of fire they extinguish.

- Class A-** (ASH) Ordinary combustibles fires such as paper, rags, wood
- Class B-** (BOIL) Flammable liquid fires such as oil, solvents, gasoline, grease
- Class C-** (CHARGE) Electrical fires
- Class D-** Combustible metals

Here are the **most common types of fire extinguishers:**

**Pressurized water extinguisher** - Use only on Class A fires. Do not use on Class B or C fires. (This could cause fire spread or electrical shock.)

**Carbon Dioxide** - Use on Class B or C fires

**Dry chemical/Combination A,B,C-** Use on Class A, Class B, and Class C fires.

**Discussion Topic:** What types of fire extinguishers are used in your workplace?

### ***How to use a Fire Extinguisher***

If a fire extinguisher is used, remember the “**PASS**” acronym:

**P**ull ring from extinguisher handle.

**A**im nozzle at base of fire.

**S**queeze Handle.

**S**weep nozzle back and forth as you advance

**Fire extinguisher training is available from the EH&S Fire Division (x59797).**

**Discussion Topic:** Does everybody know what PASS stands for? (Ask for the audience to reiterate it.)

### ***Fire Prevention***

- Do not store items in corridors, aisles, exit routes, stairwells, fan rooms, equipment rooms, or electrical rooms. Keep these areas clear.
- Try to avoid using extension cords for various small appliances. Do not use ungrounded plugs or multiple outlet adapters. These are not permitted and tend to overload electrical circuits, causing fires to occur.
- Do not store materials in corridors, stairways, fan rooms, equipment rooms, and electrical rooms. These areas must be kept clear at all times.
- Always keep fire rated doors closed. These doors are designed to slow the spread of fire and protect egress routes.
- Store and handle chemicals and flammable liquids properly. Flammable liquids must be stored in limited quantities and be kept in approved flammable liquids storage cabinets.

**Discussion Topic:** What other fire prevention measures have been instituted in your workplace?

### ***In the Event of a Fire***

Use the nearest emergency shower or stop, drop, and roll! We all remember this second piece from elementary school when the firefighters came to visit.

**Discussion Topic:** Identify the nearest emergency showers and practice stop, drop, and roll.

### ***Key Takeaway Points***

- Knowing the evacuation routes and meeting location for the shop.
- Preparing for and knowing what to do in the event of a fire.
- Knowing how to use a fire extinguisher.
- Knowing fire prevention measures.

### ***See Also***

- Fire Extinguisher Training through the EH&S Fire Division (x59797)
- UCLA Emergency Management

***Effective dissemination of safety information is an integral part of the Illness and Injury Prevention Program (IIPP). This document was created to facilitate worker safety training. Training must be completed before the use of any tool or piece equipment, exposure to any hazardous condition, or when new hazards are identified.***

***In Preparation for this meeting (items needed):***

- Training Documentation Form
- Campus Evacuation Map
- Departmental Emergency Response Plan
- [UCLA Emergency Management website](#): Emergency Preparedness Links

***Emergency Planning***

Immediately after an emergency, essential services may be cut-off and local disaster relief and government responders may not be able to reach you right away. One of the most important steps you can take to prepare for emergencies is to develop a disaster plan.

***Creating a Disaster/Evacuation Plan***

- Review the UCLA Campus Evacuation Map with the employees. Identify the evacuation areas for your department.
- If you have one, review your departmental emergency response plan with the employees. If you don't have one, develop a plan with your department.
- Discuss and plan how your employees would stay in contact if you were separated. Identify two meeting places: the first should be near your building & the second should be away from building, in case you cannot return.
- Draw, display, and discuss a floor plan of your building with all exits, hazards and evacuation routes.
- Discuss a plan for evacuating people with special needs or with disabilities.
- Ensure employees know where emergency telephone numbers and emergency broadcast stations are posted (preferably by telephones).
- Encourage employees to take a first aid and CPR class. (Class available through the David Geffen School of Medicine, Center for Pre-Hospital Care, 310-267-5959.)
- Develop a plan for shutting off electricity, gas and water supplies at main switches and valves in your building. Have the tools you would need to do this (usually adjustable pipe and crescent wrenches).

***Disaster Supply Kits***

Review the items that your shop might need in the event of an emergency (e.g., water, food, essential medication). Make sure employees are aware of the resources and information on the UCLA Emergency Management website.

If you have a disaster supply kit, review its contents and update if necessary.

***Earthquake Safety Recommendation***

There are actions you can take before or even while an earthquake is happening, that will reduce your chances of being hurt. Lights may be out or hallways, stairs, and room exits may become blocked by fallen furniture, ceiling tiles, and other debris. Planning for these situations will help you to take action quickly. Train employees in the following

- Drop, cover, and hold; move only as far as necessary to reach a safe place.

- If indoors, stay there until shaking stops. Many fatalities occur when people run outside, only to be killed by falling debris from collapsing walls and windows.
- If outdoors, find a spot away from buildings, trees, streetlights, power lines, and overpasses.
- If in a vehicle, pull over at a clear location and stop.
- Make sure the shop furniture and materials are seismically restrained.
- Secure materials stored on shelves.
- Store heavy and breakable objects on low shelves.
- If in a high-rise building, expect the fire alarms and sprinklers to go off during an earthquake. Do not use the elevators.
- What other preventive actions can you take to ensure the safety of yourself or your coworkers?

***Key Takeaway Points***

- Knowing the evacuation routes and meeting location for employees in your department.
- Familiarity with the departmental emergency response plan.
- Awareness of disaster supply kit resources.
- Preparing for and knowing what to do in an earthquake.

Resources:

UCLA Emergency Management Website- <http://map.ais.ucla.edu/go/campus-safety>

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***In Preparation for this meeting (items needed)***

- Training Documentation Form
- Prepare to demonstrate proper lifting techniques.
- Consider the lifts workers must complete. Be prepared to review lifts requiring 2 workers or mechanical lifting devices.
- Prepare to demonstrate stretches that employees should perform to prepare for and compensate for work they have to do.

***Introduction***

Many lifting injuries can be prevented by reducing the weight and number of lifts as much as possible, and by learning how to use appropriate lifting techniques when it is necessary to lift and carry objects.

Use forklifts, hoists, carts, dollies, and other types of lifting equipment when you have to lift or move heavy or bulky objects. If you must lift or move objects by hand, use of proper lifting techniques can save you a great deal of pain and misery.

**Before lifting an object, assess the situation by asking yourself the following questions:**

- Can you lift this load safely, or is it a two-person lift?
- How far will you have to carry the load?
- Is the path clear of clutter, cords, slippery areas, overhangs, stairs, curbs and uneven surfaces?
- Will you encounter closed doors that need to be opened?
- Once the load is lifted, will it block your view?
- Can the load be broken down into smaller parts?
- Would gloves improve your grip or protect your hands?

**Size up the load**

- Test the weight by lifting one of the corners. If it is too heavy or is shape awkwardly, stop.
- Consider asking for help from fellow workers, or break down the load into smaller parts.
- Try to use a mechanical lift or a hand truck.

**Discussion Topic:** What objects do you often carry at your workplace? Can these objects be carried in a safer manner?

***The Art of Lifting***

There is really no “right way” to lift. However, there are more and less demanding ways to lift. The key to working safely is to figure out how to lift in the least demanding way possible when you have to move materials or tools. Here are some guidelines to reduce your risk exposure when lifting:

**Keep It Close and Keep the Curves!** The closer a load is kept to your power zone, the easier it is to keep the natural curves of your back. When the spine is in the natural curves, the vertebra, discs, ligaments and muscles are in their strongest and most supportive position.



**Staggered Stance:** Lifting with the feet close together and in line with each other makes it more difficult for you to use your legs to help with the lift. Staggering your stance encourages the legs to become involved and reduces the demands on your back. Simply stepping toward a load (with a staggered stance) moves the center of gravity closer to the load and minimizes the demands of the lift. If you feel your weight shifting forward onto your forward leg, you have successfully transferred this weight demand from your back to your stronger legs.



**Build a Bridge:** In most cases, the demands of any lift are determined by the position of the lifter's upper body during the lift. Many people lift by bending over at the waist, leaving their upper body hanging like a "one-sided bridge". This places all the demands of the lift onto the lower back. This load can be reduced by "building a bridge" to support the weight of the upper body. To do this, place an arm on your leg or a nearby stationary object. If you need both of your arms to manage the object you are lifting, step forward toward the load with one leg and create a "bridge" with your legs to reduce the workload on your back.



**Feet First:** Moving your feet first gets you closer to the load and reduces the amount you have to reach. The farther you reach, the more you have to lift your upper body as well as the load. Moving your feet first also helps reduce the risk of twisting while you lift.



**Discussion Topic:** Ask for volunteers to demonstrate the concepts of "Keep it Close and Keep the Curves", "Staggered Stance", "Build a Bridge", and "Feet First".

### **Prepare and Compensate:**

Lifting and carrying loads can be hard work. Like athletes, workers can avoid injuries or discomfort by preparing the body for work. Muscles generate more force when warm and full of oxygen. Stretching and moving around prior to work helps pump blood into your muscles. Blood warms up muscles and brings in oxygen, allowing your muscles "to breathe". This can be particularly effective at the beginning of the workday and after breaks.

**Compensating** for work demands simply means letting the body recover from work in an efficient manner. Performing periodic stretches can minimize accumulation of fatigue throughout the day. Stretches can "apologize" to the body for working it so hard.



### **Discussion**

- Do you prepare and compensate before and after lifting and carrying heavy loads? Demonstrate some simple stretches that can help the employees prepare and compensate before and after a lift.

### ***Use Mechanical Lifting Devices Whenever Possible***

The best way to avoid a back injury is to reduce the number of lifts you have to do as much as possible. Hand trucks, pushcarts and forklifts are great engineering controls that reduce your exposure to lifting hazards. If you use a forklift, make sure you have training and are authorized to operate one.

### **Using hand trucks and pushcarts**

- Push rather than pull. It is easier and safer to push than to pull. You can use your body weight to assist when pushing.
- Use powered carts when available.
- Keep close and lock your arms. Stay close to the load, try not to lean over and keep the curves of your back when pushing or pulling.
- Use both hands. Carts are easier to push and control using both hands.
- Use tie-downs, if necessary, to secure the load.

### **Discussion**

- What devices are available to you in your workplace to reduce your exposure to lifting hazards? Are these devices enough or is there a need for additional devices?

### ***Key Takeaway Points***

- Evaluate the lifts you must do and determine if they can be safely done alone. If not, ask for help or get a mechanical lifting device.
- Remember there is no “right” or “wrong” way to lift. There are less or more demanding ways.
- Follow these four guidelines to reduce the demands of the lifts you must complete:
  - Keep it close and keep the curves
  - Staggered stance
  - Build a bridge
  - Feet first
- When using carts, push rather than pull whenever possible. Use both hands and stay close to the load.

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***Effective dissemination of safety information is an integral part of your Injury and Illness Prevention Program. This document was created to facilitate worker safety training. Training must be completed before the use of any tool or piece equipment, exposure to any hazardous condition, or when new hazards are identified.***

***In preparation for this meeting (items needed):***

- Training Documentation Form
- A list of chemicals used in your department
- Print out an MSDS for 2 or 3 chemicals used in your department
- Find a container that has a chemical with a label
- Gather some examples of PPE used to protect workers from chemicals (e.g., goggles, gloves, respirators)

***Introduction***

Many chemicals used in campus shops are considered hazardous. All employees who work with these materials must understand the health hazards involved and how to protect themselves. Cal-OSHA regulations require employers to communicate the hazards of these chemicals to employees through the use of chemical labels and material data safety sheets (MSDS).

***Physical & Health Hazards***

Hazardous chemicals pose a physical or health danger. Chemicals are classified as being physically hazardous when they are flammable, combustible, corrosive, or reactive. Chemicals presenting health hazards include carcinogens, toxics, irritants, and sensitizers. The health effects of chemicals can be either acute (short-term), or chronic (long-term). Acute effects can show up immediately or soon after the exposure. Chronic effects may take years to show up.

Chemical substances can take a variety of forms. They can be in the form of solids, liquids, dusts, vapors, gases, fibers, mists, and fumes. Solids and liquids are easier to recognize since they can be seen. Fumes, vapors and gases are usually invisible. The form of a substance has a lot to do with how it gets into your body and what harm it can cause.

Chemicals get into the body through three main routes of exposure: breathing (inhalation), skin or eye contact, or swallowing (ingestion). Once chemicals have entered your body, some can move into your bloodstream and reach internal "target" organs, such as the lungs, liver, kidneys, or nervous system and damage them.

***Discussion Topics:***

- What chemicals or chemical products are used in your work area?
- Where do you store your chemicals or chemical products?
- How can you identify the chemicals used in your department?
- What are some physical and health hazards associated with common chemicals in your workplace?
- How can chemicals enter the body?

### ***Material Safety Data Sheets/Labels and Warnings***

Warnings and labels on containers can provide basic safety information concerning the contents of the container. All containers must have labels. Material Safety Data Sheets (MSDSs) are data sheets that contain information about the health and safety properties of workplace chemical products. They are usually written by the supplier or manufacturer of the product. All employees must have access to MSDSs for the chemicals they use.

An MSDS is required to have certain information. The form is divided into sections that provide a different type of information about the chemical product. These sections are not always the same on every MSDS. Under Cal/OSHA's Hazard Communication standard, an MSDS must contain the following information:

- Product identity and ingredients
- Physical and chemical characteristics
- Fire and explosion hazards
- Reactivity data
- Health hazards including symptoms, routes of exposure, and potential to cause cancer
- Legal exposure limits
- Precautions for safe handling and use
- Protective control measures
- Personal protective equipment
- Emergency and first aid procedures
- Spill and leak procedures

### ***Exposure/Exposure Limits***

When reading Material Safety Data Sheets (MSDS), you will frequently encounter abbreviations such as PEL, TWA, STEL, and IDLH. These abbreviations provide workers with important information on how long they can be exposed to a chemical before harm may occur. The permissible exposure limit (PEL) is the maximum amount of a chemical a worker can be exposed to over an eight-hour period. The PEL is usually shown as a time-weighted average (TWA) to calculate exposure for an eight-hour workday and 40-hour work week. Short-term exposure limit (STEL) is the amount of a chemical the worker should not be exposed to over a fifteen minute period. Immediately Dangerous to Life and Health (IDLH) means the chemical poses an immediate threat to your health.

### ***Protection***

The three accepted strategies for controlling exposure to hazardous materials are engineering controls, administrative controls, and personal protective equipment (PPE). Engineering controls remove the hazard from the worker. An example of an engineering control is use of local exhaust ventilation or a fume hood. Administrative controls reduce worker exposure to hazardous materials. Examples include work practice changes, such as working with small quantities of chemicals or limiting exposure times. PPE is the least desirable control and should be used as last resort. The use of PPE does not reduce or eliminate the hazard at the source, but it does protect the worker from exposure. Sometimes, PPE is the only solution available.

### **Discussion Topics:**

- What are the two primary methods of communicating chemical hazards to employees? What labeling procedures do you use in your facility?
- Where are the MSDSs kept in your facility?
- What type of information can be found on an MSDS?
- What engineering and administrative controls are in place at your facility?
- Why is the information on the MSDS important?
- Who can employees ask for more information on any chemical they work with if they would like it?
- What job tasks in your workplace involve chemical use that could expose an individual to the permissible exposure limit?
- What type of PPE is required to work with chemicals in your facility?

### ***Key Takeaway Points***

- Hazardous chemicals can pose health and/or physical hazards.
- Physical hazards refer to a chemical's potential fire and/or explosive properties, and the chemical's stability and reactivity to air, water, light, sparks, or heat.
- Health hazards affect the body in some negative way. Effects may be acute or chronic in nature.
- Chemicals get into the body through three main routes of exposure: breathing (inhalation), skin or eye contact, or swallowing (ingestion).
- Information relating to chemicals and their hazards can be found on labels and MSDS provided by the manufacturer.
- MSDSs should be kept in your IIPP Manual for all employees to use.
- The MSDS will have all the information an employee needs to know about the chemical they are working with.
- The permissible exposure limit (PEL) is the maximum amount of a chemical a worker can be exposed to over an eight-hour period.
- Workers can be protected by implementing engineering and administrative controls.
- If engineering and administrative controls cannot adequately reduce the exposure level of a chemical, PPE should be used to protect workers from exposure.
- Always use appropriate PPE when you work with or are in an area when chemicals are used.

Resources:

UC MSDS Website- <http://www.actiocms.com/chemquik/mainpage.cfm>

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***Effective dissemination of safety information is an integral part of the Bruin Safety Program. This document was created to facilitate worker safety training. Training must be completed before the use of any tool or piece equipment, exposure to any hazardous condition, or when new hazards are identified.***

### ***Introduction***

An effective to eliminate potential hazards in the workplace is by having good housekeeping practices. Good housekeeping practices involve material movement and storage throughout your entire workplace. It also includes a material flow plan to ensure minimal handling. Employee training is the key component that will ensure good housekeeping practices. Employees should be encouraged to report any unusual hazards or conditions to their supervisor. Lastly, Quarterly workplace inspections are an essential tool that is used to find, recognize, and mitigate hazards that arise in the workplace.

#### **Point of Discussion**

- Take this time to conduct an overall inspection of your shop and ask employees what items of housekeeping must be routinely checked.

### ***Light Fixtures***

All buildings need adequate lighting to eliminate eye strain. Light fixtures with non-working light tubes need to be replaced. Storage areas that contain combustible materials should have explosion proof light fixtures installed. Lighting must be distributed evenly to eliminate shadows or dark spots in the workplace.

#### **Point of Discussion**

- Are there any light fixtures that are non-functional or can you find an area in your workplace that could use more lighting?

### ***Floors***

Keeping floors dry and clear of trash and debris will eliminate all slip, trip, and fall accidents. All spills should be cleaned up immediately. All sawdust, shavings, or clippings should be swept up or vacuumed once the cutting has ceased. Areas that cannot be cleaned continuously, such as entranceways, should have anti-slip flooring. Replace flooring that has been worn, ripped or damaged as this poses a tripping hazard. Portable power tools or hand tools should be removed from the work area and placed in storage if they are not in use. All floor openings must be guarded to prevent serious falls.

#### **Point of Discussion**

- Are your floors kept free of trash and debris?

### ***Chemical Spill Clean-up***

Routine cleaning and maintenance of machines and equipment is a good way of eliminating spills. Another is to use drip pans and guards where possible spills might occur. If a chemical spill does occur, it is important to follow your workplace spill cleanup procedures. Part of the procedure should involve using the Material Safety Data Sheet for advice on how to clean the spill and protect yourself from the chemical hazard. Absorbent material is useful for wiping up greasy, oily or other liquid spills. Used absorbents must be disposed of properly and safely.

#### **Point of Discussion**

- Do employees know of the spill clean up procedures and how to clean up a chemical spill?

### ***Aisles and Stairways***

Aisles and stairways must be kept clear of all objects that can cause trips and falls. Aisles should have 3 ft. of clearance and any items that protrude into the aisle should be removed immediately. Warning signs and mirrors can prevent collisions by improving sight lines at blind corners. Stairways and aisles also require adequate lighting.

#### **Point of Discussion**

- Are your aisles and stairways clear of all objects?

### ***Tools and Equipment***

Keeping tools and equipment neat and orderly will improve efficiency as well as safety in the workplace. Tools that are not in use should be returned to their storage areas promptly to reduce the chance of them being lost or misplaced. Workers should be trained to regularly inspect, clean and store all of their tools. Any tool or piece of equipment that is in need of maintenance or repair should be removed from service until repairs can be made.

#### **Point of Discussion**

- Do your tools have a designated area of storage? If no, assign an area. If yes, are your tools stored in their assigned area? If no, why not?

### ***Maintenance***

A good maintenance program provides for the inspection, maintenance, upkeep and repair of tools, equipment, machines and processes. Routine maintenance of equipment and machinery must be conducted and recorded in your workplace maintenance log. Building maintenance should also be conducted as this involves painting and cleaning walls, maintaining windows, damaged doors, leaky plumbing and broken tile or floor surfaces.

#### **Point of Discussion**

- Are employees recording all routine maintenance and repairs in the maintenance log?

### ***Waste Disposal***

Disposal of trash, dust, clippings, and miscellaneous material is essential to good housekeeping practices. Waste should not be allowed to build up on the floor as this poses a slip, trip, and fall hazard. Scrap containers should be placed near where the waste is produced as this makes waste collection and disposal much easier. Waste receptacles should be clearly labeled with their contents and should be emptied out regularly.

#### **Point of Discussion**

- Discuss better waste collection and disposal strategies?

### ***Material Storage***

Safe storage practices are essential for good housekeeping. Storage of heavy items above 6 ft, should have restraints in place to prevent items from falling. Workers should not be allowed to store items on top of personal lockers, cabinets, or machinery that are taller than 6 ft, as they were not meant to store items. Stored materials should allow at least 3 feet of clearance under sprinkler heads. Stored materials should not obstruct aisles, stairs, doorways, fire equipment, emergency shower or eyewash stations, first aid stations, machinery shut-offs and electrical panels. Designated storage areas should be clearly marked.

#### **Point of Discussion**

- Are elevated storage requirements in effect in your workplace? If no, why not.

### ***Fire Prevention***

Flammable, combustible, toxic and other hazardous materials should be kept in approved containers and stored in designated areas. Flammable or combustible material above ten gallons must be kept in a flammable storage cabinet. Flammable storage cabinets are required to be self-closing. Chemical storage inside of flammables cabinets should be labeled, free of rust or corrosion, not stacked, and free of any cardboard. Lastly, Oily or greasy rags should be placed in a metal container and disposed of as hazardous waste regularly.

#### **Point of Discussion**

- If you have a flammable's cabinet, take the time to dispose of any unwanted chemicals?

## **APPENDIX C: RESOURCES**

This appendix contains information on EH&S safety tools and resources available to you.

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The Office of Environment, Health and Safety (EH&S) is committed to promoting a safe and healthful environment for research, instruction and the campus community through the programs listed below.

## Research Safety

**Biosafety** biosafety@ehs.ucla.edu  
 Helps laboratory personnel work safely with all types of biohazards. Establishes and reviews protocols for operations involving infectious agents capable of transmitting pathogens.

**Laboratory Safety** laboratorysafety@ehs.ucla.edu  
 Provides training, information and inspections to foster safe and legal lab practices to protect personnel against chemical and physical hazards.

**Laser Safety** lasersafety@ehs.ucla.edu  
 Provides training and assists personnel in the safe use of lasers. Monitors laser hazards.

**Radiation Safety** radiationsafety@ehs.ucla.edu  
 Provides radiation safety training, exposure monitoring, and environmental monitoring. Manages radioactive waste disposal program. Provides support for campus research using radioactive materials and radiation machines.

## Injury Prevention

**Injury & Illness Prevention** injuryprevention@ehs.ucla.edu  
 Coordinates development and implementation of departmental Injury and Illness Prevention Programs and Safety Committees.

**Shop Safety** injuryprevention@ehs.ucla.edu  
 Fosters a safe work environment for campus employees working in shops by providing training, inspections and consultation.

**Ergonomics** ergonomics@ehs.ucla.edu  
 Prevents injuries from repetition, awkward posture and lifting, with a goal of fitting work to workers to make jobs safer, more comfortable and more efficient.

## Fire & Life Safety

firesafety@ehs.ucla.edu

Prevents and reduces the loss of life and property from fires. Approves building and renovation plans to ensure compliance with fire and life safety codes.

## Environmental Programs

**Environmental Health** envhealth@ehs.ucla.edu  
 Oversees the community health and sanitation programs, including food safety, drinking water quality, integrated pest management, and pool sanitation.

**Environmental Programs** envprgms@ehs.ucla.edu  
 Manages compliance with campus air, industrial waste water, and storm water permits. Oversees tank inspection programs and environmental remediation activities.

**Industrial Hygiene** indhyg@ehs.ucla.edu  
 Consults on and investigates occupational exposures, illnesses, and indoor air quality. Provides respirator fit testing & training, manages MSDS library, and provides hazard communication guidance.

**Asbestos / Lead (Pb)** indhyg@ehs.ucla.edu  
 Inspects for the presence of asbestos, lead and mold in building materials. Oversees safe removal of hazardous materials during renovations and construction. Trains campus personnel on minimizing hazardous exposures to asbestos, lead and mold.

## Hazardous Waste

hazardousmaterials@ehs.ucla.edu

Manages the proper disposal of all hazardous waste generated on campus. Provides routine waste pick-ups in all research buildings. Trains staff who handle hazardous waste.

## Training & Outreach

training@ehs.ucla.edu

Assists campus to meet regulatory training requirements in health and safety practices and workplace hazards by providing instructor-led classes, online modules, videos, publications, and internet resources to employees.

General Information: (310) 825-5689

EH&S Hotline: 310-825-9797

www.ehs.ucla.edu



Training plays an important role in EH&S' efforts to create a safe environment for the University community, while maintaining regulatory compliance.

Meeting safe work practices and training requirements is a cooperative effort:

- Employees are responsible for performing their work in a safe and responsible manner. Knowledge of appropriate work practices and health and safety rules is essential.
- Supervisors are responsible for providing and documenting the initial and continuing health and safety training necessary to allow employees to perform their work appropriately. This should include frequent work observations by the supervisor and prompt correction of unsafe work habits.
- Departments at UCLA are responsible for meeting regulatory requirements, keeping work areas hazard-free and ensuring that employees have completed all safety training requirements.

**Below is a list of links to helpful tools and resources available through EH&S:**

**EH&S Training FAQs**

<http://map.ais.ucla.edu/go/1003939>

**EH&S Class Descriptions and Training Schedule**

<http://map.ais.ucla.edu/go/1003938>

**EH&S Online Training**

EH&S Online Learning Center

<http://www.training.ucla.edu/ehs/>

List of Online Courses

<http://map.ais.ucla.edu/portal/site/UCLA/menuitem.789d0eb6c76e7ef0d66b02ddf848344a/?vgnnextoid=a134900f74a8c110VgnVCM100000e1d76180RCRD>

**EH&S Video and DVD Lending Library**

<http://map.ais.ucla.edu/go/1004476>

**EH&S IIPP Information**

<http://map.ais.ucla.edu/portal/site/UCLA/menuitem.789d0eb6c76e7ef0d66b02ddf848344a/?vgnnextoid=e9c3808b95242110VgnVCM100000dcd76180RCRD>

**EH&S Fact Sheets**

<http://map.ais.ucla.edu/portal/site/UCLA/menuitem.789d0eb6c76e7ef0d66b02ddf848344a/?vgnnextoid=010ebefa3df03210VgnVCM100000e1d76180RCRD>



# EH&S Facts

## Injury and Illness Prevention Program (IIPP)

### What is an IIPP?

An Injury and Illness Prevention Program (IIPP) is a department's customized program for preventing and responding to work-related injuries and illnesses. California law requires every employer to establish, implement and maintain an IIPP.



### What does an IIPP include?

The IIPP must include a procedure for communicating and addressing safety issues, completing workplace safety inspections, and providing employee training on work-related hazards. For example, all new employees must be trained on safety procedures related to their job when hired. Training is also required when employee duties or workplace conditions change. The IIPP should also identify procedures for conducting departmental safety meetings to discuss pertinent safety issues and solutions.

### What must be written into an IIPP?

- A commitment to safety and assignment of responsibilities for the safety program.  
*Appointment of a Departmental Safety Coordinator or Department Safety Committee members*
- A procedure for identifying and correcting workplace hazards
- A procedure to report and investigate occupational injuries and illnesses
- A procedure to communicate safety information
- Documentation of safety activities in the department  
*Necessary forms include workplace hazard inspections, accident investigations, job hazard analysis, safety meeting minutes and training sign-in sheets.*

### Quick Facts:

- In 2007, UCLA paid over \$3.5 million for preventable injuries.
- More than 15,000 work days were lost due to preventable injuries in 2007.
- These preventable injuries included slips, trips and falls, lifting injuries, and computer over-use injuries.

### How can my department create an IIPP?

The Office of Environment, Health & Safety (EH&S) can help departments create an IIPP that is tailored to their needs. An example of a basic IIPP is available on the EH&S website, where you can also find forms associated with IIPP, such as safety inspection forms and sign-in sheets for training programs.

### Contact Information:

*Tel: 310-825-9797*

### Need additional resources?

- UCLA "Worker Safety IIPP" article:  
[www.ehs.ucla.edu](http://www.ehs.ucla.edu)
- UCLA Sample IIPP template:  
[www.ehs.ucla.edu/pub/IIPP%20Manual.pdf](http://www.ehs.ucla.edu/pub/IIPP%20Manual.pdf)
- Cal OSHA guide on developing an IIPP  
[www.dir.ca.gov/dosh/dosh\\_publications/IIPP.html](http://www.dir.ca.gov/dosh/dosh_publications/IIPP.html)

**Keep your workplace safe.**

06/2009

**Additional EH&S Fact Sheets are available for the following.**

Fact Sheet (PDF)	Details
▶ <a href="#">Ethidium Bromide</a>	Working safely with ethidium bromide
▶ <a href="#">Compressed Gas Cylinders</a>	Working safety with compressed gas cylinders
▶ <a href="#">Ergonomics Advocate</a>	Create a resource in your department to answer ergonomic-related inquiries
▶ <a href="#">Formaldehyde Use</a>	Working safely with formaldehyde
▶ <a href="#">Hazardous Waste Minimization</a>	Reduce hazardous wastes in your lab
▶ <a href="#">H1N1 Flu - English</a> <a href="#">H1N1 Flu - Spanish</a>	Transmittal, symptoms and treatment for H1N1
▶ <a href="#">Injury &amp; Illness Prevention Program (IIPP)</a>	Write and implement a departmental IIPP
▶ <a href="#">Integrated Pest Management (IPM)</a>	How to work with EH&S' IPM to control pests
▶ <a href="#">Lab Safety Orientation</a>	Orient lab staff on expectations, safety requirements, and hazards in the lab
▶ <a href="#">Online Tag Program</a>	Identify and label hazardous waste for proper disposal
▶ <a href="#">Phenol</a>	Working safely with phenol

## **APPENDIX D: DEPARTMENTAL TRAINING RECORDS**

This appendix houses the completed sign-in sheets for the safety training sessions conducted for the department.

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## **APPENDIX E: DEPARTMENTAL INSPECTION REPORTS**

Keep copies of all inspection reports here.