The best way to avoid or keep a hazard under control is to understand it before injury or harm can occur. Hazards are all around us, at home, out in the community, and at work. A thorough Job Safety Analysis (JSA) creates a foundation for safe work practices for you and your co-workers to follow.

In your UC workplace, a JSA is a systematic, efficient way to identify existing risks for all types of work processes. It is the first step in ensuring a safe work environment. Additional steps include developing safe work practices, communicating about hazards and how to control them, and developing emergency response procedures.

A program that successfully reduces work-related illnesses and injuries depends on accurate data. Assessing the nature and severity of potential hazards provides some of that data.

A Job Safety Analysis (JSA) helps you understand and avoid the risks that are inherent in your primary job tasks. Have you completed or reviewed your JSA for these? Print and post this month’s poster to remind everyone in your department to complete and/or review their JSAs for primary job tasks. Download Poster

Links & Resources

“Ergo 101” Ergonomics Basics from About.com
Machine Guarding eTool from U.S. OSHA
Hazard Assessment Basics from U.S. OSHA
UC Guiding Principles on Health, Safety and the Environment
UCOP Environment, Health & Safety Links and Resources
UC Be Smart About Safety Program Home Page
Video: Introduction to Job Safety Analysis

Avoiding Workplace Hazards

LEARN

PLAN

ACT

Job Task: Employee working in an office file area

Injuries due to slips, trips and falls, and falling objects.

Safety Procedures
Keep floors clear of debris and liquid spills. Do not stand on chairs; use proper foot stools or ladders. Do not store heavy objects overhead. Do not topload filing cabinets; fill from bottom to top. Do not open more than one file drawer at a time. Brace tall bookcases and file cabinets to walls. Provide one-inch lip on shelves.

Job Task: Laboratory technician handling cryogenic fluids

Physical injuries caused by direct physical contact with cryogenic fluids.

Safety Procedures
Ensure that cryogenic fluids are labeled, vented and stored correctly. Check fluid containers routinely for leakage, damage and continuous venting. Only permit qualified, trained individuals to handle cryogenic fluids. Work with cryogenic fluids in a fume hood, and use proper lab attire at all times, including cryogenic gloves, splash goggles or face shield, lab coat, long pants and closed-toe shoes.

What are your opportunities for simplified, systematic injury prevention? A current, accurate JSA is essential for every major work task in a department. This vital process links job tasks, their associated hazards, and the preventive steps that help to neutralize those hazards. They can become the basis for training, procedure development and efficiency improvements.
How Does Your Workplace Rate on Hazard Assessment and Safe Work Practices?

During your next staff meeting, take some time to assess your team’s safety performance. Work with your supervisor and co-workers to find opportunities to strengthen your practices. You will find that systematic, team-oriented safety efforts help keep your day-to-day operations efficient as well as safe.

Has Your Department...

- Provided for all employees to complete safety training
- Performed JSAs on all primary job tasks to identify potential risks
- Developed or updated departmental safe work practices
- Modified the work environment to eliminate or reduce hazards
- Created a hazardous materials and waste management plan
- Posted all required Occupational Health and Safety bulletins
- Identified required Personal Protective Equipment (PPE) and enforced its use
- Implemented proper ergonomic measures and controls
- Worked with your UC Emergency/Continuity Management department to develop an emergency response plan
- Updated your departmental emergency contact list
- Consistently implemented all engineering controls including Lock Out/Tag Out
- Informed employees about crime prevention measures

Your department may need to take action if some of the above items are not completed. Talk with the experts in your Environmental Health and Safety (EH&S), Occupational Health, and Risk Management offices for advice on safety programs that are appropriate for your department. Using a Job Safety Analysis as a foundation, you can determine what, if any, Personal Protective Equipment, safety devices and processes are needed to avoid illness or injury.

JSAs Help Identify Safe Work Practices, Protective Devices and Personal Protective Equipment

- Substitute with less hazardous materials such as green cleaning supplies, whenever possible, and limit the time you spend working with hazardous substances.
- Make ergonomic adjustments to your workspace, take regular breaks to stretch and rest your eyes.
- Wear required personal protective equipment to prevent injury and safeguard your long-term health.
- Use, store and dispose of hazardous materials properly.
- Install and use required machine guards and interlocks, and use other engineering controls developed for your safety including fume hoods and biosafety cabinets.

Understand the Connection Between Ergonomics and Wellness: Your Long-Term Health Depends on It

How much time do you spend sitting during the day? Do you often work while bending down, twisting or over-reaching? Do you perform certain tasks - either at the keyboard, lab bench or workshop - over and over?

Whether at work or at home, these ergonomic mistakes can dramatically impact your health. The consequences of not following proper ergonomic procedures can extend into your overall health and well being.

They can prevent you from enjoying home activities, recreation and important family interactions. They can affect your energy and prevent you from enjoying a healthy, active lifestyle.

Your psychological well being can also suffer when you can’t participate fully in activities and relationships due to injury. It’s hard to be upbeat, optimistic and engaged when you are coping with chronic health conditions.

New research reveals that the impacts of improper ergonomics, including “sitting disease,” can have life-long, serious health and disease resistance consequences. Take steps today to address your workplace ergonomics; your wellbeing depends on it.

Contact your EH&S staff or ergonomic specialist today for information on ergonomic programs and resources.
The benefits are clear:

- An IIPP helps ensure that safety is the foundation of a long, active and enjoyable life both at work and at home.
- Learning and following safe work practices, using personal protective equipment, proper tools and ergonomics, correct material handling techniques and safety engineering controls, all reduce the risk of employee injury.
- IIPP safety discussions are a great vehicle for obtaining vital employee input to safety and health guidelines.
- Proactively managing your risk leads to more efficient and productive work. Talk to your EH&S office today to learn more about UC Illness and Injury Prevention Programs.

Do You Have an IIPP?

Keeping employees safe is a responsibility shared by all. Establishing and following an effective Injury & Illness Prevention Program (IIPP) is the best way to reach that goal. An IIPP is required by CalOSHA and consists of a coordinated action plan to ensure that safety is properly managed throughout each department’s operations.

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**TOP TEN Reasons for Setting up an Injury and Illness Prevention Program**

1. An effective IIPP establishes a safety management system to keep employees safe and healthy and protect University resources.

2. It’s mandatory! An IIPP is required by California Code of Regulations Title 8, and most campus and medical center policies require “Safety Management Programs,” which are documented when creating an IIPP.

3. Having an IIPP reflects the commitment of department leaders to maintaining a safe, healthy workplace.

4. The measures contained in the IIPP help ensure compliance with CalOSHA and other regulatory guidelines, safeguarding employee well being and averting costly compliance violations.

5. Creating an IIPP is an opportunity for all department members to contribute their expertise toward achieving the overall goal of a safe, secure workplace.

6. Your EH&S and other UC safety staff can provide consultation and plan models to streamline the process.

7. CalOSHA will always review an organization’s IIPP when they respond to a serious injury or employee complaint. Not having one can result in fines and citations to your department.

8. Having an IIPP helps you track and document corrective actions following an injury or near miss.

9. An IIPP ensures that all employees receive required training and education.

10. Strategy and planning discussions associated with your IIPP serve as a forum for people from different areas of the department to meet regularly, share concerns and ideas, and keep up with developments. These ongoing dialogs encourage communication and improve department productivity.
Who's Got Your Back?

UCOP Working Group Promotes Ergonomics that Safeguard Employee Health and Safety

Each campus or medical center has its own culture and personality. In terms of safety and risk management, powerful allies stand behind their individual programs and initiatives. Coordinated by the UC Office of the President (UCOP), working groups made up of experts from throughout the system unify and share program ideas that are applicable to all UC facilities.

In the constantly evolving science of ergonomics, the UCOP Ergonomics Working Group serves as a clearinghouse of information, program models and other resources. The Working Group membership of 12 to 15 subject matter experts draws from the entire UC system. Members meet monthly via phone conference to review issues and opportunities for improvement.

Through step-by-step analysis, research and consultation, they develop practical programs for departments and units to use in day-to-day operations. "Our goal is to recommend measures that are straightforward and easy to implement, so that supervisors and managers can quickly and efficiently use them," says Kristie Elton, Ergonomics Specialist at UC Riverside and Co-Chair of the Working Group. "We help campuses and medical centers build long term strength into their ergonomic standards and practices."

Read more

Vision and Hearing Protection

Does your job safety analysis indicate a risk to vision or hearing? Use required Personal Protective Equipment to protect your eyes and ears.

Eye Protection: Every Task, Every Time

- Take eye protection seriously and wear your safety glasses with side protection, goggles or face shield at all times when working, to prevent:
  - Corneal abrasions or laceration of the eye's surface
  - Dust, metal particles or slivers on or embedded in the eye
  - Chemical splash or burn, and welder's flash-burn
- According to the American Optometric Association, about 60% of workers with eye injuries were not wearing eye protection or were using the wrong kind of protection at the time of the accident.
- Be sure you use safety glasses, tinted glasses, face shields or tacking/welding hoods provided and/or approved by your campus safety guidelines.
- Know where safety showers and eye wash stations are, and know how to respond in case of exposure.

Take Steps to Ensure a Lifetime of Healthy Hearing

- Prolonged exposure to loud noises can damage the delicate structures within the inner ear and cause permanent hearing loss.
- Always use hearing protection such as earplugs or earmuffs when working around loud tools, machinery and other loud noises.
- Check with your supervisor or safety coordinator to determine which kind of hearing protection is most appropriate.
- When you use earphones or earbuds to listen to music or other audio, turn down the sound. Headphones can damage your hearing as much as some tools and motors if played too loud.

Always Use Required Personal Protective Equipment (PPE)

- Be sure you are properly trained to use specialized protective equipment.
- Only use a respirator if you have successfully completed the required medical clearance and training and have been properly fitted for that specific make, model and size of respirator.
- Always select the correct PPE for the task you plan to perform.
- Inspect Personal Protective Equipment prior to using it, and notify your supervisor if the PPE is damaged.

UC Risk Summit Meeting

Knowledge, consultation, perspective to help you meet your risk management targets

UC staff members from all administrative areas are encouraged to attend the UCOP annual Risk Summit, held this year at the Marriott Oakland City Center, June 6-8. This yearly conference enables you to connect with staff from throughout the system to discuss risk management best practices, updated policy and compliance information, program models and more. “During the annual Risk Summit, representatives from UC campuses, medical centers and other facilities share information and ideas,” says Grace Crickette, UCOP Chief Risk Officer. “It is an opportunity to exchange ideas and issues, and to build a knowledge base that incorporates staff expertise throughout the system.” Risk Summit attendees represent diverse departments, including Student Affairs, Human Resources, Occupational Health and Workers’ Compensation, Benefits, Legal, Claims, EH&S, Fire, Police and Finance.

Make a connection with your systemwide colleagues. Access Risk Summit 2012 registration information—and learn more about UCOP Risk Services—at www.ucop.edu/riskmgt/.
Systemwide, UC experiences over 700 slip and fall related claims every year. The results: pain and suffering for UC employees, and direct workers’ compensation costs in excess of $7 million per year, an amount that can increase to over $15 million per year if indirect costs are factored in. The large majority of these incidents involve food service and custodial employees who work in environments with wet and/or greasy floors.

Shoes for Crews® is a Be Smart About Safety initiative that was introduced across the UC system in April 2011. The goal was to reduce the number slip and fall injuries, resulting in less human suffering and conserving vital University budget funds. To date, the program has reduced slip-and-fall incidents by 50 percent.

In January 2012, the program was expanded to include all custodial/housekeeping staff, grounds keepers and animal care staff. Through the Shoes for Crews program, qualifying employees can receive two pairs of slip-resistant shoes per employee per year, or slip-ons for temporary employees. The costs will be covered by Be Smart About Safety funds.

Click here for more information about the Be Smart About Safety program.

UC Police Improve Efficiency and Utility of Crime Reporting Processes

Keeping current and prospective students, parents, faculty and staff informed about campus safety is an important commitment for UCPD staff. Annual reporting is also required by federal and state regulations.

Compiling and processing the volumes of data needed to prepare annual crime reports could require more than 260 work hours and a two-month time period, resulting in less officer time spent performing other duties.

To streamline the production of the required reports and create efficiencies, UCPD turned to the Enterprise Risk Management Information System (ERMIS).

The ERMIS solution was to gather and process crime statistics on a monthly rather than yearly calendar. This new approach was designed to create efficiencies and save time in comparison to compiling all twelve months at once.

Monthly reporting will also enable UC law enforcement professionals to view the statistics and any trends at their locations from month to month. ERMIS provides an additional enhancement by formatting annual statistics in interactive reports that enable review and comparison of statistics crime categories UC locations.

ERMIS as a business intelligence tool will be an integral part of the data warehousing architecture that will be used to navigate through the data acquired from the various sources.

Click here to learn more about ERMIS.

UCOP Program Dramatically Reduces Slip-and-Fall Incidents

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Click here for more information about the Be Smart About Safety program.

Feedback, Please

Send an email to safetyspotlight@ucdavis.edu to submit your comments on the April 2012 issue or to suggest content ideas for future issues. We look forward to hearing from you!

COMING SOON!

May 2012 Heat Related Illness and Injury

At work and at home, heat-related illness and injury can occur suddenly and can seriously damage your health. Learn about how to avoid the situations that can cause you harm in our May issue.