



**UNIVERSITY OF CALIFORNIA, OFFICE OF THE PRESIDENT
(INJURY AND ILLNESS PREVENTION PROGRAM)**

Introduction

The University of California Office of the President cares about the health and well-being of all of its employees and is committed to providing a safe environment in which to work. Every member of the UCOP community must actively participate in an ongoing effort toward injury prevention and environmental protection to ensure success in these important areas of stewardship. Every employee has the legal right to a safe and healthy work environment, but more importantly, UCOP has the responsibility to ensure that everyone performs their work safely and in a manner that ensures the safety of their colleagues. Be Smart About Safety means we hold safety as a core value not to be compromised.

The University of California Office of the President (UCOP) will provide a safe and healthful work environment and ensure the safety and health of all employees. Be Smart About Safety is our Injury and Illness Prevention Program and complies with the Cal/OSHA requirement (Title 8, California Code of Regulations, Section 3203). It also serves as a framework for the entire UCOP safety program. It is a requirement that all employees follow and adhere to the items set forth in this program. This program sets minimum requirements for all UCOP locations/departments.

Responsible Person



The individual with the authority and responsibility for overall implementation and maintenance of this program is the UCOP Director of Environment, Health, and Safety (EH&S). It is his/her responsibility to ensure overall implementation of the program by directing the following tasks:

- 1) Review methods and procedures for correcting unsafe and unhealthy conditions;
- 2) Ensure that employees receive training on general and specific safety and health issues;
- 3) Ensure that there is a procedure for communicating to employees, in an understandable manner, UCOP's safety and health rules and procedures;
- 4) Ensure that records on training, inspections, and corrective measures are maintained.

Department Safety Officers

At least one Safety Officer(s) is appointed for each UCOP Department by the Department head through the appropriate Vice President. The Department Safety Officer should be an experienced midlevel employee who understands the UCOP system. The Department Safety Officer's duties are outlined below. To adequately perform these duties the person would need to dedicate approximately 5% of their time (2 hours per week) to this function. The UCOP Department of EH&S will provide the necessary initial and recurring training to the Department Safety Officers.



The Department Safety Officer is responsible for the following:

- 1) Remain informed about safety and health regulations, procedures, and safeguards affecting UCOP employees within their departments/building;
- 2) Investigate accidents and incidents that have occurred and identify and implement the corrective action necessary to prevent a similar accident from occurring;
- 3) Ensure that regular health and safety inspections are conducted within their departments/building. (BSAS Form 2);
- 4) Plan and ensure that regular safety meetings are conducted within their department/building. (BSAS Form 3);
- 5) Report to the UCOP EH&S Department any unsafe or unhealthy conditions which they cannot correct;
- 6) Serve as a health and safety liaison between employees within their department and/or building and the UCOP EH&S Department. (BSAS Form 4);
- 7) Maintain department safety records to document employee training, inspections, safety meetings and accident investigations. (BSAS Form 1).

The UCOP Environment, Health & Safety (EH&S) Department

The UCOP EH&S office will provide all necessary support to the Department Safety Officers. One full time individual in EH&S will be dedicated to support



the Department Safety Officers. To ensure the Department Safety Officer's job is made easier, UCOP will provide the following:

- 1) Subject matter material for the regular safety meeting will be made available online and mailed to the Department Safety Officer each month;
- 2) Assistance with inspections and accident investigations, will be available from the EH&S staff;
- 3) Conduct a centralized safety meeting for employees who cannot attend department safety meetings;
- 4) Provide initial and ongoing training for Department Safety Officers;
- 5) Automate and provide online, all material associated with this program.

Employees

Employees are responsible for the following:

- 1) Follow all safety and health regulations and safe work practices including using personal protective equipment (where required) and complete all required safety and health training;
- 2) Report all accidents immediately to their supervisor;
- 3) Report to their Department Safety Officer any unsafe or unhealthy conditions at the work site that may affect UCOP personnel;
- 4) Attend safety meetings and training sessions. If absent it is the individual's responsibility to get updated by the Department Safety Officer immediately upon return.



MODULE 1 IDENTIFICATION AND EVALUATION OF WORKPLACE HAZARDS

The principal responsibility for the identification of hazards in the workplace lies with the Department Safety Officer. The Department Safety Officer will ensure regular inspections to assess, record, and provide for correction of hazardous and potentially hazardous conditions that may exist. The Department Safety Officer will ensure that the inspections are conducted on a periodic basis. The inspections may be conducted by the Department Safety Officer, supervisors or other personnel.

A record of formal inspections will be maintained by the Department Safety Officer (BSAS Form 2). The record will include: the name of the inspector who participated in the inspection; date of the inspection; any identified unsafe or unhealthy condition or work practice; and the corrective action to remedy the problem. Inspections will be conducted at the following intervals, in addition to those times mentioned above:

- Whenever new substances, processes, procedures, or equipment are introduced to the workplaces that represent a new occupational safety and health hazard;
- Whenever UCOP is made aware of a new or previously unrecognized hazard;
- At the discretion of management.



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. Employees who report such conditions will not be disciplined nor will they suffer any reprisals due to such actions. Employees may anonymously phone or e-mail safety or health concerns to the Department Safety Officer or the UCOP EH&S Department. The information will be investigated within 48 hours. Emergency situations will be investigated as soon as possible.

MODULE 2 ACCIDENT, INJURY & ILLNESS INVESTIGATIONS

An accident is an unplanned event which results in injury, illness or property damage. When these occur on the jobs, they will be thoroughly investigated by the Department Safety Officer and/or the EH&S Department. The Responsible Person will be immediately notified by the Department Safety Officer of serious or multiple injuries/illnesses. See Appendix C, "University of California Incident Report" to report all accidents. These reports will be maintained by the Department Safety Officer.

MODULE 3 UNSAFE OR UNHEALTHY CONDITIONS AND WORK PRACTICES

- 1) All identified unsafe or unhealthy work conditions or work practices will be evaluated by the Department Safety Officer as to the seriousness of the hazard and the potential for injury or illness;



- 2) Under no circumstance will UCOP personnel be required or permitted to work under conditions which which pose a clear or imminent hazard, or which could directly result in immediate and severe injury or illness;
- 3) Problems that cannot be corrected immediately by the Department Safety Officer will be forwarded to the EH&S Department;
- 4) When an imminent hazard exists which cannot be immediately corrected without endangering employees and/or property, the following steps will be followed:
 - Remove all potentially endangered employees;
 - Provide employees responsible to correct the condition with necessary safeguards;
 - Correct the problem; Document the corrective action and date.

Written documentation of corrective action for health and safety hazards will be maintained by the Department Safety Officer. Records shall include at a minimim: a) the name of the person conducting the inspection or evaluation; b) the unsafe conditions and work practices that have been identified; and, c) actions taken to correct the identified condition or work practice. (BSAS Form 2)

MODULE 4 TRAINING AND INSTRUCTION

Employees shall receive regular safety training. This should, if possible, be in conjunction with existing departmental meetings, staff meetings, or other small group “get togethers”. The duration of safety meetings should not



exceed 15-20 minutes, weekly meetings of 5-10 minutes may also be used or quarterly meetings of one hour are possible.

These meetings will include instructions in the following areas:

- 1) General safe and healthy work practices;
- 2) Specific instruction with respect to hazards unique to the job assignment such as warehouse safety, evacuation procedures, material handling and office safety. *A list of suggested Safety Meeting topics and availability of support material is contained at Appendix D.*

UCOP Safety Officers will also provide training as to this program:

- 1) To all new employees;
- 2) To all employees given new job assignments for which training has not previously been received;
- 3) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- 4) Whenever UCOP is made aware of new or previously unrecognized hazards.

All training is documented for each employee with the following information

(BSAS Form 1):

- 1) Employee name;
- 2) Training dates;
- 3) Types of training (e.g., topic and format);
- 4) Employees sign-off signature.



Training is the responsibility of the employee's supervisor. Training assistance and coordination can be provided by the Department Safety Officer and/or the EH&S Department. Training may be either through group presentations or one-on-one coaching. Supervisory personnel must be familiar with safety and health hazards to which employees, under their immediate direction and control, may be exposed. Attendance at the training classes and safety meetings is required. Documentation of individual safety training and safety meetings must be sent to the Department Safety Officer for recordkeeping (BSAS Form 1).

MODULE 5 COMMUNICATIONS

UCOP will ensure that employees clearly understand the safety rules, safe work practices and other safety procedures that impact their work. The elements and requirements of this program shall be communicated in a readily understandable manner to all employees. UCOP may employ the following methods of communication:

- **“SAFE-T-GRAM”** memos, may be provided to the Department Safety Officers by UCOP EH&S; posted and/or distributed as necessary to all affected employees. These **“SAFE-T-GRAMS”** contain specific safety and health information of current relevant interest to employees (BSAS Form 5).



- A safety committee may be established to review all workplace inspections, review incidents and establish a method to review employee safety recommendations (BSAS Form 6).
- The required Cal/OSHA “Safety and Health Protection on the Job” posters and other mandated posters will be displayed on appropriate bulletin boards in each facility. These are available at the Cal/OSHA web site:

<http://www.dir.ca.gov/dosh/PubOrder.asp>

- Safe-T-News online fact and information system will send notices and be available to all employees to keep them advised on ongoing EH&S-related issues and best practices.

Employee Award System

Employees who consistently comply with EH&S policies and procedures will be rewarded for their efforts (Title 8, California Code of Regulations, Section 3203 (a)(2)). The award system will include impact awards presented by the Department Safety Officers and sustained superior performance awards presented annually by the UCOP EH&S Department.

MODULE 6 ADMINISTRATION

Employee Compliance and Disciplinary Policy

Cal/OSHA (Title 8, California Code of Regulations, Section 3203(a)(2)) requires “disciplinary actions or any other such means that ensures employee



compliance with safe and healthful work practices”. All UCOP employees are required to follow safety policies and operating procedures. When needed, employees will be provided with additional training and information, or re-training to maintain their knowledge of UCOP's safety policies and procedures.

If an employee demonstrates repeated unsafe, unhealthy work practices, he/she will be subject to corrective action and/or disciplinary action. Disciplinary action will be in conformance with UCOP 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.

MODULE 7 ERGONOMICS

Ergonomics is the study of the way we interface with the machines and mechanical devices we use in our everyday activities. UCOP will provide all employees Ergonomics Awareness training and equipment appropriate for the jobs and tasks they perform while at work. UCOP employees may utilize the on-line workstation self evaluation tool available to determine the status of their workstation and the level of intervention required. After completion of these on-line tools if additional review is needed, employees should contact the EH&S Department to schedule an in-person individual workstation



evaluation. These individual evaluations will be made available and conducted by trained ergonomic professionals. Hardware needed or other items identified as deficiencies by either of these evaluations methods and validated by an on-site survey will be purchased and paid by the employee's department through normal purchasing channels.

Ergonomic evaluations and employee workplace awareness are key tools to identify hazards present in the workplace and correct these deficiencies before they result in an accident or a workplace related illness.

MODULE 8 ENVIRONMENTAL STEWARDSHIP

The goal of the concept of environmental stewardship aims to protect and prevent the pollution and degradation of our environment. The University of California Office of the President is committed to protecting human health and the environment. UCOP environmental protection includes the following programs:

1) The **Mercury Thermometer Exchange Program** at the UCOP Office of Risk Services works together with the East Bay Municipal Utility District (EBMUD) to help reduce the amount of mercury in the environment.

Mercury has been used in thermometers to detect fever and measure temperature. Broken thermometers can contaminate the home or release mercury into the environment through the sink.

This program allows and encourages employees to bring in their mercury fever thermometers to the UCOP and exchange them for a free



digital thermometer. The discarded thermometers will then be brought to the EBMUD for proper disposal.

2) The **Battery Collection Program** at the UCOP Office of Risk Services allows for a non hazardous way to dispose of used batteries to protect public health and the environment. Improperly disposed batteries may leak toxic metals into the landfill and contaminate the groundwater. The UCOP Battery Collection, as part with the Cal/EPA Take-It-Back-Partnership will allow the proper collection and recycling of used batteries.

Battery collection containers have been placed in various UCOP locations to allow employees to drop off certain used batteries including standard alkali, lithium, and rechargeable batteries (this does not include used car batteries). Employees are also encouraged to bring in their used batteries from their homes to be properly managed. Special precautions should be taken when disposing of lithium batteries which can heat up to dangerous temperatures when stored in large quantities. Lithium batteries should either be taped at the ends or placed in individual plastic bags to prevent accidental heating. In the event a battery may leak, it should be placed in a plastic bag to prevent release into the environment.

3) The **Paper Cup Reduction Program** aims to reduce the number of paper cups used at UCOP. One paper cup a day over one year amounts to over four pounds of paper. To help reduce the amount of paper used, commuter mugs have been distributed and employees are encouraged to swap disposable paper cups for reusable ones. These



commuter mugs not only help conserve paper, but are also recognized at many coffee shops for discounts.

4) The **e-Waste Recycling Program** at UCOP also works with the Cal/EPA Take-It-Back-Partnership to prevent improper disposal of electronic waste. The e-waste recycling program allows employees, on selected days, to bring in used computers, CRTs, televisions, and small household appliances where the e-waste can be recycled and/or disposed of properly.

5) The **Cell Phone Recycling Program** also works to prevent improper disposal of used cell phones and accessories. Used cell phones and their batteries can be dropped off at the collection box located on the 5th floor of the Franklin St. building where they will be shipped off to be recycled properly. At the other UCOP locations, cell phone recycling boxes can be found in kitchen areas and/or store rooms. All profits from reused or resold cell phone parts are then donated to various non profit organizations.

Employees at UCOP are encouraged to participate in the Environmental Stewardship programs to help in the protection and preservation of the public health and of the environment.

MAINTENANCE OF RECORDS

UCOP will keep necessary records of the actions taken to implement and maintain this program. The records will be maintained on file for a minimum of one year. The records kept by UCOP relating to this program will not



adversely affect the retention of medical and exposure records in accordance with Federal OSHA Title 29 Code of Federal Regulations, section 1910.1020 and Cal/OSHA Title 8, California Code of Regulations, Section 3204 "Access to Employee Exposure and Medical Records." Records of scheduled and unscheduled periodic inspections, safety training, and other records including methods used to identify and evaluate workplace conditions and work practices must also be retained.

At the discretion of the UCOP Director of Environment, Health, and Safety, records of employees who have worked for less than one year for UCOP may be turned over to the employee upon termination as long as the terminated employee signs an acknowledgement documenting the records which have been turned over to him or her (BSAS Form 7).