

UNIVERSITY
OF
CALIFORNIA

UCOP Injury & Illness Prevention Plan (IIPP)

June 2015

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1. INTRODUCTION

The University of California Office of the President (UCOP) is committed to providing a healthful and safe working environment, and to supporting environmentally sound practices in the conduct of University activities. The University's goal is to prevent all workplace injuries and illnesses, environmental incidents, and property losses or damage. Achieving this goal is the responsibility of every member of the University community, including UCOP employees and contractors working within UCOP facilities.

2. MANAGEMENT COMMITMENT

UCOP will maintain a safe environment for its staff and visitors to UCOP facilities. The University will promote comprehensive injury and illness prevention, as well as hazardous materials and environmental management programs in an atmosphere that encourages employees to communicate about occupational and environmental health and safety matters without fear of reprisal. It is the policy of the University to conduct its operations in conformance with applicable laws, regulations, and relevant published standards and practices for health, safety, and environmental protection.

3. APPROVALS

This UCOP Injury & Illness Prevention Plan (IIPP) is hereby approved and supersedes any previous program or plan.

Janet Napolitano

President, University of California

Signature

Date

Rachael Nava

Executive Vice President - Chief Operating Officer

Signature

Date

Cheryl Lloyd

Chief Risk Officer

Signature

Date

Ken Smith

Executive Director, Environment, Health & Safety

Signature

Date

Other personnel (e.g. managers and supervisors) will provide their full support while working with and alongside the above-named responsible parties in the implementation of this IIPP for the benefit of all employees. This program is available for review by employees or their designated representative upon request via Human Resources and/or EH&S Departments as required.

4. PURPOSE AND SCOPE

4.1 Summary

This document describes the goals, authority, and the responsibilities of all employees under the IIPP (Program). It addresses compliance, hazard identification, incident reporting and investigation, hazard mitigation, training, employee communication, program documentation and recordkeeping. By making employee safety a priority for every UCOP staff member, injuries, illnesses, and incidents involving damage to equipment or property as well as the environment can be reduced while increasing productivity and efficiency, and creating a safer and more healthful environment for all individuals working at or visiting the UCOP facilities and grounds.

4.2 Authority

The UCOP IIPP is created and distributed in accordance with the California Code of Regulations, Title 8, Section 3203 as well as California Labor Code section 6401.7. It is a requirement that all employees and contractors follow and adhere to the items set forth in this program. This program sets minimum requirements for all UCOP locations/departments.

4.3 Purpose

UCOP has developed this IIPP for all employees and contractors working within any and all UCOP facilities and/or grounds in an attempt to reduce or prevent injuries, illnesses which may occur to not only our employees but also visitors, and contractors. Diligent implementation of this program will result in many benefits including but not limited to:

- Protecting the health and safety of employees while decreasing the potential risk of injury and illness to all who work within or visit UCOP facilities or grounds.
- Reduction in workers' compensation claims and costs.
- Improving efficiency by reducing the time spent replacing or reassigning injured employees, as well as reducing the need to find and train replacement employees.
- Improving employee morale and efficiency as employees become aware that their safety is an important priority within the overall UCOP business plan.
- Minimizing the potential for penalties assessed by various enforcement agencies by maintaining compliance with all applicable health and safety codes.

4.4 Scope

This program applies to all UCOP personnel, contractors, and visitors at the following locations:

Oakland

Franklin Building
1111 Franklin St.
Oakland, CA 94607

Kaiser Center
300 Lakeside Dr.
Oakland, CA 94612

20th St. Building
415 20th St.
Oakland, CA 94612

Broadway Building
1111 Broadway
Oakland, CA 94607

University of California Press
155 Grand Avenue
Oakland, CA 94612

1200 Lakeshore
Oakland, CA 94606
1095 Essex Avenue, Floor 3
Richmond, CA 94801

Kensington

Blake House
70 Rincon Rd
Kensington, CA 94707

Sacramento

State Governmental Relations
1130 K Street
Sacramento, CA 95814

Valley High School
6300 Ehrhardt Avenue, Room D-1
Sacramento, CA 95823

Riverside

UC PATH Building
14350 Meridian Parkway
Riverside, CA 92518

Irvine

4199 Campus Drive
Irvine, CA 92612

Washington, District of Columbia

University of California, Washington
Center (UCDC)
1608 Rhode Island Ave., NW
Washington, D.C. 20036

Mexico City, Mexico

CASA - UC Mexico City
Carmen No 1, Chimalistac
Delegación Álvaro Obregón, CP 01070
Ciudad de México

5. ROLES AND RESPONSIBILITIES

5.1 President and Chief Operating Officer (COO), University of California

The ultimate responsibility for the effective implementation of the UCOP EH&S policies and procedures, including the IIPP at all facilities under UCOP's control lies with the Office of the President. General policies, which govern the activities and responsibilities of the EH&S program, are established under the authority of the President. Responsibilities include:

- Demonstrating a genuine interest in safety-specific issues to ensure department head actions.
- Demonstrating support for the EH&S programs.
- Demonstrating that while safety is everyone's duty, it is a function of management to provide for resources and guidance enabling a safe working environment.

5.2 UCOP EHS Director/Program Administrator

As designated by the President, the individual with responsibility for implementing the IIPP is the UCOP Executive Director of EH&S, hereafter referred to as the Program Administrator. The Program Administrator and/or his designee, has the authority and responsibility to implement all provisions of this program including monitoring and provide metrics for UCOP environmental health and safety performance.

5.3 Safety and Security Committee

The committee, comprised of representatives from all UCOP basic operations; EH&S, Department Safety Officers (DSO), Facilities, Emergency Management, and Risk Management personnel, is designed and organized to help share information between departments, communicate employee concerns, as well as sharing the responsibilities of implementing and monitoring the Safety Program. The committee provides leadership and guidance for UCOP's safety program, and deals with environmental health and safety issues, polices and initiatives that affect the entire organization.

The Safety and Security Committee meets quarterly to discuss important issues related to the implementation and maintenance of this IIPP and other EH&S policies and procedures.

5.4 Vice Presidents and Department Heads

Vice Presidents and Department Heads are responsible and accountable for establishing, enacting, maintaining, and enforcing this IIPP. As such, Vice Presidents and Department Heads will:

- Subscribe to and follow the five core management functions of the Integrated Safety and Environmental Management (ISEM) program.
- Consider and incorporate safety into meetings.
- Consider and incorporate safety requirements into all work procedures.
- Review all developed health and safety practices for consistency throughout the work unit.
- Designate a responsible person, Departmental Safety Officer (DSO), within each work unit under their management to partner with EH&S to implement specific components of the IIPP.

- Recognize employees that consistently perform safety and healthful work practices.
- Discipline employees who knowingly violate safety rules or policies.

5.5 Environmental Health and Safety (EH&S) Department Personnel

EH&S personnel are responsible for:

- Providing consultation to all levels of employees regarding program compliance.
- Consulting on hazard identification, procedures for correcting unsafe conditions and developing compliance strategies.
- Providing centralized monitoring of organizational activities in the areas of environmental compliance, emergency preparedness, fire safety, hazard communication, hazard identification, hazardous materials management, industrial hygiene, occupational safety, sanitation, and safety education and training.
- Maintaining centralized environmental and employee exposure monitoring records, allowing employee access to records as directed by law.
- Assisting departments in developing and implementing ISEM.

5.6 Supervisors

Supervisors are key figures in the implementation of UCOP's IIPP. It is important that they establish and maintain safe and healthful working conditions, and correct unsafe behaviors and conditions in a timely manner by responding appropriately and effectively to the concerns and suggestions of employees. Interaction between the employee and supervisor to proactively seek and mitigate or eliminate hazards is not only an instrumental part of program implementation but also a vital part of injury, illness, and incident prevention. Supervisors will implement IIPP policies by:

- Developing a process to identify, mitigate, or eliminate hazardous conditions in a timely manner. Supervisory personnel must be familiar with safety and health hazards to which employees, under their immediate direction and control, may be exposed.
- Communicating health and safety practices to the employees under their management.
- Providing safety information to new employees upon initial hire and through ongoing on-the-job training related to ergonomics, general safety, and safety data sheets (SDSs), to name a few.
- Communicating and providing training on elements of the IIPP.
- Providing required general and site-specific safety training to employees and verifying that all employees receive safety training relative to their work exposure.
- Creating Standard Operating Procedures (SOPs) for high risk activities and, where appropriate, facilitating the implementation of workplace inspections.
- Including compliance with health and safety procedures as part of the employee's annual performance evaluation.
- Recognizing employees that consistently perform safety and healthful work practices.
- Disciplining employees who knowingly violate safety rules or policies.

5.7 Department Safety Officers (DSO)

UCOP has created a Department Safety Officer (DSO) Program to facilitate, empower, and encourage employee participation in the workplace safety program. DSOs are appointed by each department head. The amount of time needed to perform the assigned DSO duties will vary, depending on the type of work performed in the department, the number of people working there, and the facilities that it uses. EH&S will train and assist DSOs in completion of the departmental model IIPP. DSOs are the interface between the employee and the EH&S Department, therefore their role and responsibilities reflect the importance of the position. DSOs are responsible for following the requirements of the IIPP by:

- Acting as departmental liaison to EH&S on health and safety issues.
- Assisting supervisory personnel in properly investigating and documenting all incidents and injuries.
- Communicating information on identified hazards, precautions and required corrective actions throughout the department.
- Conducting or coordinating periodic workplace inspections.
- Coordinating responses to employee occupational health and safety related complaints and concerns.
- Maintaining a central file of documents for departmental safety meetings, hazard corrections, and employee safety training.
- Assisting in the development, maintenance, and coordination of training on emergency plans affecting the department.
- Contacting the EH&S Department promptly in the event of a regulatory inspection.
- Posting safety information on bulletin boards and/or in break rooms such as emergency procedures, the UC Safety Spotlight Newsletter, and Safety Moment information.
- Encouraging or coaching employees to report potential safety issues using the online reporting system.

5.8 Employees

The success of UCOP's IIPP depends on the actions of all employees. Employees are responsible for:

- Performing assigned job functions in a safe and healthful manner.
- Completing all EH&S required generic and site-specific training.
- Maintaining familiarity with their designated DSO and supervisor and seeking the guidance of the DSO, supervisor, or EH&S Department personnel when concerned about an unknown hazardous situation or substance.
- Reviewing all safety information provided by their designated DSO.
- Reporting all unsafe conditions, practices, or equipment to their supervisor, DSO, or to EH&S as soon as possible. All employees are encouraged and have a legal right to report safety concerns without fear of reprisal.

5.8.1 Employee Rights

In addition to the responsibilities outline above, employees have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without fear of reprisal.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions.
- Participate in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

5.9 New Employees

UCOP has a system in place to provide new hires with resources to perform their assigned job functions in a safe and healthful manner. These resources are provided through safety training, attendance at safety meetings, and review of safety information shared by DSOs.

5.9.1 Items covered with newly or recently hired employees include:

- New employee orientation, including a discussion of safety and health policies and procedures.
- Review of the IIP Plan.
- Workplace safety and health training plans.

6. COMMUNICATIONS

UCOP recognizes that open, two-way communication between management and employees on health and safety issues is essential to an injury-free and productive workplace.

6.1 Communication System

The following system of communication is designed to facilitate a continuous flow of safety and health information between management and employees in a form that is readily understandable and consists of one or more of the following:

- Regularly scheduled meetings of the Safety Committee.
- Regularly scheduled DSO meetings.
- Effective communication of safety and health concerns between employees and supervisors, including translation where appropriate.
- Posted or distributed safety information.

- A system for workers to anonymously inform management about workplace hazards.

6.2 Communication Media (Newsletters, Posters etc.)

Environmental Health & Safety (EH&S) provides employees with the following written communications which are distributed by Department Safety Officers. Examples include UC Safety Spotlight, Handouts, Posters, Signs and Videos. UCOP may employ the following methods of communication:

6.2.1 Posters

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 from [Cal/OSHA](#).

6.2.2 Newsletters

The [UC Safety Spotlight](#) and the UCOP Link newsletters will be available to all employees to keep them advised on ongoing EH&S-related issues and best practices.

6.2.3 Safety Data Sheets

Safety Data Sheets (SDSs) provide information on the potential hazards of products or chemicals. SDSs are available online at [UC SDS](#) and from a variety of other sources such as Google, Right Answer, and Environment, Health and Safety Online.

6.2.4 Safety Toolkits

EH&S has created resources for DSOs to utilize in the promotion of a safe workplace. These include training slides, documents, procedures, and forms. These resources may be found on the DSO SharePoint site (access to this site is limited to UCOP DSOs).

6.2.5 Anonymous Hazard Reporting

UCOP utilizes a hotline for employees to communicate their concerns to management. Employees may use this system to anonymously inform management about workplace hazards. Hazard reporting can be done anonymously by submitting a report online at the [Report a Safety Hazard](#) web page.

6.3 Anti-Reprisal Policy

Any UCOP employee can report any potential hazards or unsafe condition in the work area to his/her supervisor. These hazards or conditions should also be reported to the DSO or EH&S. **This reporting will be done without fear of reprisal.** Employees will not be discharged or discriminated against in any manner for reporting of health and safety hazards to UCOP or to appropriate governmental agencies.

- Upon receiving such notification, the supervisor and/or DSO will take whatever action(s) necessary to eliminate the identified hazard/condition and will notify the employee of corrective action(s) taken or to be taken.

- If the hazard/condition discovered may cause a serious injury or illness, it will be corrected immediately; or employees will be removed immediately from the area or the source of the hazard.
- If the hazard is one that is easily abated, it will be corrected immediately.
- Other hazards will be corrected in a timely manner.

7. WORKPLACE HAZARD ASSESSMENT

UCOP has procedures for identifying and evaluating workplace hazards, unsafe conditions and work practices.

7.1 Workplace Inspections

The supervisor, DSO, or their designee will conduct annual workplace inspections utilizing the Safety Inspection checklists for common areas and cubicles/offices. These items will be brought to the Safety Committee meeting to be addressed and discussed. Follow-up actions to all findings will be addressed within 30 days (if feasible) following the date of the observation.

In addition to internal inspections, other “third-party” inspections may occur over the course of a year which may include insurance carriers, other regulatory entities, etc.

7.2 Safe Operating Procedures

SOPs are written documents that clearly outline the steps to be followed when carrying out a given operation so that a process can be replicated in a safe manner by any person reading the SOP. SOPs convey operational procedures, process information, safe work conditions, practices, and protective/safety equipment needed to eliminate or mitigate identified safety and health hazards. As necessary, UCOP will develop SOPs for specific operations in conjunction with the EH&S Department.

8. CORRECTION OF WORKPLACE HAZARDS

UCOP’s intent is to immediately abate any recognized hazard which presents risk or imminent harm. This is known as an imminent hazard. If UCOP is unable to abate the hazard without potentially endangering employees or property, all personnel will be removed from the area of potential concern.

8.1 Imminent Hazard

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

8.2 Correcting Unsafe / Unhealthy Conditions

Unsafe or unhealthy working conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards. Generally, supervisors are responsible for identification and correction of hazards that their employees face and should ensure that work areas they exercise control over are inspected periodically and/or at least annually. Supervisors should check for safe work practices with each visit to the workplace and should provide immediate verbal feedback where hazards are observed. Supervisors of affected employees are expected to correct unsafe conditions as quickly as possible after discovery of a hazard.

9. INJURY/ILLNESS RESPONSE PROCEDURES

Employees should call 911 in cases of life threatening medical emergency and follow emergency response procedures.

If an employee illness or injury is not life-threatening, but requires medical care the employee should be immediately transported to the nearest contract medical clinic facility. In the event that an occupational injury or illness occurs outside of the nearest clinic's operating hours, employees would be transported to the nearest hospital.

Medical care can be provided by:

Oakland

During Business Hours

Concentra Urgent Care

Address: 384 Embarcadero West, Oakland, CA 94607

Phone: (510) 465-9565

Hours: Mon. - Fri., 8am - 6pm

After hours

Sutter Alta Bates Summit Medical Center

Address: 2450 Ashby Ave Berkeley, CA 94705

Phone: (510) 204-4444

Hours: 24 hours

Kensington

During Business Hours

UC Berkeley Occupational Health: University of California Tang Center

2222 Bancroft Way

Berkeley, CA 94720

Phone: (510) 642-6891

Hours: Mon. - Fri., 8am - 5pm

After Hours

Sutter Alta Bates Summit Medical Center: Herrick Campus

Address: 2450 Ashby Ave Berkeley, CA 94705

Phone: (510) 204-4444

Hours: 24 hours

Sacramento

During Business Hours

MD Stat Urgent Care
Address: 484 Howe Avenue Sacramento, CA 95825
Phone: (916) 678-5280
Hours: Mon. - Fri., 9am - 9pm

After Hours

UC Davis Medical Center
Address: 2315 Stockton Blvd, Sacramento, CA 95817
Phone: (916) 734-2011
Hours: 24 hours

Riverside

During Business Hours

Central Occupational Medicine Providers
13800 Heacock Avenue- C134 Moreno Valley, CA 92553
Phone: (951) 222-2208
Hours: Mon. - Fri., 8am - 5pm

After Hours

Riverside Community Hospital
4445 Magnolia Ave, Riverside, CA 92501
Phone: (951) 788-3463
Hours: 24 hours

Washington, DC

During Business Hours

Farragut Medical & Travel Care
Address: 815 Connecticut Ave NW, Washington, DC 20006
Phone: (202) 775-8500
Hours: Mon. - Fri., 9am - 5pm

After hours

George Washington University Hospital
Address: 900 23rd St NW Washington, DC 20037
Phone: (202) 715-4000
Hours: 24 hours

Mexico City, Mexico

During and After Business Hours

Medical Facility: Hospital Los Cedros, Sa
Address: Antiguo Camino Al Desierto de Los Leones 23 Álvaro Obregón 1050 D.F., Mexico
Phone: 52 55 5548 4434
Hours: 24 hours

Follow the doctor's instructions and keep your supervisor informed.

9.1 UCOP EH&S Reporting Responsibilities

The IIPP Program Administrator or his designee determines, in conjunction with the supervisor, whether the cause of the incident can be quickly identified and mitigated, or whether a more detailed corrective action plan is needed. If the problem requires more extensive review, the IIPP Program Administrator or his designee will investigate the incident, determine what corrective action is

necessary, and present those findings to the supervisor.

Cal-OSHA must be notified as soon as reasonably feasible, but no later than eight (8) hours following a Serious Injury or Illness. Serious injury or illness includes:

- Inpatient hospitalization for a period in excess of 24 hours for other than medical observation.
- Bodily dismemberment.
- Permanent disfigurement.
- Death.
- In cases where the employee receives professional medical care as a result of an on-the-job injury, the employee will receive treatment and will return to work as directed by the treating physician.

9.2 Supervisor Reporting Responsibilities

If you are a supervisor, and you have an employee who was injured on the job, you should:

- Call 911 if the employee is in immediate need of medical attention.
- Ensure that the employee gets appropriate medical care.
- Follow the supervisor reporting requirements on the [Human Resources](#) website.
- Complete a [Supervisor Incident Report form](#) as soon as possible following the incident. This form must be completed within 24 hours of the incident/incident.
- Submit a report of the incident at [Report a Safety Hazard](#) web page.
- Report the incident to UCOP's third-party worker's compensation claims management at 1-877-682-7778 (Sedgwick CMS).
- Notify the Program Administrator and Human Resources (HR) immediately. The supervisor will investigate the incident in accordance with the investigation procedures set forth by UCOP and summarized in Section 9.4 below.

9.3 Employee Reporting Procedures

If you have been injured on the job you should do:

- Call the emergency number if necessary and seek appropriate medical care.
- Inform your supervisor immediately and follow the employee requirements provided on the [Human Resources](#) website.

For facility-specific information such as nearest medical provider facilities and other response or evacuation instructions, please see the UCOP emergency action plan (EAP) for your facility.

9.4 Investigation Procedures: Root Cause Analysis

Supervisors must conduct an investigation after any workplace incident (injury, exposure, or illness) involving their employees within 24 hours of occurrence.

Incident investigations identify causative or contributing factors of occupational injuries and illnesses, and help determine if any action is necessary in preventing recurrence. They are not intended to fix

blame upon an individual or group of individuals. An incident is defined as an unexpected and undesirable event that can result in injury or property damage. Incidents that do not result in injury or property damage are often referred to as “incidents” or “near misses.” All incidents involving injury or property damage are to be investigated. Furthermore, “near misses” that could have produced significant injury or damage should also be investigated. Report near misses to the EH&S Department via ehs@ucop.edu.

Each incident investigation must be documented using the [Employee Incident Report Form](#). To properly conduct an investigation, consider the following:

- Safety – Determine if there is any remaining danger to you or others.
- Documentation – Conduct necessary interviews; make notes about your observations and possible factors that contributed to the incident/injury and take photographs.
- The IIPP Program Administrator or designee and Department Manager must then review the findings to determine the root cause and/or contributing factors.
- Establish a sequence of events that led up to the incident/injury by considering all factors involved and develop a plan to correct the root and contributing factors to prevent recurrence.
- Each serious incident should be discussed and reviewed with the Safety Committee to ensure proper communication between departments and facilities so that similar circumstances, conditions, hazards, and/or work practices can be corrected organization-wide.

10. IIPP TRAINING AND INSTRUCTION

10.1 New Employee Training

Employees receive safety training at the start of employment. The new employee orientation will include:

- General safety training (computer based training)
- Ergonomics training and self-assessment (computer based training)

10.2 Additional Training

In addition to the new employee orientation, training will be provided on injury and illness prevention in accordance with the following:

- To all employees upon implementation of the IIPP
- To employees given new job assignments for which training has not been previously received
- Whenever new processes, procedures, or equipment are introduced into the workplace and represent a new hazard
- Whenever UCOP is made aware of a previously unrecognized hazard

Additional training and instruction may be coordinated by the employee’s supervisor or the IIPP Program Administrator or his designee and may include:

- A review of potential safety and health hazards identified in employee work areas

- Necessary means of minimizing potential hazards
- Instruction on which safety equipment or personal protective equipment (PPE) should be used

On-the-Job training is the responsibility of the employee’s supervisor. Training assistance and coordination can be provided by the Department Safety Officer (DSO) and/or the EH&S Department. Training may be provided online, through group presentations and/or via one-on-one coaching.

10.3 Training Records

Training for each employee must be documented using the Training Record Form. Supervisors must document individual safety training and safety meetings and must provide documentation to the DSO to maintain compliance with recordkeeping requirements. Training records must include the following information:

- Employee name
- Training dates
- Types of training (e.g., topic and format)
- Employee’s sign-off signature

11. RECORDKEEPING

UCOP EH&S, the IIPP Program Administrator, Departmental DSOs, and Human Resources will maintain records that document implementation of the IIPP. The following records will be maintained for the period indicated, at a minimum:

Record	Duration	Office of Record
The Written IIPP	Indefinitely	OPRS EHS
OSHA Log 300 Forms <i>(maintained by Human Resources)</i>	5 years	HR
Inspection Forms	3 years	DSO
Injury and Illness Investigation Reports	Duration of Employment <i>(DOE) + 30 Years</i>	EHS
Employee Training Record	For the duration of employment	EHS
Records Relating to Employee Communication and Enforcement	3 years	HR
Safety Meeting Minutes	3 years	EHS
Employee Suggestions/Questions and Responses	3 years	EHS
Industrial Hygiene/Exposure Sampling Records	DOE + 30 years	EHS

Record	Duration	Office of Record
Employee Medical Records	DOE + 30 years	HR
Safety Meeting Sign in Sheets	3 years	DSO
Regulatory Violations or Citations	5 years	EHS
Safety Data Sheets (<i>SDS</i>)	Duration of Use (<i>DOU</i>) + 30 years	EHS/DSO

12. MAINTAINING THE IIPP

The IIPP Program Administrator and/or his designee will periodically review and revise this IIPP when significant changes to the elements or applicability of the program occur or at least annually. This person shall also verify effective implementation of each element of the program, make any necessary changes, and communicate these changes to management and effected personnel.

13. REFERENCE DOCUMENTS

Links to Building Emergency Procedures

[Franklin Building \(Oakland\)](#)

[Kaiser Center \(Oakland\)](#)

[20th Street Office \(Oakland\)](#)

[1111 Broadway Building \(Oakland\)](#)

[1130 K Street \(Sacramento\)](#)

[UC Path Building \(Riverside\)](#)

[UCDC \(Washington D.C.\)](#)

[Assist Office](#)

[California Gear Up \(Sacramento\)](#)

Department Safety Officer Resources

[Department Safety Officers \(DSO\) web page](#)

[SharePoint Site](#)

[Hazard Reporting](#)