Annual Safety Seminar

Alphabet Soup

EH&S, IIPP, EAP, SOP, LMS, JSA, HazCom, PI, UCOP

University of California, Davis
Safety Seminar Topics

• Injury and Illness Prevention Plan (IIPP) **Department**
• Training **UCOP**
• Hazard Communication (HazCom) **PI/Supervisor with EH&S**
• Emergency Action Plan (EAP) **Department**
• Ergonomics **PI/Supervisor and Safety Services**
• **Safety Services Resources** - http://safetyservices.ucdavis.edu/

"It doesn't have a happy ending."
Elements of the IIPP
Injury and Illness Prevention Plan (IIPP)

- Management commitment/assignment of responsibilities
- Safety communications system with employees
- System for assuring employee compliance with safe work practices
- Scheduled inspections/evaluation system
- Procedures for correcting unsafe/unhealthy conditions
- Safety and health training and instruction
- Recordkeeping and documentation
- Accident Investigation
Most Likely Injuries - Training

1. Transportation injuries – LMS Safe Driver Series
2. Slips, trips, and falls – LMS Fall Protection, Ladder Safety, and Sprains and Strains
3. Violence by people and animals - LMS Violence Prevention
4. Hazardous equipment – JSA and HazCom
5. Hazardous environment – JSA and HazCom
6. Fires and explosions – LMS Emergency Response
Contributors to Accidents

**States** (cause)  **Errors** (which cause)  **Less Risk** (to become)  **More Risk**

- Rushing
- Frustration
- Fatigue
- Complacency

- Eyes not on task
- Mind not on task
- Line-of-fire
- Balance, traction, grip

![Pyramid Diagram](image)

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BASIC SAFETY PRINCIPLES

WALKWAYS CLEAR OF OBSTRUCTION

RISK ASSESSMENTS

NEAT & TIDY WORKPLACES

CLEAN UP SPILLS
What are some of the hazards we encounter in offices?

- Ergonomic issues;
- Fire & evacuation;
- Electrical cords & equipment;
- Heat-generating sources;
- Hand & powered tools & equipment;
- Office machines (copiers, paper cutters, shredders, jammed machines);
- Office chemicals;
- Slips, trips, falls;
- Housekeeping;
- Furniture/layout;
- Motor vehicle accidents.
Job Safety Analysis

• Job Safety Analysis (JSA) identifies and evaluates employee work functions, potential health or injury hazards, and specifies appropriate safe practices, personal protective equipment, and tools/equipment. JSA’s can be completed for worksites, an individual employee’s job description, or a class of employees’ job description.
### Job Safety Analysis

<table>
<thead>
<tr>
<th>JOB FUNCTION</th>
<th>POTENTIAL HEALTH OR INJURY HAZARDS</th>
<th>SAFE PRACTICE, APPAREL, OR EQUIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handling and moving heavy items and equipment.</td>
<td>Ergonomic hazards including heavy lifting, repetitive motions, awkward motions, crushing or pinching injuries etc.</td>
<td>Get help with all loads that cannot be safely lifted by one person. Use mechanical means to lift and move heavy items, push carts and dolly rather than pull, attend back safety class, employ proper lifting techniques at all times. Set up work operations as ergonomically safe as practical. Wear proper hand and foot protection to protect against crushing or pinching injuries.</td>
</tr>
<tr>
<td>Operation of Motor vehicles</td>
<td>Motor vehicle accidents involving personal injury, or property damage</td>
<td>All drivers of UCD vehicles (greater than 10% of your job) should take the online Safe Driver Awareness Course offered by the UC Learning Center and possess a valid California drivers license. Hazardous materials may not be transported in personally owned vehicles.</td>
</tr>
<tr>
<td>General office work.</td>
<td>Backstrain, eyestrain, repetitive motion injury. Physical injuries due to slips, trips and falls, and falling objects. Electrical hazards. Physical injuries due to fires, earthquakes, bomb threats and workplace violence.</td>
<td>Ensure that workstations are ergonomically correct. Keep floors clear of debris and liquid spills. Keep furniture, boxes, etc. from blocking doorways, halls and walking space. Do not stand on chairs of any kind, use proper foot stools or ladders. Do not store heavy objects overhead. Do not topload filing cabinets, fill bottom to top. Do not open more than one file drawer at a time. Brace tall bookcases and file cabinets to walls. Provide one-inch lip on shelves. Do not use extension cords in lieu of permanent wiring. Ensure that high wattage appliances do not overload circuits. Use GFCIs in receptacles in potentially wet areas. Replace frayed or damaged electrical cords. Ensure that electrical cords are not damaged by being wedged against furniture or pinched in doors. Attend emergency action and fire prevention plan training including emergency escape drills. Attend Workplace Violence training offered by UC Davis Police Department.</td>
</tr>
</tbody>
</table>
## Job Safety Analysis

<table>
<thead>
<tr>
<th>Job Safety Analysis</th>
<th>Task Description</th>
<th>Responsibility</th>
<th>Frequency</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Job Hazard Analysis</td>
<td>Yeast employees on reporting injuries or illnesses as soon as possible, employees &amp; supervisors on how to access and complete the online injury reporting form, supervisors to interview new employees and document injury details plus establish effective corrective actions (i.e., review SOPs, retraining, new tools or equipment, ergonomics reviews, etc.)</td>
<td>Initial</td>
<td>Supervisors/Accident Investigators</td>
</tr>
<tr>
<td>2</td>
<td>Accident Prevention Signs and Tags</td>
<td>Post signs and tags for Danger, Caution or Warning or obtain any labels you need made from ENAM to increase safety awareness around equipment</td>
<td>Initial</td>
<td>Impact Employees</td>
</tr>
<tr>
<td>3</td>
<td>Emergency Action Plan</td>
<td>A written EAP program for the association's event. Assembly area established protocol and employee trained</td>
<td>Initial</td>
<td>Impact Employees, Emergency Planning</td>
</tr>
<tr>
<td>4</td>
<td>Fire Extinguisher &amp; Fire Fighting Equipment</td>
<td>An educational program or instructor led training to familiarize employees with the general principles of fire extinguisher use and the hazards involved in proper extinguisher use and the hazards involved in proper extinguisher use when first employed and annually thereafter.</td>
<td>Initial Annual</td>
<td>Assigned Employees</td>
</tr>
<tr>
<td>5</td>
<td>Hazard Communication</td>
<td>Maintain an inventory of hazardous chemicals, assure all containers are labeled including secondary containers, keep an inventory of SDS up-to-date and employee training on how to read an SDS, the hazards and PPE required when working around hazardous materials.</td>
<td>Initial New Chemicals or Processes</td>
<td>Exposed Employees</td>
</tr>
<tr>
<td>6</td>
<td>Injury &amp; Illness Prevention</td>
<td>Conduct a review of equipment used and basic performance and list</td>
<td>Initial &amp; Annual</td>
<td>All Employees</td>
</tr>
<tr>
<td>7</td>
<td>Ladder Safety</td>
<td>Employee Training. Before an employee uses a ladder, the employee shall be provided training in the safe use of ladders. Supervisors of employees who routinely use ladders must also have ladder safety training. The training may be provided as part of the employee's Injury and Illness Prevention Program by Section 300.9 and must address the OSHA 14 specific topics listed below.</td>
<td>Before ladder use</td>
<td>All employees using portable ladders</td>
</tr>
<tr>
<td>8</td>
<td>Material Handling and Storage</td>
<td>Purchasing, using and training employees how to use the correct material handling equipment for your department's needs. Hand trucks, lightweight collapsible (folding) hand carts, cylinder trucks, trucks with braille, platform carts, lift carts, stair climbing hand trucks, using ratchets straps to fasten loads, pallet jack safety and hand (plus attachments) safety plus training requirements before use.</td>
<td>Initial and Annual</td>
<td>Employees handling hand trucks, materials handling and transport</td>
</tr>
<tr>
<td>9</td>
<td>Medical &amp; Exposure Record Access</td>
<td>Employees can request access to medical exposure records and a response is required within 15 days after the request. New employees when hired and at least annually must be informed of the existence, location, and availability of these records and who will be responsible. Maintaining plus providing access to the employee's rights of access to these records and copies of the employee's/employee's access requests and access granted information to employee.</td>
<td>Initial and Annual</td>
<td>Affected Employees</td>
</tr>
<tr>
<td>10</td>
<td>Office Safety</td>
<td>Office hazard awareness and prevention, housekeeping, slips, trips and falls prevention, safe use of filing drawers and storage cabinets, basic electrical safety and panel access, desk &amp; lifting safety, stair well &amp; ladder, material storage. Repetitive motion injuries (i.e., upper body, hands, neck, back).</td>
<td>Initial and Annual</td>
<td>Office workers</td>
</tr>
</tbody>
</table>
Site-Specific Safety Orientation & Training for New Laboratory Personnel
Revised - 10/2013

Prior to completing this site safety orientation and training, all laboratory personnel must have successfully completed the UC Laboratory Safety Fundamentals course. Completion of this training is required prior to personnel being granted unescorted access to the laboratory. This serves to satisfy components of the University of California Policy - Laboratory Safety Training and UC Davis policy PPM290-56.

I _____________________________ confirm receipt of training on the listed topics on

(date) __________________________
(print name, trainer)

I _____________________________ from _____________________________. All of my questions regarding

this material have been answered. Topics have been initialed, or marked with an “X” where not applicable.

(print name, trainer) ____________________________

<table>
<thead>
<tr>
<th>Initial</th>
<th>Topic</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>EMERGENCY PROCEDURES</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fire Alarm Pull Station:</td>
<td>Show location(s) and proper activation.</td>
</tr>
<tr>
<td></td>
<td>Eye Wash / Safety Showers:</td>
<td>Show location(s) and proper operation.</td>
</tr>
<tr>
<td></td>
<td>Chemical Spill Procedure</td>
<td>Show location of spill kit(s), SafetyNets #13 and #127 (if applicable), and describe procedures.</td>
</tr>
<tr>
<td></td>
<td>First Aid Kits:</td>
<td>Location(s) and description of contents.</td>
</tr>
<tr>
<td></td>
<td>Phone:</td>
<td>Location(s), detail dialing instructions, &quot;911&quot; dialing instructions, bomb threat card.</td>
</tr>
<tr>
<td></td>
<td>Emergency Response Guide:</td>
<td>Location(s) of flipchart guide, discuss scenario actions.</td>
</tr>
<tr>
<td></td>
<td>Warn Me:</td>
<td>Enroll in UC Davis Warn Me emergency alert system, recommend registering cellular phone number.</td>
</tr>
<tr>
<td></td>
<td><strong>ENGINEERING CONTROLS</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chemical Fume Hood(s):</td>
<td>Demonstration of proper use, instruction on adjustable controls, flow sensor function, and training requirements.</td>
</tr>
<tr>
<td></td>
<td>Biological Safety Cabinet(s):</td>
<td>Demonstration of proper use, instruction on adjustable controls and training requirements.</td>
</tr>
</tbody>
</table>
LMS Safety Training Classes (Online and Instructor Led)

- Injury Prevention
- Emergency Preparedness
- General and Equipment Safety
- Ergonomics
- Lab Safety for Support Personnel
- Campus COVID-19 Prevention Plan
Personal Safety
Lab Safety for Support Personnel

NO PANTS, NO SHOES
NO SCIENCE

FOR MORE INFORMATION CONTACT ENVIRONMENTAL HEALTH AND SAFETY AT (806) 742-3876
WWW.EHS.TTU.EDU | WWW.SAFETY.TTU.EDU
Managing LMS Safety Training

• Supervisors, administrators, and department safety coordinators can assign training
• You can follow up on training
• You can see what training is past due
• Safety inspectors can see what training individuals have completed and when
EH&S Safety Nets

• Personal and Workplace Safety (65)
• Fire Prevention (53)
• Occupational Health (46)
• Emergency Preparedness (16)
• Campus Environment (15)
• Risk Management Services (2)
• Food Safety (1)
Hazard Communication

• California Occupational Safety and Health Administration (Cal/OSHA) requires employers to inform employees about hazards associated with hazardous chemicals that are present in the workplace.

• Industrial (Non-Laboratories) and manufacturing or commercial laboratories are subject to requirements of Title 8, CCR section 5194, “Hazard Communication” and are covered under the Hazard Communication Program requirements.
Hazard Communication

• The UC Davis Hazard Communication Program (HazCom) applies to industrial workplaces, manufacturing or commercial laboratories and activities such as animal husbandry areas, shops, custodial, craft centers, theaters and studios. The program requires employees to:

• Maintain a hazardous chemical inventory in the UC Davis Chemical Inventory System

• Maintain and have access to safety data sheets (formerly called material safety data sheets)

• Understand hazards associated with chemicals they work with through labeling and other forms of warning

• Receive safety training and other information to minimize the risks associated with the hazardous chemicals used in the work area

• Develop, implement and maintain a written HazCom program (follow General HazCom Program and complete Department-Specific HazCom Program Summary).
SDS Information

- Identity of the chemical
- Hazardous nature of chemical
- Physical characteristic (e.g., boiling point)
- Fire and explosion information
- Reactivity data
- Health hazard data (e.g., health effects, symptoms)
- Personal protective equipment needed
- How to handle leaks, spills and disposal
- Special precautions
The Globally Harmonized System of Classification and Labeling of Chemicals (GHS)

• Signal word – either DANGER or WARNING
• Precautionary statement indicating product handling to minimize risks to the user
• H200 Physical Hazard
• H300 Health Hazard
• H400 Environmental Hazard
• The lower the number within the category the higher the hazard i.e. H300 is more hazardous than H301 or H304
Hazard Symbols

Old Hazard Symbols

New Hazard Symbols

Dangerous to the Environment
Toxic
Pressurized Gas
Corrosive
Explosive
Flammable
Caution
Oxidizer
Long Term Health Risk
SDS Information – H223, H280, H304, H336
Cal/OSHA requires standard operating procedures (SOPs) be established for work with hazardous chemicals.

SOPs document the specific procedures for the safe handling, storage and disposal of hazardous chemicals.
Emergency Preparedness

Our Disaster Recovery Plan Goes Something Like This...

HELP! HELP!

When you don't know what to do, walk fast and look worried.

DILBERT
By Scott Adams
Emergency Action Plan (EAP)

The program must be in writing and include the following elements:

- Emergency escape procedures and emergency escape route assignments
- Procedures to account for all employees after an emergency evacuation
- The preferred means of reporting fires and other emergencies
- Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan
- A system to notify employees of an emergency
- Procedures for employees who remain to complete critical operations before they evacuate
- Rescue and medical duties for those employees who are to perform them
- Training for all employees on the EAP
- The written plan must be kept in the workplace and made available for employee review
Emergency Action Plan

Know the locations of:

- All exits for your workplace and the building
- Alarm pull boxes and fire extinguishers
- Nearest phone
- First-aid kits

If you will need assistance during evacuation, please contact me in advance!
Emergency Contacts:
Vanessa Lieberman 752-2826
Jennifer Radke 752-1947
Linda Harris
David Block
EMERGENCY EVACUATION MAP
MEETING PLACES

RMI Sensory
Area 1
Area 2
RMI North
RMI South
BWF
Procedures in Case of Fire

- If fire is small you may attempt to neutralize the threat without endangering yourself
- If you are unsure - Leave the area, being sure others are out
- CLOSE THE DOOR!
- ACTIVATE THE NEAREST BUILDING FIRE ALARM
  - Once manual pull alarm is activated, alarm will emit audible and visual (strobing lights) signals to warn occupants of evacuation
- DIAL 911 (or 530-752-1234)
- STAY AWAY FROM AREA AND CLOSE ALL DOORS!
  - Doors in RMI complex are fire rated and will help prevent the spread of fire to surrounding areas
- Go to agreed meeting place
- Stand by to advise the emergency personnel when they arrive
Fire extinguishers: Types and how to use

- 5 types
  - Class A: ordinary combustibles wood, paper, trash etc
  - Class B: flammable/combustible liquids
  - Class C: Electrical fires
  - Class D: special metals
  - Class K: Kitchen fires (oil, grease, etc.)

- All buildings in RMI equipped with combo extinguishers (A+B+C)
- Emit a powder that suffocates the fire
- Need to be checked monthly
How to check fire extinguishers

• Need to be checked monthly

• Make sure needle is within the green range
  • Look at the needle as if you were looking at a meniscus of a liquid

• Put date and initials of person checking on the tag

• If there are issues, contact fireprevention@ucdavis.edu
How to use a fire extinguisher

PASS

• **P**: pull the pin (note take care not to squeeze handle)
• **A**: aim at the base of the fire and stand back 5-6 ft
• **S**: squeeze the handle and move carefully closer as powder is being discharged
• **S**: sweep back and forth to cover the range of the fire

• **This should only be done when fire is at the beginning stage.** If flames are large, evacuate. 911 should already have been alerted

• Fire extinguisher will only last **20-30 seconds**
Procedures in Case of Earthquake

• Get under a desk, table, archway, etc. during the shaking
• Leave the building after the shaking is over
• If outside during shaking, stay clear of buildings, trees, etc.
• DIAL 911 (or 530-752-1230) to report any fires, ruptured pipes or downed electric lines
• Assist injured persons in securing medical attention
• Go to agreed meeting place
• Stand by to advise emergency personnel when they arrive
Active Shooter

• Immediate actions
  • Run
  • Hide
  • Fight

• Seek Help
  • Call 911 and provide as much information as possible:
    • Location, what is happening, description of suspect, your name and number

• Silence your phone:
  • If you cannot speak, turn the sound off with line open so police can hear what is going on

• [https://safetyservices.ucdavis.edu/units/emergency-preparedness/procedures/active-shooter](https://safetyservices.ucdavis.edu/units/emergency-preparedness/procedures/active-shooter)

• LMS: [Shots Fired](#)
Campus Safety Tips

Safety tips from UCD Police Department:

- Always be alert to your surroundings. This includes persons and vehicles.
- Report suspicious activity to UC Davis Police at (530) 754-2677.
- Do not allow strangers to enter behind you at secured facilities, residences halls and do not lend your entry keys.
- Report criminal activity (such as break-in, intruder, robbery, assault) immediately to 9-1-1.
- Always lock your doors. Secure your property by locking doors to offices, laboratories, and buildings.
- At campus office facilities, report malfunctioning or broken doors and windows to Facilities call (530) 752-1655

Department Safety Tips:

- Do not leave personal items or items of value in your vehicles and always lock your vehicle,
- Set up a communication system with other co-workers. If working late or alone, this can be used to alert of your safe arrival and departure from the building and in case of emergencies.
- Make sure all entry doors are closed and not propped open to prevent building break-ins and theft.
- Report any building malfunctions to bftvfacilities@ucdavis.edu
Campus Resources for Personal or Property Safety

UC Davis Campus Emergency Line: (530) 752-1230
• For Police, Fire, or Medical emergencies
• If on a cell phone on campus, use this number, for landline, dial 911

UC Davis Police Department 24 hour Non-Emergency: (530) 752-1727
• Can be contacted to report suspicious behavior or for non-emergency situations
• Can be contacted if you are on Campus and feel unsafe

Safe Rides/UCD Police Department: (530) 754-2677
• https://police.ucdavis.edu/safe-rides

• Hours of Operation:
  • 7 days a week, 5:00 p.m. to 10:00 p.m., on-campus to another on-campus location
  • 7 Days a week 10:00 p.m. to 6:00 a.m., on-campus location pick-up to any location in the city of Davis
  • VIP wheelchair transportation
    • 24/7 on campus to another on campus location
    • 7 Days a week, 10:00 p.m. to 6:00 a.m., on-campus location pick-up to any location in the city of Davis
Emergency notification

Campus emergency notification

UCD WarnMe alerts

Everbridge- personal safety mobile app

TransLoc App

Requesting a SafeRide just got even easier! We've officially launched a new app called TransLoc!
Reporting Unsafe Conditions

• There is a form in the IIPP for reporting unsafe conditions
• You can also turn in work orders to Facilities for building issues that are unsafe. For example; loose tiles, poor lighting, leaks, etc.
• You can also report things you consider unsafe to your supervisor or department safety coordinator
• You can report unsafe conditions or a near miss to Safety Services
• You can also report unsafe conditions to Cal-OSHA
What is a “Near Miss”
Report a “Near Miss” to Safety Services

• **Report an Incident or Concern**

• All faculty members, staff, students and visitors at UC Davis can participate in making the campus a safe place to work, study, and live by identifying health and/or safety hazards or unsafe conditions by informing those responsible for the problem area.

• **Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. It would be illegal for the employer to take any action against an employee in reprisal for exercising rights to participate in communications involving safety.**
"We could try a larger monitor with an ergonomic glare filter...but you're still going to get headaches if you keep banging your head against the screen."
Ergonomics

• Ergonomics –(er-ge-na-miks)–n. Greek term for “the laws of work.”

• The science of adapting workstations, tools, equipment and job techniques to be compatible with human anatomy and physiology to reduce the risk of *Musculoskeletal Disorder* injuries due to *Ergonomic Stressors*.

• In other words, “fit the job to the person” rather than the “person to the job.”
Ergonomic Equipment

• Workstation
• Chair
• Pointing Device
• Keyboard
Ergonomic Equipment
Ergonomics - sitting

WHAT IS GOOD POSTURE?

- Head upright and over your shoulders
- Eyes looking slight downward without bending from the neck
- Backrest should support the natural curve of the lower back
- Elbows bent at 90°, forearms horizontal
- Shoulders should be relaxed, not raised
- Thighs horizontal with a 90°-110° angle at the hip
- Feet supported and flat on the floor
  If this isn’t possible, then feet should be fully supported by a foot rest

Table height = Elbow height

Wrist in a neutral (straight) posture
Below are some useful Ergonomic tips to maintain healthy working conditions for using your computer while telecommuting.

• Safety Services has some tips for setting up ergonomic work stations while at home

• LMS training course for Ergonomic Self-Evaluation For Remote Work

• https://safetyservices.ucdavis.edu/units/occupational-health/ergonomics
New Computer Ergonomics Training in UC Learning Center

Ergonomic – stretches

1. 10-20 seconds, two times
2. 8-10 seconds, each side
3. 15-20 seconds
4. 3-5 seconds, three times
5. 10-12 seconds, each arm
6. 10 seconds
7. 10 seconds
8. 8-10 seconds, each side
9. 8-10 seconds, each side
10. 10-15 seconds, two times
11. Shake out hands, 8-10 seconds