

INJURY & ILLNESS PREVENTION PLAN (IIPP)

University of California Riverside (UCR) Injury & Illness Prevention Plan (IIPP) describes specific requirements for program responsibility, compliance, communications, hazard assessment, accident/exposure investigations, hazard correction, training, and recordkeeping to maintain a safe and healthful working environment as required by the California Code of Regulations (CCR) Title 8, Section 3203.

*University of
California Riverside*

Injury & Illness Prevention Plan

Departmental Information

Department Name: Entomology
Location(s): Entomology Bldg, Chapman, Boyden, SPI, I&Q Facility, Entomology Museum
Department Head Name: Dr. Richard A. Redak
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Safety Committee Chair: Peggy Wirth
Date updated: 9/21/14

Safety Documents

Document	Document Location
Injury and Illness Prevention Plan (IIPP) <i>this document...</i>	Template online at http://ehs.ucr.edu under the <i>Programs</i> (Safety/IH) www.ehs.ucr.edu/safety/IIPP/iipp.html
Safety Data Sheets	Online at: www.ehs.ucr.edu/services/msds.html or directly at: www.ucmsds.com
Hazard Communication Program	Online at http://ehs.ucr.edu under the <i>Programs</i> (Safety/IH) www.ehs.ucr.edu/safety/Haz_Com/hazard_communication.html
Fire Prevention Plan (FPP)	Online at http://ehs.ucr.edu under the <i>Programs</i> (Fire) www.ehs.ucr.edu/fire/fire%20prevention%20plan.pdf
Emergency Action Plan (EAP)	Online at http://ehs.ucr.edu under the <i>Programs</i> (Emergency) www.ehs.ucr.edu/emergency/emergency%20action%20plan.pdf
Emergency Procedures	Online at http://ehs.ucr.edu under emergency www.ehs.ucr.edu/emergency/procedures
Emergency Contacts	On the entrance door safety placard & online at: http://econtact.ucr.edu/
Injury and Medical Treatment instructions	Online at http://ehs.ucr.edu under resources www.ehs.ucr.edu/resources/injuriesandmedicaltreatment.pdf
Training Records	Online at http://ehs.ucr.edu under the <i>Programs</i> (Training) or directly from http://ucrllearning.ucr.edu

Overview

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Summary

It is the responsibility of the Director of Environmental Health & Safety (EH&S) to create and maintain this Injury & Illness Prevention Plan (IIPP) and serve as **Program Administrator**. The Program

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Administrator has the authority to implement all provisions of this program. **All employees** are responsible for supporting the program and for working safely and maintaining a safe and healthful work environment

Authority

The University Injury & Illness Prevention Plan (IIPP) is created and distributed in accordance with UCR Campus Policy 425-58.

Purpose

The purpose of this plan is to establish the procedures for campus personnel to prevent/reduce injuries and illnesses.

Approvals

The University of California Riverside Injury & Illness Prevention Plan (IIPP) has been reviewed and approved by:

Beiwei Tu, CIH, CSP
Safety and Industrial Hygiene Manager

Initial Effective Date: **February 18, 1992**
Date of last Revision: **July 14, 2014**

Russell Vernon, Ph.D.
Director of Environmental Health & Safety

This Injury & Illness Prevention Plan (IIPP) will be reviewed / updated annually.

Management Commitment

UC Policy

The University of California (the University) is committed to maintaining a safe environment for its students, academic appointees, staff, visitors, and members of the general public. The University will promote comprehensive injury and illness prevention, as well as hazardous materials and environmental management programs in an atmosphere that encourages employees, students, and other campus members 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, Department of Energy (DOE) requirements, and relevant published standards and practices for health, safety, and environmental protection.

UCR Policy

UCR Campus Policies (Section 425) provide statements informing all employees that safety is a priority issue with management, and urge employees to actively participate in the program for the common good of all concerned. These policies are available online at <http://fboapps.ucr.edu/policies/>

Roles and Responsibilities

Campus Roles and Responsibilities

UCR Campus Policies (Section 425) provide statements informing all employees that safety is a priority issue, and urge employees to actively participate in the program for the common good of all concerned. These policies are available online at <http://fboapps.ucr.edu/policies/>.

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Chancellor

Is ultimately responsible for the effective implementation of the University's Environmental Health & Safety (EH&S) policies, including Injury and Illness Prevention Program (IIPP) at all facilities under campus control. General policies, which govern the activities and responsibilities of the Environmental Health and Safety program, are established under the authority of the Chancellor.

Chancellor is responsible to:

- Demonstrate a genuine interest in safety-specific issues to ensure department head actions;
- Demonstrate support for the safety programs;
- Demonstrate that while safety is everyone's duty, it is a function of management to ensure a safe working environment

As designated by the chancellor, the individual with responsibility for implementing the IIPP is the Director of Environmental Health & Safety (EH&S), hereafter referred to as the Program Administrator. The Program Administrator has the authority to implement all provisions of this program. All university employees are responsible for supporting the program and for working safely and maintaining a safe and healthful work environment.

Name: Russell Vernon

Title: Director, Environmental Health and Safety

Address: 900 University Ave
Riverside, CA 92521

Phone: 951-827-5119

Environmental Health & Safety (EH&S)

EH&S is responsible for:

- Providing consultation to all levels of UC Riverside staff and faculty regarding program compliance;
- Developing templates to assist Schools, Colleges, Departments, and Work Units in implementing effective Injury and Illness Prevention Plans;
- Consulting on hazard identification, procedures for correcting unsafe conditions and developing compliance strategies;
- Providing centralized monitoring of campus-wide activities in the areas of environmental compliance, biological safety, chemical hygiene, 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 Schools, Colleges, Departments, and Work Units in developing and implementing Integrated Safety and Environmental Management (ISEM).

Vice Chancellors, Deans, and Executive Officers

The role of the senior management team is critical to the success of the Campus' safety efforts and the integration of safety accountability into the culture of the Campus. The senior management's role includes ensuring subordinate performance relative to safety activity, ensuring the quality of subordinate performance relative to safety, and demonstrating a strong personal belief that safety is important in the management of the Campus.

Department Roles and Responsibilities

The Department should be actively involved in implementing IIPP and has an obligation to ensure those in supervisory positions had the requisite support to implement the safety related accountabilities. Each department shall appoint a Department Safety Coordinator (DSC) or setup a departmental safety committee to monitor and facilitate program implementation.

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Directors, Department Chairs / Unit Heads, Laboratory Directors and Managers

Are accountable for establishing, enacting maintaining and enforcing a **written IIPP**. Directors, Department Chairs/Unit Heads, Laboratory Directors and Manager shall

- Ensure areas under their management subscribe to and follow the five steps of the UC Riverside ISEM program;
- Hold periodic meetings, at least quarterly, or use other means of communication to discuss safety related issues;
- Establish safety planning procedures, as well as work rules and procedures, for all operations and exposures within their areas of responsibilities;
- Ensure that health and safety practices are consistent throughout the Work Unit;
- Monitor environmental health and safety performance;
- Include compliance with health and safety procedures as part of the annual performance evaluation;
- Designate a responsible person (Departmental Safety Coordinator (DSC) or Lab Safety Officer (LSO)), within each work unit under their management to partner with EH&S to implement the work unit specific component of the IIPP;
- Recognize employees that consistently perform safety and healthful work practices;
- Discipline employees who knowingly violate safety rules or polices.

Supervisors and Principal Investigators (PIs)

Supervisors are key figures in UCR's Injury and Illness Prevention Program (IIPP) implementation. It is important that they establish and maintain safe and healthful working conditions, and correct unsafe behaviors and conditions at a timely manner. Supervisors / Principle Investigators (PIs) should implement IIPP through the following actions:

- Subscribe to and follow the five steps of the UC Riverside ISEM program;
- Report and investigate all incidents and accidents within their areas of responsibilities to determine causes and take corrective/preventative action;
- Develop their own knowledge and skills in safety and health training relative to their areas of responsibilities and ensure that all employees receive safety training relative to their work exposure;
- Communicate health and safety practices through the area under their management;
- Provide required general and site specific training to employees
- Encourage employees to report safety concerns without fear of reprisal;
- Make sure that hazardous waste (Biological, Chemical, Radiological) are properly disposed;
- Make sure Standard Operating Procedures (SOPs) are created for high risk activities;
- Make sure hazardous conditions are corrected in a timely manner;
- Where appropriate, facilitate the implementation of:
 - Workplace Inspections;
 - Work unit specific staff training beyond the required EH&S safety courses offered.

Department Safety Coordinator

Department Safety Coordinators (DSCs) are appointed by each director, department chair, or department head. The amount of time needed to perform the assigned DSC 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 DSCs in completion of the departmental model Injury and Illness Prevention (IIP) Plan. DSCs are Responsible for following the requirements of the Injury and Illness Prevention Plan through the following actions:

- Act as departmental liaison to EH&S on health and safety issues;

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- Update the department's written IIP plan as needed
- Assist supervisor in properly investigating and documenting all incidents and injuries;
- Communicate information on identified hazards, precautions and required corrective actions throughout the department;
- Conduct or coordinate periodic workplace self-inspections;
- Coordinate responses to employee occupational health and safety related complaints and concerns;
- Maintain central file of documents for injuries, departmental safety meetings, hazard corrections, employee safety training, if applicable.
- Assist in developing, maintaining, and coordinating training on emergency plans affecting the department;
- Contact EH&S promptly in the event of regulatory inspection.

Individual Roles and Responsibilities

The success of UCR's Injury and Illness Prevention Program depends on the actions of all staff, faculty, students, and visitors. Employees are responsible for following the requirements of the IIPP through the following actions:

- Perform their assigned job functions in a safety and healthful manner
- Complete all EH&S required generic and site specific training
- Know who is the designated Departmental Safety Coordinator (DSC) or Lab Safety Office (LSO) for your work unit.
- Ask your DSC or LSO, supervisor or faculty when concerned about an unknown or hazardous situation or substance.
- Report all unsafe conditions, practices, or equipment to your supervisor, DSC or LSO, or to campus EH&S.

Safety Communications

UCR's communication system strives to be in a form "readily understandable by all affected employees." The system is designed to encourage employees to inform the employer of hazards at the workplace without fear of reprisal by being a two-way system of communication. Safety communications include: Supervisors, Committees, Training, Written Communications, and campus Policies & Procedures.

Supervisors

Supervisors are responsible for communicating with all workers about 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. Supervisors are responsible for ensuring that employees are given access to hazard information pertinent to their work assignments. Information concerning the health and safety hazards of tasks performed by department staff is available from a number of sources. These sources include, but are not limited to, Safety Data Sheets (SDS), equipment operating manuals, the Department Safety Coordinator, EH&S, campus libraries, container labels and work area postings.

Safety Talks/Tailgate Meetings

Safety talks can be used to supplement training materials, as safety meeting hand-outs, and as resources when conducting new work activities. These discussions provide valuable information on a variety of topics, including laboratory and chemical safety, worker safety and pest control. These resources are available online at <http://ehs.ucr.edu> (under "Resources").

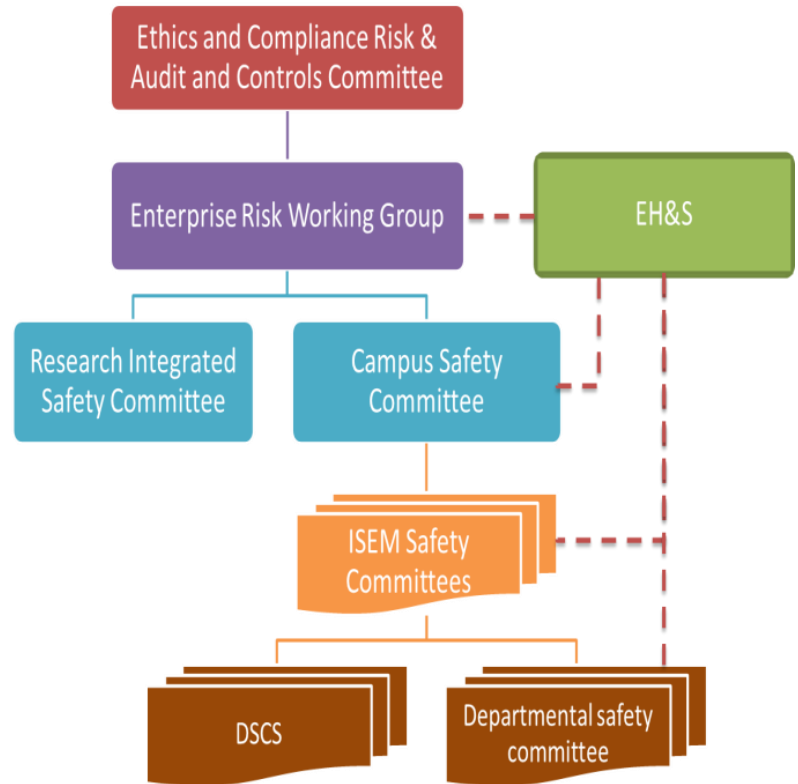
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Committees

One way in which management can encourage employee participation in their workplace safety program is to create a Safety Committee. The committee can help share the responsibilities of implementing and monitoring the Safety Program.

Several committees provide forums where employees can freely and openly discuss safety together with members of campus management. These include the: Campus Safety Committee, organization level ISEM Safety Committees, and Departmental Safety Committees.

Information about the meeting dates/times/locations, minutes, and charters, can be found online at <http://ehs.ucr.edu> (under "About Us").



ISEM Safety Committee

Organization level ISEM safety committees are established to focus on promote safety awareness, build enthusiasm for safety programs and reduce/prevent injuries at local level. ISEM safety committees report to Campus Safety Committee. Following is the list of the current organization level ISEM committee:

- Safety Committee for Campus Counsel, Diversity/Excellence/Equity, Intercollegiate Athletics, Governmental Relations, University Advancement
- BCOE Safety Committee
- CNAS Safety Committee
- SOM Safety Committee
- CHASS Safety Committee
- AGSM Safety Committee
- GSOE Safety Committee
- Safety Committee for Campus Info. Services, Audit & Advisory Services, Graduate Division, Undergraduate Education, Academic Personnel, Administrative Solution, Strategic Academic
- FBO Safety Committee
- Student Affair Safety Committee
- Computing and Communication Safety Committee
- Library Safety Committee
- UNEX Safety Committee

The ISEM Safety Committees have the ongoing responsibility to monitor IIPP implementation, to assess compliance with applicable regulations and campus policies, to evaluate necessary corrective actions at the organization level. The ISEM Safety Committee meets at least quarterly and includes representatives from various departments of the organization unit. Each department has a designated representative on the committee. The Safety Committee membership may rotate periodically. The key responsibilities of the committees include:

- Serve as an organization liaison to assist safety program implementation;
- Review quarterly compliance scorecard;
- Review the results of periodic, scheduled workplace inspections to identify any needed safety procedures or programs and to track specific corrective actions;

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- Review the summary of all incident investigations;
- Review organization injury data and develop organization specific plan to reduce incident and employee injuries;
- Review supervisors' investigations of accidents and injuries to ensure that all causes have been identified and all hazards have been corrected in a timely manner;
- Where appropriate, submit suggestions to department management for the prevention of future incidents;
- Review alleged hazardous conditions brought to the attention of any committee member, determine necessary corrective actions, and assign responsible parties and correction deadlines;
- When determined necessary by the Committee, the Committee may conduct its own investigation of accidents and/or alleged hazards to assist in establishing corrective actions;
- Submit recommendations to assist department management in the evaluation of employee safety suggestions.

The ISEM Safety Committee shall prepare and make available to all department personnel written minutes of issues discussed at the meetings. The Committee meeting minutes must be documented and maintained on file for at least one year.

Campus Safety Committee

The Campus Safety Committee (CSC) is the steering committee to manage and communication campus wide health and safety issues. The committee provides leadership and guidance for UCR safety program and committees, deal with environmental health and safety issues, polices and initiatives that affect the entire campus.

The campus safety committee membership is composed of chairs of the organization level ISEM committees and the committee is chaired by the EH&S Director. The committee meets quarterly and meeting minutes and other safety-related items are posted online at <http://safety.ucr.edu>.

- Review annual safety goals and objectives;
- Develop major safety performance indicator and track campus safety performance;
- Provide leadership and guideline to ISEM safety committees;
- Support and communicate safety message cross campus;
- Provide periodic report to upper management

Communications Resources

EH&S

Environmental Health & Safety (EH&S) provides the campus with the following written communications available online at <http://ehs.ucr.edu> (under "Resources"). Examples include Brochures, Fast Facts, UC Safety Spotlight, Handouts, Posters, Signs and Videos

Websites and Emails

Websites

Websites with real-time safety information and resources are available:

Environmental Health & Safety (EH&S)

<http://ehs.ucr.edu>

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Safety at UCR

<http://safety.ucr.edu>

R'Space / R'Web portals

<http://rspace.ucr.edu> / <http://rweb.ucr.edu>

Campus Status (for emergencies)

<http://campusstatus.ucr.edu>

Emails

Messages are periodically sent to staff, faculty, and students using the campus Scotmail and Listserv systems.

Safety Suggestion box

Available at EH&S, and in some departments, to be used by employees, anonymously if desired, for communicating their concerns to management.

Safety Data Sheets

Safety Data Sheets (SDSs) provide information on the potential hazards of products or chemicals. SDSs are available online at <http://ehs.ucr.edu> under "Services", and over the Internet from a variety of sources. To assist with locating and uses SDSs, EH&S provides fact sheets, websites, and training.

Equipment Operating Manuals

All equipment is to be operated in accordance with the manufacturer's instructions, as specified in the equipment's operating manual. Copies of operating manuals should be kept with each piece of equipment in the department. Persons who are unfamiliar with the operation of a piece of equipment and its potential hazards must at least read the operating manual before using the equipment. Training should also be sought from an experienced operator or supervisor.

Hazard Identification and Control

Hazard identification and control is an ongoing process and is fundamental to the effectiveness of the IIPP.

Integrated Safety and Environmental Management (ISEM)

Systematically integrate health, safety, environmental considerations, and sustainable use of natural resources into all activities is an effective method of reduce accidents and employee injuries. Five core safety and environmental management functions provide the necessary framework for any activity that could potentially affect faculty, staff, students, visitors, the public, or the environment. The functions are applied as a continuous cycle with the degree of rigor appropriate to address the type of activity and the hazard or environmental aspect involved. Following is a brief summary of the 5 steps

ISEM process:

1. Define the Scope of Activities

Goals and programs are translated into activities, expectations are set, tasks are identified and prioritized, and resources are allocated.

Analyze the Hazards

Hazards and environmental aspects associated with the activities are identified, analyzed, and categorized.

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Develop and Implement Hazard and Operational Controls

Applicable standards and requirements are identified and agreed upon, controls to prevent/mitigate hazards and aspects are identified, the safety and environmental parameters are established and controls are implemented.

Perform Activities within Established Controls

Readiness is confirmed and activities are performed safely and in compliance with applicable regulations and policies.

Provide Feedback and Assure Continuous Improvement

The appropriate parties obtain feedback on the adequacy of controls, identify opportunities for improving the definition and planning of activities, conduct departmental and independent oversight and, if necessary, participate in regulatory enforcement actions. As a complement to departmental management, the campus EH&S offices may be contacted to provide safety and environmental assistance, consultation, and independent oversight functions.

Hazard Reports

All Employees are encouraged to report unsafe conditions and practice in their work areas to their supervisor, DSC, Safety Committee Members and EH&S. Employee may also report an unsafe condition or hazard using the Hazard Report form available online at <http://ehs.ucr.edu> (under "Forms"), anonymously if desired. The "Hazard Report form" should be filled out when a referral is made to the Safety Committee as a result of a condition discovered during an inspection for which the responsible supervisor could not determine an immediate remedy.

Inspections / Audits

Regular safety inspections of all departmental administrative, warehouse, hazard waste storage, shops, and laboratories must be conducted. By law, the first of these inspections must take place when the department first adopts the IIPP. The inspections, and corrective actions, should be noted on the corresponding inspections/audit checklists available online at <http://ehs.ucr.edu> (under "Forms"), and maintained by departments. Corrective actions generated during these regular inspections will be supplemented with additional inspections whenever new substances, processes, procedures, or equipment introduced into the workplace represent a new occupational safety and health hazard or whenever supervisors are made aware of a new or previously unrecognized hazard.

EH&S periodically evaluates the inspections/audits, and provides reports to departmental and campus management on the inspection results and implementation of corrective actions.

Correcting Unsafe / Unhealthy Conditions

Unsafe or unhealthy working conditions, practices or procedures shall 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 staff and/or students face and should ensure that work areas they exercise control over are inspected 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.

Procedures

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

- Tagging unsafe equipment with "Temporarily Out of Service" signs and providing a list of alternative tools or procedures for employees to use until the item is repaired.

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- Stopping unsafe work practices and providing retraining on proper procedures before work resumes.
- Reinforcing and explaining the need for proper personal protective equipment and ensuring its availability.
- Barricading areas that have chemical spills or other hazards and reporting the hazardous conditions to a supervisor or Building Coordinator.

Imminent Hazards

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.

Accident Investigation

Injury Reports

Employees who are injured at work must report the injury immediately to their supervisor. Students who are not employees who are injured or involved in an accident should report the incident to their instructor. In either case, if immediate medical treatment is needed, seek medical treatment first. The injured party will be taken to the appropriate hospital or medical facility.

The supervisor of the injured employee must work with designated department personnel to ensure that the UCR ***Injury and Incident Investigation*** report is completed properly and submitted to Workers' Compensation within 48 hours. This form is available online at <http://ehs.ucr.edu> (under "Forms").

Report within 8 hours to Cal/OSHA and EH&S (951) 827-5528 ehs@ucr.edu following the procedures in Appendix A "Report severe injuries and fatalities" any work related:

- Fatality
- Injury or illness which requires inpatient hospitalization (for a period in excess of 24 hours), or in which an individual suffers a loss of any member of the body or any serious degree of permanent disfigurement
- Inpatient hospitalization does not include medical observation.

Incident Investigation

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

- Interviewing injured personnel and witnesses.
- Examining the injured employee's workstation for contributing factors.
- Reviewing established procedures to ensuring they are adequate and were followed.
- Reviewing training records of affected employees.
- Determining all contributing causes to the accident.
- Taking corrective actions to prevent the accident/exposure from reoccurring.
- Recording all findings and actions taken.

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The supervisor’s findings and corrective actions are documented onto the UCR **Injury and Incident Investigation report** and reviewed by the organization level ISEM safety committee and EH&S.

The ISEM Safety Committee and EH&S will review each accident or injury 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, the accident or injury report will be routed back to the supervisor for further follow-up, with specific recommendations noted by the committee and EH&S.

Training

Supervisors are responsible for providing training to their employees:

- To all staff, faculty, students, and affiliates (new and existing),
- To all staff and faculty given new job assignments for which training has not been previously received,
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and present a new hazard.
- Whenever there is awareness of a new or previously unrecognized hazard.

Employee safety training is provided at no cost to the employee and is conducted during the employee’s normal working hours on University time. Safety training may be presented by a knowledgeable supervisor, other department personnel, or by representatives from other relevant campus departments.

Initial IIPP Training

When the IIPP is first implemented, all department personnel will be trained on the structure of the IIPP, including individual responsibilities under the program, and the availability of the written program. Training will also be provided on how to report unsafe conditions, how to access the Safety Committee, and where to obtain information on workplace safety and health issues.

Personnel hired after the initial training sessions will be oriented on this material as soon as possible by the Safety Coordinator or appropriate supervisor. These individual training sessions should also be documented.

Training on Specific Hazards

Supervisors are required to be trained on the hazards to which the employees under their immediate control may be exposed. This training aids a supervisor in understanding and enforcing proper protective measures.

All supervisors must ensure that the personnel they supervise receive appropriate training on the specific hazards of work they perform, and the proper precautions for protection against those hazards. Training is particularly important for new employees and whenever a new hazard is introduced into the workplace. Such hazards may include new equipment, hazardous materials, or procedures. Health and Safety training is also required when employees are given new job assignments on which they have not previously been trained and whenever a supervisor is made aware of a new or previously unrecognized hazard.

Required training

Training identified by regulatory agencies will be considered mandatory, and must be completed. Minimum safety training courses are outlined as follows:

Non Laboratories	Laboratories
(e.g., Offices, Classrooms, Arts / Crafts / Shops /	(e.g., Research, Teaching Labs, Field

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Studios, Dining, Housing, Health Center, etc.)	Operations, etc.)
Minimum requirements <ul style="list-style-type: none"> • Safety Orientation 	Minimum requirements <ul style="list-style-type: none"> • Laboratory Safety Orientation • Hazardous Waste Management

Depending on the activity of the personnel, additional courses must be completed per the training **Needs Assessment** available at <http://ehs.ucr.edu/training>.

All individuals shall complete either general Safety Orientation (within 30 days of hire), or Laboratory Safety Orientation (before beginning work in a Laboratory/Technical Area). The course must be approved by EH&S Training. This requirement does not apply to undergraduate students taking courses offered in the course catalog of that campus, unless the work occurs within a research laboratory/technical area.

Needs Assessment

Identification of required training shall be based on hazards (activities or tasks), and accomplished using a training needs assessment, hazard assessment, training matrix, accident / incident investigation report, job hazard analysis / job safety analysis, or any document that provides a risk assessment. The results of a training needs assessment (or equivalent) must be incorporated into a training plan that is implemented by the supervisor and individual(s). Training plans may be developed for a group of individuals (or by position) upon consultation with EH&S Training staff. Training plans must be developed before individuals assume a new job function, or a new task.

Training Records

Documentation of training shall include the following elements:

1. Course name
2. Name of participant(s)
3. Name of instructor(s) or method of delivery (e.g., “Online”, or “Self-Paced”)
4. Date
5. Topics covered (or other way in which topics can be identified, such as through a course code)

Documentation may be recorded using the roster template in Appendix B “Training Record”, or online at <http://ehs.ucr.edu/training>.

Records shall be kept (at minimum) for five years after the training. Thereafter, data shall be maintained in an electronic database indefinitely. Record-keeping shall be decentralized; maintained by supervisors and/or departments who provide training. Records shall be identifiable, retained, and accessible. Data shall be centralized; maintained using an electronic database, such as a campus learning management system (LMS).

Recordkeeping

Documents related to the IIPP are maintained in a safe and convenient location for record keeping. Documents that should be kept on file at UCR include:

Campus Records

- Hazard Reports (or Reports of Unsafe Conditions or Hazards)
- Safety Committee meeting documentation
- Training records (database)
- Incident and Investigation Reports
- Exposure Records

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Department Records

- Inspections/Audits, including the persons conducting the inspection, any identified unsafe conditions or work practices, and corrective actions.
- Safety meetings (agendas, minutes, handouts)
- Safety talks
- Authorizations & Permits (e.g., Confined Space permits, Hot work permits, Biological Use Authorization, Controlled Substance Use Authorization, Radiation Use Authorization, etc.)
- Training records (rosters, tests, training materials)
- Other

Safety Planning, Rules, & Work Procedures

Ensuring compliance

All personnel have the responsibility for complying with safe and healthful work practices, including applicable regulations, campus policy, and departmental safety procedures. Overall performance in maintenance of a safe and healthy work environment should be recognized by the supervisor and noted in performance evaluations. Employees will not be discriminated against for work-related injuries, and injuries will not be included in performance evaluations, unless the injuries were a result of an unsafe act on the part of the employee.

Standard progressive disciplinary measures in accordance with the applicable personnel policy or labor contract will result when employees fail to comply with applicable regulations, campus policy, and/or departmental safety procedures. Faculty members will be disciplined for unsafe practices in accordance with the Faculty Code of Conduct. Students not employed by the University will be disciplined for unsafe practices in accordance with the Student Code of Conduct. All personnel will be given instruction and an opportunity to correct unsafe behavior. Repeated failure to comply or willful and intentional noncompliance may result in disciplinary measures up to and including termination.

Appendices

These documents are available online:

Appendix A: Report severe injuries and fatalities

Appendix B: Training Record (roster)

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Appendix A. Report Severe Injuries and Fatalities

Any work related fatality, injury or illness that requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement shall be report to Cal/OSHA within 8 hours.

1. Record following information for the work related fatality or serious injury and illness

Employer Name: University of California Riverside

Employer Phone: 951-827-5528

Employer Address: 900 University Ave, Riverside CA 92521

Name and title of person reporting the incident: _____

Phone number of person reporting the incident: _____

Name of employer representative to contact at site of incident: Beiwei Tu, Safety & IH Manager, EH&S

Date and time of incident: _____

Location or site of incident: _____

Name and Department of injured employee: _____

Address of injured employee: _____

Phone of injured employee: _____

Nature of injury (example: death, amputation of left arm, puncture wound to right thigh)

Description of incident and whether the incident scene or instrumentality has been altered

List and identity of any law enforcement agencies present at the site of the incident: _____

2. **CALL CAL/OSHA SAN BERNARDINO OFFICE (TEL. (909) 383-4321) WITHIN 8 HOURS OF KNOWING ABOUT THE INJURY OR ILLNESS** to report the fatality or serious injuries or illness information listed above. Please record following while reporting the incident to Cal/OSHA:

Date and time Reported: _____

Cal/OSHA representative: _____

Title of the OSHA Rep: _____

Any additional information discussed during the call to Cal/OSHA _____

3. Fax a copy of this form to EHS (Fax (951) 827-5122) or call EHS (Tel. (951) 827-5528) or email ehs@ucr.edu within 24 hours with this report.

