

UCDAVIS

HEALTH

EDUCATION & RESEARCH

Location: Shriners Hospital

INJURY AND ILLNESS PREVENTION PROGRAM



Implementation Date: April 2023

Annual Review Date*: April 2023_SL _____

SCHOOLS OF HEALTH EDUCATION & RESEARCH

INJURY AND ILLNESS PREVENTION PROGRAM

This Injury and Illness Prevention Program has been prepared by the University of California, SCHOOLS OF HEALTH department(s) in accordance with:

UC Davis Policy & Procedure Manual Section 290-15: Safety Management Program) <http://manuals.ucdavis.edu/PPM/290/290-15.pdf>

And

California Code of Regulations Title 8, Section 3203 (8 CCR, Section 3203).
<https://www.dir.ca.gov/title8/3203.html>

SCHOOLS OF HEALTH EDUCATION & RESEARCH

INJURY AND ILLNESS PREVENTION PROGRAM

TABLE OF CONTENTS

- I. Department Information**
- II. Authorities and Responsible Parties**
- III. System of Communications**
- IV. System for Assuring Employee Compliance with Safe Work Practices**
- V. Hazard Identification, Evaluation, and Inspection**
- VI. Accident Protocol, Reporting and Investigation**
- VII. Hazard Correction**
- VIII. Health and Safety Training**
- IX. Recordkeeping and Documentation**
- X. Resources**
- XI. Additional Department Resources**
- XII. Appendices**

I. Department Information

Department Name: [See attached form](#)

Department Location(s): [See attached form](#)

Department Chairperson: [See attached form](#)

Department CAO/MSO: [See attached form](#)

SOM Department Safety Officer(s):

Steve Libertini (Sacramento Campus) Telephone Number: 916-460-1259

Brett Smith (Davis Campus) Telephone Number: 530-752-9996

Shriners Safety Officer:

Megan Le Telephone Number: 916-453-5044

Buildings Occupied by Department(s)

1. UCD – DAVIS CAMPUS RESEARCH BUILDINGS:

- GENOME BUILDING AND SCIENCE FACILITY (GBSF)
- TUPPER HALL (MS1-A)
- SURGE I/III
- HICKEY GYM
- MED: NEUROSCIENCE
- CENTER FOR HEALTH & ENVIRONMENT (CHE)
- CENTER FOR COMPARATIVE MEDICINE (CCM)
- CALIFORNIA NATIONAL PRIMATE RESEARCH CENTER (CNPRC)

2. UCD – SACRAMENTO CAMPUS RESEARCH BUILDINGS:

- RESEARCH I
- RESEARCH II
- RESEARCH III
- M.I.N.D. INSTITUTE – WET LAB
- SHRINERS HOSPITAL (6TH FLOOR)**
- CANCER CENTER – IMAGING RESEARCH
- OAK PARK RESEARCH BUILDING (OPRB)
- INSTITUTE FOR REGENERATIVE CURES (IRC)
- FSSB – ANATOMY TEACHING LABORATORY
- SACRAMENTO COUNTY CORONERS – DONATED BODY PROGRAM
- VA HOSPITAL (MATHER)
- TICON I BUILDING
- EDUCATION BUILDING
- CLINICAL AND TRANSLATIONAL SCIENCE CENTER

II. Authorities and Responsible Parties

The authority and responsibility for the implementation and maintenance of the Injury and Illness Prevention Program (IIPP) is in accordance with University Policy (UCD Policy & Procedure Manual Section 290-15: Safety Management Program) and California Code of Regulations (8 CCR, Section 3203) and is held by the following individual(s):

1. Name: **Anuurad Erdembileg**

Title: **SOM Assistant Dean for Research**

Authority: Authority and responsibility for ensuring implementation of this IIPP

Signature: _____ Date: _____

Additionally, all Principal Investigators and supervisors are responsible for the implementation and enforcement of this IIPP in their areas of responsibility in accordance with University Policy (UCD Policy & Procedure Manual Section 290-15: Safety Management Program).

Department heads appoint the department/unit safety coordinator(s) to assist as described in UCD Policy & Procedure Manual Section 290-15: Safety Management Program.

1. Name: Steve Libertini

Title: Safety Officer for School of Medicine, Sacramento Campus

2. Name: Brett Smith

Title: Safety Officer for School of Medicine and Genome Center, Davis Campus

III. System of Communications

1. Effective communications with Research & Education employees have been established using the following methods:

- Standard Operating Procedures
 - Safety Data Sheets
 - Monthly Dept. Operations Meetings
 - Internal Media (Department Intranet)
 - EH&S Safety Nets
 - Training videos
 - Safety
 - Newsletter
 - Handouts
 - Building Evacuation
 - Plan E-mail
 - Posters and warning labels
 - Job Safety Analysis – Initial Hire
 - Job Safety Analysis – Annual
- Review Other (list):

-
- [INITIAL "IN PERSON" RESEARCH & EDUCATION SAFETY ORIENTATION AND TRAINING.](#)
 - [ANNUAL REFRESHER RESEARCH & EDUCATION SPECIFIC SAFETY TRAINING.](#)
-
-
-

2. Employees are encouraged to report any potential health and safety hazard that may exist in the workplace using the procedure outlined here: <https://safetyservices.ucdavis.edu/report-concern>. **Hazard Alert/Correction Forms (Appendix A)** are also available to employees for this purpose. Forms are to be placed in the Safety Coordinator’s departmental mailbox. Employees have the option to remain anonymous when making a report.

3. Employees have been advised of adherence to safe work practices and the proper use of required personal protective equipment. Conformance will be reinforced by discipline for non-compliance in accordance with University policy UC Procedure 62 - Personnel Policies for Staff Members, Corrective Action - <http://policy.ucop.edu/doc/4010411/PPSM-62>

IV. System for Assuring Employee Compliance with Safe Work Practices

As stated in Section III, employees have been advised of adherence to safe work practices and the proper use of required personal protective equipment. Conformance will be reinforced by discipline for non-compliance in accordance with University policy UC Procedure 62 - Personnel Policies for Staff Members, Corrective Action - <http://policy.ucop.edu/doc/4010411/PPSM-62>

The following methods are used to reinforce conformance with this program:

1. Distribution of Policies
2. Training Programs
3. Safety Performance Evaluations

Performance evaluations at all levels must include an assessment of the individual's commitment to and performance of the accident prevention requirements of his/her position. The following are examples of factors considered when evaluating an employee's safety performance.

- a. Adherence to defined safety practices.
 - b. Use of provided safety equipment.
 - c. Reporting unsafe acts, conditions, and equipment.
 - d. Offering suggestions for solutions to safety problems.
 - e. Planning work to include checking safety of equipment and procedures before starting.
 - f. Early reporting of illness or injury that may arise as a result of the job.
 - g. Providing support to safety programs.
4. Statement of non-compliance will be placed in performance evaluations if employee neglects to follow proper safety procedures, and documented records are on file that clearly indicate training was provided for the specific topic, and that the employee understood the training and potential hazards.
 5. Corrective action for non-compliance will take place when documentation exists that proper training was provided, the employee understood the training, and the employee knowingly neglected to follow proper safety procedures. The four types of corrective action that can be used are written warning, corrective salary decrease, suspension and demotion.
 6. Additional Department Method(s) listed below:

V. Hazard Identification, Evaluation, and Inspection

Job Hazard Analyses and worksite inspections have been established to identify and evaluate occupational safety and health hazards.

1. Job Safety Analysis:

Job Safety Analysis (JSA) identifies and evaluates individual employee work functions, potential health or injury hazards, and specifies appropriate safe practices, personal protective equipment, and tools/equipment. JSA's have been completed for the following job categories:

- A. JSA ANIMAL HANDLERS
- B. JSA CLINICAL WORKERS
- C. JSA FIELD RESEARCHERS
- D. JSA RESEARCH LABORATORIES
- E. JSA OFFICE/COMPUTER WORKERS

The following resources are available for assistance in completing JSA's:

- Laboratory personnel, please refer to the [Laboratory Hazard Assessment Tool](#)
- Non-Laboratory personnel, please refer to the [JSA/PPE Certification Forms](#)

Template **Job Safety Analyses** are located in **Appendix B**. Please add additional work specific JSAs if not included within the template. Completed JSAs should be kept on file in the **PI or department-specific Safety Binder** or in the **online Laboratory Hazard Assessment Tool**.

2. Worksite Inspections

Worksite inspections are conducted to identify and evaluate potential hazards. Types of worksite inspections include both periodic scheduled worksite inspections as well as those required for accident investigations, injury and illness cases, and unusual occurrences. Inspections are conducted at the following worksites:

- Location: **SCHOOLS OF HEALTH
EDUCATION & RESEARCH**
- Frequency: **ANNUAL**
- Responsible Person: **SCHOOLS OF HEALTH
EDUCATION & RESEARCH -- DEPARTMENT**
- Records Location: **SCHOOLS OF HEALTH
EDUCATION & RESEARCH – DEPT SAFETY
BINDER or [RISK AND SAFETY SOLUTIONS
ONLINE INSPECT TOOL](#)**

Template **Worksite Inspection Forms** are located in **Appendix C1 (general office) and C2 (laboratory)**. Completed Worksite Inspection Forms are to be kept on file in the department's **IIPP Safety Binder** or as part of the **Risk and Safety Solutions Online Inspect Tool**.

VI. Accident Protocol, Reporting and Investigation

Work-related injuries and illnesses must be reported to Workers' Compensation within 24 hours of occurrence and state regulation requires all accidents be investigated.

All employees and volunteers working in the Shriners Hospital for Children - Northern California (2425 Stockton Boulevard, Sacramento, CA 95817) will immediately notify their supervisor when occupationally-related injuries and illnesses occur, or when employees or volunteers first become aware of such problems.

UC Davis Paid Employees are to utilize the UCD Employee Health Services (916-734-3572) located in the Cypress Building (2221 Stockton Boulevard) during business hours (7am-3pm). After hours, employees should seek medical treatment at Mercy Medical Group Urgent Care (916-733-3377) *3pm-7pm weekdays, 8am-4pm weekends*. The UCDCM Emergency Room (916-734-3183) should be used for emergencies only.

Shriners Paid Employees are to immediately inform the Department Supervisor or House Supervisor (Cell: 916-208-0397). The House Supervisor or SHCNC Employee Health will provide first aid or authorize medical evaluation by the approved medical provider:

Concentra 1675 Alhambra Boulevard, Suite B, Sacramento, CA (916-451-4580)

Monday – Friday 8am-5pm weekdays

UCDCM Emergency Room (916-734-3183)

Emergency Care or after Concentra is closed, and on the weekend

Volunteers (including Visiting Researchers and Students not paid by UCD or SHC) are to seek medical treatment from their primary care physician. UCD students additionally may seek medical treatment at Student Health Services (530-752-2349) on La Rue Ave in Davis during business hours.

1. **Emergency Assistance at Shriners Hospital:** If needing 9-1-1 assistance:
 - Call 9-1-1 dispatch and follow instruction given by 9-1-1 operator
 - Following 9-1-1 call immediately notify Shriners Security/Reception (Extension 55)
 - Provide room location
 - Incident description (laceration, chest pains, chemical exposure, etc.)
 - Meet first responders and Shriners' security at the 6th floor side elevators
2. **Supervisors** will investigate all accidents, injuries, occupational illnesses, and near-miss incidents to identify the causal factors or attendant hazards. Appropriate repairs or procedural changes will be implemented promptly to mitigate the hazards implicated in these events.
3. All occupationally-related injuries and illnesses involving Shriners or UC Davis employees or volunteers are to be reported to Shriners Research Management within 24 hours of the incident. Research Management will input accident information into the RL System within 48 hours of the initial report for the purpose of identifying hazards (physical or environmental) and the appropriate mitigation.

4. UCD paid employees must complete the [UCD Employer First Report \(EFR\)](http://safety.ucdavis.edu/article/injury-reporting-procedure) online to record pertinent information and retain a copy to serve as documentation. It can be completed by the supervisor, lab manager, Department Safety Coordinator, or other individual familiar with the incident. <http://safety.ucdavis.edu/article/injury-reporting-procedure>.
5. UCD paid employees must also complete the workers compensation claim form [DWC1](#) and scan and email to Workers Compensation at hs-workerscompergo@ou.ad3.ucdavis.edu.
6. **Note: For paid employees**, serious occupational injuries, illnesses, or exposures must be reported to Cal/OSHA by either a UCD EH&S representative (UCD paid employees) or by Shriners HR/the Administrator-on-Call (Shriners paid employees) **within eight hours** after they have become known to the supervisor. These include injuries/illnesses/exposures that cause permanent disfigurement or require hospitalization for a period in excess of 24 hours. Please refer to [EH&S SafetyNet #121](#) for OSHA notification instructions.

VII. Hazard Correction

Hazards discovered either as a result of a scheduled periodic inspection or during normal operations must be corrected by the supervisor in control of the work area, or by cooperation between the department in control of the work area and the supervisor of the employees working in that area. Supervisors of affected employees are expected to correct unsafe conditions as quickly as possible after discovery of a hazard, based on the severity of the hazard.

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

- Tagging unsafe equipment “**Do Not Use Until Repaired,**” and providing a list of alternatives for employees to use until the equipment is repaired.
- 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 appropriate parties.

Supervisors should use the **Hazard Alert/Correction Report – Appendix A** to document corrective actions, including projected and actual completion dates.

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

- Additional Department Procedure(s) listed below:

Notify Shriners if an imminent hazard exists (Dial 55: Emergency Line)

VIII. Health and Safety Training

Health and safety training, covering both general work practices and job-specific hazard training is the responsibility of the **PRINCIPAL INVESTIGATOR** and immediate Supervisor(s) as applicable to the following criteria:

1. Supervisors are provided with training to become familiar with the safety and health hazards to which employees under their immediate direction and control may be exposed.
2. All new employees receive training prior to engaging in responsibilities that pose potential hazard(s).
3. All employees given new job assignments receive training on the hazards of their new responsibilities prior to assuming those responsibilities.
4. Training is provided whenever new substances, processes, procedures, or equipment (which represent a new hazard) are introduced to the workplace.
5. Whenever the employer is made aware of a new or previously unrecognized hazard, training is provided.

The **Safety Training Attendance Record** form is in **Appendix D**.

IX. Recordkeeping and Documentation

Documents related to the IIPP may be maintained in any of the below locations:

- 1) **Laboratory Safety Binder** – Template(s) can be found on the Med: Sponsored Programs Website: <https://health.ucdavis.edu/medresearch/safety/>
- 2) **Department's IIPP Safety Binder**
- 3) [**Risk and Safety Solutions Online Tool**](#)

Below are the retention policies for the appendices contained within this document:

- I. Hazard Alert/Correction Report (Appendix A form) – Retain for three (3) years.
- II. Employee Job Safety Analysis forms (Appendix B form) – Retain for the duration of each individual's employment.
- III. Worksite Inspection Forms (Appendix C form) – Retain for three (3) years.
- IV. Employee Safety Training Attendance Records (Appendix D form) – Retain for three (3) years.

X. Resources

1. University of California Policy on Management of Health, Safety and the Environment: [Management of Health, Safety and the Environment](#)
2. UC Davis Policy and Procedure Manual, Safety Management Program: <http://manuals.ucdavis.edu/PPM/290/290-15.pdf>
3. California Code of Regulations Title 8, Section 3203, Injury and Illness Prevention Program: <http://www.dir.ca.gov/title8/3203.html>
4. Personnel Policies for Staff Members, Corrective Action: <https://ucdavispolicy.ellucid.com/documents/view/201/active/>
5. UC Davis Safety Services – Environmental Health & Safety
 - Programs & Services: <http://safetyservices.ucdavis.edu/>
 - Safety Nets: <https://safetyservices.ucdavis.edu/safetynet>
 - Safety Data Sheets (M)SDS: <https://safetyservices.ucdavis.edu/units/ehs/research/safety-data-sheets>
6. UC Davis Health System: <http://www.ucdmc.ucdavis.edu/welcome/index.html>
7. Mandatory annual training (Joint Commission – as part of Emergency Management): <http://www.ucdmc.ucdavis.edu/hr/training/requirements.html>
 - Occupational Safety Unit: <http://intranet.ucdmc.ucdavis.edu/safety/os/index.shtml>
 - Safety Bulletin Board Postings:
 - Cal/OSHA Poster-Health and Safety protection on the Job: https://www.dir.ca.gov/dosh/dosh_publications/shpstreng012000.pdf
 - Occupational Safety- Safety Data Sheets: <http://intranet.ucdmc.ucdavis.edu/safety/os/msds.shtml>
 - Workers' Compensation Claim Line: <http://intranet.ucdmc.ucdavis.edu/safety/os/pdfs/WkrsCompClaimLine.pdf>
 - Workers' Compensation-Notice Regarding Industrial Injury: <http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html>
8. UC Davis Fire Prevention Services: <https://health.ucdavis.edu/fire/>

XI. Additional Department Resources

1. SafetyNet #129 - Safety Management Program Guidelines for Department Chairs <https://safetyservices.ucdavis.edu/safetynet/safety-management-program-guidelines-for-department-chairs>
2. Occupational Health Services – UC Davis Campus: <http://safetyservices.ucdavis.edu/ps/occh>
3. Occupational Health Services – UC Davis Sacramento Campus: <https://intranet.ucdmc.ucdavis.edu/safety/os/index.shtml>

Form(s): <https://hr.ucdavis.edu/forms>

HAZARD ALERT / CORRECTION FORM

Alert Identification No. _____

Department: _____

I. Unsafe Condition or Hazard

Name: (optional) _____ Job: _____

Title: (optional) _____

Location of Hazard: _____

Building: _____ Floor: _____ Room: _____

Date and time the condition or hazard was observed:

Description of unsafe condition or hazard: _____

What changes would you recommend to correct the condition or hazard?

Employee Signature: (optional) _____

Date: _____

II. Management/Safety Committee Investigation

Name of person investigating unsafe condition or hazard:

Results of investigation (What was found? Was condition unsafe or a hazard?): (Attach additional sheets if necessary.)

Proposed action to be taken to correct hazard or unsafe condition: (Complete and attach a Hazard Correction Report)

Signature of Investigating Party: _____

Date: _____

**IIPP-Appendix A
January 2022**

Completed copies of this form should be routed to the appropriate supervisor and department Safety Coordinator, and must be maintained in department files for at least three years.

HAZARD ALERT / CORRECTION REPORT

Alert Identification No. _____

Department: _____

This form should be used in conjunction with the “Hazard Alert Form” as appropriate, to track the correction of identified hazards.

All hazards should be corrected as soon as possible, based on the severity of the hazard. If a serious imminent hazard cannot be immediately corrected, evacuate personnel from the area and restrict access until the hazard can be addressed.

Supervisor/Safety Coordinator Name: _____ Telephone: _____

Supervisor/Safety Coordinator Signature: _____ Date: _____

Description and Location of Unsafe Condition	Date Discovered	Required Action and Responsible Party	Completion Date	
			Projected	Actual

IIPP–Appendix A January 2022	Completed copies of this form should be routed to the department Safety Coordinator and kept in department files for at least three years.
---	--

EFFECTIVE: 2020	JOB SAFETY ANALYSIS IIPP-Appendix B	DEPARTMENT SCHOOLS OF HEALTH	LOCATION DAVIS & SACRAMENTO CAMPUS	JOB TYPE OFFICE & COMPUTER WORK
JOB FUNCTION General office work.	POTENTIAL HEALTH OR INJURY HAZARD(S) 1. Back strain, eyestrain, repetitive motion injury. 2. Physical injuries due to slips, trips and falls, and falling objects. 3. Electrical hazards. 4. Physical injuries due to fires, earthquakes, bomb threats and workplace violence.	RISK ASSESSMENT, SAFE WORK PRACTICES, PPE & ENGINEERING CONTROLS 1. Ensure that workstations are ergonomically correct. Refer to EH&S SafetyNet #'s 17, 41, 46 and 96. Training and enforcement are under the direction of the Chief Administrative Officer. 2. Keep floors clear of debris and liquid spills. If a spill can't be cleaned immediately, use the "wet floor" sign to warn others of the potential hazard. Keep furniture boxes, etc. from blocking doorways, halls and walking space. Do not stand on chairs of any kind; use proper footstools or ladders. Do not store heavy objects overhead. Do not top-load filing cabinets, fill from bottom to top. Do not open more than one file drawer at a time. Brace tall bookcases and tall file cabinets to walls. Refer to EH&S SafetyNet # 46 and 83. Training and enforcement are under the direction of the Chief Administrative Officer. 3. Do not use extension cords in lieu of permanent wiring. Ensure that high wattage appliances do not overload circuits. Replace frayed or damaged electrical cords. Ensure that electrical cords are not wedged against furniture or pinched by doors. Refer to EH&S SafetyNet #'s 20 and 109. Training and enforcement are under the direction of the Chief Administrative Officer. 4. Attend emergency action and fire prevention plan training including emergency escape drills. Attend Workplace Violence training offered by UC Davis Police Department. Refer to https://safetyservices.ucdavis.edu/training/personal-workplace-safety . Training and enforcement are under the direction of the Chief Admin Officer.		
Handling and moving heavy items and equipment.	Ergonomic hazards including heavy lifting, repetitive motions, awkward motions, crushing or pinching injuries, etc.	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, employ proper lifting techniques at all times. Wear proper hand and foot protection to protect against crushing or pinching injuries. Refer to EH&S SafetyNet #'s 29, 41 and 46. Training and enforcement are under the direction of the Chief Admin Officer.		
Operation of motor vehicles	Motor vehicle accidents involving personal injury, or property damage.	All drivers of University vehicles must attend the Driver Safety Awareness Course offered by Fleet Services and possess a valid California driver's license. Hazardous materials may not be transported in personally owned vehicles.		
	DATE	SIGNATURE		

EFFECTIVE: 2020	JOB SAFETY ANALYSIS IIPP-Appendix B	DEPARTMENT SCHOOLS OF HEALTH	LOCATION DAVIS & SACRAMENTO CAMPUS	JOB TYPE CLINICAL LABS
JOB FUNCTION PATIENT LIFTING: Work with patients/human subjects may involve lifting and moving of patients.	POTENTIAL HEALTH OR INJURY HAZARD(S) Exposure to physical injury from lifting and moving of patients/human subjects.	RISK ASSESSMENT, SAFE WORK PRACTICES, PPE AND ENGINEERING CONTROLS Avoid unnecessary exposures. Use the lift team, when appropriate. Proper selection and use of equipment to minimize risk of injury. Proper adherence to lifting fundamentals. Participation in facility specific medical clearances may be required.		
INTERACTION WITH PATIENTS WITH AEROSOL TRANSMISSIBLE DISEASES: Work may involve interaction with patients/human subjects with aerosol transmissible diseases.	Exposure to patients/human subjects with aerosol transmissible diseases. Potential for contracting aerosol transmissible diseases via inhalation, contact, or ingestion.	Avoid exposures and minimize interaction time. Maximize interaction distance when feasible. Read the Material Safety Data Sheets (Biological MSDSs). Depending on the worker's potential for exposure, this may require participation in the aerosol transmissible disease program. Proper selection and use of personal protective equipment is required when entering isolation rooms. This may include respiratory protection, eye protection, layers of disposable gloves, disposable gowns and booties; read and follow the posted isolation room signs. Proper selection and use of personal protective equipment is vital when working with infectious patients. This should include respiratory protection, eye protection, and disposable gloves. Implementation of proper personal hygiene habits, including washing hands and face after leaving isolation rooms and removing personal protective equipment. Wash hands before eating.		
BLOODBORNE PATHOGENS AND BIOLOGICAL MATERIALS: Work with patients/human subjects may involve biological materials and wastes (including but not limited to infectious agents, recombinant agents, cell culture, stem cells, tissue culture, bloodborne pathogens, human tissues or fluids, toxins, body fluids, body parts and cadavers). All clinic workers are potentially exposed to these hazards.	Exposure to biological agents via inhalation, contact, ingestion or injection.	Avoid unnecessary exposures. Proper selection and use of personal protective equipment including gloves, protective eyewear, lab coats, and in some instances, respiratory protection. Adhere to bloodborne pathogen handling protocols. Implementation of proper personal hygiene habits, including washing hands and face before eating. Voluntary participation in Hepatitis B vaccination program. Adhere to proper biological waste handling procedures. All personnel are to attend EH&S Bloodborne Pathogen Program training. Participation in facility specific medical clearances may be required.		
HANDLING OF CRYOGENIC LIQUIDS	Exposure to cryogenic liquids	Avoid unnecessary exposures. Proper selection and use of tools and personal protective equipment including gloves, aprons and protective eyewear. Adhere to cryogenic procedures.		
	DATE	SIGNATURE		

EFFECTIVE: 2020	JOB SAFETY ANALYSIS IIPP-Appendix B	DEPARTMENT SCHOOLS OF HEALTH	LOCATION DAVIS & SACRAMENTO CAMPUS	JOB TYPE CLINICAL LABS
<p>JOB FUNCTION</p> <p>TRANSPLANTS AND ANIMAL PARTS: Work in clinics may involve transplants organs, tissues and parts including animal parts.</p>	<p>POTENTIAL HEALTH OR INJURY HAZARD(S)</p> <p>Exposure to animals and animal allergies via inhalation and contact</p>	<p>RISK ASSESSMENT, SAFE WORK PRACTICES, PPE AND ENGINEERING CONTROLS</p> <p>Avoid unnecessary exposures. Proper selection and use of personal protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Proper adherence to protocols. Implementation of proper personal hygiene habits, including washing hands and face before eating. Participation in facilities- specific medical clearances as required.</p>		
<p>SELECT AGENTS: Work in laboratories containing select agents. Select agents in any quantity are registered with the Biosafety Officer. All lab workers who work in a lab with select agents and wastes are potentially exposed to these hazards during a fire or other emergency. Those workers who are registered as working with select agents are trained on safe procedures by the Biosafety Officer.</p>	<p>Exposure to select agents via inhalation, contact, ingestion or injection.</p>	<p>Avoid all exposures. Read the Material Safety Data Sheets (MSDSs). Design experiments for zero exposure. Proper selection and use of personal protective equipment including layers of disposable gloves, disposable lab wear and full-face respiratory protection. Implementation of proper personal hygiene habits, including washing hands and face before eating. All personnel to receive training from the Biosafety Officer.</p>		
<p>CHEMICALS: Work in clinical situations containing chemicals and chemical waste (including carcinogens). All workers who work in a clinic with chemicals and chemical waste are potentially exposed to these hazards.</p>	<p>Exposure to chemicals via inhalation, contact, ingestion or injection.</p>	<p>Avoid all unnecessary exposures. Read the Material Safety Data Sheets (MSDSs). Reduce exposures that cannot be avoided by minimizing exposure duration and concentration. Proper selection and use of personal protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Implementation of proper personal hygiene habits, including washing hands and face before eating. All personnel to receive training on Chemical Laboratory Safety, Hazardous Waste Management and Waste Minimization prior to conducting this type of work.</p>		
<p>BUSINESS PLAN: There is an inherent hazard in working in a building containing chemicals and workers are potentially exposed to these hazards.</p>	<p>Exposure to chemicals and associated hazards including explosion, fire, inhalation, contact, ingestion or injection.</p>	<p>Avoid all unnecessary exposures. Read the Material Safety Data Sheets (MSDSs) of materials that you work with and adhere to proper standard operating procedures. Reduce risk by notifying the Safety Officer of the hazards. Read and document training on the Building Fire Plan and the Building Evacuation Plan. Participate in building fire drills. No smoking permitted on campus.</p>		
	<p>DATE</p>	<p>SIGNATURE</p>		

EFFECTIVE: 2020	JOB SAFETY ANALYSIS IIPP-Appendix B	DEPARTMENT SCHOOLS OF HEALTH	LOCATION DAVIS & SACRAMENTO CAMPUS	JOB TYPE CLINICAL LABS
JOB FUNCTION	POTENTIAL HEALTH OR INJURY HAZARD(S)	RISK ASSESSMENT, SAFE WORK PRACTICES, PPE AND ENGINEERING CONTROLS		
<p>CONTROLLED SUBSTANCES: Work in clinical situations handling controlled substances. All workers who work in a clinical situation with controlled substances are potentially exposed to these hazards.</p>	<p>Exposure to chemicals via inhalation, contact, ingestion or injection.</p>	<p>Avoid all unnecessary exposures. Reduce exposures that cannot be avoided by minimizing exposure duration and concentration. Proper selection and use of personal protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Implementation of proper personal hygiene habits, including washing hands and face before eating. All personnel to receive training on Chemical Laboratory Safety, Hazardous Waste Management and Waste Minimization prior to conducting this type of work.</p>		
<p>NUCLEAR MEDICINE AND RADIOACTIVE MATERIALS: Work in clinics containing radiological materials and wastes and work with patients who have been treated with and may contain radioactive materials. All workers are potentially exposed to these hazards. Those workers who conduct radioactive work have a higher potential for exposure and receive required training.</p>	<p>Exposure to radiological agents via inhalation, contact, ingestion or injection.</p>	<p>Avoid all unnecessary exposures. Adhere to radiological material handling procedures including limiting exposures through combination of minimizing time, maximizing distances and use of appropriate shielding. Proper selection and use of personal protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Implementation of proper personal hygiene habits, including washing hands and face before eating. Participation in radiological monitoring program may be required. All personnel to conduct radioactive work will receive on the job and classroom training including Radiation Safety and other applicable courses prior to conducting this type of work.</p>		
<p>NANOPARTICLES: Work in laboratories, shops and spaces containing chemicals in nanoparticle sizes.</p>	<p>Exposure to nanoparticle chemicals via inhalation, contact, ingestion or injection. The hazards of a nanoparticle are unclear. There is some evidence that the hazard of nanoparticles may be more reflective of particle and fiber hazards rather than of the chemical hazards.</p>	<p>Avoid all unnecessary exposures. Read the Material Safety Data Sheets (MSDSs). Adhere to proper standard operating procedures for these materials. Reduce exposures that cannot be avoided by minimizing exposure duration and concentration. Proper selection and use of personal protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Implementation of proper personal hygiene habits, including washing hands and face before eating.</p>		
<p>LASERS: Work in clinics containing laser hazards. All workers who work in a clinic with lasers are potentially exposed to these hazards.</p>	<p>Injury from physical hazards including high voltage, lasers and compressed gases and liquids, and specialized equipment.</p>	<p>Avoid unnecessary exposures. Proper selection and use of personal protective eyewear and specialized equipment. Employees are not to enter restricted areas unless accompanied by a properly trained individual familiar with the hazards of the area. Employees are not to operate specialized equipment without proper training and documentation. Personnel routinely entering areas where lasers are used will receive laser safety training prior to conducting this type of work.</p>		
	<p>DATE</p>	<p>SIGNATURE</p>		

EFFECTIVE: 2020	JOB SAFETY ANALYSIS IIPP-Appendix B	DEPARTMENT SCHOOLS OF HEALTH	LOCATION DAVIS & SACRAMENTO CAMPUS	JOB TYPE CLINICAL LABS
JOB FUNCTION X-RAYS AND RADIATION PRODUCING MACHINES: Work in laboratories containing radiological machines. All lab workers who work in a lab with radiation producing equipment are potentially exposed to these hazards. Those workers who operate radioactive equipment and are added to the MUA have a higher potential for exposure and receive prescribed training.	POTENTIAL HEALTH OR INJURY HAZARD(S) Exposure to radiological agents via inhalation, contact, ingestion or injection.	RISK ASSESSMENT, SAFE WORK PRACTICES, PPE AND ENGINEERING CONTROLS Avoid all unnecessary exposures. Adhere to machine use procedures including limiting exposures through combination of minimizing time, maximizing distances and use of appropriate shielding. Proper selection and use of personal protective equipment including lead shielding, and lead aprons. Implementation of proper personal hygiene habits, including washing hands and face before eating. Participation in radiological monitoring program may be required. All personnel to operate radioactive equipment will receive on appropriate training as prescribed by the Radiation Safety Officer prior to conducting this type of work.		
HANDLING AND MOVING HEAVY ITEMS AND EQUIPMENT	Ergonomic hazards including heavy lifting, repetitive motions, awkward motions, crushing or pinching injuries etc.	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.		
PHYSICAL HAZARDS: Work in clinics and spaces containing physical hazards	Injury from physical hazards including high voltage, lasers, ultraviolet light, compressed gases, liquids, cryogenic materials, and specialized equipment as well as falling objects.	Avoid unnecessary exposures. Proper selection and use of personal protective equipment including gloves, protective eyewear and specialized equipment. Employees are not to enter restricted areas unless accompanied by a properly trained individual familiar with the hazards of the area. Employees are not to operate specialized equipment without proper training and documentation. Watch for overhead hazards and wear head protection if needed. Personnel routinely entering areas where lasers are used will receive laser safety training prior to conducting this type of work.		
TRANSPORT: Transportation of samples, hazardous materials, radiological materials or wastes	Exposure to biological, chemical or radiological materials or waste during packaging and/or transport	All drivers of University vehicles must attend the Driver Safety Awareness Course offered by Fleet Services and possess a valid California drivers' license. Those who transport or prepare for transport in vehicles biological, chemical or radiological materials subject to DOT or IATA shipping requirements shall take the required Dangerous Goods Shipping Class. Hazardous materials may not be transported in personally owned vehicles. Transport of such materials between rooms and buildings shall be labeled and in double containment.		
	DATE	SIGNATURE		

EFFECTIVE: 2020	JOB SAFETY ANALYSIS IIPP-Appendix B	DEPARTMENT SCHOOLS OF HEALTH	LOCATION DAVIS & SACRAMENTO CAMPUS	JOB TYPE RESEARCH LABS
<p>JOB FUNCTION</p> <p>ANIMAL WORK: Work in laboratories, procedure rooms, surgery rooms and animal housing facilities containing animals. Refer to specific Animal Care Protocols. All lab workers who work in a lab conducting animal research are potentially exposed to these hazards. Those workers who are added to the ACPs have a higher potential for exposure and receive prescribed training.</p>	<p>POTENTIAL HEALTH OR INJURY HAZARD(S)</p> <p>Exposure to animals and animal allergies via inhalation and contact</p>	<p>RISK ASSESSMENT, SAFE WORK PRACTICES, PPE & ENGINEERING CONTROLS</p> <p>Avoid unnecessary exposures. Proper selection and use of personnel protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Proper adherence to animal care and use protocols. Implementation of proper personnel hygiene habits, including washing hands and face before eating. Participation in the occupational health program for animal workers. All personnel to conduct animal research and be added to an Animal Use and Care Protocol shall attend the IACUC Animal Care and Use 101 training prior to conducting this work. Participation in other facility-specific medical clearances as required.</p>		
<p>BIOLOGICAL MATERIALS: Work in laboratories containing biological materials and wastes (including but not limited to infectious agents, recombinant work, cell culture, stem cell work, tissue culture, bloodborne pathogens, human tissues or fluids, stem cells, toxins and body parts). BUA: _____ All lab workers who work in a lab with biological materials and wastes are potentially exposed to these hazards. Those workers who are added to the BUA have a higher potential for exposure and receive prescribed training.</p>	<p>Exposure to biological agents via inhalation, contact, ingestion or injection.</p>	<p>Avoid unnecessary exposures. Proper selection and use of personnel protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Proper adherence to bloodborne pathogen handling protocols. Implementation of proper personnel hygiene habits, including washing hands and face before eating. Voluntary participation in Hepatitis B vaccination program. Proper adherence to biological waste handling procedures. All personnel to conduct biological work and added to the BUA shall attend a class on Laboratory Biological Safety/Bloodborne Pathogen Program prior to conducting this type of work. Participation in Facility specific medical clearances may be required.</p>		
	<p>DATE</p>	<p>SIGNATURE</p>		

EFFECTIVE: 2020	JOB SAFETY ANALYSIS IIPP-Appendix B	DEPARTMENT SCHOOLS OF HEALTH	LOCATION DAVIS & SACRAMENTO CAMPUS	JOB TYPE RESEARCH LABS
JOB FUNCTION BUSINESS PLAN: There is an inherent hazard in working in a building containing chemicals. Bldg/Title: _____ All lab workers who work in a building with chemicals and associated hazards are potentially exposed to these hazards.	POTENTIAL HEALTH OR INJURY HAZARD(S) Exposure to chemicals and associated hazards including explosion, fire, inhalation, contact, ingestion or injection.	RISK ASSESSMENT, SAFE WORK PRACTICES, PPE & ENGINEERING CONTROLS Avoid all unnecessary exposures. Read the Material Safety Data Sheets (MSDS's) of materials that you work with. Reduce risk by notifying the Departmental Safety Coordinator and EH&S of hazards. Read and document training on the Building Fire Plan and the Building Evacuation Plan. Participate in building fire drills. No smoking is permitted on campus.		
CHEMICALS: Work in laboratories containing chemicals and chemical waste (including carcinogens). All lab workers who work in a lab with chemicals and chemical waste are potentially exposed to these hazards.	Exposure to chemicals via inhalation, contact, ingestion or injection.	Avoid all unnecessary exposures. Read the Material Safety Data Sheets (MSDS's). Reduce exposures that cannot be avoided by minimizing exposure duration and concentration. Proper selection and use of personnel protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Implementation of proper personnel hygiene habits, including washing hands and face before eating. All personnel to receive training on Chemical Laboratory Safety, Hazardous Waste Management and Waste Minimization prior to conducting this type of work.		
CONTROLLED SUBSTANCES: Work in laboratories and animal facilities handling controlled substances. CSA: _____ All lab workers who work in a lab with controlled substance authorization are potentially exposed to these hazards. Those workers who are added to the LUA have a higher potential for exposure and receive prescribed training.	Exposure to chemicals via inhalation, contact, ingestion or injection.	Avoid all unnecessary exposures. Reduce exposures that cannot be avoided by minimizing exposure duration and concentration. Proper selection and use of personnel protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Implementation of proper personnel hygiene habits, including washing hands and face before eating. All personnel to receive training on Chemical Laboratory Safety, Hazardous Waste Management and Waste Minimization prior to conducting this type of work.		
CRYOGENIC LIQUIDS:	Exposure to cryogenic liquids.	Avoid unnecessary exposures. Proper selection and use of tools and personnel protective equipment including gloves, aprons and protective eyewear. Proper adherence to cryogenic procedures.		
	DATE	SIGNATURE		

EFFECTIVE: 2020	JOB SAFETY ANALYSIS IIPP-Appendix B	DEPARTMENT SCHOOLS OF HEALTH	LOCATION DAVIS & SACRAMENTO CAMPUS	JOB TYPE RESEARCH LABS
JOB FUNCTION Heavy Equipment: handling and moving heavy items and equipment.	POTENTIAL HEALTH OR INJURY HAZARD(S) Ergonomic hazards including heavy lifting, repetitive motions, awkward motions, crushing or pinching injuries etc.	RISK ASSESSMENT, SAFE WORK PRACTICES, PPE & ENGINEERING CONTROLS 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. Avoid unnecessary exposures. Proper selection and use of personnel protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Proper adherence to bloodborne pathogen handling protocols. Implementation of proper personnel hygiene habits, including washing hands and face before eating. Voluntary participation in Hepatitis B vaccination program. Proper adherence to biological waste handling procedures. All personnel to conduct biological work and added to the BUA shall attend a class on Laboratory Biological Safety/Bloodborne Pathogen Program prior to conducting this type of work. Participation in Facility specific medical clearances may be required.		
HUMAN SUBJECTS: work with human subjects. IRB PROTOCOLS: All workers who work with human subjects or around those people who do are potentially exposed to these hazards. Those workers who are added to the IRB Protocol have a higher potential for exposure and receive HIPAA Training and HIPAA Research training.	Exposure to chemical, radiological, biological (infectious) agents via inhalation, contact, ingestion or injection. Exposure to physical hazards.	Avoid unnecessary exposures. Proper selection and use of personnel protective eyewear and specialized equipment. Employees are not to enter restricted areas unless accompanied by a properly trained individual familiar with the hazards of the area. Employees are not to operate specialized equipment without proper training and documentation. Personnel routinely entering areas where lasers are used will receive laser safety training prior to conducting this type of work.		
LASERS: Work in laboratories, shops and spaces containing laser hazards. LUA: All lab workers who work in a lab with lasers are potentially exposed to these hazards. Those workers who are added to the LUA have a higher potential for exposure and receive prescribed training.	Injury from physical hazards including high voltage, lasers and compressed gases and liquids, and specialized equipment.			
Motor vehicle operation: university vehicle(s)	Motor vehicle accidents involving personnel injury, or property damage.	All drivers of University vehicles must attend the Driver Safety Awareness Course offered by Fleet Services and possess a valid California driver's license. Hazardous materials may not be transported in personnel owned vehicles.		
	DATE	SIGNATURE		

EFFECTIVE: 2020	JOB SAFETY ANALYSIS IIPP-Appendix B	DEPARTMENT SCHOOLS OF HEALTH	LOCATION DAVIS & SACRAMENTO CAMPUS	JOB TYPE RESEARCH LABS
JOB FUNCTION NANOPARTICLES: work in laboratories, shops and spaces containing chemicals in nanoparticle sizes.	POTENTIAL HEALTH OR INJURY HAZARD(S) Exposure to nanoparticle chemicals via inhalation, contact, ingestion or injection. The hazard of nanoparticles is unclear. There is some evidence that the hazard of nanoparticles may be more reflective of particle and fiber hazards than of the chemical hazards.	RISK ASSESSMENT, SAFE WORK PRACTICES, PPE & ENGINEERING CONTROLS Avoid all unnecessary exposures. Read the Material Safety Data Sheets (MSDS's). Reduce exposures that cannot be avoided by minimizing exposure duration and concentration. Proper selection and use of personnel protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Implementation of proper personnel hygiene habits, including washing hands and face before eating. Avoid unnecessary exposures. Proper selection and use of personnel protective equipment including gloves, protective eyewear and specialized equipment. Employees are not to enter restricted areas unless accompanied by a properly trained individual familiar with the hazards of the area. Employees are not to operate specialized equipment without proper training and documentation. Watch for overhead hazards and wear head protection if needed. Personnel routinely entering areas where lasers are used will receive laser safety training prior to conducting this type of work.		
Physical Hazards: work in laboratories, shops and spaces containing physical hazards.	Injury from physical hazards including high voltage, lasers and ultraviolet light, compressed gases and liquids, cryogenic materials, and specialized equipment as well as falling objects.	Avoid all unnecessary exposures. Adhere to radiological material handling procedures including limiting exposures through combination of minimizing time, maximizing distances and use of appropriate shielding. Proper selection and use of personnel protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Implementation of proper personnel hygiene habits, including washing hands and face before eating. Participation in radiological monitoring program may be required. All personnel to conduct radioactive work will receive on the job and classroom training including Radiation Safety prior to conducting this type of work.		
RADIOACTIVE MATERIALS: work in laboratories containing radiological materials and wastes. RUA: _____ All lab workers who work in a lab with radiological materials and wastes are potentially exposed to these hazards. Those workers who conduct radioactive work and are added to the RUA have a higher potential for exposure and receive prescribed training.	Exposure to radiological agents via inhalation, contact, ingestion or injection.	SIGNATURE		
	DATE	SIGNATURE		

EFFECTIVE: 2020	JOB SAFETY ANALYSIS IIPP-Appendix B	DEPARTMENT SCHOOLS OF HEALTH	LOCATION DAVIS & SACRAMENTO CAMPUS	JOB TYPE RESEARCH LABS
<p>JOB FUNCTION</p> <p>RADIATION PRODUCING MACHINES: work in laboratories containing radiological machines.</p> <p>MUA: _____</p> <p>All lab workers who work in a lab with radiation producing equipment are potentially exposed to these hazards. Those workers who operate radioactive equipment and are added to the MUA have a higher potential for exposure and receive prescribed training.</p>	<p>POTENTIAL HEALTH OR INJURY HAZARD(S)</p> <p>Exposure to radiological agents via inhalation, contact, ingestion or injection.</p>	<p>RISK ASSESSMENT, SAFE WORK PRACTICES, PPE & ENGINEERING CONTROLS</p> <p>Avoid all unnecessary exposures. Adhere to machine use procedures including limiting exposures through combination of minimizing time, maximizing distances and use of appropriate shielding. Proper selection and use of personnel protective equipment including lead shielding, and lead aprons. Implementation of proper personnel hygiene habits, including washing hands and face before eating.</p> <p>Participation in radiological monitoring program may be required. All personnel to operate radioactive equipment will receive on appropriate training as prescribed by the Radiation Safety Officer prior to conducting this type of work.</p>		
<p>SELECT AGENTS: work in laboratories containing select agents. Select agents in any quantity are registered with the Biosafety Officer.</p> <p>Select Agent Quantities:</p> <p>> Exempt quantities</p> <p>< Exempt quantities</p> <p>All lab workers who work in a lab with select agents and wastes are potentially exposed to these hazards during a fire or other emergency. Those workers that are working with select agents are trained on safe procedures by the Biosafety Officer.</p>	<p>Exposure to select agents via inhalation, contact, ingestion or injection.</p>	<p>Avoid all exposures. Read the Material Safety Data Sheets (MSDS's). Design experiments for zero exposure. Proper selection and use of personnel protective equipment including layers of disposable gloves, disposable lab wear and full-face respiratory protection. Implementation of proper personnel hygiene habits, including washing hands and face before eating. All personnel to receive training from the Biosafety Officer.</p>		
	<p>DATE</p>	<p>SIGNATURE</p>		

EFFECTIVE: 2020	JOB SAFETY ANALYSIS IIPP-Appendix B	DEPARTMENT SCHOOLS OF HEALTH	LOCATION DAVIS & SACRAMENTO CAMPUS	JOB TYPE FIELD RESEARCH
JOB FUNCTION	POTENTIAL HEALTH OR INJURY HAZARD(S)	RISK ASSESSMENT, SAFE WORK PRACTICES, PPE & ENGINEERING CONTROLS		
Field Research	Exposure to sun/weather. Access to field sites.	Wear sunscreen. Maintain adequate fluid intake. Wear protective clothing as needed (hat, raincoat, gloves, appropriate footwear). Take cover during a thunderstorm. Take breaks as needed in well-shaded areas when hot. Drive defensively. Avoid driving when tired. Be prepared for delays. Carry adequate food, water, clothing, first aid equipment and tools.		
	Field Activities.	Wear appropriate footwear, especially when traveling through rough or rocky terrain. Obtain appropriate training on equipment use. Travel with another individual when accessing remote locations. Provide supervisor with itinerary prior to trip.		
	Valley Fever: Valley fever is another name for the sometimes deadly infection coccidioidomycosis. It is called Valley Fever because the organism that causes it is commonly found in the soil of the southwestern United States, Mexico, and parts of Central and South America. Valley Fever usually affects the lungs. When it affects other parts of the body, it is called Disseminated Valley Fever. Valley Fever is spread through the air. If soil containing the Valley Fever fungus is disturbed by construction, natural disasters, or wind, the fungus spores get into the air. People can breathe in the spores and get Valley Fever. The disease is not spread from person to person. Anyone can get Valley Fever, but people who engage in activities that disturb the soil are at an increased risk. People with weakened immune systems are at increased risk for disseminated disease.	Persons at risk for Valley Fever should avoid exposure to dust and dry soil in areas where Valley Fever is common.		
	DATE	SIGNATURE		

EFFECTIVE: 2020	JOB SAFETY ANALYSIS IIPP-Appendix B	DEPARTMENT SCHOOLS OF HEALTH	LOCATION DAVIS & SACRAMENTO CAMPUS	JOB TYPE ANIMAL HANDLER
JOB FUNCTION	POTENTIAL HEALTH OR INJURY HAZARD(S) <ul style="list-style-type: none"> Mechanical/Physical Injuries from Animals. Zoonotic Exposures: Zoonotic diseases are infections or infestations shared by humans and animals. Be aware that these diseases may also be transmitted via animal tissues (blood, neural tissue, etc.). Zoonotic Exposure or Mechanical/Physical Injuries from Animals 	RISK ASSESSMENT, SAFE WORK PRACTICES, PPE AND ENGINEERING CONTROLS		
ANIMAL: handling and restraint:		<ul style="list-style-type: none"> Before beginning work, review the UCD Animal Use and Care website at: https://research.ucdavis.edu/policiescompliance/animal-care-use/iacuc/ In the Occupational Health Surveillance System section, under Zoonotic Resources, obtain current information on "Zoonotic Diseases and Risk Analysis" for the species with which you will be working. Also review the information on "Allergy to Animals". Everyone who has exposure to animals must complete the "Health Surveillance Questionnaire". Health care professionals at Occupational Health Services will review the form and make individual recommendations as appropriate. Training for handling animals can be obtained from the Laboratory Animal Skills Class or from your supervisor. Do not perform a procedure for which you have not been trained or feel uncomfortable. Ask your supervisor for assistance. Always keep in mind that animals may bite, scratch or grab (in the case of primates). Maintain a safe distance from them when possible. When working with species other than primates, the minimum protective clothing requirement is a lab coat, gloves, long pants and closed-toed shoes. Based on a risk assessment, the laboratory or experimental conditions dictate any other requirements. For instance, if dust or fluid is generated (or if there is a potential for splash), wear a mask and eye protection. When working with animals wear appropriate PPE. Closed-toed shoes are to be worn in the lab where hazards are present. When working with animals, long pants and a lab coat with cuffed sleeves (or "sleeves" with an uncuffed lab coat) will help protect against scratches. In some situations, you may be required to wear thick, protective leather gloves. See the Zoonotic Exposure section for more information. Follow any Standard Operating Procedures (SOP) that your supervisor provides. (If you are working with primates, you may be required to watch a video such as, "Working Safely with Nonhuman Primates" or attend an animal handling training course. Prior to beginning work in a lab, discuss this with your supervisor.) Immediately report any accident or injury to your supervisor and to Employee Health Services (752-6051). No food or drink is allowed in the work place that contains hazardous materials of any kind. Wash hands with an antibacterial soap before exiting animal and lab areas. Training and enforcement are under the direction of the laboratory's PI. 		
	DATE	SIGNATURE		

EFFECTIVE: 2020	JOB SAFETY ANALYSIS IIPP-Appendix B	DEPARTMENT SCHOOLS OF HEALTH	LOCATION DAVIS & SACRAMENTO CAMPUS	JOB TYPE ANIMAL HANDLER
JOB FUNCTION PRIMATE: handling and restraint	POTENTIAL HEALTH OR INJURY HAZARD(S) Nonhuman primates used in the research may be naturally infected with diseases that are transmissible to humans. Examples of natural diseases include enteric bacteria such as Campylobacter, Shigella, Yersinia, or Protozoa such as Giardia. Herpes B virus is endemic to macaques and potentially lethal to humans. Zoonotic exposures are possible from: Animal Exposures as described above, splashes of infectious material (blood, urine, feces) to mucous membranes (open wounds, nose, eyes, or mouth); improper personal hygiene (handwashing); aerosolization of infectious material; contact with contaminated fomites (inanimate objects, like an animal cage, which may be contaminated with disease-producing agents).	RISK ASSESSMENT, SAFE WORK PRACTICES, PPE AND ENGINEERING CONTROLS <ul style="list-style-type: none"> • Prior to entering lab corridor, check arms and wrists for cuts and scrapes. Cover cuts and scrapes with a band aid and double glove. • Wear appropriate protective clothing. Cover all bare skin: wear long pants, a lab coat with cuffs or coveralls with wrist cuffs or long-sleeved scrubs shirt with cuffs or any other long-sleeved protection that has a cuff and completely covers the arm and wrist, closed-toed shoes, latex or other similarly protective gloves, splash proof goggles (corrective eyeglasses alone are not acceptable, neither are shop goggles) or a full face shield, and a disposable face mask. Wear two pair of gloves when there is a high risk of exposure. If there is a potential for flying debris, impact resistant spectacles must be worn; having eye protection with the rating "Z8.7" stamped on it ensures that it will provide adequate protection as long as the eyewear is worn properly. When airborne droplets are a hazard, such as when a chair or cage is being cleaned with a hose, hair covering is required. When working with other species, protective clothing to be worn will depend on the situation; wear gear that minimizes exposure to any animal body fluids or tissues (splashes, etc.). • The individual who is working directly with a monkey is responsible for assuring that no other individual comes within 5 feet of that monkey (or 15 feet if the individual is a visitor) without protective clothing. If a monkey is being transported down the hallway in a chair, the person wheeling the monkey must visually check the hall for any other persons not wearing protective clothing. The person wheeling the monkey must issue a verbal warning so that a safe distance is maintained until the monkey has passed through. • After returning a monkey to its cage, make sure that the primate cage padlock is in its proper place and is locked. • IN THE EVENT OF A PRIMATE-RELATED INJURY OR POSSIBLE ZOOONOTIC EXPOSURE, IMMEDIATELY FOLLOW THE INSTRUCTIONS ON THE WOUND TREATMENT PROTOCOL FOR PRIMATE-RELATED INJURIES. • View the video "Working Safely with Nonhuman Primates", the UC Davis Animal Care and Use website, and follow all Standard Operating Procedures as required by your Principal Investigator (PI). 		
	DATE	SIGNATURE		

WORKSITE INSPECTION FORM

General Office Environment

Location: _____ Date: _____

Inspector: _____ Phone: _____

Department: _____

Administration and Training

Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	1.	Are all safety records maintained in a centralized file for easy access? Are training records current?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	2.	Have all employees attended Injury & Illness Prevention Program training? Has the training been documented?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	3.	Does the department have a completed Emergency Action Plan? Are employees trained on its contents and training documented?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	4.	Are chemical products used in the office being purchased in small quantities? Are Safety Data Sheets available/accessible?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	5.	Are mandatory employment notices and posters posted: https://www.hr.ucdavis.edu/supervisors/posters-required-by-law ?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	6.	Are annual workplace inspections performed and documented?

General Safety

Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	7.	Are exits, fire alarms, pullboxes clearly marked and unobstructed?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	8.	Are aisles and corridors unobstructed to allow unimpeded evacuations?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	9.	Is a clearly identified, unobstructed, charged, currently inspected and tagged, wall-mounted fire extinguisher available as required by UC Davis Fire?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	10.	Are ergonomic issues being addressed for employees using computers or at risk of repetitive motion injuries?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	11.	Is a fully stocked first-aid kit available? Is the location known to all employees in the area?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	12.	Are cabinets, shelves, and furniture over five feet tall secured to prevent toppling during earthquakes?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	13.	Are books and heavy items and equipment stored on low shelves and secured to prevent them from falling on people during earthquakes?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	14.	Is the office kept clean of trash and recyclables promptly removed?

Electrical Safety

Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	15.	Are plugs, cords, electrical panels, and receptacles in good condition? No exposed conductors or broken insulation?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	16.	Are circuit breaker panels accessible and labeled?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	17.	Are surge protectors being used? If so, they must be equipped with an automatic circuit breaker, have cords no longer than 15 feet in length, and be plugged directly into a wall outlet.
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	18.	Is lighting adequate throughout the work environment?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	19.	Are extension cords being used correctly? They must not run through walls, doors, ceiling, or present a trip hazard.
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	20.	Are portable electric heaters being used? If so, they must be UL listed, plugged directly into a wall outlet, and located away from combustible materials.

Laboratory Safety Review Checklist

Principal Investigator:	Date:
Completed by:	Building:
Room number(s):	
<i>*For details and/or to complete the checklist online, please use Inspect (ehs.ucop.edu/inspect).</i>	

Chemical	Yes	No	N/A
Corrosives & potentially hazardous chemicals are stored below eye level.			
Incompatible chemicals are stored separately.			
Hazardous chemicals are not stored on the floor.			
Time sensitive chemicals/peroxide formers are not expired and are stored appropriately.			
Chemical containers clearly labeled with contents (in English) and primary hazard(s).			
Storage cabinets are clearly labeled as to contents.			
Flammables needing refrigeration are stored in "laboratory safe" refrigerator/freezer.			
Flammables liquids (including waste) storage outside of the storage cabinet is less than 10 gallons.			
Strong acids and strong bases are stored in secondary containers.			
Water reactive chemicals are segregated, contained, and labeled.			
Pyrophoric chemicals are segregated, contained, and labeled. Entire building equipped with automatic sprinkler system.			
Abbreviations used on container labels are identified in a prominent place in the lab.			
Chemical storage containers are in good condition and appropriate for contents.			
Documentation	Yes	No	N/A
Chemical inventory has been completed and updated within past 12 months.			
Campus-wide Chemical Hygiene Plan is available and/or up-to-date.			
Department Emergency Action Plan is available and up-to-date.			
Safety Data Sheets are accessible and available.			
Standard Operating Procedures are available.			
Current emergency contacts and PI/supervisor contact are posted at the laboratory entrance.			
Appropriate hazard communication signage is posted at laboratory entrance(s).			
Department Injury and Illness Prevention Plan is available and up-to-date.			
Hazard assessment is complete and is up-to-date.			
Hazard assessment has been reviewed by all personnel.			
Hazard assessment roster is maintained.			
Hazard assessment reflects the hazards in the workplace.			
Emergency assistance information is posted.			
Self-inspections are accomplished and documented on a regular basis.			
Electrical	Yes	No	N/A
A minimum clearance of thirty-six inches in front of electric panel/breaker box is being maintained.			
Extension cords are not being used as permanent or semi-permanent wiring.			
Extension cords or power strip plugged directly into outlet.			
Electrical cords do not pose any trip hazards.			
Equipment does not have any damaged cords; plug or other condition that constitutes an electrical hazard.			

Laboratory Safety Review Checklist

Major appliances/equipment plugged directly into outlet.			
Fire	Yes	No	N/A
Fire extinguishers are mounted, fully charged, pin and security seal is intact.			
Fire extinguisher annual maintenance tag is present and up-to-date.			
Fire-rated doors are not propped open.			
Aisles, exits and/or hallways are not obstructed.			
Items stored such that minimum clearance of 18" of sprinklers or 24" of ceiling without sprinklers is met.			
Fire extinguishers are available as required.			
Fire extinguisher monthly visual check is documented and up-to-date			
Fume Hoods	Yes	No	N/A
Fume hood is not cluttered or used for storage.			
Fume hood users know how to check their airflow monitor to verify that the hood airflow is functioning properly. Users know how to check the certification sticker for annual testing.			
Fume hood has been certified within the past year.			
Proper sash height is indicated and maintained.			
Fume hood illumination is functional.			
Audible/visual alarm is functional and/or visual airflow indicator is working.			
Gas	Yes	No	N/A
Compressed gas cylinders are adequately secured.			
Oxidizer and combustible gas cylinders separated by an appropriate distance or barrier.			
Valves of gas cylinders are capped when not in use.			
Toxic gases are properly stored in a ventilated cabinet/fume hood.			
Compressed gas cylinders are labeled with contents and hazards.			
General Safety	Yes	No	N/A
General housekeeping in laboratory is maintained.			
Spills are promptly or properly cleaned.			
There is no evidence of eating or drinking in the laboratory where hazardous materials are being used or stored. Food is not stored with hazardous materials.			
Laboratory ventilation pressure is negative with respect to corridors and offices.			
Vacuum systems (both house systems and stand-alone vacuum pumps) are fitted with traps and/or protection (HEPA/hydrophobic) filter, if required.			
Laboratory sinks, delivering non-potable water, are labeled "Industrial Water - Do Not Drink"			
Refrigerators/freezers are labeled appropriately for the use of the refrigerator/freezer.			
Hand wash sink is available with soap and paper towels.			
Secondary containment for vacuum pumps that use oil are provided.			
PPE	Yes	No	N/A
Gloves, appropriate for the activity, are available and worn when working with hazardous materials.			
Lab coats, appropriate to the activity and properly fitted, are available and worn when working with hazardous materials.			
Long pants (legs covered) and closed-toe/heel shoes are worn in the lab.			
Respirator use has been evaluated by EH&S and users are included in the campus respiratory protection program.			
Safety glasses or chemical splash goggles are worn in the laboratory.			

Laboratory Safety Review Checklist

Specialty PPE not needed (i.e. UV/IR glasses, lab aprons, face shields, cryogenic gloves).			
Safety Equipment	Yes	No	N/A
A plumbed emergency eyewash/safety shower is available within 10 seconds.			
Access to emergency eyewash/shower or emergency eyewash is free of items that obstruct their use.			
Annual test of emergency eyewash/safety shower or emergency eyewash has been completed and documented.			
Calcium gluconate paste for Hydrofluoric acid (HF) exposure first aid is available. Calcium gluconate paste has not expired. Training on HF first aid is documented.			
Appropriate chemical spill kit is available.			
First Aid Kit is available.			
A plumbed emergency eyewash is immediately available in rooms with corrosive materials.			
Monthly activation of emergency eyewash/safety shower is documented.			
Seismic	Yes	No	N/A
Shelves used for the storage of hazardous materials have restraints to prevent items from falling.			
Large equipment is seismically anchored.			
Overhead storage is secured.			
Training	Yes	No	N/A
Training on the campus Chemical Hygiene Plan is documented.			
Training on laboratory specific Standard Operating Procedures (SOP) is documented.			
Initial training for lab-specific hazards has been documented.			
Spill response training is documented.			
Training to manage or handle hazardous waste is documented.			
Laboratory personnel have completed UC Laboratory Safety Fundamentals training.			
Training on the Injury and Illness Prevent Plan (IIPP) is documented.			
Training on the Emergency Action Plan is documented.			
Hazard assessment PPE training has been completed by all personnel.			
Training for microtome use is documented.			
Waste	Yes	No	N/A
Hazardous waste found is properly disposed.			
Sharps are disposed of in an appropriate container that is properly labeled.			
Hazardous wastes accumulated within regulatory time limits.			
Hazardous waste is properly labeled.			
Biomedical waste containers have a tight fitting lid in place.			
Biomedical waste secondary containment is used.			
Hazardous waste container closed when not in use.			
Biomedical waste in red bags is being properly disposed.			
Hazardous waste is in secondary containment.			
Sharps container's contents are not past the fill line.			
Universal waste properly labeled, contained, and discarded within 1 year.			

SAFETY TRAINING ATTENDANCE RECORD

Training Topic: _____ Date: _____
(attach a copy of the training session curriculum)

Instructor: _____ Training Aids: _____

Location: _____ Time: _____

Attendees – Please print and sign your name legibly. Use additional sheets if necessary.

No.	Print Name	Signature/Date
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____
21.	_____	_____
21.	_____	_____
22.	_____	_____
23.	_____	_____
24.	_____	_____
25.	_____	_____
26.	_____	_____
27.	_____	_____
28.	_____	_____
29.	_____	_____
30.	_____	_____

IIPP-Appendix D
January 2016

Completed copies of this form should be routed to the department Safety Coordinator and must be maintained in department files for at least three years.