

UC Merced

Injury and Illness Prevention Program



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PROGRAM APPENDICES

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PROGRAM ATTACHMENTS

Attachment A – Report of Unsafe Condition or Hazard/Hazard Correction Report

Attachment B – Safety Committee Meeting Documentation

Attachment C – General Self-Inspection Form for Administration Areas

Attachment D – Occupational Accident, Injury, or Illness Investigation Report

Attachment E – Safety Training Attendance Record

REFERENCES

[Title 8, California Code of Regulations \(T8 CCR\) §3203 Injury & Illness Prevention Program](#)

[Cal/OSHA Injury & Illness Prevention Program ‘eTool’](#)

[Cal/OSHA Guide Injury & Illness Prevention Program for ‘Non-High Hazard Employers’](#)

RESOURCES

[Cal/OSHA Workplace Standards – T8 California Code of Regulations; standards search](#)

[OSHA Stats – Establishment Search – Check for contractor compliance history](#)

[OSHA Stats – SIC Search – Check for contractor compliance history](#)

1.0 PREFACE

The information provided in this employee manual summarizes pertinent information in the UC Merced Environmental Health and Safety Program. The program is designed to protect UC Merced employees and students from potential safety and health hazards in university workplaces and academic facilities. A copy of the complete program will be maintained at each UC Merced departments and school, including annexes or off-site locations, available for review by UC Merced employees or their designated representatives, by UC Merced contractors, or by representatives of Cal/OSHA.

The roles and responsibilities of all faculty and support service personnel are defined, as well as general procedures for program implementation. Program procedures include a system for identifying and correcting potential hazards; mechanisms for employees and students to communicate on safety issues and concerns; criteria for investigating work-related injuries and illnesses; provisions for training of personnel; and maintenance of pertinent records.

The program also outlines workplace health and safety rules and criteria for ensuring compliance, emergency procedures, and "hazard specific" guidelines, such as instructions for the proper handling of hazardous materials and safe work practices.

Injury and Illness Prevention Program

2.0 HEALTH, SAFETY & ENVIRONMENTAL POLICY

Reference: Title 8 California Code of Regulations (T8 CCR) Section 3203
[Injury and Illness Prevention Program](#)

The management and faculty of UC Merced recognize that safeguarding the health and welfare of our employees and students is paramount to our ultimate success as an academic institution. We know that in the workplace, people, equipment, materials, and the environment are all interrelated. Effective environmental health and safety programs are key to protecting our workers, students and public health, ensuring safety, promoting a sense of wellbeing, and protecting university resources and physical assets from accidental loss.

Furthermore, we strongly believe that the risks of workplace injury, illness, and accident loss are reduced and controlled through good management. Therefore, it is UC Merced policy to provide a safe place of employment and academic study, and to establish sound operating practices that will result in safe working and academic conditions, and efficient operations that will also enhance student skills for meeting their career goals.

The prevention of accidents and preservation of health and safety of all employees and our students is a cooperative effort requiring the active participation of everyone in our university community. Campus Administration will work diligently and conscientiously in the elimination of unsafe and unhealthy conditions at our university, and to promote safe working, instructional and research practices. And, we expect the same commitment from all of our employees and our students.

3.0 PROGRAM RESPONSIBILITIES

University of California Merced is firmly committed to protecting the health and safety of its employees and students, protecting property and assets, and complying with applicable laws and regulations. To achieve this goal, this comprehensive health and safety, and environmental program has been implemented. This program is designed to prevent workplace accidents, injuries and adverse environmental impacts by providing a safe and healthful environment for UC Merced employees and students. The scope of this program applies to all activities conducted under the auspice of UC Merced, both on and off campus.

The implementation of this program is the responsibility of all employees. Mechanisms to encourage employee participation in the identification and correction of workplace hazards are included.

Hazard recognition and control is the key to managing risks and maintaining an effective health, safety and environmental program. The UC Merced program is designed to identify hazards that exist or develop in the workplace or academic endeavors, implement effective controls to correct those hazards, and invoke steps to prevent their recurrence.

UC Merced believes that everyone benefits from a safe and healthy work and academic environment. Occupational accidents cause suffering and financial hardship not only to workers, but to their families as well. Accidents are also a direct cost to our university in Workers' Compensation premiums, as well as an indirect cost resulting from lost work time, instruction and/or research, hiring replacement employees, accident investigation time, and replacement or repair of property and materials.

As stated in the UC Merced Health, Safety and Environmental Policy, maintaining a healthful and safe workplace is the direct responsibility of all senior management, supervisors, faculty, employees and students, as well as contractors and subcontractors providing services. The following outlines specific roles and responsibilities of UC Merced management and employees for implementing and maintaining this program.

3.1 Director Environmental Health & Safety

The ultimate responsibility for providing resources towards the goal of effective policies regarding environmental health and safety issues rests with the Chancellor. And general policies, which govern the activities and responsibilities of the Environmental Health and Safety program, are established under the direct authority of the Chancellor.

As designated by the Chancellor, the UC Merced [Director Environmental Health & Safety \(EH&S\)](#), reporting to the Vice Chancellor for Administration has corporate authority and responsibility for implementing and maintaining the provisions of the UC Merced Injury and Illness Prevention Program. Key responsibilities include:

- Providing leadership and demonstrating management's commitment to the program;
- Consulting with senior management in developing and implementing program policies;
- Planning, organizing and coordinating EH&S training programs for senior managers, faculty, supervisors, employees, and when applicable, students;
- Periodic inspection of conditions at campus workplaces and academic facilities, annexes or other off-site locations to evaluate program compliance;
- Continuing evaluation of the program to assure its implementation and effectiveness;

- Monitoring and advising faculty, staff, and students using biological agents, radioactive materials, carcinogens, and other hazardous materials;
- Maintaining an effective system for ensuring program compliance;
- Maintaining current information on local, state and federal safety and health regulations applicable to campus operations, teaching and research projects and developing appropriate compliance strategies;
- Acting as liaison between the campus community and outside regulatory agencies;
- Preparing and distributing campus policies and procedures on EH&S issues;
- Overseeing the development of workplace and academic safety rules, facilities and research specific health and safety plans when applicable, and inspection guidelines;
- Serving as a technical resource for industrial hygiene and safety assessments;
- Arranging for EH&S inspections and follow-up to insure necessary corrective action is completed;
- Overseeing a system for maintaining the records of inspection and hazard abatement;
- Ensuring the allocation of adequate resources for maintaining an effective program;
- Overseeing accident report and investigation procedures and ensuring the maintenance of regulatory injury and illness records (OSHA log 300), along with other program records;
- Reviewing accident reports and analyzing injury and illness records to identify trends and determining necessary corrective action or procedural changes;
- Working and communicating with the Risk Management Office and insurance companies on information and details involving compensation cases due to accidents and illnesses; and
- Overseeing the maintenance of EH&S program records.

3.2 Schools, Departments and Administrative Units (Vice Chancellors, Deans, Directors, Department Heads)

Vice Chancellors, Deans, Directors, Department Heads and other senior managers are responsible for fully supporting this program in all areas under their scope of responsibility and ensuring that faculty and supervisors comply with UC Merced EH&S policy and procedures. Key responsibilities include:

- Demonstrating leadership in management's commitment to the EH&S Program;
- Making EH&S a top priority when developing budget requests, grant proposals and managing the resources allocated to their respective department or school to ensure the allocation of adequate resources for maintaining an effective program;
- Keeping abreast of safety and health regulations affecting programs under their responsibility;
- Conducting periodic inspections of department and academic facility conditions to ensure supervisor and faculty compliance with all UC Merced EH&S policies and programs as well as compliance with contract conditions and obligations for campus contractors if applicable;
- Assisting faculty and campus supervisors in the investigation of major accidents and critical incidents; and,

- Designating responsible persons within each department or school under their management to partner with EH&S to implement safe work practices, policies, and procedures. This individual will be referred to as the academic or department Building Safety Coordinator.

3.3 Administrators, Faculty & Supervisors

UC Merced administrators, faculty and supervisors are responsible for fully supporting this Program and ensuring academic support and technical staff know and comply with UC Merced EH&S policy and procedures. Key responsibilities include:

- Responsibility for assisting the Director EH&S in developing, or overseeing the development and implementation of EH&S policies related to campus activities under their authority;
- Conducting routine department or school site visits to demonstrate leadership, evaluate progress, and control compliance with EH&S policies and procedures;
- Reporting and investigating work related injuries and illnesses in a timely manner and in accordance with Program procedures;
- Familiarizing themselves with the safety, health and environmental hazards to which employees and students under their immediate direction and control may be exposed;
- Oversee new employee orientation and continuing safety training, including access to and review of this program to ensure they fully understand their responsibilities, and advising senior management of any additional training needs;
- Ensuring that employees and students are trained in job safety practices, hazardous materials handling and environmental protection commensurate with their job duties prior to job assignments for which training has not previously been received or when new substances, processes, procedures are introduced to the workplace which represent a new hazard;
- Maintain an office, department and/or workplace safety bulletin board, in an accessible location where all employees and students may review hazard notifications, EHS inspection results, and other safety information;
- Maintain a supply of the correct tools and personal protective equipment if required for assigned tasks;
- Responsibility for assisting the EH&S Director and/or senior management in preparing, or coordinating the preparation of Project or Activity Hazard Analyses (PHA-AHA), including AHAs for tasks or services provided by contractors or subcontractors;
- Ensuring all employees and students comply with the UC Merced EH&S policies and procedures commensurate with assigned tasks;
- Promptly provide additional safety training to workers whose safety performance is deficient;
- Keeping abreast of UC Merced EH&S policies and procedures, as well as Cal/OSHA and environmental standards relating to the university projects they manage;
- Conducting routine project status briefings with facility supervisors and contractors when applicable;
- Investigating all accidents as well as incidents (near-misses) to identify the root cause(s) and implement corrective action to mitigate recognized risks prevent future occurrences;

- Promptly completing the Accident Report and Investigation form (within 24-hrs) and forwarding copies of it to the academic or department Building Safety Coordinator and/or Director EH&S;
- Maintaining Material Safety Data Sheets in accordance with the Hazard Communication Program;
- Coordinating scheduling of representative industrial hygiene or environmental monitoring with the Director EH&S when required; and,
- Recognizing employees for safe and healthful work practices and initiating UC Merced progressive disciplinary procedures against employees who violate EH&S program policies or procedures.

3.4 UC Merced Employees & Students

Employees are responsible for fully supporting, knowing and complying with the rules and procedures outlined by this program. Other specific responsibilities include:

- Attending required health and safety training and meetings, and complying with all EH&S program policies;
- Completing all required initial health and safety and refresher trainings identified by their supervisor, EH&S office, and the Learning Management System (LMS);
- Routinely (at least weekly) reviewing their respective Safety Bulletin Board(s);
- Know and observe all Injury & Illness Prevention Program policies and workplace rules;
- Immediately reporting all real, potential, or perceived workplace accidents or hazards to their supervisor or UC Merced faculty;
- Reporting unsafe conditions immediately to a supervisor or faculty representative and stopping work or academic tasks if the activity poses a potential or perceived imminent hazard;
- Properly using and maintaining assigned safety and personal protective equipment, i.e., hard hat, hand, eye and body protection, hearing protection, etc.;
- Know and follow all written standard operating procedures, including Job or Activity Safety Analysis for assigned tasks;
- Maintain all tools and equipment in accordance with the manufacturer's instructions;
- Reporting to a UC Merced supervisor or faculty before going home if you become ill or injured while conducting work or academic tasks; and,
- Not removing, displacing, damaging, destroying, or taking off safety devices, notices, or warnings or interfering in any way with their use by any other person.

4.0 MANAGEMENT – EMPLOYEE H&S COMMUNICATION

UC Merced recognizes that to maintain a safe, healthy and secure workplace, we must have open, two-way communication between all employees, supervisors, administrators, and faculty and students, as well as UC Merced contractors on all workplace and academic health, safety and security issues.

UC Merced has established communication systems designed to encourage a continuous flow of safety, health, and security information between management, faculty and our employees and students without fear of reprisal. UC Merced maintains a strict policy designed to protect all employees from being unlawfully harassed for exercising rights established in California Labor Code. No employee will be retaliated against for reporting potential, or perceived hazards or for making suggestions related to health and safety.

Because two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace, each school and/or department will fully implement the communication system. Supervisors and faculty are responsible for communicating safety and health issues in a form readily understandable by all workers and students. The school or department's communication program will meet the following objectives:

1. Explain the requirement to comply with safe work practices, including recognition for compliance and disciplinary actions for violations;
2. Communicate safety rules and other information on occupational hazards in an understandable manner (this requirement applies to both clarity and language if non-English speaking employees are in the workforce); and
3. Encourage employees to report workplace hazards to their supervisor and/or EH&S by using the Report of Unsafe Condition or Hazard Form in Attachment A. This form can be completed and submitted anonymously either from the EH&S web site or printed and submitted to EH&S as a hard copy.

4.1 Management – Employee Safety Communication

The following system of communication is designed to facilitate the flow of health and safety information:

- New employee orientation provided by each supervisor will include a review of the UC Merced Injury and Illness Prevention Program and a discussion of policy and procedures that the employee is expected to follow.

Facilities managers will schedule pre-job conferences with contractors and subcontractors to discuss UC Merced EH&S policies and procedures. Contractors are required to provide Central Plant, Engineering and EH&S managers with an inventory and current material safety data sheets for all hazardous materials brought onto UC Merced properties.

- Postings on Safety Information Bulletin Boards or distributed workplace safety information. (Ref: [T8 CCR §340](#) and [Cal/OSHA Posting Requirements](#))

From time to time, UC Merced EH&S will post and/or distribute written health and safety notifications. Employees are directed to check job site bulletin boards regularly for such information. Questions about the meaning or implementation of this information should be directed to a supervisor or faculty representative or, if necessary the EH&S office.

- Management-Employee Safety Committee meetings.
- Employees will also be informed about safety matters by e-mail, distribution of written memoranda, or by articles in the various UC Merced or EH&S newsletters.
- Training designed to address specific aspects of workplace and school safety and security, including on-the-job training conducted by supervisors or faculty.
- Employees are also encouraged to submit suggestions to enhance campus health and safety. An anonymous suggestion site is available to online at <http://ehs.ucmerced.edu/node/28> to inform management about workplace safety and security concerns.

All notifications or suggestions will be reviewed by the Director EH&S or their designee and investigated in a timely manner. All employees affected by the hazard or changes in policies or directives issued as a result of the investigation will be notified by posting the changes for at least ten days.

- In addition, employees can access their personal medical records, or workplace monitoring or exposure records and a copy of the UC Merced I&IPP by contacting their supervisor, department manager or school faculty, or the Director EH&S.

4.2 Management-Employee Safety Committee

Employee participation on health and safety issues is insured through representation on the Management Employee Safety Committee - Safety Committee members represent various employee groups. Safety Committee minutes and other safety-related items are posted on Safety Boards, the EH&S web link, or made available at department or school meetings (see Attachment B). The Safety Committee may also sponsor seminars or speakers or coordinate other means to communicate with employees regarding health and safety matters.

The committee meets at least quarterly. Every member is encouraged to discuss health and safety suggestions or concerns at the meeting. Each member is also responsible for bringing to the attention of the Committee any health and safety suggestions and concerns relayed to them by other employees or students.

4.3 Warning Signs and Labels

Known hazards are identified using signs to notify employees, students and visitors of the types of hazards in particular areas and labels on containers. From time to time, written health and safety information will also be posted on department and school Safety Boards. Questions regarding postings should be directed to the Director EH&S.

4.4 Safety Data Sheets

Safety Data Sheets (SDSs) provide information for both workers and emergency personnel on the potential hazards of chemical products or hazardous materials. SDSs are available in each department and school; refer to the UC Merced Hazard Communication Program. Specific SDSs can also be accessed from EH&S web page at: <http://ehs.ucmerced.edu/material-safety-data-sheets>.

4.5 Equipment Operating Manuals

All machinery and equipment is to be operated in accordance with the manufacturer's instructions, as specified in the operating manual. Copies of operating manuals will be maintained by each department or school for all machinery and of equipment required for their tasks and operations. Until trained by an experienced operator, supervisor or faculty on the

potential hazards and proper operation, employees or students are not authorized to operate machinery or equipment.

4.6 Access to Exposure and Medical Records

All employees are provided access to exposure and medical records which are maintained in the employee's personnel file. In addition, access is provided to material safety data sheets (SDSs) for all chemical substances handled or used on campus. SDSs, exposure, and medical records are retained for the duration of employment plus 30 years (Ref. [Appendix C](#) and [T8 CCR §3204](#)).

4.7 Reporting Accidents, Injuries and “Near Misses”, and Security Concerns

All employees are responsible for reporting unsafe conditions as well as security concerns in the workplace, including reporting verbal and/or physical threats. The employee may notify their supervisor directly, using Attachment A – Report of Unsafe Condition or Hazard/Hazard Correction Report, or anonymously online at: <http://ehs.ucmerced.edu/node/28>.

In the case of verbal and/or physical threats of violence, non-emergency reports are to be made directly to the campus police by calling 228-2677.

Health and safety issues, unsafe conditions as well as security concerns can also be reported to representatives of the Safety Committee.

5.0 PROGRAM COMPLIANCE

It is the policy of UC Merced that all employees and students, including managers, supervisors, and faculty follow safe procedures and work practices as outlined in this program. UC Merced has implemented the following policies to assure program compliance:

1. Informing workers of the provisions of all our EH&S programs;
2. Evaluating the safety performance of all workers;
3. Recognizing employees who perform safe and healthful work practices;
4. Providing remedial training to workers whose safety performance is deficient; and,
5. Using appropriate and proportionate disciplinary actions per University policy when workers fail to comply with safe and healthful work practices.

5.1 Safety Incentives:

UC Merced recognizes workers for safe work practices. Periodically EH&S and other members of management will implement various Safety incentives to recognize these efforts.

5.2 Disciplinary Procedure:

The importance of complying with safe work practices and procedures cannot be overstated. Violation of EH&S program policy, procedures, rules or workplace practices potentially endangers not only employees but potentially students, visitors, and the public.

Chronic disregard for safe work practices and unsafe acts posing a serious or potential imminent hazard shall be addressed through progressive disciplinary measures. Such disciplinary actions shall be in accordance with the applicable personnel policy or labor contract when employees fail to comply with applicable regulations, campus policy, and/or UC Merced safety procedures.

Managers and supervisors may be disciplined for negligent and/or willful unsafe practices. Faculty members may also be disciplined for negligent and/or willful unsafe practices in accordance with the Faculty Code of Conduct.

All personnel will be given instruction and an opportunity to correct unsafe behavior. Repeated failure to comply or willful noncompliance may result in progressive disciplinary measures up to and including termination.

Because involuntary termination of employment has a serious impact on both the employee and UC Merced resources, management will only take this action when progressive discipline is unable to correct unsafe behavior or investigation of an accident documents an employee intentionally violated a policy, safety procedure of rule.

6.0 SAFETY & HEALTH INSPECTIONS – JOB OR ACTIVITY HAZARD ANALYSIS

All work areas and equipment, including campus facilities and academic areas will be evaluated for hazards at the inception of each project or academic semester. Hazards identified or anticipated will be corrected immediately or scheduled for correction. Any operations or equipment presenting a danger that cannot be corrected immediately, employees and students will be alerted and instructed as to safe procedures.

Vice chancellors, deans, directors, department heads or their designee will be responsible for conducting routine periodic inspections (at least quarterly) of their respective offices and other campus facilities they manage. It is the intention of UC Merced to inspect our facilities during normal (representative) operating conditions.

Periodic inspections to identify and evaluate workplace hazards shall be performed by the following competent observer(s) in the following campus areas:

Area	Inspection conducted by:	Frequency
Laboratories, research	EH&S & PI/lab manager	Annual
Laboratories, instructional	Instructional support assistant	Semester
Shops	EH&S & shop supervisor	Annual
Offices	Building Safety Coordinator	Biennial

Areas will be inspected for potential unsafe conditions, hazards, security and general housekeeping. The results of these inspections, scheduled corrections, and correction responsibilities will be posted on the respective Safety Bulletin Board and/or the EH&S web site.

The Director EH&S and/or designated Employee Safety Committee shall conduct periodic inspections or audits without prior notice to the department or school manager or supervisors.

The Director of EH&S or designee will conduct a Hazard Assessment Inspection whenever new equipment is installed or procedures implemented.

To help ensure potential hazards are recognized and effective controls implemented, schools and departments are encouraged to utilize a Job or Activity Hazard Analysis (JHA or AHA) tool for planning, performing, assessing and improving University activities and implementing, safety and environmental management. Example JHA or AHA forms can be reviewed at the EH&S web site or obtained from EH&S. Other examples are available at (www.osha.gov/Publications/OSHA3071.pdf)

7.0 CORRECTION OF UNSAFE CONDITIONS OR UNSAFE ACTS

When a hazard is identified during routine inspections, an accident investigation, employee notification, or any other means, the hazard will be corrected in a timely manner. The persons correcting the hazard will have proper training to make the correction safely.

Hazards discovered either as a result of a scheduled periodic inspection or during normal operations must be evaluated and corrected in a timely manner commensurate with the type of hazard and degree of risk. EH&S, in conjunction with the respective vice chancellor, dean, department head or their designee can evaluate the identified hazards and make a determination as to what hazard control strategy must be implemented.

It is the responsibility of each manager to ensure that all employees are made aware of the hazards and the corresponding control measures to be exercised. In most cases the respective department or school will be able to make this evaluation for common hazards. EH&S is to be consulted to evaluate more complex or unique hazards. EH&S will arrange for industrial hygiene monitoring for airborne contaminants, occupational and community noise levels, radiation levels, ventilation efficacy as well as other means to quantitatively assess the potential hazards.

Supervisors and faculty are responsible for correcting hazards which are within their immediate means to do so. Supervisors of affected employees and faculty are expected to correct unsafe conditions as quickly as possible after discovery of a hazard, based on the severity of the hazard.

When a potential or perceived imminent hazard exists which cannot be immediately abated without endangering employees, students and/or property, remove all exposed or at risk personnel from the area except those necessary to correct the existing condition. Trained employees necessary to correct a hazardous condition shall be provided the necessary safeguards.

Examples of specific procedures that can be used to correct potential hazards include but are not limited to the following:

- Lock-out/tag-out unsafe equipment “Do Not Use Until Repaired,” and providing a list of alternatives for employees to use until the item is repaired (see UC Merced Lock-Out Tag-Out program at: <http://ehs.ucmerced.edu/injury-and-illness-prevention-program/general-safety> ;
- 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;
- Isolating or barricading hazard area to deny access until the correction is made; and,
- Submitting a Work Request to Facilities Management (<http://fmhelp.ucmerced.edu/home.html>).

Responsible supervisors and faculty are to use the Hazard Correction Report (Attachment A Page 2) to document corrective actions, including projected and actual completion dates. If necessary, supervisors can seek assistance in developing appropriate corrective actions by submitting a Report of Unsafe Condition or Hazard (Attachment A, Page 1) to EH&S. Likewise, supervisors may contact EH&S at any time for assistance in safety related matters.

8.0 ACCIDENT & INCIDENT RESPONSE & INVESTIGATION

Accidents frequently do not cause injury or illness but result in property, equipment, or materials damage and lost time. Accidents or incidents usually indicate an unsafe condition or faulty procedure. All accidents will be investigated by the respective vice chancellors, deans, department heads or their designee. Investigation of near-miss incidents will be at the discretion of the Director EH&S.

It is vital that all persons report all accidents, injuries or near-misses, no matter how slight. You may save someone from getting hurt in the future if you report it! For this reason all employees and students are to report for first aid treatment of all campus related injuries no matter how trivial they may appear.

Records of accidents are essential to an efficient and successful safety program. Without knowing the causes of accidents it is likely that the same type of accident will occur in the future - thus learning nothing from a previous accident.

8.1 Injury and Illness Reporting

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 beyond first aid is needed, call 9-911. The injured party will be taken to the appropriate hospital or medical center. If non-emergency medical treatment for work-related injuries or illnesses is needed, notify your supervisor. Supervisors of the injured employee must complete the Occupational Accident, Injury, or Illness Investigation Report (Attachment D) and submit a copy to Human Resources, Worker's Compensation and EH&S as soon as possible.

Serious occupational injuries, illnesses or exposures to hazardous substances as defined by Cal/OSHA must be reported to EH&S immediately. These include fatalities, a loss to any member of the body, any serious degree of permanent disfigurement, or hospitalization for a period in excess of 24 hours for other than medical observation. These injuries must be reported to Cal/OSHA as soon as practically possible, but on longer than 8 hours after the incident. EH&S will perform the required reporting to Cal/OSHA.

8.2 Accident & Incident Investigation

Whenever an accident or serious non-injury incident such as "near miss" has occurred, the Director EH&S or their designee will investigate to determine the root cause of the unsafe condition or unsafe act.

The purpose of investigating an accident or incident is to identify cause and prevent further occurrences - not to assign blame. The investigation will focus on causes - "unsafe conditions and unsafe acts". The analysis of facts (who, what, when, where, and why) is aimed at determining how it can be prevented in the future.

During the investigation, UC Merced supervisors or faculty will interview the injured worker or student and witnesses separately to try and determine exactly what happened. UC Merced will try to determine what caused the accident and if there were any other outside factors that attributed to the accident. All findings will be documented, and any corrective action needed will also be documented.

- All accidents requiring a doctor's or hospital treatment will be investigated immediately by the injured person's immediate supervisor or faculty. The Accident Report and Investigation

Form shall be completed by the supervisor or faculty in charge, reviewed, approved, and filed by the Director EH&S for recording.

- Copies of properly completed accident report forms are to be forwarded within 24 hours of the accident occurrence to the Director EH&S.
- The Director EH&S shall keep a record of all accidents no matter how trivial they may appear.
- The supervisor or instructor must take photographs of important details, including injuries, equipment, tools, protective equipment used and general location where a serious accident has occurred.
- Any person who witnesses an accident may be interviewed and required to sign a statement documenting their observations. If there is more than one witness, each person will be required to sign a separate statement.
- The supervisor or instructor must collect and preserve any evidence relating to an employee injury. This may include the employee or student's personal protective equipment or the item that may have caused the accident or injury.
- All photographs, statements, reports and findings related to the accident or injury will be collected in a timely manner after the incident, while facts are still fresh.

General procedures for investigating accidents, incidents, and hazardous substance exposures include:

1. Visiting the accident scene as soon as possible;
2. Interviewing injured workers and witnesses;
3. Examining the workplace for factors associated with the accident/exposure;
4. Determining the root cause of the accident/exposure;
5. Taking corrective action to prevent the accident/exposure from reoccurring;
6. Reviewing work procedures and training records; and,
7. Recording the findings and corrective actions taken.

9.0 EMPLOYEE TRAINING

Adequate training is essential to the success of this program. Vice chancellors, deans, directors, department heads, managers, supervisors and instructors must be knowledgeable of employee and student performance criteria and be aware of the potential safety and health hazards associated with the positions under their supervision.

School and department managers are responsible for ensuring that the employees and students under their direction receive adequate training on the UC Merced Injury and Illness Prevention Program, written applicable health and safety procedures (refer to I&IPP Appendices), general workplace and classroom health and safety rules, proper use of personal protective equipment as well as safety and health issues specific to each job or academic activity.

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, EH&S, other department personnel, representatives from other relevant campus departments, or contracted health and safety professionals. All employees must

be trained in general safe work practices. In addition, specific instruction with respect to hazards unique to each employee's work assignment will be provided.

UC Merced will utilize the UC Learning Management System (LMS) to manage and track all EH&S learning events/activities.

Regardless of the instructor or type of training, all safety training should be documented using the Safety Training Attendance Record (Attachment E) or an equivalent record that includes all the information required on this form.

General safety topics, which may be appropriate to personnel, include but are not limited to the following:

- Fire prevention techniques and fire extinguisher use;
- Obtaining emergency medical assistance and first aid;
- Disaster preparedness and response, including building evacuation procedures;
- Health and safety for computer users;
- Back care, body mechanics, and proper lifting techniques;
- Hazard communication, including training on MSDSs, chemical hazards and container labeling;
- Proper housekeeping; and
- Chemical spill reporting procedures.

9.1 Training School and Department Managers

The Director EHS will consult with school and department managers to determine training topics, needs and priorities. At a minimum, training topics may include: conducting employee training; occupational safety and health regulatory framework; hazard recognition (workplace inspections); UC progressive disciplinary procedures; and, conducting accident and incident investigations.

9.2 Training Employees

Initial Safety Orientation

Prior to job assignment, supervisors and instructors will insure that all new and returning (rehired) employees receive training and orientation on the policies and procedures outlined by this program; how to perform their jobs safely; potential hazards associated with their job; and emergency procedures. Employees will also receive specific hazard training prior to a new job assignment, including:

- Applicable to the type of work being done;
- Review work schedules and rest periods;
- Tour UC Merced school and department facilities with emphasis on safety equipment (eye wash station, MSDS access, first aid kits, etc.);
- Include a discussion of the features of this safety program;
- Review safety alarms and emergency communication; and,
- Inform employees of safety infraction disciplinary procedures and that repeated violation can result in termination.

On-Going or Refresher Training

On an annual basis school and department managers, supervisors and faculty will assess health and safety training needs of all employees including review of accidents or incidents, if any, which occurred since the last training session and provide an annual review of general health and safety procedures.

In addition, supervisors and instructors will provide supplemental instructions with regard to hazards unique to specific assignments:

- On-going or refresher training on specific EH&S programs, i.e., Hazard Communication, Laboratory Safety, and Respiratory Protective Equipment will be provided annually, during the first quarter of each calendar year.
- Employee training will address general campus safety and specific safety for their work area(s).
- Training will be provided when employees are assigned a new task for which training has not previously been received; and,
- When new equipment is installed.

Additional training will be provided whenever:

- New chemical substances, processes, procedures or equipment are introduced which pose a new hazard.
- The Director EH&S, school or department managers, or a supervisor becomes aware of a previously unrecognized hazard.

When a manager, supervisor or instructor is unable to provide the required training such as selection and use of personal protective equipment, they are to request assistance from the Director EH&S.

10.0 PROGRAM DOCUMENTATION & RECORDKEEPING

A number of workplace standards mandate the maintenance and retention of records documenting implementation of the UC Merced Injury and Illness Prevention Program. These include records of occupational injuries and illnesses, medical surveillance, exposure monitoring, workplace inspections, staff health and safety training, and other activities relevant to occupational health and safety.

To comply with these requirements, as well as to demonstrate that the critical elements of this Injury and Illness Prevention Program are being effectively implemented, the following records must be filed and/or archived in the EH&S department or maintained by medical service providers:

Program records will be maintained according to the following policies:

- T8 CCR §3204, Access to Employee Exposure and Medical Records – employee medical and exposure records, including archived copies of material safety data sheets will be maintained for the duration of employment, plus 30 years.
- Maintenance of all written health and safety records documenting implementation and maintenance of this Program will be retained for three years. These include:
 - Records of all inspections;
 - Records of identified hazards and documentation of corrections implemented;

- Written employee reports of unsafe conditions and documentation of corrections, if corrections were necessary or documentation why corrections were not justified;
 - Accident investigation reports;
 - Employee training records; and,
 - Minutes of Management-Employee Safety Committee meetings.
- Maintenance of training records for employees who have worked less than one year may be discarded if the former employee receives a copy of such record upon termination of employment.

11.0 UC MERCED CAMPUS SAFETY RESOURCES

A number of University programs and service organizations are available to assist in addressing the UC Merced Injury and Illness Prevention Program and maintaining and promoting a safe and healthful work environment for the campus community. A list is provided below:

Office of Environmental Health & Safety -For information on various safety topics, including hazard evaluations and employee training call the Office of Environmental Health and Safety at 228-4234 or 228-7864.

Human Resource Office-For information on personnel policies and labor contracts call the Human Resource Office at 724-4456.

Facilities Management -For installation and repair of facility safety equipment call the Facilities Department at 724-4308.

Campus Police – Emergencies and security concerns call the Campus Police at 228-2677 for non-emergencies, or 911.