



**OFFICE OF ENVIRONMENTAL HEALTH & SAFETY**

5200 N Lake Road, Merced, CA 95343 | P: 209.228.2EHS | E-Mail: ehs@ucmerced.edu

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**CODE OF SAFE PRACTICES HANDBOOK**  
**Managing your Personal Risk**  
**Injury & Illness Prevention**

**April 2019**

## **Building and Nurturing a Safety Culture at UC Merced**

### **Principles of Safety**

The University of California, Merced is committed to the safety and well-being of its community. Our ultimate goal is to provide a safe environment for our students, faculty, staff, and visitors by implementing policies and procedures that protect people, facilities and resources.

#### **Our Vision: A Culture of Safety**

We envision an incident-free campus where students and employees alike are educated and equipped to work safely. With support from campus safety professionals, they are empowered to take responsibility for safety at work, at home and in their communities.

#### **Our Mission: To Think Safe, To Act Safe, To Be Safe**

**As a campus:** We actively support programs at all levels of the organization that promote health, security, and the protection of resources. **As individuals:** We are expected to learn and follow safe work practices relating to the task we perform. Employees are expected to take the initiative to identify unsafe or unhealthy conditions and to resolve them with a sense of urgency.

### **Values for a Safety Culture**

- **Community Spirit.** We recognize our professional and personal obligation to the communities we belong to. By engaging in safe behaviors we show our respect for the well-being of those communities.
- **Collaboration.** We value collaboration in cultivating a sustainable culture of safety on our campus. We are open and responsive to individual concerns and ideas for improvement.
- **Adherence to Law and Policy.** We follow all applicable laws and University policies regarding safe working conditions and procedures that protect people, facilities and the campus and its surroundings.
- **Investment.** We allocate appropriate resources to safety programs.
- **Continuous Improvement.** We recognize that safety and health can always be further enhanced, and believe in continuous improvement in advancing a safety culture.

- **Accountability.** We hold ourselves accountable for reporting our performance and progress.

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## **ACKNOWLEDGMENT**

This “Safe Practices Handbook” is published for the benefit of employees who work at UC Merced. The handbook is a brief summary of the basic requirements for performing on-site work in a safe and healthy manner to prevent injuries and illnesses. It is intended to assist employees as guidance in managing risk in their daily work activities and modifying behavior accordingly for the purpose of preventing injuries and illnesses.

This document contains generic safe practices for all employees and some task-specific practices for reference. It is not intended as a detailed and comprehensive listing of all the safe practices. Campus policies & procedures, program manuals and the EHS website are available sources of information. Additional information is available to employees through formal training classes, safety toolbox talks, inspections, audits, posted notices, signs, labels, tags and other forms of communication. This handbook is not intended as a replacement for Cal OSHA rules. However, it is intended as a general Code of Safe Practices for compliance with Cal OSHA’s Injury and Illness Prevention Program.

Every employee is required to comply with and follow the rules in this handbook applicable to his/her work. Employees are encouraged to ask any questions or clarifications on any of these rules.

Safe work policies, practices and procedures include:

- Campus Policies and Procedures: see Environment Safety & Health Department;
- UC Merced’s Injury and Illness Prevention Plan (IIPP);
- Safe work practices, procedures and guidance included in EH&S (this document);
- California Code of Regulations;
- To seek information from EHS when there is a question. We encourage questions!!

## **INJURY AND ILLNESS PREVENTION PLAN**

The safe work policy, practices and procedures are defined by each department in their Injury and Illness Prevention Plan (IIPP) per Cal OSHA rules (Title 8 CCR- California Code of Regulations) and each department must the following 8 elements.

### **1. Responsibility**

- A designated program administrator for each department will be appointed. This administrator will have the authority and responsibility for implementing the provisions of this program. Such a person is called a “responsible party.”

## 2. **Compliance**

- Management is responsible for ensuring all safety and health policies and procedures are clearly communicated and understood by all employees. This includes monitoring employee's safety performance and enforcing safe work practices, as well as, departmental audits.

## 3. **Communication**

- Open, two-way communication between management and staff on health and safety issues for an injury-free, productive workplace.

## 4. **Hazard Assessment**

- Job Safety Analyses and/or periodic inspections to identify and evaluate workplace hazards shall be performed in your workplace according to a defined schedule.

## 5. **Accident/Exposure Investigation**

- Procedures for investigating workplace accidents & hazardous substance exposures.

## 6. **Hazard Correction**

- Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards.
- Employees must report unsafe or hazardous situations immediately to their supervisor.

## 7. **Training and Instruction**

- All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices.

## 8. **Recordkeeping**

- Training, inspection and other records must be maintained by the department.

In order for UC Merced to provide a safe and healthy workplace employees must follow safety practices and be personally responsible for their safety. More importantly, employees are expected to modify behaviors to work safely and assist in identifying and rectifying hazards and risks in the workplace. Safety is not a part-time job – it is a full time effort by everyone to ensure individuals have a safe, healthy and injury-free work career, for themselves, and their families.

## **I. SAFETY RULES**

All UC Merced safety policies, rules, and programs and applicable government regulations are readily available through your Department's responsible party:

- EHS website
- EH&S's Campus Safety Specialist
- Department Supervisor
- Chemical Hygiene Plan (if you work in a laboratory)

All employees and visitors shall comply with UC Merced safety procedures. Signs are often posted on the basic safety requirements in some areas, but employees must learn and follow safety training on the required safe practices.

## **II. GENERAL IIPP SAFETY PROGRAM RESPONSIBILITIES:**

### **EHS**

- Implement UC Merced's Injury and Illness Prevention (IIPP) or Safety Management Program.
- Review departmental illnesses, accidents and injuries at least on an ongoing basis;
- Assure compliance with safety, industrial hygiene and environmental regulations;
- Conduct training programs to effectively implement the IIPP;
- Assure compliance with mandated medical surveillance programs;

### **Department Heads/Supervisors/Principle Investigators**

- Implement the Safety Management Program for their areas of responsibilities;
- Appoint a department/unit Safety Committee and a Safety Coordinator (i.e. "Responsible party.");
- Review departmental illnesses, accidents and injuries at least annually;
- Identify and evaluate workplace hazards;
- Assure compliance with safety, industrial hygiene and environmental regulations;
- Review the effectiveness of the departmental IIPP at least annually and develop defined injury/illness reduction plans;
- Participate in accident investigations;
- Assure that all faculty, students, employees, post-doctoral fellows and visiting scholars are fully trained on classroom, laboratory and office hazards and prevention;

- Document and maintain individual safety training records;
- Assure that the food and beverages are not stored or consumed in areas where hazardous materials are used or stored;
- Review standard operating procedures and the effectiveness of the Safety policies and procedures for your area.

**ALL Employees/student responsibility under IIPP:**

- Take “**personal responsibility for managing your own safety**”
  - All personnel will take responsibility for their own safety;
  - Workers will immediately reporting unsafe or hazardous conditions, injuries and accidents to your supervisor;
  - Think of the safest work method, ‘before’ you act;
  - Get assistance with lifting, pushing & pulling as needed, or use a mechanical assist device to lift/push/pull;
  - Get the right tool & follow procedures;
  - Wear the required Personal Protective Equipment (PPE) when needed;
  - Take time to do the job right (Done once, done right);
  - Be Aware of your surroundings;
  - Pay attention to hazards;
  - Follow standard operating procedures and safety instructions;
  - Participate in all required training and medical testing;
  - Use the right tool for the job and handle tools/equipment properly;
  - Allow enough time to do the job;
  - Never tolerate unsafe or risky behavior in others.

**Other responsibilities:**

- A. **Emergency Response Equipment:** Know the location of emergency response equipment; fire extinguishers, safety eyewashes & showers, fire hose connections, gurneys, first aid kits and medical equipment. All emergency equipment (i.e. fire extinguishers, eyewash stations and showers, fire hose connection stations), exits and doorways, and electrical panels must be clear of obstructions at all times.
- B. **Emergencies/Evacuation:** Know the location of all exits, evacuation routes and assembly areas for the buildings that you work in. These are included in your department’s Emergency Action Plan. Also, evacuation routes and assembly areas are posted in each building.

### **C. Reporting:**

- A safe workplace begins with you. IMMEDIATELY report all unsafe conditions, near misses, injuries, prolonged discomfort (no matter how slight) or illnesses, to your supervisor. If feasible, do not move anything in the area of the accident.
- In the event of an accident exercise caution in accident situations to avoid injuries and exposure to blood borne pathogens.
- Do your part to reduce injuries by:
  - Learning to prevent accidents
  - Wearing the correct PPE;
  - Reporting accidents and close calls.

**E. Medical/Exposure records:** By law, Employees have a right to access any of their “own” medical and exposure records upon request.

**F. Walking on University property –outside:** When walking on University property exercise care and remain alert at all times. Stop and look both ways at intersections, look for curbs when exiting your car or walking through a parking lot. When walking around corners or entering new areas of a building be aware someone/vehicle could be coming around the corner. Stop and look both ways before crossing the street. Be on the lookout for and make eye contact with scooter riders, bicyclists, bikers, truck or car drivers before walking or crossing behind, around or in front of them. Assume they don’t see you. Remember a truck or forklift driver, especially when carrying a load, has a limited field of vision.

**G. Walking on University property –inside.** When walking inside University buildings, where present, use designated walkways. Running, except for dire emergencies, is prohibited inside of work areas. Use extreme caution when walking on wet or slippery floors; either avoid the area or take small, short, slow steps and walk flat-footed for better traction. Never enter an area that has been cordoned off by rope, marker tape, etc. Do not cut between stacked materials and enter an area, this often results in serious impact injuries.

**H. Riding a bicycle or scooter on University property:** Obey all vehicle traffic rules apply to bicycles, as well as, scooters. Wear head protection. Watch for vehicular and pedestrians. Even if you’re in the right in an accident with a vehicle, it will still not work out that well for you.

**I. Walking on University property – elevated locations:** When walking up/down exercise caution on stairways and use handrails. Never jump from platforms, trucks, scaffolds, loading docks, or other elevated locations.

**J. University property – driving:** When driving on University property, observe all posted speed limits and signs. Pedestrians and bicyclists have the right-of-way



**K. Horseplay:** Do not participate in horseplay. Horseplay causes injuries and is strictly prohibited.

**L. Construction:** Areas designated as ‘construction sites’ shall not be entered by anyone other than those persons working in or having business in the area. Safety rules for these areas, such as wearing hard hats, safety glasses, etc. must be strictly obeyed.

**M. Moving equipment:** Wrist watches, rings, other jewelry, long hair (> 4 inches), or hanging/loose apparel (i.e. un-tucked shirts, ties) should not be worn around machinery with moving parts, or around electrically, pneumatically or hydraulically operated energized equipment in which such objects may be caught.

**Hair:** When working on or near moving equipment where there is a risk hair may get caught, hair must be restrained to avoid being caught or pulled into moving equipment.

**N. Heat:** It is recommended employees increase water intake when working in hot environments to reduce the risk of heat exhaustion.

**O. Sanitation:** Always wash hands before using & leaving restrooms, before meals and assist in keeping restrooms in a clean and orderly manner. Eating is not allowed in laboratories, use break rooms.

**P. Smoking:** UC Merced is a non-smoking/tobacco free-campus;

**Q. Ergonomics:** – Employees are required to use ergonomic equipment when job/work stations are assessed and such devices are installed.

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### **III. PERSONAL PROTECTIVE EQUIPMENT (PPE):**

a) **Specific PPE:** Employees must always obtain and use the correct PPE for the job.

b) **Foot Protection:** Protective foot gear is required for employees exposed to hot, corrosive, or hazardous substances, falling objects, movement of heavy materials, or abnormally wet locations or conditions. The type of protective foot gear required by this policy must meet current ANSI standards or equivalent

- **Footwear:** Within the machine shops, laboratories, and other non-office settings, an acceptable shoe has a durable covering made of non-porous leather or chemically resistant synthetic material with a slip-resistant sole and steel-toe.

- Shoes must be in good repair and replaced when the sole or leather/synthetic uppers wear through or the soles lose their grip. Canvas or nylon shoes, sandals, open-toed or open backed shoes, or high heels will not be permitted at any time;
- Top-of-foot guards may be required in repetitive jobs in which objects could fall or crush the foot;
- Rubber boots are required when working inside animal care/cleaning areas.

### **C) Vision Protection - Eye Safety and Eyewear:**

- Individuals engaged in or observing activities that may cause eye injury are required to wear eye protection such as, but not limited to, goggles, face shields, prescription-ground safety glasses, or safety glasses. Vision protection required by this policy must meet the current American National Standards Institute (ANSI Z87.1)(Cal OSHA, Title 8 § 3382) requirements.

### **Personal Protective Equipment for Laboratory Workers:**

- Everyone working in laboratories on the UC Merced Campus is required to wear appropriate personal protective equipment. Collectively known as PPE, these items are intended to minimize exposure or injury to laboratory students, visitors and employees. Department or PI procedures will specify the PPE required for chemical handling. PPE may be acquired through EHS with authorization from your PI or Department head.

### **Eye and Face Safety**

- In locations where there is a risk of injury to the face or eye, face/eye protective devices must be worn. Due to the variability in laboratory work, procedure specific hazard analysis should be performed to identify PPE needed by laboratory workers. Job- specific PPE requirements should be maintained in the laboratory's Chemical Hygiene Plan for ready access by laboratory students, visitors and employees.

Effective eye and face protection device requirements can differ between, or within a laboratory. When laboratory procedures require the use of eye or face protection everyone in the laboratory, including those persons wearing contact lenses or other corrective eyewear must wear the required protective devices. If laboratory procedures call for a face shield, safety glasses or goggles such equipment must also be worn. For example, when working with a corrosive splash hazard goggles or safety glasses with a face shield are a more protective choice.

### **Hearing Protection:**

Hearing protection (earplugs, muffs, etc.) will be made available to employees for use at their discretion for areas above 80 dBA, and must be used in all areas above 85 dBA. At

levels exceeding 90 dBA, University staff will take steps to reduce the level of noise exposure to employees. All employees exposed at or above a time-weighted average of 85 dBA are required to participate in the Hearing Conservation and Medical Surveillance Program.

- Only UC MERCED approved hearing protection shall be worn at all times in all posted areas;
- Annual hearing tests will be conducted for employees who work in a noise exposure area greater than 85 dBA (decibels).

### **Hand Protection:**

Protective gloves are required for handling corrosives, solvents, other toxic chemicals, radioactive materials, hot or cold liquids or objects, cryogenics, physical hazards, or other hazards that may cause hand injury. The type of gloves required by are defined by Department or PI procedures.

- Chemical resistant gloves shall be worn at all times when handling solvents, hazardous (corrosive, oxidizing, flammable) or toxic chemicals;
- Leather gloves shall be worn at all times when handling trash or equipment or material with sharp edges.

### **Clothing:**

- Protective work clothing must not be taken home for cleaning;
- Protective work clothing and personal protective equipment furnished by the University remain University property. The exception to this would include prescription lenses and sized safety shoes.

**IV: HEAT ILLNESS PREVENTION:** For workers routinely working outdoors, heat illness can be a serious medical condition resulting when the body is unable to cool itself by sweating. Environmental and personal factors can contribute to heat-induced illnesses, including heat stress, heat exhaustion, and ultimately heat stroke. Heat stroke can be fatal, especially if medical treatment is delayed. If you supervise employees who work outside in heat, you should know how to respond should a heat illness emergency occur.

Supervisors of employees who work outdoors in hot conditions must:

- Be aware of risk factors that contribute to heat illness;
- Reduce the risk by taking special precautions to prevent heat illness;
- Be alert for the symptoms of serious heat illness;
- Train employees about the risks and how to protect themselves;

- Make sure employees working in hot conditions are accounted for at the end of the work shift;
- Know what to do and how to summon emergency medical care should a heat illness emergency occur.

**Risk factors:** Heat illness results from a combination of environmental and personal risk factors described below:

- Environmental factors are working conditions that create the possibility that heat illness could occur. They include:
  - High temperature and/ or humidity;
  - Direct exposure to the sun or heat sources;
  - Limited air movement;
  - Physical exertion and long periods of exertion;
  - Protective clothing and protective equipment worn by employees;
  - Personal factors may affect how well an individual copes with excess heat, such factors include:
    - Age, weight, and physical condition;
    - Acclimation to working in the heat;
    - Consumption of water, alcohol and caffeine;
    - Use of medicines.

## **V. HOUSEKEEPING:**

A clean workplace is a safe workplace. Do your part in keeping areas clean from trip, slip and fall hazards.

- Floors and work areas should be kept as free as possible from tripping hazards;
- Shop floors and associated work areas should be kept as free as possible from weld slag/shavings, scrap steel, welding rods and other debris which could create slip, trip or fall hazards;
- Spills, such as water, oils, greases, chemicals, etc. should be reported immediately to your supervisor and cleaned up. Cordoning off the area to protect others from entering the area and sustaining an injury is recommended;
- Discard all trash, scrap and recyclable materials in proper receptacles;
- Position material and machinery to provide at least 24 inches of walkway between and 6'8" headroom above;
- Never store materials in a mechanical room;
- Flag or block areas that are unsafe to walk through, where normal clearances present a hazard or decrease the clearance;

- Promptly clean up any slippery substance. Check with your supervisor about the cleanup methods;
- Do not leave ANY objects on or around stairs or walkways;
- Hoses, cords and other tripping hazards must be kept off floors and out of corridors;
- Never store any chemical containers, oils, or other objects within 3 feet of electrical panels;
- Never store combustible or flammable liquids outside of the appropriate type of cabinet;
- Never store acidic or alkaline materials outside of an appropriate type of cabinet;
- Employees must report hazardous conditions to supervisors/managers.

## **VI. MATERIAL HANDLING:**

- Storing Material:
  - Stack or store materials in a stable and secure manner;
  - Store heavy materials at a height that accommodates the “power zone;”
  - Do not stack metal plates, bars or flat stock on edge, only store designed storage racks;
  - All aisles in the buildings must be free of clutter and loose materials;
  - Bar, flat, angle, plate and other steel stock must be uniformly stored as to not create an unbalanced condition and shall not extend beyond the end of storage racks into aisle-ways;
  - Pallets are never to be stood vertically on end, always laid horizontally or flat.
  
- Handling material manually
  - Lift properly, keeping your back straight, bent at the knees, gripping the object firmly with both hands, keeping the object as close to your body as possible and lifting using the leg (not back) muscles. NEVER lift with your back;
  - Do not attempt to change your position or grip while in motion;
  - Do not lift or push beyond your capacity, push rather than pull. Get help when a load puts you in any awkward position;
  - Remember, it’s always better to use a dolly, handcart, gator, truck bed, forklift,, hoist, crane or other mechanical assist equipment to lift, rather than your back;
  - Stay alert when pushing heavy objects, be sure of your footing, load balance, and watch your toes;
  - Get help if the load is too heavy.

## **VII. ERGONOMICS**

Ergonomics is simply making the work or job fit the workers. At UC Merced we teach two different classes on ergonomics. There is one class for UC Merced Office or Clerical workers. There is also an additional class for UC Merced “Other than office” workers such as the trades group, the custodial group, shipping and building and grounds? Ergonomics looks at your work station, your tools, the motions you make at your jobs, the physical surroundings, as well as, the environment of your job

### **VII a: Office Ergonomics**

At UC Merced there are a number of programs to address issues related to office work. Most significantly, the Ergo-Cat program that each clerical person or office person is asked to go through on-line can be an effective educational tool. The program is designed to give you basic information about work station set up and design and, at the same time, giving you principles and ideas about how your work station should be adjusted for maximum fit.

Remember the following principles:

- Keep your wrist relatively straight when applying force;
- Decrease distance of routine tasks where possible;
- Keep your legs at about a 90<sup>0</sup> Angle with respect to your back;
- Keep your back relatively straight;
- Make sure you have enough room for your legs to move;
- Primary work should be about 2” below your elbows;
- Tilt work toward you if you can for easier reach;
- Avoid setting up your work station in such a way as to require you to reach or stretch to awkward positions;
- Avoid awkward postures.

### **VII b. Other than Office Ergonomics**

We work to avoid job requirements that cause workers to perform repetitive motions, work from fixed or awkward positions, inappropriate tools, vibrations and a number of other issues. We address these issues by education and getting the right tools and equipment for the job.

Remember the following principles:

- The power zone;
- Sliding the load;
- Bring the load as close to you as possible;

- Avoid lifting items from floor or over your head;
- Tilt work toward you if you can to make it easier to reach;
- Use mechanical devices when available.

## **IX. CHEMICAL SAFETY:**

- Chemicals: All chemicals at UC MERCED must have an associated Safety Data Sheets (SDS) on file in department or area;
- Also, all chemicals must be labeled with the appropriate warning, even small amounts. Such labels must indicate the following information:
  - Identity of the hazardous substance(s); and
  - Appropriate hazard warnings.

### **Labeling of containers;**

- Each container of a hazardous substance must bear a label, in English, stating the identity of the substance, the appropriate hazard warnings, and the name of the person affixing the label.
- If a set of abbreviations is used routinely in the work area, definitions of the abbreviations must be posted in a prominent place in the work area.
- Labels must not be removed or defaced until the containers are empty.

### **Safety Data Sheets (SDS):**

SDSs are sources of safety information for each chemical in use at UC MERCED and contain the following information;

1. Product Information
2. Hazardous Ingredients
3. Physical or Chemical Characteristics
4. Fire or Explosion Data
5. Reactivity Data
6. Spill or Leak Procedures
7. Health Hazard Data
8. First Aid Procedures
9. Protective Devices/Personal Protective Equipment
10. Any other special precaution.

SDSs are available for all employee viewing through the EH&S website; the site provides a number of easy to use search engines. A full inventory shall be maintained in the CIS inventory by the Campus Industrial Hygienist.

- Employees are to be trained annually on the Hazard Communication Standard. When a new chemical is brought into work area, a SDS must first be obtained and safety information (hazards, required PPE) communicated to all employees on the new chemical;
- All chemicals shall be stored in designated areas (*i.e. flammables in approved flammable storage cabinets*), labeled, and in compliance with fire and personal safety standards;
- Principle Investigators, Department Supervisors and employees will all monitor chemicals for proper storage and use in their areas;
- Employees will always wear PPE when working around chemicals. Please refer to the SDS for details on chemicals in your area. It is your responsibility to use all personal protective equipment as required by EHS training or your department procedures;
- If chemicals come in contact with your skin or eyes, IMMEDIATELY flush the area extensively with water for at least 20 minutes at the nearest eyewash/shower;
- Do not mix any chemicals or cleaning agents unless it is known that no adverse reaction will occur.

## VIII. EQUIPMENT AND TOOL SAFETY

- Use the right tool for the job. Tools shall only be used for the specific purpose for which they are designed;
- Do not use broken or defective tools. Replace splintered, broken or loose handles. Broken tools must be repaired or replaced;
- Never remove the 3<sup>rd</sup> grounding prong on a three prong tool plug or missing the grounding plug on electrical equipment, tools or extension cords;
- When using grinding wheels, make sure work rests are properly adjusted with the work rest height on the horizontal center line of the machine spindle and the gap between the work rest and the grinding face of the wheel must not exceed 1/8 inch;
- Hammers with mushroomed heads must be removed and replaced;:
- Carrying tools in your pocket is not recommended. Instead, EHS recommends that you use a tool belt or carry a tool kit.

## IX. ELECTRICAL SAFETY

**Extension Cords:** Extension cords may be used to supply power to appliances under limited conditions. These include:

- Temporary situations such as laboratory experiments lasting no longer than 20 days;
- Situations in which permanent wiring is inappropriate because equipment is moved frequently;
- Power tools or other portable appliances used on a transient basis.



Proper selection and use of extension cords;

**Extension cords:**

- Must be three-pronged, appropriately sized for the anticipated load, in good condition, free of splices, repairs, and signs of excessive wear;
- Must not pass through doors or windows;
- Must not be stapled or attached to a floor, wall, or ceiling;
- Must not be connected in series;
- Must not create a tripping or other safety hazard;
- Must be protected where exposed to foot or wheel traffic to minimize tripping hazards and damage to the cords.

**Multiple outlet surge protectors:**

- Must be equipped with an automatic circuit breaker. Outlet strips with fuses or without overcurrent protection are not acceptable;
- Must have a cord no more than 6 feet long and must be directly plugged into a wall receptacle;
- May only be used for appliances that draw a total of 200 watts or less per outlet, such as typewriters, computer terminals, or calculators. Surge protectors typically come equipped with 6 outlets. Each outlet is rated at 200 watts for a total electrical rating of 1200 watts;
- Do not connect higher wattage appliances such as coffeepots, space heaters, microwave ovens, hot plates, refrigerators, or copy machines on the same multiple outlet surge protector;
- Must be protected where exposed to foot or wheel traffic to minimize tripping hazards and damage to the cords;
- Must not be connected in series.

**Electrical issues in Damp or Wet locations** (Examples: Locker rooms, around fountains, and similar locations)

Equipment in wet areas must be designed and approved for use in damp locations. When it is not possible to ensure protection from contact with water, the equipment must be protected by a ground-fault circuit interrupter (GFCI). Equipment used for large construction projects or for projects outdoors that may be exposed to rain or wet conditions must be protected by ground-fault circuit interrupters.

## **Tripped circuit breakers:**

- Report all problems with tripped electrical circuit breakers to the Campus Safety Specialist (209-228-3347). Tripped circuit breakers can indicate a serious electrical hazard.

## **Damaged equipment, plugs, and cords:**

- Equipment with damaged plugs or cords or other conditions that constitute an electrical hazard must be removed from service until repaired.

## **Electrical circuit panels or disconnects:**

Electrical circuit panels or disconnects should not be blocked. UC Merced is required to maintain a 3 foot clearance in all directions for access during an emergency.

## **Restrictions on use of UL (or equivalent) listed equipment:**

Equipment use must be consistent with the certification restrictions listed on the equipment label adjacent to the UL listing (*i.e. certified only for home use or only for use when mounted vertically*).

**Electrical Panels:** Only qualified electricians are to open and work on electrical panels.

## **X. PORTABLE LADDERS**

- When straight ladders are used, they must be securely positioned on a level surface and tied at the top when practical;
- Straight ladders must extend 3 rungs beyond the vertical height;
- Straight ladders should be placed at a 75 degree angle or at a 4:1 ratio; 4 feet vertical for every one foot horizontal from the vertical line (*i.e. a 12 foot ladder is 3 feet from the vertical line*);
- Step ladders are not for use to lean against a wall;
- All straight ladders and rolling staircases must have non-skid safety feet and be placed on a stable base;
- All rolling staircases must have a device that locks wheels if someone steps on ladder;
- Use the right ladder (correct height) for the job to avoid over-reaching;
- When climbing or descending, face the ladder or rolling staircase and use both hands. Do not carry material (*i.e. clipboards, tools, etc.*) that can cause you to lose 3 point contact (3 of 4 hands & feet);
- Use a rope/bucket to bring tools, equipment up;
- Keep your body centered between the ladder and ladder side rails. Move the ladder instead of reaching further and maintain the required “3 point” contact;

- Never stand or step on either of the top two steps or rungs of a ladder. You should get a longer ladder or use a man-lift;
- Inspect all ladders or rolling stairs prior to use, tag out ladders as indicate they are “out of service” and notify a manager;
- Use non-metal ladders when working in areas of potential electric shock hazard. Metal ladders must be labeled, “*Caution: Do not use around electrical equipment*”;
- Do not modify or cut ladders;
- Lock and place signs on doors when ladders are placed in front of them to avoid dangerous situations.

## **XI. EMERGENCY PROCEDURES**

Notification of fire and life-threatening emergencies:

- Any emergency that threatens life, property, or the environment shall be reported to the appropriate campus emergency responder by dialing 9-911. If smoke is detected immediately call the fire department;
- When using a cell phone in the UC Merced campus, call 911 for emergencies. On campus phones one can call 9-911 for emergency calls. In addition, one can also call 209-228-2677 as an additional emergency number. Any of the above numbers will put in contract with the call center and will initiate the property emergency team (police, fire, ambulance, etc.);
- The Fire Department shall be notified immediately of all accidental, uncontrolled, or extinguished fires and explosions and of all situations having fire or explosion potential;
- For the Merced campus, the Fire Department shall also be notified immediately of any hazardous materials emergency that threatens, or may threaten, life, property, or the environment; medical emergencies; and rescue emergencies where victims are incapable of self-rescue;.
- **Note: When making an emergency phone call:** Speak slowly and distinctly, state the nature of the emergency, location of emergency (be specific), your name, extension and stay on the line until advised of further action

## **XII. FIRE PREVENTION BASICS:**

- Prior to using a fire extinguisher you must be trained. Remember PASS: “Pull-Aim-Squeeze-Sweep”;
- Know the location of extinguishers in your area;
- Dispose of rags, wipe cloths, and other combustibles in designated areas, in approved properly labeled containers;
- Never store solvents, cleaning fluids or any other flammables in open containers;
- Keep all firefighting and emergency equipment, outside doors and aisle ways clear of materials and equipment;

- Obtain a “hot work permit” before generating sparks from welding or cutting in a non-production welding area;
- Smoking is prohibited on the UC Merced campus;
- Open flames, sparks or electric arcs are prohibited at all times in battery re-charging areas;
- When a fire extinguisher is partially or fully used, notify your Supervisor or the Fire Marshall.

#### Fire Extinguisher Types:

- Class A: Ordinary combustibles
- Class B: Flammable/combustible liquids/gases
- Class C; Electrical equipment
- Class D: Combustible metals
- Class ABC: All three A, B, and C fires

#### Proper use of extinguishers

- Position yourself between the fire and an exit and at least 10 feet from the fire:
- Aim extinguisher at the base of the fire;
- Holding extinguisher firmly, pull pin and press lever;
- Spray/sweep at the fire from side to side.

### **XIII. MEDICAL AND FIRST AID**

- To summon first aid assistance:
  - Call 911 *from cell* or 9-911 *from campus phone*;
  - Speak slowly and distinctly;
  - Location and nature of injury;
  - Name of person injured;
  - Your name and extension;
  - Stay on the line until told to hang up.

**UC Merced**  
**SAFE PRACTICES HANDBOOK**

I acknowledge I have read and received a copy of the UC Merced Safe Practices Handbook.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Once completed please turn into your Supervisor and have them put a copy in your file and send a copy to [ehs@ucmerced.edu](mailto:ehs@ucmerced.edu)