

Injury and Illness  
Prevention Program

UC Hastings  
College of the Law

3/13/2009

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## 1 Safety Policy

UC Hastings College of the Law has implemented this Injury and Illness Prevention Program in order to provide every employee with a safe and healthy workplace. Our goal is zero accidents, injuries, and occupational illnesses. This program details the procedures used to prevent occupational injuries and illnesses at UC Hastings College of the Law. All employees, supervisors, and managers must comply with the requirements of and perform their responsibilities defined in this program.

It is the intention of UC Hastings College of the Law to comply with all applicable California Department of Occupational Safety and Health (Cal/OSHA) regulations. This Injury and Illness Prevention Program describes the process and procedures used to manage occupational safety and health issues at UC Hastings College of the Law and identifies the most critical regulatory requirements. However, this Injury and Illness Prevention Program may not include every California Department of Occupational Safety and Health (Cal/OSHA) regulatory requirement that applies to UC Hastings College of the Law. Specific regulatory requirements that may apply but are beyond the scope of this Injury and Illness Prevention Program are listed on the "Additional Regulatory Requirements Checklist" in [Appendix 1](#).

No employee will be required to work in dangerous conditions. No employee will be sanctioned for refusing to work in dangerous conditions or for reporting dangerous conditions.

## 2 Executive Director of Human Resources

The Executive Director of Human Resources is responsible for the over-all implementation of this program. The Executive Director of Human Resources is Marie Hairston.

Some elements of this program are implemented by Local Safety Coordinators. For the purposes of their Injury and Illness Prevention Program related activities, the Local Safety Coordinators report (directly or indirectly) to the Executive Director of Human Resources. The Executive Director of Human Resources may call meetings of the Local Safety Coordinators to facilitate safety activity planning. The Jurisdiction of each Local Safety Coordinator is shown in [Table 2.1](#).

## 3 Responsibilities

This section identifies who is responsible for implementing each element of this Injury and Illness Prevention Program. The actual performance of activities described in this section may be delegated to others, but the ultimate responsibility for ensuring that each program element is implemented correctly remains with the individuals identified below.

Local Safety Coordinator 1	100 McAllister - 100/Facilities Operations
Local Safety Coordinator 2	100 McAllister - 100/Main Building
Local Safety Coordinator 3	100 McAllister - 100/Basement/Archives
Local Safety Coordinator 4	198 McAllister - 198/Main Building
Local Safety Coordinator 5	198 McAllister - 198/Facilities Operations 198 McAllister - Safety & Security
Local Safety Coordinator 6	200 McAllister - 200/Facilities Operations
Local Safety Coordinator 7	200 McAllister - 200/Main Building
Local Safety Coordinator 8	200 McAllister - 200/Library
Local Safety Coordinator 9	200 McAllister - 200/Health Services 200 McAllister - Safety & Security

**Table 2.1** Local Safety Coordinators

### **3.1 All Managers and Supervisors**

**Read this Injury and Illness Prevention Program.** - It is important that all managers and supervisors understand how this Injury and Illness Prevention Program operates.

**Set A Good Example** - Set a good example by complying with all health and safety requirements established for employees. Act promptly to correct any health and safety issue that is identified.

**Follow-up on Unsafe Condition Reports** - Follow-up on all unsafe conditions or near miss incidents reported by employees. Report problems that are corrected immediately to the Executive Director of Human Resources verbally. Issues that cannot be corrected immediately must be documented in writing and forwarded to the Executive Director of Human Resources. Inform the Executive Director of Human Resources in writing when appropriate corrective actions are implemented.

**Enforce Code of Safe Practices** - Discipline employees who do not conform with the Code of Safe Practices ([Appendix 2](#)) in accordance with company discipline policy.

**Refusal to Perform Dangerous Work and Reporting Dangerous Conditions** - Do not sanction employees who refuse work in dangerous conditions until the hazards are corrected. Do not sanction or retaliate against employees who report workplace hazards in any way; they are required to do so by this program. Do not sanction employees who must rest because they are showing signs or symptoms of heat stress; make sure that employees know they can rest in a shady/cool area if they need to. It is important that employees who are experiencing heat stress cool off before the problem becomes a medical emergency.

**Process Changes** - Notify the Executive Director of Human Resources of all changes to the work environment which affect the hazards to which employees are exposed or the methods used to protect employees from those hazards. This Injury and Illness Prevention Program may need to be updated to accommodate the process changes.

### **3.2 Executive Director of Human Resources**

**Complete Start-Up Checklist** - Perform all of the tasks identified on the start-up checklist.

**Track Corrective Actions to Completion** - The need for action to correct workplace safety or health deficiencies may be identified and reported through workplace inspections, suggestions by management or employees, and accident investigations. Ensure that the person responsible for completing each corrective action is clearly documented. Report to the Chief Financial Officer any required corrective actions that are not completed in a timely manner.

**Injury Reporting and Recording** - Notify California Department of Occupational Safety and Health (Cal/OSHA) of all fatalities and catastrophes as indicated in [Section 11 \(page 30\)](#). Contact your worker's compensation insurance carrier to determine if additional reporting and recording requirements apply. Record injuries and illnesses in accordance with California Department of Occupational Safety and Health (Cal/OSHA) requirements. Additional information about these requirements and the forms which must be used are available at <http://www.caloshareu.com/oshalog300/html/index.htm>. A bloodborne pathogens exposure incident must be recorded and investigated as an injury. Record the type or brand of device and department or work area for all bloodborne pathogen injuries involving sharps. Note all sharps related injuries so they can be separated out if necessary. Post the OSHA Form 300-A form from February 1 through April 30 as required in [Section 11 \(page 30\)](#).

**Accident Investigations** - Conduct accident investigations for work related injuries, illnesses, and near miss incidents. Ensure these investigations are performed in accordance with the requirements of this program ([Section 11, page 30](#)). Ensure that documentation of completed investigations is filed in the [Accident Investigations] folder of the Injury and Illness

Prevention Program files. Additional guidance on how to perform accident investigations is provided in [Appendix 8](#).

**Empty Safety Suggestion Box** - Empty the Safety Suggestion Box at least weekly and take appropriate action on all suggestions received. Replace the suggestion forms or paper and pen as necessary. File the suggestions in the [Safety Suggestions] folder.

**Publish Safety Newsletter** - Ensure that the Safety Newsletter is published Quarterly. Place a copy of each Safety Newsletter in the [Safety Newsletters] folder in the Injury and Illness Prevention Program files.

**Supervisor and Manager Safety Training** - Ensure that all supervisors and managers are aware of their responsibilities under this Injury and Illness Prevention Program.

**Supervisor Heat Stress Training** - Train all supervisors with employees working in hot environments on the hazards of heat stress (see [Appendix 2](#)) and their responsibilities for managing heat stress hazards listed in this section ([Section 3, page 1](#)) under their department name. Ensure that supervisors understand the procedures they are to follow if one of their employees develops a heat related illness. Document the training and file in the [Safety Training] folder.

**Respirator Selection** - Ensure that all respirators are selected in accordance with the National Institute of Occupational Safety and Health (NIOSH) Respirator Selection Logic (<http://www.cdc.gov/niosh/docs/2005-100>) while considering that the current OSHA Assigned Protect Factors ([http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=NEWS\\_RELEASES&p\\_id=12373](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=NEWS_RELEASES&p_id=12373)) should be used instead of those given by NIOSH. All respirators must be NIOSH approved except unapproved dust masks or surgical masks may be used to cover the face when respiratory protection is not required. Verify that all filters and cartridges used with air purifying respirators are appropriate for the contaminants from which employees must be protected. Respirator manufacturers and distributors can help you to determine which filters or cartridges you need.

**Respirator Medical Evaluations** - Arrange for all respirator users to receive a Respirator Medical Evaluation from a Physician or other licensed health care professional that you choose. Ensure the evaluator has all of the information required for them to perform the evaluation [Section 8 \(page 24\)](#). The evaluation records must be filed in the employee's personnel file. Ensure that employee's receive follow-up evaluations when recommended by the Physician or other licensed health care professional, or when the employee reports signs or symptoms that may impact their ability to wear a respirator (e.g. weight gain/loss, traumatic scarring, dentures, etc.).

**Respirator Fit Testing** - Ensure that all respirator users are fit tested in accordance with the Federal Occupational Safety and Health Administration Respirator Fit Testing Procedures ([http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=9780](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9780)). Fit testing must be performed after the employee has been approved to wear a respirator by a Physician or other licensed health-care professional. Ensure that employees are fit tested at least once per year and whenever there is a facial change that may impact respirator fit (e.g. weight change) or the employee reports problems with their respirator fit.

**Respirator Refresher Training** - Ensure that all respirator users receive refresher training at least once per year. File refresher training as indicated in [Section 5 \(page 24\)](#).

**Hepatitis Vaccination and Exposure Incident Follow-Up** - Ensure that all employees who elect to receive HBV Vaccinations receive the full initial course and all booster shots recommended by the U.S. Public Health Service and the physician. Ensure that employees involved in a bloodborne pathogens exposure incident receive confidential medical follow-up as described in [Section 9 \(page 27\)](#). Ensure that the Physician who performs the medical follow-up receives the following information:

1. A copy of the California Department of Occupational Safety and Health (Cal/OSHA) Bloodborne Pathogens regulation (<http://www.dir.ca.gov/title8/5193.html>).
2. A description of the exposed employee's duties as they relate to the exposure incident, the route(s) of exposure, and the circumstances under which the exposure occurred.
3. Results of the source individual's blood testing, if available.
4. All available medical records relevant to the appropriate treatment of the employee including vaccination status.

Obtain the evaluating health-care professional's written opinion within 15 days of the completion of the evaluation and give a copy to the affected employee. The opinion for Hepatitis B vaccination must be limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination. The written opinion should indicate that the employee has been informed of the results of the evaluation and that the employee has been informed about any additional evaluation or treatment that is required. All other findings or diagnoses must remain confidential between the employee and the Physician.

**Ergonomics Program** - If two or more employees performing the same repetitive motion task are diagnosed by a licensed physician with a repetitive motion injury which is predominately (over 50%) work related, implement an ergonomics program designed to minimize repetitive motion injuries. Document activities undertaken to implement the program and file the paperwork with the Injury and Illness Prevention Program files.

The ergonomics program must include work-site evaluation of repetitive motion tasks, control of exposures which have caused repetitive motion injuries, and employee training. Employee training must include explanations of the ergonomics program, the exposures which have been associated with repetitive motion injuries, the symptoms and consequences of injuries caused by repetitive motion, the importance of reporting symptoms and injuries to the employer, and the methods used to minimize repetitive motion injuries.

**Hazard, Control and Personal Protective Equipment Changes** - Update this Injury and Illness Prevention Program to reflect any changes in the hazards to which employees are exposed, the engineering controls used to protect them from those hazards, or personal protective equipment they use. The program may be updated at <http://www.mysafetyprogram.com>.

**Perform Annual Review** - Review the effectiveness of this program every year by completing the Program Review Checklist (**Appendix 1**). Report the results of the review to the Chief Financial Officer, and place the completed checklist in the [Program Reviews] file.

**Disseminate External Safety Inspections** - Ensure that the results of third party safety inspections (e.g. government, insurance company, etc.) are provided to the safety committee for review.

**Disseminate Accident Investigations** - Provide the safety committee with the results of any accident/near miss investigations which weren't performed by the committee itself for review.

**Maintain Injury and Illness Prevention Program Files** - Ensure that all documentation generated by this program is properly filed.

**File Safety Training Documentation** - Review all training checklist forms to verify they were filled out completely. If a specific training item does not apply to a particular employee, make sure that item is crossed out and that the trainer has initialed the cross out. Place the completed documentation in the employee's personnel file.

**File Safety Inspections** - Review all safety inspection checklists to verify that all hazards identified during the inspection have been corrected. Provide copies of the inspection checklists to the Safety Committee for discussion at the next meeting. File completed safety inspection checklists in the [Safety Inspections] folder.

### **3.3 Chief Financial Officer**

**Provide Adequate Resources** - Provide sufficient resources to administer this Injury and Illness Prevention Program and control all occupational health and safety hazards identified by management and employees.

**Corrective Actions** - Ensure that all safety and health corrective actions that have not been completed in a timely manner (as reported by the Executive Director of Human Resources) are implemented promptly.

**Management and Supervision Changes** - Ensure that the Executive Director of Human Resources is notified of all changes in company organization or management/supervisor assignments so that this Injury and Illness Prevention Program can be updated (if necessary) and new managers/supervisors informed of their responsibilities under this program.

See additional responsibilities defined in [Section 3.1 \(page 2\)](#), "All Managers and Supervisors".

### **3.4 100 McAllister - 100/Facilities Operations Supervisor**

**Monitor Safety Conditions** - Continuously observe your work areas for unsafe actions or conditions and correct any deficiencies noted. Walk around your work area regularly (i.e. daily) in order to perform these observations.

**Report all Injuries and Illnesses** - Report all work related injuries or illnesses to employees under your supervision to the Executive Director of Human Resources. If the injury or illness involves a fatality or hospitalization of an employee, inform the Executive Director of Human Resources immediately because UC Hastings College of the Law may be required to notify California Department of Occupational Safety and Health (Cal/OSHA) within eight (8) hours. If the Executive Director of Human Resources is not available, see [Section 11 \(page 30\)](#) for the specific reporting requirements. Contact the Chief Financial Officer immediately to determine who should make any required reports.

**New Employee Safety Training** - Provide employees with a copy of the Code of Safe Practices ([Appendix 2](#)) and perform all of the training required in [Appendix 3](#). Have the employee date and sign a copy of the safety training certification (at the bottom of the training requirements form). Give the completed form to the Executive Director of Human Resources for filing.

**Provide Personal Protective Equipment** - Ensure that adequate supplies of the personal protective equipment listed in the code of Safe Practices ([Appendix 2](#)) are readily available for use by employees. When possible, stock a variety of suitable models for each type of equipment. Unless employees who wear prescription eyeglasses are provided with prescription safety glasses, ensure that some of the protective eye-wear available can be worn over prescription eyeglasses.

Provide all equipment required to protect employees from exposure to potentially infectious materials. Ensure that personal protective equipment in appropriate sizes is readily accessi-

ble at no cost to employees when required. The equipment provided should not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions for the full duration of use. The types of equipment which may be provided include, but are not limited to gloves, gowns, laboratory coats, face shields, masks, eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Ensure that the equipment is cleaned, laundered, repaired, replaced, and disposed of when necessary at no cost to the employee. Ensure that hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives are available for employees who are allergic to the standard gloves.

Arrange to supply a different type of glove for employees who develop latex allergies. Nitrile rubber glove are generally a good alternative to latex rubber and are less likely to produce an allergic reaction.

**Additional Personal Protective Equipment Training** - Ensure employees receive training whenever new personal protective equipment is introduced into the work area and when an employee is observed using their equipment incorrectly.

**Hazard and Control Changes** - Notify the Executive Director of Human Resources whenever work process changes affect employee exposures or there are any changes to the personal protective equipment or engineering controls the employees use so that this Injury and Illness Prevention Program can be updated to reflect the changes. Notify the Executive Director of Human Resources before introducing any new type of respirator into the workplace; the Executive Director of Human Resources must approve the selection of all respirators.

**Management of Heat Stress** - Ensure that cool drinking water (at least one quart per hour) and shade or a cool resting area are available for employees. Ensure that there is a means for obtaining emergency medical services should a heat related illness occur. Ensure that employees know how to summon help should a heat related illness occur.

**Report Respirator Usage Problems** - Refer any respirator user who reports signs or symptoms which may affect their ability to wear a respirator (e.g. weight gain/loss, traumatic scarring, dentures, etc.) to the Executive Director of Human Resources) for a follow-up medical evaluation. Any employee who experiences facial change which may impact respirator fit (e.g. weight change) or who reports problem with their respirator fit should be referred to the Executive Director of Human Resources) for a respirator fit test.

See additional responsibilities defined in [Section 3.1 \(page 2\)](#), "All Managers and Supervisors".

### **3.5 100 McAllister - 100/Main Building Supervisor**

**Monitor Safety Conditions** - Continuously observe your work areas for unsafe actions or conditions and correct any deficiencies noted. Walk around your work area regularly (i.e. daily) in order to perform these observations.

**Report all Injuries and Illnesses** - Report all work related injuries or illnesses to employees under your supervision to the Executive Director of Human Resources. If the injury or illness involves a fatality or hospitalization of an employee, inform the Executive Director of Human Resources immediately because UC Hastings College of the Law may be required to notify California Department of Occupational Safety and Health (Cal/OSHA) within eight (8) hours. If the Executive Director of Human Resources is not available, see [Section 11 \(page 30\)](#) for the specific reporting requirements. Contact the Chief Financial Officer immediately to determine who should make any required reports.

**New Employee Safety Training** - Provide employees with a copy of the Code of Safe Practices ([Appendix 2](#)) and perform all of the training required in [Appendix 3](#). Have the employee date and sign a copy of the safety training certification (at the bottom of the training requirements form). Give the completed form to the Executive Director of Human Resources for filing.

See additional responsibilities defined in [Section 3.1 \(page 2\)](#), "All Managers and Supervisors".

### **3.6 100 McAllister - 100/Basement/Archives Supervisor**

**Monitor Safety Conditions** - Continuously observe your work areas for unsafe actions or conditions and correct any deficiencies noted. Walk around your work area regularly (i.e. daily) in order to perform these observations.

**Report all Injuries and Illnesses** - Report all work related injuries or illnesses to employees under your supervision to the Executive Director of Human Resources. If the injury or illness involves a fatality or hospitalization of an employee, inform the Executive Director of Human Resources immediately because UC Hastings College of the Law may be required to notify California Department of Occupational Safety and Health (Cal/OSHA) within eight (8) hours. If the Executive Director of Human Resources is not available, see [Section 11 \(page 30\)](#) for the specific reporting requirements. Contact the Chief Financial Officer immediately to determine who should make any required reports.

**New Employee Safety Training** - Provide employees with a copy of the Code of Safe Practices ([Appendix 2](#)) and perform all of the training required in [Appendix 3](#). Have the employee date and sign a copy of the safety training certification (at the bottom of the training

requirements form). Give the completed form to the Executive Director of Human Resources for filing.

See additional responsibilities defined in [Section 3.1 \(page 2\)](#), "All Managers and Supervisors".

### **3.7 198 McAllister - 198/Main Building Supervisor**

**Monitor Safety Conditions** - Continuously observe your work areas for unsafe actions or conditions and correct any deficiencies noted. Walk around your work area regularly (i.e. daily) in order to perform these observations.

**Report all Injuries and Illnesses** - Report all work related injuries or illnesses to employees under your supervision to the Executive Director of Human Resources. If the injury or illness involves a fatality or hospitalization of an employee, inform the Executive Director of Human Resources immediately because UC Hastings College of the Law may be required to notify California Department of Occupational Safety and Health (Cal/OSHA) within eight (8) hours. If the Executive Director of Human Resources is not available, see [Section 11 \(page 30\)](#) for the specific reporting requirements. Contact the Chief Financial Officer immediately to determine who should make any required reports.

**New Employee Safety Training** - Provide employees with a copy of the Code of Safe Practices ([Appendix 2](#)) and perform all of the training required in [Appendix 3](#). Have the employee date and sign a copy of the safety training certification (at the bottom of the training requirements form). Give the completed form to the Executive Director of Human Resources for filing.

See additional responsibilities defined in [Section 3.1 \(page 2\)](#), "All Managers and Supervisors".

### **3.8 198 McAllister - 198/Facilities Operations Supervisor**

**Monitor Safety Conditions** - Continuously observe your work areas for unsafe actions or conditions and correct any deficiencies noted. Walk around your work area regularly (i.e. daily) in order to perform these observations.

**Report all Injuries and Illnesses** - Report all work related injuries or illnesses to employees under your supervision to the Executive Director of Human Resources. If the injury or illness involves a fatality or hospitalization of an employee, inform the Executive Director of Human Resources immediately because UC Hastings College of the Law may be required to notify California Department of Occupational Safety and Health (Cal/OSHA) within eight (8) hours. If the Executive Director of Human Resources is not available, see [Section 11](#)

(page 30) for the specific reporting requirements. Contact the Chief Financial Officer immediately to determine who should make any required reports.

**New Employee Safety Training** - Provide employees with a copy of the Code of Safe Practices (Appendix 2) and perform all of the training required in Appendix 3. Have the employee date and sign a copy of the safety training certification (at the bottom of the training requirements form). Give the completed form to the Executive Director of Human Resources for filing.

**Provide Personal Protective Equipment** - Ensure that adequate supplies of the personal protective equipment listed in the code of Safe Practices (Appendix 2) are readily available for use by employees. When possible, stock a variety of suitable models for each type of equipment. Unless employees who wear prescription eyeglasses are provided with prescription safety glasses, ensure that some of the protective eye-wear available can be worn over prescription eyeglasses.

Provide all equipment required to protect employees from exposure to potentially infectious materials. Ensure that personal protective equipment in appropriate sizes is readily accessible at no cost to employees when required. The equipment provided should not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions for the full duration of use. The types of equipment which may be provided include, but are not limited to gloves, gowns, laboratory coats, face shields, masks, eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Ensure that the equipment is cleaned, laundered, repaired, replaced, and disposed of when necessary at no cost to the employee. Ensure that hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives are available for employees who are allergic to the standard gloves.

Arrange to supply a different type of glove for employees who develop latex allergies. Nitrile rubber glove are generally a good alternative to latex rubber and are less likely to produce an allergic reaction.

**Additional Personal Protective Equipment Training** - Ensure employees receive training whenever new personal protective equipment is introduced into the work area and when an employee is observed using their equipment incorrectly.

**Hazard and Control Changes** - Notify the Executive Director of Human Resources whenever work process changes affect employee exposures or there are any changes to the personal protective equipment or engineering controls the employees use so that this Injury and Illness Prevention Program can be updated to reflect the changes. Notify the Executive Director of

Human Resources before introducing any new type of respirator into the workplace; the Executive Director of Human Resources must approve the selection of all respirators.

**Management of Heat Stress** - Ensure that cool drinking water (at least one quart per hour) and shade or a cool resting area are available for employees. Ensure that there is a means for obtaining emergency medical services should a heat related illness occur. Ensure that employees know how to summon help should a heat related illness occur.

**Report Respirator Usage Problems** - Refer any respirator user who reports signs or symptoms which may affect their ability to wear a respirator (e.g. weight gain/loss, traumatic scarring, dentures, etc.) to the Executive Director of Human Resources) for a follow-up medical evaluation. Any employee who experiences facial change which may impact respirator fit (e.g. weight change) or who reports problem with their respirator fit should be referred to the Executive Director of Human Resources) for a respirator fit test.

See additional responsibilities defined in [Section 3.1 \(page 2\)](#), "All Managers and Supervisors".

### **3.9 198 McAllister - Safety & Security Supervisor**

**Monitor Safety Conditions** - Continuously observe your work areas for unsafe actions or conditions and correct any deficiencies noted. Walk around your work area regularly (i.e. daily) in order to perform these observations.

**Report all Injuries and Illnesses** - Report all work related injuries or illnesses to employees under your supervision to the Executive Director of Human Resources. If the injury or illness involves a fatality or hospitalization of an employee, inform the Executive Director of Human Resources immediately because UC Hastings College of the Law may be required to notify California Department of Occupational Safety and Health (Cal/OSHA) within eight (8) hours. If the Executive Director of Human Resources is not available, see [Section 11 \(page 30\)](#) for the specific reporting requirements. Contact the Chief Financial Officer immediately to determine who should make any required reports.

**New Employee Safety Training** - Provide employees with a copy of the Code of Safe Practices ([Appendix 2](#)) and perform all of the training required in [Appendix 3](#). Have the employee date and sign a copy of the safety training certification (at the bottom of the training requirements form). Give the completed form to the Executive Director of Human Resources for filing.

**Provide Personal Protective Equipment** - Ensure that adequate supplies of the personal protective equipment listed in the code of Safe Practices ([Appendix 2](#)) are readily available for use by employees. When possible, stock a variety of suitable models for each type

of equipment. Unless employees who wear prescription eyeglasses are provided with prescription safety glasses, ensure that some of the protective eye-wear available can be worn over prescription eyeglasses.

Provide all equipment required to protect employees from exposure to potentially infectious materials. Ensure that personal protective equipment in appropriate sizes is readily accessible at no cost to employees when required. The equipment provided should not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions for the full duration of use. The types of equipment which may be provided include, but are not limited to gloves, gowns, laboratory coats, face shields, masks, eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Ensure that the equipment is cleaned, laundered, repaired, replaced, and disposed of when necessary at no cost to the employee. Ensure that hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives are available for employees who are allergic to the standard gloves.

Arrange to supply a different type of glove for employees who develop latex allergies. Nitrile rubber glove are generally a good alternative to latex rubber and are less likely to produce an allergic reaction.

**Additional Personal Protective Equipment Training** - Ensure employees receive training whenever new personal protective equipment is introduced into the work area and when an employee is observed using their equipment incorrectly.

**Hazard and Control Changes** - Notify the Executive Director of Human Resources whenever work process changes affect employee exposures or there are any changes to the personal protective equipment or engineering controls the employees use so that this Injury and Illness Prevention Program can be updated to reflect the changes. Notify the Executive Director of Human Resources before introducing any new type of respirator into the workplace; the Executive Director of Human Resources must approve the selection of all respirators.

**Potentially Infectious Material Contamination** - Ensure that equipment contaminated with potentially infectious material is decontaminated when possible. Ensure that all employees and contractors who must use, service, handle, or clean equipment or laundry which is contaminated with blood or potentially infectious materials are notified so that they can take appropriate precautions. Ensure that all contaminated equipment which cannot be properly decontaminated is properly labeled.

**Bloodborne Pathogens Decontamination Schedule** - Maintain a written schedule detailing the methods and frequencies of bloodborne pathogens decontamination in your work area.

**Bloodborne Pathogen Refresher Training** - Ensure all employees who may be exposed to potentially infectious materials ( see list of job classifications and tasks in [Appendix 5](#) ) receive annual refresher training on the bloodborne pathogens training topics listed in [Appendix 3](#). Employees must also receive training when they are assigned new tasks or changes are made to their work procedures.

**Bloodborne Pathogens Exposure Incident Notification** - Notify the person responsible for hepatitis vaccination and exposure incident follow-up ([Section 9, page 27](#)) and the person responsible for accident and near miss investigations ([Section 11, page 30](#)) of all bloodborne pathogen exposure incidents or bloodborne pathogen related personal protective equipment failures.

**Employee Suggestions: Bloodborne Pathogen Control** - Periodically solicit input from employees exposed to bloodborne pathogens on what they think the best methods and procedures are to minimize the hazard. Incorporate employee suggestions into the work procedures when appropriate.

See additional responsibilities defined in [Section 3.1 \(page 2\)](#), "All Managers and Supervisors".

### **3.10 200 McAllister - 200/Facilities Operations Supervisor**

**Monitor Safety Conditions** - Continuously observe your work areas for unsafe actions or conditions and correct any deficiencies noted. Walk around your work area regularly (i.e. daily) in order to perform these observations.

**Report all Injuries and Illnesses** - Report all work related injuries or illnesses to employees under your supervision to the Executive Director of Human Resources. If the injury or illness involves a fatality or hospitalization of an employee, inform the Executive Director of Human Resources immediately because UC Hastings College of the Law may be required to notify California Department of Occupational Safety and Health (Cal/OSHA) within eight (8) hours. If the Executive Director of Human Resources is not available, see [Section 11 \(page 30\)](#) for the specific reporting requirements. Contact the Chief Financial Officer immediately to determine who should make any required reports.

**New Employee Safety Training** - Provide employees with a copy of the Code of Safe Practices ([Appendix 2](#)) and perform all of the training required in [Appendix 3](#). Have the employee date and sign a copy of the safety training certification (at the bottom of the training requirements form). Give the completed form to the Executive Director of Human Resources for filing.

**Provide Personal Protective Equipment** - Ensure that adequate supplies of the personal protective equipment listed in the code of Safe Practices ([Appendix 2](#)) are readily available for use by employees. When possible, stock a variety of suitable models for each type of equipment. Unless employees who wear prescription eyeglasses are provided with prescription safety glasses, ensure that some of the protective eye-wear available can be worn over prescription eyeglasses.

Provide all equipment required to protect employees from exposure to potentially infectious materials. Ensure that personal protective equipment in appropriate sizes is readily accessible at no cost to employees when required. The equipment provided should not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions for the full duration of use. The types of equipment which may be provided include, but are not limited to gloves, gowns, laboratory coats, face shields, masks, eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Ensure that the equipment is cleaned, laundered, repaired, replaced, and disposed of when necessary at no cost to the employee. Ensure that hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives are available for employees who are allergic to the standard gloves.

Arrange to supply a different type of glove for employees who develop latex allergies. Nitrile rubber glove are generally a good alternative to latex rubber and are less likely to produce an allergic reaction.

**Additional Personal Protective Equipment Training** - Ensure employees receive training whenever new personal protective equipment is introduced into the work area and when an employee is observed using their equipment incorrectly.

**Hazard and Control Changes** - Notify the Executive Director of Human Resources whenever work process changes affect employee exposures or there are any changes to the personal protective equipment or engineering controls the employees use so that this Injury and Illness Prevention Program can be updated to reflect the changes. Notify the Executive Director of Human Resources before introducing any new type of respirator into the workplace; the Executive Director of Human Resources must approve the selection of all respirators.

**Management of Heat Stress** - Ensure that cool drinking water (at least one quart per hour) and shade or a cool resting area are available for employees. Ensure that there is a means for obtaining emergency medical services should a heat related illness occur. Ensure that employees know how to summon help should a heat related illness occur.

**Report Respirator Usage Problems** - Refer any respirator user who reports signs or symptoms which may affect their ability to wear a respirator (e.g. weight gain/loss, traumatic scar-

ring, dentures, etc.) to the Executive Director of Human Resources) for a follow-up medical evaluation. Any employee who experiences facial change which may impact respirator fit (e.g. weight change) or who reports problem with their respirator fit should be referred to the Executive Director of Human Resources) for a respirator fit test.

See additional responsibilities defined in [Section 3.1 \(page 2\)](#), "All Managers and Supervisors".

### **3.11 200 McAllister - 200/Main Building Supervisor**

**Monitor Safety Conditions** - Continuously observe your work areas for unsafe actions or conditions and correct any deficiencies noted. Walk around your work area regularly (i.e. daily) in order to perform these observations.

**Report all Injuries and Illnesses** - Report all work related injuries or illnesses to employees under your supervision to the Executive Director of Human Resources. If the injury or illness involves a fatality or hospitalization of an employee, inform the Executive Director of Human Resources immediately because UC Hastings College of the Law may be required to notify California Department of Occupational Safety and Health (Cal/OSHA) within eight (8) hours. If the Executive Director of Human Resources is not available, see [Section 11 \(page 30\)](#) for the specific reporting requirements. Contact the Chief Financial Officer immediately to determine who should make any required reports.

**New Employee Safety Training** - Provide employees with a copy of the Code of Safe Practices ([Appendix 2](#)) and perform all of the training required in [Appendix 3](#). Have the employee date and sign a copy of the safety training certification (at the bottom of the training requirements form). Give the completed form to the Executive Director of Human Resources for filing.

See additional responsibilities defined in [Section 3.1 \(page 2\)](#), "All Managers and Supervisors".

### **3.12 200 McAllister - 200/Library Supervisor**

**Monitor Safety Conditions** - Continuously observe your work areas for unsafe actions or conditions and correct any deficiencies noted. Walk around your work area regularly (i.e. daily) in order to perform these observations.

**Report all Injuries and Illnesses** - Report all work related injuries or illnesses to employees under your supervision to the Executive Director of Human Resources. If the injury or illness involves a fatality or hospitalization of an employee, inform the Executive Director of Human Resources immediately because UC Hastings College of the Law may be required to

notify California Department of Occupational Safety and Health (Cal/OSHA) within eight (8) hours. If the Executive Director of Human Resources is not available, see [Section 11 \(page 30\)](#) for the specific reporting requirements. Contact the Chief Financial Officer immediately to determine who should make any required reports.

**New Employee Safety Training** - Provide employees with a copy of the Code of Safe Practices ([Appendix 2](#)) and perform all of the training required in [Appendix 3](#). Have the employee date and sign a copy of the safety training certification (at the bottom of the training requirements form). Give the completed form to the Executive Director of Human Resources for filing.

See additional responsibilities defined in [Section 3.1 \(page 2\)](#), "All Managers and Supervisors".

### **3.13 200 McAllister - 200/Health Services Supervisor**

**Monitor Safety Conditions** - Continuously observe your work areas for unsafe actions or conditions and correct any deficiencies noted. Walk around your work area regularly (i.e. daily) in order to perform these observations.

**Report all Injuries and Illnesses** - Report all work related injuries or illnesses to employees under your supervision to the Executive Director of Human Resources. If the injury or illness involves a fatality or hospitalization of an employee, inform the Executive Director of Human Resources immediately because UC Hastings College of the Law may be required to notify California Department of Occupational Safety and Health (Cal/OSHA) within eight (8) hours. If the Executive Director of Human Resources is not available, see [Section 11 \(page 30\)](#) for the specific reporting requirements. Contact the Chief Financial Officer immediately to determine who should make any required reports.

**New Employee Safety Training** - Provide employees with a copy of the Code of Safe Practices ([Appendix 2](#)) and perform all of the training required in [Appendix 3](#). Have the employee date and sign a copy of the safety training certification (at the bottom of the training requirements form). Give the completed form to the Executive Director of Human Resources for filing.

**Provide Personal Protective Equipment** - Ensure that adequate supplies of the personal protective equipment listed in the code of Safe Practices ([Appendix 2](#)) are readily available for use by employees. When possible, stock a variety of suitable models for each type of equipment. Unless employees who wear prescription eyeglasses are provided with prescription safety glasses, ensure that some of the protective eye-wear available can be worn over prescription eyeglasses.

Provide all equipment required to protect employees from exposure to potentially infectious materials. Ensure that personal protective equipment in appropriate sizes is readily accessible at no cost to employees when required. The equipment provided should not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions for the full duration of use. The types of equipment which may be provided include, but are not limited to gloves, gowns, laboratory coats, face shields, masks, eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Ensure that the equipment is cleaned, laundered, repaired, replaced, and disposed of when necessary at no cost to the employee. Ensure that hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives are available for employees who are allergic to the standard gloves.

Arrange to supply a different type of glove for employees who develop latex allergies. Nitrile rubber glove are generally a good alternative to latex rubber and are less likely to produce an allergic reaction.

**Additional Personal Protective Equipment Training** - Ensure employees receive training whenever new personal protective equipment is introduced into the work area and when an employee is observed using their equipment incorrectly.

**Hazard and Control Changes** - Notify the Executive Director of Human Resources whenever work process changes affect employee exposures or there are any changes to the personal protective equipment or engineering controls the employees use so that this Injury and Illness Prevention Program can be updated to reflect the changes. Notify the Executive Director of Human Resources before introducing any new type of respirator into the workplace; the Executive Director of Human Resources must approve the selection of all respirators.

**Potentially Infectious Material Contamination** - Ensure that equipment contaminated with potentially infectious material is decontaminated when possible. Ensure that all employees and contractors who must use, service, handle, or clean equipment or laundry which is contaminated with blood or potentially infectious materials are notified so that they can take appropriate precautions. Ensure that all contaminated equipment which cannot be properly decontaminated is properly labeled.

**Bloodborne Pathogens Decontamination Schedule** - Maintain a written schedule detailing the methods and frequencies of bloodborne pathogens decontamination in your work area.

**Bloodborne Pathogen Refresher Training** - Ensure all employees who may be exposed to potentially infectious materials ( see list of job classifications and tasks in [Appendix 5](#) ) receive annual refresher training on the bloodborne pathogens training topics listed in

**Appendix 3.** Employees must also receive training when they are assigned new tasks or changes are made to their work procedures.

**Bloodborne Pathogens Exposure Incident Notification** - Notify the person responsible for hepatitis vaccination and exposure incident follow-up (**Section 9, page 27**) and the person responsible for accident and near miss investigations (**Section 11, page 30**) of all bloodborne pathogen exposure incidents or bloodborne pathogen related personal protective equipment failures.

**Employee Suggestions: Bloodborne Pathogen Control** - Periodically solicit input from employees exposed to bloodborne pathogens on what they think the best methods and procedures are to minimize the hazard. Incorporate employee suggestions into the work procedures when appropriate.

**Sharps Container Disposal** - Ensure that sharps containers are replaced and properly disposed of as necessary.

See additional responsibilities defined in **Section 3.1 (page 2)**, "All Managers and Supervisors".

### **3.14 200 McAllister - Safety & Security Supervisor**

**Monitor Safety Conditions** - Continuously observe your work areas for unsafe actions or conditions and correct any deficiencies noted. Walk around your work area regularly (i.e. daily) in order to perform these observations.

**Report all Injuries and Illnesses** - Report all work related injuries or illnesses to employees under your supervision to the Executive Director of Human Resources. If the injury or illness involves a fatality or hospitalization of an employee, inform the Executive Director of Human Resources immediately because UC Hastings College of the Law may be required to notify California Department of Occupational Safety and Health (Cal/OSHA) within eight (8) hours. If the Executive Director of Human Resources is not available, see **Section 11 (page 30)** for the specific reporting requirements. Contact the Chief Financial Officer immediately to determine who should make any required reports.

**New Employee Safety Training** - Provide employees with a copy of the Code of Safe Practices (**Appendix 2**) and perform all of the training required in **Appendix 3**. Have the employee date and sign a copy of the safety training certification (at the bottom of the training requirements form). Give the completed form to the Executive Director of Human Resources for filing.

**Provide Personal Protective Equipment** - Ensure that adequate supplies of the personal protective equipment listed in the code of Safe Practices ([Appendix 2](#)) are readily available for use by employees. When possible, stock a variety of suitable models for each type of equipment. Unless employees who wear prescription eyeglasses are provided with prescription safety glasses, ensure that some of the protective eye-wear available can be worn over prescription eyeglasses.

Provide all equipment required to protect employees from exposure to potentially infectious materials. Ensure that personal protective equipment in appropriate sizes is readily accessible at no cost to employees when required. The equipment provided should not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions for the full duration of use. The types of equipment which may be provided include, but are not limited to gloves, gowns, laboratory coats, face shields, masks, eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Ensure that the equipment is cleaned, laundered, repaired, replaced, and disposed of when necessary at no cost to the employee. Ensure that hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives are available for employees who are allergic to the standard gloves.

Arrange to supply a different type of glove for employees who develop latex allergies. Nitrile rubber glove are generally a good alternative to latex rubber and are less likely to produce an allergic reaction.

**Additional Personal Protective Equipment Training** - Ensure employees receive training whenever new personal protective equipment is introduced into the work area and when an employee is observed using their equipment incorrectly.

**Hazard and Control Changes** - Notify the Executive Director of Human Resources whenever work process changes affect employee exposures or there are any changes to the personal protective equipment or engineering controls the employees use so that this Injury and Illness Prevention Program can be updated to reflect the changes. Notify the Executive Director of Human Resources before introducing any new type of respirator into the workplace; the Executive Director of Human Resources must approve the selection of all respirators.

**Potentially Infectious Material Contamination** - Ensure that equipment contaminated with potentially infectious material is decontaminated when possible. Ensure that all employees and contractors who must use, service, handle, or clean equipment or laundry which is contaminated with blood or potentially infectious materials are notified so that they can take appropriate precautions. Ensure that all contaminated equipment which cannot be properly decontaminated is properly labeled.

**Bloodborne Pathogens Decontamination Schedule** - Maintain a written schedule detailing the methods and frequencies of bloodborne pathogens decontamination in your work area.

**Bloodborne Pathogen Refresher Training** - Ensure all employees who may be exposed to potentially infectious materials ( see list of job classifications and tasks in [Appendix 5](#) ) receive annual refresher training on the bloodborne pathogens training topics listed in [Appendix 3](#). Employees must also receive training when they are assigned new tasks or changes are made to their work procedures.

**Bloodborne Pathogens Exposure Incident Notification** - Notify the person responsible for hepatitis vaccination and exposure incident follow-up ([Section 9, page 27](#)) and the person responsible for accident and near miss investigations ([Section 11, page 30](#)) of all bloodborne pathogen exposure incidents or bloodborne pathogen related personal protective equipment failures.

**Employee Suggestions: Bloodborne Pathogen Control** - Periodically solicit input from employees exposed to bloodborne pathogens on what they think the best methods and procedures are to minimize the hazard. Incorporate employee suggestions into the work procedures when appropriate.

See additional responsibilities defined in [Section 3.1 \(page 2\)](#), "All Managers and Supervisors".

### 3.15 Safety Committee

**Make Safety Recommendations** - Recommend safety and health related improvements to management as appropriate.

**Review Third Party Inspections** - The safety committee reviews all inspection reports generated by government, insurance company, or other third party inspectors.

**Program Review** - Review the effectiveness of this Injury and Illness Prevention Program and the accountability system used by UC Hastings College of the Law to ensure that all necessary safety related activities are completed. When appropriate, give the Executive Director of Human Resources written findings for inclusion with the annual program review documentation.

### 3.16 Safety Committee Chairperson

**Conduct Safety Committee Meetings** - Schedule, prepare agendas for, and conduct safety committee meetings. Ensure that the committee meets often enough to perform all of the functions described in this Injury and Illness Prevention Program (at least once per quarter).

Ensure that a written agenda is distributed to all members before each Safety Committee meeting. The Agenda must include the minutes of the previous Safety Committee meeting, any issues identified by management or employees since the previous meeting, discussion of any accident or near miss investigations completed since the previous meeting, and a status report on any open issues.

Ensure that minutes for each safety committee meeting are prepared. The minutes should include the meeting date, the name of each person that attended, a summary of the issues discussed at the meeting, and the results of any decisions made by the committee. Action items should include the name of the person who has been assigned responsibility for completing the item.

**Management Representatives** - Request management to designate a replacement safety committee representatives when one of their representatives leaves the committee or fails to perform their responsibilities as a committee member. The committee must always have at least one management representative.

**Safety Committee Coordination** - Coordinate the activity of the safety committee with the Executive Director of Human Resources.

**Maintain Safety Committee Documentation** - Ensure that all Safety Committee documentation (e.g. agendas, meeting minutes, the current list of member names, and written documentation of any committee activities such as inspections or investigations) is prepared and properly filed. Ensure that Safety Committee documentation is kept for at least five years.

### **3.17 Safety Committee Members**

**Attend Safety Committee Meetings** - Attend safety committee meetings and complete all assignments given by the committee.

**Communicate With Employees** - Safety committee members should go out of their way to communicate with employees about safety related issues. If an employee raises an issue with a safety committee member, that member must take the issue to the committee and keep the employee informed of its status until the issue is closed.

### **3.18 Local Safety Coordinators**

**Perform Formal Safety Inspections** - Conduct Safety Inspections using the appropriate written checklist (see [Appendix 1](#)). Ensure any deficiencies identified are corrected. Give the completed checklists to the Executive Director of Human Resources for filing.

## 4 Safety Communication

UC Hastings College of the Law uses the following methods to communicate with employees regarding safety related issues. Safety communication will be in a form that is understandable to every employee. When necessary, UC Hastings College of the Law will provide language translation of safety communications.

### 4.1 Safety Committee

UC Hastings College of the Law operates a safety committee chartered to help maintain a safe and healthy workplace. The safety committee is co-chaired by one person who is selected by management and a second person who is elected by the employee members of the committee. The safety committee will meet in accordance with a schedule determined by vote of the committee members (at least once per quarter). The responsibilities of the safety committee chairperson, individual safety committee members and the safety committee are listed in [Section 3 \(page 1\)](#).

All employees who participate in safety committee activities are paid their normal wage and salary as if they were performing their normally assigned work duties. The safety committee will include both employee and management representatives. Reasonable efforts will be made so that every part of the company is represented on the safety committee. The safety committee will include at least 2 members.

Employee members of the safety committee are selected by management. Safety committee members serve for a term of one year that may be extended indefinitely.

### 4.2 Safety Suggestion Boxes

Employees may make safety suggestions by placing them in the Safety Suggestion Boxes. The Executive Director of Human Resources will empty the safety suggestion boxes at least weekly. The location of the safety suggestion boxes is given in [Table 4.1](#).

Location	Box Location
100 McAllister	None
198 McAllister	Human Resources
200 McAllister	None

**Table 4.1** Safety Suggestion Boxes

### 4.3 Safety Newsletter

UC Hastings College of the Law publishes a safety newsletter Quarterly. This newsletter includes articles on safety and health related topics. An archive of all newsletters published to date is available in the Injury and Illness Prevention Program files.

## 5 Safety Training

All employees will receive safety training prior to starting work and whenever the hazards in their work area change. Refresher training may be conducted from time to time to ensure all employees retain the necessary safety related information. Initial safety training will include the topics given in [Appendix 3](#). New employees will be given a copy of the Code of Safe Practices, and will also sign and return documentation of all training they receive. The signed and completed training certification forms are filed in each employee's personnel file. Initial safety training is performed by the Supervisors.

## 6 Safety Inspection

All supervisors must continuously observe their work areas for unsafe actions or conditions and correct any deficiencies noted. Supervisors must walk around their work area regularly (i.e. daily) in order to perform these observations. Unsafe condition reports received from supervisors or employees are filed in the [Accident Investigations] folder.

Formal safety inspections using the checklists provided in [Appendix 1](#) are conducted regularly. The completed checklists are filed by the Executive Director of Human Resources. The formal inspections are performed Local Safety Coordinators; their frequencies are indicated in [Table 6.1](#).

## 7 Personal Protective Equipment

Employees are trained on the proper use of all personal protective equipment (PPE) they use when they are first given an assignment that requires the PPE and if they are observed using the equipment incorrectly. Additional guidance on the proper selection of PPE is available at <http://www.nclabor.com/osha/etta/indguide/ig25.pdf>. Personal protective equipment supplies are managed by the Supervisors. The workplace hazard assessment, a list of the PPE used, and written certification are provided in [Appendix 6](#).

## 8 Respiratory Protection Program

The purpose of this Respirator Protection Program is to ensure that all respirator users at UC Hastings College of the Law receive adequate protection when using their respirators. The program is administered by the Executive Director of Human Resources.

Company Element	Frequency
100 McAllister - 100/Facilities Operations	Quarterly
100 McAllister - 100/Main Building	Annually
100 McAllister - 100/Basement/Archives	Annually
198 McAllister - 198/Main Building	Annually
198 McAllister - 198/Facilities Operations	Quarterly
198 McAllister - Safety & Security	Quarterly
200 McAllister - 200/Facilities Operations	Quarterly
200 McAllister - 200/Main Building	Annually
200 McAllister - 200/Library	Annually
200 McAllister - 200/Health Services	Quarterly
200 McAllister - Safety & Security	Quarterly

**Table 6.1** Safety Inspections

Respirators are selected using the National Institute of Occupational Safety and Health (NIOSH) Respirator Selection Logic (<http://www.cdc.gov/niosh/docs/2005-100>) except that the current OSHA Assigned Protect Factors ([http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=NEWS\\_RELEASES&p\\_id=12373](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=NEWS_RELEASES&p_id=12373)) are used instead of those given by NIOSH. Respirator manufacturers and distributors and qualified outside consultants may also provide assistance with respirator selection as long as their advice is consistent with the the NIOSH Respirator Selection Logic and OSHA Assigned Protection Factors. All respirators must be NIOSH approved, except unapproved dust masks or surgical masks may be used to cover the face when protection from inhalation hazards is not required. The selection of all respirators must be approved by the Executive Director of Human Resources.

All employees who wear respirators must receive a medical evaluation before they are fit tested or required to wear a respirator. The purpose of the medical evaluation is to verify that the employee is healthy enough to wear a respirator. The Executive Director of Human Resources is responsible for arranging the medical evaluations. The medical evaluation is performed by a Physician or other licensed health care professional at no cost to the employee. The professional performing the evaluation must obtain the information contained in the Respirator Evaluation Medical Questionnaire ([http://www.mysafetyprogram.com/respirator\\_questionnaire.pdf](http://www.mysafetyprogram.com/respirator_questionnaire.pdf)) from the employee. In addition, the Executive Director of Human Resources must ensure that the Physician or other licensed health care professional has the following information:

1. The type and weight of the respirator to be used by the employee;
2. The duration and frequency of respirator use (including use for rescue and escape);
3. The expected physical work effort;
4. Additional protective clothing and equipment to be worn;

5. Temperature and humidity extremes that may be encountered; and
6. A copy of this Injury and Illness Prevention Program and the California Department of Occupational Safety and Health (Cal/OSHA) Respirator Regulations (<http://www.dir.ca.gov/Title8/5144.html>).

The Executive Director of Human Resources must obtain the following information from the Physician or other licensed health care professional:

1. An opinion on whether or not the employee is medically able to wear a respirator including any limitations on respirator use related to the medical condition of the employee or relating to the workplace conditions in which the respirator will be used.
2. The need for follow-up medical evaluations, if any.
3. A statement that the employee was provided with a copy of the Physician or other licensed health care professional's written opinion.
4. A recommendation that the employee use a powered air purifying respirator (PAPR) in place of a negative pressure respirator when medically indicated.
5. The report must contain no other information (e.g. no confidential medical information).

The Executive Director of Human Resources must ensure employees receive additional medical evaluations when recommended by the Physician or other licensed health care professional and if the employee reports medical signs or symptoms that may impact their ability to wear a respirator (e.g. weight gain/loss, traumatic scarring, dentures, etc.). Medical evaluation records are filed in the employee's personnel file, and will be maintained for at least thirty (30) years.

All tight fitting respirator users must be fit tested before being allowed to wear their respirators. The purpose of fit testing is to help select the most effective respirator for each employee and to verify that the respirator selected fits the employee properly. Respirator fit testing is performed in accordance with the Federal Occupational Safety and Health Administration Respirator Fit Testing Procedures ([http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=9780](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9780)). Respirator users will be fit tested at least once per year, whenever there is a facial change which may impact respirator fit (e.g. weight change), and whenever the employee reports difficulty with their respirator fit. Respirator fit testing is the responsibility of the Executive Director of Human Resources.

All respirator users will be trained before using their respirators and will receive refresher training at least once per year. The training will include:

1. The purpose of respirator protection, including the specific contaminants that respiratory protection is intended to protect them against;
2. How to properly inspect, put on, take off, clean, maintain, and store their respirators;

3. The limitations of the respirators they use; and
4. How to recognize respirator malfunction.

## 9 Bloodborne Pathogens Exposure Control Program

The purpose of this exposure control program is to prevent employee exposure to blood-borne pathogens which may be present in human blood or other potentially infectious materials. The job classifications of the employees included in this exposure control program and the tasks they perform which may expose them to bloodborne pathogens are provided in [Appendix 5](#), "Bloodborne Pathogens Exposure Determination".

Readily accessible hand washing facilities are provided. When this is not feasible, antiseptic hand cleansers or towelettes are provided.

Contaminated needles and other contaminated sharps will not be bent, recapped, or removed except when required by a specific medical or dental procedure. If recapping or bending a sharp is required, it will be done using a mechanical device or one-handed technique. Contaminated sharps will be placed in closable, labeled, puncture resistant, and leak proof containers immediately or as soon as possible after use.

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where potentially infectious materials are stored or handled. Food and drink is not kept in refrigerators, freezers, shelves, cabinets or on counter tops or bench tops where blood or other potentially infectious materials are stored or handled.

All procedures involving blood or other potentially infectious materials are performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

Specimens of blood or other potentially infectious materials are placed in a labeled or color-coded containers which prevent leakage during collection, handling, processing, storage, transport, or shipping. If outside contamination of the primary container occurs or the specimen could puncture the primary container, the primary container is placed within a second labeled or color-coded container to prevent leakage.

Equipment which may become contaminated with blood or other potentially infectious materials is examined prior to servicing or shipping and will be decontaminated as necessary, unless decontamination is not feasible. If complete decontamination is not feasible, a readily observable label will be attached to the machine indicating which portions remain contaminated. All employees and contractors who are impacted will be notified of the contaminated equipment.

Personal protective equipment in appropriate sizes will be readily accessible at no cost to employees when required. The equipment provided will not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use for the full duration of use. The types of equipment which may be provided include, but are not limited to gloves, gowns, laboratory coats, face shields, masks, eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Personal protective equipment will be cleaned, laundered, repaired, replaced, and disposed of when necessary at no cost to the employee. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives will be provided to employees who are allergic to the standard gloves.

Employees will always wear personal protective equipment when required except under rare and extraordinary circumstances when it is the employee's professional judgment that in the specific instance its use would prevent the proper delivery of health care or public safety services or would pose an increased hazard to the safety to the worker or a co-worker. When the employee makes this judgment, the circumstances will be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future. Gloves must be worn when:

1. it can be reasonably anticipated that the employee may have hand contact with potentially infectious materials, mucous membranes, or non-intact skin,
2. the employee will be performing vascular access procedures (e.g. phlebotomy), and
3. when employees handle or touch contaminated items or surfaces.

Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, must be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated. Appropriate protective clothing (e.g. gowns, aprons, lab coats, clinic jackets, etc.) will be provided. The type and characteristics will depend upon the task and degree of exposure anticipated. Surgical caps or hoods and/or shoe covers or boots will be worn when gross contamination can reasonably be anticipated (e.g., autopsies, orthopedic surgery, etc.).

All work areas will be maintained in a clean and sanitary condition. Supervisors will create a written schedule detailing the methods and frequencies of decontamination within their work areas. All equipment and working surfaces will be cleaned and decontaminated after contact with blood or other potentially infectious materials. Decontamination will be performed immediately or as soon as possible and at the end of the work shift if the surface may have become contaminated since the last cleaning.

Supervisors will regularly solicit input from employees exposed to bloodborne pathogens on what they think the best methods and procedures are to minimize the hazard. Supervisor will incorporate employee suggestions into their work procedures when appropriate.

All employees potentially exposed to bloodborne pathogens are offered Hepatitis B Vaccination within ten days of assignment. The vaccination is provided at no cost to the employee.

All bloodborne pathogen exposure incidents are investigated as described in [Section 11 \(page 30\)](#). The sharps injury log is maintained as part of the OSHA 300 Log. Employees who are involved in a potentially infectious materials exposure incident are offered confidential medical follow-up including:

1. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.
2. Identification, documentation, and testing of the source individual's blood to determine HBV and HIV infectivity unless this is not possible or prohibited by state or local law. Additional testing is not required if the HBV and HIV status is already known.
3. The exposed employee will be informed of the HBV and HIV status of the source individual when possible and legally permissible. The exposed employee will also be informed of applicable laws and regulations regarding disclosure of this information.
4. Collection and testing of the exposed employees blood for HBV and HIV serological status unless the employee does not provide consent.
5. Post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service or the Physician.
6. Counseling and evaluation of any subsequently reported illnesses.

The health care professional's written opinion documenting their evaluation will be limited to indicating whether Hepatitis B vaccination is indicated for the employee, whether the employee received the vaccination, and confirmation that the Physician provided the employee with any additional information relevant to the proper treatment of their case. It is the responsibility of the Executive Director of Human Resources to ensure that employees receive all necessary post exposure incident follow-up and booster shots.

Employees will be trained on the provisions of this Exposure Control Program before being assigned tasks which involve exposure to potentially infectious materials and at least annually thereafter. The annual refresher training is performed by the Supervisors.

## 10 Ergonomics

If two or more employees performing the same repetitive motion task are diagnosed by a licensed physician with a repetitive motion injury which is predominately (over 50%) work related, the Executive Director of Human Resources will implement an ergonomics program

designed to minimize repetitive motion injuries. Ergonomics program activities will be documented and the paperwork filed with the Injury and Illness Prevention Program files.

The ergonomics program will include work-site evaluation of repetitive motion tasks, control of exposures which have caused repetitive motion injuries, and employee training. Employee training will include explanations of the ergonomics program, the exposures which have been associated with repetitive motion injuries, the symptoms and consequences of injuries caused by repetitive motion, the importance of reporting symptoms and injuries to the employer, and the methods used to minimize repetitive motion injuries.

## 11 Accident Investigation and Reporting

All accidents and near miss incidents are investigated and corrective actions implemented when appropriate. The purpose of each investigation is to determine exactly what happened, why it happened (the root cause), and how similar accidents can be prevented in the future. Accident and near miss investigations are performed by the Executive Director of Human Resources.

Accident investigations may include interviewing or obtaining written statements from witnesses (including the injured employee), taking photographs of the accident scene, taking measurements at the accident scene, and reviewing procedures and equipment manuals relevant to the activities in progress when the accident occurred. The investigation may also include recommended corrective actions to prevent similar accidents from happening in the future. All bloodborne pathogens exposure incidents or personal protective equipment failures must be fully investigated. Additional information on accident and near miss investigation is provided in [Appendix 8](#).

Injury and illness records (OSHA Log 300) are maintained in accordance with California Department of Occupational Safety and Health (Cal/OSHA) requirements by the Executive Director of Human Resources. The OSHA Form 300-A (Summary of Work-Related Injuries and Illnesses) for the previous year is posted on February 1 through April 30 in a conspicuous place or places where notices to employees are customarily posted. The Executive Director of Human Resources ensures that the annual summary is not altered, defaced or covered by other material during this time period. The death of any employee from a work-related incident or the in-patient hospitalization of one or more employees as a result of a work-related incident will be reported within eight (8) hours by telephone or in person to the nearest Cal/OSHA district office. Deaths or injuries from motor vehicle accidents on public roads do not need to be reported unless they occur in a construction zone. The phone numbers for reporting fatalities and work place catastrophes are available at <http://www.dir.ca.gov/DOSH/DistrictOffices.htm>. All injuries and illnesses will also be reported in accordance with the requirements of applicable workers compensation laws as specified by the insurance carrier.

## 12 Annual Review

The Executive Director of Human Resources will review the effectiveness of this Injury and Illness Prevention Program at least annually and correct any deficiencies noted during the review. The safety committee will participate in this review and may submit written comments which will be included in the documentation for the annual review.

## 13 Records Retention

Records documenting the administration of this Injury and Illness Prevention Program will be retained for at least three (3) years.

1. Training documentation will be retained for at least five (5) years.
2. Accident investigation records will be retained for at least five (5) years.
3. The OSHA 300 log and summary, and incident reports will be retained for at least five (5) years.
4. All safety committee records will be retained at least five (5) years.
5. Air monitoring records will be retained for at least duration of employment plus thirty (30) years.
6. Vaccination and post-exposure follow up records will be retained for duration of employment plus 30 years. All records containing employee medical information will be kept strictly confidential.
7. Reports from respirator medical evaluations will be retained for duration of employment plus thirty (30) years.

## **Appendix 1 Forms**

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Inspector:	Date:			
<b>Instructions:</b> Carefully check all of these items and note and correct any deficiencies. Please provide additional details regarding any problems noted in the blank space below or on the reverse side. Give the completed form to the Executive Director of Human Resources for filing.				
Item	OK	Needs Work	N/I	N/A
<b>Required Postings Displayed</b> - All required posters are displayed where they can be read by all employees. The phone number to call in a medical emergency is posted. Additional information on posting requirements is available at <a href="http://www.dir.ca.gov/WP.asp">http://www.dir.ca.gov/WP.asp</a> . A Proposition 65 warning sign is posted. For more information, see <a href="http://www.oehha.ca.gov/prop65/background/p65plain.html">http://www.oehha.ca.gov/prop65/background/p65plain.html</a> .				
<b>Emergency Exits</b> - Employees can open emergency exit doors from inside without tools, keys or special knowledge (except in mental, penal, or correctional facilities where there is an evacuation plan). Capacity of exit routes is adequate. Exit discharge leads directly outside or to a street, walkway, refuge area, public way, or open space with access to the outside. Exit access is adequate, at least 28 inches wide and ceiling height is at least seven feet six inches. Exit path is constructed using fire resistant materials.				
<b>Housekeeping</b> - Work areas are clean and orderly. Floors are free of unnecessary clutter and trip hazards. Floors are dry. Solvent waste, oily rags, and flammable liquids are kept in labeled, fire resistant covered containers until removed from the work-site.				
<b>First Aid</b> - The first aid kit is readily accessible and fully stocked with gloves, CPR barrier, and all necessary items ( <a href="http://www.benmeadows.com/refinfo/ezfacts/ezpdf/tech208.pdf#search=%22ansi%20Z308%22">http://www.benmeadows.com/refinfo/ezfacts/ezpdf/tech208.pdf#search=%22ansi%20Z308%22</a> ).				
<b>Drinking Water</b> - Cool drinking water is available. Employees do not use a common cup for drinking.				
<b>Shade or Cooling Areas</b> - Shade or cooling areas are available for employees who experience heat stress.				
<b>Sanitation</b> - Toilet facilities are available and clean. Convenient hand washing facilities with tepid water, soap, and clean drying facilities are available.				
<b>Illumination</b> - There is enough light for employees to perform their assigned duties.				
<b>PPE Worn and in Good Condition</b> - All employees are wearing the PPE required for the task they are performing. The PPE is all clean and in good working order.				
<b>Respirators</b> - Respirators are readily available, worn properly when required, and stored properly when not in use. Respirators in use are appropriate for the hazards employees are exposed to. All respirator users perform positive and negative pressure checks when putting on tight fitting respirators. Respirator cleaning supplies/services and replacement respirator parts, filters and cartridges are readily available.				
<b>Fire Extinguishers OK</b> - Fire extinguishers are present at all locations marked by signs. All fire extinguishers are inspected to verify they are still full monthly. All fire extinguishers have been serviced (usually by a specialist) within the last year. Note: Fire extinguishers are not required in most workplaces. However, if present, these requirements apply.				
<b>Computer Workstation Ergonomics OK</b> - All employees have set up their computer comfortably. All employees can use their computer without twisting. All keyboards are just below elbow height when employees sit with their shoulders and arms relaxed at their sides. The top of all monitor screens are not above eye level. All employees that need a footrest or telephone headset have one.				
<b>Confined Space Signs</b> - All entrances to confined spaces are signed as follows: Confined spaces that do not contain a potentially hazardous atmosphere, engulfment hazards, inwardly converging walls/floors, or another safety/health hazard are marked with a sign that reads "Danger - Confined Space - Authorized Personnel Only" (or similar wording).				

Item	OK	Needs Work	N/I	N/A
<b>Electrical Equipment</b> - All electrical cords and equipment are in good condition. Nothing is stored within the clearance zone of all electrical panels (36" deep and 30" wide). All electrical cords and wiring are dry. Ground Fault Interrupters (GFI) are installed on all electrical circuits or equipment used in wet areas.				
<b>Machine and Tool Guarding OK</b> - All required guards are in place on machines. The point of operation and all power transmission apparatus are properly guarded on all machines. Operating control is protected from accidental activation. Emergency stop is clearly marked and accessible from the operator's normal work position. Additional information on machine guarding is available at <a href="http://www.osha.gov/SLTC/etools/machineguarding/index.html">http://www.osha.gov/SLTC/etools/machineguarding/index.html</a> . Warning signs are in place for all machines that start automatically. All moving parts of machines that start automatically are fully enclosed or the machine is in a separate, signed, and locked room.				
<b>Machinery Anchors</b> - All machines designed for use at a fixed location are securely anchored to prevent walking, moving, or toppling.				
<b>Steam Pipes</b> - Steam pipes located where employees may contact them are insulated or otherwise guarded. Pressure relief valves are located or shielded to prevent burns should the valve discharge when employees are present. Where pressure reducers are used, pressure relief valves are installed on the low pressure side.				
<b>Grinding Wheels</b> - Guard opening does not exceed 90 degrees (125 degrees if the work requires contact with the wheel below the horizontal plane of the spindle; 180 degrees for portable grinders). Guard opening does not extend more than 65 degrees above the horizontal plane of the spindle. Safety guards are strong enough to withstand the effect of a bursting wheel. For bench grinders, rigid, readily adjustable tool rest is present and adjusted to within 1/8 inch of the wheel. Note: where the work provides a suitable measure of protection to the operator, the spindle end, nut, and outer flange may be exposed; where the nature of the work entirely covers the side of the wheel, the side covers of the guard may be omitted. When enclosing guards cannot be used, safety flanges capable of retaining the fragments of a broken wheel are in place. Note: Safety flanges are not required for wheels 2 inches or less in diameter which are securely mounted on the end of a steel mandrel and if the grinder is entirely enclosed within the work being ground when in use. Cup wheels used for external grinding are guarded by either a revolving cup or band type guard.				
<b>Compressed Air</b> - All air hoses, fittings, and receivers are in good condition. Air pressure is reduced to 30 p.s.i in areas where compressed air is used for cleaning (except for concrete form, mill scale and similar cleaning purposes). All hoses exceeding 1/2-inch inside diameter have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.				
<b>Welding</b> - Welding equipment is in good condition. All electrical cords and conductors intact. Where appropriate, welding screens are in place and do not interfere with ventilation. A disconnecting switch or controller is provided at or near each welding machine which is not equipped with such a switch or controller mounted as an integral part of the machine. For individual welding machines, the rated current carrying capacity of the supply conductors equals or exceeds the rated primary current of the welding machines. Ventilation is adequate. For indoor welding, local exhaust ventilation or 2,000 CFM of general ventilation per welder is provided in spaces with less than 10,000 cubic feet per welder, with ceilings lower than 16 feet, or in areas where structural barriers restrict cross ventilation.				
<b>Material Storage</b> - Material storage is OK.				
<b>Additional Hazards</b> - No other hazards were noted during this walk-through.				

Inspector:	Date:			
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<b>Housekeeping</b> - Work areas are clean and orderly. Floors are free of unnecessary clutter and trip hazards. Floors are dry.				
<b>First Aid</b> - The first aid kit is readily accessible and fully stocked with gloves, CPR barrier, and all necessary items ( <a href="http://www.benmeadows.com/refinfo/ezfacts/ezpdf/tech208.pdf#search=%22ansi%20Z308%22">http://www.benmeadows.com/refinfo/ezfacts/ezpdf/tech208.pdf#search=%22ansi%20Z308%22</a> ).				
<b>Drinking Water</b> - Cool drinking water is available. Employees do not use a common cup for drinking.				
<b>Sanitation</b> - Toilet facilities are available and clean. Convenient hand washing facilities with tepid water, soap, and clean drying facilities are available.				
<b>Fire Extinguishers OK</b> - Fire extinguishers are present at all locations marked by signs. All fire extinguishers are inspected to verify they are still full monthly. All fire extinguishers have been serviced (usually by a specialist) within the last year. Note: Fire extinguishers are not required in most workplaces. However, if present, these requirements apply.				
<b>File Drawers Closed</b> - All file drawers are closed when not in use.				
<b>Computer Workstation Ergonomics OK</b> - All employees have set up their computer comfortably. All employees can use their computer without twisting. All keyboards are just below elbow height when employees sit with their shoulders and arms relaxed at their sides. The top of all monitor screens are not above eye level. All employees that need a footrest or telephone headset have one.				
<b>Electrical Equipment</b> - All electrical cords and equipment are in good condition. Nothing is stored within the clearance zone of all electrical panels (36" deep and 30" wide).				
<b>Additional Hazards</b> - No other hazards were noted during this walk-through.				

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<b>Electrical Equipment</b> - All electrical cords and equipment are in good condition. Nothing is stored within the clearance zone of all electrical panels (36" deep and 30" wide).				
<b>Portable Ladders</b> - All portable ladders are in good condition (check all rungs, uprights, bases, hinges, and spreaders).				
<b>Additional Hazards</b> - No other hazards were noted during this walk-through.				

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<b>Illumination</b> - There is enough light for employees to perform their assigned duties.				
<b>PPE Worn and in Good Condition</b> - All employees are wearing the PPE required for the task they are performing. The PPE is all clean and in good working order.				
<b>Respirators</b> - Respirators are readily available, worn properly when required, and stored properly when not in use. Respirators in use are appropriate for the hazards employees are exposed to. All respirator users perform positive and negative pressure checks when putting on tight fitting respirators. Respirator cleaning supplies/services and replacement respirator parts, filters and cartridges are readily available.				
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<b>Material Storage</b> - Material storage is OK.				
<b>Additional Hazards</b> - No other hazards were noted during this walk-through.				

Inspector:	Date:			
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<b>Sanitation</b> - Toilet facilities are available and clean. Convenient hand washing facilities with tepid water, soap, and clean drying facilities are available. If it is not feasible to provide hand-washing facilities, antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes are provided.				
<b>Illumination</b> - There is enough light for employees to perform their assigned duties.				
<b>Specimens Containers are Available</b> - Labeled or color-coded specimen containers are available if required.				
<b>Bloodborne Pathogen Exposure Controls</b> - All feasible engineering controls to reduce or eliminate potential employee exposure to blood or other potentially infectious materials have been implemented. Appropriate protective equipment is available at no cost to employees. Facilities for disposing or cleaning of contaminated protective equipment are in place. Work area is decontaminated in accordance with written schedule. Equipment for cleaning up contaminated broken glassware is available if required. All containers containing potentially infectious materials are properly labeled.				
<b>PPE Worn and in Good Condition</b> - All employees are wearing the PPE required for the task they are performing. The PPE is all clean and in good working order.				
<b>Fire Extinguishers OK</b> - Fire extinguishers are present at all locations marked by signs. All fire extinguishers are inspected to verify they are still full monthly. All fire extinguishers have been serviced (usually by a specialist) within the last year. Note: Fire extinguishers are not required in most workplaces. However, if present, these requirements apply.				
<b>Computer Workstation Ergonomics OK</b> - All employees have set up their computer comfortably. All employees can use their computer without twisting. All keyboards are just below elbow height when employees sit with their shoulders and arms relaxed at their sides. The top of all monitor screens are not above eye level. All employees that need a footrest or telephone headset have one.				
<b>Security Precautions are In Place</b> - All required security precautions are in place.				
<b>Electrical Equipment</b> - All electrical cords and equipment are in good condition. Nothing is stored within the clearance zone of all electrical panels (36" deep and 30" wide).				

Item	OK	Needs Work	N/I	N/A
<b>Additional Hazards</b> - No other hazards were noted during this walk-through.				

Inspector:	Date:			
<b>Instructions:</b> Carefully check all of these items and note and correct any deficiencies. Please provide additional details regarding any problems noted in the blank space below or on the reverse side. Give the completed form to the Executive Director of Human Resources for filing.				
Item	OK	Needs Work	N/I	N/A
<b>Required Postings Displayed</b> - All required posters are displayed where they can be read by all employees. The phone number to call in a medical emergency is posted. Additional information on posting requirements is available at <a href="http://www.dir.ca.gov/WP.asp">http://www.dir.ca.gov/WP.asp</a> . A Proposition 65 warning sign is posted. For more information, see <a href="http://www.oehha.ca.gov/prop65/background/p65plain.html">http://www.oehha.ca.gov/prop65/background/p65plain.html</a> .				
<b>Emergency Exits</b> - Employees can open emergency exit doors from inside without tools, keys or special knowledge (except in mental, penal, or correctional facilities where there is an evacuation plan). Capacity of exit routes is adequate. Exit discharge leads directly outside or to a street, walkway, refuge area, public way, or open space with access to the outside. Exit access is adequate, at least 28 inches wide and ceiling height is at least seven feet six inches. Exit path is constructed using fire resistant materials.				
<b>Housekeeping</b> - Work areas are clean and orderly. Floors are free of unnecessary clutter and trip hazards. Floors are dry. Solvent waste, oily rags, and flammable liquids are kept in labeled, fire resistant covered containers until removed from the work-site.				
<b>First Aid</b> - The first aid kit is readily accessible and fully stocked with gloves, CPR barrier, and all necessary items ( <a href="http://www.benmeadows.com/refinfo/ezfacts/ezpdf/tech208.pdf#search=%22ansi%20Z308%22">http://www.benmeadows.com/refinfo/ezfacts/ezpdf/tech208.pdf#search=%22ansi%20Z308%22</a> ).				
<b>Drinking Water</b> - Cool drinking water is available. Employees do not use a common cup for drinking.				
<b>Shade or Cooling Areas</b> - Shade or cooling areas are available for employees who experience heat stress.				
<b>Sanitation</b> - Toilet facilities are available and clean. Convenient hand washing facilities with tepid water, soap, and clean drying facilities are available.				
<b>Illumination</b> - There is enough light for employees to perform their assigned duties.				
<b>PPE Worn and in Good Condition</b> - All employees are wearing the PPE required for the task they are performing. The PPE is all clean and in good working order.				
<b>Respirators</b> - Respirators are readily available, worn properly when required, and stored properly when not in use. Respirators in use are appropriate for the hazards employees are exposed to. All respirator users perform positive and negative pressure checks when putting on tight fitting respirators. Respirator cleaning supplies/services and replacement respirator parts, filters and cartridges are readily available.				
<b>Fire Extinguishers OK</b> - Fire extinguishers are present at all locations marked by signs. All fire extinguishers are inspected to verify they are still full monthly. All fire extinguishers have been serviced (usually by a specialist) within the last year. Note: Fire extinguishers are not required in most workplaces. However, if present, these requirements apply.				
<b>Computer Workstation Ergonomics OK</b> - All employees have set up their computer comfortably. All employees can use their computer without twisting. All keyboards are just below elbow height when employees sit with their shoulders and arms relaxed at their sides. The top of all monitor screens are not above eye level. All employees that need a footrest or telephone headset have one.				
<b>Confined Space Signs</b> - All entrances to confined spaces are signed as follows: Confined spaces that do not contain a potentially hazardous atmosphere, engulfment hazards, inwardly converging walls/floors, or another safety/health hazard are marked with a sign that reads "Danger - Confined Space - Authorized Personnel Only" (or similar wording).				

Item	OK	Needs Work	N/I	N/A
<b>Electrical Equipment</b> - All electrical cords and equipment are in good condition. Nothing is stored within the clearance zone of all electrical panels (36" deep and 30" wide). All electrical cords and wiring are dry. Ground Fault Interrupters (GFI) are installed on all electrical circuits or equipment used in wet areas.				
<b>Machine and Tool Guarding OK</b> - All required guards are in place on machines. The point of operation and all power transmission apparatus are properly guarded on all machines. Operating control is protected from accidental activation. Emergency stop is clearly marked and accessible from the operator's normal work position. Additional information on machine guarding is available at <a href="http://www.osha.gov/SLTC/etools/machineguarding/index.html">http://www.osha.gov/SLTC/etools/machineguarding/index.html</a> . Warning signs are in place for all machines that start automatically. All moving parts of machines that start automatically are fully enclosed or the machine is in a separate, signed, and locked room.				
<b>Machinery Anchors</b> - All machines designed for use at a fixed location are securely anchored to prevent walking, moving, or toppling.				
<b>Steam Pipes</b> - Steam pipes located where employees may contact them are insulated or otherwise guarded. Pressure relief valves are located or shielded to prevent burns should the valve discharge when employees are present. Where pressure reducers are used, pressure relief valves are installed on the low pressure side.				
<b>Grinding Wheels</b> - Guard opening does not exceed 90 degrees (125 degrees if the work requires contact with the wheel below the horizontal plane of the spindle; 180 degrees for portable grinders). Guard opening does not extend more than 65 degrees above the horizontal plane of the spindle. Safety guards are strong enough to withstand the effect of a bursting wheel. For bench grinders, rigid, readily adjustable tool rest is present and adjusted to within 1/8 inch of the wheel. Note: where the work provides a suitable measure of protection to the operator, the spindle end, nut, and outer flange may be exposed; where the nature of the work entirely covers the side of the wheel, the side covers of the guard may be omitted. When enclosing guards cannot be used, safety flanges capable of retaining the fragments of a broken wheel are in place. Note: Safety flanges are not required for wheels 2 inches or less in diameter which are securely mounted on the end of a steel mandrel and if the grinder is entirely enclosed within the work being ground when in use. Cup wheels used for external grinding are guarded by either a revolving cup or band type guard.				
<b>Compressed Air</b> - All air hoses, fittings, and receivers are in good condition. Air pressure is reduced to 30 p.s.i in areas where compressed air is used for cleaning (except for concrete form, mill scale and similar cleaning purposes). All hoses exceeding 1/2-inch inside diameter have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.				
<b>Welding</b> - Welding equipment is in good condition. All electrical cords and conductors intact. Where appropriate, welding screens are in place and do not interfere with ventilation. A disconnecting switch or controller is provided at or near each welding machine which is not equipped with such a switch or controller mounted as an integral part of the machine. For individual welding machines, the rated current carrying capacity of the supply conductors equals or exceeds the rated primary current of the welding machines. Ventilation is adequate. For indoor welding, local exhaust ventilation or 2,000 CFM of general ventilation per welder is provided in spaces with less than 10,000 cubic feet per welder, with ceilings lower than 16 feet, or in areas where structural barriers restrict cross ventilation.				
<b>Material Storage</b> - Material storage is OK.				
<b>Additional Hazards</b> - No other hazards were noted during this walk-through.				

Inspector:	Date:			
<b>Instructions:</b> Carefully check all of these items and note and correct any deficiencies. Please provide additional details regarding any problems noted in the blank space below or on the reverse side. Give the completed form to the Executive Director of Human Resources for filing.				
Item	OK	Needs Work	N/I	N/A
<b>Required Postings Displayed</b> - All required posters are displayed where they can be read by all employees. The phone number to call in a medical emergency is posted. Additional information on posting requirements is available at <a href="http://www.dir.ca.gov/WP.asp">http://www.dir.ca.gov/WP.asp</a> . A Proposition 65 warning sign is posted. For more information, see <a href="http://www.oehha.ca.gov/prop65/background/p65plain.html">http://www.oehha.ca.gov/prop65/background/p65plain.html</a> .				
<b>Emergency Exits</b> - Employees can open emergency exit doors from inside without tools, keys or special knowledge (except in mental, penal, or correctional facilities where there is an evacuation plan). Capacity of exit routes is adequate. Exit discharge leads directly outside or to a street, walkway, refuge area, public way, or open space with access to the outside. Exit access is adequate, at least 28 inches wide and ceiling height is at least seven feet six inches. Exit path is constructed using fire resistant materials.				
<b>Housekeeping</b> - Work areas are clean and orderly. Floors are free of unnecessary clutter and trip hazards. Floors are dry.				
<b>First Aid</b> - The first aid kit is readily accessible and fully stocked with gloves, CPR barrier, and all necessary items ( <a href="http://www.benmeadows.com/refinfo/ezfacts/ezpdf/tech208.pdf#search=%22ansi%20Z308%22">http://www.benmeadows.com/refinfo/ezfacts/ezpdf/tech208.pdf#search=%22ansi%20Z308%22</a> ).				
<b>Drinking Water</b> - Cool drinking water is available. Employees do not use a common cup for drinking.				
<b>Sanitation</b> - Toilet facilities are available and clean. Convenient hand washing facilities with tepid water, soap, and clean drying facilities are available.				
<b>Fire Extinguishers OK</b> - Fire extinguishers are present at all locations marked by signs. All fire extinguishers are inspected to verify they are still full monthly. All fire extinguishers have been serviced (usually by a specialist) within the last year. Note: Fire extinguishers are not required in most workplaces. However, if present, these requirements apply.				
<b>File Drawers Closed</b> - All file drawers are closed when not in use.				
<b>Computer Workstation Ergonomics OK</b> - All employees have set up their computer comfortably. All employees can use their computer without twisting. All keyboards are just below elbow height when employees sit with their shoulders and arms relaxed at their sides. The top of all monitor screens are not above eye level. All employees that need a footrest or telephone headset have one.				
<b>Electrical Equipment</b> - All electrical cords and equipment are in good condition. Nothing is stored within the clearance zone of all electrical panels (36" deep and 30" wide).				
<b>Additional Hazards</b> - No other hazards were noted during this walk-through.				

Inspector:	Date:			
<b>Instructions:</b> Carefully check all of these items and note and correct any deficiencies. Please provide additional details regarding any problems noted in the blank space below or on the reverse side. Give the completed form to the Executive Director of Human Resources for filing.				
Item	OK	Needs Work	N/I	N/A
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<b>Emergency Exits</b> - Employees can open emergency exit doors from inside without tools, keys or special knowledge (except in mental, penal, or correctional facilities where there is an evacuation plan). Capacity of exit routes is adequate. Exit discharge leads directly outside or to a street, walkway, refuge area, public way, or open space with access to the outside. Exit access is adequate, at least 28 inches wide and ceiling height is at least seven feet six inches. Exit path is constructed using fire resistant materials.				
<b>Housekeeping</b> - Work areas are clean and orderly. Floors are free of unnecessary clutter and trip hazards. Floors are dry.				
<b>First Aid</b> - The first aid kit is readily accessible and fully stocked with gloves, CPR barrier, and all necessary items ( <a href="http://www.benmeadows.com/refinfo/ezfacts/ezpdf/tech208.pdf#search=%22ansi%20Z308%22">http://www.benmeadows.com/refinfo/ezfacts/ezpdf/tech208.pdf#search=%22ansi%20Z308%22</a> ).				
<b>Drinking Water</b> - Cool drinking water is available. Employees do not use a common cup for drinking.				
<b>Sanitation</b> - Toilet facilities are available and clean. Convenient hand washing facilities with tepid water, soap, and clean drying facilities are available.				
<b>Fire Extinguishers OK</b> - Fire extinguishers are present at all locations marked by signs. All fire extinguishers are inspected to verify they are still full monthly. All fire extinguishers have been serviced (usually by a specialist) within the last year. Note: Fire extinguishers are not required in most workplaces. However, if present, these requirements apply.				
<b>File Drawers Closed</b> - All file drawers are closed when not in use.				
<b>Computer Workstation Ergonomics OK</b> - All employees have set up their computer comfortably. All employees can use their computer without twisting. All keyboards are just below elbow height when employees sit with their shoulders and arms relaxed at their sides. The top of all monitor screens are not above eye level. All employees that need a footrest or telephone headset have one.				
<b>Electrical Equipment</b> - All electrical cords and equipment are in good condition. Nothing is stored within the clearance zone of all electrical panels (36" deep and 30" wide).				
<b>Portable Ladders</b> - All portable ladders are in good condition (check all rungs, uprights, bases, hinges, and spreaders).				
<b>Additional Hazards</b> - No other hazards were noted during this walk-through.				

Inspector:	Date:			
<b>Instructions:</b> Carefully check all of these items and note and correct any deficiencies. Please provide additional details regarding any problems noted in the blank space below or on the reverse side. Give the completed form to the Executive Director of Human Resources for filing.				
Item	OK	Needs Work	N/I	N/A
<b>Required Postings Displayed</b> - All required posters are displayed where they can be read by all employees. The phone number to call in a medical emergency is posted. Additional information on posting requirements is available at <a href="http://www.dir.ca.gov/WP.asp">http://www.dir.ca.gov/WP.asp</a> . A Proposition 65 warning sign is posted. For more information, see <a href="http://www.oehha.ca.gov/prop65/background/p65plain.html">http://www.oehha.ca.gov/prop65/background/p65plain.html</a> .				
<b>Emergency Exits</b> - Employees can open emergency exit doors from inside without tools, keys or special knowledge (except in mental, penal, or correctional facilities where there is an evacuation plan). Capacity of exit routes is adequate. Exit discharge leads directly outside or to a street, walkway, refuge area, public way, or open space with access to the outside. Exit access is adequate, at least 28 inches wide and ceiling height is at least seven feet six inches. Exit path is constructed using fire resistant materials.				
<b>Housekeeping</b> - Work areas are clean and orderly. Floors are free of unnecessary clutter and trip hazards. Floors are dry.				
<b>First Aid</b> - The first aid kit is readily accessible and fully stocked with gloves, CPR barrier, and all necessary items ( <a href="http://www.benmeadows.com/refinfo/ezfacts/ezpdf/tech208.pdf#search=%22ansi%20Z308%22">http://www.benmeadows.com/refinfo/ezfacts/ezpdf/tech208.pdf#search=%22ansi%20Z308%22</a> ).				
<b>Drinking Water</b> - Cool drinking water is available. Employees do not use a common cup for drinking.				
<b>Sanitation</b> - Toilet facilities are available and clean. Convenient hand washing facilities with tepid water, soap, and clean drying facilities are available. If it is not feasible to provide hand-washing facilities, antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes are provided.				
<b>Illumination</b> - There is enough light for employees to perform their assigned duties.				
<b>Sharps and Specimens Containers are Available</b> - Closable, labeled, puncture resistant and leak proof containers are available for both contaminated disposable and reusable needles and sharps. Labeled or color-coded specimen containers are available if required.				
<b>Bloodborne Pathogen Exposure Controls</b> - All feasible engineering controls to reduce or eliminate potential employee exposure to blood or other potentially infectious materials have been implemented. Appropriate protective equipment is available at no cost to employees. Facilities for disposing or cleaning of contaminated protective equipment are in place. Work area is decontaminated in accordance with written schedule. Equipment for cleaning up contaminated broken glassware is available if required. Sharps containers are available and disposed of properly. All containers containing potentially infectious materials are properly labeled.				
<b>PPE Worn and in Good Condition</b> - All employees are wearing the PPE required for the task they are performing. The PPE is all clean and in good working order.				
<b>Fire Extinguishers OK</b> - Fire extinguishers are present at all locations marked by signs. All fire extinguishers are inspected to verify they are still full monthly. All fire extinguishers have been serviced (usually by a specialist) within the last year. Note: Fire extinguishers are not required in most workplaces. However, if present, these requirements apply.				
<b>Computer Workstation Ergonomics OK</b> - All employees have set up their computer comfortably. All employees can use their computer without twisting. All keyboards are just below elbow height when employees sit with their shoulders and arms relaxed at their sides. The top of all monitor screens are not above eye level. All employees that need a footrest or telephone headset have one.				

Item	OK	Needs Work	N/I	N/A
<b>Chemical Labeling</b> - All chemical containers are labeled with the identity of the chemicals they contain and appropriate hazard warnings. See the Code of Safe Practices in <a href="#">Appendix 2</a> for a list of exceptions. The initial label for all chemical containers obtained from outside the company remains visible and intact.				
<b>Electrical Equipment</b> - All electrical cords and equipment are in good condition. Nothing is stored within the clearance zone of all electrical panels (36" deep and 30" wide).				
<b>Sharps Containers OK</b> - Sharps containers are positioned at every location where sharps are used. The containers are replaced when necessary.				
<b>Additional Hazards</b> - No other hazards were noted during this walk-through.				

Inspector:	Date:			
<b>Instructions:</b> Carefully check all of these items and note and correct any deficiencies. Please provide additional details regarding any problems noted in the blank space below or on the reverse side. Give the completed form to the Executive Director of Human Resources for filing.				
Item	OK	Needs Work	N/I	N/A
<b>Required Postings Displayed</b> - All required posters are displayed where they can be read by all employees. The phone number to call in a medical emergency is posted. Additional information on posting requirements is available at <a href="http://www.dir.ca.gov/WP.asp">http://www.dir.ca.gov/WP.asp</a> . A Proposition 65 warning sign is posted. For more information, see <a href="http://www.oehha.ca.gov/prop65/background/p65plain.html">http://www.oehha.ca.gov/prop65/background/p65plain.html</a> .				
<b>Emergency Exits</b> - Employees can open emergency exit doors from inside without tools, keys or special knowledge (except in mental, penal, or correctional facilities where there is an evacuation plan). Capacity of exit routes is adequate. Exit discharge leads directly outside or to a street, walkway, refuge area, public way, or open space with access to the outside. Exit access is adequate, at least 28 inches wide and ceiling height is at least seven feet six inches. Exit path is constructed using fire resistant materials.				
<b>Housekeeping</b> - Work areas are clean and orderly. Floors are free of unnecessary clutter and trip hazards. Floors are dry.				
<b>First Aid</b> - The first aid kit is readily accessible and fully stocked with gloves, CPR barrier, and all necessary items ( <a href="http://www.benmeadows.com/refinfo/ezfacts/ezpdf/tech208.pdf#search=%22ansi%20Z308%22">http://www.benmeadows.com/refinfo/ezfacts/ezpdf/tech208.pdf#search=%22ansi%20Z308%22</a> ).				
<b>Drinking Water</b> - Cool drinking water is available. Employees do not use a common cup for drinking.				
<b>Sanitation</b> - Toilet facilities are available and clean. Convenient hand washing facilities with tepid water, soap, and clean drying facilities are available. If it is not feasible to provide hand-washing facilities, antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes are provided.				
<b>Illumination</b> - There is enough light for employees to perform their assigned duties.				
<b>Specimens Containers are Available</b> - Labeled or color-coded specimen containers are available if required.				
<b>Bloodborne Pathogen Exposure Controls</b> - All feasible engineering controls to reduce or eliminate potential employee exposure to blood or other potentially infectious materials have been implemented. Appropriate protective equipment is available at no cost to employees. Facilities for disposing or cleaning of contaminated protective equipment are in place. Work area is decontaminated in accordance with written schedule. Equipment for cleaning up contaminated broken glassware is available if required. All containers containing potentially infectious materials are properly labeled.				
<b>PPE Worn and in Good Condition</b> - All employees are wearing the PPE required for the task they are performing. The PPE is all clean and in good working order.				
<b>Fire Extinguishers OK</b> - Fire extinguishers are present at all locations marked by signs. All fire extinguishers are inspected to verify they are still full monthly. All fire extinguishers have been serviced (usually by a specialist) within the last year. Note: Fire extinguishers are not required in most workplaces. However, if present, these requirements apply.				
<b>Computer Workstation Ergonomics OK</b> - All employees have set up their computer comfortably. All employees can use their computer without twisting. All keyboards are just below elbow height when employees sit with their shoulders and arms relaxed at their sides. The top of all monitor screens are not above eye level. All employees that need a footrest or telephone headset have one.				
<b>Security Precautions are In Place</b> - All required security precautions are in place.				
<b>Electrical Equipment</b> - All electrical cords and equipment are in good condition. Nothing is stored within the clearance zone of all electrical panels (36" deep and 30" wide).				

Item	OK	Needs Work	N/I	N/A
<b>Additional Hazards</b> - No other hazards were noted during this walk-through.				

The safety committee should follow the following steps in order to get starting carrying out their responsibilities under this Injury and Illness Prevention Program.

Safety Committee Start-Up Checklist

Item	Date Completed
<b>Create Safety Committee File</b> - Label a file folder [Safety Committee] and place it with the Injury and Illness Prevention Program files. Use this folder to keep an archive of all of the documentation generated by the Safety Committee.	
<b>Select Management Representatives</b> - Select the management representatives who will serve on the committee.	
<b>Elect Chairperson</b> - The employee members of the safety committee must elect the individual who will serve as their co-chairperson. The new co-chairperson must be aware of their responsibilities under this Injury and Illness Prevention Program.	
<b>Designate Management Co-chairperson</b> - Management must designat the individual who will serve as the co-chairperson.	
<b>Committee Member Training</b> - All safety committee members must read the Injury and Illness Prevention Program and understand their responsibilities listed in <a href="#">Section 3 (page 1)</a> .	

## Injury and Illness Prevention Program Review Checklist

Reviewer:	Date:
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**Instructions:**  
 This checklist identifies items that should be reviewed periodically to ensure that the Injury and Illness Prevention Program is functioning as intended. The Executive Director of Human Resources must perform this review of the Injury and Illness Prevention Program at least Annually. When the review has been completed and any deficiencies corrected, this checklist should be filed in the [Program Review] folder.

Item	OK	Needs Work	N/I	N/A
<b>OSHA 300 Log Maintained</b> - The [OSHA 300 Log] folder contains documentation of all injuries and illnesses that occurred during the year. The OSHA Form 300-A was posted as required in <a href="#">Section 11 (page 30)</a> .				
<b>Accident Investigations</b> - The [Accident Investigations] folder contains documentation showing that all injuries and illnesses that have occurred since the last review were properly investigated, recorded, and reported. Unsafe condition reports were investigated and the conditions corrected when necessary.				
<b>Local Safety Coordinators</b> - Local Safety Coordinators are active and performing their responsibilities as described in <a href="#">Section 2 (page 1)</a> .				
<b>Safety Suggestions</b> - There were [ ] safety suggestions since the previous program review. All safety suggestions received appropriate follow-up.				
<b>Safety Newsletters</b> - The [Safety Newsletters] file contains newsletters which were published in accordance with the schedule given in <a href="#">Section 4.3 (page 24)</a> . The newsletters published contained safety related information of interest to the employees, and the newsletters are an effective vehicle for providing safety related information to the employees.				
<b>Safety Inspections are Performed</b> - The [Safety Inspections] folder contains documentation showing that Safety Inspections are being performed as required in <a href="#">Section 6 (page 24)</a> . Issues identified during inspections were corrected in a timely manner.				
<b>New Employee Training Performed</b> - The [Safety Training] folder contains documentation showing that all new employees hired since the previous annual review received safety training.				
<b>Respiratory Protection Program</b> - All new respirator users received medical evaluations. All tight fitting respirator users received fit tests within the last year. All respirator users received respirator training within the last year. Note: These requirements do not apply to employees that only wear filtering face piece respirators in areas where respirator use is not required by California Department of Occupational Safety and Health (Cal/OSHA) regulations. Respirator users were consulted to assess their views on the Respiratory Protection Program's effectiveness and to identify any problems. Any problems that were identified by the employees were documented and corrected.				
<b>Bloodborne Pathogens</b> - The Exposure Determination in <a href="#">Appendix 5</a> has been updated if necessary. New commercially available technologies for reducing exposure to bloodborne pathogens have been considered and implemented if appropriate. Training records document that employees exposed to bloodborne pathogens have received initial and annual refresher training. Employees exposed to bloodborne pathogens have been consulted about possible ways to reduce or eliminate their exposures.				
<b>Company Profile and Hazard Assessment</b> - I have reviewed the Company Profile contained in <a href="#">Appendix 7</a> and the personal protective equipment (PPE) hazard assessment in <a href="#">Appendix 6</a> . If there have been any significant changes to the profile or hazard assessment, I have updated the program. Note: The program may be updated at <a href="http://www.mysafetyprogram.com">http://www.mysafetyprogram.com</a> .				

Injury and Illness Prevention Program Review Checklist

Item	OK	Needs Work	N/I	N/A
<p><b>General Program Effectiveness</b> - I have considered the overall effectiveness of this Injury and Illness Prevention Program and discussed the program with others at UC Hastings College of the Law. The safety committee has also reviewed the program and their written comments (if any) have been attached to this checklist. I have concluded this program is effectively achieving the goal of reducing occupational injuries and illnesses at UC Hastings College of the Law, or I have implemented changes in the program to make it more effective. I have discussed my findings with the Chief Financial Officer.</p>				

UC Hastings College of the Law  
Accident and Near Miss Incident Investigation Form

Accident Investigator

Date and Time

Location

Employees and Managers Involved

Description of Incident; Controls and Personal Protective Equipment in Use/Not in Use

Causal Factors (including underlying problems)

Corrective Actions

UC Hastings College of the Law  
Accident and Near Miss Incident Investigation Witness Statement Form

Accident Investigator

Date and Time

Witness Name

Supervisor

What happened?

What do you think caused this incident? Are there any underlying problems which helped cause this incident?

How do you think similar incidents could be prevented in the future?

The hazard assessment conducted during the development of this Injury and Illness Prevention Program identified additional regulations that may apply to UC Hastings College of the Law. The Executive Director of Human Resources should review the regulations listed below to determine which, if any, requirements actually apply to UC Hastings College of the Law.

This is not a comprehensive list of all California Department of Occupational Safety and Health (Cal/OSHA) requirements that apply to UC Hastings College of the Law. It contains only the most common and important regulatory requirements that are not addressed by this Injury and Illness Prevention Program.

Additional Regulatory Requirements Checklist

Item	Date Completed
<b>Hazardous Waste Regulations</b> - Companies that generate, transport or store hazardous waste are subject to strict environmental regulations which are beyond the scope of this Injury and Illness Prevention Program.	
<b>Bloodborne Pathogens Contaminated Material Disposal</b> - Additional environmental regulations may apply to the disposal of materials contaminated with potentially infectious materials. These requirements are beyond the scope of this Injury and Illness Prevention Program.	

## **Appendix 2 Code of Safe Practices**

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**Follow All Safety Rules** - All employees must work safely and follow all safety rules.

**Injury and Illness Prevention Program Available** - UC Hastings College of the Law has a written Injury and Illness Prevention Program that describes in detail the policies and procedures which are used to provide you with a safe work place. You may get a copy of this program by asking any manager or supervisor, the Executive Director of Human Resources, using the safety suggestion box, any safety committee member, or any local safety coordinator. The Executive Director of Human Resources is Marie Hairston. There is also a "Local Safety Coordinator" who helps administer the Injury and Illness Prevention Program in your work area.

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**Machine Servicing** - Never plug in a piece of equipment which is being serviced until the person performing the service tells you it is safe to do so. Check with your supervisor before plugging equipment which has been unplugged. Never remove a lock or "Do Not Operate" tag which has been put on equipment by someone else. Contact your supervisor if the person who put on a lock or tag is not available.

**Personal Protective Equipment** - The personal protective equipment (PPE) used in your work area is listed below. Do not perform any tasks which require the use of protective equipment until you have been shown how to use the protective equipment. During your initial safety training you will be told which work tasks require the use of personal protective equipment and how to obtain the equipment you need.

- Back support (available but not required)
- Safety glasses (ANSI Z87.1) with side protection (required for some tasks)
- Chemical splash goggles meeting ANSI Z87.1 (required for some tasks)
- Face shield with safety glasses meeting ANSI Z87.1 (required for some tasks)
- Welding helmet meeting ANSI Z87.1 with ANSI Z87.1 safety glasses (required for some

tasks)

- Hardhat meeting ANSI Z89.1 (required for some tasks)
- Welder's gloves (required for some tasks)
- Shoes: Steel toe meeting ASTM F2413-05 (always required)
- NIOSH Approved full face air purifying respirator with appropriate filter or cartridge (required for some tasks)
- Apron: Heat resistant (required for some tasks)
- Smock: Heat resistant (required for some tasks)

**Respirators** - Respirators are meant to protect you from contaminants present in the workplace air. Respirators can only protect you if you wear them consistently and use them properly. Always inspect your respirator before each use to ensure it is in proper condition. When wearing a tight fitting respirator, you must be clean shaven where the respirator contacts your face. Facial hair or stubble under the respirator seal will cause the respirator to leak and is prohibited. Wearing a respirator puts an extra strain on your body. For this reason, you will receive a medical evaluation to verify that you are medically able to wear a respirator. The evaluation will be done by a Physician or licensed health care professional. The evaluator will ask you questions about your medical history in order to find out if there is anything which might cause you problems when you wear a respirator. Your answers will be confidential. The evaluator will not give any of your answers to anyone at the company. The evaluator will only give the company their opinion on whether or not you are able to wear a respirator and describe any limitations for your respirator usage.

Depending on the type of respirator you use, you may be required to undergo a respirator fit test. The purpose of the fit test is to help you select the right respirator and to verify your respirator fits properly. Your respirator will not protect you if it doesn't fit well.

Always put on, take off, clean and store your respirator as instructed by the manufacturer. Make sure you use the correct respirator for the contaminants you will be exposed to. Always use the correct filters and cartridges for your respirator. The filters and cartridges must be made by the same manufacturer as the face piece, and they must be intended for use on the specific face piece you are using. Never fold, bend, or distort a respirator, especially during storage. The distorted respirator will not fit as well on your face. Do not place your respirator in a sealed container until it is completely dried. Placing a wet respirator in a sealed container may damage the respirator and lead to mold or bacterial growth that can be a health hazard. Do not store your respirator with used filters or cartridges. Contaminants from the filter or cartridge may get on the inside of your respirator.

Perform a respirator seal check every time you put on your respirator. Cover the exhalation valve and exhale slightly. The mask should expand slightly without leaking. Then cover the air inlets and breath in slightly. You should feel the mask suck in without air leaking in. If you feel air leaking during either the exhalation or inhalation test, remove the respirator and

try again.

Always use breathing air with an air supplied respirator. Breathing air is compressed using an oil-less air compressor specifically designed to provide breathing air. Do not use shop air for breathing purposes unless a filtration system with continuous monitoring and an alarm is installed.

**Eyesight is Precious** - Always wear your eye protection when required. There are many types of eye protection available, tell your supervisor if your eye protection distorts your vision or gives you headaches.

**Face Shields and Welding Helmets** - Face shields and welding helmets do not provide adequate eye protection by themselves. Always wear safety glasses or safety goggles under the face shield.

**Computer Ergonomics** - Employees should take time to set up their computer comfortably. The keyboard and monitor should be directly in front them so that they can work without twisting. The keyboard should be just below elbow height when sitting with their shoulders and arms relaxed at their sides. The top of the monitor screen should not be above eye level. If necessary, employees should raise their seats and use a foot rest if their feet don't rest flat on the ground.

Employees should request a split keyboard or alternative mouse if their existing equipment generates wrist or arm discomfort.

Employees should arrange their work space so that there is not excessive glare on their monitor screen from lights or windows.

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**Safe Lifting** - Use mechanical devices, such as cranes and carts, to lift and carry heavy objects whenever possible. If necessary, have another person help lift a heavy item. Bend your legs (instead of your back) and avoid twisting your neck and back when lifting. Store heavy objects at about waist level, not on the floor or overhead.

**Inspect Power Cords** - Never use electrical equipment unless the power cord and grounding plug (if present) are in good condition. Never use equipment that shocks you, even the small shock from a minor short will get worse in time. Never use the electrical cord to hoist, carry, or pull electrical equipment. Report all problems with electrical equipment to your supervisor.

**Guarding** - Never use any machine unless all guards are in place and fully operational.

**Grinding Wheels (Mounted and Portable)** - Do not stand in front of the wheel when starting grinder. Do not use a grinder without all guards in place. Always use eye protection when using a grinder. Keep the work rests adjusted closely to the wheel (1/8 inch opening maximum) to prevent the work from being jammed between the wheel and the rest, which may cause wheel breakage. Apply gradual pressure to allow the wheel to warm up evenly. Dress wheels regularly. Do not grind on the side of a wheel that is not designed for it.

Always ring test when mounting an abrasive wheel and if you think there may be a problem with a wheel. Gently tap the wheel with a nonmetal tool (e.g. plastic or wooden handle). Reject any wheel that does not emit a metallic ring. Do not force a grinding wheel on the spindle; do not over tighten the spindle nut.

**Welding Safety** - Do not look at a welding arc or the reflection of a welding arc without welding glass. Looking at an arc can give you welder's flash which feels like sand in your eyes starting 6-8 hours after you look at the arc. Welding flash usually gets better in a few days.

Never perform any welding operation in a sprinklered building where the fire sprinklers are not fully functional, in an explosive atmosphere, or near large quantities of exposed, readily ignitable materials. Relocate or cover combustible materials within 35 feet of a welding operation. Post a fire watcher if welding must occur within 35 feet of combustible materials. The fire watcher must have an extinguisher and must continue watching for 30 minutes after welding operations have finished.

Always check the grounding of the welding machine frame. Conduits containing electrical conductors may not be used for completing a work-lead circuit. Pipelines may not be used as a permanent part of a work-lead circuit, but may be used during construction, extension or repair providing that current is not carried through threaded joints, flanged bolted joints, or caulked joints and that special precautions are used to avoid sparking at connection of the work-lead cable. Chains, wire ropes, cranes, hoists, and elevators may not be used to carry welding current. All ground connections must be checked to determine that they are mechanically strong and electrically adequate for the required current.

Never use compressed oxygen for ventilation. An oxygen enriched environment is a severe fire hazard because things burn much faster if the oxygen concentration is higher.

**Heat Stress** - Drink plenty of water when working in hot environments. It is best to drink small amounts frequently (up to four cups per hour). Take it easy when you first start working in a hot environment. It takes your body at least a week to get used to working in a hot environment. Tell your supervisor if you or a co-worker experiences extreme weakness or

fatigue, giddiness, nausea, or headache or if your face becomes pale or flushed. These are symptoms of heat exhaustion and anyone with these symptoms should rest in a shady or cool area. You will not be punished in any way if you experience heat stress and must rest. Watch out for your co-workers; sometimes a person with heat stress does not realize it themselves.

If you or a co-worker stops sweating stops and experiences mental confusion, delirium, loss of consciousness, convulsions or coma this may be heat stroke. Immediately soak the person in cool water and fan them. The person must go to a hospital or medical clinic as soon as possible. A person with heat stroke may die without medical treatment.

**Confined Space Safety** - A confined space is any space that is difficult to enter and exit and is not designed for continuous employee occupancy. Tanks, vessels, silos, storage bins, hoppers, vaults, and pits are all examples of possible confined spaces. The confined spaces at UC Hastings College of the Law are labeled with signs. Do not enter any confined spaces in your work area for any reason. Additional precautions are required in order to work in confined spaces safely.

**Compressed Air Safety** - Never point a compressed air nozzle at another person or your skin. Compressed air can inject oil or air under your skin which can cause very serious injury. Do not use compressed air for cleaning purposes except where reduced to less than 30 p.s.i (except for concrete form, mill scale and similar cleaning purposes). Always use chip guards and eye protection when using compressed air for cleaning. Do not use the air hose to hoist, lower, pull or drag tools. Inspect air hoses at least daily and do not use a damaged hose.

**Sun Safety** - Protect your skin and eyes from the sun by using hats, sun glasses, sun screen and covering skin with clothing. Ultraviolet light in sunlight causes skin cancer.

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**Ladder Safety** - Always inspect a ladder before use. Do not use a ladder that is not in good condition.

Ensure that the feet of the ladder are securely on level ground before climbing. Place ladder so the base is about 1/4 of the height away from the object on which it is leaning. For example, the base of a 12 foot ladder should be about 3 feet from the wall. Always face a ladder when climbing up or down, and grasp the rungs. Do not carry tools or material while going up or down; use a tool belt or rope instead. If using the ladder to climb to a new level, the ladder must extend at least three feet above the upper landing. When possible, tie off the ladder near the top to keep it from tipping.

Do not use metal ladders around electricity. Do not use the top two steps of a ladder. Never use a ladder as a scaffold (in horizontal position). Do not exceed the capacity of the ladder.

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- Hardhat meeting ANSI Z89.1 (required for some tasks)
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- Shoes: Steel toe meeting ASTM F2413-05 (always required)
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- Apron: Heat resistant (required for some tasks)
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Always ring test when mounting an abrasive wheel and if you think there may be a problem with a wheel. Gently tap the wheel with a nonmetal tool (e.g. plastic or wooden handle). Reject any wheel that does not emit a metallic ring. Do not force a grinding wheel on the spindle; do not over tighten the spindle nut.

**Welding Safety** - Do not look at a welding arc or the reflection of a welding arc without welding glass. Looking at an arc can give you welder's flash which feels like sand in your eyes starting 6-8 hours after you look at the arc. Welding flash usually gets better in a few days.

Never perform any welding operation in a sprinklered building where the fire sprinklers are not fully functional, in an explosive atmosphere, or near large quantities of exposed, readily ignitable materials. Relocate or cover combustible materials within 35 feet of a welding operation. Post a fire watcher if welding must occur within 35 feet of combustible materials. The fire watcher must have an extinguisher and must continue watching for 30 minutes after welding operations have finished.

Always check the grounding of the welding machine frame. Conduits containing electrical conductors may not be used for completing a work-lead circuit. Pipelines may not be used as a permanent part of a work-lead circuit, but may be used during construction, extension or repair providing that current is not carried through threaded joints, flanged bolted joints, or caulked joints and that special precautions are used to avoid sparking at connection of the work-lead cable. Chains, wire ropes, cranes, hoists, and elevators may not be used to carry welding current. All ground connections must be checked to determine that they are mechanically strong and electrically adequate for the required current.

Never use compressed oxygen for ventilation. An oxygen enriched environment is a severe fire hazard because things burn much faster if the oxygen concentration is higher.

**Heat Stress** - Drink plenty of water when working in hot environments. It is best to drink small amounts frequently (up to four cups per hour). Take it easy when you first start working in a hot environment. It takes your body at least a week to get used to working in a hot environment. Tell your supervisor if you or a co-worker experiences extreme weakness or

fatigue, giddiness, nausea, or headache or if your face becomes pale or flushed. These are symptoms of heat exhaustion and anyone with these symptoms should rest in a shady or cool area. You will not be punished in any way if you experience heat stress and must rest. Watch out for your co-workers; sometimes a person with heat stress does not realize it themselves.

If you or a co-worker stops sweating stops and experiences mental confusion, delirium, loss of consciousness, convulsions or coma this may be heat stroke. Immediately soak the person in cool water and fan them. The person must go to a hospital or medical clinic as soon as possible. A person with heat stroke may die without medical treatment.

**Confined Space Safety** - A confined space is any space that is difficult to enter and exit and is not designed for continuous employee occupancy. Tanks, vessels, silos, storage bins, hoppers, vaults, and pits are all examples of possible confined spaces. The confined spaces at UC Hastings College of the Law are labeled with signs. Do not enter any confined spaces in your work area for any reason. Additional precautions are required in order to work in confined spaces safely.

**Compressed Air Safety** - Never point a compressed air nozzle at another person or your skin. Compressed air can inject oil or air under your skin which can cause very serious injury. Do not use compressed air for cleaning purposes except where reduced to less than 30 p.s.i (except for concrete form, mill scale and similar cleaning purposes). Always use chip guards and eye protection when using compressed air for cleaning. Do not use the air hose to hoist, lower, pull or drag tools. Inspect air hoses at least daily and do not use a damaged hose.

**Sun Safety** - Protect your skin and eyes from the sun by using hats, sun glasses, sun screen and covering skin with clothing. Ultraviolet light in sunlight causes skin cancer.

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Do not disturb or clean-up the scene of a serious accident (except to aid injured people or make the area safe) until an accident investigation has been completed.

**Safety Suggestion Box** - You may use the safety suggestion box to report unsafe conditions or procedures and to make safety related suggestions. You do not have to put your name on the suggestion. If you do not put your name on the suggestion, we will not be able to get back to you to ask questions or let you know what happened with your suggestion. The safety suggestion box is located at: Human Resources.

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- Disposable gloves (required for some tasks)
- Latex disposable gloves (required for some tasks)
- Leather/utility gloves (available but not required)
- Shoes: Closed toe (always required)
- Surgical mask (required for some tasks)
- Cold weather jacket (available but not required)

**Dust and Surgical Masks** - Dust and surgical masks without a "NIOSH Approval Number" do not filter the air you breath in very well. Using a dust or surgical mask is fine if all you need is to keep material off of your face and for patient or product protection.

**Eyesight is Precious** - Always wear your eye protection when required. There are many

types of eye protection available, tell your supervisor if your eye protection distorts your vision or gives you headaches.

**Chemical Protective Gloves** - Each kind of glove only provides protection against certain chemicals; always make sure that the chemicals you are using can't go through the kind of gloves you are wearing. No glove provides a perfect chemical barrier; always try to minimize the amount of chemical that gets on your gloves. Avoid touching your skin or clothes with contaminated gloves. Never touch or allow others to touch objects with bare hands after handling them with contaminated gloves. Decontaminate objects which you have handled with contaminated gloves as soon as possible.

**Latex Allergy** - Some people may become allergic to latex rubber. Alternative gloves are available, and the allergy usually gets worse if you continue using latex gloves. For these reasons, inform your supervisor immediately and switch to another type of glove if you have any reaction to latex gloves.

**Disposable Gloves** - Do not re-use disposable gloves. Use the following technique to remove gloves without contaminating your hands:

1. Pinch one of the gloves at the cuff of the glove (near the wrist).
2. Peel the glove off by pulling it off your hand turning it inside out.
3. Place the glove you just removed in the hand that still has a glove on, taking care to touch only the clean inner side of the just removed glove.
4. Slide your index finger under the remaining glove, and use your finger to turn the glove inside out over the previously removed glove. Take care to touch only the clean inner side of the glove with your bare hand.
5. Dispose of the gloves and wash your hands with soap and warm water.

**Bloodborne Pathogens Safety** - Blood and other bodily fluids such as semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, or any body fluid that is visibly contaminated with blood may be contaminated with viruses or other disease causing pathogens. Urine is not considered a potentially infectious material unless it is visibly contaminated with blood. If these infectious materials get into your body you can get AIDS, hepatitis and other serious diseases. Employees who may be exposed to potentially infectious materials or provide first aid must observe the following precautions:

1. Always wash your hands immediately or as soon as possible after removing gloves or other personal protective equipment. Always wash your hands or any other skin with soap and water, or flush mucous membranes (e.g. eyes, mouth, nose) with water immediately or as soon as possible following contact with blood or other potentially infectious materials. If you can't wash or flush immediately, use antiseptic hand cleaners or towelettes and

wash as soon as possible.

2. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where you may be exposed to potentially infectious materials and while providing first aid. Never place food or drink in or on refrigerators, freezers, shelves, cabinets, or counter-tops where potentially infectious materials are stored or handled.
3. Always minimize splashing, spraying, spattering, and generation of droplets when performing procedures involving potentially infectious materials. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
4. Always place specimens of potentially infectious materials in closable, puncture resistant, labeled or color-coded containers. If the outside of the primary container becomes contaminated or the specimen may puncture the primary container, place the primary container in a second, labeled or color-coded container.
5. Always decontaminate equipment you have used with potentially infectious materials before giving it to another employee or releasing it for servicing. If it is not possible to decontaminate the equipment, put an easily visible label that describes what parts remain contaminated on the equipment.
6. Always wear personal protective equipment when required except under rare and extraordinary circumstances when it is your professional judgment that its use would prevent the proper delivery of health care or public safety services or would pose an increased hazard to your safety or the safety of a co-worker. When you make this judgment, you must report the circumstances to your supervisor so they can be investigated and documented in order to determine whether changes can be instituted to prevent the problem in the future. Always tell your supervisor if there is any problem using your personal protective equipment. All personal protective equipment will be provided to you at no cost.
7. Gloves must be worn when it can be reasonably anticipated that you may have hand contact with potentially infectious materials, mucous membranes, or non-intact skin, are drawing blood, if you will be handling or touching contaminated items or surfaces, or if you are handling potentially contaminated laundry.
8. Masks in combination with eye protection devices, such as goggles, glasses with solid side shields, or chin-length face shields, are required whenever you may be exposed to splashes, spray, spatter, or droplets of potentially infectious materials and eye, nose, or mouth contamination can be reasonably anticipated.
9. Appropriate protective clothing (e.g. gowns, aprons, lab coats, clinic jackets, etc.) may be required depending on the task and degree of exposure anticipated.
10. Surgical caps or hoods and/or shoe covers or boots are required when gross contamination can reasonably be anticipated (e.g., autopsies, orthopedic surgery).
11. Change disposable gloves immediately or as soon as possible if they are contaminated with potentially infectious materials, are torn or punctured, or lose the ability to function as an effective barrier. Remove and replace equipment that has been penetrated by blood or other potentially infectious materials immediately or as soon as possible. Remove all personal protective equipment before leaving the work area. Place personal protective

equipment in the designated area or container for storage, washing, decontamination or disposal. Never wash or reuse disposable gloves or any disposable equipment. Do not sort or rinse contaminated laundry at the location of use.

12. Clean equipment or surfaces which are overtly contaminated with potentially infectious materials immediately or as soon as possible.
13. Never clean up broken glassware by hand; use a brush and dust pan, tongs, forceps or other mechanical means.
14. Inform your supervisor immediately if potentially infectious material contacts your eyes, gets in your nose or mouth, or gets on your skin where there is a cut, rash, or any other skin problem. The incident must be documented and you are entitled to receive confidential medical follow-up at no cost.

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Employees should request a split keyboard or alternative mouse if their existing equipment generates wrist or arm discomfort.

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**Report Problems with Clients** - Report any problems, threats, or violent behavior to your supervisor, even if the problem is just a feeling that a client may be potentially dangerous. Be especially alert for changes in a repeat client's behavior. Discuss any problems and take any necessary precautions.

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**Guarding** - Never use any machine unless all guards are in place and fully operational.

**Grinding Wheels (Mounted and Portable)** - Do not stand in front of the wheel when starting grinder. Do not use a grinder without all guards in place. Always use eye protection when using a grinder. Keep the work rests adjusted closely to the wheel (1/8 inch opening maximum) to prevent the work from being jammed between the wheel and the rest, which may cause wheel breakage. Apply gradual pressure to allow the wheel to warm up evenly. Dress wheels regularly. Do not grind on the side of a wheel that is not designed for it.

Always ring test when mounting an abrasive wheel and if you think there may be a problem with a wheel. Gently tap the wheel with a nonmetal tool (e.g. plastic or wooden handle). Reject any wheel that does not emit a metallic ring. Do not force a grinding wheel on the spindle; do not over tighten the spindle nut.

**Welding Safety** - Do not look at a welding arc or the reflection of a welding arc without welding glass. Looking at an arc can give you welder's flash which feels like sand in your eyes starting 6-8 hours after you look at the arc. Welding flash usually gets better in a few days.

Never perform any welding operation in a sprinklered building where the fire sprinklers are not fully functional, in an explosive atmosphere, or near large quantities of exposed, readily ignitable materials. Relocate or cover combustible materials within 35 feet of a welding operation. Post a fire watcher if welding must occur within 35 feet of combustible materials. The fire watcher must have an extinguisher and must continue watching for 30 minutes after welding operations have finished.

Always check the grounding of the welding machine frame. Conduits containing electrical conductors may not be used for completing a work-lead circuit. Pipelines may not be used as a permanent part of a work-lead circuit, but may be used during construction, extension or repair providing that current is not carried through threaded joints, flanged bolted joints, or caulked joints and that special precautions are used to avoid sparking at connection of the work-lead cable. Chains, wire ropes, cranes, hoists, and elevators may not be used to carry welding current. All ground connections must be checked to determine that they are mechanically strong and electrically adequate for the required current.

Never use compressed oxygen for ventilation. An oxygen enriched environment is a severe fire hazard because things burn much faster if the oxygen concentration is higher.

**Heat Stress** - Drink plenty of water when working in hot environments. It is best to drink small amounts frequently (up to four cups per hour). Take it easy when you first start working in a hot environment. It takes your body at least a week to get used to working in a hot environment. Tell your supervisor if you or a co-worker experiences extreme weakness or

fatigue, giddiness, nausea, or headache or if your face becomes pale or flushed. These are symptoms of heat exhaustion and anyone with these symptoms should rest in a shady or cool area. You will not be punished in any way if you experience heat stress and must rest. Watch out for your co-workers; sometimes a person with heat stress does not realize it themselves.

If you or a co-worker stops sweating stops and experiences mental confusion, delirium, loss of consciousness, convulsions or coma this may be heat stroke. Immediately soak the person in cool water and fan them. The person must go to a hospital or medical clinic as soon as possible. A person with heat stroke may die without medical treatment.

**Confined Space Safety** - A confined space is any space that is difficult to enter and exit and is not designed for continuous employee occupancy. Tanks, vessels, silos, storage bins, hoppers, vaults, and pits are all examples of possible confined spaces. The confined spaces at UC Hastings College of the Law are labeled with signs. Do not enter any confined spaces in your work area for any reason. Additional precautions are required in order to work in confined spaces safely.

**Compressed Air Safety** - Never point a compressed air nozzle at another person or your skin. Compressed air can inject oil or air under your skin which can cause very serious injury. Do not use compressed air for cleaning purposes except where reduced to less than 30 p.s.i (except for concrete form, mill scale and similar cleaning purposes). Always use chip guards and eye protection when using compressed air for cleaning. Do not use the air hose to hoist, lower, pull or drag tools. Inspect air hoses at least daily and do not use a damaged hose.

**Sun Safety** - Protect your skin and eyes from the sun by using hats, sun glasses, sun screen and covering skin with clothing. Ultraviolet light in sunlight causes skin cancer.

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**Report Unsafe Conditions or Actions** - All employees must immediately report unsafe conditions or near misses to any manager or supervisor, the Executive Director of Human Resources, using the safety suggestion box, any safety committee member, or any local safety coordinator. A near miss is an incident where someone could have been hurt but wasn't this time. It is important to correct unsafe conditions or procedures before someone is hurt.

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**Housekeeping** - Keep your work area tidy and free from unnecessary clutter and trip hazards.

**No Horseplay** - Horseplay is forbidden.

**Threats and Violence are Prohibited** - Violence, threats of violence, and physical intimidation are prohibited.

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**Filing Drawer Safety** - Keep filing cabinet and desk drawers closed when not in use. Open only one drawer of a filing cabinet at a time. Keep frequently used files in drawers that are about waist high. Do not fill upper drawers before the lower drawers are filled or the cabinet may tip over when opened.

**Organize Your Desk** - Employees should organize their desks so that the items they use more frequently are nearby and items they use rarely are farther away. Heavy items should be stored at about waist height.

**Telephone Headsets** - Employees who must frequently use the computer or write while on the telephone should request a telephone headset, speaker phone or shoulder rest.

**Stretch Breaks** - Employees who work at their desk all day should take short (1-2 minute) stretch breaks every hour or two. During these breaks, employees should get out of their seats, walk around a bit, and stretch their muscles.

**Eyesight is Precious** - Always wear your eye protection when required. There are many types of eye protection available, tell your supervisor if your eye protection distorts your vision or gives you headaches.

**Computer Ergonomics** - Employees should take time to set up their computer comfortably. The keyboard and monitor should be directly in front of them so that they can work without twisting. The keyboard should be just below elbow height when sitting with their shoulders and arms relaxed at their sides. The top of the monitor screen should not be above eye level. If necessary, employees should raise their seats and use a foot rest if their feet don't rest flat on the ground.

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**Ladder Safety** - Always inspect a ladder before use. Do not use a ladder that is not in good condition.

Ensure that the feet of the ladder are securely on level ground before climbing. Place ladder so the base is about 1/4 of the height away from the object on which it is leaning. For example, the base of a 12 foot ladder should be about 3 feet from the wall. Always face a ladder when climbing up or down, and grasp the rungs. Do not carry tools or material while going up or down; use a tool belt or rope instead. If using the ladder to climb to a new level, the ladder must extend at least three feet above the upper landing. When possible, tie off the ladder near the top to keep it from tipping.

Do not use metal ladders around electricity. Do not use the top two steps of a ladder. Never use a ladder as a scaffold (in horizontal position). Do not exceed the capacity of the ladder.

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**Personal Protective Equipment** - The personal protective equipment (PPE) used in your work area is listed below. Do not perform any tasks which require the use of protective equipment until you have been shown how to use the protective equipment. During your initial safety training you will be told which work tasks require the use of personal protective equipment and how to obtain the equipment you need.

- Disposable gloves (required for some tasks)
- Surgical mask (available but not required)
- Lab coat (available but not required)

**Dust and Surgical Masks** - Dust and surgical masks without a "NIOSH Approval Number" do not filter the air you breath in very well. Using a dust or surgical mask is fine if all you need is to keep material off of your face and for patient or product protection.

**Eyesight is Precious** - Always wear your eye protection when required. There are many types of eye protection available, tell your supervisor if your eye protection distorts your vision or gives you headaches.

**Disposable Gloves** - Do not re-use disposable gloves. Use the following technique to remove gloves without contaminating your hands:

1. Pinch one of the gloves at the cuff of the glove (near the wrist).
2. Peel the glove off by pulling it off your hand turning it inside out.
3. Place the glove you just removed in the hand that still has a glove on, taking care to touch only the clean inner side of the just removed glove.
4. Slide your index finger under the remaining glove, and use your finger to turn the glove inside out over the previously removed glove. Take care to touch only the clean inner side of the glove with your bare hand.
5. Dispose of the gloves and wash your hands with soap and warm water.

**Bloodborne Pathogens Safety** - Blood and other bodily fluids such as semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, or any body fluid that is visibly contaminated with blood may be contaminated with viruses or other disease causing pathogens. Urine is not considered a potentially infectious material unless it is visibly contaminated with blood. If these infectious materials get into your body you can get AIDS, hepatitis and other serious diseases. Employees who may be exposed to potentially infectious materials or provide first aid must observe the following precautions:

1. Always wash your hands immediately or as soon as possible after removing gloves or other personal protective equipment. Always wash your hands or any other skin with soap and water, or flush mucous membranes (e.g. eyes, mouth, nose) with water immediately or as soon as possible following contact with blood or other potentially infectious materials. If you can't wash or flush immediately, use antiseptic hand cleaners or towelettes and wash as soon as possible.
2. Do not bend, recap or remove needles or sharps unless it is required for a specific medical or dental procedure. If a procedure does require bending, recapping or removing a needle or sharp (this means there is no other way to perform the procedure), then use a mechanical device or one-handed technique. Always place used sharps in an appropriate sharps container immediately or as soon as possible after use. Never reach into a sharps container for any reason. Securely close sharps containers before moving them. Report or replace sharps containers which are nearly full as instructed by your supervisor.
3. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where you may be exposed to potentially infectious materials and while providing first aid. Never place food or drink in or on refrigerators, freezers, shelves, cabinets, or counter-tops where potentially infectious materials are stored or handled.
4. Always minimize splashing, spraying, spattering, and generation of droplets when performing procedures involving potentially infectious materials. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

5. Always place specimens of potentially infectious materials in closable, puncture resistant, labeled or color-coded containers. If the outside of the primary container becomes contaminated or the specimen may puncture the primary container, place the primary container in a second, labeled or color-coded container.
6. Always decontaminate equipment you have used with potentially infectious materials before giving it to another employee or releasing it for servicing. If it is not possible to decontaminate the equipment, put an easily visible label that describes what parts remain contaminated on the equipment.
7. Always wear personal protective equipment when required except under rare and extraordinary circumstances when it is your professional judgment that its use would prevent the proper delivery of health care or public safety services or would pose an increased hazard to your safety or the safety of a co-worker. When you make this judgment, you must report the circumstances to your supervisor so they can be investigated and documented in order to determine whether changes can be instituted to prevent the problem in the future. Always tell your supervisor if there is any problem using your personal protective equipment. All personal protective equipment will be provided to you at no cost.
8. Gloves must be worn when it can be reasonably anticipated that you may have hand contact with potentially infectious materials, mucous membranes, or non-intact skin, are drawing blood, if you will be handling or touching contaminated items or surfaces, or if you are handling potentially contaminated laundry.
9. Masks in combination with eye protection devices, such as goggles, glasses with solid side shields, or chin-length face shields, are required whenever you may be exposed to splashes, spray, spatter, or droplets of potentially infectious materials and eye, nose, or mouth contamination can be reasonably anticipated.
10. Appropriate protective clothing (e.g. gowns, aprons, lab coats, clinic jackets, etc.) may be required depending on the task and degree of exposure anticipated.
11. Surgical caps or hoods and/or shoe covers or boots are required when gross contamination can reasonably be anticipated (e.g., autopsies, orthopedic surgery).
12. Change disposable gloves immediately or as soon as possible if they are contaminated with potentially infectious materials, are torn or punctured, or lose the ability to function as an effective barrier. Remove and replace equipment that has been penetrated by blood or other potentially infectious materials immediately or as soon as possible. Remove all personal protective equipment before leaving the work area. Place personal protective equipment in the designated area or container for storage, washing, decontamination or disposal. Never wash or reuse disposable gloves or any disposable equipment. Do not sort or rinse contaminated laundry at the location of use.
13. Clean equipment or surfaces which are overtly contaminated with potentially infectious materials immediately or as soon as possible.
14. Never clean up broken glassware by hand; use a brush and dust pan, tongs, forceps or other mechanical means.
15. Inform your supervisor immediately if potentially infectious material contacts your eyes, gets in your nose or mouth, or gets on your skin where there is a cut, rash, or any other

skin problem. Inform your supervisor immediately if you are stuck or cut with a sharp that is contaminated with potentially infectious material. The incident must be documented and you are entitled to receive confidential medical follow-up at no cost.

**Sharps Safety** - Always use all available safety covers built into sharps. Dispose of used sharps promptly in appropriate sharps disposal containers. Do not re-cap used needles. Report all needle sticks and other sharps-related injuries promptly to your supervisor.

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**Chemical Container Labels** - Do not remove, deface or cover labels on any chemical containers obtained from outside the company.

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- Latex disposable gloves (required for some tasks)
- Leather/utility gloves (available but not required)
- Shoes: Closed toe (always required)
- Surgical mask (required for some tasks)
- Cold weather jacket (available but not required)

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types of eye protection available, tell your supervisor if your eye protection distorts your vision or gives you headaches.

**Chemical Protective Gloves** - Each kind of glove only provides protection against certain chemicals; always make sure that the chemicals you are using can't go through the kind of gloves you are wearing. No glove provides a perfect chemical barrier; always try to minimize the amount of chemical that gets on your gloves. Avoid touching your skin or clothes with contaminated gloves. Never touch or allow others to touch objects with bare hands after handling them with contaminated gloves. Decontaminate objects which you have handled with contaminated gloves as soon as possible.

**Latex Allergy** - Some people may become allergic to latex rubber. Alternative gloves are available, and the allergy usually gets worse if you continue using latex gloves. For these reasons, inform your supervisor immediately and switch to another type of glove if you have any reaction to latex gloves.

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1. Pinch one of the gloves at the cuff of the glove (near the wrist).
2. Peel the glove off by pulling it off your hand turning it inside out.
3. Place the glove you just removed in the hand that still has a glove on, taking care to touch only the clean inner side of the just removed glove.
4. Slide your index finger under the remaining glove, and use your finger to turn the glove inside out over the previously removed glove. Take care to touch only the clean inner side of the glove with your bare hand.
5. Dispose of the gloves and wash your hands with soap and warm water.

**Bloodborne Pathogens Safety** - Blood and other bodily fluids such as semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, or any body fluid that is visibly contaminated with blood may be contaminated with viruses or other disease causing pathogens. Urine is not considered a potentially infectious material unless it is visibly contaminated with blood. If these infectious materials get into your body you can get AIDS, hepatitis and other serious diseases. Employees who may be exposed to potentially infectious materials or provide first aid must observe the following precautions:

1. Always wash your hands immediately or as soon as possible after removing gloves or other personal protective equipment. Always wash your hands or any other skin with soap and water, or flush mucous membranes (e.g. eyes, mouth, nose) with water immediately or as soon as possible following contact with blood or other potentially infectious materials. If you can't wash or flush immediately, use antiseptic hand cleaners or towelettes and

wash as soon as possible.

2. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where you may be exposed to potentially infectious materials and while providing first aid. Never place food or drink in or on refrigerators, freezers, shelves, cabinets, or counter-tops where potentially infectious materials are stored or handled.
3. Always minimize splashing, spraying, spattering, and generation of droplets when performing procedures involving potentially infectious materials. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
4. Always place specimens of potentially infectious materials in closable, puncture resistant, labeled or color-coded containers. If the outside of the primary container becomes contaminated or the specimen may puncture the primary container, place the primary container in a second, labeled or color-coded container.
5. Always decontaminate equipment you have used with potentially infectious materials before giving it to another employee or releasing it for servicing. If it is not possible to decontaminate the equipment, put an easily visible label that describes what parts remain contaminated on the equipment.
6. Always wear personal protective equipment when required except under rare and extraordinary circumstances when it is your professional judgment that its use would prevent the proper delivery of health care or public safety services or would pose an increased hazard to your safety or the safety of a co-worker. When you make this judgment, you must report the circumstances to your supervisor so they can be investigated and documented in order to determine whether changes can be instituted to prevent the problem in the future. Always tell your supervisor if there is any problem using your personal protective equipment. All personal protective equipment will be provided to you at no cost.
7. Gloves must be worn when it can be reasonably anticipated that you may have hand contact with potentially infectious materials, mucous membranes, or non-intact skin, are drawing blood, if you will be handling or touching contaminated items or surfaces, or if you are handling potentially contaminated laundry.
8. Masks in combination with eye protection devices, such as goggles, glasses with solid side shields, or chin-length face shields, are required whenever you may be exposed to splashes, spray, spatter, or droplets of potentially infectious materials and eye, nose, or mouth contamination can be reasonably anticipated.
9. Appropriate protective clothing (e.g. gowns, aprons, lab coats, clinic jackets, etc.) may be required depending on the task and degree of exposure anticipated.
10. Surgical caps or hoods and/or shoe covers or boots are required when gross contamination can reasonably be anticipated (e.g., autopsies, orthopedic surgery).
11. Change disposable gloves immediately or as soon as possible if they are contaminated with potentially infectious materials, are torn or punctured, or lose the ability to function as an effective barrier. Remove and replace equipment that has been penetrated by blood or other potentially infectious materials immediately or as soon as possible. Remove all personal protective equipment before leaving the work area. Place personal protective

equipment in the designated area or container for storage, washing, decontamination or disposal. Never wash or reuse disposable gloves or any disposable equipment. Do not sort or rinse contaminated laundry at the location of use.

12. Clean equipment or surfaces which are overtly contaminated with potentially infectious materials immediately or as soon as possible.
13. Never clean up broken glassware by hand; use a brush and dust pan, tongs, forceps or other mechanical means.
14. Inform your supervisor immediately if potentially infectious material contacts your eyes, gets in your nose or mouth, or gets on your skin where there is a cut, rash, or any other skin problem. The incident must be documented and you are entitled to receive confidential medical follow-up at no cost.

**Computer Ergonomics** - Employees should take time to set up their computer comfortably. The keyboard and monitor should be directly in front them so that they can work without twisting. The keyboard should be just below elbow height when sitting with their shoulders and arms relaxed at their sides. The top of the monitor screen should not be above eye level. If necessary, employees should raise their seats and use a foot rest if their feet don't rest flat on the ground.

Employees should request a split keyboard or alternative mouse if their existing equipment generates wrist or arm discomfort.

Employees should arrange their work space so that there is not excessive glare on their monitor screen from lights or windows.

**Report Problems with Clients** - Report any problems, threats, or violent behavior to your supervisor, even if the problem is just a feeling that a client may be potentially dangerous. Be especially alert for changes in a repeat client's behavior. Discuss any problems and take any necessary precautions.

**Proposition 65 Warning** - Your work area may contain a chemical known to the State of California to cause cancer, birth defects or other reproductive harm.

**Inspect Power Cords** - Never use electrical equipment unless the power cord and grounding plug (if present) are in good condition. Never use equipment that shocks you, even the small shock from a minor short will get worse in time. Never use the electrical cord to hoist, carry, or pull electrical equipment. Report all problems with electrical equipment to your supervisor.

**Additional Information** - Your supervisor will provide additional information regarding emergency evacuation procedures and any additional hazards or working procedures specific to your work area.

Never start working on a task until you have been fully trained on the safety requirements and your supervisor has cleared you to begin.

## **Appendix 3 Training Requirements**

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This checklist includes the safety training requirements for employees. When all applicable items have been finished, have the employee sign, date and print their name in the signature block at the end of the checklist. Then, give the completed form to the Executive Director of Human Resources for filing. If a requirement does not apply to a particular employee, so indicate in the "Date Completed" column.

Employee Training Requirements, 100 McAllister - 100/Facilities Operations

Employee Name:	
Primary Trainer:	
Item	Date Completed
<b>Code of Safe Practices</b> - Provide the employee with a copy of the Code of Safe Practices ( <a href="#">Appendix 2</a> ). Explain every item in Code of Safe Practices to the employee and answer any questions they have. Ask the employee if they would like you to read the Code of Safe practices to them; have them read it while you watch if they decline. Introduce the employee to the Executive Director of Human Resources and the Local Safety Coordinator.	
<b>First Aid</b> - Show employee the location of the first aid kit, and explain the procedure for calling outside help in the event of a medical emergency. Introduce the employee to any people with first aid training who are on site.	
<b>Evacuation Plan</b> - Show employee how to leave their work area in an emergency. Explain the system used to notify employees of an emergency. Show the employee where to assemble in the event of a building evacuation. Review the emergency action plan ( <a href="#">Appendix 4</a> ) with the employee.	
<b>Fire Extinguisher Training</b> - Show all employees who may be expected to use fire extinguishers the proper usage and limitations of the specific units installed in your workplace. Your fire extinguisher vendor may be able to provide hands on training using extinguishers which must be refilled or replaced. Note: This requirement does not apply to employees who have been instructed to evacuate in the event of a fire and not attempt to fight any fires using the extinguishers.	
<b>Safety Suggestion Box</b> - Show employee the location of the safety suggestion box.	
<b>Machines and Power Tools</b> - Show the employee how to use all machines they will be expected to operate. Show the employee the proper position for all guards and instruct the employees that all guards must be in place when operating any machine.	
<b>Personal Protective Equipment</b> - Show the employee how obtain the personal protective equipment that they will use (see <a href="#">Appendix 2</a> ). Show the employee how to use and inspect all of the equipment. Explain what each piece of equipment is designed to protect against and the limitations of all personal protective equipment. Have the employee demonstrate putting on and taking off every piece of equipment to give them practice and show that they know how to do it properly. Tell the employee to replace all damaged equipment right away. Tell the employee what personal protective equipment is required for each work task that they will be assigned to perform.  1. Show employees who wear prescription eyeglasses how to wear their eye protection over their glasses. Alternatively, provide employees who wear prescription eyeglasses with prescription safety glasses. 2. Explain to the employee that face protection like face shields and welding helmets do not provide good enough eye protection by themselves and must be worn with safety glasses or safety goggles to obtain adequate protection.	
<b>Respirator Medical Evaluation</b> - Arrange with the Executive Director of Human Resources for the employee to have a respirator medical evaluation. A medical evaluation is not required if the employee will not use any respirator.	

Employee Training Requirements, 100 McAllister - 100/Facilities Operations

Employee Name:	
Primary Trainer:	
Item	Date Completed
<b>Get Respirator Fit Test</b> - Employees who have received medical clearance to wear a respirator and will be wearing a tight fitting respirator must receive a respirator fit test.	
<b>Heat Stress Training</b> - Train employees on the following topics: <ol style="list-style-type: none"> <li>1. The environmental and personal risk factors for heat illness;</li> <li>2. The procedures used to ensure that cool drinking water, shade or cool rest areas, and emergency medical services are available;</li> <li>3. The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties;</li> <li>4. The importance of acclimatization;</li> <li>5. The different types of heat illness and the common signs and symptoms of heat illness; and</li> <li>6. The importance of immediately reporting symptoms or signs of heat illness in themselves, or in co-workers.</li> </ol>	
<b>Assignment Specific Hazards and Safety Procedures</b> - Train employee on any additional hazards and safety procedures required for their specific work assignment.	

I certify that I have received all of the training indicated above:

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

Note to employee: Cross out and initial any items you have not yet been trained on.







This checklist includes the safety training requirements for employees. When all applicable items have been finished, have the employee sign, date and print their name in the signature block at the end of the checklist. Then, give the completed form to the Executive Director of Human Resources for filing. If a requirement does not apply to a particular employee, so indicate in the "Date Completed" column.

Employee Training Requirements, 198 McAllister - 198/Facilities Operations

Employee Name:	
Primary Trainer:	
Item	Date Completed
<b>Code of Safe Practices</b> - Provide the employee with a copy of the Code of Safe Practices ( <a href="#">Appendix 2</a> ). Explain every item in Code of Safe Practices to the employee and answer any questions they have. Ask the employee if they would like you to read the Code of Safe practices to them; have them read it while you watch if they decline. Introduce the employee to the Executive Director of Human Resources and the Local Safety Coordinator.	
<b>First Aid</b> - Show employee the location of the first aid kit, and explain the procedure for calling outside help in the event of a medical emergency. Introduce the employee to any people with first aid training who are on site.	
<b>Evacuation Plan</b> - Show employee how to leave their work area in an emergency. Explain the system used to notify employees of an emergency. Show the employee where to assemble in the event of a building evacuation. Review the emergency action plan ( <a href="#">Appendix 4</a> ) with the employee.	
<b>Fire Extinguisher Training</b> - Show all employees who may be expected to use fire extinguishers the proper usage and limitations of the specific units installed in your workplace. Your fire extinguisher vendor may be able to provide hands on training using extinguishers which must be refilled or replaced. Note: This requirement does not apply to employees who have been instructed to evacuate in the event of a fire and not attempt to fight any fires using the extinguishers.	
<b>Safety Suggestion Box</b> - Show employee the location of the safety suggestion box.	
<b>Machines and Power Tools</b> - Show the employee how to use all machines they will be expected to operate. Show the employee the proper position for all guards and instruct the employees that all guards must be in place when operating any machine.	
<b>Personal Protective Equipment</b> - Show the employee how obtain the personal protective equipment that they will use (see <a href="#">Appendix 2</a> ). Show the employee how to use and inspect all of the equipment. Explain what each piece of equipment is designed to protect against and the limitations of all personal protective equipment. Have the employee demonstrate putting on and taking off every piece of equipment to give them practice and show that they know how to do it properly. Tell the employee to replace all damaged equipment right away. Tell the employee what personal protective equipment is required for each work task that they will be assigned to perform.  1. Show employees who wear prescription eyeglasses how to wear their eye protection over their glasses. Alternatively, provide employees who wear prescription eyeglasses with prescription safety glasses. 2. Explain to the employee that face protection like face shields and welding helmets do not provide good enough eye protection by themselves and must be worn with safety glasses or safety goggles to obtain adequate protection.	
<b>Respirator Medical Evaluation</b> - Arrange with the Executive Director of Human Resources for the employee to have a respirator medical evaluation. A medical evaluation is not required if the employee will not use any respirator.	



This checklist includes the safety training requirements for employees. When all applicable items have been finished, have the employee sign, date and print their name in the signature block at the end of the checklist. Then, give the completed form to the Executive Director of Human Resources for filing. If a requirement does not apply to a particular employee, so indicate in the "Date Completed" column.

Employee Training Requirements, 198 McAllister - Safety & Security

Employee Name:	
Primary Trainer:	
Item	Date Completed
<b>Code of Safe Practices</b> - Provide the employee with a copy of the Code of Safe Practices ( <a href="#">Appendix 2</a> ). Explain every item in Code of Safe Practices to the employee and answer any questions they have. Ask the employee if they would like you to read the Code of Safe practices to them; have them read it while you watch if they decline. Introduce the employee to the Executive Director of Human Resources and the Local Safety Coordinator.	
<b>First Aid</b> - Show employee the location of the first aid kit, and explain the procedure for calling outside help in the event of a medical emergency. Introduce the employee to any people with first aid training who are on site.	
<b>Evacuation Plan</b> - Show employee how to leave their work area in an emergency. Explain the system used to notify employees of an emergency. Show the employee where to assemble in the event of a building evacuation. Review the emergency action plan ( <a href="#">Appendix 4</a> ) with the employee.	
<b>Fire Extinguisher Training</b> - Show all employees who may be expected to use fire extinguishers the proper usage and limitations of the specific units installed in your workplace. Your fire extinguisher vendor may be able to provide hands on training using extinguishers which must be refilled or replaced. Note: This requirement does not apply to employees who have been instructed to evacuate in the event of a fire and not attempt to fight any fires using the extinguishers.	
<b>Safety Suggestion Box</b> - Show employee the location of the safety suggestion box.	
<b>Hazardous Waste Handling</b> - Train employees on how to safely handle any hazardous waste present in their work area. Explain the record keeping requirements for hazardous waste. Explain the potential health hazards of the hazardous waste. Provide employees with the hazardous waste emergency response procedures.	
<b>Bloodborne Pathogens</b> - Show the employee the "Biohazard" labels and color codes used to designate potentially contaminated materials. Show employee where the hand washing facilities and antiseptic lotion (if required) are located. Provide the following additional training for employees who may be exposed to potentially infectious materials. Train all employees who may be exposed to potentially infectious materials including individuals who provide first aid as part of their assigned work duties. Tell the employee the specific personal protective equipment they are required to wear for each task they will be performing. Show the employee where to get protective equipment and where to place equipment they have removed for cleaning or disposal. Show the employee the decontamination methods used in their work area. Explain the epidemiology and symptoms of bloodborne diseases and how bloodborne pathogens are transmitted. Tell the the employee how to obtain a copy of the Exposure Control Plan (contained in the Injury and Illness Prevention Program). Explain the efficacy, safety, method of administration, and benefits of the hepatitis B vaccine; tell the employee the vaccine will be offered free of charge. Additional information suitable for use as training material is available at <a href="http://www.osha.gov/OshDoc/data_BloodborneFacts">http://www.osha.gov/OshDoc/data_BloodborneFacts</a> .	



This checklist includes the safety training requirements for employees. When all applicable items have been finished, have the employee sign, date and print their name in the signature block at the end of the checklist. Then, give the completed form to the Executive Director of Human Resources for filing. If a requirement does not apply to a particular employee, so indicate in the "Date Completed" column.

Employee Training Requirements, 200 McAllister - 200/Facilities Operations

Employee Name:	
Primary Trainer:	
Item	Date Completed
<b>Code of Safe Practices</b> - Provide the employee with a copy of the Code of Safe Practices ( <a href="#">Appendix 2</a> ). Explain every item in Code of Safe Practices to the employee and answer any questions they have. Ask the employee if they would like you to read the Code of Safe practices to them; have them read it while you watch if they decline. Introduce the employee to the Executive Director of Human Resources and the Local Safety Coordinator.	
<b>First Aid</b> - Show employee the location of the first aid kit, and explain the procedure for calling outside help in the event of a medical emergency. Introduce the employee to any people with first aid training who are on site.	
<b>Evacuation Plan</b> - Show employee how to leave their work area in an emergency. Explain the system used to notify employees of an emergency. Show the employee where to assemble in the event of a building evacuation. Review the emergency action plan ( <a href="#">Appendix 4</a> ) with the employee.	
<b>Fire Extinguisher Training</b> - Show all employees who may be expected to use fire extinguishers the proper usage and limitations of the specific units installed in your workplace. Your fire extinguisher vendor may be able to provide hands on training using extinguishers which must be refilled or replaced. Note: This requirement does not apply to employees who have been instructed to evacuate in the event of a fire and not attempt to fight any fires using the extinguishers.	
<b>Safety Suggestion Box</b> - Show employee the location of the safety suggestion box.	
<b>Machines and Power Tools</b> - Show the employee how to use all machines they will be expected to operate. Show the employee the proper position for all guards and instruct the employees that all guards must be in place when operating any machine.	
<b>Personal Protective Equipment</b> - Show the employee how obtain the personal protective equipment that they will use (see <a href="#">Appendix 2</a> ). Show the employee how to use and inspect all of the equipment. Explain what each piece of equipment is designed to protect against and the limitations of all personal protective equipment. Have the employee demonstrate putting on and taking off every piece of equipment to give them practice and show that they know how to do it properly. Tell the employee to replace all damaged equipment right away. Tell the employee what personal protective equipment is required for each work task that they will be assigned to perform.  1. Show employees who wear prescription eyeglasses how to wear their eye protection over their glasses. Alternatively, provide employees who wear prescription eyeglasses with prescription safety glasses. 2. Explain to the employee that face protection like face shields and welding helmets do not provide good enough eye protection by themselves and must be worn with safety glasses or safety goggles to obtain adequate protection.	
<b>Respirator Medical Evaluation</b> - Arrange with the Executive Director of Human Resources for the employee to have a respirator medical evaluation. A medical evaluation is not required if the employee will not use any respirator.	







This checklist includes the safety training requirements for employees. When all applicable items have been finished, have the employee sign, date and print their name in the signature block at the end of the checklist. Then, give the completed form to the Executive Director of Human Resources for filing. If a requirement does not apply to a particular employee, so indicate in the "Date Completed" column.

Employee Training Requirements, 200 McAllister - 200/Health Services

Employee Name:	
Primary Trainer:	
Item	Date Completed
<b>Code of Safe Practices</b> - Provide the employee with a copy of the Code of Safe Practices ( <a href="#">Appendix 2</a> ). Explain every item in Code of Safe Practices to the employee and answer any questions they have. Ask the employee if they would like you to read the Code of Safe practices to them; have them read it while you watch if they decline. Introduce the employee to the Executive Director of Human Resources and the Local Safety Coordinator.	
<b>First Aid</b> - Show employee the location of the first aid kit, and explain the procedure for calling outside help in the event of a medical emergency. Introduce the employee to any people with first aid training who are on site.	
<b>Evacuation Plan</b> - Show employee how to leave their work area in an emergency. Explain the system used to notify employees of an emergency. Show the employee where to assemble in the event of a building evacuation. Review the emergency action plan ( <a href="#">Appendix 4</a> ) with the employee.	
<b>Fire Extinguisher Training</b> - Show all employees who may be expected to use fire extinguishers the proper usage and limitations of the specific units installed in your workplace. Your fire extinguisher vendor may be able to provide hands on training using extinguishers which must be refilled or replaced. Note: This requirement does not apply to employees who have been instructed to evacuate in the event of a fire and not attempt to fight any fires using the extinguishers.	
<b>Safety Suggestion Box</b> - Show employee the location of the safety suggestion box.	
<b>Hazardous Waste Handling</b> - Train employees on how to safely handle any hazardous waste present in their work area. Explain the record keeping requirements for hazardous waste. Explain the potential health hazards of the hazardous waste. Provide employees with the hazardous waste emergency response procedures.	
<b>Bloodborne Pathogens</b> - Show the employee the "Biohazard" labels and color codes used to designate potentially contaminated materials. Show employee where the hand washing facilities and antiseptic lotion (if required) are located. Provide the following additional training for employees who may be exposed to potentially infectious materials. Train all employees who may be exposed to potentially infectious materials including individuals who provide first aid as part of their assigned work duties. Tell the employee the specific personal protective equipment they are required to wear for each task they will be performing. Show the employee where to get protective equipment and where to place equipment they have removed for cleaning or disposal. Show the employee the decontamination methods used in their work area. Tell the employee what to do if a sharps container is nearly full and requires disposal and replacement. Explain the epidemiology and symptoms of bloodborne diseases and how bloodborne pathogens are transmitted. Tell the the employee how to obtain a copy of the Exposure Control Plan (contained in the Injury and Illness Prevention Program). Explain the efficacy, safety, method of administration, and benefits of the hepatitis B vaccine; tell the employee the vaccine will be offered free of charge. Additional information suitable for use as training material is available at <a href="http://www.osha.gov/OshDoc/data_BloodborneFacts">http://www.osha.gov/OshDoc/data_BloodborneFacts</a> .	

Employee Training Requirements, 200 McAllister - 200/Health Services

Employee Name:	
Primary Trainer:	
Item	Date Completed
<p><b>HBV Vaccination</b> - For employees who may be exposed to potentially infectious materials, have the person responsible for Hepatitis B vaccinations (<a href="#">Section 9, page 27</a>) arrange for them to receive a Hepatitis B vaccination within ten (10) days of initial assignment. This vaccination must be provided at a reasonable time and place at no cost to the employee. The vaccination is not required if the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons. If the employee declines the vaccination inform the person responsible for Hepatitis B vaccination, write "Declined" in the "Date Completed" column and have the employee sign and date next to the following statement:                      "I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me."</p>	
<p><b>Personal Protective Equipment</b> - Show the employee how obtain the personal protective equipment that they will use (see <a href="#">Appendix 2</a>). Show the employee how to use and inspect all of the equipment. Explain what each piece of equipment is designed to protect against and the limitations of all personal protective equipment. Have the employee demonstrate putting on and taking off every piece of equipment to give them practice and show that they know how to do it properly. Tell the employee to replace all damaged equipment right away. Tell the employee what personal protective equipment is required for each work task that they will be assigned to perform.</p> <p>1. Show the employee how to remove disposable gloves without contaminating their hands as described in the Code of Safe Practices (<a href="#">Appendix 2</a>).</p>	
<p><b>Assignment Specific Hazards and Safety Procedures</b> - Train employee on any additional hazards and safety procedures required for their specific work assignment.</p>	

I certify that I have received all of the training indicated above:

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

Note to employee: Cross out and initial any items you have not yet been trained on.

This checklist includes the safety training requirements for employees. When all applicable items have been finished, have the employee sign, date and print their name in the signature block at the end of the checklist. Then, give the completed form to the Executive Director of Human Resources for filing. If a requirement does not apply to a particular employee, so indicate in the "Date Completed" column.

Employee Training Requirements, 200 McAllister - Safety & Security

Employee Name:	
Primary Trainer:	
Item	Date Completed
<b>Code of Safe Practices</b> - Provide the employee with a copy of the Code of Safe Practices ( <a href="#">Appendix 2</a> ). Explain every item in Code of Safe Practices to the employee and answer any questions they have. Ask the employee if they would like you to read the Code of Safe practices to them; have them read it while you watch if they decline. Introduce the employee to the Executive Director of Human Resources and the Local Safety Coordinator.	
<b>First Aid</b> - Show employee the location of the first aid kit, and explain the procedure for calling outside help in the event of a medical emergency. Introduce the employee to any people with first aid training who are on site.	
<b>Evacuation Plan</b> - Show employee how to leave their work area in an emergency. Explain the system used to notify employees of an emergency. Show the employee where to assemble in the event of a building evacuation. Review the emergency action plan ( <a href="#">Appendix 4</a> ) with the employee.	
<b>Fire Extinguisher Training</b> - Show all employees who may be expected to use fire extinguishers the proper usage and limitations of the specific units installed in your workplace. Your fire extinguisher vendor may be able to provide hands on training using extinguishers which must be refilled or replaced. Note: This requirement does not apply to employees who have been instructed to evacuate in the event of a fire and not attempt to fight any fires using the extinguishers.	
<b>Safety Suggestion Box</b> - Show employee the location of the safety suggestion box.	
<b>Hazardous Waste Handling</b> - Train employees on how to safely handle any hazardous waste present in their work area. Explain the record keeping requirements for hazardous waste. Explain the potential health hazards of the hazardous waste. Provide employees with the hazardous waste emergency response procedures.	
<b>Bloodborne Pathogens</b> - Show the employee the "Biohazard" labels and color codes used to designate potentially contaminated materials. Show employee where the hand washing facilities and antiseptic lotion (if required) are located. Provide the following additional training for employees who may be exposed to potentially infectious materials. Train all employees who may be exposed to potentially infectious materials including individuals who provide first aid as part of their assigned work duties. Tell the employee the specific personal protective equipment they are required to wear for each task they will be performing. Show the employee where to get protective equipment and where to place equipment they have removed for cleaning or disposal. Show the employee the decontamination methods used in their work area. Explain the epidemiology and symptoms of bloodborne diseases and how bloodborne pathogens are transmitted. Tell the the employee how to obtain a copy of the Exposure Control Plan (contained in the Injury and Illness Prevention Program). Explain the efficacy, safety, method of administration, and benefits of the hepatitis B vaccine; tell the employee the vaccine will be offered free of charge. Additional information suitable for use as training material is available at <a href="http://www.osha.gov/OshDoc/data_BloodborneFacts">http://www.osha.gov/OshDoc/data_BloodborneFacts</a> .	



## **Appendix 4 Emergency Action Plan**

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## **Appendix 5 Bloodborne Pathogens Exposure Determination**

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## **Appendix 6 PPE Hazard Assessment and Written Certification**

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## PPE Written Certification

### UC Hastings College of the Law

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I certify that the following workplace hazard assessment was performed for UC Hastings College of the Law. This workplace hazard assessment lists the hazards which are not completely controlled using engineering controls and the personal protective equipment (PPE) which is used to protect employees from those incompletely controlled hazards. The hazards have been carefully considered and I have determined that the PPE listed is adequate to protect employees from those hazards. Additional information about the hazards to which employees are exposed is available in [Appendix 7](#) (Company Profile).

---

Signature

Printed Name

Date

# PPE Hazard Assessment

## UC Hastings College of the Law

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Applies To:	100 McAllister - 100/Facilities Operations
	198 McAllister - 198/Facilities Operations
	200 McAllister - 200/Facilities Operations

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### **Hazards Noted:**

- Employees may bump head on obstructions.
- Inhalation of dust, mist or chemical vapors.

### **Personal Protective Equipment:**

- Back support (available but not required)
- Safety glasses (ANSI Z87.1) with side protection (required for some tasks)
- Chemical splash goggles meeting ANSI Z87.1 (required for some tasks)
- Face shield with safety glasses meeting ANSI Z87.1 (required for some tasks)
- Welding helmet meeting ANSI Z87.1 with ANSI Z87.1 safety glasses (required for some tasks)
- Hardhat meeting ANSI Z89.1 (required for some tasks)
- Welder's gloves (required for some tasks)
- Shoes: Steel toe meeting ASTM F2413-05 (always required)
- NIOSH Approved full face air purifying respirator with appropriate filter or cartridge (required for some tasks)
- Apron: Heat resistant (required for some tasks)
- Smock: Heat resistant (required for some tasks)

PPE Hazard Assessment  
UC Hastings College of the Law

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Applies To:      100 McAllister - 100/Main Building

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                         198 McAllister - 198/Main Building

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                         200 McAllister - 200/Main Building

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**No hazards were noted during the hazard assessment.**

**No personal protective equipment (PPE) is required.**

PPE Hazard Assessment  
UC Hastings College of the Law

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Applies To: 100 McAllister - 100/Basement/Archives

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**No hazards were noted during the hazard assessment.**

**No personal protective equipment (PPE) is required.**

PPE Hazard Assessment  
UC Hastings College of the Law

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Applies To: 100 McAllister - 100/Main Building

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198 McAllister - 198/Main Building

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200 McAllister - 200/Main Building

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**No hazards were noted during the hazard assessment.**

**No personal protective equipment (PPE) is required.**

# PPE Hazard Assessment

## UC Hastings College of the Law

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Applies To:	100 McAllister - 100/Facilities Operations
	198 McAllister - 198/Facilities Operations
	200 McAllister - 200/Facilities Operations

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### **Hazards Noted:**

- Employees may bump head on obstructions.
- Inhalation of dust, mist or chemical vapors.

### **Personal Protective Equipment:**

- Back support (available but not required)
- Safety glasses (ANSI Z87.1) with side protection (required for some tasks)
- Chemical splash goggles meeting ANSI Z87.1 (required for some tasks)
- Face shield with safety glasses meeting ANSI Z87.1 (required for some tasks)
- Welding helmet meeting ANSI Z87.1 with ANSI Z87.1 safety glasses (required for some tasks)
- Hardhat meeting ANSI Z89.1 (required for some tasks)
- Welder's gloves (required for some tasks)
- Shoes: Steel toe meeting ASTM F2413-05 (always required)
- NIOSH Approved full face air purifying respirator with appropriate filter or cartridge (required for some tasks)
- Apron: Heat resistant (required for some tasks)
- Smock: Heat resistant (required for some tasks)

## PPE Hazard Assessment

### UC Hastings College of the Law

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Applies To: 198 McAllister - Safety & Security

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**No hazards were noted during the hazard assessment.**

#### **Personal Protective Equipment:**

- Disposable gloves (required for some tasks)
- Latex disposable gloves (required for some tasks)
- Leather/utility gloves (available but not required)
- Shoes: Closed toe (always required)
- Surgical mask (required for some tasks)
- Cold weather jacket (available but not required)

# PPE Hazard Assessment

## UC Hastings College of the Law

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Applies To:	100 McAllister - 100/Facilities Operations
	198 McAllister - 198/Facilities Operations
	200 McAllister - 200/Facilities Operations

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### **Hazards Noted:**

- Employees may bump head on obstructions.
- Inhalation of dust, mist or chemical vapors.

### **Personal Protective Equipment:**

- Back support (available but not required)
- Safety glasses (ANSI Z87.1) with side protection (required for some tasks)
- Chemical splash goggles meeting ANSI Z87.1 (required for some tasks)
- Face shield with safety glasses meeting ANSI Z87.1 (required for some tasks)
- Welding helmet meeting ANSI Z87.1 with ANSI Z87.1 safety glasses (required for some tasks)
- Hardhat meeting ANSI Z89.1 (required for some tasks)
- Welder's gloves (required for some tasks)
- Shoes: Steel toe meeting ASTM F2413-05 (always required)
- NIOSH Approved full face air purifying respirator with appropriate filter or cartridge (required for some tasks)
- Apron: Heat resistant (required for some tasks)
- Smock: Heat resistant (required for some tasks)

PPE Hazard Assessment  
UC Hastings College of the Law

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Applies To:        100 McAllister - 100/Main Building

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                          198 McAllister - 198/Main Building

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                          200 McAllister - 200/Main Building

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**No hazards were noted during the hazard assessment.**

**No personal protective equipment (PPE) is required.**

PPE Hazard Assessment  
UC Hastings College of the Law

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Applies To: 200 McAllister - 200/Library

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**No hazards were noted during the hazard assessment.**

**No personal protective equipment (PPE) is required.**

## PPE Hazard Assessment UC Hastings College of the Law

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Applies To: 200 McAllister - 200/Health Services

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### **Hazards Noted:**

- Potentially infectious materials may splash in eyes or on face.
- Hands may contact potentially infectious materials.
- Potentially infectious materials may splash on body.

### **Personal Protective Equipment:**

- Disposable gloves (required for some tasks)
- Surgical mask (available but not required)
- Lab coat (available but not required)

## PPE Hazard Assessment

### UC Hastings College of the Law

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Applies To: 200 McAllister - Safety & Security

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**No hazards were noted during the hazard assessment.**

#### **Personal Protective Equipment:**

- Disposable gloves (required for some tasks)
- Latex disposable gloves (required for some tasks)
- Leather/utility gloves (available but not required)
- Shoes: Closed toe (always required)
- Surgical mask (required for some tasks)
- Cold weather jacket (available but not required)

## **Appendix 7 Company Profile**

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UC Hastings College of the Law  
200 McAllister St.  
San Francisco, CA 94102

Executive Director of Human Resources: Marie Hairston

Number of Employees: 300

Type of Business: Other Establishments

### **Description of UC Hastings College of the Law**

- The company is not engaged in the culture, production, concentration, experimentation, or manipulation of HIV or HBV.
- Does not sell or distribute chemicals.
- Very large quantities of certain specific chemicals are not present on site.
- Does not remediate hazardous waste sites, operate a TSD facility, or conduct hazardous substance emergency response operations.

### **Description of 100 McAllister - 100/Facilities Operations**

Activity: Repair/Maintenance

- Employees work at computer workstations.
- Employees do not provide first aide as part of their assigned job duties.
- Employees do not perform laundry operations.
- Employees do not drive on public roads during their work day.
- Work involves manual material handling.
- No floor holes or openings are present.
- There are no stairways in the work area.
- Employees do not use hand tools.
- Employees do not use portable power operated tools
- Employees do not use powder activated hand tools.
- Steam pipes are present in the work area.
- Employees do not work in hot environments
- Employees do not work in cold environments
- Employees work with machines, equipment or machine tools.
- Portable and/or bench grinders are used in the work area.
- Employees do not service/maintain with machines, equipment or machine tools.
- Employees do not service rim wheels used on large vehicles.
- Brake or clutch repair work is not performed.
- Welding, brazing or cutting is performed in the work area.

- Combustible dust is not present.
- Noise levels do not interfere with normal conversation.
- Powered industrial trucks (e.g. forklifts) are not present in the work area.
- Lead acid battery charging is not performed in the work area.
- Industrial ventilation systems are not present.
- There are one or more confined spaces (a space that is large enough for an employee to enter with their entire body and perform assigned work; has limited or restricted means for entry or exit, and is not designed for continuous employee occupancy) in the work area.
- No confined space contains or has the potential to contain a hazardous atmosphere.
- No confined space contains a material that has the potential to engulf an entrant.
- No confined space has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section.
- No confined space contains any other recognized safety or health hazard.
- Employees do not enter confined spaces that do not contain a potentially hazardous atmosphere, engulfment hazards, inwardly converging walls/floors, or another safety/health hazard.
- Employees do not enter confined spaces that contain a potentially hazardous atmosphere, engulfment hazards, inwardly converging walls/floors, or another safety/health hazard.
- Employees are not exposed to ionizing radiation.
- Employees do not work on elevated work surfaces.
- Employees do not use portable ladders or stepladders.
- No fixed ladders are present.
- Hoists or cranes are not present in the work area.
- Employees do not work on scaffolding.
- Employees do not work on telecommunications equipment.
- Explosives are not used in the work area.
- Employees do not work on electrical transmission and distribution equipment.
- Not Bakery Operations
- Grain handling operations are not performed in the work area.
- Employees do not manufacture or process non-synthetic fiber textiles.
- Employees do not use powered platforms for building maintenance.
- Employees do not use vehicle-mounted elevating and rotating work platforms.
- Employees may use compressed air.
- Employees may work out of doors.
- Portable fire extinguishers are present.
- Lasers (except those in consumer electronics, laser pointers, range-finders, etc.) are not present in the work area.
- Employees are not exposed to cotton dust.
- Employees do not engage in commercial diving operations.
- It is practical to keep floors dry at all times.

## Company Profile

### UC Hastings College of the Law

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- Registered pesticides are not used.
- Hazardous waste is not present.
- Food that is consumed on premises or sold at retail is not present.
- Cosmetics are not used on premises or sold at retail.
- Food, food additives, drugs, cosmetics, or medical/veterinary devices subject to other labeling requirements are not present.
- Chemicals in consumer products used as consumer products are not present.
- Drugs in final form for direct administration to patient are not present.
- Untreated wood products which won't be manipulated are not present.
- Chemicals in "Articles" are not present.
- Tobacco or tobacco products are not present.
- Except as may be indicated above, chemicals are not present in the workplace.
- Liquefied petroleum gases (LP-Gas) are not present in the work area.
- Air monitoring indicates that all employee exposures are below the applicable permissible exposure limits.
- Employees are not exposed to flying chips, fragments, sparks, dust, etc.
- Work does not involve mechanical action which may cause flying chips.
- There is no risk that chemicals may splash in eyes or on face.
- Hands do not contact dust, chemicals, sharp objects, or suffer mechanical abrasion.
- Arms do not contact dust, chemicals, sharp objects, or suffer mechanical abrasion.
- Chemical/material do not splash on body.
- No overhead hazards.
- Employees may bump head on obstructions.
- Inhalation of dust, mist or chemical vapors.
- Employees do not work in atmospheres that are immediately dangerous to life or health (IDLH).
- Employees are not exposed to falls of over 4 feet.
- There are no heavy objects which may fall or roll on feet.
- There is no risk that objects may pierce shoes.
- Feet are not exposed to electrical hazards.
- Employees do not work around vehicle traffic.
- Employees are not exposed to electric arc.
- Employees do not work on or around exposed electrically energized parts.
- Employees are not exposed to flash fires.
- Employees do not handle hot objects.
- Employees are not exposed to radiant heat.
- Employees do not handle very cold objects.
- Employees do not handle cryogenic liquids
- Employees do not work in the rain.
- Employees do not work in wet conditions.
- Employees do not work on ice or snow.
- Employees do not work while kneeling.

- Employees do not work in a prone position.
- Employees are not exposed to hand/arm vibration.
- Employees do not work over or near water (no risk of drowning)
- Adsorbent cartridges are not used on the air purifying respirators.

### **Description of 100 McAllister - 100/Main Building**

Activity: Office Work

- Employees work at computer workstations.
- Employees do not visit non-office areas.
- Employees do not provide first aide as part of their assigned job duties.
- Employees do not exchange cash with members of the general public.
- There is no contact with potentially dangerous clients.
- Employees do not drive on public roads during their work day.
- Stairways are present in the work area.
- Steam pipes are not present in the work area.
- Employees do not use portable ladders or stepladders.
- Portable fire extinguishers are present.
- Lasers (except those in consumer electronics, laser pointers, range-finders, etc.) are not present in the work area.

### **Description of 100 McAllister - 100/Basement/Archives**

Activity: Office Work

- No computer workstations are in use.
- Employees do not visit non-office areas.
- Employees do not provide first aide as part of their assigned job duties.
- Employees do not exchange cash with members of the general public.
- There is no contact with potentially dangerous clients.
- Employees do not drive on public roads during their work day.
- Stairways are present in the work area.
- Steam pipes are not present in the work area.
- Employees may use portable ladders or stepladders.
- No portable fire extinguishers are present.
- Lasers (except those in consumer electronics, laser pointers, range-finders, etc.) are not present in the work area.

### **Description of 198 McAllister - 198/Main Building**

Activity: Office Work

- Employees work at computer workstations.
- Employees do not visit non-office areas.
- Employees do not provide first aide as part of their assigned job duties.
- Employees do not exchange cash with members of the general public.
- There is no contact with potentially dangerous clients.
- Employees do not drive on public roads during their work day.
- Stairways are present in the work area.
- Steam pipes are not present in the work area.
- Employees do not use portable ladders or stepladders.
- Portable fire extinguishers are present.
- Lasers (except those in consumer electronics, laser pointers, range-finders, etc.) are not present in the work area.

### **Description of 198 McAllister - 198/Facilities Operations**

Activity: Repair/Maintenance

- Employees work at computer workstations.
- Employees do not provide first aide as part of their assigned job duties.
- Employees do not perform laundry operations.
- Employees do not drive on public roads during their work day.
- Work involves manual material handling.
- No floor holes or openings are present.
- There are no stairways in the work area.
- Employees do not use hand tools.
- Employees do not use portable power operated tools
- Employees do not use powder activated hand tools.
- Steam pipes are present in the work area.
- Employees do not work in hot environments
- Employees do not work in cold environments
- Employees work with machines, equipment or machine tools.
- Portable and/or bench grinders are used in the work area.
- Employees do not service/maintain with machines, equipment or machine tools.
- Employees do not service rim wheels used on large vehicles.
- Brake or clutch repair work is not performed.
- Welding, brazing or cutting is performed in the work area.
- Combustible dust is not present.
- Noise levels do not interfere with normal conversation.
- Powered industrial trucks (e.g. forklifts) are not present in the work area.
- Lead acid battery charging is not performed in the work area.
- Industrial ventilation systems are not present.

- There are one or more confined spaces (a space that is large enough for an employee to enter with their entire body and perform assigned work; has limited or restricted means for entry or exit, and is not designed for continuous employee occupancy) in the work area.
- No confined space contains or has the potential to contain a hazardous atmosphere.
- No confined space contains a material that has the potential to engulf an entrant.
- No confined space has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section.
- No confined space contains any other recognized safety or health hazard.
- Employees do not enter confined spaces that do not contain a potentially hazardous atmosphere, engulfment hazards, inwardly converging walls/floors, or another safety/health hazard.
- Employees do not enter confined spaces that contain a potentially hazardous atmosphere, engulfment hazards, inwardly converging walls/floors, or another safety/health hazard.
- Employees are not exposed to ionizing radiation.
- Employees do not work on elevated work surfaces.
- Employees do not use portable ladders or stepladders.
- No fixed ladders are present.
- Hoists or cranes are not present in the work area.
- Employees do not work on scaffolding.
- Employees do not work on telecommunications equipment.
- Explosives are not used in the work area.
- Employees do not work on electrical transmission and distribution equipment.
- Not Bakery Operations
- Grain handling operations are not performed in the work area.
- Employees do not manufacture or process non-synthetic fiber textiles.
- Employees do not use powered platforms for building maintenance.
- Employees do not use vehicle-mounted elevating and rotating work platforms.
- Employees may use compressed air.
- Employees may work out of doors.
- Portable fire extinguishers are present.
- Lasers (except those in consumer electronics, laser pointers, range-finders, etc.) are not present in the work area.
- Employees are not exposed to cotton dust.
- Employees do not engage in commercial diving operations.
- It is practical to keep floors dry at all times.
- Registered pesticides are not used.
- Hazardous waste is not present.
- Food that is consumed on premises or sold at retail is not present.
- Cosmetics are not used on premises or sold at retail.

- Food, food additives, drugs, cosmetics, or medical/veterinary devices subject to other labeling requirements are not present.
- Chemicals in consumer products used as consumer products are not present.
- Drugs in final form for direct administration to patient are not present.
- Untreated wood products which won't be manipulated are not present.
- Chemicals in "Articles" are not present.
- Tobacco or tobacco products are not present.
- Except as may be indicated above, chemicals are not present in the workplace.
- Liquefied petroleum gases (LP-Gas) are not present in the work area.
- Air monitoring indicates that all employee exposures are below the applicable permissible exposure limits.
- Employees are not exposed to flying chips, fragments, sparks, dust, etc.
- Work does not involve mechanical action which may cause flying chips.
- There is no risk that chemicals may splash in eyes or on face.
- Hands do not contact dust, chemicals, sharp objects, or suffer mechanical abrasion.
- Arms do not contact dust, chemicals, sharp objects, or suffer mechanical abrasion.
- Chemical/material do not splash on body.
- No overhead hazards.
- Employees may bump head on obstructions.
- Inhalation of dust, mist or chemical vapors.
- Employees do not work in atmospheres that are immediately dangerous to life or health (IDLH).
- Employees are not exposed to falls of over 4 feet.
- There are no heavy objects which may fall or roll on feet.
- There is no risk that objects may pierce shoes.
- Feet are not exposed to electrical hazards.
- Employees do not work around vehicle traffic.
- Employees are not exposed to electric arc.
- Employees do not work on or around exposed electrically energized parts.
- Employees are not exposed to flash fires.
- Employees do not handle hot objects.
- Employees are not exposed to radiant heat.
- Employees do not handle very cold objects.
- Employees do not handle cryogenic liquids
- Employees do not work in the rain.
- Employees do not work in wet conditions.
- Employees do not work on ice or snow.
- Employees do not work while kneeling.
- Employees do not work in a prone position.
- Employees are not exposed to hand/arm vibration.
- Employees do not work over or near water (no risk of drowning)
- Adsorbent cartridges are not used on the air purifying respirators.

## **Description of 198 McAllister - Safety & Security**

Activity: Other Establishments

- Employees work at computer workstations.
- It is not reasonably anticipated that employees may be exposed to blood or other potentially infectious materials.
- Employees may provide first aid as part of their assigned job duties.
- Employees do not perform laundry operations.
- Employees do not exchange cash with members of the general public.
- Services are provided to potentially dangerous clients.
- Employees do not drive on public roads during their work day.
- Work does not involve manual material handling.
- No floor holes or openings are present.
- There are no stairways in the work area.
- Employees do not use hand tools.
- Employees do not use portable power operated tools
- Employees do not use powder activated hand tools.
- Steam pipes are not present in the work area.
- Employees do not work in hot environments
- Employees do not work in cold environments
- Employees do not work with machines, equipment or machine tools.
- Portable and/or bench grinders are not used in the work area.
- Employees do not service/maintain with machines, equipment or machine tools.
- Welding, brazing or cutting is not performed in the work area.
- Employees do not work with medical sharps (e.g. needles).
- Combustible dust is not present.
- Noise levels do not interfere with normal conversation.
- Powered industrial trucks (e.g. forklifts) are not present in the work area.
- Lead acid battery charging is not performed in the work area.
- Industrial ventilation systems are not present.
- There are no confined spaces (a space that is large enough for an employee to enter with their entire body and perform assigned work; has limited or restricted means for entry or exit, and is not designed for continuous employee occupancy) in the work area.
- Employees are not exposed to ionizing radiation.
- Employees do not work on elevated work surfaces.
- Employees do not use portable ladders or stepladders.
- No fixed ladders are present.
- Hoists or cranes are not present in the work area.
- Employees do not work on telecommunications equipment.
- Explosives are not used in the work area.
- Employees do not work on electrical transmission and distribution equipment.

- Not Bakery Operations
- Grain handling operations are not performed in the work area.
- Employees do not manufacture or process non-synthetic fiber textiles.
- No source of compressed air is present in the work area.
- All work is conducted indoors.
- Portable fire extinguishers are present.
- Lasers (except those in consumer electronics, laser pointers, range-finders, etc.) are not present in the work area.
- Employees are not exposed to cotton dust.
- Employees do not engage in commercial diving operations.
- It is practical to keep floors dry at all times.
- Registered pesticides are not used.
- Hazardous waste is present.
- Food that is consumed on premises or sold at retail is not present.
- Cosmetics are not used on premises or sold at retail.
- Food, food additives, drugs, cosmetics, or medical/veterinary devices subject to other labeling requirements are not present.
- Chemicals in consumer products used as consumer products are not present.
- Drugs in final form for direct administration to patient are not present.
- Untreated wood products which won't be manipulated are not present.
- Chemicals in "Articles" are not present.
- Tobacco or tobacco products are not present.
- Except as may be indicated above, chemicals are not present in the workplace.
- Liquefied petroleum gases (LP-Gas) are not present in the work area.
- Air monitoring indicates that all employee exposures are below the applicable permissible exposure limits.
- It is not reasonable to suspect that employees may be exposed to chemicals or materials in the air above the applicable permissible exposure limits.
- Employees are not exposed to flying chips, fragments, sparks, dust, etc.
- Work does not involve mechanical action which may cause flying chips.
- There is no risk that chemicals may splash in eyes or on face.
- Potentially infectious materials may splash in eyes or on face.
- Hands do not contact dust, chemicals, sharp objects, or suffer mechanical abrasion.
- Hands may contact potentially infectious materials.
- Arms do not contact dust, chemicals, sharp objects, or suffer mechanical abrasion.
- Arms do not contact potentially infectious materials.
- Chemical/material do not splash on body.
- Potentially infectious materials may splash on body.
- No overhead hazards.
- There is no risk that employees may bump heads on obstructions.
- There are no inhalation hazards.
- Employees are not exposed to mist containing potentially infectious materials.

- Employees do not work in atmospheres that are immediately dangerous to life or health (IDLH).
- Employees are not exposed to falls of over 4 feet.
- There are no heavy objects which may fall or roll on feet.
- There is no risk that objects may pierce shoes.
- Feet are not exposed to electrical hazards.
- Employees do not work around vehicle traffic.
- Employees are not exposed to electric arc.
- Employees do not work on or around exposed electrically energized parts.
- Employees are not exposed to flash fires.
- Employees do not handle hot objects.
- Employees are not exposed to radiant heat.
- Employees do not handle very cold objects.
- Employees do not handle cryogenic liquids
- Employees do not work in the rain.
- Employees do not work in wet conditions.
- Employees do not work on ice or snow.
- Employees do not work while kneeling.
- Employees do not work in a prone position.
- Employees are not exposed to hand/arm vibration.
- Employees do not work over or near water (no risk of drowning)

### **Description of 200 McAllister - 200/Facilities Operations**

Activity: Repair/Maintenance

- Employees work at computer workstations.
- Employees do not provide first aide as part of their assigned job duties.
- Employees do not perform laundry operations.
- Employees do not drive on public roads during their work day.
- Work involves manual material handling.
- No floor holes or openings are present.
- There are no stairways in the work area.
- Employees do not use hand tools.
- Employees do not use portable power operated tools
- Employees do not use powder activated hand tools.
- Steam pipes are present in the work area.
- Employees do not work in hot environments
- Employees do not work in cold environments
- Employees work with machines, equipment or machine tools.
- Portable and/or bench grinders are used in the work area.
- Employees do not service/maintain with machines, equipment or machine tools.

- Employees do not service rim wheels used on large vehicles.
- Brake or clutch repair work is not performed.
- Welding, brazing or cutting is performed in the work area.
- Combustible dust is not present.
- Noise levels do not interfere with normal conversation.
- Powered industrial trucks (e.g. forklifts) are not present in the work area.
- Lead acid battery charging is not performed in the work area.
- Industrial ventilation systems are not present.
- There are one or more confined spaces (a space that is large enough for an employee to enter with their entire body and perform assigned work; has limited or restricted means for entry or exit, and is not designed for continuous employee occupancy) in the work area.
- No confined space contains or has the potential to contain a hazardous atmosphere.
- No confined space contains a material that has the potential to engulf an entrant.
- No confined space has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section.
- No confined space contains any other recognized safety or health hazard.
- Employees do not enter confined spaces that do not contain a potentially hazardous atmosphere, engulfment hazards, inwardly converging walls/floors, or another safety/health hazard.
- Employees do not enter confined spaces that contain a potentially hazardous atmosphere, engulfment hazards, inwardly converging walls/floors, or another safety/health hazard.
- Employees are not exposed to ionizing radiation.
- Employees do not work on elevated work surfaces.
- Employees do not use portable ladders or stepladders.
- No fixed ladders are present.
- Hoists or cranes are not present in the work area.
- Employees do not work on scaffolding.
- Employees do not work on telecommunications equipment.
- Explosives are not used in the work area.
- Employees do not work on electrical transmission and distribution equipment.
- Not Bakery Operations
- Grain handling operations are not performed in the work area.
- Employees do not manufacture or process non-synthetic fiber textiles.
- Employees do not use powered platforms for building maintenance.
- Employees do not use vehicle-mounted elevating and rotating work platforms.
- Employees may use compressed air.
- Employees may work out of doors.
- Portable fire extinguishers are present.
- Lasers (except those in consumer electronics, laser pointers, range-finders, etc.) are not present in the work area.

- Employees are not exposed to cotton dust.
- Employees do not engage in commercial diving operations.
- It is practical to keep floors dry at all times.
- Registered pesticides are not used.
- Hazardous waste is not present.
- Food that is consumed on premises or sold at retail is not present.
- Cosmetics are not used on premises or sold at retail.
- Food, food additives, drugs, cosmetics, or medical/veterinary devices subject to other labeling requirements are not present.
- Chemicals in consumer products used as consumer products are not present.
- Drugs in final form for direct administration to patient are not present.
- Untreated wood products which won't be manipulated are not present.
- Chemicals in "Articles" are not present.
- Tobacco or tobacco products are not present.
- Except as may be indicated above, chemicals are not present in the workplace.
- Liquefied petroleum gases (LP-Gas) are not present in the work area.
- Air monitoring indicates that all employee exposures are below the applicable permissible exposure limits.
- Employees are not exposed to flying chips, fragments, sparks, dust, etc.
- Work does not involve mechanical action which may cause flying chips.
- There is no risk that chemicals may splash in eyes or on face.
- Hands do not contact dust, chemicals, sharp objects, or suffer mechanical abrasion.
- Arms do not contact dust, chemicals, sharp objects, or suffer mechanical abrasion.
- Chemical/material do not splash on body.
- No overhead hazards.
- Employees may bump head on obstructions.
- Inhalation of dust, mist or chemical vapors.
- Employees do not work in atmospheres that are immediately dangerous to life or health (IDLH).
- Employees are not exposed to falls of over 4 feet.
- There are no heavy objects which may fall or roll on feet.
- There is no risk that objects may pierce shoes.
- Feet are not exposed to electrical hazards.
- Employees do not work around vehicle traffic.
- Employees are not exposed to electric arc.
- Employees do not work on or around exposed electrically energized parts.
- Employees are not exposed to flash fires.
- Employees do not handle hot objects.
- Employees are not exposed to radiant heat.
- Employees do not handle very cold objects.
- Employees do not handle cryogenic liquids
- Employees do not work in the rain.

- Employees do not work in wet conditions.
- Employees do not work on ice or snow.
- Employees do not work while kneeling.
- Employees do not work in a prone position.
- Employees are not exposed to hand/arm vibration.
- Employees do not work over or near water (no risk of drowning)
- Adsorbent cartridges are not used on the air purifying respirators.

### **Description of 200 McAllister - 200/Main Building**

Activity: Office Work

- Employees work at computer workstations.
- Employees do not visit non-office areas.
- Employees do not provide first aide as part of their assigned job duties.
- Employees do not exchange cash with members of the general public.
- There is no contact with potentially dangerous clients.
- Employees do not drive on public roads during their work day.
- Stairways are present in the work area.
- Steam pipes are not present in the work area.
- Employees do not use portable ladders or stepladders.
- Portable fire extinguishers are present.
- Lasers (except those in consumer electronics, laser pointers, range-finders, etc.) are not present in the work area.

### **Description of 200 McAllister - 200/Library**

Activity: Office Work

- Employees work at computer workstations.
- Employees do not visit non-office areas.
- Employees do not provide first aide as part of their assigned job duties.
- Employees do not exchange cash with members of the general public.
- There is no contact with potentially dangerous clients.
- Employees do not drive on public roads during their work day.
- Stairways are present in the work area.
- Steam pipes are not present in the work area.
- Employees may use portable ladders or stepladders.
- Portable fire extinguishers are present.
- Lasers (except those in consumer electronics, laser pointers, range-finders, etc.) are not present in the work area.

### **Description of 200 McAllister - 200/Health Services**

Activity: Other Establishments

- Employees work at computer workstations.
- It is reasonably anticipated that employees may be exposed to blood or other potentially infectious materials.
- Employees may provide first aid as part of their assigned job duties.
- Employees do not perform laundry operations.
- Employees do not exchange cash with members of the general public.
- There is no contact with potentially dangerous clients.
- Employees do not drive on public roads during their work day.
- Work does not involve manual material handling.
- No floor holes or openings are present.
- There are no stairways in the work area.
- Employees do not use hand tools.
- Employees do not use portable power operated tools
- Employees do not use powder activated hand tools.
- Steam pipes are not present in the work area.
- Employees do not work in hot environments
- Employees do not work in cold environments
- Employees do not work with machines, equipment or machine tools.
- Portable and/or bench grinders are not used in the work area.
- Employees do not service/maintain with machines, equipment or machine tools.
- Welding, brazing or cutting is not performed in the work area.
- Employees work with medical sharps (e.g. needles).
- Combustible dust is not present.
- Noise levels do not interfere with normal conversation.
- Powered industrial trucks (e.g. forklifts) are not present in the work area.
- Lead acid battery charging is not performed in the work area.
- Industrial ventilation systems are not present.
- There are no confined spaces (a space that is large enough for an employee to enter with their entire body and perform assigned work; has limited or restricted means for entry or exit, and is not designed for continuous employee occupancy) in the work area.
- Employees are not exposed to ionizing radiation.
- Employees do not work on elevated work surfaces.
- Employees do not use portable ladders or stepladders.
- No fixed ladders are present.
- Hoists or cranes are not present in the work area.
- Employees do not work on telecommunications equipment.
- Explosives are not used in the work area.
- Employees do not work on electrical transmission and distribution equipment.

- Not Bakery Operations
- Grain handling operations are not performed in the work area.
- Employees do not manufacture or process non-synthetic fiber textiles.
- No source of compressed air is present in the work area.
- All work is conducted indoors.
- Portable fire extinguishers are present.
- Lasers (except those in consumer electronics, laser pointers, range-finders, etc.) are not present in the work area.
- Employees are not exposed to cotton dust.
- Employees do not engage in commercial diving operations.
- It is practical to keep floors dry at all times.
- Registered pesticides are not used.
- Hazardous waste is present.
- Food that is consumed on premises or sold at retail is not present.
- Cosmetics are not used on premises or sold at retail.
- Food, food additives, drugs, cosmetics, or medical/veterinary devices subject to other labeling requirements are not present.
- Chemicals in consumer products used as consumer products are not present.
- Drugs in final form for direct administration to patient are present.
- Untreated wood products which won't be manipulated are not present.
- Chemicals in "Articles" are not present.
- Tobacco or tobacco products are not present.
- Except as may be indicated above, chemicals are not present in the workplace.
- Liquefied petroleum gases (LP-Gas) are not present in the work area.
- No air monitoring data are available.
- It is not reasonable to suspect that employees may be exposed to chemicals or materials in the air above the applicable permissible exposure limits.
- Employees are not exposed to flying chips, fragments, sparks, dust, etc.
- Work does not involve mechanical action which may cause flying chips.
- There is no risk that chemicals may splash in eyes or on face.
- Potentially infectious materials may splash in eyes or on face.
- Hands do not contact dust, chemicals, sharp objects, or suffer mechanical abrasion.
- Hands may contact potentially infectious materials.
- Arms do not contact dust, chemicals, sharp objects, or suffer mechanical abrasion.
- Arms do not contact potentially infectious materials.
- Chemical/material do not splash on body.
- Potentially infectious materials may splash on body.
- No overhead hazards.
- There is no risk that employees may bump heads on obstructions.
- There are no inhalation hazards.
- Employees are not exposed to mist containing potentially infectious materials.

- Employees do not work in atmospheres that are immediately dangerous to life or health (IDLH).
- Employees are not exposed to falls of over 4 feet.
- There are no heavy objects which may fall or roll on feet.
- There is no risk that objects may pierce shoes.
- Feet are not exposed to electrical hazards.
- Employees do not work around vehicle traffic.
- Employees are not exposed to electric arc.
- Employees do not work on or around exposed electrically energized parts.
- Employees are not exposed to flash fires.
- Employees do not handle hot objects.
- Employees are not exposed to radiant heat.
- Employees do not handle very cold objects.
- Employees do not handle cryogenic liquids
- Employees do not work in the rain.
- Employees do not work in wet conditions.
- Employees do not work on ice or snow.
- Employees do not work while kneeling.
- Employees do not work in a prone position.
- Employees are not exposed to hand/arm vibration.
- Employees do not work over or near water (no risk of drowning)

### **Description of 200 McAllister - Safety & Security**

Activity: Other Establishments

- Employees work at computer workstations.
- It is not reasonably anticipated that employees may be exposed to blood or other potentially infectious materials.
- Employees may provide first aid as part of their assigned job duties.
- Employees do not perform laundry operations.
- Employees do not exchange cash with members of the general public.
- Services are provided to potentially dangerous clients.
- Employees do not drive on public roads during their work day.
- Work does not involve manual material handling.
- No floor holes or openings are present.
- There are no stairways in the work area.
- Employees do not use hand tools.
- Employees do not use portable power operated tools
- Employees do not use powder activated hand tools.
- Steam pipes are not present in the work area.
- Employees do not work in hot environments

- Employees do not work in cold environments
- Employees do not work with machines, equipment or machine tools.
- Portable and/or bench grinders are not used in the work area.
- Employees do not service/maintain with machines, equipment or machine tools.
- Welding, brazing or cutting is not performed in the work area.
- Employees do not work with medical sharps (e.g. needles).
- Combustible dust is not present.
- Noise levels do not interfere with normal conversation.
- Powered industrial trucks (e.g. forklifts) are not present in the work area.
- Lead acid battery charging is not performed in the work area.
- Industrial ventilation systems are not present.
- There are no confined spaces (a space that is large enough for an employee to enter with their entire body and perform assigned work; has limited or restricted means for entry or exit, and is not designed for continuous employee occupancy) in the work area.
- Employees are not exposed to ionizing radiation.
- Employees do not work on elevated work surfaces.
- Employees do not use portable ladders or stepladders.
- No fixed ladders are present.
- Hoists or cranes are not present in the work area.
- Employees do not work on telecommunications equipment.
- Explosives are not used in the work area.
- Employees do not work on electrical transmission and distribution equipment.
- Not Bakery Operations
- Grain handling operations are not performed in the work area.
- Employees do not manufacture or process non-synthetic fiber textiles.
- No source of compressed air is present in the work area.
- All work is conducted indoors.
- Portable fire extinguishers are present.
- Lasers (except those in consumer electronics, laser pointers, range-finders, etc.) are not present in the work area.
- Employees are not exposed to cotton dust.
- Employees do not engage in commercial diving operations.
- It is practical to keep floors dry at all times.
- Registered pesticides are not used.
- Hazardous waste is present.
- Food that is consumed on premises or sold at retail is not present.
- Cosmetics are not used on premises or sold at retail.
- Food, food additives, drugs, cosmetics, or medical/veterinary devices subject to other labeling requirements are not present.
- Chemicals in consumer products used as consumer products are not present.
- Drugs in final form for direct administration to patient are not present.
- Untreated wood products which won't be manipulated are not present.

- Chemicals in "Articles" are not present.
- Tobacco or tobacco products are not present.
- Except as may be indicated above, chemicals are not present in the workplace.
- Liquefied petroleum gases (LP-Gas) are not present in the work area.
- Air monitoring indicates that all employee exposures are below the applicable permissible exposure limits.
- It is not reasonable to suspect that employees may be exposed to chemicals or materials in the air above the applicable permissible exposure limits.
- Employees are not exposed to flying chips, fragments, sparks, dust, etc.
- Work does not involve mechanical action which may cause flying chips.
- There is no risk that chemicals may splash in eyes or on face.
- Potentially infectious materials may splash in eyes or on face.
- Hands do not contact dust, chemicals, sharp objects, or suffer mechanical abrasion.
- Hands may contact potentially infectious materials.
- Arms do not contact dust, chemicals, sharps objects, or suffer mechanical abrasion.
- Arms do not contact potentially infectious materials.
- Chemical/material do not splash on body.
- Potentially infectious materials may splash on body.
- No overhead hazards.
- There is no risk that employees may bump heads on obstructions.
- There are no inhalation hazards.
- Employees are not exposed to mist containing potentially infectious materials.
- Employees do not work in atmospheres that are immediately dangerous to life or health (IDLH).
- Employees are not exposed to falls of over 4 feet.
- There are no heavy objects which may fall or roll on feet.
- There is no risk that objects may pierce shoes.
- Feet are not exposed to electrical hazards.
- Employees do not work around vehicle traffic.
- Employees are not exposed to electric arc.
- Employees do not work on or around exposed electrically energized parts.
- Employees are not exposed to flash fires.
- Employees do not handle hot objects.
- Employees are not exposed to radiant heat.
- Employees do not handle very cold objects.
- Employees do not handle cryogenic liquids
- Employees do not work in the rain.
- Employees do not work in wet conditions.
- Employees do not work on ice or snow.
- Employees do not work while kneeling.
- Employees do not work in a prone position.

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- Employees are not exposed to hand/arm vibration.
- Employees do not work over or near water (no risk of drowning)

## **Appendix 8 Accident and Near Miss Investigation**

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Accident and near miss incident investigation is a critical part of every Injury and Illness Prevention Program. The purpose of these investigations is to determine why an incident occurred and then prevent similar incidents in the future.

<b>Definitions</b>	
Accident	An unintended injury, illness, death or property damage.
Near Miss Incident	An event which could have resulted in an accident but didn't (e.g. "that was a close one...")

It is important to report and investigate **every** accident and incident **especially** minor accidents and near miss incidents. Often, many minor incidents occur before a major accident; investigating and preventing minor incidents can also prevent major accidents. For example, many people may slip on an oil puddle before someone falls and hurts themselves. By finding and fixing the oil leak after someone slips (the "near miss incident") we also prevent someone from falling (the "accident").

### Accident Causation

Most accidents have more than one cause; the accident occurs because of a combination of factors which by themselves might not have caused an accident. Sometimes, the most obvious causes of an accident are in fact symptoms of underlying problems. When conducting an accident or near miss investigation it is important to understand all of the causal factors in order to identify the most effective corrective actions. For example, an investigation into an injury which occurred when an employee slipped on an oil puddle might find the following factors contributed to (caused) the accident:

1. Several employees slipped on the puddle but did not report it.

**Underlying problem:** The employees in this part of the company accept slippery floors as "normal".

2. The operator of the leaky machine failed to clean up the puddle as required by standard operating procedures because the clean up materials are located quite far from their work area.
3. The supervisor failed to discipline the operator for not cleaning up the spill as required by procedure.

**Underlying problem:** The management in this part of the company accepts slippery floors as "normal".

4. The leak was not repaired even though the supervisor reported it to the maintenance department.

**Underlying problems:** an unfilled mechanics position in maintenance has produced a backlog of maintenance issues. Maintenance does not have a system for prioritizing safety related issues.

Once the accident investigator understands all of the causes which contributed to the accident, they can devise corrective actions to prevent the accident from happening again and also prevent similar accidents elsewhere in the company. For this example:

1. Clean up the spilled oil immediately.
2. Provide training to employees and management to remind them that slippery floors are not "normal" and are not acceptable.
3. Provide additional clean up materials near all locations where small spills are likely. Ensure that they are restocked as necessary.
4. Have maintenance fix the leak so the puddle does not recur.
5. Fully staff the maintenance department and eliminate the backlog of open maintenance issues.
6. Add prioritization to the maintenance request system so that safety related issues are corrected before non-safety related issues.

### Accident and Near Miss Incident Investigation Step by Step

This section describes the major activities performed during an accident investigation. Some activities may not apply to all investigations. The specific steps required and how far in depth to take each step depends on the individual circumstances of the incident and the resources available to perform the investigation. The forms provided in this Appendix may be used to help the investigator with specific portions of the investigation. Specific procedures for documenting an Accident or Near Miss Investigation are provided in [Section 11 \(page 30\)](#) of the Injury and Illness Prevention Program.

1. **Make the area safe**

If necessary, evacuate the area until it can be made safe.

2. **Care for the injured**

3. **Cordon off the accident area**

Avoid further disturbing the area (except for what is necessary to accomplish steps 1 and 2 above) until the investigation is complete.

4. **Assemble the investigation team (if necessary)**

For complex investigations it may be advisable to obtain help from outside experts. Your worker's compensation insurance carrier may provide assistance.

5. **Investigate**

- Examine the area and physical evidence. Take measurements of equipment involved in the accident. Take photographs including close-ups. When taking close-ups include a reference object such as a ruler to provide scale. Label the photographs as soon as possible.
- Describe engineering controls (e.g. machine guards, ventilation systems, etc.) and personal protective equipment (e.g. gloves, safety glasses, etc.) in use during the incident. Identify controls and protective equipment that should have been used but were not in use.
- Interview witnesses and/or have them complete written statements. Take notes of each interview. Perform the interviews as soon as possible while memories are still fresh. Each witness should be interviewed separately so they don't influence each other. It is sometimes helpful to interview individuals who are familiar with the activity/equipment involved in the accident for background even if they didn't witness the actual accident. Tell the witness that the purpose of the investigation is to find and correct the causes of the accident and not to "fix blame". Ask the witness what happened and why it happened. Ask the witness if they think there are any underlying problems which contributed to the accident. Summarize the witnesses main points and repeat them back to verify you understood the witness correctly.

**6. Analyze the evidence**

Identify all of the unsafe acts or conditions which contributed to the accident. Then identify all of the underlying problems which contributed to the unsafe acts or conditions. Keep asking "why" each problem occurred and write down the findings.

**7. Devise corrective actions**

Identify changes to policies, procedures or equipment that would eliminate the unsafe acts or conditions identified in Step Six. Include other parts of the company not directly affected by a particular accident. Create an action plan to implement these changes.

**8. Follow-up**

Implementation of specific corrective actions may be delegated to various individuals, but the original accident investigator should follow-up on all corrective actions to closure.