This Injury and Illness Prevention Program has been prepared by the University of California, Electrical & Computer Engineering department in accordance with University Policy (UCD Policy & Procedure Manual Section 290-15: Safety Management Program) and California Code of Regulations Title 8, Section 3203 (8 CCR, Section 3203).
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IX.  Resources

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E.  Hazard Correction Form

F.  Safety Training Attendance Record
Department Information

Department Name: Electrical & Computer Engineering

Department Director: Prof. Kent Wilken

Address: 2064 Kemper Hall

Telephone Number: 752-9583

Buildings Occupied by Department

1. Building: Kemper Hall
   Unit(s): 079, 083, 088, 121, 122, 125, 127, 131, 154, 154X, 1107, 1127, 1127A, 1207, 1209, 1217, 2001, 2003, 2031, 2035, 2037, 2038, 2039, 2040, 2041, 2064, 2064A, 2064B, 2064C, 2064D, 2064E, 2101, 2104, 2107, 2110, 2112, 2113, 2115, 2117, 2119, 2147, 2151, 2152, 2154, 2155, 2156, 2157, 2158, 2161, 2201, 2201A, 2206, 2211, 2212, 2219, 2221, 2225, 2227, 2229, 2230, 2239, 2244, 2248, 3007, 3017, 3087, 3089, 3101, 3103, 3104, 3110, 3112, 3114, 3116, 3117, 3118, 3119, 3120, 3122, 3123, 3124, 3125, 3127, 3129, 3131, 3133, 3135, 3137, 3139, 3141, 3145, 3161A, 3161B, 3163, 3165, 3167, 3169, 3171, 3173, 3174, 3174A, 3175, 3176, 3176A, 3177, 3179, 3181, 3182, 3183, 3185, 3187, 3189, 3193
   Contact: Lance Halsted (Safety Coordinator) / Denise Christensen (MSO)
   Phone: 752-8959 / 752-9548

2. Building: TB207
   Unit(s): 114, 115, 117, 119, 121, 123, 125, 127, 129, 131, 133
   Contact: Lance Halsted (Safety Coordinator) / Denise Christensen (MSO)
   Phone: 752-8959 / 752-9548

3. Building: Academic Surge
   Unit(s): 2346, 2367, 2367A, 2393, 2394A, 2395, 2397
   Contact: Lance Halsted (Safety Coordinator) / Denise Christensen (MSO)
   Phone: 752-8959 / 752-9548

4. Building: Ghausi Hall
   Unit(s): 1104, 1105, 1123, 3047
   Contact: Lance Halsted (Safety Coordinator) / Denise Christensen (MSO)
   Phone: 752-8959 / 752-9548
5. Building: 3820 Chiles Road ***** To Change

Unit(s): 125

Contact: Lance Halsted (Safety Coordinator) / Denise Christensen (MSO)
Phone: 752-8959 / 752-9548

6. Building: Watershed

Unit(s): 2101, 2102, 2104, 2201, 2203, 2204-Y

Contact: Lance Halsted (Safety Coordinator) / Denise Christensen (MSO)
Phone: 752-8959 / 752-9548
I. Authorities and Responsible Parties

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

1. Name: **Prof. Kent Wilken**
   
   Title: **Department Chair**
   
   Authority: Authority and responsibility for ensuring implementation of this IIPP
   
   Signature: (on file)  
   
   Date: 3/6/15

2. Name: **Prof. Josh Hihath**
   
   Title: **Department Safety Committee Chair**
   
   Authority: Authority and responsibility for ensuring implementation of this IIPP
   
   Signature: (on file)  
   
   Date: 3/6/15

3. Name: **Lance Halsted**
   
   Title: **Department Safety Coordinator**
   
   Authority: Responsible for updating and ensuring implementation of this IIPP.
   
   Signature: (on file)  
   
   Date: 3/6/15

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

The Electrical & Computer Engineering department has established a safety committee, consisting of faculty and staff members, to maintain the safety program of the department. This committee supports the role of the Department Safety Coordinator. Communication on safety issues within the department is enhanced by committee participation of both faculty and staff.

Duties of the ECE Safety Committee

The safety committee has the following duties and responsibilities:

a. Coordinate activities of department/unit safety coordinators, provide direction, and facilitate the dissemination of safety information.

b. Meet at least quarterly.

c. Review results of inspections conducted by the department safety coordinators and audits or inspections by groups outside of the department/unit, e.g., EH&S inspections, Department of Health Services inspections.

d. Review investigations of accidents and cases of injury and illness, and make recommendations regarding prevention.

e. Develop strategies for implementing new safety management programs.

f. Develop standardized procedures to make sure all students and staff using any of the labs are properly trained related to safety.

g. Submit recommendations in response to employee safety suggestions.

h. Coordinate department safety issues with the college and the campus.

i. Appoint ad hoc committees as required.

j. Keep written records of meetings and make them available to department/unit employees.
II. System of Communications

1. Effective communications with Electrical and Computer Engineering employees have been established using the following methods:

- Standard Operating Procedures Manual
- Material Safety Data Sheets
- Monthly departmental operations meetings
- Internal media (department intranet)
- EH&S Safety Nets
- Training videos
- Safety Newsletter
- Handouts
- Building Evacuation Plan
- E-mail
- Posters and warning labels
- Job Safety Analysis – Initial Hire
- Job Safety Analysis – Annual Review

Other (list):

- ECE Department Safety web page linked to ECE Dept. homepage.
- Hazard Alert Forms (Appendix A)
- Other forms

2. Employees are encouraged to report any potential health and safety hazard that may exist in the workplace. Hazard Alert Forms (Appendix A) are available to employees for this purpose. Forms are to be placed in the Safety Coordinator’s departmental mail box. Employees have the option to remain anonymous when making a report.

3. Employees have been advised of adherence to safe work practices and the proper use of required personal protective equipment. Conformance will be reinforced by discipline for non-compliance in accordance with University policy (UCD Procedure 62 - Personnel Policies for Staff Members, Corrective Action).
III. System for Assuring Employee Compliance with Safe Work Practices

Employees have been advised of adherence to safe work practices and the proper use of required personal protective equipment. Conformance will be reinforced by discipline for non-compliance in accordance with University policy (UCD Procedure 62 - Personnel Policies for Staff Members, Corrective Action).

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

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

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

   • Adherence to defined safety practices.
   • Use of provided safety equipment.
   • Reporting unsafe acts, conditions, and equipment.
   • Offering suggestions for solutions to safety problems.
   • Planning work to include checking safety of equipment and procedures before starting.
   • Early reporting of illness or injury that may arise as a result of the job.
   • Providing support to safety programs.

4. Statement of non-compliance will be placed in performance evaluations if employee neglects to follow proper safety procedures, and documented records are on file that clearly indicate training was provided for the specific topic, and that the employee understood the training and potential hazards.

5. Corrective action for non-compliance will take place when documentation exists that proper training was provided, the employee understood the training, and the employee knowingly neglected to follow proper safety procedures. Corrective action includes, but is not limited to, the following: Letter of Warning, Suspension, or Dismissal.
IV. Hazard Identification, Evaluation, and Inspection

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

1. Job Safety Analysis:

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

A. Kemper Hall faculty and staff offices, conference rooms
   TB207 faculty and staff offices, conference rooms
   Kemper Hall 131, 2211, 2219, 2221, 2225, 2227, 2229, 2230, 3174, 3174A
   Kemper Hall 1101, 1105, 2107, 2110, 2112, 2157, 2161, 3189, 3193
   Academic Surge 2346
   • General office environment
   • Teaching labs

B. Kemper Hall 125, 127, 154, 154X, 1207, 2212. Ghausi Hall 1123.
   • Chemical hazards
   • Physical hazards (lasers, compressed gas)
   • General office environment

C. Kemper Hall 3176, 3176A
   • Chemical hazards
   • General office environment

D. Kemper Hall 1217
   • Chemical hazards
   • Radioactive hazards
   • Physical hazards (compressed gas)
   • General office environment

E. Kemper Hall 121, 122, 1107, 3182
   • Physical hazards (lasers, compressed gas, microwave-producing equipment)
   • General office environment

F. Kemper Hall 2147, 2151, 2155, 2201, 2201A
   • Tool hazards (drill, soldering iron, drill press, Exacto knife, Dremel tool, etc.)
   • General office environment

Job Safety Analysis Forms are located in Appendix B. Completed Job Safety Analyses are to be signed by each employee and kept on file in Kemper Hall 2064 or 2152.

Before a person (whether an employee or not) will be given access to a research lab with safety hazards, the individual must complete the online ECE Departmental Safety Training, print safety training certificate and provide a copy to the lab supervisor.
2. Worksite Inspections

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

1) EH&S Lab Safety Reviews
   This inspection covers all labs that contain chemicals, physical hazards, and/or compressed gas;

   Location: Kemper Hall 121, 125, 127, 131, 1207, 1217, 2212, 3176
   Frequency: Annual
   Responsible Person: Veronica Thron
   Records Location: 2152 Kemper

2) CIS/CUPA Self-inspection
   This inspection covers all labs that contain chemicals and/or compressed gas;

   Location: Kemper Hall 121, 125, 127, 131, 1207, 1217, 2212, 3176
   Frequency: Annual
   Responsible Person: Lance Halsted
   Records Location: 2152 Kemper

3) Worksite Inspection & Fire Self-inspection
   All offices (faculty and staff). All labs (teaching and research). All conference rooms. In addition, all corridors connected to any ECE office, lab or conference room. In short, these inspections cover all ECE space.

   Location: All ECE space as listed on p. 4
   Frequency: Annual
   Responsible Person: Lance Halsted
   Records Location: 2152 Kemper

Worksite Inspection Forms are located in Appendix C. Completed Worksite Inspection Forms will be kept on file in Kemper Hall 2152.
V. Accident Investigation

University Policy requires that work-related injuries and illnesses be reported to Workers’ Compensation within 24 hours of occurrence and state regulation requires all accidents be investigated.

Electrical & Computer Engineering faculty, staff and student employees will immediately notify their supervisor when occupationally-related injuries and illnesses occur, or when employees first become aware of such problems.

1. **Supervisors** will investigate all accidents, injuries, occupational illnesses, and near-miss incidents to identify the causal factors or attendant hazards. Appropriate repairs or procedural changes will be implemented promptly to mitigate the hazards implicated in these events. Proper injury reporting procedures can be found at [http://safetyservices.ucdavis.edu/workers-compensation](http://safetyservices.ucdavis.edu/workers-compensation).

   The [Accident Investigation Form (Appendix D)](http://safetyservices.ucdavis.edu/workers-compensation) shall be completed to record pertinent information and a copy retained to serve as documentation. It can be completed by either the supervisor or the Department Safety Coordinator.

3. **Note:** Serious occupational injuries, illnesses, or exposures must be reported to Cal/OSHA by an EH&S representative within eight hours after they have become known to the supervisor. These include injuries/illnesses/exposures that cause permanent disfigurement or require hospitalization for a period in excess of 24 hours. Please refer to [EH&S SafetyNet #121](http://safetyservices.ucdavis.edu/workers-compensation) for OSHA notification instructions.
VI. Hazard Correction

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

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

- Tagging unsafe equipment “Do Not Use Until Repaired,” and providing a list of alternatives for employees to use until the equipment is repaired.
- Stopping unsafe work practices and providing retraining on proper procedures before work resumes.
- Reinforcing and explaining the need for proper personal protective equipment and ensuring its availability.
- Barricading areas that have chemical spills or other hazards and reporting the hazardous conditions to appropriate parties.

Supervisors should use the Hazard Correction Report (Appendix E) to document corrective actions, including projected and actual completion dates.

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

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

1. Supervisors are provided with training to become familiar with the safety and health hazards to which employees under their immediate direction and control may be exposed.

2. All new employees receive training prior to engaging in responsibilities that pose potential hazard(s).

3. All employees given new job assignments receive training on the hazards of their new responsibilities prior to actually assuming those responsibilities.

4. Training is provided whenever new substances, processes, procedures or equipment (which represent a new hazard) are introduced to the workplace.

5. Whenever the employer is made aware of a new or previously unrecognized hazard, training is provided.

The Safety Training Attendance Record form is located in Appendix F.
VIII. Recordkeeping and Documentation

Documents related to the IIPP are maintained in the Electrical & Computer Engineering main office:

2064 Kemper Hall and/or 2152 Kemper Hall.

The following documents will be maintained within the department’s IIPP Addendum Binder for at least the length of time indicated below:

1. Hazard Alert Forms (Appendix A form).
   Retain for three (3) years.

2. Employee Job Safety Analysis forms (Appendix B form)
   Retain for the duration of each individual’s employment.

3. Worksite Inspection Forms (Appendix C form).
   Retain for three (3) years.

4. Accident Investigation Forms (Appendix D form).
   Retain for three (3) years.

5. Hazard Correction Reports (Appendix E form).
   Retain for three (3) years.

The following documents will be maintained within the department’s IIPP Training Records Binder for at least the length of time indicated below:

1. Employee Safety Training Attendance Records (Appendix F form).
   Retain for three (3) years.
IX. Resources

1. Office of the President: University Policy on Environmental Health and Safety, 10/22/86

2. UC Davis Policy and Procedure Manual, Section 290-15, Safety Management Program

3. California Code of Regulations Title 8, Section 3203, (8CCR §3203), Injury and Illness Prevention Program

4. Personnel Policies for Staff Members, Corrective Action, UCD Procedure 62


6. UC Davis Environmental Health & Safety

   • EH&S Website
   
   • EH&S SafetyNets
   
   • Material Safety Data Sheets

7. ADDITIONAL DEPARTMENT RESOURCES

   • ECE Departmental Safety Website
# HAZARD ALERT FORM

Department: ____________________________________________

## I. Unsafe Condition or Hazard

<table>
<thead>
<tr>
<th>Name: (optional)</th>
<th>Job:</th>
<th>Title: (optional)</th>
</tr>
</thead>
</table>

**Location of Hazard:** ____________________________________________

**Building:** __________  **Floor:** __________  **Room:** __________

**Date and time the condition or hazard was observed:**

__________________________________________________________

**Description of unsafe condition or hazard:**

__________________________________________________________

__________________________________________________________

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

__________________________________________________________

__________________________________________________________

**Employee Signature: (optional)**

__________________________________________________________

**Date:** __________

## II. Management/Safety Committee Investigation

**Name of person investigating unsafe condition or hazard:**

__________________________________________________________

**Results of investigation (What was found? Was condition unsafe or a hazard?):**

(Attach additional sheets if necessary.)

__________________________________________________________

__________________________________________________________

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

__________________________________________________________

__________________________________________________________

__________________________________________________________

**Signature of Investigating Party:**

__________________________________________________________

**Date:** __________

---

**IIPP-Appendix A**  
**March 2006**

Completed copies of this form should be routed to the appropriate supervisor and department Safety Coordinator, and must be maintained in department files for at least three years.
<table>
<thead>
<tr>
<th>JOB FUNCTION</th>
<th>POTENTIAL HEALTH OR INJURY HAZARDS</th>
<th>SAFE PRACTICE, APPAREL, OR EQUIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>General office environment</td>
<td>Backstrain, eyestrain, repetitive motion injury. Physical injuries due to slips, trips and falls, and falling objects. Electrical hazards. Physical injuries due to fires, earthquakes, bomb threats and workplace violence.</td>
<td>Ensure that workstations are ergonomically correct. Keep floors clear of debris and liquid spills. Keep furniture, boxes, etc. from blocking doorways, halls and walking space. Do not stand on chairs of any kind, use proper foot stools or ladders. Do not store heavy objects overhead. Do not topload filing cabinets, fill bottom to top. Do not open more than one file drawer at a time. Do not use extension cords in lieu of permanent wiring. Ensure that high wattage appliances do not overload circuits. (Plug high wattage appliances directly into wall outlet.) Use GFI's in receptacles in potentially wet areas. Replace frayed or damaged electrical cords. Ensure that electrical cords are not damaged by being wedged against furniture or pinched in doors. Attend emergency action and fire prevention plan training including emergency escape drills.</td>
</tr>
</tbody>
</table>

SIGNATURE

DATE PAGE OF

|                  | 1  | 1 |

Appendix B       B-1
<table>
<thead>
<tr>
<th>JOB FUNCTION</th>
<th>POTENTIAL HEALTH OR INJURY HAZARDS</th>
<th>SAFE PRACTICE, APPAREL, OR EQUIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perform research in an environment involving <strong>chemical hazards.</strong></td>
<td>Exposure to chemicals via inhalation, contact, ingestion or injection.</td>
<td>Avoid all unnecessary exposures. Reduce exposures that cannot be avoided by minimizing exposure duration and concentration. Proper selection and use of personal protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Implementation of proper personal hygiene habits, including washing hands and face before eating and smoking. During the first 6 months of employment, personnel will receive basic training in Chemical Laboratory Safety, Hazardous Waste Management and Minimization Training that will be coordinated by the ECE Safety Officer. Training in other applicable safety courses will be coordinated by ECE Safety Officer on an individual basis after consultation with faculty advisor.</td>
</tr>
<tr>
<td>Handling of cryogenic liquids</td>
<td>Exposure to cryogenic liquids</td>
<td>Avoid unnecessary exposures. Proper selection and use of tools and personal protective equipment including gloves, aprons and protective eyewear. Adhere to cryogenic procedures.</td>
</tr>
</tbody>
</table>

SIGNATURE

DATE

PAGE OF 1 1
<table>
<thead>
<tr>
<th>EMPLOYEE:</th>
<th>JOB SAFETY ANALYSIS</th>
<th>DEPT: EEC</th>
<th>LOCATION:</th>
<th>JOB TYPE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB FUNCTION</td>
<td>POTENTIAL HEALTH OR INJURY HAZARDS</td>
<td>SAFE PRACTICE, APPAREL, OR EQUIPMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perform research in an environment containing physical hazards.</td>
<td>Injury from physical hazards including high voltage, lasers and ultraviolet light, microwaves, compressed gases and liquids, cryogenic materials, and specialized equipment as well as falling objects.</td>
<td>Avoid unnecessary exposures. Proper selection and use of personal protective equipment including gloves, protective eyewear and specialized equipment. Employees are not to enter restricted areas unless accompanied by a properly trained individual familiar with the hazards of the area. Personnel are not to operate specialized equipment without proper training and documentation. Watch for overhead hazards and wear head protection if needed. During the first 6 months of employment, personnel routinely entering areas where lasers are used will receive laser safety training that will be coordinated by the ECE Safety Officer. Training in other applicable safety courses will coordinated by ECE Safety Officer on an individual basis after consultation with faculty advisor.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SIGNATURE

DATE  PAGE OF

1  1
<table>
<thead>
<tr>
<th>EMPLOYEE:</th>
<th>JOB SAFETY ANALYSIS</th>
<th>DEPT: EEC</th>
<th>LOCATION:</th>
<th>JOB TYPE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB FUNCTION</td>
<td>POTENTIAL HEALTH OR INJURY HAZARDS</td>
<td>SAFE PRACTICE, APPAREL, OR EQUIPMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perform research in teaching labs and/or environment containing power- or hand- tool hazards.</td>
<td>Injury from tools or equipment including hand drill, drill-press, exacto knives, soldering iron, Dremel tool, or other hand tool.</td>
<td>Personnel are not to operate specialized equipment, such as a drill press, without proper training and documentation. Use personal protective equipment including gloves, protective eyewear and specialized equipment. During the first 6 months of employment, personnel will receive safety training that will be coordinated by the Lab Supervisor and the ECE Safety Officer.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SIGNATURE

DATE

PAGE OF

1 1
WORKSITE INSPECTION FORM
General Office Environment

<table>
<thead>
<tr>
<th>Location:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspector:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Department:</td>
<td></td>
</tr>
</tbody>
</table>

Administration and Training

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Are all safety records maintained in a centralized file for easy access? Are they current?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Have all employees attended Injury &amp; Illness Prevention Program training? If not, what percentage has attended?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Does the department have a completed Emergency Action Plan? Are employees being trained on its contents?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Are chemical products used in the office being purchased in small quantities? Are Material Safety Data Sheets needed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Are the Cal/OSHA information poster, Workers’ Compensation bulletin, annual accident summary posted?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Are annual workplace inspections performed and documented?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

General Safety

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

Electrical Safety

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. Are plugs, cords, electrical panels, and receptacles in good condition? No exposed conductors or broken insulation?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Are circuit breaker panels accessible and labeled?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Are surge protectors being used? If so, they must be equipped with an automatic circuit breaker, have cords no longer than 6 feet in length, and be plugged directly into a wall outlet.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Is lighting adequate throughout the work environment?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Are extension cords being used correctly? They must not run through walls, doors, ceiling, or present a trip hazard.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Are portable electric heaters being used? If so, they must be UL listed, plugged directly into a wall outlet, and located away from combustible materials.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IIPP-Appendix C-Office
March 2006
Completed copies of this form should be routed to the department Safety Coordinator and must be maintained in department files for at least three years.
**WORKSITE INSPECTION FORM**  
**Laboratory Environment**

<table>
<thead>
<tr>
<th>Location:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspector:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Department:</td>
<td></td>
</tr>
</tbody>
</table>

### General Hazards

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>NA</th>
<th>1.</th>
<th>Are aisles, exits, and adjoining hallways maintained free of obstructions that would hinder emergency access or exiting?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Yes</strong> □  <strong>No</strong> □  <strong>NA</strong> □</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>NA</th>
<th>2.</th>
<th>Are there at least 18 inches (47 cm) of vertical clearance between all stored items and the ceiling-mounted fire sprinklers? (If there are no sprinklers, measure to the ceiling itself.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Yes</strong> □  <strong>No</strong> □  <strong>NA</strong> □</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>NA</th>
<th>3.</th>
<th>Are approved sharps waste containers available for disposal of needles, blades, and other sharps? (Reminder: There should be a proper procedure for disposal of broken glass.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Yes</strong> □  <strong>No</strong> □  <strong>NA</strong> □</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>NA</th>
<th>4.</th>
<th>Has furniture and equipment over five feet tall been bolted to the wall or otherwise secured?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Yes</strong> □  <strong>No</strong> □  <strong>NA</strong> □</td>
</tr>
</tbody>
</table>

### Emergency Equipment

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>NA</th>
<th>5.</th>
<th>Are all emergency eyewash and shower stations free of obstructions that would prevent quick access by someone temporarily blinded by a chemical splash? Are they within 100 feet of the laboratory (or approximately 10 seconds)?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Yes</strong> □  <strong>No</strong> □  <strong>NA</strong> □</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>NA</th>
<th>6.</th>
<th>Are the emergency eyewashes for the laboratory tested (flushed) monthly and are the tests documented?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Yes</strong> □  <strong>No</strong> □  <strong>NA</strong> □</td>
</tr>
</tbody>
</table>

### Laboratory Equipment

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>NA</th>
<th>7.</th>
<th>Look inside each refrigerator and freezer in your lab to ensure flammables are stored in units that are suitable for storage of flammables. Is each refrigerator and freezer in the laboratory labeled as either “safe” or “unsafe” for storage of flammables?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Yes</strong> □  <strong>No</strong> □  <strong>NA</strong> □</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>NA</th>
<th>8.</th>
<th>Look inside each refrigerator and freezer in your lab to ensure food is stored only in units designated “food only.” Are all refrigerators, freezers, and microwave ovens properly labeled either “Food Only” or “No Food or Drink Allowed?”</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Yes</strong> □  <strong>No</strong> □  <strong>NA</strong> □</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>NA</th>
<th>9.</th>
<th>Are all compressed gas cylinders adequately secured with non-combustible restraints to keep the cylinders from falling? (Bench clamps are not adequate to secure large cylinders. Gas cylinders should be capped when not in use.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Yes</strong> □  <strong>No</strong> □  <strong>NA</strong> □</td>
</tr>
</tbody>
</table>

### Chemicals

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>NA</th>
<th>10.</th>
<th>Does the lab have a Chemical Hygiene Plan (CHP)? If yes, is it up to date and has it been reviewed and signed within the past year? If no, all labs that contain chemicals are required to maintain a CHP. Complete a lab specific CHP using the EH&amp;S template (<a href="http://ehs.ucdavis.edu/chem/chem_mnl/clsm_apps.cfm">http://ehs.ucdavis.edu/chem/chem_mnl/clsm_apps.cfm</a>).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Yes</strong> □  <strong>No</strong> □  <strong>NA</strong> □</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>NA</th>
<th>11.</th>
<th>Has the laboratory's chemical inventory been completed or updated within the last year (or within 30 days of a significant change such as a move to a new location or addition of new chemicals) and entered into the EH&amp;S Chemical Inventory System (CIS)?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Yes</strong> □  <strong>No</strong> □  <strong>NA</strong> □</td>
</tr>
</tbody>
</table>
12. Are chemical fume hoods kept uncluttered so that air flows properly (e.g., is storage minimized and are adequate work areas provided)? Can ALL chemical work be done more than six inches into hood? (Note: Chemical fume hood sashes must be in good condition and be used at the proper setting, typically 18 inches from the work surface.)

13. Are all chemical containers and hazardous waste containers kept closed when not in use?

14. Are all chemical containers (including squirt bottles and unwanted hazardous materials containers) clearly labeled with their contents and primary hazard(s) and are they in good condition (not corroded or leaking)?

15. Are corrosives stored below eye level and are incompatible chemicals stored appropriately (e.g., acids separate from bases, oxidizers separate from flammables)?

16. Is a spill kit available? Is the location known to all employees in the laboratory? Has there been training in the past 12 months?

17. Are peroxide formers (such as isopropyl ether and diethyl ether) stored away from light and heat and labeled with the date they were opened and the expiration date?

18. Are extension cords used only as temporary wiring (<30 days) and not connected in a series (daisy-chained) with other extension cords or power strips? (Cords must be in good condition with no breaks or exposed wiring.)

19. Is high voltage equipment clearly labeled, properly guarded, and is its use restricted to trained personnel only?

20. Are ergonomic issues being addressed for employees using computers or at risk of repetitive motion injuries?

**Other Hazards**

1. 
2. 
3. 
4. 
5. 

**Comments**

---

IIPP-Appendix C-Lab
March 2006

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

Name of Injured Person: __________________________ Date of Injury: __________

Name of Supervisor: __________________________ Telephone #: __________

Department: __________________________ Location of Injury: __________________________

Brief Description of Accident:

Nature of Injury (describe all body parts affected):

Was Training Provided? Yes □ No □ NA □
Were established procedures followed? Yes □ No □ NA □
Were tools or equipment adequate for task? Yes □ No □ NA □
Were environmental conditions a factor in the incident? Yes □ No □ NA □

Elaborate on Responses:

Proposed Corrective Action:

Supervisor: __________________________ Date of Report: __________
Signature: __________________________

IIPP-Appendix D March 2006
Completed copies of this form should be routed to the department Safety Coordinator and kept in department files for at least three years.
HAZARD CORRECTION REPORT

Department:__________________________________________________________

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

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

Supervisor/Safety Coordinator Name: __________________________ Telephone: ____________

Supervisor/Safety Coordinator Signature: __________________________ Date: ____________

<table>
<thead>
<tr>
<th>Description and Location of Unsafe Condition</th>
<th>Date Discovered</th>
<th>Required Action and Responsible Party</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td>Projected</td>
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<td>Actual</td>
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</tbody>
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IIPP–Appendix E  
March 2006

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