

UC DAVIS

ELECTRICAL & COMPUTER ENGINEERING

INJURY AND ILLNESS PREVENTION PROGRAM



Annual Review Documentation

<u>Responsible/Designated Authority</u>	<u>Date</u>
Lance Halsted, DSC	3/30/2017
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UC DAVIS

ELECTRICAL & COMPUTER ENGINEERING

INJURY AND ILLNESS PREVENTION PROGRAM

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).

REVISION HISTORY:

Version #	Date	Changes	Author
1.0	11/20/13	New interim Department Chair	Lance Halsted
1.1	01/22/14	Added Chiles Road research labs	Lance Halsted
1.2	3/6/2015	Updated Department Chair	Lance Halsted
1.3	03/17/16	New Department MSO	Lance Halsted
1.4	01/09/17	New template, new department MSO, updated locations	Lance Halsted

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TABLE OF CONTENTS

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

APPENDICES

- A. Hazard Alert/Correction Form**
- B. Job Safety Analyses**
- C. Worksite Inspection Forms**
- D. Injury and Illness Investigation Form**
- E. Safety Training Attendance Record**

Department Information

Department Name: **Electrical And Computer Engineering**

Department Director: **Prof. Kent Wilken**

Address: **2064 Kemper Hall**

Telephone Number: **(530) 752-2455**

Buildings Occupied by Department

- 1. Building: Kemper Hall**

Unit(s): Research labs, administration, teaching labs, and offices.

Contact: Lance Halsted, Mary Kilpatrick
Phone: (530) 752-8959, (530) 752-9548
- 2. Building: Academic Surge**

Unit(s): Research lab and offices.

Contact: Lance Halsted, Mary Kilpatrick
Phone: (530) 752-8959, (530) 752-9548
- 3. Building: Ghausi Hall**

Unit(s): Research labs, teaching labs, and offices.

Contact: Lance Halsted, Mary Kilpatrick
Phone: (530) 752-8959, (530) 752-9548
- 4. Building: TB207**

Unit(s): Research labs and offices.

Contact: Lance Halsted, Mary Kilpatrick
Phone: (530) 752-8959, (530) 752-9548
- 5. Building: Spafford Building**

Unit(s): Research labs and offices.

Contact: Logan Himes & Lynette Lombardo
Phone: (530) 957-0389, (530) 754-9069

*****Modify and expend if needed*****

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: _____

2. Name: **Mary Kilpatrick**

Title: **Chief Administrative Officer**

Authority: Department designated authority for implementation of this IIPP

Signature: ON FILE Date: _____

3. Name: **Lance Halsted**

Title: **Department Safety Coordinator**

Authority: Department designated authority for development, review, and implementation of this IIPP

Signature: ON FILE Date: _____

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).

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, door signage 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

2. Employees are encouraged to report any potential health and safety hazard that may exist in the workplace. **Hazard Alert/Correction 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 ([UC Davis Personnel Policies for Staff Members- Section 62, 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 ([UC Davis Personnel Policies for Staff Members- Section 62, 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 employee work functions, potential health or injury hazards, and specifies appropriate safe practices, personal protective equipment, and tools/equipment. JSA's can be completed for worksites, an individual employee's job description, or a class of employees' job description. Completed JSA's are located in **Appendix B**.

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

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

(Example JSAs are located in [Appendix B1](#) and [Appendix B2](#) of this template)

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) **Type of Inspection:** Lab Safety Review
Location: Kemper Hall, Ghausi Hall, TB 207, Academic Surge & Spafford
Building research labs
Frequency: Annual
Responsible Person: Veronica Thron
Records Location: Electronic
- 2) **Type of Inspection:** Self-Inspection
Location: Kemper Hall, Ghausi Hall, TB 207, Academic Surge & Spafford
Building research labs and office personnel.
Frequency: Annual
Responsible Person: Lab & office personnel.
Records Location: Electronic & paper copies in the lab/office.

Worksite Inspection Forms are located in **Appendix C** ([C1 - General Office](#) and [C2 - Laboratory](#)).

(Example Worksite Inspection Forms are located in Appendix C of this template (C1 - General Office and C2 - Laboratory)).

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 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/ps/rmwc/wcr/injuryReporting>.

The **Injury and Illness Investigation Form (Appendix D)** 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](#) 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 Alert/Correction Report (Appendix A)** to document corrective actions, including projected and actual completion dates.

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

Alternatively, you could file a hazard report with UC Davis Environmental Health and Safety Department. Employees or students that bring unsafe conditions to the attention of the ECE department, or file a report of unsafe conditions or practices.

VII. Health and Safety Training

Health and safety training, covering both general work practices and job-specific hazard training is the responsibility of the **Principal Investigator (PI)** 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 E](#).

VIII. Recordkeeping and Documentation

Documents related to the IIPP are maintained in/at/on:

ECE department website and department office (2064 Kemper Hall)..

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

1. Hazard Alert/Correction 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. Injury and Illness Investigation Forms (Appendix D 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 E form).
Retain for three (3) years.

IX. Resources

1. UC Office of the President: [Management of Health, Safety and the Environment](#), 10/28/05
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, [UC PPSM 62](#)
5. UC Davis Environmental Health & Safety
 - [Safety Services Website](#)
 - [EH&S SafetyNets](#)
 - [Safety Data Sheets](#)
6. [ECE Department Website](#)