

UC Davis Policy and Procedure Manual

Chapter 290, Health and Safety Services Section 15, Safety Management Program

Date: 11/14/07

Supersedes: 1/15/01

Responsible Department: Environmental Health and Safety

Source Document: University Policy on Management of Health, Safety, and the Environment

[Exhibit A. Safety Committee Guidelines](#)

I. Purpose

This section outlines the policy for the UC Davis Safety Management Program. This document also outlines the procedures and responsibilities of the various groups that must implement the Safety Management Program. Refer also to UCDHS Hospital Policies & Procedures Manual Section 1602, UCDHS Safety Committee.

II. Policy

- A. It is the policy of UC Davis, through its Safety Management Program, to provide a safe workplace and to minimize potential hazards to employees, students, and visitors.
- B. The Safety Management Program, required by Cal/OSHA, is intended to set a standard for maintaining a safe workplace. It is the responsibility of every department head and supervisor to assure that appropriate information and training are provided to employees. Likewise, it is the responsibility of all employees to follow safe work practices and procedures as specified in written protocols and policies.

III. Procedures and Responsibilities

- A. Departments
 - 1. Department heads:
 - a. Appoint the department/unit safety coordinator.
 - b. Implement the Safety Management Program.
 - c. May establish a department/unit safety committee (see Exhibit A).
 - d. Pay fines resulting from citations as a result of action or failure of department to comply with health/safety or environmental laws and regulations.
 - e. Review the effectiveness of the departmental Safety Management Program at least annually, document the review process, update the program, and implement changes to the program as necessary.
 - f. Review departmental illnesses, accidents, and injuries at least annually.
 - g. Assure that employees and students comply with mandated medical surveillance programs and are aware of voluntary programs.
 - 2. Principal investigators/supervisors:
 - a. Assure the effective implementation and enforcement of the Safety Management Program requirements in their areas.
 - b. Evaluate and identify workplace hazards.
 - c. Assure employees, postdoctoral fellows, visiting scientists, and students are fully trained on workplace hazards.
 - d. Document and maintain employee training records (see Section 290-27).

- e. Review standard operating procedures annually and update as required.
 - f. Review the effectiveness of the Safety Management Program and its implementation at least annually, document the review process, and update the plan as necessary.
 - g. Pay fines resulting from citations as a result of action or failure to comply with health/safety or environmental laws and regulations.
 - h. Assure that the storage, consumption, or use of food, beverages, medicines, tobacco, chewing gum, or the application of cosmetics or handling of contact lenses are not allowed in areas where hazardous chemical, biological, or radiological materials are used or stored.
 - 1) New laboratory buildings require employee eating areas to be incorporated in the building design.
 - 2) Existing campus buildings must identify suitable areas for employees to eat or store items outside of laboratories where hazardous chemical, biological, or radiological materials are used or stored.
3. Department/unit safety coordinators:
- a. Disseminate health and safety information to department/unit.
 - b. Coordinate Facility Inspection Audits, gather data, and if applicable, transmit results to the department/unit safety committee for review.
 - c. Assist in review of the effectiveness of department/unit Safety Management Program.
 - d. Act as liaison between the department/unit safety committee and staff, faculty, and students.
4. Employees/students:
- a. Support and assist in the implementation of the Safety Management Program.
 - b. Follow standard operating procedures.
 - c. Use safety equipment provided.
 - d. Report unsafe or hazardous situations immediately to supervisor or instructor.
 - e. Report all injuries or accidents to supervisor.
 - f. Participate in mandated medical surveillance programs. (Voluntary programs are also available.)
- B. Office of Environmental Health & Safety

The Office of Environmental Health & Safety (EH&S) has responsibility to assist departments in implementing the UCD Safety Management Program and other health and safety programs. Assistance includes, but is not limited to, assessing hazards, conducting safety training, performing audits, developing generic safety documents, documenting safety training as required, and investigating reports of unsafe conditions.

IV. Safety Management Program Requirements

- A. Injury and illness prevention program (written).
 1. Designation of responsibility for implementing the program.
 - Department head.

- Principal investigator/supervisor.
 - Safety coordinators.
2. System for ensuring compliance with safety requirements.
 - Disciplinary action.
 - Retraining.
 - Safety incentive or recognition plan (optional).
 3. System for identifying, evaluating, and preventing occupational injuries.
 4. Training program.
 - Initial (new employees).
 - Annual (refresher for employees).
 - After a change in processes or assignment.
 - When the department becomes aware of new or unrecognized hazards.
 - Documentation of training.
 5. Hazard communication system.
 - Departmental meetings.
 - Laboratory or staff meetings.
 - Formal training.
 - Written communications.
 - Methods to be used for employees to inform supervisors of hazards.
 - Anonymous notification (complaint or suggestion box).
 - Safety committee.
 6. Annual review of effectiveness of the safety program for research laboratories. The annual review should verify that all program elements are effectively implemented. This should include verification of the following:
 - Implementation and documentation of disciplinary action taken for employee safety procedures violation.
 - Safety inspections have been performed and documented.
 - Injuries and accidents have been investigated.
 - Unsafe conditions have been corrected.
 - Training has been given and documented.
- B. Office safety and ergonomic safety program (refer to the EH&S Office Safety Checklist/Resources Guide and Computer Ergonomic Workbook, available at <http://ehs.ucdavis.edu>).
- C. Hazardous substances communication program (refer to Section 290-27).
 - Material Safety Data Sheets on hazardous chemicals.
 - Labeling of hazardous materials.
- D. Fire prevention plan (refer to Section 290-20).

- E. Emergency action plan (refer to Section 290-05).
- F. Violence in the workplace (refer to Section 290-09).

Departments with hazardous materials:

- G. Hazardous waste disposal and transportation program (refer to Section 290-65).

Departments with laboratories (as needed):

- H. Chemical hygiene plan (refer to the EH&S Chemical Laboratory Safety Manual, available at <http://ehs.ucdavis.edu>).
 - 1. Generic rules for laboratory safety.
 - 2. Standard operating procedures.
 - 3. Use of engineering controls, (e.g., chemical fumehood, other local exhaust).
 - 4. Personal protective equipment (refer to Section 290-50 and Personnel Policies for Staff Members, UC Policy 35 and UCD Procedure 35).
 - 5. Employee information and training.
 - 6. Hazardous material inventory.
 - 7. Material Safety Data Sheets.
 - 8. Record keeping (e.g., training documentation).
- I. Biosafety component (refer to Section 290-55).
- J. Radiation safety component (refer to Section 290-75).
- K. Chemical carcinogen component (refer to the EH&S Chemical Carcinogen Safety Manual, available at <http://ehs.ucdavis.edu>).
- L. Specialty laboratories component. Specialty laboratories are those that perform unusual or highly specialized laboratory tests for clients both inside and outside the University system, e.g., hospitals. To be fully accredited, the following may apply, depending on the certification requirements:
 - 1. Joint Commission for Accreditation of Healthcare Organizations (JCAHO) requirements.
 - 2. College of American Pathologists (CAP) requirements.
 - 3. Clinical Laboratory Improvement Amendments of 1988 (CLIA) registration, State of California.

Departments with industrial-type shops:

- M. Industrial shop safety component.
 - 1. Hazardous material handling procedures.
 - Use.
 - Storage.
 - Inventory.
 - Waste disposal.
 - 2. Exposure prevention and control provisions (ventilation, machine guards).
 - Engineering controls.
 - Personal protective equipment (refer to Section 290-50 and Personnel Policies for

Staff Members, UC Policy 35 and UCD Procedure 35).

3. Licenses/permits.
 - Pressure tanks.
 - Air Quality Management District permit (e.g., dust collectors).

V. References

- A. State and Federal regulations (California Health and Safety Code, <http://www.leginfo.ca.gov/calaw.html>; California Code of Regulations, <http://ccr.oal.ca.gov/>; U.S. Code of Federal Regulations, <http://www.access.gpo.gov/nara/cfr/>):
 1. Injury and Illness Prevention Program. [8 CCR 3203.]
 2. Chemical Hygiene Program. [8 CCR 5191.]
 3. Hazard Communications Program. [8 CCR 5194.]
 4. Emergency Action and Fire Prevention Plan. [8 CCR 3220 and 3221.]
 5. Bloodborne Pathogen Program. [8 CCR 5193.]
 6. Biohazardous (Medical) Waste Management Program. [California Health and Safety Code, Division 20, Chapter 6.1.]
 7. Chemical Carcinogen Safety Program. [8 CCR 5200-5220.]
 8. Hazardous Waste Disposal and Transportation. [26 CCR, Division 4, Cal/OSHA; Division 21.5, Health & Welfare (Prop. 65); Division 22, Department of Health Services; 49 CFR, Parts 100-177 and 350-399, Department of Transportation.]
 9. Radiation Safety Program. [17 CCR, Division 1, Chapter 5, Subchapter 4, Radiation; 10 CFR, Standards for Protection Against Radiation, Parts 19, 20, and 35; 21 CFR, Food and Drug Regulations.]
- B. University Policy on Management of Health, Safety, and the Environment <http://www.ucop.edu/riskmgmt/bsas/documents/presidentialpol.pdf>.
- C. UCD Policy & Procedure Manual Chapter 290, Health and Safety Services (<http://manuals.ucdavis.edu/PPM/about.htm>).
- D. UCD EH&S Safety Manuals (<http://ehs.ucdavis.edu/>):
 1. Chemical Carcinogen Safety Manual.
 2. Biological Agent Safety Manual.
 3. Radiation Safety Manual.
 4. Respiratory Protection Manual.
 5. Office Safety Checklist and Resource Guide.
 6. Computer Ergonomics Workbook and Information/Resource Guide.
 7. Bloodborne Pathogen Manual.
- E. UCD EH&S Safety Nets (<http://ehs.ucdavis.edu/>).