

UCDAVIS

HEALTH

EDUCATION & RESEARCH

Location: Shriners Hospital

INJURY AND ILLNESS PREVENTION PROGRAM



Implementation Date: July 22, 2020

Annual Review Date*: 7/22/2020_ESI

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SCHOOLS OF HEALTH EDUCATION & RESEARCH

INJURY AND ILLNESS PREVENTION PROGRAM

This Injury and Illness Prevention Program has been prepared by the University of California, SCHOOLS OF HEALTH department(s) in accordance with:

UC Davis Policy & Procedure Manual Section 290-15: Safety Management Program) <http://manuals.ucdavis.edu/PPM/290/290-15.pdf>

And

California Code of Regulations Title 8, Section 3203 (8 CCR, Section 3203).
<https://www.dir.ca.gov/title8/3203.html>

SCHOOLS OF HEALTH EDUCATION & RESEARCH

INJURY AND ILLNESS PREVENTION PROGRAM

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I. Department Information

Department Name: [See attached form](#)

Department Location(s): [See attached form](#)

Department Chairperson: [See attached form](#)

Department CAO/MSO: [See attached form](#)

SOM Department Safety Officer(s):

Elizabeth Ingham (Sacramento Campus) Telephone Number: 916-947-9847

Brett Smith (Davis Campus) Telephone Number: 530-752-9996

Shriners Safety Officer:

Linda Viscardi Telephone Number: 916-453-5044

Buildings Occupied by Department(s)

1. UCD – DAVIS CAMPUS RESEARCH BUILDINGS:

- GENOME BUILDING AND SCIENCE FACILITY (GBSF)
- TUPPER HALL (MS1-A)
- SURGE I/III
- HICKEY GYM
- MED: NEUROSCIENCE
- CENTER FOR HEALTH & ENVIRONMENT (CHE)
- CENTER FOR COMPARATIVE MEDICINE (CCM)
- CALIFORNIA NATIONAL PRIMATE RESEARCH CENTER (CNPRC)

2. UCD – SACRAMENTO CAMPUS RESEARCH BUILDINGS:

- RESEARCH I
- RESEARCH II
- RESEARCH III
- M.I.N.D. INSTITUTE – WET LAB
- SHRINERS HOSPITAL (6TH FLOOR)
- CANCER CENTER – IMAGING RESEARCH
- OAK PARK RESEARCH BUILDING (OPRB)
- INSTITUTE FOR REGENERATIVE CURES (IRC)
- FSSB – ANATOMY TEACHING LABORATORY
- SACRAMENTO COUNTY CORONERS – DONATED BODY PROGRAM
- VA HOSPITAL (MATHER)
- TICON I BUILDING
- EDUCATION BUILDING
- CLINICAL AND TRANSLATIONAL SCIENCE CENTER

II. 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: **Anuurad Erdembileg**

Title: **SOM Assistant Dean for Research**

Authority: Authority and responsibility for ensuring implementation of this IIPP

Signature: _____ **Signature on file** _____ Date: _____

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).

Department heads appoint the department/unit safety coordinator(s) to assist as described in UCD Policy & Procedure Manual Section 290-15: Safety Management Program.

1. Name: Elizabeth Ingham

Title: Safety Officer for School of Medicine, Sacramento Campus

2. Name: Brett Smith

Title: Safety Officer for School of Medicine and Genome Center, Davis Campus

III. System of Communications

1. Effective communications with Research & Education employees have been established using the following methods:

- Standard Operating Procedures
 - Material Safety Data Sheets
 - Monthly Dept. 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):

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- [INITIAL "IN PERSON" RESEARCH & EDUCATION SAFETY ORIENTATION AND TRAINING.](#)
 - [ANNUAL REFRESHER RESEARCH & EDUCATION SPECIFIC SAFETY TRAINING.](#)
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2. Employees are encouraged to report any potential health and safety hazard that may exist in the workplace using the procedure outlined here: [https://safetyservices.ucdavis.edu/report-concern.](https://safetyservices.ucdavis.edu/report-concern) **Hazard Alert/Correction Forms (Appendix A)** are also 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 Procedure 62 - Personnel Policies for Staff Members, Corrective Action - <http://policy.ucop.edu/doc/4010411/PPSM-62>

IV. System for Assuring Employee Compliance with Safe Work Practices

As stated in Section III, 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 Procedure 62 - Personnel Policies for Staff Members, Corrective Action - <http://policy.ucop.edu/doc/4010411/PPSM-62>

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.

- a. Adherence to defined safety practices.
 - b. Use of provided safety equipment.
 - c. Reporting unsafe acts, conditions, and equipment.
 - d. Offering suggestions for solutions to safety problems.
 - e. Planning work to include checking safety of equipment and procedures before starting.
 - f. Early reporting of illness or injury that may arise as a result of the job.
 - g. 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. The four types of corrective action that can be used are written warning, corrective salary decrease, suspension and demotion.
 6. Additional Department Method(s) listed below:

V. 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. JSA ANIMAL HANDLERS
- B. JSA CLINICAL WORKERS
- C. JSA FIELD RESEARCHERS
- D. JSA RESEARCH LABORATORIES
- E. JSA OFFICE/COMPUTER WORKERS

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](#)

Template **Job Safety Analyses** are located in **Appendix B**. Please add additional work specific JSA if not included within the template. Completed Job Safety Analyses should be kept on file in the **PI or department-specific Safety Binder or in the online Laboratory Hazard Assessment Tool**.

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:

Location: **SCHOOLS OF HEALTH
EDUCATION & RESEARCH**

Frequency: **ANNUAL**

Responsible Person: **SCHOOLS OF HEALTH - DEPARTMENT
EDUCATION & RESEARCH**

Records Location: **SCHOOLS OF HEALTH – DEPARTMENT SAFETY BINDER
EDUCATION & RESEARCH or RISK AND SAFETY
SOLUTIONS ONLINE INSPECT TOOL**

Template **Worksite Inspection Forms** are located in **Appendix C1 (general office) and C2 (laboratory)**. Completed Worksite Inspection Forms are to be kept on file in the department's **IIPP Safety Binder** or as **part of the Risk and Safety Solutions Online Inspect Tool**.

VI. Accident Protocol, Reporting and Investigation

Work-related injuries and illnesses must be reported to Workers' Compensation within 24 hours of occurrence and state regulation requires all accidents be investigated.

All employees and volunteers working in the Shriners Hospital for Children - Northern California (2425 Stockton Boulevard, Sacramento, CA 95817) will immediately notify their supervisor when occupationally-related injuries and illnesses occur, or when employees or volunteers first become aware of such problems.

UC Davis Paid Employees are to utilize the UCD Employee Health Services (916-734-3572) located in the Cypress Building (2221 Stockton Boulevard) during business hours (7am-3pm). After hours, employees should seek medical treatment at Mercy Medical Group Urgent Care (916-733-3377) *3pm-7pm weekdays, 8am-4pm weekends*. The UCDCM Emergency Room (916-734-3183) should be used for emergencies only.

Shriners Paid Employees are to immediately inform the Department Supervisor or House Supervisor (Pager: 523-9311). The House Supervisor or SHCNC Employee Health will provide first aid or authorize medical evaluation by the approved medical provider:

US HealthWorks 1675 Alhambra Boulevard, Suite B, Sacramento, CA (916-451-4580)

Monday – Friday 8am-5pm weekdays, and 8am-2pm on Saturday

UCDCM Emergency Room (916-734-3183)

Emergency Care or after US HealthWorks is closed and on the weekend

Volunteers (including Visiting Researchers and Students not paid by UCD or SHC) are to seek medical treatment from their primary care physician. UCD students additionally may seek medical treatment at Student Health Services (530-752-2349) on La Rue Ave in Davis during business hours.

- 1. Emergency Assistance at Shriners Hospital:** If needing 9-1-1 assistance:
 - Call 9-1-1 dispatch and follow instruction given by 9-1-1 operator
 - Following 9-1-1 call immediately notify Shriners Security/Reception (Extension 55)
 - Provide room location
 - Incident description (laceration, chest pains, chemical exposure, etc.)
 - Meet first responders and Shriners' security at the 6th floor side elevators
- 2. 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.
- 3. All occupationally-related injuries and illnesses involving Shriners or UC Davis employees or volunteers** are to be reported to Shriners Research Management within 24 hours of the incident. Research Management will input accident information into the RL System within 48 hours of the initial report for the purpose of identifying hazards (physical or environmental) and the appropriate mitigation.

4. UCD paid employees must complete the [UCD Employer First Report \(EFR\)](http://safety.ucdavis.edu/article/injury-reporting-procedure) online to record pertinent information and retain a copy to serve as documentation. It can be completed by the supervisor, lab manager, Department Safety Coordinator, or other individual familiar with the incident. <http://safety.ucdavis.edu/article/injury-reporting-procedure>.
5. UCD paid employees must also complete the workers compensation claim form [DWC1](#) and scan and email to Workers Compensation at hs-workerscompergo@ou.ad3.ucdavis.edu.
6. **Note: For paid employees**, serious occupational injuries, illnesses, or exposures must be reported to Cal/OSHA by either a UCD EH&S representative (UCD paid employees) or by Shriners HR/the Administrator-on-Call (Shriners paid employees) **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.

VII. 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.

- Additional Department Procedure(s) listed below:

Notify Shriners if an imminent hazard exists (Dial 55: Emergency Line)

VIII. 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** 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**.

IX. Recordkeeping and Documentation

Documents related to the IIPP may be maintained in any of the below locations:

- 1) **Laboratory Safety Binder** – Template(s) can be found on the Med: Sponsored Programs Website: <https://health.ucdavis.edu/medresearch/safety/>
- 2) **Department's IIPP Safety Binder**
- 3) [Risk and Safety Solutions Online Tool](#)

All Appendix forms below can be found at the Med: Sponsored Programs Website: <https://health.ucdavis.edu/medresearch/safety/>

- I. Hazard Alert/Correction Report (Appendix A form) – Retain for three (3) years.
- II. Employee Job Safety Analysis forms (Appendix B form) – Retain for the duration of each individual's employment.
- III. Worksite Inspection Forms (Appendix C form) – Retain for three (3) years.
- IV. Accident Investigation Forms (Appendix D form) – Retain for three (3) years.
- V. Employee Safety Training Attendance Records (Appendix E form) – Retain for three (3) years.

X. Resources

1. University of California Policy on Management of Health, Safety and the Environment: [Management of Health, Safety and the Environment](#)
2. UC Davis Policy and Procedure Manual, Safety Management Program: <http://manuals.ucdavis.edu/PPM/290/290-15.pdf>
3. California Code of Regulations Title 8, Section 3203, Injury and Illness Prevention Program: <http://www.dir.ca.gov/title8/3203.html>
4. Personnel Policies for Staff Members, Corrective Action: <http://policy.ucop.edu/doc/4010411/PPSM-62>
5. UC Davis Safety Services – Environmental Health & Safety
 - Programs & Services: <http://safetyservices.ucdavis.edu/>
 - Safety Nets: <https://safetyservices.ucdavis.edu/safetynet>
 - Safety Data Sheets (M)SDS: <http://hazard.com/msds/>
6. UC Davis Health System: <http://www.ucdmc.ucdavis.edu/welcome/index.html>
7. Mandatory annual training (Joint Commission – as part of Emergency Management): <http://www.ucdmc.ucdavis.edu/hr/training/requirements.html>
 - Occupational Safety Unit: <http://intranet.ucdmc.ucdavis.edu/safety/os/index.shtml>
 - Safety Bulletin Board Postings:
 - Cal/OSHA Poster-Health and Safety protection on the Job: https://www.dir.ca.gov/dosh/dosh_publications/shpstreng012000.pdf
 - Occupational Safety-Material Safety Data Sheets: <http://intranet.ucdmc.ucdavis.edu/safety/os/msds.shtml>
 - Workers' Compensation Claim Line: <http://intranet.ucdmc.ucdavis.edu/safety/os/pdfs/WkrsCompClaimLine.pdf>
 - Workers' Compensation-Notice Regarding Industrial Injury: <http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html>
8. UC Davis Fire Prevention Services: <https://health.ucdavis.edu/fire/>

XI. Additional Department Resources

1. SafetyNet #129 - Safety Management Program Guidelines for Department Chairs <https://safetyservices.ucdavis.edu/safetynet/safety-management-program-guidelines-for-department-chairs>
2. Occupational Health Services – UC Davis Campus: <http://safetyservices.ucdavis.edu/ps/occh>
3. Occupational Health Services – UC Davis Sacramento Campus: <http://www.ucdmc.ucdavis.edu/hr/hrdepts/ehs/>

Form(s): <http://www.ucdmc.ucdavis.edu/hr/hrdepts/forms/index.html>