UNIVERSITY OF CALIFORNIA, SAN DIEGO

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

INTRODUCTION

In order to maintain a safe and healthful work environment at UCSD, the Office of Environment, Health and Safety (EH&S) has developed this overall Injury and Illness Prevention Program for all employees to follow. This document describes the goals, statutory authority, and the responsibilities of all employees and students under the Program. It addresses Compliance, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, Hazard Communication, and Program Documentation. By making employee safety a high priority for every UCSD employee we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at UCSD.

GOALS

Diligent implementation of this program will reap many benefits for UCSD. Most notably it will:

1. Protect the health and safety of employees. Decrease the potential risk of disease, illness, injury and harmful exposures to UCSD personnel.
2. Reduce workers’ compensation claims and costs.
3. Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees.
4. Improve employee morale and efficiency as employees see that their safety is important to management.
5. Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with health and safety codes.

STATUTORY AUTHORITY

California Labor Code Section 6401.7.
California Code of Regulations Title 8, Sections 1509 and 3203.

RESPONSIBILITY

The ultimate responsibility for establishing and maintaining effective environmental, health, and safety policies specific to campus facilities and operations rests with the Chancellor. General policies that govern the activities and responsibilities of the environment, health, and safety program are established under his final authority.
It is the responsibility of Deans, Directors, Department Chairs, Department Heads, Principal Investigators, managers, and supervisors to develop procedures that ensure effective compliance with the Injury and Illness Prevention Program (IIPP), as well as other university health and safety policies related to operations under their control.

**Supervisors**, including managers and **Principal Investigators**, are responsible for enforcement of this Program among the employees or students under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow, and ensuring that employees receive the general safety training offered by EH&S (or equivalent). Each manager and supervisor must also ensure that appropriate job specific safety training is received, and that safety responsibilities are clearly outlined in the job descriptions which govern the employees under their direction. Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned each employee, for purchasing appropriate personal protective equipment, and for evaluating employee compliance.

Immediate responsibility for workplace health and safety rests with each individual employee and/or student. **Employees** and **students** are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Program and in the UCSD **General Chemical Safety Guidelines**. Employees and students are also responsible for using the personal protective equipment issued to protect them from identified hazards, and for reporting any unsafe conditions to their supervisors.

Environment, Health & Safety is responsible for developing and managing this Injury and Illness Prevention Program. Additional responsibilities include providing consultation to the UCSD community on matters of health and safety; monitoring and advising personnel using radiation, carcinogens and other hazardous materials; interpreting external regulations and recommending appropriate compliance strategies.

**COMPLIANCE**

Compliance with this Injury and Illness Prevention Program will be achieved in the following manner:

1. Managers and supervisors will set positive examples for working safely and require that all staff under their direction work safely.

2. Managers and supervisors will use all disciplinary procedures available to them to ensure that employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings and other forms of disciplinary action are available.

3. Managers and supervisors will identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.

4. Managers and supervisors will establish appropriate means of recognition for employees who demonstrate safe work practices.
Rev. 7/8/15

5. Supervisors in the building maintenance divisions must also enforce the Code of Safe Practices sent as an addendum to this Program, and post a copy on their employee bulletin boards.

UCSD has developed this comprehensive Injury and Illness Prevention Program to enhance the health and safety of its faculty, staff, and students. Each department is responsible for implementing the Program as outlined in the following pages.

I. HAZARD IDENTIFICATION

A health and safety inspection program is essential in order to reduce unsafe conditions that may expose faculty, staff, students and visitors to incidents that could result in personal injuries or property damage. It is the responsibility of each department to ensure that appropriate, systematic safety inspections are conducted periodically.

A. Scheduled Safety Inspections:

Upon initial implementation of this Program, inspections of all work areas will be conducted. All inspections will be documented using the attached forms (or equivalent) with appropriate abatement of any hazards detected when new substances or processes are discovered.

Thereafter, safety inspections will be conducted at the frequency described below:

1. Office environments - Annual inspections of all office areas will be conducted to detect and eliminate any hazardous conditions that may exist. The attached Office Safety Inspection form (or equivalent) will be used.

2. Shops, cafeterias, warehouses, stores, docks, etc. - Semi-annual inspections of all potentially hazardous areas will be conducted to detect and eliminate any hazardous conditions that may exist. The attached Facility Safety Inspection form (or equivalent) will be used.

3. Laboratories - Semi-annual inspections of all laboratories will be conducted to detect and eliminate any hazardous conditions that may exist. In addition, all guidelines in the General Chemical Safety Guidelines will be followed.

4. Medical clinics - Semi-annual inspections of all medical clinic areas will be conducted to detect and eliminate any hazardous conditions that may exist. The attached Medical Clinics Inspection form (or equivalent) will be used.

B. Unscheduled Safety Inspections:

1. Additional safety inspections will be conducted whenever new equipment or changes in procedures that present new hazards are introduced into the workplace.
2. Environment, Health & Safety will conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe and healthful workplace.

3. Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.

4. Environment, Health & Safety is available for consultation and assistance in conducting these various hazard assessments.

II. ACCIDENT INVESTIGATIONS

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.

Use the Accident Investigation form to record pertinent information and retain a copy to serve as proper documentation.

Serious occupational injuries, illnesses or exposures to hazardous substances, as defined by Cal/OSHA, must be reported to EH&S no later than eight hours after they become known to the supervisor. These include injuries that cause permanent disfigurement or require hospitalization for a period in excess of 24 hours. EH&S will contact Cal/OSHA, if necessary. An accident investigation will be conducted by EH&S in conjunction with a representative from the injured employee's department.

III. HAZARD MITIGATION

All hazards identified will be promptly investigated and alternate procedures implemented as indicated. The university recognizes that hazards range from imminent dangers to hazards of relatively low risk. Corrective actions or plans, including suitable timetables for completion, are the responsibility of the department. EH&S consultation is available to determine appropriate abatement actions. The attached Hazard Identification form can be used to document identified hazards and the resulting action taken to abate them.

For serious hazards that present an imminent danger to life or limb, immediate action will be taken to mitigate the hazard. The Department Chair/Head, EH&S, and all affected employees will be notified of the hazard. If the hazard cannot be immediately abated, all personnel will be removed from the affected area. Access to the area will be controlled until the safety of personnel can be assured.

If continued use of the area or equipment must be maintained, then affected personnel will be provided with the proper training, protective equipment, or other safeguards deemed necessary to protect them from the hazard.
Serious concealed dangers will be reported to Environment, Health & Safety at (858) 534-3660, in accordance with UCSD PPM 516-7.3. If the serious concealed danger cannot be abated within 15 days, then it will also be made known to all affected employees in writing.

Environment, Health & Safety is available for consultation and assistance on matters involving hazard mitigation, and for deciding what constitutes a "serious concealed danger." All external reporting requirements will be directed to EH&S.

IV. TRAINING

Effective dissemination of safety information lies at the very heart of a successful Injury and Illness Prevention Program. All employees must be trained in general safe work practices. In addition, specific instruction with respect to hazards unique to each employee’s job assignment will be provided.

A. General Safe Work Practices:

At a minimum, all employees will be trained in the following:

1. Fire safety, evacuation and emergency procedures
2. Earthquake preparedness
3. Campus emergency management
4. Safe computer workstation use (if applicable)
5. Hazard communication and awareness (use of Material Safety Data Sheets)

Attendance at one of the regularly scheduled general Injury & Illness Prevention Program or Laboratory Safety for Professionals/IIPP classes will meet this requirement.

B. Specific Safe Work Practices:

In addition to this general training, each employee will be instructed how to protect themselves from the hazards specific to their individual job duties. At a minimum, this entails how to use workplace equipment, safe handling of hazardous materials, and use of personal protective equipment. Training must be completed before beginning to work on assigned equipment, and whenever new hazards or changes in procedures are implemented.

Managers are responsible for providing supervisors with the training necessary to familiarize themselves with the safety and health hazards their employees are exposed to.

It is the responsibility of each supervisor to know the hazards related to his/her employee's job tasks, and ensure they receive appropriate training.

1. Supervisors will ensure that all employees receive general and job-specific training prior to initial or new job assignments.
2. Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace that may create new hazards. Training must also be given when new or previously unrecognized hazards are brought to a supervisor's attention.

6. All training will be documented and kept in department files. The attached Employee Training Checklist form (or equivalent) can be used for this purpose.

V. COMMUNICATION

Effective two-way communication that involves employee input on matters of workplace safety is essential to maintaining an effective Injury and Illness Prevention Program. To foster better safety communication the following guidelines will be implemented:

The department will use an employee bulletin board for posting information on safety in a location accessible to all employees. If a fire exit corridor location is chosen, the bulletin board should be enclosed behind glass. Changes in protocol, safety bulletins, accident statistics, training announcements, and other safety information will be posted as they become available.

Managers and supervisors will provide time at periodic staff meetings (building maintenance personnel must meet at least every 10 working days) to discuss safety topics. Status reports will be given on safety inspections, hazard mitigation projects, and accident investigation results, as well as feedback to previous employee suggestions. Employees will be encouraged to participate and give suggestions without fear of reprisal. The attached Supervisor's Safety Meeting form (or equivalent) should be used to document attendance and topics covered.

The department will use Material Safety Data Sheets as one form of employer to employee communication. Additional communication methods include:

- Posters
- Newsletters
- General Chemical Safety Guidelines
- Operator Manuals
- Code of Safe Practices
- Standard Operating Procedures
- Meetings
- Bulletins
- Manuals
- Warning Labels

Employees are encouraged to bring to the University's attention any potential health or safety hazard that may exist in the work area. A mechanism for anonymous employee input, such as a suggestion box or mail station for safety suggestions, hazard identification, complaints, etc., which is accessible to all employees will be implemented. The attached Employee Safety Recommendation form (or equivalent)
can be used for this purpose. These forms may also be sent directly to EH&S for follow-up (Mail Code 0920).

Employees are advised that there are no reprisals for expressing a concern, comment, suggestion, or complaint about a safety matter, and that adherence to safe work practices and proper use of personal protective equipment are integral parts of workplace safety.

Supervisors will follow up all suggestions and investigate the concerns brought up through these communication methods, utilizing EH&S assistance if needed. Feedback to the employees is critical, and must be provided for effective two-way communication.

Compliance will be reinforced by appropriate comments on performance evaluations.

Non-compliance will be addressed by:

- An immediate discussion between the supervisor and the employee who is discovered working in an unsafe manner
- Appropriate disciplinary action up to dismissal

The department will pursue readily understandable health and safety communications for dissemination to all affected employees.

VI. DOCUMENTATION

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this Injury and Illness Prevention Program are being implemented, the following records will be kept on file in the department for at least the length of time indicated below:

1. Copies of all IIPP Safety Inspection forms. Retain 5 years.
2. Copies of all Hazard Identification forms. Retain 5 years.
3. Copies of all Accident Investigation forms. Retain 5 years.
4. Copies of all Employee training documents. Retain for duration of each individual's employment. Enrollment Central provides access to an employee's training history, listing courses registered for and completed via Enrollment Central.
5. Copies of all safety postings and safety meeting agendas. Retain 5 years.
7. Copies of employee exposure records, registered carcinogen records, or other required employee health and safety records. Retain 30 years or for the duration of each individual's employment if greater than 30 years.

**The department will ensure that these records are kept in their files,** and present them to Cal/OSHA or other regulatory agency representatives if requested. Review of these records will be conducted by EH&S during routine inspections to measure compliance with the Program.

A safe and healthy workplace must be the goal of everyone at UCSD, with responsibility shared by management and staff alike. If you have any questions regarding this Injury and Illness Prevention Program, please contact Environment, Health and Safety at (858) 534-3660, ehsweb@ucsd.edu.

**Resources:**

- Injury & Illness Prevention Program Training
- IIPP Forms
- Enrollment Central (for training history of programs completed via Enrollment Central)
- Material Safety Data Sheets (MSDS)
- EH&S Safety Training Manager

Revised 3/14/05
HAZARD IDENTIFICATION FORM
University of California, San Diego

Inspection Location ______________________  Department __________________________

Supervisor _________________________________________  Phone _____________________

<table>
<thead>
<tr>
<th>Identification</th>
<th>Mitigation</th>
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<tbody>
<tr>
<td>Description of Hazard</td>
<td>Date Observed</td>
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UCSD ACCIDENT INVESTIGATION REPORT

In accordance with the UCSD Injury & Illness Prevention Program (IIPP), supervisors are responsible for investigating all injuries sustained by employees working under their direction.

Department __________________________ Investigation Date __________________________

Person Conducting Investigation/Phone ________________________________

Date of Accident/Injury/Illness ________________________________

Name of Injured Employee/Phone ________________________________

Describe the Injury/Illness __________________________________________

Location of Incident ____________________________________________

Describe what happened __________________________________________

Names/Phones of Witnesses ________________________________________

What Workplace Condition/Practice/Equipment contributed to the incident?

What Corrective Actions have been taken to Prevent Re-occurrence?

What Additional Actions are still needed to Prevent Re-occurrence? (consider training, personal protective equipment, and written procedures)

Person Responsible for Corrective Actions ____________________________

Date Corrective Actions were implemented ____________________________

Signature of Person Investigating this Incident ________________________
# Employee Safety Recommendation Form

**University of California, San Diego**

<table>
<thead>
<tr>
<th>Location</th>
<th>Department</th>
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**Supervisor**: ____________________________  **Date**: ____________________________

## Identification of Safety or Health Hazard

<table>
<thead>
<tr>
<th>Date Complaint Investigated:</th>
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<tbody>
<tr>
<td>Investigated By:</td>
</tr>
<tr>
<td>Action Taken:</td>
</tr>
</tbody>
</table>

## Suggestion for Abatement of the Safety or Health Hazard

| Date Action Was Reported to the Employee: |
| Comments: |
Complete this form for all lab personnel. See [http://blink.ucsd.edu/go/labchemtrain](http://blink.ucsd.edu/go/labchemtrain) for information on training requirements.

**For all lab workers:**
- ☐ Attend Lab Safety Principles/IIPP training, date: __________________________
- ☐ Discuss any hazardous lab procedures

**Radioactive materials users:**
- ☐ Attend Basic Radiation Safety Seminar, date: __________________________
- ☐ Submit a Radioisotope User Enrollment form

**Biohazard users:**
- ☐ Discuss biohazard issues
- ☐ Attend required biosafety classes:
  - Bloodborne Pathogens, Viral Vectors, BL3 Orientation, date(s) __________

**Orientation to lab-specific safety procedures:**
- ☐ Locations of:
  - Fire extinguishers and pull stations
  - Eye wash/douse showers
  - First aid kits
  - Hazardous materials spill kits
- ☐ Evacuation procedures, personnel lists, and gathering point
- ☐ Laboratory chemical storage locations
- ☐ Laboratory procedures for chemical safety information:
  - MSDS access – [www.ucmsds.com](http://www.ucmsds.com) or other source
  - Locations and type of written lab safety procedures, including any lab-required approvals
- ☐ Location and safe use procedures for engineering controls:
  - Chemical fume hoods and biological safety cabinets
  - Other engineering controls
- ☐ Laboratory procedures for personal protective equipment:
  - Gloves
  - Lab coats
  - Eye protection
  - Other
- ☐ Laboratory waste disposal practices, including locations and supplies

**Area Safety Coordinator:** __________________________________________________________

**New worker:** __________________________________________________________

(print name) (signature) (date)
Adminstration and training

Yes □ No □ N/A □  1. Are all safety records maintained in a centralized file for easy access? Are they current?
Yes □ No □ N/A □  2. Have all employees attended Injury & Illness Prevention Program training? If not, what percentage has attended? _____________
Yes □ No □ N/A □  3. Does the department have a completed Emergency Action Plan? Are employees being trained on its contents?
Yes □ No □ N/A □  4. Are chemical products used in the office being purchased in small quantities? Are Material Safety Data Sheets needed?
Yes □ No □ N/A □  5. Are the Cal/OSHA information poster, Workers’ Compensation bulletin, annual accident summary (must be posed during February, at a minimum), and Emergency Response Guide flipchart posted? Is Safety Briefs newsletter being received and posted?
Yes □ No □ N/A □  6. Are annual workplace inspections being performed and documented?

General safety

Yes □ No □ N/A □  7. Are exits, fire alarms, pullboxes, and sprinklers clearly marked and unobstructed?
Yes □ No □ N/A □  8. Are aisles and corridors unobstructed to allow unimpeded evacuations?
Yes □ No □ N/A □  9. Is a clearly identified, unobstructed, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? For extinguisher service, contact PPS at (858) 534-0317.
Yes □ No □ N/A □  10. Are ergonomic issues being addressed for employees using computers?
Yes □ No □ N/A □  11. Is a fully stocked first-aid kit available? Is the location known to all employees in the area?
Yes □ No □ N/A □  12. Are cabinets, shelves, and furniture over five feet tall secured to prevent toppling during earthquakes?
Yes □ No □ N/A □  13. Are books and heavy items and equipment stored on low shelves and secured to prevent them from falling on people during earthquakes?
Yes □ No □ N/A □  14. Is the office kept clean of trash and recyclable materials promptly removed?

Electrical safety

Yes □ No □ N/A □  15. Are plugs, cords, electrical panels, and receptacles in good condition? No exposed conductors or broken insulation?
Yes □ No □ N/A □  16. Are circuit breaker panels accessible and labeled?
Yes □ No □ N/A □  17. Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?
Yes □ No □ N/A □  18. Is lighting adequate throughout the work environment?
Yes □ No □ N/A □  19. Are extension cords being used correctly? They must not run through walls, doors, ceiling, or prevent a trip hazard running across aisles. Extension cords are for temporary use only.
Yes □ No □ N/A □  20. Are portable electric heaters being used? If so, use a fused power strip if necessary, and locate the heater away from combustible materials.
Yes □ No □ N/A □  21. Is the paper cutter guard in place?
SHOPS & STUDIO SAFETY INSPECTION CHECKLIST

DEPARTMENT: ______________________________
DATE: _____________________________

LOCATION/SHOP: __________________________
BLDG/RM NO: ______________________

SUPERVISOR: ____________________________
PHONE/E-MAIL: ____________________

INSPECTOR: _______________________________ 
JOB TITLE: ____________________

WALKING/WORKING SURFACES: YES NO N/A
- Floors clean and dry [ ] [ ] [ ]
- Storage of materials/equipment not protruding and/or cluttered [ ] [ ] [ ]
- Trip hazards (electrical cords, debris) not present [ ] [ ] [ ]
- Rags/trash disposed of daily [ ] [ ] [ ]
- Stairs safe (secure rails, treads) [ ] [ ] [ ]
- Ladders safe (safety feet, inspected, tight rungs) [ ] [ ] [ ]
- Scaffolding - >5' have top/mid rails, toe-board, mud sills, wheels locked [ ] [ ] [ ]
- Guard rails installed around floor openings, lofts and catwalks to prevent falls [ ] [ ] [ ]

ELECTRICAL:
- All disconnects/breakers labeled [ ] [ ] [ ]
- 36" minimum access clearance around circuit breaker panels [ ] [ ] [ ]
- Energized/live parts of equipment are secured/not exposed [ ] [ ] [ ]
- Circuits grounded/Ground pins on plugs [ ] [ ] [ ]
- Electrical cords inspected (not frayed, damaged, etc.) [ ] [ ] [ ]
- Extension cords not used in place of fixed wiring [ ] [ ] [ ]
- Plug/Multi tap adapters use banned [ ] [ ] [ ]
- Explosion proof equipment used where needed [ ] [ ] [ ]
- CPR training for required workers (Electrical Trades) [ ] [ ] [ ]
- Inspection program for power tools/extension cords [ ] [ ] [ ]
- GFCI's in use in wet areas (bathrooms, near sinks) [ ] [ ] [ ]
- Open slots in circuit breakers panels secured [ ] [ ] [ ]
- Covers in place on receptacles, boxes, switches [ ] [ ] [ ]
- Electrical hand tools grounded or double insulated [ ] [ ] [ ]
- Electrical cords across walkways protected [ ] [ ] [ ]
- Equipment approved, UL/FM listed [ ] [ ] [ ]
- Lockout/Tag Out program in place where required [ ] [ ] [ ]

FIRE SAFETY:
- All fire exits clearly marked/unobstructed [ ] [ ] [ ]
- Fire extinguishers visually inspected monthly/maintained annually [ ] [ ] [ ]
- Appropriate fire extinguishers charged/mounted within 75' of all work stations [ ] [ ] [ ]
- Spray Painting operations inside approved spray paint booths [ ] [ ] [ ]
- Solvents >10-1 gallon containers stored in approved flammable lockers [ ] [ ] [ ]
- Aisles (minimum 44” pathway)/Building exit corridors clear/unobstructed [ ] [ ] [ ]
**SHOPS & STUDIO SAFETY INSPECTION CHECKLIST**

**MACHINE GUARDING:**

<table>
<thead>
<tr>
<th>Item</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
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<tbody>
<tr>
<td>- Barrier guards on moving machinery parts</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>- Rotating shafts guarded</td>
<td></td>
<td></td>
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<tr>
<td>- Point-of-operation (POO) &amp; Pinch points guarded</td>
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<tr>
<td>- Fan blades adequately guarded (&lt; 1/2” opening)</td>
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<tr>
<td>- Fixed machinery anchored to prevent movement</td>
<td></td>
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<td></td>
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<tr>
<td>- Anti-restart on woodworking machinery</td>
<td></td>
<td></td>
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<tr>
<td>- Push-sticks provided</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>- Lower portion of blades guarded</td>
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<td></td>
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<tr>
<td>- Belts/pulleys enclosed</td>
<td></td>
<td></td>
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<tr>
<td>- Bench grinders (1/8” tool rest, 1/4” tongue guard maximum clearances)</td>
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<tr>
<td>- Band saw blades guarded above guide rollers</td>
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<tr>
<td>- Jointer guards installed with auto return</td>
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<tr>
<td>- Radial arm saw blade guard/head auto return doesn’t extend past end of table</td>
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<tr>
<td>- Safety zones around shop equipment</td>
<td></td>
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</tr>
<tr>
<td>- Table saw-blade guard, splitter, anti-kickback</td>
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<tr>
<td>- Abrasive wheels given &quot;ring-test&quot;</td>
<td></td>
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<td></td>
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<tr>
<td>- Shop equipment have lockable disconnect</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>- Lockout/Tag-out used for equipment</td>
<td></td>
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<td></td>
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<tr>
<td>- Foot treadles guarded</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>- On/Off switch accessible w/o reaching across Point of Operations</td>
<td></td>
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<tr>
<td>- Gas welding torches equipped with flashback arrestors</td>
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<td></td>
<td></td>
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<tr>
<td>- Arc welders properly grounded</td>
<td></td>
<td></td>
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<tr>
<td>- Air tanks &gt;1.5 cubic ft (11.2 gal) capacity inspected/issued permit by Cal/OSHA</td>
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<tr>
<td>- Compressed air nozzles have relief ports to safely vent when orifice is blocked</td>
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</table>

**HAZARDOUS MATERIALS:**

<table>
<thead>
<tr>
<th>Item</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
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<tbody>
<tr>
<td>- Approved flammable lockers in use</td>
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<tr>
<td>- Maximum storage: Flammables 60 gal., combustible 120 gal</td>
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<tr>
<td>- Compatible storage of hazardous materials</td>
<td></td>
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</tr>
<tr>
<td>- Manufacturer’s label affixed/not defaced</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>- Dispensing/secondary containers labeled</td>
<td></td>
<td></td>
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<tr>
<td>- Material Safety Data Sheet (MSDS) available &amp; accessible</td>
<td></td>
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<tr>
<td>- Hazardous Waste properly disposed of</td>
<td></td>
<td></td>
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<tr>
<td>- Training provided (site specific)</td>
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<tr>
<td>- Only 1-day supply of flammable material outside locker</td>
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<tr>
<td>- “No Smoking” signs posted &amp; observed</td>
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<tr>
<td>- Hazardous Materials Inventory List available</td>
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<td>- New/Initial hazardous materials purchases approved by EH&amp;S</td>
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<tr>
<td>- Ventilation equipment available &amp; used when required</td>
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<tr>
<td>- Proper storage/containment/separation of acids</td>
<td></td>
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<tr>
<td>- Dispensing containers bonded to prevent static electricity</td>
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</table>
**SHOPS & STUDIO SAFETY INSPECTION CHECKLIST**

**GENERAL SAFETY/ADMINISTRATION/TRAINING:**

<table>
<thead>
<tr>
<th>Item</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Eyewash/Deluge Showers available where required (flushed/checked weekly)</td>
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<tr>
<td>Personal protective equipment used and stored properly</td>
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<tr>
<td>Required literature posted (Cal-OSHA, WC, Annual Injury &amp; Illness Summary)</td>
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<tr>
<td>Compressed gas cylinders secured/capped</td>
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<tr>
<td>Oxygen and Acetylene cylinder storage (minimum 20’ separation)</td>
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<tr>
<td>Inspection performed of weight handling equipment (overhead cranes, hoists)</td>
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<tr>
<td>Welding curtains used</td>
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<tr>
<td>Soda/Vending machines anchored to prevent tip-over</td>
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<tr>
<td>Space heaters have auto-tip-over switch</td>
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<tr>
<td>Good personal hygiene practices maintained</td>
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<tr>
<td>Smoking in designated areas only (&gt;20’ from entrances, buildings, etc.)</td>
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<tr>
<td>Approved first aid kit available and its location known to all employees</td>
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<tr>
<td>Unstable shelving secured to prevent tipping over</td>
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<tr>
<td>Employees practice safe manual lifting procedures</td>
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<tr>
<td>Hand trucks/carts available for moving heavy items</td>
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<tr>
<td>Shop specific safety training conducted/document as required</td>
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<tr>
<td>Specialized safety training (lockout, confined spaces, respirators, etc.) current</td>
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<tr>
<td>Supervisors planning occupational safety and health into high risk jobs</td>
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<tr>
<td>Mandatory training current/documentated (IIPP, HAZCOM, EAP)</td>
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</table>

**OTHER FINDINGS (Attach additional page(s) as necessary):**

____________________________________________________________________________________________
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**COMMENTS:**

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
### Administrative

**A1**  □  □  □  □  3  Do you have a UCSD Medical Center Safety Manual?

**A2**  □  □  □  □  3  Does your manual include a Departmental Safety Plan?

**A3**  □  □  □  □  3  Does your Departmental Safety Plan include an Emergency Preparedness section?

**A4**  □  □  □  □  3  Are Safety Training classes specific to your department’s Safety and Emergency Prep. Plan being conducted and documented (records of dates, subject matter, participants)? (Does not include Safety Fair Attendance, but is in addition to Safety Fair Attendance.)

**A5**  →  →  →  3  When did the Medical Center Safety Office last review your Department Safety Plan?

*Indicate the date: __/__/____*

< *If the plan has not been reviewed within the last 3 years, please contact the Safety Office immediately to schedule an appointment to review your plan (so your department will be in compliance with JCAHO standards and regulatory agencies).*

### Life Safety

**B1**  □  □  □  □  5  Are fire alarm pull boxes clearly identifiable and unobstructed?

**B2**  □  □  □  □  5  Are exit signs visible and illuminated?

**B3**  □  □  □  □  5  Are fire hose stations and extinguishers clearly identifiable and unobstructed?

**B4**  □  □  □  □  5  Are extinguishers tagged with current monthly inspections?

**B5**  □  □  □  □  5  Are fire escapes and exit doors kept clear and adequately marked?

**B6**  □  □  □  □  5  Do the self-closing devices and door latches on fire doors work freely and do doors open from both sides? (Door stops, mechanical and otherwise, are not permitted.)

**B7**  □  □  □  □  5  Are oxygen shut-off valves clearly marked and access unobstructed?

**B8**  □  □  □  □  5  Are stairwells, passages and corridors clear and unobstructed?

**B9**  □  □  □  □  5  Are the self-closing devices on trash and linen chute doors working properly? (Doors should not be tied open in any way.)

**B10**  □  □  □  □  7  Are hospital smoking regulations enforced?

**B11**  □  □  □  □  8  Do all phones have emergency dialing instruction stickers?

### Electrical/Mechanical

**C1**  □  □  □  □  1  Is defective equipment taken out of service and reported immediately to Clinical Engineering?

**C2**  □  □  □  □  1  Does departmental equipment require operator training or in-service?

**C3**  □  □  □  □  1  Are there electrical "cheater" adapters in your workplace? (A "cheater" is a device that converts a 3-prong plug to a 2-prong outlet.)
Does equipment or power cords have visible signs of mechanical damage?

**YES**  **NO**  **N/A**  **CONTACT**

Are there electrical power plugs in patient care areas of the hospitals and clinics that are not hospital-grade plugs? (A hospital-grade plug is indicated by a green dot on the pin face of the power plug.)

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Are the policy prohibiting the use of personal/private equipment enforced?

Are rolling equipment working correctly and properly stored?

Are there electrical outlets so that extension cords are not being used?

Are circuit breakers accessible and clearly identified?

Are there sufficient electrical outlets so that extension cords are not being used?

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Is there equipment in the workplace that has injured staff or patients that has not been removed from service?

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RETURN COMPLETED FORM TO: Safety Office, 8235
(retain one copy of completed form in your Department Safety Manual)