



**UCDAVIS**

**VETERINARY MEDICINE**

# **School of Veterinary Medicine Injury Illness and Prevention Program**

Anatomy, Physiology & Cell Biology (APC)

Pathology, Microbiology & Immunology (PMI)

Surgical & Radiological Sciences (VSR)

Vet Med Dean's Office – Administration

One Health Institute (OHI)

Center for Equine Health (CEH)

Comparative Pathology Laboratory (CPL)

Veterinary Molecular Biosciences (VMB)

Population Health & Reproduction (PHR)

Veterinary Medicine & Epidemiology (VME)

Vet Med Dean's Office – Academic Programs

Center for Companion Animal Health (CCAH)

Veterinary Genetics Laboratory (VGL)

California Raptor Center (CRC)



Annual Review Dates:

Updated: K.Forward 3/2019

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# UC DAVIS

## School of Veterinary Medicine

### **INJURY AND ILLNESS PREVENTION PROGRAM**

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This Injury and Illness Prevention Program has been prepared by the University of California, School of Veterinary Medicine 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).

# UC DAVIS

School of Veterinary Medicine

## INJURY AND ILLNESS PREVENTION PROGRAM

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# UC DAVIS

School of Veterinary Medicine

## INJURY AND ILLNESS PREVENTION PROGRAM

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# Department Information

| Buildings Occupied by Department   |
|--|
| <b>VMDO- Academic Programs</b>   |
| Gourley Clinical Teaching Center<br>Veterinary Medicine 3A (VM3A) / Multi-purpose Teaching (MPT)<br>Gladys Valley Hall<br>Schalm Hall<br>VMTH- see VMTH IIPP |
| <b>Vet Med Students Services and Administration -Dean's Office</b>   |
| VMA  |
| <b>One Health Institute</b>  |
| VM3B   |
| <b>Molecular Biology (VMB)</b>   |
| VM3A<br>VM3B<br>Tupper Hall<br>Everson Hall  |
| <b>Anatomy, Physiology and Cell Biology (APC)</b>  |
| VM3A<br>VM3B<br>Aquatic Toxicology Lab   |
| <b>Medicine and Epidemiology (VME)</b>   |
| VM3A<br>VMII<br>Aquatic Toxicology Lab<br>Tupper Hall  |
| <b>Surgical and Radiological Sciences (VSR)</b>  |
| VM3A<br>VMII<br>Tupper Hall  |
| <b>Population Health and Reproduction (PHR)</b>  |
| VM3A<br>VM3B<br>CCAH<br>Tupper Hall<br>J1  |
| <b>Pathology, Microbiology and Immunology(PMI)</b>   |
| VM3A<br>VM3B<br>J1   |

|   |
|---|
| <b>Buildings Occupied by Department</b>   |
| OHI                                       |
| VM3B                                      |
| <b>Center for Companion Animal Health</b> |
| CCAH - 2nd floor                          |
| VM2                                       |
| <b>Veterinary Genetics Lab</b>            |
| CCAH                                      |
| VGL                                       |
| <b>Center for Equine Health</b>           |
| CEH                                       |
| <b>Comparative Pathology Lab</b>          |
| CPL                                       |
| <b>California Raptor Center</b>           |
| CRC                                       |

| Departments Within A Building |   |   |   |
|-------------------------------|---|---|---|
| Veterinary School District    |   |   |   |
| BUILDING                      |   | DEPARTMENT  |   |
| VMA                           | Vet Med Student Services and Administration –<br>Dean’s Office  |   |   |
| VM3A                          | 1. Pathology<br>3. PHR & PMI                                    | 2.VME & VSR; VMB & APC<br>4. Anatomy - Academic Programs                  |   |
| MPT                           | 5. MPT - VMDO -Academic Programs                                |   |   |
| VM3B                          | 1. OHI  | 2. VMB & APC  | 3. PHR & PMI  |
| VMTH                          | 1. Lab<br>2. Pharmacy<br>3.SAPC/EM/CC<br>4.Surgery/Anth         | 5. Client Services<br>6. LA Clinics<br>7. Radiology<br>8. Amb Sp Services | 9. Comm/Internal<br>Med<br>10.Central Supply/<br>Sterile Proc & Admin |
| CCAH                          | 1. Client Services - Comm/Internal Med<br>2. Rad & Med Oncology | 3. 2 <sup>nd</sup> Floor Genetics<br>(VGL), Oncology,<br>PHR & VME        |   |
| VM2                           | 1. CAPE/<br>Imaging<br>Services                                 | 2. Small Animal<br>Specialty Services                                     | 3. NICU/LAICU<br>Comm/Intern Med<br>CCAH & VME                        |
| VALLEY                        | VMDO- Academic Programs   |   |   |
| SCHALM                        | VMDO- Academic Programs   |   |   |
| TUPPER                        | 1. VME  | 2. VSR  | 3. PHR  |
| GOURLEY                       | VMDO- Academic Programs   |   |   |
| EAPL                          | VMDO- Academic Programs   |   |   |
| SVM Old Davis Road Facilities |   |   |   |
| BUILDING                      |   | DEPARTMENT  |   |
| CRC                           | CRC   |   |   |
| CPL                           | CPL   |   |   |
| CEH                           | CEH   |   |   |
| VGL                           | VGL   |   |   |
| J1                            | PHR & PMI   |   |   |

## **I. Authorities and Responsible Parties**

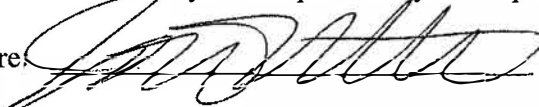
The authority and responsibility for the implementation and maintenance of the Injury and Illness Prevention Program (IIPP) is in accordance with University Policy (UCD Policy & Procedure Manual Section 290-15: Safety Management Program) and California Code of Regulations (8 CCR, Section 3203) and is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

### ***Vet Med Dean's Office – Academic Programs***

1. Name: **Dr. Joie Watson**

Title: Department Chair

Authority: Direct authority and responsibility for implementing and maintaining this IIPP

Signature:  Date: 6/10/19

2. Name: **Amanda Steidlmayer**

Title: Chief Administrative Officer (Strategic Initiatives Coordinator)

Authority: Direct authority and responsibility for ensuring implementation of this IIPP

Signature:  Date: 6/17/19



## **I. Authorities and Responsible Parties**

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### ***Vet Med Student Services and Administration – Office of the Dean***

1. Name: **Mary McNally**

Title: Executive Assistant Dean

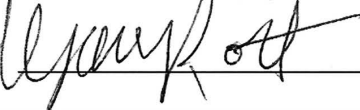
Authority: Direct authority and responsibility for implementing and maintaining this IIPP

Signature:  Date: 5/24/2019

2. Name: **Megan Rott**

Title: Director of Human Resources

Authority: Direct authority and responsibility for ensuring implementation of this IIPP

Signature:  Date: 5/24/19

3. Name: **Shireen Lovell**

Title: Budget and Fiscal Officer

Authority: Direct authority and responsibility for ensuring implementation of this IIPP

Signature:  Date: 5/24/19

## **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:

### ***Anatomy, Physiology and Cell Biology***

1. Name: **Edward Schelegle**

Title: Departmental Chairperson

Authority: Direct authority and responsibility for implementing and maintaining this IIPP

Signature:  Date: 05/24/2019

2. Name: **Denise Christensen**

Title: Administrative Manager

Authority: Direct authority and responsibility for ensuring implementation of this IIPP

Signature: Denise Christensen Date: 05/24/2019

## **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:

### ***Molecular Biology***

1. Name: **Pam Lein**

Title: Departmental Chairperson

Authority: Direct authority and responsibility for implementing and maintaining this IIPP

Signature: *Pamela J. Lein* Date: 05/24/2019

2. Name: **Denise Christensen**

Title: Administrative Manager

Authority: Direct authority and responsibility for ensuring implementation of this IIPP

Signature: *Denise Christensen* Date: 05/24/2019

## **I. Authorities and Responsible Parties**

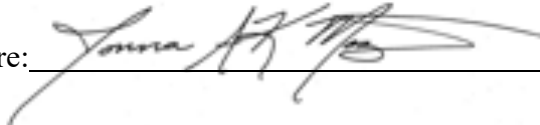
The authority and responsibility for the implementation and maintenance of the Injury and Illness Prevention Program (IIPP) is in accordance with University Policy (UCD Policy & Procedure Manual Section 290-15: Safety Management Program) and California Code of Regulations (8 CCR, Section 3203) and is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

### ***One Health Institute***

**1. Name: Jonna Mazet**

Title: Executive Director

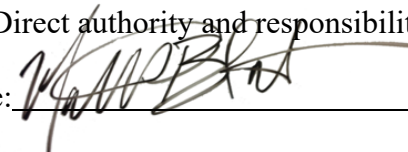
Authority: Direct authority and responsibility for implementing and maintaining this IIPP

Signature:  Date: 03 May 2019

**2. Name: Matt Blake**

Title: Chief Operating Officer

Authority: Direct authority and responsibility for ensuring implementation of this IIPP

Signature:  Date: 03 May 2019

## **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:

### ***Population Health and Reproduction***

1. Name: **Bart Weimer**

Title: Departmental Chairperson

Authority: Direct authority and responsibility for implementing and maintaining this IIPP

Signature:  Date: 3/25/19

2. Name: **Linda Potoski**

Title: Administrative Manager

Authority: Direct authority and responsibility for ensuring implementation of this IIPP

Signature:  Date: 3/25/19

## **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:

### ***Pathology, Microbiology and Immunology***

1. Name: **Dori Borjesson**

Title: Departmental Chairperson

Authority: Direct authority and responsibility for implementing and maintaining this IIPP

Signature:  Date: 3-25-19

2. Name: **Linda Potoski**

Title: Administrative Manager

Authority: Direct authority and responsibility for ensuring implementation of this IIPP

Signature:  Date: 3-25-19

## **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:

### ***Surgical and Radiological Sciences***

1. Name: **Bruno Pypendop**

Title: Departmental Chairperson

Authority: Direct authority and responsibility for implementing and maintaining this IIPP

Signature:  Date: 03/26/2019

2. Name: **Rachel Pollard**

Title: Departmental Vice-Chairperson

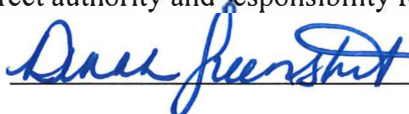
Authority: Direct authority and responsibility for implementing and maintaining this IIPP

Signature:  Date: 03/26/2019

3. Name: **Dinah Greenstreet**

Title: Administrative Manager

Authority: Direct authority and responsibility for implementing and maintaining this IIPP

Signature:  Date: 3/25/19

## 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:

### *Medicine and Epidemiology*

1. Name: **John Angelos**

Title: Departmental Chairperson

Authority: Direct authority and responsibility for implementing and maintaining this IIPP

Signature: John A. Angelos Date: 5/31/19

2. Name: **Catherine Outerbridge**

Title: Departmental Vice-Chairperson

Authority: Direct authority and responsibility for implementing and maintaining this IIPP

Signature: Cath Outerbridge Date: 6/12/19

3. Name: **Pamela Mazanet**

Title: Administrative Manager

Authority: Direct authority and responsibility for implementing and maintaining this IIPP

Signature: Pamela A. Mazanet Date: 5-24-19



## **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:

### ***Center for Companion Animal Health***

1. Name: **Michael Kent**

Title: Director CCAH


Authority: Direct authority and responsibility for implementing and maintaining this IIPP

Signature:  Date: 6/6/19

2. Name: **Nancy Bei**

Title: Administrative Manager

Authority: Direct authority and responsibility for ensuring implementation of this IIPP

Signature:  Date: 6/6/19

## 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:

### *Veterinary Genetics Lab*

1. Name: **Rebecca Bellone**

Title: VGL Director

Authority: Direct authority and responsibility for implementing and maintaining this IIPP

Signature: Rebecca Bellone Date: 5/24/19

2. Name: **Cecilia Penedo**

Title: Service Director

Authority: Direct authority and responsibility for implementing and maintaining this IIPP

Signature: Cecilia Penedo Date: 5/28/19

3. Name: **Lisa Dalbeck**

Title: VGL Safety Coordinator

Authority: Direct authority and responsibility for implementing and maintaining this IIPP

Signature: Lisa Dalbeck Date: 5/24/19

## 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:



### ***Comparative Pathology Lab***

1. Name: **Denise M. Imai-Leonard**

Title: CPL Director

Authority: Direct authority and responsibility for implementing and maintaining this IIPP

Signature: \_\_\_\_\_

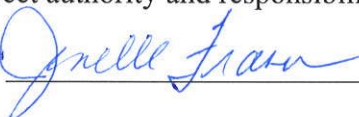
Date: 5/29/19  

2. Name: **Jenelle Fraser**

Title: Assistant Director

Authority: Direct authority and responsibility for implementing and maintaining this IIPP

Signature: \_\_\_\_\_

Date: 5/29/19 

## 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:

### *Center for Equine Health*

1. Name: **Carrie Finno**

Title: CEH Director

Authority: Direct authority and responsibility for implementing and maintaining this IIPP

Signature:  Date: 4.24.19

2. Name: **Kaylie Kingston**

Title: Administrative Manager

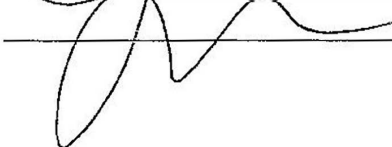
Authority: Direct authority and responsibility for ensuring implementation of this IIPP

Signature:  Date: 4/24/19

3. Name: **Tatiana Viau**

Title: Animal Resource Manager

Authority: Direct authority and responsibility for implementing and maintaining this IIPP

Signature:  Date: 4/25/19

## 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:

### *SVM Facilities & Safety Group*

1. Name: **Krisztina Forward**

Title: SVM Safety Officer (Office of the Dean)

Authority: Direct authority and responsibility for implementing and maintaining this IIPP

Signature:  Date: 5/24/19

2. Name: **Shirley Liu**

Title: VMTH Safety Officer (Office of the Dean)

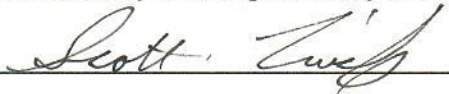
Authority: Direct authority and responsibility for implementing and maintaining this IIPP

Signature:  Date: 7/1/19

3. Name: **Scott Cooling**

Title: SVM Director Facilities/Safety Management

Authority: Direct authority and responsibility for implementing and maintaining this IIPP

Signature:  Date: 5/24/19

## **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:

### ***California Raptor Center***

1. Name: **Michelle Hawkins**

Title: Director of Operations and Academic Programs

Authority: Direct authority and responsibility for implementing and maintaining this IIPP

Signature:  Date: 2/14/19

2. Name: **Brett Stedman**

Title: Manager

Authority: Direct authority and responsibility for ensuring implementation of this IIPP

Signature:  Date: 3/27/19

## II. System of Communications

1. Effective communications with SVM employees have been established using the following methods:

- Standard Operating Procedures
  - Safety Data Sheets
  - Monthly departmental operations meetings
  - Internal media (VIPER, SVM Safety Site)
  - EH&S Safety Nets
  - Training videos
  - Safety Newsletter
  - Handouts
  - Building Evacuation Plan (SVM EAP)
  - E-mail
  - Posters and warning labels
  - Job Safety Analysis – Initial Hire
  - Job Safety Analysis – Annual Review
  - Other (list): Verbal Communications, Training Class Attendance
- 
- 
- 
- 
- 
- 
- 

2. Employees should report any potential health and safety hazard that may exist in the workplace to their supervisor and/or SVM Safety Group. **Hazard Alert Forms** 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. (see Appendix Part f. )
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](#)).

# Occupational Health and Safety Hazards in the SVM

## **GENERAL**

Flooring - surface integrity, traction, debris  
Walkways – width, obstacles  
Stairs  
Cabinets – stability and height  
Furniture – ergonomics  
Work areas – tool storage, adequate space, access, lighting, emergency exits  
Electrical – adequate number of outlets and switch locations  
Computer terminal – eye strain  
Heavy Lifting – adequate mechanical devices available

## **FIRE**

Identify fire hazards, combustibles, and heat producers

## **HAZARDOUS MATERIALS**

Refer to Safety Data Sheets (SDS)

Cytotoxic Agents

## **PUBLIC HEALTH**

Zoonotic diseases  
Aerosol Infectious Agents  
Eating in the work area  
Animal bites and scratches  
Air quality (dust, toxic fumes, temperature)

## **MEDICAL WASTE**

Sharps  
Biohazard waste  
Pharmaceutical waste

## **X-RAY AND NUCLEAR MEDICINE**

Radiation Exposure  
Hazardous Chemicals (radioactive isotopes)

## **OTHER HAZARDS**

Compressed gases  
Anesthetic gases  
Ladders  
Power Tools  
Autoclaves  
Forklift and other vehicles  
Cranes and Hoists  
Toxic Therapeutic Agents  
Working on elevated surfaces





## AMBULANCE:

**911**

## FIRE – Hazardous Spills:

**911**

From a Cellphone

**(530)752-1234**

## POLICE:

**911**

From a Cellphone

**(530)752-1230**

## FACILITIES:

**(530)752-1655**

## HEALTH CARE:

- OCCUPATIONAL HEALTH SERVICES: (530)752-6051  
Cowell Hall – across from Russell Field
- STUDENT HEALTH SERVICES: (530)752-2300  
La Rue Road – across from the ARC
- DAVIS URGENT CARE: (530)759-9110  
(Monday-Friday 5pm-8pm)  
4515 Fermi Place #105, Davis CA 95616
- SUTTER HOSPITAL EMERGENCY ROOM: (530)757-5111  
(After-hours, 24 hours on weekends, holidays)  
2000 Sutter Place, Davis CA 95616

## SAFETY:

- SVM Safety Officer – Krisztina Forward (530)219-3543
- VMTH Safety Officer – Shirley Liu (530)219-0632
- Environmental Health & Safety (Business hours): (530)752-1493
- Environmental Health & Safety (After hours/on-call): (530)752-1230
- Workers Compensation: (530)752-7243
- Cal/OSHA (916)263-2800

## LAB/SERVICE SUPERVISOR:

Name

Phone#

### 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 throughout the School of Veterinary Medicine:

- h. Laboratory Staff, Administrative Staff, Teaching Faculty, Research Faculty
- i. Project Scientist, Junior Specialist, Students
- j. These JSAs can be found in the **Appendix Section X. Part a.**

**Note: Gourley Clinical Teaching Center and VMTH have completed a JSA specific to the duties carried out by staff, students, faculty, etc while working in those areas. Please refer to Section X. Part b. of this IIPP for the Gourley JSA and the VMTH IIPP for their JSA.**

Site Specific Job Safety Analysis should be completed by the Principal Investigator/Supervisor if not addressed in the Analyses below.

The Template can be found on SVM Safety Website: <https://safety.vetmed.ucdavis.edu/>

## 2. Worksite Inspections

Worksite inspections are conducted to identify and evaluate potential hazards. Annual lab inspections, administrative space inspections and fire and life safety. 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) Location:               **See buildings list**  
Frequency:               Annual  
Responsible Person:     Krisztina Forward and/or Shirley Liu  
Records Location:       Vet Med 3B Rm. 1211

Template **Worksite Inspection Forms** are located on page 14. Completed Worksite Inspection Forms are filed by the SVM and VMTH Safety Officers.

# WORKSITE INSPECTION FORM

## General Office Environment

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_

### Administration and Training

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

### General Safety

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

### Electrical Safety

|  |     |   |
|--|-----|---|
| Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | 15. | Are plugs, cords, electrical panels, and receptacles in good condition? No exposed conductors or broken insulation?   |
| Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | 16. | Are circuit breaker panels accessible and labeled?  |
| Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | 17. | Are surge protectors being used? If so, they must be equipped with an automatic circuit breaker, have cords no longer than 15 feet in length, and be plugged directly into a wall outlet. |
| Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | 18. | Is lighting adequate throughout the work environment?   |
| Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | 19. | Are extension cords being used correctly? They must not run through walls, doors, ceiling, or present a trip hazard.  |
| Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | 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.                                |

Buiding/Room: \_\_\_\_\_

Bay(s) #: \_\_\_\_\_

Department: \_\_\_\_\_

Principal Investigator/Lab Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Inspector: \_\_\_\_\_

| Health and Safety Management   | Y | N | N/A |
|--|---|---|-----|
| 1. UC DAVIS Lab Safety Manual Present  |   |   |     |
| 2. Training provide in chemical safety, physical hazards, general lab safety (JSA)   |   |   |     |
| 3. Easy access to and familiarity with Safety Data Sheets (SDS)  |   |   |     |
| 4. Documented special training for staff using biohazards, toxins, carcinogens   |   |   |     |
| 5. Lab emergency action/fire plan procedures provided to staff<br>(Exits, Fire Ext use and location, Medical help, Injury Reporting) |   |   |     |
| 6. Chemical/& or Biological spill kits present and easily located  |   |   |     |
| 7. Previous audit findings have been abated? (Retain printed records)  |   |   |     |
| 8. Lab safety inspections are performed at a min annual by lab staff (Retain records)  |   |   |     |
| 9. Complete training records and docs for <u>all</u> staff   |   |   |     |
| 10. Room & cabinets containing carcinogens, biohazards & radioactive mat labeled   |   |   |     |

| General Safety   | Y | N | N/A |
|--|---|---|-----|
| 1. Doors to the lab operate, close and lock properly   |   |   |     |
| 2. Work areas clean and uncluttered  |   |   |     |
| 3. First aid kit available, visible and easily accessible  |   |   |     |
| 4. Equipment taller than 5 ft adequately secured   |   |   |     |
| 5. Shelves have lips, wire or other restraints in place  |   |   |     |
| 6. Food and beverages prohibited in lab and kept out of lab fridges and cabinets                                 |   |   |     |
| 7. Sinks labeled "Industrial Water - Do Not Drink"   |   |   |     |
| 8. Protective gloves available and worn for lab procedures (chemical/biological)<br>where skin contact may occur |   |   |     |
| 9. Safety glasses/ANSI approved goggles for eye protection available/worn in the lab                             |   |   |     |
| 10. Appropriate PPE &/or respiratory protection avaiable and worn - laundered reg or wiped for respirators       |   |   |     |
| 11. Aisles, exits, adjoining hallways free of obstruction  |   |   |     |

| Laboratory Equipment  | Y | N | N/A |
|---|---|---|-----|
| <b>1. Fume Hoods</b>  |   |   |     |
| a. Tested within the past year as indicated by Facilities Service labels                    |   |   |     |
| b. Storage is kept to a minimum and does not impede air flow                                |   |   |     |
| c. Air is drawn in (use tissue on hood edge to test) - flow indicator installed and working |   |   |     |
| d. Audible alarm present and operational  |   |   |     |
| <b>2. Refrigerators/Freezers</b>  |   |   |     |
| a. Those used for storage of flammables/explosives are non-sparking & properly labeled      |   |   |     |
| b. Fridges and freezers (household type) are labeled as " Not Safe for Flammable Storage"   |   |   |     |
| <b>3. Gas Cylinders</b>   |   |   |     |
| a. Double- chained (top & bottom) to an immovable object to prevent tipping& falling        |   |   |     |
| b. Valves are capped when not in use  |   |   |     |

|   |  |  |  |
|---|--|--|--|
| c. Stored away from incompatible gasses   |  |  |  |
| <b>4. Misc</b>  |  |  |  |
| a. Laboratory ventilation is negative with respect to corridors and offices               |  |  |  |
| b. Rotating/moveable parts & belts guarded with screens having less than 1/4' opening     |  |  |  |
| c. Lab coats, sleeves, barriers, long hair can get caught or tangled in any machine parts |  |  |  |
| d. Rarely used lab sinks have water run through the pipes on a regular basis              |  |  |  |

| Hazardous Materials   | Y | N | N/A |
|---|---|---|-----|
| <b>Chemical</b>   |   |   |     |
| 1. Chemicals labeled to identify contents and hazards - including 2° containers/vessels   |   |   |     |
| 2. Chemicals separated by hazard class and stored to prevent spills<br>(acids, bases, oxidizers, flammables) 2° containment                 |   |   |     |
| 3. Chemicals inventoried (name, quantity on hand, amt used per year) - CIS  |   |   |     |
| 4. All chemical waste disposed of by EH&S   |   |   |     |
| 5. Chemical waste containers properly <u>segregated</u> , sealed with tight-fitting caps<br>& stored with WASTE label - 2° containment used |   |   |     |
| 6. Ether and other peroxide forming chemicals dated & re Fridgerated (SafetyNet #23)  |   |   |     |
| 7. Carcinogens - sticker visible where stored   |   |   |     |
| a. Campus-regulated carcinogens handled safely to reduce exposure - need EH&S authorization   |   |   | X   |
| b. Carcinogens listed   |   |   |     |
| c. SOP Present/updated/training documented  |   |   |     |
| 8. Plumbed emergency shower/eyewash available for all chemical/biological splashes<br>&/or mechanical hazards                               |   |   |     |
| a. Eyewash tested regularly   |   |   |     |
| b. Clear from blockage  |   |   |     |
| 9. Sharps are stored in puncture-proof containers and labled (med/chem sharps)  |   |   |     |
| <b>Biological</b>   |   |   |     |
| 10. Biohazard/ Med wastes are contained using red (biohazard labeled) bags  |   |   |     |
| 11. Full biohazard bags are managed and disposed as required  |   |   |     |
| 12. Biohazard containers have stickers on all sides and no bag overhand obstructing signage   |   |   |     |
| 13. Biohazard containers are disinfected regularly and have no "trash" in them when empty (no bag)  |   |   |     |
| 14. Sharps do not go past the fill line   |   |   |     |

| Fire and Electrical Safety   | Y | N | N/A |
|--|---|---|-----|
| 1. Fire doors are unobstructed and easily closed   |   |   |     |
| 2. Lab stores >10 gal of flammables - located in approved, autoclosing flammable storage cabinet           |   |   |     |
| 3. Flammable liquids stored in 1-gal or less containers for kept in 2-gal or less safety cans              |   |   |     |
| 4. Flammable liquids in flammable storage cabinet limited to 60 gal per fire rated area                    |   |   |     |
| 5. Plugs, cords, receptacles & fitting covered are in good condition (no frayed cords; no electrical tape) |   |   |     |
| 6. Control switches, circuit breakers, electrical panels, emergency power cabinets free of obstructions    |   |   |     |
| 7. All outlet adaptors removed - surge protectors; heating devices must be plugged directly into the wall  |   |   |     |
| 8. All Bunsen burners and gas cylinders have appropriate tubing  |   |   |     |
| 9. Items stored on upper shelves are not obstructing fire sprinklers/strobes                               |   |   |     |
| 10. Fire extinguisher maintenance tag is current; checked annually and monthly                             |   |   |     |
| 11. Fire extinguisher is fully charged; pin and/or security seal intact                                    |   |   |     |
| 12. Electrical cords do not pose a tripping hazard   |   |   |     |

**Fume Hood**

Room: \_\_\_\_\_ Velocity: \_\_\_\_\_ Date last tested: \_\_\_\_\_

Room: \_\_\_\_\_ Velocity: \_\_\_\_\_ Date last tested: \_\_\_\_\_

**Biosafety Cabinet(s)**

Room: \_\_\_\_\_ UCD#: \_\_\_\_\_ Date last certified: \_\_\_\_\_

Room: \_\_\_\_\_ UCD#: \_\_\_\_\_ Date last certified: \_\_\_\_\_

**Common Carcinogen(s)**

**Compressed Gas:**

Type: \_\_\_\_\_ Quantity: \_\_\_\_\_ Room: \_\_\_\_\_

Type: \_\_\_\_\_ Quantity: \_\_\_\_\_ Room: \_\_\_\_\_

**Flammables:**

|                          |                          |       |       |           |       |
|--------------------------|--------------------------|-------|-------|-----------|-------|
| Cabinet                  | Room                     | Type: | _____ | Quantity: | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> |       |       |           |       |
| <input type="checkbox"/> | <input type="checkbox"/> | Type: | _____ | Quantity: | _____ |

**Personel Protective Equipment:**

|           |   |         |         |                 |                |              |  |           |  |  |  |  |     |  |      |  |           |  |           |  |  |   |      |  |       |  |         |  |
|-----------|---|---------|---------|-----------------|----------------|--------------|--|-----------|--|--|--|--|-----|--|------|--|-----------|--|-----------|--|--|---|------|--|-------|--|---------|--|
| Aprons    | Barrier Sleeves   | Booties | Bonnets | Dust/Surg Masks | Earplugs       | Face Shields |  |           |  |  |  |  |     |  |      |  |           |  |           |  |  |   |      |  |       |  |         |  |
| Field PPE | Gloves  | Goggles | Gowns   | Respirators     | Safety Glasses | Lab Coat     |  |           |  |  |  |  |     |  |      |  |           |  |           |  |  |   |      |  |       |  |         |  |
|           | <table border="1"> <tr><td>Nitrile</td><td></td></tr> <tr><td>Chem</td><td></td></tr> <tr><td>Cryo</td><td></td></tr> <tr><td>Autoclave</td><td></td></tr> </table> | Nitrile |         | Chem            |                | Cryo         |  | Autoclave |  |  |  | <table border="1"> <tr><td>N95</td><td></td></tr> <tr><td>PAPR</td><td></td></tr> <tr><td>Half Mask</td><td></td></tr> <tr><td>Full Mask</td><td></td></tr> </table> | N95 |  | PAPR |  | Half Mask |  | Full Mask |  |  | <table border="1"> <tr><td>Blue</td><td></td></tr> <tr><td>White</td><td></td></tr> <tr><td>Barrier</td><td></td></tr> </table> | Blue |  | White |  | Barrier |  |
| Nitrile   |   |         |         |                 |                |              |  |           |  |  |  |  |     |  |      |  |           |  |           |  |  |   |      |  |       |  |         |  |
| Chem      |   |         |         |                 |                |              |  |           |  |  |  |  |     |  |      |  |           |  |           |  |  |   |      |  |       |  |         |  |
| Cryo      |   |         |         |                 |                |              |  |           |  |  |  |  |     |  |      |  |           |  |           |  |  |   |      |  |       |  |         |  |
| Autoclave |   |         |         |                 |                |              |  |           |  |  |  |  |     |  |      |  |           |  |           |  |  |   |      |  |       |  |         |  |
| N95       |   |         |         |                 |                |              |  |           |  |  |  |  |     |  |      |  |           |  |           |  |  |   |      |  |       |  |         |  |
| PAPR      |   |         |         |                 |                |              |  |           |  |  |  |  |     |  |      |  |           |  |           |  |  |   |      |  |       |  |         |  |
| Half Mask |   |         |         |                 |                |              |  |           |  |  |  |  |     |  |      |  |           |  |           |  |  |   |      |  |       |  |         |  |
| Full Mask |   |         |         |                 |                |              |  |           |  |  |  |  |     |  |      |  |           |  |           |  |  |   |      |  |       |  |         |  |
| Blue      |   |         |         |                 |                |              |  |           |  |  |  |  |     |  |      |  |           |  |           |  |  |   |      |  |       |  |         |  |
| White     |   |         |         |                 |                |              |  |           |  |  |  |  |     |  |      |  |           |  |           |  |  |   |      |  |       |  |         |  |
| Barrier   |   |         |         |                 |                |              |  |           |  |  |  |  |     |  |      |  |           |  |           |  |  |   |      |  |       |  |         |  |

**COMMENTS/CORRECTIVE ACTIONS/FOLLOW-UP**



| Documents  | Y | N | N/A |
|--|---|---|-----|
| SafetyNet #13 - Chemical Spills                                    |   |   |     |
| SafetyNet #127 - Biological Spills                                 |   |   |     |
| Bloodborne Pathogen Exposure Control Plan (BBP)                    |   |   |     |
| Medical Waste Management Plan (MWMP)                               |   |   |     |
| Aerosol Transmissible Disease Control Plan                         |   |   |     |
| Chemical Hygiene Plan (CHP)  |   |   |     |
| IACUC Protocol   |   |   |     |
| Protocol#:   |   |   |     |
| Exp:   |   |   |     |
| Occupational Health Surveillance System                            |   |   |     |
| Biological Use Authorization (BUA)                                 |   |   |     |
| Protocol#:   |   |   |     |
| Exp:   |   |   |     |
| Chemical Use Authorization (CUA)                                   |   |   |     |
| Protocol#:   |   |   |     |
| Exp:   |   |   |     |
| Radiation Use Authorization (RUA)                                  |   |   |     |
| Protocol#:   |   |   |     |
| Exp:   |   |   |     |
| Laser Use Authorization (LUA)                                      |   |   |     |
| Protocol#:   |   |   |     |
| Exp:   |   |   |     |
| Machine Use Authorization (MUA)                                    |   |   |     |
| Protocol#:   |   |   |     |
| Exp:   |   |   |     |
| Chemical Inventory System (CIS)                                    |   |   |     |
| Certification Date:  |   |   |     |
| SVM Emergency Action Plan (EAP)                                    |   |   |     |
| SVM Injury Illness & Prevention Plan (IIPP)                        |   |   |     |
| Heat Illness   |   |   |     |
| CUPA   |   |   |     |
| Certification Date:  |   |   |     |
| Carcinogen Specific SOPs   |   |   |     |
| Reproductive Hazards SOPs  |   |   |     |
| Hazard Toxic/Acutely Toxic Chemical SOPs                           |   |   |     |
| Safety Data Sheets   |   |   |     |
| Lab Specific SafetyNets  |   |   |     |
| Controlled Substance Log- accurate/ drugs are securely locked away |   |   |     |
| Training   |   |   |     |
| UC Lab Safety Fundamentals   |   |   |     |
| Safe Use Biological Safety Cabinets                                |   |   |     |
| Biowaste Handling  |   |   |     |
| 49CFR  |   |   |     |
| Aerosol Training   |   |   |     |
| Fume Hood Training   |   |   |     |
| Animal Care & Use 101  |   |   |     |
| Dangerous Goods Shipping   |   |   |     |
| Crane & Hoist  |   |   |     |
| Shop Safety  |   |   |     |
| Heat Illness   |   |   |     |
| Signage  |   |   |     |
| Hazard Notice Outside Lab  |   |   |     |
| BSL -2   |   |   |     |
| BSL - 3  |   |   |     |
| IACUC Protocol   |   |   |     |
| Emergency Contacts   |   |   |     |
| SVM Injury Reporting   |   |   |     |
| Contact info and contents ID in Fridges & Freezers                 |   |   |     |
| Contact info and contents ID in Incubators                         |   |   |     |

|   |  |  |  |
|---|--|--|--|
| Biohazard stickers on equipment/storage   |  |  |  |
| Radioactive stickers on equipment/storage |  |  |  |

## V. Accident Investigation

1. **SVM employees** will immediately notify their supervisor when occupationally-related injuries and illnesses occur, or when employees first become aware of such problems.
2. **SVM students (Non-Paid)** will immediately report to a supervisor, faculty clinician, course instructor or a service staff member with any instructional lab or class-related injuries or illnesses.
3. **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.

**Employees** – For any occupational injury or illness the **Accident Investigation Form (through EFR)** shall be completed to record pertinent information and a copy retained to serve as proper documentation. (see Page 20 and/or SVM Safety Website: <https://safety.vetmed.ucdavis.edu/>)

**Students (non-paid)** - Complete SVM Student Injury/Report Form (see Appendix: Part d. , and student and/or staffs **submit forms as follows:**

- If the injury occurred in the **VMTH (Summer Rotations, or 4<sup>th</sup> year):**
  - Student Affairs Office in the VMTH  
Contact: Nicole Adams; [nijadams@ucdavis.edu](mailto:nijadams@ucdavis.edu); 530-752-0773
- If the injury occurred **elsewhere (1<sup>st</sup>-3<sup>rd</sup> year, not on Summer Rotation):**
  - Academic Programs in VMA  
Contact: Amanda Steidlmayer; [arsteidlmayer@ucdavis.edu](mailto:arsteidlmayer@ucdavis.edu); 530-754-0132

Bites/Scratches that occur at Gourley Teaching Center and at VMTH must be reported according to procedures as outlined below (see Appendix: Part d. for detailed instructions, Part e. for forms):

### Gourley:

- Have injured person fill out forms (use online form)
- Student - Bite report & SVM Student Injury/Incident Report Form – (located on VIPER under Students ) and notify Angela Culp [angwade@ucdavis.edu](mailto:angwade@ucdavis.edu)
  - NOTE: These forms apply to those students that are NOT on VMTH rotations
- Staff – Bite Report, Fill out [EFR](#)

### VMTH:

- Bite and Scratch Report through PerfectForms are located on the desktops of all SAC and LAC computers. The link is labeled VMTH Bite and Scratch Report.



- Email the attending clinician (listed on the current visit), the faculty (listed on the current visit) and Traci Zalasky (zalasky@ucdavis.edu) the following, indicate in the email if it was a bite, scratch or both. **DO NOT REVEAL WHO WAS BITTEN/SCRATCHED** (*make sure that the italic is filled in*)

4. **SVM Injury Reporting Procedure:** 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. (UC Davis Policy and Procedure Manual 370-20 Risk Management)

The Employee First Reporting (EFR) is a web based application that allows employees to report work-related injury, illness, or exposure.

To submit and manage new claims, please visit: <https://ehs.ucop.edu/efr>

- For information on how to submit a claim, please visit:  
[http://safetyservices.ucdavis.edu/sites/default/files/documents/efrclaimcreation\\_0.pdf](http://safetyservices.ucdavis.edu/sites/default/files/documents/efrclaimcreation_0.pdf)
- For information on how to complete an employer investigation, please visit:  
[http://safetyservices.ucdavis.edu/sites/default/files/documents/efremployerinvestigation\\_0.pdf](http://safetyservices.ucdavis.edu/sites/default/files/documents/efremployerinvestigation_0.pdf)

4. **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 Safety Net #121 for OSHA notification instructions and review SVM policy.

The **SVM Injury Reporting Instructions** shall be followed and completed to record pertinent information and a copy retained to serve as proper documentation.

For SVM Injury Reporting Instructions see **Appendix Part c.:**

For SVM Student Injury Reporting Instructions see **Appendix Part d.:**



- I. POLICY:** The employer is to report any fatality or any serious injury or illness related to employment to Cal/OSHA immediately (as soon as possible) but no later than eight (8) hours. During working hours Occupational Health will provide notification if the employee is seen there. If the injured employee goes to a hospital then the Principal Investigator (PI) and/or Lab Manager (if PI is not available) should be notified and should report the incident directly to EH&S.

After-hours the PI or Lab Manager calls the UC Davis Police Dispatch line who will contact an Environmental Health and Safety (EH&S) representative. A representative will call back the reporting party for details.

In each circumstance the PI and Safety Officer should be informed immediately.

- II. PURPOSE:** To ensure compliance with Cal/OSHA reporting requirements.

- III. NON-COMPLIANCE:** Failure to fulfill all reporting requirements may result in a \$5,000 fine being assessed against the department of SVM.

**IV. DEFINITIONS:**

Immediately - as soon as practicably possible but no later than eight (8) hours after the employer knows or with diligent inquiry would have known of the death or serious injury illness or injury.

Serious injury or illness means any injury or illness occurring in a place of employment or in connection with any employment which:

- a) requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or;
- b) in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement;
- c) loss of a member of the body- includes any loss of bone in a finger, including that which is required to treat a wound;

- d) does not include any injury or illness or death caused by accident on a public street or highway.

## V. PROCEDURES:

### During Business Hours – Employee goes to Occupational Health

1. Report incident to Lab Manager (if PI is not available) or to both parties
  - a. Lab Manager should inform:
    - i. Safety Officer
    - ii. Principal Investigator (if they are not already aware)
    - iii. Administrative Manager
2. Safety Officer will ensure incident reported to EH&S and Cal/OSHA
3. PI or Lab Manager should prepare the following information and send to Safety Officer to complete the incident reporting.

An injury form can be used:

- a. Time/date of accident
- b. Employer's address and contact phone number
- c. Name and job title of person reporting incident
- d. Name of person to contact at site of accident
- e. Name and address of injured employee
- f. Nature of injury
- g. Location where injured employee was moved to
- h. Description of accident
  - i. Comment if the accident scene has been altered (for investigatory purposes)

### After-Hours – Employee goes to Hospital

1. Report incident to Lab Manager (if PI is not available) or to both parties
  - a. Lab Manager should inform:
    - i. Safety Officer and
    - ii. Principal Investigator
    - iii. Administrative Manager
2. Contact UC Davis Police Dispatch at (530) 752-1230 *immediately* and inform them to contact EH&S regarding serious injury/illness/death

- a. Provide call back number for EH&S
- 3. Report pertinent information to EH&S representative.
  - a. Document name and time of call
- 4. PI or Lab Manager should prepare the following information and send to Safety Officer to complete the incident reporting.

An injury form can be used:

- a. Time/date of accident
  - b. Employer's address and contact phone number
  - c. Name and job title of person reporting incident
  - d. Name of person to contact at site of accident
  - e. Name and address of injured employee
  - f. Nature of injury
  - g. Location where injured employee was moved to (hospital)
  - h. Description of accident
- Comment if the accident scene has been altered (for investigatory purposes)

In the event of a death of the employee Human Resources will inform campus HR/Benefits and Payroll regarding death benefit payments.

**VI. RESPONSIBILITY:** Every Principal Investigator is responsible for reading, understanding, and complying with the terms of this policy.

**VII. HISTORY OF POLICY:** Developed by VMTH Human Resources Manager on 7/21/15 and reviewed by management team; adapted by SVM and approved by administrative team 3/2019.

**For anyone that is not a UC employee or student (ex: visiting faculty and guests) the following form should be filled out in the event of an injury, accident or incident:**

**Incident Report Form - <https://safetyservices.ucdavis.edu/article/risk-management-forms>**

## **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** 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 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).

Here is a list of minimal training requirements for all new laboratory employees:

- UC Learning Center online training (LMS) (underlined and in bold if available): For LMS, supervisors email [sdps@ucdavis.edu](mailto:sdps@ucdavis.edu) and request to add the employee under a specific supervisor and list the courses needed.
  - SVM IIPP and EAP – reviewed annually (available to view through SVM Safety Website: <https://safety.vetmed.ucdavis.edu/>)
  - **UC Lab Safety Fundamentals**– renewed every 3 years (email reminder)
  - **Hazard Communications Training**– renewed every 3 years (email reminder)
- Training Specific to Lab Function:
  - Animal Care and Handling Safety -
    - **Animal Care and Use 101** – renewed every 3 years ((email reminder)  
\*\*This class is needed in order to be added to the IACUC protocol in addition to the Risk Assessment being filled out.
  - Biological Safety\_–
    - **Proper Handling of Materials at Biosafety Level 1** (renewed every 3 years)
    - **UC Davis Biosafety Level 2** (renewed every 3 years)
    - **Bloodborne Pathogen Awareness** (one time course)
    - **Safe Use of Biological Safety Cabinets** (one time course)
    - **UC Davis Medical Waste Management** (reviewed annually, renewed every 3 years – *REPLACES* Biowaste Handling & Disposal and 49CFR Transportation of Regulated Medical Waste (renewed annually)
    - Biological Spills – SafetyNet #127
  - Chemical Safety –
    - UC Chemicals – *REPLACES* CIS (review annually)
    - **Fume Hood Safety** (one time course)
    - **Hazardous Material and Hazardous Waste Management**
    - Chemical Spills- SafetyNet #13

Here is a list of minimal training requirements for non-lab employees:

- SVM IIPP and EAP – reviewed annually (available to view through SVM Safety Website: <https://safety.vetmed.ucdavis.edu/>)
- Additional training may include:
  - **Back Injury and Injury Prevention**
  - **Sprains and Strains**
  - **Ergonomics for Computer Users**
  - **Lab Safety for Support Personnel**

- Office and Safety Training (Safety Net #148)
- **Shots Fired in the Workplace**

**★ Additional service specific area training will be the responsibility of the supervisors★**

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. Standard Operating Procedures (SOP's) should be available to all employees either through a handout or on InfoShare.
5. Volunteers and Visitors of the SVM must follow UC Davis Policy and Procedure Guidelines (UCD PPM 380-08). For more information, please see supplemental documents on VIPER or visit the VMTH Directors Office.

## **Guidelines for Safe Work Practices**

1. Report all unsafe conditions and accidents to supervisors or the safety coordinator
2. All used needles, glass slides, catheter stylets, pipettes, scalpel blades, etc. must be disposed of in the sharps container.
3. Avoid recapping used needles, and after use, place them directly in to a sharps container whenever possible.
4. Clean up fecal material, urine, and other things on the floors that may cause slipping and falling as soon as possible.
5. Avoid carrying items that obscure your view when walking up or down the stairs.
6. Clean up all spills immediately. Refer to MSDS sheets when appropriate.
7. Look at the elevator floor and adjacent hallway floor before entering or exiting the elevator to avoid tripping.
8. Avoid any behavior that will tend to have an adverse influence on the safety of employees.
9. No one shall knowingly be permitted to work if their alertness is impaired by fatigue, illness or other causes that might expose the employee or others to injury.
10. Safety devices on equipment shall not be deactivated or removed.
11. Only authorized, trained employees shall operate potentially dangerous equipment such as the forklift, tractors, autoclaves, surgery tables, etc.
12. When lifting heavy objects, use the large muscles of the leg instead of the smaller back muscles. Don't hesitate to request assistance if necessary.
13. All tools and equipment must be kept in good working order. Damaged tools or equipment shall be tagged "defective", and shall not be used.
14. Electrical cords shall be protected from animals, water, and heavy traffic.
15. No smoking is allowed in the buildings or adjacent to the barns or haystacks.
16. Do not handle or restrain animals if you are not trained to do so or if you feel uncomfortable with a particular animal; Do not perform lab work if you are not trained or feel uncomfortable with the procedure.
17. Radiograph badges are to be worn whenever you are involved in taking radiographs.
18. No one under the 18 years of age may be involved in taking radiographs.
19. Gloves are to be worn when: handling infectious material, handling tissue specimens, bathing or treating animals with insecticides or other toxic substances; administering Brucella vaccine.

# SafetyNet #13 - Guidelines for Chemical Spill Control



UC DAVIS ENVIRONMENTAL HEALTH AND SAFETY • 2-1493

## General Steps To Follow

1. When 1 pint or more of a hazardous material or any amount of an extremely toxic substance is spilled or when in doubt, call UC Davis Fire Department (911). Evacuate the room, close the door, and wait for emergency personnel.
2. If the substance spilled is flammable, turn off all ignition sources before securing the room.
3. In case of chemical contact with skin or eyes, flood the affected area immediately with water; continue for at least 15 minutes. Seek medical assistance at Occupational Health Services located at the Cowell building or the Student Health and Wellness Center for skin irritation, contact with an extremely toxic substance, any eye injury, or any adverse reaction.
4. All contaminated clothing must be removed immediately. Clothes must be laundered before reuse or disposed of as hazardous waste.
5. When incidental to one's duties, small spills (1 pint or less) may be cleaned up by laboratory personnel. It is good laboratory practice to keep spill absorbents on hand. A good, general purpose spill absorbent is available from the Storehouse (Fisher Scientific, Cat. No.: NC9571649, DRIZORB Absorbent). Spill cleanup kits for solvents, acids, bases (caustics), mercury, hydrofluoric acid, and others are commercially available from sources such as J.T. Baker and Lab Safety Supply.
  - a. Most strong acids may be absorbed and then neutralized with aqueous solutions of sodium bicarbonate, calcium hydroxide (slaked lime), or sodium carbonate (soda ash). (Note: DO NOT attempt to absorb hydrofluoric acid (HF). Skip this step and neutralize immediately only if you are familiar with proper neutralization procedures for HF; otherwise, return to step one.)
  - b. Caustic solutions and flammable liquids may be absorbed with an inert absorbent.
  - c. DO NOT attempt to blot cryogenic liquid spills with unprotected hands. Evacuate the space and allow the liquid to evaporate. If the cryogenic fluid evaporates to a flammable, toxic or asphyxiating gas, follow procedures (1) and (2) for large spills.
  - d. Formaldehyde spills may be absorbed with an inert absorbent.
  - e. For mercury spills, see [SafetyNet #16](#), "Guidelines for Mercury Spill Control", for more information.
  - f. Solid spills are not usually emergencies. If the material spilled is toxic, use dampened cloths or paper towels to transfer it to plastic bags. Brushing dry material may cause dust to become airborne.
6. All absorbed spill material must be collected in double plastic bags or plastic containers with secure lids and disposed of as hazardous waste. See [SafetyNet #8](#), "Guidelines for Disposal of Chemical Waste" for more information. If the absorbent has been used for a flammable or volatile compound, it must be stored in a well-ventilated area away from sources of ignition while awaiting pickup. A fume hood is a good temporary storage area.

For additional information, contact EH&S at 530-752-1493 or [ehsdesk@ucdavis.edu](mailto:ehsdesk@ucdavis.edu).

Reviewed/Revised. 9/2011  
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# SafetyNet #127 – Biological and Biohazardous Spill Response



This Safety Net outlines the steps to take after a spill of any infectious agent or recombinant DNA material has occurred in your laboratory or in nearby areas such as in a corridor. Although any laboratory that uses hazardous materials is required to have an appropriate spill clean-up kit available and to provide spill clean-up training, responding effectively and safely to a spill requires judgment and risk assessment. If you are not comfortable with the situation or are not confident of your abilities (even if you are thoroughly trained), or if you think that clean-up might entail unacceptably elevated risk, discuss the spill with the Biological Safety Office staff at EH&S before going further. No matter what action you decide to take, moderate to high-hazard spills as noted below must be reported to the Biological Safety Office before you attempt to clean them up, and under NIH and UC Davis rules all spills of all biological materials including spills of Risk Group (RG) 1, RG2, or RG3 agents or any recombinant DNA materials must be reported to the Biological Safety Office (through the EH&S main number **530 752 1493**) within one business day. You can report the spill by telephone or use the online system at <http://safetyservices.ucdavis.edu/programs/biosafety/biohazard-incident-report>.

This SafetyNet constitutes the standard UC Davis biohazardous spill response training document, and includes a risk-related spill response matrix and a spill response instruction summary page intended for laboratory posting. Before posting the matrix and instruction sheets please highlight the matrix as appropriate to the types of biological agents handled in your laboratory.

**Spill risk assessment:** Evaluate the spill to determine the level of risk it represents, so that you can decide whether you or anyone in your group has the training, knowledge, and equipment needed to clean up the spill and to decontaminate all contaminated surfaces so that 100% of the spilled material is removed or inactivated. Your risk assessment should also help you to determine whether an immediate response with absorbent material is necessary to prevent the spill from seeping into places that will be particularly difficult to clean. Consider:

- Biohazard potential of the spilled material (Risk Group (RG) classification, agent infectious route, agent infectious dose)
- Spill volume
- Spill location
- Extent of visible spatter (cryptic spatter is likely to be even more extensive)
- Additional risks (e.g., does the spill include broken glass?)
- Skill, experience, and health status of trained personnel
- Availability of Personal Protective Equipment (PPE)

**1. Moderate to high-hazard spills that must be reported** to the Biological Safety Office *before* clean-up but *after* necessary personal decontamination include:

- Any spill >500 ml
- Any spill from a fermentor at Biological Safety Level 1--Large Scale (BSL1--LS) or above
- Any spill in a Biological Safety Level (BSL) 3 laboratory
- Any viable cultured RG2 agent of any volume outside a biological safety cabinet
- Any viable cultured RG2 agent  $\geq 10$  ml inside a biological safety cabinet
- Any spill of biological or biohazardous materials or agents in a publicly accessible area such as a corridor
- Spills of a RG2 or RG3 agent or rDNA construct inside a centrifuge that occurred during operation, in an unsealed rotor or carrier
- Spills of a RG2 or RG3 agent inside a refrigerator, especially spills discovered when the door is opened
- Any spill for which no person trained to clean up is currently available

**Biological Safety Office telephone contact information for immediate assistance:**

| Spill time and location               | Telephone number to call | Request assistance from: |
|---------------------------------------|--------------------------|--------------------------|
| <b>Normal business hours</b>          |                          |                          |
| From the Davis or Sacramento campuses | 530 752 1493             | Biological Safety Office |
| <b>After hours and on weekends</b>    |                          |                          |
| From the Davis campus                 | 911 dispatch             | EH&S 24/7 on call        |
| From the Sacramento campus            | 911 dispatch             | EH&S 24/7 on call        |

**2. Spill kit:** a biological or biohazardous spill kit should include the following items:

- Bleach or other approved disinfectant specific to your agents or materials
- Spray bottle
- Appropriate container to dilute disinfectant, if needed
- Gloves (assorted sizes)
- Eye protection/face shield and other appropriate PPE as noted below
- Paper towels (at least one full package)
- Long forceps or egg tongs (or both—egg tongs are better for picking up broken glass, forceps may be better for pushing paper towels into tight corners, and for retrieving disinfectant-soaked paper towels)
- Red biohazard bags or clear autoclave bags, as appropriate for the spilled materials
- Empty, appropriately marked sharps container for disposing broken glass (clear white without biohazard label for RG1 materials, red with a biohazard label for medical waste including human and non-human primate source materials and RG2 and RG3 infectious agents)
- A dust pan and brush for spills of dry RG1 material such as transgenic plants

Store these materials in a container of appropriate size (e.g. Nalgene tub, five-gallon paint bucket) in an easily accessible location, and verify the integrity and completeness of the contents at least

twice per year (ensure that the gloves are not degraded, that the disinfectant is not expired, that the spray bottle, paper towels, sharps container, eye protection, and forceps have not been diverted to other uses, etc). Be sure to label the container and the outside of the storage cabinet prominently.

### **To clean up a biological or biohazardous spill:**

**First Priority:** Assess yourself and other laboratory occupants for potential personal contamination. If any personal contamination with a RG2 or RG3 agent or contaminated material is found or believed to have occurred:

- a. Remove all contaminated clothing, quickly. Place contaminated clothing in a red biohazard/autoclave bag to be autoclaved later. **Do not contaminate public areas with contaminated clothing.** *In anticipation of such emergencies, the PI should provide a fire protection or other blanket that can be used to cover someone who must remove biohazardous spill-contaminated clothing or who must use an emergency shower following a chemical splash.*
- b. Flood the skin with flowing water for approximately 15 minutes and wash using soap and water. Do not use hot water and do not scrub so vigorously that you abrade the skin.
- c. If aerosol formation is believed to have been associated with the incident leave the contaminated area immediately. Post the contaminated area to prevent entry until it is safe.
- d. Seek medical attention promptly: contact Occupational Health Services (530 752 6051) and EH&S (530 752 1493). On weekends and after normal work hours call 911.
- e. **For eye splashes,** hold the eyes open and irrigate with plenty of water at an eyewash station for at least 15 minutes. Seek medical attention promptly: contact Occupational Health Services (530 752 6051) and EH&S (530 752 1493). On weekends and after normal work hours call 911.

**Second Priority:** Clean up the spill:

- A. Wear appropriate PPE to clean spills (as detailed in the response matrix that accompanies this SafetyNet).
- B. If the spill involved broken glass, pick up the large pieces with the forceps or egg tongs and dispose in a hard-walled sharps container. Handle broken glass with care!
- C. Distribute paper towels around the periphery of the spill, then towards the center. Use the forceps or egg tongs to push paper towels into recesses where spilled material may have flowed.
- D. Dilute your disinfectant to the appropriate concentration in a spray bottle (if available).
- E. When the spill is fully covered with paper towels, spray or very carefully pour 10% bleach or other approved disinfectant on the paper towels. Avoid generating further aerosols or flooding the spill so much that untreated material may flow
- F. **Allow at least 30 minutes contact time.**
- G. Pick up the paper towels with large forceps or egg tongs and put them in the appropriate waste bag. Change gloves and put used gloves in bag as well. *Avoid direct contact with the contaminated paper towels, even with gloved hands*
- H. Spray or carefully pour 10% bleach or other approved disinfectant on the surface residue. Wipe up the residue with paper towels and place in appropriate bag. Small bits and pieces of broken glass should be entrained in the wet paper towels and discarded

into the waste bag. Pieces too large or heavy to entrain must be discarded in a sharps container.

- I. Repeat step “H” at least once.
- J. Seal and transport the waste collection bag to the appropriate autoclave or medical waste accumulation site.
- K. If broken glass was disposed in a sharps container, seal the container permanently, decontaminate the exterior with the sprayed liquid disinfectant, and transport the sealed container to a medical waste accumulation site or request a sharps pickup on the Safety Services website (Davis campus)
- L. Clean and disinfect the forceps or egg tongs and any other non-disposable items before returning them to the spill kit. If possible, autoclave the forceps or egg tongs before returning them to the kit.
- M. Report the spill to your supervisor and to the Biological Safety Office if you have not already done so.

#### **Guidelines and rules to help prevent spills:**

- Practice manipulations involving biohazardous materials and agents by handling similar volumes of non-hazardous materials with the same tools and containers in the same working environment (e.g., biological safety cabinet) until you are adept and comfortable with the entire procedure.
- Always transport biohazardous materials outside of a biological safety cabinet in secure secondary containment.
- Always use sealed rotors or carriers to spin biohazardous materials in a centrifuge.
- Always store biohazardous liquids in refrigerators in a manner that prevents spillage if the container is tipped (secondary containment is important).
- Always ensure that the bottom drain is closed before working at a biological safety cabinet.
- Always transport biohazardous materials in publicly accessible areas in secondary leakproof containment, with sufficient absorbent material to absorb the entire liquid contents of the primary container. Label secondary containers with the universal biohazard symbol.

#### **Tips to help handle spills:**

- Study the attached Spill Response Matrix in advance so that you know how to handle location-specific spills.
- Mark the dilution container in the spill kit in advance to show how much disinfectant to add and how much diluent to add in addition, to avoid delays when the time comes to handle a spill.
- Keep a pair of shoes at the lab just for use in the lab. If you routinely change shoes when you arrive at the lab and change back when you leave for the day you won't track everyday contaminants to your automobile or home, and if you need to remove your “lab” shoes because of spill contamination you will still have shoes available to leave the lab.
- Conduct periodic hands-on drills with volumes of spilled water similar to fluid volumes in use in the laboratory to ensure that all laboratory staff members are well-experienced in the location of the spill kit and in spill handling. Practice clean-up in typical and atypical spill situations.



# Biohazard Spill Response Matrix

University of California, Davis, Biological Safety Office, EH&S  
530 752 1493

Highlight the rows that include the types of biohazardous materials your laboratory handles

| Risk Group/Biological Safety Level of laboratory | Spilled Material  | Spill Location, Spill Volume Where Applicable | Appropriate PPE  | Preliminary actions  | Waste disposal and follow-up  |
|--|---|---|--|--|---|
| RG1/BSL1   | Microbial agents with no infectious or pathogenic potential to humans or other mammals; recombinant constructs, cloning hosts, and non-infectious vectors, waste materials such as spent culture media that have been in contact with RG1 agents  | All   | Lab coat, gloves, eye protection   | Conduct risk assessment <sup>1</sup>   | Deposit waste in clear autoclave bags or sharps containers, autoclave the bags and dispose to landfill, request a sharps pickup from Safety Services, notify Biological Safety Office of incident and clean-up results  |
|  |   | Biological safety cabinet, <10ml              | Lab coat or Tyvek gown, double gloves, goggles or face shield  | Conduct risk assessment <sup>1</sup>   | Deposit waste in red medical waste bags and biohazard sharps containers, transport closed bags to a medical waste accumulation site, permanently close sharps containers and disinfect exterior surfaces, request a sharps pickup from Safety Services, notify Biological Safety Office of clean-up results |
| RG2/BSL2   | Human or non-human primate source materials such as established cell lines, primary cell cultures, tissues, blood, and body fluids, infectious or pathogenic agents that cause disease in humans which is usually not serious and for which treatments are often available, viral vectors derived from agents capable of infecting humans; plasmids that include coding sequences for oncogenes, toxins, or virulence factors, and other recombinant constructs normally used at BSL2; waste materials such as spent culture media that have been in contact with RG2 agents or materials | Biological safety cabinet, >10ml              |  | Conduct risk assessment, <sup>1</sup> notify Biological Safety Office  |   |
|  |   | In laboratory, outside of BSC                 |  | Evacuate the laboratory, notify the Biological Safety Office, conduct risk assessment, <sup>1</sup> wait 30 minutes before clean-up                                    |   |
|  |   | Discovered in centrifuge or refrigerator      | Lab coat or Tyvek gown, double gloves, goggles or face shield, and a surgical mask or professionally fit-tested N95 respirator to entrain droplets |  | Evacuate the area, divert foot traffic, notify the Biological Safety Office, conduct risk assessment, <sup>1</sup> wait 30 minutes before clean-up  |
| RG2/BSL2 aerosol transmissible pathogens         | Enteric and viral RG2 agents designated in Cal-OSHA Standard 5199 App. D as potentially aerosol transmissible pathogens; <sup>2</sup> viral vector preparations incorporating oncogene, toxin, or virulence factor coding sequences; waste materials that have been in contact with these agents  | In public area                                |  |  | Deposit waste in red medical waste bags and biohazard sharps containers, transport closed bags to a medical waste accumulation site, permanently close sharps containers and disinfect exterior surfaces, request a sharps pickup from Safety Services, notify Biological Safety Office of clean-up results |
|  |   | Any   | Solid front lab coat or Tyvek gown, double gloves, face shield or goggles, and a professionally fit-tested respirator (at least N95).              | Evacuate the laboratory or other area, divert foot traffic, notify the Biological Safety Office, conduct risk assessment, <sup>1</sup> wait 30 minutes before clean-up |   |
| RG3/BSL3   | All   | Any   |  | As determined and pre-approved by the Institutional Biosafety Committee  |   |

<sup>1</sup> Consider all risks that the uncontained agents or materials entail, determine whether your training is adequate to ensure complete clean-up of the spill and decontamination of all surfaces, determine whether an immediate response such as immediate application of absorbent material is needed to prevent escalation of the spill hazard

<sup>2</sup> e.g., *Salmonella* sp., *Shigella* sp., *E. coli* O157: H7, HIV in clinical samples, consult the Biological Safety website for the complete list

# Biohazardous Spill Clean-up

1. If this is a moderate to high hazard spill reportable to the Biological Safety Office *before* clean-up (through the EH&S main number **530 752 1493**), have you reported it?
2. Have you confirmed that appropriate PPE is available?
3. Have you checked yourself and others nearby the spill for spatter or shoe contamination?
4. Have you alerted the lab personnel and passersby (for spills in corridors) and evacuated the lab if appropriate?
5. Have you located the spill kit and verified that you have everything you need?
6. For spills outside of the biological safety cabinet, have you allowed 30 minutes settling time?
7. Are you trained in biohazardous spill clean-up?

If you answered “yes” to questions 1-7 and it is appropriate for you to clean up the spill, you may proceed as outlined below:

- A. Wear appropriate PPE to clean spills.
- B. If the spill involved broken glass, pick up the large pieces with the forceps or egg tongs and dispose in a hard-walled sharps container. Handle with care!
- C. Distribute paper towels around the periphery of the spill, then towards the center. Use the forceps or egg tongs to push paper towels into recesses where spilled material may have flowed.
- D. Dilute your disinfectant to the appropriate concentration in a spray bottle (if available).
- E. When the spill is fully covered with paper towels, spray or very carefully pour 10% bleach or other approved disinfectant on the paper towels. Avoid generating further aerosols or flooding the spill so much that untreated material may flow.
- F. **Allow at least 30 minutes contact time.**
- G. Pick up the paper towels with large forceps or egg tongs and put them in the appropriate waste bag. Change gloves and put used gloves in bag as well. *Avoid direct contact with the contaminated paper towels, even with gloved hands.*
- H. Spray or carefully pour 10% bleach or other approved disinfectant on the surface residue. Wipe up the residue with paper towels and place in appropriate bag. Small bits and pieces of broken glass should be entrained in the wet paper towels and discarded into the waste bag. Pieces too large or heavy to entrain must be discarded in a sharps container.
- I. Repeat step “H” at least once.
- J. Seal and transport the waste collection bag to the appropriate autoclave or medical waste accumulation site.
- K. If broken glass was disposed in a sharps container, seal the container permanently, decontaminate the exterior with the sprayed liquid disinfectant, and transport the sealed container to a medical waste accumulation site or request a sharps pickup on the Safety Services website (Davis campus)
- L. Clean and disinfect the forceps or egg tongs and any other non-disposable items before returning them to the spill kit. If possible, autoclave the forceps or egg tongs before returning them to the kit.
- M. Report the spill to your supervisor and to the Biological Safety Office

## Office Safety and Training

SafetyNet #: 148

Office workers are often not initially thought of as being very susceptible to injury because they are not performing traditional higher hazard and risky physical labor tasks. The fact is office personnel are still exposed to hazards, which must be identified by inspection, hazard analysis and reporting. These hazards must be controlled through equipment changes, training, employee awareness and behavior, ergonomic adjustments and administrative controls.

### Office Staff Training

1. Office Staff are required to take the laboratory safety training if:
  - Working in a laboratory. The course is ‘UC Laboratory Safety Fundamentals’, course# UCLSF-DA-ECO-SAFSVC
  - Performing ancillary lab tasks in the lab (i.e. delivering packages or chemicals). The course is ‘Lab Safety for Support Personnel’, course #DACS-UCLOL0014-UC-ELO-SAFSUC.
  - *These are Learning Management System (LMS) classes accessed at [lms.ucdavis.edu](https://lms.ucdavis.edu) [1]. Employees need to have a Kerberos and passphrase to access classes. Office personnel are also required to wear the Personal Protective Equipment (PPE) identified by hazard assessment when working in the lab.*
2. Anyone handling chemicals (including delivery) must also take the LMS Hazard Communication course ([lms.ucdavis.edu](https://lms.ucdavis.edu) [1]), course # DACS-UCLOL0012-SAFSVC. Office safety training is a requirement per your departmental Cal/OSHA (regulation 8 CCR 3203) Injury & Illness Prevention Program (IIPP) which requires:
  - Office employees and supervisors/PI/DSC to identify hazards in the workplace, document and implement hazard controls. One way is to have employees conduct office safety inspections at least annually. The [Safety Inspection Form](#) [2] can be used to assign and schedule inspections to designated employees using a calendaring feature like MS Outlook calendar to systematically perform inspections.
  - EH&S recommends training employees and linking access to two, or similar, forms on your departmental website:
    - [Hazard Alert Form](#) [3] for employees to report workplace hazards
    - [Hazard Correction Form](#) [4] to document mitigation of the hazard
3. Office employees must be trained on reporting injuries and illnesses immediately, especially for lingering repetitive motion pain and discomfort at computer work stations. Please use the injury and illness [electronic reporting form](#) [5].
4. Employees who climb safety steps and other ladders should never use a chair or stool as a replacement for a safety step ladder, and should take the ladder safety training course on [LMS](#) [1]. The course # is DACU-GOTRO448-SAFSVC.

5. Office employees need training on how to properly adjust their own work station office equipment: chairs, keyboards, mouse, monitors, etc. Employees can learn the most ergonomically beneficial way to set up their workstation by accessing the [UC Davis ergonomic website](#) [6] and conducting a self-assessment of their PC work station set-up.

## Office Safety Hazards:

*The following are actions to reduce the risk of injury among your office staff:*

1. **Slips, Trips and Falls:** Slips, trips and falls are the most common type of office injury. The National Safety Council says employees are 2.5 times more likely to suffer a disabling fall in an office setting than anywhere else. Several hazards contribute to these injuries and most can be significantly reduced, often by raising awareness among employees.

- **Storage:** Boxes, files and various items piled in walkways can create a tripping hazard. Be certain all materials are safely stored in their proper location to prevent buildup of clutter in walkways.
- **Extension Cords:** Stretching cords across walkways or under rugs creates a tripping hazard. Ensure all cords are properly secured and covered and never daisy-chain extension cords. Section V of the [electrical safety policy & procedure](#) [7] requirements explains the extension cord requirements.
- **Reaching:** Standing on chairs, particularly rolling office chairs, is a significant fall hazard. Employees who need to reach something at an elevated height should use a stepladder. Stepladders must be fully opened and placed on level, firm ground. Workers should never climb higher than the step indicated as the highest safe standing level.
- **Clear line of vision:** Employees can collide when making turns in hallways and around blind corners or cubicle walls. Consider installing convex mirrors at intersections to help reduce collisions.
- **Desk Drawers and file cabinets:** Open drawers on desks and file cabinets create a tripping hazard, be sure to always completely close drawers when not in use.
- **Carpeting:** Carpeting and other skid-resistant surfaces can serve to reduce slips and falls. Marble or tile can become very slippery, particularly when wet. Carpets or mats can be especially helpful at entranceways.

2. **Struck or caught by:** Another major type of injury in the office setting comes from workers being struck by or caught by an object.

- **Protrusions:** Keep sharp edges of shelves or other objects from protruding into aisle ways or corridors.
- **Shut the drawer:** File cabinets with too many fully extended drawers can tip over if not secured.
- **Safe stacking:** Large stacks of materials and heavy equipment can cause major injuries if they are knocked or topple over. Store heavy objects from mid-height or slightly closer to the floor. The load capacity of shelves or storage units should never be exceeded.

**3. Ergonomics injuries:** One of the most prevalent injuries in an office setting are ergonomics-related. Office workers spend a large percentage of their day seated at a desk and working on a computer. These employees are prone to strains and other injuries related to poor posture and repetitive motion. Ergonomics hazards can be difficult to detect, but some basic mitigation measures are:

- **Adjustable equipment:** One size does not fit all in an office workstation. Providing adjustable chairs, work surfaces, monitor stands, etc. will accommodate a wide range of employees.
- **Keep your feet on the floor:** One of the first questions to ask workers is whether their feet touch the floor when seated at their desk. Very often workers have their keyboard tray on the desktop, so in order to reach it, they need to jack up their chair so high their feet can barely touch the floor. Unless an employee's feet are on the floor, a chair will not be able to reduce pain and discomfort. EH&S recommends options like adjustable keyboard trays or adjustable rolling tables to eliminate this problem. Although footrests are a "second-best option," their small surface may impede some of the worker's movement.
- **Provide document holders:** Frequently typing from hard copy can lead to neck strain if a worker is forced to repeatedly look left or right and then back to the computer screen. Providing in-line document holders reduces this strain. Keeping reference materials close to the monitor reduces the need for your eyes to change focus as you look from the document to the monitor.
- **Correct mouse placement:** EH&S often sees workstations where the computer keyboard is on a tray, but the mouse remains on the desk. That can greatly irritate the neck and shoulder on the side with the mouse. The mouse should always be placed beside the keyboard.
- **Vision problems:** Although looking at a computer monitor cannot damage your eyes, spending a large portion of your workday at the computer can cause eyestrain. A few work area adjustments can help alleviate this issue.
- **Dim the lights and use task lamps:** Fluorescent lights in office buildings can be too bright for optimal vision. Light that is at about half-normal office levels is preferred and can be achieved by removing some bulbs from overhead fixtures. If more light is needed, provide individual task lamps rather than increasing overall lighting.
- **Correctly position monitors:** Computer monitors should be slightly below eye level and 20-26 inches (approx. arms-length) from the eyes. Screens that can tilt or swivel are especially beneficial.
- **Minimize screen glare:** Screen glare can be a major cause of eyestrain in the office. Minimize strain by avoiding positioning monitors opposite open windows or closing shades or blinds. A glare reduction filter also can be used.
- **Wear the right glasses:** Employees should tell their eye doctor if they spend a large portion of the day working on the computer. The doctor can check the efficiency of vision at 20-30 inches, the typical distance a computer monitor should be placed. Glasses are available for computer use allowing the wearer to see the full monitor without having to excessively strain the neck.
- **Increase font size on computer:** Small font sizes on the computer can strain your vision, back, shoulder and neck as workers tend to pull the head forward to view smaller print. A simple

adjustment to the font size on the computer screen can eliminate the need for this. Take a break: Giving your eyes a rest and allowing them to focus on things at varying distances can help reduce strain and fatigue. OSHA recommends workers take a 10-minute break for every hour spent on the computer.

### Fire Safety:

1. **Maintain cords in good repair:** Damaged and ungrounded power cords pose a serious fire hazard and violate fire codes. Cords should be inspected regularly for wear and taken out of service if they are frayed or have exposed wire. Cords should also never be used if the third prong has been damaged or removed. The most common causes of fires started by extension cords are improper use and overloading. Extension cords should be approved by a certifying laboratory such as Underwriters Laboratories and only used temporarily to connect one device at a time.
2. **Inspect space heaters:** If employees use space heaters, verify the devices are approved for commercial use and have a switch that automatically shuts off the heater if it is tipped over. Make sure space heaters are not powered through an extension cord or placed near combustible materials such as paper.
3. **Never block fire sprinklers:** Furniture, shelving and tall stacks of materials can block the range of fire sprinklers, reducing their effectiveness in the event of an emergency. Objects must never be placed higher than 18 inches below sprinkler heads.
4. **Do not block escape routes or prop open fire doors:** Items should never be stored along an emergency exit route. These paths should remain free of clutter, according to Cal/OSHA. Fire doors should not be held open by unapproved means (such as with a door stop or chair), as this creates a significant fire hazard.

### Administrative controls:

*In addition to employee training and improved equipment, certain administrative controls can aid hazard recognition and the elimination of potentially dangerous situations.*

1. **Conduct walk-throughs:** Periodically walking around the office can help with hazard recognition and maintenance of ergonomic task design. EH&S recommends employers conduct an ergonomics screen of every workstation at least once a year.
2. **Monitor signs of musculoskeletal disorders (MSD):** Recognizing the symptoms of MSD can alert employees of the need to make ergonomics alterations to their workstation. MSD injuries develop from poor ergonomics and can start out asymptotically and become quite severe by the time an employee starts to experience symptoms. Employees need to pay attention to any pain, fatigue, numbness or weakness. These may be signs of an ergonomics problem and the start of a more serious MSD.
3. **Talk to employees about their concerns:** Asking employees how they are feeling can go a long way toward recognizing hazards. Take advantage of the cases where employees are experiencing symptoms like discomfort and fatigue early on, when quick, inexpensive interventions can usually solve the problem. Ignoring these early warning signs can lead to prolonged employee suffering, extended absenteeism and in some cases very high costs.
4. **Establish alternate employee reporting systems:** In addition to using the aforementioned 'Hazard Alerts' form consider establishing an anonymous employee reporting system to get a handle on potential hazards before they cause injury.

### References/Resources

- [Cal/OSHA regulation 8 CCR 3203 \(IIPP\)](#) [8]

## Resources

- [UC Davis Office Area Inspection List](#) [9]
- [Hazard Alert Form](#) [10]
- [Hazard Correction Report](#) [11]
- [Personal and Workplace Safety](#) [12]
- [Workplace Safety](#) [13]

## Contact

### *Health and Safety*

healthandsafety@ucdavis.edu 530-752-1493

FAX: 530-752-4527

## More information

<https://safetyservices.ucdavis.edu/health-safety-staff-listing> [14]

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**Source URL (modified on 07/06/18 02:28pm):** <https://safetyservices.ucdavis.edu/safetynet/office-safety-and-training>

## Links

[1] <http://lms.ucdavis.edu>

[2]

<https://safetyservices.ucdavis.edu/sites/default/files/documents/UC%20Davis%20Office%20Area%20Inspection%20List.doc>

[3] <https://safetyservices.ucdavis.edu/sites/default/files/documents/Hazard%20Alert%20Form.docx>

[4] <https://safetyservices.ucdavis.edu/sites/default/files/documents/Hazard%20Correction%20Report.doc>

[5] <http://efrprod.uctechnology.ucdavis.edu/efr/>

[6] <https://safetyservices.ucdavis.edu/article/uc-davis-office-ergonomics>

[7] <https://ucdavispolicy.ellucid.com/documents/view/327>

[8] <https://www.dir.ca.gov/title8/3203.html>

[9]

<http://safetyservices.ucdavis.edu/sites/default/files/documents/UC%20Davis%20Office%20Area%20Inspection%20List.doc>

[10] <http://safetyservices.ucdavis.edu/sites/default/files/documents/Hazard%20Alert%20Form.docx>

[11] <http://safetyservices.ucdavis.edu/sites/default/files/documents/Hazard%20Correction%20Report.doc>

[12] <http://safetyservices.ucdavis.edu/categories/personal-and-workplace-safety>

[13] <http://safetyservices.ucdavis.edu/tags/workplace-safety>

[14] <https://safetyservices.ucdavis.edu/health-safety-staff-listing>

## Portable Space Heater Guidelines

SafetyNet #: 516

### A. Summary

Electric space heaters do not have an open flame; however, according to the National Fire Protection Agency (NFPA), space heaters, whether portable or stationary, account for one-third (30%) of home heating fires and three-fourths (73%) of home heating fire deaths.

Injury and damage is caused by the heating elements used in some types of electric heaters, which are hot enough to ignite nearby combustibles such as draperies, paper, clothing, furniture, and flammable liquids. In order to help the campus community avoid fire damage and injury associated with electric space heaters, UC Davis Fire Prevention has compiled a list of safety tips related to their operation.

### B. Safety Tips

Following these safety tips will help keep you warm, but not too warm!

1. Look for a heater that is listed with a nationally-recognized testing laboratory, such as Underwriters Laboratories (UL). These heaters are tested to meet specific safety standards, and manufacturers are required to provide important use and care information to the consumer. Unlisted heaters are not permitted, because consumers have less assurance that safety features and operating instructions are adequate.
2. Coordinate with Facilities Management on the UC Davis Campus (530-752-1655). This is essential to ensure the electrical circuit is capable of powering the heater(s).
3. Portable electric heaters that heat by circulating oil or water are preferred.
4. Wall-mounted convective heaters are approved for use.
5. Older style heaters with exposed radiant wires are not permitted.
6. UC Davis Fire Prevention requires that all portable space heaters be equipped with tip-over protection. Tip-over protection will turn off the heater automatically when the heater is tipped over and not in the full upright position.
7. Before using any heater, read all Installation, Safety, and Operational Instructions.
8. Never run the heater's cord (or any cord) under rugs, carpeting, or furniture.
9. Plug portable heaters directly into a wall outlet. Do not plug a space heater into a surge protector, multi-outlet box, or extension cord. The high current flow can cause components to deteriorate, leading to a breakdown of solder joints which will cause eventual failure of the multi-box outlet, and excessive heating that can cause fire.



10. Do not leave the heater operating unattended or operating while sleeping. Portable electric air heaters are designed for use only as temporary supplemental heating and only while attended.
11. To prevent electrical shocks and electrocutions, always keep portable electric heaters away from water. Never touch an electric heater if you are wet.
12. Do not use an electric heater as a dryer by placing clothing over it.
13. Keep the heater in a safe working condition in accordance with the manufacturer's instructions. Replace missing guards, controls, or frayed wiring at once. Never operate a defective heater.
14. Do not place the heater where children might play near it or where people might trip over or bump into it.
15. Place the heater on a level surface for stability.
16. Periodically check surrounding objects to see if they feel hot.
17. Portable electric space heaters shall not be operated within 3 feet of any combustible material.
18. Portable electric space heaters shall be operated only in locations for which they are listed.
19. In order to avoid overheating, do not cover the heater.

The Life Safety Code, NFPA 101, section 19.7.8 prohibits the use of portable space heaters in health care occupancies but provides the following exception: Portable space heating devices shall be permitted to be used in non-sleeping staff and employee areas where the heating elements of such devices do not exceed 212 degrees F. This requirement applies to all hospitals and medical office buildings.

#### Contact

*Fire Prevention Services*

fireprevention@ucdavis.edu 530-752-1493

More information

<https://safetyervices.ucdavis.edu/fire-prevention-staff-listing> [1]

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**Source URL (modified on 07/24/17 09:48am):** <https://safetyervices.ucdavis.edu/safetynet/portable-space-heater-guidelines>

#### Links

[1] <https://safetyervices.ucdavis.edu/fire-prevention-staff-listin>

SafetyNets Master List can be found here:  
<https://safetyservices.ucdavis.edu/safetynet>

## VIII. Recordkeeping and Documentation

Documents related to the IIPP –are maintained in SVM Department offices: (labs keep their own)-

**Please contact your Administrative Manager for specific locations of plans.**

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

1. Hazard Alert/Correction Forms  
Retain for three (3) years.
2. Employee Job Safety Analysis forms  
Retain for the duration of each individual's employment.
3. Worksite Inspection Forms  
Retain for three (3) years.
4. Accident/Incident Reports/Investigation Forms  
Retain for three (3) years.
5. Chemical Hygiene Plan/Hazard Communications  
Retain and updated annually.

The following documents will be maintained within the department's **IIPP Training Records Binder-Supervisors Copy** for at least the length of time indicated below:

1. Employee Safety Training Attendance Records  
Retain for three (3) years.
2. Employee Annual Safety Review  
Retain for duration of employment plus three (3) years

# Training Sign-in Sheet

# INITIAL/ANNUAL TRAINING

**\*\*All Employees need to have annual documented training \*\***

I have read and reviewed this Injury and Illness Prevention Program and am aware and understand its provisions and content.

Training Topic: Injury and Illness Prevention Program

Instructor/Trainer: \_\_\_\_\_

Date

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# Training Sign-in Sheet

# INITIAL/ANNUAL TRAINING

**\*\*All Employees need to have annual documented training \*\***

I have read and reviewed this Injury and Illness Prevention Program and am aware and understand its provisions and content.

Training Topic: Injury and Illness Prevention Program

Instructor/Trainer: \_\_\_\_\_

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# Training Sign-in Sheet

# INITIAL/ANNUAL TRAINING

**\*\*All Employees need to have annual documented training \*\***

I have read and reviewed this Injury and Illness Prevention Program and am aware and understand its provisions and content.

Training Topic: Injury and Illness Prevention Program

Instructor/Trainer: \_\_\_\_\_

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## IX. Resources

1. UCOP: [Environment, Health, and Safety](#)
  - [Risk Services - EH&S](#)
2. California Code of Regulations Title 8, Section 3203, ([8CCR §3203](#)), Injury and Illness Prevention Program
3. [UCOP Academic Personnel Policy](#)
  - APM 016 - [University Policy on Faculty Conduct and Administration Discipline](#)
  - APM 150 - [University Policy on Academic Appointees](#)
4. [Occupational Health Surveillance System \(OHSS\)](#)
  - Risk Assessment
  - Medical Assessment
  - Health Questionnaire
5. UC Davis Personnel Policies for Staff Members, Corrective Action, [UCD Procedure 62](#)
6. UC Davis Policy and Procedure Manual, [Section 290-15](#), Safety Management Program
7. [UC Davis Safety Services](#)
  - [SafetyNets](#)
  - [Safety Data Sheets](#)
8. [UC Davis Institutional Animal Care and Use Committee \(IACUC\)](#)
9. [UC Davis Respiratory Protection Program](#)
10. UC Davis EH&S Safety Manuals/Plans/Forms:
  - [Biosafety – Forms, Manuals & Plans](#)
  - [Bloodborne Pathogen Exposure Control Plan](#)
  - [Heat Illness Prevention Manual](#)
  - [Laboratory Safety Manual](#)
  - [Laser Safety](#)
  - [Radiation Safety & UC Radiation](#)
  - [Respiratory Protection](#)
11. UC Learning Center (LMS): [lms.ucdavis.edu](https://lms.ucdavis.edu)
12. [SVM Safety Site](#)

# X. Appendix a.

## LABORATORY JOB SAFETY ANALYSIS

|  |  |   |             |           |
|--|--|---|-------------|-----------|
| <b>ENTER EMPLOYEE NAME</b><br>EMPLOYEE:                    | <b>JOB SAFETY ANALYSIS</b>   | DEPT:<br>VM:  | LOCATION:   | JOB TYPE: |
| JOB FUNCTION   | POTENTIAL HEALTH OR INJURY HAZARDS   | SAFE PRACTICE, APPAREL, OR EQUIPMENT  |             |           |
| Working in office and laboratories containing chemicals.   | Exposure to chemicals via inhalation, contact, ingestion or injection.           | 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. All personnel to receive on the job and classroom training including Chemical Laboratory Safety, Hazardous Waste Management and Minimization Training and other applicable courses during the first 6 months of employment.  |             |           |
| Working in laboratories containing radiological materials. | Exposure to radiological agents via inhalation, contact, ingestion or injection. | Avoid all unnecessary exposures. Adhere to radiological material handling procedures including limiting exposures through combination of minimizing time, maximizing distances and use of appropriate shielding. 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. Participation in radiological monitoring program including dosimetry. All personnel to receive on the job and classroom training including Radiation Safety and other applicable courses during the first 6 months of employment. |             |           |
| Working in laboratories containing biological materials.   | Exposure to biological agents via inhalation, contact, ingestion or injection.   | Avoid unnecessary exposures. Proper selection and use of personal protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Proper adherence to bloodborne pathogen handling protocols. Implementation of proper personal hygiene habits, including washing hands and face before eating and smoking. Voluntary participation in Hepatitis B vaccination program. Proper adherence to biological waste handling procedures. All personnel to attend EH&S Bloodborne Pathogen Program training during the first 6 months of employment. Participation in Facilities- specific medical clearances as required.  |             |           |
|  |  | SIGNATURE   |             |           |
|  |  | DATE  | PAGE 1 OF 3 |           |



## LABORATORY JOB SAFETY ANALYSIS

| <b>ENTER EMPLOYEE NAME</b><br>EMPLOYEE:                                | <b>JOB SAFETY ANALYSIS</b>   | DEPT:<br>VM:  | LOCATION:   | JOB TYPE |
|--|--|---|-------------|----------|
| JOB FUNCTION   | POTENTIAL HEALTH OR INJURY HAZARDS   | SAFE PRACTICE, APPAREL, OR EQUIPMENT  |             |          |
| Working in laboratories, shops and spaces containing physical hazards. | Injury from physical hazards including high voltage, lasers and ultraviolet light, compressed gases and liquids, cryogenic materials, and specialized equipment as well as falling objects.  | 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. Employees are not to operate specialized equipment without proper training and documentation. Watch for overhead hazards and wear head protection if needed. Personnel auditing or routinely entering areas where lasers are used will receive laser safety training within 6 months of employment.   |             |          |
| Handling and moving heavy items and equipment.                         | Ergonomic hazards including heavy lifting, repetitive motions, awkward motions, crushing or pinching injuries etc.   | Get help with all loads that cannot be safely lifted by one person. Use mechanical means to lift and move heavy items, push carts and dolly rather than pull, attend back safety class, employ proper lifting techniques at all times. Set up work operations as ergonomically safe as practical. Wear proper hand and foot protection to protect against crushing or pinching injuries.  |             |          |
| General office work.   | <p>Backstrain, eyestrain, repetitive motion injury.</p> <p>Physical injuries due to slips, trips and falls, and falling objects.</p> <p>Electrical hazards.</p> <p>Physical injuries due to fires, earthquakes, bomb threats and workplace violence.</p> | <p>Ensure that workstations are ergonomically correct.</p> <p>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. Brace tall bookcases and file cabinets to walls. Provide one-inch lip on shelves.</p> <p>Do not use extension cords in lieu of permanent wiring. Ensure that high wattage appliances do not overload circuits. Use GFIs 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.</p> <p>Attend emergency action and fire prevention plan training including emergency escape drills. Attend Workplace Violence training offered by UC Davis Police Department.</p> |             |          |
|  |  | SIGNATURE   |             |          |
|  |  | DATE  | PAGE 2 OF 3 |          |

## LABORATORY JOB SAFETY ANALYSIS

| <b>ENTER<br/>EMPLOYEE NAME</b><br><small>EMPLOYEE:</small>                | <b>JOB SAFETY<br/>ANALYSIS</b>  | DEPT:<br>VM:  | LOCATION:   | JOB TYPE |
|---|---|---|-------------|----------|
| <small>JOB FUNCTION</small>   | <small>POTENTIAL HEALTH OR<br/>INJURY HAZARDS</small>   | <small>SAFE PRACTICE, APPAREL,<br/>OR EQUIPMENT</small>   |             |          |
| Working Outdoors  | Injury from heavy equipment, tripping hazards, stepping on sharp objects, potentially infectious materials. | Wear hard hat, safety boots and high visibility safety vest. Watch footing and stay clear of heavy equipment operations. Do not touch waste or debris without hand protection.  |             |          |
| Operation of Motor vehicles   | Motor vehicle accidents involving personal injury, or property damage                                       | All drivers of University vehicles must attend the Driver Safety Awareness Course offered by Fleet Services and possess a valid California drivers license. Hazardous materials may not be transported in personally owned vehicles.  |             |          |
| Working in laboratories and animal housing facilities containing animals. | Exposure to animals and animal allergies via inhalation and contact   | Avoid unnecessary exposures. Proper selection and use of personal protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Proper adherence to animal care and use protocols. Implementation of proper personal hygiene habits, including washing hands and face before eating and smoking. Participation in the occupational health program for animal workers. All personnel to attend the IACUC Animal Care and Use 101 training during the first 6 months of employment. Participation in Facilities- specific medical clearances as required. |             |          |
|   |   | SIGNATURE   |             |          |
|   |   | DATE  | PAGE 3 OF 3 |          |

## Appendix b.

### OFFICE JOB SAFETY ANALYSIS

| <b>ENTER<br/>EMPLOYEE NAME</b><br>EMPLOYEE:   | <b>JOB SAFETY ANALYSIS</b>   | DEPT:<br>VM:   | LOCATION | JOB TYPE |
|---|--|--|----------|----------|
| JOB FUNCTION                                  | POTENTIAL HEALTH OR<br>INJURY HAZARDS  | SAFE PRACTICE, APPAREL,<br>OR EQUIPMENT  |          |          |
| General office work.                          | <p>Backstrain, eyestrain, repetitive motion injury.</p> <p>Physical injuries due to slips, trips and falls, and falling objects.</p> <p>Electrical hazards.</p> <p>Physical injuries due to fires, earthquakes, bomb threats and workplace violence.</p> | <p>Ensure that workstations are ergonomically correct.</p> <p>Keep floors clear of debris and liquid spills. 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. Brace tall bookcases and file cabinets to walls. Provide one-inch lip on shelves.</p> <p>Do not use extension cords in lieu of permanent wiring. Ensure that high wattage appliances do not overload circuits. Use GFIs 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.</p> <p>Attend emergency action and fire prevention plan training including emergency escape drills. Attend Workplace Violence training offered by UC Davis Police Department.</p> |          |          |
| Handling and moving heavy items and equipment | Ergonomic hazards including: heavy lifting, repetitive motions, awkward motions, crushing or pinching injuries, etc.   | Get help with all loads that cannot be safely lifted by one person. Use mechanical means to lift and move heavy items push carts and dolly rather than pull, attend back safety classes, employ proper lifting techniques at all times. Set up work operations as ergonomically safe as practical. Wear proper hand and foot protection to protect against crushing or pinching injuries.  |          |          |
|   |  | SIGNATURE:   |          |          |
|   |  | DATE   |          |          |

## STUDENT ( PAID AND NON-PAID) JOB SAFETY ANALYSIS

| EMPLOYEE:                                      | DEPT:  | JOB TYPE:   |
|--|--|---|
|  | LOCATION:  |   |
|  |  |   |
| <b>JOB FUNCTION</b>                            | <b>POTENTIAL HEALTH OR INJURY HAZARDS</b>  | <b>SAFE PRACTICE, APPAREL, OR EQUIPMENT</b>   |
| Husbandry                                      | <p>Use of Disinfectants</p> <p>Allergies (dust, hay, animals)</p> <p>Allergies ( animals)</p> <p>Infectious Agents</p> | <p>Review SOP and MSDS and be familiar with proper PPE prior to using a disinfectant.</p> <p>Be aware of the signs and symptoms of allergies. If allergies are suspected consult with a physician to determine the cause of your allergy in order to manage it effectively.</p> <p>Don't wear your street clothes when working with animals. Wear dedicated, protective clothing. Launder your protective clothing at work, or have it cleaned by a professional service. Don't take your protective clothing home with you. Wash your hands frequently. Avoid touching your hands to your face while working in the vivarium.</p> <p>Good hygiene practices such as hand washing. Avoid eating or handling food when in animal care areas.</p> <p><b>Enroll in the Animal Care and Use Occupational Health Program</b></p> |
| Animal Handling and Restraint<br>-Small Animal | <p>Bites, scratches,</p> <p>Zoonotic Disease Exposure</p> <p>Infectious Agents</p>                                     | <p>Use caution when working with small animal species. Learn to assess and recognize the mental state of different species. Mechanical restraint devices and/or sedation may be used to reduce risk of bites and injuries. Be aware of surroundings and other animals when walking dogs on a leash. Use carriers to transport cats in hallways. Be familiar with first aid and reporting requirements for animal bites.</p> <p>Be aware of potential zoonotic diseases and their transmission routes. Take proper steps to prevent exposure including PPE and hand washing.</p> <p>Good hygiene practices such as hand washing. Avoid eating or handling food when in animal care areas.</p> <p><b>Enroll in the Animal Care and Use Occupational Health Program</b></p>  |
| Facility Cleaning & Disinfection               | <p>Repetitive motion</p> <p>Use of disinfectants</p>   | <p>Set up work operations as ergonomically safe as practical.</p> <p>Review SOP and MSDS and be familiar with proper PPE prior to using a disinfectant.</p>   |
| Handling and moving heavy items and equipment  | Ergonomic hazards including heavy lifting, repetitive motions, awkward motions, crushing or pinching injuries etc.     | Get help with all loads that cannot be safely lifted by one person. Use mechanical means to lift and move heavy items, push carts and dolly rather than pull, attend back safety class, employ proper lifting techniques at all times. Set up work operations as ergonomically safe as practical. Wear proper hand and foot protection to protect against crushing or pinching injuries. Use scissor lifts to raise and lower heavy items.  |

|  |   |   |
|--|---|---|
| Instructional Laboratory Set Up  | Ergonomic hazards including heavy lifting, repetitive motions, awkward motions, crushing or pinching injuries, etc.<br><br>Needle sticks            | Get help with all loads that cannot be safely lifted by one person. Use mechanical means to lift and move heavy items like phantoms, push carts and dolly rather than pull, attend back safety class, employ proper lifting techniques at all times. Set up work operations as ergonomically safe as practical. Use caution when installing doors on stocks.<br><br>Use one handed technique when recapping needles after drawing up drugs.   |
| Animal Transport Using gurney, portable cage, golf cart, motor vehicle | Ergonomic hazards including lifting heavy patients/carriers and awkward motions.  | Get help with animals/carriers that cannot be safely lifted by one person. Use mechanical means to lift and move heavy items, push carts and dolly rather than pull, attend back safety class, employ proper lifting techniques at all times. Set up work operations as ergonomically safe as practical. Keep animal calm while lifting to avoid struggling.  |
| Working in Walk-in Freezer   | Slippery surfaces<br><br>Tight Spaces<br><br>Lifting and Twisting<br><br>Hypothermia<br><br>Entrapment, loss of oxygen, death                       | Prevent condensation by maintaining door seals. Scrape ice off floors as needed. Wear non-slip footwear in freezers.<br><br>Load freezers to allow space for safely accessing shelves.<br><br>Use scissor lifts to raise and lower items or move items between shelves and gurneys or other carts.. Review training on Back Safety for proper lifting technique.<br><br>Wear protective clothing (hat, coat, gloves) when working in cooler.<br><br>Always notify supervisor or a coworker when you are going to be working in the cooler.  |
| Husbandry  | Use of Disinfectants<br>Allergies (dust, hay, animals)<br>Allergies ( animals)<br>Infectious Agents   | Review SOP and MSDS and be familiar with proper PPE prior to using a disinfectant. Be aware of the signs and symptoms of allergies. If allergies are suspected consult with a physician to determine the cause of your allergy in order to manage it effectively. Don't wear your street clothes when working with animals. Wear dedicated, protective clothing. Launder your protective clothing at work, or have it cleaned by a professional service. Don't take your protective clothing home with you. Wash your hands frequently. Avoid touching your hands to your face while working in the vivarium. Good hygiene practices such as hand washing. Avoid eating or handling food when in animal care areas. Enroll in the Animal Care and Use Occupational Health Program |
| Animal Handling and Restraint -Large Animal                            | Blows from hooves, head Entrapment/Crushing (between animal and wall or other hard surface) Trampling<br><br>Bites<br><br>Zoonotic Disease Exposure | Use caution and always remain aware of the animal and the surroundings when working with large animal species. Learn to assess and recognize the mental state of different species. Avoid being in dangerous positions relative to the animal and the facilities.<br><br>Be familiar with first aid and reporting requirements for animal bites.  |
| Animal Handling and Restraint -Large Animal                            | Infectious Agents   | Be aware of potential zoonotic diseases and their transmission routes. Take proper steps to prevent exposure including PPE and hand washing.  |

|   |  |  |
|---|--|--|
|   |  | <p>Good hygiene practices such as hand washing. Avoid eating or handling food when in animal care areas.</p> <p>Enroll in the Animal Care and Use Occupational Health Program</p>  |
| Animal Handling and Restraint - Small Animal  | Bites, scratches, Zoonotic Disease Exposure, Infectious Agents   | <p>Use caution when working with small animal species. Learn to assess and recognize the mental state of different species. Mechanical restraint devices and/or sedation may be used to reduce risk of bites and injuries. Be aware of surroundings and other animals when walking dogs on a leash. Use carriers to transport cats in hallways. Be familiar with first aid and reporting requirements for animal bites. Be aware of potential zoonotic diseases and their transmission routes. Take proper steps to prevent exposure including PPE and hand washing. Good hygiene practices such as hand washing. Avoid eating or handling food when in animal care areas. Enroll in the Animal Care and Use Occupational Health Program</p>   |
| Facility and Equipment Maintenance and Repair | Use of hand and power tools  | <p>Understand safe use of hand and power tools prior to using them. Use appropriate PPE (i.e. eye protection) as required for a specific task.</p>   |
| Facility Cleaning & Disinfection              | <p>Repetitive motion</p> <p>Use of disinfectants</p>   | <p>Set up work operations as ergonomically safe as practical.</p> <p>Review SOP and MSDS and be familiar with proper PPE prior to using a disinfectant.</p>  |
| General office work                           | <p>Backstrain, eyestrain, repetitive motion injury.</p> <p>Physical injuries due to slips, trips and falls, and falling objects.</p> <p>Electrical hazards.</p> <p>Physical injuries due to fires, earthquakes, bomb threats and workplace violence.</p> | <p>Ensure that workstations are ergonomically correct.</p> <p>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. Brace tall bookcases and file cabinets to walls. Provide one-inch lip on shelves.</p> <p>Do not use extension cords in lieu of permanent wiring. Ensure that high wattage appliances do not overload circuits. 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.</p> <p>Attend emergency action and fire prevention plan training including emergency escape drills. Attend Workplace Violence training offered by UC Davis Police Department.</p> |

## Appendix c.

# SVM Injury Reporting

### WORK RELATED INJURY AND ILLNESS REPORTING:

Work-related injuries or illnesses must be immediately reported to supervisor and this protocol must be followed.

### For Medical Emergency: Call 9-1-1 or go to Sutter Davis Hospital Emergency Room

1. Supervisor (or next responsible person) is to accompany the employee to [Sutter ER](#) – Employees need to notify supervisors of *Extended Hospitalization and Return to Work* restrictions.
2. For work-related fatalities and serious injuries the Supervisor should contact:
  - EH&S at 530-752-1493 (During normal business hours)
  - Police/Fire Dispatch Center at 530-752-1230 (Outside normal business hours)
  - SVM Safety Officer at 530-219-3543 of VMTH Safety Officer at 530-219-0632For instructions on **Reporting Work-related Fatalities and Serious Injuries or Illnesses** refer to [SafetyNet #121](#).
- 3) Complete Parts 1 & 2: [Employee's First Report](#) , and employee submits claim.
- 4) Supervisor is notified of a new claim in the system pending review.
- 5) Supervisor completes their investigation/statement sections and saves form.
- 6) Your Supervisor, Administrators and/or Group Members will complete rest of form.

### Non-emergency, during regular work hours Mon-Fri (8am – 5pm):

- 1) Call Occupational Health Services at 530-752-6051 to notify them the employee is enroute
- 2) The Occupational Health Clinic is located in the [Cowell Building](#)
- 3) Complete Parts 1 & 2: [Employee's First Report](#) and employee submits claim.
- 4) Supervisor is notified of a new claim in the system pending review.
- 5) Supervisor completes their investigation/statement sections and saves form.
- 6) Your Supervisor, Administrators and/or Group Members will complete rest of form.

### Non-emergency, outside of normal business hours (Evenings and Weekends):

- 1) Go to [Davis Urgent Care](#) or the closest medical treatment facility if medical treatment is needed.
- 2) Complete Parts 1 & 2: [Employee's First Report](#) and employee submits claim.
- 3) Supervisor is notified of a new claim in the system pending review.
- 4) Supervisor completes their investigation/statement sections and saves form.
- 4) Your Supervisor, Administrators and/or Group Members will complete rest of form.

### For Workers' Compensation Related Questions:

Kim Sieg (campus): [klsieg@ucdavis.edu](mailto:klsieg@ucdavis.edu), (530) 752-7243, FAX (530) 752-3439

## **Sutter Davis Hospital – ER**

2000 Sutter Place

(530)757-5111

After-hours, weekends, holidays



## **Occupational Health**

Cowell Hall – California Ave

(530)752-6051

Mon, Tues, Thurs, Fri 8am-5pm

Wed 9am-5pm



## **Davis Urgent Care**

4515 Fermi Place #105

(530)759-9110

Open Evenings 5pm-8pm

and Weekends 8am-8pm





# SVM Student Injury Reporting (Non-Paid Students)

## CLASS RELATED INJURY AND ILLNESS REPORTING:

Instructional lab or class-related injuries or illnesses must be immediately reported to a supervisor, faculty clinician, course instructor or a service staff member and this protocol must be followed.

### *Submit forms as follows:*

- If the injury occurred in the **VMTH** : Student Affairs Office in the VMTH  
Contact: Nicole Adams; [nijadams@ucdavis.edu](mailto:nijadams@ucdavis.edu); 530-752-0773
- If the injury occurred **elsewhere**: Academic Programs in VMA  
Contact: Amanda Steidlmayer; [arsteidlmayer@ucdavis.edu](mailto:arsteidlmayer@ucdavis.edu); 530-754-0132

## For Medical Emergency: Call 9-1-1 or go to Sutter Davis Hospital Emergency Room

- 1) A Responsible person is to accompany the student to [Sutter ER](#)
- 2) Complete SVM Student Injury/Report Form, and student and/or staff submits form to the appropriate contact stated above

## Non-emergency, during regular work hours Mon-Fri (8am – 5:30pm):

- 1) Call [Student Health and Wellness Center](#) at 530-752-2349 to notify them the student is en route
- 2) The Student Health and Wellness Center is located at 930 Orchard Rd, Davis, CA 95616
- 3) Complete SVM Student Injury/Report Form, and student and/or staff submits form to the appropriate contact stated above
- 4) Student make also seek treatment with their own designated physician.

## Non-emergency, outside of normal business hours (Evenings and Weekends):

- 1) Go to [Davis Urgent Care](#) or the closest medical treatment facility if medical treatment is needed.
- 2) Complete SVM Student Injury/Report Form, and student and/or staff submits form to the appropriate contact stated above

## Reporting Bites and Scratches

- Immediately report bites and scratches to a supervisor, faculty clinician or a service staff member
- A bite form must be filled out and will be directed to the appropriate staff
- Animal bites or scratches that break the skin must be reported to Yolo County within 24 hours
- Complete SVM Student Injury/Report Form – submit as detailed above – For Vet Students – found on VIPER (electronic)

It is recommended to seek medical attention for all bites and scratches

- **Minimum first aid includes washing with soap and water for 10-15 min**
- **If the bite is over a joint, the individual should see a physician**

## SVM Student Injury Reporting (Non-Paid Students) (cont'd)

### Sutter Davis Hospital – ER

2000 Sutter Place  
(530)757-5111

After-hours, weekends, holidays



### Student Health and Wellness Center

930 Orchard Rd  
(530)752-2349  
Mon - Fri 8am-5:30pm



### Davis Urgent Care

4515 Fermi Place #105  
(530)759-9110

Open Evenings 5pm-8pm  
and Weekends 8am-8pm



Patient Id Sticker

Date of Bite \_\_\_\_\_

Date released from quarantine \_\_\_\_\_

### **Gourley Bite & Injury Reporting Steps**

- Identify animal (if bite) and victim
- Have victim fill out forms (use online forms found in left hand menu of Student tab in VIPER)
  - Bite report Link  
<https://perfectforms.ucdsvm.ucdavis.edu/PerfectForms/player.htm?f=vmKAggcj>
  - Student injury/incident report link  
<https://perfectforms.ucdsvm.ucdavis.edu/PerfectForms/player.htm?f=SmKggAlk>
  - Student victim – fill out Bite Report Form and Injury/Incident Report Form
  - Staff – Fill out Bite Report form and [EFR](#)

Fill out both forms for a bite or severe scratch and just the injury form otherwise.

If injury requires medical attention send the victim to student health, employee health, their doctor, or the ER as appropriate. Send a copy of the forms with the victim

- Verify that forms are filled out completely
  - Detailed description of wound/injury and how incident occurred
  - All victim and animal information filled out completely
- Tag animal's cage with a Quarantine sign (QuarantineFillable .pdf) for bites
- Tag medical record for bites
- Talk to attending veterinarian and student about making sure the discharge instructions include information about the quarantine for bites.
- contact shelter/owner/county to determine housing arrangements during quarantine for bites
- Notify Yolo County for bites
  - Contact Stephanie Amato first at 530-902-9855. If Stephanie is not reachable contact...
  - Vicky Fletcher - [530-668-5286](tel:530-668-5286) desk; [530-237-6212](tel:530-237-6212); [vicky.fletcher@yolocounty.org](mailto:vicky.fletcher@yolocounty.org)

When sending e-mail about a bite put the animal name and ID # in the subject field (i.e. *Bite by Shelter Id A112143 (Denny)* ) for consistency and ease in searching.

- If a student is injured, a copy of the report will be sent to the following individuals:
  - Angela Culp (Gourley Safety and Training Administrator) - [angwade@ucdavis.edu](mailto:angwade@ucdavis.edu)
  - Krisztina Forward (SVM Safety Officer) - [kimatis@ucdavis.edu](mailto:kimatis@ucdavis.edu)
  - Amanda Steidlmayer (Manager of Academic and Student Programs) - [arsteidlmayer@ucdavis.edu](mailto:arsteidlmayer@ucdavis.edu)
- contact shelter/owner/foster at end of quarantine to find out status of animal at end of quarantine.
- contact victim and Yolo County with animal status at end of quarantine.
- Make a note in medical record noting that the shelter/owner/foster was contacted, what the animal's status is, and that Yolo County was notified.

*i.e. Spoke to Monica at Antioch Animal Services and Tango is alive and healthy and released from quarantine today. Notified bite victim and Yolo County via e-mail.*

# VMTH Bite & Injury Reporting Steps



## VMTH BITE/SCRATCH REPORT

### Incident Details

Date of Bite/Scratch  Date Reported to Service Supervisor

Was This a  Bite  Scratch  N/A Location of Animal during Incident

**Brief Description of Incident**  
*(Include Location Bitten and/Or Scratched)*

### Person Bitten/Scratched

Name  Address  ZIP

Phone  City   Staff  Student  Other

Alt. Ph.  State

### Animal Information

Name/ID #  Medical Record #   N/A Color

University-Owned  Yes  No Sex  Male  Female Species  Other

Breed  Rabies Vaccine  Yes  No  Unknown Date Vaccinated

Department  Confirmed By  Owner  Med. Record

---

Animal Sent Home  Yes  No Date Animal Discharged from VMTH Care

Animal Euthanized/Died  Yes  No Date Animal Euthanized/Died

Rabies Testing  Yes  No

### Owner Information

Is Owner Known  Yes  No Address  ZIP

City  Phone

Name  State  Alternate Ph.

### Action Items

Veterinarian on Case Notified   N/A Quarantine Sign Posted on Cage/Stall

VMACS and Paper Medical Record Flagged with Quarantine Info   N/A

Print/Fax completed form: Yolo County (530-668-5288)  Student Health (530-752-5587)

# Appendix f.

## HAZARD ALERT / CORRECTION FORM

Alert Identification No. \_\_\_\_\_

Department: \_\_\_\_\_

### I. Unsafe Condition or Hazard

Name: (optional) \_\_\_\_\_ Job: \_\_\_\_\_

Title: (optional) \_\_\_\_\_

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: \_\_\_\_\_

## Appendix g.

# HAZARD ALERT / CORRECTION REPORT

Alert Identification No. \_\_\_\_\_

Department: \_\_\_\_\_

This form should be used in conjunction with the "Hazard Alert Form" (Page 8), 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: \_\_\_\_\_

| Description and Location of Unsafe Condition | Date Discovered | Required Action and Responsible Party | Completion Date |        |
|--|-----------------|---------------------------------------|-----------------|--------|
|  |                 |                                       | Projected       | Actual |
|  |                 |                                       |                 |        |
|  |                 |                                       |                 |        |
|  |                 |                                       |                 |        |
|  |                 |                                       |                 |        |
|  |                 |                                       |                 |        |
|  |                 |                                       |                 |        |

**IIPP-Appendix A  
January 2016**

Completed copies of this form should be routed to the department Safety Coordinator and kept in department files for at least three years.