

## Part I: Introduction

UCSB Environmental Health and Safety (EH&S) has assembled this document to serve as the **foundation health and safety resource** for campus administrators - Department Safety Representatives (DSR), Business Officers, Chairs, Directors, faculty and staff supervisors. It is intended to aid them in recognizing their health and safety responsibilities and in building their local programs to meet those responsibilities. However, it is also intended to serve as a resource for *all* employees and should be maintained by each DSR in a location known to all.

This document attempts to **summarize in one location all major EH&S-related programs** on campus. It should be noted that all of the programs described herein have their basis in current regulations, codes or campus policy. Supplemental information in support of this document is on the EH&S website and is referenced accordingly. The document is organized as follows:

- **Part I: Introduction**  
*Rights and Responsibilities: for employees; supervisors; DSRs; management; EH&S Regulations and Codes: overview of the major areas of regulatory mandate*
- **Part II: Campus Programs Summary**  
*A summary of significant campus programs, manuals and policies that may be applicable to a given supervisor or department. Based on applicable regulations.*

The remaining binder tabs are the written programs/templates/forms that **all** departments must have in place. Generally coordinated and maintained by DSR.

- **Part III: Department Emergency Operations Plan**  
*Department-specific procedures/resources for dealing with fire, earthquake, bomb threat, etc.*
- **Part IV: Injury and Illness Prevention Program and Appendices**  
*The IIPP is the umbrella OSHA-mandated program that addresses: communicating safety issues; hazard reporting; safety inspection and training; recordkeeping, etc. Associated IIPP forms: generic workplace inspection checklists; employee training checklists, Hazard Reporting Form, injury reporting forms, etc.*

## Employee Rights and Responsibilities

### Employee Rights

- The right to receive training from their supervisors in general safe work practices and specific training with regard to hazards unique to a job assignment.
- The right to have workplaces monitored for exposure to harmful substances
- The right to see and copy medical or exposure records maintained by the employer
- The right to refuse to perform work under confirmed unsafe conditions, and to file complaints with their supervisors, EH&S, and Cal/OSHA, without fear of reprisal.
- The right to see the employer's *Log of Occupational Injuries and Illnesses*



### Employee Responsibilities

- Observe safe practices per supervisor, University policies and regulations.
- Review and understand their role in the:
  - *Injury and Illness Prevention Program (IIPP – Part IV)*
  - *Department Emergency Operations Plan (EOP - Part III)*
- Understand potential hazards and unsafe conditions, and know how to report unrecognized hazards. If needed, a *Hazard Reporting Form* is available in the IIPP Appendices and at safety corners/bulletin boards for reporting problems to EH&S.
- Review workplace chemical list, and know how to read a Material Safety Data Sheet
- Conduct regular safety inspections of work area to identify and correct hazards.
- Understand measures designed to minimize exposure to harmful substances or hazards, including engineering controls, safe work practices and personal protective equipment
- Know identity of department's Department Safety Representative and location of the local safety corner/bulletin board

## Supervisor Responsibilities

Supervisors are anyone having direct supervisory authority, and includes staff administrators, class instructors, teaching assistants, research assistants and faculty. University supervisors are responsible for protecting the health and safety of employees and students under their supervision per campus policy #5400.

Given their vital role in health and safety, EH&S has developed **three online training modules for supervisors of offices, laboratories and shops/trades areas**. The modules are about 15 minutes long and review a supervisor's basic safety responsibilities and provide the forms that allow a supervisor to fulfill specific Cal-OSHA requirements for basic **worker safety training and workplace inspections**. Find the modules on the EH&S Web site: click on *Training Schedules* then *Training Courses and Sessions*. These issues are also reviewed here:



### Training

Supervisors, both faculty and staff, are responsible for analyzing jobs to determine the qualifications needed to perform the activity safely, and for establishing a system for training on health and safety matters. EH&S can assist through its regularly scheduled training programs (*Website: Training Schedules*), videos for checkout, or customized consultation/training. Employees and students must be trained by their supervisor:

- When first hired or introduced to the workplace
- When given a new assignment for which previous training is not applicable
- Whenever new categories of potential hazards are introduced in the workplace
- Whenever the supervisor becomes aware of a new potential hazard.

Although each work area is unique, EH&S has developed generic **employee training checklists** (and self-inspection checklists) for the following areas:

- Offices
- Shops/Trades Areas
- Laboratories

These checklists can be found in the Appendices to the *Injury and Illness Prevention Program* (4<sup>th</sup> tab of binder). Supervisors should use these checklists as a starting point to develop an applicable and effective training program. In addition to the generic issues addressed in the checklists, workers must also be informed of specialized campus policies, procedures and manuals applicable to their particular workplace, e.g. Material Safety Data

Sheets, waste disposal, ergonomics, Diving Safety Manual, Radiation Safety Manual, etc. See the *Programs* section in this binder.

### Identifying and Correcting Hazards

Supervisors, both faculty and staff, are responsible for conducting **periodic safety inspections of workplaces and unsafe work practices**. See *Injury and Illness Prevention Program* Appendices for generic checklists of Office, Laboratory and Shop Safety Inspections. The frequency of inspections should be proportional to the magnitude of risk posed in a particular workplace. Inspections are also required whenever significant new substances, processes, procedures, or equipment presenting new health and safety hazards are introduced into the workplace. EH&S does its own periodic inspections of campus workplaces – laboratories particularly - but this does not relieve supervisors of their responsibility for doing workplace evaluations.

Unsafe conditions which cannot be corrected by the supervisor must be reported to the next higher level of management. Any supervisor who becomes aware of a serious concealed danger to the health and safety of individuals **must** report this danger immediately to EH&S and to those who may be affected. The *Hazard Reporting Form* must also be made available to all employees (IIPP Appendices and Safety Corners/bulletin boards).



### Injury Reporting

Upon notification of an injury or accident, it is the responsibility of the supervisor to complete and **submit the following three forms as soon as possible**. To expedite the employee's claim, please fax the forms to x8521. Direct any questions to x8050. All the forms are available at your department, or via the Business Services and EH&S websites.

1. **Report of Injury**
2. **Employee's Claim for Workers' Compensation Benefits**
3. **Medical Information Authorization**

### Keeping Records

*Inspections:* Supervisors should document who conducted the inspections, dates, any unsafe conditions/practices found, and corrective actions taken. Maintain records for three years and be available to EH&S or Cal/OSHA on demand. EH&S conducts periodic inspections of all workplaces and distributes copies to Department Safety Reps.

*Training:* Supervisors should document training whether conducted in classes, safety meetings, or one-on-one sessions. Generic safety training checklists are provided in IIPP Appendices (4<sup>th</sup> tab). Specifically, supervisors must record who was trained, who did the

training, when the training occurred, and what was taught. The EH&S office maintains a database of training conducted by EH&S staff back to 7/2000. This database can be searched for training records via the EH&S website (*Training Schedules/Dept. Training History*).



### Safety Performance Evaluations

Personnel evaluations at all levels of campus personnel should include an assessment of the individual's performance of the accident prevention needs of their position. The following are examples of some of the factors that should be considered when evaluating an employee's safety performance.

- Completion of health & safety training classes
- Adherence to defined safety practices
- Use of provided safety equipment
- Reporting of unsafe acts, conditions, and equipment
- Offering suggestions for solutions to safety problems
- Planning of work to include checking safety of equipment and procedures before starting
- Early reporting of work-related illness or injuries

## Department Safety Representative Responsibilities

Each department has a full-time, career employee(s) who is appointed by their department to serve as the Department Safety Representative (DSR). It is strongly recommended that the DSR be the chief administrative officer for the department (e.g., Business Officer, Director, etc.) and that the DSR responsibilities be a specific line item in the person's job description. Such department administrators already have direct responsibility under campus policy #5400 and the law to see that functional programs are in place. Regardless of who is appointed as DSR, local administrators need to stay directly involved in these issues.

### Responsibilities:

- Help integrate health and safety programs into routine departmental operations
- Ensure that an effective internal network exists for communicating health and safety information to their department
- Coordinate, communicate and maintain the department programs noted herein
- Be available to liaison with EH&S and convey information back to their department
- Periodically assess the department's compliance status with the various programs and report to the department head

### Implementing a Program:

Specific DSR action items are on the next page. These might seem overwhelming at first, but by breaking the job down into the following action items, it will be manageable. Remember, you are not solely responsible for the health and safety programs within your department. Individual supervisors have the primary responsibility for complying with applicable safety requirements and the oversight responsibilities of department administrators are noted above and later in this section.



## Department Safety Representative Action Items

1. Familiarize yourself with this *Health & Safety Binder*. Note the safety programs under *Part II: Programs* that apply to work done in your department.
2. Read **Summary: UCSB Injury and Illness Prevention Program** (pg. 2, Part IV)
  - Establish a method(s) to effectively communicate safety issues within your department; examples: e-mail, website, staff meetings, safety committee.
  - Establish a **safety bulletin board(s)** and ensure that all workers are notified of the location(s). It should include the following and other info as appropriate:
    - *UCSB Emergency Information Flip Chart* (see next tab, x-8243 for copies)
    - *Safety and Health Protection on the Job - Cal/OSHA sign* (x-8243 for copies)
    - *Hazard Reporting Form* (see IIPP Form G in App. 2 of Part IV, or x-8243)
  - Fill out **Appendix 1 (Departmental Information)** of the IIPP. Cal/OSHA requires this to determine who is responsible for your department's program. Keep copy on file in binder.
  - Ensure that supervisors use the appropriate **IIPP training documentation forms** and **workplace inspection forms** by directing them to their *General Safety Responsibilities and Resources* online orientation (3 separate modules for supervisors of **offices, or labs, or shops/trades**). Find on EH&S Web site: <http://ehs.ucsb.edu/4DAction/WebCourseSessionList>  
In turn, supervisors should ensure that their employees have been oriented to their rights and responsibilities under the IIPP law/program by viewing the online module entitled *Non-Supervisors* found at the same location noted above.
3. Review **Department Emergency Operations Plan** – (Part III)
  - Per Sec. 2 (*Planning for an Emergency*), complete the action items noted there.
  - Per Sec. 3 (*Responding to an Emergency*) be prepared to address the action items noted there in the event of an emergency affecting your department.
4. If your department uses any chemicals<sup>1</sup> outside of the lab environment then you fall under the **OSHA Hazard Communication Standard** (Material Safety Data Sheets). If this is the case, contact the EH&S Industrial Hygiene Program Manager (x-8787) for further instructions.

Footnotes: 1.Exclusions: tobacco, wood and wood-based products, food, drugs, cosmetics, hazardous waste, consumer products sold at retail, unless employee exposure is greater than exposure to the ordinary consumer (e.g. custodian use of cleaning products in the workplace are regulated under Hazard Communication).

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## Management Responsibilities

Management includes all positions that assume programmatic and financial responsibility, and includes principal investigators, department chairpersons, deans, provosts, department directors, vice chancellors and the Chancellor.

Per University policy (P-5400) on Environmental Health and Safety: *The Vice-Chancellors are responsible for ensuring that units under their authority comply with the campus environmental health and safety policy. Deans, unit heads, principal investigators, and supervisors are accountable for establishing and maintaining programs to ensure compliance within their areas and which will provide a safe and healthy environment.*

Some specific duties include ensuring that:

- individuals under their management have the training and authority to implement appropriate health and safety policies, practices, and programs;
- areas under their management have support for health and safety programs, practices and equipment;
- areas under their management are in compliance with University health and safety policies and applicable regulations;
- a Department Safety Representative and an alternate have been appointed for coordinating implementation of health and safety programs and acting as liaison with the EH&S office.



## Environmental Health & Safety Responsibilities

EH&S works to minimize or prevent occupational injuries and illnesses and protect and improve the quality of the workplace and surrounding environment by:

- Reviewing regulations and developing campus policies and programs accordingly
- Providing guidance and technical assistance in identifying, evaluating and correcting health and safety hazards
- Providing training materials, assistance, and programs in safe work practices
- Monitoring campus operations to help ensure safety policies/procedures are in place
- Providing and/or coordinating emergency services for hazardous materials incidents
- Serving as official liaison with governmental and other regulatory agencies.

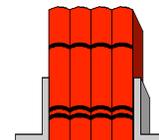
**UCSB EH&S Mission Statement:**

*The office of Environmental Health & Safety is committed to promoting a safe and healthful environment for research, instruction and the campus community. Through education, auditing and monitoring, technical consultation, and the provision of direct services, EH&S assists the campus in meeting its obligations for compliance with State and Federal health, safety and environmental regulations.*



## Regulations and Codes

The University is under the jurisdiction of numerous local, state, and federal agencies that monitor UCSB operations to ensure compliance with current laws in the three main areas noted below. In the following *Programs* section are summaries of campus programs that delineate how the University will *implement* compliance with these regulations.



### Occupational

The primary agency dealing with occupational health and safety is the California Occupational Safety and Health Administration – “Cal/OSHA” or “OSHA”. OSHA regulations apply to many potential operations at UCSB, including: Hazard Communication (MSDS); respirator use; bloodborne pathogens; hazardous materials exposure; laboratory safety; confined space work; welding and cutting operations; fire extinguishers; asbestos; elevators; noise control, and many more. OSHA can fine the University for violations – individual departments are generally responsible for such fines.

### Building Design and Operation

All building construction and repair operations must adhere to the following California or national codes: *Fire Code; Building Code; Mechanical Code; Electric Code; Plumbing Code*. The first two codes are administered by the California State Fire Marshal (CSFM). As the official representative of the CSFM on campus, the Fire Division of EH&S reviews and approves all significant construction projects on campus. Compliance with all the above codes is also administered by Facilities Management. Therefore, any significant modifications to the infrastructure of campus buildings (utilities, walls, etc.) must be approved and coordinated through FM.

### Environmental Management

Environmental regulatory development and authority are often delegated to agencies of the state and local government. Many environmental laws are implemented by such *state* agencies as the California Environmental Protection Agency (Cal-EPA), Cal/OSHA, Department of Health Services, and the State Fire Marshal’s Office, and by such *county* agencies as the Santa Barbara County Fire and Public Health Department, the Air Pollution Control District (APCD), the Goleta Sanitary District and others.