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1. POLICY

It is the policy of the University of the Pacific (Pacific) to provide its employees with a safe and healthful workplace. In order to achieve this goal, all levels of management and supervision are required to ensure that the guidelines of this Injury and Illness Prevention Program (IIPP) are followed.

2. PURPOSE

2.1. This document has been designed to:

2.1.1. Implement a system that provides employees access to environmental health and safety information (training, bulletins, etc.) necessary for the safe completion of their job responsibilities,

2.1.2. Ensure that safety inspections are routinely conducted, and

2.1.3. Ensure that the Three Fundamental Objectives of the Pacific Safety Program are effectively pursued.

2.1.3.1. The Three Fundamental Objectives are:

- **Striving** for an Injury and Illness free workplace.
- **Identifying** and **eliminating** operational deficiencies that can lead to injuries, illnesses, and/or fatalities.
- **Maintaining** a proactive and effective Safety Program (e.g., open communication between employee and supervisor, employee health and safety training, regularly scheduled inspections, accident and injury investigation).

3. SCOPE

3.1. This document applies to all personnel under the direct supervision of a Pacific employee (i.e., Temporary Employees, Temporary Agency Employees, Part time Employees, Full time Employees, Student Assistants, Federal Work Study, Graduate Assistants, etc.). All personnel shall comply with the provisions outlined in this document.

4. RESPONSIBLE PERSONS (IIPP - 8 CCR 3203 (a) (1))

4.1. University President

4.1.1 The ultimate authority and responsibility for environmental health and safety management rests with the University President (President). As used elsewhere in this document, President also refers to the designee of the President.

4.2. Vice Presidents and Program Center Administrators

4.2.1. Vice Presidents and Program Center Administrators are required to:

4.2.1.1. **Participate** in the review and pre-approval of new or revised environmental health and safety programs and policies affecting their Program Center's work activities, as determined appropriate by the Office of Budget and Risk Management.

4.2.1.2. **Exercise** authority to allocate physical and financial resources necessary to improve the IIPP and ensure compliance.

4.2.1.3. **Ensure** that their Safety Committee(s) (when such a committee has been determined appropriate) is/are meeting no less than on a quarterly basis. (See Section 10).

NOTE: It is not a mandatory requirement to maintain a Safety Committee in each Program Center/School/Department; however, when a Safety Committee has been determined appropriate, it shall meet no less than on a quarterly basis.

4.3. Department Heads, Chairs, and Managers

4.3.1. Department Heads, Chairs, and Managers are required to:

4.3.1.1 **Ensure** that the IIPP is being followed within their Departments,

4.3.1.2. **Substantiate** the need for, and request through the appropriate management command chain, resources necessary for the correction of safety hazards,

4.3.1.3. **Evaluate**, with the assistance of staff input, the effectiveness of safety programs implemented, and provide recommendations for improvement to the appropriate Safety Committee,

4.3.1.4. **Assist** supervisors in taking appropriate actions against employees, who knowingly and/or consistently violate safety rules and guidelines,

4.3.1.5 **Ensure** that their **employees are appropriately trained** for the responsibilities assigned: 8 CCR 3203 (a) (7).

4.4. Supervisors & Lead Personnel

4.4.1. Supervisors and Lead Personnel are required to:

4.4.1.1. **Ensure** that the IIPP and other safety programs are followed within their work groups,

4.4.1.2. **Assist** employees in identifying and correcting safety concerns,

4.4.1.3. **Identify** and take appropriate action to **correct** safety and environmental health deficiencies,

4.4.1.4. **Notify** their Manager/Chair when the correction of deficiencies requires the allocation of financial and physical resources beyond the Supervisor's or Lead Person's authority,

4.4.1.5. **Ensure that their employees are appropriately trained** for the responsibilities assigned – 8 CCR 3203 (a) (7)),

4.4.1.6. **Recommend disciplinary action** to their manager when employees knowingly and/or consistently violate safe work practices,

4.4.1.7. **Enforce** the use of all required personal protective equipment (PPE), safety programs or procedures necessary for the safe completion of an employee's job responsibilities.

4.5. Employee Responsibilities

4.5.1. All employees are required to:

4.5.1.1. **Participate** as a member on one of the program-specific safety committees (Student Safety Escort such as Stripes, Crisis Response Team, etc.),

4.5.1.2. **Follow the guidelines** of the Pacific IIPP and any other environmental health and safety programs implemented by the Pacific,

4.5.1.3. **Take appropriate action** to protect themselves from recognized and uncontrolled hazards, and to immediately take appropriate action to correct any known safety deficiencies, or any potentially hazardous conditions that may lead to injury, illness or death,

4.5.1.4. **Initiate the correction** of, or correct identified safety concerns, as appropriate (i.e., contact line supervision, Safety Committee Chair, OES, etc.),

- 4.5.1.5. **Refrain** from entering into work tasks that require specialized training, which they have not yet received (e.g., Confined Space Entry, Hazardous Materials Usage, Industrial Truck Operation, Trenching and Excavation for Man Entry, Industrial Machine Operation, Power Tool Operation, etc.),
 - 4.5.1.6. **Participate** as a member of the Department Safety Committee, as appointed by their Manager (when such a committee has been implemented),
 - 4.5.1.7. **Not remove, displace, damage or destroy** any safety device, safeguard, notice or warning used in any work area, or interfere in any way with their use by any other person. (This is not intended to prohibit the removal for repair or maintenance of any safety device, provided such devices or suitable replacements are reinstalled before the work, requiring the use of such devices, is resumed.), and
 - 4.5.1.8. **Not interfere** with the use of any method or process adopted for the protection of any employee, including himself/herself.
- 4.6. IIPP Program Administrator Responsibilities**
- 4.6.1. The IIPP Administrator is the office of Budget and Risk Management. Responsibilities of the IIPP Administrator are to:
 - 4.6.1.1. **Ensure** that the Pacific IIPP is reviewed annually,
 - 4.6.1.2. **Oversee** the development of written OSHA required environmental health and safety documents, training programs, and employee training matrices and schedules,
 - 4.6.1.3. **Summarize** environmental health and safety performance statistics,
 - 4.6.1.4. **Advise** management, through a Safety Committee, on safety policy and procedure development needs, concerns, and progress,
 - 4.6.1.5. **Provide guidance** on new or proposed regulatory requirements,
 - 4.6.1.7. **Assist** in the identification of financial and physical resources necessary for the correction of substantiated safety deficiencies

5. EMPLOYEE RECOGNITION & DISCIPLINE (IIPP - 8 CCR 3203 (a)(2))

5.1. Employee Evaluations

5.1.2. Supervisors are required to accurately reflect the employee's safety performance on an annual basis, during the annual written evaluation process. Employees who receive unsatisfactory safety performance reviews should be placed on a Plan of Improvement.

5.2. Recognition Procedure

5.2.1. **Letter of Commendation** – Employees who enhance the Pacific Safety Program through the development of safety devices, practices, or work-area and equipment specific safety procedures should be formally commended. The process by which *Letters of Commendation* are awarded, prepared, and presented is left to the discretion of the individual Programs.

5.2.2. **Certificates of Recognition** – Employees who participate as members of a Safety Committee will be presented with a **Certificate of Recognition** upon their honorable release from the Committee.

5.2.3. The Office of Budget and Risk Management will maintain a list of those individuals awarded **Commendations or Certificates of Recognition**.

5.3. Disciplinary Action Procedure

5.3.1. The supervisor assists in documenting and recommending, through appropriate lines of management, disciplinary action when an employee knowingly or consistently violates safety rules. Disciplinary action, up to and including termination, can be pursued depending on the type and/or frequency of the violations.

5.3.2. Where a general lack of understanding of safe work practices has resulted in an unsafe act (regardless of the healthful outcome), or where an otherwise conscientious employee experiences a lapse in good judgment leading to an unsafe act, the supervisor or lead person is required to provide, as a minimum, verbal counseling to the employee. Retraining (by the lead worker or through the formal training program) should also be considered as a method to prevent the employee from committing future unsafe acts.

5.3.3. Examples of types of unsafe acts may include, but are not limited to, the following:

- Breaking a work rule regarding safety.
- Carelessness resulting in injury to self and/or others.
- Misuse of Pacific equipment.
- Misuse of Pacific vehicles and failure to adhere to the California Vehicle Code.
- Failure to heed Pacific posted caution and warning signs.
- Failure to report accidents or injuries involving self or others.
- Any other action deemed detrimental to the health and well being of a Pacific employee or the general public.

6. INFORMATION EXCHANGE (IIPP - 8 CCR 3203 (a)(3))

6.1. Bulletin Board Postings

- 6.1.1. Written safety information is posted on bulletin boards located in offices and break rooms throughout the campus. Many questions regarding employer/employee rights and responsibilities are posted on these bulletin boards.
- 6.1.2. Employees are encouraged to become familiar with the location of, and the content of materials posted on the bulletin boards in their work areas.

6.2. Anonymous Hazard Notification by Employees

- 6.2.1. Open communication between employees and supervisors is encouraged. Generally, employees should address their safety concerns with their immediate supervisor. However, if an employee desires to provide **anonymous notification** of a safety hazard, he/she may do so by contacting Risk Management or any member of the safety committee (without disclosing their personal identity) through intra campus mail at any of their own mail drops or by phone.
- 6.2.2. Employee notifications must indicate:
- the nature of the concern,
 - the location,
 - the time the concern was first identified, and
 - when appropriate, the names of individuals involved.

6.3. Safety Programs and Handbook

- 6.3.1. All employees are issued a personal copy of the Pacific **Health and Safety Manual** when they begin employment. Additional or replacement Handbooks may be obtained by contacting Risk Management at extension 62783 or 62296.
- 6.3.2. Detailed written safety programs and policies have also been developed by the Office of Budget and Risk Management. By referencing written programs, employees can find detailed information on Pacific safety programs, which include but are not limited to: Confined Space Entry, Respiratory Protection, Fall Protection, Lockout/Tagout, Electrical Safety, etc.
- 6.3.3. Employees can obtain hard Copies of Safety programs through their supervisor, by contacting Risk Management at extensions 62783 or 62296 and/or by accessing the Risk Management web page at www.Pacific.edu. (Web site found within Finance.)
- 6.3.4. Employees are authorized to conduct relevant, project related review of the written safety programs during regular work hours.

7. TRAINING (IIPP - 8 CCR 3203 (a)(7))

7.1. New Employees Training Requirements

7.1.1. New employees shall complete Injury and Illness Prevention Program training before beginning their job assignment.

7.2. All Employees Training Requirements

7.2.1. Supervisors are responsible for ensuring that their employees receive training in accordance with 8 CCR 3203 (a)(7). Employees should also receive training as specified by their individual or departmental requirements.

7.2.2. Supervisors, with the assistance of the Risk Management Department, develop and specify the minimum training requirements an employee must complete prior to engaging in the related work activity.

7.2.3. At a minimum, supervisors should ensure that employees complete initial and refresher training in accordance with the requirements of their Department or what may be required as an Individual. Supervisors must also ensure that the completion of such training has been documented.

7.2.4. Employees shall not engage in work related duties exposing them to hazardous conditions (hazardous materials included) for which they have not been appropriately trained.

7.3. Comprehensive Safety Training

7.3.1. The Office of Budget and Risk Management is responsible for the development of OSHA compliant, comprehensive safety training programs, and the associated annual Safety Training Schedule.

7.1.3.2. Employees can complete comprehensive safety training by one of the following methods:

- one-on-one study with any Pacific employee who meets the instructor qualifications, as listed in the Lesson Plan, or by
- attending a prescheduled comprehensive training course.

7.1.3.3. Contact Risk Management for clarification or assistance concerning employee training-requirement-matrix development and/or instructor qualifications.

7.1.3.4 Training records must be kept on file for a minimum of 1 year.

7.4. Employee Group Safety Meetings (Optional)

7.4.1. Non-mandatory, Group Safety Meetings are generally implemented in Departments where potentially serious occupational exposures may exist on a regular basis. Such exposure may result from construction, maintenance, or technical support work

- related activities. Campus organizations that might implement Group Safety Meetings include: Physical Plant, Theater, Chemistry, etc.
- 7.4.2. Group Safety Meetings should be used to:
- **review** the training performance requirements of various safety training programs and procedures implemented by the University of the Pacific. Videos, quizzes, Topic Review Sheets, Codes of Safety Work Practices, etc. can be used for this purpose,
 - **discuss** employee concerns regarding housekeeping, projects, and general safe work practices,
 - **discuss** work related accidents, injuries or illnesses, and
 - **implement changes** that have been made to Health and Safety programs, policies, or procedures.
- 7.4.3. Annual schedules, for Monthly Group Safety Meetings, should be established for each “group” electing to implement the Group Safety Meeting process.
- 7.4.4. A sample Group Safety Meeting Agenda is attached to this IIPP ([Appendix A](#)).
- 7.4.5. Group Safety Meeting attendance rosters shall be maintained for no less than three years.
- 7.4.6. Monthly Group Safety Meetings should not exceed 1 hour in length.

8. SAFETY INSPECTIONS (IIPP - 8 CCR 3203 (A)(4))

8.1. Monthly Checklist Inspection Procedure

- 8.1.1. Checklist inspections of trade and educational workshops and laboratories, where power equipment and/or hazardous materials are used, are to be conducted on a monthly basis. A checklist similar to the one in **Appendix B** may be used for this purpose.
- 8.1.2. Department Chairs/Managers, of areas identified in 8.1.1, shall ensure that monthly inspections are completed.
- 8.1.3. All deficiencies, and the corrective actions taken, shall be noted on the Monthly Safety Inspection Checklist.
- 8.1.4. Upon completion of the inspection, the inspecting employee will provide the inspection checklist, with findings and corrective actions needed or taken, to the Department Manager or Chair. The Department Manager or Chair shall ensure that any uncorrected safety deficiencies are appropriately addressed.
- 8.1.5. Monthly Safety Inspection Checklists shall be maintained for a minimum of 1 year.

8.2. Annual Environmental Health & Safety Inspections

8.2.1. Annual Inspection Goals

- 8.2.1.1. Improve the effectiveness of the Campus Safety Program through:
- 8.2.1.1.1. **identifying** safety deficiencies, for the purpose of correcting hazardous conditions and/or regulatory violations before unfavorable consequences result,
- 8.2.1.1.2. **evaluating** the level of compliance with safety training requirements, and
- 8.2.1.1.3. **evaluating** the accuracy of health and safety record keeping practices.
- 8.2.1.2. Document the effectiveness of each Program Center's safety efforts by completing a written report that identifies areas needing improvement and provides suggestions on corrective actions to be taken.

8.2.2. Annual Inspection Team Members

- 8.2.2.1. Inspection teams should consist of the following members:
- The Department Chair/Manager or their appointee,
 - A member of the Department's Safety Committee (if a Departmental Safety Committee has been established), or a member of the department's faculty or staff,
 - A member of the Risk Management Department, and
 - A supervisor or manager from a related Department who is familiar with the area/facility operation (optional).

8.2.3. Annual Risk Management Inspection Procedure

- 8.2.3.1. Risk Management will notify the Department to be inspected, and the Inspection Team members, of the time and date of the inspection. All buildings on campus will be included in this procedure.
- 8.2.3.2. A pre-inspection meeting should be held with the appropriate Dean or Program Center Manager prior to conducting the physical inspection.
- 8.2.3.3. Risk will review the Department's/Program Center's safety performance of the previous year (Incident Statistics, Monthly Inspection Records, OSHA visits, etc.).
- 8.2.3.4. The inspection team will conduct a physical inspection of the area/facility and list deficiencies, with recommended actions, on the Annual Safety Inspection Report.
- 8.2.3.5. A copy of the inspection report will be sent to the affected Deans and/or Program Center Managers for appropriate corrective actions and follow up as necessary.

8.3. Informal Identification and Correction of Safety Concerns

- 8.3.1. All employees are expected to take appropriate action to correct hazardous situations that may lead to injury or illness (i.e., correct safety problems under their control, keep work areas free of hazards, notify Risk Management's OES Officers or other appropriate supervisors of recognized safety hazards and concerns not under their control).
- 8.3.2. Safety deficiencies that do not pose a threat of injury, illness or death shall be addressed in a timely manner.
- 8.3.3. The supervisor shall ensure that known safety deficiencies are appropriately addressed. Some appropriate methods that may be used for addressing safety deficiencies include, but are not limited to the following:
 - Work Orders, i.e., IDRs
 - Purchase requests,
 - Construction Contracts.

9. OCCUPATIONAL INJURY & ILLNESS INVESTIGATIONS (IIPP - 8 CCR 3203 (a)(5))

9.1. Reporting Requirements

- 9.1.1. Employees are required to immediately report to their supervisor, all work related injuries or illnesses: unless the injury or illness is of such a nature as to render the employee incapable of providing such notification.
- 9.1.2. Employees who encounter serious work related injuries or illness should seek immediate professional medical attention.

9.2. Injury and Illness Investigation

- 9.2.1. For each injury or illness reported, the supervisor, or in the absence of the supervisor, their designee, shall investigate and complete a ACCIDENT REPORT within 24 hours from the time of the incident (Appendix C).
- 9.2.2. Copies of the completed reports shall be forwarded to the Human Resources Department.
- 9.2.3. Supervisors may seek the assistance of the Budget and Risk Management Department when conducting an injury or illness investigation. Depending on the seriousness and complexity of the incident, the Budget and Risk Management Department may elect to conduct an independent incident investigation.

NOTE: When the nature of the injury or illness, cause, or corrective action is not evident within the first 24 hours an ACCIDENT REPORT must still be completed (to the best of the supervisor's ability). A revised report will need to be completed when the details of the injury or illness, cause, or corrective action are known.

- 9.2.4. The Office of Budget and Risk Management shall maintain Supervisor's Reports of Occupational Injury/Illness for seven years.

10. SAFETY COMMITTEES (IIPP - 8 CCR 3203 (c))

10.1. Safety Committees

10.1.1. Committee Charter

10.1.1.1. Safety Committees are the principal campus bodies responsible for recommending to the University all aspects of health and safety for the campus. Tasks will include:

- Commentary on implications of pending and adopted safety laws and regulations,
- Development of priorities for addressing environmental mandates and issues,
- Preparation of an annual “state of the campus environment” report,
- Recommending policies and procedures for the use and disposal of hazardous materials, and developing programs to eliminate or minimize exposure to known or suspected human carcinogens.

10.1.1.2. The Committees are responsible for coordinating, consolidating and allocating tasks within each committee. The existing committees are:

- Crisis Response Team
- Investigative Review Board
- Worker’s Compensation Committee
- Student Safety/Stripes (ASUOP)
- Pacific Alert Team
- Safety Committee (sponsored by Risk Management)

10.1.2. Committee Membership

10.1.2.1. Appointments to the Committee are made by department heads, supervisors, Directors, and others who oversee or have responsibilities within units of the university. Membership shall be for a period of a minimum of one year, but certain committees may have members due to their expertise and training, on indefinitely. Managers shall have the option of reappointing members to additional terms.

10.1.2.2. The composition of the committee may include the following:

- *Member or Chair* of the Investigative Review Board
- *Member or Chair from the Pacific Alert Team*
- *Member or Chair from the Crisis Response Team*

Additional members may be assigned as needed or required.

- A faculty member from a department which uses hazardous materials recommended by the dean/manager of the Program Center
- One representative from the Public Safety staff
- One representative from the Physical Plant staff
- One community member

- One or more students, graduate students may serve on committees for chemistry and pharmacy departments

10.2. Departmental Safety Committees (Optional)

- 10.2.1. Safety Committees are generally implemented in Departments where potentially serious occupational exposures may exist on a regular basis. Such exposure may result from construction, maintenance, or technical support work related activities.
- 10.2.2. Campus organizations that might implement a Departmental Safety Committee include: Facilities Management, Theater, Pharmacy, etc.
- 10.2.3. Departmental Safety Committees address the prevention of occupational injuries and illnesses by proactively addressing hazards unique to their work activities and facilities.
- 10.2.5. Under the direction of the Program Center Dean or Department Head, Safety Committees should consider doing the following:
- **Reviewing** the findings of Audits and Inspections,
 - **Participating** with Risk Management in the Annual Inspection of their Program Center's or Department's work areas, and addressing corrective actions when safety weaknesses are discovered,
 - **Identifying** departmental training needs,
 - **Reviewing** work related accidents (Near Misses and Injury/Illnesses), which have occurred in the previous month, and providing management with recommendations for corrective action,
 - **Considering** employee concerns regarding work related hazards, and provide management with recommendations for corrective action, and
 - **Making Available** meeting records to employees.

10.3. Committee Meeting and Management Procedure

- 10.3.1. The Chair of each Safety Committee:
- **Ensures** that the Committee is meeting no less than quarterly,
 - **Prepares** the agenda (gathers inspection reports, accident reports, and subcommittee and employee suggestions prior to the meeting),
 - **Maintains** meeting minutes/summaries and "Action Items." See [Appendix A](#).
- 10.3.2. Maintain meeting records for a minimum of 1 year.

11. RECORDKEEPING (IIPP - 8 CCR 3203 (B)(1) & (2))

11.1. Training Records

- 11.1.1. Training records (Group Safety Meetings, included) are maintained in the personnel files of each department.
- 11.1.2. Hard copies of employee safety training records are to be maintained for no less than 1 year.

11.2. Inspection Reports

- 11.2.1. Individual departments shall maintain Monthly Safety Inspection Checklists.
- 11.2.2. Risk Management will be responsible for maintaining annual inspection reports.
- 11.2.3. Inspection reports are to be maintained for 1 year.

11.3. Injury and Illness Reports

- 11.3.1. Copies of the Accident Reports are forwarded to the Worker's Compensation Manager in the Personnel Department and to Risk Management for review and retention. A copy of the report should also be maintained at the site where the injured/ill employee works.
- 11.3.2. Supervisor's Reports of Occupational Injury/Illness are maintained for a minimum of 7 years.

12. CODE OF SAFE PRACTICES

12.1. Code of Safe Practices

12.1.1 General for all Employees

The following code of safe practices is applicable to all Pacific employees. These are to be complied with at all times. New employees, upon employment, must also familiarize themselves with the job specific Code of Safe Practices for activities/operations included in their job responsibilities. It is the supervisor's responsibility to ensure that these safety codes are followed. Any employee who violates the codes or any provision of them is subject to disciplinary procedures as set forth by Human Resources. Such disciplinary action is at the discretion of the supervisor and departmental manager.

- ◆ Report all unsafe conditions or potential hazards to the supervisor and, if necessary, to Risk Management.
- ◆ Report **all** work related accidents, injuries, and illnesses to the supervisor and/or Risk Management. An "Occupational Injury/Illness Incident" form must be sent to Human Resources by the supervisor within 48 hours of the incident.

- ◆ All pregnant employees must notify their supervisor after confirmation of pregnancy by a physician.
- ◆ Comply with all written and posted safety rules.
- ◆ Horseplay, smoking (inside buildings), intoxicating substance use, or weapon possession is not allowed.
- ◆ Personal protective equipment and clothing must be worn when and where required and maintained in a clean and sanitary condition.
- ◆ When moving and/or lifting heavy objects, employees should bend their knees and use leg muscles instead of back muscles.
- ◆ Keep floor surfaces clean and dry and work area orderly. Never block aisles, passageways, fire doors, or fire extinguishers. Clean up spills immediately. Work area is to be cleaned up at the completion of the task.
- ◆ No employee shall knowingly be permitted or required to work while ability or alertness is impaired by medication, illness, fatigue, or any other cause.
- ◆ Means of egress (exit pathway) will be kept unblocked, well lighted, and unlocked during work hours.
- ◆ In the event of fire, alert supervisor and sound alarm. Upon hearing alarm, employees are to stop work, turn off any machinery, and proceed to the nearest clear exit. Employees will then gather at the preassigned location(s) in the parking lot(s). Only trained and designated workers may attempt to respond to a fire or other emergency. Clearly marked fire extinguishers are located in each hallway.
- ◆ In the event of an earthquake, do not panic. Upon hearing the alarm, take cover and remain inside until the shaking stops. Then leave the building and report to the assembly area. Re-enter building only when instructed to do so by authorized personnel.
- ◆ In the event of a chemical spill, notify supervisor and, if possible, determine the contents of the spill. Evacuate employees if necessary.
- ◆ Notify Risk Management for assistance if a chemical spill is greater than beyond what you typically use in your work. Only trained and qualified personnel should use spill kit to contain and absorb spill. Dispose of as hazardous waste. Complete a spill report form and send it to Risk Management.
- ◆ In the event of a medical emergency, first aid materials are located in each building. Only personnel trained in first aid/CPR shall administer first aid. In case of a serious medical emergency, call 911 for an ambulance or rescue squad.

Specify exact building location and send employee outside to direct emergency vehicle. Call EHS.

- ◆ Notify Risk Management when processes, products, or facilities are newly created or modified.

12.1.2 Laboratory

The safety codes listed below apply to all employees whose job responsibilities include work in a laboratory setting, which contains chemicals and/or biohazards. Refer to the Center for Disease Control and Prevention "Laboratory Biosafety" and/or Laboratory Safety Standard for additional details concerning laboratory safety issues.

- ◆ Personal protective equipment (gloves, safety glasses, lab coats, shoes, respirators, etc.) must be worn when required by the procedure. If in doubt, ask your supervisor before you handle any materials. Safety glasses must be worn when handling chemicals or cultures where there is a potential for exposure due to splash or aerosol.
- ◆ Wear heavy-duty slip-resistant rubber washing gloves when washing glassware.
- ◆ Lab coats should be worn when working in the laboratory area and removed prior to leaving the lab.
- ◆ It is recommended that only clearly marked compounds with prior review of the Material Safety Data Sheets (MSDS) be used in laboratory procedures. MSDS should be review prior to new chemical use.
- ◆ Label all secondary containers with identity and concentration of hazardous material(s), hazard type(s), and date of use.
- ◆ Minimize the volume/quantity of hazardous material that will be used in the process.
- ◆ Notify your supervisor and Risk Management of any known allergies you have to chemicals and or cultures that may be within your work area.
- ◆ Employees are not to eat, drink, smoke, or apply make-up in the laboratory areas. Food and beverages are not to be stored in refrigerators or other areas where chemicals are stored. Employees are to wash hands after chemical or culture use and upon completion of shift.
- ◆ Mouth pipetting is not to be performed at any time. Use mechanical pipette only.
- ◆ Clean up chemical spills immediately and report all spills to the supervisor and, if necessary, to Risk Management.
- ◆ Close lids or cover containers holding chemicals and/or cultures when not in use.

- ◆ Any chemical(s) transported inter-laboratory should be placed in non-breakable secondary container(s).
- ◆ Chemicals and/or cultures kept in fume hoods must be maintained in orderly condition.
- ◆ Store by segregated chemical groups: flammable, acid, base, oxidizer, reactives, etc. (i.e., Do not store unsegregated chemicals alphabetically or incompatible chemicals next to each other.)
- ◆ Store flammable materials in approved flammable storage cabinet.
- ◆ Ensure that no chemicals or equipment shall be removed from the laboratory without special permission from the supervisor.
- ◆ Fume hoods should be certified annually for velocity.
- ◆ Fume hood sash must be pulled down during operation to provide adequate ventilation. Notify supervisor immediately of any irritation, headache, or dizziness.
- ◆ Biohazard fume hoods are to be used while working with carcinogens and when doing fungal spore harvesting.
- ◆ Needles and syringes or other sharp instruments should be restricted in the laboratory for use only when there is no alternative. All needles and syringes should have engineered safety device when used with infectious material. Plasticware should be substituted for glassware whenever possible.
- ◆ Access to biohazard areas must be appropriately labeled “BIOHAZARD – RESTRICTED AREA”, and authorized admittance only, needs to be practiced.
- ◆ Laboratories that deal with microorganisms or clinical specimens should decontaminate work surfaces after use.

12.1.3 Shop Operations

The safety codes listed below apply to all employees whose job responsibilities include operation of machinery.

- ◆ No eating, drinking, or applying makeup, is allowed in machinery area.
- ◆ Wash hands following each shift and before eating, drinking, smoking and applying makeup or contacts.
- ◆ Check equipment for any frayed, spliced or pinched electrical cords.

- ◆ Only properly trained, authorized employees may clean/repair machinery.
- ◆ Machine must be stopped and locked out when work that would constitute a mechanical or electrical hazard must be performed on equipment. All energy sources must be neutralized before servicing any machinery.
- ◆ Supervisors shall ensure periodic inspection required for proper operation (and drainage). New and modified machinery must be reviewed by EHS.
- ◆ Do not operate machine unless authorized, trained and know how to turn off.
- ◆ Guards and safety shields must be in place during operations and immediately replaced after making adjustments or repairs. Overriding of guards or double action systems is prohibited.
- ◆ Proper protective wear must be worn when warranted during machine operation or maintenance. This includes, ear and eye protection, gloves, face shields, safety shoes, and respirators. Secure all loose clothing, jewelry and hair. No ties or long sleeves are to be worn.
- ◆ Ventilation systems must be used during specified operations. Operator shall verify systems are running properly. If repair is needed, cease operation and notify supervisor.
- ◆ Supervisors shall maintain chemical inventories and MSDS for all machinery operations and processes.
- ◆ Wear safety glasses or impact goggles when operating machinery.

12.1.4 Administrative and Office

The safety codes listed below apply to all employees in the office environment whose job responsibilities include use of video display terminals, copy machines, filing cabinets, and other office equipment.

- ◆ Open one drawer at a time of file cabinet. Close immediately after use. Load from bottom up.
- ◆ Do not slide across room or tilt back in chair.
- ◆ Keep work area tidy and desk drawers closed when not in use. Maintain walking surfaces in good conditions (i.e., smooth). Keep electrical and telephone cords out of the pathway.
- ◆ Store only food and beverage in refrigerators, no chemicals or biological hazards are allowed.

- ◆ Ensure that all guards and other protective devices are in proper places and adjusted (i.e., paper cutter, paper shredder).
- ◆ Do not place/store heaters by flammable objects. Unplug space heaters at the end of shift.
- ◆ Do not store excessive combustibles (paper) in work areas.
- ◆ Unplug office machinery before servicing (i.e., copy machine).
- ◆ Check equipment for frayed, spliced, or pinched electrical cords. Report to supervisor if any corrective action is needed.
- ◆ Make certain circuits are not overloaded and extension cords are not plugged into power strips.
- ◆ Employees must adjust workstations for individual ergonomic comfort.
- ◆ Video Display Terminal (VDT) users must take vision breaks; other work shall be performed during these breaks. VDT use for more than 75% of the workday is not recommended.
- ◆ Report to Maintenance any carpet that poses a tripping hazard.

12.1.5 Transportation

The safety codes below apply to all employees whose job responsibilities include driving company or personal vehicles.

- ◆ Driver must have a current valid driver's license appropriate for the type of driving and vehicle.
- ◆ Observe all speed limits, stop signs, and driving rules.
- ◆ Fasten seat belt at all times.
- ◆ Only hands-free cell phones may be used while driving.
- ◆ Report all mechanical problems with company cars/trucks to Maintenance for repair.
- ◆ Watch for pedestrian traffic.
- ◆ Do not pick up hitchhikers.
- ◆ Do not drive when impaired by fatigue, visibility, or under the influence of intoxicating substances (including prescribed medicine).

- ◆ Do not park in fire lanes.
- ◆ Do not fill up gas tank with engine running.
- ◆ If involved in an accident with a company vehicle, notify Supervisor and EHS immediately.

12.1.6 Warehouse Operations

The following code of safe practices is applicable to all employees who work in warehouse operations such as shipping/receiving/material handling.

- ◆ Safety shoes must be worn.
- ◆ No stacking above 12 feet or more than 3 pallets high when racks are so designed. Chemicals may not be stored above eye level.
- ◆ Keep work area tidy and clean.
- ◆ Use OSHA approved ladder in good working condition.
- ◆ Do not stretch and reach for object.
- ◆ Do not step on top or second rung of ladder.
- ◆ Keep area free of unnecessary combustibles in work areas.
- ◆ Only trained, certified employees may operate forklift.
- ◆ Periodically inspect forklift to ensure proper functioning; document inspections.
- ◆ Use leg muscles, not back, when lifting. Use mechanical lift when object is too heavy.
- ◆ Do not push or slide heavy objects. Use mechanical lift.
- ◆ During battery maintenance, a face shield, neoprene gloves and an apron must be worn to guard from chemical splash.
- ◆ Observe all hand truck operating rules.
- ◆ All trailers/straight trucks must be chocked during the time they are being loaded/unloaded by the employee who is performing the loading/unloading.
- ◆ Unchocking of trailers should be accomplished by warehouse employees performing the loading/unloading.

- ◆ Spotted or dropped trailers must have a jack under the nose, adjusted so the top of the jack is up to the bottom of the trailer OR have a tractor under them with the brakes set at all times.
- ◆ When tractors are left attached to trailers, a method of alerting the driver that loading/unloading is in progress must be implemented.
- ◆ Do not leave forklift unattended on dock boards or trailers.

12.1.7 Fitness Centers

The following codes of safe practices are applicable to all employees who use the fitness center.

- ◆ Employees must wear shoes at all times when using the facilities and comply with all posted club rules.
- ◆ Read and follow all equipment instructions for proper usage of machinery.
- ◆ Pre-and post-exercise stretching is recommended.
- ◆ Employees must wear protective impact eye goggles (nonbreakable) when in the racquetball area.
- ◆ Employees should receive proper instruction from trainer before using weight equipment.
- ◆ Turn off treadmill before stepping onto moving surface.

12.1.8 Maintenance

This code of safe practices is applicable to all employees who have maintenance responsibilities including servicing, electrical, and janitorial work.

- ◆ Use only OSHA approved ladders in good working condition.
- ◆ Do not step on top rung of ladder.
- ◆ Lift using leg muscles, not back muscles. Use mechanical means if load is too heavy.
- ◆ Do not push or slide heavy objects. Use mechanical lift instead.
- ◆ Only trained and authorized employees may attempt to service equipment.
- ◆ Turn off machine, lock out and tag equipment before servicing to prevent electrical injury.

- ◆ Wear eye goggles when servicing equipment.
- ◆ Wear personal protective equipment (safety shoes, gloves, etc.) when necessary and/or when recommended by Risk Management or Pacific policy.
- ◆ Maintain current MSDS for materials used.
- ◆ Use only OSHA approved fiberglass ladders when servicing electrical equipment.
- ◆ Only certified employees may operate forklift.
- ◆ Periodically inspect forklift to ensure proper functioning and operation.

12.1.9 Radiation Usage

The following codes of safe practices apply to all employees who work with machinery that emits ionizing radiation.

- ◆ Only trained, authorized employees may operate X-ray machine and other ionizing radiation machinery.
- ◆ Wear personal, protective equipment when required by MSDS, Pacific policy, or at the request of Risk Management.
- ◆ Employees may be required to be on medical surveillance and asked to wear film badges to monitor radiation exposure.
- ◆ No eating, drinking, applying makeup while in room housing ionizing emitting machinery.
- ◆ Please refer to the Radiation Safety Manual for detailed information.

12.1.10 Business travel

- ◆ Prepare for your trip – know where you are going and how you are getting there.
- ◆ Park only in well-lighted areas and as close as you can to the entrance, elevator, or shuttle stop.
- ◆ Dress casually. Avoid jewelry and using expensive luggage. The best way to carry your purse is in front of you – next to your stomach. Do not carry all your money and credit cards in one place. Divide your assets in different luggage and carry only what you need for the day.
- ◆ Do not carry all your money and credit cards in one place.

- ◆ Use taxis designated by the airport or hotel and do not share them with other passengers.
- ◆ Use well-known restaurants for business meals.
- ◆ Use hotels that are convenient and well known, with good security. Once in your room, locate the nearest emergency exit.
- ◆ Read about conditions in the country you are about to travel to. Read US State Department warnings and follow their recommendations if possible to either avoid potential problem areas or restrict your travel itinerary to safer destinations.

APPENDIX A: Form may be used for both Group and Safety Committee meetings

DEPARTMENT/JOB SITE: _____	DATE: _____
1. Open meeting & present safety topic: _____	
2. Read minutes from previous meeting.	
3. Persons present:	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
4. Old business – Status of previous recommendations. Discuss pending old business if any.	
5. Accidents – Discuss accidents and near misses that have occurred since the last meeting. Note any trends and concentrate on accident causes. Make recommendations as needed.	

6. **Inspection records** – Report on findings and recommendations of any inspection reports made since last meeting.

7. **New business** – Solicit employee suggestions. Discuss new procedures, changes to university safety policy, etc.

TIME MEETING STARTED: _____ TIME FINISHED: _____

MEETING CHAIRED BY: _____ TITLE: _____

APPENDIX B: Safety checklist

For the Safety one-on-one Checklist please contact Risk Management

Section 5: Hospital/Clinic Information

Name of Clinic: _____

Address of Clinic: _____

Treating Physician: _____

Phone Number: _____

Section 6: Injury/Illness Categorization

Section 6A: Part of Body Injured								
R	L		R	L		R	L	
<input type="checkbox"/>	<input type="checkbox"/>	Abdomen	<input type="checkbox"/>	<input type="checkbox"/>	Foot	<input type="checkbox"/>	<input type="checkbox"/>	Neck
<input type="checkbox"/>	<input type="checkbox"/>	Ankle	<input type="checkbox"/>	<input type="checkbox"/>	Forearm	<input type="checkbox"/>	<input type="checkbox"/>	Nose
<input type="checkbox"/>	<input type="checkbox"/>	Arm-Lower	<input type="checkbox"/>	<input type="checkbox"/>	Genitals	<input type="checkbox"/>	<input type="checkbox"/>	Shoulder
<input type="checkbox"/>	<input type="checkbox"/>	Arm-Upper	<input type="checkbox"/>	<input type="checkbox"/>	Groin	<input type="checkbox"/>	<input type="checkbox"/>	Teeth
<input type="checkbox"/>	<input type="checkbox"/>	Back-Lower	<input type="checkbox"/>	<input type="checkbox"/>	Hand	<input type="checkbox"/>	<input type="checkbox"/>	Thigh
<input type="checkbox"/>	<input type="checkbox"/>	Back-Upper	<input type="checkbox"/>	<input type="checkbox"/>	Head	<input type="checkbox"/>	<input type="checkbox"/>	Throat
<input type="checkbox"/>	<input type="checkbox"/>	Ear	<input type="checkbox"/>	<input type="checkbox"/>	Internal	<input type="checkbox"/>	<input type="checkbox"/>	Toes
<input type="checkbox"/>	<input type="checkbox"/>	Elbow	<input type="checkbox"/>	<input type="checkbox"/>	Knee	<input type="checkbox"/>	<input type="checkbox"/>	Torso
<input type="checkbox"/>	<input type="checkbox"/>	Eye	<input type="checkbox"/>	<input type="checkbox"/>	Leg-Lower	<input type="checkbox"/>	<input type="checkbox"/>	Wrist
<input type="checkbox"/>	<input type="checkbox"/>	Face	<input type="checkbox"/>	<input type="checkbox"/>	Leg-Upper	<input type="checkbox"/>	<input type="checkbox"/>	Other (explain):
<input type="checkbox"/>	<input type="checkbox"/>	Fingers	<input type="checkbox"/>	<input type="checkbox"/>	Mouth	<input type="checkbox"/>	<input type="checkbox"/>	
Section 6B: Nature of Injury								
<input type="checkbox"/>	Abrasion		<input type="checkbox"/>	Crushed		<input type="checkbox"/>	Numbness	
<input type="checkbox"/>	Amputation		<input type="checkbox"/>	Cut/Laceration		<input type="checkbox"/>	Pain	
<input type="checkbox"/>	Bite/Sting		<input type="checkbox"/>	Dermatitis		<input type="checkbox"/>	Puncture	
<input type="checkbox"/>	Blister		<input type="checkbox"/>	Dislocation		<input type="checkbox"/>	Repetitive Motion	
<input type="checkbox"/>	Bruise/Contusion		<input type="checkbox"/>	Fracture/Break		<input type="checkbox"/>	Splinter	
<input type="checkbox"/>	Burn - Chemical		<input type="checkbox"/>	Fracture - Compound		<input type="checkbox"/>	Sprain/Strain	
<input type="checkbox"/>	Burn - Thermal		<input type="checkbox"/>	Hearing		<input type="checkbox"/>	Swelling	
<input type="checkbox"/>	Burn - Electrical		<input type="checkbox"/>	Loss of Consciousness		<input type="checkbox"/>	Other (explain):	

Based upon my personal knowledge and/or information reasonably available to me, the above is true and correct.

Preparer's Name and Title (Print)

Signature

Date

Section 7: Assessment and Corrective Actions

NOTE: For UOP Employee injuries, Section 7 is to be completed by the employee's Designated Supervisor.

Potential Cause of Incident	
Condition(s)	Action(s)
<input type="checkbox"/> Exposed electrical wiring	<input type="checkbox"/> Bypassed safety device
<input type="checkbox"/> Defective tools or equipment	<input type="checkbox"/> Equipment, failure to secure
<input type="checkbox"/> Hazardous arrangement	<input type="checkbox"/> Equipment, improper positioning
<input type="checkbox"/> Fall hazard	<input type="checkbox"/> Equipment, use inappropriate equipment
<input type="checkbox"/> Insufficient illumination	<input type="checkbox"/> Equipment, use of defective
<input type="checkbox"/> Improper PPE	<input type="checkbox"/> Failure to Lockout or Tagout
<input type="checkbox"/> Misplaced object	<input type="checkbox"/> Failure to use PPE
<input type="checkbox"/> Object in motion	<input type="checkbox"/> Horse-play
<input type="checkbox"/> Tripping or Slipping Hazard (slip, trip, or fall)	<input type="checkbox"/> Improper lifting techniques
<input type="checkbox"/> Hazardous Atmosphere	<input type="checkbox"/> Operating equipment without training
<input type="checkbox"/> Other (explain):	<input type="checkbox"/> Other (explain):
<input type="checkbox"/> None	<input type="checkbox"/> None

What corrective actions have been taken to ensure that this incident (or hazardous condition) will not occur again?

Reviewer's Name and Title (Print)

Signature

Date