UC DAVIS

Molecular & Cellular Biology

INJURY AND ILLNESS PREVENTION PROGRAM

TABLE OF CONTENTS

Preface  Department Information

I.  Authorities and Responsible Parties

II.  System of Communications

III.  System for Assuring Employee Compliance with Safe Work Practices

IV.  Hazard Identification, Evaluation, and Inspection

V.  Accident Investigation

VI.  Hazard Correction

VII.  Health and Safety Training

VIII.  Recordkeeping and Documentation

IX.  Resources

APPENDICES

A.  Hazard Alert/Correction Form

B.  Job Safety Analyses

C.  Worksite Inspection Forms

D.  Injury and Illness Investigation Form

E.  Safety Training Attendance Record
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:

1. Name: Dr. Jodi Nunnari  
Title: Department Chair  
Authority: Authority and responsibility for ensuring implementation of this IIPP

Signature: [Signature]
Date: 10-30-19

2. Name: Justin Yamada  
Title: Department Safety Coordinator  
Authority: Department designated authority for implementation of this IIPP

Signature: [Signature]
Date: 10/29/19

All Principal Investigators and supervisors are responsible for the implementation and enforcement of this IIPP in their areas of responsibility in accordance with University Policy (UCD Policy & Procedure Manual Section 290-15: Safety Management Program).

Annual Review Documentation

<table>
<thead>
<tr>
<th>Responsible/Designated Authority</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10/29/19</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 (UC Davis Personnel Policies for Staff Members- Section 62, 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.
V. Accident Investigation

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.

Molecular & Cellular Biology employees will immediately notify their supervisor when occupationally-related injuries and illnesses occur, or when employees first become aware of such problems.

1. 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. Proper injury reporting procedures can be found at http://safetyservices.ucdavis.edu/article/injury-reporting-procedure.

The Injury and Illness Investigation Form (Appendix D) shall be completed to record pertinent information and a copy retained to serve as documentation. It can be completed by either the supervisor or the Department Safety Coordinator.

3. 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 SafetyNet #121 for OSHA notification instructions.
VII. Health and Safety Training

Health and safety training, covering both general work practices and job-specific hazard training is the responsibility of the Principle Investigator and immediate Supervisor(s) as applicable to the following criteria:

1. Supervisors are provided with training to become familiar with the safety and health hazards to which employees under their immediate direction and control may be exposed.

2. All new employees receive training prior to engaging in responsibilities that pose potential hazard(s).

3. All employees given new job assignments receive training on the hazards of their new responsibilities prior to actually assuming those responsibilities.

4. Training is provided whenever new substances, processes, procedures or equipment (which represent a new hazard) are introduced to the workplace.

5. Whenever the employer is made aware of a new or previously unrecognized hazard, training is provided.

The Safety Training Attendance Record form is located in Appendix E.
IX. Resources

1. UC Office of the President: Management of Health, Safety and the Environment, 10/28/05

2. UC Davis Policy and Procedure Manual, Section 290-15, Safety Management Program

3. California Code of Regulations Title 8, Section 3203, (8CCR §3203), Injury and Illness Prevention Program

4. Personnel Policies for Staff Members, Corrective Action, UC PPSM 62

5. UC Davis Environmental Health & Safety
   
   - Safety Services Website
   
   - EH&S SafetyNets
   
   - Safety Data Sheets

6. ENTER ANY ADDITIONAL DEPARTMENT RESOURCES