University of California, Berkeley
Injury and Illness Prevention Program
Department of Environmental Science, Policy, and Management

Effective Date: 6/4/08

Department Name: Environmental Science, Policy and Management

Department Head: Allen Goldstein, Chair, ESPM

Department Safety Coordinator: Dale Maddox

Computer Workstation Evaluator: Tony Gamez

Safety Related Items:

1. Location of safety committee meeting minutes:

Hilgard
Safety bulletin board just inside west main entrance.

Mulford
Safety bulletin board on the wall between 139 and 143.

Wellman
Safety bulletin board inside the southwest entrance in the stairwell between the 1st and 2nd floor.

2. Location of Blank ‘Report of Unsafe Condition’ – Pickup and Turn-in locations:

Pickup location: Available on the Environmental Health and Safety website, or in 54 Mulford.

Turn-in location: Can be placed in the Facilities mailbox in 137 Mulford.
3. Safety information pertaining to individual labs:

   This specific information will be found within each lab or unit:
   a) chemical inventory  
   b) annual safety self-inspection  
   c) hazardous communication flip chart/chemical hygiene plan  
   d) documents relating to the IIPP  
   e) location of training records for IIPP

4. Location of documents related to IIPP:

   ESPM training records: Room 343 Hilgard

5. Person who assists injured employees with appropriate paperwork

   a) Mona Taylor, 139 Mulford Hall, 3-2660  
   b) Rosalyn Farmer, 139 Mulford Hall, 2-3329

The Safety Committee meets: **Four times per year, at least quarterly.**

ESPM Safety Committee members are:

Chair’s Name: George K. Roderick  
Section/Sub-unit: ESPM, Organisms & Environment Div.

Member Name: Dale Maddox  
Section/Sub-unit: Environmental Science Policy and Management

Member Name: Kevin O’Hara  
Section/Sub-unit: ESPM, Ecosystem Sciences Div

Member Name: Katharine Milton  
Section/Sub-unit: ESPM, Organisms & Environment Div.
Buildings occupied by this department:

1. Building name or address: Forest Product Lab at Richmond Field Station  
   Unit within your department: ESPM, Organism & Environment Div.  
   Facility Emergency Management Area Coordinator: John C. Felling, 510-231-9501

2. Building name or address: Giannini Hall  
   Unit within your department: ESPM, Society & Environment Div.  
   Building Coordinator and phone no at this location: Gleoria Bradley-Sapp, 643-4337

3. Building name or address: Hilgard Hall  
   Unit within your department: ESPM, Ecosystem Science Div.  
   Building Coordinator and phone no at this location: Dale Maddox, 642-6700

4. Building name or address: Life Sciences Annex  
   Unit within your department: ESPM, Organism & Environment Div.  
   Building Coordinator and phone no at this location: Barbara Duncan, 643-8182

5. Building name or address: Mulford Hall  
   Unit within your department: ESPM, Ecosystem Science Div.  
   Building Coordinator and phone no at this location: Dale Maddox, 642-6700

6. Building name or address: Oxford Tract/Gill Tract  
   Unit within your department: ESPM, Organism & Environment Div. & Ecosystem Science Div.  
   Building Coordinator and phone no at this location: Barbara Rotz, 642-8189

7. Building name or address: Valley life Sciences Building  
   Unit within your department: ESPM, Organism & Environment Div.  
   Building Coordinator and phone no at this location: Joseph Yon, 3-9998

8. Building name or address: Wellman Hall  
   Unit within your department: ESPM, Organism & Environment Div.  
   Building Coordinator and phone no at this location: Dale Maddox, 642-6700
University of California, Berkeley  
Injury and Illness Prevention Program  
Dept. of ESPM

I. INTRODUCTION AND PURPOSE

It is the policy of the University of California, Berkeley to maintain a safe and healthy work environment for each employee (including student and contract employees), and to comply with all applicable occupational health and safety regulations. This Injury and Illness Prevention Program (IIPP) is intended to establish a framework for identifying and correcting workplace hazards within the department, while addressing legal requirements for a formal, written IIPP.

II. RESPONSIBILITIES

Department Head
The Department Head has primary authority and responsibility to ensure departmental implementation of the IIPP and to ensure the health and safety of the department's faculty, staff and students. This is accomplished by communicating the Berkeley campus's emphasis on health and safety, analyzing work procedures for hazard identification and correction, ensuring regular workplace inspections, providing health and safety training, and encouraging prompt employee reporting of health and safety concerns without fear of reprisal.

Department Safety Committee
The Safety Committee has the ongoing responsibility to maintain and update this IIPP, to assess departmental compliance with applicable regulations and campus policies, to evaluate reports of unsafe conditions, and to coordinate any necessary corrective actions. The Safety Committee meets at least quarterly and includes representatives from various sections or subunits of the department. Each employee has a designated representative on the committee. The Safety Committee membership may rotate periodically.

Unsafe conditions that cannot be immediately corrected by an employee or his/her supervisor should be reported to the Department Safety Coordinator or any Safety Committee member by filling out a "Report of Unsafe Condition or Hazard" form (IIPP Form 1).
Timely correction of workplace hazards will be tracked by the Safety Committee, which will receive and review reports of unsafe conditions, workplace inspection reports, and injury reports. Specifically, the Safety Committee will:

- Review the results of periodic, scheduled workplace inspections to identify any needed safety procedures or programs and to track specific corrective actions.

- Review supervisors’ investigations of accidents and injuries to ensure that all causes have been identified and corrected.

- Where appropriate, submit suggestions to department management for the prevention of future incidents.

- Review alleged hazardous conditions brought to the attention of any committee member, determine necessary corrective actions, and assign responsible parties and correction deadlines.

- When determined necessary by the Committee, the Committee may conduct its own investigation of accidents and/or alleged hazards to assist in establishing corrective actions.

- Submit recommendations to assist department management in the evaluation of employee safety suggestions.

The Safety Committee must prepare and make available to all department personnel written minutes of issues discussed at the meetings. The Committee meeting minutes must be documented on IIPP Form 2, “Safety Committee Meeting Documentation,” or a similar form. These minutes must be posted or made available in a convenient location and must be maintained on file for at least one year.

The Safety Committee can seek assistance in the remediation of a hazard from other departments, including the Office of Environment, Health & Safety (EH&S) for campus health, safety, radiation, and laser issues, University Health Services (UHS) for ergonomic and workers’ compensation issues, or the University of California Police Department (UCPD) for personal security concerns. (see Section X).

**Department Safety Coordinator**

The Safety Coordinator is responsible for:

- Ensuring that the Safety Committee is aware of all accidents which have occurred, and all hazards which have been observed since the last meeting.

- Working with the Building Coordinator to address facility-related safety concerns.

- Assisting in the coordination of required health and safety training.
• Serving as liaison with EH&S and other campus safety resources on issues the
department cannot resolve.

• Maintaining copies of Safety Committee minutes and other safety-related records.

The Safety Coordinator may seek assistance from other members of the department as
necessary to meet these responsibilities.

**Supervisors**
Supervisors play a key role in the implementation of the department’s IIPP. Supervisors
may be Management Services Officers, Senior Research Associates, Department Chairs,
Principal Investigators, or others. They are responsible for:

• Communicating to their staff and students the Berkeley campus's emphasis on health
and safety.

• Ensuring periodic, documented inspection of workspaces under their authority.

• Promptly correcting identified hazards.

• Modeling and enforcing safe and healthful work practices.

• Providing appropriate safety training and personal protective equipment.

• Implementing measures to eliminate or control workplace hazards.

• Stopping any employee’s work that poses an imminent hazard to either the employee
or any other individual.

• Encouraging employees to report health and safety issues to the Safety Committee
without fear of reprisal.

**All Employees**
It is the responsibility of all faculty and staff to comply with all applicable health and
safety regulations, UC policies, and established work practices. This includes, but is not
limited to:

• Observing health and safety-related signs, posters, warning signals and directions.

• Reviewing the building emergency plan and assembly area.

• Learning about the potential hazards of assigned tasks and work areas.

• Taking part in appropriate health and safety training.

• Following all safe operating procedures and precautions.
• Using proper personal protective equipment.

• Warning coworkers about defective equipment and other hazards.

• Reporting unsafe conditions immediately to a supervisor, and stopping work if an imminent hazard is presented.

• Participating in workplace safety inspections.

III. **ERGONOMICS@WORK: UC Berkeley’s Ergonomics Program**

**What is ergonomics and why is it important?**
Ergonomics is the science of fitting jobs to people. It focuses on designing workstations, tools, and job tasks for safety and efficiency. Effective ergonomic design reduces employee injuries and increases job satisfaction and productivity.

Since 1989, injuries occurring from poor workplace ergonomics have been the fastest growing occupational health problem in the U.S. and on the Berkeley campus. Repetitive motion injuries such as back injuries, carpal tunnel syndrome, and tendonitis can be debilitating for those injured and costly for employers.

Because of the growing number of repetitive motion injuries throughout California, Cal OSHA issued an Ergonomics Standard effective July 3, 1997. Campus departments with work-related repetitive motion injuries can be cited and fined by Cal OSHA if they do not have an ergonomics program in place.

**What are common ergonomic risk factors?**
Jobs involving computer use, working with tools, lifting and manual materials handling, or working in a laboratory may pose ergonomic risks if they include one or more of these risk factors:

- **Repetition:** doing the same motions over and over again
- **Awkward Body Postures:** maintaining an unsupported fixed or awkward posture such as bending, reaching, or twisting
- **Force:** physical exertion or pressure applied to any part of the body while working, such as lifting, pushing, pulling, or gripping a tool
- **Contact Stress:** pressure on soft tissues of the body, such as the soft part of the palm of the hand or the wrist, by tools or sharp edges
- **Vibration:** using vibrating or impact tools or equipment.

Some risk factors for musculoskeletal disorders have nothing to do with work, including:

- **Certain medical conditions:** rheumatoid arthritis, diabetes, hormone imbalances during pregnancy or menopause
- **Free time activities:** hobbies or chores that involve repetitive motion, awkward postures, and force for extended periods of time.
What are common symptoms of repetitive motion injuries?
Common symptoms of repetitive motion injuries include
- pain
- numbness and tingling
- stiffness or cramping
- inability to hold objects or loss of grip strength.

Symptoms that go away over night are usually a sign of fatigue. Symptoms that are continuous and don’t go away over night may indicate a more serious problem. Those experiencing such symptoms should seek medical attention. Repetitive motion injuries are easier to treat in their early stages. Ignoring symptoms could lead to chronic or serious injury.

What is UC Berkeley’s Ergonomics Program?
UC Berkeley provides an array of services to help campus departments prevent repetitive motion injuries and comply with the Cal OSHA Ergonomics standard, including:

a) Ergonomics Training Programs:
- Computer ergonomics
- Computer workstation evaluator training
- Back care and body mechanics
- Specialized ergonomics training for jobs involving tool use, lifting and manual material handling, or other ergonomic hazards.

Contact Health*Matters, the campus wellness program for faculty and staff, at 643-4646 for a current workshop schedule or to find out about organizing a special ergonomics training for your department.

b) Treatment for Repetitive Motion Injuries:
Berkeley’s onsite Occupational Health Clinic specializes in the treatment of work-related health problems, including repetitive motion and musculoskeletal injuries. Treatment may include physical therapy and a worksite evaluation, if necessary. Services are provided at no cost to you or your department. If you have been injured on the job, notify your supervisor and schedule an appointment with the Occupational Health Clinic at the University Health Services, 642-6891, at the Tang Center.

c) Tracking Repetitive Motion Injuries:
The campus Workers’ Compensation Program tracks work-related repetitive motion and other on-the-job injuries. The program can provide departmental injury reports if your management team, health and safety committee, or Department Safety Coordinator needs help in reviewing departmental injury trends. Call the campus Workers’ Compensation Program at 643-9316 for departmental injury statistics.

d) Ergonomic Workstation Evaluations:
The campus Health and Safety Guidelines for Computer Users require campus departments to perform preventive workstation evaluations for all faculty and staff who
use a computer four hours a day or more. If you are a computer user who needs a preventive workstation evaluation, ask your supervisor or Department Safety Coordinator to find out who is the computer workstation evaluator for your department. Free training for departmental computer workstation evaluators is offered each semester by Health*Matters. Call Health*Matters at 643-4646 for information or to enroll in training for departmental computer workstation evaluators or to find out who is the computer workstation evaluator for your department.

Campus departments can schedule preventive worksite evaluations in non-computer environments with the campus Ergonomics Specialist. If jobs in your department involve the use of tools, lifting and manual materials handling, or laboratory work, employees may face ergonomic risks. Supervisors, health and safety committees, or Department Safety Coordinators can schedule an ergonomic worksite evaluation in non-computer environments with an Ergonomics Specialist by calling 643-2540.

Post-injury worksite evaluations are conducted by the campus Ergonomics Specialist or a University Health Services Physical Therapist. Worksite evaluations ordered by off-campus health care providers for injured or disabled employees are coordinated through the campus Vocational Rehabilitation office. Call Vocational Rehabilitation at 642-8659 or 642-1914 to coordinate a worksite evaluation ordered by an off-campus health care provider.

e) Making Ergonomic Modifications:
Campus departments are responsible for making ergonomic modifications recommended by departmental computer workstation evaluators, the campus Ergonomics Specialist, or a UHS Physical Therapist. Many modifications can be made at low or no cost. Campus Supply offers ergonomic computer workstation furniture and accessories at reasonable prices. A three-year, interest-free financial loan program for the purchase of ergonomic equipment is also available to campus departments. Call Campus Supply at 642-3636 or visit their showroom to purchase ergonomic computer workstation furniture and accessories. Call the campus Ergonomics Program at 642-8410 to find out more about the financial loan program for ergonomic equipment.

What can I do to reduce ergonomic risk factors?
If you or others in your department experience ergonomic risk factors on your job, you should learn more about ergonomics and take action to reduce these risks. Each of us has a role to play in reducing ergonomic risk factors at the workplace. Here’s what you can do:

Department Chairs and Managers:
- Learn about ergonomic risk factors in your department and ways to prevent them
- Provide ergonomic training for supervisors, faculty and staff
- Designate a computer workstation evaluator for your department and support their efforts to evaluate and modify computer workstations in your department
Motivate supervisors and staff to use campus ergonomic resources and make ergonomic improvements including job, workstation, and tool redesign.

Provide resources to implement ergonomic solutions.

**Supervisors:**
- Learn about ergonomic risk factors in your department and how to prevent them.
- Provide ergonomic training for faculty and staff and encourage their input in ergonomic problem-solving.
- Support the work of your department’s computer workstation evaluator.
- Contact the campus Ergonomics Specialist for an worksite assessment if non-computer jobs in your department involve ergonomic risk factors.
- Provide ergonomic workstation furniture and tools.
- Promote alternative work activities and frequent, short rest breaks for staff performing highly repetitive tasks.
- Encourage staff to report symptoms early.
- Send injured employees for medical treatment, report injuries promptly, and implement work restrictions and workplace modifications.
- Seek assistance on ergonomic issues from campus resources when necessary.

**Faculty and Staff:**
- Participate in ergonomic training and problem-solving.
- Implement ergonomic recommendations.
- Choose tools, furniture, and equipment that fit your job tasks and your body.
- Listen to your body and adjust your workstation furniture and accessories to support comfortable postures.
- Think before you lift, get help if necessary, and follow safe lifting guidelines.
- Vary your job tasks throughout the day, take frequent short stretch breaks when performing highly repetitive tasks, and perform simple stretches to avoid fatigue.
- Exercise, including walking and climbing the stairs, to build stamina and muscle tone.
- Report work-related injuries to your supervisor promptly.

**For more information:**
UC Berkeley’s Ergonomics Program for faculty and staff is coordinated by the campus Ergonomics Task Force, an interdepartmental team including: Campus Supply; Capital Projects; Environment, Health & Safety; Office of Human Resources, and University Health Services: Occupational Health Clinic, Physical Therapy, and Workers’ Compensation/Vocational Rehabilitation. To contact the Task Force, call 642-8410 or e-mail ergotf@uhs.berkeley.edu.

Visit our website at:
http:\www.uhs.berkeley.edu/FacStaff/Ergonomics/
IV. VDT Workstation Design Guidelines

Below are key features of an ergonomic workstation as well as some suggested solutions for modifying unsafe workstations. Following the recommendations below, users should fine-tune all of the adjustments to make the workstations as comfortable for them as possible. Costs for modifying workstations range from minimal to several hundred dollars. The least expensive solution may be as effective as a more expensive one, provided it allows the user to assume a safe and comfortable posture. Newly purchased workstation furniture and accessories must minimally meet ANSI Standard (ANSI/HFS 100-1988 or revised versions). Workstation furniture and accessories that meet the ANSI Standard are available through Campus Supply. Departments should request outside vendors to verify that workstation furniture meets the ANSI standard prior to purchase.

Keyboard/Mouse Height: The height of the keyboard and mouse should allow the user to sit with shoulders relaxed, elbows bent, and forearms, wrists, and hands approximately parallel to the floor. The keyboard angle should be adjusted to promote a neutral/flat position of the wrists. This may be achieved in a number or combination of ways, such as:

- A bi-level table easily adjustable for screen and keyboard height
- A lower or higher table that promotes a straight wrist while keying (i.e., a table height approximately two inches below the user's elbow)
- A height adjustable keyboard tray that can be attached to existing desk or table and provides both the appropriate keyboard/mouse height and adequate leg room for the user
- A mouse tray
- A chair that is height adjustable; may need to provide footrest
- A keyboard that is detachable from the monitor and adjustable for angle

Screen height: The top of the display screen should be approximately at, but no higher than, eye level; lower and possibly closer for bi-focal wearers. The user should not have to assume awkward neck postures to view the screen or hard copy documents.

Retrofitting options include the following:

- Bi-level table adjustable for screen and keyboard height
- Raise monitor by putting it on top of hard disk drive, boxes, or books
- Lower monitor by removing it from the hard disk drive or other platform
- Adjustable monitor arm

Firm posture support: Chairs should firmly support a comfortable posture, providing support to the lower back region and avoiding pressure on the back of the thighs. Retrofitting may include a number or combination of options such as:

- Chair adjustable for height and tilt of seat pan and backrest. VDT users should be able to adjust chairs from seated position without use of tools.
- Armrests, if provided, should be height adjustable or removable to avoid interfering with natural movement of the arms
- Lumbar support cushion if chair does not provide adequate lower back support
- Seat cushion or seat wedge
• Footrest if VDT user's feet do not rest firmly and comfortably on the floor

Wrist support: Wrist rests may be helpful in promoting a neutral/flat position of the wrists. Retrofitting options include:
• Padded, movable wrist rest, same height as keyboard home row
• A cushioned mouse pad

Accessories: Workstation accessories can prevent awkward neck positions. Accessories that should be provided if needed include:
• Document holders adjustable to screen height for users who type from hard copy documents
• Lightweight telephone headsets for users assigned to continuous telephone work in conjunction with VDT use

Lighting: Overhead lights, windows, or other light sources may contribute to visual discomfort. It is generally recommended that room lighting for use of VDTs with dark background screens be lowered to about half of normal office lighting. External sources of light (windows, overhead lights, etc.) should not be in the visual field of the VDT user, nor should their reflections be visible on the screen.

Temporarily shield peripheral light sources from view with a file folder. If this provides relief, try to eliminate the bright source in one of the following ways:
• Use blinds or curtains over windows when necessary
• Position monitor screen at right angle to window
• Turn off some overhead lights; use task lighting, if needed
• Remove every other fluorescent bulb, if necessary
• Position monitors to avoid direct light in user's eyes

Screen reflections: Reflections on the screen reduce text visibility by decreasing screen contrast. Turn off the computer and look for bright reflections on the screen. Eliminate these reflections in one of the following ways:
• Position monitor to avoid direct light on user's screen
• Use blinds or curtains over windows when necessary
• Position screen between banks of overhead lights
• Position monitor screen at right angle to window
• Make cardboard glare hood for top of monitor
• Use glare screen (glass preferred)

V. IDENTIFYING WORKPLACE HAZARDS

Regular, annual workplace safety inspections of all departmental administrative, shop and laboratories must be conducted. By law, the first of these inspections must take place when the department first adopts the IIPP. The inspections should be noted on IIPP Form 3 or other documentation, and the department should maintain copies of this documentation. These regular inspections will be supplemented with additional
inspections whenever new substances, processes, procedures, or equipment introduced into the workplace represent a new occupational safety and health hazard or whenever supervisors are made aware of a new or previously unrecognized hazard.

Generally, supervisors are responsible for identification and correction of hazards that their staff and/or students face and should ensure that work areas they exercise control over are inspected at least annually. Supervisors should check for safe work practices with each visit to the workplace and should provide immediate verbal feedback where hazards are observed.

The "Report of Unsafe Condition" Form 1 should be filled out when a referral is made to the Safety Committee as a result of a condition discovered during an inspection for which the responsible supervisor could not determine an immediate remedy. The "Report of Unsafe Condition" form can also be obtained by any employee, filled out and turned in anonymously.

VI. COMMUNICATING WORKPLACE HAZARDS

Supervisors are responsible for communicating with all workers about safety and health issues in a form readily understandable by all workers. All department personnel are encouraged to communicate safety concerns to their supervisor without fear of reprisal. The Safety Committee is another resource for communication regarding health and safety issues for department employees. Each employee has a representative on the committee that will inform him or her of hazard corrections and committee activities. Additionally, Safety Committee minutes and other safety-related items are posted or made available at a convenient location. Employees will also be informed about safety matters by e-mail, voice mail, distribution of written memoranda, or by articles in the internal Departmental newsletter (if applicable). Occasionally, the Safety Committee may also sponsor seminars or speakers or coordinate other means to communicate with employees regarding health and safety matters.

Supervisors are responsible for ensuring that employees are supplied access to hazard information pertinent to their work assignments. Information concerning the health and safety hazards of tasks performed by department staff is available from a number of sources. These sources include, but are not limited to, Material Safety Data Sheets (MSDSs, see below), equipment operating manuals, the Department Safety Coordinator, EH&S, campus libraries, container labels and work area postings.

Material Safety Data Sheets

Material Safety Data Sheets (MSDSs) provide information on the potential hazards of products or chemicals. Hard copies of MSDSs for the chemicals used in the department are available to all employees in a convenient location. If an MSDS is found to be missing, a new one can be obtained by faxing a written request to the manufacturer. A copy of this request should be kept until the MSDS arrives.
MSDSs are also available over the Internet from a variety of sources. They can be obtained by accessing the EH&S web page (http://www.ehs.berkeley.edu) and clicking on “MSDS.” For further information, contact EH&S for a fact sheet explaining how to use MSDSs. Videos and training on how to read and understand the information presented on an MSDS are also available from EH&S.

**Equipment Operating Manuals**

All equipment is to be operated in accordance with the manufacturer’s instructions, as specified in the equipment’s operating manual. Copies of operating manuals should be kept with each piece of equipment in the department. Persons who are unfamiliar with the operation of a piece of equipment and its potential hazards must at least read the operating manual before using the equipment. Training should also be sought from an experienced operator or supervisor.

**VII. CORRECTING WORKPLACE HAZARDS**

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 item 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 a supervisor or Building Coordinator.

Supervisors should use the "Hazard Correction Report" (IIPP Form 4) to document corrective actions, including projected and actual completion dates. If necessary, supervisors can seek assistance in developing appropriate corrective actions by submitting a "Report of Unsafe Condition" to the Safety Committee. If the Safety Committee requires assistance from other campus resources such as EH&S, PP-CS, or UCPD, these resources should be contacted immediately.
If an imminent hazard exists, work in the area should 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 be removed from the area except those qualified and necessary to correct the condition. These qualified individuals will be equipped with necessary safeguards before addressing the situation.

VIII. INVESTIGATING INJURIES AND ILLNESSES

Injury Reporting
Employees who are injured at work must report the injury immediately to their supervisor. Students who are not employees who are injured or involved in an accident should report the incident to their instructor. In either case, if immediate medical treatment beyond first aid is needed, call 911. The injured party will be taken to the appropriate hospital or medical center. If non-emergency medical treatment for work-related injuries or illnesses is needed, call the Tang Center’s Occupational Health Clinic (2-6891) or Urgent Care Clinic (2-3188).

The supervisor of the injured employee must work with a designated department personnel to ensure that the "Employer's Report of Occupational Injury or Illness" and a "Workers' Compensation Claim Form" are completed properly and submitted to the Workers' Compensation Office (Tang Center, Suite 2100).

If the injured employee saw a physician, the supervisor should obtain a medical release form before allowing the employee to return to work. The health care provider may stipulate work tasks that must be avoided or work conditions that must be altered before the employee resumes his or her full duties.

Injury Investigation
The employee’s supervisor or student’s instructor is responsible for performing an investigation to determine and correct the cause(s) of the incident. Specific procedures that can be used to investigate workplace accidents and hazardous substance exposures include:

• Interviewing injured personnel and witnesses.

• Examining the injured employee’s workstation for causative factors.

• Reviewing established procedures to ensure they are adequate and were followed.

• Reviewing training records of affected employees.

• Determining all contributing causes to the accident.

• Taking corrective actions to prevent the accident/exposure from reoccurring.
• Recording all findings and actions taken.

The supervisor’s findings and corrective actions should be documented and presented to the Safety Committee using the "Occupational Accident, Injury or Illness Investigation Report" (IIPP Form 5). If the supervisor is unable to determine the cause(s) and appropriate corrective actions, other resources should be sought. Available resources include the department’s Safety Committee, EH&S, and other campus safety organizations (see Section X).

The Safety Committee will review each accident or injury report to ensure that the investigation was thorough and that all corrective actions are completed. Investigations and/or corrective actions that are found to be incomplete will be routed back to the supervisor for further follow-up, with specific recommendations noted by the committee. The Department Safety Coordinator will bring corrective actions that are not implemented in a reasonable period of time to the attention of the Department head.

IX. EMPLOYEE HEALTH AND SAFETY TRAINING

Employee safety training is provided at no cost to the employee and is conducted during the employee’s normal working hours on University time. Safety training may be presented by a knowledgeable supervisor, other department personnel, or by representatives from other relevant campus departments. Regardless of the instructor, all safety training should be documented using the “Safety Training Attendance Record” (IIPP Form 6) or an equivalent record that includes all the information required on IIPP Form 6.

Initial IIPP Training
When the IIPP is first implemented, all department personnel will be trained on the structure of the IIPP (Appendix A), including individual responsibilities under the program, and the availability of the written program. Training will also be provided on how to report unsafe conditions, how to access the Safety Committee, and where to obtain information on workplace safety and health issues.

Personnel hired after the initial training session will be oriented on this material as soon as possible by the Safety Coordinator or appropriate supervisor. These individual training sessions should be documented using IIPP Form 7, “New Employee Safety Training Record,” or the equivalent.

Training on Specific Hazards
Supervisors are required to be trained on the hazards to which the employees under their immediate control may be exposed. This training aids a supervisor in understanding and enforcing proper protective measures.

All supervisors must ensure that the personnel they supervise receive appropriate training on the specific hazards of work they perform, and the proper precautions for protection
against those hazards. Training is particularly important for new employees and whenever a new hazard is introduced into the workplace. Such hazards may include new equipment, hazardous materials, or procedures. Health and Safety training is also required when employees are given new job assignments on which they have not previously been trained and whenever a supervisor is made aware of a new or previously unrecognized hazard.

Specific topics which may be appropriate to department personnel include, but are not limited to, the following:

- Fire prevention techniques and fire extinguisher use.
- Obtaining emergency medical assistance and first aid.
- Disaster preparedness and response, including building evacuation procedures.
- Health and safety for computer users.
- Back care, body mechanics, and proper lifting techniques.
- Hazard communication, including training on MSDSs, chemical hazards and container labeling.
- Proper housekeeping.
- Chemical spill reporting procedures.

**Safety Videos**
A list of workplace safety videos that are available for borrowing can be obtained by contacting EH&S. Videos are available on a wide range of topics, including hazard communication, chemical safety, and various physical hazards. You can read descriptions of the videos and order them on-line via the EH&S web site at [http://ehs.berkeley.edu](http://ehs.berkeley.edu) by clicking on “Videos” under the “Publications” heading. Videos should be used to supplement, not replace, face-to-face safety instruction, so that trainees have an opportunity to ask questions of a knowledgeable instructor.

**X. ENSURING COMPLIANCE**

All department personnel have the responsibility for complying with safe and healthful work practices, including applicable regulations, campus policy, and departmental safety procedures. Overall performance in maintenance of a safe and healthy work environment should be recognized by the supervisor and noted in performance evaluations. Employees will not be discriminated against for work-related injuries, and injuries will not be included in performance evaluations, unless the injuries were a result of an unsafe act on the part of the employee.
Standard progressive disciplinary measures in accordance with the applicable personnel policy or labor contract will result when employees fail to comply with applicable regulations, campus policy, and/or departmental safety procedures. Faculty members will be disciplined for unsafe practices in accordance with the Faculty Code of Conduct. Students not employed by the University will be disciplined for unsafe practices in accordance with the Student Code of Conduct. All personnel will be given instruction and an opportunity to correct unsafe behavior. Repeated failure to comply or willful and intentional noncompliance may result in disciplinary measures up to and including termination.

XI. RECORD KEEPING

Documents related to the IIPP are maintained in a safe and convenient location for record keeping. Documents that should be kept on file include:

- Records of scheduled and periodic workplace inspections, including the persons conducting the inspection, any identified unsafe conditions or work practices, and corrective actions (IIPP Form 3 or equivalent).

- Employee safety training records, including the names of all attendees and instructors, the training date, and material covered (IIPP Forms 6 and 7 or equivalent).

- Reports of Unsafe Conditions or Hazards (IIPP Form 1).

- Safety Committee Meeting Documentation (IIPP Form 2).

- Hazard Correction Reports (IIPP Form 4).

- Accident, Injury or Illness Investigation Reports (IIPP Form 5).
XII. CAMPUS SAFETY RESOURCES

A number of University programs and service organizations have been established to address injury and illness prevention and to maintain and promote a safe and healthful work environment for the campus community. A list is provided below, please use the Campus Telephone Directory for up-to-date telephone numbers.

Chancellor’s Office - For information on campus policies.
642-2331

Office of Emergency Preparedness - For information on disaster preparedness.
642-9036
http://public-safety.berkeley.edu/oepweb/

Office of Environment, Health & Safety - For information on various safety topics, including hazard evaluations and employee training.
642-3073
http://www.ehs.berkeley.edu

Office of Risk Management - For safety issues that may generate lawsuits against the University.
642-5141

Office of the Academic Ombudsperson - Assistance for academic appointees in dealing with supervisory issues.
642-4226

Office of the Ombudsperson for Staff - Assistance for staff employees in dealing with supervisory issues.
642-7823
http://stfombuds.berkeley.edu/

Office of Human Resources - For information on personnel policies and labor contracts.
642-9046
http://hrweb.berkeley.edu/hrhome.htm
Physical Plant - Campus Services - For installation and repair of facility safety equipment.
642-1032

Police Department (UCPD) - For information on personal security at the workplace.
642-6760
http://public-safety.berkeley.edu/police

School of Optometry: Vision Care Services - For assistance with safety eyewear.
643-2020

Student Life Advising Services - Assistance for student employees.
642-7224

University Health Services - For assistance on various topics, including psychological counseling, medical evaluations and treatment, ergonomic issues, worksite wellness, and Workers’ Compensation programs.
642-2000
http://www.uhs.berkeley.edu
Appendix A: Training Documentation

Law requires training on this Injury and Illness Prevention Program (IIPP) for all current and new employees, including faculty, staff and student employees. This training can be provided by allowing each employee to read the IIPP on their own, with the Department Safety Coordinator and EH&S available to answer any questions. **Completion of this training must be documented by having each employee sign the training record below.** This record must be maintained, along with the written IIPP in the department for a minimum of one year, and must be made available to Cal/OSHA inspectors.

I verify that I have read this Injury and Illness Prevention Program, that I understand its contents, and that I agree to comply with its requirements:

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