

Injury Illness Prevention Program



Safety is everyone's responsibility!

All employees are responsible to ensure that safe conditions and work practices are provided and followed within the area under their control.

✓ POLICY

✓ OBJECTIVES

✓ RESPONSIBILITIES

✓ SAFETY COMMUNICATIONS

✓ HEALTH & SAFETY INSPECTIONS

✓ ACCIDENT INVESTIGATION

✓ EMPLOYEE TRAINING

✓ RECORDKEEPING

✓ RESOURCES

**Questions and Requests for Additional
Information Should be Directed to:**

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Cal Poly Pomona

Approval

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Date: _____

Program Revision History

Revision Date	Reviewer	Summary of Changes (if applicable)	Approved By:
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December 2018	M. DeSalvio	Updated roles and responsibilities.	EO-1039 Administrator
March 2019	M. DeSalvio	Updated delegation of authority to match EO-1039. Added summary of EH&S programs in section 103.9	EO-1039 Administrator
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INJURY AND ILLNESS PREVENTION PROGRAM
(Revised August 12, 2019)

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103. INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

Cal Poly Pomona is committed to providing an accessible, attractive, and safe environment for faculty, staff, students, volunteers, and visitors. It is the policy of the University to maintain, as it is reasonably within the control of the University to do so, a campus environment that will not adversely affect their health and safety or subject them to avoidable risks of accidental injury. There may be situations where the hazards are mitigated by the employee, supervisor, or Environmental Health and Safety (EH&S). To accomplish this, the University has developed an Injury and Illness Prevention Program (IIPP) in compliance with Cal/OSHA regulations and guidelines defined in CCR Title 8 §3203.

The goal of the IIPP is to assist University employees, volunteers, and students in identifying hazards in the workplace, determining how to correct hazards that may occur, and taking steps to prevent them from recurring. The following describes specific requirements for program responsibility, compliance, communication, hazard assessment, accident/exposure investigations, hazard correction, training, and recordkeeping. The IIPP is intended to achieve the following objectives:

1. Identify a person or persons with authority and responsibility for implementing the program;
2. Communicate with employees regarding health and safety matters and how to report hazards;
3. Develop compliance strategies;
4. Provide procedures for identifying and evaluating hazards and unsafe conditions;
5. Investigate accidents and incidents;
6. Develop procedures for correcting hazards and unsafe conditions;
7. Provide employee training programs; and
8. Maintain documentation for health and safety programs.

103.1 POLICY.

.11 In alignment with Executive Order 1039, it is the policy of the University to maintain a campus environment for faculty, staff, students and the public that will not adversely affect their health and safety nor subject them to avoidable risks of accidental injury or illness. No employee will be required to perform any task that is determined to be unsafe or unreasonably hazardous.

.12 To implement this policy, departments will ensure that facilities and equipment meet all federal, state and local safety laws and regulations. With the assurance of EH&S, departments will also develop appropriate health and safety policies, standards and procedures for their areas.

.13 All employees shall follow safe and healthful work practices defined by established campus and departmental safety and health guidelines. Failure to do so may result in the initiation of disciplinary measures.

.14 While the President has the ultimate responsibility for campus health and safety, the immediate responsibility for workplace health and safety rests with each manager or supervisor. In addition, individuals are responsible for preventing campus accidents. Accordingly, all employees are to ensure that safe and healthful conditions and practices are provided and followed within the area under their control. All members of the campus community are to cooperate fully with each aspect of the various campus health and safety programs.

103.2

OBJECTIVES. When properly designed and carried out, an effective Injury and Illness Prevention Program will assist management in determining if hazards exist in the workplace. The program will also outline how to correct hazards that occur and the steps to take to prevent them from recurring.

.21 The following objectives can be achieved through an effective Injury and Illness Prevention program.

- a. Management can eliminate many hazards through regular self-inspections.
- b. Employees are advised to report potentially hazardous conditions without fear of reprisal and their reports will be given prompt and serious attention. Methods for anonymous reporting are available to employees.
- c. Workplace equipment is maintained in a safe and good working condition.
- d. Management establishes procedures to investigate any workplace accidents, near-miss incidents and reported injuries and illnesses.
- e. Hazards are corrected as soon as reasonable once they are identified.
- f. Employees receive written general safety and health rules which apply to everyone.
- g. The University develops safe and healthful work practices for each specific job.
- h. The University has established disciplinary procedures, which help ensure that safety rules and work procedures are practiced and enforced.
- i. The University establishes a written emergency plan.

103.3

RESPONSIBILITIES.

.31 Campus Safety Committee. The Campus Safety Committee consists of management and labor representatives. The committee has the following responsibilities in support of the Injury and Illness Prevention Program.

- a. Meets on regularly scheduled basis.
- b. Maintains written records of its actions, which are distributed to members of the committee for posting or circulation.
- c. Selectively reviews the results of periodic scheduled worksite inspections.
- d. Selectively reviews the investigations of alleged hazardous conditions and may conduct its own investigation or inspections.

- e. The committee submits recommendations to assist in the evaluation of safety suggestions.
- f. Raise any reported safety concerns identified within the represented areas of the committee membership or the areas they represent.
- g. Concerns raised by or to the committee that cannot be resolved at the level of EH&S shall be elevated according to the following procedure.
 - Level 1:** Elevated to the Associate Vice President of Strategic Enterprise Risk Management (SERM).
 - Level 2:** Division Vice President
 - Level 3:** University President

.32 University Administration. Policies that govern the activities and responsibilities of the Environmental Health and Safety (EH&S) program are established under the final authority of the President.

The primary responsibility for providing and maintaining a safe and healthful campus environment lies at the operational department level. In this way, the University effectively complies with the California Occupational Safety and Health Act (Cal/OSHA), which requires that:

"Every employer shall furnish employment and a place of employment which are safe and healthful for the employees' therein."

.33 Environmental Health and Safety (EH&S) Department. It is the responsibility of EH&S to develop and manage an Injury and Illness Prevention Program. Further responsibilities include:

- a. Development, implementation and coordination of the Injury and Illness Prevention Program (IIPP).
- b. Provide consultation with Deans, Directors, and Department Heads regarding program compliance. Consult on issues of hazard identification and evaluation; procedures for correcting unsafe conditions; systems for communicating with employees; safety and training program meetings; compliance strategies; and recordkeeping.
- c. Centralized monitoring of campus-wide activities on a consultative basis.
- d. Maintenance of centralized environmental and employee monitoring records, allowing employee access as directed by law.
- e. Conduct self-audits of campus departments representing a marked risk of serious injury.

.34 Deans, Directors, Department Heads (HEERA Manager). It is the responsibility of the HEERA Manager to develop departmental procedures to ensure effective compliance with the Injury and Illness Prevention Program. Specific responsibilities include but may not be limited to the following.

- a. Develop and maintain written departmental safety procedures and ensure that each supervisor complies with adopted procedures.
- b. In consultation with the EH&S Office, develop and carry out a training program designed to instruct all employees in general safe work practices. Specific instructions shall be given regarding hazards unique to their job duties. Such education and training shall take place before the employee is given new job assignments or whenever new substances, processes, procedures or equipment are introduced into the workplace.
- c. Instruct employees in the recognition and avoidance of unsafe conditions, including hazards associated with non-routine tasks and emergency operations. Permit only properly trained employees to operate potentially hazardous equipment. Never assume that newly hired, newly assigned or reassigned employees understand all safety procedures associated with the new job duties. Hazard exposure changes with the addition of new equipment, materials or processes.
- d. Maintain a process to ensure that required employee safety training is completed.
- e. Ensure that your department maintains an inventory of any hazardous materials present in all work areas within the department and Safety Data Sheets (SDS's) for all materials on the inventory are current and readily accessible upon request.
- f. Ensure Principal Investigators and support staff serving in a lab supervisor or coordinator role have completed and certified hazard assessments and maintain current chemical inventories using the RSS Portal. All resulting safety notices and/or signage must be posted in a conspicuous location.
- g. Develop methods to inform employees of outside contractors, campus maintenance personnel or other non-departmental employees who work in areas within the department, of the hazards to which those employees may be exposed.
- h. If applicable, designate staff to serve as a Department Safety Coordinator (DSC), to act as liaison between the EH&S department and the HEERA Manager in alignment with section 103.36.
- i. Ensure that all safety equipment within the department's control is inspected in alignment with section 103.51 of this plan.

.35 Supervisors and Leads. Supervisors and leads are responsible for ensuring that all employees under their direction exercise sound judgment in carrying out operational procedures and that all facilities and equipment under their jurisdiction are maintained in a safe working condition.

The supervisor will provide instruction, secure consultation or training as necessary, to guarantee compliance by employees with the Injury and Illness Prevention Program. Special emphasis will be given to providing detailed training before the assignment of specific duties and operation of equipment that may result in serious or injury.

Responsibilities of supervisors include:

- a. Ensure written safe work practices that conform to the Injury and Illness Prevention Program guidelines are observed by employees. EH&S' template safe work practices represent a standardized set of safety procedures and serves as a hazard assessment for employee job safety classifications.

Template Safe Work Practices and Hazard Assessments:

<https://www.cpp.edu/ehs/forms-docs/safeworkpractices.pdf>

- b. Ensure that each employee adheres to adopted procedures. Remind employees if observed not adhering to adopted procedures.
- c. Notify EH&S of new hires and changes in occupational hazards to determine training assignments for employees. Ensure training documentation is adequately tracked and filed with EH&S. EH&S has partnered with Employee and Organizational Development and Training (EODA) to automatically assign applicable training requirements automatically based on employee job code however, highly-specialized positions may require manual training assignments to be made.
- d. Provide employees with required safety equipment, devices and clothing. Demonstrate their proper use before the operation of equipment or performance of hazardous tasks. PPE training should be documented using a standard training documentation form or sign-in sheet.
- e. Stop unsafe practices and actions of employees such as operating machinery without safeguards.
- f. Maintain good housekeeping practices in all work areas.
- g. Report all unsafe conditions to the appropriate HEERA Manager or to the EH&S Office immediately. Encourage employees to watch for and report all such incidents without fear of reprisal.
- h. Report all accidents promptly and complete all necessary forms to record such incidents.

- i. Ensure that injured employees receive prompt medical treatment, including transportation if necessary. Notify EH&S and Workers' Comp as soon as possible. Contact University Police if emergency medical attention is needed.
- j. Encourage employees to provide input and recommendations to improve safety.
- k. Recognize employees who maintain a uniformly safe environment and accident free work record, or who develop unique safety devices or practices for their work areas.

.36 Designated Department Safety Coordinators (DSC). Department Safety Coordinators (DSC) are not required and can be appointed by a Dean, Director, or Department Head as deemed necessary by the department or college to serve as a liaison between Management and EH&S. In the absence of a designated DSC, EH&S works directly with management personnel. DSC duties include but are not limited to the following:

- a. Assist the Dean, Director, or Department Head in the development and implementation of a school or department injury and illness Prevention Program.
- b. Serve as liaison with EH&S and other associated campus departments.
- c. Coordinate with EH&S for educational materials and training of employees concerning workplace hazards.
- d. Conduct periodic (internal) safety inspections of facilities to identify potentially unsafe conditions or work practices.
- e. Collaborate with EH&S to provide meaningful recommendations and implement corrective actions regarding identified hazards or deficiencies.
- f. Serve as liaison for the department on matters pertaining to inspections, accident/injury investigations, employee safety education and training, reports and as the primary department resource for coordinating these activities.
- g. Department safety records are properly maintained.

.37 Employees.

- a. Due to the number of potential hazards that may exist or be created in the work environment, employees must first use common sense and sound judgment.
- b. Employees are responsible for reading and complying with procedures and guidelines provided by their supervisors.
- c. Employees are encouraged to inform their supervisors or EH&S of workplace hazards without fear of reprisal.

- d. Employees shall attend established education and training sessions and are expected to be knowledgeable of, and comply with, all applicable safety requirements pertaining to their roles on campus. Compliance with established safety rules may be documented in performance evaluations and failure to comply with these regulations may lead to disciplinary action.
- e. Employees are responsible for asking questions of their supervisors when there is concern about an unknown or hazardous situation before proceeding with an activity or procedure.

103.4 SAFETY COMMUNICATIONS. Safety Information will be communicated in a manner clearly understood by all employees.

If an employee wishes to submit an anonymous report of an unsafe condition or practice, the suggestion or concern may be submitted in writing via e-mail or through the anonymous reporting form on the EH&S website. All reports will be assessed, investigated and responded to, as required by the Injury and Illness Prevention Program standard. Anonymous concerns are generally void of any contact information which inherently prevents any further communication with EH&S regarding follow-up or resolution of the concern. Resolution and status of any safety concern is available upon request from EH&S.

.41 Department Safety Meetings. Departments are encouraged to host regular safety meetings to provide employees with a forum for discussing safety and health issues within the department as well as employee suggestions or recommendations to improve safety. Management should endeavor to schedule the meetings when most employees can attend, document who was present and topics discussed.

.42 Postings. EH&S provides departments with a variety of postings to be used in promoting safe work practices. Postings must be displayed in high visibility areas within each applicable workplace. Departments are permitted to create custom signage and postings in lieu of those provided by EH&S. In such circumstances, the department will communicate with EH&S to ensure that signage includes all minimum required information prior to dissemination.

.43 Campus Safety Communications. EH&S may utilize mass e-mail notifications and newsletter-style formats to publish content to a wide campus audience as deemed appropriate.

103.5 HEALTH AND SAFETY INSPECTIONS. Health and safety inspection programs are essential to reduce unsafe conditions that may expose employees to hazards likely to result in injury. Definition of terms commonly referenced in the inspection program:

Job Safety Classes - groupings of employees with common work assignments, locations, or conditions and therefore, common hazard potential;

Safe Work Practices - a standardized set of safety rules based on hazard assessments and generally in the form of a template which can be customized to meet specific needs of the department.

.51 Schedule Workplace Inspections

- a. It is the responsibility of each department to ensure a regular and systematic inspection program is scheduled for all departmental areas. It is recommended that department safety coordinators be assigned to conduct these inspections however, it is the responsibility of management to delegate a representative to perform this function. Inspections should be performed on a regular frequency as defined in sub-section b, or as needed such as a change in hazard. A template checklist is accessible through the following link:
- b. The frequency of internal department workplace inspections is based on the hazards present for that area and should ultimately be determined by EH&S. General safety inspection frequencies are noted below.
 1. Daily Inspections are recommended for specialized vehicles and any area or equipment known to present a significant and continuous potential hazard such as powered industrial trucks and earthmoving equipment.
 2. Weekly inspections are recommended for hazardous waste storage locations.
 3. Monthly inspections: are required for safety equipment such as fire extinguishers, emergency safety showers and eye wash stations.
 3. Semi-Annual inspections are recommended for laboratory spaces and chemical use operations classified as moderate or high hazard.
 4. Annual inspections are recommended for small office operations and very low-risk departments, determined at the discretion of EH&S. Verification audits of moderate and high-risk areas are conducted by EH&S. Additionally, fume hoods and biosafety cabinets must be inspected and calibrated annually or upon repaired, whichever is sooner.
- c. Inspections must utilize an EH&S-approved inspection checklist which evaluates against the different hazards identified by the hazard assessment or template safe work practices. Departments may use a department-specific checklist.
- d. Hazards identified during an inspection, or which otherwise come to the attention of the supervisor, are to be corrected in a timely manner consistent with the seriousness of the hazard. Serious hazards, which include imminent hazards, are to be corrected immediately or employees are to be removed from the affected area. Workers who are required to correct the hazardous condition shall be provided with the necessary protection in alignment with applicable sections of Title 8 CCR General Industry Safety Orders.

Cal/OSHA defines a serious violation as follows:

"A serious violation shall be deemed to exist in a place of employment if there is a substantial probability that death or serious physical harm could result from a condition which exists, or from one or more practices, means, methods, operations, or processes which have been adopted or are in use, in such place of employment..."

Cal/OSHA defines an imminent hazard as follows:

An imminent hazard is any condition or practice which poses a hazard to employees which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such hazard can be eliminated through normal enforcement procedures.

If there is an immediate danger of serious harm, the result of the inspection will be immediate correction of the problem or removing the piece of equipment or workstation from service. This will be done in an obvious manner such as physical tag-out and lockout with full knowledge of area employees, supervisors, and managers.

.52 Unscheduled Workplace Inspections.

In alignment with Executive Order 1039, EH&S has the authority to conduct periodic unscheduled inspections to ensure the maintenance of a safe and healthful workplace including but not limited to occupational injury, occupational illness, or exposure to hazardous substances as defined by Cal/OSHA. EH&S reserves this authority to be used only when necessary. Most EH&S inspections are scheduled in advance to ensure minimal disruption to departments and academics. EH&S's mission is to serve the campus community in a consultatory role. Our credibility and integrity is paramount to this mission and in building trust with our customers.

103.6

ACCIDENT INVESTIGATION.

.61 When a manager or supervisor is given notice or has reason to believe that an employee has sustained a work-related injury or illness, a report must be filed with both Workers' Comp. and EH&S.

- **Workers' Comp:** Form F-903, "Report of Employee Injury or Illness", is to be completed by the manager or supervisor and sent to Human Resources within one working day of notice or knowledge of the injury or illness. Human Resources will forward a copy of the report to EH&S for review and investigation. The Manager's report and employee claim form can be submitted online through the Workers' Comp. website.

<https://www.cpp.edu/~workers-comp/docs/managers-report.pdf>

- **EH&S:** The "Accident Injury and Illness" Form F-2553-00 must also be completed by the manager or supervisor of the injured employee and submitted to EH&S within 24-hours.

<https://www.cpp.edu/ehs/forms-docs/employee-accident-rev-3.7.2023.doc>

.62 Serious occupational injuries, illness, or exposures to hazardous substances, as defined by Cal/OSHA, must be reported to EH&S immediately after they become known. EH&S will contact Cal/OSHA where required by law. EH&S, with a management representative from the injured employee's department, will investigate the circumstances of the incident to determine the cause.

103.7 EMPLOYEE SAFETY TRAINING. EH&S maintains a curriculum for employee safety training based on job hazard assessments and safe work practices. To administer safety training to the campus community, EH&S splits training assignments into two categories:

- **Core Safety Training:** Safety training that applies to all employees or employee groups,
- **Supplemental Training:** Safety training that addresses specific hazards unique to an employee's assigned duties.

.71 Training for All Employees. The EH&S Office has the responsibility for determining safety training curriculum for employees and students based on regulatory standards or requirements. Training and professional development is administered by Employee and Organizational Development and Training (EODA) and through coordination with EH&S assists in the assignment of web-based training assets or the scheduling of instructor-led training (ILT).

Safety training that applies to all employees includes but may not be limited to the following topics:

- Injury Illness Prevention Program
- Campus Emergency Procedures
- Hazard Communication
- Fire Safety
- New Hire Training: Upon initial hire, EH&S facilitates a safety briefing during new hire orientation. Employees who are not able to attend their orientation or need a refresher of the information provided can use the following link and return a signed copy of page 3 to EH&S.

New Hire Safety Briefing:

<https://www.cpp.edu/ehs/forms-docs/trainingindividualrev-2.15.2023.doc>

.72 Specific Safe Work Practices. It is the responsibility of each supervisor to develop specialized training sessions dealing with an employee's unique job assignment if training is not available through EH&S. Additionally, it is the responsibility of each supervisor to understand his/her employee's job tasks and related hazards. Specialized training is based on the template hazard assessment and safe work practices which was developed by EH&S for common job safety classes. Training can be documented using a template sign-in sheet available from the EH&S website.

Training Sign-in Sheet:

- <https://www.cpp.edu/ehs/forms-docs/training-employee-self-rev-5.23.2023.doc>

103.8 RECORDKEEPING. Cal/OSHA regulations set forth requirements for the maintenance and retention of records for occupational injuries and illnesses. Records are also required for medical surveillance, exposure monitoring, inspections, and other activities and incidents relevant to occupational safety and health.

.81 Campus Accidents, Injuries and Illnesses. It is essential that all employee accidents, injuries and illnesses occurring either on University property or off-campus during University sponsored events are documented by the completion of the following forms:

- Workers' Comp: <https://www.cpp.edu/~workers-comp/managers.shtml>
- EH&S: <https://www.cpp.edu/ehs/forms-docs/employee-accident-rev-3.7.2023.doc>

.82 OSHA Logs.

- a. Workers' Compensation maintains a master log and summary of occupational injuries and illnesses.
- b. Records will be kept on file in Human Resources for five (5) years and will be accessible to Cal/OSHA upon request
- c. A summary of injuries for the previous calendar year will be prepared by Human Resources and posted in a prominent location for employee review.
- d. Employee injuries and illnesses will be recorded and compiled each calendar quarter by Human Resources.

.83 Safety Data Sheets (SDS's). Each SDS received from a chemical manufacturer must be maintained for at least thirty (30) years. If an SDS is not available, some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used must be retained for at least thirty (30) years.

.84 Employee Exposure Record's. Each employee exposure record will be preserved and maintained by Environmental Health & Safety for at least thirty (30) years except certain background data related to workplace monitoring and certain biological monitoring results.

Such records include workplace monitoring or measuring of a toxic substance or harmful physical agent, and biological monitoring results that directly assess the absorption of a toxic substance or harmful physical agent by body systems.

Departments using regulated carcinogens have additional reporting and recordkeeping requirements under Cal/OSHA.

.85 Medical Records. The medical record for employees that participate in the annual medical exams will be preserved and maintained for at least the duration of employment plus thirty (30) years. There is an exception for certain health insurance claims records,

first aid records, or the medical records of employees who have worked for less than one (1) year if they are provided to the employee upon termination of employment.

.86 Employee Exposure and Medical Record Analyses. Each analysis using exposure or medical records will be preserved and maintained for at least thirty (30) years.

.87 Periodic Inspections. Records of scheduled and periodic inspections to identify unsafe conditions and work practices. The documentation includes the name of the person(s) conducting the inspection, date and time of the inspection, the unsafe conditions and work practices identified, and the corrective action(s) taken. These records will be maintained for at least three years.

.88 Safety Training. Documentation of health and safety training for each employee. Specifically, records must be retained for a minimum of three years unless otherwise noted, documenting employee name or other identifier, training dates, type(s) of training and the name of training provider.

- a. Training records will be submitted to EH&S and EODA. Copies should be maintained in the department and producible upon request.
- b. Hazardous waste training and related materials shall be retained for 3-years post-employment.

.89 Employee Access to Exposure and Medical Records. The University recognizes that an employee and his/her designated representative(s) and authorized representatives of the Chief of the Division of Occupational Safety and Health (Cal/OSHA) have a right of access to relevant exposure and medical records. Such access is necessary to yield both direct and indirect improvements in the detection, treatment, and prevention of occupational disease. Whenever an employee or designated representative requests access to a record, the University shall ensure that access is provided in reasonable time, place and manner and in alignment with 8 CCR §3204.

103.9 RESOURCES. EH&S has broad oversight over all campus-wide health and safety programs. Existing programs are outlined below; specific elements are contained in the appendices noted.

.91 COVID-19 PREVENTION PLAN. As of January 2023, Cal/OSHA recognizes COVID-19 as a workplace hazard under the requirements found in section 3203 (Injury and Illness Prevention Program, IIPP). Therefore, employers are required to do the following:

- Provide effective COVID-19 hazard prevention training to employees.
- Provide face coverings when required by the California Department of Public Health.
- Identify COVID-19 health hazards and develop methods to prevent transmission in the workplace.
- Investigate and respond to COVID-19 cases and certain employees after close contact.
- Make testing available at no cost to employees, including to all employees in the exposed group during an outbreak or major outbreak.

- Notify affected employees of COVID-19 cases in the workplace.
- Maintain records of COVID-19 cases and immediately report serious illnesses to Cal/OSHA and to the local health department when required.

Please refer to the Cal Poly Pomona Safer Return website and the COVID-19 Health and Safety Plan for up-to-date information about the campus' safety protocols, including masks, vaccines, reporting procedures, PPE, and public health testing:

- [Safer Return at Cal Poly Pomona](https://www.cpp.edu/safer-return/index.shtml)
 - <https://www.cpp.edu/safer-return/index.shtml>
- [COVID-19 Health and Safety Plan](https://www.cpp.edu/safer-return/health-and-safety-protocols/index.shtml)
 - <https://www.cpp.edu/safer-return/health-and-safety-protocols/index.shtml>

.92 Biological Safety. The biological Safety program provides guidance for the University's academic and research activities involving the acquisition, use, storage, and disposal of biohazardous agents. The program ensures the University's compliance with applicable institutional policies, National Institute of Health guidelines, and state regulations regarding the use of infectious agents and toxin-producing agents that have the potential for infecting individuals, animals, or plants.

- Exposure Control Plan
- Medical Waste Plan
- Biosafety Portal

.93 Chemical Hygiene. The written Chemical Hygiene Plan provides standard operating procedures used for safety and health protection in laboratories. Guidelines are provided to minimize employee exposure to certain chemicals. EH&S personnel consult with individuals using chemicals in laboratories. EH&S provides technical consultation regarding methods of safe handling and storage of reactive and toxic substances, as well as personal protective equipment. EH&S coordinates with departments to arrange for laboratory inspections to identify and correct hazardous conditions and unsafe practices.

- Chemical Hygiene Plan
- INSPECT safety inspection module

.94 Hazard Communication. The written Hazard Communication program is intended to educate employees on the hazardous substances used in their work area and understanding the safety data sheets for each hazardous substance used. It establishes a system of labeling containers and a comprehensive training program for employees who use hazardous materials.

- Hazard Communication Plan

.95 Hazard Identification. EH&S consults with departments to help supervisors identify unsafe conditions and how to provide effective protection for staff. Through consultation, EH&S assists departments and Principal Investigators (PI's) in completing and certifying hazard assessments.

- ASSESS Hazard Assessment Tool

.96 Hazardous Materials Management. The Hazardous Materials Management Program provides guidance and training of employees related to the safe handling, labeling and storage practices of hazardous materials. This program provides procedures for safe emergency response, the use of personal protective equipment/clothing and appropriate safety equipment.

- Hazmat Management Plan

.97 Occupational Safety. The Occupational Safety program covers a wide area of individual programs. As a whole, it provides for safe working/walking surfaces, adequate illumination, proper maintenance of tools and other equipment, and proper guarding of machinery. The program also includes safe use and storage of compressed gas, a confined space entry procedure, equipment, and procedures for the safe handling of materials, and a vehicle and driver safety program. One large subset of Occupational Safety includes the area of industrial hygiene which focuses on occupational exposure including areas like indoor air quality assessments.

- Occupational Safety Portal

.98 Radiation Safety. The Radiation Safety program provides safe work practices and procedures for employees working with radioactive materials or radiation generating equipment. EH&S administers program areas for equipment calibrations, dosimetry, contamination surveys and material inventory.

- Radiation Safety Manual
- Laser Safety Manual