

UC DAVIS

Animal Science

INJURY AND ILLNESS PREVENTION PROGRAM



UC DAVIS

Department of Animal Science

INJURY AND ILLNESS PREVENTION PROGRAM

This Injury and Illness Prevention Program has been prepared by the University of California, Animal Science department in accordance with University Policy (UCD Policy & Procedure Manual Section 290-15: Safety Management Program) and California Code of Regulations Title 8, Section 3203 (8 CCR, Section 3203).

INJURY AND ILLNESS PREVENTION PROGRAM

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Department Information

Department Name: **Animal Science**

Department Director: **James D Murray, Chair**

Address: **450 Bioletti Way, Davis CA 95616**

Telephone Number: **530-752-1250**

Buildings Occupied by Department

Animal Science Facility Street Addresses

Davis, Ca

Animal Science Teaching Facility	191 & 197 Dairy Road
Beef Barn	1680 Brooks Road
Cole A (Large Animal Metabolism)	510 Putah Creek Road
Cole B (Small Animal Colony)	600 Putah Creek Road
Cole C (Meat Lab)	534 Putah Creek Road
Dairy	201 Dairy Road
Farm Shop	400 Hopkins Road
Feedlot	2950 Straloch Road
Feedmill	2950 Straloch Road
Goat Facility	1300 Equine Lane
Hopkins Avian Facility	701 Hopkins Road
Horse Barn	530 South LaRue Road
Meyer Hall Animal Facility	Basement of Lab Building, 450 Bioletti Way
Sheep Barn	2250 Brooks Road
Swine Center	2953 Straloch Road

Remote Facilities

Bodega Marine Laboratories	2099 Westside Rd, Bodega Bay, 94923
Desert Research and Extension Center	1004 East Holton Rd, Holton, 92250

Hopland research and Extension Center

4070 University Rd, Hopland, 95449

Sierra Foothill Research and Extension Center

8279 Scott Forbes Rd, Browns Valley, 95918



Building: Meyer Hall

Main Office Phone: 752-1250

Fax: 752-0175

A dam, Carl	760-356-3070	DREC	M aga, Elizabeth	752-5930	2125
Ahmadi, Abbas	752-5886	1257	Makagon, Maja	752-9419	2245
Akins, Chris	752-4013	1202F	Martinez, Emma	752-6118	1202C
B artolomucci, Alisha	754-7684	1249	Martinez, Monica (<i>Purch.</i>)	752-8075	2251
Belanger, Janelle	752-1046	1301	May, Bernie	304-8103/CELL	1255
Bellido, Kevin	752-2874	Hopkins	McLean, Amy	754-4156	Horse
Berger, Trish	752-1267	2147	Barn		
Blatchford, Richard	752-8763	2121	Medrano, Juan	752-6786	2243
C apell, Romeo	752-2681	1259	Mench, Joy	752-7125	1111
Conte, Fred	752-7689	2117	Meyer, Deanne	752-9391	2209
Conway, Rachel	752-6792	Goat barn	Mienaltowski, Mike	207-3226	2211
D avis, Kelli	754-4156	Horse Barn	Miller, Mike	304-4719	2241
Delany, Mary	754-9343 ANS/752-0233		Mitloehner, Frank	752-3936	2151
2131D/MRAK			Murray, Jim (Chair)	752-1252	2223B
Dell'Olio, Grace	754-7915	1202		752-3179	2119
DePeters, Edward	752-1263	2149	N guyen, Brandon	564-2460	1253
Denicol, Anna	352-665-1909	2201	Nielsen, Tyler	752-1200	Beef Barn
Dinis, Jessica	752-1686	Dairy Barn	Nitta-Oda, Barbara	752-7142	2410
Domer, Paul	752-1686	Dairy Barn	O berbauer, Anita	752-1046 ANS LAB/752-5484	
E adie, John	754-0145	WFCB	1301/MRAK		
Eldridge, Sean	752-4456	Farm Crew	Oberholtzer, Leslie	752-1816	1251
F adel, James	752-1259	2115	Oltjen, Jim	752-5650	2153
Finger, Amanda	752-0664	1221	O'Rourke, Sean	304-5339	2416
Fisher, Marissa	639-8806	SFREC	Oranchak, Sabrina (<i>Purch.</i>)	754-7813	2251
G all, David	752-6458	Feedmill	Ozella, Valerie	752-1250	2223
Gay, Ricci	752-1251	2223	P an, Yuee	752-1201	3315
Gisi, Doug	752-1686	Dairy Barn	Patino, Maria	752-1686	Dairy Barn
H arper, Don	752-1200	Beef Barn	Pettey, Allen	752-8924	2137
Henderson, Jack	752-3531	1202F	Portillo, Kristy	752-2874	Hopkins
Hernandez, Juan	752-1686	Dairy Barn	Price, Patricia	574-0524	2319
Hess, Matthias	752-8809	2123	Prinz, Aaron	752-1683	Swine Barn
Holmes, Lisa Nash	752-6022/916-947-6274	1202A/CELL	R amos, Marina	752-7976	2255
Horback, Kristina		2143	Robinson, Peter	754-	
Hovey, Russ	752-1682	2145	7565	2203	
Hull, Josh	916-414-6742	2131A	Ross, Pablo	771-7225	2239
Hung, Silas	752-3580	2139	Rubio, Mark	752-4456	Farm Crew
I slas-Trejo, Alma	752-4509	1309	Ruhe, Jennifer	752-4650	3113
J ackson, Kathryn	754-4276	1202B	S ainz, Bob	752-6293	2207
Ji, Peng	530-979-4248	4209	Sandoval, Jennie	752-2382	1249
Jordan, Melissa	752-6130	2223A	Schreier, Andrea	752-0664	2235
K ebreab, Ermias	752-5907	2111	Sehnert, Caleb	752-7410	Meat Lab
King, Annie	752-3530	1217	Sehnert, Dan	752-1256	2215
Klasing, Kirk	752-1901	2131B	Stillwell, Cynthia (<i>Purch.</i>)	752-1262	2251
Kueltz, Dietmar	752-2991	2131C	T hompson, Eric (<i>Purch.</i>)	754-2244	2251
L ee, Yeunshin	405-3985	CAW	Trott, Josie	752-4970	2335
Liu, Yanhong	752-4275	2107	Tucker, Cassandra	754-5750	2109
Livingston, Katherine	754-6024	1202D	Todgham, Anne	752-1897	2205
			V an Eenennaam, Alison	752-7942/530-902-0875	2113
			Van Eenennaam, Joel	752-2058	1417
			Villaseñor, José	752-4456	Farm Crew
			Vo, Jason	752-2328	3111
			W ade, Kelly	752-4512 ANS/752-4695 NUT	
			2223C/3135E		

Weisker, Sandra	752-3642	Cole B
Wood, Kyle	752-0744	Sheep Barn
Y ang, Xiang "Crystal"	752-6590	2237
Young, Amy	402-7539	1411
Z hou, Huaijun	530-574-6723	2247
Zhao, Yongjing	752-1201	3315
Zinn, Richard	760/356-3068	DREC
Zingorenko, Alex	752-4534	3111

MISCELLANEOUS

Advising: Main Reception/Peer Advisors	754-7915	1202	Meyer Hall Library	2202
Fax	754-4359		Meyer Hall Mailroom	2206
Bartolomucci, Alisha	754-7684	1249	Graduate Student Pit	752-7122 2131
Dell'Olio, Grace	754-7915	1202	Meyer Hall Common Space Office/Nitta Oda	752-7142 1428
Holmes, Lisa Nash	752-6022	1202A	Visitors/Emeriti Office	1139
Jackson, Kathryn	754-4276	1202B	Psittacine Research Program	752-1149
Livingston, Katherine	754-6024	1202D		2131C
Martinez, Emma	752-		Safety Coordinator, Leslie Oberholtzer	752-1816 1251
6118 1202C			Software Programs (PC Dairy, etc.)	752-1278 1323
Sandoval, Jennie	752-2382	1249		

FACILITIES, BARNs

CABA/Todgham	400-0272		VAN EENENNAAM
BEEF BARN	752-1200		HARPER, NIELSEN
DAIRY BARN	752-1686		GISI, DOMER, DINIS, PATINO, HERNANDEZ
FARM CREW/SHOP	752-4456		RUBIO, VILLASENOR, ELDRIDGE
FEEDMILL	752-6458		GALL
FEEDLOT/STRALOCH	752-1200		HARPER, NIELSEN
PUTAH CREEK FACILITY	400-0272		VAN EENENNAAM
GOAT BARN	752-6792		CONWAY
HATCHERY	752-3560	0169	PORTILLO, BELLIDO
HOPKINS	752-2874		PORTILLO, BELLIDO
HORSE BARN	754-4156		MCLEAN, DAVIS
MEYER AVIAN UNIT	752-3537	0233	PORTILLO, BELLIDO
SHEEP BARN	752-0744		WOOD
SWINE BARN	752-1683		PRINZ
COLE A/MITLOEHNER, TUCKER	752-6148		
COLE A/SEHNERT D.	752-5093		
COLE B/SMALL ANIMAL COLONY	752-3642		WEISKER
COLE C/MEAT LAB	752-7410		SEHNERT C.

LABS

BERGER, Nitta	752-7142	2410	MEDRANO, Islas-Trejo	752-4509	1309
BLATCHFORD		1409	MIENALTOWSKI, Henderson	752-8514	2409
CE (ANSCI)	752-1278	1323	MILLER, O'Rourke	304-5339	2416
DELANY	754-9404	3304	MITLOEHNER, Pan, Zhao	752-1201	3315
DENICOL	752-6482	2415	MURRAY	752-4691	1423
DEPETERS, Laabs	752-2917	2318	NUTRITION	752-2917	2318
FADEL	752-2401	2423	OBERBAUER, Belanger	752-1046	1301
HESS, Brooke	752-3530	1410	ROSS, Islas-Trejo	754-9082	2328
HISTOLOGY, Oberholtzer	752-4509	1335	SCHREIER, Goodbla	752-6351	2403
HORBACK		1149	TODGHAM, Van E.	752-	
HOVEY, Trott	752-4970	2335		1417	
HUNG	752-7174	2325	2058		
KEBREAB	752-2401	2423	TUCKER	752-3643	1403
KING	752-3536	3324	VAN EENENNAAM, Young	402-7539	1411
KLASING	752-3550	1410	ZHOU, Wang	752-9305	3307
KUELTZ	752-7322	1327			
MAGA		2404			
MAKAGON, Abdelfattah		2424			

OFFSITE

Bodega Bay Marine Lab 707/875-2211 (Gary Cherr)
P.O. Box 247 (2099 West Shore Rd.) 707/875-2009 (Fax)
Bodega Bay, CA 94923

**Center for Aquatic Biology and
Aquaculture (CABA)** 752-8160/916-812-6393
105 ABES Bldg. (Linda Deanovic)

Desert Research & Ext. Ctr. 760/356-3060
1004 East Holton Road 760/356-3073 (fax)
El Centro, CA 92243 (Zinn, Adam)

Hopland Research & Ext. Ctr. 707/744-1424
4070 University Road 707/744-1040 (fax)
Hopland, CA 95449

Sierra Foothill Res. & Ext. Ctr. 530/639-8800
8279 Scott Forbes Road 530/639-2419 (fax)
Browns Valley, CA 95918-9636 530/639-8806 (Marissa Fisher)
530/639-8803 (Superintendent)

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: **James D Murray**

Title: **Chair**

Authority: Authority and responsibility for ensuring implementation of this IIPP

Signature: _____ Date: _____

2. Name: **Leslie Oberholtzer**

Title: **Department Safety Coordinator**

Authority: Department designated authority for implementation of this IIPP

Signature: _____ Date: _____

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

<u>Responsible/Designated Authority</u>	<u>Date</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

II. System of Communications

1. Effective communications with **Animal Science** employees have been established using the following methods:

- Standard Operating Procedures Manual
- Material Safety Data Sheets
- Monthly departmental operations meetings
- Internal media (department intranet)
- EH&S Safety Nets
- Training videos
- Safety Newsletter
- Handouts
- Building Evacuation Plan
- E-mail
- Posters and warning labels
- Job Safety Analysis – Initial Hire
- Job Safety Analysis – Annual Review
- Other (list): _____

_____ Hazard Evaluation, Identification and Inspection

_____ Annual Facility Safety Inspections

2. Employees are encouraged to report any potential health and safety hazard that may exist in the workplace. **Hazard Alert/Correction Forms** ([Appendix A](#)) are available to employees for this purpose. Forms are to be placed in the Safety Coordinator's departmental mail box. Employees have the option to remain anonymous when making a report.
3. 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](#)).

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.

ENTER ANY ADDITIONAL DEPARTMENT METHODS

IV. Hazard Identification, Evaluation, and Inspection

Job Hazard Analyses and worksite inspections have been established to identify and evaluate occupational safety and health hazards.

1. Job Safety Analysis:

Job Safety Analysis (JSA) identifies and evaluates employee work functions, potential health or injury hazards, and specifies appropriate safe practices, personal protective equipment, and tools/equipment. JSA's can be completed for worksites, an individual employee's job description, or a class of employees' job description. Completed JSA's are located in **Appendix B**.

The following resources are available for assistance in completing JSA's:

- Laboratory personnel, please refer to the [Laboratory Hazard Assessment Tool](#)
- Non-Laboratory personnel, please refer to the [JSA/PPE Certification Forms](#)

(Example JSAs are located in [Appendix B1](#) and [Appendix B2](#) of this template)

Job Safety Analysis for Animal Science Facilities

I am reviewing (check the appropriate box)	<input type="checkbox"/> A worksite	Specify location:
	<input type="checkbox"/> A single employee's job description	Name of employee:
		Position title:
	<input checked="" type="checkbox"/> A job description for a class of employees	Position titles: Facilities Coordinator, Teaching Coordinator, teaching Assistants, Animal Facility Manager, Senior Animal Technician, Principal Animal Technician, Assistant Herdsperson, Staff Research Associate, Agriculture Technician, Senior Maintenance Worker, Senior Superintendent of Agriculture, Department Safety Coordinator
		Location: Animal Science Facilities
	Hazard Evaluator	Signature/Date:

Animals

Initials or "X" if not applicable	Task/Activity	Potential Hazard	Control	PPE Required? Y/N
	Working with/around live animals	Unpredictable animal behavior, bites, stepped on, squished, knocked over, etc	Training and always paying attention to the animals and the surroundings, ACU 101	Y (long pants, closed toed shoes/boots)

	Handling/working/restraining animals	Bites and scratches	Training in proper procedures for work with animals, ACU 101	Y (long pants, closed toed shoes/boots)
	Handling/restraining horses	Kicks, bites, rope burns, stepped on, knocked over, squished, horse is startled, etc	Proper training including site-specific training and ACU101	Y (long pants, closed toed shoes/boots)
	Handling/restraining livestock	Kicks, bites, rope burns, stepped on, knocked over, squished, etc	Training including site-specific training and ACU101	Y (long pants, boots)
	Handling/restraining small animals	Bites, loose animal	Training including site-specific training and ACU101	Y (long pants, closed toed shoes/boots)
	Handling/restraining birds/poultry	Bites, scratches	Training including site-specific training and ACU101	Y (long pants, closed toed shoes/boots)
	Milking with machine	Stepped on, knocked over, muscle strain	Training, ACU 101	Y (long pants, closed toed shoes/boots, non-slip soles)
	Milking by hand	Stepped on, knocked over, muscle strain	Training, ACU 101	Y (long pants, closed toed shoes/boots)
	Breeding/collecting semen	Stepped on, kicked, knocked over, muscle strain	Training, ACU 101	Y (long pants, closed toed shoes/boots)
	Medicate/deworm/vaccinate	Stepped on, knocked over, muscle strain, bitten	Training, ACU 101	Y (long pants, closed

				toed shoes/boots)
	Loading/transporting/unloading	Stepped on, knocked over, muscle strain	Training, ACU 101	Y (long pants, closed toed shoes/boots)
	Feeding	Stepped on, knocked over, muscle strain	Training, ACU 101	Y (long pants, closed toed shoes/boots)
	General hazards when breeding or semen collection	Various injuries caused by animals not paying attention to handler or handler not paying attention to animal and surroundings	Training, ACU 101	Y (long pants, closed toed shoes/boots)

Chemicals

Initials or "X" if not applicable	Task/Activity	Potential Hazard	Control	PPE Required? Y/N
	Sanitizing equipment and cages with chemicals	Chemical exposure to eyes, face, skin, hands, feet, respiratory system, etc	Training on proper sanitation methods, SDSs for chemical use	Y (as needed per SDS)
	Engine cleaners, solvents	Chemical exposure	Training including SDS review	Y (as needed per SDS)

First Aid/Weather

Initials or "X" if not applicable	Task/Activity	Potential Hazard	Control	PPE Required? Y/N
	Working outdoors in temps over 80 degrees F	Heatstroke, sunstroke	UC Heat Illness Prevention Training Annually Provide shade, rest, water	Y (as needed)
	Working outdoors in cold or inclement weather	Frostbite,	Training and proper clothing	Y (as needed)
	First aid	Cuts, etc	Provide first aid kits and train on their location. Train on EFR and what to do when injured	N

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Equipment

Initials or "X" if not applicable	Task/Activity	Potential Hazard	Control	PPE Required? Y/N
	Driving/operating heavy equipment	Various hazards associated with heavy equipment	Training, proper licensing, equipment maintained	Y (boots)
	Pulling a trailer w/equipment	Driving affected by pulling a heavy load	Training, proper licensing, equipment maintained	N
	Pulling a trailer w/animals	Driving affected by heavy load that can move around (the weight shifts on its own)	Training, proper licensing, equipment maintained, ACU 101	N
	Using power tools	Bodily injury, getting objects in eyes	Training	Y
	Metal work(cutting, welding, etc)	Bodily injury, getting objects in eyes, eyes burned, skin burn	Training	Y
	Servicing motorized equipment	Muscle strain, back strain	Training	Y
	Meat processing tools (knives, saws, hoists, etc)	Cuts, muscle strain	Training	Y
	Hand tool use	Cuts, strains, pinches, shock for electric tools	Training, regular examination of tool for signs of wear	Y (depending on use)

Miscellaneous

Initials or "X" if not applicable	Task/Activity	Potential Hazard	Control	PPE Required? Y/N
	Work in lofts	Falls, heat illness, dust	Training	
	Pressure washing	Slips	Training	Y (non-slip footwear)
	Work in varied terrain and footing conditions	Slips/trips/falls	Training	Y (proper footwear)
	General facility maintenance	Varied lifting, dust, weather, pinching, chemical exposure, etc	Training	Y (as situation requires)
	Dust exposure	Eye/respiratory irritation, allergies	Training, eyewash bottles available	
	Work with sharps: various tools, knives, needles, etc	Cut or needle stick	Training	Varies: as situation requires
	Heavy lifting such as hay bales and feed sacks, etc	Muscle strain, hurt back, heavy load falling on body	Training	Varies: as situation requires

Job Safety Analysis for Animal Science Offices

- Instructions:**
1. Select assessment category.
 2. List tasks/activities: Develop a list of activities, tasks, equipment/tools (group similar tasks/activities).
 3. Identify and list potential hazards: for each task, activity or equipment/tools, list and describe the potential hazards.
 4. Identify and list controls: for each task, activity, equipment/tools, document controls (i.e. training, equipment, written procedures, PPE...).
 5. **If PPE is required, complete Part II- PPE Hazard Assessment and Certification.**
 6. Train affected employees on the final assessment and document the training.
- Repeat assessment when new hazards are identified or introduced into the workplace or at least every three (3) years.*
Laboratory workers must use the online [Laboratory Hazard Assessment Tool \(LHAT\)](#) for PPE hazard assessment.

I am reviewing (check the appropriate box)	<input checked="" type="checkbox"/> A worksite	Specify location: Animal Science spaces on the office side of Meyer Hall
	<input type="checkbox"/> A single employee's job description	Name of employee: Position title:
	<input checked="" type="checkbox"/> A job description for a class of employees	Position titles: all employees on the office side of Meyer Hall Location: Meyer Hall office side
	Hazard Evaluator	Signature/Date:

TASK/ACTIVITY	POTENTIAL HAZARD	CONTROL	PPE Required? Y/N
General Office Work	Back Strain, Eye Strain, Repetitive Motion Injury from repeated motions performed in the course of normal work or daily activities.	Change work activity often to interrupt repetitions activity or motion. Avoid excessive unnatural or awkward motions such as twisting the arm or wrist and overexertion. Make a conscious effort to avoid incorrect posture. Use proper lighting (16-46 foot-candles), adjust equipment to appropriate distance and height for user, feet planted on floor/footrest when seated, clear leg space, take periodic rest breaks	N
General Office Work	Physical Injury and/or Trauma from Slips, Trips and Falls, Struck by Falling Objects	Practice Good Housekeeping i.e., keep floors clear of debris and liquid spills. Do not block or restrict doorways, halls, closets or paths of egress. Do not stand on chairs, use foot stool or ladder. Open only one file drawer at a time and secure cabinet to the wall if feasible. Never overload shelves and stack evenly to avoid tipping.	N

General Office Work	Electric Shock: Circuit overload, frayed or damaged service and extension cords, faulty equipment	Never use extension cords in place of permanent wiring. If a cord must be used make sure it is properly sized for the voltage and amperage of the equipment. Avoid unnecessary use of adapters and multi-outlet strips. Do not run power cords through door openings or under chairs where it may be walked on or pinched.	N
Handling / Moving Heavy Items And Equipment	Physical Injury and/or Trauma from H heavy lifting, awkward motions, repetitive motions	Use mechanical means to lift and move heavy items, use push carts and dolly. Always employ proper lifting techniques and get help with loads that cannot be safely lifted by one person. Wear hand and foot protection to safeguard against crushing and pinching injuries	As needed, gloves, goggles
Use of electric portable heaters	Trauma from burns Foot injury from Roll over foot, drop object on foot Risk of fire from heat, sparks, slag Electrical shock: Improper operations and maintenance, improper switching device	Burns: Situational awareness, PPE, protective clothing Foot injury: Position on level flat surface away from accidental bumping or tripping Fire: Appropriate placed fire extinguisher, remove all combustibles and fire hazards from area Electrical shock: Strictly follow manufacturer's instructions, proper switching for starting up/ shutting down machine	N
Lifting/carrying objects	Trauma from impact Foot injury from dropped object on foot	Situational awareness Ask for assistance with heavy/bulky objects	As needed, gloves metatarsal and toe guards
Paper shear	Hand/finger injury: Shearing Blade Impact, penetration, compression Foot injury: Drop object on foot	For set-up and operation strictly followed manufacturer's instructions	N

Paper Shredder	Lacerations to fingers: Operator inattention or error Scalp trauma: Hair, jewelry, loose clothing caught in feeder	Keep jewelry, long hair, ties, lanyards, etc. away from the paper shredder feed opening. Feed paper smoothly into the shredder, not forcing the paper in	N
Fire and emergency response	Caught in building during emergency, fire out of control	Training for fire extinguisher location and use, phone communication, location of first aid kits and emergency contacts numbers	N

Training Record

Designated Trainer: (signature is required)

I have read and acknowledge the contents, requirements, and responsibilities outlined in this document:

Name	Signature	Date

2. Worksite Inspections

Worksite inspections are conducted to identify and evaluate potential hazards. Types of worksite inspections include both periodic scheduled worksite inspections as well as those required for accident investigations, injury and illness cases, and unusual occurrences. Inspections are conducted at the following worksites:

- 1) Location: **Labs & Offices in Meyer Hall**
Frequency: **Annual**
Responsible Person: **Leslie Oberholtzer**
Records Location: **1251 Meyer Hall**

- 2) Location: **All Animal Science Animal facilities**
Frequency: **Annual**
Responsible Person: **Leslie Oberholtzer**
Records Location: **1251 Meyer Hall**

Worksite Inspection Forms are located in **Appendix C** ([C1 - General Office](#) and [C2 - Laboratory](#)).

(Example Worksite Inspection Forms are located in Appendix C of this template (C1 - General Office and C2 - Laboratory)).

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.

Animal Science 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.

VI. Hazard Correction

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 equipment 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 appropriate parties.

Supervisors should use the **Hazard Alert/Correction Report (Appendix A)** to document corrective actions, including projected and actual completion dates.

If an imminent hazard exists, work in the area must 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 leave the area except those qualified and necessary to correct the condition. These qualified individuals will be equipped with necessary safeguards before addressing the situation.

ENTER ANY ADDITIONAL DEPARTMENT PROCEDURES

VII. Health and Safety Training

Health and safety training, covering both general work practices and job-specific hazard training is the responsibility of the **Safety Coordinator** 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](#).

VIII. Recordkeeping and Documentation

Documents related to the IIPP are maintained in/at/on:

The office at each work area..

The following documents will be maintained within the department's IIPP Binder for at least the length of time indicated below:

1. Hazard Alert/Correction Forms (Appendix A form).
Retain for three (3) years.
2. Employee Job Safety Analysis forms (Appendix B form)
Retain for the duration of each individual's employment.
3. Worksite Inspection Forms (Appendix C form).
Retain for three (3) years.
4. Injury and Illness Investigation Forms (Appendix D form).
Retain for three (3) years.

The following documents will be maintained within the department's IIPP Training Records Binder for at least the length of time indicated below:

1. Employee Safety Training Attendance Records (Appendix E form).
Retain for three (3) years.

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. <https://animalscience.ucdavis.edu/>