University of California, Berkeley
Injury and Illness Prevention Program

Effective Date:
January, 2013

Department Name:
English Department

Department Heads:
Professor Katherine O'Brien O'Keeffe (Chair)
Alex Mastrangeli (Department Manager)
Department Safety Coordinator:

Amanda Descagnia, Phone: 643-9084

Computer Workstation Evaluator:

Darrend King Brown, Phone: 642-3138

Ken Mahru, Phone: 643-2494

Safety Related Items:

Amanda Descagnia, Phone: 643-9084

- Location of minutes from Safety Committee Meeting (see Section II): Will be with Amanda Descagnia, 322 Wheeler Hall
- Blank ‘Report of Unsafe Condition’ – Pickup and Turn-in locations (see Section III)
- Location of other safety-related items (see Section IV): Ask Amanda Descagnia (322 Wheeler) for blank copies or download here: K:\Department\BuildingCoordinator\DepartmentSafetyCoordinator\Reports
- Person who assists injured employees with appropriate paperwork (see Section VI) Documents related to IIPP – safe, convenient record keeping location (see Section IX): Amanda Descagnia, 322 Wheeler
- Location of Training Records for IIPP (see Section IX): 322 Wheeler. (Training Documentation Form can be found in Appendix A of this document.

The Safety Committee meets:

(at least quarterly; see Section II)

The Safety Committee members are:

Chair’s Name: Amanda Descagnia

Member Name: Alex Mastrangeli

Member Name: Darrend King Brown

Member: Trevor Oda (Assistant Facilities Manager, College of Letters and Science)

Buildings occupied by this department:

1. Building name or address: Wheeler Hall, MC 1030, Berkeley, CA 94720
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University of California, Berkeley
Injury and Illness Prevention Program

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 reprise.

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. 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.

IV. 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](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.

**V. 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" (IIIP 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.

VI. 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.

VII. 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 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.

VIII. 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.

IX. 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).

X. 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. Phone: 642-4226
Office of the Ombudsperson for Staff - Assistance for staff employees in dealing with supervisory issues. Phone: 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. Phone: 642-1032

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

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

Student Life Advising Services - Assistance for student employees. Phone: 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. Phone: 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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17
FACT SHEET
Environment, Health and Safety Information for the Berkeley Campus

Injury and Illness Prevention Programs (IIPP)

What Is an IIPP?

An Injury and Illness Prevention Program (IIPP) is a department's ongoing program for preventing work-related injuries and illnesses. The written program must describe the safety committees, workplace inspections, and employee training on work-related hazards. Since March 1992, Berkeley campus policy has required each department on campus to have its own IIPP.

The elements of an IIPP

State law specifies that an IIPP document must contain several items:

- The name of the person with the authority and responsibility for implementing the IIPP.
- The names of the Department Safety Coordinator and the people on the Department Safety Committee who coordinate and implement the IIPP and who correct identified hazards. The committee must meet at least quarterly and make minutes available to all staff.
- A record of periodic safety inspections of all work areas.
- A record of health and safety training for all employees on the content of the IIPP, its implementation, and the specific hazards of their jobs. Additional training is required whenever employees, their duties, or their workplace conditions change.
- A procedure for correcting unsafe or unhealthy work conditions or practices.
- A procedure to investigate occupational injuries and illnesses.

Note: This list does not include all requirements of an IIPP. For a complete list, see the Injury and Illness Prevention Program Checklist. (You can obtain a copy by downloading it from the EH&S web site—http://www.ehs.berkeley.edu/Services/Programs/HealthSafety/IIPP.html or by calling EH&S.)

IIPP template helps you write it

The Office of Environment, Health & Safety (EH&S) has developed a template to help departments without an IIPP create one that is tailored to their needs. It is also helpful for departments that want to retool their existing IIPP. You can review the template and its associated forms or download them from the EH&S web site at http://www.ehs.berkeley.edu. Click on “Injury & Illness Prevention Program” under the “Services, Programs & Compliance Assistance” heading. The template also demonstrates how to use the forms. If you have questions about the template or how to complete it, please call EH&S at 642-3073.

Included with the template are forms associated with the IIPP, such as self-inspection forms and sign-in sheets for training sessions. These forms are referenced
Implementing your IIPP

For your IIPP to be effective, it must be put into action and kept up to date. Here are some pointers for effectively implementing your IIPP and keeping it current:

• Be sure to make changes to it when pertinent staff members change, when new hazards are introduced or identified, or when your department changes its activities.
• Train all personnel on the contents of the IIPP and the procedures outlined in it as soon as it is adopted. Give additional training whenever there are significant changes to the IIPP's contents or procedures.
• Keep safety training records, including the topic, date, and the instructor.
• Hold safety committee meetings at least every quarter or more frequently if appropriate and make minutes available.
• Inspect work areas periodically; review the findings of these inspections at the safety committee meetings.

Send a copy to EH&S

When you have completed your IIPP document, send EH&S a copy for final review before you begin implementing it. EH&S will review the draft against applicable legal requirements. You may send the template via campus mail (EH&S, 317 University Hall, #1150) or you can e-mail a copy as an attachment to ehs@euchols.berkeley.edu. You may also send suggestions and comments on the template to the same address.
Office Safety

An office may seem like a harmless place to work, but it may contain potential hazards. Identifying the dangers and correcting the problems can help ensure a safe work environment.

**Heavy Objects:** Prevent back injuries by knowing how much you can lift safely and by getting help when needed. To learn more about safe lifting techniques, contact Health*Matters at 643-4646.

**Unsafe Ladders:** Never stand on a table, counter, or chair with wheels when reaching for items overhead. Always use a sturdy stool or stepladder.

**Loose Electric Cords:** Keep wiring organized and out of walking areas to prevent tripping. Don't put wiring under carpets. This conceals frayed cords and increases the risk of fires.

**Slippery Floors:** Clean up spills on the floor to prevent slipping. Use non-slip backing beneath throw rugs to avoid sliding.

**File Cabinets:** Don't place file cabinets where people are liable to walk into open drawers. Do not overload top drawers and create a top-heavy file cabinet that could topple. Keep files loosely packed to prevent hand and wrist injuries.

**Broken Equipment:** Do not use broken or unguarded equipment (such as a paper cutter without a guard). Mark the equipment "unsafe" and report it to your supervisor.

**Unstable Furniture:** Heavy equipment and furniture over 4 feet tall should be braced to prevent tipping and injuring anyone or blocking exits during an earthquake.

**Propped-open fire doors:** Do not prop open self-closing, fire-rated corridor doors. They can resist flames and keep smoke out of corridors only if they are kept closed.

**Blocked Exits:** Be sure you know the location of more than one emergency exit and that nothing blocks your egress.

**Fire Equipment:** Be aware of the location of the closest fire alarm and fire extinguisher. If employees are expected to use this equipment, contact EH&S at 642-3073 to arrange for fire extinguisher training.

**Workstation:** If you work at a computer for four hours a day or more, have your computer workstation evaluated by your department's Computer Workstation Evaluator to help identify and correct ergonomic problems.

**Video Display Terminals:** VDT users are encouraged to have periodic eye examinations by their personal physician. While working, take a five-minute break away from your computer every half hour. Take standing breaks at least hourly when sitting in your office for prolonged periods.

For more detailed information about UC Berkeley's Ergonomics Program, visit the website at [www.ubs.berkeley.edu/facstaff/ergonomics](http://www.ubs.berkeley.edu/facstaff/ergonomics) or contact the Tang Center (642-8410 or ergot@dip.berkeley.edu).
Electrical safety

**Extension Cords**: Extension cords should be used for temporary (less than 30 days) power only. To install permanent wiring, contact Physical Plant—Campus Services.

**Multiple Power Strips**: Do not use power strips in multiple, "daisy chain" combinations. Never plug a power strip into another power strip, or into an extension cord.

**Electrical Outlets**: Do not use three-prong to two-prong adapters. Find a three-prong outlet.

Waste disposal

**Computer Monitors**: Monitors are considered universal waste and cannot be disposed of in campus trash receptacles or dumpsters. Contact EH&S (642-3073) for information on UC Berkeley's program to collect and redistribute unwanted electronic equipment.

**Toner**: Empty toner containers may be thrown in the common trash, but it is better to send them back to your toner supplier for recycling. If you have an unwanted full container, you may not throw it in the trash. Please contact EH&S (642-3073) so that we can dispose of it as hazardous waste.

**Batteries**: Used batteries may not go in the common trash. EH&S will provide battery collection containers and will pick them up when full or at least yearly. Call 643-7195 to request containers and a recharge authorization if your department doesn't presently have an account with EH&S.

**Household Chemicals**: Empty household chemical containers (for example, for correction fluid or furniture polish) can be disposed of as common trash.

**Aerosol Cans**: Aerosol cans must be empty before disposal in the common trash.

**Other chemicals**: Other hazardous chemicals must be disposed of by EH&S (call 642-3073).

Injury & Illness Prevention Program (IIPP)

Your IIPP describes the safety program your department designed, including the structure of your department safety committee and other resources. You should receive documented training on your department's IIPP and know where it is kept.

- Find out who your Department Safety Coordinator (DSC) is and how you can contact the DSC if you have a specific safety question or concern.
- If you are injured in the workplace, immediately report the injury to your supervisor.
- Also report all unsafe conditions to your supervisor. Alternatively, you can use the Report of Unsafe Condition form, located on the web at http://www.ehs.berkeley.edu/whatweedo/healthsafety/iipp/forms.html. Submit it within your department in accordance with your IIPP.

Building Emergency Plan (BEP)

Your BEP describes evacuation procedures and other safety practices in your building. You should receive documented training on your department's BEP and know where it is kept.

- Find out who your Building Coordinator (BC) is and what that person's role is during an emergency.
- Learn what your personal role is during a building or campus emergency, and know the location of your building's Emergency Assembly Area (EAA).

Additional information on office safety can be found through the University Health Service's Health*Matters website at http://www.ubs.berkeley.edu/facstaff/healthmatters/index.htm, and on the EH&S website at http://www.ehs.berkeley.edu.