

University of California, Berkeley
Facility Services Department
Injury and Illness Prevention Program (IIPP)

Effective Date: July 1, 2015

Department Name: Facility Services

Department Head: Sally McGarrahan
Name

Director
Title

Department Safety Coordinator: Dave Smith

Name
510-812-0936
Phone Number

Computer Workstation Evaluator: Temporary contact: Greg Ryan,
Ergonomics@Work, UHS.

Name
510-642-5549
Phone Number

Key Safety Related Items of this IIPP:

1. Location of Executive Safety Committee Meeting minutes and other documentation are kept in electronic copy available in the Red Folder online on the department's internal intranet at 2000 Carlton St. Participation in Executive Safety Committee monthly meetings is encouraged by all interested employees pending supervisor approval.
2. Reports of unsafe conditions are encouraged to any employee's direct supervisor or to the Department Safety Coordinator either verbally or in writing without fear of reprisal. Written reports can be submitted anonymously on the EH&S website homepage by going to <http://ehs.berkeley.edu> and clicking on the "Anonymously report a safety concern" button. In addition, electronic safety concerns may be reported via this website with response from management if the reporter includes their name and contact information in the report.

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3. Every employee’s immediate supervisor is the person who assists them with reporting an injury and filing appropriate paperwork to be enrolled in the workers compensation system. Follow the instructions on the following webpage to report and injury or illness of an employee:
<http://uhs.berkeley.edu/facstaff/dms/chap2.shtml#step3>
4. The Department Safety Coordinator and/or EH&S maintain documents related to this IIPP either online via the Facility Services VCRE Employee Resources webpage at:
<http://realestate.berkeley.edu/vcre-employee-resources>

Or, on the “Employee Safety Resources” webpage at this link:
<http://realestate.berkeley.edu/vcre-employee-safety-resources>
5. EH&S maintains the training records for Facility Services on the “Learning Management System”. All training provided to Facility Services personnel is kept on file in the LMS. To seek additional information about safety and health training, visit the webpage:
<http://ehs.berkeley.edu/training>

Or, contact EH&S Training Services at learningcenter@berkeley.edu .
6. The Executive Safety Committee meets: Monthly, usually at 1:30-2:45PM on the second Tuesday of the month. These meetings are generally held at 2000 Carleton St., Room 246. All Facility Services personnel are invited to attend.
7. The “Executive Safety Committee” members are listed in the Red Folder via the department’s online intranet. Any department employee may request access to the Red Folder from their Supervisor. The written sign-in roster is a list of current membership on the ESC. Membership consists of representation from each trades-shop, each custodial group, each Grounds group, some management, some safety specialists from EH&S, and a registered nurse from University Health Services.
8. Multiple buildings in multiple locations are occupied by this department. Each building has a “Building Coordinator” responsible for updating and maintaining the online Building Emergency Plan(s) (BEP). Every Facility Services Supervisor is responsible for ensuring their direct-report personnel receive training on the applicable BEP. If you need information about your building’s BEP, go to the EH&S website at the following link and search on your building name / location:
<http://www.ehs.berkeley.edu/workplace-safety/building-emergency-plan>

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The following are buildings occupied by the Facility Services Department:

- A. Building name or address: 2000 Carleton Street, Berkeley, CA
Units within the building: Trades Shops; Warehousing and Receiving; Engineering; Inspections; Construction and Design; Energy Management; Utilities; Hazardous Waste Accumulation; Motorpool; Call Center.
Building Coordinator and phone number: Dave Smith, 510 643-6563

- B. Building name or address: “Poultry Yard” also known as the “Strawberry Poultry Facility”, Strawberry Canyon
Unit within the building: Outdoor and larger vehicle storage; Equipment storage; Utilities.
Building Coordinator and phone number: Dave Smith, 510 643-6563

- C. Building name or address: Edwards Track
Unit within the building: Grounds and Campus Recycling and Refuse
Building Coordinator and phone number: Cheryl Gaspar, 510 642-4210

- D. Building name or address: Most mechanical rooms and electrical vaults on campus.
Unit within your department (if applicable): N/A
Building Coordinator and phone no at this location: Varies – Refer to the online BEP (Building Emergency Plan) database at <https://jwas.ehs.berkeley.edu/opbep/> for more information about building coordinators.

- E. Building name or address: Clark Kerr, Building 13 & Building 23.
Unit within the building: Facility Services – Maintenance Operations
Building Coordinator and phone number: Dave Smith, 510 643-6563

- F. Building name or address: Koshland Hall, Room 24.
Unit within the building: Lock Shop
Building Coordinator and phone number: Dave Smith, 510 643-6563

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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 reprisal.

Department Safety Committee

The Executive Safety Committee (ESC) 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 ESC meets monthly and includes representatives from various sections or subunits of the department. Each employee has a designated representative on the committee. The ESC membership may rotate periodically and by volunteer, needed expertise, personal/professional interest, etc.

Unsafe conditions that cannot be immediately corrected by an employee or his/her supervisor should be reported to the Department Safety Coordinator or any ESC member by filling out a "Report of Unsafe Condition or Hazard" form (IIPP Form 1) or through the online "Safety Concerns Report" process through the FS Red Folder (???) or through the EH&S website anonymously at <http://ehs.berkeley.edu/anonymously-report-safety-concern> .

Timely correction of workplace hazards will be tracked by the ESC which will receive and review reports of unsafe conditions, workplace inspection reports, and injury reports. Specifically, the ESC will:

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- 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 ESC must prepare and make available to all department personnel written minutes of issues discussed at the meetings. The Committee meeting minutes are documented by the ESC scribe. These minutes are made available to trades shops as part of ESC hand-outs provided monthly, and are also available in the Red Folder on the department's intranet. They are maintained on file for at least one year.

The ESC 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 – Tang Center) 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 ESC 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.

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- Maintaining copies of ESC 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 Leadership, Shop Supervisors, Work Leads, 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 ESC without fear of reprisal.
- Assist injured employees in obtaining immediate medical care, facilitate rapid injury reporting to Disability Services and EH&S, and implement return-to-work strategies to get employees back to work ASAP after a work-related injury occurs.

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.

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- 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 are noted on IIPP Form 3 or similar documentation, and the department maintains 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 can be filled out when a referral is made to the ESC 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 ESC 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 through monthly

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packages of safety communications brought by ESC members back to their respective shops for tail-gate meetings. Additionally, ESC minutes and other safety-related items are posted or made available at a convenient location Red Folder at 2000 Carlton St. Employees will also be informed about safety matters by e-mail, voice mail, distribution of written memoranda, or by articles in the internal Departmental and in the ESC Red Folder. Occasionally, the ESC 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, Safety Data Sheets (SDS formerly known as MSDSs, see below), equipment operating manuals, written LOTO procedures, Hot Work Permits, Confined Space Entry Permits, numerous written safety programs and associated training, the Department Safety Coordinator, EH&S, campus libraries, container labels, work area postings, etc.

Safety Data Sheets

Safety Data Sheets (formerly known as Material Safety Data Sheets (MSDSs)) provide information on the potential hazards of products or chemicals. Hard copies of SDSs for the chemicals used in the department are available to all employees in the Receiving Area of 2000 Carlton St. In addition, SDSs are also available over the internet by accessing the EH&S web page (<http://www.ehs.berkeley.edu>) and clicking on “SDS” (<http://www.ehs.berkeley.edu/hazardous-materials/safety-data-sheets-formerly-msds>). For further information, contact EH&S for a fact sheet explaining how to use SDSs. Videos and training on how to read and understand the information presented on an SDS are also available from EH&S.

Equipment Operating Manuals and Energy Isolation LOTO Procedures

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. Ask your supervisor to see the operating manual for any piece of equipment you’re not familiar with, and seek training to ensure you can work safely with any equipment.

If equipment design / installation requires, energy isolation “lock out tag out” (LOTO), equipment-specific LOTO procedures must be written for each piece of affected equipment. Personnel are to receive training on LOTO and may write these procedures using the UC LOTO mobile-app if current procedures are not available. In addition, qualified persons must verify and follow LOTO procedures when they are available to ensure their personal safety around potentially hazardous equipment.

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V. CORRECTING WORKPLACE HAZARDS

Hazards discovered 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:

- Locking and 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 may use a "Hazard Correction Report" associated with a reported “Safety Concern” or other process 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 ESC. If the ESC requires assistance from other campus resources such as EH&S, UHS, or UCPD, these resources are to be contacted immediately.

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 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

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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). Further information about injury reporting, and downloading of forms, can be found at

<http://uhs.berkeley.edu/facstaff/dms/chap2.shtml>.

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. All efforts will be made to return the employee to work as soon as possible including accommodation and light-duty work if needed. Working with the Disability Management Office to facilitate return-to-work is part of the employee supervisor's responsibilities.

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 ESC 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

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actions, other resources should be sought. Available resources include the ESC, EH&S, and other campus safety organizations (see Section X).

The ESC 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 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

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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 SDSs, chemical hazards and container labeling.
- Proper housekeeping.
- Chemical spill reporting procedures.

Training Resources

A list of workplace training resources that are available for borrowing can be obtained by contacting EH&S. Resources include videos, written materials, in-person training, out-sourced training, etc. and are available on a wide range of topics, including hazard communication, chemical safety, equipment safety and various physical hazards. You can read descriptions of available training resources and order them on-line via the EH&S web site at <http://ehs.berkeley.edu>.

Videos are also available in Room 220, Carlton St. 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. Additional training resources for health and wellness are available through University Health Services (<http://uhs.berkeley.edu/>).

VIII. ENSURING COMPLIANCE

All department personnel have the responsibility for complying with safe and healthful work practices, including applicable regulations, campus policy, and department 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.

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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 department 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 Red Folder on the department's intranet, in the Disability Management Office at University Health Services (UHS), or on the EH&S Learning Management System (LMS) for training records. Documents that may 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. (Red Folder)
- Employee safety training records, including the names of all attendees and instructors, the training date, and material covered. (LMS)
- Reports of Unsafe Conditions or Hazards (Red Folder)
- ESC Meeting Documentation. (Red Folder)
- Hazard Correction Reports (Red Folder)
- Accident, Injury or Illness Investigation Reports (UHS)

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

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Office of Emergency Management - For information on disaster preparedness.

642-3073

<http://oep.berkeley.edu/>

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

<http://riskservices.berkeley.edu/>

Office of the Ombudsperson for Staff - Assistance for staff employees in dealing with supervisory issues.

642-7823

<http://staffombuds.berkeley.edu/>

Office of Human Resources - For information on personnel policies and labor contracts.

642-7053

<http://hrweb.berkeley.edu/about/contact>

Facility Services - For installation and repair of facility safety equipment.

642-1032

<http://realestate.berkeley.edu/what-we-do/facilities-services>

Police Department (UCPD) - For information on personal security at the workplace.

642-6760

<http://police.berkeley.edu/>

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University Health Services: Vision Care Services - For assistance with safety eyewear.

643-2020

<http://www.caleyecare.org/general-info/our-clinics?id=8&lang=en>

University Health Services - For assistance on various topics, including psychological counseling, medical evaluations and treatment, ergonomic issues, worksite wellness, and Workers' Compensation programs.

642-2000

<http://www.uhs.berkeley.edu>

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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:

Name	Training Date(s)	Name	Training Date(s)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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