

UC SANTA BARBARA



Injury and Illness Prevention Plan (IIPP)



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Vice Chancellor's Declaration of Management Commitment

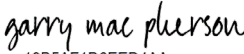
The University of California, Santa Barbara (UCSB) is committed to providing a safe and healthy environment for faculty, staff, students, contractors, visitors, and volunteers. It is the policy of this University to establish and promote a comprehensive, action-oriented Injury & Illness Prevention Program (IIPP) designed to: identify, mitigate, and/or eliminate unsafe conditions or practices;

control health hazards; safeguard the property and assets of the University; and comply fully with all applicable safety and health regulations. Achieving this goal is the responsibility of every member of the campus community, including UCSB faculty, staff, students, volunteers, and contractors working within UCSB facilities.

UCSB leadership shall take a role in ensuring the program's effectiveness through the development of a robust safety culture for everyone under their supervision and by ensuring that all operations under their control are conducted in full compliance with all applicable regulations and this Injury & Illness Prevention Program.

Garry MacPherson

Administrative Services Signature Date

DocuSigned by:

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4/14/2023

Vice Chancellor,

Purpose / Scope

Per the California Code of Regulations, Title 8, Section 3203, UC Santa Barbara has adopted an Injury and Illness Prevention Program, which describes specific requirements for program responsibility, compliance, communications, hazard assessment, accident/exposure investigations, hazard correction, training, and recordkeeping. The University of California Santa Barbara (UCSB) complies with Title 8 of the California Code of Regulations (CCR), Section 3203 by striving to maintain a safe and healthy work environment, and has implemented this Injury and Illness Prevention Plan (IIPP) for this purpose.

The UCSB Injury and Illness Prevention Plan provides procedures for:

- Identifying and evaluating hazards;
- Correcting hazards and unsafe conditions;
- Hazard reporting;
- The communication of safety related information;
- Identifying training needs, and providing and documenting safety training;
- Developing and implementing regulatory compliance strategies;
- Maintaining documentation for health and safety programs; and
- Identifying persons with the authority and responsibility for implementing the program and safety related responsibilities at all levels.

Benefits of a Robust Injury and Illness Prevention Program (IIPP)

UCSB has developed this IIPP for all faculty, staff, and contractors working within any and all UCSB facilities and/or grounds in an attempt to reduce or prevent injuries, and/or illnesses

which may occur to our faculty, staff, students, visitors, vendors and contractors. Diligent implementation of this program will result in many benefits including but not limited to:

- Protecting the health and safety of employees while decreasing the potential risk of injury and illness to all who work within or visit UCSB facilities or grounds.
- Reduction in workers' compensation claims and costs.
- Improving efficiency by reducing the time spent replacing or reassigning injured employees, as well as reducing the need to find and train replacement employees.
- Improving employee morale and efficiency as employees are shown that their safety is an important priority within the overall UCSB business model.
- Minimizing the potential for penalties assessed by various enforcement agencies by maintaining compliance with all applicable health and safety codes.

Scope

This program applies to all UCSB personnel, contractors, and visitors at all facilities, laboratories, field research locations, natural reserves, owned or under the direct control of UC Santa Barbara. The IIPP also applies to all UCSB personnel and students while they are working away from UCSB controlled facilities such as remote research and/or attending meetings, conferences, etc.

Responsibilities

UCSB Leadership

The ultimate responsibility for providing resources towards the goal of effective policies regarding environmental health and safety issues rests with the Executive Vice Chancellor, and Vice Chancellors, as outlined in UC Santa Barbara Policy 5400 *"Environmental Health and Safety"*. General policies which govern the activities and responsibilities of the Environmental Health & Safety program have been established under the authority of the Vice Chancellor Administrative Services. As designated by the Vice Chancellor Administrative Services, the individual charged with the responsibility for implementing the IIPP is the Director of Environmental Health & Safety (EH&S) hereafter referred to as the Program Administrator.

In accordance with the University Policy on Management of Health, Safety, and the Environment, UCSB has adopted and implemented the guiding principles of the Integrated Safety and Environmental Management (ISEM) System.

Program Administrator

The Program Administrator has the authority to implement all provisions of this program. All university faculty, staff, and students are responsible for supporting the program, for working safely, and for maintaining a safe and healthy work environment.

Title: Director, Environmental Health & Safety

Address: 565 Mesa Road Santa Barbara, CA 93106-5132 **E-Mail:**

IIPP@ehs.ucsb.edu

Campus IIPP Coordinator

The Campus IIPP Coordinator supports the development and campus-wide implementation of the UCSB Injury & Illness Prevention Program (IIPP), the campus Health & Safety binder, Title 8 Cal/OSHA compliance, and fosters cooperation between EH&S and campus departments through constructive communication and support to campus departments.

Title: EH&S Specialist 4 / IIPP Manager

Address: 565 Mesa Road, Santa Barbara, CA 93106

E-Mail: IIPP@ehs.ucsb.edu

Environmental Health & Safety (EH&S)

- Provides consultation to all levels of UC Santa Barbara faculty and staff regarding program compliance.
- Develops templates to assist Schools, Colleges, Departments, and Work Units in implementing effective Injury and Illness Prevention Plans.
- Consults on issues of hazard identification and evaluation; procedures for correcting unsafe conditions, and regulatory compliance strategies
- Provides centralized monitoring of campus-wide activities in the areas of environmental compliance, biological safety, chemical hygiene, emergency preparedness, fire safety, hazard communication, hazard identification and corrective actions, hazardous materials management, industrial hygiene, occupational safety, sanitation and food safety, and safety education and training.
- Maintains centralized environmental and employee exposure monitoring records, allowing employees access to records as directed by law.
- Assist departments in implementing Be Smart about Safety (BSAS) programs and efforts to reduce the number and severity of employee injuries.

Colleges, Schools, Divisions, and Business Units

Associate Vice Chancellors, Deans, Department Chairs/Directors, and other managers are responsible for ensuring that:

- Individuals under their management have the knowledge and authority to implement appropriate health and safety procedures, practices, and programs.

- Areas under their management have adequate funding for health and safety programs, practices, and equipment.
- Areas under their management are in compliance with University of California and campus health and safety practices, policies, programs, Cal/OSHA and other regulatory requirements.
- A Department Safety Representative (DSR) within each work unit under their management is designated to partner with EH&S staff to implement the work unit specific component(s) of the IIPP.

Work Unit

Business Officers, Directors, Managers, Unit / Department heads are responsible for:

- Ensuring areas under their management subscribe to and follow all campus health and safety programs and practices.
- Identifying a Department Safety Representative (DSR).
- Holding periodic meetings, at least quarterly, and/or use other means of communication to discuss safety-related issues.
- Ensuring that health and safety practices are consistent throughout the Work Unit.
- Monitoring environmental health and safety performance and take corrective action where necessary for the Work Unit.
- Including compliance with health and safety procedures and best practices as part of each employee's annual performance evaluation when applicable.

Supervisors / Principal Investigators (PI's)

In partnership with EH&S, Supervisors/Principal Investigators (PI's) are responsible for implementing the UC Santa Barbara IIPP through the following actions:

- Report injuries promptly to Workers' Compensation and EH&S using the [Employer's First REPORT](#) (EFR) form located on the EH&S Workers' Compensation web page.
- Ensure that all employees attend *all required safety trainings*, and that their attendance is properly documented.
- Begin unit or laboratory group meeting with a safety moment to discuss health and safety issues
- Ensure health and safety best practices are communicated and understood throughout the area(s) under their management or supervision.

- Encourage employees to report safety concerns without fear of reprisal. Make sure that all hazardous waste materials (Biological, Chemical, Radiological, or other) are properly disposed of.
- Ensure that Standard Operating Procedures (SOP's) and safety best practices are created and enforced for high-risk activities.
- Ensure that required annual workplace self-inspections are completed, documented, and submitted to the Campus IIPP Coordinator within the established time frame.
- Stop operations when a serious hazard is identified.
- Correct unsafe conditions in a timely manner. If conditions cannot be corrected, implement interim measures to ensure employees are protected until the hazard is corrected.
- Ensure that work unit specific staff training (beyond mandated or EH&S required training) is completed and properly documented.
- Recognizing employees that consistently perform safety and healthful work practices.
- Take appropriate actions with employees who knowingly violate established safety rules or practices.

Employee Responsibilities

Employees are responsible for following the requirements of UCSB's Injury and Illness Prevention Plan (IIPP) through the following actions:

- Complete all required safety and health initial and refresher trainings identified by EH&S via "in-person" training or by completing courses on-line in the [UCSB Learning Center](#) including but not limited to the IIPP and Safety Orientation training courses.
- Know who the designated Department Safety Representative is for your work unit.
- Participate in all safety, health, and work unit specific training(s) assigned by your supervisor.
- Ask your supervisor, faculty, or DSR when you are concerned about an unknown or hazardous situation or substance.
- Report all unsafe conditions, practices, or equipment and near misses to your supervisor, DSR, or to campus EH&S staff.
- Report any incident/accident or injury to your supervisor immediately and ensure a report is filed using the [Employer's First Report \(EFR\) on-line reporting system](#) available on the EH&S Workers' Compensation web page.

In addition to the responsibilities outline above, employees have the right to:

- A safe workplace.

- Raise a safety or health concern with your employer or Cal/OSHA, or report a work-related injury or illness, without fear of reprisal.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a Cal/OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions.
- Participate in a Cal/OSHA inspection and speak in private to the inspector.
- File a complaint with the [Department of Industrial Relations, Division of Labor Standards Enforcement \(Labor Commissioner's Office\)](#) if you have been retaliated against for exercising your rights.
- See any Cal/OSHA citations issued to their employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.
- Have the right to refuse to perform work that would violate an occupational safety and health standard or order where such a violation would create a real and apparent hazard to the employee or other employees.

Department Safety Representatives (DSR)

DSRs are responsible for the following requirements of the Injury and Illness Prevention Plan (IIPP) through the following actions:

- Complete all required safety and health training for DSRs identified by EH&S and or in the campus Learning Management System (LMS)
- Conduct/participate in required annual work unit facility self-inspections and ensure that all identified hazards are corrected and addressed.
- Work with building managers and/or Facilities Management to address facility-related safety issues or concerns.
- Serve as a liaison with EH&S and other campus safety resources on issues that the department cannot resolve internally.
- If there is a safety committee for the work unit,
 - a. Ensure that the Safety Committee is aware of all accidents/incidents or near misses that have occurred within the work unit, and all observed and reported hazards which have been noted since the previous meeting.
 - b. Maintain copies of Safety Committee meeting minutes and other safety-related records.

DSRs may seek assistance from other members of the department/work unit as necessary to meet these responsibilities.

DSRs should be:

- (1) competent and experienced in administrative work activities or areas of research to be able to facilitate the correction of health and safety issues in a timely manner
- (2) able to clearly and effectively communicate safety procedures, and advise/provide guidance regarding safety and health related information to managers, supervisors, faculty, and employees within their Work Unit.

Student Workers

Students are responsible for following the requirements of the Injury and Illness Prevention Plan through the following actions:

- Ask your PI, supervisor or faculty questions when you are concerned about an unknown or hazardous situation or substance.
- Report all unsafe conditions, practices or equipment either to faculty, supervisor/PI or to EH&S.
- Keep informed about conditions that may impact your health and safety.
- Participate in EH&S and department/work unit training programs as required.

Safety Communications

UCSB's safety communications system endeavors to be in a form that is readily understandable by all affected faculty, staff, and students. The system is designed to encourage all persons employed by UCSB to report any and all hazards and/or hazardous conditions existing in the workplace without fear of reprisal by being a two-way system of communication. This Safety Communication System includes: Supervisors/PIs, Safety Committees, Safety Training, Written Communications, and campus Policies & Procedures.

Supervisors/PIs

Supervisors and PIs are responsible for communicating with all workers/researchers regarding safety and health issues in a form readily understandable by all persons they supervise. All department personnel are encouraged to communicate any safety concerns to their supervisor/PI without fear of reprisal. Supervisors/PIs are responsible for ensuring that all persons under their oversight are given 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), equipment operating manuals, the Department Safety

Representative, Job Hazard Analysis (JHAs), departmental Standard Operating Procedures (SOPs), established best practices, EH&S, campus libraries, container labels and work area postings.

Safety Talks/Tailgate Safety Meetings/Safety Moments

Safety talks, tailgate safety meetings, and safety moments can be used to supplement regularly established safety training. These are opportunities to provide valuable information on a variety of important safety topics including: laboratory and chemical safety, pest control, personal protective equipment, lessons learned, near misses, and other topics related to worker safety. Safety moments at the start of staff or group meetings sends a message that a safe workplace is a high priority for UCSB.

Safety Committees

Management can visibly encourage employee participation in their workplace safety program by creating a department/work-unit Safety Committee. The committee can help share the responsibilities of implementing and monitoring the Safety Program. These committees provide a forum where employees can freely and openly discuss safety issues together with their department management and supervisors. They also can focus on and promote safety awareness, build enthusiasm for safety programs, and reduce/prevent injuries at a local level.

Committees should meet at least quarterly and include representatives from the various work units within their department. Safety committee membership should rotate periodically; if the department elects to use a labor-management safety committee to comply with the IIPP communication requirement, the frequency of such meetings is required to be at least quarterly. Key responsibilities of a Safety Committee include:

- Serve as a liaison to assist safety program implementation;
- Review the results of periodic, scheduled workplace inspections to identify any needed safety procedures or programs, and to track specific corrective actions;
- Review organization injury data and develop an organization specific plan to reduce the frequency and severity of employee injuries;
- Review alleged hazardous conditions brought to the attention of any committee member, determine necessary corrective actions, and assign responsible parties and correction deadlines;
- Where appropriate, submit suggestions to department management for the prevention of future incidents and/or injuries;
- Assist Department Safety Representatives (DSRs) in communicating safety information;
- Submit recommendations to assist department management in the evaluation of employee safety suggestions.

Resources

While supervisors have primary responsibility for providing employees with hazard information pertinent to their work assignments, information concerning safety hazards are available from a number of other sources. Safety information is communicated to employees by email, voice mail, distribution of written memoranda, or by articles in internal departmental newsletters (if applicable). Other resources include, but are not limited to the following examples:

EH&S Website

The EH&S website has extensive health and safety information and resources for employees. Health and safety specialists can be contacted through the website to answer inquiries and provide assistance to employees. Visit the EH&S website [UCSB EHS](#) for more information.

Safety Bulletin Boards

EH&S maintains safety information and regulatory requirements on safety bulletin boards located throughout campus. Postings include emergency contact information, worker's compensation postings, Cal/OSHA announcements and updates. Visit the [Cal/OSHA website](#) for more information

Safety Data Sheets

Safety Data Sheets (SDS) provide information on the potential hazards of products or chemicals. Hard copies of SDS for the chemicals should be available to all employees in a convenient location. SDS fact sheets, hazard communication videos, and other training materials are available from the manufacturer and/or EH&S. Visit the [UC SDS website at: Risk & Safety Solutions](#) for more information.

Standard Operating Procedure (SOP) and/or Job Safety Analysis (JSA)

The purpose of an SOP or JSA is to recognize hazards associated with the operation of a piece of equipment or task and determine how to control those hazards. SOPs or JSAs must be available for tasks and equipment that present hazards to employees. Components of the JSA include:

1. Picture of equipment or task
2. Tasks associated with use of equipment or job that have hazards
3. Risks associated with tasks (safety and/or ergonomic risks)
4. Solutions to reduce risk
5. Required PPE
6. Input by the affected employee(s) is crucial for employee buy off in the development of a JSA.
7. Documented training for employees

Equipment Operating Manuals

All equipment must be operated in accordance with the manufacturer's instructions as specified in the equipment's operating manual. Copies of operating manuals are kept with each piece of equipment used in the department. Employees are required to review and demonstrate understanding of the SOP/JSA or the operating manual before using the equipment.

Specific Programs

EH&S has supplemental written programs and training that address specific hazards. in addition to the IIPP, including the *Confined Space Program*, *Crane & Hoist Safety Program*, *Defensive Driver/Collision Avoidance* training, Exposure Control Plans for *Bloodborne Pathogens* and *Aerosol Transmissible Diseases*, *Valley Fever* and *Wildfire Smoke Protection* programs; *Fall Protection Program*, *Hazard Communication*, and *Heat Illness Prevention Plan* programs; *Workplace Violence*, and *Specialized Equipment Operator Safety* (Aerial Lift, Bucket Trucks, Forklifts, Skid Steer tractors).

Safety Manuals

EH&S has area and job-specific safety manuals in addition to the IIPP, including the [Biosafety Guide](#), [Chemical Hygiene & Laboratory Safety](#), [Laser Safety Manual](#), [Radiation Safety](#); [Performing Arts Safety Manual](#), and [Shop Safety Manual](#). These manuals provide general guidelines for these jobs and functional areas.

Emergency Action Plan

The UCSB Emergency Action Plan addresses life and safety issues that emerge as a result of a disaster, emergency, catastrophic event or crisis (e.g., earthquake, fire, flood, loss of critical infrastructure, terrorist attack, civil unrest, etc.). The EH&S Office of Emergency Management provides campus building personnel with an [Emergency Action Plan template](#), which incorporates the critical elements necessary for area specific plans for each building. The Office of Emergency Management also provides Facility, Floor and Area Warden training and consultations on the Emergency Action Plan. Visit the UCSB Emergency Management and Mission Continuity pages on the EH&S website for more information.

UCSB Emergency Flip Chart

The [UCSB Emergency Flip Chart](#) is available in English and Spanish on the EH&S website, via Department Safety Representatives (DSRs), and by request to the campus IIPP Coordinator. They provide guidance and instructions regarding how to respond to/what actions to take for a variety of emergency situations, as well as, Building Specific emergency information including: designated Building Exit Routes, Emergency Assembly Points, locations for fire extinguishers and fire-alarm pull stations, First-Aid kits and Automated External Defibrillators (AEDs).

Mission Continuity Plan

The Mission Continuity Program creates the advance preparation and planning that will enable the University to resume its critical operations following an event/disruption of any size or type. A Mission Continuity Plan is used to help you to continue your operations once life and safety have been secured. Although the two plans work hand in hand, the Mission Continuity Plan is different from an Emergency Action Plan in that the former describes a departmental plan of action that can be taken to lessen the impact of disruptions, while the latter describes how to prepare and respond to these disruptions. The Office of Insurance and Risk management assists campus departments with developing a Business Continuity Plan using the “UC Ready” software tool. Visit the [IRM Business Continuity website](#) for more information.

Hazard Identification and Control

Hazard identification and control is an ongoing process that is fundamental to the overall effectiveness of the campus Injury and Illness Prevention Program (IIPP). This process includes the following steps in order to prevent accidents, injuries, and/or damage to university property and assets. Five core safety and environmental management functions provide the necessary framework for any activity that could potentially affect faculty, staff, students, visitors, the public, or the environment. These include:

- 1. Define the Scope of Activities, Expectations, and Responsibilities-**
Responsibilities have been assigned, expectations are set, tasks are identified and prioritized, and resources are allocated.
- 2. Identify, Analyze and Categorize Identified Hazards or Hazardous Conditions**
Hazards, hazardous conditions, and any environmental aspects associated with the activities have been identified, analyzed, categorized.
- 3. Develop and Implement Hazard and Operational Controls -** Applicable standards and requirements are identified, agreed upon; controls to eliminate/mitigate hazards are identified; and safety & environmental parameters are established and all controls are implemented.
- 4. Perform all Activities within the Established Controls -** Preparations and required training have been confirmed and are in compliance with applicable regulations and policies.
- 5. Provide Feedback and Assure Continuous Improvement -** The appropriate parties obtain feedback on the adequacy of controls, identify opportunities for improvement, conduct departmental and independent oversight and, if necessary, participate in regulatory enforcement inquiries or actions. Departmental management may contact campus Environmental Health & Safety (EH&S) to

provide safety, ergonomics, and environmental assistance, consultation or independent oversight functions.

Hazard Reporting

All faculty, staff and students are encouraged to report unsafe conditions and practices in their work areas to their supervisor/PI, Department Safety Representative (DSR), Safety Committee members, and Environmental Health & Safety (EHS). This reporting will be done without fear of reprisal. Employees will not be discharged or discriminated against in any manner for reporting health and/or safety hazards to UCSB or to any appropriate governmental or regulatory agencies.

- Upon receiving such notification, the supervisor and/or DSR will take whatever action(s) necessary to eliminate the identified hazard/condition and will notify the employee of corrective action(s) taken or to be taken.
- If the hazard/condition discovered may cause a serious injury or illness, it will be corrected immediately; or employees will be removed immediately from the area or the source of the hazard.
- If the hazard is one that is easily abated, it will be corrected immediately.
- Other hazards will be corrected in a timely manner.

All employees may also report any unsafe condition or hazard using the [Hazard Reporting Form](#) available online on the EH&S website located at: ehs.ucsb.edu/iipp anonymously if desired, or via the “Hazard” or “Near Miss” buttons located in the upper right-hand corner of the UCSB EH&S website landing page at ehs.ucsb.edu. The “Hazard Report” form should be filled out when a referral is made to the Department Safety Representative (DSR) or EH&S as a result of a hazard or condition discovered during an inspection for which the responsible supervisor could not determine an immediate remedy.

Inspections / Audits

Regular safety inspections of all departmental administrative, warehouse, hazardous waste storage, shops, laboratories, theaters/performance venues; pools, athletics and recreation venues; maintenance facilities; Nature Reserves, or any locations operated/managed by the University of California Santa Barbara must be conducted at minimum on an annual basis. Annual Self-Inspection Checklist forms for a variety of facility types are available on the EH&S website’s IIPP page located at ehs.ucsb.edu/iipp. Corrective actions generated during these scheduled inspections will be supplemented with additional inspections whenever new substances, processes, procedures, or equipment introduced into the workplace represents a new occupational safety and health hazard, or whenever supervisors are made aware of a new or previously unrecognized hazard.

Environmental Health & Safety periodically inspects/audits, and provides reports to departmental and campus management on the inspection results and implementation of corrective actions.

Imminent Hazards

If an imminent hazard exists, work in the area should stop, 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 and personal protective equipment required before addressing the situation.

Correcting Unsafe / Unhealthy Conditions

Unsafe or unhealthy working conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. 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. Supervisors of affected employees are expected to correct unsafe conditions as quickly as possible after discovery of a hazard.

Procedures

Specific procedures that can be used to correct hazards include, but are not limited to, the following:

- Lock-out/Block-Out/Tagging-Out of unsafe equipment and providing a list of alternative tools or procedures for employees to use until the item is repaired/made safe to operate.
- 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, and or EH&S.

Accident/Incident/Injury Reporting

Injury Reports

Supervisor

1. Call Workers' Compensation (805.893.4440) ASAP if an employee needs medical treatment.
2. "Create a Claim" by completing an [Employee First Report \(EFR\)](#). See [EFR tutorial](#).
3. Complete Employer Investigation. See [EFR tutorial](#).

4. In [Employer Investigation](#), set a date to complete the “Preventive Actions”. See [EFR tutorial](#).
5. Call Workers’ Compensation (805.893.2029) if you have questions.

NOTE: *Do not fax or email Incident Report to WC or call the claim into the Reporting Line.*

Injured Employee

1. Immediately report the injury to your supervisor.
2. Call Workers’ Comp (805.893.4440) if you need medical treatment & your supervisor is not available.
3. If supervisor is not available, “Create a Claim” by completing an [Employee First Report \(EFR\)](#). See [EFR tutorial](#) on EHS/Workers’ Compensation web pages.
4. Advise supervisor you have completed an EFR so they can complete the [Employer Investigation](#).
5. Call Workers’ Compensation (805.893.2029) if you have questions.

NOTE: Do not fax or email Incident Report to WC or call the claim into the Reporting Line.

Faculty and Staff 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 is needed, seek medical treatment first. The injured party will be taken to the appropriate hospital or medical facility.

**The Employer’s First Report must be completed within 24 hours of the University’s first notice of incident.*

Office Managers, Business Officers, etc.

1. Call Workers’ Comp (805.893.4440) ASAP if an employee needs medical treatment.
2. Notify the employee’s supervisor that an employee has been injured and the injury was reported.
3. “Create a Claim” by completing an [Employee First Report \(EFR\)](#). See [EFR tutorial](#).
4. Notify employee’s supervisor that they must complete the [Employer Investigation](#) ASAP.
5. Call Workers’ Compensation (805.893.2029) if you have questions.

NOTE: *Do not fax or email Incident Report to WC or call the claim into the Reporting Line.*

Serious Injuries

Serious occupational injuries, illnesses or exposures to hazardous substances, as defined by Cal/OSHA, must be reported to EH&S immediately when they become known to managers or

supervisors. Serious injuries include deaths and any injury or illness occurring in the place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone. Supervisors must report injuries that meet the Cal/OSHA definition of Serious Injury to EH&S to the Risk Manager at (805)893-5837 as soon as they are notified of the injury. Required information should be submitted to the campus Risk Manager using the [UCSB Serious Injury/Fatality Reporting Form](#). **EH&S must report the injury to Cal/OSHA within eight (8) hours of occurrence.** EH&S will conduct an incident investigation with a representative from the injured employee's department to determine any contributing conditions and develop corrective action plans. **NOTE: Departments are responsible for a minimum payment of a \$5000 fine for late reporting.**

UC Field Safety Manual

The [UC Field Safety Manual](#) UC Field serves as a reference document and teaching tool to promote safe, successful field courses and research trips. Faculty, staff and students, including student employees and volunteers, are accountable for health and safety rules and following safe work practices, including:

- *obtaining appropriate training for designated activities*
- *using personal protective equipment (PPE) and safety equipment as required and directed,*
- *reporting unsafe conditions, malfunctioning equipment, and other safety concerns,*
- *reporting all injuries and incidents, and*
- *understanding what to do in the event of an emergency*

More information regarding UCSB Research Field Safety can be found at [UCSB Field Research Safety](#)

Incident Investigation

Supervisors must conduct an investigation after any workplace incident (injury, exposure, or illness) involving their employees within 24 hours of occurrence. Incident investigations identify causative or contributing factors of occupational injuries and illnesses, and help determine if any action is necessary in preventing recurrence. They are not intended to fix blame upon an individual or group of individuals. An incident is defined as: *“an unexpected and undesirable event that can result in injury or property damage”*. Incidents that do not result in injury or property damage are often referred to as “near misses.” All incidents involving injury or property damage are to be investigated. Furthermore, “near misses” that could have produced significant injury or damage should also be investigated. Report near misses to the EH&S Department via the campus IIPP Coordinator at IIPP@ehs.ucsb.edu.

Specific procedures that can be used to investigate workplace accidents and hazardous substance exposures include:

- Determine if there is any remaining danger to you or others.
- Interview injured personnel and witnesses.

- Establish a sequence of events that led up to the incident/injury by considering all factors involved and develop a plan to correct the root and contributing factors to prevent recurrence.
- Examining the injured employee's workstation for contributing 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 are documented via the UCSB **Injury and Incident Investigation Report Form** which will be automatically generated and sent to the appropriate supervisor after an Employee First report (EFR) has been submitted into the Workers' Compensation system. and reviewed by the organization level management, the departmental safety committee, and EH&S.

Department management and EH&S 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 result in the accident or injury report being routed back to the supervisor for further follow-up, with specific recommendations noted by the committee and EH&S.

Training

Managers must ensure supervisors are trained to recognize and abate safety and health hazards to which their employees are exposed. ***Supervisors are responsible for ensuring their employees receive appropriate safety training and for documenting that this training has been provided. Attendance at training classes and safety meetings is required.***

Supervisors are responsible for ensuring their employees receive appropriate safety training and for documenting that this training has been provided:

- To all staff, faculty, student-workers, and affiliates (new and existing),
- To all staff and faculty given new job assignments for which training has not been previously received,
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and present a new hazard.
- Whenever there is awareness of a new or previously unrecognized hazard.
- Retraining may be required if inadequacies in the employee's knowledge indicate that the employee has not retained the requisite understanding or skill to perform the job

safely

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, on-line courses available in the campus Learning Center, or by representatives from other relevant campus departments.

Initial IIPP Training

When the IIPP is first implemented, all department personnel will be trained on the structure of the IIPP, 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 their DSR(s), Safety Committee, and where to obtain information on workplace safety and health issues. This can be accomplished via "in-person" training, on-line in the UCSB Learning Center, or by participation in the New-Employee Orientation training.

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.

Required Training

Training identified by regulatory agencies will be considered mandatory, and must be completed. Minimum safety training courses are outlined as follows:

Non-Laboratories: (eg., Offices, Classrooms, Arts/Crafts, Theaters, Music, Studios, Dining, etc.)
Minimum Requirements: <ul style="list-style-type: none"> • Injury and Illness Prevention Program Training, or • Completed as part of the Human Resources New Employee Orientation Training or in the UCSB Learning Center "Safety Orientation (2018) *" course • "COVID-19 Prevention Training Document"* <p>* Courses are available in the Campus Learning Center</p>
Laboratories: (eg., Research, Teaching Labs, Field Operations, etc.)

Minimum Requirements:

- Injury and Illness Prevention Program Training: On-Line Course*
- “*Safety Orientation (2018)*”*: Online Training Course*
- “*COVID-19 Prevention Training Document*”*
- Fundamentals of Laboratory Safety
- Laboratory Specific Hazard Assessment Review (ASSESSMENT Online Tool)
- Laboratory-Specific Safety Orientation

** Courses are available in the Campus Learning Center*

Depending on the activity of the personnel, additional courses must be completed per the training **Needs Assessment** available at <https://ehs.ucsb.edu/iipp>

All individuals shall complete the Injury and Illness Prevention Program (IIPP) on-line course, and the general Safety Orientation (within 90 days of hire). All individuals working in a laboratory environment as described above must complete the Laboratory Safety Orientation training course (prior to beginning work in a Laboratory/Technical Area). The course must be approved by EH&S Training. This requirement does not apply to undergraduate students taking courses offered in the course catalog of that campus, unless the work occurs within a research laboratory/technical area.

Needs Assessment

Identification of required training shall be based on hazards (activities or tasks), and accomplished using a training needs assessment, hazard assessment, training matrix, accident / incident investigation report, job hazard analysis / job safety analysis, or any document that provides a risk assessment. The results of a training needs assessment (or equivalent) must be incorporated into a training plan that is implemented by the supervisor and individual(s). Training plans may be developed for a group of individuals (or by position) upon consultation with EH&S Training staff. Training plans must be developed before individuals assume a new job function, or a new task.

Training Records

Documentation of training shall include the following elements:

1. Course name
 2. Name of participant(s)
 3. Participant Signature
 4. Name of instructor(s) or method of delivery (e.g., “Online”, or “Self-Paced”)
 5. Date
 6. Topics covered (or ways topics can be identified, such as through a course code)
- Documentation may be recorded using the roster template in Appendix B “Training Record”, or online at <https://ehs.ucsb.edu/training>.

Records shall be kept (at minimum) for five years after the training. Thereafter, data shall be maintained in an electronic database indefinitely. Record-keeping shall be decentralized; maintained by supervisors and/or departments who provide training. Records shall be identifiable, retained, and accessible. Some training data shall be centralized; maintained using an electronic database, such as a campus learning management system (LMS).

Recordkeeping

EH&S, the IIPP Program Administrator, Departmental DSRs, and Campus Human Resources will maintain records that document implementation of the IIPP. The following records will be maintained for the period indicated, at a minimum:

Record Type	Duration	Office of Record
The Written IIPP	<i>Indefinitely</i>	EHS
OSHA Log 300 Forms	<i>5 Years</i>	RISK MANAGEMENT
Inspection/Audit Forms	<i>3 Years</i>	DEPARTMENT/EHS
Injury and Illness Investigation Reports	<i>Duration of Employment (DOE) + 30 Years</i>	EHS
Employee Training Records	<i>DOE</i>	DEPARTMENT
Records Relating to Employee Communication and Enforcement	<i>3 Years</i>	HUMAN RESOURCES
Safety Meeting Minutes	<i>3 Years</i>	DEPARTMENT
Safety Training Sign-In Sheets	<i>3 Years</i>	DEPARTMENT
Industrial Hygiene/Exposure Sampling records	<i>DOE + 30 years</i>	EHS
Regulatory Violations or Citations	<i>5 Years</i>	EHS
Record Type	Duration Duration	Office of Record
Employee Medical Records	<i>DOE + 30 years</i>	Human Resources
Safety Data Sheets (SDS)	<i>Duration of Use (DUE) + 30 years</i>	EHS / Departments

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

Campus Records

- Hazard Reports (or Reports of Unsafe Conditions or Hazards)
- Safety Committee meeting documentation (minutes)
- Training Records (database)
- Incident and Investigation Reports
- Exposure Records

Department Records

- Inspections/Audits, including the persons conducting the inspection, any identified unsafe conditions or work practices, and corrective actions.
- Safety meetings (agendas, minutes, handouts)
- Safety talks
- Authorizations & Permits (e.g., Confined Space Entry permits, Hot work permits, Biological Use Authorization, Controlled Substance Use Authorization, Radiation Use Authorization, etc.)
- Training Records (rosters, tests, training materials)
- Other

Safety Planning, Rules, & Work Procedures

Ensuring Compliance

All personnel have the responsibility for complying with safe and healthful work practices, including applicable regulations, campus policy, and departmental safety procedures. Overall performance in the 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 of employment.

Employees who demonstrate safe work practices may be recognized through the use of annual performance evaluations, departmental, or campus safety recognition programs.

Maintaining the IIPP

The IIPP Program Administrator and/or their designee will periodically review and revise this IIPP when significant changes to the elements or applicability of the program occur or at least annually. This person shall also verify effective implementation of each element of the program, make any necessary changes, and communicate these changes to management and affected personnel.

Appendix A. Safety Training Record

Training Date	Time	Location
Instructor Name:	Instructor Title:	Course Title:

Participant Information

Printed Name	Employee ID#	Signature	Department

Instructor Signature	Date & Time of Completion

