



**University of California, Los Angeles  
Environment, Health and Safety**

**Handbook for Employees\***



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## **Introduction**

This handbook was designed to provide UCLA personnel with a brief overview of the Environment, Health and Safety Program at UCLA. All personnel are required to follow UCLA health and safety rules. The Office of Environment, Health and Safety (EH&S) is responsible for implementing UCLA's EH&S principles and policies. Additional information regarding specific safety areas can be obtained through EH&S at extension 55689 or on our website at [WWW.EHS.UCLA.EDU](http://WWW.EHS.UCLA.EDU).

You should become familiar with the information on fire and earthquake safety and what to do in case of an emergency. Many of you will also want to get more information on chemical safety, ergonomics, asbestos, and other safety issues of general concern.

Those of you who work and teach in laboratories will need more specific information about working with chemical, biological, radiological, laser, and other special laboratory hazards at UCLA. This booklet tells you how to get that information.

UCLA has a good safety record. Our accident/injury rate is less than that of the average California college or university. However, it is a reality that at any time the campus could be hit by a major earthquake or a serious fire or laboratory incident. We should all strive to follow good safety practices and to be prepared.

James R. Greenwood, PhD  
Director  
Office of Environment, Health and Safety

## **In Case of Emergency**

An “emergency” is defined at UCLA to mean “An unforeseen event that calls for immediate action to protect individuals, the environment, or property.”

### **In the event of an emergency:**

- Call 911 from UCLA and non-UCLA phones.
- Find the nearest alarm box in or near your building.
- In case of fire, pull the alarm and evacuate the building immediately.
- Tune to AM 810 for emergency and traffic information
- For additional information the Emergency Information Hotline can be reached by calling (800) 900-UCLA or xt. 51234.
- If you are off campus, the Hotline can be reached by calling (310) 825-1234

Most laboratory buildings and many other buildings either have or will have emergency evacuation rules and routes posted. Familiarize yourself and others with the emergency evacuation procedures.

# CHAPTER ONE

## EH&S ADMINISTRATION

### Environment, Health and Safety (EH&S) at UCLA

UCLA makes all reasonable efforts to:

- Protect the health and safety of UCLA faculty, staff and students.
- Provide safe workplaces – academic, research, and administrative – for faculty, staff and students.
- Provide information to faculty, staff, and students about health and safety hazards.
- Identify and correct health and safety hazards and encourage faculty, staff, and students to report hazards.
- Provide information and safeguards for those on campus and in the surrounding community regarding environmental hazards arising from operations at UCLA.

### Office of Environment, Health & Safety (EH&S)

The Office of Environment, Health & Safety (EH&S) is responsible for monitoring compliance with the University Environmental Health and Safety Policy. EH&S has designated inspection and enforcement responsibility from the Chancellor. EH&S responsibilities are organized according to the following program areas:

- **Accident Prevention** - hazard evaluations, investigation of hazard reports, and job safety analyses; injury and illness investigations; ergonomics and the prevention of repetitive motion and back injuries.
- **Asbestos Management** - building surveys; oversight on abatement projects; response to spills or releases; air monitoring.
- **Biological Safety** - certification and use of biological safety equipment and teaching and research project procedures; laboratory safety; bloodborne pathogen procedures; infectious waste management; biohazardous spill response; compliance with NIH/CDC biosafety guidelines.
- **Education and Training** - new employee safety orientation; campus safety communications; injury and illness prevention training; training needs assessment; audio/visual lending library; and specialized training development.
- **Emergency Preparedness** - emergency planning and procedures; department emergency planning guidelines; seismic safety assessment; earthquake preparedness presentations; and emergency response information and drills.
- **Environmental Health** - food facility inspections and food handler training; cooling tower water testing; potable water quality; wastewater, storm water and surface water protection; air toxics emissions; and swimming pool sanitation.

- **Fire and Life Safety** - campus building inspections; plan review and construction inspections; emergency call response; and fire prevention training.
- **Hazardous Materials Management** - chemical transportation, storage, and inventory; material safety data sheets; chemical waste management; hazardous material spill response; pollution prevention and waste minimization; and compliance permitting.
- **Industrial Hygiene** - personal monitoring and environmental testing; personal protective equipment (e.g., respiratory protection); hazard communication; ergonomics; project design; personal protective equipment; laser safety; hearing conservation; health inspections and training; and non-ionizing radiation.
- **Occupational Safety** - electrical safety and lock-out/tag-out; confined space entry; forklift safety; and office safety.
- **Radiation Safety** - use permitting; medical monitoring; laboratory surveys and training; and radioactive waste management.

# **CHAPTER TWO**

## **INJURY AND ILLNESS PREVENTION**

### **Cal/OSHA**

UCLA is required to follow many codes, standards, and regulations, including those promulgated under the California Occupational Safety and Health Act (Cal/OSHA) to protect the health and safety of workers.

UCLA rules, rights, and responsibilities presented in this Handbook are based on Cal/OSHA standards, other federal, state, and local regulations, and sound safety practices.

### **Injury and Illness Prevention Plan**

UCLA's Injury and Illness Prevention Plan (IIPP) is designed so that faculty, staff and administrators work cooperatively to create and maintain a safe and healthful campus environment. Diligent implementation of this program will reap many benefits for UCLA. Most notably it will:

- Protect the health and safety of employees. Decrease the potential risk of disease, illness, injury and harmful exposures to UCLA personnel.
- Reduce workers' compensation claims and costs.
- Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees.
- Improve employee morale and efficiency as employees see that their safety is important to management.
- Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes.

As an employee, your role in the IIPP is significant, and you are expected to:

- First use common sense and good judgment at all times.
- Read and comply with all safety procedures.
- Inform your supervisor of workplace hazards.
- Attend established education and training sessions and comply with health and safety directions.
- Ask your supervisor whenever you have a concern about an unknown or hazardous situation.

## **Your Health and Safety Rights**

As a UCLA employee, you are entitled to employment in as safe a workplace as is reasonably achievable. As an employee who is covered by Cal/OSHA, you also have the right to:

- receive general training in safe work practices and specific training with regard to hazards unique to the job assignment.
- be given training in potential health hazards of materials and chemicals to which you may be exposed.
- refuse to perform work that would violate the Labor Code, or any occupational safety and health standard or order whereby such violation would create a real and apparent hazard to your health or safety.
- observe any monitoring or measuring harmful substances in the workplace.
- know the potential hazards associated with your work and work area as well as the control measures being used to protect you from those hazards.
- report potential hazards without fear of reprisal or punishment.

Do you have any questions regarding potential hazards in your work environment? If so, take the following steps:

1. Contact your supervisor.
2. Contact EH&S at extension 55689 if you believe that further action is necessary.
3. You may also use the EH&S Hotline at 67994.

## **Your Health and Safety Responsibilities**

All personnel have the responsibilities outlined below. Noncompliance may result in disciplinary action.

- Conduct only those activities that your supervisor has approved; use UCLA facilities, equipment, and tools only for the purposes for which they were designed.
- Follow safe operating procedures associated with your job tasks.
- Observe EH&S requirements, procedures, instructions, signs, posters, and warning signals.
- Know emergency plans and procedures for your work area.
- Become familiar with potential hazards associated with your work and work area.
- Use appropriate personal protective equipment as determined by your supervisor.
- Report unsafe conditions and potential hazards to your supervisor. These include malfunctioning equipment and work-related fires, accidents, incidents, injuries, illnesses, and property damage.
- Warn co-workers about defective equipment and other hazards.
- Assist management to ensure that all employees and visitors comply with EH&S employees and visitors comply with EH&S and department health and safety policies and procedures.
- Participate in required inspection and monitoring programs.
- Consult Material Safety Sheets for the chemicals that you use.
- Ensure that proper hazardous waste disposal procedures are followed.

## **Supervisor & Manager Responsibilities**

The key responsibility for health and safety at UCLA is assigned to supervisors and area managers. Thus, line management has the following responsibilities in addition to those listed for employees (see previous page):

- Analyze work procedures to identify hazards and then implement measures to eliminate or control those hazards.
- Communicate work place hazards and EH&S policies and procedures to employees and visitors.
- Ensure that employees are trained to identify and mitigate potential hazards associated with their work activities and that such training efforts are properly documented.
- Establish and enforce safe operating procedures for job tasks.
- Ensure that Material Safety Data Sheets (MSDSs) are present for chemicals used in the department - make the MSDSs readily accessible to employees.
- Provide proper safety equipment and personal protective equipment to employees.
- Report work-related fires, accidents, injuries, near accidents, illnesses, property damage, and unusual occurrences to both EH&S and the Office of Insurance & Risk Management (OIRM).
- Encourage prompt reporting of health and safety problems without fear of reprisal.
- Ensure that employees are trained in proper waste disposal procedures.

# CHAPTER THREE

## EMERGENCY PREPAREDNESS

### Being Prepared

**Be Prepared.** Planning ahead for emergencies is critical for being able to recover safely and quickly. Understand the emergency procedures for the areas in which you work. Know the location and proper use of fire extinguishers, fire alarms, emergency exits, telephones, eyewash fountains, and safety showers. Be prepared to respond safely to the following:

- fire or evacuation alarm;
- accidental spills or release of radioactive, chemical, or other toxic materials;
- injury of a co-worker;
- earthquake; and
- other natural or man-made disaster.

| In an emergency:  |
|---|
| (Notify your supervisor as soon as possible.)   |
| 1. Dial <b>911</b><br>-remain calm<br>-give information to emergency operator<br>-do not hang up until told by operator |
| 2. Provide aid to victims if possible. Do not risk your own safety  |
| 3. Prevent further damage or injury if it can be done safely.   |
| 4. Close the area and deny entry to all persons other than emergency personnel.   |

**Fire.** As a general rule, UCLA does not expect its employees to fight fires. Just sound the alarm -- pull the fire alarm or call **911** -- and get out of the building as quickly as possible and report to your group's emergency assembly area. Do not re-enter the building until the Emergency Management staff or Senior Fire Official has given the all-clear signal. NOTE: Fires extinguished by employees also must be reported to the UCLA Police Department by calling **911**. Supervisors should promptly report fires and associated property damage or loss to both EH&S and OIRM.

**Accidents/Incidents.** All accidents and near miss incidents must be reported immediately to your supervisor.

**Electric Shock. DO NOT TOUCH** persons rendered unconscious by electric shock unless you are sure that they are no longer in contact with the source of the electricity or that the power has been turned off. The best course of action is to dial **911**.

**Earthquake.** During any earthquake, you should take cover immediately. After the quake, assess the situation and follow instructions given by Emergency Coordinators or other University authorities. If the earthquake is severe, you will be evacuated from your building. Wait for instructions before re-entering the building or before leaving the area.

If ordered to evacuate your work area or building for any emergency situation, follow instructions of emergency personnel

## FOLLOW –UP REPORTING OF ACCIDENTS OR INCIDENTS

| <b>Type</b>  | <b>Report to Whom?</b>  | <b>When to Report?</b>   |
|--|---|--|
| Injury/Illness <ul style="list-style-type: none"> <li>• Normal work hours</li> <li>• After normal work hours</li> </ul>  | Supervisor and Occupational Health<br><br>UCLA Med Center Emergency Room and Supervisor   | Immediately<br><br>Immediately<br>Next workday   |
| Property Damage/Loss   | Insurance and Risk Management<br>xt. 46948  | Within 24 hours  |
| Radiation Incident   | Radiation Safety Division<br>xt. 56995  | Immediately  |
| Spill/Environmental Release  | Environment, Health & Safety<br>xt. 55689   | Immediately  |
| Unusual Occurrence   | Accident Investigation Coordinator<br>xt. 60509   | Within 1 workday   |
| Vehicle Accident <ul style="list-style-type: none"> <li>• University vehicle</li> <li>• Rental vehicle</li> <li>• Injury</li> <li>• Occurs off-campus</li> </ul> | Insurance and Risk Management<br>xt. 46948<br><br>Insurance and Risk Management<br>xt. 46948<br><br>UCLA Police, 911<br>Insurance and Risk Management<br>xt. 46948<br><br>Local Police, 911<br>Insurance and Risk Management<br>xt. 46948 | Within 24 hours<br><br>Within 24 hours<br><br>Immediately<br>Within 24 hours<br><br>Immediately<br>Within 24 hours |
| Potential Safety Hazards   | UCLA Safety Hotline<br>xt. 67994  | Immediately  |
| Serious Accidents/Injuries   | Emergency Reporting Hotline<br>xt. 59797  | Immediately  |

# Earthquake Safety

UCLA has an Emergency Response Plan in the event of an earthquake, but every student, faculty and staff member in the campus community must also have a “personal earthquake plan” so that we can recover quickly.

## **BEFORE THE QUAKE**

- Be aware of building exits and the location of fire extinguishers.
- Familiarize yourself with your department’s earthquake emergency evacuation plan and your evacuation area (back page of campus and CHS directory).
- Know how you would take cover in different locations.
- Rearrange and anchor potential falling hazards at home and at work.
- Make an emergency plan with your family.
- Choose an out-of-state emergency contact, and get a “calling card” to charge emergency calls.
- Prepare simple emergency kits for your home, car and office. Include a flashlight, AM radio, first aid supplies, container of water, wrapped snack, sturdy shoes, extra sweater, extra eyeglasses, medications, supplies and tools that suit your office or home, and emergency phone numbers.

## **DURING THE SHAKING**

- Take Cover Immediately! "Duck, Cover & Hold" under a table or desk, between lecture hall seats, or in a hallway.
- If outdoors, move to an open area! Stay away from buildings, walls, trees or power lines.

## **AFTER THE QUAKE**

- Check for injuries and provide first aid if necessary. Be alert for possible building damage, fires, utility breaks or leaks, or hazmat spills.
- Call 911 for life-threatening emergencies only
- If you are on-campus, report injuries and damage to an Emergency Coordinator or Supervisor. Follow emergency instructions and help restore calm. If there is a building evacuation, do not use elevators. Never enter a building or parking structure until emergency personnel examine it.

# **Fire**

## **IN CASE OF FIRE**

- Remove anyone in the immediate area, and close all doors as you leave.
- Activate the nearest fire alarm pull station.
- Call the Campus Police at **911**. Give them all the information they ask for.
- Attempt to extinguish the fire only if safe to do so.
- If there is smoke or heat, stay low. Crawl to the exit if necessary.

## **DO NOT USE ELEVATORS! USE STAIRWAYS**

- Before opening any door, feel it near the top. If it is hot, do not open it. Use another exit.
- If the door is not hot, open it cautiously. Stand behind the door and be prepared to close it quickly if there is excessive smoke.
- Leave the area by using the nearest stairway that is clear of smoke.
- Assemble outside a pre-designated area. Do not re-enter the building until notified to do so by the Fire Department.

# CHAPTER FOUR

## SAFETY COMMUNICATIONS

### Hazard Communication Policies and Material Safety Data Sheets (MSDS)

Employees and visitors should be informed about potential hazards and hazardous substances associated with their work or work area and about control measures being used to mitigate those hazards.

Training, hazardous material inventory, Material Safety Data Sheets (MSDSs), labeling, and procurement contracts are all important parts of UCLA's Hazard Communication program.

| Hazard Control Measures  |
|--|
| <p>To mitigate hazards, use the following hierarchy of safety controls:</p> <ol style="list-style-type: none"><li>1. If possible, eliminate the hazard.</li><li>2. Substitute less hazardous materials.</li><li>3. Implement engineering controls (i.e. guards over moving parts, fume hoods, etc.)</li><li>4. Implement administrative controls (i.e. limit access, etc.)</li><li>5. Use personal protective equipment (i.e. goggles, respirator, etc.)</li></ol> |

### EH&S Education and Training

Proper training is an essential component to accident prevention. All personnel must be trained to recognize and control hazards associated with their work and work areas. All health and safety training must be documented.

Additional training must be presented whenever new processes, procedures, or equipment are introduced to the work site.

The Office of Environment, Health & Safety can be a valuable resource in planning and conducting safety training.

Training requirements will vary for different departments depending on the job tasks, which must be performed by the employees. Some commonly required training classes are as follows:

- Hazard Communication (using Material Safety Data Sheets)
- Respirator Training and Fit Testing
- Emergency Response
- Confined Space
- Lock-out/Tag-out
- Materials Handling & Hazardous Waste Disposal

# CHAPTER FIVE

## WORKPLACE SAFETY PROGRAMS

### General Safety

Housekeeping and general caution are key factors in avoiding accidents such as slips, trips and falls. To prevent injury, several general rules should be followed:

- Keep floors clear of debris and spilled liquids.
- Maintain floor coverings in good condition to avoid tripping hazards caused by loose tile and frayed carpet edging.
- Keep designated walkways and doorways clear, unobstructed, and free of electrical cords, boxes and office equipment.
- When using file cabinets, file materials from the bottom to the top. Only open one file drawer at a time.
- Use proper step stools, not chairs, when climbing to reach high items.
- Properly store and handle any potentially hazardous chemicals.

### Personal Protective Equipment

The use of personal protective equipment is required in certain UCLA work areas where hazards cannot be effectively controlled by other means. All such equipment must conform to EH&S standards. Training in the use of the equipment should be given prior to the assignment.

**Eye and Face Protection.** Protective equipment (for example, safety glasses, goggles, masks, and laser protective eyewear) is required for anyone working in areas where an operation could cause injury to the face or eyes.

**Respiratory Protection.** All respirator users are included in the UCLA Respiratory Protection Program. The wearer must receive specialized training and medical approval prior to use. In addition, all respirators must be tested to assure that they properly fit the individual wearer. Training and fit testing are performed by the EH&S Industrial Hygiene staff.

**Hearing Protection.** High noise areas should be evaluated to determine the typical noise levels. If the average noise exposure is above 90 decibels, the personnel must be included in the Hearing Conservation Program. Employees included in this program must wear hearing protection, undergo periodic hearing evaluations, and receive training on avoidance of hearing damage.

**Safety Shoes.** Steel-toe shoes may be required for certain designated areas or job tasks. Each individual department develops the requirements for safety shoes. Steel-toe safety shoes

are recommended for warehouses, some shop areas, and for use around heavy equipment. Personnel who routinely work with electrical equipment should wear shoes with non-conductive soles.

**Protective Clothing.** Laboratory coats should be worn whenever you are working in the laboratory. Special protective clothing is required for personnel involved in work with

- radioactive materials,
- chemical carcinogens,
- asbestos,
- explosives,
- beryllium,
- corrosive materials,
- sharp, rough objects, or
- infectious agents.

Most radioactive materials require only the usual laboratory coat but special protective clothing is required when working with certain types of radioactive materials or radiation-producing machines. For more information, contact EH&S.

## **Fire Safety**

Each person should be continually on the alert for fire safety hazards. If hazards are observed, they should be reported immediately to the Fire Protection Division at x68680 or EH&S at x55689.

### **FIRE PREVENTION TIPS**

- Keep aisle ways, corridors, stairways, and other routes of egress from a building, equipment rooms, and electrical rooms clear of all obstructions.
- Do not use extension cords, ungrounded plugs, or multiple outlet adapters for small appliances
- Store hazardous materials in limited quantities, in appropriate containers, and in approved flammable liquids storage cabinets.
- Keep fire resistive corridor doors closed at all times.
- Smoking is prohibited in all buildings on the campus. Smoke only in permitted areas and discard ashes in approved ashtrays only.

## **BE PREPARED**

- Know two exit routes from your office, floor, and building. Study these in advance. It is easy to become disoriented during an actual emergency.
- Know the location of fire extinguishers and how to use them. Take the time to read the directions before you need to use them. Report any missing extinguishers immediately.
- Make sure that emergency numbers are posted on your telephone, including your room number. If these numbers are not posted on your phone, call the Fire Protection Division at x68680 or EH&S at x55689.
- Keep a flashlight in your desk for use during an emergency. Check the batteries quarterly.

Report any unsafe conditions to the Fire Protection Division at x68680 or EH&S at x55689.

## **Fire Extinguishers**

Know the location of extinguishers in your work area. Read the instructions for use posted on the tank of each extinguisher. Report missing extinguishers to the Fire Protection Division at x68680 or EH&S at x55689.

### **THE P.A.S.S. METHOD ON USING A FIRE EXTINGUISHER**

- Pull ring from extinguisher handle. Approach fire cautiously.
- Aim nozzle at the base of the fire.
- Squeeze handle.
- Sweep nozzle back and forth as you advance.

Fire extinguisher training is available from the Fire Safety Division. Call x68680 or x58674.

## **Electrical Safety**

Almost all workplace areas have the potential to present serious electrical hazards. To protect yourself, follow these important guidelines:

- Use extension cords that are appropriately rated for the equipment.
- Avoid the use of extension cords as permanent wiring.
- Be sure the work surface is dry before operating electrical devices.
- Use GFCI (Ground Fault Circuit Interrupt) type receptacles, especially where work areas might become wet.
- Never unplug equipment by pulling on the cord; always remove by the plug.
- Replace frayed or damaged cords.
- Ensure that electrical cords are not damaged by being wedged against furniture or doors. Do not run cords under carpeting.
- Only plug one piece of equipment into each outlet. If more than one socket needs to be used, use an approved power strip with circuit breaker. Do not “daisy chain” extension cords and/or power strips.

## **Ergonomics**

Ergonomics is the science of adapting tasks, machines and the workspace to the capacities and limitations of the human form, in order to promote the health and safety of the worker.

Ergonomic wellness in the office setting can be achieved by following these guidelines:

- Educate yourself about potential risks associated with operations involving prolonged repetitive motion and make the necessary adjustments to achieve the best “fit” for your work situation.
- Avoid performing similar tasks for long periods of time. Take frequent short breaks or use alternate activities to break up long stretches of work, especially when using a computer for extended periods.
- Utilize proper body posture during work tasks such as computer input or lifting heavy objects.
- Adjust lighting sources to avoid glare.

## **Standard Operating Procedures for High Hazard Work**

High hazard work activities require the use of written standard operating procedures (SOPs) and special work permits (SWPs) to identify hazards and specify controls needed to eliminate or mitigate those hazards. Such activities may include:

- Crane operations
- Confined space entry
- High voltage electrical work
- Hazardous materials handling
- Diving operations

Contact your supervisor or EH&S for more information.

## **Workplace Violence**

UCLA strives to provide employees and students with a safe environment in which to live and work. The University will not tolerate violence or threats of violence on campus.

- Any person experiencing or observing imminent violence should call emergency services at 911.
- Report any acts or threats of violence to your immediate supervisor or Employee Relations Representative. Such reports will be promptly and thoroughly investigated.

## **Diving Safety**

Any underwater diving operations conducted at UCLA shall be conducted according to the procedures established in the UCLA Diving Safety Manual. UCLA divers must certify that they have received proper training.

## **Motor Vehicle Operation**

**Age Limitation.** Employees must be at least 18 years old to operate a UCLA vehicle or other vehicle used for University business.

**Seat Belts.** Employees must wear seat belts when driving or riding in any motor vehicle on University business. Drivers of University vehicles must advise their passengers to wear seat belts.

**Driver Safety Training.** Employees who drive regularly in the course of employment are encouraged to enroll in Drivers Safety Training offered through Fleet and Transit Services.

**Driver's Licenses.** Employees who drive University vehicles or rental vehicles on University business must carry their valid California Driver License with them. Class B licenses are required for drivers operating vehicles with two or more axles or vehicles carrying twenty or more passengers. Driver licenses must be maintained in good standing. A loss of a driver license, or a poor driving record, may be used as a basis for disciplinary action.

**Motorcycles.** Motorcycles and scooters may not be used for official University business.

# CHAPTER SIX

## HAZARDOUS MATERIALS MANAGEMENT

### Exposure Monitoring

**Personnel and Work Area Monitoring.** Safety and Health personnel at EH&S can be contacted to provide exposure monitoring in UCLA areas that are suspected of being hazardous. Exposure monitoring ensures that exposure limits are not exceeded for chemical hazards, physical hazards (i.e. noise, mechanical hazards, non-ionizing radiation), biological hazards, and ionizing radiation.

The results of such monitoring surveys are compared to exposure limits and accepted threshold recommendations for the agent of interest. Exposures to chemical, physical and biological hazards are compared to the Permissible Exposure Limits (PELs) or other standard values. Exposures to radiation hazards are kept as low as reasonably achievable.

Employees may observe their exposure monitoring process and have access to their own exposure information. Requests for exposure monitoring should be made by contacting your department supervisor.

### Chemical Safety

The UCLA Chemical Safety Manual (Master Document) provides policies and procedures covering chemical safety issues such as storage, compatibility, prudent lab practices, chemical disposal guidelines, MSDS availability, and various other topics of concern when handling chemicals.

For information on the contents of the Chemical Safety Manual, contact the Chemical Safety Officer at x63661 or the Office of Environment, Health and Safety at x55689.

In addition, many departments have a written Chemical Hygiene Plan or Laboratory Safety Plan to acquaint personnel with the specific health and safety policies and practices in that department.

For more information, contact the Chemical Safety Officer at x63661.

## Radiation Safety

Employees must pass a test and be familiar with UCLA's Radiation Safety policies and procedures before working with any radioactive materials or radiation-producing machines.

Persons involved in the use of radionuclides will find a well-defined program in place and managed by the Radiation Safety Division. Ongoing educational programs as well as monitoring and issuance of dosimeters are conducted through this office. Additional information may be obtained by calling extension 56995.

All UCLA employees should be able to recognize the following symbol, which indicates the presence of radionuclides or other sources of radiation.

When you see this symbol posted at the entrance to a room, note the rest of the message with the symbol.

1. **Caution: X-Ray** Enter unless prohibited by operator.
2. **Restricted Area or Caution - Radioactive Area** Get permission from personnel inside the room prior to entering.
3. **Caution - Radioactive Materials** Follow instructions from lab personnel while in the lab, and do not touch radioactive-labeled items.

## **Biological Safety**

The Biological Safety Program at UCLA provides guidance to ensure that biohazardous materials are used and handled as required by several regulations and guidelines. Employees must be familiar with the hazards associated with the biohazardous materials present in their working environment. Additional information is available by calling extension 63929.

Use of infectious agents and non-exempt recombinant DNA experiments are required to be reviewed by the UCLA Institutional Biosafety Committee.

Persons working with human tissues and fluids, and bloodborne pathogens need to meet the health and safety requirements of the CAL/OSHA Bloodborne Pathogens Standard.

Persons shipping or receiving shipments of infectious agents, recombinant DNA, biological toxins, biological products, diagnostic specimens and other biological materials need to meet the requirements of several federal regulations.

Biohazardous or medical waste must be disposed of following the California Medical Waste Management Act.

The International Biohazard Symbol indicates the areas and equipment where biohazardous materials are used and stored.

## **Transportation of Hazardous Materials**

UCLA complies with state and federal regulations governing the packaging and transportation of hazardous materials. Private vehicles must not be used to transport hazardous materials or equipment. Only certain University vehicles may be used. Call x61887 for more information on chemical and hazardous materials transportation. Call x63929 for information on transporting biohazardous materials.

Radioactive materials can be transported in private vehicles as long as they meet DOT regulations and have a notice on their dashboard informing emergency personnel that there are radioactive materials in the trunk of the vehicle. Call x60712 for further information on transporting radioactive materials.

## **Prudent Laboratory Practices**

- Do not work alone in the laboratory.
- Use required personal protective equipment.
- Label all containers with appropriate hazard information.
- Wash hands thoroughly with soap and water after handling laboratory chemical.
- Avoid direct contact with any chemical.
- Keep laboratory chemicals off hands, face, and clothing (including shoes).
- Never smell, inhale, or taste laboratory chemical.
- Do not smoke, drink, eat, or apply cosmetics in areas where laboratory chemicals are in use.
- Always use chemicals with adequate ventilation or in a chemical fume hood.
- Use chemicals only as directed and for their intended purpose.
- Inspect equipment or apparatus for damage before adding a laboratory chemical. Do not use damaged equipment.
- Never use mouth suction to fill a pipette. Use a pipette bulb or another pipette-filling device.
- Use approved methods, electrically-ground and bond containers, when transferring or dispensing a flammable liquid.
- For specific information regarding chemical handling, contact the laboratory supervisor.

## **Spill Response**

For chemical spills involving large quantities of hazardous materials or highly toxic chemicals, the UCLA Office of Environment, Health & Safety Hazardous Materials Team should be contacted by dialing 911 on any campus or pay telephone. People in the area should be told to leave, and if the spilled material is flammable, ignition and heat sources should be turned off, if safe to do so. The doors to the affected area should be closed and the area evacuated.

Trained personnel in the department can often handle small or less toxic chemical spills. Before attempting a clean up, the laboratory personnel should consult the Material Safety Data Sheet (MSDS) to determine the hazards associated with the chemical.

Any questions regarding the ability of personnel to safely clean up spills should be addressed to the Office of Environment, Health & Safety at x55689, or the Chemical Safety Office at x63661.

# CHAPTER SEVEN

## HAZARDOUS WASTE/ENVIRONMENTAL PROTECTION

### Hazardous Waste Management

UCLA's Hazardous Materials Management Program helps ensure the proper storage and handling of hazardous materials as well as disposal of hazardous waste. For information on disposal of asbestos, chemical waste, hazardous materials, radioactive waste, or biohazardous waste, call the phone numbers listed below.

| Hazardous Waste Management Help |        |
|---------------------------------|--------|
| Asbestos                        | x45727 |
| Chemical Waste                  | x61887 |
| Medical Waste                   | x63929 |
| Radioactive Liquid Waste        | x60712 |
| Radioactive Solid Waste         | x60712 |
| Other Hazardous Materials       | x61887 |

### Waste Minimization

UCLA requires that the amount of hazardous materials generated by UCLA operations be minimized to the greatest extent that is technically and economically feasible. When planning an operation or experiment, incorporate strategies to minimize the generation of hazardous waste. The following is a partial list of ways to minimize the generation of hazardous waste:

- Minimize chemical quantities during the ordering process by procuring the smallest amount of chemicals or radioactive materials needed for your particular operation.
- Do not accept "free" chemicals that you don't need.
- Carry out procedures on a smaller scale, using microscale experiments whenever possible.
- Look for opportunities to substitute less hazardous or non-hazardous materials in a procedure.
- Isolate hazardous and non-hazardous waste to reduce the volume of hazardous waste.
- Recycle and reuse materials where possible, and redistribute unused chemicals to someone who needs them.
- Use good housekeeping practices to prevent the generation of wastes.
- Minimize the generation of multi-hazardous waste (i.e., chemical/radioactive/biohazardous)

For more information, contact the EH&S Hazardous Materials Division at x68692.

## **Environmental Protection**

Protection of the environment is a responsibility of each UCLA employee. Compliance with federal and state environmental regulations is mandatory. Noncompliance with environmental regulations may result in UCLA disciplinary action as well as civil and criminal fines, as well as jail sentences.

Employees can help ensure environmental protection at UCLA through the following actions:

- Include the EH&S staff early in the planning of operations, renovations, or construction/demolition projects to ensure proper permits are obtained and procedures followed. Following are examples of activities requiring special procedures or permits:
  1. The generation of any hazardous waste.
  2. The construction or installation of any equipment or process, or the conducting of any procedure, which discharges any air pollutants or emissions to the atmosphere.
  3. The construction of any hazardous materials storage areas including underground tanks.
- The discharge of hazardous materials to a storm drain or sewer is prohibited.
- Follow prescribed EH&S rules designed to protect the environment.
- Hazardous materials and chemical waste should not be disposed of in drains, evaporated in the air, or disposed of into the trash.
- Promptly report accidental spills and other environmental releases. To report spills of hazardous materials, call the EH&S Office at x55689. For emergencies call 911.

For more information, contact the EH&S Hazardous Materials Division at x55689.

# **CHAPTER EIGHT**

## **OCCUPATIONAL HEALTH POLICIES**

### **Smoking Policy**

To help ensure a safe and healthful workplace, UCLA has adopted a smoke-free environment policy in January 1994 which prohibits smoking in University owned or leased buildings, or within five feet of a main exit or entrance of University owned or leased buildings, and in University vehicles.

Smoking is allowed outdoors (except where otherwise prohibited), in private residential space, and in outdoor eating areas (unless designated as “no smoking”).

If you have any questions in regards to the smoking policy in or near your building, check with your supervisor, building manager, or EH&S.

### **Drug/Alcohol Policy**

The University of California maintains a drug-free work place. Substance abuse in the workplace or while on University business is prohibited and may result in disciplinary action, up to and including termination. To help overcome substance dependency, the Staff and Faculty Counseling Center provides short-term counseling and referrals for employees who seek assistance.

### **Personnel with Disabilities**

UCLA provides reasonable accommodation (accommodation which will not pose undue hardship) to the known physical or mental limitations of otherwise qualified disabled employees who need such assistance to perform the essential functions of their positions.

Emergency planning in your department needs to include procedures for evacuating individuals with disabilities from a facility during an emergency.

## **Occupational Health Program**

UCLA provides an Occupational Health Program to promote employee health and to ensure appropriate medical treatment for occupational injury or illness.

**Injury/Illness.** Work-related injury or illness must be reported promptly to your immediate supervisor. If the injury or illness requires a medical evaluation, you will be referred to the Occupational Health Facility (17-064 CHS) during regular office hours for non-emergency conditions. During off-hours and weekends, or for work-related medical emergencies, you will be sent to the UCLA Medical Center Emergency Room (BE-144 CHS).

**Staff and Faculty Counseling Center.** Self-help and confidential professional short-term counseling services are available to all staff and faculty members (and their immediate families). Employees may contact the Center directly at extension x40245.

**Authorized Absence from Work.** Absence from work because of a work-related injury or illness requires the clearance of a physician in the Occupational Health Facility. Before you return to work, you must obtain a return-to-work permit from your physician stating whether you are able to perform all the duties of your position or, if not, what specific restrictions apply. You must report to the Occupational Health Facility (224 Med Plaza 200, x56771) for final clearance before you resume working. You may be allowed to return to work with special considerations while recovering from your injury or illness.

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## **Office of Environment, Health & Safety**

### **EH&S Handbook for Employees Acknowledgement and Receipt**

UCLA has made a commitment to maintaining a safe and healthy work environment. Everyone has a role in workplace health and safety; success requires cooperation between you and the University.

#### **EMPLOYEE RESPONSIBILITIES**

- Read and follow the procedures outlined in the Environment, Health & Safety Handbook for Employees.
- Know potential occupational hazards in your work area and associated with your job assignment.
- Know the safe work practices and use personal protective equipment required for your job.
- Know what to do in an emergency.
- Know how to report any unsafe conditions.
- Report any work-related injury and illness.

Your supervisor can answer questions about health and safety issues including the hazards and safe work practices specific to your work area. As part of the Injury and Illness Prevention Program, EH&S will also provide your department with a written plan that specifically addresses the health and safety procedures for your work area. This plan contains information on specific safety topics, safety responsibilities, and sources of additional information.

PLEASE SIGN AND RETURN TO EH&S  
501 STRATHMORE, 4<sup>TH</sup> FLOOR, MAILCODE 160508

## EMPLOYEE ACKNOWLEDGEMENT

I hereby certify that I have received an Environment, Health & Safety Handbook for Employees. I have read the Employee Responsibilities state above and agree to comply with safe work practices.

EMPLOYEE NAME: \_\_\_\_\_ EMPLOYEE #: \_\_\_\_\_

DEPARTMENT NAME: \_\_\_\_\_ DEPT. # \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_