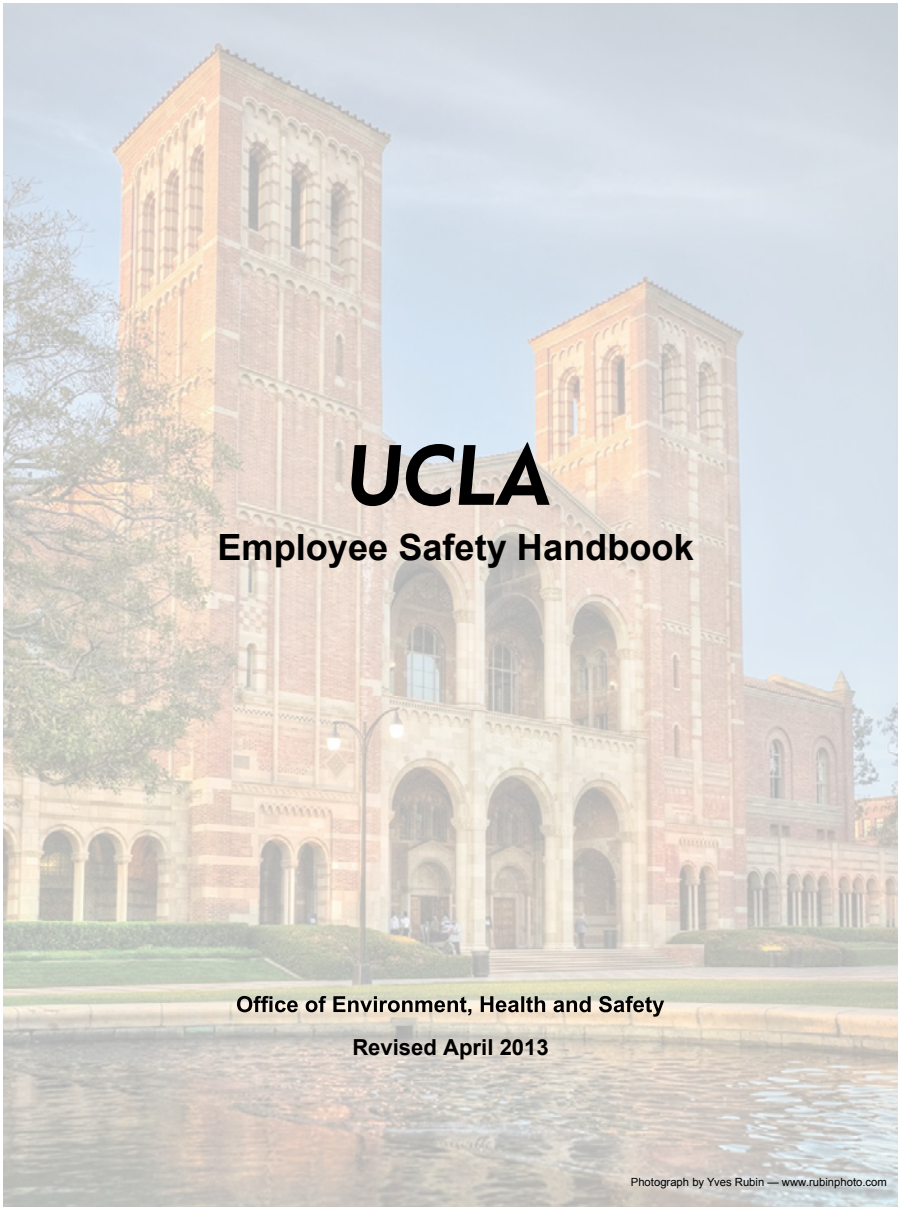
UCLA Employee Safety Handbook

UCLA
ENVIRONMENT,
HEALTH & SAFETY

The content of this Handbook is not all-inclusive and should not be construed as containing all necessary compliance, safety or warning information. The guidelines and summaries are intended to be an introduction to safety awareness and to how certain university policies and procedures apply to employees. When the university develops or modifies new policies, procedures and programs, it will notify members of the university community as soon as possible. Differences that result from such changes will take precedence over the contents of this Handbook.



UCLA

Employee Safety Handbook

Office of Environment, Health and Safety

Revised April 2013

Photograph by Yves Rubin — www.rubinphoto.com

Contact Information

Emergency (police, fire and ambulance): 911 or 310-825-1491 (from cell phone or off campus)

Campus Emergency Information: 1-800-900-UCLA
UCLA Radio Broadcast: AM 1630
UCLA Website: *www.ucla.edu*

Medical Treatment
Occupational Health Facility (employees): 310-825-6671
Ashe Center (students): 310-825-4073
Ronald Reagan UCLA Medical Center (emergency): 310-825-2111

Facilities Management
Trouble Call: 310-825-9236
Facilities Service Request (FSR): *www.fsr.admin.ucla.edu*

Office of Environment, Health and Safety (EH&S)
EH&S Hotline: 310-825-9797
Reporting Serious Injuries: 310-825-9797
Website: *www.ehs.ucla.edu*

EH&S Programs: Biological Safety • Chemical Safety • Environmental Health • Ergonomics • Fire and Life Safety • Hazard Communication • Haz Mat Team • Industrial Hygiene • Laboratory Safety • Laser Safety • Radiation Safety • Injury and Illness Prevention • Shop Safety • Training and Outreach

Office of Emergency Management
Telephone: 310-825-6800
Website: *www.emo.ucla.edu*

Office of Insurance and Risk Management
Telephone: 310-825-6948
Website: *http://map.ais.ucla.edu/go/portal/insurance-&-risk-management*

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Our Commitment to Safety

At UCLA, our most valuable resources are our talented faculty, staff and students. We are committed to protecting the safety and well-being of our campus community, and we vigorously support programs to prevent injuries and promote health.

It is imperative that all faculty and staff take personal responsibility for their own safety and follow UCLA health and safety rules. It is equally important that we all assume responsibility for one another by pointing out potential hazards when we see them and notifying colleagues who aren't following safety guidelines, no matter how minor. Each of us plays a critical role in maintaining safety.

This Employee Safety Handbook provides valuable information to help you integrate safety into your daily processes, and you are expected to follow the protocols and guidelines detailed here. Depending on the potential hazards associated with your job, you might need additional training. Please ask your supervisor whether your position requires additional training, and let your supervisor know if you have questions about the information in this handbook.

The Office of Environment, Health and Safety (EH&S) is responsible for implementing EH&S principles, policies and training at UCLA and will work with you to maintain a healthful and safe work environment. I encourage you to utilize the many resources available through EH&S.

Thank you for your commitment to the health and safety of our campus community.

Sincerely,

Gene D. Block
Chancellor

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Bruin Health & Safety

This safety handbook provides a quick reference to important safety information and answers general questions you may have about health and safety at UCLA. You can get additional safety information from your supervisor and the *Office of Environment, Health and Safety (EH&S)*.

Safety is Key!

UCLA is committed to providing a safe and healthy workplace and to protecting the environment (*Policy 811*). To meet this commitment, departments must have an *Injury and Illness Prevention Program (IIPP)*. The program:

- Provides guidance for identifying and correcting workplace hazards.
- Outlines ways to communicate safety issues.
- Ensures safety training is provided.
- Ensures compliance with safety initiatives.

Ask your supervisor for information about this important program and how you can be actively involved.

Your Safety Rights

As an employee, you have rights that protect you from health and safety hazards on the job. You have the right to participate in workplace health and safety programs and to know about potential hazards. You also have the right to refuse work that you believe is dangerous, and to stop working in certain circumstances.

Your Health and Safety Rights

- **The right to know.** You have the right to know the hazards in your job. Your supervisor must make sure you know how to work safely.
- **The right to participate.** You have the right to play an active role in keeping your workplace healthy and safe. This includes training and participation on safety committees/programs.
- **The right to refuse unsafe work.** If you believe your job is likely to endanger you, you have an obligation to report the unsafe situation to management. If the situation is not corrected, you have the right to refuse to perform the work without reprisal.

Safety Responsibilities

Your employer has overall responsibility for your health and safety in the workplace, but you also have duties and responsibilities. General responsibilities are presented below.

What are your responsibilities?

You must follow all established health and safety procedures, including use of personal protective equipment (PPE). Whenever you notice a risk or hazard, you must inform a supervisor or EH&S of the situation, and do everything you can to reduce or eliminate the problem. If you are injured, you must report the injury to your supervisor. They will make sure that you receive the treatment you need.

Employee Health and Safety Responsibilities

1. Follow all safety rules and standard safety operating procedures.
2. Report hazards promptly.
3. Use required PPE.
4. Use appropriate engineering and administrative controls.
5. Report accidents and injuries immediately.
6. Attend necessary safety training courses.

What are management's responsibilities?

Managers are responsible for ensuring that a department-specific IIPP is implemented in areas that fall under their control. This includes complying with regulations and establishing a departmental process (such as a safety committee) to maintain, assess and improve health and safety in the department. Supervisors are responsible for implementing safety policies and procedures in the work areas they supervise.

Management Health and Safety Responsibilities

- Ensure the work areas they supervise are safe.
- Provide the necessary safety training to all employees and maintain training records.
- Provide the required PPE while ensuring that employees know how to properly use it.
- Report injuries to *EH&S* and *Insurance and Risk Management (IRM)*.
- Conduct near-miss and accident investigations.
- Ensure employees are aware of the safety rules.
- Discipline employees who do not follow safety guidelines or use required PPE.

What about responsibilities in laboratories, shops and other potentially hazardous work environments?

Laboratories and shops are the most common high-hazard work environments on campus. High-hazard work includes, but is not limited to, working with particularly hazardous substances, crane operations, confined space entry, hot work (e.g., welding) and high voltage electrical work. These are labeled high-hazard environments because they involve more safety hazards than other campus working environments.

Principal Investigators (PIs), shop managers and those in charge of high-hazard work environments have additional safety responsibilities. These include establishing specific standard operating procedures for certain activities (e.g., protocol-specific procedures for a laboratory experiment) and identifying changing hazards on an ongoing basis.

More detailed information is provided on the *Worker Safety* page of the *EH&S website.*

Principal Investigator and Shop Manager Health and Safety Responsibilities

1. Determine, establish and implement standard safety operating procedures (general and protocol-specific).
2. Promptly notify EH&S and/or Facilities Management if engineering controls (e.g., fume hoods) or safety equipment (e.g., emergency showers) become non-operational.
3. Continually identify and mitigate hazards in changing conditions.
4. Consult EH&S on the use of high risk materials (e.g., particularly hazardous substances, infectious materials, select agents or radioactive materials) and on high risk experimental procedures, so that additional safety precautions may be taken.

Environment, Health and Safety (EH&S) Responsibilities

The mission of EH&S is to promote a safe and healthy environment supporting the campus community, including UCLA research, education, patient care and public service activities. EH&S fulfills this mission through:

- Regulatory compliance.
- Maintaining public health and protecting the environment.
- Providing support for research.
- Effective stewardship.
- Training and outreach.
- Collaboration with internal and external groups.

EH&S responsibilities are organized according to the areas summarized in Table 1. More information can also be found on the *EH&S website*.

Table 1 - EH&S Responsibilities

Research Safety	
Biosafety *biosafety@ehs.ucla.edu*	Helps laboratory personnel work safely with all types of biohazards. Establishes and reviews protocols for operations involving infectious agents capable of transmitting pathogens.
Laboratory Safety *laboratorysafety@ehs.ucla.edu*	Provides training, information and inspections to foster safe and legal lab practices to protect personnel against chemical and physical hazards.
Laser Safety *lasersafety@ehs.ucla.edu*	Provides training and assists personnel in the safe use of lasers. Monitors and evaluates emissions.
Radiation Safety *radiationsafety@ehs.ucla.edu*	Provides radiation safety training, exposure monitoring and environmental monitoring. Manages radioactive waste disposal program. Provides support for campus research using radioactive materials and radiation machines.
Injury Prevention	
Injury & Illness Prevention *injuryprevention@ehs.ucla.edu*	Coordinates development and implementation of departmental Injury and Illness Prevention Programs and Safety Committees.
Shop Safety *injuryprevention@ehs.ucla.edu*	Fosters a safe work environment for campus employees working in shops by providing training, inspections and consultation
Ergonomics *ergonomics@ehs.ucla.edu*	Prevents injuries from repetition, awkward posture and lifting, with a goal of fitting work to workers to make jobs safer, more comfortable and more efficient.
Fire and Life Safety	
Fire & Life Safety *firesafety@ehs.ucla.edu*	Prevents and reduces the loss of life and property from fires. Approves building and renovation plans to ensure compliance with fire and life safety codes.

Table 1 - continued

Environmental Programs	
Environmental Health *envhealth@ehs.ucla.edu*	Oversees the community health and sanitation programs, including food safety, drinking water quality, integrated pest management and pool sanitation.
Environmental Programs *envprgms@ehs.ucla.edu*	Manages compliance with campus air, industrial waste water and storm water permits. Oversees tank inspection programs and environmental remediation activities.
Industrial Hygiene *indhyg@ehs.ucla.edu*	Consults on and investigates occupational exposures, illnesses and indoor air quality complaints. Provides respirator fit testing and training, manages MSDS library and provides hazard communication guidance.
Asbestos/Lead *indhyg@ehs.ucla.edu*	Inspects for the presence of asbestos, lead and mold in building materials. Oversees safe removal of hazardous materials during renovations and construction. Trains campus personnel on minimizing hazardous exposures to lead, mold and asbestos.
Hazardous Waste *hazardousmaterials@ehs.ucla.edu*	Manages the proper disposal of all hazardous waste generated on campus. Provides routine waste pick-ups in all research buildings and training for staff who handle hazardous waste.
Training & Outreach	
Training & Outreach *training@ehs.ucla.edu*	Assists campus to meet regulatory training requirements in health and safety practices and workplace hazards by providing instructor-led classes, online modules, videos, publications and internet resources to employees.

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General Workplace Safety

The UCLA campus is home to a diverse work force. Everyone plays an important role in keeping our campus safe. Here are some general safety reminders for employees who work and travel on campus.

Preventing Accidents and Managing Workplace Hazards

Whenever possible, safety hazards should be eliminated from the workplace. Hazards may include, but are not limited to, biological, chemical, environmental, physical and radiological hazards. When hazards cannot be eliminated, they must be mitigated with special training, equipment and procedures, including standard operating procedures (SOPs), job safety analyses (JSAs), safety controls and personal protective equipment (PPE). Your supervisor will review your job description and determine if safety controls and PPE are required. Items such as eye and face protection, hearing protection, safety shoes and protective clothing will be provided by your department. Some safety controls and PPE, such as respirators, require medical oversight. Information about these programs is included in the *Occupational Health section*.

Slips, Trips and Falls

Slips, trips and falls are the most frequent injuries on campus. Falls can result in head injuries, back injuries, broken bones, muscle sprains and strains, and death. Many of these accidents occur outside buildings on stairs and walkways. Others occur indoors and are often the result of unsecured wires and cords, spills or loose flooring.

The following are simple ways to reduce your risk of a slip, trip or fall incident:

- **Practice good housekeeping**. Keep work areas clean and free of spills or debris. Immediately clean or report spills and debris problems.
- **Be a cautious carrier**. Don't carry loads that obstruct your view while walking. Make sure the path is clear.
- **Wear proper footwear.** Use footwear that is appropriate for your work tasks and environmental demands.

Fall Protection

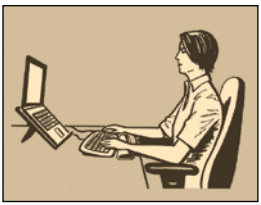
✓ If you drop it, pick it up.

✓ If you spill it, clean it up.

- **Hold handrails when using stairs and ramps.** While most falls occur on level surfaces, those that occur on stairs can be very serious.
- **Use stepstools.** If you have to reach items on high shelves, use a step stool or stepladder rather than a chair.
- **Take your time.** Walk with caution, especially if you anticipate any slip or trip hazards along the way.

Ergonomics and Materials Handling

Ergonomics matches the workplace to the worker to reduce exposure to hazards such as repetition, force and awkward postures. Campus ergonomists provide worksite evaluations of offices, shops, laboratories and other campus facilities to improve worker comfort and efficiency. If you have to lift and carry materials as part of your job, EH&S specialists can review your job tasks and recommend lifting equipment or work changes to reduce your risk of injury.



The *UCLA Ergonomics website* places ergonomics information at your fingertips. Requests for services can be made by visiting the website and completing the request form.

Fire Safety

Fire safety is everyone's responsibility. You can help prevent fires by using good housekeeping practices. These practices include:

- Keeping walkways and exits clear.
- Keeping fire doors closed when not in use (never prop them open).
- Storing supplies and equipment in appropriate locations and limiting the quantities of stored flammable materials. All storage must be in compliance with the California Fire Code and applicable laws and regulations.
- Using microwaves and toaster ovens in authorized locations only.
- Eliminating the use of unauthorized personal appliances, such as hot plates, microwaves, refrigerators or space heaters.

Knowing how to respond to a fire can save your life and others. All employees should know the location of safety equipment, such as fire extinguishers and

fire alarm pull stations. It is also helpful to know about the different types of fire extinguishers and how to operate them.

Employees are not required to fight fires, but may extinguish small fires (e.g., a trash can fire) with a fire extinguisher if they are properly trained and feel comfortable.

Fire Extinguisher Types and Uses

Class A: Combustible materials

Class B: Flammable liquids

Class C: Electrical

Class D: Combustible metals (magnesium, sodium, lithium and potassium)

Class K: Cooking oils

The EH&S Fire and Life Safety Division provides fire safety awareness training and fire extinguisher training. Contact EH&S for more information or to schedule a training session.

All fires, regardless of size, must be reported immediately by calling 911. You must also call the EH&S Hotline at 310-825-9797 and the Facilities Management Trouble Call Desk at 310-825-9236 anytime a fire extinguisher is used or discharged.

If your clothing catches on fire, protect your face and stop, drop and roll. If you are near an emergency shower, you can use it immediately to extinguish the flames. If using a fire extinguisher, be careful not to shoot directly into someone's face. Immediately seek medical treatment and report the incident to a supervisor.

Fire Safety	
Do	**Don't**
■ Report ALL fires immediately by calling 911 or 310-825-1491 from a cell phone. ■ Alert personnel in the immediate area. ■ Attempt to extinguish small fires if you are trained to do so. ■ If the fire is large or spreading, activate the fire alarm and alert building occupants. ■ If your clothing catches on fire, protect your face and stop, drop and roll. If you are near an emergency shower, you can use it immediately to extinguish the flames. ■ Evacuate buildings by using the stairwells. ■ Test doors for heat with the back of your hand before entering any room. If smoke is present, crawl on your hands and knees to keep your head low and out of smoke. ■ After evacuation, wait for emergency response personnel and inform them of the fire location and other details, such as chemicals stored and used in the area.	■ Don't assume someone else will report the fire. ■ Don't turn off any fume hoods, as they will continue to control fumes/vapors within the hood. ■ Don't arbitrarily break windows. Falling glass is a serious threat to pedestrians and rescue personnel below. ■ Don't exit until you have felt the top of the exit door. If the door is hot or if excessive smoke prevents your exit, keep the door closed. ■ Never use elevators to exit during a fire even if it appears safe to do so. ■ Don't go back for personal belongings. ■ Don't re-enter the building until you are told to do so by emergency response personnel.

You can find more information about fire response and evacuation procedures on the *UCLA Emergency Management website*.

Electrical Safety

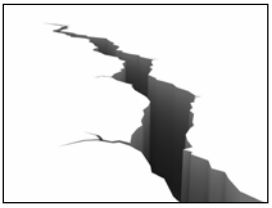
Every employee must take care when working around electricity, which can damage sensitive equipment, ignite combustible materials and cause burns and other injuries, including fatalities.

To remain safe when working with electricity, employees must take precautions to use safe equipment under safe conditions:

- Do not use equipment with faulty insulation, improper grounding, defective parts or loose connections.
- Avoid working in wet or damp environments.
- Use only Underwriters Laboratories (UL)-approved electrical equipment.
- Extension cords are meant for temporary use (30 days or less) and not as permanent installations.
- Do not overload circuits.
- Do not daisy chain extension cords and/or plug strips together.

Training is an essential component of electrical safety. Employees working in shops, laboratories, construction (e.g., Facilities Management personnel) and other areas where electrical equipment is used and maintained will require electrical safety training. Training requirements depend on different factors, including an employee's job description and the particular types of electrical equipment used. Your supervisor will communicate which training is required and ensure that you receive it. If you have additional questions, email the EH&S Training and Outreach Program at *training@ehs.ucla.edu*.

Seismic Safety



Earthquakes are frequent occurrences in California. Education and advance preparation are essential to earthquake preparedness and safety. Every employee can play a part in seismic safety by following some basic guidelines:

- **Secure heavy equipment and properly store hazardous materials.** Never store heavy items on top of cabinets or shelves or place them around exits. Facilities Management can anchor equipment and furniture to walls and install appropriate restraints for other items.
- **Advance preparation and practice will help you to remain calm and safe during an actual emergency.** Prepare for an earthquake by participating in earthquake drills, knowing evacuation routes and being familiar with your Departmental Emergency Response Plan. EH&S can be contacted to coordinate an earthquake drill.

- **Practice Drop, Cover and Hold On.** Practice taking cover so that it becomes second nature to you in the event of an earthquake. Always take cover quickly during an earthquake, because you face the greatest risk of injury from falling materials and flying items.

Seismic Safety	
Do	**Don't**

■ Drop, cover and hold on. Get under a strong desk or table. If there is not adequate cover, move to a corridor, sit on the floor and brace yourself against a wall while covering your head.
■ Avoid windows and objects that can fall.
■ Be prepared for aftershocks.
■ Check the people around you for injuries and provide first aid.
■ Remain in the building if the quake was minor.
■ Evacuate the building if the quake was severe and proceed to your designated emergency evacuation point.
■ **If you are outdoors:** Move to a clear area, avoiding buildings and trees.
■ **If you are trapped in debris:**
  ■ Move as little as possible so that you don't kick up dust. Cover your nose and mouth with a handkerchief or clothing.
  ■ Tap on a pipe or wall so that rescuers can hear you. Use a whistle if one is available.
	■ Never use elevators during an earthquake, even if they appear safe.
	■ Don't run outdoors. You can be killed or injured by falling debris. It is safer to remain indoors, unless there is a fire or gas leak.
	■ Don't move seriously injured persons unless they are in immediate danger of a gas leak, hazardous material spill, fire or falling debris.

For additional seismic safety information, you can contact the *Emergency Management Office* and visit *www.earthquakecountry.info*.

Elevator Safety

All elevators on campus are equipped with an emergency telephone. They are connected directly to a campus-based 24-hour answering service. If you are trapped in an elevator, use the emergency call system to get help. You do not need to dial; it will ring automatically and identify your location. Answer any questions the operator asks concerning your situation and help will soon be on the way. Stay calm and remain inside the elevator; do not attempt to force the doors open and exit.

If an elevator does not seem to be operating properly, call the Facilities Management Trouble Call Desk at 310-825-9236 and report the problem. An engineer will be dispatched to evaluate and correct the problem.

Driving Safety

Many employees must drive on university business. Drivers must adhere to all state and federal driving laws and regulations. Drivers of university vehicles are required to enroll in the Employer Pull Notice Program (see *UCLA Procedure 615.1: Employee Driving Records*). Driver licenses, special certificates, medical cards and endorsements must be maintained in good standing. If you have a DMV action against your license, you must promptly inform your department.

Safe Driver Training: Employees who drive regularly in the course of employment are required to attend the Safe Driver Training course offered through Fleet and Transit. An on-line course is available for occasional or in-frequent drivers. For more information on the Safe Driver Training course, see the *UCLA Fleet and Transit website*.

Buckle Up: California law requires drivers and all passengers to use a seat belt while in a moving motor vehicle (see *Mandatory Seat Belt Law*). UCPD can cite employees who do not wear seat belts when driving or riding on campus.

Cell Phones: California law prohibits drivers from using a wireless telephone while operating a motor vehicle unless the driver uses a hands-free device (see *Hand Held Wireless Telephone Prohibited Use*) and from writing, reading or sending text messages (see *Electronic Wireless Communications Device Prohibited Use*).

Driving Responsibilities

- You must be at least 18 years of age and have a valid California driver's license.
- You must carry your valid California driver's license with you when you drive a university vehicle or rent a vehicle used for university business.
- You must wear a seat belt when driving or riding in a motorized vehicle.
- If you have to use a cell phone while driving on university business, you must follow California law and use a hand's free listening and talking device.
- If you are involved in an accident involving a university vehicle, you must follow the instructions in the Driver's Accident Reporting Packet located in the vehicle's glove compartment.
- You must pay any traffic/parking citations incurred on or off university property when using a university vehicle or rental car for university business.

Laboratory Safety

UCLA is a leading research university and employs thousands of laboratory personnel. Maintaining the highest safety standards within laboratories is a top priority at UCLA. Many laboratories contain hazardous materials, including biological agents, chemicals and radioactive materials. Laboratories house potentially dangerous equipment, such as highly powerful lasers. All lab personnel must know how to work safely according to the particular hazards and radiation machines present in their laboratories.

Laboratory safety is an intrinsic part of research. It must be fully integrated into all research protocols and be a fundamental component of laboratory instruction. This emphasis on laboratory safety is prioritized across all levels of the university, from the Chancellor's Office to individual Principal Investigators (PIs) and laboratory workers. PIs/Laboratory Supervisors play an especially critical role in maintaining day-to-day laboratory safety.

Laboratory Hazards

Laboratories are unique working environments with various health and safety hazards. All lab personnel must know how to work safely with the materials, equipment and operations in their laboratory, and be aware of the hazards present. These hazards include, but are not limited to:

- **Chemicals:** Thousands of chemicals are contained in UCLA laboratories, some of which are invented on campus. Some labs also contain chemicals that are regulated by Cal/OSHA as particularly hazardous substances (see *UCLA Policy 907: Safe Handling of Particularly Hazardous Substances*).
- **Biological Agents:** Various biological agents are present in some laboratories, including agents that have been classified as Biosafety Level 3 by the Centers for Disease Control and Prevention (CDC).
- **Radioactive Materials:** Certain laboratories contain radioactive materials and radiation-producing machines.
- **Physical Hazards:** Sharps, glassware, lasers and other physical hazards are present in campus laboratories and require special precautions.

EH&S requires each lab to complete a Laboratory Hazard Assessment Tool (LHAT) prior to beginning work and to provide annual updates thereafter. This tool can be

found online at the *EH&S Laboratory Safety Management Tools website*. PPE can be selected based on this hazard assessment.

Laboratory Safety Training

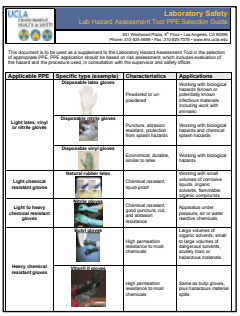
Training is an essential component of laboratory safety. All lab personnel should take the appropriate laboratory safety classes **before** beginning work in the laboratory.

Laboratory personnel will require a combination of both general laboratory safety training and laboratory-specific training. Training requirements depend on the particular materials, equipment and operations in a given laboratory. In order to obtain the proper training, laboratory personnel should:

- Visit the *EH&S website* for information about training requirements. The website contains a *Laboratory Safety Resources* page and a *Matrix for Laboratory Personnel*.
- Discuss their training needs with their PI and/or Laboratory Supervisor. PIs are responsible for ensuring that training requirements have been met by laboratory staff and are responsible for providing laboratory-specific training.
- Contact the EH&S Training and Outreach Program at *training@ehs.ucla.edu* for additional training-related questions.

Working Safely in the Laboratory

All laboratory personnel are responsible for working safely and following the safety rules. Specific laboratory rules can be found in various campus safety manuals, including the Laboratory Safety Manual, Biosafety Manual and Radiation Safety Manual, all of which can be found on the *Resources page* of the *EH&S website*. Individual laboratories may have additional safety rules, which would be communicated by the PI and/or Laboratory Supervisor.


UCLA Environment, Health & Safety

Laboratory Safety
Lab Hazard Assessment Tool PPE Selection Guide

167 Westwood Plaza, 4th Floor – Los Angeles, CA 90095
Phone: 310-825-9909 • Fax: 310-825-7270 • ucla.edu/ehs

This document is to be used as a supplement to the Laboratory Hazard Assessment Tool in the selection of appropriate PPE. PPE application should be based on risk assessment, which includes evaluation of the hazard and the procedure used, in consultation with the supervisor and safety officer.

Applicable PPE	Specific type (example)	Characteristics	Applications
Light latex, vinyl or nitrile gloves	Disposable latex gloves	Powdered or un-powdered	Working with biological hazards (including potentially known infectious materials including work with animals).
	Disposable nitrile gloves	Puncture, abrasion resistance and chemical spash hazards	Working with biological hazards and chemical spash hazards
	Disposable vinyl gloves	Economical, durable, similar to latex	Working with biological hazards
Light chemical resistant gloves	Natural rubber latex	Chemical resistant, liquid-proof	Working with small volumes of corrosive liquids, organic solvents, flammable organic compounds
Light to heavy chemical resistant gloves	Nitrile gloves	Chemical resistant, good puncture, cut, and abrasion resistance	Hydrazine under pressure, air or water reactive chemicals
Heavy chemical resistant gloves	Butyl gloves	High permeation resistance to most chemicals	Large volumes of organic solvents, small to large volumes of dangerous solvents, Acutely toxic or hazardous materials
	Viton/ B gloves	High permeation resistance to most chemicals	Same as butyl gloves, plus hazardous material spills

The following are key laboratory safety topics and are applicable to everyone working in a laboratory:

- **Personal protective equipment (PPE) and proper lab attire.** All lab personnel are responsible for using the required PPE and wearing appropriate lab attire. UCLA has set minimum standards for PPE and lab attire (see *UCLA Policy 905: Research Laboratory Personal Safety and Protective Equipment*). PPE requirements differ based on the type of research and potential hazards involved. The *EH&S website* provides a *PPE Selection Guide* to assist in selecting the appropriate PPE.

- **Training.** All lab personnel must be properly trained. This includes reading, understanding and following the UCLA Laboratory Safety Manual. All training must be documented with records maintained in each laboratory.
- **Safety equipment.** All lab personnel must know the location and proper use of safety equipment, including fire extinguishers and emergency shower and eyewash stations.

- **No food in the lab.** Food and beverages cannot be stored or consumed in the laboratory.
- **Housekeeping.** Good housekeeping is required to maintain a safe lab. All laboratories must be kept clean and sanitary with proper chemical and biohazard materials management.
- **Work with a partner.** Research staff and/or students should never work alone on procedures involving hazardous chemicals, biological agents or other physical hazards.
- **Minors in laboratories.** Minors under the age of 14 are not allowed in laboratories or shops other than as part of an approved and supervised tour. Other restrictions apply. Contact EH&S at 310-825-9797 for details.

EH&S Resources for Laboratory Safety

The EH&S Research Safety Division (RSD) promotes campus laboratory safety through safety guidance and oversight. Duties of the RSD include:

- Promoting compliance with health and safety regulations.
- Conducting laboratory inspections to ensure worker safety.
- Providing risk assessment, safety training and guidance on laboratory practices.
- Monitoring hazardous materials use, storage, transport and disposal.
- Working with PIs and other laboratory personnel on various aspects pertaining to laboratory safety, including laboratory design, safety equipment, ergonomics and specific safety protocols.

EH&S also partners with campus safety committees to promote laboratory safety, including the *UCLA Laboratory Safety Committee*, the *Institutional Biosafety Committee (IBC)* and the *Radiation Safety Committee*.

Door Postings

All UCLA employees should be able to recognize signs that indicate the presence of hazardous materials. Common postings are found in Table 2.

Table 2 – Door Postings Indicating Hazards

Posting	Description
	An emergency response placard provides critical information on the types of hazards present in a particular area. All laboratories that store chemicals are required to have a placard posted on the exterior entrance door.
	Areas containing radionuclides or other sources of radiation are marked with the radiation area symbol.
	Areas containing bio-hazardous materials are marked with the bio-hazardous area symbol.
	Areas containing cancer hazards are marked with the carcinogen symbol.
	Areas containing laser hazards are marked with the laser hazard area symbol and appropriate warning information.

Spill Response and Hazardous Materials Incidents

Trained personnel in the laboratory can often handle small or less toxic chemical spills. Before attempting a clean up, laboratory personnel should consult the *material safety data sheet (MSDS)* to determine the hazards associated with the chemical.

The EH&S Hazardous Materials (Haz Mat) Team must be contacted by calling the EH&S Hotline at 310-825-9797 to assess and clean up spills involving highly toxic chemicals, radioactive materials, biohazard spills or large quantities of hazardous materials (i.e., ≥1 liter). Any questions regarding the ability of personnel to safely clean up spills should be addressed to EH&S.

More information on spill response and hazardous materials can be found in the *Hazardous Materials and Environmental Protection chapter* of this Handbook.

Work Area Exposure Monitoring

The EH&S *Workplace Exposure Assessment Program* protects employees by ensuring that exposure limits for certain hazards are not exceeded. EH&S can be contacted if lab personnel have concerns about a hazardous exposure.

More information on exposure monitoring can be found in the *Occupational Health chapter* of this Handbook.

Laboratory Security

All lab personnel must control lab access and take precautionary security measures to prevent theft of materials or equipment from the lab. Some campus labs already have strict security measures in place, due to the materials they contain or to the nature of research conducted therein.

Hazardous materials must always be protected against theft. These include, but are not limited to, infectious agents, toxins, radioactive materials, acutely toxic chemicals, carcinogens, teratogens, explosives, reactive chemicals and compressed gases. Diversion of even small quantities of hazardous materials can have serious consequences when they are used for criminal purposes. One easy way to increase security is to make sure that your laboratory door is locked whenever the lab is left unattended, even for a few minutes.

Laboratory Emergency

The proper procedures should be followed depending on the type of emergency and materials involved. All emergencies must be reported by dialing 911 and the EH&S Hotline at 310-825-9797. Laboratories should post the Lab Emergency Poster shown below along with safety information pertinent to the laboratory.

Lab Emergency **Call 911 (from a campus phone) or 310-825-1491 from a cell phone**	
Medical Emergency Dial **911** or **x52111** 	**LIFE THREATENING EMERGENCY, AFTER HOURS, WEEKENDS AND HOLIDAYS:** Dial **911** (or 310-825-1491 from cell phone) or contact the Ronald Reagan UCLA Medical Center (emergency room) directly at **x52111** (located at 757 Westwood Plaza, enter from Gayley Avenue). *Note: All serious injuries must be reported to EH&S at* ***x59797*** *within 8 hours.* **NON-LIFE THREATENING EMERGENCY:** Go to the Occupational Health Facility (OHF), **x56771,** CHS room 67-120 (This is on the 6th floor, 7th corridor, room 120. Enter through the School of Dentistry on Tiverton Drive and proceed to the "O" elevator to the 6th floor.)Hours: M - F, 7:30 a.m. to 4:30 p.m. At all other times report to Ronald Regan UCLA Medical Center (emergency room) at **x52111**. *Note: All serious injuries must be reported to EH&S at x59797 within 8 hours.* **Needle stick/puncture exposure:** Wash the affected area with antiseptic soap and warm water for 15 minutes. For mucous membrane exposure, flush the affected area for 15 minutes using an eyewash station. Page the needle stick nurse by dialing **231** from a campus phone, enter **93333** when prompted and then enter your extension. Hours: M – F, 8:00 a.m. to 4:00 p.m. At all other times report to Ronald Regan UCLA Medical Center (emergency room) at **x52111**. *Note: All needle stick/puncture exposures must be reported to EH&S at x59797 within 8 hours.*
Fire Dial **911** 	**SMALL FIRE** (trash can size) – If you have been trained, you may put out the fire using a fire extinguisher. Report the fire by calling **911.** *Notify EH&S at* ***x59797*** *and the Facilities Management Trouble Call Desk* ***x59236*** *anytime a fire extinguisher is used or discharged.* **LARGE FIRE** (requiring more than 1 fire extinguisher) – Evacuate the area. Close all doors and windows as you leave. Close the fume hood sash if the fire is in the fume hood. Activate the nearest alarm. Call **911** (or 310-825-1491 from cell phone). Evacuate the area using the stairwells. Do not use the elevator. **CLOTHES ON FIRE** – Use nearest safety shower. If none immediately available, STOP-DROP-ROLL to quickly smother the fire. Seek medical attention. *Notify supervisor and EH&S at x59797 immediately.*
Chemical Spill Dial **911 and x59797** 	**SPILL** – Help contaminated or injured persons. Evacuate the spill area. Avoid breathing vapors. Eliminate sources of ignition if the chemical is flammable. If possible, confine the spill to a small area using a spill kit or absorbent material. Keep others from entering contaminated area (e.g., use caution tape, barriers, etc.). **SMALL** (<1 L) – If you have training, you may assist in the clean-up effort. Use appropriate personal protective equipment and clean-up material for chemical spilled. Double bag spill waste in clear plastic bags, label and take to the next chemical waste pick-up. **LARGE** (>1 L) – Dial **911** (or 310-825-1491 from cell phone) and EH&S at **x59797** for assistance. **CHEMICAL SPILL ON BODY OR CLOTHES** – Remove clothing and rinse body thoroughly in emergency shower for at least 15 minutes. Seek medical attention. *Notify supervisor and EH&S at x59797 immediately.* **CHEMICAL SPLASH INTO EYES** – Immediately rinse eyeball and inner surface of eyelid with water for 15 minutes by forcibly holding the eye open. Seek medical attention. *Notify supervisor and EH&S at x59797 immediately.*
Bio-hazardous Spill Dial **911 and x59797** 	**CONCENTRATED, >100 ml OF BSL- 2 OR SPILL IN PUBLIC AREA** – Do not attempt to clean it up. Keep people from entering. Dial **911** (or 310-825-1491 from cell phone) and EH&S at **x59797** for assistance. **BIOHAZARDOUS SPILL ON BODY OR CLOTHES** – Immediately remove contaminated clothing and place in a red biohazard bag. Wash with antiseptic soap and water for at least 15 minutes. Seek medical attention. *Notify supervisor and EH&S at x59797 immediately.* **GENERAL BIOHAZARD SPILL CLEAN-UP –** Use clean personal protective equipment appropriate for the lab Biosafety Level. Place absorbent pads over area. Use appropriate disinfectant and carefully pour disinfectant starting from the outside to the inside of material (do not spray the disinfectant to minimize aerosol). Allow a minimum 20 minutes of contact time. Remove any sharps using forceps and discard in a sharps container. Dispose clean-up materials as biohazardous waste for proper waste disposal. Repeat clean-up process as necessary. Remove protective clothing and segregate for disposal or laundering. Wash hands with soap and water. *Notify supervisor and EH&S at x59797 immediately.* **UNCONTROLLED SPILLS (e.g., unknown biohazard, outside of a biosafety cabinet, unsure of the clean-up)** – Notify room occupants of spill. Immediately exit the room if you are not wearing the appropriate personal protection. Mark-off the area using tape and warning signs. Everyone should wash their hands and face or shower using a disinfecting soap. Wait at least 30 minutes for aerosol to settle. Dial **911** (or 310-825-1491 from cell phone) and EH&S at **x59797** for assistance.
Radioactive Spill Dial **911 and x59797** 	**SMALL** (≤1 mCi, contained in labs, not in public areas and non-alpha emitters) – Cover spill with absorbent material. Notify others in the area of the spill. If comfortable, continue clean-up of the area with absorbent materials. Use disposable gloves and change frequently. Place all contaminated materials in a radioactive waste bag. Monitor spill area and all personnel participating in decontamination efforts with appropriate survey instrument. Record incident in the laboratory survey log and call Radiation Safety at **x59797.** **LARGE** (≥1 mCi, not contained in labs, in public area or alpha-emitters) – Contain spill with absorbent material and shield spill if necessary. Evacuate all personnel from immediate area and prevent entry of others. Personnel that are potentially contaminated should be surveyed with appropriate survey instruments. Dial **911** (or 310-825-1491 from cell phone) and EH&S at **x59797** for assistance. **PERSONAL CONTAMINATION** – Immediately remove contaminated clothing. Rinse area, especially between fingers and around fingernails with water first, then wash with mild detergent. Dial **911** (or 310-825-1491 from cell phone) and EH&S at **x59797** for assistance.
Earthquake 	**DURING EARTHQUAKE** - Take cover in the laboratory underneath a table or desk or move to the hallway and brace yourself against the wall, covering your head with your arms. After the shaking has stopped: • Remain in the building if the quake was minor. • Evacuate the building if the quake was severe. Do not use the elevators; use the stairwells. • After evacuation, report to your designated meeting place (refer to UCLA Campus Evacuation Map: http://ehs.ucla.edu/Pub/EvacMap.pdf).
Note: All serious injuries must be reported to the EH&S Hotline at x59797 within 8 hours. All fires, large spills and exposures must be reported to the EH&S Hotline at x59797 as soon as possible.	

Hazardous Materials & Environmental Protection

Hazardous Waste Management

The EH&S *Hazardous Waste Program* manages the proper disposal of hazardous waste generated on campus, including routinely-generated laboratory chemical waste, asbestos and gas cylinders. Chemical waste pick-ups are regularly scheduled in all research buildings and training is provided for staff who handle hazardous waste. **Note:** the EH&S *Radiation Safety* and *Biosafety* programs manage radioactive and bio-hazardous waste, respectively.

Minimizing Hazardous Waste

The Environmental Protection Agency (EPA) regulations and UCLA policies require that we make every effort to minimize hazardous waste. Minimizing hazardous waste begins with reducing the use and quantity of hazardous materials that will become hazardous waste.

You can reduce hazardous waste by:

- Substituting non-hazardous products in place of hazardous materials.
- Ordering the smallest quantity of hazardous materials (e.g., chemicals or radioactive materials) needed.
- Not accepting free chemicals that you don't need.
- Carrying out procedures on a smaller scale and using micro-scale experiments.
- Segregating hazardous and non-hazardous waste streams to reduce the volume of hazardous waste.
- Recycling and reusing materials and redistributing unused chemicals to someone who needs them.
- Using good housekeeping practices to prevent the generation of waste.

Transporting Hazardous Materials

Regulations and university policies govern the packaging and transportation of hazardous materials. Private vehicles must not be used to transport hazardous materials or equipment. Radioactive materials may be transported in

university vehicles, but must meet all appropriate Department of Transportation (DOT) regulations. Contact the EH&S *Hazardous Materials Program* at *hazardousmaterials@ehs.ucla.edu* for more information.

Hazardous Material Spills

Different types of hazardous materials are used on the UCLA campus. In the event of a hazardous material spill, certain procedures must be followed according to the severity of the spill and the type of material involved.

Spills must be cleaned-up or contained immediately by trained personnel. The EH&S Hazardous Materials Response Team (Haz Mat Team) should be contacted by calling the EH&S Hotline at 310-825-9797 in the event of a large spill (≥1 liter), if trained personnel are not available or if there are any questions pertaining to spill clean-up.

Hazardous Material Spill Safety	
Do	**Don't**
■ Report the spill immediately to your supervisor. All spills must be reported regardless of severity. ■ Determine if the spill is large or small: **Large:** Immediately call 911 and the EH&S Hotline at 310-825-9797. Large spills are typically ≥ 1 liter, depending on the material. **Small:** Clean-up the spill if you are trained. ■ Reference the Material Safety Data Sheet (MSDS). ■ Contain the spill to prevent further contamination if you are trained. ■ If the spill is immediately dangerous to life or health, call 911, evacuate the area with your co-workers and await the arrival of emergency response personnel.	■ Don't attempt to clean-up the spill if: • You are not trained. • You feel unsafe. • The spilled material is unknown to you. • You lack the necessary materials to clean-up the spill safely. • Quantity of the spill is greater than you can handle. • You feel any physical symptoms of exposure (eye or skin irritation, difficulty breathing, coughing, dizziness or nausea). ■ Don't attempt to clean-up a large spill (≥1 liter). ■ Don't spread contamination by walking through a contained area. Respect caution tape.

If you experience any health symptoms following a hazardous material spill, inform your supervisor and immediately go to the Occupational Health Facility (OHF) for evaluation during regular office hours (Monday – Friday, 7:30 a.m. – 4:30 p.m.) for non-emergency conditions. Bring an MSDS of the hazardous material, if possible. OHF can be contacted by calling 310-82**5-6771** and is located at 67-120 Center for Health Sciences.

If injury or illness occurs when OHF is closed, or urgent immediate medical attention is required, treatment can be obtained at the *Ronald Reagan UCLA Medical Center*, located at 757 Westwood Plaza.

Environmental Protection

Protection of the environment is the responsibility of every UCLA employee. As stewards of the environment, it is the policy of UCLA that all operations, including new construction, renovations and demolition projects be conducted in a proactive manner to ensure protection of the environment and compliance with all applicable UCLA policies and procedures and federal, state and local laws and regulations.

EH&S helps ensure environmental protection through the development and implementation of applicable policies and procedures. EH&S oversees and provides services to the campus in the areas that include:

- Environmental permitting including emissions sources, industrial waste water and storm water.
- Regulatory reporting to federal, state and local agencies.
- Monitoring and sampling as required to ensure hazardous materials are not released to the environment.
- Inspections of campus operations, construction projects and permitted equipment.
- Acting as liaison with regulatory agencies.
- Hazardous materials and hazardous waste management.
- Investigation and remediation of hazardous material spills and environmental releases.
- Construction of hazardous materials storage areas, underground tanks and other high hazard facilities.

It is the responsibility of employees to include EH&S in the planning of any operation, including construction, renovation and demolition, to ensure the proper procedures are followed and all required permits are obtained.

For further information contact the *Environmental Programs Division* at *envprgms@ehs.ucla.edu*.

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Occupational Health

Hazard Communication

Hazard communication provides employees with the necessary information about potential health hazards that can result from handling hazardous substances and informs employees of the control measures to mitigate these hazards. Some hazard communication is required in every department on campus, but it plays an especially large role in areas where there is routine handling of hazardous materials, such as in shops, laboratories and design and art studios.

Training, hazard identification, hazardous material inventories, *material safety data sheets (MSDS)* and labeling are all important parts of UCLA's Hazard Communication program.

Workplace Exposure Monitoring

Individual *workplace exposure assessments* are available upon request to evaluate potential exposures to hazardous substances. These include observing job activities, evaluating workplace safety controls and conducting industrial hygiene sampling. Depending on the nature of the hazard, the frequency and duration of the exposure, assessment methods may vary. It is the goal of EH&S to reduce or eliminate any hazardous exposures.

EH&S conducts routine exposure monitoring for certain work areas, which includes:

- Hazardous chemicals (including carcinogens, reproductive toxins and particularly hazardous substances)
- Asbestos
- Lead

Respiratory Protection

UCLA tries to eliminate hazardous exposures with safety equipment, such as fume hoods, so that respirators are not needed. Respirators place a physical demand on the user and should only be used when necessary.

EH&S must be contacted to perform a *Respiratory Hazard Assessment* if an employee's work activity needs to be evaluated for respirator use. Respirators must be selected properly and all

employees must complete an assessment before using a respirator. See the *UCLA Respiratory Protection Program* page on the *EH&S website* for more information.

Hearing Conservation

You will be included in the Hearing Conservation Program if the average noise exposure in your workplace is above 85 decibels. EH&S specialists can evaluate noisy work areas to determine if exposures to noise are hazardous. Employees placed into the Hearing Conservation Program must wear hearing protection, have periodic hearing evaluations and receive training on avoiding hearing loss.

Indoor Air Quality (IAQ)

Guidelines exist to maintain occupant comfort and air quality in indoor environments. The *EH&S Industrial Hygiene Program* can evaluate the presence of dust, mold, indoor contaminants and the adequacy of ventilation in your work environment. Contact the EH&S Industrial Hygiene Program at *indhyg@ehs.ucla.edu* for assistance if you are experiencing any health symptoms related to the indoor work environment.

Medical Surveillance

Medical surveillance is the process of using medical examinations, questionnaires and/or biological monitoring to determine potential changes in health as a result of exposure to hazardous chemicals or other hazards.

The *Occupational Health Facility (OHF)* and/or outside vendors provide medical surveillance for employees who may be exposed to health risks in the workplace. Medical surveillance is required of employees who are routinely exposed to certain hazards as part of their job description (e.g., animals) and may be offered to other employees based upon quantifiable or measured exposure. Individuals with questions regarding work-related medical surveillance are also encouraged to speak with their supervisor and/or contact OHF at 310-825-6771 or EH&S at 310-825-9797 for more information.

Note: All employees who work with or are exposed to animals must complete a *Medical History Questionnaire* annually. Medical surveillance may also be provided for employees requiring vaccinations or monitoring (e.g., TB testing) after potential exposures to hazards (e.g., needle sticks).

Tobacco-Free Environment Policy

UCLA Policy 810: Tobacco-Free Environment, prohibits the use of cigarettes, cigars, chewing tobacco and all other tobacco products, including unregulated nicotine products (e.g., "e-cigarettes") on campus and any other property owned or leased by the University.

Pet Policy

UCLA Policy 135: Pets on Campus, prohibits pets in any campus buildings or campus transportation vehicles (e.g., campus shuttles, fleet vehicles, etc.), except police dogs, guide, signal and service dogs and animals involved in authorized research. Any exceptions must be approved in advance by the EH&S Director.

Public Access Defibrillators

The UCLA Public Access Defibrillation (PAD) Program provides for a more rapid response to sudden cardiac arrest for employees, students and visitors on campus. The program is designed to save lives through improved training, early administration of CPR and by making automated external defibrillators (AEDs) on campus available (view AED locations on the UCLA campus map).

The campus AEDs are designed to be used by minimally-trained individuals. EH&S partners with the UCLA David Geffen School of Medicine, Center for Prehospital Care, to provide CPR/AED training to interested employees.

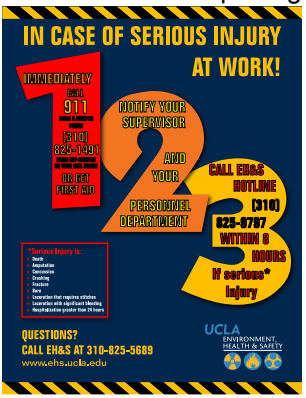
Occupational Health Facility

While every effort is made to keep employees safe, accidents and illnesses can happen. When they do, the UCLA Occupational Health Facility (OHF) is available to provide treatment for an occupational injury or illness. If the injury or illness is work-related and requires a medical evaluation, you will be referred to OHF during regular office hours (Monday – Friday, 7:30 a.m. – 4:30 p.m.) for non-emergency conditions. OHF can be contacted by calling 310-82**5-6771** and is located at 67-120 Center for Health Sciences. Enter through the School of Dentistry on Tiverton Drive and proceed to the "O" elevator to get to OHF. If injury or illness occurs when OHF is closed, or urgent immediate medical attention is required, treatment can be obtained at the Ronald Reagan UCLA Medical Center, located at 757 Westwood Plaza. If you work off campus, you will be referred to a designated

facility close to your worksite.

Injury Reporting and Treatment

When an accident or injury occurs at work, it is important to follow the correct reporting procedures and steps to obtain medical treatment. All injuries must be reported to supervisors as soon as possible and to Insurance and Risk Management (IRM) within 24-hours of their occurrence. **Serious injuries must be reported to the EH&S Hotline at 310-825-9797 within 8 hours**.



For Serious Injuries:

1. Call 911 immediately.
2. Immediately notify your supervisor of the accident.
3. Call the EH&S Hotline at 310-825-9797. Remember, serious injuries must be reported to EH&S immediately and no later than 8 hours after they occur.
4. Report the injury to Insurance and Risk Management (IRM) within 24 hours.

What is considered a serious injury?		
• Amputations • Burns • Concussions	• Crush Injuries • Death • Fractures	• Hospitalization > 24 hours • Lacerations requiring stitches

For Other Injuries:

1. Notify your supervisor and complete the *IRM Incident Report and Referral form*. Take this form to the treatment facility.
2. Get Treatment:
   - Employees: go to OHF (310-825-6771) during business hours.
   - Students: go to the *Arthur Ashe Student Health and Wellness Center* (310-825-4073) during business hours.
   - After Hours: go to the *Ronald Reagan UCLA Medical Center* (310-825-2111).

Obtaining Medical Treatment: If you need medical treatment for an illness or injury that occurs while working, your supervisor will provide you with an *Incident Report and Referral for Medical Treatment form* to complete. Take this form with you to the *Occupational Health Facility (OHF)* or to the *UCLA Emergency Room*. If your injury is serious or life-threatening, the form can be completed after you receive treatment.

Authorized Absence and Return to Work: Absence from work due to a work-related injury or illness requires the authorization of OHF or authorized Workers' Compensation medical provider. When OHF or your medical provider has released you to return to work, the release can be for full or modified duty. You must bring the medical release to your department when you return to work. Whenever possible, you may return to work with accommodations while recovering. See the Office of Insurance and Risk Management's "When an Injury Occurs" flier for more information.

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Emergency Preparedness

Emergencies are unexpected and cannot be predicted. Being prepared for emergencies or disasters is critical to maintaining your safety and ensuring a quick recovery. The *UCLA Emergency Management website* provides numerous resources to help you prepare, including resources for personal preparedness, earthquakes, fires and evacuation. You can also *register for the Bruin Alert service on this website*, which keeps you up-to-date by providing official communications regarding emergencies and disasters.

Planning Ahead

Planning ahead for emergencies is critical for remaining safe during an emergency and recovering quickly after the emergency.

Know the emergency procedures for your building and work area. Fire drills are routinely held across campus to ensure that employees know how to respond to fires and other emergencies.

Identify the location of emergency equipment and learn how to use it. Commonly used equipment includes fire extinguishers, fire alarm pull stations, telephones, first aid kits and emergency eyewash and safety showers.

Know the hazards and the proper precautions. Materials and equipment in your building and work area pose different hazards. These hazards may require special precautions to avoid or minimize risk.

Identify at least two exit routes from your work area. One of them may be inaccessible during an emergency.

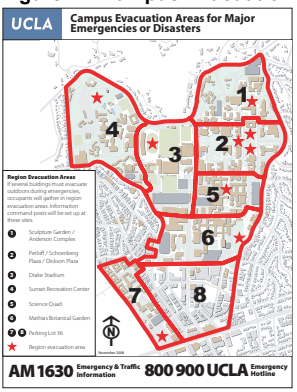
If you have a disability that could interfere with emergency evacuation, work with your supervisor to plan for emergency situations. Identify a colleague who can help you during evacuations or emergency responses. Study and remember the features of buildings, including stairways, exits, emergency phone locations and elevators.

The *Chancellor's ADA & 504 Compliance Office* monitors and coordinates the university's compliance with laws that prohibit disability based discrimination and require accessibility to facilities. The Office produces the "UCLA Pathways" map to identify accessible routes and disability services on campus. The *UCLA Interactive Campus Map* also displays accessible routes.

Departmental Emergency Response Plan

Each department should have a *Departmental Emergency Response Plan*, a designated Departmental Emergency Coordinator and a designated *Campus Evacuation Area*. The Departmental Emergency Coordinator is the first point of contact for questions about the emergency procedures and the Departmental Emergency Response Plan. The Campus Evacuation Area is where building occupants should gather in the case of a building evacuation (see Figure 1). During an evacuation, make sure you are accounted for before leaving the assembly point.

Figure 1 – Campus Evacuation



Be familiar with the Departmental Emergency Response Plan for your department and your building's evacuation area.

Personal Emergency Preparedness

Employees are encouraged to be personally prepared for emergencies. This includes having a personal emergency plan and a kit of emergency supplies. The emergency plan should include information on what an employee plans to do during and after an emergency, how to communicate with family and how to obtain up-to-date emergency information. Recommended supplies for emergency kits vary from employee to employee, but at a minimum, employees are recommended to have a 72-hour supply of food, water and essential medications. Additional information and guidance is available on the *Emergency Management Office* website. You can also request a personal preparedness information presentation for your department by contacting the UCLA Emergency Management Office at *uclaemo@facnet.ucla.edu*.

Bomb Threat and Suspicious Packages

If you receive a bomb threat or a suspicious package, call *UCPD* immediately at 911 or 310-825-1491.

If you receive or find a suspicious package:

- Treat it as suspect.
- Do not handle it unnecessarily.
- Call UCPD immediately.
- Secure the location and follow the procedures for bomb threats below.

If you receive a bomb threat:

- Remain calm.
- If you receive a package, avoid handling and do not shake, bump, smell or taste it.
- If you receive a call, try to transfer the call to UCPD at 310-825-1491.
- After the call, contact UCPD immediately.

See the *UCLA Emergency Management website*, the *UCPD website* and the *UCPD Suspicious Packages and Bomb Threat Brochure*.

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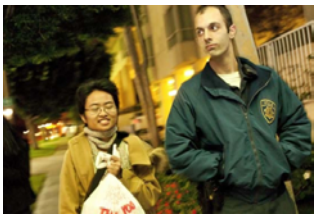
Campus Safety & Security

UCLA takes great strides to keep its community members safe, secure and healthy. There are several programs and resources to help ensure your safety and well-being.

Evening Escorts



Community Service Officers (CSO) are available to walk with students, faculty, staff or visitors 365 days a year from dusk until 1 a.m. between campus buildings, local living areas or Westwood Village within the approximate boundaries of Sunset Boulevard to the north, Hilgard to the east, Wilshire to the South and Veteran to the west.

Simply call the CSO Evening Escort Service minutes before you need to leave to arrange an escort. For more information, visit the *CSO Evening Escort webpage* or call 310-794-WALK (9255).

Evening Van Service

The *Evening Van Service* is part of the fleet of vehicles operated by CSOs under the direction of the University Campus Police Department (UCPD). Their round-trip route includes 26 pre-designated pick-up and drop-off spots on campus and in the area just west of campus. The vans run approximately every 15 minutes and are equipped with wheelchair lifts. No reservations are needed for this service. For more information, visit the *Evening Van Service webpage*.

Suspicious Activity

Suspicious activity, including discovery of suspicious packages, should always be reported to UCPD by calling 310-825-1491. If you see suspicious activity in your building or in the vicinity of campus, immediately report it to UCPD. When in doubt, call UCPD and do not assume someone else has called.

When contacting UCPD, try to provide relevant information, such as:

- Type of activity and location of activity.
- Description of person(s) including: gender, race, age, height, weight, complexion, eye color, hair color, facial hair, scars or tattoos.
- Weapons displayed or threat of a weapon.

- The person's last known location and direction of travel. If in a vehicle, the vehicle make, model, color and license plate number.

UCPD will respond, investigate and take appropriate action.

Workplace Violence

While disagreement and informed debate are valued in an academic community, all UCLA employees are expected to treat one another with respect. Demeaning, intimidating, threatening or violent behaviors that affect the ability to learn, work, or live in the university environment depart from the standard for civility and respect. Violence or threats of violence on campus will not be tolerated.

Any person experiencing or observing imminent violence should call UCPD at 911 from a campus phone or 310-825-1491 from a cell phone. In situations that do not involve imminent danger or for advice on the appropriate course of action, notify your immediate supervisor or Employee Relations Representative. Reports will be promptly and thoroughly investigated.

For more information, visit the *Workplace Violence Prevention website*.

Staff and Faculty Counseling Center

UCLA provides confidential counseling, assessment and referral services to faculty, staff and their immediate family members, as well as management consultations and coaching to department managers.

For more information, visit the *Staff and Faculty Counseling Center website* or call 310-794-0245.

Alcohol and Controlled Substances

UCLA is committed to maintaining a safe and healthful environment that reflects high standards of personal responsibility and behavior. UCLA strives to maintain a workplace free from illegal use, possession or distribution of alcohol or controlled substances.

In order to minimize the risk of workplace accidents, the possession, use and storage of alcoholic beverages and controlled substances are strictly prohibited in high hazard locations, such as laboratories, shops and other areas containing hazardous materials or equipment. This restriction extends to administrative locations immediately adjacent to these areas, where access is not restricted by a locked door.

Employees and students shall not use illegal substances or abuse legal substances (including alcoholic beverages) on or off-campus in a manner that subsequently impairs work performance while working on or off-campus on university business. This is particularly important in high hazard locations such as laboratories, shops and other areas containing hazardous materials or equipment. These same restrictions apply to prescription medications that impair the ability to drive or safely operate machinery.

The illegal use and sale of alcohol and the possession, use or sale of illegal controlled substances by university employees and students in the workplace, on university premises, at official university functions or on university business is strictly prohibited.

The *Staff and Faculty Counseling Center* (310-794-0245) provides short-term counseling and referrals for employees who seek assistance to help overcome substance dependency.

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Training & Outreach

UCLA is committed to providing every employee with the necessary training to perform job duties safely and correctly. Training plays an important role in EH&S' efforts to create a safe environment for the university community, while maintaining regulatory compliance.

You and your supervisor should select training courses based on the types of hazards you may encounter while performing your job duties. **All employees must be properly trained before beginning their work, given new assignments or when new hazards are introduced.** Training classes range from office ergonomics to working with hazardous materials in a laboratory.

EH&S Safety Listserv

All employees are encouraged to *register for UCLAWorkSafe*, a communications listserv which provides timely information on health and safety issues relevant to the workplace. Topics include safety guidelines, changes in regulatory requirements and tools to help you implement safe work solutions in laboratories, offices and in the field. *Register for UCLAWorkSafe* on the *EH&S website*.

Safety Videos

Training videos are available for loan from the *EH&S Safety Video Library*. Contact EH&S to preview or reserve videos.

Additionally, safety films can be viewed online. Topics include fire safety in the laboratory, safe pipetting, bollard safety and pyrophoric safety. These films can be viewed on the *EH&S Online Video page*.

EH&S Training Courses

EH&S offers a varied set of safety training classes to meet the diverse demands of UCLA operations. Most of these classes are offered free of charge.

The following provides some general information about EH&S class offerings. You can find out more information on the *EH&S Training website*.

Biosafety Training

EH&S provides training to personnel working with biohazardous materials. Laboratory personnel handling biohazardous materials, including service workers with potential exposure to biohazard materials, are required to take the appropriate biosafety classes. *Biosafety training* classes include:

- Biological Safety Cabinet: selection, installation, use and decontamination.
- Risk assessment principles and biosafety practices.
- Laboratory containment (primary and secondary).
- Medical Waste Management (biohazard, pathology and “trace” chemo waste).
- Shipping Biological Materials.

Ergonomics Training

EH&S provides ergonomics training to all UCLA employees. Workers benefit from ergonomics training appropriate to their work tasks. *Ergonomics training* classes include:

- Training for anyone who bends or lifts regularly (e.g., landscapers, plumbers and mailroom workers).
- Proper microscope posture and pipetting techniques for laboratory personnel.
- Proper selection and use of office equipment for office employees.

Fire Safety Training

EH&S provides *fire safety training* to departments and laboratory personnel. It is required in high hazard facilities. Fire safety training classes include hands-on fire extinguisher training.

Hazardous Waste Training

EH&S provides *hazardous waste training* to personnel working with hazardous chemicals. Individuals who are required to take this training include employees working in shops, studios, laboratories and other areas where hazardous materials are used. Most laboratory personnel will receive this training as part of their Laboratory Safety Fundamentals training.

Laboratory Safety Training

EH&S provides *laboratory safety training* to provide an overview of laboratory safety requirements. Initial training is completed in the Laboratory Safety Fundamentals class given to all new employees. All laboratory personnel who work with or around hazardous materials are required to take these classes.

Topics included in laboratory safety training are:

- Hazardous chemical waste.
- Fire safety precautions for the laboratory.
- Material Safety Data Sheet (MSDS) use.
- Recognition and mitigation of laboratory hazards.
- Use of engineering controls, administrative controls and personal protective equipment.
- Working safely with chemicals.

Laser Safety Training

EH&S provides *laser safety training*, an introduction to laser technology and an overview of the requirements for safe operation of laser equipment. This class is required for all personnel operating or working with Class 3B and Class 4 lasers and recommended for all campus laser users.

Radiation Safety Training

EH&S provides *radiation safety training* to personnel working with radiation and radioactive materials. Radiation safety training is required for employees working with these materials. Radiation safety training classes include:

- New Radiation Worker Qualification.
- X-Ray Diffraction Safety.

Respirator Training and Fit Testing

EH&S provides *respirator training and fit testing*. This class is required for anyone requiring the use of a respirator in the scope of their work, such as shop personnel or laboratory workers. The class provides information on the proper use and fit of a respirator to be used on the job.

Shop Safety Training

EH&S provides shop safety training to anyone working in a campus shop. Contact the EH&S Shop Coordinator at *injuryprevention@ehs.ucla.edu* for information. Shop safety training classes include:

- Hand tool safety.
- Hearing conservation.
- Ladder safety.
- Lock out/tag out.
- Shop safety and hazard awareness.

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Additional Resources

The following campus and EH&S resources provide additional information on specific health and safety topics:

EH&S Resources

- *Biosafety Manual*
- *Chemical Hygiene Plan*
- *Injury and Illness Prevention Plan (IIPP) Template*
- *Laboratory Safety Manual*
- *Laser Safety Manual*
- *Radiation Safety Manual*
- *Shop Safety Manual*
- *EH&S Online Safety Video Library*
- *EH&S Hazardous Waste Pick-up Schedule*
- *Worker Safety*

Campus Resource

- *Campus Departmental Emergency Response Plan Template*

Outside Agencies

- *Environmental Protection Agency (EPA)*
- *California EPA*
- *California Division of Occupational Safety and Health (Cal/OSHA)*

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