INJURY AND ILLNESS PREVENTION PLAN (IIPP)
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IIPP INFORMATION

Effective Date: ________________________

Clinic Name: ________________________

Department: ________________________

Director or CAO: ________________________

Name ____________________________ Title ____________________________

Manager: ________________________

Name ____________________________ Title ____________________________

Safety & Emergency Related Items:

Location of safety meeting minutes

Location of “Employee Safety Recommendation” forms

Location of training and other safety-related items

Person who assists injured employees with appropriate paperwork

Location of Emergency Response Plan
Clinic & Building Contact Information: *(Write the physical address of the building Street, Suite# City, State, Zip.)*

**Clinic Information:**
Clinic Name: 
Street address: 
Suite #: 
City: 
State: California Zip Code: 
Phone: 

**Building Contacts:**
Building Management Company: 
Contact Name: Phone: 

Plumbing/Floods:
Contact Name: Phone: 

Electrical:
Contact Name: Phone: 

Other Repairs:
Contact Name: Phone: 

**Designated Emergency Medical Care Provider(s):** *(Emergency Dept. or Urgent Care): (Designated by Human Resources and/or Occupational Health Facility (OHF))*

Hospital Name: 
Street address: 
Suite #: 
City: 
State: California Zip Code: 

Urgent Care Name: 
Street address: 
Suite #: 
City: 
State: California Zip Code: 
SECTION 1: INTRODUCTION AND SCOPE

The UCLA Ambulatory & Community Practices Injury and Illness Prevention Program (IIPP) is a guide to assist ambulatory clinics to promote the health and safety of their employees. This IIPP complies with the Cal/OSHA requirement to provide a safe and healthful workplace for all UCLA Health Ambulatory & Community Practices employees (California Code of Regulations Title 8, Section 3203). It establishes methods for identifying and correcting workplace hazards, providing employee safety training, communicating safety information, and ensuring compliance with safety programs. It is reviewed and updated annually to reflect any changes in regulations, personnel or procedures.
SECTION 2: RESPONSIBILITIES

Clinic Director and CAO

The clinic director and CAO must ensure that a clinic-specific IIPP is implemented in areas that fall under their control. They are responsible for the following:

1. Communicating management’s commitment to health and safety to their employees;
2. Ensuring that areas under their authority comply with internal and external regulations and guidelines;
3. Providing individuals under their management with the authority and resources to develop and implement appropriate health and safety programs, practices and procedures;
4. Designating a Safety Administrator and Safety Liaison for each clinic location; and
5. Participating in a departmental process (such as the FPG Safety Liaison Committee) to maintain and update the IIPP, assess departmental compliance with applicable regulations and UCLA Health policies, evaluate reports of unsafe conditions, and coordinate any necessary corrective actions.

Clinic Managers

Clinic managers play a key role in the implementation of their clinic-specific IIPP. They are responsible for the following:

1. Encouraging a safe work culture by communicating UCLA Health’s emphasis on health and safety to their staff;
2. Modeling and enforcing safe and healthy work practices;
3. Ensuring that employees are properly trained to complete all assigned tasks;
4. Ensuring periodic inspection of workspaces under their authority;
5. Stopping work that poses an imminent hazard to any employee;
6. Implementing measures to eliminate or control workplace hazards;
7. Developing safe work procedures such as Standard Operating Procedures (SOP) and Risk Assessment (RA);
8. Providing appropriate safety training and personal protective equipment (PPE) to employees under their supervision;
9. Reporting and investigating work related injuries and illnesses;
10. Encouraging employees to report health and safety issues without fear of reprisal;
11. Disciplining employees that do not comply with safe work practices; and
12. Documenting employee training and departmental safety activities.
Employees

All employees must comply with all applicable health and safety regulations, UCLA Health policies, and work practices. This includes, but is not limited to the following:

1. Using personal protective equipment (PPE) (where required);
2. Actively participating in all required safety and health training;
3. Learning about the potential hazards of assigned tasks and work areas;
4. Complying with health and safety-related signs, posters, warnings and directions;
5. Requesting information related to job safety whenever needed;
6. Reporting all work-related injuries and illnesses promptly to their manager;
7. Warning co-workers about defective equipment and other hazards;
8. Reporting any unsafe or unhealthy conditions immediately to a manager, and stopping work if it poses an imminent hazard;
9. Cooperating with incident investigations to determine the root cause; and
10. Participating in workplace safety inspections.

Clinic Safety Administrator and Safety Liaison

The clinic’s Safety Administrator and Safety Liaison monitor the safety activities within the clinic and serves as the clinic liaisons with the UCLA Health Office of Environmental Health & Safety. The Clinic Safety Administrator and Safety Liaison are responsible for the following:

1. Obtaining relevant information regarding safety and health regulations, procedures, and safeguards affecting employees within their control;
2. Planning and coordinating routine safety meetings with staff;
3. Investigating accidents and incidents to identify and implement any corrective actions necessary to prevent future incidents;
4. Ensuring that regular health and safety inspections are conducted within their area of responsibility;
5. Reporting to the UCLA Health Office of Environmental Health & Safety any unsafe or unhealthy conditions, which they cannot correct; and
6. Maintaining department safety records to document employee training, inspections, safety meetings and incident investigations.

Safety Liaison Committee (FOCUS Group)

The committee, comprised of representatives from The Office of Environmental Health & Safety, Clinic Managers and/or Safety Liaisons is designed and organized to help share information between locations, communicate employee concerns, as well as sharing the responsibilities of implementing and monitoring the Safety Program. The committee provides leadership and guidance for UCLA Health Ambulatory & Community Practices safety program, and deals with environmental health and safety issues, polices and initiatives that affect the entire organization.
The Safety Liaison Committee meets quarterly to discuss important issues related to the implementation and maintenance of this IIPP and other EH&S policies and procedures.

**UCLA Health Office of Environmental Health & Safety**

The UCLA Health Office of Environmental Health & Safety provides consultation and support to Safety Administrators and Safety Liaisons. The FPG Ambulatory Safety Division provides support and training to promote FPG Safety Programs. Support includes, but is not limited to the following:

1. Materials for Safety Liaison Committee meetings and safety initiatives;
2. Assistance with inspections and incident investigations; and
3. Assistance with development of the IIPP.

**Director of the UCLA Health Office of Environmental Health & Safety**

The Director of the UCLA Health Office of Environmental Health & Safety has authority and responsibility for overall implementation and maintenance of the IIPP. Specific responsibilities include the following:

1. Interpreting external regulations to develop appropriate compliance strategies;
2. Reviewing methods and procedures to correct unsafe and/or unhealthy conditions;
3. Ensuring that there are procedures to communicate UCLA Health’s safety and health policies and guidelines to employees; and
4. Monitoring the effectiveness of the overall IIPP and making improvements as needed.

**Executive Director, Ambulatory Services and Director of Ambulatory Operations for the FPG**

The Executive Director of Ambulatory Services and the Director of Ambulatory Operations are responsible for providing appropriate support and resources to the ambulatory clinics. Specific responsibilities include the following:

1. Providing financial support for safety and health related materials when applicable; and
2. Providing administrative support for safety and health related policies, programs and initiatives.
SECTION 3: IDENTIFICATION AND EVALUATION OF WORKPLACE HAZARDS

Inspection Program Overview

Safety inspections identify and evaluate workplace hazards and conditions that could result in illness, injury or property damage. Clinic managers must ensure that safety inspections are conducted on a regular basis. Inspections must also be completed when management is made aware of existing or new hazards in the workplace.

The clinic Safety Administrator and Safety Liaison are responsible for identifying workplace hazards. These individuals are responsible for ensuring that periodic inspections are completed to assess, record, and correct hazardous and potentially hazardous conditions that may exist. The inspections may be conducted by the UCLA Health Office of Environmental Health & Safety, Clinic Safety Administrator or Liaison or other authorized personnel.

Workplace Inspections

All administrative departments and laboratories must complete workplace safety inspections. By law, the first of these inspections must take place when the department first adopts a department specific IIPP. Inspections are documented and reviewed by management, the clinic Safety Administrator, and/or EH&S. Ongoing inspections will take place as indicated below:

OFFICE SPACE – Annual inspections of all office areas will be completed to detect and eliminate any hazardous conditions that exist. The Office Inspection Checklist, or similar form, can be used to complete inspections. Computer workstations can be evaluated using the BruinErgo on-line training, or by contacting the UCLA Health Office of Environmental Health & Safety for assistance.

CLINIC & LAB SPACE – Annual inspections of all patient care and lab areas will be completed to detect and eliminate any hazardous conditions that exist.

In addition to internal inspections, other “third-party” inspections may occur over the course of a year which may include insurance carriers, other regulatory entities, etc.

Unscheduled safety inspections will be completed whenever new substances, processes, procedures, or equipment are introduced into the workplace and present new safety or health hazards. Additional inspections will be completed whenever management is informed of previously unrecognized hazards.
Reporting Hazards or Unsafe Work Practices

Employees are encouraged to report existing or potentially hazardous conditions or unsafe work practices to their manager so that necessary action (including training, purchase of appropriate equipment, etc.) can be taken in a timely manner.

Managers, the Safety Administrator or safety liaison, should complete the Hazard Notification/Safety Recommendation Form when made aware of an unsafe condition for which an immediate remedy cannot be implemented. The form can be used to document controls implemented to reduce or eliminate any unsafe conditions. Corrective actions shall be identified and completed by the department, and the form shall be filed internally for documentation purposes.

For additional assistance with the Hazard Notification/Safety Recommendation Form and/or identification of the appropriate corrective actions, contact the UCLA Health Office of Environmental Health & Safety. Employees who report such conditions cannot be disciplined or suffer any reprisals. Complaints can be made anonymously.
SECTION 4: CORRECTING WORKPLACE HAZARDS

Hazard Correction

Hazard levels range from being imminently dangerous to relatively low risk. Corrective actions or plans, including suitable timetables for completion, are the responsibility of the department. The UCLA Health Office of Environmental Health & Safety is available for consultation to determine appropriate abatement actions.

Corrective actions or plans must be appropriate for the severity of the hazard. If an imminent hazard exists, work in the area should cease, and the appropriate manager be contacted. If the hazard cannot be immediately corrected without endangering employees or property, evacuate all unnecessary personnel from the area. Individuals entering the hazard area to correct the condition must have protective equipment and other necessary safeguards before addressing the situation.

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

1. Stopping unsafe work practices and providing retraining on proper procedures before work resumes;
2. Reinforcing use of and providing personal protective equipment;
3. Lock-out/tag-out of unsafe equipment;
4. Isolating or barricading areas that have chemical spills or other hazards to deny access until appropriate correction is made; and
5. Reporting problems or hazardous conditions to a manager and the UCLA Health Safety Dept.

Hazard Correction Report

The Hazard Identification/Correction Form, or similar form, must be used to document corrective actions, including projected and actual completion dates. This form can be attached to safety meeting minutes to document hazard correction activities completed by the department.
SECTION 5: COMMUNICATING WORKPLACE HAZARDS

The following system of communication is designed to facilitate a continuous flow of safety and health information between management and employees in a form that is readily understandable and consists of one or more of the following:

- Regularly scheduled Safety Liaison meetings.
- Effective communication of safety and health concerns between employees and supervisors, including translation where appropriate.
- Posted or distributed safety information.

Resources

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

Website and Newsletters

The UCLA Health Office of Environmental Health & Safety and FPG websites have health and safety information and resources for employees. The Office of Environmental Health & Safety sends monthly Environment of Care Topics of the Month via email to all Safety Liaison Committee members.

UCLA Health Office of Environmental Health & Safety

In addition to the Environment of Care Topics of the Month, the UCLA Health Office of Environmental Health & Safety provides safety and regulatory requirement information via email notification, signage and training as needed. Postings include emergency contact information, Cal/OSHA announcements and updates. Visit the Cal/OSHA website for more information.

Safety Data Sheets (SDS)

Safety Data Sheets (SDS) provide information on the potential hazards of products or chemicals. Hard copies of SDS for the chemicals are available to all employees in a convenient location. SDS fact sheets, hazardous communication videos, and other training materials are available from the manufacturer and/or the UCLA Health Office of Environmental Health & Safety. Visit the UC SDS website for more information.
Standard Operating Procedure (SOP)

SOPs are detailed, written instructions to achieve uniformity of the performance of a specific function after a Risk Assessment has been conducted. The purpose of an SOP is to recognize hazards associated with the operation of a piece of equipment or task and determine how to control those hazards. SOPs are available for tasks and equipment that present hazards to employees.

Competencies

Competencies are available for most processes performed within a clinic. These competencies are to be used to document that proper training is provided and proficiency in a process is achieved prior to performing a process. Competencies can be found on the UCLA Ambulatory Care Nursing webpage.

Equipment Operating Manuals

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

Safety Manuals

The UCLA Health Office of Environmental Health & Safety has safety manuals in addition to the IIPP. These manuals provide general guidelines for health & safety.

Emergency Response Plan

The Emergency Response Plan addresses life and safety issues that emerge as a result of a disaster, emergency, catastrophic event or calamity (e.g., earthquake, fire, flood, loss of critical infrastructure, terrorist attack, civil unrest, etc.)

Business Continuity Plan

A Business Continuity Plan is used to help you to continue your operations once life and safety have been secured. Although the two plans work hand in hand, the Business Continuity Plan is different from an Emergency Response Plan in that the former describes a departmental plan of action that can be taken to lessen the impact of disruptions, while the latter describes how to prepare and respond to these disruptions. The Office of Insurance and Risk management may assist departments with developing a Business Continuity Plan using the “UC Ready” software tool. Visit the IRM Business Continuity website for more information.
An incident is an unplanned event which results in an accident, injury, illness or property damage. A near miss is an unplanned event that did not result in an accident, injury, illness, or damage, but had the potential to do so. Both incidents and near misses are reported and investigated to implement procedures to reduce the likelihood of future reoccurrence.

Section 6: Incident, Injury and Illness Reporting and Investigations

**Incident, Injury and Illness Reporting and Treatment**

Employees who are injured or become ill at work must report the injury or illness immediately to their manager and personnel department. The manager must provide employees with the level of medical attention required for the situation.

**Medical Treatment**

For non-emergency medical treatment of work-related injuries or illnesses, employees working on or within 2 miles of the main UCLA campuses should be sent to the *Occupational Health Facility (OHF)* during normal business hours or to the closest UCLA Emergency Department (ED) at either the *Ronald Reagan/UCLA Medical Center (RRMC)* or the *UCLA Medical Center – Santa Monica* after normal work hours. If working at a site other than on or within 2 miles of the main UCLA campuses, use the nearest designated medical facility for your organization.

If immediate medical treatment beyond first aid is required, call 911. If working at a site other than the main UCLA Health campuses, use the nearest designated medical facility for your organization *(see page iv for your designated location.)*

**Forms**

Managers must complete and provide injured employees with the UCLA Incident Report & Referral for Medical Treatment form to take to the treating facility. If the injury is more than first aide treatment, also provide the employee with a “Workers’ Compensation Claims Form (DWC-1) & Notice of Potential Eligibility” form. Refer to *How to Report an Injury* for the necessary forms.

**Reporting**

All injuries must be reported to Insurance and Risk Management (IRM) within 24 hours. Injuries that meet the Cal/OSHA definition of “Serious Injury” must be immediately reported to the UCLA Health Office of Environmental Health & Safety via pager.

Refer *How to Report an Injury* to for reporting specifics.
The UCLA Health Office of Environmental Health & Safety shall be notified of all incidents for follow up.

**Serious Injuries**

Serious occupational injuries, illnesses or exposures to hazardous substances, as defined by Cal/OSHA, must be reported immediately to the UCLA Health Office of Environmental Health & Safety via pager by either:

Dial **(310) 206-8477** then enter Pager ID#: **90248**

or;

Online – go to the [Medical Center Home Page](http://www.mednet.ucla.edu/)

Click the ‘Paging’ icon Enter ID# **90248**

Serious injuries include deaths, amputations, concussions, serious crushing or burn injuries, permanent disfigurement or hospitalization (other than for observation) for greater than 24 hours. Required information includes the name of the injured employee, a brief summary of the incident, description of the injuries obtained by the employee, and a number where the reporting manager can be reached. The UCLA Health Office of Environmental Health & Safety must report the injury to Cal/OSHA within eight hours of the occurrence. **Departments may be held responsible for a minimum payment of a $5000 fine for late reporting.** The UCLA Health Office of Environmental Health & Safety will ensure an incident investigation is conducted with a representative from the injured employee’s department to determine any contributing conditions and develop corrective action plans.

**Incident Investigations**

Supervisors must conduct an investigation after any workplace incident (injury, exposure, or illness) involving their employees within 24 hours of occurrence.

Incident investigations identify causative or contributing factors of occupational injuries and illnesses, and help determine if any action is necessary in preventing recurrence. They are not intended to fix blame upon an individual or group of individuals. An incident is defined as an unexpected and undesirable event that can result in injury or property damage. Incidents that do not result in injury or property damage are often referred to as “incidents” or “near misses.” All incidents involving injury or property damage are to be investigated. Furthermore, “near misses” that could have produced significant injury or damage should also be investigated. Report near misses to the EH&S Department via [SafetyOfficeAll@mednet.ucla.edu](mailto:SafetyOfficeAll@mednet.ucla.edu).

Each incident investigation must be documented using the Employee Incident Report Form. To properly conduct an investigation, consider the following:

- Safety – Determine if there is any remaining danger to you or others.
• Documentation – Conduct necessary interviews; make notes about your observations and possible factors that contributed to the incident/injury and take photographs.
• The IIPP Program Administrator or designee and Department Manager must then review the findings to determine the root cause and/or contributing factors.
• Establish a sequence of events that led up to the incident/injury by considering all factors involved and develop a plan to correct the root and contributing factors to prevent recurrence.
• Each serious incident should be discussed and reviewed with the Safety Liaison Committee to ensure proper communication between locations and facilities so that similar circumstances, conditions, hazards, and/or work practices can be corrected organization-wide.

The manager’s findings and corrective actions must be documented using the Incident Investigation form or similar form. If the manager is unable to determine the cause(s) and implement appropriate corrective actions, assistance is available from resources including the Safety Liaison Committee, UCLA Health Office of Environmental Health & Safety or IRM.

The clinic Safety Administrator, or Safety Liaison, must review the investigation report to ensure that the investigation was thorough and that all corrective actions are completed. Investigations and/or corrective actions that are found to be incomplete should be routed back to the manager for further follow-up. All corrective actions that are not implemented in a reasonable period of time must be discussed with the department manager. The UCLA Health Office of Environmental Health & Safety is available to help resolve outstanding issues and problems.
SECTION 7: TRAINING AND DOCUMENTATION

Effective dissemination of safety information is essential for a successful IIPP. All employees must be trained in general safe work practices, including specific instructions on hazards unique to their job assignment. Minimal training requirements include safe use of workplace equipment, manual materials handling, identifying hazards in work area, use of personal protective equipment, safe handling of hazardous materials, and proper procedures for disposal of hazardous waste. Training must be completed before use of any dangerous equipment, exposure to any known hazardous conditions, or when new hazards are identified.

Directors must ensure managers are trained to recognize and abate safety and health hazards to which their employees are exposed. Managers are responsible for ensuring their employees receive appropriate safety training and for documenting that this training has been provided. Attendance at training classes and safety meetings is required. Documentation of individual safety training and safety meetings must be kept by the Safety Administrator or safety liaison.

Safety Training

Cal/OSHA mandates that all employees participate in periodic safety trainings during which topics relevant to the workplace are reviewed and discussed. Safety training meetings can include status reports on safety inspections, hazard mitigation projects, incident investigation results, and employee safety suggestions. Safety trainings can be incorporated into staff meetings, presented during “huddle” meetings, or conducted via one-on-one coaching. The duration of safety meetings can vary based on the subject and training format.

New Employee Training

Employees receive safety training at the start of employment. The new employee orientation will include:

- General safety training (computer based training)
- Ergonomics training and self-assessment (computer based training)

Additional Training

In addition to the new employee orientation, training will be provided on injury and illness prevention in accordance with the following:

- To all employees upon implementation of the IIPP
- To employees given new job assignments for which training has not been previously received
- Whenever new processes, procedures, or equipment are introduced into the workplace and represent a new hazard
• Whenever UCLA Health Office of Environmental Health & Safety is made aware of a previously unrecognized hazard

Specific topics which may be appropriate to department personnel include, but are not limited to, the following:

1. Illness and Injury Prevention Program;
2. Fire & Life Safety;
3. Emergency Preparedness/Earthquake Safety;
4. Safety Lifting/Back Injury Prevention;
5. Hazard Communication & Awareness (Use of SDSs);
6. General Safety and Housekeeping;
7. Specific hazard instruction unique to the job assignment such as hazardous waste, medical waste management, bloodborne pathogens, infection prevention, instrument reprocessing, laser safety, radiation safety, etc.;
8. Hazard instruction related to introduction of new substances, processes, procedures or equipment introduced to the workplace; and
9. Hazard instruction of new or previously unrecognized hazards.

Additional training and instruction may be coordinated by the employee’s supervisor or the IIPP Program Administrator or his designee and may include:

- A review of potential safety and health hazards identified in employee work areas
- Necessary means of minimizing potential hazards
- Instruction on which safety equipment or personal protective equipment (PPE) should be used

On-the-Job training is the responsibility of the employee’s supervisor. Training assistance and coordination can be provided by the Department Safety Liaison and/or the EH&S Department. Training may be provided online, through group presentations and/or via one-on-one coaching.

Training information can be found on the UCLA Health Office of Environmental Health & Safety website to the Cal/OSHA Training and Instruction Requirements website for more information on mandated safety trainings.

**Documentation**

Cal/OSHA regulations require that records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other safety activities be maintained for specific periods of time. Records must be kept in employee personnel files following University guidelines. Department personnel representatives must present them to Cal/OSHA or other regulatory agency representatives if requested. The UCLA Health Office of Environmental Health & Safety may review these records during routine compliance inspections.
Safety Training

Employee training must be provided at no cost to the employee during the employee’s normal working hours. Safety training may be provided by a knowledgeable manager or department member, or by representatives from other relevant UCLA departments and approved vendors. All safety training must be documented using the Training Documentation Form or similar form, which includes all of the following information:

1. Date of training;
2. Name of trainer;
3. Topic;
4. Name, department, ID number, and signature of each attendee; and
5. Outline of safety topic (may be attached).

Safety Inspection Reports

The clinic safety administrator or safety liaison, human resources specialist, or clinic manager is responsible for maintaining safety inspection records and reports. Inspection reports are to be kept with Departmental Training Records. The record must include the following:

1. Name of inspector;
2. Date of inspection;
3. Any identified unsafe or unhealthy condition or work practice; and
4. Corrective action(s) to remedy the identified hazard(s).

Recordkeeping

Cal/OSHA regulations require that records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other safety activities be maintained for specific periods of time. Records must be kept in employee personnel files following University guidelines. Department personnel representatives must present them to Cal/OSHA or other regulatory agency representatives if requested. The UCLA Health Office of Environmental Health & Safety may review these records during routine compliance inspections.

The following records must be kept on file in the department for the minimum times indicated below:

<table>
<thead>
<tr>
<th>Record</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Written IIPP</td>
<td>Indefinitely</td>
</tr>
<tr>
<td>OSHA Log 300 Forms (maintained by Human Resources)</td>
<td>5 years</td>
</tr>
<tr>
<td>Inspection Forms</td>
<td>3 years</td>
</tr>
<tr>
<td>Injury and Illness Investigation Reports</td>
<td>Duration of Employment (DOE) + 30 Years</td>
</tr>
<tr>
<td>Store Information</td>
<td>Details</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Employee Training Record</td>
<td>For the duration of employment</td>
</tr>
<tr>
<td>Records Relating to Employee Communication and Enforcement</td>
<td>3 years</td>
</tr>
<tr>
<td>Safety Meeting Minutes</td>
<td>3 years</td>
</tr>
<tr>
<td>Employee Suggestions/Questions and Responses</td>
<td>3 years</td>
</tr>
<tr>
<td>Industrial Hygiene/Exposure Sampling Records</td>
<td>DOE + 30 years</td>
</tr>
<tr>
<td>Employee Medical Records</td>
<td>DOE + 30 years</td>
</tr>
<tr>
<td>Safety Meeting Sign in Sheets</td>
<td>3 years</td>
</tr>
<tr>
<td>Regulatory Violations or Citations</td>
<td>5 years</td>
</tr>
<tr>
<td>Safety Data Sheets <em>(SDS)</em></td>
<td>Duration of Use <em>(DOU)</em> + 30 years</td>
</tr>
</tbody>
</table>
SECTION 8: COMPLIANCE

Compliance is critical for an effective Injury & Illness Prevention Program. Directors and managers serve as role models for working safely and provide resources necessary to ensure a safe work environment for their staff. All employees are required to follow safety policies and operating procedures. Employees will be provided with safety training and information to complete all assigned duties safely. When needed, employees will be provided with additional training and information, or re-training to maintain their knowledge of UCLA Health safety policies and procedures.

Employees who demonstrate safe work practices may be rewarded through the use of performance evaluations or incentive programs. Any employee who demonstrates repeated unsafe, unhealthy work practices will be subject to corrective action and/or disciplinary action. Disciplinary action will be in conformance with UCLA Health policies and/or corrective bargaining agreements. If the offense is egregious or willful, the action may result in immediate disciplinary action. The Employee-Labor Relations Department must be consulted on any disciplinary matter as it relates to compliance with this program.
SECTION 9: REFERENCE DOCUMENTS

Department Safety Liaison Resources

Cal/OSHA
California Code of Regulations Title 8, Section 3203
UCLA Health Office of Environmental Health & Safety
UC Safety Data Sheets
UCLA Ambulatory Care Nursing website
UCLA Campus IRM Business Continuity
UCLA Occupational Health Services
UCLA Health Mednet Home Page

Forms

Accident Investigation Form
Office Inspection Checklist
Hazard Notification/Safety Recommendation Form
Hazard Identification/Correction Form
Training Documentation Form
Acknowledgement of Receipt and Statement of Accuracy
UCLA Health Ambulatory & Community Practices
Injury and Illness Prevention Plan (IIPP)

The parties listed below acknowledge that they have been provided with a copy of the UCLA Health Ambulatory & Community Practices Injury and Illness Prevention Plan. They attest that they have read and understand it and will ensure the clinic and the employees covered under this plan are in full compliance with its contents, UCLA Policies and guidelines as well as local, state and federal regulations.

The parties listed below further acknowledge that the contents of this Injury and Illness Prevention Plan are the minimum requirements for maintaining a Cal/OSHA compliant, safe and healthy work environment.

It is the responsibility of the parties listed below to ensure that all employees under their direction read and understand the contents of this plan and that the employees sign and date the back side of this acknowledgement.

I ______________________________ hereby attest that to the best of my knowledge and belief, the contents of this Injury and Illness Prevention Plan are complete and accurate.

Signature: ___________________________ Date: ___________________________
Title: ______________________________
(Director/CAO)

I ______________________________ hereby attest that to the best of my knowledge and belief, the contents of this Injury and Illness Prevention Plan are complete and accurate.

Signature: ___________________________ Date: ___________________________
Title: ______________________________
(Manager)
### Acknowledgement of Receipt and Statement of Accuracy

**UCLA Health Ambulatory & Community Practices**  
**Injury and Illness Prevention Plan (IIPP)**

All employees working at the location covered under this IIPP must sign this Acknowledgement of Receipt and Statement of Accuracy.

The employees listed below acknowledge that they have been provided a copy of the UCLA Health Ambulatory & Community Practices Injury and Illness Prevention Plan and understand that they are expected to read it and ensure their compliance with its contents, UCLA Health policies and guidelines as well as local, state and federal regulations.

<table>
<thead>
<tr>
<th>Date</th>
<th>Print Name: First, Last</th>
<th>Signature</th>
<th>Employee ID #</th>
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