UCR Injury & Illness Prevention Department Addendum

Effective dissemination of safety information is an integral part of the Injury and Illness Prevention Program (IIPP). This document was created to facilitate worker safety training. Training must be completed before the use of any tool or piece of equipment, exposure to any hazardous condition, or when new hazards are identified.

**Responsibility**

Dean, Director, Chair, or Department Manager:

IIPP Plan Manager:

Unit Safety Coordinator/Officer (if exists):

Relevant Safety Committees:

Principal Investigators, Supervisors, Managers:

**Communication**

In addition to training, two-way communication between supervisors and employees is essential for an effective safety program. Staff meetings and safety trainings are opportunities for open communication concerning safety issues. Departmental emails and safety information posters are other ways safety information will be communicated.

|  |
| --- |
| Our unit has the specific locations and methods below for sharing safety information: |
|  |

**Identification and Correction of Workplace Hazards**

There are a number of ways our unit identifies hazards. Employees are encouraged to participate and alert supervisors to hazards you think could cause a serious injury, illness, or property damage. Below are some established ways we identify and control hazards.

* A hazard assessment should be conducted for all hazardous operations. If you unsure of the hazards for the task you need to perform, please ask your supervisor for assistance prior to beginning work.
* A Standard Operating Procedure (SOP) is a document that can be used to outline the necessary steps to be taken when performing a specific task or procedure. SOPs also discuss the required safety prerequisites that must be fulfilled (e.g. trainings on the material handling of a chemical, provision of PPE as appropriate, etc.) prior to completing the work. An SOP should be followed if one is provided. Speak to your supervisor about getting an SOP for your tasks.
* Hazards can also be identified and documented by reporting directly to your supervisor, through the use of EH&S [Report an Injury, Illness, or Safety Concern](https://ucriverside.az1.qualtrics.com/jfe/form/SV_1YBlstrVO7GmNsV) online form, by calling or emailing EH&S, or by bringing up concerns during staff meetings. Employees will not be reprimanded for reporting a safety issue.
* Safety inspections for our work areas will be conducted following the schedule below. There may be additional unplanned inspections performed by EH&S as well.

|  |  |  |
| --- | --- | --- |
| Area | Form | Month |
|  |

**Incident and Injury Reporting and Investigations**

Employees must report injuries to their supervisor immediately and are covered under workers’ compensation insurance. Workplace injuries must be reported to Risk Management within 24 hours. In addition, serious injuries must be reported to EH&S as soon as they occur to ensure reporting to Cal/OSHA within eight hours of occurrence (CCR Title 8, Section 342). Refer to your departmental IIPP for specific instructions on injury reporting and medical treatment.

To report an injury:



ehs.ucr.edu

Links are located at the top of the page

The steps to report through EH&S are easy:

1. Go to ehs.ucr.edu and select “Report an Incident, Injury, or Safety Concern”
2. You will be asked immediately if there was an injury and if so was an employee injured. If the answer is “yes” to both questions, it will open the Employer’s First Report (EFR) system to complete the injury report.
3. If either answer is no, you will continue to answer questions and be able to report any non-employee injury, safety concerns, property damage, or other concerns.
4. If you require treatment please refer to the Medical Treatment Facilities list to choose a Worker’s Compensation approved provider. ([https://risk.ucr.edu/workerscomp#medical\_treatment\_facilities](https://risk.ucr.edu/workerscomp%23medical_treatment_facilities))

For serious injuries or fatalities:

To report a fatality or serious injuries (amputation, concussion, fracture, injury with significant bleeding, severe burn, and/or any injury requiring overnight hospitalization:

1. Immediately get first aid and/or call 911.

This is the preferred and closest Facility to Campus:

***Kaiser on the Job***

**Riverside Office Medical Office Building 1**

**4th Floor, Room 408**

**10800 Magnolia Avenue, Riverside, CA 92505**

**(951) 353-4322 Hours: 8:30AM to 5:00PM (Monday – Friday)**

**Moreno Valley Office Heacock Medical Offices**

**Module 1B, 1st Floor**

**12815 Heacock Street, Moreno Valley, CA 92553**

**(951) 353-4322 Hours: 8:30AM to 5:00PM (Monday – Friday)**

***After Hours Care Kaiser Urgent Care Park Sierra Medical Offices***

***1st Floor***

***10800 Magnolia Avenue, Riverside, CA 92505***

***(951) 353-4322 Hours: 8:30AM to 10:00PM (7 days a week)***

***Riverside Medical Clinic Occupational Medicine***

***See Locations***

***Central Occupational Medicine Providers (COMP)***

***See Locations***

1. Report the injury to your supervisor and/or department management as soon as you can. You should not wait for a diagnosis. It is okay to ask someone else (spouse, co-worker, friend, etc.) to report on your behalf.
2. Report
3. Supervisors and/or department management must report and provide details of the injury to EH&S within 24 hours. Call the EH&S main number (951) 827-5528 (x25528) Monday- Friday 8am-5pm. Outside of these hours, this number will forward to the on-call EH&S team member.

\*Field researchers or employees that work at remote UCR sites must follow the above injury reporting procedures. Seek treatment at the medical treatment facility assigned to your work location.

**Training**

In order to maintain a safe work environment, employees must be trained on the hazards and safety procedures associated with their jobs. Our unit follows the training matrix in Appendix A. Supervisors are responsible to ensure employees complete the necessary training prior to doing hazardous work. Employees should speak to their supervisor if they need assistance completing the training.

Compliance

Supervisors must set positive examples for working safely and require safe work practices from their staff. If any employee fails to follow safe work practices, supervisors must follow the University’s Disciplinary Action Policy and any applicable union contract agreements to discipline employees for non-compliance.