Roadmap to Academic Management Responsibilities for Safety and Environment

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Prepared by

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Executive Summary

Environmental Health & Safety (EH&S) is a resource and service for all of UCR. We strive to ensure all at UCR can perform their activities in a safe, healthy, and environmentally responsible manner by working with a network of Safety Partners. Our mission is to provide leadership and outstanding services that enhance the research and educational process by integrating excellent health, safety, and sustainability practices into the campus culture and activities.

There are over 12 programs in EH&S. These programs range from Biosafety, Emergency Management, and Environmental Health…to Training and Waste Management. In addition we offer several online services such as Ergonomic Workstation Evaluation Requests, Hazardous Waste Pickup, and Safety Partner (BSEC/BES) registration.

This guide focuses on your responsibilities as an academic administrator in the following areas:

1. Emergency Management
2. Environment and Sustainability
3. Environmental Health
4. General Safety
5. Laboratory Safety
6. Risk Management
7. Wellness

Within each area listed above, you will find information here related to what the program is about, as well as your responsibilities to the program at UC Riverside. In addition, we’ve listed responsibilities of those you oversee, the importance of each program area, and contact information at EH&S. Please note that Principal Investigators (PI’s) have supervisory responsibilities. Important documents, forms, plans, and templates are included in the appendices. Instructions for their use are referenced in the body of this text.

A good starting point is the “Requirements” matrix on page 6. The checkmarks represent the sections of this document that are most applicable to your College or area.

We look forward to working with you

Regards,

Ross Grayson, M.P.H., CIH, REHS
Director
About EH&S

Environmental Health & Safety (EH&S) is a resource and service for all of UCR. We strive to ensure all at UCR can perform their activities in a safe, healthy, and environmentally responsible manner by working with a network of Safety Partners. Our mission is to provide leadership and outstanding services that enhance the research and educational processes by integrating excellent health, safety, and sustainability practices into the campus culture and activities.

Vision

Achievement of outstanding health, safety, environmental, and sustainability performance by the campus community.

Mission

To provide leadership and outstanding services that enhance the research and educational process by integrating excellent health, safety, environmental and sustainability practices into the campus culture and activities.

UCR Goals

A sustainable campus with:

Zero Injury/Illness
Zero Property Loss
Zero Environmental Damage

Contact Us

University of California Riverside
Environmental Health & Safety
900 University Ave
Riverside, CA 92521
Phone: (951) 827-5528
Fax: (951) 827-5122
Email: ehs@ucr.edu
Website: http://www.ehs.ucr.edu
# Relevant Sections

## Table 1. Requirements by College

<table>
<thead>
<tr>
<th></th>
<th>Emergency Management</th>
<th>Environment &amp; Sustainability</th>
<th>Environmental Health</th>
<th>General Safety</th>
<th>Laboratory Safety</th>
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<th>Wellness</th>
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<td>Graduate School of Education</td>
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<td>University Extension</td>
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<td>University Librarian</td>
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<td>Maybe</td>
<td>Yes</td>
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<td>Maybe</td>
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</table>

*Psychology and Anthropology only

## Checklist(s)

- [x] Deans
- [x] Department Chairs
- [x] Supervisors, Faculty, and Principal Investigators
## Deans

### Emergency

- Ensure all staff are aware of the Campus Emergency Operations Plan and the Emergency Procedures
- Ensure that Department Chairs complete a Department Emergency Operations Plan (DEOP) for their areas
- Identify location and staff for your Satellite Emergency Operations Center (SEOC)
- Participate as a member of the Emergency Management Policy Group (EMPG)

### Environment and Sustainability

- Ensure that staff are familiar with UCR policies governing recycling and wastes for travel to and from work through UCR Transportation and Parking Services
- Assign faculty to serve on the Chancellor’s Committee on Sustainability as needed
- Ensure that staff are familiar with commuting options
- Provide resources for faculty interested in incorporating sustainability instructional materials into their courses

### General Safety

- Ensure everyone reports injuries within 24 hours of occurrence
- Implement, communicate, and adhere to best safety practices and standards
- Implement the systems, procedures, and tools for improved safety performance
- Educate those you oversee about the benefits and expectations of upholding safety practices versus the risks of not
- Engage and utilize Chancellor’s Leadership Group to develop and promote safety practices through avenues like the proposed RESH Advisory Council
- Integrate safety into daily operations and individual job functions (Integrated Safety and Environmental Management System, ISEM)
- Provide those you oversee with the necessary communication, funding, and training resources to work, act, and be safe
- Empower all employees take individual responsibility & action for safety
- Recognize and reward those you oversee for exemplary safety behavior through public praise and verbal acknowledgement
- Identify and correct unsafe acts and apply disciplinary action when necessary

### Laboratory Safety

- Ensure new laboratories are constructed using the Laboratory Safety Design Guide

### Risk Management

- Ensure that all events adhere to contractual liability requirements (i.e., Certificate of Insurance on file, contracts contain indemnification, and signed waivers of liability)
- Ensure that all employees and students complete the UC Business Travel form prior to traveling
- Ensure that all events adhere to contractual liability requirements (i.e., Certificate of Insurance on file, contracts contain indemnification, and signed waivers of liability)

### Wellness

- Encourage faculty and staff to take advantage of available Wellness programs
- Communicate the importance of healthy lifestyles to increased productivity, energy, mental health and function, reduced absenteeism, and reduced injuries and illnesses.
- Empower faculty and staff to take personal responsibility for their health
- Allow time at all meetings for a wellness message
<table>
<thead>
<tr>
<th>Department Chairs</th>
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<tbody>
<tr>
<td><strong>Emergency</strong></td>
</tr>
<tr>
<td>☐ 1. Prepare your Department Emergency Operations Plan (DEOP)</td>
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<tr>
<td>☐ 2. Assign staff to serve as a Building Supervisor for Emergency Conditions (BSEC)</td>
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<tr>
<td>☐ 3. Assign several staff to serve as Building Emergency Staff (BES)</td>
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<tr>
<td>☐ 4. Ensure all staff participate in emergency training drills and exercises</td>
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<tr>
<td><strong>Environment and Sustainability</strong></td>
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<tr>
<td>☐ 5. Ensure that staff are familiar with recycling and wastes policies</td>
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<tr>
<td>☐ 6. Ensure that staff understand their obligation to comply with governmental regulations for pollution prevention</td>
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<tr>
<td>☐ 7. Ensure that all purchases comply with UCR green procurement policies (e.g., EnergyStar rated electronics)</td>
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<tr>
<td>☐ 8. Encourage teleconferencing in lieu of flying to conferences and meetings to the extent possible</td>
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<tr>
<td><strong>Environmental Health</strong></td>
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<tr>
<td>☐ 9. Ensure faculty/staff obtain a Food Permit prior to conducting an event where food is served</td>
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<tr>
<td><strong>General Safety</strong></td>
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<tr>
<td>☐ 10. Assign someone to serve as a Department Safety Coordinator</td>
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<tr>
<td>☐ 11. Ensure staff use the proper ergonomic tools and equipment.</td>
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<tr>
<td>☐ 12. Ensure staff workstation setup is ergonomically correct (obtain an Ergonomic Workstation Evaluation and/or Seating Evaluation if necessary)</td>
</tr>
<tr>
<td>☐ 13. Ensure all employees complete the required safety training</td>
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<tr>
<td>☐ 14. Ensure staff adhere to responsibilities related to Ergonomics and Training</td>
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<td>☐ 15. Review the recommended Ergonomic Product Catalog prior to purchasing office equipment</td>
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<tr>
<td>☐ 16. Follow up with employees on Fire Inspections</td>
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<tr>
<td><strong>Laboratory Safety</strong></td>
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<tr>
<td>☐ 17. Assign someone to serve as a Laboratory Safety Officer</td>
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<tr>
<td>☐ 18. Assign someone to serve on the Research Integrated Safety Committee (RISC)</td>
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<tr>
<td>☐ 19. Ensure Faculty with labs create placards for each laboratory door</td>
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<tr>
<td>☐ 20. Follow up on Laboratory Audit results with each researcher</td>
</tr>
<tr>
<td>☐ 21. Ensure researchers review their responsibilities related to Biosafety, Radiation, and Laboratory/Research Safety</td>
</tr>
<tr>
<td><strong>Risk Management</strong></td>
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<tr>
<td>☐ 27. Ensure that all events adhere to contractual liability requirements (i.e., Certificate of Insurance on file, contracts contain indemnification, and signed waivers of liability)</td>
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<tr>
<td>☐ 28. Ensure that all employees and students complete the UC Business Travel form prior to traveling</td>
</tr>
<tr>
<td>☐ 29. Ensure that all events adhere to contractual liability requirements (i.e., Certificate of Insurance on file, contracts contain indemnification, and signed waivers of liability)</td>
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</table>
## Supervisors, Faculty, and Principal Investigators

<table>
<thead>
<tr>
<th>Emergency</th>
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<tbody>
<tr>
<td>☐ 1. Familiarize your staff with potential emergency situations that could occur</td>
</tr>
<tr>
<td>☐ 2. Train staff on safe evacuation during an emergency</td>
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<tr>
<td>☐ 3. Assign staff to serve as designees to shutdown critical systems (if necessary)</td>
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<tr>
<th>Environment and Sustainability</th>
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<tr>
<td>☐ 4. Ensure that all purchases comply with UCR green procurement policies (e.g., EnergyStar rated electronics)</td>
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<tr>
<td>☐ 5. Encourage teleconferencing in lieu of flying to conferences and meetings</td>
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<tr>
<td>☐ 6. Ensure that staff are familiar with recycling and waste policies</td>
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<tr>
<td>☐ 7. Ensure that staff are familiar with Green labs policies</td>
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<tr>
<td>☐ 8. Ensure staff understand their obligation to comply with governmental regulations for pollution prevention</td>
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<tr>
<th>General Safety</th>
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<tr>
<td>☐ 9. Ensure that all employees complete the proper safety training</td>
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<tr>
<td>☐ 10. Ensure that work unit health and safety practices are communicated and understood through training and other programs</td>
</tr>
<tr>
<td>☐ 11. Ensure that health and safety practices are consistent throughout the work unit and that work unit specific training is provided.</td>
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<tr>
<td>☐ 12. Include compliance with health and safety procedures as part of the annual performance evaluation.</td>
</tr>
<tr>
<td>☐ 13. Encourage employees to report safety concerns without fear of reprisal.</td>
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<tr>
<td>☐ 14. Report injuries promptly to Workers' Compensation and EH&amp;S.</td>
</tr>
<tr>
<td>☐ 15. Subscribe to and follow the five steps of the UC Riverside ISEM program</td>
</tr>
<tr>
<td>☐ 16. Actively participate in lab audits and inspections in accordance with the departmental Chemical Hygiene Plan and IIPP.</td>
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<thead>
<tr>
<th>Laboratory Safety</th>
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<tr>
<td>☐ 18. Obtain access to the Chemical Inventory System, then create and maintain a Chemical Inventory</td>
</tr>
<tr>
<td>☐ 19. Obtain the appropriate research material use permits (Radiation Use Authorization and Biological Use Authorization) if applicable</td>
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<tr>
<td>☐ 20. Obtain the appropriate equipment certifications (Chemical Fume Hood and Biological Safety Cabinet) if applicable</td>
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<tr>
<td>☐ 21. Obtain the appropriate equipment permits (Radiation Machine, Lasers, etc.)</td>
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<tr>
<td>☐ 22. Resolve issues identified in laboratory audits</td>
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<tr>
<td>☐ 23. Adhere to the Exposure Control Plan and Medical Waste Management plan, if applicable</td>
</tr>
<tr>
<td>☐ 24. Ensure the proper safety signs are posted in all laboratories (i.e., PPE required in this area, hazardous materials, etc.)</td>
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<tr>
<td>☐ 25. Create a door placard using eContact</td>
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<tr>
<td>☐ 26. Request waste pickup services, if applicable</td>
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<tr>
<td>☐ 27. Ensure all employees are aware of how to locate a Material Safety Data Sheet</td>
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<tr>
<td>☐ 28. Create Standard Operating Procedures (SOP’s) including laboratory SOP’s for the Chemical Hygiene Plan</td>
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<tr>
<th>Risk Management</th>
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<tr>
<td>☐ 30. Ensure that all events adhere to contractual liability requirements (i.e., Certificate of Insurance on file, contracts contain indemnification, and signed waivers of liability)</td>
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<tr>
<td>☐ 31. Ensure that employees and students complete UC Business Travel form prior to traveling</td>
</tr>
<tr>
<td>☐ 32. Ensure that all events adhere to contractual liability requirements (i.e., Certificate of Insurance on file, contracts contain indemnification, and signed waivers of liability)</td>
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Note: Principal Investigators have supervisory responsibilities.
Programs & Services

Programs

Biosafety
The Biosafety program helps laboratory workers work safely with all types of biohazards.

Emergency Management
The Emergency Management program has a simple mission: to prepare the university to be able to respond to, and recover from, any incident.

Environmental Health
The Environmental Health Program prevents people from getting sick by making sure that the food you eat is free from bacteria and the water you drink is not contaminated with chemicals. The environmental health program also keeps swimming pools clean and clear, and prevents rats, mosquitoes and other disease causing pests from being a nuisance.

Environmental Programs
The Environmental Programs at EH&S helps you plan your work and activities so that you are safe while taking care to protect the environment. We can also explain environmental programs and policies, and guide your compliance with environmental regulations.

Ergonomics
The Ergonomics program prevents injuries from repetitive motions, unchanging and/or poor postures when seating, kneeling, or standing, and forceful motions or grips on objects.

Fire Safety
The Fire & Life Safety program assists the campus with protection of life and property from the effects of smoke, fire, and related hazards. The program covers the following areas: Engineering, Safety Equipment, Protection, and Prevention & Education. This includes consultation and design services, oversight of fire protection systems maintenance, periodic recurring inspection activity, and related services.
Hazardous Materials
The Hazardous Materials program assists chemical users in maintaining their ability to legally use hazardous chemicals in California. Chemical users are expected to electronically update and maintain their Chemical Inventory and post a room-specific Emergency Contact Information Placard. Access to each of these systems is through the campus NetID system. The program maintains access to the online Material Safety Data Sheet database as well as other hazardous and chemical safety information.

Laboratory & Research Safety
The Laboratory / Research Safety program provides information, guidance, and technical support to encourage safe campus instruction and research. The program oversees the areas of Biosafety, Chemical Safety, Agricultural Safety, Field Safety, Radiation Safety and Hazardous Waste Management.

Radiation Safety
The Radiation Safety program authorizes permits (to order, use, or have any work performed using radioactive materials) and monitoring equipment (such as rings and badges). The program also provides ongoing services to ensure compliance with all federal, state, local, and university requirements; as well as minimize radiation exposure.

Safety & Industrial Hygiene
The Safety & Industrial Hygiene program ensures the general health and safety of the campus community by supplying information, services and equipment to help UCR workers and students identify, evaluate and control potentially harmful activities in their work and learning environment. S&IH can help you prevent injuries and illnesses whether you are working on a computer or on a forklift, it investigates indoor air quality (IAQ) issues and complaints, it tests/certifies campus fume hoods, and provides a variety of other services.

Training
The Training program supports the university research and teaching mission by delivering classes, documentation, and resources (i.e., fast facts, presentations, libraries, etc.). Our services build critical safety knowledge and skills which optimize individual, team, and organizational performance. We help identify training needs, and determine effective ways to complete training requirements for you or your department.

Waste Management
The Waste Management program helps you manage hazardous chemical, radioactive, medical, and other wastes safely and legally.
Affiliated Programs

Risk Management
The Risk Management program is a campus resource for the strategic management of operations in order to minimize the risks and liabilities to the University. Included is the Enterprise Risk Management (ERM) program which aids in determining the most effective and efficient means of program implementation and compliance monitoring.

Sustainability (sustainability.ucr.edu)
The Sustainability program seeks the continuous improvement in the quality of all environments affected by UCR. Sustainability is the harmonious interplay of humans within natural systems that generates quality and durable places for people to live and work and guarantees similar options for future generations.

Wellness (wellness.ucr.edu)
What is “Wellness?” It is a lifestyle. A way of living that encourages good physical and mental health. It is a balanced lifestyle that includes an emphasis on the body, mind and soul. The UCR Wellness Initiative is a collaborative partnership of campus resources with the goal of helping the campus community along the path to a vibrant, healthy and balanced lifestyle. The UCR Wellness Program focuses on promoting awareness and education, motivation for positive behavior changes, and influencing campus practices and policy to support a healthy environment.
Services

Online

We offer a variety of online services to assist with research, teaching, and public service at the University of California Riverside at the EH&S website.

Emergency Management
› Building Emergency Supervisor (BES) registration
› Building Supervisor for Emergency Conditions (BSEC) registration

Environmental Programs
› Sewer System Management Plan
› Report Hazardous Materials Releases to the Environment
› Report Sewer System Overflows

Environmental Health
› Food Permit for Temporary Events

Safety & Industrial Hygiene
› Department Safety Coordinator registration
› Ergo iSEAT (powered by Remedy Interactive)
› Hazard Report
› Office Ergonomic Evaluation
› RSIGuard software
› Safety Partner registration
› Seating Evaluation (ergonomic)
› Training (Schedule of Classes, Registration, Records)

Laboratory Safety
› Emergency Contact Information System (eContact placard program)
› Laboratory Safety Officer information
› Laboratory Ergonomic Evaluation
› Laser Registration for class 3b & 4 lasers
› Material Safety Data Sheet (MSDS)
› Chemical Inventory use your Net ID to enter your inventory and access it
› Radiation Use Authorization (RUA) permit
› Radiation Machine Permit
› Waste Label and Pickup Request (Chemical account request) (Biohazardous or Radioactive)

Risk Management
› Report an Incident
› Travel Insurance (hosted by UCOP)

You can also rate our customer service by completing our Comments form online.
Responsibilities

Emergency Management

What is Emergency Management?

Emergency Management is the continuous process by which all individuals, groups, and communities manage their identified potential hazards (either natural or human-made) in an effort to eliminate or lessen the impact of disasters resulting from these hazards. It is a discipline that involves preparing for a disaster before it happens, responding to a disaster as it occurs or soon there after, and recovering from the effects of a disaster. At UCR, we define an emergency as any unusual event causing significant disruption of normal business. A disaster is any catastrophic area-wide event that severely impacts UCR, and possibly adjacent communities.

What are your responsibilities?

As Dean you have several emergency management responsibilities. Your guiding top priorities, and those of the campus, are to protect life safety, secure our critical infrastructure and facilities, protect the environment, and resume the mission of the university: providing teaching, research, and community service.

BEFORE AN EMERGENCY: Your college, and every department within the college, has the responsibility to complete a Department Emergency Operations Plan (DEOP.) The college has the added task of creating a Satellite Emergency Operations Center (SEOC.) The SEOC will support the campus’ Emergency Operations Center (EOC) by gathering and providing updated emergency impact data for your specific area, accounting for your personnel, and emergency instructions to their areas. Another critical function of the SEOC is to coordinate the planning of business recovery and resumption activities before an emergency occurs. Completion and maintenance of an accurate notification list and calling tree is vital. In an emergency where the EOC has been activated, the SEOC primary contact will be notified by the EOC of the activation and may also recommend activation and staffing for the SEOC.

DURING AN EMERGENCY: Activate and staff your SEOC to serve as a critical interface between the EOC and the campus community. Your SEOC should be staffed with personnel from your college or college departments. If assistance and/or resources are needed, the SEOC will need to make requests through the EOC.

Also as Dean, during an emergency you are a member of the Emergency Management Policy Group (EMPG.) The EMPG is the senior management and strategic planning element of the Emergency Management Organization, providing policy guidance and support to the EOC.
concerning overall campus response and recovery operations. The EMPG is comprised of the Chancellor, Executive Vice Chancellor and Provost, Vice Chancellors, Deans, and the Chair of the Academic Senate. The responsibilities of the EMPG include:

- Serving as a strategic planning committee that focuses on policy issues separate and distinct from direct operational response to an emergency or disaster
- Providing guidance and support to the EOC
- Approving actions of the EOC as needed
- Designating official representatives of UCR who will communicate information through the news media and other means to the campus community and public

**AFTER AN EMERGENCY:** The Emergency Management Organization requests your participation in after action debriefings and in ensuring the collection of incident documentation.

What are the responsibilities of those you oversee?

Department Chairs, Directors, and Managers need to ensure the following:

- Timely completion, submission, and maintenance of a Department Emergency Operations Plans (DEOP)
- Adequate numbers of department personnel trained as Building Supervisors for Emergency Conditions (BSEC) or as Building Emergency Staff (BES) to assist other employees during evacuations
- Participation in Emergency Operations training drills and exercises
- Employees are aware of the potential emergency situations that could occur
- Employees are aware of emergency escape procedures and escape routes
- Safe evacuation of employees during an emergency
- Designated employees shutdown critical systems
- Trained employees are provided necessary equipment and supplies

Why is it important?

The need to prepare is real. A definite plan to deal with major emergencies is a vital element of UCR’s Emergency Management program. The lack of an emergency plan could lead to severe losses such as multiple casualties and the possible financial collapse of the organization.
Environment and Sustainability

What is Environment and Sustainability?

Environmental programming at UCR historically has been set by Federal, State, County, and local governmental regulations related primarily to air and water quality through the monitoring and regulation of pollutants released into the environment.

Sustainability programming is new and extends UCR’s environmental management to a wide range of Best Management Practices designed to minimize the university’s ecological footprint beyond pollution prevention. Sustainability responsibilities derive from recent policies set by the State of California, the University of California Office of the President (UCOP), and UC Riverside.

What are your responsibilities?

All campus personnel are responsible for ensuring that their units comply with all appropriate laws and regulations. These policies are available online at [http://sustainability.ucr.edu](http://sustainability.ucr.edu).

What are the responsibilities of those you oversee?

Your responsibilities may relate to regularly occurring activities that are daily and/or frequent, and those that are occasional or periodic activities.

Regularly occurring activities involve the proper handling of wastes such as recyclable paper, boxes, packaging material, and beverage and similar containers. Additionally it may include resource conservation and protection – ensure compliance with for example the release of water to storm drains. These activities also involve commuting to and from UCR – consider walking, riding a bicycle, public transport, or car/van pools. Also, consider buying carbon offsets for your personal commuting, if you do not walk or ride a bicycle.

Periodic activities may include certain kinds of purchasing, new projects that physically impact the campus, and professional travel. It is important to ensure that all purchases comply with green procurement policies – e.g., EnergyStar appliances or “green cleaning” supplies. All new projects that affect the campus’ physical plant, as through building/room renovations and/or the construction of new spaces (either additions or new buildings) are subject to the Green Building policies. Travel for UCR business should be approached conservatively and thoughtfully to reduce UCR’s carbon footprint. Examples include using public transportation, car/van pools, or using fuel efficient vehicles when travelling overland. For air travel, consider limiting the number of flights per year and consider teleconferencing when appropriate. Also consider buying carbon offsets for all travel.
Why is it important?

UCR Environmental Programs oversee more than 60 environmental regulatory permits from seven regulatory agencies. Large fines may be incurred for violating environmental laws.

Sustainability Policies cover 7 broad areas of operations. In 2007, the UC President signed the [American College and University Presidents Climate Commitment](#), which commits the UC to an ambitious goal of climate neutrality – which means a net of zero emissions of fossil fuel based CO₂. The consequences of noncompliance are to contribute to the catastrophic global climate change.
Environmental Health

What is Environmental Health?

Environmental health addresses all the physical, chemical, and biological factors external to a person, and all the related factors impacting behaviors. It encompasses the assessment and control of those environmental factors that can potentially affect health. It is targeted towards preventing disease and creating health-supportive environments.

What are your responsibilities?

Comply with EH&S policies as they adhere to governmental regulatory agency standards and directives. To reduce faculty, student, and staff exposure to hazards found in food, water, air, and land.

What are the responsibilities of those you oversee?

To focus on maintaining a healthy environment for the advancement of research and completion of courses by students by applying California Health and Safety Code, California Retail Food Code, Epidemiology evaluation methods, Center for Disease Control and Prevention (CDC) criteria, Federal Drug Administration (FDA) regulations, and applicable County laws and ordinances.

Why is it important?

The CDC estimates nearly 76 million cases of foodborne illnesses with 355,000 hospitalizations and 5,000 deaths each year. Although the majority of the cases are mild and it may still incapacitate faculty, students, or staff resulting in lost work days. Foodborne illness is a widely underreported illness due to absence of specific diagnosis and a low rate of physician visitation. Assuming a US population of 300 million and a campus of 15,000 UCR faces approximately 3,800 cases of foodborne illness each year.
Laboratory & Research Safety

What is Laboratory & Research Safety?

The Laboratory/Research Safety program at UCR supports the university missions of research & teaching by serving as a safety guide to teaching laboratory personnel and the whole range of researchers. This program acts as the primary liaison to academic researchers accessing EH&S support. This includes field and agricultural research; laboratory and research work with chemicals, biological materials, radioactive substances and machines, lasers, design and construction of labs, consultation with researchers on experiments, laboratory integrated safety audits, managing both the Lab Safety Officer’s and Research Integrated Safety Committees.

What are your responsibilities?

You need to ensure your faculty are aware of their responsibilities by talking about them regularly, inviting EH&S to attend departmental faculty meetings to present on current issues, meeting with your Laboratory Safety Officers regularly and reviewing conditions within the labs with the faculty assigned the space. The safety, health and environmental responsibilities of researchers can be found in the appendix “A Guide to Health Safety and Environmental Responsibilities for Researchers”.

What are the responsibilities of those you oversee?

The safety, health and environmental responsibilities of researchers can be found in the appendix “A Guide to Health Safety and Environmental Responsibilities for Researchers”. This is the best summary we have yet created. Be sure to have everyone talk about safety regularly.

Why is it important?

In some cases, failure to comply can result in fines and corrective actions; in others, grant money has been withheld, publications withdrawn and even jail time has been awarded. In any case, the reputation of the institution can be enhanced or sullied by the actions of one member. If a case of flagrant violations of environment, health or safety regulations gets to court, it is hard to argue that the University of California didn’t have the resources to comply…
Risk Management

What is Risk Management?

Risk Management is the comprehensive approach to identifying and managing the full range of risks the University faces. Risk Management serves a critical strategic purpose for UCR and is aligned with UCR’s strategic and operational goals. Specifically, Risk Management aims to ensure productive stewardship of campus financial, real property, and human resources through the identification and management of insurable as well as uninsurable risks associated with campus activities consistent with the University's mission of education, research and public service. Risk Management’s focus is not on simply reducing or avoiding the cost of risk, but on evaluating hazards systematically.

What are your responsibilities?

All individuals must practice risk management to some extent in the course of their normal operations to broadly assess risks or threats that can have an adverse impact on the University’s ability to carry out its mission. Individuals of each business and academic unit are responsible to “own their risk” and evaluate their risk factors and risk issues with respect to their enterprise. Each individual needs to understand the five types of risks encountered in all University enterprises: strategic, financial, operational, compliance and reputational. Each enterprise must raise the awareness of risk assessment and communicate the risks within each respective area.

What are the responsibilities of those you oversee?

Each individual is responsible for incorporating risk assessment into their decision-making processes, in such a way as to ask the question “have I thought of …?” when making decisions. Total risk avoidance and risk transfer through insurance are rarely available options at UC. Therefore it is imperative that everyone be more strategic, imaginative, and focused on long-term risk management solutions when making decisions.

Why is it important?

The strategic nature of the University’s research and academics mandates that risks be taken. All stakeholders must take ownership and champion risk control and mitigation strategies with a balanced view between the upside and downside risks – one that attempts to minimize hazards, influence and control uncertainties, and manage opportunities. The ultimate objective is to create greater financial stability and to protect University resources from losses, economic as well as non-economic and to increase the University’s capacity for informed decision-making by anticipating, identifying, analyzing, financing, and mitigating potential sources of risk, both known and as yet, unrecognized.
Safety & Industrial Hygiene

What is Safety & Industrial Hygiene?

Safety & Industrial Hygiene provides accident prevention guidance for maintaining and improving a healthy and safe working environment. In addition, S & IH also offers technical support in traditional general safety and occupational health areas, such as confined space entry, construction safety, hand & portable tool safety, machine guarding, electrical safety, etc.

What are your responsibilities?

The Department Director or Department Chair has primary authority and responsibility to ensure the health and safety of the department's faculty, staff and students. This is accomplished by communicating the Riverside campus's emphasis on health and safety, analyzing work procedures for hazard identification and correction, ensuring regular workplace inspections, providing health and safety training, and encouraging prompt employee reporting of health and safety concerns without fear of reprisal.

What are the responsibilities of those you oversee?

The Department Safety Committee is comprised of the supervisors and designated employee representatives. The committee has the ongoing responsibility to maintain and update the IIPP (write out), to assess departmental compliance with applicable regulations and campus policies, to evaluate reports of unsafe conditions, and to coordinate any necessary corrective actions. The Safety Committee meets at least quarterly and includes representatives from various sections or subunits of the department. Each employee has a designated representative on the committee. The Safety Committee membership may rotate periodically.

Supervisors are responsible for communicating to their staff and students the Riverside campus's emphasis on health and safety, ensuring periodic, documented inspection of workspaces under their authority, promptly correcting identified hazards, modeling and enforcing safe and healthful work practices, and providing appropriate safety training. Other duties include providing appropriate personal protective equipment and appropriate tools, implementing measures to eliminate or control workplace hazards, stopping any employee’s work that poses an imminent hazard to the employee, any other individual, environment, or UCR property, and encouraging employees to report health and safety issues to the Safety Committee without fear of reprisal.

All faculty and staff are to comply with all applicable health and safety regulations, UC policies, and established work practices. This includes, but is not limited to observing...
health and safety-related signs, posters, warning signals and directions, reviewing the building emergency plan and assembly area, learning about the potential hazards of assigned tasks and work areas, and taking part in appropriate health and safety training. Other duties include following all safe operating procedures and precautions, using proper personal protective equipment, warning coworkers about defective equipment and other hazards, reporting unsafe conditions immediately to a supervisor, and stopping work if an imminent hazard is presented, and participating in workplace safety inspections.

Why is it important?

Safety is a shared responsibility in a research university, where so many of our activities are interdependent. Each of us makes decisions on a daily basis that will affect our safety and in many instances the safety and well-being of others. We must put the safety of our students, colleagues, and the public in front of all other considerations. Safety must be considered a basic responsibility of our everyday pursuits, in concert with teaching, research and service. While UC Riverside’s current safety record is comparable to the national average of other educational institutions, many may simply believe it is not possible to do better. Others may simply believe “Accidents Happen”, but one accident is one too many.
Wellness

What is Wellness?

It is a lifestyle. A way of living that encourages good physical and mental health. It is a balanced lifestyle that includes an emphasis on the body, mind and spirit. There are 7 Dimensions of Wellness:

1. **Emotional wellness.** Being emotionally well is more than just handling stress
2. **Environmental wellness.** Leading a lifestyle that is respectful to our environment and minimizes any harm.
3. **Intellectual wellness.** Intellectual wellness is engaging the individual in creative and stimulating mental activities to expand their knowledge and skills.
4. **Occupational wellness.** Occupational Wellness is the ability to achieve a balance between work and leisure time.
5. **Physical wellness.** Optimal physical wellness is developed through the combination of physical activity and healthy eating habits. Physical wellness is also concerned with developing personal responsibility for your own health care.
6. **Social wellness.** Social Wellness refers to your ability to interact with the people around you.
7. **Spiritual wellness.** Spirituality is a personal matter involving values and beliefs that provide a purpose in our lives.

What are your *suggested* responsibilities?

As an individual with influence you are in a position to positively support and impact the creation, promotion, and sustainability of a healthy campus culture. A few suggestions are listed below:

- Encourage your faculty and staff to take advantage of the available Wellness programs and services available at www.wellness.ucr.edu.
- Communicate to your faculty and staff the importance of healthy lifestyles to increased productivity, energy, mental health and function, reduced absenteeism, and reduced injuries and illnesses.
- Empower faculty and staff to take personal responsibility for their health.

What are the *suggested* responsibilities of those you oversee?

Encourage their teams and colleagues to take advantage of the available Wellness programs and services available at www.wellness.ucr.edu. Communicate the importance of healthy lifestyles. Look for ways to include Wellness in their life and work environment.
Why is it important?

In 2006, UC Office of the President (UCOP) prioritized wellness as a strategy to help contain rising health care costs, absenteeism, and improve productivity and enhanced attendance. As a result the system-wide UC Living Well initiative was developed with the goal to encourage all members of the UC Community to lead and maintain a healthy lifestyle and to access the wellness activities and programs offered by UC locations. Healthy employees cost less in medical care. These employees are more functional at work, absent less often, experience fewer injuries, and in the event an injury occurs, recovery is quicker and return to work expedited.

Wellness and Fitness programs have been reported to reduce the risk of disease, enhance personal function, promote mental health, and have proven to be most beneficial in terms of employee and employer satisfaction. Voit, S. (2001). Work-site health and fitness programs: impact on the employee and employer. Work, 16(3), 273-286.

There are more than 600 articles that now comprise the research and scientific evidence for the health and cost-effectiveness of employee wellness programs. (Planning Wellness, Summex Health Management, 2005).

Wellness Programs are an investment in our UCR Faculty and Staff - who are key to the success of the campus!
Appendix 1

Contacts

Environmental Health & Safety Programs

Administration  (951) 827-5528  www.ehs.ucr.edu
Biosafety  (951) 827-4244  www.ehs.ucr.edu/biosafety
Emergency  (951) 827-2609  www.ehs.ucr.edu/emergency
Environmental Health  (951) 827-4244  www.ehs.ucr.edu/environmentalhealth
Environmental Programs  (951) 827-4244  www.ehs.ucr.edu/environmentalprograms
Ergonomics  (951) 827-6315  www.ehs.ucr.edu/ergonomics
Fire & Life  (951) 827-6309  www.ehs.ucr.edu/fire
Hazardous Materials  (951)827-5119  www.ehs.ucr.edu/hazardousmaterials
Laboratory & Research  (951) 827-5119  www.ehs.ucr.edu/laboratory
Radiation Safety  (951) 827-5748  www.ehs.ucr.edu/radiation
Safety/Industrial Hygiene  (951) 827-2415  www.ehs.ucr.edu/safety
Training  (951) 827-6303  www.ehs.ucr.edu/training
Hazardous Waste  (951) 827-4248  www.ehs.ucr.edu/waste

Human Resources Programs

Wellness  (951) 827-1488  www.wellness.ucr.edu

Design & Construction Programs

Sustainability  TBD  www.sustainability.ucr.edu

Risk Management Programs

Travel Insurance  (951) 827-8226  www.uctrips-insurance.org
Risk Management  (951) 827-8221  www.ucop.edu/riskmgmt/welcome.html
Appendix 2
A Guide to Health, Safety, and Environmental Responsibilities for Researchers

Produced by:
Environmental Health and Safety (EH&S)

Reviewed By:
Office of Research (OR)
Research Integrated Safety Committee (RISC)

Available online at http://www.ehs.ucr.edu/laboratory/guide.pdf
Department Emergency Operations Plan

Non-SE0C Department

{Name of department}

University of California, Riverside

{Completion Date}

Prepared and managed by
UC Riverside {department name}
951-827-xxxx {website link}

VERSION 1.0 16 NOVEMBER 2005

Available online at http://www.ehs.ucr.edu/forms/deop_general.doc
Appendix 4

Injury and Illness Prevention Plan

Department Injury and Illness Prevention Plan

{Name of department}

{Completion Date}

Prepared and managed by

UC Riverside (department name)
951-827- (name)  
website link

Available online at http://www.ehs.ucr.edu/forms/iipp.doc
Top 10 Model Safety Behaviors for Academia

1. Welcome safety as your personal responsibility
2. Develop, communicate, and use best safety practices and standards
3. Work with EH&S and others to put into practice the actions to improve safety performance
4. Educate your people about your safety expectations and the benefits of using best safety practices
5. Insist that executive management provide direction and resources to develop and promote safety
6. Incorporate safety as a vital part of every procedure and job, using the Integrated Safety & Environmental Management System
7. Provide your people with the resources, funding, and training to work, act, and be safe.
8. Empower your people to take individual responsibility and action for safety
9. Reward the people you work with for exemplary safety behavior through public praise
10. Identify and correct unsafe acts and conditions and apply disciplinary action when necessary

Available online at http://www.ehs.ucr.edu
(Click on “Resources”, then “Publications”)
Appendix 6
Laboratory Safety Design Guide

UNIVERSITY OF CALIFORNIA
ENVIRONMENT, HEALTH & SAFETY (EH&S)
LABORATORY SAFETY DESIGN GUIDE

Second Edition
September 2007

University of California Industrial Hygiene Program Management Group

Available online at http://www.ehs.ucr.edu/forms/laboratorysafetydesign.pdf