

UC Davis Hospital and Clinics
Injury and Illness Prevention Plan
Revised 5/12/2025

I. Authority to Implement the Plan

The Safety Committee and Health & Safety Officer have delegated authority from the Chief Executive Officer to implement the safety plan (UCDH P&P 1602 and Safety Committee Annual Charge). Each manager and supervisor retains primary responsibility for implementing the plan for employees under their control.

II. Means to ensure compliance with the plan, and non-discrimination

Hospital policy and applicable collective bargaining agreements provide for corrective action to ensure compliance with health and safety requirements (UCDH P&P 1010). Provisions are also included for recognition of safety achievements by employees through the performance appraisal process and performance recognition programs, in accordance with UCDH personnel policies, collective bargaining agreements and UCDH performance recognition programs. Departments coordinate implementation of corrective action and performance recognition programs with Human Resources.

An employee may not be discharged, punished or discriminated against in any way in terms and conditions of employment for filing a bona fide complaint concerning unsafe or unhealthful working conditions or work practices, or for exercising other rights granted in the California Labor Code section 6310.

III. A system for communicating with employees

Health and safety information is communicated to employees in writing as UC Davis and Health System policies and procedures as well as through unit specific procedures, training sessions, bulletin board postings, newsletters, intranet postings, meetings and announcements.

Employees are encouraged to communicate health and safety concerns in person, via telephone, through the on-line incident reporting System (UCDH P&P 1466), in writing using the Safety Hazard Report form (attachment to UCDH P&P 1605) or via e-mail to safety@health.ucdavis.edu. Employees are encouraged to report concerns directly to supervisors. However, reports may also be made to Safety Coordinators or directly to Environmental Health & Safety (EH&S). Reports may be made anonymously. Employees are trained to call 9-1-1 to report health and safety emergencies of any type. Bloodborne pathogen exposure, Safe Patient Handling, and Workplace Violence incidents are reported through separate dedicated on-line reporting systems.

IV. Procedures for identifying unsafe or unhealthy conditions, work practices and work procedures

Supervisors and managers have primary responsibility for identifying and correcting hazards in areas under their control and maintaining requisite personal protective equipment. EH&S provides assistance as requested. Employees must report unsafe or unhealthy conditions, work practices and work procedures using one of the methods described in section III (UCDH P&P 1605, UC Davis P&P 290-15). Workplace safety inspections are documented at least semi-annually. Safety Coordinators have primary responsibility for these inspections (UCDH P&P 1620). Environmental Rounds inspections serve as additional safety inspections.

When substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard or when the supervisor is made aware of a new or previously unrecognized hazard the supervisor inspects the area and determines any steps needed to mitigate the hazard. EH&S also performs hazard surveys, provides assistance

as requested and performs hazardous materials exposures assessments. (UCDH P&P 1641, UCDH P&P 2903)

Whenever practical, potential hazards are recognized, controlled or eliminated in the planning process. Supervisors, managers, Facilities Planning and Design, Plant Operations and Maintenance, UCDH Fire Marshal's Office and EH&S all play important roles in the planning and design process.

V. Investigation of occupational injury or illness and near misses

Work related injuries and illnesses must be investigated by the department and a report of injury must be filed with the Workers' Compensation department within 24 hours of knowledge of the injury/illness. (Workers' Compensation for UCDH Employees, UCDH P&P 2942, and Departmental Injury Prevention Plans and Safety Coordinators, UCDH P&P 1620). Supervisors have the primary duty to investigate injuries immediately in order to determine if there is a hazard that must be corrected, if changes are needed in equipment, procedures, or training. Findings must be recorded via the online [RSS Incident Management portal](#), available on the Workers' Compensation webpage. Follow-up investigations may be performed by other levels of administration, including UCDH EH&S, Workers' Compensation, or the UCDH third-party administrator.

Near miss incidents should also be reported and investigated. Near misses should be reported via the online [RSS Incident Management portal](#), on a Department Injury/Illness worksheet, which includes a section for supervisor investigation and follow up. Non-injury incidents and near misses should be reported in the RL Datix Incident Reporting System.

VI. Correction of unsafe or unhealthy conditions, work practices and work procedures

Unsafe or unhealthy conditions, work practices or procedures are corrected in a timely manner based on the severity of the hazard. It is the duty of all employees and supervisors to ensure that, whenever practical, safety hazards are corrected as soon as they are observed or discovered. The supervisor and manager of the area have primary responsibility to ensure that hazards that cannot be corrected immediately are evaluated so that any needed interim protective measures are taken to ensure that hazards are appropriately reduced or eliminated. EH&S can provide assistance with development of appropriate measures.

When an imminent hazard exists that cannot be immediately abated without endangering employee(s) or property, all exposed personnel must be removed from the area except those necessary to correct the existing condition, providing it is safe for them to stay. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards. EH&S must be contacted when an imminent hazard is detected by calling 734-2740 during regular business hours or by calling the hospital operator (734-2011) to contact the EH&S Administrator On Duty via the EH&S 24-hour pager (816-1994). If there is no response to the pager, the operator will initiate the EH&S call-down list. Call 9-1-1 to report dangerous conditions as appropriate (UCDH P&P 1605).

VII. Training and instruction (UCDH P&P 2903)

All employees receive basic UCDH safety training, as a part of new employee orientation and annually after that. Supervisors have primary responsibility to ensure required training is completed.

Unit supervisors and managers are responsible to determine what additional training is required for new employees and for other employees on an ongoing basis. Training needs must be

evaluated: whenever new substances, processes, procedures or equipment are introduced to the workplace that represent a new hazard, and whenever the supervisor or manager is made aware of a new or previously unrecognized hazard. Units are responsible for maintaining written records of unit specific training. The record must include employee name or other identifier, training date, type of training, and training provider. Training records shall be kept for at least one year. Unit specific training needs and records should be summarized in the Department Injury Prevention Plan, in accordance with UCDH P&P 1620. EH&S provides assistance upon request.

Managers shall ensure that supervisors familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed. This may be done by reviewing the Departmental Injury Prevention Plan.

VIII. Record keeping

Records of scheduled and periodic inspections are kept for at least one year and are kept in the following locations:

- Environmental Rounds inspection records are kept by EH&S.
- Safety Coordinator self-inspection records are kept by each unit.

Training records are kept for at least one year, shall include employee name or employee ID number, training dates, type of training, and training provider and are kept in the following locations:

- Initial mandatory safety training, mandatory annual safety refresher training and records of other general Health System training requirements are maintained in the UC Learning Management system, administered by Human Resources.
- New employee orientation and other unit specific training records are maintained by each Unit.

IX. Plans for specific hazards and programs

The IIPP is supplemented by plans for specific hazards and specialized safety programs. See the attached UCDH safety program risk assessment and action plan. In addition, departments develop unit specific procedures and training as needed.

X. Employee access to the IIPP

Our employees – or their designated representatives - have the right to examine and receive a copy of our IIPP.

EH&S has provided unobstructed access through the [EH&S website](#), which allows an employee to review, print, and email the current version of the Program.

For those employees who do not routinely use electronic means to communicate with management and coworkers, a request may be made by calling EH&S at (916)734-2740. EH&S will provide a copy of the IIPP within a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative. Whenever an employee or designated representative requests a copy of the Program, EH&S will provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.

The right and procedure to access the IIPP will be included in mandatory annual training.

Any copy provided to an employee or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIPP.

Where we have distinctly different and separate operations with distinctly separate and different IIPPs, we may limit access to the IIPP applicable to the employee requesting it.

An employee must provide written authorization in order to make someone their “designated representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the UCDH IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).