

Notes on Sections 3, 4 and 5

I. Insert a copy of the UCDHS Safety Program Risk Assessment and Action Plan in front of section 3. You only need to fill out sections 3, 4 and 5 of the binder for unique hazards, safety procedures and safety training not already in the Risk Assessment and Action Plan. If the Risk Assessment and Action Plan covers all of the significant safety hazards, safety procedures and safety training in your unit, you may leave sections 3, 4 and 5 blank.

II. Use sections 3, 4 and 5 as follows

- List Safety hazards in your unit: a one-page list of the hazards
- List your action plan to address the hazards: – a one-page list of action items for each hazard listed.
- List special safety procedures you have. Do not list UCDHS or PCS P&Ps, as those can be readily accessed by EH&S online.
- List special safety training you do. Do not list training already documented in the UC Learning Center, by the Center for the Professional Practice of Nursing, or by Human Resources as those can be readily accessed by EH&S online.