

SAFETY REQUIREMENTS
UCLA
DEPARTMENT OF CHEMISTRY AND
BIOCHEMISTRY

Faculty Meeting August 28, 2012

Lab Safety Officers Meeting August 30, 2012

What the Agreement (Appendix A) Covers

GENERAL

I. Lab Safety Manual and Chemical Hygiene Plan

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II. New/Visiting Principal Investigator Training

III. Existing Principal Investigator Training

IV. New Laboratory Personnel Training

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PROCEDURES

VI. Standard Operating Procedures (Chemical Classification List)

VII. Procedures for Use of Pyrophoric Reagents

VIII. PPE (Personal Protective Equipment) Assessment

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PPE

XI. PPE Requirements - Flame Resistant Lab Coats

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COMPLIANCE

XIX. Enhanced Cal/OSHA Reporting and Investigation

XX. Enhanced Cal/OSHA Inspections

I. Lab Safety Manual and Chemical Hygiene Plan

- All laboratories must maintain a formal written Laboratory Safety Manual and Chemical Hygiene Plan in full compliance with all applicable California Code of Regulations, Title 8 Sections
- Copies of the Laboratory Safety Manual must be provided to all lab personnel. Electronic copies are acceptable, provided such manuals are readily accessible to all lab personnel
- **Researchers must know the contents and sign an acknowledgement in the manual**
- The manual must be reviewed and updated annually

<http://www.ehs.ucla.edu/LabSafetyManual.pdf>

II. New/Visiting Principal Investigator Training

- All new or visiting Principal Investigators are prohibited from operating any laboratory facility, or directing or supervising any employees within any laboratory facility without first completing
 - 1) Laboratory Safety Training program for Principal Investigators
 - 2) Formal training covering University policy concerning the Principal Investigators responsibilities for Laboratory Safety.
- Laboratory Safety Training for PI's and Lab Supervisors:
<http://map.ais.ucla.edu/go/1003938>
- Lab Safety Orientation Fact Sheet:
<http://ehs.ucla.edu/LabSafetyOrientation.pdf>

III. Existing Principal Investigator Training

- All existing Principal Investigators are required to complete
 - 1) a Laboratory Safety Training program for Principal Investigators
 - 2) Formal training covering University policy concerning the Principal Investigators responsibilities for Laboratory Safety
 - 3) Annual retraining in Laboratory Safety.

IV. New Laboratory Personnel Training

- Before beginning ANY laboratory work, all new laboratory personnel must complete
 - 1) a Laboratory Safety Training Program
 - 2) Formal training covering University policy concerning an individual's right and responsibilities relative to lab safety
- Laboratory Safety Fundamental Concepts and Laboratory Safety Course:
<http://map.ais.ucla.edu/go/1003938>
- Lab Safety Training Matrix:
<http://ehs.ucla.edu/Pub/Lab%20Training%20Matrix.pdf>

V. Existing Laboratory Personnel Training

- All existing laboratory personnel must complete
 - 1) a Laboratory Safety Training Program,
 - 2) Formal training covering University policy concerning an individual's right and responsibilities relative to lab safety
 - 3) Annual retraining in Laboratory Safety
- Laboratory Safety Fundamental Concepts and Laboratory Safety Online Refresher courses:
<http://map.ais.ucla.edu/go/1003938>
- Lab Safety Training Matrix:
<http://ehs.ucla.edu/Pub/Lab%20Training%20Matrix.pdf>

VI. Standard Operating Procedures

- All laboratories must ensure compliance with Title 8 requirements for Standard Operating Procedures (SOPs)
- SOPs shall be written for **all** chemicals used in the laboratory listed in the Chemical Classification List (next slide)
- **All laboratories must modify each SOP template for use in the specific laboratory**
- **The PI and all personnel responsible for performing the procedures detailed by the SOP shall sign each SOP, acknowledge the contents, requirements and responsibilities outlined**
- Copies of all SOPs relevant to that particular laboratory's operations must be maintained in each Laboratory Safety Manual or a separately designated manual

Chemical Classification List

- Acutely Toxic Chemicals
- Regulated Carcinogens
- Select Carcinogens
- Reproductive Toxins
- Explosives
- Peroxide Forming Chemicals
- Strong Corrosives
- Strong Oxidizing Agents
- Strong Reducing Agents
- Pyrophoric Reagents
- Water Reactive Chemicals

About 500 individual chemicals or chemical classes

Standard Operating Procedures

Laboratory Specific
Chemical: **Hydrochloric Acid**

Please fill out the form completely. Print a copy and insert into your
Laboratory Safety Manual and Chemical Hygiene Plan.
Refer to instructions for assistance.

Department: _____ Date when SOP was written: _____

Date when SOP was approved by the lab supervisor: _____

Principal Investigator: _____

Internal Laboratory Safety Coordinator/Lab Manager: _____

Laboratory Phone: _____ Office Phone: _____

Emergency Contact: _____
(Name and Phone Number)

Location(s) covered by this SOP: _____
(Building/Room Number)

Type of SOP: Process Hazardous Chemical Hazardous Class

Purpose

Hydrochloric acid is a **highly corrosive, strong inorganic/mineral acid**. If not stored and handled properly, this can pose a serious threat to the health and safety of laboratory personnel, emergency responders and chemical waste handlers. Hence, it is important to follow safety protocols to handle this chemical. Hydrochloric acid is used in the chemical industry as a chemical reagent in the large-scale production of vinyl chloride for PVC plastic, and MDI/TDI for polyurethane. It has numerous smaller-scale applications, including household cleaning, production of gelatin and other food additives, descaling, and leather processing.

Physical & Chemical Properties/Definition of Chemical Group

CAS# 7647-01-0

Class: **Corrosive**

Molecular Formula: HCl

Form (Physical State): Colorless liquid.

Boiling Point: > 100 °C (> 212 °F) - lit.

Melting point: -30 °C (-22 °F)

Density: 1.2 g/cm³ at 25 °C (77 °F)

Odor: Pungent

Synonym: Muriatic acid

Potential Hazards/Toxicity

Pictogram



Potential Health Effects

Inhalation May be harmful if inhaled. Material is extremely destructive to the tissue of the mucous membranes and upper respiratory tract.

Skin May be harmful if absorbed through skin. Causes skin burns.

Eyes Causes eye burns.

Ingestion May be harmful if swallowed.

Signs and Symptoms of Exposure

Burning sensation, cough, wheezing, laryngitis, shortness of breath, spasm, inflammation and edema of the larynx, spasm, inflammation and edema of the bronchi, pneumonitis & pulmonary edema. Material is extremely destructive to tissue of the mucous membranes and upper respiratory tract, eyes, and skin.

Basic Training Requirements

- Lab personnel working with **Hydrochloric acid** must have attended the 'Lab Safety Fundamental Concepts' (LSFC) classroom training offered by EH&S. Please refer to the link below for training schedule and enrollment information:
http://map.ais.ucla.edu/go/1003938#Laboratory_Safety
- To work with Hydrochloric acid, the lab personnel must have had *hands-on training provided by the lab PI/Supervisor*. This training must be documented in the form of a log sheet with name of the trainer, name of the trainee, UID, date of training and signature of both trainer & trainee.

Personal Protective Equipment (PPE)

Respiratory protection

Respirators should be used only under any of the following circumstances:

- As a last line of defense (i.e., after engineering and administrative controls have been exhausted).
- When Permissible Exposure Limit (PEL) has exceeded or when there is a possibility that PEL will be exceeded.
- Regulations require the use of a respirator.
- An employer requires the use of a respirator.
- There is potential for harmful exposure due to an atmospheric contaminant (in the absence of PEL)

- As PPE in the event of a chemical spill clean-up process

Lab personnel intending to use/wear a respirator mask must be trained and fit-tested by EH&S. This is a regulatory requirement. (<http://map.ais.ucla.edu/go/1004655>)

Hand protection

Type of gloves recommended for Hydrochloric acid: **Nitrile**

Note: Consult with your preferred glove manufacturer to ensure that the gloves you plan on using are compatible with Hydrochloric acid.

Eye protection

Type of eye protection used to handle the chemical: *Splash goggles. If used in large quantities, please use appropriate face shield.*

Skin and body protection

Lab coat, long pants, closed-toed shoes

Hygiene measures

Avoid contact with skin, eyes and clothing.

Wash hands before breaks and immediately after handling Hydrochloric acid.

Engineering Controls

- ✓ All operations involving Hydrochloric acid must be carried out in a certified chemical fume hood (certified once every year by EH&S).
- ✓ Laboratory rooms must be at negative pressure with respect to the corridors and external environment. To achieve this, the laboratory/room door must be kept closed at all times.

First Aid Procedures

General advice

Consult a physician. Show this safety data sheet to the doctor in attendance. Move out of dangerous area.

If inhaled

If breathed in, move person into fresh air. If not breathing, give artificial respiration. Consult a physician.

In case of skin contact

Take off contaminated clothing and shoes immediately. Wash off with soap and plenty of water for at least 15 minutes. Consult a physician.

In case of eye contact

Rinse thoroughly with plenty of water for at least 15 minutes and consult a physician. Continue rinsing eyes during transport to hospital.

If swallowed

Do NOT induce vomiting. Never give anything by mouth to an unconscious person. Rinse mouth with water. Consult a physician.

Special Handling and Storage Requirements

Precautions for safe handling

Avoid contact with skin and eyes.

Avoid inhalation of vapor or mist.

Always use inside a chemical fume hood.

Note: In case you need to dilute the concentration of HCl, always add acid to water.

Always transfer from container to the receptacle by using an appropriate funnel.

DO NOT mouth-pipette HCl.

Conditions for safe storage

Do not store in/with combustible packing material; such as cardboard, Styrofoam, plastic and paper.

Keep container upright & tightly closed in a dry and well-ventilated place.

Containers which are opened must be carefully resealed and kept upright to prevent leakage.

Always store HCl in a secondary container. **Note:** Nalgene/polypropylene tray or a tub is the best suited secondary containment.

Materials to avoid: Store segregated from – Organic Acids, Bases, Amines, Alkali metals, Metals, permanganates, e.g. potassium permanganate, sodium hypochlorite (bleach), Fluorine, metal acetylides, hexalithium disilicide.

Spill and Accident Procedure

Personal precautions

Use Personal Protective Equipment (PPE).

Avoid breathing vapors, mist or gas.

Ensure adequate ventilation.

Evacuate personnel to safe areas.

Environmental precautions

Do not let product enter drains.

NOTE: Always have a chemical spill kit fully stocked and easily accessible at all times.

Chemical Spill Dial 911 and x59797

Spill – Help contaminated or injured persons. Evacuate the spill area. Avoid breathing vapors.

Eliminate sources of ignition if the chemical is flammable. If possible, confine the spill to a small area using a spill kit or absorbent material. Keep others from entering contaminated area (e.g., use caution tape, barriers, etc.).

Small (<1 L) – If you have training, you may assist in the clean-up effort. Use appropriate personal protective equipment and clean-up material for chemical spilled. Double bag spill waste in clear plastic bags, label and take to the next chemical waste pick-up.

Large (>1 L) – Dial 911 (or 310-825-1491 from cell phone) and EH&S at x59797 for assistance.

Chemical Spill on Body or Clothes – Remove clothing and rinse body thoroughly in emergency shower for at least 15 minutes. Seek medical attention. *Notify supervisor and EH&S at x59797 immediately.*

Chemical Splash Into Eyes – Immediately rinse eyeball and inner surface of eyelid with water for 15 minutes by forcibly holding the eye open. Seek medical attention. *Notify supervisor and EH&S at x59797 immediately.*

Medical Emergency Dial 911 or x52111

Standard Operating Procedures

In addition to SOP write-ups on individual chemicals and chemical classes, research groups should have write-ups on labware, techniques, physical hazards, etc.

- Distillations
- Electrical Connections
- Gas Cylinders
- Glass Blowing
- Heating Baths
- High Pressure Apparatus
- Low Pressure Apparatus
- High Temperature Apparatus
- Low Temperature Apparatus
- Lasers
- Ovens
- Solvent Stills
- Sterilization Methods
- Vacuum Pumps

Standard Operating Procedures

- UCLA EH&S SOP Template Library:
<http://www.sop.ehs.ucla.edu/>
- UCLA EH&S Job Safety Analysis (JSA) Template Library:
<http://jsa.ehs.ucla.edu/>
- Chemical Classification List (Exhibit 1):
<http://ehs.ucla.edu/ExhibitAChemList.pdf>
- Lists of Hazardous Compounds
<http://www.chemistry.ucla.edu/pages/safety>
- UCLA EH&S Fact Sheet, Chemical Storage and Segregation:
<http://ehs.ucla.edu/ChemStorage.pdf>

VII. Procedures for Use of Pyrophoric Reagents

- UCLA researchers must maintain and follow written procedures for the safe use of pyrophoric reagents
- The written procedures shall be made readily available to lab personnel
- **Lab Personnel should read and sign pyrophoric reagents SOP**
- SOP - Procedures for Safe Use of Pyrophoric Liquid Reagents
<http://www.chemistry.ucla.edu/file-storage/publicview/pdfs/SOPLiquidReagents.pdf>
- Pyrophoric Liquids Safety Video:
<http://www.youtube.com/watch?v=RaMXwNBAbxc>
- SOP - Procedures for Safe Use of Pyrophoric Solids
<http://www.chemistry.ucla.edu/file-storage/publicview/pdfs/ProceduresSafeSolids.pdf>

VIII. PPE Assessment

- Every Principal Investigator must complete an independent assessment on the adequacy of Personal Protective Equipment afforded to laboratory personnel
- Lab Hazard Assessment Tool (LHAT) allows for PI's to determine required PPE for their lab.
<https://lsm.ehs.ucla.edu>
- PPE Selection Guide:
http://ehs.ucla.edu/Pub/PPE_Guidance.pdf
- UCLA Policy 905: Research Laboratory Personal Safety and Protective Equipment:
<http://www.adminpolicies.ucla.edu/pdf/905.pdf>

IX. Minimum PPE Requirements

- Full-length pants, or equivalent, and close-toed shoes must be worn at all times by all individuals occupying the laboratory area. The area of skin between the shoe and ankle should not be exposed.
- UCLA PPE Policy 905 (Section IV: Safety Requirements, Subsection A):
<http://www.adminpolicies.ucla.edu/pdf/905.pdf>
- UCLA Lab Safety Manual and Chemical Hygiene Plan
- <http://www.ehs.ucla.edu/LabSafetyManual.pdf>

X. PPE Requirements - Lab Coats

- Laboratory coats, or equivalent, must to be worn while working on, or adjacent to, all bench top procedures utilizing hazardous chemicals, biological or unsealed radiological materials
- These laboratory coats must be appropriately sized for the individual and be buttoned to their full length
- Laboratory coat sleeves must be of a sufficient length to prevent skin exposure while wearing gloves
- UCLA PPE Policy 905 (Section IV: Safety Requirements, Subsection C):
<http://www.adminpolicies.ucla.edu/pdf/905.pdf>
- PPE Selection Guide:
http://ehs.ucla.edu/Pub/PPE_Guidance.pdf

XI. PPE Requirements – Flame Resistant Lab Coats

- Flame resistant lab coats must be worn when working with pyrophoric materials or flammable liquids
- Cotton (or other non-synthetic material) personal clothing must also be worn during these procedures to minimize injury in the case of a fire emergency
- UCLA PPE Policy 905 (Section IV: Safety Requirements, Subsection D):
<http://www.adminpolicies.ucla.edu/pdf/905.pdf>
- PPE Selection Guide:
http://ehs.ucla.edu/Pub/PPE_Guidance.pdf
- Lab coat purchasing guide:
[http://www.chemistry.ucla.edu/file-storage/publicview/pdfs/safety-website-files/Flame Resistant Laboratory Coats.pdf](http://www.chemistry.ucla.edu/file-storage/publicview/pdfs/safety-website-files/Flame%20Resistant%20Laboratory%20Coats.pdf)

XII. PPE Requirements - Lab Coats

Outside of Lab Areas

- Laboratory coats may not be worn outside of a laboratory unless the individual is traveling directly to an adjacent laboratory work area
- Protective gloves must not be worn in any public area outside of the laboratory (i.e. hallways, elevators, offices)
- Gloves must be removed prior to handling any equipment that could likely result in cross contamination
- UCLA PPE Policy 905 (Section IV: Safety Requirements, Subsection E):
<http://www.adminpolicies.ucla.edu/pdf/905.pdf>

XIII. PPE Requirements - PPE Cleaning

- Professional laundry services must be used to maintain the hygiene of laboratory coats
- Coats may not be cleaned by researchers at private residences or public laundry facilities
- Any clothing that becomes contaminated with hazardous materials must be decontaminated before it leaves the laboratory
- UCLA PPE Policy 905 (Section IV: Safety Requirements, Subsection F):
<http://www.adminpolicies.ucla.edu/pdf/905.pdf>

XIV. PPE Requirements – Eye Protection

- American National Standards Institute (ANSI) approved eye protection or equivalent engineering controls must be used while handling hazardous chemicals, biological or unsealed radiological materials
- UCLA PPE Policy 905 (Section IV: Safety Requirements, Subsection G):
<http://www.adminpolicies.ucla.edu/pdf/905.pdf>
- PPE Selection Guide:
- http://ehs.ucla.edu/Pub/PPE_Guidance.pdf

XV. PPE Requirements – Additional PPE

- Any additional PPE required for safe operations or procedures shall be made available to each exposed or effected employee prior to implementation of any operations or procedures.
- **Examples: Face Shields, Aprons, Butyl Gloves, Booties**
- UCLA PPE Policy 905 (Section IV: Safety Requirements, Subsection H):
<http://www.adminpolicies.ucla.edu/pdf/905.pdf>
- PPE Selection Guide:
http://ehs.ucla.edu/Pub/PPE_Guidance.pdf
- UCLA Lab Safety Manual and Chemical Hygiene Plan
<http://www.ehs.ucla.edu/LabSafetyManual.pdf>

XVI. PPE Requirements – Costs and Documentation

- Employees shall not bear the cost of any required PPE
- Written records must be maintained by each laboratory verifying the date of issuance and type of PPE issued, or re-issued, to each laboratory personnel
- Chemistry and Biochemistry provides the following form to document PPE issuance:
<http://www.chemistry.ucla.edu/file-storage/publicview/pdfs/HazardAssessmentPPE.pdf>

XVII. PPE Requirements - Deficiencies

- No person shall be permitted to work in or occupy any laboratory area without first being provided the required PPE
- The Principal investigator or EH&S personnel shall remove any person found by the PI or EH&S personnel working in or occupying any laboratory area without the required PPE until the required PPE is obtained and utilized
- Unannounced PPE inspection checklist:
- <http://ehs.ucla.edu/PPEComplianceInspection.pdf>

XVIII. EH&S Inspections

- EH&S will conduct comprehensive laboratory safety inspections, in accordance with the UCLA Lab Safety Manual, Chemical Hygiene Plan, and California Code of Regulations Title 8
- EH&S shall immediately inform the PI or responsible parties of deficiencies
- Critical deficiencies, which are immediately dangerous to life and health, noted during the inspection must be corrected immediately

- UCLA Lab Safety Manual and Chemical Hygiene Plan
- <http://www.ehs.ucla.edu/LabSafetyManual.pdf>
- Category A inspection checklist:
- <http://ehs.ucla.edu/CatAChemInspectionChecklist.pdf>
- Unannounced PPE inspection checklist:
- <http://ehs.ucla.edu/PPEComplianceInspection.pdf>
- Laboratory Safety Inspection Checklist:
- <http://ehs.ucla.edu/LabSafetyInspectionChecklist.pdf>

XIX. Enhanced Cal/OSHA Reporting and Investigation

- Principal Investigators are required to report within eight hours all reportable occupational injury or illness to UCLA EH&S
- EH&S shall immediately inform the Cal/OSHA enforcement unit and the Cal/OSHA Bureau of Investigations
- UCLA shall immediately secure the scene and preserve all evidence until the Cal/OSHA enforcement unit and the Cal/OSHA Bureau of Investigations determines that a response is not required
- EH&S Hotline: (310) 825-9797
- EH&S How to report an injury:
<http://map.ais.ucla.edu/go/1002890>
- EH&S Injury Reporting 1,2,3 :
- http://ehs.ucla.edu/Pub/IPD_EHS%20123%20Poster.pdf

IN CASE OF SERIOUS INJURY AT WORK!

1 IMMEDIATELY

CALL

911

FROM A CAMPUS
PHONE

(310)

825-1491

FROM OFF-CAMPUS
OR YOUR CELL PHONE

OR GET
FIRST AID

2 NOTIFY YOUR
SUPERVISOR

AND
YOUR

PERSONNEL
DEPARTMENT

3 CALL EH&S
HOTLINE

(310)

825-9797

**WITHIN 8
HOURS**

**If serious*
Injury**

Reportable
Injuries



***Serious Injury is:**

- Death
- Amputation
- Concussion
- Crushing
- Fracture
- Burn
- Laceration that requires stitches
- Laceration with significant bleeding
- Hospitalization greater than 24 hours

QUESTIONS?

CALL EH&S AT 310-825-5689

www.ehs.ucla.edu

UCLA
ENVIRONMENT,
HEALTH & SAFETY



XX. Enhanced Cal/OSHA Inspections

- The Cal/OSHA enforcement unit or the Cal/OSHA Bureau of Investigations shall have full access to any UCLA facility for the purposes of conducting inspections to determine compliance with its terms
- Inspections shall be limited to three annually, during the four-year term of the agreement
- Advance notice of inspections shall not be given
- Upon arrival Cal/OSHA personnel shall contact a UCLA EH&S representative who will be permitted to be present during the inspection, if that representative is available within 1 hour of initial or attempted contact
- Cal/OSHA personnel shall not be precluded from documenting any observable conditions or beginning any inspection where the loss of critical information may, at the determination of Cal/OSHA personnel be likely, while waiting for the arrival of a representative

- UCLA EH&S Fact Sheet, Cal/OSHA Inspections:
- http://ehs.ucla.edu/OSHA_FS.pdf
- Please contact the EH&S Hotline immediately: (310) 825-9797.
- UCLA PPE Policy 907:
- <http://www.adminpolicies.ucla.edu/pdf/907.pdf>

OSHA Inspections

- Cal/OSHA inspectors make unannounced visits to make sure that the UCLA campus and associated facilities are safe and healthy
- The Cal/OSHA visit will start with an opening conference where inspectors will explain the visit
- The Cal/OSHA visit will include inspections of work areas
- The Cal/OSHA visit can include one-on-one interviews with workers
- The Cal/OSHA inspectors can request documents such as the Illness and Injury Prevention Plan, Chemical Hygiene Plan, and SOPs
- The Cal/OSHA inspectors will conduct a closing conference to provide inspection results

OSHA Inspection Plan

- 1) All researchers must be prepared for OSHA inspections
- 2) All researchers must be prepared for one-on-one OSHA interviews
- 3) Researchers should tell OSHA inspectors that EH&S must be present for a lab inspection
- 4) Researchers should locate a conference room for the opening conference, private interviews, and closing conference
- 5) Researchers should call EH&S Hotline at 825-5689 if EH&S is not already present
- 6) Researchers should ask for their faculty advisor to be present for the inspection
- 7) Researchers are welcome to request Craig Merlic to be present (825-5466, 310-922-4792)
- 8) Researchers should ask for Campus Counsel to be present during any one-on-one interview by OSHA

OSHA Inspection Expectations

- 1) Researchers must know and follow all safety practices established by EH&S, Department of Chemistry and Biochemistry, and their faculty advisors while working at UCLA
- 2) Researchers must know the location and contents of the Laboratory Safety Manual
- 3) Researchers must know the location and contents of the Chemical Hygiene Plan
- 4) Researchers must know the location and contents of the Illness and Injury Prevention Plan
- 5) Researchers must know the location and contents of the SOPs established for their research lab

Illness and Injury Prevention Plan

Goals:

- Create, maintain and reinforce a safe university environment to protect the health and safety of employees, students and visitors
- Demonstrate management commitment and concern for employee safety
- Maintain compliance with health and safety codes
- Improve efficiency by reducing lost work time due to illness and injuries
- Reduce workers' compensation claims and costs
- <http://map.ais.ucla.edu/go/1002965>

Illness and Injury Prevention Plan

Components

- **Introduction and Scope:** Summary of the departmental safety program and objectives
- **Responsibilities:** Roles and accountabilities of supervisors, employees, safety committee members, etc., with regard to the IIPP
- **Identification and Evaluation of Workplace Hazards:** Includes safety inspections overview, hazard recognition and evaluation procedures
- **Correcting Workplace Hazards:** Corrective actions/items/plans, suitable timetables for completion, and responsibilities of the department for the completion of action items
- **Communicating Workplace Hazards:** Methods of communication, such as safety committee meetings, Job Safety Analysis (JSA) forms, Material Safety Data Sheets (MSDS), safety bulletins, equipment operating manuals, emergency response plan, etc.
- **Incident, Injury and Illness Reporting and Investigations:** Protocol for reporting and investigating all incidents or injuries, near misses, and "serious injuries" through the appropriate forms and contact information
- **Training and Documentation:** Conducting and documenting departmental safety trainings and meetings
- **Compliance:** Disciplinary actions to be taken in response to non-adherence to the safety program policies and procedures
- <http://map.ais.ucla.edu/go/1002965>