UCLA
EMPLOYEE SAFETY HANDBOOK
The content of this Handbook is not all-inclusive and should not be construed as containing all necessary compliance, safety or warning information. The guidelines and summaries are intended to be an introduction to safety awareness and to how certain university policies and procedures apply to employees. When the university develops or modifies new policies, procedures and programs, it will notify members of the university community as soon as possible. Differences that result from such changes will take precedence over the contents of this Handbook.
At UCLA, our most valuable resources are our talented faculty, staff and students. We are committed to protecting the safety and well-being of our campus community, and we vigorously support programs to prevent injuries and promote health.

It is imperative that all faculty and staff take personal responsibility for their own safety and follow UCLA health and safety rules. It is equally important that we all assume responsibility for one another by pointing out potential hazards when we see them and notifying colleagues who aren’t following safety guidelines, no matter how minor. Each of us plays a critical role in maintaining safety.

This Employee Safety Handbook provides valuable information to help you integrate safety into your daily processes, and you are expected to follow the protocols and guidelines detailed here. Depending on the potential hazards associated with your job, you might need additional training. Please ask your supervisor whether your position requires additional training, and let your supervisor know if you have questions about the information in this handbook.

The Office of Environment, Health and Safety (EH&S) is responsible for implementing EH&S principles, policies and training at UCLA and will work with you to maintain a healthful and safe work environment. I encourage you to utilize the many resources available through EH&S.

Thank you for your commitment to the health and safety of our campus community.

Sincerely,

Gene D. Block
Chancellor
This safety handbook provides a quick reference to important safety information and answers general questions you may have about health and safety at UCLA. You can get additional safety information from your supervisor and the Office of Environment, Health and Safety (EH&S).

SAFETY IS KEY!

UCLA is committed to providing a safe and healthy workplace and to protecting the environment (Policy 811). To meet this commitment, departments must have an Injury and Illness Prevention Program (IIPP). The program:

- Provides guidance for identifying and correcting workplace hazards.
- Outlines ways to communicate safety issues.
- Ensures safety training is provided.
- Ensures compliance with safety initiatives.

Ask your supervisor for information about this important program and how you can be actively involved.

YOUR SAFETY RIGHTS

As an employee, you have rights that protect you from health and safety hazards on the job. You have the right to participate in workplace health and safety programs and to know about potential hazards. You also have the right to refuse work that you believe is dangerous, and to stop working in certain circumstances.

- The right to know. You have the right to know the hazards in your job. Your supervisor must make sure you know how to work safely.
- The right to participate. You have the right to play an active role in keeping your workplace healthy and safe. This includes training and participation on safety committees/programs.
- The right to refuse unsafe work. If you believe your job is likely to endanger you, you have an obligation to report the unsafe situation to management. If the situation is not corrected, you have the right to refuse to perform the work without reprisal.
SAFETY RESPONSIBILITIES

Your employer has overall responsibility for your health and safety in the workplace, but you also have duties and responsibilities. General responsibilities are presented below.

What are your responsibilities?

You must follow all established health and safety procedures, including use of personal protective equipment (PPE). Whenever you notice a risk or hazard, you must inform a supervisor or EH&S of the situation, and do everything you can to reduce or eliminate the problem.

If you are injured, you must report the injury to your supervisor. They will make sure that you receive the treatment you need.

What are management’s responsibilities?

Managers are responsible for ensuring that a department-specific IIPP is implemented in areas that fall under their control. This includes complying with regulations and establishing a departmental process (such as a safety committee) to maintain, assess and improve health and safety in the department. Supervisors are responsible for implementing safety policies and procedures in the work areas they supervise.

What about laboratories, clinics, shops and other potentially hazardous work environments?

Laboratories and shops are the most common high-hazard work environments on campus. High-hazard work includes, but is not limited to, working with particularly hazardous substances, crane operations, confined space entry, hot work (e.g., welding) and high voltage electrical work. These are labeled high-hazard environments because they involve more safety hazards than other campus working environments.

Principal Investigators (PIs), instructors, clinical directors, shop managers and those in charge of high-hazard work environments have additional safety responsibilities. These include establishing specific standard operating procedures for certain activities (e.g., protocol-specific procedures for a laboratory experiment) and identifying changing hazards on an ongoing basis.

More detailed information is provided on the Injury Prevention website.

PI AND SHOP MANAGER HEALTH AND SAFETY RESPONSIBILITIES

- Determine, establish and implement standard safety operating procedures (general and protocol-specific).
- Promptly notify EH&S and/or Facilities Management if engineering controls (e.g., fume hoods) or safety equipment (e.g., emergency showers) become non-operational.
- Continually identify and mitigate hazards in changing conditions.
- Consult EH&S on the use of high risk materials (e.g., particularly hazardous substances, infectious materials, select agents or radioactive materials) and on high risk experimental procedures, so that additional safety precautions may be taken.

What are EH&S’s Responsibilities?

The mission of EH&S is to promote a safe and healthy environment supporting the campus community, including UCLA research, education, patient care and public service activities. EH&S fulfills this mission through:

- Regulatory compliance
- Maintaining public health and protecting the environment
- Providing support for research
- Effective stewardship
- Training and outreach
- Collaboration with internal and external groups

EMPLOYEE HEALTH AND SAFETY RESPONSIBILITIES

- Follow all safety rules and standard safety operating procedures.
- Report hazards promptly.
- Use required PPE.
- Use appropriate engineering and administrative controls.
- Report accidents and injuries immediately.
- Attend necessary safety training courses.
EH&S responsibilities are organized according to the areas summarized in Table 1. More information can also be found on the [EH&S website](https://ehs.ucla.edu).

### Table 1 - EH&S Responsibilities

#### RESEARCH SAFETY

<table>
<thead>
<tr>
<th><strong>Biosafety</strong></th>
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<tbody>
<tr>
<td><strong><a href="mailto:biosafety@ehs.ucla.edu">biosafety@ehs.ucla.edu</a></strong></td>
</tr>
<tr>
<td>Supports laboratories in development of safety practices to address risks of biological and recombinant/synthetic nucleic acids. Manages the medical waste program.</td>
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<tr>
<th><strong>Laboratory Safety</strong></th>
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<tbody>
<tr>
<td><strong><a href="mailto:laboratorysafety@ehs.ucla.edu">laboratorysafety@ehs.ucla.edu</a></strong></td>
</tr>
<tr>
<td>Supports research laboratories by helping protect personnel against chemical and physical hazards through training, lab inspections, and implementation of the Chemical Hygiene Plan.</td>
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<tr>
<th><strong>Laser Safety</strong></th>
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<tr>
<td><strong><a href="mailto:lasersafety@ehs.ucla.edu">lasersafety@ehs.ucla.edu</a></strong></td>
</tr>
<tr>
<td>Advises on the development and installation of safe laser-use facilities. Manages routine monitoring and evaluation of light emission controls and resource safety. Provides laser safety training for all research laser workers.</td>
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<tr>
<th><strong>Radiation Safety</strong></th>
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<tr>
<td><strong><a href="mailto:radiationsafety@ehs.ucla.edu">radiationsafety@ehs.ucla.edu</a></strong></td>
</tr>
<tr>
<td>Provides radiation safety training, exposure and environmental monitoring, and guidance on use of radioactive materials and radiation machines. Manages radioactive waste disposal program.</td>
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#### INJURY PREVENTION

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<tr>
<th><strong>Injury &amp; Illness Prevention</strong></th>
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<tbody>
<tr>
<td><strong><a href="mailto:injuryprevention@ehs.ucla.edu">injuryprevention@ehs.ucla.edu</a></strong></td>
</tr>
<tr>
<td>Coordinates development and implementation of departmental Injury and Illness Prevention Programs and Safety Committees.</td>
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<tr>
<th><strong>Shop Safety</strong></th>
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<tbody>
<tr>
<td><strong><a href="mailto:shopsafety@ehs.ucla.edu">shopsafety@ehs.ucla.edu</a></strong></td>
</tr>
<tr>
<td>Promotes a safe work environment for campus employees working in shops by providing training, inspections and consultation.</td>
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<tr>
<th><strong>Ergonomics</strong></th>
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<tr>
<td><strong><a href="mailto:ergonomics@ehs.ucla.edu">ergonomics@ehs.ucla.edu</a></strong></td>
</tr>
<tr>
<td>Prevents injuries from repetition, awkward posture and lifting, with a goal of fitting work to workers to make jobs safer, more comfortable and more efficient.</td>
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#### FIRE & LIFE SAFETY

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<tr>
<th><strong>Fire &amp; Life Safety</strong></th>
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<tbody>
<tr>
<td><strong><a href="mailto:firesafety@ehs.ucla.edu">firesafety@ehs.ucla.edu</a></strong></td>
</tr>
<tr>
<td>Prevents and reduces the loss of life and property from fires. Approves building and renovation plans to ensure compliance with fire and life safety codes.</td>
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### Table 1 Continued

#### ENVIRONMENTAL PROGRAMS

<table>
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<tr>
<th><strong>Environmental Health</strong></th>
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<tr>
<td><strong><a href="mailto:envhealth@ehs.ucla.edu">envhealth@ehs.ucla.edu</a></strong></td>
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<tr>
<td>Oversees the community health and sanitation programs, including food safety, drinking water quality, integrated pest management, and pool and spa safety.</td>
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<tr>
<th><strong>Environmental Programs</strong></th>
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<tbody>
<tr>
<td><strong><a href="mailto:enpvprgms@ehs.ucla.edu">enpvprgms@ehs.ucla.edu</a></strong></td>
</tr>
<tr>
<td>Manages compliance with campus air, industrial waste water, and stormwater permits. Oversees tank inspection programs and environmental remediation activities.</td>
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<tr>
<th><strong>Industrial Hygiene</strong></th>
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<tr>
<td><strong><a href="mailto:indhyg@ehs.ucla.edu">indhyg@ehs.ucla.edu</a></strong></td>
</tr>
<tr>
<td>Consults on and investigates occupational exposures, illnesses, and indoor air quality concerns. Provides respirator fit testing and training.</td>
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<tr>
<th><strong>Asbestos/Lead</strong></th>
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<tr>
<td><strong><a href="mailto:indhyg@ehs.ucla.edu">indhyg@ehs.ucla.edu</a></strong></td>
</tr>
<tr>
<td>Coordinates asbestos and lead inspections in building materials, oversees abatement projects and provides training and construction/renovation consultations.</td>
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#### HAZARDOUS WASTE

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<tr>
<th><strong>Hazardous Waste</strong></th>
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<tr>
<td><strong><a href="mailto:hazardousmaterials@ehs.ucla.edu">hazardousmaterials@ehs.ucla.edu</a></strong></td>
</tr>
<tr>
<td>Manages proper disposal (pick up, segregation, packaging) of chemical hazardous waste generated on campus. Provides waste pick-ups at research buildings as well as special pick-ups and laboratory clean-outs.</td>
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#### EMERGENCY MANAGEMENT

<table>
<thead>
<tr>
<th><strong>Emergency Management</strong></th>
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<tbody>
<tr>
<td><strong><a href="mailto:uclaoem@ehs.ucla.edu">uclaoem@ehs.ucla.edu</a></strong></td>
</tr>
<tr>
<td>Integrates and coordinates all the activities necessary to mitigate, prepare for, respond to, and recover from threatened or actual emergencies that may arise.</td>
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#### TRAINING & OUTREACH

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<thead>
<tr>
<th><strong>Training &amp; Outreach</strong></th>
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<tr>
<td><strong><a href="mailto:training@ehs.ucla.edu">training@ehs.ucla.edu</a></strong></td>
</tr>
<tr>
<td>Assists campus to meet regulatory health and safety training requirements by providing instructor-led and online classes and outreach/communications resources.</td>
</tr>
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</table>
The UCLA campus is home to a diverse work force. Everyone plays an important role in keeping our campus safe. Here are some general safety reminders for employees who work and travel on campus.

PREVENTING Accidents AND MANAGING WORKPLACE hazards
Whenever possible, safety hazards should be eliminated from the workplace. Hazards may include, but are not limited to, biological, chemical, environmental, physical and radiological hazards. When hazards cannot be eliminated, they must be mitigated with special training, equipment and procedures, including standard operating procedures (SOPs), job safety analyses (JSAs), safety controls and personal protective equipment (PPE). Your supervisor will review your job description and determine if safety controls and PPE are required. Items such as eye and face protection, hearing protection, safety shoes and protective clothing will be provided by your department. Some safety controls and PPE, such as respirators, require medical oversight. Information about these programs is included in the Occupational Health section.

sLIPS, tRIPS AND FALLS
Slips, trips and falls are the most frequent injuries on campus. Falls can result in head injuries, back injuries, broken bones, muscle sprains and strains, and death. Many of these accidents occur outside buildings on stairs and walkways. Others occur indoors and are often the result of unsecured wires and cords, spills or loose flooring.

The following are simple ways to reduce your risk of a slip, trip or fall incident:

- **Practice good housekeeping.** Keep work areas clean and free of spills or debris. Immediately clean or report spills and debris problems.
- **Be a cautious carrier.** Don’t carry loads that obstruct your view while walking. Make sure the path is clear.
- **Wear proper footwear.** Use footwear that is appropriate for your work tasks and environmental demands.

FALL PROTECTION

- If you drop it, pick it up
- If you spill it, clean it up
• **Hold handrails when using stairs and ramps.** While most falls occur on level surfaces, those that occur on stairs can be very serious.
• **Use stepstools.** If you have to reach items on high shelves, use a step stool or stepladder rather than a chair.
• **Take your time.** Walk with caution, especially if you anticipate any slip or trip hazards along the way.

**ERGONOMICS AND MATERIALS HANDLING**

Ergonomics matches the workplace to the worker to reduce exposure to hazards such as repetition, force and awkward postures. Campus ergonomists provide worksite evaluations of offices, shops, laboratories and other campus facilities to improve worker comfort and efficiency. If you have to lift and carry materials as part of your job, EH&S specialists can review your job tasks and recommend lifting equipment or work changes to reduce your risk of injury.

The UCLA Ergonomics website places ergonomics information at your fingertips. Requests for services can be made by visiting the website and completing the request form.

**KNIFE/BLADE SAFETY**

Knives, utility knives and box cutters are used by many UCLA employees for tasks ranging from opening packages to processing lab specimens. The most common accident related to knives occurs when an employee is distracted or slips while cutting. To reduce chances of injury:

• **Use a sharp blade; a dull blade requires greater force, increasing risks**
• **Stand in a well-balanced position**
• **Turn item to be cut 5 degrees to the left to cut away from the body**
• **Look at the cut line — never look away or become distracted**

Place your other hand on the opposite side of the case away from the cutting line.

Dining workers are at high risk of lacerations associated with using a knife. Cut resistant gloves should always be used when cutting with a knife. The glove should be placed on the hand holding the object to be cut.

**FIRE SAFETY**

Fire safety is everyone’s responsibility. You can help prevent fires by using good housekeeping practices. These practices include:

• Keeping walkways and exits clear.
• Keeping fire doors closed when not in use (never prop them open).
• Storing supplies and equipment in appropriate locations and limiting the quantities of stored flammable materials. All storage must be in compliance with the California Fire Code and applicable laws and regulations.
• Using microwaves and toaster ovens in authorized locations only.
• Discussing with your supervisor prior to the use of personal appliances such as hot plates, microwaves, refrigerators or space heaters.

Knowing how to respond to a fire can save your life and others. All employees should know the location of safety equipment, such as fire extinguishers and fire alarm pull stations. It is also helpful to know about the different types of fire extinguishers and how to operate them. Employees are strongly encouraged to know the locations of emergency egress stairs.

<table>
<thead>
<tr>
<th>FIRE EXTINGUISHER TYPES AND USES</th>
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<tbody>
<tr>
<td><strong>Class A:</strong> Combustible materials</td>
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<tr>
<td><strong>Class B:</strong> Flammable liquids</td>
</tr>
<tr>
<td><strong>Class C:</strong> Electrical</td>
</tr>
<tr>
<td><strong>Class D:</strong> Combustible metals (magnesium, sodium, lithium and potassium)</td>
</tr>
<tr>
<td><strong>Class K:</strong> Cooking oils</td>
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<tr>
<th><strong>FIRE SAFETY</strong></th>
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<tr>
<td><strong>DO</strong></td>
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<tr>
<td>Report ALL fires immediately by calling 911 or 310-825-1491 from a cell phone.</td>
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<tr>
<td>Alert personnel in the immediate area.</td>
</tr>
<tr>
<td>Attempt to extinguish small fires if you are trained to do so.</td>
</tr>
<tr>
<td>If the fire is large or spreading, activate the fire alarm and alert building occupants.</td>
</tr>
<tr>
<td>If your clothing catches on fire, protect your face and stop, drop and roll. If you are near an emergency shower, you can use it immediately to extinguish the flames.</td>
</tr>
<tr>
<td>Evacuate buildings by using the stairwells.</td>
</tr>
<tr>
<td>Test doors for heat with the back of your hand before entering any room. If smoke is present, crawl on your hands and knees to keep your head low and out of smoke.</td>
</tr>
<tr>
<td>After evacuation, wait for emergency response personnel and inform them of the fire location and other details, such as chemicals stored and used in the area.</td>
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</tbody>
</table>
Employees are not required to fight fires, but may extinguish small fires (e.g., a trash can fire) with a fire extinguisher if they are properly trained and feel comfortable.

**All fires, regardless of size, must be reported immediately by calling 911.** You must also call the EH&S Hotline at 310-825-9797 and the Facilities Management Trouble Call Desk at 310-825-9236 anytime a fire extinguisher is used or discharged.

If your clothing catches on fire, protect your face and stop, drop and roll. If you are near an emergency shower, you can use it to immediately extinguish the flames. If using a fire extinguisher, be careful not to shoot directly into someone’s face. Immediately seek medical treatment and report the incident to a supervisor.

**ELECTRICAL SAFETY**

Electricity can damage sensitive equipment, ignite combustible materials and cause burns and other injuries, including fatalities.

To remain safe when working with electricity, employees must take precautions to use safe equipment under safe conditions:

- Do not use equipment with faulty insulation, improper grounding, defective parts or loose connections.
- Avoid working in wet or damp environments.
- Use only Underwriters Laboratories (UL)-approved electrical equipment.
- Extension cords are meant for temporary use (30 days or less) and not as permanent installations.
- Do not overload circuits.
- Do not chain multiple extension cords and/or plug power strips together.

Training is an essential component of electrical safety. Employees working in shops, laboratories, construction and other areas where electrical equipment is used and maintained will require electrical safety training. Your supervisor will communicate which training is required and ensure that you receive it.

**SEISMIC SAFETY**

Earthquakes are frequent occurrences in California. Education and advance preparation are essential to earthquake preparedness and safety. Every employee can play a part in seismic safety by following some basic guidelines:

- **Secure heavy equipment and properly store hazardous materials.** Never store heavy items on top of cabinets or shelves or place them around exits. Facilities Management can anchor equipment and furniture to walls and install appropriate restraints for other items.

  - **Advance preparation and practice will help you to remain calm and safe during an actual emergency.** Prepare for an earthquake by participating in earthquake drills, knowing evacuation routes and being familiar with your Departmental Emergency Response Plan. EH&S can be contacted to coordinate an earthquake drill.

  - **Practice Drop, Cover and Hold On.** Practice taking cover so that it becomes second nature to you in the event of an earthquake. Always take cover quickly during an earthquake, because you face the greatest risk of injury from falling materials and flying items.

  - **SEISMIC SAFETY**

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<tr>
<th><strong>DO</strong></th>
<th><strong>DON'T</strong></th>
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<tr>
<td>▪ Drop, cover and hold on. Get under a strong desk or table. If there is not adequate cover, move to a corridor, sit on the floor and brace yourself against a wall while covering your head.</td>
<td>▪ Never use elevators during an earthquake, even if they appear safe.</td>
</tr>
<tr>
<td>▪ Avoid windows and objects that can fall.</td>
<td>▪ After a major earthquake, don’t use elevators until they have been evaluated by the proper authorities.</td>
</tr>
<tr>
<td>▪ Be prepared for aftershocks.</td>
<td>▪ Don’t run outdoors. You can be killed or injured by falling debris. It is safer to remain indoors, unless there is a fire or gas leak.</td>
</tr>
<tr>
<td>▪ Check the people around you for injuries and provide first aid.</td>
<td>▪ Don’t move seriously injured persons unless they are in immediate danger of a gas leak, hazardous material spill, fire or falling debris.</td>
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<tr>
<td>▪ Remain in the building if the quake was minor.</td>
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<tr>
<td>▪ Evacuate the building if the quake was severe and proceed to your designated emergency evacuation point.</td>
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<tr>
<td>▪ If you are outdoors: Move to a clear area, avoiding buildings and trees.</td>
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<tr>
<td>▪ If you are trapped in debris: Move as little as possible so that you don’t kick up dust. Cover your nose and mouth with a handkerchief or clothing.</td>
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<tr>
<td>Tap on a pipe or wall so that rescuers can hear you. Use a whistle if one is available.</td>
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For additional seismic safety information, you can contact Emergency Management and visit www.earthquakecountry.info

**ELEVATOR SAFETY**

All elevators on campus are equipped with an emergency telephone. They are connected directly to a campus-based 24-hour answering service. If you are trapped in an elevator, use the emergency call system to get help. You do not need to dial; it will automatically ring and identify your location. Answer any questions the operator asks concerning your situation and help will soon be on the way. Stay calm and remain inside the elevator; do not attempt to force the doors open and exit.

For additional seismic safety information, you can contact Emergency Management and visit www.earthquakecountry.info
If an elevator does not seem to be operating properly, call the Facilities Management Trouble Call Desk at 310-825-9236 and report the problem. An engineer will be dispatched to evaluate and correct the problem.

**DRIVING SAFETY**

Many employees must drive on university business. Drivers must adhere to all state and federal driving laws and regulations. Drivers of university vehicles are required to enroll in the Employer Pull Notice Program (see [UCLA Procedure 615.1: Employee Driving Records](#)). Driver licenses, special certificates, medical cards and endorsements must be maintained in good standing. If you have a DMV action against your license, you must promptly inform your department.

In accordance with the California Commercial Driver Handbook, and as detailed in the California Vehicle Code, commercial drivers must follow and adhere to the laws and rules of the road and all established safety policies, procedures and practices.

For additional information pertaining to the Use of University Vehicles (see [Business and Finance Bulletin-46](#)), [Safe Driver Training](#)

**Safe Driver Training**

Employees who drive regularly in the course of employment are required to attend the Safe Driver Training course offered through Fleet and Transit. An online course is available for occasional or infrequent drivers. For more information on the Safe Driver Training course, see the [UCLA Fleet and Transit website](#).

**Buckle Up**

California law requires drivers and all passengers to use a seat belt while in a moving motor vehicle (see [Mandatory Seat Belt Law](#)). UCPD can cite employees who do not wear seat belts when driving or riding on campus.

**Cell Phones**

California law prohibits drivers from using a wireless telephone while operating a motor vehicle unless the driver uses a hands-free device (see [Hand Held Wireless Telephone Prohibited Use](#)) and from writing, reading or sending text messages (see [Electronic Wireless Communications Device Prohibited Use](#)).

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**LABORATORY SAFETY**

UCLA is a leading research university and employs thousands of laboratory personnel. Maintaining the highest safety standards within laboratories is a top priority at UCLA. Many laboratories contain hazardous materials, including biological agents, chemicals and radioactive materials. Laboratories also house potentially dangerous equipment, such as highly powerful lasers. All lab personnel must know how to work safely according to the particular hazards and radiation machines present in their laboratories.

Laboratory safety is an intrinsic part of research. It must be fully integrated into all research protocols and be a fundamental component of laboratory instruction. This emphasis on laboratory safety is prioritized across all levels of the university, from the Chancellor’s Office to individual Principal Investigators (PIs) and laboratory workers. PIs/Laboratory Supervisors play an especially critical role in maintaining day-to-day laboratory safety.

**LABORATORY HAZARDS**

Laboratories are unique working environments with various health and safety hazards. All lab personnel must know how to work safely with the materials, equipment and operations in their laboratory, and be aware of the hazards present. These hazards include, but are not limited to:

- **Chemicals**: Thousands of chemicals are contained in UCLA laboratories. Some labs also contain chemicals that are regulated by Cal/OSHA as particularly hazardous substances (see [UCLA Policy 907: Safe Handling of Particularly Hazardous Substances](#)).

- **Biological Agents**: Various biological agents and recombinant DNA are present in many laboratories. These may be regulated under Cal/OSHA bloodborne pathogen or aerosol transmitted disease standards, NIH or CDC.

- **Radioactive Materials**: Certain laboratories contain radioactive materials and radiation-producing machines.

- **Physical Hazards**: Sharps, glassware, lasers and other physical hazards are present in campus laboratories and require special precautions.
EH&S requires each lab to complete a Laboratory Hazard Assessment Tool (LHAT) prior to beginning work and to provide annual updates thereafter. Go to www.ehs.ucla.edu/research/lab/lhat to access this tool online. PPE can be selected based on this hazard assessment.

Additional requirements for authorization may be required prior to transferring or working with some hazardous materials by the Office of Research Administration.

LABORATORY SAFETY TRAINING

Training is an essential component of laboratory safety. All lab personnel should take the appropriate laboratory safety classes before beginning work in the laboratory.

Laboratory personnel will require a combination of both general laboratory safety training and laboratory-specific training. Training requirements depend on the particular materials, equipment and operations in a given laboratory. In order to obtain the proper training, laboratory personnel should:

- Visit the EH&S website for information about training requirements. The website contains laboratory safety resources and a Training Matrix for Laboratory Personnel.
- Discuss their training needs with their PI and/or Laboratory Supervisor. PIs are responsible for ensuring that training requirements have been met by laboratory staff and are responsible for providing laboratory-specific training.
- Contact the EH&S Training and Outreach Program at training@ehs.ucla.edu for additional training-related questions.

WORKING SAFELY IN THE LABORATORY

All laboratory personnel are responsible for working safely and following the safety rules. Specific laboratory rules can be found in various campus safety manuals, including the Laboratory Safety Manual, Chemical Hygiene Plan, Biosafety Manual and Radiation Safety Manual, all of which can be found on the EH&S website. Individual laboratories may have additional safety rules, which would be communicated by the PI and/or Laboratory Supervisor.

The following are key laboratory safety topics and are applicable to everyone working in a laboratory:

- **Personal protective equipment (PPE) and proper lab attire.** All lab personnel are responsible for using the required PPE and wearing appropriate lab attire. UCLA has set minimum standards for PPE and lab attire (see UCLA Policy 905: Research Laboratory Personal Safety and Protective Equipment). PPE requirements differ based on the type of research and potential hazards involved. The EH&S website provides a PPE Selection Guide to assist in selecting the appropriate PPE.

- **Training.** All lab personnel must be properly trained. This includes reading, understanding and following the UCLA Laboratory Safety Manual. This includes any lab-specific standard operating procedures. All training must be documented with records maintained in each laboratory.

- **Safety equipment.** All lab personnel must know the location and proper use of safety equipment, including fire extinguishers and emergency shower and eyewash stations.

- **No food in the lab.** Food and beverages cannot be stored or consumed in the laboratory.

- **Housekeeping.** Good housekeeping is required to maintain a safe lab. All laboratories must be kept clean and sanitary with proper chemical and biohazard materials management.

- **Work with a partner.** Research staff and/or students should never work alone on procedures involving hazardous chemicals, biological agents or other physical hazards.

- **Minors in laboratories.** Minors under the age of 14 are not allowed in laboratories or shops other than as part of an approved and supervised tour. Other restrictions apply (see UC Policy: Minors in Laboratories and Shops). Contact EH&S at 310-825-9797 for details.

EH&S RESOURCES FOR LABORATORY SAFETY

The EH&S Research Safety Division (RSD) promotes campus laboratory safety through safety guidance and oversight. Duties of the RSD include:

- Promoting compliance with health and safety regulations
- Conducting laboratory inspections to ensure worker safety
- Providing risk assessment, safety training and guidance on laboratory practices
- Monitoring hazardous materials use, storage, transport and disposal
- Working with PIs and other laboratory personnel on various aspects pertaining to laboratory safety, including laboratory design, safety equipment, ergonomics and specific safety protocols

EH&S also partners with the UCLA Chemical and Physical Safety Committee, Institutional Biosafety Committee and Radiation Safety Committee.
DOOR POSTINGS
All UCLA employees should be able to recognize signs that indicate the presence of hazardous materials. Common postings are found in Table 2.

Table 2 – Door Postings Indicating Hazards

<table>
<thead>
<tr>
<th>POSTING</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Hazard</td>
<td>An emergency response placard provides critical information on the types of hazards present in a particular area. All laboratories that store chemicals are required to have a placard posted on the exterior entrance door. 0 indicates a low hazard, and 4 the highest hazard.</td>
</tr>
<tr>
<td>Health Hazard</td>
<td>Areas containing radionuclides or other sources of radiation are marked with the radiation area symbol.</td>
</tr>
<tr>
<td>Reactivity Hazard</td>
<td>Areas containing bio-hazardous materials are marked with the bio-hazardous area symbol.</td>
</tr>
<tr>
<td>Cancer Hazard</td>
<td>Areas containing cancer hazards are marked with the carcinogen symbol.</td>
</tr>
<tr>
<td>Laser Hazard</td>
<td>Areas containing laser hazards are marked with the laser hazard area symbol and appropriate warning information.</td>
</tr>
<tr>
<td>Toxic</td>
<td>Areas that contain acute toxicants and biological toxins are marked with the toxic symbol.</td>
</tr>
</tbody>
</table>

SPILL RESPONSE AND HAZARDOUS MATERIALS INCIDENTS
Trained personnel in the laboratory can often handle small or less toxic hazardous materials spills. Before attempting a clean up, laboratory personnel should consult the safety data sheet (SDS) to determine the hazards associated with the chemical.

The Hazardous Materials (Haz Mat) Team must be contacted by calling 911 or 310-825-1491 from a cell phone to assess and clean up spills involving highly toxic chemicals, radioactive materials, biohazard spills or large quantities of hazardous materials (i.e., ≥1 liter). Any questions regarding the ability of personnel to safely clean up spills should be addressed to EH&S.

More information on spill response and hazardous materials can be found in the Hazardous Materials and Environmental Protection section.

WORK AREA EXPOSURE MONITORING
The EH&S Workplace Exposure Assessment Program protects employees by ensuring that exposure limits for certain hazards are maintained. EH&S can be contacted if lab personnel have concerns about a hazardous exposure. More information can be found in the Occupational Health section.

LABORATORY SECURITY
All lab personnel must control lab access and take precautionary security measures to prevent theft of materials or equipment from the lab. Some campus labs already have strict security measures in place, due to the materials they contain or to the nature of research conducted therein.

Hazardous materials must always be protected against theft. These include, but are not limited to, infectious agents, toxins, radioactive materials, acutely toxic chemicals, carcinogens, teratogens, explosives, reactive chemicals and compressed gases. Diversion of even small quantities of hazardous materials can have serious consequences when they are used for criminal purposes. One easy way to increase security is to make sure that your laboratory door is locked whenever the lab is left unattended, even for a few minutes. Please report suspicious activity to UCPD by calling 911 or 310-825-1491 from a cell phone.
LABORATORY EMERGENCY

The proper procedures should be followed depending on the type of emergency and materials involved. All emergencies must be reported by dialing 911 and the EH&S Hotline at 310-825-9797. Laboratories should post the Lab Emergency Poster shown below along with safety information pertinent to the laboratory.

![Lab Emergency Poster](Image)

<table>
<thead>
<tr>
<th>Lab Emergency</th>
<th>Call 911 (from a campus phone) or 310-825-1491 from a cell phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Emergency</td>
<td>Dial 911 or x5211</td>
</tr>
</tbody>
</table>

**LIFE THREATENING EMERGENCY, AFTER HOURS, WEEKENDS AND HOLIDAYS:** Dial 911 (or 310-825-1491 from cell phone) or contact the Ronald Reagan UCLA Medical Center (emergency rooms) directly at x52111 (located at 755 Westwood Plaza, west side of I0th Street). To report a hazardous materials spill in your laboratory, dial x52111, or to report a hazardous materials spill or fire in any other area of campus, dial x59797 (located in the OHEF). For the OHEF, call 911 and then dial x52111 (located at 755 Westwood Plaza). Call x59797 to report a hazardous waste spill or fire in any other area of campus. Note: All serious injuries must be reported to EH&S at x59797 within 8 hours.

**NON-LIFE THREATENING EMERGENCY:** Go to the Occupational Health Facility (OHEF), x5771, CHS room 67-01 (This is on the 6th floor, 7th corridor, room 120.) Enter through the School of Dentistry on Tiverton Drive and proceed to the 6th floor elevator to the OHEF. From the 6th floor, prepare to report hazardous materials spills or fires in any other area of campus to x59797. Note: All serious injuries must be reported to EH&S at x59797 within 8 hours.

**Fire** Dial 911

- **SMALL FIRE** (heat only): If you have been trained, you may pull out the fire using a fire extinguisher. Report the fire by calling 911. Notify EH&S or x59797 and the Facilities Management Trouble Call x52111 anytime a fire extinguisher is used or discharged.
- **LARGE FIRE** (burning more than 1 fire extinguisher): Evacuate the area. Close all doors and windows as you leave. Close the elevator button if the fire is in the same floor. Activate the nearest alarm. Call 911 (or 310-825-1491 from cell phone). Evacuate the building.
- **CLOTHES ON FIRE:** Use a nearby safety shower. If none immediately available, STOP, DROP, ROLL to quickly extinguish the fire. Seek medical attention. Notify supervisor and EH&S at x59797 immediately.

**Chemical Spill** Dial 911 and x59797

- **CONCENTRATED (>100 ml) of BSL-2 or spill in public area**—Do not attempt to clean it up. Keep people from entering. Call 911 (or 310-825-1491 from cell phone) and EH&S at x59797 for assistance.
- **BIHazardous Spill on Body or Clothes:** Immediately remove contaminated clothing and place in a red biohazard bag. Wash with antiseptic soap and water for at least 15 minutes. Seek medical attention. Notify supervisor and EH&S at x59797 immediately.
- **GENERAL BIHAZARD SPILL CLEAN-UP:** Use clean personal protective equipment appropriate for the lab Biosafety Level. Place absorbent pads over area. Use appropriate disinfectant and carefully pour disinfectant starting from the outside to the inside of the area. Avoid breathing vapors. Eliminate sources of ignition if the chemical is flammable. If possible, outline the spill to a small area using a spill kit or absorbent material. Keep others from entering contaminated area. Wash with soap and water for at least 15 minutes. Seek medical attention. Notify supervisor and EH&S at x59797 immediately.
- **LARGE SPILL ON BODY OR CLOTHES:** Remove clothing and wash body thoroughly in emergency shower for at least 10 minutes. Clean up the area. Notify supervisor and EH&S at x59797 immediately.
- **CHEMICAL SPLASH INTO EYES:** Immediately rinse eye 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.
- **UNCONTROLLED SPILLS (e.g., unknown biohazard, outside of a biosafety cabinet, unsure of the clean-up):** Notify room occupants of spill. Immediately wet the area if you are not wearing the appropriate personal protection. Mark off the area using caution tape and warning signs. Everyone should wash their hands and face or shower using a disinfecting soap. Wait at least 30 minutes before exiting the area. Call 911 (or 310-825-1491 from cell phone) and EH&S at x59797 for assistance.

**Biohazardous Spill** Dial 911 and x59797

- **BIOHAZARD SPILL CLEAN-UP:** Use clean personal protective equipment appropriate for the lab Biosafety Level. Place absorbent pads over area. Use appropriate disinfectant and carefully pour disinfectant starting from the outside to the inside of the area. Avoid breathing vapors. Eliminate sources of ignition if the chemical is flammable. If possible, outline the spill to a small area using a spill kit or absorbent material. Keep others from entering contaminated area. Wash with soap and water for at least 15 minutes. Seek medical attention. Notify supervisor and EH&S at x59797 immediately.

**Radioactive Spill** Dial 911 and x59797

- **SMALL:** Contained in labs, not in public areas and non-alpha emitters. Cover spill with absorbent material. Notify others in the area of the spill. Contain spill with adequate clean-up. Use disposable gloves to handle and change contaminated spills. Place all contaminated materials in a radioactive waste bag. Monitor spill area and all personnel participating in clean-up efforts with appropriate survey instrument. Record incident in the laboratory survey log and call Radiation Safety for assistance. Notify supervisor and EH&S at x59797 immediately.

**Personal contamination:** Immediately remove contaminated clothing. Rinse area, especially between fingers and around fingernails with water first, then wash with red detergent. Call 911 (or 310-825-1491 from cell phone) and EH&S at x59797 for assistance.

**Earthquake** During Earthquake—Take cover in the laboratory underneath a table or desk or move to the hallway and brace yourself against the wall, covering your head with your arms. After the shaking has stopped:

- Remain in the building if the quake was minor. paar
- Evacuate the building if the quake was severe. Do not use the elevators; use the stairs.
- After evacuation, report to your designated meeting place (refer to UCLA Campus Evacuation Map [http://ehs.ucla.edu/ehs/maps/maps.html]).

Note: All serious injuries must be reported to the EH&S Hotline at x59797 within 8 hours. All large spills and exposures must be reported to the EH&S Hotline at x59797 as soon as possible.

HAZARDOUS WASTE MANAGEMENT

The Environmental Protection Agency (EPA) regulations and UCLA policies require that we make every effort to minimize hazardous waste. Minimizing hazardous waste begins with reducing the use and quantity of hazardous materials that will become hazardous waste.

You can reduce hazardous waste by:

- Substituting non-hazardous products in place of hazardous materials.
- Ordering the smallest quantity of hazardous materials (e.g., chemicals or radioactive materials) needed.
- Not accepting free chemicals that you don’t need.
- Carrying out procedures on a smaller scale and using micro-scale experiments.
- Segregating hazardous and non-hazardous waste streams to reduce the volume of hazardous waste.
- Recycling and reusing materials and redistributing unused chemicals to someone who needs them.
- Using good housekeeping practices to prevent the generation of waste.

TRANSPORTING HAZARDOUS MATERIALS

Department of Transportation (DOT) regulations and university policies govern the packaging and transportation of hazardous materials including biological and genetically modified materials, dry ice and liquid nitrogen. Private vehicles must...
HAZARDOUS MATERIAL SPILLS

Different types of hazardous materials are used on the UCLA campus. In the event of a hazardous material spill, certain procedures must be followed according to the severity of the spill and the type of material involved.

Spills must be cleaned-up or contained immediately by trained personnel. The EH&S Hazardous Materials Response Team (Hazmat Team) should be contacted by calling the EH&S Hotline at 310-825-9797 in the event of a large spill (≥1 liter), if trained personnel are not available or if there are any questions pertaining to spill clean-up.

If you experience any health symptoms following a hazardous material spill, inform your supervisor and immediately go to the Occupational Health Facility (OHF) for evaluation during regular office hours (Monday – Friday, 8:00 a.m. – 4:00 p.m.) for non-emergency conditions. Bring an SDS of the hazardous material, if possible. OHF can be contacted by calling 310-825-6771 and is located at 67-120 Center for Health Sciences.

If injury or illness occurs when OHF is closed, or urgent immediate medical attention is required, treatment can be obtained at the Ronald Reagan UCLA Medical Center, located at 757 Westwood Plaza.

ENVIRONMENTAL PROTECTION

Protection of the environment is the responsibility of every UCLA employee. As stewards of the environment, it is the policy of UCLA that all operations, including new construction, renovations and demolition projects be conducted in a proactive manner to ensure protection of the environment and compliance with all applicable UCLA policies and procedures and federal, state and local laws and regulations.

EH&S helps ensure environmental protection through the development and implementation of applicable policies and procedures. EH&S oversees and provides services to the campus in the areas that include:

- Environmental permitting including emissions sources, industrial waste water and storm water.
- Regulatory reporting to federal, state and local agencies.
- Monitoring and sampling as required to ensure hazardous materials are not released to the environment.
- Inspections of campus operations, construction projects and permitted equipment.
- Acting as liaison with regulatory agencies.
- Hazardous materials and hazardous waste management.
- Investigation and remediation of hazardous material spills and environmental releases.
- Construction of hazardous materials storage areas, underground tanks and other high hazard facilities.

It is the responsibility of employees to include EH&S in the planning of any operation, including construction, renovation and demolition, to ensure the proper procedures are followed and all required permits are obtained.

Contact Environmental Programs for more information.
HAZARD COMMUNICATION

Hazard communication provides employees with the necessary information about potential health hazards that can result from handling hazardous substances and informs employees of the control measures to mitigate these hazards. Some hazard communication is required in every department on campus, but it plays an especially large role in areas where there is routine handling of hazardous materials, such as shops, laboratories and design and art studios.

Training, hazard identification, hazardous material inventories, safety data sheets (SDS) and labeling are important parts of UCLA’s Hazard Communication program.

WORKPLACE EXPOSURE MONITORING

Individual workplace exposure assessments are available upon request to evaluate potential exposures to hazardous substances. These include observing job activities, evaluating workplace safety controls and conducting industrial hygiene sampling. Depending on the nature of the hazard, the frequency and duration of the exposure, assessment methods may vary. It is the goal of EH&S to reduce or eliminate any hazardous exposures.

EH&S conducts routine workplace exposure monitoring for:

- Hazardous chemicals (including carcinogens, reproductive toxins and particularly hazardous substances)
- Asbestos
- Lead

RESPIRATORY PROTECTION

UCLA tries to eliminate hazardous exposures with safety equipment, such as fume hoods, so that respirators are not needed. Respirators place a physical demand on the user and should only be used when necessary.

If an employee’s work activity needs to be evaluated for respirator use, a Respiratory Hazard Assessment must be conducted to select a properly fitted respirator.

HEARING CONSERVATION

You will be included in the Hearing Conservation Program if the average noise exposure in your workplace is above 85 decibels. EH&S specialists can evaluate...
noisy work areas to determine if exposures to noise are hazardous. Employees placed into the Hearing Conservation Program must wear hearing protection, have periodic hearing evaluations and receive training on avoiding hearing loss.

**INDOOR AIR QUALITY (IAQ)**

Guidelines exist to maintain occupant comfort and air quality in indoor environments. The EH&S Industrial Hygiene Program can evaluate the presence of dust, mold, indoor contaminants and the adequacy of ventilation in your work environment. Email indhyg@ehs.ucla.edu for assistance if you are experiencing any health symptoms related to the indoor work environment.

**MEDICAL SURVEILLANCE**

Medical surveillance is the process of using medical examinations, questionnaires and/or biological monitoring to determine potential changes in health as a result of exposure to hazardous chemicals or other hazards. 

**Note:** All employees who work with or are exposed to animals must complete a Medical History Questionnaire annually. Medical surveillance may also be provided for employees requiring vaccinations or monitoring (e.g., TB testing) after potential exposures to hazards (e.g., needle sticks).

**TOBACCO-FREE ENVIRONMENT POLICY**

UCLA Policy 810: Tobacco-Free Environment prohibits the use of cigarettes, cigars, chewing tobacco and all other tobacco products, including unregulated nicotine products (e.g., “e-cigarettes”) on campus and any other property owned or leased by the University.

**PET POLICY**

UCLA Policy 135: Pets on Campus prohibits pets in any campus buildings or campus transportation vehicles (e.g., campus shuttles, fleet vehicles, etc.), except police dogs, guide, signal and service dogs and animals involved in authorized research. Any exceptions must be approved in advance by the EH&S Director.

**PUBLIC ACCESS DEFIBRILLATORS**

The UCLA Public Access Defibrillation (PAD) Program provides for a more rapid response to sudden cardiac arrest for employees, students and visitors on campus. The program is designed to save lives through improved training, early administration of CPR and by making automated external defibrillators (AEDs) on campus available (view AED locations on the UCLA campus map).

The campus AEDs are designed to be used by minimally-trained individuals. EH&S partners with the UCLA David Geffen School of Medicine, Center for Prehospital Care, to provide CPR/AED training to interested employees.

**OCCUPATIONAL HEALTH SERVICES**

While every effort is made to keep employees safe, accidents and illnesses can happen. When they do, UCLA Occupational Health Services (OHS) is available to provide treatment for an occupational injury or illness. If the injury or illness is work related and requires a medical evaluation, you will be referred to OHS during regular office hours for non-emergency conditions.

If you require immediate medical attention or OHS is closed, treatment can be obtained at the Ronald Reagan UCLA Medical Center. If you work off campus, you will be referred to a designated facility close to your worksite.
INJURY REPORTING

When an accident or injury occurs at work, it is important to follow the correct reporting procedures and steps to obtain medical treatment. All injuries must be reported to supervisors as soon as possible and to Insurance and Risk Management (IRM) within 24 hours of their occurrence. **Serious injuries must be reported to the EH&S Hotline at 310-825-9797 within 8 hours.**

**For Serious Injuries:**
1. Call 911 immediately.
2. Immediately notify your supervisor of the accident.
3. Call the EH&S Hotline at 310-825-9797. Remember, serious injuries must be reported to EH&S immediately and no later than 8 hours after they occur.
4. Report the injury to Insurance and Risk Management (IRM) within 24 hours.

**WHAT IS CONSIDERED A SERIOUS INJURY?**

- Amputations
- Burns
- Concussions
- Crush injuries
- Death
- Fractures
- Lacerations w/ significant bleeding
- Lacerations requiring stitches
- Hospitalization > 24 hours
- Hospitalization > 24 hours

**For Other Injuries:**
1. Notify your supervisor and complete the [IRM Incident Report and Referral form](#). Take this form to the treatment facility.
2. Get Treatment:
   - Employees: OHS (310-825-6771) during business hours
   - Students: [Arthur Ashe Student Center](#) (310-825-4073) during business hours
   - After Hours: [Ronald Reagan UCLA Medical Center](#) (310-825-2111)

**Biohazard Exposures:** Exposures to biohazardous materials and/or recombinant DNA must be reported within 8 hours to 310-825-9797 even if they do not meet the “serious injury” criteria.

**Authorized Absence and Return to Work:** Absence from work due to a work-related injury or illness requires the authorization of OHS or authorized Workers’ Compensation medical provider. When OHS or your medical provider has released you to return to work, the release can be for full or modified duty. You must bring the medical release to your department when you return to work. Whenever possible, you may return to work with accommodations while recovering. See the [When an Injury Occurs](#) flier for more information.

EMERGENCY PREPAREDNESS

Emergencies are unexpected and cannot be predicted. Being prepared for emergencies or disasters is critical to maintaining your safety and ensuring a quick recovery. The [UCLA Emergency Management website](#) provides numerous resources to help you prepare, including resources for personal preparedness, earthquakes, fires and evacuation. You can also use [BruinAlert](#), which keeps you up-to-date by providing official communications regarding emergencies and disasters.

PLANNING AHEAD

Planning ahead for emergencies is critical for remaining safe during an emergency and recovering quickly after the emergency.

Know the emergency procedures for your building and work area. Fire drills are routinely held across campus to ensure that employees know how to respond to fires and other emergencies.

Identify the location of emergency equipment and learn how to use it. Commonly used equipment includes fire extinguishers, fire alarm pull stations, telephones, first aid kits and emergency eyewash and safety showers.

Know the hazards and the proper precautions. Materials and equipment in your building and work area pose different hazards. These hazards may require special precautions to avoid or minimize risk.

Identify at least two exit routes from your work area. One of them may be inaccessible during an emergency, so make sure to have a back-up.

If you have a disability that could interfere with emergency evacuation, work with your supervisor to plan for emergency situations. Identify a colleague who can help you during evacuations or emergency responses. Study and remember the features of buildings, including stairways, exits, emergency phone locations and elevators.

The [Chancellor’s ADA & 504 Compliance Office](#) monitors and coordinates the university’s compliance with laws that prohibit disability based discrimination and require accessibility to facilities. The Office produces the “UCLA Pathways” map to identify accessible routes and disability services on campus. The [UCLA Interactive Campus Map](#) also displays accessible routes.
DEPARTMENTAL EMERGENCY RESPONSE PLAN

Each department should have a Departmental Emergency Response Plan, a designated Departmental Emergency Coordinator and a designated Campus Evacuation Area. The Departmental Emergency Coordinator is the first point of contact for questions about the emergency procedures and the Departmental Emergency Response Plan. The Campus Evacuation Area is where building occupants should gather in the case of a building evacuation. During an evacuation, make sure you are accounted for before leaving the assembly point.

Be familiar with the Departmental Emergency Response Plan for your department and your building's evacuation area.

PERSONAL EMERGENCY PREPAREDNESS

Employees are encouraged to be personally prepared for emergencies. This includes having a personal emergency plan and a kit of emergency supplies. The emergency plan should include:
- what you plan to do during and after an emergency,
- how to communicate with family
- how to obtain up-to-date emergency information

Recommended supplies for emergency kits vary from employee to employee, but at a minimum, employees are recommended to have a 72-hour supply of food, water and essential medications. You can also request a personal preparedness information presentation for your department by contacting Emergency Management at uclaemo@ehs.ucla.edu.

BOMB THREAT AND SUSPICIOUS PACKAGES

If you receive a bomb threat or a suspicious package, call UCPD immediately at 911 or 310-825-1491 from a cell phone.

If you receive or find a suspicious package:
- Treat it as suspect.
- Do not handle it unnecessarily.
- Call UCPD immediately.
- Secure the location and follow the procedures for bomb threats below.

If you receive a bomb threat:
- Remain calm.
- If you receive a package, avoid handling and do not shake, bump, smell or taste it.
- If you receive a call, try to transfer the call to UCPD at 310-825-1491.
- After the call, contact UCPD immediately.

See the UCPD Suspicious Packages and Bomb Threat Brochure for more information.
UCLA takes great strides to keep its community members safe, secure and healthy. There are several programs and resources to help ensure your safety and well-being.

**EVENING ESCORTS**

Community Service Officers (CSO) are available to walk with students, faculty, staff or visitors 365 days a year from dusk until 1 a.m. between campus buildings, local living areas or Westwood Village within the approximate boundaries of Sunset Boulevard to the north, Hilgard to the east, Wilshire to the South and Veteran to the west.

Simply call the CSO Evening Escort Service minutes before you need to leave to arrange an escort. For more information, visit the [CSO Evening Escort webpage](#) or call 310-794-WALK (9255).

**EVENING VAN SERVICE**

The Evening Van Service provides a safe means of transportation around campus during the evening hours. The vans provide transportation between campus buildings, on-campus housing and nearby residential areas. The service is free of charge and available to all UCLA students, staff, faculty and visitors. For added safety, the vans are driven by Community Service Officers (CSOs) who carry two-way radios, providing a direct link to the UCLA Police Department.

Five vans operate on a nightly basis and routinely pick up passengers from five designated pick-up areas every 15-20 minutes. Vans drop off passengers at all pick-up locations as well as a number of designated drop-off locations (generally to the west and south of campus). Additionally, passengers may call (310) 825-1493 to request pick up from most of the drop-off spots, once they have arrived at the location. Visit the [Evening Van Service webpage](#) for more information.
SUSPICIOUS ACTIVITY

Suspicious activity, including discovery of suspicious packages, should always be reported to UCPD by calling 310-825-1491. If you see suspicious activity in your building or in the vicinity of campus, immediately report it to UCPD. When in doubt, call UCPD and do not assume someone else has called.

When contacting UCPD, try to provide relevant information, such as:

- Type and location of activity.
- Description of person(s) including: gender, race, age, height, weight, complexion, eye color, hair color, facial hair, scars or tattoos.
- Weapons displayed or threat of a weapon.
- The person’s last known location and direction of travel. If in a vehicle, the vehicle make, model, color and license plate number.

UCPD will respond, investigate and take appropriate action.

WORKPLACE VIOLENCE

While disagreement and informed debate are valued in an academic community, all UCLA employees are expected to treat one another with respect. Demeaning, intimidating, threatening or violent behaviors that affect the ability to learn, work, or live in the university environment depart from the standard for civility and respect. Violence or threats of violence on campus will not be tolerated.

Any person experiencing or observing imminent violence should call UCPD at 911 from a campus phone or 310-825-1491 from a cell phone. In situations that do not involve imminent danger or for advice on the appropriate course of action, notify your immediate supervisor or Employee Relations Representative. Reports will be promptly and thoroughly investigated.

For more information, visit the Workplace Violence Prevention website.

STAFF AND FACULTY COUNSELING CENTER

UCLA provides confidential counseling, assessment and referral services to faculty, staff and their immediate family members, as well as management consultations and coaching to department managers.

For more information, visit the Staff and Faculty Counseling Center website or call 310-794-0245.

ALCOHOL AND CONTROLLED SUBSTANCES

UCLA is committed to maintaining a safe and healthful environment that reflects high standards of personal responsibility and behavior. UCLA strives to maintain a workplace free from illegal use, possession or distribution of alcohol or controlled substances.

In order to minimize the risk of workplace accidents, the possession, use and storage of alcoholic beverages and controlled substances are strictly prohibited in high hazard locations, such as laboratories, shops and other areas containing hazardous materials or equipment. This restriction extends to administrative locations immediately adjacent to these areas, where access is not restricted by a locked door.

Employees and students shall not use illegal substances or abuse legal substances (including alcoholic beverages) on or off-campus in a manner that subsequently impairs work performance while working on or off-campus on university business. This is particularly important in high hazard locations such as laboratories, shops and other areas containing hazardous materials or equipment. These same restrictions apply to prescription medications that impair the ability to drive or safely operate machinery.

The illegal use and sale of alcohol and the possession, use or sale of illegal controlled substances by university employees and students in the workplace, on university premises, at official university functions or on university business is strictly prohibited.

The Staff and Faculty Counseling Center (310-794-0245) provides short-term counseling and referrals for employees who seek assistance to help overcome substance dependency.
UCLA is committed to providing every employee with the necessary training to perform job duties safely and correctly. Training plays an important role in EH&S’ efforts to create a safe environment for the university community, while maintaining regulatory compliance.

You and your supervisor should select training courses based on the types of hazards you may encounter while performing your job duties. All employees must be properly trained before beginning their work, given new assignments or when new hazards are introduced. Training classes range from office ergonomics to working with hazardous materials in a laboratory.

**EH&S SAFETY LISTSERV**

All employees are encouraged to register for UCLAWorkSafe, a communications listserv which provides timely information on health and safety issues relevant to the workplace. Topics include safety guidelines, changes in regulatory requirements and tools to help you implement safe work solutions in laboratories, offices and in the field.

**SAFETY VIDEOS**

Training videos are available for loan from the EH&S Safety Video Library. Contact EH&S to preview or reserve videos.

Additionally, safety films can be viewed online. Topics include fire safety in the laboratory, safe pipetting, bollard safety and pyrophoric safety.

**EH&S TRAINING COURSES**

EH&S offers a varied set of safety training classes to meet the diverse demands of UCLA operations. Most of these classes are offered free of charge.

The following provides some general information about EH&S class offerings. Go to the EH&S Training website to find out more.
**Biosafety**

Laboratory personnel handling biohazardous materials, including service workers with potential exposure to biohazard materials, are required to take the appropriate biosafety classes. Biosafety training classes include:

- Biological Safety Cabinet (BSC)
- Biosafety A,B,Cs – Biosafety Level 2 (BSL2)
- Biosafety Level 2 with Biosafety Level 3 practices (BSL2+)
- Biosafety Level 3 (BSL3)
- Bloodborne Pathogens (BBP)
- Medical Waste Management (MWM)
- Shipping Biological Materials

**Ergonomics**

Workers benefit from ergonomics training appropriate to their work tasks. Ergonomics training classes include:

- Training for anyone who bends or lifts regularly (e.g., landscapers, plumbers and mailroom workers).
- Proper microscope posture and pipetting techniques for lab personnel.
- Proper selection and use of office equipment for office employees.

**Fire Safety**

Fire safety training is required in high hazard facilities. Fire safety training classes include hands-on fire extinguisher training.

**Hazardous Waste**

Individuals who are required to take this training include employees working in shops, studios, laboratories and other areas where hazardous materials are used. Most laboratory personnel will receive this training as part of their Laboratory Safety Fundamentals training.

**Laboratory Safety**

Laboratory Safety Fundamental Concepts is a required course for lab personnel working with or around hazardous materials. A modified course is available for Principle Investigators and Lab Supervisors. Initial training must be completed in person, but an online refresher is available to fulfill the annual retrain requirements.

Topics included in laboratory safety training are:

- Hazardous chemical waste
- Fire safety precautions for the laboratory
- Safety Data Sheet (SDS) use
- Recognition and mitigation of laboratory hazards
- Use of engineering controls, administrative controls and personal protective equipment
- Working safely with chemicals

**Laser Safety**

EH&S offers an introduction to laser technology and an overview of the requirements for safe operation of laser equipment. This class is required for all personnel operating or working with Class 3B and Class 4 lasers and recommended for all campus laser users.

**Radiation Safety**

Radiation safety training is required for employees working with these materials. Radiation safety training classes include:

- New Radiation Worker Qualification
- X-Ray Diffraction Safety

**Respirator Training and Fit Testing**

This class is required for anyone requiring the use of a respirator in the scope of their work, such as shop personnel or laboratory workers. The class provides information on the proper use and fit of a respirator to be used on the job.

**Shop Safety**

Contact the EH&S Shop Safety Coordinator at shopsafety@ehs.ucla.edu for consultation and training materials on the following topics:

- Hand tool safety
- Hearing conservation
- Ladder safety
- Lock out/tag out

Go to www.ehs.ucla.edu/training to learn more and sign up for training. A [lab safety training matrix](#) is available to assist in determining your training requirements.
The following campus and EH&S resources provide additional information on specific health and safety topics:

**EH&S RESOURCES**
- Biosafety Manual
- Chemical Hygiene Plan
- Hazardous Waste Pick-up Schedule
- Injury and Illness Prevention Plan (IIPP) Template
- Laboratory Safety Manual
- Laser Safety Manual
- Online Safety Video Library
- Radiation Safety Manual
- Fact Sheets
- Shop Safety Manual

**CAMPUS RESOURCES**
- Departmental Emergency Response Plan (DERP) Template
- Office of Research Administration
- Occupational Health Services

**OUTSIDE AGENCIES**
- Environmental Protection Agency (EPA)
- California EPA
- California Division of Occupational Safety and Health (Cal/OSHA)
- California Department of Public Health (CDPH)
- NIH Office of Biotechnology Activities (NIH/OBA)

Go to [www.ehs.ucla.edu](http://www.ehs.ucla.edu) to access these links from a digital copy of this handbook.
I hereby certify that I have read the UCLA Employee Safety Handbook.

EMPLOYEE NAME

EMPLOYEE ID NUMBER

DEPARTMENT

PHONE

JOB TITLE

SIGNATURE

DATE

Submit completed acknowledge form to your department’s HR/Personnel office or to your supervisor.

An electronic version of this acknowledge form is available at www.ehs.ucla.edu
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