

HAZARD ALERT / CORRECTION FORM

Alert Identification No. _____

Department: _____

I. Unsafe Condition or Hazard

Name: (optional) _____ Job: _____

Title: (optional) _____

Location of Hazard: _____

Building: _____ Floor: _____ Room: _____

Date and time the condition or hazard was observed: _____

Description of unsafe condition or hazard: _____

What changes would you recommend to correct the condition or hazard?

Employee Signature: (optional) _____

Date: _____

II. Management/Safety Committee Investigation

Name of person investigating unsafe condition or hazard: _____

Results of investigation (What was found? Was condition unsafe or a hazard?): (Attach additional sheets if necessary.)

Proposed action to be taken to correct hazard or unsafe condition: (Complete and attach a Hazard Correction Report)

Signature of Investigating Party: _____

Date: _____

HAZARD ALERT / CORRECTION REPORT

Alert Identification No. _____

Department: _____

This form should be used in conjunction with the “Hazard Alert Form” as appropriate, to track the correction of identified hazards.

All hazards should be corrected as soon as possible, based on the severity of the hazard. If a serious imminent hazard cannot be immediately corrected, evacuate personnel from the area and restrict access until the hazard can be addressed.

Supervisor/Safety Coordinator Name: _____ Telephone: _____

Supervisor/Safety Coordinator Signature: _____ Date: _____

Description and Location of Unsafe Condition	Date Discovered	Required Action and Responsible Party	Completion Date	
			Projected	Actual

- Instructions:**
1. Select assessment category.
 2. List tasks/activities: Develop a list of activities, tasks, equipment/tools (group similar tasks/activities).
 3. Identify and list potential hazards: for each task, activity or equipment/tools, list and describe the potential hazards.
 4. Identify and list controls: for each task, activity, equipment/tools, document controls (i.e. training, equipment, written procedures, PPE...).
 5. **If PPE is required, complete Part II- PPE Hazard Assessment and Certification.**
 6. Train affected employees on the final assessment and document the training.
- Repeat assessment when new hazards are identified or introduced into the workplace or at least every three (3) years.**
Laboratory workers must use the online [Laboratory Hazard Assessment Tool \(LHAT\)](#) for PPE hazard assessment.

I am reviewing (check the appropriate box)	<input type="checkbox"/> A worksite	Specify location:
	<input type="checkbox"/> A single employee's job description	Name of employee:
		Position title:
	<input checked="" type="checkbox"/> A job description for a class of employees	Position titles: Administrative personnel
		Location: Business Office
Hazard Evaluator		Signature/Date:

TASK/ACTIVITY	POTENTIAL HAZARD	CONTROL	PPE Required? Y/N
General office work	Back strain, eyestrain, repetitive motion injury. Physical injuries due to slips, trips and falls, and falling objects. Electrical hazards. Physical injuries due to fires, earthquakes, bomb threats and workplace violence.	Ensure that workstations are ergonomically correct. Keep floors clear of debris and liquid spills. Keep furniture, boxes, etc. from blocking doorways, halls and walking space. Do not stand on chairs of any kind, use proper foot stools or ladders. Do not store heavy objects overhead. Do not top load filing cabinets, fill bottom to top. Do not open more than one file drawer at a time. Brace tall bookcases and file cabinets to walls. Do not use extension cords in lieu of permanent wiring. Ensure that high wattage appliances do not overload circuits. Use GFCIs in receptacles in potentially wet areas. Replace frayed or damaged electrical cords. Ensure that electrical cords are not damaged by being wedged against furniture or pinched in doors. All personnel to receive annual training to the Emergency Action Plan (EAP) and Injury and Illness Prevention Plan (IIPP).	No
Operation of motor vehicles	Motor vehicle accidents involving personal injury, or property damage.	All drivers of University vehicles must possess a valid California drivers license and receive the Driver Safety Awareness Course offered by Fleet Services during the first 6 months of employment and renewed every three years. Hazardous materials may not be transported in personally owned vehicles.	No

I have read and acknowledge the contents, requirements, and responsibilities outlined in this document:

[illegible]

- Instructions:**
1. Select assessment category.
 2. List tasks/activities: Develop a list of activities, tasks, equipment/tools (group similar tasks/activities).
 3. Identify and list potential hazards: for each task, activity or equipment/tools, list and describe the potential hazards.
 4. Identify and list controls: for each task, activity, equipment/tools, document controls (i.e. training, equipment, written procedures, PPE...).
 5. **If PPE is required, complete Part II- PPE Hazard Assessment and Certification.**
 6. Train affected employees on the final assessment and document the training.
- Repeat assessment when new hazards are identified or introduced into the workplace or at least every three (3) years.**
Laboratory workers must use the online [Laboratory Hazard Assessment Tool \(LHAT\)](#) for PPE hazard assessment.

I am reviewing (check the appropriate box)	<input type="checkbox"/> A worksite	Specify location:
	<input type="checkbox"/> A single employee's job description	Name of employee:
		Position title:
	<input checked="" type="checkbox"/> A job description for a class of employees	Position titles: Health and Safety Specialists
		Location: Industrial Safety
Hazard Evaluator		Signature/Date:

TASK/ACTIVITY	POTENTIAL HAZARD	CONTROL	PPE Required? Y/N
Working in laboratories containing chemicals.	Exposure to chemicals via inhalation, contact, ingestion or injection.	Avoid all unnecessary exposures. Reduce exposures that cannot be avoided by minimizing exposure duration and concentration. Proper selection and use of personal protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Implementation of proper personal hygiene habits, including washing hands before eating. All personnel to receive on the job and classroom training including UC Lab Safety Fundamentals, Hazardous Waste Management and Minimization and other applicable courses. This will be completed during the first 6 months of employment and renewed every three years.	Lab coat, protective eyewear. Gloves and respiratory protection as needed
Working in laboratories containing radiological materials.	Exposure to radiological agents via inhalation, contact, ingestion or injection.	Avoid all unnecessary exposures. Reduce exposures that cannot be avoided by minimizing exposure duration and concentration. Proper selection and use of personal protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Implementation of proper personal hygiene habits, including washing hands and face before eating. All personnel to receive on the job and classroom training including UC Lab Safety Fundamentals, Hazardous Waste Management	Lab coat, protective eyewear. Gloves and respiratory protection as needed

		and Minimization, Radiation Safety and other applicable courses. This will be completed during the first 6 months of employment and renewed every three years.	
Working in laboratories containing biological materials.	Exposure to biological agents via inhalation, contact, ingestion or injection.	Avoid unnecessary exposures. Proper selection and use of personal protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Proper adherence to bloodborne pathogen handling protocols. Implementation of proper personal hygiene habits, including washing hands before eating. Voluntary participation in Hepatitis B vaccination program. Proper adherence to biological waste handling procedures. All personnel to receive Bloodborne Pathogen Program training during the first 6 months of employment and renewed annually. Participation in Facilities- specific medical clearances as required.	Lab coat, protective eyewear. Gloves and respiratory protection as needed
Working in laboratories, shops and spaces containing physical hazards.	Injury from physical hazards including high voltage, lasers and ultraviolet light, compressed gases and liquids, cryogenic materials, and specialized equipment as well as falling objects.	Avoid unnecessary exposures. Proper selection and use of personal protective equipment including gloves, protective eyewear and specialized equipment. Employees are not to enter restricted areas unless accompanied by a properly trained individual familiar with the hazards of the area. Employees are not to operate specialized equipment without proper training and documentation. Watch for overhead hazards and wear head protection if needed. Personnel auditing or routinely entering areas where lasers are used will receive laser safety training within 6 months of employment and renewed every three years.	Lab coat, protective eyewear. Gloves, respiratory protection, protective headwear, and specialized equipment as needed
Working in laboratories and animal housing facilities containing animals.	Exposure to animals and animal allergies via inhalation and contact.	Avoid unnecessary exposures. Proper selection and use of personal protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Proper adherence to animal care	Lab coat, protective eyewear. Gloves and respiratory protection as needed

		and use protocols. Implementation of proper personal hygiene habits, including washing hands before eating. Participation in the occupational health program for animal workers. All personnel to receive the IACUC Animal Care and Use 101 training during the first 6 months of employment and renewed every three years. Participation in Facilities-specific medical clearances as required.	
Handling and moving heavy items and equipment.	Ergonomic hazards including heavy lifting, repetitive motions, awkward motions, crushing or pinching injuries, etc.	Get help with all loads that cannot be safely lifted by one person. Use mechanical means to lift and move heavy items, push carts and dolly rather than pull, and employ proper lifting techniques at all times. Set up work operations as ergonomically safe as practical. Wear proper hand and foot protection to protect against crushing or pinching injuries. Personnel to receive Back Safety and Injury Prevention training prior to being assigned job task involving handling and moving heavy items/equipment.	Hand and foot protection as needed
Exposure to noise hazards.	Hearing loss due to noise exposure.	Voluntarily participate in the Hearing Conservation Program. Use hearing protection as required. All personnel to receive Hearing Conservation training within 6 months of employment and renewed annually.	Hearing protection (ear plugs and muffs, etc.)
General office work.	Back strain, eyestrain, repetitive motion injury. Physical injuries due to slips, trips and falls, and falling objects. Electrical hazards. Physical injuries due to fires, earthquakes, bomb threats and workplace violence.	Ensure that workstations are ergonomically correct. Keep floors clear of debris and liquid spills. Keep furniture, boxes, etc. from blocking doorways, halls and walking space. Do not stand on chairs of any kind, use proper foot stools or ladders. Do not store heavy objects overhead. Do not top load filing cabinets, fill bottom to top. Do not open more than one file drawer at a time. Brace tall bookcases and file cabinets to walls. Do not use extension cords in lieu of permanent wiring. Ensure that high wattage appliances do not overload circuits. Use GFCIs in receptacles in	No

		potentially wet areas. Replace frayed or damaged electrical cords. Ensure that electrical cords are not damaged by being wedged against furniture or pinched in doors. All personnel to receive annual training to the Emergency Action Plan (EAP) and Injury and Illness Prevention Plan (IIPP).	
Operation of motor vehicles.	Motor vehicle accidents involving personal injury, or property damage.	All drivers of University vehicles must possess a valid California drivers license and receive the Driver Safety Awareness Course offered by Fleet Services during the first 6 months of employment and renewed every three years. Hazardous materials may not be transported in personally owned vehicles.	No

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WORKSITE INSPECTION FORM

General Office Environment

Location: _____ Date: _____

Inspector: _____ Phone: _____

Department: _____

Administration and Training

Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	1.	Are all safety records maintained in a centralized file for easy access? Are training records current?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	2.	Have all employees attended Injury & Illness Prevention Program training? Has the training been documented?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	3.	Does the department have a completed Emergency Action Plan? Are employees trained on its contents and training documented?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	4.	Are chemical products used in the office being purchased in small quantities? Are Safety Data Sheets available/accessible?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	5.	Are mandatory employment notices and posters posted: https://www.hr.ucdavis.edu/supervisors/posters-required-by-law ?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	6.	Are annual workplace inspections performed and documented?

General Safety

Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	7.	Are exits, fire alarms, pullboxes clearly marked and unobstructed?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	8.	Are aisles and corridors unobstructed to allow unimpeded evacuations?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	9.	Is a clearly identified, unobstructed, charged, currently inspected and tagged, wall-mounted fire extinguisher available as required by UC Davis Fire?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	10.	Are ergonomic issues being addressed for employees using computers or at risk of repetitive motion injuries?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	11.	Is a fully stocked first-aid kit available? Is the location known to all employees in the area?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	12.	Are cabinets, shelves, and furniture over five feet tall secured to prevent toppling during earthquakes?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	13.	Are books and heavy items and equipment stored on low shelves and secured to prevent them from falling on people during earthquakes?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	14.	Is the office kept clean of trash and recyclables promptly removed?

Electrical Safety

Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	15.	Are plugs, cords, electrical panels, and receptacles in good condition? No exposed conductors or broken insulation?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	16.	Are circuit breaker panels accessible and labeled?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	17.	Are surge protectors being used? If so, they must be equipped with an automatic circuit breaker, have cords no longer than 15 feet in length, and be plugged directly into a wall outlet.
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	18.	Is lighting adequate throughout the work environment?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	19.	Are extension cords being used correctly? They must not run through walls, doors, ceiling, or present a trip hazard.
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	20.	Are portable electric heaters being used? If so, they must be UL listed, plugged directly into a wall outlet, and located away from combustible materials.

IIPP – Appendix D

Please access the [Injury Reporting Procedure](http://safetyservices.ucdavis.edu/article/injury-reporting-procedure) page on the Safety Services website.

<http://safetyservices.ucdavis.edu/article/injury-reporting-procedure>

Complete the electronic **Employer's First Report** as soon as practicable.

SAFETY TRAINING ATTENDANCE RECORD

Training Topic: _____ Date: _____
(attach a copy of the training session curriculum)

Instructor: _____ Training Aids: _____

Location: _____ Time: _____

Attendees – Please print and sign your name legibly. Use additional sheets if necessary.

No.	Print Name	Signature/Date
1.	_____	_____
2.	_____	_____
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