

Department Chairs Safety, Health & Environmental Protection Checklist

Department Chair Fall Forum Thursday, October 1, 2015

Maintaining a safe workplace is a shared responsibility

- Verify you have a person to fulfill the role of [Department Safety Coordinator](#)
- Request from your Department Safety Coordinator (DSC) a copy of **your Injury & Illness Prevention Plan (IIPP)**
- Update the plan as needed, ensure all your people have reviewed the plan and have a copy or ready access:
 - Identifying Hazards:** Conduct periodic safety inspections of all spaces.
 - Communication:** Ensure a free flow of safety information through bulletin boards or periodic discussions. Encourage employees to report potential safety problems.
 - Correcting Hazards:** Correct conditions that are discovered during inspections or reported by employees.
 - Investigating Injuries and Illnesses:** Investigate all accidents, injuries, and near-misses, and make appropriate changes to minimize recurrence.
 - Health & Safety Training:** Know the hazards employees face and ensure they're trained to perform their work without illness or injury. Either [Safety Orientation](#) or [Laboratory Safety Orientation](#) depending on where they work is required for every UCR employee. EH&S also offers specialized safety training in many areas. (these courses include the [Emergency Action Plan](#) and the [Fire Prevention Plan](#) – a standalone course is [available](#))
 - [Invite EH&S](#) to provide in-person annual fire extinguisher training/refresher at a department event
 - Recordkeeping:** Keep [safety training](#), inspection, and accident investigation documents in a centralized file so they're handy for inspectors. Many courses are offered by EH&S through the [learning management system](#); however, where training is provided at the departmental level, be sure it is documented.
- In you have labs**, verify you have a person to fulfill the role of [Department Laboratory Safety Officer](#), that you have a [Chemical Hygiene Plan](#) and are following it
- Prepare for Emergencies**, verify any buildings you occupy have a [Building Supervisor for Emergency Conditions](#) (BSEC) assigned and for each floor or area your department occupies in a building verify you have a [Building Emergency Staff](#) (BES) assigned and trained.
 - Have your Departmental Emergency Personnel solicit "[Special collections declaration](#)" for responder triage and pre-planning.
 - Have your Departmental Emergency Personnel actively participate in the annual fire evacuation drills
- Meet with your Departmental Safety & Emergency Personnel** at least quarterly to become informed and to ensure performance expectations are met
- Ensure your **Hazardous and Universal waste** is disposed of through EH&S
- Contact the EH&S Director anytime you have questions, concerns, problems or suggestions