



OFFICE OF THE EXECUTIVE VICE PRESIDENT—

CHIEF FINANCIAL OFFICER

OFFICE OF THE PRESIDENT

1111 Franklin Street, 10th Floor

Oakland, California 94607-5200

OFFICE OF RISK SERVICES

UC Procedures for an Injury or Illness from Chemistry / Biochemistry Departments

Effective August 28, 2012

1. Principle Investigators are required to immediately report all occupational injuries or illness to the designated department (e.g., EH&S) on campus. Campuses shall immediately outreach to their chemistry and biochemistry faculty members reminding them of their responsibility to report injuries via local campus “Supervisors Report of First Injury”. *These additional enhanced reporting conditions apply only to the laboratory facilities within the Departments of Chemistry and/or Biochemistry.*
2. EH&S needs to determine two key criteria:
 - a. Confirm that the report of first injury or illness is from a settlement covered location (e.g. from within Chemistry or Biochemistry)
 - b. Determine if the injury or illness meets the definition of a “reportable occupational injury or illness”¹
3. If a report of spill or accident is received from campus dispatch, EH&S and Safety (e.g. , Police and Fire) should follow local procedures for emergency response.
 - a. For situations within the settlement covered Departments of Chemistry and Biochemistry, First Responders should follow standard operating procedures to respond to emergency incident (e.g., fire, release of hazardous materials.) Incident Commanders (IC) should continue to stabilize the scenes and should “take all necessary steps to eliminate life/safety issues (i.e. , fire or continued property damage), or environmental risks associated with the occurrence.” These corrective actions should be to ensure the safety of rescue and on-site personnel and to prevent continued damage to property or the environment. “Any such activities shall, to the extent possible, be documented by campus personnel”
4. If the injury is “reportable”, as soon as safe to do so, the IC or campus responders “shall immediately secure any incident scene from **all access** and **preserve all evidence**” until Cal/OSHA releases the scene. Campus

¹ The specific language in the UCLA settlement dated 07.27.2012 references “all recordable occupational injury or illness under 8 CCR 342” Because of this OCG interpretation is that this language limits the enhanced requirements only to injuries/illness that meet the *reportable* criteria (8 CCR 342) rather than all *recordable* injury or illness.

shall use UCPD to perform this action. Note: The restriction of access is intended to apply to any and all EH&S personnel as well.

5. Reporting a Serious Injury or Fatality
 - a. The campus¹ shall directly notify the Cal/OSHA enforcement unit listed at the telephone number and e-mail below (this number may be different than your “*nearest enforcement unit district office*” to which campus would normally report serious accidents) :
 - i. Call: Debra Gold **(510) 286-7013**
 - ii. E-mail: dgold@dir.ca.gov
 - iii. Include in both reports the basic information found on Cal/OSHA Form 301 Injury and Illness Incident Report (or campus equivalent).
 - b. The campus shall directly notify the Cal/OSHA Bureau of Investigation² . This is a second and independent notification that campuses must make:
 - i. Call: Debra Gold **(510) 286-7013**
 - ii. E-mail: dgold@dir.ca.gov
 - c. The campus shall immediately notify the Cal/OSHA local district (See Attachment B) of the injury (Note: this is call should be made immediately following the calls above. Campuses should not delay this notification.)
6. Immediately after notifying Cal/OSHA contact UCOP Risk Services. (Place both calls)
 - a. Erike Young, cell: (916) 296-9638; erike.young@ucop.edu
 - b. Ken Smith, cell (858) 583-2115; ken.smith@ucop.edu
7. Campus should expect to receive a call or visit from the notified CAL/OSHA units.
8. Campus is required to secure the scene for minimally for up-to 24-hrs. If “no response is provided by either the notified Cal/OSHA Enforcement Units or Cal/OSHA Bureau of Investigation within 24 hours of when notice is received by Cal/OSHA, that shall be a determination that a response is not required.”

¹ Note: This decision to have each campus report directly to Cal/OSHA is so that the requirement of “immediate” can be made with the greatest intent. Campuses should make this notification expeditiously once it is reasonably believed that the injury or illness meets the reporting requirements.

² Calls to Cal/OSHA Bureau of Investigation are to be directed to Debra Gold until directed otherwise by Cal/OSHA.

Attachment A

§342. Reporting Work-Connected Fatalities and Serious Injuries.

(a) Every employer shall report immediately by telephone or telegraph to the nearest District Office of the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment.

Immediately means as soon as practically possible but not longer than 8 hours after the employer knows or with diligent inquiry would have known of the death or serious injury or illness. If the employer can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident.

Serious injury or illness is defined in section 330(h), Title 8, California Administrative Code.

"Serious injury or illness" means any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by the commission of a Penal Code violation, except the violation of Section 385 of the Penal Code¹, or an accident on a public street or highway.

(b) Whenever a state, county, or local fire or police agency is called to an accident involving an employee covered by this part in which a serious injury, or illness, or death occurs, the nearest office of the Division of Occupational Safety and Health shall be notified by telephone immediately by the responding agency.

(c) When making such report, whether by telephone or telegraph, the reporting party shall include the following information, if available:

- (1) Time and date of accident.
- (2) Employer's name, address and telephone number.
- (3) Name and job title, or badge number of person reporting the accident.
- (4) Address of site of accident or event.
- (5) Name of person to contact at site of accident.
- (6) Name and address of injured employee(s).
- (7) Nature of injury.
- (8) Location where injured employee(s) was (were) moved to.
- (9) List and identity of other law enforcement agencies present at the site of accident.
- (10) Description of accident and whether the accident scene or instrumentality has been altered.

(d) The reporting in (a) and (b) above, is in addition to any other reports required by law and may be made by any person authorized by the employers, state, county, or local agencies to make such reports.

¹ Operation of equipment within six feet of high voltage lines.

Attachment B
Cal / OSHA Enforcement Unit District Offices

Campus	District Office	Region
UC Berkeley	Oakland District Office Abigail Fabricante, District Manager 1515 Clay Street, Ste. 1301 Oakland, CA 94612 (510) 622-2916 (510) 622-2908 (Fax)	1
UC Davis	Sacramento District Office Jon Weiss, District Manager 2424 Arden Way, Ste. 165 Sacramento, CA 95825 (916) 263-2800 (916) 263-2798 (Fax)	2
UC Irvine	Santa Ana District Office Richard Fazlollahi, District Manager 2000 E. McFadden Ave., Ste. 122 Santa Ana, CA 92705 (714) 558-4451 (714) 558-2035 (Fax)	3
UC Los Angeles	Los Angeles District Office Hassan Adan, District Manager 320 West 4th Street, Rm. 850 Los Angeles, CA 90013 (213) 576-7451 (213) 576-7461 (Fax)	4
UC Merced	Modesto District Office John Caynak, District Manager 4206 Technology Drive, Ste. 3 Modesto, CA 95356 (209) 545-7310 (209) 545-7313 (Fax)	2
UC Riverside	San Bernardino District Office Ayman Shiblak, District Manager 464 W. 4th Street, Ste. 332 San Bernardino, CA 92401 (909) 383-4321 (909) 383-6789 (Fax)	3

Campus	District Office	Region
UC San Diego	San Diego District Office Kathy Derham, District Manager 7575 Metropolitan Dr., Ste. 207 San Diego, CA 92108 (619) 767-2280 (619) 767-2299 (Fax)	3
UC San Francisco	San Francisco District Office Juan Calderon, District Manager 455 Golden Gate Ave., Rm 9516 San Francisco, CA 94102 (415) 557-0100 (415) 557-0123 (Fax)	1
UC Santa Barbara	Van Nuys District Office Andreea Minea, District Manager 6150 Van Nuys Blvd., Ste. 405 Van Nuys, CA 91401 (818) 901-5403 (818) 901-5578 (Fax)	4
UC Santa Cruz	Fremont District Office Michael Frye, District Manager 39141 Civic Center Dr., Ste. 310 Fremont, CA 94538 (510) 794-2521 (510) 794-3889 (Fax)	1