

# Non-Lab Supervisor Safety Responsibilities

As a supervisor in a non-lab work environment, you have the responsibility to achieve and maintain a safe work environment and ensure that your employees work safely. Please review and implement the following elements and contact EH&S at (949) 824-6200 or at [safety@uci.edu](mailto:safety@uci.edu) if you have any questions or need assistance.

## ❖ Safety on Site (SOS) Program Implementation

- ✓ Divide organization into one or more work units
- ✓ Designate SOS Representative(s)
  - SOS Representative(s) and supervisor complete Hazard Identification Checklist
  - Check required safety training records.

## ❖ Required Safety Training

- ✓ Review employees' completed Safety Training Self-Assessment selections
- ✓ General safety training - provided by EH&S and available through UC Learning Center ([www.uclc.uci.edu](http://www.uclc.uci.edu))
- ✓ Work Unit Specific Training - coordinated by your department
  - May be identified by either supervisor or SOS Representative utilizing the Hazard Identification Checklist as part of the SOS program

## ❖ Communication Documentation

- ✓ Document all safety communications and store unit files for a minimum of 5 years – document date and time, topics discussed, presenters' names, minutes, action items, attendees' names and signatures.

## ❖ Injury Response

- ✓ Call 911 if any employee, student or volunteer has a life-threatening condition or requires immediate medical attention
- ✓ Seek medical attention if injury is not life-threatening:  
<http://ehs.uci.edu/MedEmergPoster.pdf>
- ✓ If employee is sent to the hospital, stay apprised of employee's status and inform EH&S (x46200) and Workers' Compensation (x49152) as soon as possible

## ❖ Reporting Work-Related Injuries and Incidents

- ✓ Report all work-related injuries within 24 hours
- ✓ Visit the EHS website and navigate to the "Report An Injury, Incident, or Safety Concern," (<https://www.ehs.uci.edu/apps/hr/index.jsp>) or contact the University's insurance claim center at 1-877-682-7778
- ✓ Complete the "Supervisors Report of Injury" form, if necessary, and return promptly to EH&S

## ❖ Ergonomics Resources

- ✓ Visit the EH&S website, Ergonomics section
- ✓ Sign up for training via UC Learning Center

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- ❖ **Standard Operating Procedures (SOPs)**
  - ✓ Develop specific SOPs plan to safely conduct hazardous processes.
  - ✓ Access SOP development tools and existing procedures on EHS website: “Safety Training Resources.”
  
- ❖ **Hazardous Materials & Operations**
  - ✓ Plan and consider hazards
  - ✓ Ensure staff have been trained, follow SOPs, and that they do not work alone
  - ✓ Fix identified hazards ASAP
  
- ❖ **Personal Protective Equipment (PPE)**
  - ✓ Provide and ensure PPE is being used and worn correctly by staff
  - ✓ Select appropriate PPE based on the potential hazards, level of risks, and seriousness of potential injury: <http://ehs.uci.edu/PPE.html>
  - ✓ Department is responsible for purchase of PPEs; except for those that are worn outside of the workplace (i.e. safety shoes, cold weather clothing or hats)
  - ✓ Method for selecting/providing PPE for employees: inspect, clean, and maintain it in good condition. Contaminated clothing should be laundered/disposed and never taken home.
  
- ❖ **External Agency Inspections**
  - ✓ Notify EH&S directly at (949) 824-6200 if an inspector arrives
  - ✓ Wait with the inspector until EH&S arrives. Do not volunteer any information, but stay cooperative.
  - ✓ Only take inspector to areas of concern. EH&S will take the lead during and after the inspection. In case of a follow-up, EH&S will coordinate efforts and communicate with the agency.
  
- ❖ **Emergency Plans**
  - ✓ Develop and communicate emergency plans and ensure employees are familiar with general and department-specific plans.
  - ✓ Create plans for department-specific hazards, and update plans as operations change
  
- ❖ **Employee Performance Evaluations**
  - ✓ Rate employees’ safety performance as “Solid Performance” or “Improvement Needed” based on 3 criteria:
    - Awareness and completion of all required safety training related to job duties (current/not expired)
    - Awareness and consistently follows proper safety procedures and use of safety equipment
    - Takes responsibility for workplace safety and environment