

GENERAL SAFETY--SHOPS, VIVARIA, AND BUILDING OPERATIONS

I. REFERENCES

- A. Code of Federal Regulations
- B. NIH Guide for the Care and Use of Laboratory Animals
- C. California Code of Regulations
- D. California Health and Safety Code
- E. UCSD Policy and Procedure Manual (PPM)
 - [100-6](#) Protection of Animal Subjects
 - [270-5](#) Dog Control Regulations

II. POLICY

All buildings and grounds are to be planned, operated, and maintained with safety as a top priority. It is necessary that staff and faculty be aware of safety considerations in all activities and work towards reduction or elimination of all hazardous conditions.

III. PROCEDURES

A. Industrial and General Safety

1. In all work situations, safeguards required by the California Code of Regulations, Title 8, General Industry Safety Orders, shall be provided. See [Blink Website "Safety Resources for Trades Employees"](#) for details.
2. Listed below are common accidents and their causes. Each employee, supervisor, or other member of the University community should survey his/her area and work procedures, with assistance from the Office of Environment, Health and Safety (EH&S), to eliminate these or other unsafe conditions.
 - a. Falls - slippery surfaces; broken or missing railings on steps or landings; climbing without proper ladders; equipment in passageways; tripping hazards on walking surfaces.
 - b. Strains - improper lifting techniques.
 - c. Falling or moving objects - improperly stacked or secured equipment.
 - d. Striking against dangerous objects - needles and sharp objects improperly stored or disposed of; drawers left open; improperly placed equipment.
 - e. Injuries from chemicals, explosives, dangerously hot or cold substances - using volatile chemicals without proper ventilation; personal protective equipment not used; improper knowledge of safety procedures.

- f. Electrical shock - worn equipment, plugs or frayed cords; ungrounded equipment; use of equipment without checking to see if it is energized.
- g. Vehicles - seat belts not used; failure to check behind vehicle when backing up; excessive speed.

B. Building Operational Safety

EH&S conducts routine surveillance inspections of all UCSD buildings and facilities and works with departmental representatives and Facilities Management personnel to resolve problems as follows:

1. Minor Deficiencies

Correction of minor deficiencies will be suggested at the time the deficiency is noted. If positive results are not achieved, a written report describing the improvements needed will be sent to the supervisor or the department head.

2. Major Deficiencies

If major deficiencies are noted that are not easily corrected, the necessary actions to correct deficiencies will be discussed with the supervisor and a written report describing the necessary improvements will be sent to the supervisor and department head or dean. The supervisor, department head, or dean will then submit a written report to EH&S enumerating the corrective action taken or to be taken and highlighting a suitable timetable for expediting the correction of high priority items.

If corrective action is not taken and further negotiation does not result in agreement to establish corrections within an acceptable timetable in accordance with campus policies and standards, the matter shall be referred to the proper campus authority for action.

3. Major Building Surveys

In the case of major building surveys, the EH&S Office will coordinate the inspection in advance with the appropriate dean or campus authority. Corrective action shall be taken as described in 2. above.

C. Vivaria and Animal Safety/Sanitation

1. Laboratory animals must be maintained and used under safe and sanitary conditions in accordance with PPM 100-6.
2. Personal dogs on UCSD property must be controlled per PPM 270-5, which is monitored by Campus Police.
3. Construction in vivaria must be completed per all relevant codes, including the NIH Guidelines.
4. Animal handlers, both husbandry staff and researchers, must be properly trained in EH&S issues and follow relevant guidelines.

D. Accident Reporting

All accidents must be reported to the EH&S Risk Management Division and appropriate forms completed. See [Blink Website "What to do if a Work-Related Injury, Illness or Exposure Occurs."](#)

E. Hazard Reporting

All safety hazards should be reported to the EH&S Office if a person is unable to resolve the problem directly. See [Blink Website "Report a Safety Concern to EH&S."](#)

IV. RESPONSIBILITY

Supervisors are responsible for the safety of their workers. Departments are responsible for changes to spaces under their control. Facilities Management is responsible for the general building space and core areas.

Environment, Health and Safety is responsible for providing consultative services to the University community on all environmental, health, and safety issues.