

Departmental Safety Policy & Procedures

Department of Biological & Ag Engineering

November 22, 2013 (previous: 9/20/2010, 10/12/2009, 11/27/2007)

Message from the Chair:

Dear New Member of BAE,

Welcome to the Department. We are happy to have you join us, and we wish you the best in your work as an undergraduate, graduate, post doc, volunteer, visiting scholar, staff, lecturer, faculty, or any other affiliation. We also wish you a safe work experience. To help ensure a safe workplace for you and those around you, we require you to spend a reasonable amount of time on an assortment of training sessions comprised of written materials, videos, visits to key safety-related locations, and a growing number of materials online. This Departmental Safety Policy & Procedure (DSPP) document provides some background on the Campus' overall safety program and an orientation to key aspects of our department's safety program. With the broad range of lab and field work our department pursues, you will likely find yourself exposed to many unexpected and even unimagined hazards. Please feel free to communicate frequently with your Principal Investigator (PI), Supervisor, Department Safety Coordinator, or anonymously as mentioned in the Initial Safety training you will attend. Sometimes you may be referred to other staff members in the department if the Safety Coordinator is unavailable or your need requires specific expertise. You have many resources at your disposal, and I hope that you take advantage of them to help keep yourself and those around you safe.

Best Regards,
Raul Piedrahita, Professor and Chair

1. The University's Policy & Procedure Manual Section 290-15 II (updated 11/01) states:
 - A. *It is the policy of UC Davis, through its Safety Management Program, to provide a safe workplace and to minimize potential hazards to employees, students, and visitors.*
 - B. *The Safety Management Program, required by Cal/OSHA, is intended to set a standard for maintaining a safe workplace. It is the responsibility of every department head and supervisor to assure that appropriate information and training are provided to employees. Likewise, it is the responsibility of all employees to follow safe work practices and procedures as specified in written protocols and policies.*
2. The University's main department for safety is Safety Services (<http://www.safetyservices.ucdavis.edu>), where staff members divide up overall consulting responsibilities for the University's various colleges, schools, and facilities. This includes College-specific Laboratory Safety Professionals who provide assistance and carry out annual inspections of all laboratories on campus. Staff from Safety Services will accompany any local, State, or Federal inspector(s) for scheduled and unscheduled visits. For building maintenance or construction issues, we work with the University's office of Facilities Management as well as with Design and Construction Management. Contact with these groups is often done through the PI, the Safety Coordinator, the staff in the Department office, or the Chair.
3. The University provides a model Injury & Illness Prevention Program (IIPP) for campus departments and organizations to tailor to their specific hazards and operations. Our **BAE IIPP is on file in the Chemistry Lab, 1322 Bainer Hall** where Department Safety Coordinator Kameron Chun has his office. This IIPP will be referenced in your training, and is available to you to view at any time. A graduate student key or higher will give you access to the Chemistry Lab and these materials at any time.
4. You will receive training not only on material in our IIPP but also on general workplace, electrical, chemical, compressed gas cylinder, and other applicable safety to meet UC, Campus, and College requirements,

chemical spill control training to meet Yolo County requirements, and others that may pertain to your work assignment(s) or that may have been recently mandated. These can be found in PPM 290-15.

5. The Department's overall training requirements are summarized in the Initial Safety Training Guide that you should have received along with this document. You will do many and possibly all of the trainings, with the most critical ones occurring first, based in part on course or instructor availability. You will be given copies of this DSPP, the Training Guide, and some additional materials such as an example Safety Data Sheet for acetone, to keep in your personal office safety file.
6. You might end up working in one of the Department's many labs and facilities, in on-campus field sites, as well as at off-campus sites.
7. The BAE fabrication shop in 1307/1329 Bainer provides fabrication services to BAE, the College of Engineering, the College of Agricultural and Environmental Sciences, and other campus entities. The shop is also used in direct support of EBS1 and EBS170 courses. BAE members have the opportunity to receive appropriate training to use the shop. There is a posted Policy & Procedure outside the doors and online at <http://bae.engineering.ucdavis.edu/wp-content/uploads/2013/10/procedures.pdf>.
8. BAE maintains its own Electronics Lab staffed part time by an electronics engineer who provides maintenance, troubleshooting, design, fabrication, and electrical safety guidance services. Working with 110 VAC or higher, and sometimes the lower voltages as well, is a life-safety concern to you and to others. The University Policy & Procedure Manual requires you to be "authorized" and "qualified" before performing electrical work with voltages of 110 VAC or higher. You will receive guidance on this topic in one of the trainings.
9. Use of the BAE Chemistry Lab requires appropriate training provided the Chemistry Lab Manager, who is also the BAE Safety Coordinator. This training is part of PPM 290-15's Chemical Hygiene Plan requirements.
10. Standard Operating Procedure (SOP) documents remind you of procedural steps and safety points for conducting work with a particular system for which you have been trained or otherwise authorized to use. Whenever you have a question about something that you are doing or something that you were asked to do, please ask your PI or supervisor about any applicable SOP or similar informational document.
11. The campus Safety Services conducts annual laboratory and shop safety inspections. In addition, the department conducts annual self-inspections on issues including but not limited to facility, electrical, chemical, waste management, emergency egress, and fire prevention practices, as well as periodic review of the IIPP and supporting documents. Some of these inspections are forwarded to Yolo County's CUPA program, through which UC avoids regular inspections by the county but allows the county to make unannounced inspections with significant fines levied for lack of training, unlabeled chemical containers, uncovered chemical containers, improperly managed hazardous materials and waste, etc.
12. The Campus and the department, either through the Safety Coordinator or the lab PI, require or provides appropriate personal protective equipment (PPE). Consult with your PI about specific requirements for your lab or work environment.