

# Second Street All-Hands Meeting

## 2023 Quarterly Meetings

- March 2, 2-3 PM
- April 6, 3-4 PM
- June 8 , 3-4 PM
- October 12, 3-4 PM

*Access Zoom info via your Portal*

*"Second Street Building Information"*

University of California  
Agriculture and Natural Resources  
2801 Second Street  
Peña Drive Entrance

# Meeting Goals

1. Connect with fellow Second Street employees
2. Learn about safety and meet training requirements
3. Discuss topics specific to Second Street



Photo from CosmoLex

*What these meetings  
will not address:*

The monthly ANR Town Hall will continue to be the venue to discuss issues that affect ANR personnel on a broader scale.

# Second Street Building All-Hands Meeting Agenda

2-3 PM, March 2, 2023

*Please use the chat box for comments or suggestions.*

- 2:00**      **Welcome & Introductions** – Robin Sanchez
- 2:05**      **STAR Awards** – Sherry Cooper
- 2:12**      **UC ANR Statewide Conference** – Sherry Cooper
- 2:27**      **Safety Training IIPP** – Essam Eissa, Risk and Safety Services
- 2:42**      **New Employee Introductions** – Unit Leaders
- 2:47**      **Open Discussion**
- 3:00**      **Wrap Up & Adjourn**

# Discussion

**During the meeting: Please use the Chat box to make comments or type a question. You can also use Raise Hand to let us know if you'd like to speak.**

## Help us improve these meetings!

If you have any suggestions or comments, please add to the online **Suggestion Box** located on **Second Street Building Information** which is accessible through the ANR Portal.

Please use the **Facilities Ask Button** to make requests that pertain to repairs, supplies, janitorial related issues, etc.



**Second Street Building Information**

**IT Help** **HR Help**

Unit Contacts | Advanced Searching



**Suggestion Box**

- Add suggestions that are applicable just to Second Street. Please consider if it's an issue that should be addressed at the monthly Town Hall before adding here.
- Request discussion on an emerging issue at the quarterly Second Street Meetings.
- Bring an issue to the attention of the Second Street Unit Leaders. We'd appreciate your offering possible solution(s) as well.

**Facilities Ask Button**

Use for routine requests or questions to facilities, such as:

- Repairs - lights out and so on.
- HVAC/temperature requests and issues
- Request for supplies
- Copiers/printers
- Keys, fobs, bike lockers
- Janitorial related issues

# STAR Awards

# UC ANR Statewide Conference

# Safety Training IIPP – March 2023





# IIPP

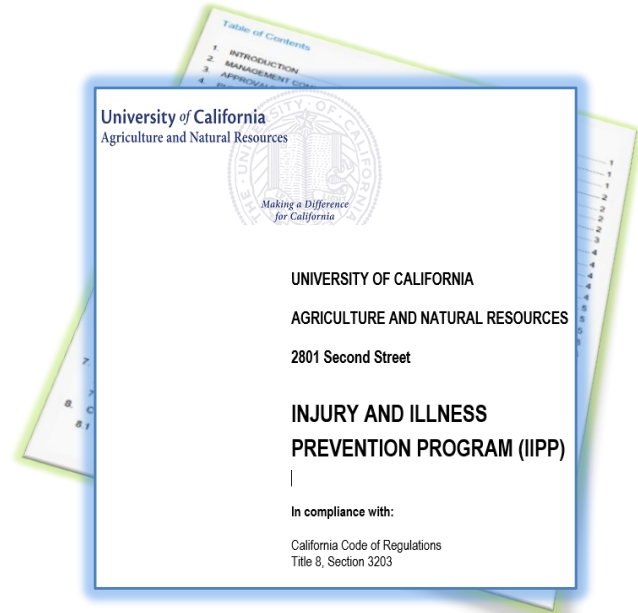
ANR Building, Davis  
All Hands Meeting  
March 2023



# What is an IIPP



|2 p2



UC ANR IIPP -  
Injury & Illness Prevention  
Program



## IIPP – our capstone safety program

- Employers are required to provide and maintain a safe and healthful working environment, promote safe practices, and reduce injuries & illness
- In California, employers must establish, implement, and maintain an effective written Injury & Illness Prevention Program (IIPP) – CCR/8-3203
- The IIPP is the umbrella under which all health and safety programs and policies are implemented. It is the foundation for our safety programs.



## Purpose

- Keeping employees, volunteers, visitors, and program participants safe is a responsibility shared by all.
- The IIPP aims to protect the health & safety of our people and environment, while decreasing the potential risk of injury, illness or exposure to hazards.
- An effective IIPP helps to improve employee wellbeing, morale and efficiency; while reducing University losses, claims and costs.
- IIPP training shall take place whenever workplace hazardous substances are introduced or removed, or a person's responsibilities or actions under the IIPP change.



## IIPP – Core Program Components

- **Responsibility:**  
the identities of the persons responsible for implementing the IIPP
- **Compliance:**  
a system for assuring employees comply with safe work practices and recognizing employees who follow safe and healthy practices
- **Communication:**  
an employee communication system, including meetings, training programs, postings, written communications, etc.  
\* we encourage you to report potential hazards or a 'near miss'
- **Hazard Assessment:**  
procedures for identifying and evaluating workplace hazards, including periodic inspections to identify unsafe conditions and work practices

# IIPP – Core Program Components cont.



- **Accident/Exposure Investigation:**  
a procedure to investigate occupational injuries or illnesses  
\* report all injuries to your supervisor and submit an injury report
- **Hazard Correction:**  
methods for correcting unsafe or unhealthy conditions, work practices, or work procedures in a timely manner
- **Training and Instruction:**  
about safe work procedures for new employees, or when there are new hazards or job duties
- **Recordkeeping:**  
methods for recordkeeping and documentation of safety and health training



# Rights!

As an **employee** you have a right to



- A safe workplace free from recognized hazards
- Receive training on hazards associated with your job
- Know how to control hazards of your job
- Report workplace hazards without fear of reprisal
- Actively participate in discussions and training regarding your health, safety, and wellbeing

# Roles & Responsibilities

## Managers and Supervisors



- Managers and Supervisors are expected to provide Health and Safety leadership and guidance within their unit
- Know the **TRICK** of a good safety supervisor/manager
  - **T**rain employees on correct safety practices and safe job performance
  - **R**eport unsafe conditions and incidents
  - **I**nspect for workplace safety and compliance
  - **C**orrect issues and problems found
  - **K**eep records of training

# Roles & Responsibilities

## All Employees


All employees have the responsibility to maintain a safe & healthful work environment

See Safety Note #118

University of California  
Agriculture and Natural Resources  
Risk & Safety Services

Safety Note #118

### ENVIRONMENTAL HEALTH & SAFETY: EVERYONE'S RESPONSIBILITY



Photograph Courtesy of  
Deser REC

The University of California (UC) Policy on Management of Health, Safety and the Environment, dated October 28, 2005, indicates UC is committed to achieving excellence in providing a healthy and safe work environment that ensures the protection of students, faculty, staff, visitors, the public, property, and the environment. Accomplishing this task is the responsibility of every member of the UC community, with supervisors having particular responsibility for the activities of those people who report to them.

#### Regulatory Background

Section 6423 of the California Labor Code states supervisors can be found guilty of misdemeanors if they:

1. Knowingly or negligently violate any standard, order, special order, or provision which is deemed to be a serious occupational safety and health violation.
2. Repeatedly violate any standard, order, special order, or provision which creates a real and apparent hazard to employees.
3. Knowingly fail to report a death.
4. Fail or refuse to comply, after notification and expiration of any abatement period, with any standard, order, special order, or provision which creates a real and apparent hazard to employees.
5. Directly or indirectly, knowingly induce another to commit any of the above-listed acts.

Misdemeanor punishments range from imprisonment in a county jail for terms not to exceed six months up to one year or fines not to exceed \$5,000 up to \$15,000 or both imprisonment and a monetary fine.

While all members of the university community have responsibilities to ensure a safe and healthy workplace, specific individual responsibilities are described below:

#### Supervisor Responsibilities

- Assure effective implementation and enforcement of the seven Injury and Illness Prevention Program (IIPP) requirements in their supervisory work environment(s), including employee training, hazard communication, and procedures to investigate accidents and communicate with employees.
- Evaluate, identify, and correct workplace hazards.
- Assure employees and others within the supervisory work area follow safe work practices.
- Documentation of employee training and recognition of safe work practices.

#### Employee Responsibilities

- Ensure their individual safety and report any workplace hazards.
- Support and assist with implementation of the IIPP or other safety plans and procedures.
- Promote a safe, healthy, and environmentally sound workplace.
- Follow safe work practices and approved task procedures and protocols.

#### Safety Coordinator Responsibilities

- Act as a health and safety resource for co-workers.
- Ensure a department-specific IIPP is in place and up to date.
- Perform or coordinate annual and other workplace inspections.
- Assist with workplace injury investigations and review of the workplace safety program.
- Post safety information on bulletin boards and in common areas or break rooms.





# Roles & Responsibilities

## Environmental Health & Safety



- Minimize or prevent occupational injuries and illnesses, and to protect the quality of the workplace and surrounding environment
- Implement, manage, maintain, & train on health and safety programs
- Recommend appropriate corrective actions and programs
- Serve as the liaison between ANR and various external agencies and regulatory bodies
- Provide consultation, training, resources, and assistance

<http://safety.ucanr.edu/>

A screenshot of the ANR Environmental Health & Safety website. The page features a header with the title "ANR Environmental Health & Safety" and a navigation menu. Below the header is a large image of a rural landscape. The main content area includes a section titled "Environmental Health & Safety Resources for ANR" with a mission statement and a map of California. There is also a "Green Cross Tip" section and a "Contact us for more information" section with office information.

ANR Environmental Health & Safety

Our mission: Preventing injuries and protecting the environment by providing the best Environmental Health & Safety services to all ANR employees, volunteers, and the public.

We serve all ANR locations throughout the state of California.

Green Cross Tip

Contact us for more information

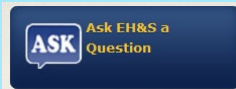
Office Information

ANR EHS  
2881 Second Street  
Davis, CA 95618

# Resources for Safety

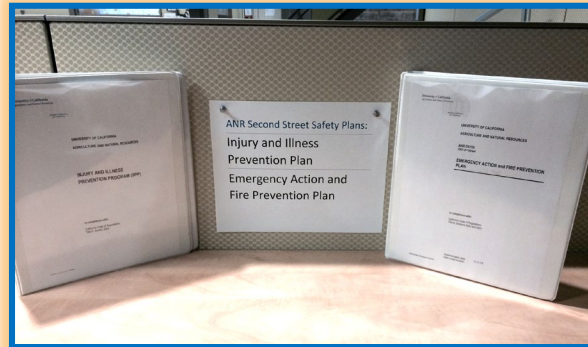


- Your Supervisor
- Bulletin Boards & Posting Areas
- IIPP (Binder or Online)
- Safety Coordinator (David Alamillo, Essam Eissa or dept. Safety Contact)
- EH&S
  - Visit us in person
  - Visit our website: [safety.ucanr.edu](http://safety.ucanr.edu)
  - Use the EH&S Ask Button



# Where to find the IIPP

- **The Injury and Illness Prevention Program (IIPP) and Emergency Action and Fire Prevention Plan (EAFPP) for all units at the ANR Second Street Building are located:**
  - On the building website at: <http://ucanr.edu/2ndstreetsafety>
  - Printed copies are located with EH&S
- **For more information:**
  - <http://safety.ucanr.edu>
  - <http://ucanr.edu/risk>



## At Second Street



[At Second Street](#) | [About](#) | [Conference Resources](#) | [Employee Resources](#) | [Vacation Spotlight](#) | [Videos](#)

### Safety & Emergency

[Environmental Health and Safety web site](#)

[Incident Reports](#)

[Previous Training Presentations](#)

[Safety Spotlight Monthly Newsletter](#): Each month, the spotlight will focus on a specific workplace safety topic, drawing on the expertise from staff in Occupational Health Services, Environmental Health & Safety, Emergency/Business Continuity Management, and the Police and Fire Departments.

[ANR Building Injury Illness Prevention Program](#)

[ANR Building Emergency and Fire Plan](#)

[Report an Injury](#)

[Map to Occupational Health Services](#)

[Map to Sutter Davis](#)

#### Emergency alarm

If an emergency occurs, pull the fire alarm located by any of the four main entrances. Every employee will be trained in the emergency procedures as part of orientation to the building, and periodic drills will be conducted. For more information, refer to your copy of the Emergency Action and Fire Prevention Plan or ask your unit's safety monitor. Please contact Mark Barros 530-750-1262 or e-mail [mjbarros@ucanr.edu](mailto:mjbarros@ucanr.edu)

Emergency contact information

- Fire/Medical Emergency dial 911.
- For non-emergencies, contact City of Davis Police: (530) 747-5400.

**QUESTIONS?**

**Contact EH&S**

# New Employee Introductions

# Open Discussion



# Wrap-up