

December 19, 2020

To: County Directors, REC Directors, Program/Unit Directors
cc: Safety Coordinators

RE: **Be Smart About Safety (BSAS) Program for 2019/2020**

I am pleased to announce that funds are available from the *UC Be Smart About Safety (BSAS)* program to help meet your office's needs for safety-related equipment or training, up to \$1,000 per ANR location. Eligibility for *BSAS* funding requires that your office/location meets these conditions:

- Your location has an up-to-date Injury and Illness Prevention Program (IIPP), submitted to ANR Risk & Safety Services within the past two years. The IIPP update can be submitted through an online survey at <http://ucanr.edu/iippsurvey>.
- Your location's Safety Coordinator is participating in the ANR safety program, either by regularly attending quarterly safety webinars, or reviewing the recorded webinars and supporting information at http://safety.ucanr.edu/Safety_Coordinator/.

The *Be Smart About Safety* program is managed by the UC Office of the President, Risk Services, with funds generated from savings in UC's Workers Compensation program. *BSAS* funds can be used for expenses that can be expected to improve employee safety and reduce the frequency and severity of injuries in your workplace, such as purchase of equipment or training. In general, expenses such as operating supplies or routine personal protective equipment are not allowable uses of *BSAS* funds. Additionally, *BSAS* funds must be used for projects or purposes that are primarily focused on improving employee safety. Projects or requests that primarily benefit volunteer or youth programs cannot be approved for this funding.

Risk & Safety Services is administering this program within ANR. Each ANR location (CE office, REC, Statewide Program, or other administrative unit) may apply for *BSAS* funds, using the attached funding request form. Please submit your requests to my office by April 30, 2020. We will review the requests for compliance with UCOP Risk Services program requirements, and if approved, provide you with an account number that you can use when the equipment or service is purchased. The requesting unit will need to make any purchases, using the *BSAS* account number(s) and complying with applicable UC purchasing policies and procedures. If there are sufficient funds available, we will consider requests that exceed \$1,000 per location. We will accept applications until the end of the fiscal year, but please submit your application by April 30, 2020 to ensure full consideration.

BSAS requests were approved for 41 ANR locations or unit offices last year, totaling over \$46,000. Review of our Workers Compensation history indicates that some of the most frequent and costly injuries in ANR continue to be caused by lifting, slip/trip/falls, and reaching/overextension, so projects that would help prevent these types of injuries are encouraged. Purchase of office ergonomic equipment is also an allowable use of the funds, provided that an ergonomic assessment has determined that such equipment is necessary

and can be expected to prevent or reduce injury. Tools for online ergonomic training and assessment are available at <http://ucanr.edu/ergonomics>. Please note that due to declining funding in this program, matching funds are required for office ergonomic purchases.

When requesting funds for office ergonomic equipment, the requesting department must provide at least a 50% match to *BSAS* funds. For example, when requesting funding to purchase an ergonomic chair that costs \$500, *BSAS* will fund \$250 and the requesting department must provide \$250 toward the purchase. Requests that do not have matching funds will not be approved. Additionally, in order to maximize the benefits of this program, the *BSAS* portion of funding for office ergonomic equipment will be capped at \$250 per workstation. Risk & Safety Services will consider exceptions to this limit on a case-by-case basis.

As you are considering potential ideas for *BSAS* funding requests, feel free to contact me or any member of the ANR Environmental Health & Safety team to discuss your potential project. If you have ideas for *BSAS* projects that would benefit all or most ANR locations – such as purchase of training videos or safety equipment that every office would need, please let me know and we will consider seeking funding separately for such shared projects. If you have any questions about the *BSAS* program or the attached forms, please contact me at (530) 750-1264 or baotman@ucanr.edu.

BSAS request forms can be downloaded from our website at:
<http://safety.ucanr.edu/Programs/BSAS/>



Brian Oatman
Director, Risk & Safety Services

Attachments: BSAS 2019/20 Funding Request
Office Ergonomic Equipment Request