

# UC DAVIS

## Anthropology

# INJURY AND ILLNESS PREVENTION PROGRAM



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### **INJURY AND ILLNESS PREVENTION PROGRAM**

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This Injury and Illness Prevention Program has been prepared by the University of California, Anthropology department in accordance with University Policy (UCD Policy & Procedure Manual Section 290-15: Safety Management Program) and California Code of Regulations Title 8, Section 3203 (8 CCR, Section 3203).

# UC DAVIS

## ANTHROPOLOGY

### INJURY AND ILLNESS PREVENTION PROGRAM

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# Department Information

Department Name: **Anthropology**

Department Chair: **Lynne Isbell**

Address: **328 Young Hall**

Telephone Number: **530-752-0745**

## Buildings Occupied by Department

**1. Building: Young Hall**

**Unit(s): Evolutionary Wing and Sociocultural Wing**

**Contact: Priscilla Cordova**

**Phone: 530-752-0745**

**2. Building: 607 Pena Drive, Davis, CA**

**Unit(s): Anthropology Research Building**

**Contact: Elizabeth Guerra or Gregory Wada**

**Phone: 530-752-8280 or 530-754-6280**

**3. Building: ENTER DEPARTMENT BUILDING**

**Unit(s): ENTER DEPARTMENT UNITS**

**Contact: ENTER DEPARTMENT BUILDING CONTACT(S)**

**Phone: ENTER CONTACT PHONE NUMBER(S)**

**\*\*\*Modify and expend if needed\*\*\***

# I. Authorities and Responsible Parties

The authority and responsibility for the implementation and maintenance of the Injury and Illness Prevention Program (IIPP) is in accordance with University Policy (UCD Policy & Procedure Manual Section 290-15: Safety Management Program) and California Code of Regulations (8 CCR, Section 3203) and is held by the following individuals:

1. Name: **Lynne Isbell**

Title: **Department Chair**

Authority: Authority and responsibility for ensuring implementation of this IIPP

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. Name: **Ruth Parcell**

Title: **Divisional Safety Officer**

Authority: Department designated authority for implementation of this IIPP

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All Principal Investigators and supervisors are responsible for the implementation and enforcement of this IIPP in their areas of responsibility in accordance with University Policy (UCD Policy & Procedure Manual Section 290-15: Safety Management Program).

## Annual Review Documentation

<u>Responsible/Designated Authority</u>	<u>Date</u>
Ruth Parcell	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## II. System of Communications

1. Effective communications with **Anthropology** employees have been established using the following methods:

- Standard Operating Procedures Manual
- Safety Data Sheets
- Monthly departmental operations meetings
- Internal media (department intranet)
- EH&S Safety Nets
- Training videos
- Safety Newsletter
- Handouts
- Emergency Action Plan
- E-mail
- Posters and warning labels
- Job Safety Analysis – Initial Hire
- Job Safety Analysis – Annual Review
- Other (list): \_\_\_\_\_

CHECK BOXES THAT APPLY (double click on box and enable check as default value) AND WRITE IN ANY ADDITIONAL DEPARTMENT METHODS

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2. Employees are encouraged to report any potential health and safety hazard that may exist in the workplace. **Hazard Alert/Correction Forms (Appendix A)** are available to employees for this purpose. Forms are to be placed in the Safety Coordinator’s departmental mail box. Employees have the option to remain anonymous when making a report.
3. Employees have been advised of adherence to safe work practices and the proper use of required personal protective equipment. Conformance will be reinforced by discipline for non-compliance in accordance with University policy ([UC Davis Personnel Policies for Staff Members- Section 62, Corrective Action](#)).

### **III. System for Assuring Employee Compliance with Safe Work Practices**

Employees have been advised of adherence to safe work practices and the proper use of required personal protective equipment. Conformance will be reinforced by discipline for non-compliance in accordance with University policy ([UC Davis Personnel Policies for Staff Members- Section 62, Corrective Action](#)).

The following methods are used to reinforce conformance with this program:

1. Distribution of Policies
2. Training Programs
3. Safety Performance Evaluations

Performance evaluations at all levels must include an assessment of the individual's commitment to and performance of the accident prevention requirements of his/her position. The following are examples of factors considered when evaluating an employee's safety performance.

- Adherence to defined safety practices.
  - Use of provided safety equipment.
  - Reporting unsafe acts, conditions, and equipment.
  - Offering suggestions for solutions to safety problems.
  - Planning work to include checking safety of equipment and procedures before starting.
  - Early reporting of illness or injury that may arise as a result of the job.
  - Providing support to safety programs.
4. Statement of non-compliance will be placed in performance evaluations if employee neglects to follow proper safety procedures, and documented records are on file that clearly indicate training was provided for the specific topic, and that the employee understood the training and potential hazards.
  5. Corrective action for non-compliance will take place when documentation exists that proper training was provided, the employee understood the training, and the employee knowingly neglected to follow proper safety procedures. Corrective action includes, but is not limited to, the following: Letter of Warning, Suspension, or Dismissal.

ENTER ANY ADDITIONAL DEPARTMENT METHODS

## IV. Hazard Identification, Evaluation, and Inspection

Job Hazard Analyses and worksite inspections have been established to identify and evaluate occupational safety and health hazards.

### 1. Job Safety Analysis:

Job Safety Analysis (JSA) identifies and evaluates employee work functions, potential health or injury hazards, and specifies appropriate safe practices, personal protective equipment, and tools/equipment. JSA's can be completed for worksites, an individual employee's job description, or a class of employees' job description. Completed JSA's are located in **Appendix B**.

The following resources are available for assistance in completing JSA's:

- Laboratory personnel, please refer to the [Laboratory Hazard Assessment Tool](#)
- Non-Laboratory personnel, please refer to the [JSA/PPE Certification Forms](#)

*(Example JSAs are located in [Appendix B1](#) and [Appendix B2](#) of this template)*

### 2. Worksite Inspections

Worksite inspections are conducted to identify and evaluate potential hazards. Types of worksite inspections include both periodic scheduled worksite inspections as well as those required for accident investigations, injury and illness cases, and unusual occurrences. Inspections are conducted at the following worksites:

- 1) Location: **Young Hall**  
Frequency: **Annually**  
Responsible Person: **Safety Coordinator**  
Records Location: **328 Young Hall**
- 2) Location: **607 Pena Drive, Davis, CA**  
Frequency: **Annually**  
Responsible Person: **Safety Coordinator**  
Records Location: **328 Young Hall**
- 3) Location: **Archaeological Field School**  
Frequency: **Annually in the field**  
Responsible Person: **Principal Investigator**  
Records Location: **328 Young Hall**

Worksite Inspection Forms are located in **Appendix C** ([C1 - General Office](#) and [C2 - Laboratory](#)).

*(Example Worksite Inspection Forms are located in [Appendix C](#) of this template (C1 - General Office and C2 - Laboratory)).*



## JOB TYPE: ARCHAEOLOGICAL FIELD SCHOOL PERSONNEL

**DESCRIPTION OF DUTIES:** Archaeological Field School Personnel will conduct daily field investigations with on-site hands-on training in archaeological methods and techniques, data recording, mapping, excavation, survey, field cataloging, and analysis. Archaeological Field School Personnel will establish and maintain the field camp at Colusa, CA and Fish Lake Valley, NV. Students and materials will be transported to and from each field site. Equipment used daily includes excavation tools, motor vehicles, portable water supplies, propane appliances, cleaning supplies and portable toilets.

**EMPLOYEES:** Field Directors: Jason Edmonds, Susan Talcott, and Gregory Burns, and various Teaching Assistants, Students, and Volunteers

### HAZARDS:

1. Review the site-specific Safe Work Practices for Field School Personnel (SWPFSP) manual and Hazards before instruction and field work begins. The field school investigations will be held in a remote location and cell phone service is unreliable, thus emergency response professionals may not be able to arrive on the site within 15 minutes. Four members of the crew (Gregory Burns, Jason Edmonds, Alexandra Greenwald and Susan Talcott) have been trained and are currently certified in basic first aid and CPR. Contact information for local emergency response professionals, as well as the address and phone number for the nearest hospital, are located at the front of the SWPFSP manual and a copy will be carried with the field director while in the field; make sure you familiarize yourself with this information. First aid kits will be carried by at least two of the field directors and additional kits will be located in the field lab and each vehicle.
2. There are several health and safety hazards specific to the field school locations. These include: Valley Fever (Coccidiomycosis); West Nile virus; Hantavirus; Poison Oak; wild boar; rattlesnakes; mountain lions; spiders; mosquitos; ticks. Additional potential dangers from steep slopes, rock shelters, falling tree limbs, lightning, or hunters may also be present. Be sure to review the available information packets provided in the SWPFSP manual if you have any questions. Always be aware of your surroundings and conscious of the hazards in your specific area to minimize any danger. Respirators will be made available to students who wish to use them to limit exposure to Valley Fever; students are encouraged to avoid standing downwind of dust created by excavation. Bug repellent should be used and reapplied frequently to protect you from bug bites that could transmit lime disease and West Nile virus.
3. While in the field and at the camp sites, encounters with wildlife may occur. Be aware of how to handle encounters. Wild boar is present throughout Spring Valley Ranch. They generally steer clear of humans. However, they are protective of young and will become aggressive when cornered. If you are surveying near water, make a lot of noise so that they will be aware of your presence. Mountain lions are also present in the region. If you encounter a mountain lion make yourself as large as possible. Do not turn your back or run from them as this signals to them that you are prey. Rattlesnakes may also be present in the work area. They will generally avoid humans unless threatened. If you hear a rattle, move away quickly. Bites are quite painful and are a serious emergency, especially in Fish Lake Valley where we are far from emergency personnel. If a rattlesnake bites someone seek immediate medical attention. Squirrels, rabbits, and other small animals will eat food if it is left out. Stow food in cars or plastic bins when not cooking with it. These rodents may carry diseases such as the plague. In addition, cattle are released throughout the Spring Valley Ranch and parts of Fish Lake Valley. Students should avoid contact with these and any other animals while surveying.

4. Outbuildings, including barns, at Spring Valley Ranch have rodents present. There is the potential for Hantavirus to be present in the urine and feces of these rodents. Our work should not require entering these structures, and students and personnel should avoid entering outbuildings. If entered, care should be made to avoid raising dust that could aerosolize the Hantavirus.
5. The field school will be taking place during the fire season. Dry brush at Spring Valley Ranch and to a lesser extent at the camp and field sites in Fish Lake Valley present a severe wildland fire risk. No smoking or other sources of open flame will be permitted while on Spring Valley Ranch. Drivers must also be cautious to avoid parking vehicles over high grass or brush that may contact hot exhaust components and ignite. All personnel should be alert for signs of distant smoke, especially if strong winds are present. Field directors will monitor the local fire risk and presence of wildland fires in the vicinity. Drivers should be aware of alternate routes of egress from field sites.
6. On the Spring Valley Ranch and in Fish Lake Valley, the vegetation encountered can cause cuts, scratches, etc... Students should wear proper attire while surveying and excavating; long pants are encouraged over shorts. Poison oak was not observed during preliminary survey, but may be present in low-lying and shaded areas of Spring Valley Ranch that will be surveyed. Proper clothing will generally protect against poison oak, but everyone should be aware of how to spot it and take care avoid spreading it by contact with contaminated skin or clothing.
7. Familiarize yourself with the symptoms of heat exhaustion, injury, and illness. Be aware that while conducting fieldwork you will experience extreme climate conditions. Temperatures can reach into the 100s and we will be in the sun from sunrise until the early afternoon. Use preventable measures before starting your daily work in the field and monitor your condition regularly throughout the workday. Make sure to carry an adequate amount of water (at least 2 liters) and take regular breaks. Sunburns can occur at the field site and at the campgrounds. Previous students have experienced 2nd degree sunburns. Wear sunscreen with a significant SPF (30+) and reapply often, and cover up as much as possible. It is highly recommended that while working in the field students wear a light colored, loose-fitting, long-sleeved shirt, long pants, and a wide-brimmed hat for maximum protection from the sun.
8. Be aware of signs of dehydration. Dark urine is an indication that you are not drinking enough water. Alcohol and caffeinated beverages are diuretics and therefore do not replace fluids with the efficiency of water. As a rule, it is best to drink at least two liters of water while working each day. It is best if each student makes at least one bathroom break during the day.
9. Assembling, lifting, packing and unloading field equipment poses a potential for cuts, strains and back injuries. Any repeated activity, including excavation and the movement of cultural material, can result in a repetitive stress injury. Make sure you are familiar with proper methods of lifting and lowering, and how to avoid a repetitive stress injury. Do not do more than you are safely able. Remember to GET HELP when a load is too heavy. Ask for instructions, if you are uncertain of proper lifting technique.
10. Driving vehicles poses a variety of dangers. According to national statistics, fatalities on the job usually involve a motor vehicle. Be aware of vehicle safety rules and your surroundings. Buckle up and DO NOT use cell phones while operating a vehicle. Use care when hauling the water buffalo. Because of load shifting, the water buffalo must be either completely full or completely empty while in transit. Gasoline should be stored away from heat sources, open flames, and sun exposure. Fumes are extremely flammable and caution should be used whenever refueling vehicles.

11. Setting up field camp can require proper connection of propane gas lines for stove and freezer. Propane is a hazardous material – do not operate propane appliances if you don't know how to do so safely. Be aware of the location of available firefighting equipment. The availability of sanitary toilet facilities and adequate clean water for drinking and bathing might be an issue in remote areas. Familiarize yourself with proper field hygiene techniques. If you will be contributing to cooking and/or kitchen duties practice proper food storage and handling at all times and learn how to identify the signs that indicate that food is unsafe.
12. Excavation is recognized as one of the most hazardous operations. Make sure *before* participating in an excavation, that you are familiar with and can follow excavation safety rules, including handling tools properly, additional requirements for working in excavations greater than 4 feet deep, and avoiding slips, trips and falls. Proper excavation procedures will be guided by the field directors.
13. It is important for excavators to be mindful of their surroundings and be careful while excavating. When removing rocks and cobbles from the excavation unit, keep the stack away from the unit sidewall to prevent sidewall collapse. While working in the field we will be opening several 1 by 2 meter units at the sites. Some blocks may cover several meters. Students need to be aware of these locations and should move slowly and cautiously through the site.
14. It is your responsibility to maintain a clean campsite and to daily clean the communal restroom and shower facilities. Cleaning these facilities allows for the potential that you may come into contact with bodily fluids and waste. Please practice appropriate hygiene by regularly washing hands after cleaning and wearing gloves when necessary. While cleaning you will be using household chemicals; be aware of the location of your MSDSs, and list of emergency procedures. Only use chemical cleaners if the facilities are well ventilated.
15. When in town, always be courteous to locals and visitors, while not providing direct information about site locations or activities. We do not want to draw the attention of looters, so please keep information about specific activities confidential.
16. Be aware that the living environment of a field school can be very stressful to some individuals and that each participant should be treated with respect and consideration. If you find anything disruptive to the environment of the field school or have any questions regarding safety, please address your concerns immediately with the field school director(s). Behavior disruptive to the learning environment of the field school will not be tolerated.
17. It is your responsibility to report any medical condition (e.g., asthma, epilepsy), illness related medication, or allergic reaction (e.g., bee stings, foods) that might affect your ability to participate in the field school. Safety is everyone's job. If you wish to make a safety suggestion or report a safety hazard, know that you will not be discriminated against for raising a safety issue.
18. Corrective action for non-compliance with safe work practices will take place when documentation exists that proper training was provided, the employee understood the training, and the employee knowingly neglected to follow proper safety procedures. Corrective action includes, but is not limited to, the following: Letter of Warning, Suspension, or Dismissal.

## V. Accident Investigation

University Policy requires that work-related injuries and illnesses be reported to Workers' Compensation within 24 hours of occurrence and state regulation requires all accidents be investigated.

**Anthropology department employees** will immediately notify their supervisor when occupationally-related injuries and illnesses occur, or when employees first become aware of such problems.

1. **Supervisors** will investigate all accidents, injuries, occupational illnesses, and near-miss incidents to identify the causal factors or attendant hazards. Appropriate repairs or procedural changes will be implemented promptly to mitigate the hazards implicated in these events. Proper injury reporting procedures can be found at <http://safetyservices.ucdavis.edu/article/injury-reporting-procedure>.

The **Injury and Illness Investigation Form (Appendix D)** shall be completed to record pertinent information and a copy retained to serve as documentation. It can be completed by either the supervisor or the Department Safety Coordinator.

3. **Note:** Serious occupational injuries, illnesses, or exposures must be reported to Cal/OSHA by an EH&S representative **within eight hours** after they have become known to the supervisor. These include injuries/illnesses/exposures that cause permanent disfigurement or require hospitalization for a period in excess of 24 hours. Please refer to [EH&S SafetyNet #121](#) for OSHA notification instructions.

## VI. Hazard Correction

Hazards discovered either as a result of a scheduled periodic inspection or during normal operations must be corrected by the supervisor in control of the work area, or by cooperation between the department in control of the work area and the supervisor of the employees working in that area. Supervisors of affected employees are expected to correct unsafe conditions as quickly as possible after discovery of a hazard, based on the severity of the hazard.

Specific procedures that can be used to correct hazards include, but are not limited to, the following:

- Tagging unsafe equipment “Do Not Use Until Repaired,” and providing a list of alternatives for employees to use until the equipment is repaired.
- Stopping unsafe work practices and providing retraining on proper procedures before work resumes.
- Reinforcing and explaining the need for proper personal protective equipment and ensuring its availability.
- Barricading areas that have chemical spills or other hazards and reporting the hazardous conditions to appropriate parties.

Supervisors should use the **Hazard Alert/Correction Report (Appendix A)** to document corrective actions, including projected and actual completion dates.

If an imminent hazard exists, work in the area must cease, and the appropriate supervisor must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to leave the area except those qualified and necessary to correct the condition. These qualified individuals will be equipped with necessary safeguards before addressing the situation.

## VII. Health and Safety Training

Health and safety training, covering both general work practices and job-specific hazard training is the responsibility of the **PRINCIPAL INVESTIGATOR** and immediate Supervisor(s) as applicable to the following criteria:

1. Supervisors are provided with training to become familiar with the safety and health hazards to which employees under their immediate direction and control may be exposed.
2. All new employees receive training prior to engaging in responsibilities that pose potential hazard(s).
3. All employees given new job assignments receive training on the hazards of their new responsibilities prior to actually assuming those responsibilities.
4. Training is provided whenever new substances, processes, procedures or equipment (which represent a new hazard) are introduced to the workplace.
5. Whenever the employer is made aware of a new or previously unrecognized hazard, training is provided.

The **Safety Training Attendance Record** form is located in [Appendix E](#).

## **VIII. Recordkeeping and Documentation**

Documents related to the IIPP are maintained in/at/on:

### **328 Young Hall.**

The following documents will be maintained within the department's IIPP Binder for at least the length of time indicated below:

1. Hazard Alert/Correction Forms (Appendix A form).  
Retain for three (3) years.
2. Employee Job Safety Analysis forms (Appendix B form)  
Retain for the duration of each individual's employment.
3. Worksite Inspection Forms (Appendix C form).  
Retain for three (3) years.
4. Injury and Illness Investigation Forms (Appendix D form).  
Retain for three (3) years.

The following documents will be maintained within the department's IIPP Training Records Binder for at least the length of time indicated below:

1. Employee Safety Training Attendance Records (Appendix E form).  
Retain for three (3) years.

## **IX. Resources**

1. UC Office of the President: [Management of Health, Safety and the Environment](#), 10/28/05
2. UC Davis Policy and Procedure Manual, [Section 290-15](#), Safety Management Program
3. California Code of Regulations Title 8, Section 3203, ([8CCR §3203](#)), Injury and Illness Prevention Program
4. Personnel Policies for Staff Members, Corrective Action, [UC PPSM 62](#)
5. UC Davis Environmental Health & Safety
  - [Safety Services Website](#)
  - [EH&S SafetyNets](#)
  - [Safety Data Sheets](#)
6. **ENTER ANY ADDITIONAL DEPARTMENT RESOURCES**