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## **UCLA Policy 811: Environmental Health and Safety**

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Issuing Officer: Assistant Vice Chancellor, General Services  
Responsible Dept: Environment, Health & Safety  
Effective Date: September 5, 2007  
Supersedes: UCLA Policy 811, dated 7/1/1998

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### **I. REFERENCES**

1. University of California Policy on Management of Health, Safety and the Environment (10/28/2005);
2. Guiding Principles to Implement the University of California Policy on Management of Health, Safety and the Environment (10/28/2005).

### **II. STATEMENT**

The University of California is committed to achieving excellence in providing a healthy and safe working environment, and to supporting environmentally sound practices in the conduct of University activities. It is University policy to comply with all applicable health, safety and environmental protection laws, regulations and requirements. All University activities are to be conducted in a manner that ensures the protection of students, faculty, staff, visitors and the environment.

### **III. RESPONSIBILITIES**

The goal of the University is to prevent all workplace injuries and illnesses, environmental incidents and property losses or damage. While achieving this goal is the responsibility of every member of the campus community, the following campus officials have particular responsibility for implementing the principles and practices of this Policy and for the related conduct of their subordinate staffs.

- A. The Chancellor is responsible for the implementation of UCLA's Environmental Health and Safety Policy at all facilities and properties under campus control.
- B. Vice Chancellors are responsible for implementation and enforcement of UCLA's Environmental Health and Safety Policy in all facilities and operations within their respective jurisdictions.
- C. Deans and department heads are responsible for establishing and maintaining programs in their areas which will provide a safe and healthy work and living environment. Each campus unit will provide ongoing support for its safety program in its annual budget.
- D. Principal Investigators and supervisors are responsible for compliance with this policy as it relates to operations and activities under their control.
- E. The UCLA Office of Environment, Health & Safety (EH&S) is responsible for monitoring compliance with this policy. EH&S has designated inspection and enforcement activity from the appropriate Vice Chancellor or safety committee.

In case of life safety matters or imminent danger to life or health, the Director of EH&S or designee has the authority to order the cessation of the activity until the hazardous condition is abated or adequate measures are taken to minimize exposure to the campus community and the public from such a condition.

EH&S is responsible for ensuring that related policy, guidelines and bulletin links are posted on the UCLA EH&S Web site.

#### **IV. PROGRAM ELEMENTS AND OBJECTIVES**

EH&S will establish oversight, advisory, and compliance programs for monitoring campus operations and activities to ensure adequate environmental health and safety measures are undertaken. Applicable health and safety standards promulgated by federal, state, and local agencies, as well as campus policies, shall be followed in establishing the criteria to assist departments in compliance activities. In the absence of appropriate statutes and governmental regulations, the published standards of recognized professional health and safety organizations shall serve as guides.

Programs for environmental health and safety shall include but not be restricted to the following program elements and activities:

##### Environmental Health

The campus environment shall be maintained in compliance with applicable regulations and accepted standards of environmental health and sanitation. This program applies to all UCLA facilities, buildings, swimming pools, construction sites, living quarters, and food service operations. Activities shall include, but not be limited to, the maintenance of good housekeeping practices, safe food preparation at campus food facilities, water quality, insect and rodent control, sewage treatment and disposal, and such other areas of concern as may be designated by the Chancellor.

##### Industrial Hygiene

Continuous attention shall be paid to the identification, monitoring, and control of potentially harmful substances and physical agents in the campus environment. The scope of this program shall include but not be limited to toxic materials, air quality in controlled environments, and elements of physical exposure such as lighting, noise, and temperature and hazard communication training. Program priorities will focus on engineering controls, followed by administrative controls, and then personal protection.

##### Chemical Safety

Program activities shall be maintained to identify, monitor, and control potentially harmful chemical agents within the campus environment. Programs shall be developed to train campus personnel in the safe use, handling, and potential hazards of chemical materials consistent with regulations and University policies.

##### Environmental Protection and Hazardous Materials Management

EH&S will evaluate and implement programs in areas such as air quality, toxic emissions inventory and control, industrial waste water, storm water, hazardous waste, and underground storage tanks in order to ensure compliance with environmental regulations and protection of the environment. EH&S shall interface with government regulatory agencies, obtain necessary permits, and coordinate University needs and interests. Specific programs and emergency response plans for the use, storage, and disposal of hazardous materials shall be developed and implemented for the campus.

### Radiation Safety

Applicable regulations and appropriate standards shall be observed in the use of radioactive materials and radiation-producing machines. All provisions of the UCLA radioactive materials license with the State of California shall be observed and enforced. Appropriate guidelines shall be followed relating to the proper use and disposal of radioactive materials. All external and internal exposures to ionizing radiation, and all releases of radioactive materials to the environment, shall be kept below the applicable regulatory limits.

### General Safety and Accident Prevention

Continuous identification and correction of factors which contribute to the incidence of accidental injury shall be maintained. The scope of these efforts shall include environmental conditions, safety engineering and design, maintenance of facilities and equipment, construction plan review, accident investigation, personnel training, machine shop safety, laser safety, and the human factor.

### Fire Protection

Program activities shall be sustained which serve to protect life and minimize the risk of injury and property damage from fire. Facilities and equipment shall be inspected, maintained, occupied, and operated in compliance with applicable regulations and accepted standards for fire protection and life safety. The design and construction of new campus buildings or alterations to existing UCLA facilities shall, as a minimum, comply with the regulations of the State Fire Marshal. Program activities will include monitoring and enforcement of safe occupant loads at special events and classroom activities.

### Occupational Health and Medicine

Appropriate resources and technology shall be applied to the recognition and response to occupational diseases and injuries. Preventative health measures and surveillance techniques shall be utilized in a manner consistent with regulatory guidelines, accepted industry standards, and University policy. The purpose of this program is the maintenance of reasonable standards for the health and safety of the UCLA campus community.

### Disaster Preparedness

Preparedness programs shall facilitate an appropriate technical response to disasters and provide for the coordination of diverse response organizations and activities. Appropriate emergency response plans shall be maintained for the campus and the Medical Center and steps shall be taken to ensure adequate familiarity with the plan on the part of campus personnel. In addition, each department shall be responsible for maintaining a suitable emergency action plan for its personnel and supporting equipment for its personnel. Seismic hazard abatement procedures (such as seismic bracing) shall be practiced wherever feasible to minimize the possibility of injury and property damage associated with earthquakes.

### Laboratory Animal Care

The care and use of laboratory animals shall comply with applicable regulations and accepted standards for humane treatment in accordance with UCLA Policy 990 and the University Policy on the Use of Animals in Research and Teaching, and applicable state and federal standards.

### Biological Safety

Applicable regulations and accepted standards governing the use, storage, and disposal of hazardous biological substances shall be observed. Conscientious surveillance shall be maintained and appropriate resources and technology applied to the handling of biohazardous substances consistent with regulatory controls and University policies.

Relations with Governmental Agencies

Appropriate working relationships with official regulatory agencies pertinent to environmental health and safety shall be maintained.

Diving Safety

Diving operations under the auspices of the University shall be conducted in compliance with appropriate regulations, safety standards and University policy. Questions concerning diving safety shall be referred to the Diving Control Board and/or the Campus Diving Safety Officer at (310) 825-5689.

**V. ATTACHMENTS**

- A. Other Related Policies, Procedures and Resources

**Issuing Officer**

**/s/ Jack Powazek**

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**Assistant Vice Chancellor, General Services**

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**Questions concerning this policy or procedure should be referred to  
the Responsible Department listed at the top of this document.**

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**Other Related Policies, Procedures and Resources**UCLA

1. UCLA Policy 990, Use of Laboratory Animal Subjects in Research.
2. UCLA Policy 992, Research Involving Recombinant DNA Molecules.
3. UCLA Procedure 820.1, Response to Initiation of Cal/OSHA Safety Inspection-Investigation.
4. UCLA Policy 810, Smoke-Free Environment.
5. UCLA Policy 135, Pets on Campus.
6. UCLA Policy 131, Weapons on Campus.
7. UCLA Manual: Laboratory Safety Manual and Chemical Hygiene Plan.  
School of Engineering [http://www.seas.ucla.edu/emergency/lab\\_safety\\_manual.pdf](http://www.seas.ucla.edu/emergency/lab_safety_manual.pdf)  
School of Medicine <http://ehs.ucla.edu/Pub/SOM%20Lab%20Safety.pdf>
8. UCLA Manual: Radiation Protection Manual, Radiation Safety Office/ Office of Environment, Health & Safety.  
<http://ehs.ucla.edu/Pub/RSD/RadSafety%20Manual.pdf>
9. UCLA Bruin Safety Program Manual.  
<http://ehs.ucla.edu/pub/IIPP%20Manual.pdf>
10. UCLA, EH&S Employee's Handbook.  
<http://ehs.ucla.edu/Pub/Handbook.pdf>
11. UCLA Office for the Protection of Research Subjects, Policies and Guidance.  
<http://portal.ctrl.ucla.edu/oprs/>

Other

1. X-Ray User's Journal.
2. Laser Safety Manual.
3. Applicable federal, state, and local agency health and safety standards, and published standards of recognized professional health and safety organizations.