

Hi all,

Here is some more information that will help make your inspection go smoothly. Below is a list of the documents Tony will ask for and how you should deal with his questions.

- Injury and Illness Prevention Program (IIPP) – get on your computer, log into the department website, click on the safety pages link, search for the injury and illness prevention program (IIPP) link in the safety training section and click on it. You should all have gotten laminated signs with the url in your lab mail boxes to make this much easier. Just post that sign in a prominent location in your lab and follow that url to the appropriate website.
- Emergency Action Plan (EAP) - get on your computer, log into the department website, click on the safety pages link, search for the emergency action plan (EAP) link in the safety training section and click on it. You should all have gotten laminated signs with the url in your lab mail boxes to make this much easier. Just post that sign in a prominent location in your lab and follow that url to the appropriate website.
- The Chemical Hygiene Plan (CHP) – get on your computer, log into the department website, click on the safety pages link, search for the chemical hygiene plan (CHP) link in the safety training section and click on it. You should have received a laminated sign with this url from me (either personally or in your mail box) last year.
- Your most recent self inspection (this only applies to those who choose to do the paper version, if you did the electronic version he can access that remotely and will have seen that before he does your inspection) – turn to the page in your safety records binder where you have your self inspection stored. It should have been completed last Summer when I sent out the reminders but if you did it more recently that is okay too.
- He will ask to see the most recent site specific annual refresher for all the people in your lab who have been there for 1 year or more (ie: continuing lab members) – go to your lab safety records binder and turn to those pages. Be sure you have records for everyone currently on your lab roster in the LHAT because Tony can view that remotely and will know who is listed on that roster.
- He will ask to see site specific initial lab safety training for any new employees in you lab (people hired within the last year) - go to your lab safety records binder and turn to those pages. Be sure you have records for everyone hired within the last year because Tony can view that remotely and will know who you have hired.
- He will ask to see your SOP's for all your hazardous chemicals or processes you do in your lab (like flame sterilization, etc.)– again go to your safety records binder and show him the SOP's. If you have anyone in your lab who has been there for more than 3 years using these chemicals or processes, please re-train them and update their signatures. Additionally if your SOP's have any hand written chemicals added to the chemicals list on the 2nd page of the SOP, you should write a new SOP with those chemicals typed out (he does not like to see any had written notes on the SOP's). He can view your chemical inventory remotely so he will know what chemicals you have and what SOP's are supposed to be in your lab
- He will check remotely to see that you have updated your online chemical inventory within the last year – if you haven't already done so please go to: <https://ehs.ucop.edu/myboard/splash> log into the CIS program, review your chemical inventory to make sure it is up to date, click on the PI information tab, scroll down to the date and update to today, click on save changes
- He will check to make sure you have updated your LHAT in the last year – if you haven't already done so please go to: <https://ehs.ucop.edu/myboard/splash> log in to the LHAT program, select your lab group, click on view certified assessment, review the assessment, scroll to the bottom and click on the box to certify the assessment

Thanks,
Andrew Ross
Staff Research Associate III and Department Safety Coordinator
Departments of Plant Pathology, Entomology and Nematology
479 Hutchison Hall
(530) 752-2592
abross@ucdavis.edu