

## UC Davis Policy and Procedure Manual

### Chapter 290, Health and Safety Services

#### Section 58, Shop Safety Program

Date: 12/16/15

Supersedes: New

Responsible Department: Environmental Health and Safety

Source Document: University Policy on Management of Health, Safety and the Environment

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#### I. Purpose

This section describes the policy for shop safety and the procedures and responsibilities of the various units that implement the shop safety program, to provide a safe shop environment and ensure hazards to employees, students and visitors are minimized.

#### II. Definitions

- A. Restricted area—an area identified by the Shop Manager as containing hazards requiring controlled access that is delineated by visual indicators. A restricted area may be an entire shop.
- B. Shop—a room or designated area that has stationary equipment for uses including fabrication, manufacturing, modification and repair.

#### III. Policy

- A. The Campus Shop Safety Committee (CSSC), is comprised of both staff and faculty members, and must develop a strategy to mitigate risks from potential shop hazards.
- B. All campus departments that operate a shop must implement a shop safety program as outlined in the UC Davis Shop Safety Manual.
- C. Adequate resources must be made available to ensure the shop safety program is effective.
- D. A Shop Manager must be designated for each shop to ensure a written specific shop safety program is implemented.
- E. In accordance with the department's Injury and Illness Prevention Program (IIPP), incident investigations must be conducted for injuries or near misses that occur as a result of shop operations
- F. Hazardous areas within each shop must be clearly marked using signage, paint-striping, etc.
- G. Access to each shop is restricted to authorized users or escorted visitors only.

#### IV. Roles & Responsibilities

- A. Department or unit heads
  - 1. Designate a Shop Manager for each shop.
  - 2. Ensure implementation of the shop safety program.
  - 3. Provide necessary resources to mitigate risk from potential hazards.
  - 4. Assure appropriate training, and assistance in the application of campus policies and procedures.
  - 5. Approve and sign each departmental Shop Safety Plan.
- B. Shop Managers
  - 1. Oversee, manage and supervise shop activities and equipment.

2. Implement the campus shop safety program per the UC Davis Shop Safety Manual.
  - a. Develop and maintain a written shop specific safety plan.
  - b. In coordination with EH&S, conduct a documented periodic Shop Safety Review.
  - c. Ensure proper Personal Protective Equipment is used by all authorized users and visitors. ([See 290-50](#)).
  - d. Determine and mark location and boundary of the restricted area(s).
  - e. Create and maintain a documented process for becoming an authorized user and other necessary roles and responsibilities.
  - f. Conduct training to authorized users, maintain training records and approval of all authorized users.
  - g. Develop and enforce processes to control or limit access to restricted areas.
  - h. Invoke stop work authority at any time they judge as necessary and also may revoke shop user's authorization.
- C. Authorized Users
  1. Must obtain written authorization from the Shop Manager to work in a specific restricted area.
  2. Follow all shop policies, restrictions, training and safe operating procedures.
- D. Department/Unit Safety Coordinators or Officers  
At the discretion of the department head or CSSC:
  1. Support the Shop Manager in program implementation.
  2. Assist with EH&S shop safety assessments and incident investigations.
  3. Assist with training and record keeping responsibilities.
- E. Office of Environmental Health & Safety (EH&S)
  1. Author and maintain the Shop Safety Manual.
  2. Communicate program requirements to responsible units.
  3. Assist the CSSC and Shop Managers on program implementation.
  4. Provide technical support and regulatory interpretation.
  5. In coordination with the Shop Manager, conduct periodic shop safety reviews.
- F. CSSC
  1. Establish and interpret policies and best practice procedures for shop safety in coordination with EH&S.
  2. Upon request by the Shop Manager or Department head, evaluate hazardous processes and equipment and provide the requesting department with a written risk assessment and recommendations.
  3. Review incidents and disseminate lessons learned.
  4. Review classes and material for relevance and propose updates.
  5. Develop long term training programs.

6. Develop a communication strategy to inform the campus community on the shop safety program.

G. Visitors

1. Obtain Shop Manager's approval to access restricted areas prior to entry.
2. Follow all rules and instructions provided when visiting restricted areas.

**V. Further Information**

- A. For additional information, contact EH&S; 530-752-1493, [healthandsafety@ucdavis.edu](mailto:healthandsafety@ucdavis.edu); or consult the UCD EH&S Shop Safety Manual (<http://safetyservices.ucdavis.edu/>).

**VI. Referenced and Related Policies**

- A. California Health and Safety Code, <http://www.leginfo.ca.gov/calaw.html>.
- B. California Code of Regulations, [Title 8, General Industry Standards](#).
- C. Office of the President, University Policy on Management of Health, Safety, and the Environment <http://www.ucop.edu/riskmgmt/bsas/documents/presidentialpol.pdf>.
- D. UC Davis Policy and Procedure Manual
  1. [Section 290-15, Safety Management Program](#).
  2. [Section 290-50, Protective Clothing and Equipment](#).