**Topic**
Health & Safety [1]

**Policy Number**
550-15

**Reviewed Date**
February 12, 2014

**Responsible Office**
- Office of the Executive Vice Chancellor and Provost [2]

**Purpose**
This policy ensures that all Office of Environment, Health and Safety (EH&S) training programs satisfy regulatory requirements and safety standards so that UCSF is in compliance with all such requirements.

**Policy**

A. EH&S shall review and approve all health and safety training programs prior to implementation. EH&S shall provide health and safety information and maintain training attendance records for presentation to regulatory agencies.

B. Departments shall ensure that all new employees receive safety training before starting work assignments that involve hazardous materials or equipment and ensure all retraining is conducted in a timely manner.

C. Each school, department, and administrative unit is responsible for appointing a person to coordinate distribution of health and safety materials to all staff.

D. Employees are responsible for reading and following instructions in safety manuals that apply to their work environment.

E. Campus and hospital departments are responsible for making health and safety manuals readily accessible.

**Responsibilities**

Contact Office of Origin (see above) with any questions.

**Related Policies**
- 100-21 - Chemical Safety (under revision) [3]
- 100-23 - Radiation Safety [4]
- 100-24 - Biosafety [5]
References

- Hazard Communication Standard (Right-To-Know), California OSHA Regulation, Title 8
- Injury and Illness Prevention Program, California OSHA
- UCSF Office of Environment, Health and Safety Website [7]

Source URL: https://policies.ucsf.edu/policy/550-15

Links:
[1] https://policies.ucsf.edu/policy/550
[2] mailto:ExecutiveViceChancellor@ucsf.edu
[3] https://policies.ucsf.edu/policy/100-21
[4] https://policies.ucsf.edu/policy/100-23
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