

CALIFORNIA ACADEMY OF SCIENCES INJURY AND ILLNESS PREVENTION PROGRAM



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1.00 Injury and Illness Prevention Policy

1.01 Policy

The California Academy of Sciences believes that the personal safety and health of each employee is of primary importance. The prevention of work-related injuries and illness is of such consequence that it will take precedence over other Academy operations whenever necessary.

1.02 Cooperative Achievement

The Injury and Illness Prevention Program relies upon the cooperative support of supervisors, department chairpersons, directors, chiefs, employees and volunteers to achieve a healthful and safe working environment. Accessibility to ideas and to actions needed to achieve a safe working environment is inherent in the administrative structure of the California Academy of Sciences. Everyone is encouraged to make known their ideas and suggestions on injury and illness prevention, and are assured that such suggestions will be seriously reviewed and considered by the Health and Safety Committee.

1.03 Safety Performance Recognition

Health and safety aspects of one's job are an important job performance factor to be considered during each individual's annual performance evaluation. Supervisors, department chairpersons, directors and chiefs are to give careful consideration to all aspects of safety requirements of each position when completing annual evaluations of job performance and work habits.

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2.00 Responsibilities

2.01 Executive Director of the California Academy of Sciences, Scott Sampson

The Executive Director is the chief administrative officer of the California Academy of Sciences and is responsible for all facets of its operation. The Executive Director sets policy for the Academy's Injury and Illness Prevention Program.

2.02 Chair of the Health and Safety Committee, Michael Costanzo

The Chair of the Health and Safety Committee is responsible for the daily operation of the Academy's Injury and Illness Prevention Program. Responsibilities include assuring that necessary action is taken to correct unsafe conditions and practices and that comprehensive training is provided to all employees.

2.03 Supervisors, Department Chairpersons, Directors and Chiefs

Supervisors, department chairpersons, directors and chiefs are responsible for:

- a. Maintaining open lines of communication to accept ideas and recommendations for improvement of injury and illness prevention practices and taking appropriate action to implement workable suggestions.
- b. Assuring that all items listed on the "Departmental Health and Safety Orientation Checklist" (Appendix 1), and where applicable, the items on the "Hazardous Materials Orientation Checklist" (Appendix 2) are understood by new employees and volunteers. The forms are to be completed for all new staff and volunteers when they first report to a department to start work. The originals are kept in the department's safety training files and copies are sent to the Security Office. If personnel are given a new assignment, the forms are to be completed as part of the orientation to the new job. Periodic updates and tailgate sessions are to be provided and recorded as described in Section 7 below.
- c. Assuring that safe practices are followed in all activities occurring under their supervision and providing for immediate correction of unsafe or unhealthy conditions that are within their ability to remedy.
- d. Assuring that documentation is maintained which shows that all personnel involved in activities under their supervision are provided safety training as described in Section 7 below.
- e. Assuring that initial and periodic hazard inspections and evaluations are completed as described under Section 4 below.
- f. Including special safety requirements and safety performance standards in the position descriptions of each person they supervise.

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- g. Regularly providing constructive evaluations of the performance of the safety responsibilities of each person working under their supervision, including a comprehensive assessment of safety responsibilities in the annual performance evaluation.
- h. Ensuring that an incident report is filed at the Security Office whenever an employee or volunteer suffers a work-related injury or illness.

2.04 Staff and Volunteers

At the California Academy of Sciences safety is everyone's business. Each person is responsible for his or her own safety, including:

- a. Using good safety practices in the performance of his or her duties and notifying his or her supervisor, the Chair of the Health and Safety Committee or a member of the Safety Committee of any unsafe or unhealthy conditions, work practices, and procedures in a timely manner.
- b. Correcting unsafe conditions and activities where possible and providing recommendations to their supervisors of how such conditions and activities can be corrected.
- c. Reporting immediately to their immediate supervisors any work-related injury or illness and completing an incident report at the Security Office (ext. 5100).
- d. Seeking and obtaining information and training on hazards in the workplace, including the hazardous properties of harmful chemicals that may be in the workplace and what precautions must be taken when working with them.

2.05 Health and Safety Committee

The Health and Safety Committee acts as the eyes and ears for the Academy's Injury and Illness Prevention Program. The Committee hopes that everyone will feel free to offer suggestions and comments. The input of each person is valued, with the assurance that input is taken seriously and there is no personal risk to the person offering it. The Health and Safety Committee's responsibilities include:

- a. Providing recommendations to the Executive Director on proposed changes to the Injury and Illness Prevention Program.
- b. Evaluating reports of periodic worksite safety inspections and providing recommendations for corrective action as needed.
- c. Reviewing all reports of injuries and illnesses sustained by Academy personnel and provide recommendations for action to be taken to prevent recurrence.
- d. Reviewing any reports of new or uncorrected hazards and provide recommendations of what corrective action should be taken to control the hazard.

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- e. Reviewing suggestions made to the Committee and recommend appropriate action to be taken.
 - f. Upon request from the State of California Division of Occupational Safety and Health, verifying abatement action taken by the California Academy of Sciences to abate any citations that may be issued by the Division.

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3.00 Health and Safety Committee

3.01 Committee Composition

- a. The members of the Health and Safety Committee are:
General Counsel and Director of Security, Michael Costanzo
Chief Human Resources Officer, Raul del Barco
Chief Engineer, Arnel Bautista
Chair of Hazardous Materials Subcommittee, Chris Manley
Department Health and Safety Monitors (listed as members of the eponymous Google Group)
Workers Compensation Representative, Tyler Jones (from The Hartford)
Safety Consultant, Al Fine (from G2 Insurance)
- b. The Committee has standing subcommittees as follows:
Fire Safety - chaired by the Chief Engineer, Arnel Bautista
Emergency Preparedness - chaired by the General Counsel and Director of Security, Michael Costanzo
Workplace Safety – chaired by the Director of Facilities, Tony Promessi
Public Area Safety - chaired by the General Counsel and Director of Security, Michael Costanzo
Hazardous Materials – chaired by the Capital Projects Manager, Chris Manley

3.02 Appointment

The Department Health and Safety Monitors are appointed by their respective department head.

3.03 Meeting Frequency

The Committee meets once per month, typically during the first week of the month. Meeting times and locations are announced in advance via email to all committee members and are listed on each month's Health and Safety Notes. The chairperson of each subcommittee (or their delegate) should make reports of subcommittee activities and concerns.

3.04 Disclosure of Records

The minutes of the Health and Safety Committee meetings are provided to each department representative. Written records of safety and health issues discussed by the Committee will be made available to affected employees. Committee records will be maintained for three years and are available for review by appropriate state and federal agencies and upon request by all Academy personnel.

3.05 Annual Review and Report

The Chairperson shall make an annual report to the Executive Director on the status of the Academy's Injury and Illness Prevention Program. The report shall advise on the effectiveness of the program for meeting the needs of the Academy and any changes needed to improve the program.

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4.00 Inspections and Evaluations

4.01 Initial Inspections and Evaluations

Whenever new substances, processes, or procedures are introduced into the workplace that represent a new occupational hazard, an initial inspection and evaluation is to be performed by the department. New equipment introduced to the workplace that represents a new occupational hazard also requires that an initial inspection and evaluation to be performed by the department. The inspection and evaluation must determine necessary procedures, modifications, and actions that need to be taken to control the potential hazard. Members of the inspection team are appointed by the department head and typically include the Department Health and Safety Monitor and, if appropriate, subject matter experts relevant to specific hazards that the new substance, process or procedure may introduce. Reports of the inspection and evaluation are to be presented to the Health and Safety Committee for review. Initial inspections and evaluations shall be documented on Part 2 of the department's current Semi-Annual Injury and Illness Assessment form. This form is to be filed in the department's health and safety records.

4.02 Periodic Assessments

Department chairpersons must arrange for the assessment of training activities within their department and inspect each departmental work site for new hazards twice each year. The findings of the assessment, including unsafe conditions and work practices, and recommendations for correcting the observed conditions are to be recorded on the department's current Semi-Annual Injury and Illness Assessment form which is to be filed in the department's health and safety files. (It is suggested that these records be maintained in the department's Health and Safety Manual binder.) Additionally, each subcommittee schedules periodic inspections and reports the results of their findings at Committee meetings. Other methods the Academy uses to identify hazards includes: a review of incident investigation results, complaint reports, first aid incidents, Workers' Compensation claims, the Cal/OSHA Form 300, *Log of Work-Related Occupational Injuries and Illnesses*, and Semi-Annual Injury and Illness Assessments for each department.

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5.00 Management of Occupational Injury and Illness

5.01 Treatment

Work-related injuries or illnesses suffered by Academy employees and employees of the City and County of San Francisco (CCSF) are covered by Workers Compensation. Academy employees can obtain medical treatment for work-related injuries or illnesses at any of the clinics so designated by the Academy's workers' compensation insurer. A list of such clinics located near the Academy is maintained by Security and posted in the First Aid Room. CCSF employees can obtain medical treatment at any clinic so designated by CCSF and in accordance with CCSF procedures for obtaining such care. Emergency treatment of work-related injuries and illnesses can be obtained at St. Mary's Hospital (450 Stanyan St) or any nearby hospital. If the injury consists of any one-time treatment, and any follow-up visit for the purpose of observation of minor scratches, cuts, burns, splinters, or other minor industrial injuries, which do not ordinarily require medical care, treat it as a "first aid" incident (as defined by California Labor Code). If the incident does not meet this definition, it is medical care.

Injuries or illnesses suffered by volunteers while working at the California Academy of Sciences are covered under an insurance policy which supplements the volunteer's personal medical insurance. As always, in the case of medical emergencies, Security should be contacted at ext. 5100 and instructed to call 911. Otherwise, for non-emergencies, volunteers needing medical treatment should obtain treatment from their usual provider.

5.02 Reporting

- a. Employees and volunteers must report all work-related injuries or illnesses to their immediate supervisor and to the Security Office (ext. 5100), where an incident report will be completed. If medical treatment beyond first aid is sought, the injured employee or volunteer should report to Human Resources (within 24 hours of injury) to complete paperwork required to open a worker's compensation claim. An incident report should be made for each injury or illness even if no medical treatment is necessary at the time.
- b. In case of a serious work-related injury or illness, contact the Security Office at ext. 5100. The Security Office will arrange for an ambulance, if necessary. If immediate medical treatment is required, and no one present is able to contact the Security Office, call 911.
- c. Incident reports made by the Security Office will be forwarded to Human Resources within 24 hours of the report, or sooner, if possible. Accidents occurring after normal working hours or on weekends shall be reported at the beginning of the next business day.

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- d. The Security incident report and Supervisor's Report of Injury are used to document incident investigations. (Both reports are contained in the Academy's Web Help Desk, a work ticket management system.) When Security completes incident reports related to work-related injuries and illnesses (or events that may reasonably have been expected to cause work-related injuries and illnesses), Security management uses Web Help Desk to prompt the supervisor of the victim(s) to complete a Supervisor's Report of Injury.

5.03 Review of Reports of Injury or Illness

- a. All completed occupational accident reports are to be reviewed by the Chief Human Resources Officer and the General Counsel and Director of Security.
- b. Either the completed Incident Reports or a summary prepared by the Chief Human Resources Officer shall be presented to the next meeting of the Health and Safety Committee, immediately following the reported injury or illness.
- c. When required, the Committee shall recommend what steps must be taken to prevent a similar type of injury or illness.
- d. When needed, the Committee may request further investigation of an injury or illness in order to determine appropriate preventive action.

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6.00 Hazards Correction

6.01 Hazards Correction Policy

Whenever unsafe or unhealthy conditions, work practices, or work procedures are discovered, they shall be given top priority for correction as quickly as possible.

6.02 Responsibility for Corrective or Preventive Action

- a. Whenever feasible, and within the normal authority of the individual discovering an unsafe condition or procedure, that person shall immediately make the correction.
- b. When the needed corrective action is not within the authority of the individual who discovers the condition, the matter is to be reported to the immediate supervisor or anonymously (by sending a detailed written description of the location and nature of the hazard through interoffice mail addressed to Chris Manley) for corrective action. If it is not feasible for the department in which the hazard is located to take corrective action, an Operations Work Order (see link on the intranet homepage) should be completed. If a hazard threatens the health and safety of persons working in the area, call Security (ext. 5100) immediately to secure the affected area.
- c. The Academy uses progressive discipline, when necessary, to ensure that employees observe Academy policy regarding hazard correction during safety inspections as well as other times. The Academy's Supervisor's Report of Injury includes fields in which supervisors can describe the reprimand of employee(s) and penalty discipline of employee(s), when reprimands or discipline is warranted.

6.03 Corrections Requiring Time to Correct

- a. When corrective action on a work order submitted for correction of an unsafe condition cannot be completed immediately, the Chair of the Health and Safety Committee will review the matter and refer it to the Committee at the next scheduled meeting.
- b. The Health and Safety Committee shall evaluate the work order and the proposed corrective action for the appropriateness of the estimated correction time and for recommendations on what steps can be taken while awaiting a permanent solution.

6.04 Imminent Hazards

When an imminent hazard exists which cannot be immediately abated without endangering employees and or property, all exposed personnel must be removed from the area, except those necessary to correct the existing condition. Employees who correct the hazardous condition shall be provided the necessary safeguards. Call Security (ext. 5100) to alert the Security Officers of the imminent hazard so they can secure the area.

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7.00 Training and Instruction

7.01 New Employee Training

The immediate supervisor of each new employee and volunteer shall assure that the individual understands all pertinent aspects of the Academy's Injury and Illness Prevention Program. Additionally, each employee or volunteer must understand special safety responsibilities included in their position description. This training shall be documented by the supervisor completing the "Departmental Safety Orientation Checklist" (Appendix 1) and, where applicable, a "Hazardous Materials Orientation Checklist" (Appendix 2). Completed orientation checklists are to be filed in the department's safety files and a copy must be forwarded to the Security Office.

7.02 New Job Assignments

All aspects of Section 7.01 shall apply to all persons receiving a new work assignment.

7.03 New Processes, Procedures and Hazards

All aspects of Section 7.01 shall apply to all persons before beginning to work with a new process or procedure that could constitute a new workplace hazard for the employee.

7.04 Hazardous Substances

Information and training on hazardous substances is to be provided at the time of each employee's and volunteer's initial assignment and when a new hazardous substance is introduced into the workplace. Information and training to be provided is included in the Academy's Hazard Communication Plan.

7.05 Department Safety Meetings and Periodic Updates

To retain a constant awareness of health and safety requirements, periodic training meetings must be held and recorded on a "Safety Training Documentation Record" (Appendix 3). All health and safety trainings are to be updated as needed, but no less than once each year. Departmental safety trainings related to hazards identified within the department are to be repeated at least annually.

7.06 Supervisor Training

Supervisors are required to complete Supervisor 101, a series of trainings for supervisors, including a session related to the Academy's health and safety program which helps supervisors understand the hazards and risk exposures they are responsible for understanding, controlling, and for which they are to provide employee training.

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8.00 Records

8.01 Inspection Records

Records of inspections and assessments, described in Section 4 above, shall be maintained for three years. The records are to identify person(s) conducting the inspection, the unsafe conditions and work practices that have been identified, and action taken to correct the identified unsafe conditions and work practices.

8.02 Training and Instruction

Health and safety training, as required in Section 7 above, must be documented for each employee.

- a. All required initial task assignment training shall be documented on a "Departmental Safety Orientation Checklist" (Appendix 1) and, where applicable, the "Hazardous Materials Orientation Checklist" (Appendix 2). Completed checklists are to be kept in the department for five years beyond completion of employment. Copies of completed checklists must be sent to the Security Office before a new employee or volunteer is issued an access badge.
- b. The periodic updates mentioned in Section 7.05 are to be recorded on a "Safety Training Documentation Record" (Appendix 3). Copies of the completed forms are to be maintained in the department safety files for three years.

8.03 Medical and Exposure Records

- a. As defined in Section 3204 of Title 8 of the California Code of Regulations (CCR), all employee medical records, employee exposure records, and analyses using exposure or medical records, are to be maintained for thirty years beyond the last date of employment.
- b. The California Academy of Sciences will make available to employees or their designated representative as required by Section 3204 (e) of Title 8 CCR, copies of medical records, employee exposure records, and analyses using exposure or medical records. Requests to release this information to an employee's designated representative must be requested in writing. Appendix 4 is a sample authorization letter that can be used for this purpose.

8.04 Safety Data Sheets

As part of the Academy's comprehensive Hazard Communication Program, a list of the hazardous substances known to exist at the Academy and copies of Safety Data Sheets (SDSs) are maintained in departments with hazardous substances. Employees have full access to SDS information for hazardous substances they are exposed to in their workplace. They are expected to familiarize themselves with the content of the SDS before using any hazardous material. Departments are to maintain their SDSs for thirty years beyond the last use of corresponding hazardous materials.



DEPARTMENTAL HEALTH & SAFETY ORIENTATION CHECKLIST
(FOR ALL EMPLOYEES, VOLUNTEERS, AND VISITORS)

Your health and safety is of the utmost importance to the Academy. The following is a checklist used by your department to ensure that all essential health and safety topics are covered during your initial job orientation. Each item should be checked off as it is discussed, and you will then be asked to sign the form to verify that all topics were discussed. Please ask for additional information if needed.

A. Hazard Communication

- Name and responsibilities of your Health and Safety Monitor
- Specific hazards associated with your work assignments
- Labeling of hazards, Safety Data Sheet (SDS), your right to know
- Lifting, tripping, falling, and repetitive injury prevention
- Preventing objects from falling during earthquakes

B. Injury and Illness Prevention

- Reporting observed hazards to Supervisor, Health and Safety Monitor, or Safety Committee
- Semi-annual department IIPP inspection and corrective action
- Department safety meetings and Health and Safety Notes
- How your department corrects identified hazards

C. Emergency Action Plan

- How to report an emergency and identify the location (notify Security at ext.5100 or 415-379-5100)
- Evacuation route and assembly point
- Reporting missing persons at the assembly point
- Actions to be taken during a fire and during an earthquake
- Location of fire extinguishers and first aid kits

D. Work-Related Injuries

- Notification of supervisor and completion of incident report at the Security Office (ext.5100 or 415-379-5100)
- Treatment of work incurred injury (see Security for clinic details)
- How to designate your own doctor (paid staff only)
- First-aid can be obtained at the Security Office

All of the above topics and procedures have been explained to me by my supervisor or safety monitor.

Employee Name

Position

Employee Signature

Date

I have explained all of the topics above to the above signed employee.

Supervisor or Safety Monitor Signature

Date

Forward a copy of this checklist to the Security Office



DEPARTMENTAL SAFETY ORIENTATION CHECKLIST

FOR STAFF, VOLUNTEERS, AND VISITORS USING HAZARDOUS MATERIALS

Your health and safety is of the utmost importance to the Academy. The following is a checklist used by your department to ensure that all essential health and safety topics are covered during your initial job orientation. Each item should be checked off as it is discussed, and you will then be asked to sign the form to verify that all topics were discussed. Please ask for additional information if needed.

- Checklist items: Name and responsibilities of your department's Hazardous Materials Monitor, Location and interpretation of Safety Data Sheets (SDSs) for hazardous materials you may be exposed to, Obtaining SDSs for new hazardous materials and adding them to the hazardous materials inventory, List and locations of hazardous materials in your work place, Locations of chemical spill kits, eye wash stations, and emergency showers, Storage, labeling, and use of hazardous chemicals in your workplace, Use of fume hoods and face velocity requirements, Chemical spill management (Report internal spills to Security at ext.5100 or 415-379-5100 and leaks to the environment to the Director of Facilities, Tony Promessi, at ext.5470), Protocols for especially hazardous materials such as arsenic and formaldehyde, Handling, disposing, and recycling of hazardous and non-hazardous wastes, No hazardous materials may be put into the sewer with the exception of small amounts of acetic acid with a pH greater than 2.0, Limiting quantities of flammable materials in control areas (a maximum of 120 gallons of class 1B flammable liquids is permitted inside each control area), Safety resources information and employee right-to-know what hazards are present and how to work with them safely, Determination if respiratory protection is required or desired, How and when to obtain a fit test and how to clean and store a respirator, if provided

All of the above topics and procedures have been explained to me by my supervisor.

Employee Name

Position

Employee Signature

Date

I have explained all of the topics above to the above signed employee.

Supervisor or Safety Monitor Signature

Date

Forward a copy of this checklist to the Security Office



Safety Training Documentation Record

Department _____ Record for time period _____ to _____

Trainer _____ Supervisor _____

By initialing below, I acknowledge that I have received and understood safety training and written instructions (if applicable) provided by the Academy in the topics listed.

Training Provided					
Persons Trained	Initial: Date:	Initial: Date:	Initial: Date:	Initial: Date:	Initial: Date:
	Initial: Date:	Initial: Date:	Initial: Date:	Initial: Date:	Initial: Date:
	Initial: Date:	Initial: Date:	Initial: Date:	Initial: Date:	Initial: Date:
	Initial: Date:	Initial: Date:	Initial: Date:	Initial: Date:	Initial: Date:
	Initial: Date:	Initial: Date:	Initial: Date:	Initial: Date:	Initial: Date:
	Initial: Date:	Initial: Date:	Initial: Date:	Initial: Date:	Initial: Date:
	Initial: Date:	Initial: Date:	Initial: Date:	Initial: Date:	Initial: Date:
	Initial: Date:	Initial: Date:	Initial: Date:	Initial: Date:	Initial: Date:
	Initial: Date:	Initial: Date:	Initial: Date:	Initial: Date:	Initial: Date:

Trained persons record their initials and the date training was received

Sample Authorization Letter for the Release of
Employee Medical Record Information to a Designated Representative

I, _____, (full name of worker/patient) hereby authorize _____ (individual or organization holding the medical records) to release to _____ (individual or organization authorized to receive the medical information), the following medical information from my personal medical records:

(Describe generally the information desired to be released.)

I give my permission for this medical information to be used for the following purpose: _____, but I do not give permission for any other use or re-disclosure of this information.

NOTE — You may want to place additional restrictions on this authorization letter. For example, you may want to (1) specify a particular expiration date for this letter (if less than one year); (2) describe medical information to be created in the future that you intend to be covered by this authorization letter; or (3) describe portions of the medical information in your records which you do not intend to be released as a result of this letter. Your right of access to a specific written consent form submitted to your employer is provided by Section 3204(e)(1)(C).

Full name of Employee or Legal Representative _____

Signature of Employee or Legal Representative _____

Date of Signature _____

CODES OF SAFE PRACTICE

1. FOR ALL EMPLOYEES AND VOLUNTEERS

This is a partial list of safe practices that should be followed by all employees and volunteers at the California Academy of Sciences. The items listed below are no substitute for the application of common sense and mindfulness in the work place to assure a safe, healthful, and fulfilling work experience. Additional Codes of Safe Practice may also apply to your position.

Reporting

1. Always report all unsafe conditions to your supervisor or department Health & Safety Monitor.
2. Obtain immediate first aid for all injuries. All accidents and work related injuries or illnesses must be reported immediately to one's immediate supervisor and to the Security Office (ext. 5100), where an incident report will be completed.

Egress

3. Keep means of egress, including hallways and aisles, unblocked at all times. Never store items where they might fall into an egress in an earthquake.
4. Prevent materials and equipment from being stored in hallways, against doors, exits or fire extinguishers.

Housekeeping

5. Take action to prevent excessive amounts of combustibles (such as paper and cardboard) from accumulating in work areas.
6. Stop materials from being stored (unsecured) on top of lockers, file cabinets, or other high places. All storage must be orderly and protected from falling during earthquakes.

Slip and Fall Prevention

7. Keep work areas clear of debris and floor storage. Don't stand on chairs, desks, or tables: Use a ladder to get to out-of-reach items. Be alert to electrical cords.
8. Secure all floor mats so they lie flat. Secure carpets to prevent curling. Notify management of unsafe surfaces. Walk, don't run. Use handrails on stairs.
9. Wipe liquid off floor as soon as it is spilled. Report larger spills immediately to Security (x5100) so they can summon a Custodian.
10. Eliminate all electrical cords from running into a walk area or if absolutely necessary, run wires through rubber protectors to prevent tripping hazards.

Back Injury Prevention

11. Always use correct lifting techniques. Never attempt to lift or push an object that is too heavy for you to manage.
12. Keep back straight and bend knees to lift. Lower your center of gravity by squatting. Lean on objects if possible to prevent strain. Use handcarts for heavy loads. Get help.
13. Don't twist when lifting or carrying. Keep back straight.

Vehicle Safety

14. Do not drive a vehicle without having a current valid driver license in your possession.
15. Practice defensive driving. Follow the California Vehicle Codes. Plan thoughtfully to avoid last minute rushing. Wear a seatbelt at all times.
16. Do not exceed speed limits for driving conditions. Observe speed limits.
17. Park only in legal spaces. Do not obstruct traffic.

18. Do not drive under the influence of alcohol, drugs, or the use of other intoxicants. Ask your doctor or pharmacist if prescription or over-the-counter medicines you are taking have an effect upon your ability to drive. If so, abide by the restrictions.

Emergency Action

19. Know and follow the California Academy of Sciences' Emergency Action Plan rules in the Health and Safety Manual. Never attempt to extinguish fires unless you have been trained to do so and have called Security (x5100).

Personal Conduct

20. Unprofessional conduct is prohibited. Employee use of intoxicants is forbidden during working hours. Use of illegal drugs is prohibited. Be aware that prescribed medicines or over-the-counter medicines can have an effect upon your ability to work, drive, or operate machinery.
21. Smoking is not allowed in Academy buildings, on Academy grounds, in Golden Gate Park, or in Academy vehicles.
22. Always use care in handling materials and tools of your trade.
23. Exercise caution when pouring hot liquids.
24. Follow manufacturer's directions and the SDS for all chemicals. Wash hands well after using any chemicals.
25. Open doors slowly.
26. Only one file drawer should be open at a time. Load cabinets from the bottom first. Cabinets and bookcases above five feet tall should be secured to the wall, floor, or each other.
27. Ensure adequate aisle space for planned activities.
28. Use care in closing drawers, ensuring all hands are clear.

Electrical Safety

29. Permanent extension cords over 6 feet long, adapters, or gang plugs are not to be used.
30. Pull by plug, not by wire. Use properly grounded plugs.
31. Electrical equipment must be tagged or locked out before repairs are attempted. Small electrical equipment must be unplugged and the cord tagged "NOT TO BE USED." Only Authorized Lockout/Tagout Employees are to perform a lockout or tagout.

CODES OF SAFE PRACTICE

2. FOR EMPLOYEES AND VOLUNTEERS WHO HAVE CONTACT WITH THE PUBLIC

This is a partial list of safe practices that should be followed by all employees and volunteers who have contact with the public. The items listed below are no substitute for the application of common sense and mindfulness in the work place to assure a safe, healthful, and fulfilling work experience. Additional Codes of Safe Practice may also apply to your position.

Reporting an Emergency

1. Report all emergencies, accidents, fires, large chemical spills, or other occurrences requiring emergency procedures to Security at extension 5100.

Public Nuisance Management

2. Notify Security when members of the public display threatening behavior or refuse to cooperate with Academy policies. Notify your supervisor. Remain calm. Do not escalate the situation.
3. Isolate the perpetrator from the public if possible. Empty public areas when possible.
4. Talk in a calm manner, have others present, and get assistance if you are unable to manage the person.
5. Observe and report any potential hazards and recurring problems.

Robbery

6. Give robbers what is requested. Remain calm. Do not attempt to stop them. Call Security (x5100) as soon as it is safe to do so.
7. Observe any identifying characteristics of the robbers and report them as soon as possible.

Bomb Threats

8. When receiving bomb threats, every effort should be made to obtain as much information as possible and keep the caller on the line.
9. Try to remember the exact words used by the caller and any identifiable background noise. Try to gain the following information: exact words of caller and time of call; Was there any recognizable background noise? Where is the bomb located? When is it set to explode? What does the bomb look like?
10. From this information the following can be better ascertained: caller's gender and age; any accent, speech impediment, mispronunciations, etc.; tone of voice; date and time call was received and completed. Was the voice familiar?

Electrical Power Failure

11. During an electrical power failure, employees are to help the public, other staff, and volunteers to move to areas with natural light. Staff should bring flashlights if available. There is no particular hurry in this process of moving to the daylight.
12. The elevators will not be operational so please report any indication of stalled riders to Security (x 5100) immediately.
13. Help visitors to remain calm and advised that the Academy will evaluate the situation and report when power can be restored. Questions about refunds or rain checks should be referred to Guest Experience staff.

Evacuations

14. Evacuations should start when the alarm sounds. Guest Experience personnel are to assist guests, Area Evacuation Monitors are to assist personnel in their area, and Guards are to assist all building occupants to rapidly evacuate the building via the prescribed evacuation routes.
15. When possible, staff and volunteers are to turn off all equipment and assist others to evacuate, but not at the risk of their own safety.
16. Everyone is required to proceed to the assigned assembly points. Staff and volunteers are to assemble at the meadow area east of the rear entrance. Guests are to assemble in the Music Concourse across from the front entrance or on the grass across Nancy Pelosi Drive from the rear entrance. The Emergency Incident Command Post will be located at the west end of the staff assembly area.
17. At the staff assembly area, all staff and volunteers must report to the most senior member of their department the status of others who may remain in the building or need medical assistance. The most senior member of the department is to report the gathered information to the designated guard who then delivers this information to the Incident Command Post.
18. Steps to find missing persons will be given the highest priority by the Incident Commander as soon as it is safe to. Under normal conditions, rescue will be conducted by the San Francisco Fire Department. The Incident Commander may ask volunteers to assist with rescue efforts. Medical treatment, including first aid and CPR will, if needed, be established at the staff assembly meadow. Additional medical attention, including ambulance service, will be called in as needed.

First Aid

19. Only assist an injured victim to the degree that you are trained. Direct medical assistance is a voluntary effort: The Academy does not require that employees provide medical attention but they may elect to do so.
20. Use latex gloves when dealing with bodily fluids and a CPR barrier for CPR.
21. Keep the public a safe distance from injured persons. Try to maintain a calm environment for the victims.
22. Report to a supervisor the type of medical assistance provided. Also report the name, address, age, sex, and any other pertinent information concerning the treated person.

CODES OF SAFE PRACTICE

3. FOR ALL EMPLOYEES AND VOLUNTEERS WHO OPERATE FABRICATION AND POWER TOOLS

This is a partial list of safe practices that should be followed by all employees and volunteers who operate fabrication and power tools. The items listed below are no substitute for the application of common sense and mindfulness in the work place to assure a safe, healthful, and fulfilling work experience. Additional Codes of Safe Practice may also apply to your position.

Equipment Safety

1. Prior to operating power equipment, obtain authorization from your immediate supervisor.
2. Operate only machines or tools you are familiar with. Only appropriate tools may be used for the job. Read instructions before using equipment. Stabilize footing before using equipment. Be prepared for the unexpected. Establish a control system to prevent the unexpected operation, movement, or release of energy in any form. Keep work area well lighted and clean.
3. Report immediately to a supervisor any defects in materials, machinery, tools, or equipment. All tools and equipment shall be maintained in good condition. Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE."
4. Follow equipment instructions. Pay close attention when using equipment; stay focused on the work at hand. Put tools away properly.
5. Do not wear loose or frayed clothing, unrestrained long hair, dangling ties, jewelry, finger rings, etc., around moving machinery or other sources of entanglement.
6. Maintain good housekeeping. Pick up tools and materials and clean up any oil, water, or other material which might cause others to trip, slip, or fall.
7. When approaching a machine operator for any purpose, do so from the front or the side in a way that he or she will see you coming and will not be taken by surprise.
8. Plug all electrical equipment or tools into an appropriate wall or floor receptacle or into an extension of only one cord of similar size and capacity.
9. Make sure the other side of the material being cut is free of wires, cables, pipe and other objects that may cause a hazard.
10. Use the correct size drill bit for the job.
11. Use goggles and guards when using metal grinders or while sanding surfaces.
12. Wear hearing protection whenever in areas with loud equipment.
13. Never block open or override any guard or anti-kickback devices.
14. Radial saws must not be able to pass the front edge of the table and must automatically return to the table back when released.

Electrical Safety

15. All electrical equipment and circuits must be turned off, locked and tagged out during most maintenance. Follow established lockout/tagout maintenance procedures. Use only your own lock out lock or tag. Only Authorized Lockout/Tagout Employees may perform a lockout/tagout.
16. Supervisors must approve work on energized machines and specify procedures. Employees must use insulated tools when working with exposed live conductors or circuit parts. Only

qualified and authorized employees are permitted to work on energized circuits and must follow established protocols.

17. Properly ground all electrical equipment. Pull cord by the plug, not the wire. Damaged cords and caps must be discarded and replaced.
18. Never wear conductive objects such as metal jewelry if they present an electrical contact hazard with exposed live parts.
19. Wear safety goggles when changing bulbs.

Ladders

20. Exercise care in climbing or otherwise accessing equipment.
21. Use proper ladders for the job. Never splice ladders together. Examine ladder for defects before climbing and ensure it has safety feet on secure footing.
22. Climb properly, one worker at a time. Face ladder when climbing and use both hands while climbing. Never carry tools or equipment up a ladder; always hoist.
23. Ladders should not be used at an angle exceeding 30° from vertical, or be placed in front of doors or against windows.
24. Tops of ladders should not be used for steps.
25. Use proper non-conductive ladders for the job.

Worksite Safety

26. Guard floor openings with a cover, guardrail, or the equivalent.
27. Keep work site clean and tidy. Never leave loose piping, welding rods, or other circular materials or equipment on the floor.
28. Do not touch hot surfaces of equipment. Be aware of heat and steam around equipment.
29. Post and barricade worksites as needed.

Hazardous Materials

30. Follow manufacturer's directions and SDS for all chemicals.
31. Always keep flammable or toxic chemicals in closed, labeled containers when not in use.
32. Proper personal protective equipment such as gloves, masks, goggles, aprons, or respirators, must be worn as noted in the SDS.
33. Follow clean-up procedures as detailed on the SDS.
34. Notify supervisor of any hazardous material exposure.

Welding and Soldering

35. Prior to welding check with the Engineers to avoid setting off the fire alarm system.
36. Only authorized and trained personnel are permitted to use welding, cutting, or soldering equipment or torches.
37. Welding and soldering must be conducted under a ventilation hood or in a well-ventilated location indoors or outdoors. Be alert to the hazards of the types of metal being welded or soldered. All parts to be welded or soldered must be clean and dry. Read the SDS prior to use.
38. Welding must be conducted when wearing appropriate clothing, approved hoods and shields. Barriers must be erected to protect passersby from welding flashes.
39. Smoking is not allowed near welding procedures. (Note: Smoking is not permitted in Academy facilities or in Golden Gate Park.) Signs must be posted. Proper fire extinguishers must be at hand.
40. Protect gas hoses from molten metal, sparks, slag or fire. Verify that check-valves are in good working condition.
41. Gas cylinders must be chained in place to prevent falling. Valve protection caps must be in place. Cylinders must be properly separated and stored in a cool, well-ventilated place. If valves cannot be opened by hand, notify the supplier and take the cylinder out of circulation.
42. Use care when handling rough or sharp metal edges. Wear gloves when necessary.

43. Bleed hoses and regulators of all pressure when welding is completed.

Protective Equipment

44. Eye protection (i.e. safety goggles or glasses) is required when performing any task that could produce flying particles. This includes, but is not limited to, table saw, drill press, and bench grinder.

45. Use appropriate gloves when handling materials with sharp or jagged edges that may result in lacerations.

46. Wear hearing protection whenever in areas with loud equipment.

47. Only wear your own fitted respirator as assigned for specific use and as required by the SDS.

CODES OF SAFE PRACTICE

4. FOR ALL EMPLOYEES AND VOLUNTEERS WORKING WITH HAZARDOUS CHEMICALS

This is a partial list of safe practices that should be followed by all employees and volunteers working with hazardous chemicals. The items listed below are no substitute for the application of common sense and mindfulness in the work place to assure a safe, healthful, and fulfilling work experience. Additional Codes of Safe Practice may also apply to your position.

Acquisition

1. Before a substance is received, those who will be involved should know information on proper handling, storage and disposal.
2. No container should be accepted without an adequate identifying label.
3. All newly acquired hazardous chemicals must be added to the inventory. Report inventory changes to your Department HazMat Monitor.

Storage

4. All hazardous chemicals must be stored in safe locations and segregated from incompatible chemicals.
5. Amounts permitted in work areas should be as small as practical.
6. Chemicals that are highly toxic or other chemicals that have been opened should be placed in unbreakable secondary containers.
7. Stored chemicals should be examined periodically (at least annually) for replacement, deterioration, and container integrity.
8. Flammable chemicals may be used in laboratories and prep rooms, providing the maximum amount in open systems during mixing or dispensing does not exceed 10 gallons Class 1-A, 15 gallons of Class 1-B, or 20 gallons of Class 1-C at any time.
9. Flammable chemicals not exceeding 10 gallons, used for maintenance purposes and the operation of equipment, may be stored in approved rooms.
10. Volatile flammable liquids must not be stored in standard refrigerators. If such liquids are to be refrigerated, they must be in a spark-proof refrigeration unit.

Labeling

11. The doors to each room where hazardous chemicals are used or stored are to be labeled with a 4-inch NFPA-style diamond-shaped label.
12. The doors to all chemical storage cabinets, other than flammable storage or corrosive storage cabinets, are to be labeled with a rectangular yellow chemical storage label.
13. All flammable storage cabinets must be approved by Underwriters Laboratory, and labeled in large letters, "Flammable Storage".
14. All Corrosive Chemical Storage Cabinets, must be approved by Underwriters Laboratory, and labeled in large letters, "Corrosives Storage".
15. All chemicals must be stored in their original labeled container or in secured containers that are labeled, tagged, or marked with the following information:
 - a. Identity of the chemical contained therein
 - b. Appropriate hazard warnings

16. Containers used to contain chemicals while in use for individual processes need not be labeled, provided they are placarded or otherwise clearly identified as to items 15a and 15b above.

Inventory and Safety Data Sheets

17. A complete up-to-date inventory of all hazardous chemicals is to be maintained in each area where hazardous chemicals are used.
18. At each location where hazardous materials are used Safety Data Sheets for the chemicals used in that location must be available and visible to the user.

Use Procedures

19. All usage of toxic chemicals shall be designed to ensure the lowest possible exposure to the workers, the public, and the environment.
20. When working with a chemical of unknown toxicity, it must be assumed that it is toxic. It shall be assumed that mixture will be more toxic than its most toxic component.
21. Where choices exist select the least toxic chemical to produce the required results.
22. Always reduce the amount of chemical usage to the minimum quantities necessary to achieve the required results.
23. Plan appropriate protective procedures, including positioning of equipment, before beginning any new operation.
24. If it becomes necessary to leave an operation unattended, place an appropriate sign on the door, leave the lights on, and provide for containment in the event of an interruption of utility service (such as cooling water).
25. Be constantly alert for unsafe conditions, report them to the responsible party, and see that they are corrected.
26. Avoid working alone in a building. Do not work alone if the procedures being used are hazardous.
27. When chemicals are carried from one location to another, the container should be placed in a secondary container or bucket. Areas open to the public should be avoided while transporting hazardous chemicals.

Accidents and Spills

28. Eye contact: Promptly flush eyes with water for a prolonged period (15 minutes), and then seek medical attention.
29. Ingestion: Encourage the victim to drink large amounts of water (unless specifically recommended not to by the SDS) and promptly seek medical attention.
30. Skin contact: Promptly flush the affected areas with water and remove any contaminated clothing. If symptoms persist after washing, seek medical attention.
31. Spill Clean-up: Promptly clean up spills as described in section 5 of the Academy's Emergency Action Plan.

Avoiding Exposures

32. Develop and encourage safe habits, and avoid unnecessary or harmful exposures, by establishing procedures to prevent inhalation, absorption, or ingestion. Never mouth pipette chemicals.
33. Do not smell or taste chemicals.
34. Confine usage of toxic chemicals to the fume hood.
35. Vent apparatus that might discharge toxic chemicals (vacuum pumps, distillation columns, etc.) into local exhaust devices.
36. Eating, smoking, gum chewing, and the application of cosmetics is prohibited in areas where hazardous chemicals are present.
37. Always wash hands before eating and drinking.

38. Containers and refrigerators used to contain chemicals shall not be used to contain food or beverages.

Glassware

39. Always carefully check glassware for cracks or flaws before using.
40. Handle and store laboratory glassware with care to avoid damage.
41. Dewar flasks and other evacuated glass apparatus should be shielded or wrapped to contain chemicals and fragments should implosion occur.

Personal Hygiene

42. Wash areas of exposed skin well when exiting the laboratory area after using hazardous chemicals.
43. Avoid behavior that might confuse, startle, or distract other workers.
44. Never use mouth suction for pipetting or starting a siphon.
45. Confine long hair and loose clothing. Wear shoes at all times in the laboratory. Never wear sandals or perforated shoes.
46. Keep the work area clean and uncluttered, with chemicals and equipment being properly labeled and stored. Clean up the work area on completion of an operation and at the end of each workday.

Personal Protective Gear

47. Ensure that appropriate eye protection is worn by all persons – including visitors – where chemicals are stored or handled.
48. Wear appropriate gloves when the potential of contact with toxic chemicals exists. Inspect the gloves before each use and wash them before removal. Replace them periodically.
49. Contact lenses should not be worn while working with hazardous chemicals.
50. Always use appropriate additional protective equipment such as laboratory coats, respirators and other appropriate equipment. Remove and replace laboratory coats when significantly contaminated.

Waste Disposal

51. Hazardous waste chemicals in the workplace are to be placed in labeled containers and segregated from incompatible chemicals. Records of the date, amounts added, and the initials of the person adding the wastes are to be maintained for each container.
52. Hazardous chemical wastes are to be taken to the HazMat Dispensing Room and added to the appropriate waste log by trained HazMat Monitors.

Chemicals of Unknown Composition

53. Chemicals of unknown composition must be identified and the containers must be labeled accordingly. Unknown chemicals must be reported to the Operations Safety Supervisor (x5464) with all available information on the material such as source, date and time received, and any other information that can assist in its identification. Until such time that the material can be properly identified and labeled, it must be held in the HazMat Dispensing Room.