



## MEMORANDUM

Date: January 17, 2024

To: USC Shop and Maker Space Managers

From: Deona Willes, MPH, CLS,  
Executive Director, USC Environmental Health & Safety

Subject: USC Shop Compliance and Training Review

The start of a new year is a great time to review the past year's events, imagine the possibilities that lie ahead, and then set goals to achieve a successful and safe path forward. This is particularly important when it comes to ensuring that the shop or maker space that you manage remains a safe place for all who enter. Please take this opportunity to strengthen your commitment to safety by completing the Shop Safety Compliance & Training Checklist.

To ensure compliance and satisfy this requirement, **please complete the following review no later than March 1, 2024:**

1. Identify all applicable safety topics listed on the *Shop Safety Compliance and Training Checklist* (see attached) and check off those safety topics when related actions are completed.
2. Document any training(s) using the *Shop Safety Training Record* (see attached).
3. Update the [Shop Hazard Assessment Form](#) to accurately reflect your shop's current activities and make certain that the appropriate controls (Engineering, Administrative, and PPE) are applied.
4. Upload copies of the completed documents: *Shop Safety Compliance and Safety Checklist*, *Shop Safety Training Record*, and *Shop Hazard Assessment form* <http://tiny.cc/usc-shop-compliance>.

Here are additional salient points for reflection:

- Cal/OSHA publishes a list of [Top 10 Most Frequently Cited Standards](#) with the most cited title 8 standards. All workplaces in California must adhere to the workplace safety rules as defined in Cal/OSHA's Title 8 regulations.
- Eye Protection is required in most shops. Prescription safety glasses are available to individuals that need corrective lenses. Over 40 styles are ready for ordering from the Roski Eye Institute both on HSC (HC4) and UPC (USC Village).
- Safety Trainings – Strive to incorporate regularly provided safety trainings into your shop's operations. Set aside time for at least one safety-related training each month. Just as important, all trainings regardless of type or duration must be documented.

Thank you again for your continuing efforts to protect the health and safety of the campus community.

Sincerely,

# CheckList

## Shop Safety Compliance and Training Checklist

Choose safety topics below based on relevance to your operations.

1. **Check** off all topics that you discussed with your group along with the related actions that you completed.
2. **Document** all trainings using the [Shop Safety Training Record](#).
3. **Submit** this checklist and SSTR to EH&S via the [Shop Safety Compliance and Training Review Form](#).

Remember to maintain a copy of this checklist along with other training-related materials or documentation in your files.

<input checked="" type="checkbox"/>	Topic	Related Action
<input type="checkbox"/>	Cart Safety*	Ensure personnel who operate utility and/or golf carts complete the Driving Defensively training on TrojanLearn followed by <a href="#">Cart Safety Training</a> with EH&S.
<input type="checkbox"/>	Shop Safety Inspection Checklist	Review your shop's most recent Shop Safety Inspection Report. Use the <a href="#">Shop Safety Inspection Checklist</a> (see attached pages) to perform self-inspection in your shop.
<input type="checkbox"/>	Hazard Assessment for Shop Operations	Assess all shop hazards to determine if a hazard can be eliminated or mitigated then complete the <a href="#">Shop Hazard Assessment Form</a> for all remaining hazards.
<input type="checkbox"/>	Machine Guarding	Survey all shop machines/tools/equipment for guarding deficiencies then upgrade, as required. <a href="#">Cal/OSHA</a> requires machines having a grinding, shearing, punching, pressing, squeezing, drawing, cutting, rolling, mixing or similar action be guarded at the point of operation. See <a href="#">Machine-Specific Guarding Surveys and Safety Placards</a> .
<input type="checkbox"/>	Hazard Communication*	Ensure personnel complete the Hazard Communication training on TrojanLearn followed by safety trainings specific to your shop's hazards.
<input type="checkbox"/>	Serious Workplace Injury and Illness Reporting	Ensure personnel know to report all serious injuries and illnesses whether work-related or not to EH&S immediately. Cal/OSHA defines a serious injury/illness as: <ul style="list-style-type: none"><li>• Requires inpatient hospitalization, regardless of length of time, for other than medical observation or diagnostic testing</li><li>• Amputation</li><li>• Loss of an eye</li><li>• Serious degree of permanent disfigurement</li></ul>
<input type="checkbox"/>	Injury and Illness Prevention*	Ensure personnel complete the Injury and Illness Prevention Program training on TrojanLearn.
<input type="checkbox"/>	Emergency Equipment*	Ensure all personnel can locate and operate fire extinguishers, emergency eyewash/shower stations, emergency shutoffs, emergency phones, and <a href="#">first aid kits</a> .
<input type="checkbox"/>	Emergency Medical Response	Ensure personnel know how to respond to a medical emergency.
<input type="checkbox"/>	Good Housekeeping	Insist on good housekeeping practices. "A Clean Shop is a Safe Shop!"

*\*Training required by Cal/OSHA.*



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