**College of the Environment**

**Office of the Dean**

**Health & Safety Plan**

**(Accident Prevention)**

**Last Updated**

**July 2013**

Building and Fire Safety Office College of the Environment

Environmental Health and Safety Dean’s Office

University of Washington University of Washington

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**SCOPE & RESPONSIBILITY**

**SCOPE**

The policies and procedures described in this Health and Safety Plan applies to the College of the Environment, Dean’s Office. The employing units include the Dean’s Office support staff.

**HEALTH & SAFETY POLICY**

This Accident Prevention Program, or Health and Safety Plan, shares the commitment of the University of Washington to provide a “safe and healthful environment for all individuals associated with the institution, including faculty, staff employees, hospital patients, and visitors” (University Handbook Vol. IV, Part VI, Chapter 4). It follows UW policy set in the Administrative Policy Statements (APS) 10.3, and is consistent with requirements in the Washington State Industrial Safety and Health Act (WISHA) (WAC 296-24, 296-62 and 296-800) which is administered by the Department of Labor and Industries (L&I).

**RESPONSIBILITY**

***The Dean, Director, Chairs and Supervisors are responsible for maintaining safe work practices in their respective units***, including required health and safety training. Everyone with supervisory responsibility is expected to participate directly in assuring that safe working conditions are maintained. Supervisors provide training for accident prevention, as necessary, for those working under their direction. We understand that it is University policy that this responsibility can neither be transferred nor delegated (University Handbook, Vol. IV, Part VI, Chapter 4, Section 1.A).

**COMPLIANCE**

Our unit requires all employees to comply with health and safety regulations, with departmental policies and procedures that apply to their own conduct on the job, and to report accidents, injuries, and unsafe conditions to their supervisor.

**HEALTH AND SAFETY TEAM AND/OR INDIVIDUAL**

The Dean’s Office consists of 13 support staff. We have appointed two individuals to serve as the Health & Safety Coordinator and Contact person for our unit.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Department** | **Phone** | **Email** |
| Laura Dennis | Dean’s Office | 616-2736 | laurah3 |
| Andrea Fleming | Dean’s Office, Advancement | 221-1841 | abyrd |

These individuals have been given adequate authority to carry out the following responsibilities:

* Promoting this Health & Safety Plan in our organization
* Updating this Plan, at least annually, with management approval
* Scheduling employee safety training as requested by supervisors
* Coordinating with Environmental Health & Safety
* Provide assistance to supervisors and employees as needed to resolve safety complaints
* Keeping safety bulletin boards current
* Maintaining our organization’s safety records
* Keeping the department head aware of current safety concerns

**STEPS TO ASSURE EMPLOYEE HEALTH & SAFETY**

**1. NEW EMPLOYEES HEALTH & SAFETY ORIENTATION**

All our new employees, including those that are permanent, temporary, or part-time, must receive instruction for the following:

* Reporting procedures for fire, police, or medical emergencies;
* Evacuation procedures during an emergency;
* Location of fire alarm pull-stations and fire extinguishers; Employees using fire extinguishers must have previously received training;
* Procedures for reporting all accidents and incidents to their supervisors and completing a written online report using OARS;
* Procedures for reporting unsafe conditions or acts to their supervisors, and, when possible, taking action to correct unsafe conditions;
* Exact location of first-aid kits and identification of first-aid certified employees;
* Description of UW and departmental Hazard Communication Program for chemical hazards to which they may be exposed;
* Identification and explanation of all warning signs and labels used in their work area;
* Use and care of any personal protective equipment they are required to use;
* Description of safety training they will be required to attend for their job. This includes General Asbestos Awareness Training which is mandatory for all employees.

 These records are kept in your employee personnel files, and your supervisor is responsible for providing training.

**2. EMERGENCY EVACUATION & OPERATIONS PLAN (EEOP)**

All University employing units must develop procedures for evacuation in an emergency and for response to fires, bomb threats, chemical spills, earthquakes, etc.

The College of the Environment, Dean’s Office EEOP contains:

* Building floor plans that show safety equipment and exit pathways;
* Evacuation procedures;
* Evacuation assembly point(s);
* Methods for accounting for staff, students, visitors;
* Areas of refuge for mobility-impaired occupants.

All department staff must be trained in the EEOP. If an employee moves to a new location, the EEOP must be reviewed for the new work-site.

Employees will make sure that doors, exit pathways, and stairs are kept clear of obstructions that could impede safe exiting. Fire separation doors, particularly stairway doors, shall not be blocked or wedged open.

**3. ACCIDENT REPORTING AND INVESTIGATION**

Medical Emergencies:

All medical emergencies must be reported to the nearest Emergency Medical Services (EMS).

The service can be reached by calling **9-1-1.**

Report form to Supervisor & EH&S:

All accidents *and near misses* must be reported to the employee’s supervisor and EH&S as soon as possible. Near misses are valuable opportunities to correct unsafe situations, which under slightly different circumstances, would result in serious injury. A report may be filled out by the employee, the supervisor, or both using the Online Accident Reporting System (OARS) at: <http://www.ehs.washington.edu/ohsoars/index.shtm>.

Investigation:

All accidents and/or near accidents are investigated by the supervisor. The investigation results and remedial measures will be summarized on the Incident/Accident report form. Supervisors may request the assistance of EH&S to investigate any accident and especially to recommend any corrective action to prevent a recurrence of the accident. Accident investigation reports are reviewed by EH&S and the department's organizational health and safety committee. Assistance with accident investigations is available from EH&S by calling 543-7388.

**4. FIRST AID KITS & CPR GIVEN**

Quick and effective first-aid for an injured University employee results from the availability of strategically located first-aid kits and first-aid/CPR certified individuals whenever unit staff are working. Adequate employee *access* to these resources is addressed in this section.

Department First Aid

Consistent with the UW First Aid Response Plan (APS 10.5), certified first-aid and CPR assistance is available to department employees by the ***UW Police Department’s Rapid Response team.*** UW Police offers are First Aid & CPR Certified and can respond within 2-3 minutes when notified immediately by calling **9-1-1**.

Related department *training* requirements are addressed later in section C.4 First Aid and CPR Training. Names and phone numbers of employees who are first-aid/CPR certified are listed on the chart on the next page.

First Aid Kits

Locations and sizes of first-aid kits in our unit are listed below. First-Aid Kits are inspected periodically so they can be restocked before running out of an item.

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| --- |
| **FIRST AID/CPR CERTIFIED**  |
| **Name** | **Location** | **Phone**  | **Email** |
| Elisabet Eppes | OSB 213 | 543-2399 | eve1987 |
| Darlene Feikema  | OSB 219 | 685-7275 | dfeikema |
| Drew Collins | OSB 203 | 221-6232 | drewcoll |
| Laura Dennis | OSB 218 | 616-2736 | laurah3 |
| Molly McCarthy | OSB 217 | 685-4918 | mollymm |

|  |
| --- |
| **LOCATION OF FIRST AID KIT(S)**  |
| **Location 1** | Ocean Sciences Building, Room 206/Kitchen: Cabinets on left wall, far right cabinet, top shelf |

**5. SAFETY PROBLEMS: REPORTING & RESOLVING**

Employees are encouraged to report safety concerns to their supervisor. If employees do not feel they can do this, or have done so and do not feel the problem has been resolved, they may discuss the situation directly with their safety coordinator or safety committee representative. Assistance from EH&S is available, if needed, to resolve a problem. Safety problems may be reported online using OARS as you do for accidents/incidents.

**6. HOLDING SUPERVISOR MEETINGS ON SAFETY**

Supervisors can promote health and safety in their unit by scheduling formal safety meetings or by having safety as a topic at regular scheduled staff meetings. But either way, **the discussion of safety issues needs to be documented**. The supervisor needs to discuss Health and Safety issues, provide new information, and give employees an opportunity to express concerns or ask questions about health and safety.

**7. HEALTH & SAFETY COMMITTEES**

Health & Safety Committees at three organizational levels help determine unsafe conditions and procedures, suggest corrective measures, and obtain the participation of all UW personnel. At the Organizational and University-Wide levels, fifty percent (or more) of the representatives are elected by employees and fifty percent (or less) are appointed by management. Safety issues may originate at any level. Health & Safety Committees are required by Washington State regulation (WAC 296-800-14005). A listing of committees and current members may be found at the EH&S web-site: www.ehs.washington.edu (click on Safety Committees).

1. Departmental Health and Safety Teams

 *Departmental Health & Safety Teams* deal with “front line” issues. Large departments may especially benefit from this centralized approach to health and safety issues. In addition to providing a pathway for communication between different sections, teams involve employees in the process of identifying and resolving safety issues. The units of the John M. Wallace Hall have a formal health and safety coordinators and health and safety issues are discussed on an as needed basis. \*\*

1. Organizational Health and Safety Committees

 The University is divided into eleven organizational groupings, each one represented by an *Organizational Health and Safety Committee*. This committee deals with issues the members may have in common but can handle more effectively together. Each elected member represents all units of that organizational group, including his/her own.

 The College of the Environment Organizational Health & Safety Committee is **Group #10.**

1. University-wide Health and Safety Committee

In addition, to provide consistency and oversight, a *University-wide Health and Safety Committee* has been established. Its members come from the official organizational committees. Safety issues referred to this level are relevant to the entire University community. \*\*

***\*\* The member(s) for the committees above, who currently represent the College of the Environment are listed on the last two pages of this document on the “Reference Page”.***

**8. SAFETY BULLETIN BOARDS**

The College of the Environment Dean’s Office safety bulletin boards are used for posting DOSH (formerly WISHA) posters, safety notices and safety newsletters. Safety committee minutes, training schedules, safety posters, accident statistics, and other safety education material may also be posted. Health and Safety Bulletin boards are located in the ACC Mail Room where all employees, students, and visitors can see them (WAC 296-800-19005) and at all University reference stations.

**ACCIDENT/ILLNESS PREVENTION**

**1. Hazard Assessment and Reduction**

In order to assure a safe and healthful work environment, the College of the Environment Deans Office has established a safe work practices and policies listed in this section. These practices and policies were developed after an assessment of the faculty, staff, student and visitor exposures to worksite hazards. Identified hazards were documented and reduced or corrected through *Engineering Controls* to eliminate the hazard, and/or by *Administrative Controls,* by establishing these safe work practices and policies.

To maintain a safe and healthy workplace, College of the Environment Dean’s Office staff are required to conduct periodic inspections of their work areas. This happens at least every six months. In addition, employees are encouraged to continually check work areas for unsafe conditions and practices so immediate corrective action can be taken (UW OPS D10.3)

College of the Environment Office Safety Assessment: It is critical to establish effective employee safety and health procedures. Supervisors and employees must be aware of and identify the potential hazards in work areas under their control. Any work place hazard must be identified and corrected, whether or not a specific regulation exists. If employees are potentially exposed to work place hazards and engineering controls are not possible, specific procedures must be put into place. However, employees are held responsible to use a common sense safety approach to everyday work environments and to report to their supervisors any work place hazard that has been created or not yet addressed.

The following are some rules and policies to be used for general safety in the College of the Environment Dean’s Office.

1. **General Rules**
	* Appropriate clothing and shoes must be worn in the office, conference rooms, kitchen area, and labs.
	* Rollerblades and skates should be worn in the office, conference rooms, kitchen area, and labs.
2. **Keyboards**
	* Standard keyboards are supplied for each workstation. If you are assigned to an office workstation that has a keyboard that causes carpel tunnel-like conditions, please contact your Supervisor.
3. **Emergency Procedures**
	* Please refer to the hard copy of College of the Environment Dean’s Office Emergency Evacuation and Operations Plan (EEOP) at the Front Office Desk (ACC 130).

**2. Personal Protective Equipment**

The University provides most personal protective/safety equipment for its employees when required by regulation or when a determination has been made that personal protective equipment is needed for an extra level of employee protection. Employees are informed of the specific personal protective/safety equipment requirements for their position on the following occasions:

* During the departmental New Employee Safety Orientation conducted by their supervisor
* When a job procedure changes, that requires a change in personal protective/safety equipment
* During safety meetings
* As a regular part of any written safety procedures or standard operating procedures

Each department/supervisor is required to conduct a hazard assessment of the work area and identify all hazards that require personal protective equipment. If hazards are identified, then specific personal protective equipment must be selected for each hazard and the affected employees trained on the safe use, care, and maintenance for each piece of equipment. Hazard identification, personal protective equipment selection, and employee training must be documented. Changes in processes or work sites may require a new hazard assessment, selection, and/or training. However, *this does not apply to College of the Environment Dean’s Office.*

**3. SAFETY INSPECTIONS**

To maintain our commitment to safe work practices, and to ensure that our department continues to meet regulatory standards, we conduct regular, thorough inspections of associated work areas and continually check for unsafe conditions and practices. We consider these inspections an additional opportunity to provide practical training in safety awareness as well as a systematic method for involving supervisors and others in the process of reducing workplace hazards. The College of the Environment Dean’s Office conducts inspection annually.

**4. FIRST AID & CPR TRAINING**

The UW Police Department, located at1117 NE Boat Street in the Bryant Building, 1 block SW from John M. Wallace Hall, provides adequate access to emergency first aid for our employees (see section B.4). Consequently, we do not require employee training in First Aid and CPR, ***however, employees are encouraged to take first aid******and/or CPR Training*** *which are available through* ***EH&S Training courses***(*http://www.ehs.washington.edu/).*

**5. SAFETY TRAINING: ON-GOING**

To ensure an effective health and safety program, we continually re-educate employees on how to work safely with all applicable hazards. Supervisors are responsible for this training and for seeing that safe practices are followed. Training records, including completion dates, are kept to maintain program continuity and to satisfy legal requirements. Documentation is kept in your home department’s personnel file. For EH&S Training, you may refer to EH&S Training records.

**6. MEDICAL EXAMINATIONS & VACCINATIONS**

Certain work environments or specific work practices create health risks that require medical examinations or immunizations for employees. Our unit has checked the UW APS 10.3 or 10.6, or called the Occupational Health Nurse at 206.221.7770 and determined that *this does not apply to College of the Environment Dean’s Office.*

**DOCUMENTATION AND FOLLOW-UP**

**RECORD-KEEPING**

To meet State requirements, our department maintains records of safety activities for varying lengths of time depending upon the type of record, and is able to produce them when requested by EH&S or L&I.

For this Plan, we have listed below applicable records maintained by our unit, and their locations.

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| **Type of Record** | **Physical Location (If Applicable)** | **Electronic Location****(If Applicable)** |
| EEOP | OSB 200 Reception | I://groups/coenv/administration/F&A/Webpage Updates/ EEOP |
| Health & Safety Plan | OSB 200 Reception | I://groups/coenv/administration/F&A/Webpage Updates/H&S Plan |
| First Aid/CPR Training | OSB 218B |  |
| Safety Inspections |  |  |
| Fire Extinguisher Training | OSB 218B |  |
| Earthquake/Disaster Preparedness |  |  |
| Asbestos | OSB 218B | Email Archives |
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**UPDATES**

For this Plan to be useful as a “living document,” it must reflect the department’s *current* safety program and its *current* responsible parties. Periodic updates, at least annually, are necessary to ensure this. The “Reference Page” of this document provides a convenient place to look for the most recent revision date, the names of key safety personnel, and other information.

**SAFE CAMPUS PROGRAM**

While there are specific regulatory requirements for hospitals and late night retail operations regarding workplace violence that don't apply to general University operations, we do recognize that individual attacks on faculty, staff and students can and have occurred due to domestic violence or workplace violence. As part of maintaining a healthy, safe working environment, the University has developed and administers one UW Violence in the Workplace Policy and Procedure through the Human Resource's Violence Prevention and Response Program. Information on the program/policies is published on the UW website at: <http://www.washington.edu/admin/hr/polproc/work-violence/index.html>.

University services include nighttime safety escort services, counseling sessions, a dedicated assessment team, and informational materials and training, but services are not limited to these items.

All managers, supervisors, and employees must be aware of the appropriate processes to follow regarding workplace and domestic violence prevention. They can receive assistance in answering any employee questions from the HR Violence Prevention and Response Program Manager. We expect our entire faculty and staff to take Workplace Violence training at least once every biennium, as well as receive information during new employee orientation. We arrange for the biennial training [fill in the method used by your work group]. Records of the training are maintained in the [give location] Office.

For more comprehensive information, access the SafeCampus website at: <http://www.washington.edu/safecampus>

If any staff has concerns regarding a threat of violence, call:

* Seattle: 206-685 SAFE (206-685-7233)
* Bothell: 425-352-SAFE (425-352-7233)
* Tacoma: 253-692-SAFE (253-692-7233)

In a life threatening situation or imminent danger **call 9-1-1, immediately**!

“**REFERENCE PAGE”**

Last Updated: 11/2012 by S. Dela Cruz

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| **College of the Environment, Group #10****Organizational Health & Safety Committee** |
| **Role** | **Name** | **Department** | **Phone**  | **Email** |
| Reports to | Lisa Graumlich, Dean | Office of the Dean | 221-0907 | graumlic |
| Chair | David Zuckerman | School of Forest Resources | 543-8008 | dzman |
| Appointed | David Zuckerman | School of Forest Resources | 543-8008 | dzman |
| Douglas G. Russell | Oceanography | 543-5062 | dgruss |
| Laura Dennis  | Office of the Dean | 616-2736 | laurah3 |
| Elected | David Warren  | Atmospheric Sciences | 543-0945 | dwarren |
| Nathan Briley | Earth & Space Sciences | 543-8904 | nab8 |
| Kathy Newell | Oceanography | 543-6119 | kknewell |
| Kristian Haapa-aho | Aquatic & Fishery Sciences | 616-8552 | khaapa |
| Roy Farrow  | School of Forest Resources | 616-4050 | farrow |
| Julie Johnston | Program on the Environment | 616-1208 | juljohn |
| Collen Marquist | JISAO (CIG) | 685-6548 | marquist |
| Andrea Fleming | Office of the Dean | 221-1841 | abyrd |
| Julia HahnPete Granger (Alt) | Washington SeaGrant | 685-9117685-9261 | jkhahnpgranger |
| Craig Staude | Friday Harbor Laboratories | 616-0702 | staude |
| Non-member | Nicholas Wehner  | School of Marine & Environmental Affairs | 745-2138543-7004 | nwehner |
| Achim Nicklis | NOAA (JISAO) | 526-6210 | Achim.H.Nicklis@noaa.gov |
| Union Rep | John Freudenthal  | UAW 4121 | 208-521-7559 | Jfreud |
| Laura Davenport  | SEIU Local 925 | 221-4687 | lauradav |
| Paul Bentson  | WFSE Local 1488 | 744-3191 | bentson |
| Ex-Officio | Wendy Winslow-Nason | Risk Management | 616-7510 | wendywn |
| Tracey Mosier  | Facilities Services | 685-1586 | tracey |
| Elizabeth Dahl  | Attorney General’s Office | 543-4150 | dahle |
| Support | Katia Harb  | EH&S | 616-3771221-7770 | kharb |
| Dave Leonard  | EH&S | 543-7221 | dleonard |
| Micheal Blalock  | EH&S | 221-2852 | blalock |
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| **CoEnv Dean’s Office Health & Safety Coordinator** |
| **Name** | **Role** | **Committee** | **Department** | **Phone** | **Email** |
| Andrea Fleming | H&S Rep | Organizational Departmental  | Office of the Dean | 221-1841 | abyrd |
| **University-Wide Safety & Health Committee Representative*****for* the College of the Environment, Group #10** |
| **Name** | **Department** | **Phone**  | **Email** |
| David Zuckerman (Chair) | School of Forest Resources | 543-8008 | dzman |
| Kristian Haapa-aho (Co-Chair) | Aquatic & Fishery Sciences | 616-8552 | khaapa |
|  |  |  |  |
| **First-Aid/CPR Certified Employees in the College of the Environment, Dean’s Office** |
| **Name** | **Location** | **Phone** | **Email** |
| Jennifer Davison | OSB 216 | 616-5727 | jnfrdvsn |
| Stephanie Harrington  | OSB 231 | 543-0878 | stephah |
| Summer Dela Cruz (CPR Only) | OSB 218 | 616-8374 | sldc |
|  |  |  |  |  |
| **Non-Emergency Phone Numbers and Contact Information** |
| **Department** | **Sub-Unit** | **Phone** | **Location/Box Number** |
| EH&S | Director’s Office | 543-7262 | Box 354400 |
| Program Support Office | 543-7262 | Box 354400 |
| Information Systems Office | 543-7262 | Box 354400 |
| Building and Fire Safety Office | 543-0465 | Box 354400 |
| Environmental Program Office | 685-2848 | Box 354110 |
| Occupational Health & Safety Office | 543-7388 | Box 354400 |
| Radiation Safety Office | 543-0463 | Box 354400 |
| UW Police Department (UWPD) | EMERGENCY | **DIAL 9-1-1** |
| Non Emergency Assistance | 543-9331 | 1117 NE Boat Street in the Bryant Building |
| Facilities Services (FOMS & ATC-20) | 685-1411 |
| UW Office of Emergency Management (OEM)*\*\*Note: OEM is NOT an emergency response unit.*  | 897-8000 |
| UW Emergency Operations Center (EOC)*\*\*Note: EOC is NOT an emergency response unit.*  | *Primary:* 1117 NE Boat Street in the Bryant Building Room 111*Secondary:* Lander Hall Room L-135 |
| KIRO AM #710 | On the Radio at AM 710 |