EXTERNAL AFFAIRS HEALTH AND SAFETY PLAN

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A. INTRODUCTION:

1. Scope:
The policies and procedures described here apply to all operating units and address site-specific safety issues, if applicable. Appendix 1 shows the offices and positions affected by this employee health and safety plan.

2. Health and 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).

3. Responsibility:
The Dean, Director, Chairs and Supervisors are responsible for maintaining safe work practices in their respective units, including required health and safety training. 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).

Our department 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.

4. Safety Coordinator:
We have chosen one individual to serve as a Safety Coordinator for our department (see "Back Page"). This person has 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.

B. FUNDAMENTALS: 8 KEYS

1. New Employee Health and Safety Orientation:
   All our new employees, including those that are permanent, temporary, or part-time, must receive instruction for the following:
   a. Reporting procedures for fire, police, or medical emergencies;
   b. Evacuation procedures during an emergency;
   c. Location of fire alarm pull-stations and fire extinguishers; Employees using fire extinguishers must have previously received training;
   d. Procedures for reporting all accidents and incidents to their supervisors and completing a written online report using OARS;
   e. Procedures for reporting unsafe conditions or acts to their supervisors, and, when possible, taking action to correct unsafe conditions;
   f. Exact location of first-aid kits and identification of first-aid certified employees;
   g. Description of UW and departmental Hazard Communication Program for chemical hazards to which they may be exposed;
   h. Identification and explanation of all warning signs and labels used in their work area;
   i. Use and care of any personal protective equipment they are required to use;
   j. 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.

   The following procedures describe how we provide the above instruction, how and where records are kept, and what person is responsible for providing training. Samples of checklists we use are included (or referenced) here.
   • Evacuation Procedures during an emergency can be found in the EEOP
   • The Washington DC Emergency Procedures Guide is included as Appendix ??

   A generic new employee safety orientation checklist can be found on the EH&S web-site at http://www.ehs.washington.edu/ohsplans/index.shtm.

2. Emergency Evacuation and 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. We have attached our EEOP to this document (or referenced location if located elsewhere). (It is usually based on the layout of a whole building which may contain several departments). Our External Affairs EEOP contains:
   a. Building floor plans that show safety equipment and exit pathways;
   b. Evacuation procedures;
   c. Evacuation assembly point(s);
   d. Methods for accounting for staff, students, visitors;
   e. Areas of refuge for mobility-impaired occupants.
A guide for developing a departmental Emergency Evacuation and Operations Plan (EEOP) can be found on the EH&S web-site at: http://www.ehs.washington.edu/fsoemerprep/evacplan.shtm. DOSH (formerly WISHA) requires an employer to develop an emergency action plan that includes most of the points found in this guideline. For more information, you may call the EH&S Building and Fire Safety Office at 206.543.0465.

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.

3. Accidents:
   a. Medical Emergencies:
      All medical emergencies must be reported to the nearest Emergency Medical Services (EMS), usually 911. Our department uses the following method to summon EMS help. (Non-campus facilities or field locations also need to indicate here how emergency services are summoned to their location.) All units use 911.

   b. Report form to supervisor and 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.

      Copies of this department’s completed forms are distributed -to the following people: Kathryn Daughhetee and Randy Hodgins

   c. Investigation:
      All accidents and near accidents must be investigated by the supervisor who then summarizes the details and corrective measures in the above report. EH&S and the department’s organizational safety committee review the report. Assistance from EH&S is available by calling 206.543.7388.

4. First Aid Kits and 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 department staff are working. Adequate employee access to these resources is addressed in this section.

   a. 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:
Public Records, Olympia Office and Washington DC Office must have one person certified for first-aid and CPR. The name of the certified individual will be included here once identified.

The following options are recommended to help departments meet First Aid planning required by DOSH (formerly WISHA). See: http://www.ehs.washington.edu/ohshsplans/index.shtm for EH&S guidelines:

- **Offices** can have either 1 first aid person per floor/suite/area or if on campus, they may rely upon UW Police Department’s rapid response. Campus offices rely on UW Police Department’s rapid response. Off campus offices must have one person certified for first-aid and CPR.
- **Laboratories** need at least 1 first aid person at all times. This may require several certified staff per floor/suite. EAO does not have Laboratories.
- **Shops** need at least 1 first aid person at all times. This may require several certified staff. EAO does not have shops.
- **Medical/Clinical** sites should have on-site medical staff or 1 first aid person per floor/suite/area. EAO does not have medical/clinical sites.
- **Field Activities** require at least 1 first aid person at all times. *Field activities does not include urban excursions with availability to 911.*
- **Other:** (describe).

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 “Back Page” of this document and on the outside of first aid kits.

### b. First Aid Kits

Locations and sizes of first-aid kits in our department are listed below. First-Aid Kits are inspected periodically so they can be restocked before running out of an item. Names and phone numbers of those employees who are CPR trained and those employees who are responsible for first-aid kits are listed on the outside of the kits and on the “Back Page” of this document.

**First Aid Kit locations:**

- **Top shelf of Copier Room** – Suite 200 Gerberding Hall
- **Under the Front Desk** – Visitors Center, Kane Hall
- **Mail/Copier Room** - Marketing S402 – UW Tower
- **Top of Supply cabinet in the kitchen** – UWTV 017 – Kane Hall basement
- **Wall mounted in production Studio** – UWTV 045 – Kane Hall basement
- **Wall mounted in prop room** – UWTV 045 – Kane Hall basement
- **Master Control** – UWTV 033 – Kane Hall basement
- **Wall mounted – outside of UWTV 029** – Kane Hall basement
- **In the file/coffee room in drawer labeled “First Aid Kit”** – Washington DC Office
- **In the supply cubicle - Suite 360** – Roosevelt Commons

Locations still needed:

- **News and Information**
- **Campus Photography**
(Kit contents and stock numbers are listed on the EH&S website at: http://www.ehs.washington.edu/ohshsplans/firstaidkit.shtm.)

5. Safety Problems: Reporting and 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. Other departmental procedures for reporting and resolving safety problems or potential workplace violence are described below:

1. EAO encourages the use of the Astrid/Zeke protocol, see the protocol here.
2. Procedures specific to the Washington DC office are under development and will be available here when completed.
3. A link to the currently approach to delivering CPR is here: http://handsonlycpr.org/
4. Safety problems should also be reported to the locations’ safety coordinator – a list of safety coordinators is included in the back pages of this document.

6. Safety Meetings: Supervisor Leadership
Supervisors can promote health and safety in formal safety meetings or in regular staff meetings, but either way, discussion of safety issues needs to be documented. Formal safety meetings are held as described below, including organizational policy, meeting frequency, responsibility for minutes, location of minutes, and how part-time employees can participate or be informed. Safety meetings are held ad hoc as part of the development of a completed plan. Thereafter, safety meetings will be held no less frequently than annually to discuss issues and update the plan in accordance with new developments in safety and any new or ongoing safety issues. Meetings are held in 217 Gerberding Hall and minutes/agenda are the responsibility of Kathryn Daughhetee.

7. Health & Safety Committee Participation:
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
a. 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. Our department (insert one)

- has organized a formal health and safety team and conducts it as follows: The team members meet as needed to finalize the plan and will thereafter meet on an annual basis as described above. The current members of our departmental safety team are identified on the “Back Page” of this document.

b. 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.

Our department is represented on the Group # 1 (Group Name:) Administrative and Other Academic Programs. Organizational Health & Safety Committee.

The (Group #) #1 Committee reports to the following executive: Phyllis Wise, who is represented on the Committee by Jessica Stern, appointed by the provost on 10/29/2009, for a two-year term.

Our current representatives are identified on the “Back Page” of this document.

c. 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) who currently represent us from the Group # 1 Organizational Health & Safety Committee are listed on the “Back Page” of this document.

8. Safety Bulletin Boards

Our departmental 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. They are located in see list below where all
employees, students, and visitors can see them (WAC 296-800-19005) and at all
University reference stations.
1. Gerberding Hall Copier Room 2nd floor Suite 200
2. Marketing - UW Tower S402
3. Linda Hanlon’s office in the Visitor’s Info Center, Odegaard Library.
4. UWTV Kitchen, Basement of Kane Hall
5. Public Records - #362 Roosevelt Commons
6. In the copy/file room – Washington DC Office

C. ACCIDENT/ILLNESS PREVENTION: 6 KEYS:

1. Identification of hazards:
   This is the foundation for our Accident Prevention Program. The boxes we have
   checked in the following chart, “Typical Work-Site Safety Issues To Address,”
   indicate health and safety concerns present in our own department.
   • We consulted knowledgeable staff to identify possible hazards.
   • We reviewed records of past injuries to understand their causes.
   • We developed Laboratory Safety Manuals for our laboratories (including
     Chemical Hygiene Plans) if required.
   • We visited all work areas, and examined processes from beginning to end in
     order to record possible hazardous situations.
   • We developed inspection checklists (see section C.3 below).
   • We applied recommendations from inspectors outside our department, such as
     EH&S.
   • We consulted the Washington Administrative Code (WAC) Chapters 296-24,
     296-62 and 296-800 for General Safety and Health Standards and Occupational
     Health Standards established by the State Department of Labor and Industries
     (L&I), as well as the University of Washington Administrative Policy Statements
     (APS), 10.3.
   • We performed Job Hazard Analyses (JHA). (See discussion following the
     Chart below.)

   “Typical Worksite Safety Issues to Address” Chart Instructions

   The chart on the next page is a tool to help you identify issues that are
   addressed by safety regulation. You don’t have to include the actual chart in
   your Plan, but it would be a good idea to do so when requirements apply to
   your workplace. (Double left-click on any box in the left column you want to
   check.) Safety items you have checked indicate issues you need to evaluate.
   These must be included in your safety Plan, along with methods you have
   developed to reduce a hazard if one exists. Section C.2 Reduction of Hazards
   explains how to do this.

   The most common hazards are at the top of the chart and the least common
   are at the bottom, but it’s a good idea to consider them all at first. The
   columns on the right indicate the degree to which hazards are likely to be
present in a particular type of workplace (4 subjective levels), but more than one column may apply if the workplace functions in different ways.

If you can’t decide whether a hazard is present or not, please contact EH&S for help at 206.543.7388.
<table>
<thead>
<tr>
<th>Typical Worksite Safety Issues To Address</th>
<th>Offices</th>
<th>Classrooms</th>
<th>Hosp. / Clinics</th>
<th>Labs</th>
<th>Shops</th>
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</thead>
<tbody>
<tr>
<td>Applies: A=Almost Always, B=Commonly, C=May Apply, Blank=Rarely Applies</td>
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<td>X Emergency Procedures: Fire, Other (EEOP)</td>
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<td>X Earthquake Preparedness</td>
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<td>X Housekeeping Hazards</td>
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<td>X Slip/Trip Hazards</td>
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<td>X Electrical Equipment &amp; Wiring</td>
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<td>X Emergency Escapes (Egress) Maintained/Unlocked</td>
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<td>X Obstruction-Free Aisles</td>
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<td>X Stacks of Stored Materials (Stable/Secure)</td>
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<td>Temperature Extremes: Heat/Cold Stress</td>
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<td>HazCom Right-To-Know (Written Program In Place)</td>
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<td>Air Contaminants, Dusts, &quot;Inert&quot; Gases, Vapors</td>
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<td>X Asbestos (Present or Handled)</td>
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<td>X Lifting &gt;20 lbs.</td>
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<td>X Repetitive Motion, Ergonomics</td>
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<td>X Motor Vehicles</td>
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<td>Hand or Portable Power Tools</td>
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<td>X Ladders</td>
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<td>X Knives or Cutting Blades</td>
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<td>Compressed Gas or Equipment</td>
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<td>X Hazardous Waste</td>
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<td>Haz-Mat Spills: Operations, Emergency Response</td>
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<td>Hazardous Materials Stored/Shipped/Transported</td>
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<td>Laboratory Chemicals</td>
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<td>Radioactive Materials Used or Stored</td>
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<td>Personal Protective Equipment (PPE)</td>
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<td>Respirator Protection, Workplace Evaluations</td>
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<td>Bloodborne Pathogens/Biohazards/Infectious Waste</td>
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<td>Welding, Cutting, Brazing</td>
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<td>Machinery (Machine Guards)</td>
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<td>Lock-Out/Tag-Out</td>
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<td>Confined Work Spaces / Oxygen-Deficiency</td>
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<td>Steam or Autoclaves</td>
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<td>Lasers or UV Light</td>
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<td>Flammable Liquids (Handled or Stored)</td>
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<td>Formaldehyde (Handled or Stored)</td>
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<td>Carcinogens</td>
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<td>Lead or Benzene (Handled or Stored)</td>
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<td>Animals (Handled or Kept)</td>
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<td>Loud Noise</td>
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<td>Vibration From Tools/Machinery</td>
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<td>X Heights &gt; 4 Ft. (Possible Falls)</td>
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<td>Cranes, Hoists, Derricks, Rigging</td>
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<td>Powered Platforms (Personal Lifts)</td>
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<td>Forklifts</td>
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<td>Scaffolds</td>
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<td>Excavation, Trenching or Shoring Activities</td>
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<td>BBQs</td>
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<td>Food Handling</td>
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<td>Diving</td>
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A Job Hazard Analysis may be performed by the first line supervisor in the following way:

- Review job injury and illness reports (including “close calls”) to determine which jobs to analyze first.
- Involve employees in all phases of the analysis. Explain to workers that you are studying the job, itself, not checking up on them.
- Review work plans for an overview of job activities.
- First note deficiencies in general conditions, such as inadequate lighting, noise, or tripping hazards that may not be directly related to the job.
- Break the job down into steps in the order of occurrence.
- Examine each step to determine hazards that exist or might occur.
- Determine whether the job could be performed in another way or whether safety equipment or precautions are needed.
- If safer job steps can be used, write new procedures to describe specifically what the worker needs to know to perform them.
- Determine if any physical changes will eliminate or reduce the danger (e.g. redesigned equipment, different tools, machine guards, personal protective equipment or ventilation).
- If hazards are still present, try to reduce the necessity or frequency for performing the job.
- Document the assessment: job covered, task, date, and person performing the analysis.
- Review recommendations with all employees performing the job.
- Review and update the job hazard analysis periodically, especially if an accident occurs in that job.

2. Reduction of hazards:
   Our department head and supervisors have complied with the requirement for a written plan in their areas of responsibility by identifying each of the above hazards, evaluating its potential risk, and controlling or eliminating it according to the measures described below. Some plans (e.g., Laboratory Safety Manuals, Emergency Evacuation and Operation Plans, Radiation Safety records) are located elsewhere and are referenced accordingly.

   When possible, we modified or designed our facilities and equipment to eliminate employee exposure to hazards. Where engineering controls are not possible, we have instituted work practice controls that effectively prevent employee exposure to the hazard. When these methods of control are not possible or not fully effective, we require the use of personal protective equipment (PPE), such as safety glasses, hearing protection, etc.

   a. Evaluation
Evaluation of potential risk (probability and magnitude of harm) has been done for certain hazards. When hazards are either (1) present in an unknown or a variable amount (such as airborne contaminants like asbestos or carbon monoxide), or (2) subject to complicating factors (such as extreme risk or individual medical sensitivity), monitoring has been done to determine the safest procedures. EH&S has been consulted as needed. The following describes evaluations we have made:

1. UWTV and UW Marketing have each evaluated the work environment with the understanding that project work and event planning work which are both typically deadline driven inherently leads to a more hazardous workplace.
2. We have developed a draft procedure regarding the use of golf carts to transport employees, students and guests at UW sponsored events. An injury requiring hospitalization was sustained in relation to the use of a golf cart.
3. One of the most frequent workplace hazards is the fire hazard caused from overloading circuits.
4. Workplace confrontation is a potential hazard in External Affairs units that frequently interact with the public. Specific instances where risk is potential have been identified in association with the following units:
   - Marketing – Event Planning
   - External Affairs Administration – Reception
   - UWTV – Filming
   - Public Records – Some public records requests are inherently hostile in nature, or pressed forward by someone who may be mentally unbalanced.

b. Engineering Controls

Engineering controls have been employed, whenever possible, as the preferred way to eliminate the following specific hazards (facility or equipment design, e.g., fume hoods, guardrails, proper tool guards, walkway surfacing).

- Public Records – Access to the Office of Public Records is limited. The entrance is always locked, those seeking entrance must ring a doorbell and be granted admittance by someone on staff. This gives staff an opportunity to “screen” unwanted and undesirable members of the public who could prove dangerous or disruptive.
- Review golf cart safety procedures here

c. Administrative Controls

Administrative controls, the way a job is done, have been used to reduce some of the hazards in our department, and on-going training is an inherent part of our safety program (see section C.5).

(Administrative controls may include rotation of workers to reduce exposure time, specialized training, or using less hazardous procedures. The best procedures are usually those recognized as safe by professionals working in the field, by equipment manufacturers, by
consensus in a specialized group, or simply by tradition. They are often referred to as “standard operating procedures,” (SOP’s), “operating instructions,” “safe practices,” “prudent practices,” “Universal Precautions,” etc., and are often found in something like a manual.)

The following administrative controls are used in our department:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Admin. Control</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Lifting Items more than 20#</td>
<td>Ongoing advice from safety coordinator</td>
<td></td>
</tr>
<tr>
<td>• Use of Code Words to indicate potentially dangerous interaction/confrontation</td>
<td>with or by another individual (see link here).</td>
<td></td>
</tr>
<tr>
<td>• Golf Carts Safety Training – To reduce accidents relative to the use of golf carts (see policy here).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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. Our department’s policy on the frequency and methods for periodic safety inspections, and the location of inspection records is described below (attach sample of checklist, if used):

We conduct inspections informally, in accordance with the typical hazards that occur in our individual locations. We are planning an inspection aimed at identifying overloaded electrical circuits and to assist us with heretofore unidentified hazards.

More information about conducting inspections at your work-site and sample inspection check lists may be found at the EH&S web-site http://www.ehs.washington.edu/fsosurveys/checklists.shtm

4. **First Aid and CPR Training**
(Use one of the following)

• In order to ensure our staff have adequate access to first aid in an emergency (see section B.4), our department requires current training for some employees in first aid and CPR certification. According to the UW APS 10.5, which lists
jobs, activities, and work-sites that require this, we have established the following training requirements:

One individual in each of the following off-campus work sites needs to be first aid and CPR trained:

1. Olympia, Washington, Office of State Relations
2. Washington DC, Office of Federal Relations

Names and phone numbers of employees who are first-aid/CPR certified are listed on the “Back Page” of this document.

• (The UW Police Department . . .) or (Our on-site medical staff . . .)

The UW Police Department provides adequate access to emergency first aid for our employees (see section B.4) who are located on the Seattle campus. Employees who occasionally work off-campus as a result of off-site meetings or assignments can use 911 for emergency first aid and CPR. Consequently, we do not require employee training in First Aid and CPR, except as listed above. Employees are encouraged to become trained in first aid and CPR. However, you may want to consider adding that employees are encouraged to take first aid.

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. Listed below are the training requirements for hazards identified in our department, how training is obtained, and how often it must be renewed (tracked either according to individual or according to position and may vary with degree of potential exposure). Training records, including completion dates, are kept to maintain program continuity and to satisfy legal requirements. Documentation is kept by safety coordinators (wherever is convenient as long as the location is specified, except for fall protection which requires documentation to be on site – for EH&S classes, you may refer to EH&S Training records).

<table>
<thead>
<tr>
<th>Hazard Type of Training</th>
<th>Frequency</th>
<th>Person/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asbestos Training</td>
<td>Annually</td>
<td>Available on-line</td>
</tr>
<tr>
<td>HazCom Train the Trainer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional information regarding training requirements may be found on the EH&S home page under “Training Information”. Supervisors are encouraged to attend EH&S training for hazards faced by employees in their areas of responsibility. The class “HazCom Train-the-Trainer,” for example, would apply to most work places.

6. Medical Exams and Vaccinations

Certain work environments or specific work practices create health risks that require medical examinations or immunizations for employees. Our department
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 us. (If it does, how do you plan to comply with this requirement on a continuous basis?)

D. DOCUMENTATION AND FOLLOW-UP

1. 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. Note: the EH&S Training office maintains records for EH&S classes. Call 206.543.7201 for more information.

Department records should include:
- Results of self-evaluation inspections.
- Records of requests for assistance in correcting noted deficiencies.
- Minutes of safety education-accident prevention meetings.
- Records of employees requiring medical evaluations including dates of examinations and immunizations.
- Records of employee safety training, including dates when certificates expire, where applicable.

For this Plan, we have listed below applicable records maintained by our department, and their locations.
Kathryn Daughhetee will maintain records.

2. 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 “Back 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.

E. The Safe Campus Program (new section)

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)
. Tacoma: 253-692-SAFE (253-692-7233)

In a life threatening situation or imminent danger call 911, immediately!

2. Today’s date / signature: ____________________

3. Last update (date/person): Kathryn Daughhetee

3. Health and Safety Coordinator for our department: (from 1/1/2010 until further notice):
   Name_ Kathryn Daughhetee
   Phone_ 543-2482
   E-mail_kathryn4@uw.edu
   Bldg./Room/Box # Gerberding Hall #211/ Box #351242

4. Health and Safety Team members in our department (if applicable):
   - Tina Aguilar, Assistant to the Associate VP, Media Relations, Gerberding Hall 200
   - Courtney Coster, Assistant to the Associate VP Marketing, UW Tower Annex
   - Linda Dodson, Admin Assistant, News and Information, Gerberding Hall B54
   - Linda Hanlon, Program Coordinator, Visitors Information Center, Odegaard 022
   - Madolyne Lawson, Program Coordinator, Public Records, Roosevelt Commons 360
   - Mary Levin, Photographer Supervisor, UW Photography, Kane Hall 70
   - Margaret Mount, Admin Assistant, Federal Relations, Washington DC
   - Lisa Merlin, Program Coordinator, UWTV, Kane Hall 17

5. Organizational Safety & Health Committee:
   Group #_1_ (Name) Administrative and Other Academic Programs
   Elected: Name/e-mail/phone None________ (from ___ to ___ )
   Appointed: Name/e-mail/phone Stephanie Shandera, stephanie@kuow.org; stephanie@kuow.org; (206) 616-9719 (from 1/1/10 to 12/31/11)
   Union Representative: Name/e-mail/phone None____ (from ___ to ___ )
   Chair: Name/e-mail/phone Co-chairs Leslie Anderson lashadow@uw.edu; (206) 221-6482 and Connie Bartlett red@uw.edu; (206) 221-2866 (from 1/1/10 to 12/31/11)

6. University-Wide Safety & Health Committee representative for above Gr. #1:
   Leslie Anderson lashadow@uw.edu; (206) 221-6482 and Connie Bartlett red@uw.edu; (206) 221-2866 (from 1/1/10 to 12/31/11)

7. First-Aid/CPR Certified employees in our department:
   Name/Phone/Expiration Date ______________________________
   Name/Phone/Expiration Date ______________________________
   Name/Phone/Expiration Date ______________________________
   Name/Phone/Expiration Date ______________________________
Person responsible for stocking First-Aid Kits (UW APS 10.5):
Committee members as shown in #4

8. Important Non Emergency Phone Numbers:

See EH&S web-site at www.ehs.washington.edu
Click on “Service Phone Numbers”