######

**Health & Safety Plan**

Dean’s Office/2016- 2017



**Introduction**

# Scope 2

# Health and Safety policy 2

# Responsibility 2

# Safety Coordinator 2

**Ensuring Employee Safety**

New Employee Health and Safety Orientation 3

Emergency Evacuation and Operations Plan (EEOP) 3

Accidents 3

Medical Emergencies 3

Report Form to Supervisor 3

Investigation 4

First-aid and CPR Access 4

Department First Aid 4

First Aid Kit 4

Safety Problems: Reporting and Resolving 4

Safety Meetings: Supervisor Leadership 4

Health & Safety Committee Participation 4

Departmental 4

Organizational 4

University-wide 5

Safety Bulletin Boards 5

**Accident/Illness Prevention**

Identification of Hazards 5

Reduction of Hazards 5

Evaluation 5

Engineering controls 6

Administrative controls 6

Personal protective equipment (PPE) 6

Safety Inspections 6

First Aid and CPR Training 6

Safety Training: On-Going 6

Medical Exams and Vaccinations 6

**Documentation and Follow-up**

Record-keeping 6

Updates 6

**The Safe Campus Program** 7

**Backpage** 8

### Accident Prevention Program

General Note: This plan is structured so the information most likely to change is located on the last page herein referred to as the “*backpage*”. The *backpage* will need to be annually updated and distributed to all individuals employed in the Dean’s Office.

##  Introduction

The College of Arts & Sciences is dedicated to promoting and support the UW’s efforts to protect the health and safety of all of our faculty, staff, students and visitors; as well as the environment.

###  Scope

The policies and procedures described in this plan apply to the Dean’s Office, Arts and Sciences. As an administrative unit, the Dean’s Office has responsibility for all the units within the College of Arts and Sciences. However, this health and safety plan covers only the members of the Dean’s Office itself. The Dean’s Office is located in the Communications Building on the lobby level, as well as selected offices on the basement level. Since their move to the Russell Building, this plan no longer encompasses The College of Arts and Sciences’ Advancement office, but does include the College of Arts and Sciences Shared Services team.

###  Safety and Health Policy

This Health and Safety Plan shares the commitment of the University of Washington to create and maintain a safe and healthful work place free from recognized hazards that may cause harm to faculty, employees, students, and visitors. It follows UW policy set in the Administrative Policy Statements (APS 10.3) and applicable Washington Industrial Safety and Health Act (WISHA) regulations (WAC 296-24, 296-62 and 296-800) which is administered by the Department of Labor and Industries (L&I).

###  Responsibilities

Responsibility for safety programs and safety performance lies with each Dean, Director, Chairperson, and Supervisor. We understand that it is University policy that this responsibility can neither be transferred nor delegated (APS 10.3, Executive Order No.55).Everyone with supervisory responsibility is expected to directly participate in assuring that safe working conditions are maintained. Supervisors provide training for accident prevention, as necessary, for those working under their direction

Each University employee is required to comply with occupational safety and health regulations, to comply with departmental policies and procedures that apply to their own actions and conduct on the job, and to report accidents, injuries, and unsafe conditions to his or her supervisor

###  Safety Coordinator

The safety coordinator for the Dean’s Office will serve a two -year term, starting the first of January. See the *backpage* for the name of the current safety coordinator.

The safety coordinator needs to function at a level of authority within the organization that enables him or her to carry out the assigned responsibilities. The safety coordinator is responsible for:

1. Auditing compliance with the safety and health plan.
2. Keeping the safety and health plan up-to-date with particular attention paid to the last page of this safety plan and the emergency plan and keeping all employees in the Dean’s Office informed of these changes.
3. Scheduling employee health and safety training as required.
4. Working as a liaison with Environmental Health and Safety department (EH&S) and the Arts and Sciences Health and Safety Committee (HSC#6).
5. Working with supervisors and employees to resolve safety complaints.
6. Keeping the safety bulletin boards up-to-date.
7. Maintaining safety records such as copies of accident reports, training records, safety inspection reports, safety procedures, immunization records, etc.
8. Keeping the dean, divisional dean for research and infrastructure, aware of current safety concerns.
9. Review contents of first aid kit at least once a year and replace any missing items.
10. Send an e-mail to all employees in the Arts & Sciences Dean’s Office reminding them about where to obtain Material Safety Data Sheets (MSDS) and to review emergency procedures at least twice a year (recommended schedule - January and June).

## **Steps to Assure Employee Health and Safety**

The College of Arts and Sciences encourages all leaders, at every level to take an active role in working with faculty, staff and students to foster an environment of safety awareness by providing necessary training and by setting an ideal example for others to follow.

###  New Employee Health and Safety Orientation

All new employees, including permanent and part-time employees are required to review this safety plan. The plan is located in the Dean’s Office safety folders at the information area beside the reception desk. All employees are given a personal copy of the emergency plan, which includes instructions in the following:

* Reporting procedures for fire, police, or medical emergencies
* Evacuation procedures during an emergency
* Location of fire alarm pull-stations and fire extinguishers
* Procedures for reporting all accidents and incidents to their supervisors and completing a written online report
* Procedures for reporting unsafe conditions or acts to their supervisors
* Exact location of first-aid kits and identification of first-aid certified employees

###  Emergency Evacuation and Operations Plan (EEOP)

The Deans Office Emergency Evacuation and Operations Plan (EEOP) is incorporated into this Safety Plan by its citation here. That plan is filed with our other safety records and is on our office’s server. It 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

Employees shall be given their own copy of the EEOP. Employees should keep their emergency plan in a readily accessible location and are expected to review it during the new employee orientation and thereafter at least once every six months. E-mail reminders will be sent out by the safety coordinator once every six months to facilitate periodic review of these procedures by all employees.

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

###  Accidents

####  Medical Emergencies

All medical emergencies are reported to Emergency Medical Services (EMS) by dialing 911. A list of employees certified or experienced with CPR and first aid is located on the last page of the Emergency Procedures. This list is updated once a year.

####  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 and are also reported using the Online Accident Reporting System (OARS):

<http://www.ehs.washington.edu/ohsoars/index.shtm>

This online form can be filled out by the employee, the supervisor, or both. The Deans Office Safety Coordinator can offer assistance and will file a copy of the form.

####  Investigation

All accidents and/or near misses must be 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 206.543.7388.

###  First-aid and CPR Access

#### 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 UW Police. UW police officers are First Aid and CPR certified and can respond within two to three minutes if notified by calling 911.

In addition, please see *backpage* for those in our office with first aid and/or CPR training.

#### First Aid Kit

A first aid kit is located in the cabinet above the sink in the copy room 041D and in the filing cabinet in the central reception area. Although advisable, this office is not *required* to have anyone with current first aid certification. A list of the names and phone numbers of designated first aid certified employees in the Arts and Sciences Dean’s Office is located on the last sheet (*backpage*) of the emergency manual.

###  Safety Problems: Reporting and Resolving

Employees are encouraged to report safety concerns to their supervisors. The supervisor should work with the safety coordinator or health and safety committee to resolve the problem. If employees do not feel they can report the safety problem to their supervisor or have done so and do not feel the problem has been resolved, the employee may discuss the situation directly with the Dean’s Office safety coordinator or an Arts and Sciences Organizational Safety Committee representative. Any party may request EH&S assistance if internal procedures cannot resolve the problem.

The Online Accident Reporting System (OARS) may be used to report safety problems. OARS is online and is available to all employees. A file of accident reports is kept in Dean’s Office safety folders at the information area beside the reception desk.

###  Safety Meetings: Supervisor Leadership

Because of the small size of this unit and because its operations are limited to office procedures, regular meetings are not necessary. The safety coordinator will schedule meetings when needed. Because it includes everyone, the office e-mail list is an effective communications tool for disseminating most safety information. A copy of all safety related e-mails must be saved.

###  Health & Safety Committee Participation

#### Departmental

The Dean’s Office Arts and Sciences is too small a unit to need its own formal safety committee. The responsibility for overseeing safety for this unit rests with the Dean’s Office safety coordinator. The coordinator, through consultation with the dean, the divisional dean for computing, facilities and research, can call together whatever group of Dean’s Office staff are needed to accomplish a particular goal.

#### Organizational

Health and safety committees with management-appointed and employee-elected representatives are required by Washington State regulations (WAC 296-24-045). These advisory groups help determine unsafe conditions and methods of work, suggest corrective measures, and obtain the participation of all personnel. The Arts and Sciences Health and Safety Committee (HSC#6) fulfills this requirement.

All A & S Dean’s Office employees can bring concerns directly to the Arts and Sciences Health and Safety Committee(HSC#6) meetings or relay concerns to the committee through the A & S Dean’s Office representative(s) or any other member on the committee. See the last page (*backpage*) for the name of the current representative for this office on the Arts and Sciences Health and Safety Committee (HSC#6). The names of all members of the Arts and Sciences safety committee are also posted on the Administrative Gateway section of the College web-page.

#### University-wide

 In addition, to provide campus-wide consistency and oversight, a University-wide Health and Safety Committee is established and composed of members from the official organizational committees. Employee safety issues with campus-wide impacts, or needing support beyond the level of the College can be directed to the University-wide Health and Safety Committee. Although directly addressing the University-wide Health and Safety Committee is possible for any employee, the typical way to channel concerns is through the Arts and Sciences organizational representative to this committee. See the *backpage* for the name of the current representative(s) for this office on the University-wide Health and Safety Committee. The names of all University-wide Health and Safety Committee members are located on the Environmental Health and Safety web page.

### Safety Bulletin Boards

The Dean’s Office safety bulletin boards are used for posting WISHA posters, safety notices, safety newsletters, safety committee minutes, training schedules, safety posters, accident statistics, and other safety education material. Safety bulletin boards are located in the copy room 041D (WAC 296-24-055) where all employees can see them.

##  Accident/Illness Prevention:

To maintain a safe and healthful work place, the Arts and Sciences Dean’s Office safety coordinator will conduct periodic inspections of the work areas. This task can be assigned to the director of facilities and planning for the College of Arts and Sciences. The safety coordinator will maintain a file of safety inspection records. In addition, supervisors and employees continually check work areas for unsafe conditions and practices so immediate corrective action can be taken.

###  Identification of Hazards

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 have identified the following hazards that should be addressed:

* Emergency Procedures: Fire, Other (EEOP)
* Earthquake Preparedness
* Housekeeping Hazards
* Slip/Trip Hazards
* Electrical Equipment & Wiring
* Emergency Escapes (Egress) Maintained/Unlocked
* Obstruction-free Aisles
* Asbestos (potentially present)
* Repetitive Motion, Ergonomics
* Hazardous Chemicals

###  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.

#### Evaluation

* We have provided written and verbal instruction on all forms of emergency preparedness; fire, bomb threat, earthquake, etc.
* Areas where asbestos may be present have been labeled and employees are instructed to contact property authorities for handling
* Our safety coordinators are continuously on the lookout for potential slip/fall, obstruction and housekeeping hazards and will alleviate as necessary
* A paper copy of Material Safety Data Sheets (MSDS) know to pose a hazard within our office is located in Dean’s Office safety folders at the information area beside the reception desk. Additionally MSDS can be obtained from EH&S between the hours of 8:00 a.m. - 5:00 p.m. (phone number is noted on the last page - *backpage*). A copy of the Hazard Communications - Information and Training for Office Staff written by EH&S is included with the MSDS sheets.

#### Engineering controls

Our office has provided proper office equipment (desks, ergonomic chairs, etc.) to alleviate any ergonomic concerns. Cord covers are supplied when cords pose potential tripping hazards

#### Administrative controls

As an administrative unit, we have no need for administrative control of hazardous work environments.

####  Personal protective equipment (PPE)

The only circumstances in which personal protective equipment is needed in this work setting is the very occasional use for goggles when drilling or hammering related to modifying the furnishings of a room. Latex gloves are also available. This equipment is located under the sink in the copy room.

The safety coordinator is responsible for determining if changes in the work environment require new hazard assessment, personal protective equipment, and/or training. EH&S is available for any assistance needed in this process.

####  Safety Inspections

The Safety coordinator takes an annual review of office spaces to address any potential egress or slip and trip hazards.

#### First Aid and CPR Training

The UW Police Department 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, our employees are highly encouraged to attend the periodic trainings that we provide.

#### 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. As our office is purely administrative, the only safety training that we require is the online asbestos training and the annual online refresher training.

#### 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.

##  Documentation and Follow-up

### Record-keeping

All safety-related records are kept in the Dean’s Office safety folders at the information area beside the reception desk. To meet state standards, the department maintains records of all safety activities covering the previous twelve months. These records are available to EH&S personnel and representatives from the Department of Labor and Industries at their request.

The following list describes the safety-related records this unit maintains. These records are kept in the Dean’s Office safety folders at the information area beside the reception desk:

* Accident reports
* Dean’s Office Health and Safety plan/EEOP
* Employee health and safety training records (copies of staff attendance at EH&S health and safety training class may be requested by calling 543-7201.)
* External inspection/audit records (e.g., EH&S inspection reports)
* Internal safety inspection/audit records (dean’s office self-inspection reports)
* Dean’s Office safety meeting records or minutes

### Updates

Annual updates to this document are provided via the *backpage* and are distribute to all individuals in the Dean’s Office.

## The 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 are 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. Records of the training are maintained in the Dean’s Office safety folders at the information area beside the reception desk.

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)

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

## Appendix: Procedures

 As a purely administrative unit, we do not use small utility vehicles or golf carts.

## BACKPAGE

## Last updated 1/10/17

#### **Safety Coordinator for the Dean’s Office for 2016-2017**

Maggie Luning mluning@uw.edu 685-8036

#### Arts and Sciences Health and Safety Committee (HSC#6) for 2016 - 2017 term

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Member** | **Organization** | **Phone** | **Office** | **E-mail** |
| Brianna Divine | Biology | 543-1678 |  | bdivine@uw.edu |
| Elizabeth Ramage | Biology | 543-6740 |  | bramage@uw.edu |
| Natassia Stelmaszek | UW Language Learning Center | 685-3808 |  | stelmn@uw.edu |
| Eric Camp | Chemistry | 543-1207 |  | ericcamp@uw.edu |
| Catherine Holliday | Chemistry | 543-7968 |  | holliday@chem.washington.edu |
| Paul Miller  | Chemistry | 543-8183 | Chair | paulmil@uw.edu |
| Tamara Leonard | Center for Global Studies, Henry M. Jackson School of International Studies | 685-2354 |  | tleonard@uw.edu |
| Hedwige Meyer | French & Italian Studies | 685-1450 |  | hedwige@uw.edu |
| Lori Anthony | History | 543-8291 |  | anthonyl@uw.edu |
| Elena Johns | Music | 543-2071 |  | emjohns@uw.edu |
| Anne Pearson | Art | 221-2354 |  | pearsa2@uw.edu |
| Bev Wessel | Philosophy | 616-7953 | Secretary | wessel@uw.edu |
| Maggie Luning | CAS Dean's Office | 685-8036 |  | mluning@uw.edu |

A current list of HSC#6 members can also be found at:

 <https://admin.artsci.washington.edu/health-and-safety-committee-6-hsc6-member-roster>

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#### Important EH&S Phone Numbers

Accident reports 543-7262

Chemical hazards 543-0467

Fire safety inspections/consultations 543-0465

Fire safety equipment repairs *(exit signs, extinguishers, etc.)*  685-1411

General occupational safety 543-7388

Material safety data sheets (MSDS) 543-0467

Training 543-7201

#### Dean’s Office Staff with First Aid and CPR Training

Todd Case tacase@uw.edu 616-9425

Bart Hamilton hamilton@uw.edu 543-0527

Liz Herlevi lherlevi@uw.edu 543-5340

Maggie Luning mluning@uw.edu 685-8036

#### Communications Building Coordinator 2016-2017

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