

# HEALTH AND SAFETY PLAN

## DEPARTMENT OF HEALTH SERVICES

### A. INTRODUCTION

#### 1. Scope

The policies and procedures described here apply to the following locations where Health Services personnel are located:

- Health Sciences Building, 6<sup>th</sup> Floor, H -Wing
- Health Sciences Building, T-Wing, T-341 E, T-341 F, T-341 J, T-329, T-329 B, T-329 C (student areas)
- U-District Building, 1107 NE 45<sup>th</sup> St., Suites 200, 400
- 45<sup>th</sup> Street Plaza, 1100 NE 45<sup>th</sup> St., Suite 405

Note: Personnel in the F-Wing MCH area will follow the Epidemiology Department Health and Safety Plan. Personnel in UW Tower building follow the plan contained in the *UW Tower Complex Emergency Evacuation and Operations Plan*

#### 2. Health and Safety Policy

This 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**

Lynne Hamilton is Safety Coordinator for the Department of Health Services and has the following responsibilities:

- Auditing compliance with this Health and Safety Plan
- Updating this plan, at least annually
- Coordinating resources for employee safety training
- Working with supervisors and employees to resolve safety complaints
- Assisting site supervisors and floor wardens in keeping safety bulletin boards current
- Maintaining safety records with the assistance of site supervisors and lead floor wardens
- 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;
- e. Procedures for reporting unsafe conditions or acts to their supervisors, and, when possible, taking action to correct unsafe conditions;
- f. Location of first-aid kits and identification of first-aid certified employees;
- g. Description of UW and departmental Hazard Communication Program, as appropriate;
- 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.

The responsibility for providing training on the above procedures is the responsibility of the site supervisor and floor warden of each site. The site supervisors and floor wardens will follow the New Employee Safety Orientation Checklist (Attachment A). Records of who has been trained will be maintained by site supervisors and floor wardens and reported to Lynne Hamilton, Safety Coordinator.

## 2. Emergency Evacuation Plans

All University employing units must develop procedures for evacuation in an emergency. The evacuation plans for each of the Department of Health Services sites covered by this document are found in Attachments B – I.

Department of Health Services evacuation plans contain:

- 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.

All department staff must be trained in the evacuation plan. If an employee moves to a new location, the evacuation plan 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). Our department uses the following method to summon EMS help:

On-campus: Dial **911** to summon the UW Police Department.

Off-campus units: Dial **911** to summon the Seattle Police Department.

### b. Report form to supervisor

All accidents *and near misses* must be reported to the employee's supervisor as soon as possible, preferably within 24 hours. Near misses are valuable opportunities to correct unsafe situations, which under slightly different circumstances, would result in serious injury. All accidents and "near misses" must be reported using the Online Accident Reporting System (OARS) process found at the following URL:

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

You can also access OARS through MyUW. Log in, click on the faculty/staff tab on the left hand side, scroll down to the Environmental Health and Safety (EH&S) new channel, and select Accident/Incident Reporting.

Make sure that when you complete the form that you indicate Lynne Hamilton as Supervisor and that you include her e-mail address: [lhamil@u.washington.edu](mailto:lhamil@u.washington.edu) in the report. She is the supervisory contact for *all* Health Services accidents and near-misses—even those not occurring in the H-Wing area.

**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 Health and Safety Committee review the report. Assistance from EH&S is available by calling 543-7388.

**4. First Aid and CPR Access**

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:

On-campus: UW Police Department Rapid Response **911** and first aid-CPR Certified employees in the Department.

Off-campus: Seattle Police Department, **911** and first aid-CPR Certified employees at the site.

Please review site-specific plans for details on who possesses current First Aid/CPR training at each site.

**b. First Aid Kits**

Locations and sizes of first-aid kits in our department are found in each of the site-specific emergency evacuation plans found in Attachments B – I.

**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 through the OARS system at the following link:

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

**6. Health and Safety Committee Participation**

Health and Safety Committees at three organizational levels help determine unsafe conditions and procedures, suggest corrective measures, and obtain the participation of all UW personnel. Safety issues may originate at any level. Health and Safety Committees are required by Washington State regulation (WAC 296-800-14005). A

listing of committees at the University level and current members may be found at the EH&S web-site: <http://www.ehs.washington.edu/ohssafcom/index.shtm> (click on Safety Committees).

**a. Department Safety Committees**

**1. Health and Safety Committee**

The committee consists of the Safety Coordinator, the Administrator and the Floor Wardens, from on and off-campus sites. (For more information on Floor Warden duties, see Attachment J.) Wardens are responsible for ensuring evacuation of all employees during an evacuation.

Meetings are held when necessary. Minutes from the meetings are posted on the departmental website at <http://depts.washington.edu/hserv/admin-safety>. The current members of the Health and Safety Committee are identified on page 9 of this document.

**2. Supervisor Safety Committee**

Supervisors promote health and safety in formal safety meetings and in regular staff meetings. Site-supervisors must maintain documentation of on-going safety training and formal discussion.

Lynne Hamilton, Interim Administrator of Health Services, will convene a meeting of site-supervisors at least annually. Minutes from the meetings are posted on the departmental website at <http://depts.washington.edu/hserv/admin-safety>.

**b. Organizational Health and Safety Committees**

The University system 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 organizational units of the group, including his/her own. Unresolved issues may be referred to this committee from departmental committees. Our department is represented on the

Group #4: Health Sciences Organizational Health and Safety Committee.

Our current representatives are identified on page 9 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 #4 Organizational Health and Safety Committee are listed on page 10 of this document.

## **8. Safety Bulletin Boards**

Departmental 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. They are located in prominent locations at all sites where all employees, students, and visitors can see them (WAC 296-800-19005) and at all University reference stations.

## **C. ACCIDENT/ILLNESS PREVENTION: 6 KEYS**

### **1. Identification of hazards**

Each Health Services site is responsible for identifying workplace hazards. This process may include:

- Consulting knowledgeable staff to identify possible hazards.
- Reviewing records of past injuries to understand their causes.
- Visiting all work areas, and examining processes from beginning to end in order to record possible hazardous situations.
- Developing inspection checklists as appropriate.
- Applying recommendations from inspectors outside our department, such as EH&S.
- Consulting 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.

### **2. Reduction of Hazards**

Site-supervisors and floor wardens are responsible for producing a written plan in their areas of responsibility by identifying each of the relevant hazards and potential risk, and controlling or eliminating it according to the measures described below. When possible, facilities and equipment are designed to eliminate employee exposure to hazards. Where engineering controls are not possible, we work practice controls that effectively prevent employee exposure to the hazard should be instituted. When these methods of control are not possible or not fully effective, the use of personal protective equipment (PPE), such as safety glasses, hearing protection, etc. is required.

In general, the work performed by Health Services personnel is low-risk and does not necessitate the use of specialized equipment or require personnel to work in conditions that require protective clothing, significant safety training, etc.

### **3. Safety Inspections**

To maintain our commitment to safe work practices, and to ensure that our department continues to meet regulatory standards, we check for unsafe conditions and practices.

Safety inspections are performed as needed at each location by the floor wardens/and or site-supervisors at each site. Safety inspection records are kept in the reference stations at each site. See Attachment K for Workplace Inspection Form.

**4. First Aid and CPR Training**

The UW Police Department provides adequate access to emergency first aid for our employees located on the UW Campus. Consequently, we do not require employee training in First Aid and CPR. At each of departmental sites located off the UW Campus that are mentioned in this document, it is required to identify personnel who are first aid/CPR trained. All personnel at all sites are encouraged to consider receiving this training.

**5. Safety Training: On-Going**

To ensure an effective health and safety program, we 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.

**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 Occupational Health at 543-7338 and determined that this does not apply to us.

**D. 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 department, and their locations.

RECORDS

LOCATION

Safety Trainings	Site-Supervisor, Chair’s Office
Accidents/Incidents/QI report forms	Site-Supervisor, Chair’s Office
Minutes Health and Safety Committee	Departmental Website, Chair’s Office
Minutes Supervisor Safety Committee	Departmental Website, Chair’s Office

**E. 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 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 in consultation with the appropriate UW entities. Records of the training are maintained in the Chair's 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 911, immediately!

Updated 4/2009

Department: Health Services

Last Updated 4/2009 by Lynne Hamilton,  
206-616-2928  
[lhamil@u.washington.edu](mailto:lhamil@u.washington.edu),  
Health Sciences Building, H664

Departmental Health and Safety Committee members

On-Campus

Kitty Andert	616-2926	H-673	H-Wing
Yuki Durham	616-2936	H-668E	H-Wing
Alice Gronski	543-7952	H-685F	H-Wing
Lynne Hamilton	616-2928	H-664	H-Wing
Jane Maule	616-2933	H-660	H-Wing
Cindy Moore	685-7580	H-685A	H-Wing
Deborah Shattuck	543-4574	F-351	F-Wing
Christy Sherwood	616-6158	H-660	H-Wing
Alex Tu	616-8097	H-685	H-Wing
Carmen Velasquez	543-0312	F-351	F-Wing
Karen Wetterhahn	543-8878	H-660	H-Wing

Off-Campus

Janell Blackmer	616-9414	Fourth Floor, U-District	
Kathryn Calderwood	685-7260	UW Tower Building	
Cate Clegg	543-2891	Second Floor, U-District	
Robin Meagher	221-7444	Fourth Floor, 45 <sup>th</sup> St. Plaza	
Sheryl Schwartz	685-7258	Second Floor, U-District	
Tim Tyree	685-0576	UW Tower Building	

Health and Safety Coordinator (from 1997 to present):

Name: Rene' M. Lucas  
Phone: 685-8904  
e-mail: [rlucas@u.washington.edu](mailto:rlucas@u.washington.edu)  
Bldg/Room #: Health Sciences Building, F346C

Representatives to Group # 4, Organizational Safety & Health Committee 2008-2010:

Appointed: Rene' M. Lucas, [rlucas@u.washington.edu](mailto:rlucas@u.washington.edu), 685-8904  
Elected: Chuck Treser, [ctreser@u.washington.edu](mailto:ctreser@u.washington.edu)  
Chair: Stephanie Steppe, [steppe@u.washington.edu](mailto:steppe@u.washington.edu), 543-6114  
Union Representative: Carol Resnick, [cresnick@u.washington.edu](mailto:cresnick@u.washington.edu), 598-8816

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Organizational Representative to University-Wide Safety & Health Committee 2008-2010:

(Chair) Stephanie Steppe - Appointed [steppe@u.washington.edu](mailto:steppe@u.washington.edu), 543-6114

(Alternate Chairs) - Rich Lee - [rlee@u.washington.edu](mailto:rlee@u.washington.edu)

Ed Farnham - [efarnham@u.washington.edu](mailto:efarnham@u.washington.edu)

Chuck Treser - [ctreser@u.washington.edu](mailto:ctreser@u.washington.edu)

Important Non Emergency Phone Numbers:

<http://www.ehs.washington.edu/pso/uwphones.shtm>