



School of Social Work  
University of Washington

[www.ssw.washington.edu](http://www.ssw.washington.edu)

## **SCHOOL OF SOCIAL WORK HEALTH & SAFETY PLAN**

**Version: August 2007**

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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 within the School of Social Work building. School units/offices located outside the building should have their own plan for addressing health and safety issues and should be consistent with the plan outlined here. The scope is primarily addressed to employees though also other building occupants such as students. Faculty responsibilities towards their students are primarily addressed in the SSW Emergency Evacuation and Operations Plan (EEOP).

### 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, 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 school requires all employees to comply with health and safety regulations, with school 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 the Director of Finance & Administration, Kelly Campbell, for our school (see “Back Page”). This person has been given adequate authority to carry out the following responsibilities:

- Auditing compliance with this Health & Safety Plan
- Updating this Plan, at least annually
- Scheduling employee safety training
- Coordinating with Environmental Health & Safety
- Working with supervisors and employees to resolve safety complaints
- Keeping safety bulletin boards current

- Maintaining safety records
- Keeping the Dean 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 and forms 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;
- 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.

At the School of Social Work, a payroll staff member provides an overview when a new employee completes their new hire paperwork. In addition, evacuation/floor wardens make themselves known to new staff and orient them to the location of health and safety materials and equipment. Information such as this plan and other health & safety information is maintained on the SSW public website.

### **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 and it can be found on the SSW intranet. Our School of Social Work 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.

All school 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). Our School uses the following method to summon EMS help--**Dial 911**.

#### b. **Report form to supervisor:**

All accidents *and near misses* (e.g. file cabinet tipping over onto individual, slipping on bricks) must be reported to the employee's supervisor as soon as possible. Near misses are valuable opportunities to correct unsafe situations, which under slightly different circumstances, would result in serious injury. The report should be submitted online using the Online Accident Reporting System (OARS) found at <https://oars.ehs.washington.edu/> . Information about accidents and near misses comes back to the School via the Group 4 Health & Safety Committee or from EH&S as necessary to resolve issues.

#### 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 school's organizational 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 trained individuals whenever school staff are working. Adequate employee access to these resources is addressed in this section.

#### a. **School First Aid**

Consistent with the UW First Aid Response Plan (APS 10.5), certified first-aid and CPR assistance is available to school employees from school employees with training (see "Back Page") or by calling 911.

Related school *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 trained (not necessarily with current certifications) are listed on the "Back Page" of this document

**b. First Aid Kits**

First-aid kits in our school can be found with the evacuation/floor wardens (listed on the “Back Page”) and in the mailroom/reception area (220). First-Aid Kits are inspected periodically so they can be restocked before running out of an item.

**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 on the same form as accidents/incidents (via Online Accident Reporting System).

**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.

The SSW Health & Safety Committee meets periodically and is led by the School’s Director, Finance & Administration and the Facilities/Office Services Supervisor.

**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. 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](http://www.ehs.washington.edu) (click on Safety Committees).

**a. Department Health and Safety Committees**

*Departmental Health & Safety Committees* deal with “front line” issues. Large departments may especially benefit from this centralized approach to health and safety issues, even though safety committees at this level are optional. In addition to providing a pathway for communication between different sections, committees involve employees in the process of identifying and resolving safety

issues. Our School *has* organized a formal health and safety committee and conducts it as follows:

As an ad-hoc group made up of volunteers that is led by the Director, Finance & Administration and the Facilities/Office Services Supervisor. It meets periodically. The current members of our safety committee are identified on the “Back Page” of this document.

**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 school is represented on the Group # 4 Health Sciences/Hospitals Organizational Health & Safety Committee.

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 # 4 Health Sciences/Hospitals Organizational Health & Safety Committee are listed on the “Back Page” of this document.

**8. Safety Bulletin Boards**

Our school 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 mailroom/reception area (220) where all employees, students, and visitors can see them (WAC 296-800-19005) and at all University reference stations.

## C. ACCIDENT/ILLNESS PREVENTION: 4 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 Hazards or Preventive Measures*," indicate health and safety concerns present in our own school.

- We consulted knowledgeable staff to identify possible hazards.
- We reviewed records of past injuries to understand their causes.
- We visited all work areas, and examined processes from beginning to end in order to record possible hazardous situations.
- We applied recommendations from inspectors outside our school, 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.

Check All That Apply	<b>Typical Worksite Hazards or Preventive Measures</b>	<i>Offices</i>	<i>Class-rooms</i>	<i>Hosp./Clinics</i>	<i>Labs</i>	<i>Shops</i>
<b>Applies: A=Almost Always, B=Commonly, C=May Apply, Blank=Rarely Applies</b>						
X	Emergency Procedures: Fire, Other (EEOP)	A	A			
X	Earthquake Preparedness	A	A			
X	Housekeeping Hazards	B	B			
X	Slip/Trip Hazards	B	B			
X	Electrical Equipment & Wiring	B	C			
X	Emergency Escapes (Egress) Maintained/Unlocked	A	A			
X	Obstruction-Free Aisles	A	C			
X	Stacks of Stored Materials (Stable/Secure)	B	C			
	Temperature Extremes: Heat/Cold Stress					
	HazCom Right-To-Know (Written Program In Place)					
	Air Contaminants, Dusts, "Inert" Gases, Vapors					
X	Asbestos (Present)	C	C			
X	Lifting >20 lbs.	C	C			
X	Repetitive Motion, Ergonomics	C	C			
	Motor Vehicles					
	Hand or Portable Power Tools					
	Ladders					
X	Knives or Cutting Blades	C	C			
	Compressed Gas or Equipment					
	Hazardous Waste					
	Haz-Mat Spills: Operations, Emergency Response					
	Hazardous Materials Stored/Shipped/Transported					
	Laboratory Chemicals					
	Radioactive Materials Used or Stored					
	Personal Protective Equipment (PPE)					
	Respirator Protection, Workplace Evaluations					
	Bloodborne Pathogens/Biohazards/Infectious Waste					
	Welding, Cutting, Brazing					
	Machinery (Machine Guards)					
	Lock-Out/Tag-Out					
	Confined Work Spaces / Oxygen-Deficiency					
	Steam or Autoclaves					
	Lasers or UV Light					
	Flammable Liquids (Handled or Stored)					
	Formaldehyde (Handled or Stored)					
	Carcinogens					
	Lead or Benzene (Handled or Stored)					
	Animals (Handled or Kept)					
	Loud Noise					
	Vibration From Tools/Machinery					
X	Heights > 4 Ft. (Possible Falls) - Balconies	C				
	Cranes, Hoists, Derricks, Rigging					
	Powered Platforms (Personal Lifts)					
	Forklifts					
	Scaffolds					
	Excavation, Trenching or Shoring Activities					
	BBQs					
	Food Handling					
	Diving					

## 2. Reduction of hazards:

Our dean 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., Emergency Evacuation and Operation Plans) 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.

## 3. Safety Inspections

To maintain our commitment to safe work practices, and to ensure that our school continues to meet regulatory standards, we rely primarily on the annual EH&S Prevention/Assessment Fire and Life Safety Survey.

## 4. 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, we do have faculty and staff who are voluntarily trained and willing to be called on in case of emergency. Names and phone numbers of employees who are first-aid/CPR trained are listed on the “Back Page” of this document.

## D. DOCUMENTATION AND FOLLOW-UP

### 1. Record-Keeping

To meet State requirements, our school 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. The records are maintained by the school Safety Coordinator (Director, Finance & Administration).

### 2. Updates:

For this Plan to be useful as a “living document,” it must reflect the school’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.

## “Back Page”

1. School: School of Social Work (SSW)
2. Last Updated (date/person): Kelly Campbell, August 1, 2007
3. Health and Safety Coordinator (from July 2007 to present):  
Kelly Campbell, kellyjc@u, 221-5694, Room #210G
4. SSW Health and Safety Committee members:  
Kelly Campbell, Kim Dennison, Helen Carter, Mary Grembowski, James Delong, Linda Ruffer, Norah-Erwin-Stewart, Nancy Nystrom
5. Representatives to Group #4 Health Sciences/Hospitals Organizational Health & Safety Committee:  
Elected: Helen Carter, helenc4@u, 543-4650 (from January 2006 to December 2007)  
Appointed: Kim Dennison, kdennison@u, 543-3945 (from January 2006 to December 2007)  
Union Representative: Stephen Alcini (from January 2006 to December 2007)  
Chair: Stephanie Steppe (from January 2006 to December 2007)
6. Organizational Representative to University-Wide Safety & Health Committee:  
Bob Ennes, wrigley@u, 685-0800
7. Evacuation/floor wardens:  
Helen Carter, Mary Grembowski, Chris Charles, Angela Lee, Poonam Lata, James Delong, Linda Ruffer, Gary Olsen, Brooks Callison, Shawn Mincer
8. First-Aid/CPR Trained (not necessarily certified):  
Amy Ai, 221-7781, 112L  
Angela Lee, 685-2180, SSW Library  
Kelly Campbell, 221-5694, 210G  
Lynn Carrigan, 221-7459, 112C  
Mike Winans, 616-6707, 220J  
Carrie Whitaker (DSHS staff onsite), 616-0390, 005  
Nancy Nystrom, 360-479-6785, 220H  
  
Persons responsible for stocking First-Aid Kits (UW APS 10.5):  
Evacuation/floor wardens
9. Important Non-Emergency Phone Numbers:  
UW Police Department (non-emergency service calls) 206-543-9331  
UW CareLink 1-866-598-3978  
Crisis Clinic/Crisis Line 206-461-3222  
UW Environmental Health & Safety 206-543-7262