

ADMINISTRATIVE POLICY  
Memo No. 9  
Issued June, 1995

## SAFETY AND HEALTH PLAN

### 1. **Scope**

This plan covers the employees, students, and visitors to Hutchinson Hall and other School of Drama facilities.

### 2. **Safety and Health Policy**

The purpose of the Comprehensive Safety and Health Plan is to create and maintain a safe and healthful work place free of recognized hazards that may cause harm to employees. This policy is consistent with the University-wide safety and health policy (UW Operations Manual 10.3) and applicable Washington Industrial Safety and Health Act (WISHA) regulations (WAC 296-24 and 296-62).

### 3. **Responsibilities**

Everyone with supervisory responsibility (faculty, staff, or student) is to help in assuring that safe working conditions exist. Supervisors provide training for accident prevention, as necessary for those under their direction.

The School's Safety Committee is appointed by the Executive Director of the School of Drama and will include supervisors of all major work units. The committee will meet regularly and will review incident and accident reports, and recommend procedures to resolve any other safety issues. All personnel will be encouraged to bring up any safety issues with their supervisor, or by directly contacting a member of the Safety Committee.

The Committee's responsibilities include:

- Auditing the safety program to assure compliance.
- Keeping the accident prevention program up-to-date.
- Scheduling health and safety training as required.
- Acting as a liaison with the University of Washington office of Environmental Health and Safety (EH & S).
- Working with supervisors and employees to resolve safety complaints.
- Keeping safety bulletin boards up-to-date.
- Maintaining safety records such as copies of accident reports, training records, safety inspection reports, etc.
- Keeping all personnel aware of current safety concerns.

## **5. Safety and Health Orientation for New Employees**

All new employees and students must receive instruction on the following:

- a) Procedures for reporting fire, police, or medical emergencies.
- b) Procedures for evacuation during an emergency.
- c) The location of fire alarm pull stations and fire extinguishers.
- d) Procedures for reporting all accidents and incidents to supervisors and filling out a UW Accident/Incident Report (UW form 1428) which is available from all administrative and shop offices.
- e) Procedures for reporting unsafe conditions or acts to supervisors. They are to, when possible, take action to correct unsafe conditions (e.g., wiping up small, non-toxic spills, or remove a tripping hazard).
- f) Location of first-aid kits and list of first-aid certified employees.
- g) Identification and explanation of all warning signs and labels used in the work area.
- h) The use and care of any required personal protective equipment.
- i) Description of safety training employees are required to attend.

Supervisors use the checklist as shown in Attachment B to cover all these points with new employees. Attachments B and C include information on procedures for most of the above emergencies.

## **6. Self Inspection of Work Sites**

Supervisors conduct periodic inspections of work areas under their supervision using a self-audit safety form. In addition, supervisors continually check work areas for unsafe conditions and practices so immediate corrective action can be taken.

An annual self-audit inspection will be done of all work areas by the Safety Committee. The attached self-audit safety forms will be used and corrective action for problems will be noted on the forms. Files of completed self-audits will be maintained by the Safety Committee in the administrative office's permanent file.

## **7. Safety Meetings**

The School's units are encouraged to meet periodically to discuss safety and health issues, and to receive new information that becomes available. Employees should also use this time to express concerns or ask questions about health and safety, although they are encouraged to raise safety concerns at any other time. We are unable to mandate regular meetings due to the varied schedules worked in the areas.

## **8. Accident Reporting and Investigation**

All accidents and near accidents (incidents) are to be reported on the UW

Accident/Incident Report (UW form 1428) following the instructions on the form. Provide a copy to the Safety Committee for the permanent records.

All accidents and/or near accidents are investigated by the supervisor and the investigation results documented on the Accident/Incident Report. 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. Assistance with accident investigations is available from EH&S.

#### **9. First Aid**

First-aid supplies and first-aid certified individuals are stationed in all work areas. In addition, the University of Washington Police are Advanced First Aid certified and are within a two to three minute response time by calling 9-911 (from non-University telephones) or 911 (from University telephones). See Flip Charts for the location of the nearest first-aid kits.

#### **10. Safety Bulletin Boards**

There is a safety bulletin board located near the Hutchinson mail room and near the Scene Shop offices for all personnel.

#### **11. Personal Protective/Safety Equipment**

Employees and students must wear personal protective/safety equipment when required by regulation or when it is determined that personal protective equipment is required for an extra level of employee protection or comfort.

Employees are informed of the specific personal protective/safety equipment requirements for their position on the following occasions:

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

#### **5. Safety Procedures**

In addition to this plan, an Emergency Procedures Flip Chart (Attachment C) is attached for specific information on handling some emergencies and is posted at several locations in School of Drama facilities.

#### **6. Hazard Communication (Employee Right-To-Know)**

Hazard Communication is a Washington State Occupational Safety and Health Standard that requires employees to be informed and receive training about hazardous chemicals in

the work place (WAC 296-62-054). The US Hazard Communication Program is described in the UW Operations Manual, Section D 12.5. All employees are informed of the location of the written UW Hazard Communication Program and are encouraged to read it.

### Labels

Information about hazardous chemicals is found on manufacturers' labels on chemical (or chemical product) containers. If chemicals are transferred from a labeled to an unlabeled container, the secondary container must be labeled with the identity of the chemical and the appropriate hazard warnings.

### Material Safety Data Sheets (MSDSs)

Another required method for informing employees about hazardous chemicals is through the availability of Material Safety Data Sheets (MSDSs). Each shop has a manual that contains the MSDSs for the products used in that work area. Call EH&S at 543-0467 if you need an MSDS for an office product.

### Hazard Communication Training

Employees receive information about the UW Hazard Communication Program during the UW New Employee Orientation Program and during departmental safety orientation programs. In addition, employees who work with hazardous chemical receive training on:

- labeling requirements, how to read labels, and how to label secondary containers;
- how to read an MSDS and where MSDSs are found;
- the physical and health hazards of the chemicals they work with and how to work safely with those chemicals.

Laboratory employees can attend several EH&S courses that address chemical safety in a laboratory. Each laboratory supervisor will provide training on safe use of the specific chemicals in the lab. Employees who work with chemicals in the shop receive safety training from their supervisor.

Office workers not working in laboratories or shops receive the brochure "Hazard Communications Information and Training for Office Staff."

ADMINISTRATIVE POLICY  
MEMO NO. 9, ATTACHMENT A  
ISSUED OCTOBER, 1995

SCHOOL OF DRAMA EMERGENCY PLAN

for

Hutchinson Hall  
Scene Shop  
Design Studio  
Playhouse Theatre  
Penthouse Theatre  
Meany Studio Theatre

<u>Facility</u>	<u>Plan Maintenance</u>	<u>Emergency Response</u>
Hutchinson Hall	Safety Committee* Stevens Way, North Campus 543-5140	Arlene Hamilton 104B Hutchinson Hall 543-1746
Scene Shop	Safety Committee 3941 University Way NE 543-5634	Alan Weldin 3941 University Way NE 543-5634 or 543-7210
Design Studio	Safety Committee 4005 University Way NE 543-1737	Alan Weldin 3941 University Way NE 543-5634 or 543-7210
Playhouse Theatre	Safety Committee 4045 University Way NE 543-5637	Anne Stewart 119 Hutchinson Hall 543-0790
Penthouse Theatre	Safety Committee Stevens Way & 45th Street 543-5639	Anne Stewart 119 Hutchinson Hall 543-0790
Meany Studio Theatre	Safety Committee Meany Hall off 15th Avenue 543-6456	Anne Stewart 119 Hutchinson Hall 543-0790

PM8109/6-95

Administrative Policy Memo Number 9, first established 9/95.

Subsequent revisions:

Executive Committee approval: 11/1/95

Faculty Approval: 11/6/95