

Language Learning Center Environmental Health and Safety

A. INTRODUCTION:

1. **Scope:**

The policies and procedures described here apply to the Language Learning Center located on the first floor of Denny Hall.

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:

- 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
- Maintaining electronic poster webpage where the public poster display locations are
- Maintaining 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 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.

Our Safety Coordinator is responsible for providing the above instruction during a safety orientation. The form "Departmental New Employee Safety Orientation" will serve as a guideline for the orientation. After new employees have received the orientation, they will sign the top page of the form. A copy of that page will be filed in the main file cabinets in room 108. The employee will retain a copy for his/her own use.

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. Our Language Learning Center's 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.

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.

Call 911 from campus phone. Cell phone will reach WSP or SPD. State that you are calling from the UW and need UW 911.

b. Report to supervisor – Online Form:

All accidents *and near misses* 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. 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 completed forms should be distributed to the departmental safety coordinator and the Director.

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 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:

UW Police Department's rapid response – dial 911

Paul Aoki, 543-8545, CPR Certified.

Other CPR Certified Personnel may be listed on back page of this plan.

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 employees responsible for first-aid kits are listed on the "Back Page."

First Aid Station: Model 1000. For 25-30 people. Located above the workbench in room 113.

Individual CERT Back Packs also include First Aid supplies. Located In each CERT member's office area. CERT/Emergency Supplies in container outside of backdoor of Denny.

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. Other departmental procedures for reporting and resolving safety problems are described below:

Safety concerns should be reported to your *supervisor* and to the *safety coordinator*. The concerns should also be forwarded to the *Director of the LLC*. Either the Safety Coordinator or the Director should contact the employee regarding their concerns.

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 can be held in conjunction with weekly staff meetings. If necessary safety meetings can be held at anytime during the quarter that it is deemed necessary. Minutes will be recorded and placed online.

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 website: 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. The LLC does not have a safety committee.

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 employees in the College of Arts & Sciences. Health & Safety Committee #6 – College of Art’s & Sciences covers all departments within the College.

H & S Committee Group #6 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 Health & Safety Committee #6 are listed on the “Back Page” of this document.

8. Safety Bulletin Boards

Information previously posted on departmental safety bulletin board is now located online at <http://depts.washington.edu/llc/Contact.php>.

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 Hazards or Preventive Measures*,” 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. NA
- We developed Laboratory Safety Manuals for our laboratories (including Chemical Hygiene Plans) if required. N/A
- 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 below)**

A Job Hazard Analysis may be performed 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.**
- **Review recommendations with all employees performing the job.**
- **Review and update the job hazard analysis periodically, especially if an accident occurs in that job.**

Typical Worksite Hazards or Preventive Measures

Check All That Apply	Typical Worksite Hazards or Preventive Measures	Offices	Class-rooms	Hosp. / Clinics	Labs	Shops	Phys. Plant
Applies: A=Almost Always, B=Commonly, C=May Apply, Blank=Rarely Applies							
X	Emergency Procedures: Fire, Other (EEOP)	A	A		A		
X	Earthquake Preparedness	A	A		A		
	Housekeeping Hazards	A	A		A		
X	Slip/Trip Hazards	A	A		A		
X	Electrical Equipment & Wiring	A	A		A		
X	Emergency Escapes (Egress) Maintained/Unlocked	A	A		A		
X	Obstruction-Free Aisles	A	A		A		
X	Stacks of Stored Materials (Stable/Secure)						
	Temperature Extremes: Heat/Cold Stress						
	HazCom Right-To-Know (Written Program In Place)						
X	Air Contaminants, Dusts, "Inert" Gases, Vapors	A	A		A		
X	Asbestos (Present or Handled)	A	A		A		
X	Lifting >20 lbs.						
X	Repetitive Motion, Ergonomics	C	C		C		
	Motor Vehicles						
	Hand or Portable Power Tools						
x	Ladders						
x	Knives or Cutting Blades	C					
	Compressed Gas or Equipment						
	Hazardous Waste	C	A		A		
	Haz-Mat Spills: Operations, Emergency Response						
	Hazardous Materials Stored/Shipped/Transported						
	Laboratory Chemicals						
	Radioactive Materials Used or Stored						
	Personal Protective Equipment (PPE)	C	C		C		
	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						
	Heights > 4 Ft. (Possible Falls)						
	Cranes, Hoists, Derricks, Rigging						
	Powered Platforms (Personal Lifts)						
	Forklifts						

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, **such as Denny Hall's Emergency Evacuation and Operation Plan**, are located elsewhere and are referenced accordingly.

a. Evaluation

Evaluation of potential risk (probability and magnitude of harm) has been done for certain hazards. Because they are either (1) present in an unknown or a variable amount (**such as airborne contaminants like asbestos**), 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 that have been conducted at this time:

1. The asbestos level was tested in Spring 2007 in Denny Hall. The results showed the levels were well below the standards. The core staff was then trained in asbestos awareness as many of the building materials contain asbestos. Some of the floor tiles were decomposing due to the castors on chairs. We have now placed chair mats underneath all chairs with castors. The castors were also replaced with the preferred type. We also requested the floors be waxed. Waxing will be completed this summer. Denny 123A is the only room that has been waxed at this time.
2. The LLC's CERT Team is meeting regularly with a nurse trained in Emergency Response to review basic first aid and evacuation plans. We are reevaluating our emergency supplies and procedures. Two of the member's updated their First Aid and CPR Training. *CERT is no longer recognized by UW. Team has disbanded.
3. Water intrusion and mold. Office 123A had an ongoing problem with water intrusion. Once black spots developed on the walls, EH&S was contacted. We then submitted a work order to address the potential problems. The occupant of the room was relocated to another office, while the office was renovated. The sheet rock was replaced. A ceiling fan was installed. And the floors were mopped and waxed. The drain is now checked regularly by the custodians for debris.

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**). N/A

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).

Supervisors and employees are given the brochures on Ergonomic Awareness and Office Hazard Communication to introduce them to the potential concerns in the work space.

The following administrative controls are used in our department:

<u>Activity</u>	<u>Admin. Control</u>	<u>Function</u>
Computer Work	Changing the workspace configuration	Reduce muscle stress

d. Personal Protective Equipment

Personal protective equipment (PPE) is used as a “last line of defense” for some hazards, particularly chemicals. As chemicals are not typically found in the Language Learning Center, PPE have not been obtained specifically for chemicals. CERT members do have masks, gloves and hard hats which can be considered as PPEs are listed here. Hazard assessment and training documentation is located in the main office and on the LLC’s website.

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:

Records will be kept in the Administrative Office, Denny 108.
 Inspections will be help twice a year during the summer and winter break.

4. First Aid and CPR Training

The UW Police Department combined with members of our core staff provides adequate access to emergency first aid for our employees (see section B.4). We do not require employee training in First Aid and CPR but it is strongly encouraged. The department will cover the cost of the training as long as it is taken on campus.

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

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. Training records, including completion dates, are kept to maintain program continuity and to satisfy legal requirements. Documentation is kept in the Administrative Office, Denny 108.

<u>Hazard</u>	<u>Type of Training</u>	<u>Frequency</u>	<u>Person/Position</u>
Emergency Evacuation		Quarterly	Core staff and ASEs
CPR/First Aid		Based upon expiration date	CORE Staff
CPR /First Aid		Available upon request	ASE
HazCom Train the trainer		Annually	CORE Staff

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

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

Accident/Incident Reports

Minutes from staff meetings that contained safety information.

Records of Safety Orientations

All records are maintained in Denny 108, the Administrative Office for the LLC.

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

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. For program/policies go to following link:

<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 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 Administrative Office (Denny 108).

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

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1. Department: Language Learning Center
2. Last Updated by Sherri Huber, 11/23/16
3. Safety and Health Coordinator from 01/01/01 to date:
Name: Sherri Huber
Phone: 543-8280
Email: shuber@uw.edu
Bldg/Room: Denny Hall 162A

4. Health & Safety Committee #6 - College of A & S
Ron Maxell, Physics (543-8588)
Bev Wessel, Philosophy (616-7593)
Elena Johns, Music (543-2071)
Lori Anthony, History, (anthonyl@uw.edu)
Margie Ramsdell, Dean's Office (616-2106)
Paul Miller, Chemistry (543-8183)
Annie Pearson, Art, (221-2354)
Stuart Cordts is contact at EH&S (616-3442).

A list of campus wide committee members can be found on the EH&S website.

5. First-Aid/CPR Certified:
Paul Aoki phone 543-8545, Expiration 06/18
Natassia Stelmaszek, Expiration 06/20
6. Person responsible for stocking First-Aid Kits:
Larry LeSage
7. Important Phone Numbers
In case of emergency dial 911
Campus Police:
Administrative Office 543-0507, Communications Center 543-9331
Custodial & Maintenance Repair Emergency and Trouble Calls 685-1411
Custodial and Maintenance Non-Emergency 685-8815
Note Denny Hall is located in the North East Zone.
8. EH&S Phone Numbers:543-7262.

To contact EH&S after office hours call campus police. If employee dies while working, contact EH&S immediately.

EH&S website: www.ehs.washington.edu