HSA SUPERVISOR TRAINING

SPRING 2013

TRAINING GOALS

- Easier

- Awareness

- Support

UNIVERSITY *of* WASHINGTON

HEALTH SCIENCES ADMINISTRATION

HOME UNITS SCHOOLS DIRECTORY PREPAREDNESS INITIATIVES SHARED SERVICES CONTACT LOGIN

Quick Links

Directory
The Magnuson Scholarship
Leave Time Reporting (LTR)
Organization Charts
HSA Events
Contact

Welcome

Welcome to the new web portal for Health Sciences Administration (HSA). Launched in late January 2013, we will continue to update the site with information on HSA units, services, initiatives and events.

David M. Anderson, DVM
Executive Director

Supervisors and Directors

This page provides Health Sciences Administration directors and supervisors access to selected forms, templates, and SOPs.

Search: [   ]

Name	Category	Notes
Interview Process Flowchart	Hiring Best Practices	
Reference Checking Consent & Authorization Form	Hiring Best Practices	
UW Telephone Reference Check Form	Hiring Best Practices	
Senior Management Candidate Sample Presentation	Hiring Best Practices	
Travel Preauthorization Request	Forms	
Request for Approval for Outside Work	Forms	
Food Approval Process	Process	

Search

[   ] 🔍

News

Sarah Hanna of Hall Health Center Is Nominated for UW Distinguished Staff Award

Mish McEntire of WaNPRC Earns Seattle Shield Award

Provost Visits Board of Health Sciences Deans

Hall Health Center Wins Qualis Health Award for Excellence

PBS Films at WaNPRC

Health Sciences Board of Deans Appoint IPE Scholar

W

TOPICS

- Hiring
- Interviewing
- Orientation
- Staff Training
- Performance Management
- Corrective Action
- Separation
- Records Management
- Emergencies
- Safety

HIRING

HIRING

- Responsibilities
  - Know/Understand Exemption Criteria
  - Determine (for position):
    - Duties
    - Qualifications
  - Create hiring requisition

W

UW HIRES

Manager Workbench

Logout

Workbench	Reports	Help	My HR Tools - Temporary Employment	Hide Quick Search

Candidates	Requisitions	Offers
Last Name ▾	Working Title ▾ Create New Req	Last Name ▾
[ ] Go	[ ] Go	[ ] Go

Search for Requisitions by Status

Open ▾ Go

— Requisitions ⇧

Req # Payroll Title	Working Title	Hiring Manager	Employment Specialist

No Open reqs at this time.

— Requisitions to Approve ⇧

Req # Payroll Title	Working Title	Hiring Manager	Employment Specialist	Action

No reqs to approve at this time.

— Offers to Approve here ⇧

Req # Payroll Title	Candidate	Hiring Manager	Proposed Salary	Approve

No offers currently need your approval.

— Scheduled Interviews ⇧

Candidate	Req # Payroll Title	Hiring Manager	Date/Time	Action

No interviews currently scheduled.

— Upcoming Starts ⇧

Candidate	Payroll Title	Hiring Manager	Start Date

No upcoming starts at this time.

W

HIRING

- Resources
  - UW HR Employment Specialist (Aaron Ford)
  - UW POD Course – Introduction to UWHIRES
  - UW HR Website
  - HRC

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Direct Hire Temp

UTemp Staffing

Academic Student Employees

Background Checks

E-Verify

Interviewing & Selection

Retiree Rehire

UWHIRES Login

UWHIRES Updates

Hiring Process Guide

General Hiring Information

The UW has a number of staff "employment programs", each with its own employment process requirements. The employment process for all programs is managed through our online hiring system, UWHIRES. The links to the left lead to step-by-step hiring instructions for different types of appointment.

Human Resources is here to help. Each department has a dedicated Employment Specialist (ES) who coordinates and provides guidance and support throughout the hiring process. Employment Specialists work with hiring supervisors and departmental administrators to post jobs to the UW's employment website and place other recruitment-related advertising. During the selection process, Employment Specialists assist departments in developing interviewing tools, reviewing the applicant pool for top candidates, advising on required reference checking, developing offer letters, and conducting background checks.

The UW Compensation Office is responsible for determining whether a position is classified or professional staff, and whether the position is overtime covered or overtime exempt. For classified positions, the Compensation Office assigns the job classification. For professional staff positions, the Compensation Office establishes job title and salary grade assignments. Employment Specialists work closely with the Compensation Office throughout the recruitment process.

UWHIRES Upgrades.
We are making upgrades to UWHIRES. Before you log in, check here to view a list of bugs/errors currently affecting the Hiring Manager Workbench and to learn about the latest system improvements.

INTERVIEWING

INTERVIEWING

- Responsibilities
  - Review Fair Pre-Employment Guide (UW HR)
  - Use same questions for each interviewee
  - Know what topics/questions to avoid
  - Use the same staff/panel for all interviewees
  - Retain records of interviews (including notes)
    - Information on rejected candidates is retained for 12 months

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Academic Student Employees
Background Checks
E-Verify
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Retiree Rehire
UWHIRES Login
UWHIRES Updates

Hiring Resources
Interviewing

CONTENTS   Understand   Conduct the Interview
            Act   Explore
            Prepare for the Interview

UNDERSTAND

Interviews are your opportunity to ask qualified candidates pertinent questions regarding their skills and to sell the job.

You are not required to interview every candidate. Evaluate all the applications based on the qualifications and skills you are seeking, and interview those who appear most qualified.

As a hiring manager or interview panelist, you are responsible for following federal and state employment laws and University Administrative Policy 46.01 on unfair pre-employment inquiries.

ACT

Prepare for the interview

- Review the Fair Pre-employment Guidelines in preparation for developing your interview questions. Establish interview questions and utilize same questions for all candidates interviewed. (Check out behavioral interviewing questions and resources under the "Explore" section of this web page).
- You can not ask about a candidate's disabilities. Learn about Interviewing Courtesies for Individuals with Disabilities and disability accommodations.

Hiring Resources Topics

Telephone Screening
Interviewing
Behavioral Interviewing
Fair Pre-Employment Inquiry
Disability Interview Courtesy
Reference Checks

INTERVIEWING

- Resources
  - UW HR Website
  - [HSA Interview Process Map](#)
  - HSA Best Practices Training
  - HSA Supervisors

ORIENTATION

ORIENTATION

- Responsibilities
  - Nothing mandated by UW

ORIENTATION

- Resources
  - UW HR Website
  - New Employee Checklist
  - UW HR Onboarding Toolkit
  - UW New-Hire Orientation (UW POD)

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Employee Development
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Meet Our Instructors
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Instructor Resources

Career Development: "On-Boarding"

CONTENTS
On-Boarding Toolkit
Showing New Employees the Ropes
On-Boarding Toolkit
Considerations for Designing an On-Boarding Process

On-Boarding Toolkit

POD has developed an On-Boarding Toolkit (PDF) for UW managers. The toolkit provides a wealth of checklists, tips, and other resources to help UW managers effectively welcome their new employees, get them up to speed, and lay the foundation for their long-term success. (All UW managers may find the toolkit useful, but it is most pertinent to Seattle Campus classified and professional staff since other organizations, such as UW Medicine, UW Bothell, and UW Tacoma, have their own onboarding programs.)

Showing New Employees the Ropes

An employee's first weeks on the job are a critical time to begin building a successful working relationship. This is your opportunity to set goals and expectations, train new employees on job-specific tasks, and introduce them to others who will play a role in their professional development. In addition, everyone wants to feel like they are contributing at work; a good on-boarding process can help new employees feel comfortable and ready to work much sooner than if there's no formal or well-planned process.

Are You Making These Common—and Costly—Mistakes?

- Are you trying to cram 20 hours of information into a few mind-numbing meetings?
- Are you running a slipshod—fly by the seat of your pants—process, believing that doing so has no negative impact?
- Do you use the "sink or swim" approach to on-boarding?
- Do you use the "no news is good news" and "out of sight, out of mind" approach to following up?

POD: Courses & Events

<< HR Home

< POD Home

Spring 2013 Courses

Courses By Category

Courses A to Z

Download Course List (PDF)

Winter 2013 Courses

Courses By Category

Courses A to Z

Download Course List (PDF)

Webinars

Upcoming Webinars

Taking POD Webinars

Other Course Views

Courses & Events By Date

All POD Courses

About Our Offerings

Annual Schedule (PDF)

Certificate Program

Meet Our Instructors

How to Register

Competencies

Policies

Your Training History

Training History

Making Connections: UW New Employee Orientation (NEWEE)

	Quarter	Section	Class Schedule	Register Before	Fee
Register	WI13	A	Monday, January 14, 1:00 p.m. - 3:30 p.m.	1/14/2013	Free
Register	WI13	B	Monday, February 4, 1:00 p.m. - 3:30 p.m.	2/4/2013	Free
Register	WI13	C	Monday, March 4, 1:00 p.m. - 3:30 p.m.	3/4/2013	Free
Register	SP13	A	Monday, April 15, 1 to 3:30 pm	4/15/2013	Free
Register	SP13	B	Monday, May 13, 1 to 3:30 pm	5/13/2013	Free
Register	SP13	C	Monday June 10, 1 to 3:30 pm	6/10/2013	Free

Version: 1.1.4751.24004

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UW Seattle Online Orientation
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Benefits
UW Organization
UW Administration
Personal Safety
Key Policies ▶
Leave & Holidays
Employee Support Services
Workplace Health & Safety
Disability Services Office
Husky Card
Transportation Services
Human Resources
Computing Information
Important Final Steps
Explore
Amenities
Professional Development

Online Employee Orientation

Resources

- New Employee Checklist⌂
- Disability Accommodation

Welcome to the University of Washington. You are working for one of the nation's premier public Universities, with an international reputation for excellence.

This online orientation is available for new staff members with home departments on the Seattle campus who are unable to attend an in-person orientation session. The online employee orientation is not for employees at: UW Medical Center, Harborview Medical Center, UW Bothell, or UW Tacoma.

The orientation provides information that you will need as you begin your UW employment, including key UW policies, how to obtain benefits information, worker health and safety information, how to get your Staff ID card (Husky Card), and how to apply for crediting of prior UW or other Washington State service.

To obtain your Husky Card™ visit the Husky Card Account & ID Center located on the ground floor of Odegaard Library. Employees of UW Tacoma, UW Bothell, Harborview or UWMC should use the satellite ID production sites at their respective locations.

Please consult with your supervisor if you need information or assistance.

Before you begin the orientation:

- Download and print the New Employee Checklist⌂ (requires the free Adobe Acrobat Reader⌂)
- Meet with your supervisor to review the checklist.

Next -> Benefits

W

Making Connections

explore

discover

On-Boarding Toolkit

FOR UW MANAGERS

STAFF TRAINING

STAFF TRAINING

- Responsibilities
  - Ensure staff are aware of required training

STAFF TRAINING

- Resources
  - UW HR POD
  - EH&S
  - OAW
  - UW HR
  - HSA Contact for Training/Facilitation

PERFORMANCE MANAGEMENT

- Responsibilities
  - Up-to-date job description
  - List of competencies
  - Annual comprehensive review
  - Required form for Classified Non-Union staff

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  Corrective Action
  Classified Non-Union Perf. Mgmt.

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Organizational Restructuring
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Temporary Employment
Violence Prevention
Workplace Posters

Manager's Guide to Performance Management

CONTENTS
Understand
Act
Provide Feedback
Process

Unsatisfactory Performance
Assistance
Explore

UNDERSTAND

Most employees want to be successful contributors to an organization. They want to know what is expected of them and how they can most effectively achieve those expectations. Performance management is the systematic process that a manager applies to involve employees in accomplishing a unit's mission and goals, improving overall unit effectiveness, and helping employees understand the importance of their contributions. Effective performance management requires that the manager:

- Identify the job duties that each employee is expected to accomplish.
- Communicate the competencies (job knowledge and job skills) necessary to be successful in a position.
- Ensure that employees have the required competencies, or that there is a process and plan by which they can acquire them.
- Provide timely feedback on how effectively employees are applying job knowledge and skills to achieve the goals established for their position.
- Reward effective performance.

In the event that performance does not meet established requirements, the manager must understand the corrective processes and methods that can help improve employee performance.

PERFORMANCE MANAGEMENT

- Resources
  - UW HR Website
    - Performance review/evaluation forms
  - Planned HSA Standardized Forms and Process

CORRECTIVE ACTION

CORRECTIVE ACTION

- Responsibilities
  - Establish and Communicate Performance Expectations and Standards
  - Consult HRC regarding probation or other questions/topics

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Corrective Action for Classified Staff
Introduction

CONTENTS   Understand
              Employees Covered
              Managing Performance
              Probationary & Trial Service Periods

Act
Establish Work Standards
Ending Probationary or Trial Appointment
Learn More

Corrective Action Topics

Introduction
Principles
Informal/Formal Counseling
Final Counseling
Dismissal
Forms

UNDERSTAND

Progressive corrective action seeks to affect positive change in an employee's performance and/or behavior. Addressing employee performance issues can be challenging. However, clear, direct, and timely feedback reinforces expectations and can resolve performance issues before they become more serious. The steps described in this guide establish a systematic approach to dealing with performance issues. Your Human Resources Consultant (HRC) is experienced in handling employee relations issues and will be able to assist in identifying an appropriate course of action.

For management, progressive corrective action maintains order and seeks to ensure University and department policies and work standards are met. For staff members, progressive corrective action documents areas where improvement is needed, sets a course of action, and identifies the consequences if performance expectations are not met. This process helps the employee by establishing predictable and equitable treatment standards, and promotes fair decisions.

Employees Covered by this Guide

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Leave & Holidays ►

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Organizational Restructuring

Overtime & Timekeeping

Pay & Classification ►

Temporary Employment

Violence Prevention

Workplace Posters

Corrective Action for Classified Staff
Forms

Process/Action	Links to Forms
Action Plan	Action Plan Instructions + Form
	Action Plan Form Only
Formal Counseling	Formal Counseling Meeting Notice
	Formal Counseling Follow Up Memo
Final Counseling	Final Counseling Meeting Notice
	Final Counseling Follow Up Memo
Dismissal	Dismissal Recommendation
Probationary Period	Probationary Period Rejection Recommentation
Grievances	Grievance Guidelines

Corrective Action Topics

Introduction

Principles

Informal/Formal Counseling

Final Counseling

Dismissal

Forms

CORRECTIVE ACTION

- Resources
  - UW HR Website
  - Affiliated HRC

SEPARATION

SEPARATION

- Responsibilities
  - Resignation
    - Work with department payroll/OPUS contact
  - Layoff
    - Contact HRC as soon as a layoff is a possibility
  - Retirement
    - Employee works with UW Benefits Office
  - Termination:
    - Meet with HRC as soon as termination is identified as a possibility
    - Must have "delegated authority" to terminate employment
    - The "Delegating Authority" must approve termination
  - Use UW HR Separation Checklist
  - Make staff aware of UW CareLink and ensure they contact Benefits/Work Life Office
    - Consider UW Safe Campus if necessary

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Violence Prevention
Workplace Posters

Separating Employee Checklist

Regardless of the reason an employee is leaving UW employment or moving to another UW position, there are certain actions that need to be completed and that you should review with the employee.

Separating Employee Checklist

Review the checklists for a separating employee - (pdf) or for an employee transferring to another department - (pdf) and make sure that any necessary actions are completed. If you have questions about any of the processes related to ending employment talk to your unit's Human Resources Consultant.

WaNPRC Employee/Supervisor Separation Checklist

Separation Actions	Items to be Returned (To)	Returned	Delivered
One Month (or As Soon As Possible)	**ITS**		
___ Submit Resignation Letter (employee)	__ Software	___	___
___ Contact UW Benefits office *if retiring* (employee)	__ Flash Drive	___	___
___ New UW department contacts WaNPRC Payroll for transfer information (employee)	__ Printer	___	___
___ Determine Vacation Usage (employee/mgr)	__ Scanner	___	___
___ Employee/Manager Separation Meeting (employee/mgr)	__ Fax Machine	___	___
___ Resignation Letter to HR (mgr)	__ Laptop	___	___
___ IT, T/O, PA, OD informed of final work date via exit@wanprc.org (mgr)	__ Laptop Cord/Adapter	___	___
___ Meeting with Kelly Black for records retention (mgr)	__ Desktop Computer	___	___
One Week	**Finance & Adminstration**		
___ Contact information updated in ESS (employee)	__ Cell Phone	___	___
___ Passwords given to manager (employee)	__ Pager	___	___
___ Exit interview with Organizational Development Specialist (employee)	__ ProCard	___	___
___ Exit interview with Human Resources (employee)	__ UW Secure ID	___	___
___ Record UW NetID (employee)	__ Visa Card	___	___
___ Meet with IT to plan/manage transition (mgr)			
Last Day	**Program Assistant**		
___ Voicemail message updated (employee)	__ Health Sciences ID	___	___
___ Email Auto-Reply Set (employee)	__ Husky Card	___	___
___ All required items returned (employee/mgr)	__ Building Access Card	___	___
	__ Western Parking Opener	___	___
Day Following	__ Door Keys	___	___
___ All WaNPRC items delivered to appropriate contact (mgr)	__ Desk Keys	___	___
___ Turn this form in to WaNPRC Human Resources			

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Division Head: _____ Date: _____

SEPARATION

- Resources
  - Separation Checklist
  - Transferring to Another Department form
  - HRC

RECORDS MANAGEMENT

RECORDS MANAGEMENT

- Responsibilities
  - Proper care and management of records
  - Know:
    - Your office's Records Authority and Records Coordinator are
    - What a "Record" is
    - How your records need to be managed
      - Retention schedules

RECORDS MANAGEMENT

- Resources
  - UW Office of Records Management
  - Retention Schedules
  - Department RA/RC

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RECORDS MANAGEMENT
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Finance & Facilities

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Records Management Services
Information Compliance: It's a Mission...and the Law

Required by RCW 40.14, Records Management Services manages and oversees University compliance with state and federal laws and regulations relating to the preservation and destruction of electronic and paper information. Records Management Services is designated by the University and by the State of Washington as the legal authority for determining how long electronic and paper records and information must be retained. Records Management Services is responsible for establishing standards which relate to University business requirements and needs and ensure the legal legitimacy of University record-keeping systems. Learn more

About Records Management

- About Us
- Contact Records Management Staff
- Contact Form
- Join our listserv

Records Management

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- Managing Your Records
- Scanning
- University of Washington Retention Schedules
- Storage Request Forms
- University Records Center
- Retrieving Records
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Retention Schedules

General Schedule (including email)
Departmental Schedules
Other: Library, Dentistry, and Multi-Campus

Managing Your Records

Responsibility of Every Office
What is a Record?
Active/Inactive Records
Electronic Records: Scanning

Record Storage and Retrieval

Storage Request Forms
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FAQs

Frequently Asked Questions
Grant and Contract Records
Payroll Records
Destruction Holds

Interesting Info

Training--full:

Records Management Basics
Health Sciences Building T478
March 26th 10-11:30
closed-full

Upper Campus
Allen Library--Special Collections
Classroom (B069)
March 27th 1:30-3:00
closed-full

NEW:

List of records which do not need to be printed or saved

Scanning Records?

Want to destroy the paper records you scanned? Follow these newly approved scanning requirements.

Got Blog?

Why yes!

Read our latest installment here and earlier installments here

And Video?

Of Course!

Video about records
Video about the Records Center

UNIVERSITY of WASHINGTON

University of Washington
Departmental Records Retention Schedule
REFERENCE: RCW 40.14

Office Name	Records Authority Contact Name	Phone Number	Box Number	Approved by the State
Office of Animal Welfare	Nona Phillips	543-3818	357160	2008

	Status/Title/Description	OPR / OFM	Location of Official Copy	Cut-Off	Retention Office	Retention Records	Total	Disposition Authority Number	Archival Designation
5	**Animal Use Training Session Evaluation Summaries** Provide compilation of evaluations from individual participants in an animal use training session.	OFM		Calendar Year	3Y	0Y	3Y	93-8-52738	
6	**Animal Use Training Session Materials** Provide record of the handouts and information provided to participants in animal use training sessions. (Required per 9 CFR 2.32.) (This revision removes the archival designation from this series.)	OPR		When Superseded	6Y	0Y	6Y	93-8-52739r1.R1	
7	**Animal Use Training Session Participant Database** Provides computer listing of participants who have undergone training in humane methods of animal maintenance and experimentation. Paper copies of listings are retained in series entitled "Animal Use Training Session Participant Rosters".	OFM		Administrative Use Served	0Y	0Y	0Y	93-8-52740	
8	**Animal Use Training Session Participant Rosters** Provide record of participants who have undergone training in humane methods of animal maintenance and experimentation. (Required per 9 CFR 2.32.)	OPR		Calendar Year	6Y	0Y	6Y	93-8-52741	
9	**Correspondence with Public** Provides record of correspondence between the Animal Care Committee and the general public. (This revision reduces the retention from 15 years and removes the archival designation from this series.)	OFM		Calendar Year	3Y	0Y	3Y	93-8-52745r1.R1	

/34/04/ REV: 2 Records Officer Name **Barbara Benson** Records Officer Signature

Public Records Act

- Responsibility as a publicly-funded institution
  - Chapter 42.56 RCW
  - WAC 478-276
- Full access without excessive disruption
  - Board of Regents
- "Records" – it's content, not format
- Timing, communication, clarification

▶ Public Records and Open Meetings

In 1972, Washington state enacted both the public records law and the open public meeting act to assure citizens of our state transparency and access to government.

The staff of the Office of Public Records and Open Public Meetings oversees the university's compliance with these two important laws:

› Public Records Act
› Open Public Meeting Act
› Special Meetings Notices

Hours: 9am-12pm, 1pm-4pm M-F
Closed on UW holidays
Email: pubrec@uw.edu
206-543-9180
Fax: 206-616-6294

Mail:
Public Records and Open Meetings
4311 11th Ave NE Suite 360
Box 354997
Seattle, WA 98105

▸ Public Records and Open Meetings

Request a Public Record

Open Public Meetings at the UW

Special Meetings Notices

▸ More Resources

Board of Regents Meeting Information

Public Records Act

Open Public Meeting Act

WAC 478-276 Governing Access to Public Records

Contacts

Email: pubrec@uw.edu
206-543-9180
Fax: 206-616-6294

Eliza A. Saunders
Director

EMERGENCIES

EMERGENCIES

- Responsibilities:
  - Nothing mandated by UW
  - "Essential Personnel"

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University of Washington › Facilities Services

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Plans, Procedures & Posters

Fire & Building Evacuation Resources

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UWEM Newsletter Archive

Training Offered by UWEM

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CERT and the University of Washington

▸ UW Emergency Management Teams

Environmental Health and Safety

UW Libraries Disaster Information

Cascadia Regional Earthquake Workgroup (CREW)

Reducing Your Risk / Mitigation

Other Disaster Resources

UW Emergency Management
Facilities Services

"Everything We Do is a Disaster!"

UW Emergency Management (UWEM) is the smallest of the seven Facilities Services departments. We are responsible for developing and implementing institution-wide programs and projects that promote disaster planning, training, mitigation, response, prevention and recovery for all-hazards. We work in close-partnership with other UW public safety departments, such as UW Police and UW Environmental Health & Safety to promote a safe and disaster resilient institution. For detailed information on UW programs see our our mission, vision, values and 5-year strategic plan. Included in this site are guidelines for what to do in case of various emergencies or disasters.

The kinds of major emergencies or disasters that can impact our university include:

Earthquakes & Tsunami-Related Impacts

Thunderstorms

Winter Weather

Fires

HAZMAT Incidents

Terrorism

UW Alert

SIGNUP FOR UW ALERT

TRAINING RESOURCES

FAMILY PREPAREDNESS

UWEM NEWSLETTER

BUSINESS, ACADEMIC, AND RESEARCH CONTINUITY

PRESIDENT'S MESSAGE

UW Pandemic Flu News Updates, Preparedness and Response Resources

PAST UWEM EVENTS

VISIT US ON FACEBOOK

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What's New

Training of the Week: Community Preparedness
March 15, 2013

The Emergency Management Institute's **Independent Study Course 909**: *Community Preparedness* is one of FEMA's many *free* web-based training modules. It is designed to be an easy-to-digest resource to help smaller organizations get ready for disasters in ways that are *effective* in both cost, time and existing capabilities of employees & members.

From the course summary: "**The purpose of this course is to present a model program for community preparedness.** In addition, resources materials are available to help organizations conduct *simple* preparedness activities for everyone."

Click on this link to learn more and take the training yourself.

Staying Safe Throughout The UW
March 07, 2013

Have you ever visited the UW Tacoma campus for a class, workshop or professional conference? Though smaller than Seattle's university community, Tacoma is no less-likely to experience an emergency.

Luckily, they have local resources ready to respond to crises in the 253! **Campus Safety & Security** is located within the **Dougan**

EMERGENCIES

- Resources
  - UW BARC Website
  - UW EH&S Website

OARS/SAFETY

OARS/SAFETY

- Responsibilities
  - Submit report to EH&S within 24 hours of incident
    - Even minor injuries and near misses
  - Don't move or touch anything at an accident/injury location
  - Keep information and details private (HIPAA)
  - Determine probable cause *and* take preventative action
  - Complete relevant OSHA form
  - Know what your staff need to do and support/encourage them

UNIVERSITY *of* WASHINGTON

Search EH&S | GO

Environmental Health and Safety
UNIVERSITY *of* WASHINGTON

Campus Health - Admin   **Building & Fire Safety**   **Enviro Programs**   **Radiation Safety**   **Research & Occup Safety**

Accidents and Incidents

Reporting an Accident, Incident, or Near Miss

Report all work-related injuries and illnesses or near miss incidents to your supervisor as soon as possible.

Anyone may now enter an accident report, not just the supervisor.

The report should be submitted to Environmental Health and Safety (EH&S) within 24 hours. In case of serious or fatal accident or hospitalization, notify EH&S immediately at 206.543.7262; after hours contact the UW Police Department (UWPD) Dispatch by dialing 206.685.UWPD (8973) in order for the EH&S Staff On Call to be notified. EH&S must report to Washington State Dept. of Labor & Industries Division of Occupational Safety & Health immediately after an incident that causes a fatal or possibly fatal injury or that causes injury requiring in-patient hospitalization of any employee. Do not move any equipment involved in these types of serious accidents until EH&S has clearance from State investigators.

Both the Washington State Department of Labor and Industries and Federal Government Occupational Safety & Health Administration (OSHA) require employers to record work related injuries and illnesses. Both of these regulations and the HIPAA rules expressly permit disclosure of this protected information (45 CFR 164.512). UW employees having access to this report must treat it as private and should not disclose it to others unless authorized by statute. An employee may not be discriminated against for reporting a work-related fatality, injury or illness.

To use OARS (Version 1 or 2), you should have a *current security certificate* loaded onto your computer for the University. If, when attempting to access OARS, you get an error message indicating that the security certificate is invalid or unknown, then go to http://www.washington.edu/itconnect/security/ca/ for instructions on how to update your computer's security certificate.

Enter the Online Accident Reporting System (OARS)

PowerPoint Presentation OARS ver 2:

- Click here to view a PowerPoint (Office 2003 Version) presentation of the OARS

Practice site for OARS ver 2:

- *The OARS practice site is currently unavailable as the system is undergoing maintenance. Check back here soon for access to the site once it becomes available.*

▸ Encountering Accidents
▸ BBP Exposures
▸ Workers Compensation
▸ Workplace Violence
▸ Motor Vehicle Accidents
▸ OARS FAQ's

Popular Links
What's New
Waste & Recycling
Training Information
Contact Us
Safety Committees
Research Planning
OARS
MyChem
Forms
Manuals & Publications

General Information
About EH&S
Planning
Regulations & Policies
Work Practices
Work Space

Information for
Facilities & Trade Staff
Hospital Staff
Laboratory Staff
Office Staff
Principal Investigators
Project Managers
Supervisors

OARS/SAFETY

- Resources
  - UW EH&S Website
    - OARS Practice page

CONCLUSION

- Resources are out there, you just need to know where to look

- Look for opportunities to improve

| Resources | → | Activities | → | Outputs | → | Outcome | → | Impact |