HSA SUPERVISOR TRAINING

SPRING 2013



TRAINING GOALS

- Easier
- Awareness
- Support

HEALTH SCIENCES ADMINISTRATION

HOME UNITS SCHOOLS DIRECTORY PREPAREDNESS INITIATIVES SHARED SERVICES CONTACT LOGIN Supervisors and Directors Quick Links Search Directory The Magnuson Scholarship This page provides Health Sciences Administration directors and supervisors access to Leave Time Reporting (LTR) selected forms, templates, and SOPs. News **Organization Charts** Sarah Hanna of Hall Health **HSA Events** Center Is Nominated for UW Contact Search: Distinguished Staff Award Welcome Name Category Notes# Mish McEntire of WaNPRC Earns Seattle Shield Award Interview Process Flowchart Hiring Best Practices Welcome to the new web portal for Health Sciences Administration Reference Checking Consent & Authorization Form Hiring Best Practices Provost Visits Board of Health (HSA). Launched in late January Sciences Deans UW Telephone Reference Check Form Hiring Best Practices 2013, we will continue to update Hall Health Center Wins the site with information on HSA Hiring Best Practices Senior Management Candidate Sample Presentation Qualis Health Award for units, services, initiatives and Travel Preauthorization Request Forms Excellence events. Request for Approval for Outside Work Forms PBS Films at WaNPRC David M. Anderson, DVM Food Approval Process Process Executive Director Health Sciences Board of Deans Appoint IPE Scholar

CONTEXT/POV



TOPICS

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

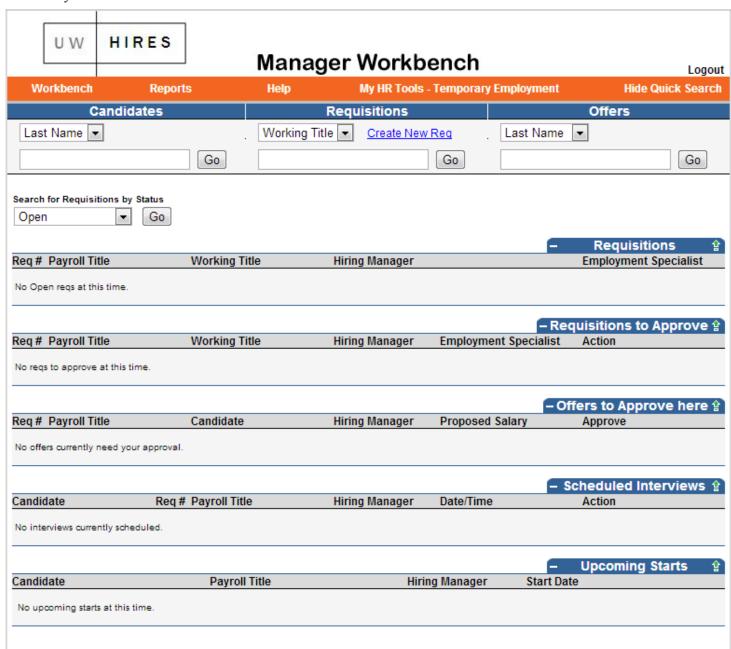
HIRING



HIRING

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

UNIVERSITY of WASHINGTON





HIRING

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



Manager Resources

Complaint Resolution
Employee Development
Employee Performance
Employee Recognition
Ending Employment
Ethics

Flu Information & Resources

Hiring Staff

Onboarding Resources

Flexwork & Telework

Professional Staff

Professional Staff Temporary

Classified Staff

Classified Fixed Duration Appt

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.

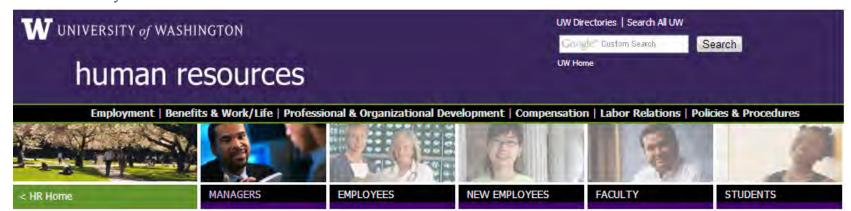


INTERVIEWING



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



Manager Resources

Complaint Resolution
Employee Development
Employee Performance
Employee Recognition
Ending Employment
Ethics
Flexwork & Telework
Flu Information & Resources

Hiring Staff

Onboarding Resources

Professional Staff

Professional Staff Temporary

Classified Staff

Classified Fixed Duration Appt

Direct Hire Temp

UTemp Staffing

Academic Student Employees

Background Checks

E-Verify

Interviewing & Selection

Retiree Rehire

UWHIRES Login

UWHIRES Updates

Hiring Resources

Interviewing

CONTENTS Understand

Conduct the Interview
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 <u>University Administrative Policy 46.01</u> on unfair pre-employment inquiries.

ACT

Prepare for the interview

- Review the <u>Fair Pre-employment Guidelines</u> 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 <u>Interviewing Courtesies for Individuals with Disabilities</u> and <u>disability accommodations</u>.

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)





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?



<< 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	Α	Monday, January 14, 1:00 p.m 3:30 p.m.	1/14/2013	Free
Register	WI13	В	Monday, February 4, 1:00 p.m 3:30 p.m.	2/4/2013	Free
Register	WI13	С	Monday, March 4, 1:00 p.m 3:30 p.m.	3/4/2013	Free
Register	SP13	Α	Monday, April 15, 1 to 3:30 pm	4/15/2013	Free
Register	SP13	В	Monday, May 13, 1 to 3:30 pm	5/13/2013	Free
Register	SP13	С	Monday June 10, 1 to 3:30 pm	6/10/2013	Free

Version: 1.1.4751.24004



UW Seattle Online Orientation

Introduction

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

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 <u>in-person orientation session</u>. 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 <u>New Employee Checklist</u> (requires the free <u>Adobe Acrobat Reader</u>)
- Meet with your supervisor to review the checklist.

Next -> Benefits

Resources

- New Employee Checklist[©]
- Disability Accommodation



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



PERFORMANCE MANAGEMENT

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



Manager Resources

Complaint Resolution

Employee Development

Employee Performance

Performance Mamt, Overview Corrective Action

Classified Non-Union Perf. Mgmt.

Employee Recognition **Ending Employment** Ethics Flexwork & Telework Flu Information & Resources Hiring Staff Leave & Holidays Organizational Development Organizational Restructuring Overtime & Timekeeping Pay & Classification Temporary Employment Violence Prevention

Workplace Posters

Manager's Guide to Performance Management

CONTENTS

Understand

Unsatisfactory Performance Assistance

Provide Feedback Explore

Process

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
- . 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

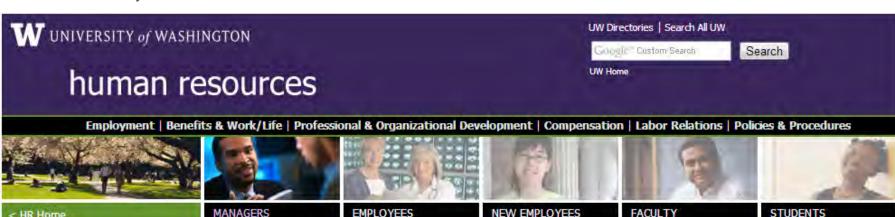
- Resources
 - UW HR Website
 - Performance review/evaluation forms
 - Planned HSA Standardized Forms and Process

CORRECTIVE ACTION



CORRECTIVE ACTION

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



Manager Resources

< HR Home

Complaint Resolution **Employee Development**

Employee Performance

Performance Mgmt. Overview Corrective Action Classified Non-Union Perf. Mgmt.

Employee Recognition Ending Employment Ethics Flexwork & Telework

Flu Information & Resources Hiring Staff

Leave & Holidays Organizational Development

Organizational Restructuring Overtime & Timekeeping

Pay & Classification

Temporary Employment

Violence Prevention **Workplace Posters**

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

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

Corrective Action Topics

Introduction

Principles

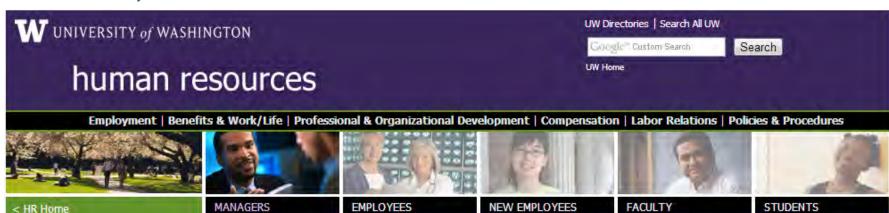
Informal/Formal Counseling

Final Counseling

Dismissal

Forms





Manager Resources

Complaint Resolution Employee Development

Employee Performance

Performance Mgmt. Overview Corrective Action

Classified Non-Union Perf. Mgmt.

Employee Recognition
Ending Employment
Ethics
Flexwork & Telework
Flu Information & Resources

Leave & Holidays

Hiring Staff

Organizational Development

Organizational Restructuring

Overtime & Timekeeping

Pay & Classification

Temporary Employment

Violence Prevention

Workplace Posters

Corrective Action for Classified Staff

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

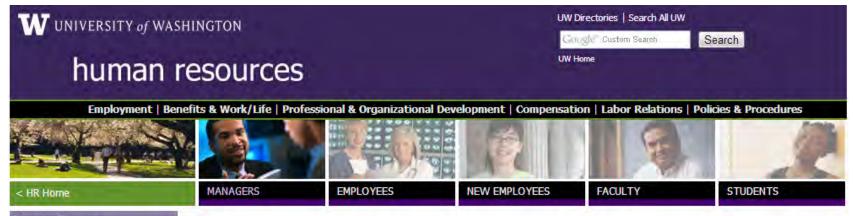
- Resources
 - UW HR Website
 - Affiliated HRC

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



Manager Resources

Complaint Resolution

Employee Development

Employee Performance

Employee Recognition

Ending Employment

Disability Separation

Layoff

Resignation

Termination

Separating Checklist

Ethics

Flexwork & Telework

Flu Information & Resources

Hiring Staff

Leave/Holidays

Organizational Development

Organizational Restructuring

Overtime & Timekeeping

Pay & Classification

Temporary Employment

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 <u>separating employee</u> - <u>(pdf)</u> or for an employee <u>transferring to another department</u> - <u>(pdf)</u> 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) Submit Resignation Letter (employee) Contact UW Benefits office if retiring (employee) New UW department contacts WaNPRC Payroll for transfer information (employee/mgr) Employee/Manager Separation Meeting (employee/mgr) Resignation Letter to HR (mgr) IT, T/O, PA, OD informed of final work date via exit@wanprc.org (mgr) Meeting with Kelly Black for records retention (mgr)	ITS Software Flash Drive Printer Scanner Fax Machine Laptop Laptop Cord/Adapter Desktop Computer		
One Week Contact information updated in ESS (employee) Passwords given to manager (employee) Exit interview with Organizational Development Specialist (employee) Exit interview with Human Resources (employee) Record UW NetID (employee) Meet with IT to plan/manage transition (mgr)	Finance & Adminstration Cell Phone Pager ProCard UW Secure ID Visa Card		
Last Day Voicemail message updated (employee) Email Auto-Reply Set (employee) All required items returned (employee/mgr)	Program Assistant Health Sciences ID Husky Card Building Access Card Western Parking Opener		
Day Following All WaNPRC items delivered to appropriate contact (mgr) Turn this form in to WaNPRC Human Resources	Door Keys Desk Keys	Ξ	Ξ
17	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



UW Finance & Facilities Records Management

UW Directories | Calendar

UW » Finance & Facilities » Financial Management » Records Management



About Records Management

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

Records Management

- Home
- Managing Your Records
- Scanning
- University of Washington Retention Schedules
- Storage Request Forms
- University Records Center
- Retrieving Records
- FAQs
- Files Management
- Vital Records
- Training
- What's New

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



Retention Schedules

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



Managing Your Record Records

Responsibility of Every Office What is a Record? Active/Inactive

> Electronic Records: Scanning



Storage and Retrieval

Forms Retrieving Records About The Box FAQs

Storage Request 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

NFW:

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





REV: 2

Barbara Benson

University of Washington WASHINGTON Page 2 of 6 REFERENCE: RCW 40.14											
Office Name Office of Animal Welfare		Records Authority Contact Name Nona Phillips		Phone Number 543-3818		Box Number	Approved by the State				
						357160					
	Status/Title/Description	OPR / OFM	Location of Official Copy	Cut-Off	F Office	Retention Records	Tota1	Dispositi Authority N		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	OY	3Y	93-8-52738			
6	Animal Use Training Session Materials	OPR		When Superseded	6Y	0Y	6Y	93-8-52739	1.R1		
	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.)										
7	Animal Use Training Session Participant Database	OFM		Administrativ e Use	0Y	0Y	OY	93-8-52740			
	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".			Served							
3	Animal Use Training Session Participant Rosters	OPR		Calendar Year	6Y	0Y	6Y	93-8-52741			
	Provide record of participants who have undergone training in humane methods of animal maintenance and experimentation. (Required per 9 CFR 2.32.)			real							
9	Correspondence with Public	OFM		Calendar Year	3 Y	0Y	3Y	93-8-52745	1.R1		
	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.)										



PUBLIC RECORDS REQUESTS & RESPONSES

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



Email: pubrec@uw.edu

206-543-9180 Fax: 206-616-6294

Eliza A. Saunders

Director

EMERGENCIES



EMERGENCIES

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

Organization & Strategy Immediate Emergency Assistance

Plans, Procedures & Posters

Fire & Building Evacuation Resources

Resources for Students. Faculty & Staff

Emergency Supply Vendors

UWEM Newsletter Archive

Training Offered by UWEM

Intranet & EMPC

What to do in Case of an Emergency

Emergency Operations Center (EOC)

▶ People That Can Help You Prepare

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

HAZMAT Incidents

Terrorism

UW Alert

SIGNUP FOR UW ALERT

TRAINING RESOURCES

FAMILY PREPAREDNESS

UWEM NEWSLETTER

BUSINESS, ACADEMIC, AND RESEARCH CONTINUITY

PRESIDENT'S MESSAGE



PAST UWEM EVENTS

VISIT US ON FACEBOOK







What's New

March 15, 2013

Training of the Week: Community Preparedness

The Emergency Management Institution'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



▶ Encountering Accidents

Workers Compensation

Motor Vehicle Accidents

▶ Workplace Violence

▶ BBP Exposures

▶ OARS FAQ's

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.washinqton.edu/fitconnect/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.

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

