



Office of the Dean - Health and Safety Plan

January 29, 2008

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A. INTRODUCTION:

1. Scope:

The policies and procedures described in this plan apply to the following offices of the Dean covered by this Safety and Health Plan.

Facility:

**E165, F143, F346, F348, F350,
F356, F358, F359, F360, F361, G153**

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”). **The Safety Coordinator for the Office of the Dean, SPHCM is Rene’ Lucas.** She has been given adequate authority to carry out the following responsibilities:

- Promoting this Health & Safety Plan in our organization
- Updating this Plan, at least annually, with management approval
- Scheduling employee safety training as requested by supervisors
- Coordinating with Environmental Health & Safety
- Provide assistance to supervisors and employees as needed to resolve safety complaints
- Keeping safety bulletin boards current
- Maintaining our organization’s safety records
- Keeping the department head aware of current safety concerns.
- Responsible for maintaining first-aid supplies including stocking and checking expiration dates.

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 for reporting all accidents and incidents to their supervisors and completing a written online report using OARS;
- e. Procedures for reporting unsafe conditions or acts to their supervisors, and, when possible, taking action to correct unsafe conditions;
- f. Exact location of first-aid kits and identification of first-aid certified employees;
- g. Description of UW and departmental Hazard Communication Program for chemical hazards to which they may be exposed;
- 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. This includes General Asbestos Awareness Training which is mandatory for all employees.

The following procedures describe how we provide the above instruction, how and where records are kept, and what person is responsible for providing training.

A Safety Orientation checklist is reviewed with new employees during their initial orientation. The employee as documentation that the orientation was presented signs the completed checklist. The checklist is included here.

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 (or referenced location if located elsewhere).

The Dean's Office, SPHCM EEOP contains:

- a. Building floor plans that show safety equipment and exit pathways;
- b. Evacuation procedures;
- c. Evacuation assembly point(s);
- d. Methods for accounting for staff, students, visitors;
- e. Areas of refuge for mobility-impaired occupants.

All department staff must be trained in the EEOP. If an employee moves to a new location, the EEOP must be reviewed for the new work-site.

The Dean's Office Department Emergency Plan is located in F360 in the Reference Station in the red binder marked "Dean's Office Emergency Plan".

3. Accidents:

a. Medical Emergencies:

All medical emergencies must be reported to the nearest Emergency Medical Services (EMS), usually 911.

The staff in the Dean's Office use 911 to summon EMS help.

b. Report form to supervisor and EH&S:

All accidents *and near misses* must be reported to the employee's supervisor and EH&S 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.shtml>.

Copies of this department's completed forms are distributed to the following personnel: department safety coordinator and the department administrator.

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 206.543.7388.

4. First Aid Kits and CPR Given:

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:

The Dean's office staff will rely upon the UW Police Department's rapid response, usually within 2-3 minutes and Mark Oberle, MD, MPH if he is in the office.

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 those employees who are CPR trained and those employees who are responsible for first-aid kits are listed on the outside of the kits and on the “Back Page” of this document.

The Dean’s Office, SPHCM, first aid kits are identified by a first aid kit/supplies sign located in:

- **Development Office Assistant’s office, F361C**
- **Brown carrying case marked “Emergency Preparedness” in F360**
- **Assistant to Associate Dean, Public Health Practice’s office, F346E**
- **Staff offices, E165C, F143 and G153**
- **Copy Room, F346E**

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 online using OARS as you do for accidents/incidents. Other departmental procedures for reporting and resolving safety problems or potential workplace violence are described below:

Reporting Urgent Threats

An urgent threat is where there is actual violent behavior, or where it appears that violent behavior is likely to take place, such as a verbal altercation that appears to be escalating.

Step 1: Call 911

Step 2: Once you are safe, call 685-SAFE (685-7233) to report the situation to the Violence Prevention & Response Team.

Reporting Emerging or Potential Threats

An emerging or potential threat is one where you believe a situation has the potential for becoming violent over time because it exhibits one or more of the violence warning signs.

Step 1: Report the situation to the Violence Prevention & Response Team by calling 685-SAFE.

Step 2: Alert your supervisor to the situation.

Supervisors of Someone Who Feels Threatened

Step 1: Report the situation to the Violence Prevention & Response Team at 685-SAFE.

Step 2: Alert the head of your unit (or his/her designee). Keep information the employee has shared confidential, except for the reporting requirements above.

Step 3: Encourage the individual to seek additional assistance. Provide the employee with the phone number for UW CareLink and give the employee a private place to make the phone call.

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.

Employee safety training is conducted annually in conjunction with departmental emergency operations training. Training is also incorporated into new employee orientation, which includes full-time and part-time employees, work-study students or volunteers. Safety issues are also discussed at monthly staff meetings.

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. At the Organizational and University-Wide levels, fifty percent (or more) of the representatives are elected by employees and fifty percent (or less) are appointed by management. Safety issues may originate at any level. Health & Safety Committees are required by Washington State regulation (WAC 296-800-14005). A listing of committees and current members may be found at the EH&S web-site: www.ehs.washington.edu (click on Safety Committees).

a. Departmental Health and Safety Teams

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

The Dean’s Office *does not* have a formal health and safety team. Instead, health and safety issues are discussed in staff meetings and as part of our Organizational Health & Safety Committee.

b. Organizational Health and Safety Committees

The University 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 units of that organizational group, including his/her own.

Our department is represented on the Group 4 Health Sciences/Hospitals Organizational Health & Safety Committee.

The (Group 4) Committee reports to the following executive Kathryn Waddell, Executive Director, Health Sciences Administration, who is represented on the Committee by Stephanie Steppe.

Our current representatives are identified on the “Back Page” of this document.

c. University-wide Health and Safety Committee

In addition, to provide consistency and oversight, a *University-wide Health and Safety Committee* has been established. Its members come from the official organizational committees. Safety issues referred to this level are relevant to the entire University community. The member(s) who currently represent us from the Group 4 Organizational Health & Safety Committee are listed on the “Back Page” of this document.

8. Safety Bulletin Boards

Our departmental safety bulletin boards are used for posting DOSH (formerly WISHA) posters, safety notices and safety newsletters. Safety committee minutes, training schedules, safety posters, accident statistics, and other safety education material may also be posted. The Dean’s Office safety bulletin board is located in the hallway outside the Dean’s Office, next to door F344, where all employees, students, and visitors can see them (WAC 296-800-19005) and at all University reference stations.

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 WorkSite Safety Issues To Address*,” 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.
- 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.

A job hazard analysis may be performed in the following ways:

- **Review work plans for an overview of job activities**
- **Involve employees in all phases of analysis**
- **Note any deficiencies in general conditions such as inadequate lighting, noise, tripping hazards, - not directly related to job**
- **Determine if any physical changes will reduce or eliminate the danger**
- **Review recommendations with employees**
- **Review and update job hazard analysis periodically**

We performed Job Hazard Analyses (JHA).

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

2. Reduction of hazards:

In order to assure a safe and healthful work environment, the Dean's Office, SPHCM has established the safe work practices and policies listed in this section. These practices and policies were developed after an assessment of the faculty, staff, student, and visitor exposures to worksite hazards. Identified hazards were documented and reduced or corrected either by making engineering changes, to eliminate the hazard, or by establishing these safe work practices and policies.

a. Evaluation

To maintain a safe and healthful work place, the Dean's Office supervisors are required to conduct periodic inspections of the work areas under their supervision. In addition, supervisors and employees continually check work areas for unsafe conditions and practices so immediate corrective action can be taken (UW OPS D10.3).

b. Engineering Controls – N/A

c. Administrative Controls

Safety inspections for the Dean's Office are conducted at least every 6 months with the use of a departmental self-audit safety form by the Safety Coordinator.

d. Personal Protective Equipment

The University provides most personal protective/safety equipment for its employees when required by regulation or when a determination has been made that personal protective equipment is needed for an extra level of employee protection. Employees are informed of the specific personal protective/safety equipment requirements for their position on the following occasions:

- during the departmental New Employee Safety Orientation conducted by their supervisor,
- when a job procedure changes---requiring a change in personal protective/safety equipment,
- during safety meetings, and
- as a regular part of any written safety procedures or standard operating procedures.

Each department/supervisor is required to conduct a hazard assessment of the work area and identify all hazards that require personal protective equipment. If hazards are identified then specific personal protective equipment must be selected for each hazard and the affected employees trained on the safe use, care, and maintenance for each piece of equipment. Hazard identification, personal protective equipment selection, and employee training must be documented. Changes in processes or worksites may require a new hazard assessment, selection, and/or training.

3. Safety Inspections

Safety inspections for the Dean’s Office are conducted at least every 6 months with the use of a departmental self-audit safety form by the Safety Coordinator.

4. First Aid and CPR Training

- Names and phone numbers of employees who are first-aid/CPR certified are listed on the “Back Page” of this document
- The UW Police Department provides adequate access to emergency first aid for our employees (see section B.4). Consequently, we do not require employee training in First Aid and CPR. Employees are encouraged to take first aid.

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 by EH&S training records.

Hazard - Type of Training - Frequency - Person/Position
Workplace Violence - All staff

6. Medical Exams and Vaccinations – n/a

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.

Accident Reports	Department Safety Coordinator’s file drawer – F346
Accident Prevention Program	Department Safety & Health Plan –F360
Evacuation Plans	Department Emergency Plan Binder – F360
Department Emergency Operations Plan	3rd section in UW Emergency Plan
Employee health and safety training records	(Copies of staff attendance at class may be requested by calling 543-7201)
External Inspection/Audit Records	(e.g. EH&S inspection reports)
Internal Safety Inspection/Audit Records	(department inspection reports)

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 safety plan shows the most recent revision date, 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. Information on the program/policies is published on the UW website at <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 faculty and staff to take Workplace Violence training annually, as well as receive information during new employee orientation. We arrange for the annual training, presenting an up-to-date Power Point presentation to staff. Records of the training are maintained in the Safety Coordinator’s Office.

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)

In a life threatening situation or imminent danger call 911, immediately!



Office of the Dean - Departmental New Employee Safety Orientation

Supervisors must review the appropriate items from this list with each new employee. The Washington State Industrial Safety and Health Act (WAC 296-24-040) requires that this information be provided to all new employees including hourly, temporary and student employees.

Employee Name: _____

Job Title: _____

Phone # _____

Supervisor's Signature: _____

Completion Date: _____

Topics 1-4 are contained in the departmental Emergency Operations Plan. Reviewing this plan during the orientation will more than meet the requirements of these first few topics.

1. Reporting Emergencies

Tell and show the new employee(s) the police, medical, and fire emergency reporting number(s) for their work area.

General Campus Police - Medical - Fire 911

UW Medical Center Police - Medical 911

The emergency number should be posted on all telephones.

<i>Your dept., div., unit, worksite, etc.</i>		
Office of the Dean, School of Public Health and Community Medicine		
Location	Emergency Service(s)	Phone #
Health Science Bldg, F-350	Police-Medical-Fire	911

2. Emergency Evacuation

Walk new employees through the appropriate emergency evacuation route for their work area. Also point out the secondary emergency evacuation route to be used if the primary route is blocked. Show them where to assemble after evacuation. Discuss special evacuation needs and plans with disabled employees. (Campus building evacuation floor plans are available from EH&S, call 3-0465.)

***Reference Departmental Emergency Plan.**

(Emergency evacuation route – F2 or F3 stairwell, go down stairs to first floor, exit the building and proceed to the assembly point across Columbia Road on the lawn. Check in with the Evacuation Warden in the green hat. If escape is impossible from 3rd floor, waiting for assistance on the 3rd floor balcony is appropriate. Staff can access the third floor balcony from the F-300 hallway or from F-360 Conference Room. If trapped, call 911 and report situation.)

3. Local Fire Alarm Signaling System

Show new employees where fire alarm pull stations are and instruct them in their use. Let them know that activating the pull station sounds an alarm in the building to alert other occupants to evacuate.

Pull stations are located at:

The 3rd floor F wing has three. They are located at:

- **Stair F2**
- **Balcony stairs next to F343**
- **Next to F300 D**

There are a total of 3 fire exits near the Dean's Office Corridor.

The 1st floor E/F wing has 3 pull stations. They are located near:

- **E160**
- **F146**
- **F166**

Describe what the alarm in your building sounds like (a bell, chimes, a slow whoop).

- Tell your new employees that they must leave the building immediately upon hearing the alarm, closing doors behind them.
- When employees discover a fire they should first, pull the nearest fire alarm pull station and then exit the alarmed area. If possible, employees should follow up with a telephone call from a safe location to provide more details.
- On Campus: The activation of a fire alarm pull station also sends a signal to the UW Police and Seattle Fire Department showing the location of the emergency.

4. Portable Fire Extinguishers

Show the employee(s) where portable fire extinguishers are located. Tell them to use a portable fire extinguisher only if:

- they have been trained to use them,
- the fire alarm has been sounded first,
- the fire is small (waste basket size), and
- they have a clear evacuation route.

Fire extinguishers located at:

- **F-300 hallway between offices F-349 and F-357**
- **Outside door of F-346**

5. Department Reporting Procedures

Tell your new employee(s) to immediately report accidents, incidents, near misses, motor vehicle accidents and any unsafe conditions or acts to their supervisor or the Office Safety Coordinator.

a. Reporting Accidents and Incidents

Explain that after they immediately report on-the-job accidents, they have to fill out a University accident incident report using OARS.

Work Location

Form - online

University - Health Sciences

<http://www.ehs.washington.edu/ohsoars/index.shtm>

<i>Your report form name:</i>	Online Accident Report System (OARS)
<i>URL to access form:</i>	http://www.ehs.washington.edu/ohsoars/index.shtm

Explain all accidents or near accidents (incidents) must be reported even if no personal injury was sustained.

Reporting all accidents and incidents helps the University and the employing department initiate effective safety programs and accident prevention measures.

b. Reporting Motor Vehicle Accidents

All automobile accidents in University-owned vehicles must also be reported to the University Police Department (9-911) immediately, whether or not there appears to be personal injury or property damage.

c. Reporting Unsafe Conditions and Acts

Along with immediately reporting unsafe conditions and acts to their supervisors or the person noted above, employees may report safety problems to Environmental Health and Safety. Explain that employees should take responsibility for correcting unsafe conditions when feasible, e.g., wiping up small, nontoxic spills and removing tripping hazards.

6. Workers' Compensation and Industrial Insurance

Tell employees that work-related injuries or illnesses resulting in medical expenses or time loss is covered by Washington State's Workers' Compensation. To establish a Workers' Compensation claim, employees must fill out a State Department of Labor and Industries (L&I) Report of Industrial Injury or Occupational Disease at their medical provider's office when they receive medical care for a work-related injury or illness. Explain, also, that prompt reporting of accidents to you, the supervisor, will make the claims process easier and may allow you to find them modified work during their recovery.

7. First Aid

Tell new employees where first aid kits are located. If your department is required to have first aid certified employees on staff, (UW OPS D 10.5) tell new employees who they are and how to contact them. Explain what action employees should take if they or others are injured. If safety showers or eye wash stations are located in your department, show new employees where they are and instruct them in their use.

***Refer to the Departmental Emergency Plan.**

First aid kits are located:

- **In Copy Room, F346E marked "First Aid"**
- **F-361C, Development Office Assistant's office**
- **Brown Carrying Case marked "Emergency Preparedness" located under bookcase on F360**
- **F346E, Assistant to the Associate Dean, Public Health Practice**
- **Offices E165C, F143 and G153**

8. Hazard Communication

A. Specific Worksites: Office Staff

For staff whose only chemical exposures are in an office environment.

- Provide a copy of the brochure "Hazard Communication Office and Computer Products."
- Discuss hazard information and protection measures for products they will work with.
- Explain an MSDS and tell employees where they are located or how to obtain them.

9. Employee Safety and Health Training

Use the following list to indicate the safety and health training classes the new employee will be required to take for their job. Recommended classes could also be marked but priority must be given to arranging the required health and safety training classes.

- Please register new employees in EH&S courses as soon as you are aware of their start date since many required courses fill early.
- All supervisors/managers are required to complete the Workplace Violence
- All new employees will have Health & Safety/Emergency Preparedness and Workplace Violence training

10. Safety and Health Committee(s) and/or Safety Meetings

Tell new employees about the Organizational and University-wide Health and Safety Committees and about the departmental health and safety committee and safety meetings, if applicable. Tell them who their safety committee representatives are and how to contact them.

Rene' Lucas (Dean's Office) - appointed.

Chuck Treser (Environmental and Occupational Health Sciences - elected.

11. Safety Bulletin Board

Point out the departmental safety bulletin board and tell them what items can be found on the board.

The bulletin board must display the following posters:

- ***UW HazCom Poster***
- ***State Labor and Industries Posters***
 - "Job Safety and Health Protection"***
 - "Notice to Employees"***
 - "Your Rights as a Worker"***

Other safety notices, newsletters, safety and health committee minutes, etc. should be posted here also.

12. Departmental/Worksite Safety Practices and Rules

Conduct an on-the-job review of the practices necessary to perform the initial job assignments in a safe manner. Employees should understand that supervisors would provide job safety instruction and inspection on a continuing basis.

Review safety rules for your department, e.g., non-smoking areas, working alone, safe use of chemicals, biohazards, radioactive materials, etc.

13. Tour Department/Facility Reviewing Worksite Hazards

“Back Page”

1. Department: **Dean’s Office, School of Public Health and Community Medicine**
2. Last Updated (date/person): **February 11, 2008, Rene’ M. Lucas**
3. Health and safety Coordinator (from 1997 to present):
Name: **Rene’ M. Lucas**
Phone: **685-8904**
e-mail: **rlucas@u.washington.edu**
Bldg/Room #: **Health Sciences Building, F346C**

Representatives to Group # 4, Organizational Safety & Health Committee
2008-2010:

Appointed: **Rene’ M. Lucas, rlucas@u.washington.edu, 685-8904**

Elected: **Chuck Treser, ctreser@u.washington.edu**

Chair: **Stephanie Steppe, steppe@u.washington.edu, 543-6114**

Union Representative: **Carol Resnick, cresnick@u.washington.edu, 598-8816**

Organizational Representative to University-Wide Safety & Health Committee
2008-2010:

**(Chair) Stephanie Steppe - Appointed
steppe@u.washington.edu, 543-6114**

(Alternate Chair) TBA

6. First-Aid/CPR Certified: **Mark Oberle, MD, MPH**

7. Person responsible for stocking First-Aid Kits (UW OPS Manual D 10.5):
Rene’ M. Lucas

Important Non Emergency Phone Numbers: **Main office: (206) 543-1144**

See EH&S website at **www.ehs.washington.edu**. Click on “Service Phone Numbers.”