# University of Washington

**Environmental Health and Safety**

# GUIDE TO

# DEPARTMENTAL HEALTH AND SAFETY PLANS

# Managing Your Health and Safety Program:

# Your Plan as a valuable tool

* Customizing your Plan

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* Sample Plan format
* Incorporating existing documents and records
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**MANAGING YOUR HEALTH & SAFETY PROGRAM**

Your health and safety plan (your accident prevention “program” in writing) is a valuable tool for organizing and managing the various aspects of an effective health and safety program in your unit.

* It provides for a safe and healthful work environment by identifying and controlling hazards.
* It provides a mechanism for organizing thoughts and approaches and documenting activities. The process of “working it through” is as important as the Plan, itself.
* It provides a structure for action, especially in an emergency.
* It facilitates coordination with other University groups: Facilities Services maintenance and delivery staff; emergency personnel; construction or remodeling workers; Health and Safety Committees, and Environmental Health and Safety.
* It facilitates coordination with non-University organizations: Seattle Police Department; local community organizations; county governments; METRO; L&I; Department of Ecology; EPA.
* It helps compliance with Federal and State regulations, contributes to the UW being a good citizen in the community, and helps avoid the citations and penalties associated with non-compliance.

Because of its diverse work environments, the University of Washington can outline only general requirements for a health and safety plan. These are found in UW Administrative Policy Statements (APS). Since hazards vary with actual work-sites, the Department of Environmental Health & Safety (EH&S) has written this guide to help you addthe appropriate detailnecessary to customize aPlanfor your work site. UW APS’s together with all Departmental Health & Safety Plans constitute the UW Accident Prevention Programrequired by law.

Whether your organizational unit is technically a “department” doesn’t matter as long as it functions as a cohesive unit and effectively addresses all the elements of a good plan. For simplicity in this Guide, organizational units are referred to as “departments.”

### USING THIS GUIDE

This guide will lead you through the process of determining which health and safety risks are unique to your work setting. Ultimately, you will have a comprehensive document that includes or references all policies and procedures that mediate these risks and provide for you a safe work place that meets regulatory requirements.

To make it as easy as possible for you, most of the rest of this guide has been formatted as a sample health and safety plan. You may use as much of the wording as you wish in your own plan, and change or add only what is necessary to fit your workplace. **(Boldface type indicates major headings and helpful information or other options.)** Do not *delete* entire parts of the outline, however; if an item isn’t applicable, give a short explanation why it is not. Keeping a section with a short note will confirm that you addressed the item and didn’t overlook it.

The final section of this guide is an appendix which contains UW procedures for specific activities. If your department conducts activities governed by these procedures, you must include procedures for those activities that meets, as a minimum, the requirements of the appendix.

Your departmental health and safety plan does not replace existing documents or records such as the following:

* Emergency Evacuation and Operations Plan (EEOP),
* Laboratory Safety Manuals (including Chemical Hygiene Plans),
* Training Records,
* Radiation Safety Records, or
* Safety Inspection Records.

These may be *referenced* in appropriate sections. Your plan does, however, provide a mechanism for understanding how all the parts fit together and a reference to their locations. To be effective, *all* employees should know about this plan, where to find it, and how to use it.

Employees who are most knowledgeable about specific departmental operations are the best qualified to develop this plan and ensure its relevance to your *faculty, students, staff, and visitors*. EH&S will work with you to promote health & safety and maintain compliance with laws, regulations, codes, and recognized standards.

Additional information and sample checklists are available on the EH&S web-site:<http://www.ehs.washington.edu/ohshsplans/index.shtm>

If you have questions or comments please contact:

EH&S Occupational Health and Safety Office at 206.543.7388 or [*ehsdept@u.washington.edu*](mailto:ehsdept@u.washington.edu)*.*

University of Washington

Environmental Health and Safety

January 8, 2008**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SAMPLE HEALTH & SAFETY PLAN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A. INTRODUCTION:**

**1. Scope:**

The policies and procedures described here apply to all operating units and address site-specific safety issues, if applicable. **(To clarify the relationship between different work locations, you may wish to include an organizational chart.)**

**2. Health and Safety Policy:**

This Accident Prevention Program, or Health and Safety Plan, shares the commitment of the University of Washington to provide a “safe and healthful environment for all individuals associated with the institution, including faculty, staff employees, hospital patients, and visitors” (University Handbook Vol. IV, Part VI, Chapter 4). It follows UW policy set in the Administrative Policy Statements (APS) 10.3, and is consistent with requirements in the Washington State Industrial Safety and Health Act (WISHA) (WAC 296-24, 296-62 and 296-800) which is administered by the Department of Labor and Industries (L&I).

**3. Responsibility:**

The Dean, Director, Chairs and Supervisors are responsible for maintaining safe work practices in their respective units, including required health and safety training. We understand that it is University policy that this responsibility can neither be transferred nor delegated (University Handbook, Vol. IV, Part VI, Chapter 4, Section 1.A).

Our department requires all employees to comply with health and safety regulations, with departmental policies and procedures that apply to their own conduct on the job, and to report accidents, injuries, and unsafe conditions to their supervisor.

**4. Safety Coordinator:**

We have chosen one individual to serve as a Safety Coordinator for our department (see “Back Page”). This person has been given adequate authority to carry out the following responsibilities:

* 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.

**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 supervisorsand 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. Samples of checklists we use are included (or referenced) here.

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**A generic new employee safety orientation checklist can be found on the EH&S web-site at** [**http://www.ehs.washington.edu/ohshsplans/index.shtm**](http://www.ehs.washington.edu/ohshsplans/index.shtm)**.**

**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)**. (It is usually based on the layout of a whole building which may contain several departments).** Our\_\_\_\_\_\_\_\_\_ (name of unit) 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.

**A guide for developing a departmental Emergency Evacuation and Operations Plan (EEOP) can be found on the EH&S web-site at:** [**http://www.ehs.washington.edu/fsoemerprep/evacplan.shtm**](http://www.ehs.washington.edu/fsoemerprep/evacplan.shtm)**.DOSH (formerly WISHA) requires an employer to develop an emergency action plan that includes most of the points found in this guideline.For more information, you may call the EH&S Building and Fire Safety Officeat 206.543.0465.**

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.

**3. Accidents:**

**a. Medical Emergencies:**

All medical emergencies must be reported to the nearest Emergency Medical Services (EMS), usually 911. Our department uses the following method to summon EMS help. **(Non-campus facilities or field locationsalso need to indicate here how emergency services are summoned to their location.)**

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**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 outby the employee, the supervisor, or bothusing the Online Accident Reporting System (OARS) at: <http://www.ehs.washington.edu/ohsoars/index.shtm>.

Copies of this department’scompleted forms are distributed -to the following people: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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:

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**The following options are recommended to help departments meet First Aid planning required by DOSH (formerly WISHA). See:** [**http://www.ehs.washington.edu/ohshsplans/index.shtm**](http://www.ehs.washington.edu/ohshsplans/index.shtm) **for EH&S guidelines:**

* ***Offices* can have either 1 first aid person per floor/suite/area or if on campus, they may rely upon UW Police Department’s rapid response.**
* ***Laboratories* need at least 1 first aid person at all times. This may require several certified staff per floor/suite.**
* ***Shops* need at least 1 first aid person at all times. This may require several certified staff.**
* ***Medical/Clinical* sites should have on-site medical staff or 1 first aid person per floor/suite/area.**
* ***Field Activities* require at least 1 first aid person at all times.**
* ***Other:* (describe).**

Related department *training* requirements are addressed later in section C.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 documentand on the outside of first aid kits.

**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.

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**(Kit contents and stock numbers are listed on the EH&S website at:** [**http://www.ehs.washington.edu/ohshsplans/firstaidkit.shtm**](http://www.ehs.washington.edu/ohshsplans/firstaidkit.shtm)**.)**

**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 usingOARS as you do for accidents/incidents. Other departmental procedures for reporting and resolving safety problemsor potential workplace violenceare described below:

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**6. Safety Meetings: Supervisor Leadership**

Supervisors can promote health and safety in formal safety meetings or in regular staff meetings, but either way, discussion of safety issues needs to be documented. Formal safety meetings are held as described below, includingorganizational policy, meeting frequency, responsibility for minutes, location of minutes, and how part-time employees can participate or be informed.

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**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 WashingtonState 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 SafetyTeams**

*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. Our department **(insert one)**

* *has* organized a formal health and safety team and conducts it as follows:

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The current members of our departmental safetyteam are identified on the “Back Page” of this document.

* *does not have* a formal health and safetyteam. Instead, health and safety issues are discussed in staff meetings (see section B.6) 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 *OrganizationalHealth 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 # **(Group Name:)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organizational Health & Safety Committee.

The **(Group #)** Committee reports to the following executive \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who is represented on the Committee by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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-wideHealth 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 # \_\_\_ 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 materialmay also be posted. They are located in \_\_\_\_\_\_\_\_ 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 developed Laboratory Safety Manuals for our laboratories (including Chemical Hygiene Plans)if required.
* We visited all work areas, and examined processes from beginning to end in order to record possible hazardous situations.
* We developed inspection checklists (see section C.3 below).
* We applied recommendations from inspectors outside our department, such as EH&S.
* We consulted the Washington Administrative Code (WAC) Chapters 296-24, 296-62 and 296-800 for General Safety and Health Standards and Occupational Health Standards established by the State Department of Labor and Industries (L&I), as well as the University of Washington Administrative Policy Statements (APS), 10.3.
* We performed Job Hazard Analyses (JHA). **(See discussion following the Chart below.)**

**“Typical Worksite Safety Issues to Address” Chart Instructions**

**The chart on the next page is a tool to help you identify issues that are addressed by safety regulation. You don’t have to include the actual chart in your Plan, but it would be a good idea to do so when requirements apply to your workplace. (Double left-click on any box in the left column you want to check.) Safety items you have checked indicate issues you need to evaluate. These must be included in your safety Plan, along with methods you have developed to reduce a hazard if one exists. Section C.2 Reduction of Hazards explains how to do this.**

**The most common hazards are at the top of the chart and the least common are at the bottom, but it’s a good idea to consider them all at first. The columns on the right indicate the degree to which hazards are likely to be present in a particular type of workplace (4 subjective levels), but more than one column may apply if the workplace functions in different ways.**

**If you can’t decide whether a hazard is present or not, please contact EH&S for help at 206.543.7388.**



**A *Job Hazard Analysis* may be performed by the first line supervisor in the following way:**

* **Review job injury and illness reports (including “close calls”) to determine which jobs to analyze first.**
* **Involve employees in all phases of the analysis. Explain to workers that you are studying the job, itself, not checking up on them.**
* **Review work plans for an overview of job activities.**
* **First note deficiencies in general conditions, such as inadequate lighting, noise, or tripping hazards that may not be directly related to the job.**
* **Break the job down into steps in the order of occurrence.**
* **Examine each step to determine hazards that exist or might occur.**
* **Determine whether the job could be performed in another way or whether safety equipment or precautions are needed.**
* **If safer job steps can be used, write new procedures to describe specifically what the worker needs to know to perform them.**
* **Determine if any physical changes will eliminate or reduce the danger (e.g. redesigned equipment, different tools, machine guards, personal protective equipment or ventilation).**
* **If hazards are still present, try to reduce the necessity or frequency for performing the job.**
* **Document the assessment: job covered, task, date, and person performing the analysis.**
* **Review recommendations with all employees performing the job.**
* **Review and update the job hazard analysis periodically, especially if an accident occurs in that job.**

**2. Reduction of hazards:**

Our department head and supervisors have complied with the requirement for a written plan in their areas of responsibility by *identifying* each of the above hazards, *evaluating* its potential risk, and *controlling* or eliminating it according to the measures described below. Some plans (**e.g., Laboratory Safety Manuals, Emergency Evacuation and Operation Plans, Radiation Safety records)** are located elsewhere and are referenced accordingly.

When possible, we modified or designed our facilities and equipment to eliminate employee exposure to hazards. Where engineering controls are not possible, we have instituted work practice controls that effectively prevent employee exposure to the hazard. When these methods of control are not possible or not fully effective, we require the use of personal protective equipment (PPE), such as safety glasses, hearing protection, etc.

**a. Evaluation**

*Evaluation* of potential risk (probability and magnitude of harm) has been done for certain hazards. When hazards are either (1) present in an unknown or a variable amount **(such as airborne contaminants like asbestos or carbon monoxide),** or (2) subject to complicating factors **(such as extreme risk or individual medical sensitivity)**, monitoring has been done to determine the safest procedures**.** EH&S has been consulted as needed. The following describes evaluations we have made:

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**b. Engineering Controls**

*Engineering controls* have been employed, whenever possible, as the preferred way to eliminate the following specific hazards **(facility or equipment design, e.g., fume hoods, guardrails, proper tool guards, walkway surfacing).**

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**c. Administrative Controls**

*Administrative controls*, the way a job is done, have been used to reduce some of the hazards in our department, and on-going training is an inherent part of our safety program (see section C.5).

**(Administrative controls may include rotation of workers to reduce exposure time, specialized training, or using less hazardous procedures. The best procedures are usually those recognized as safe by professionals working in the field, by equipment manufacturers, by consensus in a specialized group, or simply by tradition. They are often referred to as “standard operating procedures,” (SOP’s), “operating instructions,” “safe practices,” “prudent practices,” “Universal Precautions,” etc., and are often found in something like a manual.)**

The following administrative controls are used in our department**:**

Activity\_\_\_\_ Admin. Control \_\_\_\_\_\_ Function\_\_\_\_\_\_

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**d. Personal Protective Equipment**

*Personal protective equipment (PPE)* is used as a “last line of defense” for some hazards, particularly chemicals. Our hazard assessment and training documentation is located \_\_\_\_\_\_\_\_. The following information is required (UW APS10.4):

* Hazard Assessed, (site, evaluator, date, supervisor verifying)
* PPE Selected
* Type and frequency of Training

**3. Safety Inspections**

To maintain our commitment to safe work practices, and to ensure that our department continues to meet regulatory standards, we conduct regular, thorough inspections of associated work areas and continually check for unsafe conditions and practices. We consider these inspections an additional opportunity to provide practical training in safety awareness as well as a systematic method for involving supervisors and others in the process of reducing workplace hazards. Our department’s policy on the frequency and methods for periodic safety inspections, and the location of inspection records is described below **(attach sample of checklist, if used):**

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**More information about conducting inspections at your work-site and sample inspection check lists may be found at the EH&S web-site**[**http://www.ehs.washington.edu/fsosurveys/checklists.shtm**](http://www.ehs.washington.edu/fsosurveys/checklists.shtm)

**4. First Aid and CPR Training**

**(Use one of the following)**

* In order to ensure our staff have adequate *access* to first aid in an emergency (see section B.4), our department requires current *training* for some employees in first aid and CPR certification. According to the UW APS 10.5, which lists jobs, activities, and work-sites that require this, we have established the following training requirements:

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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 . . .) or (Our on-site medical staff . . .)

. . . 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. **However, you may want to consider adding that 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 **(tracked either according to individual oraccording toposition and may vary with degree of potential exposure)**. Training records, including completion dates, are kept to maintain program continuity and to satisfy legal requirements. Documentation is kept \_\_\_\_\_\_\_\_\_\_\_\_\_ **(wherever is convenientas long as the location is specified, except for fall protection which requires documentation to be on site – for EH&S classes, you may refer to EH&S Training records).**

Hazard Type of Training Frequency Person/Position

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**Additional information regarding training requirements may be found on the EH&S home page under “Training Information”. Supervisors are encouraged to attend EH&S training for hazards faced by employees in their areas of responsibility. The class “HazCom Train-the-Trainer,” for example, would apply to most work places.**

**6. Medical Exams and Vaccinations**

Certain work environments or specific work practices create health risks that require medical examinations or immunizations for employees. Our department has checked the UW APS 10.3 or 10.6, or called the Occupational Health Nurse at 206.221.7770 and determined that this does not apply to us. (**If it does, how do you plan to comply with this requirement on a continuous basis?)**

**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. **Note: the EH&S Training office maintains records for EH&S classes. Call 206.543.7201 for more information.**

**Department records should include:**

* **Results of self-evaluation inspections.**
* **Records of requests for assistance in correcting noted deficiencies.**
* **Minutes of safety education-accident prevention meetings.**
* **Records of employees requiring medical evaluations including dates of examinations and immunizations.**
* **Records of employee safety training, including dates when certificates expire, where applicable.**

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Updates:**

For this Plan to be useful as a “living document,” it must reflect the department’s *current* safety program and its *current* responsible parties. Periodic updates, at least annually, are necessary to ensure this. The “Back Page” of this document provides a convenient place to look for the most recent revision date, the names of key safety personnel, and other information.

**E. The Safe Campus Program (new section)**

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 facultyand staff to take Workplace Violence training at least once every biennium,as well as receive information during new employee orientation. We arrange for the biennial training [fill in the method used by your work group]. Records of the training are maintained in the [give location] 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)

. Bothell: 425-352-SAFE (425-352-7233)

. Tacoma: 253-692-SAFE (253-692-7233)

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

**“Back Page”**

1. Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Today’s date / signature: ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Last update (date/person): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Health and Safety Coordinatorfor our department: (from \_\_\_\_ to \_\_\_\_):

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bldg./Room/Box # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Health and Safety Teammembers in our department **(if applicable)**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Organizational**Safety & Health Committee:

Group # \_\_\_(Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Elected: Name/e-mail/phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (from \_\_\_ to \_\_\_ )

Appointed: Name/e-mail/phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (from \_\_\_ to \_\_\_ )

Union Representative: Name/e-mail/phone \_\_\_\_\_\_ (from \_\_\_ to \_\_\_ )

Chair: Name/e-mail/phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (from \_\_\_ to \_\_\_ )

1. **University-Wide** Safety & Health Committee representative for above Gr. #:

Name/e-mail/phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (from \_\_\_ to \_\_\_ )

7. First-Aid/CPR Certifiedemployees in our department:

Name/Phone/Expiration Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Phone/Expiration Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Phone/Expiration Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Phone/Expiration Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person responsible for stocking First-Aid Kits (UW APS 10.5):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Important Non Emergency Phone Numbers:

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**See EH&S web-site at** [**www.ehs.washington.edu**](http://www.ehs.washington.edu)

**Click on “Service Phone Numbers”**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_APPENDIX: PROCEDURES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Small Utility Vehicle and Golf Cart Procedure**

These procedures are provided to facilitate safe operation of small utility vehicles and golf carts used during UW operations. Because these vehicles are typically of lighter construction, feature less safety equipment, and operate in different environments than typical motor vehicles, it is imperative that operators understand the particular capabilities and limitations of these vehicles, and that they are aware and take precautions against the particular hazards they may be exposed to.

Each department that operates these types of vehicles must adhere with the requirements of this procedure and should have trained staff members who are responsible for supervising operators. Since this procedure may not identify all hazards associated with particular vehicle operations, each department is responsible for conducting a “job hazard analysis” to determine the potential hazards for their specific operations and operating conditions (for example, crowded stadiums, steep slopes, or severe weather) and to take appropriate action to mitigate any particular hazards identified in that analysis. Departments are also responsible for ensuring that vehicles are maintained in a condition that allows for safe operation.

This procedure is for small utility vehicles and golf carts only, and is not intended for typical automobiles, trucks, or vans, or for riding lawnmowers, tractors, etc. This procedure does not replace or invalidate any other requirements or rules governing use of UW vehicles or equipment.

1. Definitions:
   1. Golf Cart: Small motorized vehicle with room for a driver, one or more seated passengers, and a small amount of equipment, generally not licensed for street use.
   2. Small Utility Vehicle: Small motorized vehicle designed for a specific type of work, such as a Cushman, a John Deere Gator or Kawasaki Mule, etc. These vehicles are mainly intended for off-street use, although they may be licensed for street usage. They are generally designed to carry equipment and/or passengers.
   3. Street Legal: A small utility vehicle or golf cart that meets the requirements of the State of Washington to be able to be driven on public roads according to the appropriate RCW and WAC sections and has been approved for such use by the manufacturer.
   4. Trained Staff Member: UW employee who has been received training on the elements of this procedure and who is authorized by their department to supervise golf cart and/or small utility vehicle operations.
2. All drivers of utility vehicles or golf carts must attend a training session prior to operating any such vehicles, and must be a trained staff member or under the supervision of a trained staff member while operating vehicles.

The training program should include:

* The contents of this procedure, especially including all safety rules.
* Safe operating rules of the road.
* Precautions for operating in low-light or dark conditions.
* Designated paths and routes for vehicle operation.
* Procedures for unusual operating conditions, for example, while using an attached snow plow or towing, as applicable.
* Limitations and restrictions on the use of the golf cart.
* The difference between street legal and non-street legal golf cart/small utility vehicle.
* Steps to be taken in an emergency.

1. All drivers must be 18 years of age or older and must have a valid driver’s license. A copy of the current valid driver’s license should be on file with the responsible department prior to operating the vehicle. Each department should designate an HR representative to keep this confidential information on file.
2. Utility vehicles and golf carts shall observe all vehicle traffic laws (e.g. stopping at stop signs, yielding to pedestrians, etc).
3. Vehicles shall not be operated in a manner that may endanger passengers, other members of the campus community, or property.Drivers must not be under the influence of alcohol or drugs. Drivers should not use radios or cell phones while the vehicle is moving. Absolutely no horseplay while operating vehicles.
4. The number of passengers and load capacity shall not exceed the manufacturer’s rated limit. Passengers must be in seats. Seatbelts must be worn, if installed. Safety equipment, especially including seatbelts, may not be removed from the vehicle.
5. Driver and passengers must hold on to the utility vehicle or golf cart at all times while the vehicle is in motion unless securely seat-belted in place. Luggage, packages, cargo, and/or equipment must be adequately secured for safety.
6. Operators must operate vehicles at a safe speed for conditions, and should not operate vehicles at maximum speed.
7. Utility vehicles and golf cart-type vehicles that are not licensed for street usage are restricted to sidewalks and paths on the University campus. Street-legal vehicles may be operated on streets with prior approval of responsible department. Small utility vehicles and golf carts must be operated in accordance with all applicable traffic laws, particularly regarding usage of seat-belts and prohibitions against use of cell phones or texting while driving.
8. Check path of utility vehicles or golf carts and identify areas of caution or reduced speeds over designated paths. Drivers should slow when approaching such areas, or if traveling over paths which have not been assessed. Included in training session will be instructions on which paths to use.
9. Operators must reduce speed to match other users on all streets, sidewalks, and paths. In congested pedestrian areas, operators must either park or proceed at a slow walking pace.
10. Vehicles can only be parked in a safe manner and location and must not block any entrances to buildings, stairways, ramps, or thoroughfares. Passengers who are not UW employees should be embarked and disembarked only when the vehicle is parked on a hard, level surface.
11. Charging stations for electric golf carts and utility vehicles shall be located in a safe location that has adequate ventilation to prevent potential build-upof explosive hydrogen gas, and which is adequately protected from weather.
12. Report all work-related injuries or near miss incidents to supervisor as soon as possible. Incident report instructions: <http://www.ehs.washington.edu/ohsoars/index.shtm>. Traffic and vehicle accidents may also require additional reporting to UWPD, Washington State Patrol, and/or Washington Department of Transportation.

**Required Elements for Department**

**Small Utility Vehicle and Golf Cart Procedures**

The following are minimum elements that are required to be included in department specific procedures for operation of small utility vehicles and/or golf carts.

* All drivers of utility vehicles or golf carts must attend a training session prior to operating any such vehicles, and must be a trained staff member or under the supervision of a trained staff member while operating vehicles.

The training program should include:

* The contents of this procedure, especially including all safety rules.
* Safe operating rules of the road.
* Precautions for operating in low-light or dark conditions.
* Designated paths and routes for vehicle operation.
* Procedures for unusual operating conditions, for example, while using an attached snow plow or towing, as applicable.
* Limitations and restrictions on the use of the golf cart.
* The difference between street legal and non-street legal golf cart/small utility vehicle.
* Steps to be taken in an emergency.
* All drivers must be 18 years of age or older and must have a valid driver’s license. A copy of the current valid driver’s license should be on file with the responsible department prior to operating the vehicle. Each department should designate an HR representative to keep this confidential information on file.
* Utility vehicles and golf carts shall observe all vehicle traffic laws (e.g. stopping at stop signs, yielding to pedestrians, etc).
* Vehicles shall not be operated in a manner that may endanger passengers, other members of the campus community, or property. Drivers must not be under the influence of alcohol or drugs. Drivers should not use radios or cell phones while the vehicle is moving. Absolutely no horseplay while operating vehicles.
* The number of passengers and load capacity shall not exceed the manufacturer’s rated limit. Passengers must be in seats. Seatbelts must be worn, if installed. Safety equipment, especially including seatbelts, may not be removed from the vehicle.
* Driver and passengers must hold on to the utility vehicle or golf cart at all times while the vehicle is in motion unless securely seat-belted in place. Luggage, packages, cargo, and/or equipment must be adequately secured for safety.
* Operators must operate vehicles at a safe speed for conditions, and should not operate vehicles at maximum speed.
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* Operators must reduce speed to match other users on all streets, sidewalks, and paths. In congested pedestrian areas, operators must either park or proceed at a slow walking pace.
* Vehicles can only be parked in a safe manner and location and must not block any entrances to buildings, stairways, ramps, or thoroughfares. Passengers who are not UW employees should be embarked and disembarked only when the vehicle is parked on a hard, level surface.
* Charging stations for electric golf carts and utility vehicles shall be located in a safe location that has adequate ventilation to prevent potential build-upof explosive hydrogen gas, and which is adequately protected from weather.
* Report all work-related injuries or near miss incidents to supervisor as soon as possible. Incident report instructions: <http://www.ehs.washington.edu/ohsoars/index.shtm>. Traffic and vehicle accidents may also require additional reporting to UWPD, Washington State Patrol, and/or Washington Department of Transportation.