**UNIVERSITY OF WASHINGTON**

**Comparative History of Ideas Program**

**Padelford Hall**

**SAFETY AND HEALTH PLAN**

October 2012

1. **SCOPE AND RESPONSIBILITY**

**1. Scope**

The policies and procedures described in this plan apply to all employees of the Comparative History of Ideas (CHID) Program, College of Arts and Sciences. The department is located in Padelford Hall, with offices in the B wing and a conference room in the C wing of the first floor.

**2. Safety and Health Policy**

The aim of this Health and Safety Plan is to provide a safe and healthful and efficient work environment for all, including faculty, staff employees, students, and visitors.

**3. Responsibilities**

The Program Director is responsible for maintaining safe work practices in their respective domains, including required health and safety training.

The 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**

The Safety Coordinator has the authority to carry out certain assigned responsibilities. The Safety Coordinator is responsible for:

1. Keeping the department safety and health plan up-to-date.
2. Monitoring compliance with the department safety and health plan.
3. Scheduling employee safety and health training as required and needed.
4. Maintaining safety records, such as copies of accident reports, training records, safety inspection reports, safety procedures, etc.
5. Inspecting the contents of first aid kits and other emergency supplies at least once a year and replacing missing items.
6. Keeping the department Director aware of current safety concerns.
7. Maintaining liaison with Environmental Health and Safety.
8. **Steps to Assure Employee Health and Safety**
9. **Supervisor Safety Meetings**

Because of the small size of this unit and because its operations are limited to office procedures, regular meetings are not necessary. The safety coordinator will schedule meetings when needed. Because it includes everyone, the office e-mail list is an effective communications tool for disseminating most safety information. A copy of all safety related e-mails must be saved.

1. **Safety Bulletin Boards**

The safety bulletin boards are located in the hallway outside Padelford A105 (English Graduate office) and near the copy machines in Padelford A102, and are maintained by the English Department. Copies of all mandated posters are also available online at the following locations:

<http://www.ehs.washington.edu/manuals/index.shtm#posters>

* Hazard Communication Poster (PDF) (2/99)
* Job Safety and Health Protection (PDF) (12/08)
* Notice to Employees - If an Injury Occurs (PDF) (12/08)
* EH&S Exposure Response Poster (PDF) (3/12)

<http://www.washington.edu/admin/hr/roles/ee/posters.html>

* FEDERALLY REQUIRED POSTERS
* UW Equal Opportunity Statement
* Fair Labor Standards Act
* Family and Medical Leave Act
* Uniformed Services Employment & Reemployment Act
* FEDERALLY REQUIRED E-VERIFY POSTERS
* E-Verify Participation Poster
* Legal Right to Work Poster
* STATE REQUIRED & OPTIONAL POSTERS
* Washington State Workers Rights
* Unemployment Compensation Eligibility
* Washington Minimum Wage Poster (optional)

<http://www.washington.edu/safecampus/about/pubinfo-campaign.html>

* Emergency Contact Card
* Emergency Contact Magnet
* Relationship Violence Poster (8.5 x 11)
* SafeCampus Brochure
* SafeCampus Poster(11 x 17)
* SafeCampus Flyer (8.5 x 11)
* SafeCampus Bookmark
* Workplace Violence Prevention Brochure
* Workplace Violence Checklist
1. **Emergency Evacuation and Operations Plan**

The CHID Emergency Evacuation and Operations Plan (EEOP) is incorporated into this Safety Plan by its citation here. That plan is filed with our other safety records and is on our office’s server. Employees shall be given their own copy of the EEOP. Employees should keep their emergency plan in a readily accessible location and are expected to review it during the new employee orientation and thereafter at least once every six months. E-mail reminders will be sent out by the safety coordinator once every six months to facilitate periodic review of these procedures by all employees.

Departmental personnel will make sure that all doors, exit pathways, and stairs are kept clear of all obstructions that could impede safe exiting. Fire separation doors shall not be blocked or wedged open.

1. **Departmental Participation in Health and Safety Committees**

CHID is too small a unit to need its own formal safety committee. The responsibility for overseeing safety for this unit rests with CHID’s safety coordinator. The coordinator, through consultation with the Director, can call together whatever group of CHID staff are needed to accomplish a particular goal.

Health and safety committees with management-appointed and employee-elected representatives are required by Washington State regulations (WAC 296-24-045). These advisory groups help determine unsafe conditions and methods of work, suggest corrective measures, and obtain the participation of all personnel. The Arts and Sciences Organizational Health and Safety Committee fulfills this requirement.

1. *Organizational Health and Safety Committee*

All CHID employees can bring concerns directly to the Arts and Sciences Organizational Health and Safety Committee meetings or relay concerns to the committee through the CHID representative(s) or any other member on the committee. See the last page (BACKPAGE) for the name of the current representative for this office on the Arts and Sciences Organizational Health and Safety Committee. The names of all members of the Arts and Sciences safety committee are also posted on the Administrative Gateway section of the College web-page.

1. *University-wide Health and Safety Committee*

In addition, to provide campus-wide consistency and oversight, a University-wide Health and Safety Committee is established and composed of members from the official organizational committees. Employee safety issues with campus-wide impacts or needing support beyond the level of the College can be directed to the University-wide Health and Safety Committee. Although directly addressing the University-wide Health and Safety Committee is possible for any employee, the typical way to channel concerns is through the Arts and Sciences organizational representative to this committee. See the backpage for the name of the current representative(s) for this office on the University-wide Health and Safety Committee. The names of all University-wide Health and Safety Committee members are located on the Environmental Health and Safety web page. The College of Arts and Sciences is also referred to as Committee 6 on the University Health and Safety Committee.

1. **Access to First Aid and CPR**

UW Police officers are First Aid and CPR certified and can respond within two to three minutes if notified by calling 911 or 9-911.

A first aid kit is located in the cabinet marked “First Aid Supplies” in B102C. Although advisable, this office is not required to have anyone with current first aid certification. A list of the names and phone numbers of designated first aid certified employees in Padelford is located on the last sheet (BACKPAGE) of the emergency manual.

1. **Hazard Assessment and Reduction**

To maintain a safe and healthful work place, the CHID safety coordinator will conduct periodic inspections of the work areas. This task can be assigned to the director of facilities and planning for the College of Arts and Sciences. The safety coordinator will maintain a file of safety inspection records. In addition, supervisors and employees continually check work areas for unsafe conditions and practices so immediate corrective action can be taken (UW OPS D10.3A). A self-audit safety checklist to assist in this task is filed with our electronic records. Additional assistance can be obtained from EH&S.

1. *Chemical Hazard Communication*

Washington State occupational health and safety regulations requires that employees be informed of and receive training about hazardous chemicals in the work place through labeling, material safety data sheets, and training, (Worker Right-to-Know WAC 296-62-054). The UW Hazard Communication Program is described in the UW Operations Manual, Section D 12.5. The UW Hazard Communication Program is located in the office information files besides the main reception desk.

1. Labeling

Information about hazardous chemicals is found on manufacturers' labels on chemical (or chemical products) containers. If chemicals are transferred from a labeled container to an unlabeled container, the secondary container must be labeled with the identity of the chemical, the appropriate hazard warnings, and target organ effects.

1. Material Safety Data Sheets (MSDS)

Another required method for informing employees about hazardous chemicals is through the availability of Material Safety Data Sheets (MSDS). A paper copy of MSDSs known to pose a hazard within our office is located in the CHID safety binders in B102C. Additionally MSDS can be obtained from EH&S between the hours of 8:00 a.m. - 5:00 p.m. (phone number is noted on the last page - BACKPAGE).

1. Hazard Communication Training

Employees receive information about the UW Hazard Communication Program during Personnel's UW New Employee Orientation Program and during the department's New Employee Safety Orientation.

A copy of the Hazard Communications - Information and Training for Office Staff written by EH&S is included with the MSDS sheets located in the CHID safety binders in B102C.

1. Personal Protective/Safety Equipment

The only circumstances in which personal protective equipment is needed in this work setting is the very occasional use for goggles when drilling or hammering related to modifying the furnishings of a room. Latex gloves are also available. This equipment is located under the sink in the copy room.

The safety coordinator is responsible for determining if changes in the work environment require new hazard assessment, personal protective equipment, and/or training. EH&S is available for any assistance needed in this process.

1. **Reporting and Resolving Safety Problems**

Employees are encouraged to report safety concerns to their supervisors. The supervisor should work with the safety coordinator or health and safety committee to resolve the problem. If employees do not feel they can report the safety problem to their supervisor or have done so and do not feel the problem has been resolved, the employee may discuss the situation directly with the CHID safety coordinator or an Arts and Sciences Organizational Safety Committee representative. Any party may request EH&S assistance if internal procedures cannot resolve the problem.

The Online Accident Reporting System (OARS) may be used to report safety problems. OARS is online and is available to all employees. A file of accident reports is kept in the CHID safety binders in B102C.

1. **Accident Reporting and Investigation**
2. *Medical Emergencies*

All medical emergencies are reported to Emergency Medical Services (EMS) by dialing 9-911. A list of employees certified or experienced with CPR and first aid is located on the last page of the Emergency Procedures. This list is updated once a year.

1. *Report to Supervisor*

All accidents and near accidents are reported to the employee's supervisor as soon as possible and are also reported through OARS. This online form can be filled out by the employee, the supervisor, or both. The CHID Safety Coordinator can offer assistance and will file a copy of the form.

1. *Accident Investigation*

All accidents and/or near accidents are investigated by the supervisor. The investigation results and remedial measures will be summarized on the Incident/Accident report form. Supervisors may request the assistance of EH&S to investigate any accident and especially to recommend any corrective action to prevent a recurrence of the accident. Accident investigation reports are reviewed by EH&S and the department's organizational health and safety committee. Assistance with accident investigations is available from EH&S.

1. **Employee Safety Training**
2. *Department Safety and Health Orientation for New Employees*

All new employees, including permanent and part-tie employees are required to review this safety plan. The plan is located in the CHID safety binders in B102C. All employees are given a personal copy of the emergency plan.

1. **Safety Program Record Keeping and Documentation**

All safety-related records are kept in the CHID safety binders in B102C. To meet state standards, the department maintains records of all safety activities covering the previous twelve months. These records are available to EH&S personnel and representatives from the Department of Labor and Industries at their request.

The following list describes the safety-related records this unit maintains. These records are in the CHID safety binders in B102C:

* Accident reports
* CHID health and safety plan
* CHID emergency operations plan
* Employee health and safety training records (copies of staff attendance at EH&S health and safety training class may be requested by calling 543-7201.)
* External inspection/audit records (e.g., EH&S inspection reports)
* Internal safety inspection/audit records (CHID self-inspection reports)
* CHID safety meeting records or minutes

#### BACKPAGE

#### CHID Health and Safety Plan

Last updated 10/29/2012

**1. Safety Coordinator for the Dean’s Office for 2011-12**

Amy Peloff apeloff@uw.edu 543-7991

1. **Arts and Sciences Organizational Health and Safety Committee for 2010-2011**

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| --- | --- | --- | --- |
| **Members** | **Unit** | **e-Mail** | **Phone** |
| Bob Shupe | CENPA | jtmartin@u.washington.edu | 543-4080 |
| Matt MacAdam | Physics | mattjm@uw.edu | 616-9842 |
| John Martin | Art | jtmartin@u.washington.edu | 543-0748  |
| Ron Maxell | Physics | maxell@phys.washington.edu | 543-8588  |
| Gabriela Pirralho | Spanish & Portuguese | pirrag@u.washington.edu | 543-2020  |
| Heidi Tilghman | Humanities | tilghman@u.washington.edu | 543-4580 |
| Bev Wessel | Philosophy | wessel@u.washington.edu | 616-7953 |
| Susan A. Williams | English  | saw@u.washington.edu | 543-2690  |
| Tracy Harvey (Chair) | Chemistry | harvey@chem.washington.edu | 543-8183 |
| Robert Blum | Deans Office | blum@uw.edu | 616-4417 |

**3. Important EH&S Phone Numbers**

Accident reports 3-7388

Chemical hazards 3-0467

Fire safety inspections/consultations 3-0465

Fire safety equipment repairs 5-1411

(exit signs, extinguishers, etc)

General occupational safety 3-7388

Material safety data sheets (MSDS) 3-0467

Training 3-7201

**4. Padelford Staff with First Aid and/or CPR Training:**

First Aid Training:

Brooke Miller, Math 3-6830 C36 PDL

Vickie Graybeal, Statistics 6-1942 B313 PDL

Susan Williams, English 3-9739 A101 PDL

 CPR Training:

Brooke Miller, Math 3-6830 C36 PDL

Vickie Graybeal, Statistics 6-1942 B313 PDL

**See attached list of floor wardens.**

#### 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-up of 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.
* 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.
* 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.
* 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-up of 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.