

**UNIVERSITY OF WASHINGTON  
DEPARTMENT OF PHILOSOPHY  
HEALTH AND SAFETY PLAN**

Updated January 2016

**A. INTRODUCTION:**

**1. Scope:**

The policies and procedures described here apply to the offices of the Department of Philosophy in Savery Hall, UW Seattle campus.

**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” (Administrative Policy Statement 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 and 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. (Presidential Executive Order No. 55: <http://www.washington.edu/admin/rules/policies/PO/EO55.html>). We understand that it is University policy that this responsibility can neither be transferred nor delegated (Administrative Policy Statement, 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:**

Beverly Wessel is the Safety Coordinator for our department. She has been given adequate authority to carry out the following responsibilities:

- Promoting this Health & Safety Plan in our department
- Updating this Plan, at least annually, with management approval
- Scheduling employee safety training as requested by supervisors
- Coordinating with Environmental Health & Safety
- Providing assistance to supervisors and employees as needed to resolve safety complaints
- Keeping safety bulletin boards current
- Maintaining our departments’ 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 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 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.

**The safety coordinator, Beverly Wessel, will conduct a safety orientation for new employees. A safety training log will be kept in her safety file in her office in 365 Savery. It will track all safety related training in the department.**

## **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. The Department of Philosophy 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.

## **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.

**Dial 911 to alert the University Police.**

### **b. Report form to supervisor:**

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.shtm>. Copies of this department's completed forms are distributed to the following people: Beverly Wessel and Michael Rosenthal.

**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 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: **relying upon UW Police Department's rapid response. Call 911. Names of employees trained in First Aid/CPR are listed on the "Back Page" of this document.**

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

**The Department of Philosophy's 15-20 person First-Aid Kit is located in the kitchen in Savery 367.**

**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:

**Contact UW Police at 911 if the person(s) affected feel unsafe or if no immediate danger, contact the UW Violence Prevention & Response Program: 206-685-SAFE (685-7233)**

**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, including organizational policy, meeting frequency, responsibility for minutes, location of minutes, and how part-time employees can participate or be informed.

**Employee safety meetings will be held as needed by the safety coordinator who will take responsibility for keeping the minutes, which will be kept in her Health & Safety file. Meetings will be conducted when part-time employees are scheduled to be at work.**

## **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](http://www.ehs.washington.edu) (click on Safety Committees)

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### **a. Department 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 current members of our departmental safety team are identified on the “Back Page” of this document.

Our department *does not have* a formal health and safety team. 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 system 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 # 6 College of Arts & Sciences Organizational Health & Safety Committee. The Group #6 Committee reports to Arts & Sciences Dean Ana Mari Cauce, who is represented on the committee by Bob Blum. 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 members who currently represent us from the Group #6 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, safety newsletters. Safety committee minutes, training schedules, safety posters, accident statistics, and other safety education material may be posted. They are located in Savery 369 where all employees can see them (WAC 296-800-19005).

## **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 and 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.)**

Check All That Apply	<b>Typical Worksite Hazards or Preventive Measures</b>	Offices	Class-rooms	Hosp. / Clinics	Labs	Shops
	<b>Applies: A=Almost Always, B=Commonly, C=May Apply, Blank=Rarely Applies</b>					
<b>X</b>	Emergency Procedures: Fire, Other (EEOP)	A	A	A	A	A
<b>X</b>	Earthquake Preparedness	A	A	A	A	A
<b>X</b>	Housekeeping Hazards	A	A	A	A	A
<b>X</b>	Slip/Trip Hazards	A	A	A	A	A
<b>X</b>	Electrical Equipment & Wiring	A	A	A	A	A
<b>X</b>	Emergency Escapes (Egress) Maintained/Unlocked	A	A	A	A	A
<b>X</b>	Obstruction-Free Aisles	A	A	A	A	A
	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
<b>X</b>	Asbestos (Present or Handled)	A	A	A	A	A
	Lifting >20 lbs.	A	A	A	A	A
	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					
	Golf Carts and/or Small Utility Vehicles*	C	C	C	C	C
	*Refer to Appendices for specific procedures					

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.
- 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., **Emergency Evacuation and Operation Plan**) are located elsewhere and are referenced accordingly.

## 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:

**In her dual role as Savery Hall Building Coordinator, the safety coordinator makes regular “walk-through” inspections. Inspection records will be kept in her Health and Safety files.**

## 4. First Aid and CPR Training

The UW Police Department provides adequate access to emergency first aid for our employees. Consequently, we do not require employee training in First Aid and CPR.

### 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 in Beverly Wessel's safety file in Savery 365.

<u>Hazard</u>	<u>Type of Training</u>	<u>Frequency</u>	<u>Person/Position</u>
Asbestos	On-line	Once	New Employees

### 6. Medical Exams and Vaccinations

Our department has checked the UW APS 10.3 or 10.6, and determined that this does not apply to us.

## 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. For this Plan, we have listed below applicable records maintained by our department.

**Results of self-evaluation inspections.**

**Records of requests for assistance in correcting noted deficiencies.**

**Minutes of safety education-accident prevention meetings.**

**Records of employee safety training, including dates when certificates expire, where applicable.**

### 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

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 at least once every biennium, as well as receive information during new employee orientation. Employees are encouraged to attend the university wide Workplace Violence trainings when they are scheduled. Records of the training are maintained in the administrator'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)

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!

## **APPENDIX: PROCEDURES**

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### **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. The Department of Philosophy has never and does not plan on operating any of these types of vehicles and therefore, does not go into detail here about how to operate them.

## “Back Page”

1. Department: Philosophy
2. Last Updated: 1/5/2016 by Beverly Wessel
3. Health and Safety Coordinator for our department:  
Name: Beverly Wessel  
Phone: 206-616-7953 or 206-543-5855  
e-mail: [wessel@uw.edu](mailto:wessel@uw.edu)  
Bldg./Room #: Savery 365
4. Departmental Health and Safety Team members:  
Beverly Wessel & Michael Rosenthal
5. Organizational Safety & Health Committee:  
Meets 3<sup>rd</sup> Thursdays, 3-4 p.m. CMU 065

### Committee #6, Arts & Sciences

#### **Elected Members:**

Elena Johns	Music	543-2071	<a href="mailto:emjohns@uw.edu">emjohns@uw.edu</a>
Ron Maxell	Physics	543-8588	<a href="mailto:maxwell@phys.washington.edu">maxwell@phys.washington.edu</a>
Paul Miller (Chair)	Chemistry	543-8183	<a href="mailto:paulmil@uw.edu">paulmil@uw.edu</a>
Anne Pearson	Art	221-2354	<a href="mailto:pearsa2@uw.edu">pearsa2@uw.edu</a>
Beverly Wessel	Philosophy	543-5855	<a href="mailto:wessel@uw.edu">wessel@uw.edu</a>

#### **Appointed Members:**

Margie Ramsdell	A&S Dean's Office	616-2106	<a href="mailto:mhr@uw.edu">mhr@uw.edu</a>
Lori Anthony	History	543-5790	<a href="mailto:histgrad@uw.edu">histgrad@uw.edu</a>

#### **EH&S Ex Officio:**

Emma Alder	Environmental H&S	221-2852	<a href="mailto:ealder@uw.edu">ealder@uw.edu</a>
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All terms are 2 years, 1/1/16-12/31/18

6. University-Wide Safety & Health Committee Representative for above Committee #6:  
Ron Maxell
7. First-Aid/CPR Certified employees in our department:  
Beverly Wessel  
  
Person responsible for stocking First-Aid Kits (UW APS 10.5):  
Beverly Wessel, Annette Bernier
8. Important Non Emergency Phone Numbers:  
Accident/Incident Reports                   543-7388  
Fire Safety                                       543-0465  
Workplace Violence                         685-SAFE (685-7233)  
Building Repairs/Maintenance (after hours): 685-1411

