

**UNIVERSITY OF WASHINGTON
DEPARTMENT OF ECONOMICS**

HEALTH & SAFETY PLAN

(Accident Prevention Program)

A. INTRODUCTION

SCOPE AND RESPONSIBILITY

1. Scope

The policies and procedures described in this plan apply to the following department covered by this Health and Safety Plan:

The Department of Economics is in the College of Arts and Sciences. The department is located in Savery Hall, Room 305.

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. Responsibilities

Responsibility for safety programs and safety performances lies with each Dean, Director, Chairperson and Supervisor. Everyone with supervisory responsibility is expected to directly participate in assuring that safe working conditions are maintained. Supervisors provide training for accident prevention, as necessary, for those working under their direction.

Each University employee is required to comply with occupational safety and health regulations, with departmental policies and procedures that apply to their own actions and conduct on the job, and to report accidents, injuries, and unsafe conditions to his or her supervisor. (University Handbook, Vol. 4, Part VI, Chapter 4) (UW OPS D10.3).

4. Safety Coordinator

Randa Knudsen is the Safety Coordinator for the Department of Economics. This person has been given adequate authority to carry out the following responsibilities:

1. Auditing compliance with safety and health plan.
2. Keeping the department health and safety plan up-to-date.
3. Scheduling employee safety and health training as required and needed.
4. Working as a liaison with Environmental Health and Safety.
5. Working with supervisors and employees to resolve safety complaints.
6. Maintaining bulletin boards and safety records such as copies of accident reports, training records, safety inspection reports, safety procedures, etc.
7. Keeping the department Chairperson aware of current safety concerns

B. FUNDAMENTALS: 8 KEYS

1. New Employee Health and Safety Orientations:

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 and forms for reporting all accidents and incidents to their supervisors;
- e. Procedures for reporting unsafe conditions or acts to their supervisors, and, when possible, taking action to correct unsafe conditions;
- f. Location of first-aid kits and identification of first-aid certified employees;
- g. Description of UW and departmental Hazard Communication Program;
- 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.

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

- New employees are given the link to the Departments Health & Safety webpage.
- The Health & Safety webpage link is included with the packet given to all new graduate students.
- The Administrator goes over the key items covered in the new employee safety orientation checklist.
- Required safety training is scheduled.
- The Department Administrator maintains health and safety records as well as schedules all required training.

The new employee safety orientation checklist can be found on the EH&S web-site www.ehs.washington.edu in the Developing Department Safety Plans section.

2. Emergency Evacuation and Operations Plan (EEOP):

All University departments develop an Emergency Evacuation and Operations Plan (EEOP) which contains procedures for responding to fires, bomb threats, chemical spills, earthquakes, etc. The department EEOP contains building floor plans of life (fire) safety equipment and exit pathways; identifies evacuation assembly point(s); describes methods of accounting for occupants with mobility impairment. All department staff are trained in the department's EEOP. If an employee moves to a new location, the above mentioned information must be reviewed for the new worksite.

If the fire alarm is activated, all affected employees shall immediately leave the alarmed area, closing doors behind them. Never use the elevator during an alarm.

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, particularly stairway doors, shall not be locked or wedged open.

The Department of Economics Emergency Evacuation and Operations Plan (EEOP) is located in the Economics main office, Savery Hall, Rm. 305.

A link to The Department's Emergency Evacuation and Operations Plan (EEOP) is distributed to all new employees as a part of their department new employee orientation.

3. Accidents:

a. Medical Emergencies

All medical emergencies are reported to the nearest Emergency Medical Services (EMS). Economics uses the 911 system to report medical emergencies.

b. Report to Supervisor

All accidents and near misses must be reported to the employee's supervisor as soon as possible. Near misses are valuable opportunities to correct unsafe situations, which under slightly different circumstances would result in serious injury. The form "Incident/accident/Quality Improvement Report" may be filled out by the employee, the supervisor, or both. To get the appropriate version of blank form go the EH&S web-site www.ehs.washington.edu (click on "Services" and then "Accident/Incident Reports"). Copies of completed forms are distributed to the departmental safety coordinator.

c. Accident Investigation

All accidents and/or near accidents are investigated by the supervisor who then summarized 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 and CPR Access:

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 calling the UW Police Department 911.

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 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 responsible for first-aid kits are listed on the “Back Page” of this document.

Type and location of current First-Aid Kits:

1 small first aid kit 10-15 people, Savery Rm. 305 Kitchen next to refrigerator
1 large first aid kit, Savery 305 Kitchen next to refrigerator

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 on the same form as accidents/incidents.

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.

a. Staff Meetings

All professional and classified staff will meet annually to review the Health and Safety Plan for the Economics Department. Minutes will be taken by the Program Coordinator and will be kept in an electronic file in the departments shared drive. These meetings will be scheduled at a time when all staff can attend.

b. Faculty Meetings

Once a year, at a faculty meeting the Health and Safety Plan will be included in the agenda.

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. Fifty percent (or more) of the representatives are elected by employees and fifty percent (or less) are appointed by management. Safety issues may originate at any level. Health & Safety Committees are required by Washington State

regulation (WAC 296-800-14005). A listing of committees and current members may be found at the EH&S web-site: www.ehs.washington.edu (click on Safety Committees).

a. Department Health and Safety Committees

Departmental Health & Safety Committees deal with “front line” issues. Large departments may especially benefit from this centralized approach to health and safety issues, even though safety committees at this level are optional. In addition to providing a pathway for communication between different sections, committees involve employees in the process of identifying and resolving safety issues. The Economics Department has a department Health and Safety Committee comprised of:

Randa Knudsen 3-3788 rknudsen@u.washington.edu
Chris Fendrich 6-8976 fendrich@u.washington.edu
Ahna Kotila 5-2026 akotila@u.washington.edu

This committee is responsible for reviewing department accident reports to determine if a proper investigation was conducted and to make any recommendations regarding compliance issues. It will also schedule discussions of current health and safety issues at departmental faculty/staff meetings. (see section B.6).

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 organizational units of the group, including his/her own. Unresolved issues may be referred to this committee from departmental committees. Our department is represented on the Group #6 College of Arts and Sciences Organizational Health & Safety Committee.

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

c. University-wide Health and Safety Committee

In addition, to provide consistency and oversight, a *University-wide Health and Safety Committee* has been established. Its members come from the official organizational committees. Safety issues referred to this level are relevant to the entire University community. The member(s) who currently represent us from the Group # 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 WISHA posters, safety notices, safety newsletters, safety committee minutes, training schedules, safety posters, accident statistics, and other safety education material. They are located in our mailroom

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 Work-site Hazards or Preventive Measures*,” 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. (not applicable to Economics)
- 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).

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 are located elsewhere and are referenced accordingly (e.g. Emergency Evacuation and Operations Plans).

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) will be done for certain hazards. Because they 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 will be done to determine the safest procedures. EH&S will be consulted as needed.

b. Engineering Controls:

Engineering controls will be employed, whenever possible, as the preferred way to eliminate the following specific hazards: Facility or equipment design.

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).

The following administrative controls are used in our department:

Activity: Overwhelming heat in Admin. Offices

Admin. Control: Allow those most affected to work from home in the hottest part of the day.

Function:

d. Personal Protective Equipment: (This section not applicable to Economics)

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 (N/A). The following information is required (UW APS 20.4):

- 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.

- Annual inspections by the safety committee
- Inspection records are maintained in the Administrator's office

4. First Aid and CPR Training:

The UW Police Department provides adequate access to emergency first aid for our employees (see section B.4). Consequently, we do not require employee training in First Aid and CPR. However, employees are encouraged to take first aid and CPR training.

5. Safety Training: On-Going:

All employees will receive copies of the department's Emergency Procedures plan and The Safety and Health Plan, which will include information on:

- Reporting procedures for fire, police, or medical emergencies.
- Evacuation procedures during an emergency.
- The locations of fire alarm pull stations and fire extinguishers. Employees should not attempt to use a fire extinguisher unless trained to do so.
- Procedures for reporting all accidents and incidents to their supervisors and filling out a UW form 1428, UW Incident/Accident/Quality Improvement Report, available from the department Safety Coordinator in Condon 405.
- Location of first-aid kits and identification of first-aid certified employees.

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 Occupational Health at 543-7338 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 or record, and is able to produce them when requested by EH&S or L&I. All records are maintained by the Department Administrator in the Administrator's office. Listed below are applicable records maintained by our department.

- Training records
- Incident/Accident/Quality Improvement reports
- EH&S Evaluation reports

2. Updates:

For this Plan to be useful as a "living document," it must reflect the department's current safety program and its current responsible parties. Periodic updates, at least annually, are necessary to ensure this. The "Back Page" of this 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. We arrange for the biennial training. 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!

“Back Page”

1. Department: Economics
2. Last Updated (date/person): 6/20/12 Randa Posey

3. Health and safety Coordinator (from 06/12 to 05/14):
Name Randa Knudsen
Phone 543-3788
e-mail: rlposey@u.washington.edu
Bldg./Room #: Savery Hall Rm. 313

4. Departmental Health and safety Committee members (if applicable):
Ahna Kotila
Chris Fendrich

5. Representatives to Group # 6, College of Arts & Sciences
Organizational Safety & Health Committee:

Elected:

Bev Wessel wessel@u.washington.edu 543-5855
Gabriela Pirralho pirrag@u.washington.edu 543-2020
John Martin jtmartin@u.washington.edu 543-0748
Bob Shupe bshupe@u.washington.edu 543-4080
Heidi Tilghman tilghman@u.washington.edu 543-4580
Matt MacAdam mattjm@u.washington.edu 616-9842
Ron Maxell maxell@phys.washington.edu 543-8588
Susan Williams saw@u.washington.edu 543-2690

Appointed:

Tracy Harvey Harvey@chem.washington.edu 543-8183
Bob Blum blum@u.washington.edu 616-4417

Union Representative:

Larry Sommers lsommers@u.washington.edu 543-0633

Chair:

Tracy Harvey Harvey@chem.washington.edu 543-8183

Organizational Representative to University-Wide Safety & Health Committee:

Bob Shupe bshupe@u.washington.edu 543-4080

7. First-Aid/CPR Certified:

Name/Phone/Expiration Date Randa Posey/543-3788/
Name/Phone/Expiration Date Bev Wessel/543-5855/
Name/Phone/Expiration Date _____
Name/Phone/Expiration Date _____

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

8. Important Non Emergency Phone Numbers:

Environmental Health & Safety Office 543-7262

Randa Posey 206 543-3788 or cell phone 425 344-7303

See EH&S web-site at www.ehs.washington.edu. Click on "Phones."