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
- Providing 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 supervisors and completing a written online report using OARS;
   e. Procedures for reporting unsafe conditions or acts to their supervisors, and, when possible, taking action to correct unsafe conditions;
   f. Exact location of first-aid kits and identification of first-aid certified employees;
   g. Description of UW and departmental Hazard Communication Program for chemical hazards to which they may be exposed;
   h. Identification and explanation of all warning signs and labels used in their work area;
   i. Use and care of any personal protective equipment they are required to use;
   j. Description of safety training they will be required to attend for their job. This includes General Asbestos Awareness Training which is mandatory for all employees.

   The following procedures describe how we provide the above instruction, how and where records are kept, and what person is responsible for providing training. Samples of checklists we use are included (or referenced) here.
   • New employees will receive safety handouts applicable to their jobs
   • Records are kept on a computer in the administrative office
   • Safety coordinator or supervisor provides information on appropriate classes.
   • UW laboratory employee safety training checklist will be maintained in each lab safety notebook.

2. Emergency Evacuation and Operations Plan (EEOP):
   All University employing units must develop procedures for evacuation in an emergency and for response to fires, bomb threats, chemical spills, earthquakes, etc. We have attached our EEOP to this document (or referenced location if located elsewhere). The School of Oceanography 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**

   b. **Report form to supervisor and EH&S:**
      All accidents and near misses must be reported to the employee’s supervisor and EH&S as soon as possible. Near misses are valuable opportunities to correct unsafe situations, which under slightly different circumstances, would result in serious injury. A report may be filled out by the employee, the supervisor, or both using the Online Accident Reporting System (OARS) at: http://www.ehs.washington.edu/ohsoars/index.shtm.

      Copies of this department’s completed forms are distributed to the following people: departmental safety coordinator and supervisor.

   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:

      Municipal or county enhanced 911 Emergency Medical Services.

      Laboratories – For each Oceanography building there are designated people who are first-aid certified.

      Shops – Shop employees are first-aid certified.

      Remote Locations - When University employees are stationed in remote locations such as research field stations or on field trips or boat trips that are not served by a local jurisdiction emergency medical service, there must be at least two employees on-site at all times who have advanced first-aid training.
Arrangements for advanced first-aid training can be made through EH&S at 206-543-7201 or (www.ehs.washington.edu).
Larger research vessels (UNOLS) have personnel trained in advanced first aid that provide onboard medical aid. Smaller charter boats and University work boats do not provide medical aid so all researchers onboard must have advanced first aid training.
In addition, when University employees are assigned to work at remote field locations or field trips, the employing unit must have a written emergency plan for each field station or field trip. The emergency plan must include emergency phone numbers, communications capabilities, provisions for transportation of injured or ill, and location of nearest medical facilities.
In accordance with the UW Diving Safety Manual, scientific SCUBA diving conducted under University auspices must include documented pre-dive emergency planning. University certified divers are required to have current first-aid and CPR certification including Emergency Oxygen training.

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 and 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.

OTB – Rooms 19, 51, 105, 202, 206, 306
MSB – Rooms 123, 269, 356
OSB – Rooms 206, 302, 402, 435
OOB – Room 121
BEN Hall – Rooms 306 (3 kits), 331

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:

- Safety problems are reported to building managers
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.

- Safety discussed during staff meetings or when needed
- Employees are informed by e-mail of pertinent safety issues

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 website: [www.ehs.washington.edu](http://www.ehs.washington.edu) (click on Safety Committees).

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

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

  The health and safety team meets monthly.
  The current members of our departmental safety team are identified on the “Back Page” of this document.

b. **Organizational Health and Safety Committees**
The University is divided into ten 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 by Group #10, College of the Environment Health & Safety Committee.
The Group 10 Committee reports to the U-Wide Health & Safety Committee led by Leslie Anderson and is represented on the Committee by David Zuckerman & Roy Farrow.

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 # 10 Organizational Health & Safety Committee are listed on the “Back Page” of this document.

8. Safety Bulletin Boards
Our departmental safety bulletin boards are used for posting DOSH (formerly WISHA) posters, safety notices and safety newsletters. Safety committee minutes, training schedules, safety posters, accident statistics, and other safety education material may also be posted. They are located in OTB, MSB, OSB & Ben Hall 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.)
<table>
<thead>
<tr>
<th>Issue</th>
<th>Offices</th>
<th>Classrooms</th>
<th>Hosp. / Clinics</th>
<th>Labs</th>
<th>Shops</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Procedures: Fire, Other (EEOP)</td>
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<td>A</td>
<td>A</td>
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<td>Earthquake Preparedness</td>
<td>A</td>
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<td>A</td>
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<tr>
<td>Housekeeping Hazards</td>
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<td>A</td>
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<tr>
<td>Slip/Trip Hazards</td>
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</tr>
<tr>
<td>Electrical Equipment &amp; Wiring</td>
<td>A</td>
<td>A</td>
<td>A</td>
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<td>A</td>
</tr>
<tr>
<td>Emergency Escapes (Egress) Maintained/Unlocked</td>
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<tr>
<td>Stacks of Stored Materials (Stable/Secure)</td>
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<td>Temperature Extremes: Heat/Cold Stress</td>
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<td>HazCom Right-To-Know (Written Program In Place)</td>
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<td>Air Contaminants, Dusts, &quot;Inert&quot; Gases, Vapors</td>
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<td>A</td>
<td>A</td>
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<td>Asbestos (Present or Handled)</td>
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<td>Lifting &gt;20 lbs.</td>
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<td>Repetitive Motion, Ergonomics</td>
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<td>B</td>
<td>A</td>
<td>A</td>
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<tr>
<td>Motor Vehicles</td>
<td>A</td>
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</tr>
<tr>
<td>Hand or Portable Power Tools</td>
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<tr>
<td>Ladders</td>
<td>B</td>
<td>B</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Knives or Cutting Blades</td>
<td>B</td>
<td>C</td>
<td>A</td>
<td>A</td>
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<tr>
<td>Compressed Gas or Equipment</td>
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<td>A</td>
<td>A</td>
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<tr>
<td>Hazardous Waste</td>
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</tr>
<tr>
<td>Haz-Mat Spills: Operations, Emergency Response</td>
<td>A</td>
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<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Hazardous Materials Stored/Shipped/Transported</td>
<td>C</td>
<td>B</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Laboratory Chemicals</td>
<td>B</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
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<tr>
<td>Radioactive Materials Used or Stored</td>
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<td>A</td>
</tr>
<tr>
<td>Personal Protective Equipment (PPE)</td>
<td>C</td>
<td>B</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Respirator Protection, Workplace Evaluations</td>
<td>B</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Bloodborne Pathogens/Biohazards/infectious Waste</td>
<td>B</td>
<td>A</td>
<td>A</td>
<td>B</td>
<td>A</td>
</tr>
<tr>
<td>Welding, Cutting, Brazing</td>
<td>B</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Machinery (Machine Guards)</td>
<td>B</td>
<td>B</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Lock-Out/Tag-Out</td>
<td>C</td>
<td>A</td>
<td>B</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Confined Work Spaces / Oxygen-Deficiency</td>
<td>A</td>
<td>C</td>
<td>C</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Steam or Autoclaves</td>
<td>C</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Lasers or UV Light</td>
<td>C</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Flammable Liquids (Handled or Stored)</td>
<td>C</td>
<td>B</td>
<td>A</td>
<td>A</td>
<td>A</td>
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<tr>
<td>Formaldehyde (Handled or Stored)</td>
<td>B</td>
<td>A</td>
<td>C</td>
<td>A</td>
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<tr>
<td>Carcinogens</td>
<td>B</td>
<td>A</td>
<td>A</td>
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<tr>
<td>Lead or Benzene (Handled or Stored)</td>
<td>C</td>
<td>A</td>
<td>A</td>
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<td>A</td>
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<tr>
<td>Animals (Handled or Kept)</td>
<td>C</td>
<td>A</td>
<td>A</td>
<td>A</td>
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<tr>
<td>Loud Noise</td>
<td>A</td>
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<tr>
<td>Vibration From Tools/Machinery</td>
<td>A</td>
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<tr>
<td>Heights &gt; 4 Ft. (Possible Falls)</td>
<td>C</td>
<td>C</td>
<td>C</td>
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<tr>
<td>Cranes, Hoists, Derricks, Rigging</td>
<td>C</td>
<td>C</td>
<td>A</td>
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<tr>
<td>Powered Platforms (Personal Lifts)</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Forklifts</td>
<td>C</td>
<td>A</td>
<td></td>
<td>A</td>
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<tr>
<td>Scaffolds</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>B</td>
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<tr>
<td>Excavation, Trenching or Shoring Activities</td>
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<tr>
<td>BBQs</td>
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<tr>
<td>Food Handling</td>
<td>C</td>
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<tr>
<td>Diving</td>
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<tr>
<td>Golf Carts and/or Small Utility Vehicles*</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>C</td>
</tr>
</tbody>
</table>

*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.
- 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.

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)*.

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).

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 on computer in administrative office. 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. The supervisor for a lab or shop performs safety inspections.

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**

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

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 accessible thru EH&S on any computer.

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Type of Training</th>
<th>Frequency</th>
<th>Person/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Safety</td>
<td>once</td>
<td>TAs/staff</td>
<td></td>
</tr>
<tr>
<td>Asbestos</td>
<td>every year</td>
<td>staff/grad students/faculty</td>
<td></td>
</tr>
<tr>
<td>Compressed Gas</td>
<td>once</td>
<td>Grad students/staff</td>
<td></td>
</tr>
<tr>
<td>Radiation</td>
<td>once</td>
<td>Grad students/staff</td>
<td></td>
</tr>
<tr>
<td>First Aid</td>
<td>every 3 yrs.</td>
<td>Grad students/staff</td>
<td></td>
</tr>
</tbody>
</table>

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 non-shipboard personnel. TGT personnel follow ship requirements.

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.

• Accident Reports .......................................................... safety committee
• Departmental Health & Safety Plan ......................................On Web
• Evacuation Plans ................................................................On Web
• Employee health and safety training records.....Individual records & EH&S records
• External Inspection ........................................................... Building manager's files
• Internal Safety Inspection (department inspection reports) .................Admin files
• Laboratory Safety Manual (containing the Laboratory Chemical Hygiene Plan and the Chemical Waste Management Guide)......................................................In each lab
• Radiation Safety Manual...................................................... In appropriate lab

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 [fill in the method used by your work group]. Records of the training are maintained in the administrative 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!
1. Department: School of Oceanography

2. Last update (date/person): June 2015/Kathy Newell

3. Health and Safety Coordinator for Oceanography: (from 2013 to 2015)
   Kathleen K. Newell, 206-543-6119, kknewell@uw.edu
   Health and Safety Team members in Oceanography:
   Bill Fredericks, 543-2007, billf@u.washington.edu
   Kathleen Newell, 543-6119, kknewell@uw.edu
   Rita Peterson, 685-4185, ritap@ocean.washington.edu

4. Representatives to Group #10, College of the Environment Health & Safety Committee:
   Chair: David Zuckerman, dzman@u.washington.edu
   Appointed: Doug Russell, dgruss@uw.edu
   Elected: Kathleen Newell, newell@ocean.washington.edu
   Elected: April Huff, alhuff@uw.edu
   Elected: David Warren, warren@atmos.washington.edu
   Elected: Deborah Malarek, dmalarek@uw.edu. Alternate
   Elected: Roy Farrow, farrow@u.washington.edu
   Appointed: Suzanne Zitzer, sezitzer@uw.edu
   Elected: Eileen Herman, emherman@uw.edu
   Elected: Jon Wittouck, wittouck@uw.edu
   Elected: Pema Kitaeff, pema@uw.edu
   Elected: Suanty Kaghan, skaghan@uw.edu
   Elected: Achim Nicklis, nicklis@uw.edu

5. University-Wide Safety & Health Committee representative for above Gr. 10:
   David Zuckerman/dzman@u.washington.edu/3-8008

6. First-Aid/CPR Certified employees in our department:
   Kathleen Newell/3-6119  21 OTB
   Bill Fredericks/3-2007  225 OSB
   Dave Thoreson/3-5649  80E MSB
   Shelly Carpenter/5-1626  372 MSB
   Rhonda Morales/5-6883  321 BenHall

   Person responsible for stocking First-Aid Kits (UW APS 10.5):
   Su Tipple/ 3-5061
   Rhonda Morales/ 5-6883

7. Important Non Emergency Phone Numbers: 206-543-5060
   See EH&S web-site at www.ehs.washington.edu