

**University of Washington  
Environmental Health and Safety**

**GEOGRAPHY DEPARTMENT  
HEALTH & SAFETY PLAN**

**A. INTRODUCTION:**

**1. Scope:**

This document covers the Department of Geography, all staff, faculty, and students utilizing our spaces in Smith Hall.

**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 a rotating committee for our department (see “Back Page”). These persons have 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 Chair approval.
- Scheduling employee safety training as requested by supervisors or the Chair.
- Coordinating with Environmental Health & Safety.
- Provide assistance to supervisors and employees as needed to resolve safety complaints.
- Keeping safety bulletin boards current.

- Maintaining our organization's safety records.
- Keeping the department Chair aware of current safety concerns.

## **B. FUNDAMENTALS:**

### **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 or department Administrator, 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 additional documentation describes any information not directly contained within this document:

**Fire Safety & Evacuation Plan – Smith Hall** (Building wide information for all departments)

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**A generic new employee safety orientation checklist can be found on the EH&S web-site at <http://www.ehs.washington.edu/ohshsplans/index.shtml>.**

### **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 Smit Hall EEOP to this document that 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.

### 3. Accidents:

#### a. Medical Emergencies:

Dial 911 (Non-emergency 206-685-8973) and give the building address:  
UW Seattle Campus  
Smith Hall  
1911 NE Skagit Lane

#### b. Report form to supervisor and EH&S:

##### Workers' Compensation and Industrial Insurance

Work-related injuries or illnesses resulting in medical expenses or time loss are covered by Washington State's Workers' Compensation. To establish a Workers' Compensation claim, an employee must fill out a State Department of Labor and Industries (L&I) Report of Industrial Injury or Occupational Disease at a medical provider's office when receiving medical care for a work-related injury or illness. Prompt reporting of accidents to the Geography administrator will make the claims process easier and may allow you to find modified work during your recovery.

All work-related injuries, accidents, **or near-misses** should be reported online within 24 hours of the incident, using the UW Online Accident Reporting System (OARS) <http://www.ehs.washington.edu/ohsoars/index.shtm> These reports should be routed to your supervisor, and the Geography administrator or Chair.

Copies of this department's completed forms are distributed to the following people: Administrator - Sharon Frucci.

#### 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:

Jonathan Mayer    Smith 412C    543-7110    [jmayer@u.washington.edu](mailto:jmayer@u.washington.edu)  
(First Aid, CPR & Advanced Cardiac Life Support Certifications)

Lauren Drakopoulos Smith 430 [drako@uw.edu](mailto:drako@uw.edu) (CPR Certification)

Training will be made available on a yearly basis for those that wish to learn CPR or First Aid. Once certified, individuals who have completed the training should have their names added to this list.

**b. First Aid Kits**

A First Aid Kit, flashlights, dust masks, and a radio are located under the backside of the main reception counter in Smith 408.

**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.

**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.

**SHARON?? FILL IN HERE**

**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).

**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 that rotates member. The current members are:

- **Kam Wing Chan**
- *Sharon Frucci*

- Wendy Kramer

**b. Organizational Health and Safety Committees**

The University 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 Organizational Health & Safety Committee.

The #6 Committee reports to the Dean of the College of Arts & Sciences, 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 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 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 411 and 412H where all employees, students, and visitors can see them (WAC 296-800-19005) and at all University reference stations.

**9. Safety Training: On-Going**

To ensure an effective health and safety program, we continually re-educate employees on how to work safely with all applicable hazards. Supervisors are responsible for this training and for seeing that safe practices are followed. Listed below are the training requirements for hazards identified in our department, how training is obtained, and how often it must be renewed (**tracked either according to individual or according to position and may vary with degree of potential exposure**). **Training records, including completion dates, are kept to maintain program continuity and to satisfy legal requirements. Documentation is kept \_\_\_\_\_ (wherever is convenient as long as the location is specified, except for fall protection which requires documentation to be on site – for EH&S classes, you may refer to EH&S Training records).**

Hazard      Type of Training      Frequency      Person/Position

Asbestos

Online

Once

New Employees

**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.**

#### **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.**

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##### **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

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 [give location] Office.

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.

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: GEOGRAPHY
2. Last update (date/person): 03/26/2018 Wendy Kramer
3. Health and Safety Coordinator for our department:  
Name: Sharon Frucci  
Phone: 206-543-6014  
E-mail: sfrucci@uw.edu  
Bldg./Room/Box # Smith 408C Box 353550
4. Health and Safety Team members in our department:  
Kam Wing Chan, Sharon Frucci, Wendy Kramer
5. Organizational Safety & Health Committee: **Group # 6, College of Arts & Sciences**

### Elected Members:

Natassia Stelmaszek (Chair)	Language & Learning Center	685-3808	<a href="mailto:stelmn@uw.edu">stelmn@uw.edu</a>
Eric Camp (Vice Chair)	Chemistry	543-1207	<a href="mailto:ericcamp@uw.edu">ericcamp@uw.edu</a>
Lori Anthony	History	543-8291	<a href="mailto:anthonyl@uw.edu">anthonyl@uw.edu</a>
Casey Colvin	Spanish & Portuguese Studies	543-2020	<a href="mailto:colvincd@uw.edu">colvincd@uw.edu</a>
Brianna Divine	Biology	543-1678	<a href="mailto:bdivine@uw.edu">bdivine@uw.edu</a>
James Fesalbon	Meany Center for the Performing Arts	616-8183	<a href="mailto:jfesal@uw.edu">jfesal@uw.edu</a>
Cameron Fraser	Digital Arts & Experimental Media	472-4485	<a href="mailto:cpfraser@uw.edu">cpfraser@uw.edu</a>
Josie Gardner	Drama	543-2102	<a href="mailto:jogard@uw.edu">jogard@uw.edu</a>
Patrick Gibbs	Near Eastern Languages & Civilization	543-0475	<a href="mailto:pjgibbs@uw.edu">pjgibbs@uw.edu</a>
Catherine Holliday	Chemistry	543-7968	<a href="mailto:holliday@chem.washington.edu">holliday@chem.washington.edu</a>
MaLeah Huggins	Chemistry	543-4136	<a href="mailto:ahuggins@uw.edu">ahuggins@uw.edu</a>
Tamara Leonard	Global Studies	685-2354	<a href="mailto:tleonard@uw.edu">tleonard@uw.edu</a>
Hedwige Meyer	French and Italian Studies	616-3080	<a href="mailto:hedwige@uw.edu">hedwige@uw.edu</a>
Elizabeth Ramage	Biology	543-6740	<a href="mailto:bramage@uw.edu">bramage@uw.edu</a>

### Appointed Members:

Maggie Luning	Dean's Office	685-8036	<a href="mailto:mluning@uw.edu">mluning@uw.edu</a>
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6. **University-Wide** Safety & Health Committee representative for Group #6:  
Ron Maxell
7. First-Aid/CPR Certified employees in our department:  
Jonathan Mayer, 543-7110  
Lauren Drakopulos, 543-7156, Exp: 3/13/2019  
  
Person responsible for stocking First-Aid Kits (UW APS 10.5):  
Main Office Staff (Sharon Frucci, Parwati Martin, Wendy Kramer)
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