



**Department of Political Science
Health and Safety Plan**

**Last edited June 2018
BACK PAGE edited and distributed annually**

**Department of Political Science Health and Safety Plan
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Attachment A – New Employee Orientation Check List

Attachment B – Fire Safety & Evacuation Plan (EEOP)

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Attachment D – Supplement 1: Emergency Procedures

Department of Political Science

Health and Safety Plan

(Accident Prevention Program)

General Note: This plan is structured so the information most likely to change is located on the last page, herein referred to as the "BACK PAGE". The BACK PAGE will need to be annually updated and distributed to all individuals employed in the Department of Political Science.

A. INTRODUCTION:

1. Scope

The policies and procedures described here apply to the Department of Political Science (PoliSci). PoliSci offices are located on the ground and first floors of Gowen Hall and the ground and 2nd floors of 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 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
- 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 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 Safety Coordinator is responsible for training new employees using the New Employee Orientation Check List (see Attachment A). Check Lists are kept in GWN 107.

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 the Fire Safety & Evacuation Plan (EEOP) to this document (see Attachment B).

PoliSci's plan contains:

- a. Evacuation procedures;
- b. Evacuation assembly point;
- c. Methods for accounting for staff, students, visitors.

All department staff will 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 calls 911 to summon EMS help.

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 completed forms are distributed to the departmental safety coordinator.

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 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 through the UW Police Department. UW Police officers are First Aid and CPR certified and can respond within two to three minutes if notified by calling 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 and on the outside of first aid kits.

b. First Aid Kits

A first aid kit is located in Gowen 107 and another in Smith 220C (Computer Classroom manager's office). Although advisable, this office is not required to have anyone with current first aid certification.

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 responsible for first-aid kits are listed on the outside of the kits and on the "BACK PAGE" of this document.

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. Because of the small size of this unit and because its operations are limited to office procedures, regular meetings are not necessary. The safety coordinator will schedule meetings when needed. Because they include everyone, the staff, faculty and grad student e-mail lists are effective communication tools for disseminating most safety information. A copy of all safety related e-mails will be saved.

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 (click on Safety Committees).

a. Departmental Health & 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. PoliSci 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 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. 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 Gr. 6 Organizational Health & Safety Committee are listed on the “BACK PAGE” of this document.

8. Safety Bulletin Boards

The PoliSci safety bulletin board is 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. The safety bulletin board is located on the board to the left of the window to Gowen 101 where all employees, students, and visitors can see it (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).

Check All That Apply	Typical Worksite Safety Issues To Address	Offices	Class-rooms	Hosp. / Clinics	Labs	Shops
	Applies: A=Almost Always, B=Commonly, C=May Apply, Blank=Rarely Applies					
X	Emergency Procedures: Fire, Other (EEOB)	A	A	A	A	A
X	Earthquake Preparedness	A	A	A	A	A
X	Housekeeping Hazards	A	A	A	A	A
X	Slip/Trip Hazards	A	A	A	A	A
X	Electrical Equipment & Wiring	A	A	A	A	A
X	Emergency Escapes (Egress) Maintained/Unlocked	A	A	A	A	A
X	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
X	Asbestos (Present or Handled)	A	A	A	A	A
X	Lifting >20 lbs.	C	A	A	A	A
X	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					

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.

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).

The following administrative controls are used in our department:

Distribution of mail: a cart was purchased to allow staff members to transport the mail to and from the mail room.

d. Personal Protective Equipment

Personal protective equipment (PPE) is used as a “last line of defense” for some hazards, particularly chemicals. If needed, our hazard assessment and training documentation is located in Administrator’s Office, GWN 107. The following information is required (UW APS 10.4):

- 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. In addition, supervisors and employees continually check work areas for unsafe conditions and practices so immediate corrective action can be taken. We use a self-audit safety checklist to assist in this task (see Attachment C). Additional assistance can be obtained from EH&S.

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.

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. Training records, including completion dates, are kept to maintain program continuity and to satisfy legal requirements. Documentation is kept in the PoliSci safety binder in the Administrator's office, Gowen 107.

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 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.

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, applicable records maintained by our department are located in the Administrator's Office, Gowen 107.

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. Safety coordinator arranges the biennial training. Records of the training are maintained in the Administrator's 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:

<https://hr.uw.edu/policies/workplace-violence/>

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 Safe Campus website at:

<http://www.washington.edu/safecampus>.

If any staff has concerns regarding a threat of violence, call: 206-685-SAFE (206-685-7233).

In a life threatening situation or imminent danger, call 911 immediately!

“Back Page”

1. Department: Political Science and Law, Societies & Justice Program

2. Last Updated: 6/26/18 by Ann Buscherfeld

3. Health and Safety Coordinator for our department:

Name: Ann Buscherfeld

Phone: 206-543-2783

e-mail: buscherf@uw.edu

Bldg./Room #: Gowen 107

4. Departmental Health and Safety Team members:

Ann Buscherfeld & John Wilkerson

5. Organizational Safety & Health Committee:

Meets 3rd Thursdays, 3:00-4:00 p.m. CMU 126

Committee #6, Arts & Sciences

Elected:

Natassia Stelmaszek (Chair)	Language Learning Ctr	685-3803	stelmn@uw.edu
Eric Camp (Vice Chair)	Chemistry	543-1207	ericcamp@uw.edu
Lori Anthony	History	543-8291	anthonyl@uw.edu
Casey Colvin	Spanish & Portuguese Studies	543-2020	colvincd@uw.edu
Brianna Divine	Biology	543-1678	bdivine@uw.edu
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Cameron Fraser	Digital Arts & Experimental Media	472-4485	cpfraser@uw.edu
Josie Gardner	Drama	543-2102	jogard@uw.edu
Patrick Gibbs	Near Eastern Lang & Civilization	543-0475	pigibbs@uw.edu
Catherine Holliday	Chemistry	543-7968	holliday@chem.washington.edu
MaLeah Huggins	Chemistry	543-4136	ahuggins@uw.edu
Tamara Leonard	Global Studies	685-2354	tleonard@uw.edu
Elizabeth Ramage (U-Wide)	Biology	543-6740	bramage@uw.edu

6. University-Wide Safety & Health Committee Representatives for above Group#6: Elizabeth Ramage

7. First-Aid/CPR Certified employees in our department: None. Call 911

Person responsible for stocking First-Aid Kits (UW APS 10.5): Ann Buscherfeld

8. Important Non Emergency Phone Numbers:

Accident/Injury Reporting	616-3442
Building Repairs/Maintenance	685-1411
Ergonomics	221-2852
Fire Safety/Prevention	616-3775
Indoor Air (Odor issues)	543-1713
Workplace Violence (SafeCampus)	685-SAFE (685-7233)