

Facilities Services Safety and Health Plan

(Accident Prevention Program)

A. Scope and Responsibility

1. Scope

The policies and procedures described in this plan apply to the following department(s) covered by this Safety and Health Plan.

Facilities Services

*Facilities Services Administration
Physical Plant Office Building*

*Engineering Services
Plant Operations Annex 6
University Facilities Annex
M6 Fisheries Building*

*Financial and Administrative Services
Physical Plant Office Building
University Facilities Building
University Facilities Annex*

*Physical Plant Department - Campus Operations
Plant Operations Building
Plant Operations Annex 4
Power Plant
D120 Health Sciences*

*Physical Plant Department - Custodial Services
Northlake Building*

*Physical Plant Department - Maintenance and Alterations
Plant Services Building
Health Sciences Building D116*

*Transportation Services
Bryant Building
4549 25th N.E.
3901 University Way N.E.
University Facilities Annex*

Facilities Services is headed by the Assistant Vice President for Facilities Services, who reports to the Executive Vice President. Organization charts for Facilities Services and its units are maintained in the Facilities Services Policy and Procedure Manual. This manual and the Facilities Services Safety Manual are distributed to all Facilities Services Managers and Supervisors and are maintained in the Reference Stations in all Facilities Services units.

2. Safety and Health Policy

It is the policy of the University of Washington to create and maintain a safe and healthful work place free from recognized hazards that may cause harm to faculty, employees, students, and visitors. This policy is consistent with the University-wide safety and health policy (UW OPS 10.3) and applicable Washington Industrial Safety and Health Act (WISHA) regulations (WAC 296-24 and 296-62).

3. Responsibilities

Responsibility for safety programs and safety performance lies with each Dean, Director, Chairperson and Supervisor. Everyone with supervisory responsibility is expected to participate directly 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

Anne Guthrie, Safety Administrator, is the "Safety Coordinator" for Facilities Services and works with the Directors and administrative staff in Facilities Services departments to plan and implement worker safety and health programs.

B. Steps to Assure Employee Health and Safety

1. Supervisor Safety Meetings

Most units within Facilities Services departments cover safety matters at least monthly at general staff meetings or at specific safety meetings. The official attendance record for the monthly meetings of the Facilities Services Safety Committee (see 4.c. below) also includes a checkoff for each unit's safety meeting. Attendance at unit meetings and topics covered are recorded on the Facilities Services "Shop/Unit Meeting Record" form, meeting minutes, and other regular records.

2. Providing Safety Bulletin Boards

Facilities Services 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. Safety bulletin boards are located where all employees can see them (WAC 296-24-055).

*Facilities Services Administration
111 Physical Plant Office Building*

*Engineering Services
Plant Operations Annex 6 (2nd floor hallway)*

*Financial and Administrative Services
111 Physical Plant Office Building*

*Physical Plant Department - Campus Operations
Plant Operations Building (multiple locations*)*

*Physical Plant Department - Custodial Services
Northlake Building
Each clock-in station (multiple campus locations)*

*Physical Plant Department - Maintenance and Alterations
Plant Services Building (multiple locations*)
Health Sciences Building D116 (multiple locations*)*

*Transportation Services
Bryant Building (multiple locations*)
4549 25th N.E. (multiple locations*)
3901 University Way N.E. (multiple locations*)
University Facilities Annex (multiple locations*)*

**Each shop and each administrative office area.*

3. Emergency Evacuation and Operations Plan

All University departments develop an Emergency Operations Plan (EOP) which contain procedures for emergency evacuation and for responding to fires, bomb threats, chemical spills, earthquakes, etc. Evacuation plans for *Facilities Services* units contain building floor plans of life (fire) safety equipment and exit pathways; evacuation procedures; identify evacuation assembly point(s); describe methods of accounting for staff, students, and visitors; and identify areas of refuge for occupants with a mobility impairment. All department staff are trained in the departments' Emergency Plans. If an employee moves to a new location, the above-mentioned information must be reviewed for the new work-site.

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 blocked or wedged open.

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.

Facilities Services personnel are assigned to multiple buildings and may work in any building on campus. Facilities Services personnel are instructed to report to their supervisor or work unit in a disaster. Departmental emergency plans and building evacuation plans are located in the official UW Reference Stations in each Facilities Services department's administrative offices.

*Facilities Services Administration
126 Physical Plant Office Building*

*Engineering Services
Plant Operations Annex 6*

*Financial and Administrative Services
126 Physical Plant Office Building*

*Physical Plant Department - Campus Operations
Plant Operations Building*

*Physical Plant Department - Custodial Services
Northlake Building*

*Physical Plant Department - Maintenance and Alterations
Plant Services Building
Health Sciences Building D110*

*Transportation Services
Bryant Building
4549 25th N.E.
3901 University Way N.E.
University Facilities Annex*

Departmental emergency plans and building evacuation plans are reviewed with all employees at least annually (Ref. Facilities Services Monthly Meeting Topics).

4. Departmental Participation in Health and Safety Committees

Health and safety committees, as required by Washington State regulations (WAC 296-24-045), are an advisory group of management appointed and employee elected representatives who help determine unsafe conditions and methods of work, suggest corrective measures, and obtain the participation of all personnel.

a. Organizational Health and Safety Committees

Department employees are represented on the University's Organizational Health and Safety Committees either by department members or by organizational members who represent all departments in the organizational unit.

Facilities Services is represented on the Executive Vice President's Health and Safety Committee by the Chair of the Facilities Services Safety Committee and the Facilities Services Safety Administrator.

b. University-wide Health and Safety Committee

In addition, to provide campus-wide consistency and oversight, a University-wide Health and Safety Committee is established and composed of members from the official organizational committees.

c. Departmental Health and Safety Committees

All Facilities Services personnel are represented by unit safety representatives on the Facilities Services Safety Committee that meets monthly. Safety Representatives raise safety questions and concerns from the represented group and, in turn, share information from the Safety Committee back with the represented group. The committee also provides another route for employees to report health and safety concerns, although employees are expected to try to resolve these concerns with their supervisors first.

5. Access to First Aid and CPR

University employees are to be afforded quick and effective first-aid in the event of an injury. This is accomplished by the strategic location of first-aid kits and the availability of first-aid certified individuals at or near where the employees are working. UW Police officers are First Aid and CPR certified and can respond within two to three minutes if notified by calling 9-911.

First aid kits are located throughout Facilities Services units' shops, offices, and UW vehicles. Fixed sites include:

*Facilities Services Administration
126 Physical Plant Office Building*

*Engineering Services
Plant Operations Annex 6
University Facilities Annex
M6 Fisheries Building*

*Financial & Administrative Services
Physical Plant Office Building
University Facilities Building*

*Physical Plant Department - Campus Operations
Plant Operations Building
Plant Operations Annex 4
Power Plant
D120 Health Sciences*

*Physical Plant Department - Custodial Services
Designated Custodian closets throughout campus*

*Physical Plant Department - Maintenance and Alterations
Plant Services Building
Health Sciences Building D116*

*Transportation Services
Bryant Building
4549 25th N.E.
3901 University Way N.E.
University Facilities Annex*

Many Facilities Services personnel are First Aid/CPR certified.

6. Hazard Assessment and Reduction

In order to assure a safe and healthful work environment, *Facilities Services* has established the safe work practices and policies listed in this section. These practices and policies were developed after an assessment of the faculty, staff, student, and visitor exposures to worksite hazards. Identified hazards were documented and reduced or corrected either by making engineering changes, to eliminate the hazard, or by establishing these safe work practices and policies.

To maintain a safe and healthful work place, *Facilities Services* supervisors are required to conduct periodic inspections of the work areas under their supervision. In addition, supervisors and employees continually check work areas for unsafe conditions and practices so immediate corrective action can be taken (UW OPS D10.3).

Many Facilities Services personnel work in multiple campus locations throughout the day. Therefore, the concept of regular inspection of a fixed worksite must be expanded. Facilities Services personnel receive hazard awareness training in such subjects as asbestos, lead, falls, confined spaces, and bloodborne pathogens.

Safe work practices are spelled out in multiple locations throughout Facilities Services to address specifically the work being done by a particular work group at a particular location.

The Facilities Services Safety Manual contains safe work practices for work that crosses unit lines. (See especially SAFETY 93-2, "Safety Hazard Review.") Generally, safety inspections are conducted monthly by unit safety representatives. This action is documented by a check-off on the sign-in attendance sheet for the monthly meeting of the Facilities Services Safety Committee.

a. Chemical Hazard Communication

Hazard Communication (Worker Right-to-Know) Washington State Occupational Safety and Health Standard that requires that employees be informed of and receive information about hazardous chemicals in the work place through labeling, material safety data sheets, and training, Hazard Communication (Worker Right-to-Know) (WAC 296-62-054). The UW Hazard Communication Program is described in the UW Operations Manual, Section D 12.5. All employees are informed of the location of the written UW Hazard Communication Program and encouraged to read it.

(1). Labeling

Information about hazardous chemicals is found on manufacturers' labels on chemical (or chemical products) containers. If chemicals are transferred from a labeled container to an unlabeled container, the secondary container must be labeled with the identity of the chemical, the appropriate hazard warnings, and target organ effects.

Custodial Services buys large quantities of cleaning products in concentrate form and dilutes them in secondary containers. Vendors are required to provide their manufacturers' secondary container labels for these products.

Other Facilities Services units use the secondary container labels developed in cooperation with EH&S, and available through Physical Plant Stores and University Stores.

(2). Material Safety Data Sheets (MSDSs)

Another required method for informing employees about hazardous chemicals is through the availability of Material Safety Data Sheets (MSDSs).

MSDS's are maintained in Facilities Services shops and administrative offices for the products/chemicals used in those areas.

(3). Hazard Communication Training

Employees receive information about the UW Hazard Communication Program during Personnel's UW New Employee Orientation Program and during the department's New Employee Safety Orientation. (See 10.a)

Employees who work with hazardous chemicals receive training on:

- **how to read labels and how to label secondary containers,**
- **how to read an MSDS and where MSDSs are located, and**
- **the physical and health hazards of the chemicals they work with and how to work safely with those chemicals.**

HazCom training in Facilities Services varies by unit. The skilled trades shops in Maintenance and Alterations and Campus Operations have designated HazCom representatives who provide training to new employees and to all employees on new chemicals. The Motor Pool and other units conduct HazCom training annually for a personnel. Other units cover HazCom during new employee safety orientation and review annually.

b. Personal Protective/Safety Equipment

The University provides most personal protective/safety equipment for its employees when required by regulation or when a determination has been made that personal protective equipment is needed for an extra level of employee protection. Employees are informed of the specific personal protective/safety equipment requirements for their position on the following occasions:

- **during the departmental New Employee Safety Orientation conducted by their supervisor,**
- **when a job procedure changes--requiring a change in personal protective/safety equipment,**
- **during safety meetings, and**

- as a regular part of any written safety procedures or standard operating procedures.

Each department/supervisor is required to conduct a hazard assessment of the work area and identify all hazards that require personal protective equipment. If hazards are identified, then specific personal protective equipment must be selected for each hazard and the affected employees trained on the safe use, care, and maintenance for each piece of equipment. Hazard identification, personal protective equipment selection, and employee training must be documented. Changes in processes or worksites may require a new hazard assessment, selection, and/or training.

Refer to SAFETY 93-2, "Safety Hazard Review," in the Facilities Services Safety Manual.

7. Reporting and Resolving Safety Problems

Employees are encouraged to report safety concerns to their supervisors. If employees do not feel they can report the safety problem to their supervisor or have done so and do not feel the problem has been resolved, the employee may discuss the situation directly with the safety coordinator or safety committee representative. Any party may request EH&S assistance if internal procedures cannot resolve the problem. The appropriate UW Incident/Accident/Quality Improvement Report form may be used to report safety problems.

Facilities Services personnel are encouraged to identify and solve safety problems at the lowest possible level. Many safety issues can be and are addressed immediately by individual employees or reported to a supervisor for action. Anyone can call the Work Order desks at Upper and South Campus Maintenance and Alterations to report safety problems that need shops' attention. The Accident/Incident Report form is used to document some unsafe conditions and/or work practices and the necessary follow up. Finally, the Facilities Services Safety Committee serves as an on-going forum for broader safety issues and concerns.

8. Accident Reporting and Investigation

a. Medical Emergencies

All medical emergencies are reported to the nearest Emergency Medical Services (EMS).

Because Facilities Services personnel work in many campus locations, they may use any of several means of summoning EMS help, including 911, 9-911, or (if on Physical Plant radio) radio contact to base station at Plant Operations Communications Center, which in turn will summon aid.

b. Report to Supervisor

All accidents and near accidents are reported to the employee's supervisor as soon as possible and reported on the appropriate UW Incident/Accident/Quality

Improvement Report form. This form can be filled out by the employee, the supervisor, or both. Provide a copy to the departmental or unit safety coordinator.

UW form UoW 1428, "Incident/Accident/Quality Improvement," is used. Original goes to EH&S, yellow copy to Facilities Services Safety Administrator, pink copy to employee, additional copies to unit safety representative, supervisor, and employee file.

c. Accident Investigation

All accidents and/or near accidents are investigated by the supervisor. The investigation results and remedial measures will be summarized on the Incident/Accident report form. Supervisors may request the assistance of EH&S to investigate any accident and especially to recommend any corrective action to prevent a recurrence of the accident. Accident investigation reports are reviewed by EH&S and the department's organizational health and safety committee. Assistance with accident investigations is available from EH&S by calling 543-7388.

9. Employee Occupational Health Requirements

Requirements for medical examinations or immunizations are included in the individual program documents located in the Facilities Services Safety Manual. In addition, all employees who may work in Primate Center areas are screened every six months for T.B. Employees who must wear respiratory protection receive medical screening and in some cases are included in ongoing medical surveillance. Other medical follow-up may occur in response to suspected exposures, e.g., blood tests to determine lead level if lead exposure is suspected.

Finally, all Facilities Services staff who are required to hold a Commercial Driver's License as a condition of employment are required by Federal Law to have an annual physical examination and must participate in the drug and alcohol testing program.

10. Employee Safety Training

a. Department Safety and Health Orientation for New Employees

All new employees, including permanent, temporary, and part-time employees receive the following instruction:

- (1). Reporting procedures for fire, police, or medical emergencies
- (2). Evacuation procedures during an emergency.
- (3). The locations of fire alarm pull stations and fire extinguishers. Employees should not attempt to use a fire extinguisher unless trained to do so.
- (4). Procedures for reporting all accidents and incidents to their supervisors and filling out a UW Incident/Accident/Quality Improvement Report form (Form UofW 1428) which is available from their supervisor or designee.
- (5). Procedures for reporting unsafe conditions or acts to their supervisors and, when

possible, taking action to correct unsafe conditions (e.g., wiping up small, non toxic spills, or removing a tripping hazard).

- (6). The location and identification of first-aid kits and first-aid certified employees.
- (8). Description of UW and departmental Hazard Communication Program, including:
 - Identification of areas where hazardous materials are stored or used
 - Location and availability of Material Safety Data Sheets (MSDSs)
 - An explanation of Hazard Communication Labeling requirements and any labeling system used by the department
 - Notification that additional training will be provided, if needed, covering health effects of hazardous chemicals and how to work with chemicals safely.
- (9). Identification and explanation of all warning signs and labels used in their work area.
- (10). Instruction in the use and care of any personal protective equipment they are required to use
- (11). A description of safety training they will be required to attend for their job.

New employee safety orientation is provided at the unit level for Facilities Services personnel. Procedures and a checklist are included in the Facilities Services Safety Manual.

b. Employee Health and Safety Training

To ensure an effective program, employees must be trained in safe work practices. Supervisors are responsible for seeing that these practices are followed. EH&S will assist departments in implementing safety training and education programs upon request.

Facilities Services has an established health and safety training program that includes training in the following:

<i>New Employee Safety Orientation</i>	<i>All new employees</i>
<i>Aerial Personnel Lift Operator Safety</i>	<i>All operators</i>
<i>Asbestos Awareness</i>	<i>Employee who may be incidentally exposed during their work</i>
<i>Back Protection and Lifting</i>	<i>Employees who may lift 20# or more</i>
<i>Bloodborne Pathogen Exposure Control</i>	<i>Employees who may be exposed to human blood and body fluids</i>
<i>Confined Space Awareness</i>	<i>Employees who may be incidentally exposed during their work</i>

<i>Confined Space Entry</i>	<i>Employees who may need to work in confined spaces</i>
<i>Emergency Evacuation</i>	<i>All new employees</i>
<i>Fall Protection</i>	<i>All affected employees</i>
<i>Fire Extinguisher</i>	<i>All employees as needed</i>
<i>First Aid/CPR</i>	<i>Supervisors, leads, field employees, bus drivers, others</i>
<i>Forklift Safety</i>	<i>All operators</i>
<i>Hazard Communication</i>	<i>All new employees</i>
<i>Hearing Conservation</i>	<i>Employees exposed to noise over an average of 85 dBA</i>
<i>Lead Safety</i>	<i>Employees who may be incidentally exposed during their work</i>
<i>Lockout Safety</i>	<i>All affected employees</i>
<i>Personal Protective Equipment (PPE)</i>	<i>Employees required to wear PPE</i>
<i>Respiratory Protection and Mask Fitting</i>	<i>Employees who may be required to wear respirators</i>

C. Safety Program Record Keeping and Documentation

To meet State requirements, the department maintains records of all safety activities covering the previous twelve months. These records will be made available to EH&S personnel and representatives from the Department of Labor and Industries at their request.

In Facilities Services, records of safety activities (accident and inspection reports, emergency plans etc.) are generally maintained in Facilities Services unit administrative offices. Official records of employee health and safety training reside with Environmental Health and Safety and are duplicate in training data bases within Facilities Services. The records of the Facilities Services Safety Committee are maintained by the Facilities Services Safety Administrator. The Facilities Services Safety Manual contains program documents (e.g., lockout safety, bloodborne pathogen exposure control, hearing conservation) and other information on safe work practices.

