

UNIVERSITY *of*  
WASHINGTON

# **Accident Prevention Plan**

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# Table of Contents

Purpose, Scope, and Responsibilities.....	4
Purpose.....	4
Health and Safety Policy.....	4
Roles and Responsibilities .....	5
Health and Safety Resources .....	5
Environmental Health & Safety (EH&S) Department .....	5
UW Departments.....	5
Safety Coordinators.....	6
Safety Bulletin Boards.....	6
Health and Safety Committees.....	6
Safety Teams and Safety Meetings.....	7
Building Coordinators .....	7
New Employee Health and Safety Orientation.....	7
Reporting Accidents, Injuries, Illnesses, and Concerns.....	8
Workplace Accidents, Injuries, Illnesses, and Near Misses .....	8
Safety Problems: Reporting and Resolving.....	8
Emergencies.....	8
Obtaining Emergency Assistance.....	8
Public Safety .....	9
Emergency Management and Business Continuity.....	9
Building Fire Safety and Evacuation Plans.....	9
First Aid.....	9
Automated External Defibrillators (AEDs).....	10
Recognized Safety Hazards .....	10
Slips, Trips, and Falls.....	10
Indoor Air Quality .....	11
Chemical Hazard Communication .....	11
Asbestos Awareness .....	11
Ergonomics .....	12
Transportation Safety.....	12
Working Outside Regular Business Hours .....	12
Workplace Violence Prevention - SafeCampus .....	13
Identifying and Mitigating Hazards beyond this Plan .....	13

Hazard Identification .....	13
Design and Engineering Controls.....	14
Training .....	14
Personal Protective Equipment.....	14
Responsibilities beyond this APP .....	15

# Purpose, Scope, and Responsibilities

## Purpose

This document serves as the University of Washington Accident Prevention Plan (APP). It applies to all schools, departments, units, or organizations within the University, excluding the University of Washington Medical Center and Harborview Medical Center. The term “departments” will be used to represent the entities supported by this plan.

The purpose of this document is to cover occupational hazards that generally apply to employees across the University. It outlines policies and procedures implemented to reduce or eliminate these hazards. “Employees” include all paid staff, faculty, students, or volunteers in permanent, part-time, or seasonal positions. **To be effective, all employees must know about the APP, where to find it, and how to use it.**

The APP replaces the Departmental Health and Safety Plans that departments were expected to develop and maintain. Departments can continue to maintain worksite-specific elements of their former Departmental Health and Safety Plan that address health and safety topics not covered in this document.

The APP does not replace existing documents, records, or policies such as those listed below:

- [Fire Safety and Evacuation Plan \(FSEP\)](#)
- [Laboratory Chemical Hygiene Plan](#)
- [Biosafety Manuals](#)
- [Training records](#)
- [Radiation Safety Manual](#) or radiation safety records
- [Administrative Policy Statements \(APS\)](#)
- Standard operating procedures specific to a department

The documents above supplement the APP and remain crucial to the total health and safety program of a department. Departments may choose to add some or all of these documents as addendums to this core APP.

**Departments with hazards that extend beyond those covered in this document are required to maintain separate or supplemental documentation that addresses how employees are protected from these additional occupational hazards. This documentation can be maintained separately from this APP or added as an addendum to the core plan.**

The APP is kept as a PDF document on the Environmental Health & Safety (EH&S) [website](#), and will be updated on a yearly basis by EH&S and the official University [health and safety committees](#). Any suggestions or proposed improvements to the APP are to be directed to EH&S at [ehsdept@uw.edu](mailto:ehsdept@uw.edu).

## Health and Safety Policy

The Accident Prevention Plan furthers the University’s commitment to provide a safe and healthful environment for all employees. It follows UW policy set in [Administrative Policy Statement \(APS\) 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), Division of Occupational Safety and Health.

## Roles and Responsibilities

[Executive Order No. 55](#) outlines the health and safety responsibilities for University faculty, staff, students, and volunteers.

This Order states that all University staff, faculty, students, and volunteers are responsible for observing and following health and safety policies and procedures, participating in mandatory training, and reporting safety hazards, injuries, and illnesses.

The University Provost, vice presidents, vice provosts, chancellors, deans, directors, chairs, and supervisors are all responsible for ensuring that individuals under their supervision have sufficient authority to support and properly implement health and safety programs. They must ensure compliance with health and safety training, act in support of the Environmental Health & Safety Department (EH&S) to monitor policy adherence to applicable health and safety regulations and policies, and establish priorities for committing resources to correct health and safety deficiencies.

EH&S is responsible for implementing federal, state, local, and University policies related to the safety of the public, employees, and students at University-owned, -operated, and -controlled sites.

## Health and Safety Resources

### Environmental Health & Safety (EH&S) Department

[EH&S](#) partners with departments and members of the UW community to ensure a healthy and safe environment in which to advance learning, teaching, research, and service. EH&S is responsible for addressing occupational safety, health, and environmental concerns. EH&S provides resources, knowledge, and tools to help departments meet their health and safety compliance responsibilities.

### UW Departments

Multiple departments, in addition to EH&S, work collaboratively to ensure the health and safety of UW employees. Each department has its own scope of responsibilities as they relate to occupational safety.

Please review the information on the websites listed below to understand the scope of responsibility of each department:

- [UW Emergency Management](#)
- [University of Washington Police Department](#)
- [UW Tacoma – Campus Safety & Security](#)
- [UW Bothell – Campus Safety Department](#)
- [SafeCampus](#)
- [Risk Services](#)
- [Hall Health Center](#)
- [Facilities Services](#)

In addition to the links above, the [Campus Safety & Emergency Resources webpage](#) is a resource to help employees navigate the various health and safety resources offered at UW.

## Safety Coordinators

EH&S strongly encourages departments to designate at least one person to serve as a safety coordinator for each school, department, or unit. EH&S recommends that support and the authority to address safety issues be provided to this person.

Safety coordinators may have a range of responsibilities, including but not limited to:

- Promoting this APP in their department.
- Scheduling employee safety training as requested by supervisors.
- Coordinating with EH&S.
- Providing assistance as needed to supervisors and employees to resolve safety concerns.
- Keeping safety bulletin boards current.
- Maintaining departmental safety records.
- Keeping the department head aware of current safety concerns.

## Safety Bulletin Boards

Every UW department is required to have a designated space to post health and safety information for its employees. Departmental safety bulletin boards are used to post the required Labor & Industries posters, safety notices, and safety newsletters. Health and safety committee meeting minutes, training schedules, safety posters, accident statistics, and other safety education material may also be posted.

A safety bulletin board must be located in a common area where all employees can view the posted information, such as a break room, hallway, or lunch area. Departments may choose to share a common bulletin board as long as all employees of the intended departments have access to the bulletin board.

Health and safety posters that are required to be posted are listed below. The safety bulletin board can also be used for other required workplace posters identified on the UW Human Resources [website](#). These include:

- [Job Safety and Health Law](#) (rev. 09-2015)
- [Notice to Employees – If a Job Injury Occurs](#) (rev. 12-2012)
- [Your Rights to as a Worker in Washington State](#) (rev. 06-2013)
- [Signed OSHA 300A Summary](#) (Posted during February 1 – April 1 each year)

## Health and Safety Committees

The University is divided into ten organizational groups. Each is represented by an organizational health and safety committee (HSC). Health & safety committees, required by [WAC 296-800-130](#), assist in the determination of unsafe conditions and procedures, evaluate on-the-job accidents, suggest corrective measures, and communicate health and safety information to their respective departments. Committee members are comprised of employee-elected and management-appointed representatives. Elections are held every two years. [Committee information](#) and current rosters are on the EH&S website.

A University-Wide Health and Safety Committee (U-Wide) was established to address safety issues relevant to the entire University community, and to provide consistency and oversight to the HSCs. Each

organizational committee elects two members to represent their committee at the U-Wide level. More information on the [U-Wide committee](#) can be found on the EH&S website.

Health and safety committees also partner with EH&S to conduct the annual review of this APP and discuss recommendations for revision, if needed.

## Safety Teams and Safety Meetings

Departments may develop health and safety teams among its employees to address front line safety concerns independent of the HSCs. Large departments may benefit from this approach to address safety issues by providing a pathway for communication between different divisions of a department.

All departments are to have a process for communicating and sharing health and safety information, such as during staff meetings, through departmental correspondence, or during one-on-one meetings with supervisors.

## Building Coordinators

Building coordinators are responsible for managing building-related needs and services. These include security requirements, maintenance and custodial service requests, and loss of property reporting to UWPD. Building coordinators also inform and update occupants during utility shutdowns or building renovation activities.

## New Employee Health and Safety Orientation

Departments must ensure that all new UW employees, including those who are temporary or part-time, undergo a health and safety orientation.

The health and safety orientation must cover the following topics:

- 1) Information on how to find and utilize this APP and any supplemental department-specific health and safety policies.
- 2) Reporting procedures for fire, police, or medical emergencies.
- 3) Building evacuation procedures during an emergency.
- 4) Location of fire alarm pull-stations and fire extinguishers.
- 5) Procedures for reporting all accidents and incidents to their supervisor and completing a written online report using the [Online Accident Reporting System](#).
- 6) Procedures for reporting unsafe conditions or acts to a supervisors, and, when possible, taking action to address unsafe conditions.
- 7) Location of first aid kits.
- 8) Information about chemicals or hazardous materials used in an employee's work environment, including how to identify them and where to locate the safety data sheets for hazard information.
- 9) Identification and explanation of all warning signs and labels used in their work area.
- 10) Use and care of any required personal protective equipment (PPE).
- 11) Description of any work-related safety training course(s) the employee is required to complete.

A [safety orientation checklist](#) for supervisors to onboard new employees can be found on the EH&S website.

# Reporting Accidents, Injuries, Illnesses, and Concerns

## Workplace Accidents, Injuries, Illnesses, and Near Misses

All injuries and illnesses occurring in the workplace must be reported to the employee's supervisor and to EH&S as soon as possible (WAC [296-800-320](#) and [296-27](#)). Employees are also encouraged to report near misses and unsafe conditions. Near misses are valuable opportunities to correct unsafe situations which could result in serious injury. A report can be completed by the employee involved, a supervisor, or a university representative using the [Online Accident Reporting System \(OARS\)](#).

Redacted copies of OARS reports may be distributed to University representatives for appropriate follow-up. The supervisor of the injured or affected employee must conduct an investigation, summarize the details of the incident in the OARS report, and recommended actions to prevent a reoccurrence. The OARS system will send a copy of the completed report to the supervisor and affected employee. EH&S and the department's organizational safety committee will review the OARS report to determine if additional actions be recommended to prevent a similar injury or incident from occurring.

Employees can contact the [UW Employee Health Center](#) for a consultation if they have questions or concerns related to a workplace injury or exposure.

## Safety Problems: Reporting and Resolving

Employees are encouraged to report safety concerns to their supervisors. If an employee does not feel comfortable communicating a concern to their supervisor, or if an employee has expressed a concern that was not adequately resolved, the employee has the option to discuss any concern directly with their safety committee representative or safety coordinator.

Assistance from EH&S is available to resolve safety concerns. Safety problems can be reported using [OARS](#) or by contacting EH&S at [ehsdept@uw.edu](mailto:ehsdept@uw.edu).

## Emergencies

### Obtaining Emergency Assistance

All employees must know how to summon emergency assistance. The information below details how to obtain emergency assistance from common University locations.

- |                   |  |
|-------------------|--|
| <b>UW Seattle</b> | Call 911 on a campus phone to reach a UWPD dispatcher.<br>Call 911 on any other phone and be sure to report your location. |
| <b>UW Bothell</b> | Call 911 and report your location.<br>Call 425-352-5222 to also inform the Public Safety Office.                           |
| <b>UW Tacoma</b>  | Call 911 and report your location.<br>Call 253-692-4416 to also inform Campus Safety and Security.                         |



## Public Safety

The [University of Washington Police Department](#) (UWPD) collaborates with the UW community to create a safe and secure campus through education, problem solving, and enforcement. The UWPD webpage includes information on, but not limited to, the following topics:

- [UW Alert](#) (An opt-in alert system that disseminates official information during emergencies or crisis situations that may disrupt normal operation at UW or threaten the health or safety of members of the UW community.)
- [Active Shooter – Campus Emergency Procedures](#) (This information provides a set of guidelines for responding to an active shooter incident on campus.)
- [Workplace Security Plan](#) (This document identifies the necessary components of a workplace security plan.)

## Emergency Management and Business Continuity

[UW Emergency Management](#) provides information related to campus crises, disasters, and major emergency incidents that may help departments prepare for the following potential emergency situations:

- [Earthquakes](#)
- [Winter Storms](#)
- [Thunderstorms](#)
- [Terrorism](#)
- [Pandemic Flu and Communicable Diseases](#)

Emergency Management also provides guidance on developing and utilizing [business, academic and research continuity](#) plans. These plans are implemented after a disaster occurs.

## Building Fire Safety and Evacuation Plans

EH&S developed the Fire Safety and Evacuation Plan (FSEP) to assist departments in their preparation and development of a written plan to address building emergency procedures including fire safety and evacuation.

Departments are required to develop a single FSEP for each building regardless of the number of departments that occupy that building. Organizational units should work together within each building to develop a building-specific plan. The FSEP is to include the name of the [evacuation director](#), [evacuation wardens](#) for that building, and the location of the building's evacuation assembly point.

A template and instructions for creating the FSEP are available on the [EH&S website](#). EH&S has also created guides to address different types of building emergency procedures. These guides can be modified, if needed, and added to a building's FSEP.

## First Aid

Quick and effective first aid for an injured employee can be achieved through strategically located first aid kits, trained first aid/CPR individuals, and knowledge of how to summon emergency medical services.

Departments are required to determine the best method to ensure the availability of first aid for their employees. This determination depends on the work location(s) and type(s) of work activities. The [First Aid Plan Guidelines](#) covers first aid requirements and will help departments determine their plan for ensuring that first aid is available.

## Automated External Defibrillators (AEDs)

Automated external defibrillators, or AEDs, are electronic devices designed to recognize cardiac arrhythmias and treat them through defibrillation, an electrical therapy shock which allows the heart to reestablish the proper rhythm. Modern AEDs are designed to only administer the shock if an abnormal rhythm is detected, and will prompt the user with step by step audible and visual cues.

The UW Police Department (UWPD) carry AEDs in their vehicles at UW Seattle, and all officers are trained in their use. While there are some exceptions, state and local law does not require AEDs be provided in buildings, but departments may purchase their own.

More information on AEDs and procedures for procuring an AED can be found on the [EH&S website](#).

## Recognized Safety Hazards

Measures to prevent injury from a recognized set of potential occupational hazards affecting UW employees are addressed below:

**Departments with workplace hazards that extend beyond those covered in this document are required to maintain separate or supplemental documentation that addresses how employees are protected from those hazards. This documentation can be maintained separately from this APP or added as an addendum to the core plan.**

### Slips, Trips, and Falls

On-the-job slips, trips, and falls occur frequently and can be avoided by applying these simple safety measures:

- Remove clutter, electrical cords, or anything else that might cause someone to trip.
- Arrange or remove furniture so walkways are not blocked or obstructed.
- Wipe up spills immediately.
- Use handrails when walking on stairs.
- Do not carry items on stairs that can impair visibility or handrail use.
- Wear shoes that are appropriate for the work environment.
- Avoid reading mobile devices while walking.

Any staff, faculty, or student can report a slip or trip hazard through the [Online Accident Reporting System \(OARS\)](#), to a building coordinator, or through a [request for service](#) from Facilities Services, if appropriate.

## Indoor Air Quality

"Indoor Air Quality" generally refers to indoor office, classroom, or laboratory environments, as opposed to industrial or outdoor settings. Indoor environments often have ventilation from windows or a heating and air-conditioning (HVAC) system. Common causes of indoor air quality complaints include inadequate outdoor air supply, odors from indoor or outdoor sources, mold, or chemical use in an adjacent area.

All UW campuses are non-smoking except in [designated areas](#). Smoking in unauthorized areas can cause indoor air quality concerns. Although signage exists, employees are encouraged to remind their peers of the policy regarding smoking on campus.

Visit the EH&S [webpage on indoor air quality](#) to learn more about the types of indoor air quality issues that can occur at UW and how to prevent or address them.

## Chemical Hazard Communication

UW employees must receive formal, documented training on the hazardous chemicals in their work areas. This requirement is supported through [Administrative Policy Statement 12.5](#) and through the practices described in the [UW Chemical Hazard Communication \(HazCom\) Program](#). Critical components of the program include:

- Identifying and listing hazardous chemicals in use by employees via the online UW MyChem database.
- Ensuring chemical containers are labeled.
- Ensuring employees have access to Safety Data Sheets (SDSs).
- Training employees on the hazards of chemicals they work with, safe work practices to avoid exposure, signs and symptoms of exposure, and what to do in the case of a spill or emergency.
- Ensuring employees adhere to posted warnings and safety information.

Employees working in laboratories must comply with additional chemical hazard requirements by following procedures and policies outlined in their laboratory's [Chemical Hygiene Plan](#).

Employees who only work around consumer products in small quantities may be exempt from the HazCom training requirements. Contact EH&S if you are unsure whether your department's employees are exempt.

## Asbestos Awareness

Asbestos is a carcinogenic mineral that can be found in some construction materials used in UW buildings. If asbestos-containing materials (ACM) are left intact they pose no health risk to the occupants. However, damage to ACM can release asbestos fibers into the air, which pose a health risk due to potential inhalation. For further information on asbestos building products, visit the [EH&S webpage on asbestos](#).

All UW employees are required to complete a one-time General Asbestos Awareness training when hired. This training covers general asbestos information, how to ensure you do not disturb ACM, how to recognize damaged ACM, and what to do if you encounter damaged ACM. The training is available [online](#).

Employees that work directly with ACM, or whose work activities have the potential to damage ACM, are required to take more specialized training.

## Ergonomics

Ergonomics is the practice of fitting the job to the individual, which can help prevent work-related musculoskeletal injuries. Risk factors for the development of musculoskeletal injuries (MSDs) include awkward postures, repetitive tasks, and/or forceful motions. These types of injuries usually develop over time rather than as a result of a single event. Injuries can be prevented if tasks or processes are evaluated and modified to reduce risk factors. For more information on workplace ergonomics, visit the [EH&S webpage](#).

## Transportation Safety

The UW campuses offer multiple modes of transportation, including walking, biking, and driving. Employees must follow all state and local laws related to these different modes of transportation. While the University strives to prevent conflicts between these modes of transportation through design, there are strategies that employees can use to prevent injuries or accidents from occurring such as:

- Always wear a seatbelt, and ensure all occupants are properly wearing theirs too.
- Give yourself plenty of room to maneuver and stop – do not follow other vehicles too closely.
- Always err on the side of caution and stop for pedestrians and bicyclists who are crossing in front of you.
- Never exceed the speed limit; recognize that the posted speed limit is for perfect conditions such as clear weather and no pedestrians in the area.
- Pay attention; avoid distractions, such as cell phones.
- When driving, always be mindful of pedestrians, especially at crosswalks and under imperfect weather conditions.
- Adhere to signage indicating construction areas or where bicycles should be walked.
- Do not pass in “No Passing” zones.
- Report unsafe conditions and suggested improvements (Some conditions can be corrected by placing a [request for service](#) through Facilities Services).
- Always wear required helmets when riding bicycles.

In the event of a vehicle accident, follow the [Vehicle Accident Reporting procedures](#) on the Facilities Services website.

All UW employees who use a UW-owned vehicle are required to take the [Driver Safety & Awareness course](#). This course is also used to train and qualify those who need to operate any UW-owned golf carts or small utility-type vehicles.

## Working Outside Regular Business Hours

Departments may have employees who work outside of regular business hours, such as during nights or weekends. The same resources that employees have access to during the day may not be available or applicable to these off-business hours. For this reason, all departments should address these questions for employees working outside regular business hours:

- How will your employees seek assistance or first aid in the event of a medical emergency?
- Are there hazards that exist during these hours that are not a factor during the day? If so, how will the employee be protected?

Departments can contact EH&S at [ehsdept@uw.edu](mailto:ehsdept@uw.edu) if they are unsure whether or not their employees have the training and resources they need to work safely outside business hours.

## Workplace Violence Prevention - SafeCampus

SafeCampus is the University’s central reporting point for concerning behaviors that could indicate the potential for violence, including suicide. The [SafeCampus](#) webpage includes information that will help departments establish an environment where people feel comfortable talking openly about the threat or actual occurrences of violence in the workplace. SafeCampus can be reached at 206-685-SAFE (7233).

**In emergency situations, employees should call 911.**

All employees should take the SafeCampus [Violence Prevention and Response training](#) every two years.

## Identifying and Mitigating Hazards beyond this Plan

### Hazard Identification

EH&S can assist departments with identifying hazards present in a work environment and appropriate mitigation plans. The following is a list of potential hazards that may apply to some UW work environments. This is not an exhaustive list; additional hazards may exist. It is the responsibility of the department to conduct a job hazard analysis to determine what hazards may apply in each work location and to determine what measures must be taken to protect their employees.

<a href="#">Animal handling</a>	<a href="#">Autoclaves</a>	<a href="#">Biological materials</a>
<a href="#">Bloodborne pathogens, sharps</a>	Boating safety	<a href="#">Compressed gas</a>
<a href="#">Confined spaces</a>	Cranes, hoists, and rigging	<a href="#">Diving safety</a>
Excavation, trenching	Extreme cold or heat	<a href="#">Hazardous chemicals</a>
<a href="#">Hazardous material shipping</a>	<a href="#">Hazardous energy, Electricity</a>	Knives or cutting blades
<a href="#">Ladders</a>	<a href="#">Lasers or UV light</a>	<a href="#">Loud Noise</a>
Powered industrial trucks	Powered platforms	<a href="#">Radioactive materials</a>
<a href="#">Regulated building materials</a>	<a href="#">Respiratory hazards</a>	Scaffolds
<a href="#">Small utility vehicles or golf carts</a>	<a href="#">Tools and/or Machinery</a>	<a href="#">Welding, cutting, brazing</a>

Once a department has identified the hazards that exist in its work environments, it must document what measures to take to prevent employee exposure to these hazards. This documentation can be maintained separately from this APP or added as an appendix to the core plan.

Examples of supplemental documentation include:

- Plans or manuals such as: [Laboratory Chemical Hygiene Plan](#), [Biosafety Manual](#), [Radiation Safety Manual](#), [Diving Safety Manual](#), Bloodborne Pathogen Exposure Plan, [Fire Safety and Evacuation Plan](#).
- Standard Operating Procedures.
- Personal Protective Equipment Assessment.
- Site-specific Training.

## Design and Engineering Controls

The most effective way to mitigate hazards is to eliminate the hazard entirely or control the exposure to the hazard through engineering controls.

Departments should consider health and safety during the design phase of a building, room, or office. Identification of hazards and methods to eliminate those hazards through inherent safe design early in the planning phase can prevent a hazard from being inadvertently created from the start. Identification of engineering controls such as ventilation or safety features early on in the design phase can reduce the potential for costly retrofits later in the project phases.

EH&S can assist with safety considerations during the design phase of a project. Visit this [webpage](#) for more information.

## Training

Training is an essential part of the University's plan to provide a safe environment. The type of training required is based on the hazards identified in a department or unit. All supervisors are responsible for ensuring that their employees are trained appropriately *before* beginning a task that requires the training. Any safety training conducted must be documented. The training record should include, at a minimum, the topic of the training, the name of the employee trained, and the date of the training.

The [Health and Safety Training Matrix](#) can help supervisors identify appropriate safety trainings for their employees. This is not an exhaustive list of trainings that an employee may be required to take. Many safety trainings are site-specific and can only be effectively conducted by the supervisor or subject matter expert within the department. Departments must ensure that these site-specific trainings are documented.

EH&S maintains training records for all instructor-led and online classes provided by EH&S. Any UW employee can look up these training records using the [MyTraining tool](#) on the EH&S webpage. The training records include the attendee's name, training, completion date, and renewal date. Additional information regarding training requirements may be found on the [EH&S training webpage](#). Records for training provided by an employee's department or supervisor are to be maintained by that specific department.

## Personal Protective Equipment

Eliminating hazards through engineering design or administrative processes is preferred over providing personal protective equipment (PPE). Each department is responsible for reviewing all employee worksites for personal protective equipment needs. The [Laboratory PPE Hazard Assessment Guide](#) and

the [Shop PPE Hazard Assessment Guide](#) are tools that departments can use to perform a hazard assessment to determine the necessary PPE.

If departments provide PPE to ensure the safety of employees, the following must be completed:

- Assess the workplace for hazards.
- Select appropriate PPE.
- Ensure PPE is used.
- Establish inspection, maintenance and replacement procedures to ensure damaged PPE is not used.
- Train employees in proper use, limitations, care, and maintenance of PPE.
- Document assessment, selection, and training.

For more information, visit the EH&S [PPE webpage](#).

## Responsibilities beyond this APP

Departments with hazards that extend beyond those covered in this document are required to maintain separate or supplemental documentation that addresses how employees are protected from these additional occupational hazards. For any questions regarding how to effectively supplement this APP, please contact EH&S at [ehsdept@uw.edu](mailto:ehsdept@uw.edu) or 206-543-7262.