

UNIVERSITY *of*
WASHINGTON

ACCIDENT PREVENTION PLAN

Revised August 2023



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PURPOSE, SCOPE, AND RESPONSIBILITIES

PURPOSE AND SCOPE

This document serves as the University of Washington (“UW” or “University”) workplace Accident Prevention Plan (“APP” or “this Plan”). The APP aligns with the state workplace safety requirements and provides measures to prevent workplace health and safety incidents, such as injuries, illnesses, hazardous materials exposures, fire and life safety incidents, and near-miss events. The word “incidents” replaces the word “accidents” throughout the APP to recognize the wide variety of environmental and occupational health and safety situations addressed.

The University’s APP covers the anticipated workplace hazards that generally apply to all personnel across the University and is required to be complemented with a department or unit [Supplemental Accident Prevention Plan](#) (“Supplemental APP” or “unit plan”), which addresses specific health and safety topics related to worksites and job hazards within an individual department, unit, or organization. Both the APP and Supplemental APP outline policies and procedures to reduce or eliminate occupational and workplace hazards.

The APP and Supplemental APP requirements apply to all personnel at UW sites owned, operated, or controlled by the University, and schools, departments, units, and organizations within the University.

- UW medical facility personnel follow additional UW Medicine policies and procedures beyond this Plan.
- The word “units” is used throughout this Plan and is meant to represent all University entities supported by this Plan.
- The term “personnel” is used throughout this Plan and aligns with [Administrative Policy Statement 40.1](#) Policy Statement 40.1, which includes staff, faculty and academic personnel, and students in paid positions (permanent, part-time, or seasonal).
- Units are required to apply the workplace health and safety requirements in the APP to other categories of workers under their supervision in the workplace such as volunteers and unpaid student workers.
- Units are required to ensure that any visitors, contractors, or vendors at their sites follow site-specific safety requirements including use of required personal protective equipment, and that they receive information about hazard they may be exposed to and safety measures of the site, and a health and safety orientation, as applicable.
- All personnel are required to be informed of the location(s) and know how to use the APP and their unit-specific Supplemental APP. The APP and a Supplemental APP template are available on the Environmental Health & Safety [website](#).
- The APP is reviewed and updated annually. Units are required to review and update their Supplemental APP annually, and then make the APP and Supplemental APP available to all existing and new personnel in their unit.



SUPPLEMENTAL ACCIDENT PREVENTION PLAN

Units are required to supplement the University's APP with a unit-specific Supplemental APP that is reviewed and updated annually. The unit plan may be called a safety manual or a health and safety plan as long as it also addresses the requirements outlined in the [Supplemental Accident Prevention Plan \(Supplemental APP\) template](#). The Supplemental APP template was designed to help units organize their worksite-specific health and safety information, and address worksite-specific hazards beyond those covered in this Plan. The Supplemental APP includes site-specific health and safety information, records, and resources.

HEALTH AND SAFETY POLICY

The APP furthers the University's commitment to provide a safe and healthy environment for all personnel. It follows UW policy in [Administrative Policy Statement \(APS\) 10.3](#) and is consistent with requirements in the Washington State Industrial Safety and Health Act ([Washington Administrative Code 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.

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ROLES AND RESPONSIBILITIES

[Executive Order No. 55](#) outlines the health and safety responsibilities at all levels of the University. These responsibilities are summarized below. Additional duties and responsibilities for specific health and safety programs are outlined in those [health and safety program manuals](#) and policies.

UNIVERSITY FACULTY AND ACADEMIC PERSONNEL, STAFF, STUDENT WORKERS, VOLUNTEERS

All University staff, faculty and academic personnel, students and volunteers are responsible for:

- Observing and following health and safety regulations, policies, and procedures;
- Participating in mandatory training;
- Promptly reporting safety hazards or violations or incidents, injuries, and illnesses; and
- Giving due consideration to personal safety and the safety of others while performing assigned tasks.

University faculty and academic personnel, staff, student workers, volunteers.

UNIVERSITY PRESIDENT, PROVOST, VICE PRESIDENTS, DEANS, CHANCELLORS, DIRECTORS, CHAIRS, AND SUPERVISORS

The University president, provost, vice presidents, vice provosts, chancellors, deans, directors, chairs, and unit supervisors, including faculty supervising research and academic activities are responsible for:

- Reinforcing the importance of health and safety and creating a culture of health and safety in their units;
- Ensuring that individuals under their supervision have sufficient authority to support and properly implement health and safety regulations, policies, and procedures;
- Being aware of and following safety plans for all University workplaces, classrooms, laboratories, field work locations, and student life areas;
- Assuring compliance with mandatory health and safety training in their units;
- Acting in support of Environmental Health & Safety and units with related responsibilities to monitor adherence to applicable health and safety regulations, policies, and procedures;
- Establishing priorities and committing resources for correction of health and safety deficiencies.



ENVIRONMENTAL HEALTH & SAFETY

The Environmental Health & Safety (EH&S) is responsible for implementing federal, state, local, and University policies related to public, occupational, and environmental health and safety at University-owned, -operated, and -controlled sites, providing a wide range of technical services and leadership. EH&S is responsible for overseeing compliance with environmental and occupational health and safety related programs. EH&S partners with units and members of the UW community to ensure a healthy and safe environment in which to advance learning, teaching, research, and service. EH&S provides resources, training, and tools to help units meet their health and safety compliance responsibilities.

UNIVERSITY HEALTH AND SAFETY COMMITTEES

Health and safety committees, required by [Washington Administrative Code 296-800-130](#), assist with occupational injury and illness prevention by reviewing and investigating workplace incident reports, recommending corrective actions, reviewing safety reports and information, and communicating health and safety information to their respective units. The University's 10 organizational health and safety committees, along with the University-Wide Health and Safety Committee, share the responsibilities of implementing and monitoring the University's health and safety program. Every employee at the University is represented on one of these 10 committees. Committee members include employee-elected and management-appointed representatives. Elections are held every two years.

Health and safety committees are a valuable resource for all personnel. All personnel should know which of the 10 committees represents their unit. [Committee information](#) and current rosters are available on the EH&S website.

The [University-Wide Health and Safety Committee](#) was established to address safety issues relevant to the entire University community, and to provide consistency and oversight to the 10 organizational health and safety committees. Each organizational committee elects two members to represent their committee at the University-wide level. More information on the University-Wide Health and Safety Committee is available on the EH&S website.

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

UW UNITS WITH COMPLIANCE AND SAFETY OVERSIGHT

Multiple units, in addition to EH&S, have responsibilities for campus safety, security, risk management and work in coordination with EH&S to ensure the health and safety of UW personnel and worksites.

Each unit has its own scope of responsibilities as they relate to occupational and environmental health and safety. Please visit the links below to learn more about the scope of responsibility of each unit via their respective websites:

- [Division of Campus Community Safety](#)
 - [SafeCampus](#)



- [UW Police Department \(UW Police\)](#)
- [UW Emergency Management](#)
- [UW Office of Global Affairs, Travel](#)
- [UW Bothell – Campus Safety](#)
- [UW Human Resources, Employee Assistance Program](#)
- [UW Compliance & Risk Services](#)
- [UW Facilities](#)
- [UW Tacoma – Campus Safety & Security](#)

SAFETY COORDINATORS OR SAFETY TEAM

EH&S strongly encourages units to designate at least one person to serve as a safety coordinator for their unit. Larger units may want to designate a safety team to address safety issues by providing a pathway for communication between various divisions, or groups within a unit. EH&S recommends the unit provides the safety coordinator or safety team with support and the authority to address safety issues.

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

- Coordinate with EH&S to address health and safety issues, as needed;
- Keep leadership aware of safety concerns;
- Assist with scheduling health and safety training as requested by supervisors;
- Send an annual communication to personnel on how to access the core [UW Accident Prevention Plan](#) and their unit's Supplemental APP;
- Check and update all safety bulletin boards annually;
- Check and update unit first aid kits annually;
- Verify the unit maintains required safety records; indicate where they can be found and who maintains them, including but not limited to:
 - The Supplemental APP
 - Unit safety inspection reports and self-inspection reports, including building inspections, radiation surveys, and EH&S inspections.
 - Building [Fire Safety and Evacuation Plans](#)
 - [Health and Safety Committee](#) meeting minutes
 - [MyChem](#) chemical inventories and [safety data sheets](#) for all hazardous materials storage locations
 - [Safety training records](#)



BUILDING COORDINATORS/FACILITY MANAGERS

[Building coordinators](#) and facility managers are responsible for managing building-related needs and services. These include security requirements, maintenance and custodial service requests, and reporting property loss to the UW Police or the appropriate policing authority for the specific location. Building coordinators also inform and update occupants during utility shutdowns or building renovation activities.

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RESOURCES

NEW EMPLOYEE HEALTH AND SAFETY ORIENTATION

Unit supervisors must ensure that all new UW personnel, including those who are temporary and working part time, receive a health and safety orientation.

The health and safety orientation must cover specific topics like the location of the APP, the unit's Supplemental APP, reporting emergencies, evacuation procedures, the fire alarm signal system, the location of portable fire extinguishers, etc. These requirements are outlined in the [New Employee Health and Safety Orientation template](#). EH&S recommends that supervisors modify the template as needed to include unit-specific orientation requirements.

SAFETY MEETINGS

Units may choose to enhance safety culture by making a practice of devoting the first few minutes of all meetings to safety. These "safety moments" address a specific safety topic and can be preplanned or an opportunity for audience participation.

All units should have a process for communicating and sharing health and safety information, such as during unit or workgroup meetings, through correspondence, and/or during one-on-one meetings with supervisors.

SAFETY BULLETIN BOARDS

Washington State Department of Labor & Industries (L&I) requires that personnel have access to designated safety bulletin boards where employers post health and safety information. Every UW unit is required to have a designated physical space to post health and safety information for its personnel. Units may make health and safety information available for personnel to access online; however, posting the information in a physical location is required.

Unit safety bulletin boards are used to post the required L&I posters (listed below), safety notices and safety newsletters. Health and safety committee meeting minutes, training schedules, safety posters, incident statistics, building coordinator contact, and other safety education material may also be posted.

A safety bulletin board must be in a common area where all personnel can view the posted information, such as a break room, hallway, or lunch area. Units may share a common bulletin board amongst other units if all personnel can access it.

[L&I publishes posters](#) that must be placed on every safety bulletin board; they are free to download and print from the [Required Workplace Posters from L&I](#) webpage. They include:

- [State fund: Notice to Employees- If a Job Injury Occurs](#)
- [Job Safety and Health Law](#)
- [Your Rights as a Worker](#)



In addition, the University's Log of Work-Related Injuries and Illnesses (OSHA 300A summary report) is required to be posted, from February 1 to April 30 each year on the safety bulletin board(s). Download the OSHA 300A summary report for the appropriate work location from the EH&S [Incident Reporting](#) webpage.

The safety bulletin board can also be used for [other required workplace posters identified by UW Human Resources](#).

EMERGENCY PREPAREDNESS AND RESPONSE

Unit personnel play a role in regional and local emergencies that may affect the University community. Units will develop and regularly update procedural documents providing guidance during emergencies.

SUMMONING EMERGENCY ASSISTANCE

All personnel must know how to summon emergency assistance. The information below details how to obtain emergency assistance from the three University campuses.

Seattle campus	Call 9-1-1 on a campus phone to reach a UW Police dispatcher. Call 9-1-1 on any other phone, indicate you are on the UW Seattle campus and then report your exact location.
UW Bothell	Call 9-1-1 and report your location. Call 425-352-5359 to also inform the Public Safety Office.
UW Tacoma	Call 9-1-1 and report your location. Call 253-692-4416 to also inform Campus Safety and Security.

PUBLIC SAFETY

[The Division of Campus Community Safety](#) leads planning, prevention, response and recovery for the UW through three key emergency and safety response units: UW Emergency Management, UW SafeCampus, and the UW Police (in Seattle). A key resource for all UW campuses is the [UW Alert](#): An email and text alert system that disseminates official information and direction during emergencies or crisis situations that may disrupt normal operation at UW or threaten the health or safety of members of the UW community.

CAMPUS POLICE AND SECURITY

The [UW Police](#) on the Seattle campus collaborates with the UW Seattle community to create a safe and secure campus through education, problem solving, and enforcement. The UW Police webpage defines [UW Police Department jurisdiction](#) and addresses the following topics, among others:

- [Safety escort services](#): At night UW has both point-to-point rides with security guards and a shuttle service;



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- [Active Shooter - Campus Emergency Procedures](#): Provides a set of guidelines for responding to an active shooter incident on campus;
- [Safe Zone App](#): Gives you direct access to the fastest possible safety assistance;
- [Personal Safety](#): Provides tips to stay safe during the day and night, outdoors and indoors;
- [Suspicious Persons](#): Describes suspicious behavior and appropriate responses.

UW Bothell and UW Tacoma both have campus security guards and quick response to incidents from City of Bothell and City of Tacoma Police Departments by calling 9-1-1.

SAFECAMPUS

[SafeCampus](#) is the UW's violence prevention and response program. SafeCampus supports students, staff, faculty, and community members in preventing violence. Trained and credentialed SafeCampus staff work with students, staff and faculty who have concerns for themselves and others on identifying issues, connecting with resources, safety planning and ongoing education. The team works with callers/emailers and assesses potential threats across all parts of the University.

SafeCampus offers [online violence prevention and response training](#) throughout the year.

EMERGENCY MANAGEMENT

[UW Emergency Management](#) plans, educates, conducts exercises and coordinates incident management related to campus crises, disasters and major emergency incidents. The [UW Comprehensive Emergency Management Plan](#) serves as a high-level guide to the University in the event of an emergency or disaster in which normal operations are interrupted and special measures are taken to protect people and operations.

During an emergency affecting the entire campus or region, coordinated and integrated campus-wide response to emergencies on the Seattle campus is assisted through the University's [Emergency Operations Center](#) (EOC) using an Incident Command System to support the management of hour-by-hour decisions during and after a major event.

Emergency response operations at the UW Bothell and UW Tacoma campuses are managed by UW Bothell and UW Tacoma campus teams (respectively) with a communications link to the Seattle campus Emergency Operations Center.

The Seattle campus Emergency Operations Center is structured and equipped to provide:

- Overall management of University and partner response through an incident management team;
- Communications with the University President and administration, with other University units, and with city, county, and state officials;
- Coordination with other government agencies and recovery response resources;
- Regular reporting to stakeholders during operational periods;



- Management of resource deployment involving multiple partners;
- On-scene assistance through the Duty Officer, when appropriate.

The Seattle campus Emergency Operations Center is supported by and connected to Unit Response Centers located in the administrative headquarters of major organizational and operations units. Each Unit Response Center should re-check its operational plans on an annual cycle.

University personnel are responsible for familiarizing themselves with emergency management resources, campus emergency procedures, and [subscribing to emergency alerts](#).

The University publishes public safety information annually through the [Annual Security and Fire Safety Reports](#) in compliance with the Jeanne Clery Act. This report includes safety information, such as crime statistics, and fire information.

BUSINESS, ACADEMIC, AND RESEARCH CONTINUITY PROGRAM

The Business, Academic, and Research Continuity Program (also known as BARC) is a part of the Division of Campus Community Safety and oversees enterprise level organizational resilience under [APS 13.2](#). The BARC program manager supports the enterprise-wide planning for continuity of operations following a major disruption that limits the ability of the UW to meet operational or staffing needs. BARC involves a coordinated collaboration between multiple entities.

A key component of BARC is the development of a [BARC Plan](#) using the University's online platform (currently Husky Ready). The BARC Plan serves as a reference and guide to support continued operations during any disruption and helps restore operations once the incident is resolved.

EH&S recommends that research and laboratory facilities consider adding to their unit's BARC Plan by utilizing the [Guide to Business Continuity and Recovery Planning for Laboratories and Research Facilities](#).

Contact the BARC program at disaster@uw.edu for more information.

BUILDING FIRE SAFETY AND EVACUATION PLAN (FSEP)

EH&S developed the [Fire Safety and Evacuation Plan template](#) and [instructions](#) to assist units in their preparation and development of a written plan to address building emergency procedures including fire safety and evacuation. Units are required to work together and develop a Fire Safety and Evacuation Plan for each campus building, regardless of the number of UW units occupying the building.

The Fire Safety and Evacuation Plan names the [evacuation director](#) and [evacuation wardens](#) and identifies the building's evacuation assembly point. All personnel must be advised of their evacuation warden and the location of their building's evacuation assembly point so they can be accounted for during a building fire drill or emergency evacuation.



EH&S has also created quick reference [guides](#) to address various types of building emergency procedures that units can modify, if needed, and add to a building's Fire Safety and Evacuation Plan.

FIRST AID

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

Units are required to determine the best method to ensure the availability of first aid for their personnel. 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 units determine their plan for ensuring that first aid is available when needed, including at remote locations.

Units that decide to purchase a bleeding control kit should ensure personnel are trained in the kit contents and know its location. Refer to the guidelines on the [Stop the Bleed Washington](#) website for more information.

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 carries AEDs in their vehicles at the Seattle campus, and all officers are trained in their use. While there are some exceptions, state and local law does not require that AEDs are provided in buildings, but units may purchase their own.

More information on AEDs and procedures for [procuring an AED](#) are available on the [EH&S website](#). Seattle and UW Bothell campus units that decide to purchase an AED should follow [Public Health – Seattle & King County](#) guidance on purchases and registration, and ensure personnel receive training on AED maintenance and use. UW Tacoma campus units should follow [Pierce County Emergency Management guidance on registering AEDs](#).

The [PulsePoint AED Viewer](#) app, available for Apple and Android phones, shows the locations of AEDs. However, not all UW AED locations are listed and not all the listed AEDs may be publicly accessible.

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REPORTING INCIDENTS

WORKPLACE INCIDENTS

UW personnel are required to submit an incident report for any work-related event that results in an injury, illness, exposure, fire, property damage, or near-miss event. UW personnel have the option to submit an incident report for anyone who does not have a UW NetID and was injured at a University location.

An incident may occur at the University's owned and operated locations, including field sites and any off-campus location where University business or academic activities are occurring. An incident may involve personnel, students, UW volunteers working at a UW location or field site, or member(s) of the public (not affiliated with the University) at a UW location.

The person involved, the supervisor, or a University representative will submit the report using the [Online Accident Reporting System \(OARS\)](#).

TYPES OF EVENTS TO REPORT

1. An **exposure-event** is defined as contact with a chemical, biological, or radiological material through absorption (skin or eye), ingestion, inhalation, or injection. Workplace illnesses resulting from exposures to communicable diseases, regulated building materials, noise, heat, etc. are also exposure-related events. Follow the EH&S [exposure response procedures](#) if potentially exposed to hazardous materials.
2. **Fire-events** are defined as anything that includes flames and/or smoke, even if the fire goes out by itself.
3. **Property damage-related events** are defined as physical harm to UW property that may require repair or maintenance and have the potential for personal injury or damage to building fire and life safety systems.
4. A **near-miss event** identifies a potentially unsafe condition where no injury, exposure or property damage occurred.
 - a. For example, if a worker tripped while walking, but was not injured, this would be considered a near-miss event.
 - b. Near-misses are valuable opportunities to correct potential hazards, which could result in a serious injury.
5. An **injury-event** is defined as any harm to a person, including minor harm, that may or may not require first aid (e.g., use of medication, band-aids, ice packs, etc.). Some injuries additionally require an immediate notification* to EH&S for reporting purposes.

REPORTING TIMEFRAMES

***Notify EH&S immediately (after first aid/medical care)** if an incident involves any of the following:



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- In-patient hospitalization, amputation, loss of an eye, or fatality;
- Recombinant/synthetic DNA/RNA exposure or spill;
- Radioactive material spill, exposure, accidental exposure from a radiation producing device or laser.

During EH&S business hours (8:00 a.m. to 5:00 p.m., Monday to Friday) call 206-543-7262.

Outside of EH&S business hours, call the UW Police Department at 206-685-8973 to reach EH&S on-call staff.

EH&S is required to report any employee in-patient hospitalization or fatality to L&I within eight hours of the incident. Do not move any equipment involved in the incident until EH&S receives clearance from L&I.

All other types of incidents involving **UW personnel must be reported via the [Online Accident Reporting System \(OARS\)](#) within 24 hours** of the incident.

The identity of individuals involved in incidents is protected and is disclosed only on a need-to-know basis to those involved in the response. This may include UW Human Resources representatives, supervisors, unit leadership, and L&I per Washington Administrative Codes [296-800-320](#) and [296-27](#).

Visit the [Incident Reporting webpage](#) on the EH&S website for more information about how OARS reports are managed, reviewed, and other frequently asked questions.

SAFETY CONCERNS: REPORTING AND RESOLVING

Use the [Report a Concern](#) form to report safety concerns to EH&S. A safety concern is a condition or situation that you believe could become unsafe, like a tree root sticking up through a sidewalk posing a trip hazard. If the tree root caused someone to trip and they were injured or nearly injured (near-miss), you are required to submit an incident report using the [Online Accident Reporting System \(OARS\)](#).

The Report a Concern form can be submitted anonymously. Please don't use the Report a Concern form to report a work-related injury, illness, exposure, fire, property damage, or near-miss event.

Personnel 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 addressed, the employee has the option to discuss any concern directly with their [health and safety committee](#) representative or safety coordinator. L&I prohibits [employer retaliation or discrimination](#) for reporting health and safety concerns.

YOUTH AT THE UW

[Executive Order 56: Reporting Suspected Child Abuse](#), applies to all University of Washington personnel—including faculty and academic personnel, staff, temporary staff, academic student



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personnel, and student personnel—and volunteers in University programs. The policy applies regardless of whether an employee is acting in the capacity of their University duties. The policy applies to volunteers when they are acting within the scope and course of duties as directed by the University. The [Chapter 26.44 RCW](#) Abuse of Children, rule applies to a child or children under 18 years of age.

The Office of Youth Protection offers [required training for University personnel and UW youth program personnel](#). The [UW Youth Program Best Practices webpage](#) offers assistance with planning and the implementation of safe high-quality youth programs.

For more information on youth at the UW, visit the [Office of the Youth Protection Coordinator](#) website or email uwminors@uw.edu.

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RECOGNIZED SAFETY HAZARDS

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

Units with workplace hazards that extend beyond those covered in this Plan are required to maintain separate or supplemental documentation that addresses how personnel are protected from those hazards. That documentation should be referenced in the unit's [Supplemental APP](#), which addresses site-specific occupational hazards not addressed in this UW APP.

ASBESTOS AND OTHER REGULATED BUILDING MATERIALS

Asbestos is a cancer-causing substance that can be found in some construction materials used in [UW buildings](#); it may be present in floor and ceiling tiles, adhesives, insulation, walls and baseboards. If asbestos-containing materials are in good condition, they pose no health risk to the occupants. However, damage to asbestos-containing materials can release asbestos fibers into the air, which pose a health risk if the fibers are inhaled. Visit the [Asbestos and Other Regulated Building Materials webpage](#) on the EH&S website for more information.

All UW personnel 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 asbestos-containing materials, how to recognize damaged asbestos-containing materials, and what to do if you encounter damaged asbestos-containing materials.

Personnel who work directly with asbestos-containing materials, or whose work activities have the potential to damage asbestos-containing materials, are required to take more specialized training.

Many older campus buildings contain other regulated materials that, while posing no threat in their current state, can present potential dangers if they are unknowingly or improperly disturbed. Examples of these other materials include lead and polychlorinated biphenyls (PCBs). Disturbing building materials without proper training can create personal safety risks.

Work on components or systems within University facilities must be performed by authorized units and experts who are trained and understand how to navigate the complex overlapping regulations and policies governing the construction, renovation, maintenance and improvement of University facilities. This work must **not** be performed by unauthorized unit staff, faculty, students, or volunteers. This includes activities like painting or impacting walls to hang shelves.

- Seattle campus: contact [UW Facilities](#) or your facility manager to request service.
- UW Bothell campus: Contact [UW Bothell Facilities](#).
- UW Tacoma campus: Contact [UW Tacoma Integrated Facilities Management](#).



EH&S can assist with safety considerations during the design phase of a project. Identification of hazards and eliminating them through inherent safe design early in the planning phase can prevent a hazard from being inadvertently created. Identification of engineering controls such as ventilation or safety features early in the design phase can reduce the potential for costly retrofits later. Visit the [Facilities Projects Support webpage](#) for more information.

Refer to Administrative Policy Statement [56.6](#) for more information about alterations to Seattle campus buildings and grounds.

BOX CUTTERS, CUTTING IMPLEMENTS, AND SHARPS

University personnel who use box cutters should follow the steps in the [Box Cutter Safety Focus Sheet](#) to avoid potential laceration injuries before, during and after use. Choosing a box cutter specifically designed to reduce or eliminate injuries, such as the [Klever Kutter](#), is a key element to staying safe.

Sharps injuries are common at the UW. [Sharps](#) are devices, such as needles, scalpels, and lancets, which are used to cut or pierce skin, blood vessels or tissue. EH&S offers guidance on [sharps safety](#) and precautions to prevent injuries.

CHEMICAL HAZARD COMMUNICATION

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

- Maintaining a list of hazardous chemicals in work areas via UW [MyChem](#) database;
- Labeling [chemical containers](#), including secondary and waste containers;
- Ensuring personnel have access to [safety data sheets](#) (SDSs);
- [Training](#) personnel 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; and
- Ensuring personnel adhere to posted warnings and safety information.

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

Personnel who only work around consumer products in small quantities may be exempt from the Chemical Hazard Communication (HazCom) training requirement. For more information, review the information in the [Hazard Communication for Office Products](#) focus sheet on the EH&S website. [Contact EH&S](#) if you are unsure whether your unit's personnel are exempt.

COMMUNICABLE DISEASES

The [University of Washington's Advisory Committee on Communicable Diseases \(ACCD\)](#) is an interdisciplinary group of subject matter experts and operational leaders who work to reduce the risk of, prepare for, and address the University's needs related to communicable disease outbreaks.

Please follow any current UW guidance on communicable diseases, including [COVID-19](#), to reduce the potential for transmission at University locations and to align with federal, state, and local workplace safety requirements and public health guidance.

Refer to the University's [COVID-19 Guidelines Summary](#) and the [COVID-19 Health and Safety Plan](#) (Appendix A of this Plan) for the most current COVID-19 prevention policies and guidance. This plan is updated on the EH&S website as regulations and guidance change.

CONCUSSIONS

A concussion is a type of injury caused by a bump, blow or jolt to the head. Information about concussion prevention and symptoms can be found on the [Centers for Disease Control and Prevention website](#) and in the [Workplace Concussions focus sheet](#) on the EH&S website.

ELECTRICAL SAFETY

Personnel will follow best practices to avoid exposure to electrical hazards, which could result in shock, fire, explosion, and injuries. EH&S recommends personnel review the webpage on [Basic Electrical Safety](#) to learn how to eliminate or control common electrical hazards including addressing daisy-chained extension cords, proper grounding, high amperage equipment such as space heaters, circuit breaker panels, and wet environments. EH&S recommends [Basic Electrical Safety training for those individuals interested in more information](#).

Personnel who work with exposed electrical circuits operating at 50-600 volts to ground are required to take [Low Voltage Electrical Safety 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 disorders include awkward postures, repetitive tasks and/or forceful motions. These types of injuries usually develop over time rather than because of a single event. Injuries can be prevented if tasks or processes are evaluated and modified to reduce risk factors.

Visit the [Ergonomics webpage](#) on the EH&S website for links to ergonomic hazard evaluation tools and more information on workplace and [home](#) office ergonomics.

FIELD OPERATIONS SAFETY

Work at the UW may include field operations, such as plant research, water sample collection, or wildlife observation. Field sites may include field stations, natural reserves, public lands or parks, wilderness areas, coastline or waterways, or more controlled sites such as construction areas, excavations, or mines. There are federal, state, local and University requirements that



need to be observed for any type of field operations. These requirements are detailed in the [UW Field Operations Safety Manual](#).

INDOOR AIR QUALITY

The purpose of the [Indoor Air Quality](#) program is to provide and maintain healthy and comfortable environments free of contaminants that could affect a person's comfort, health, and productivity. A key part of the program is responding to and resolving concerns of building occupants about air quality concerns in their work environment.

"Indoor air quality" generally refers to air quality in indoor office, classroom or laboratory environments, as opposed to industrial or outdoor settings. Indoor environments often have natural ventilation from operable windows or a mechanical heating, ventilation 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.

Smoking in unauthorized areas can cause indoor air quality concerns. The Bothell, Seattle, and Tacoma campuses are smoke- and vape-free, with the exception of [designated smoking areas](#). Please smoke in designated areas only.

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

OUTDOOR HEAT EXPOSURE

Excessive exposure to heat can cause a range of heat-related illnesses, some of which can be fatal. Units with personnel who work outdoors are required to take steps to protect personnel from heat-related illness.

Washington state [outdoor heat exposure rules](#) apply to personnel performing work in an outdoor environment for more than 15 minutes in any 60-minute period when the **outdoor temperature reaches an action level** depending on the type of clothing material worn. University units with personnel who work outdoors must plan, prepare, and train for heat-related illness.

Refer to the [Outdoor Heat Exposure](#) webpage on the EH&S website for outdoor temperature action levels and the specific responsibilities of personnel, units, and EH&S. There are additional requirements when the temperature is at or above 90°F and 100°F.

The unit's Supplemental APP must include specific actions taken to address outdoor heat exposure for personnel required to work outdoors at or above outdoor temperature action levels. An [Outdoor Heat Safety Plan](#) template is provided on the EH&S website to assist units with documenting the specific action plan.

Prior to outdoor work in temperatures exceeding those listed on the [Outdoor Heat Exposure](#) webpage, and annually thereafter, personnel and supervisors must complete the [Outdoor Heat Safety](#) training course on the EH&S website. Refer to the [L&I Be Heat Smart webpage](#) for additional information on preventing heat-related illness while working outdoors.



RESTRICTING ACCESS TO HAZARDOUS AREAS

Units will ensure only trained and authorized persons access spaces or areas where potential hazards exist. Units ensure policies, procedures, and signage are clear about who may access equipment, tools, shops, laboratories and clinics, and other hazardous areas.

SLIPS, TRIPS AND FALLS

Workplace falls are both common and preventable. Slips, trips, and falls are one of the leading causes of injuries to UW personnel. [Prevent workplace falls](#) by applying these 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 and weather conditions;
- Avoid using mobile devices while walking.

Anyone with a UW NetID can report an indoor or outdoor hazard at a university location that could cause a slip, trip or fall by doing any of the following:

- Report the hazard as a near miss (if a slip, trip, or fall occurred but no one was injured or as an injury if someone was injured through the [Online Accident Reporting System \(OARS\)](#);
- Report the hazard as a [safety concern](#) if you think someone could slip, trip, or fall because of an unsafe condition.;
- Submit a [request for service](#) to UW Facilities or contact the Customer Care team at 206-685-1900 or careteam@uw.edu;
- Notify the appropriate [building coordinator](#) or facility manager.

Additional [fall prevention measures](#) are available on the EH&S website.

TRANSPORTATION SAFETY

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

- Always wear a seatbelt, and ensure all occupants are properly wearing their seatbelts, too;



- Give yourself plenty of room to maneuver and stop; do not follow other vehicles too closely;
- Always stop for pedestrians and bicyclists who are crossing in front of you;
- Never exceed the speed limit; recognize the posted speed limit is for perfect conditions such as clear weather and no pedestrians in the area;
- Pay attention and avoid distractions, such as mobile devices;
- When driving, always be mindful of pedestrians, especially at crosswalks and under imperfect weather conditions;
- When cycling, adhere to signage indicating construction areas or where bicycles should be walked;
- Do not pass in “No Passing” zones;
- Report unsafe conditions and suggest improvements (some conditions on the Seattle campus can be corrected by placing a [request for service](#) through UW Facilities);
- Always wear required helmets when riding bicycles.

All UW personnel who use a UW-owned vehicle are required to take the [Driver Safety and Awareness Training](#) prior to the first use. The course must be taken every two years to stay current and qualified to drive UW-owned vehicles. In the event of a vehicle incident, follow the [Vehicle Accident Reporting procedures](#) on the UW Facilities website.

WILDFIRE SMOKE

Wildfire smoke contains tiny particles, which can easily penetrate deep into the lungs and lead to harmful health effects, such as asthma attacks, breathing concerns, and chest pain. The immediate health effects of breathing in wildfire smoke may be stinging eyes, coughing, irritated sinuses, and a scratchy throat. Elderly persons, pregnant individuals, children, and individuals with heart or lung conditions are particularly sensitive to the particles in wildfire smoke.

As of July 2023, L&I is in the process of updating their requirements for controlling exposure to wildfire smoke ([WAC 296-62-085 Wildfire Smoke](#)), with the goal to protect personnel who work outdoors and may be exposed to wildfire smoke for more than one hour during a shift when the [Air Quality Index](#) (AQI) is greater than an action level at their worksite.

UW Emergency Management issues UW Alerts when the AQI reaches action levels. Units are required to check the AQI regularly when the AQI is at:

- **69 or higher** – Personnel should be encouraged to implement exposure controls. Employers are required to provide [Wildfire Smoke Training](#) and inform them of the current AQI throughout their shift.
- **101 or higher** – Exposure controls are required.



Visit the [Wildfire Smoke webpage](#) on the EH&S website for more information. The information on this page will be updated when Washington state requirements change (anticipated to occur in late summer 2023).

WORKING ALONE

Unit after-hours policies must address personnel who are authorized to work outside of regular business hours, such as during nights or weekends, and for those who may work alone. The same resources that personnel have access to during the day may not be available or applicable after business hours and on weekends. For this reason, all units should address these questions for personnel working outside of regular business hours:

- How will your personnel 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?
- Are there specific locations (e.g., maker spaces) or processes where visitors are not allowed?

EH&S has a two-page safety sheet addressing risk assessment and controls for [working alone safely](#). Units can contact EH&S at ehsdept@uw.edu if they are unsure whether their personnel have the training and resources they need to work safely outside of regular business hours.

WORKPLACE VIOLENCE PREVENTION – SAFECAMPUS

SafeCampus is the University's central reporting unit for concerning behaviors that could indicate the potential for violence, including self-harm. The [SafeCampus](#) webpage includes information that can help units 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, personnel should call 9-1-1. The University requires that all new personnel complete the SafeCampus [Violence Prevention and Response training](#).

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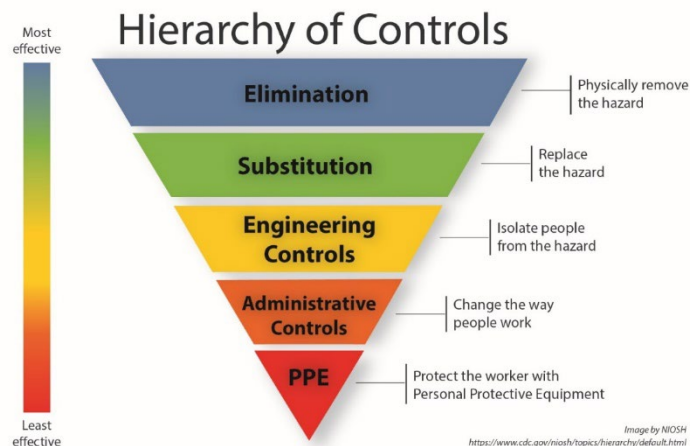
IDENTIFYING AND MITIGATING HAZARDS BEYOND THIS PLAN

HAZARD IDENTIFICATION AND MITIGATION

It is the responsibility of the unit to conduct a job hazard analysis to identify potential hazards in their respective work locations and determine what measures must be taken to protect their personnel. Visit the [Job Hazard Analysis](#) webpage on the EH&S website for guidance on identifying hazards and implementing controls to mitigate hazards.

[Standard Operating Procedures](#) are also used to identify and determine what measures will be taken to protect personnel from hazards.

- EH&S can assist units with identifying hazards present in a work environment and developing appropriate mitigation plans.
- Units may conduct a risk assessment for identified hazards, as the risk assessment helps determine the likelihood and severity of harm or adverse effects resulting from the identified hazards. It also aids in developing effective measures and controls to prevent or minimize employee exposure to these risks. The [Laboratory Risk Assessment Tool](#) provides a framework for researchers to conduct a risk assessment.
- Personnel are expected to suggest ways to minimize and prevent incidents and should be aware of the [hierarchy of controls](#) (shown below). Note that the most effective way to mitigate hazards is to eliminate the hazard entirely.
- Personnel must complete all required training and use appropriate hazard controls to minimize risks and incidents.



Once a unit has identified the hazards that exist in its work environment(s), the **unit must document their methods to prevent exposure** to those hazards either through the job hazard analysis or the standard operating procedure.

The [Supplemental APP template](#) provides an extensive list of hazards, guidance documents and training to mitigate those hazards.

TRAINING

Training is an essential part of the supervisor's responsibility to provide and maintain a safe environment. The type of training required is based on the hazards identified in a unit.

All supervisors are responsible for ensuring their personnel and unpaid volunteers 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 EH&S [Training Course Selection Guides](#) can help supervisors identify appropriate safety training courses for their personnel. EH&S recommends that units review this course selection guide and update their unit Supplemental APP with those hazards and available safety training for the hazards. Many safety training courses are site-specific (or equipment-specific) and can only be effectively conducted by the supervisor or subject matter expert within the unit. Units must ensure that site-specific training sessions are documented.

EH&S maintains [training records](#) for all instructor-led and online courses provided by EH&S. Any person with a UW NetID can look up training records using the [Safety Training Report](#) tool. Training records include the attendee's name, training, completion date and renewal date.

Additional information regarding training requirements may be found on the [Training webpage](#) on the EH&S website. Units are required to maintain records for training *provided by that unit or a unit supervisor*.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Eliminating hazards, substitution, engineering controls, and administrative controls are preferred over providing personal protective equipment (PPE) to mitigate hazards.

Each unit is responsible for reviewing all worksites for personal protective equipment needs. The [Laboratory PPE Hazard Assessment Guide](#), the [Shop PPE Hazard Assessment Guide](#), and [Guidelines for Personal Protective Equipment](#) are tools units can use to perform a hazard assessment and determine the necessary PPE.

If units provide PPE to ensure the safety of personnel, the following must be completed:

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



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Units must document PPE requirements in existing unit procedures, such as safety manuals, standard operating procedures, or job hazard analyses for all worksites.

University personnel who are **required** to wear a respirator for their work must be [medically cleared](#), trained, and [fit tested](#) in accordance with Washington State Department of Labor & Industries (L&I) regulations. UW personnel who voluntarily wear respirators (such as an N95 filtering facepiece respirator) must receive [Advisory Information for Employees Who Voluntarily Use Respirators](#).

Visit the [Personal Protective Equipment \(PPE\) webpage](#) on the EH&S website for more information.

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RESPONSIBILITIES BEYOND THE UW ACCIDENT PREVENTION PLAN

Each unit is required to complement this APP document with a unit plan and may use the [Supplemental APP](#) template to help organize their worksite-specific health and safety information and any occupational hazards beyond those addressed in this APP.

For any questions regarding how to supplement this UW APP with the Supplemental APP template, please contact EH&S at ehsdept@uw.edu or 206-543-7262.

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APPENDIX A: COVID-19 HEALTH & SAFETY PLAN

The COVID-19 Health & Safety Plan is maintained and updated on the [EH&S website](#).

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APPENDIX B: ACRONYMS

ACCD - Advisory Committee on Communicable Diseases

AED - Automated External Defibrillator

APP - Accident Prevention Plan

AQI - Air Quality Index

BARC - Business, academic, and research continuity

COVID-19 - Coronavirus disease of 2019

CPR - Cardiopulmonary resuscitation

EH&S - UW Environmental Health & Safety

EOC - Emergency Operations Center

FSEP - Fire Safety and Evacuation Plan

HazCom - Chemical hazard communication

HSC - Health and safety committee

HVAC - Mechanical heating, ventilation and air-conditioning system

L&I - Washington State Department of Labor and Industries

OARS - Online Accident Reporting System

OSHA - U.S. Occupational Safety and Health Administration

PCBs - Polychlorinated biphenyls

PPE - Personal protective equipment

SDS - Safety data sheet

UWB - UW Bothell

UWPD - UW Police Department

UWT - UW Tacoma

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