

University of Washington
COLLEGE OF BUILT ENVIRONMENTS (CBE)
HEALTH AND SAFETY PLAN

Table of Contents

A. Introduction:

1. Scope
2. Health and Safety policy
3. Responsibility
4. Safety Coordinator

B. Fundamentals for All Work-Sites: 8 Keys

1. New Employee Health and Safety Orientation
2. Emergency Evacuation and Operations Plan (EEOP)
3. Accidents:
 - a. Medical Emergencies
 - b. Report Form to Supervisor
 - c. Investigation
4. First-aid and CPR Access
 - a. Department First Aid
 - b. First Aid Kits
5. Safety Problems: Reporting and Resolving
6. Safety Meetings: Supervisor Leadership
7. Health & Safety Committee Participation
 - a. Departmental and Organizational Health & Safety Committees
 - b. University-Wide Health & Safety Committee
8. Safety Bulletin Boards

C. Accident/Illness Prevention: 6 Keys

1. Identification of Hazards
2. Reduction of Hazards
 - a. Evaluation
 - b. Engineering Controls
 - c. Administrative Controls
 - d. Personal Protective Equipment (PPE)
3. Safety Inspections
4. First Aid and CPR Training
5. Safety Training: On-Going
6. Medical Exams and Vaccinations

D. Documentation and Follow-up

1. Record-keeping
2. Updates

E. The Safe Campus Program

CBE HEALTH & SAFETY PLAN

A. INTRODUCTION:

1. Scope:

The policies and procedures described in this plan apply to all operating units of the College of Built Environments (CBE) and address site-specific safety issues, if applicable. The College includes four academic departments: Architecture, Urban Design and Planning, Landscape Architecture, and Construction Management. It also applies to the Dean's Office.

The College is located in two main buildings on campus: Gould and Architecture Halls. In addition, CBE has the Gould Annex and the Community Design Building. Each of these four buildings is included as part of this health and safety plan.

Faculty and students conduct work and study abroad. Staff personnel travel to conduct college and university business, both domestic and international. We will review a checklist before travel to identify health services and emergency plans as a resource for the traveler. Design/build projects are kicked off with a safety discussion. The discussion includes information related to contacting emergency medical services.

2. Health and Safety Policy:

This Accident Prevention Program, or Health and Safety Plan (HSP), shares the commitment of the University of Washington to provide a "safe and healthful environment for all individuals associated with the institution, including faculty, staff employees, hospital patients, and visitors" (University Handbook Vol. IV, Part VI, Chapter 4). It follows UW policy set in the Administrative Policy Statements (APS) 10.3, and is consistent with requirements in the Washington State Industrial Safety and Health Act (WISHA) (WAC 296-24, 296-62 and 296-800) which is administered by the Department of Labor and Industries (L&I).

3. Responsibility:

The Dean, Director, Chairs and Supervisors are responsible for maintaining safe work practices in their respective units, including required health and safety training. We understand that it is University policy that this responsibility can neither be transferred nor delegated (University Handbook, Vol. IV, Part VI, Chapter 4, Section 1.A).

The CBE requires all employees to comply with health and safety regulations, with departmental policies and procedures that apply to their

own conduct on the job, and to report accidents, injuries, and unsafe conditions to their supervisor.

4. Safety Coordinator:

The College Administrator is the Safety Coordinator for the CBE (see “Back Page”) and has been given adequate authority to carry out the following responsibilities:

- Updating the CBE health and safety plan, at least annually.
- Monitoring compliance with the department safety and health plan.
- Scheduling employee safety and health training as required and needed.
- Maintaining liaison with Environmental Health and Safety.
- Working with supervisors and employees to resolve safety complaints
- Keeping the CBE safety bulletin board up-to-date.
- Inspecting the contents of first aid kits and other emergency supplies at least once a year and replacing missing items.
- Maintaining safety records, such as copies of accident reports, training records, safety inspection reports, safety procedures, etc.
- Keeping the department head and Chairpersons aware of current safety concerns.

B. FUNDAMENTALS FOR ALL WORK SITES: 8 KEYS

1. New Employee Health and Safety Orientation:

All CBE new employees, including those that are permanent, temporary, or part-time, must receive instruction for the following (checklist attached):

- Reporting procedures for fire, police, or medical emergencies;
- Evacuation procedures during an emergency (refer to EEOP).
- Location of fire alarm pull-stations and fire extinguishers; Employees using fire extinguishers must have previously received training;
- Procedures for reporting all accidents and incidents to their supervisors and filling out accident/incident reports are located at <https://oars.ehs.washington.edu/OARS/>;
- 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 tripping hazards)
- Exact location of first-aid kits and identification of first-aid certified employees;
- Description of the UW and CBE Hazard Communication Program including:
 - Identification of areas where hazardous materials are stored or used
 - Location and availability of Material Data Sheets (MSDSs)

- An explanation of Hazard Communication labeling requirements and the labeling system used by the CBE
- Notification that additional training will be provided, if needed, covering health effects of hazardous chemicals and how to work with chemicals safely
- Reference to Administrative Policy Statement (APS) 12.5 “Hazard Communication Program”
- Identification and explanation of all warning signs and labels used in their work area;
- Use and care of any personal protective equipment they are required to use;
- Description of safety training they will be required to attend for their job;
- Safety training and education programs, available from EH&S upon request to assist departments in implementing the following:
 - Lifting: Computer personnel
 - Hazard Communication Training: All employees specific to areas that contain heavy equipment and/or chemicals
 - First Aid & CPR: Selected employees
 - Safety Program Documentation

2. Emergency Evacuation and Operations Plan (EEOP):

All University employing units must develop procedures for evacuation in an emergency and for response to fires, bomb threats, chemical spills, earthquakes, etc. The CBE has attached an EEOP to this Plan and has placed copies in the reference station areas in Gould Hall, Room 224, and in Architecture Hall, Room 130. Copies of this Plan are also in the Gould Annex and the Masters Thesis House.

The CBE EEOP references:

- Building floor plans that are posted in the buildings;
- Evacuation procedures;
- Evacuation assembly point(s);
- Methods of accounting for staff, students, visitors;
- Areas of refuge for mobility-impaired occupants.
- Key points:
 - All departmental staff must be trained in their EEOP during orientation. The safety committee will offer annual refresher training to college personnel.
 - The CBE Payroll Coordinator distributes the College’s EEOP to all new employees as part of their department new employee orientation.
 - Organization of Evacuation Wardens,
 - If an employee moves to a new location, the EEOP must be reviewed for the new work-site. This is done during the introduction to the facility.

- 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.
- Elevators are never to be used during an alarm.

3. Accidents:

a. Medical Emergencies:

All medical emergencies must be reported to the nearest Emergency Medical Services (EMS). The CBE uses the 911 (from any campus phone) system to report medical emergencies. Non-campus facilities and field locations should dial 911 (U.S.) or local EMS personnel in international locations identified before travel.

b. Report form to supervisor:

All accidents *and near accidents (incidents)* must be reported to the employee's supervisor as soon as possible. Near misses are valuable opportunities to correct unsafe situations, which under slightly different circumstances, would result in serious injury. A report must be filled out by the employee, the supervisor, or both using the Online Accident Reporting System (OARS) at: <http://www.ehs.washington.edu/ohsoars/index.shtm>.

The administrator will bring all reports to quarterly safety committee meetings for review.

c. Investigation:

All accidents and/or near accidents are investigated by the employee's supervisor. The investigation results and remedial measures will be summarized on the OARS system. Supervisors may request the assistance of EH&S (543-7388) 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.

4. First Aid and CPR Access:

Quick and effective first-aid for an injured University employee results from the availability of strategically located first-aid kits and first-aid/CPR certified individuals whenever department staff is working. Adequate employee access to these resources is addressed in this section.

a. Department First Aid

Consistent with the UW First Aid Response Plan (APS 10.5), certified first-aid and CPR assistance is available to department employees by:

- UW Police department rapid response team
- CBE employees identified in the “Back Page” of this document.

Related department *training* requirements are addressed later in section C.4 First Aid and CPR Training.

b. First Aid Kits

First-aid kits in the CBE are located in all studios at the sink and in administrative offices in all buildings. Each location is marked with a sign. First-Aid Kits are inspected periodically, at least once a year by the safety coordinator so they can be restocked before running out of an item.

5. Safety Problems: Reporting and Resolving:

The supervisor should work with the Safety coordinator or health and safety committee to resolve problems. If employees do not feel they can report a 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 a safety committee representative. Supervisors are encouraged to actively seek input from employees on any health and/or safety issue during regular meetings. Any party may request EH&S assistance if internal procedures cannot resolve the problem. An incident report must be completed to report any safety problems, whether they are accidents or near accidents. Please access <https://oars.ehs.washington.edu/OARS/>

6. Safety Meetings: Supervisor Leadership

The CBE has offices, a photo lab, classrooms, wood/metal shop, studios and storage areas in its four buildings. It is the College’s policy that safety and health meetings be conducted quarterly. It is the responsibility of the College Administrator to schedule and inform departmental faculty, staff and students of the times, dates and locations of these meetings. Topics to be covered include, but are not limited to, proper chemical use, fume hood use, and other areas as appropriate.

Faculty must also directly convey information to students about safety in the classroom setting. At the start of each quarter faculty are required to report completion of this safety discussion.

7. Health & Safety Committee Participation:

UW Health & Safety Committees at two organizational levels help determine unsafe conditions and methods of work, suggest corrective measures, and obtain the participation of all UW personnel. At these Organizational and University-Wide levels, fifty percent (or more) of the representatives are elected by employees and fifty percent (or less) are appointed by management. Safety issues may originate at either level and all personnel are encouraged to voice issues.

Health & Safety Committees are required by Washington State regulation (WAC 296-800-14005). A listing of committees and current members may be found at the EH&S web-site: www.ehs.washington.edu (click on Safety Committees).

a. Departmental and Organizational Health and Safety Committees

The University system is divided into eleven organizational groupings; each one represented by an *Organizational Health and Safety Committee* which deals with issues the members may have in common but can handle more effectively together. Since the College consists of only four departments, it was redundant to have both departmental and organizational committees. Each elected member represents all units of that organizational group, including his/her own. The CBE makes up the entire Group 5 Organizational Health and Safety Committee "College of Built Environments." (Refer to section B6). Any CBE employee may express safety concerns directly to this Committee or relay concerns to the committee through any of its members. The full Group 5 Committee meets on the last Thursday of each quarter in the College Administrator's office.

Two elected employees and one appointed employee, the CBE Administrator, represent the four units on the Group 5 Organizational Committee. One of the elected representatives serves on the University-Wide Health and Safety Committee and the other one substitutes at University-Wide meetings as needed

A list of current representatives is included in the "Back Page" of this document.

Organizational health and safety committee duties are as follows:

Every two years:

- Conduct an election during the last Quarter of odd numbered years.
- Elect a chair.
- Determine frequency, date, hour and location of meetings.

Quarterly

- Produce and distribute minutes of each meeting to each department and the College Safety Coordinator.
- Recommend action and work with the Dean to implement.
- Resolve health and safety concerns presented to the committee by employees within the organizational unit.
- Review and evaluate safety and health inspection reports:
 - Photo lab
 - Wood/metal shop
- Review and evaluate accident investigation reports.
- Review and evaluate accident/illness prevention programs within the various entities represented by that organizational committee.
- Review safety related material provided by EH&S and various regulatory agencies.

b. University-Wide Health and Safety Committee

In addition, to provide consistency and oversight, a *University-wide Health and Safety Committee* has been established. Its members come from the eleven organizational committees. Safety issues referred to this level are relevant to the entire University community. The member and alternate member who currently represent Group 5 at the University-Wide Health & Safety Committee are listed on the “Back Page” of this document.

The role of the University-wide Committee is:

- Coordinate information from the Organizational Committees to provide consistent campus-wide strategies for health and safety activities and target concerns for Organizational Committee actions.
- Review the extent and magnitude of occupational injuries, illnesses and incidents experienced by University employees based on information presented annually to the University-wide committee by Environmental Health and Safety and Risk Management.
- Review the status of the occupational health and safety environment for UW employees based on information and risk factors provided by the organizational committees, Environmental Health and Safety, and Risk Management.
- Make recommendations on health and safety strategies, policy and programs to the Director of Environmental Health and Safety.
- Serve as “watchdog” over employee health and safety concerns.
- Assist EH&S in motivating the campus community to create and maintain a safe and healthful environment through adherence to health and safety rules and regulations and adoption of good health and safety practices in all work areas.
- Determine when and which University-wide Health and Safety Committee concerns need to be presented to the Board of

Environmental Health and Safety and, when necessary, represent employee health and safety positions on those issues to BEHS.

8. Safety Bulletin Boards

The CBE safety bulletin board is used for posting DOSH (formerly WISHA) posters, safety notices, safety newsletters, safety committee minutes, training schedules, safety posters, accident statistics, and other safety education material. It is located in Gould Hall, Room 238 where all employees, students, and visitors can see them (WAC 296-800-19005).

C. ACCIDENT/ILLNESS PREVENTION: 6 KEYS:

1. Identification of hazards:

In order to assure a safe and healthful work environment, the College has established the safe work practices and policies that are listed in the Standard Operating Procedures (SOP) binder.

- We consulted knowledgeable staff to identify possible hazards.
- We included a review of records in the assessment faculty, staff, student, and visitor exposures to work site hazards.
- We visited all work areas, and examined processes from beginning to end in order to record possible hazardous situations.
- We developed inspection checklists (see section C.3 below).
- We applied recommendations from inspectors outside our department, such as EH&S.
- We consulted the Washington Administrative Code (WAC) Chapters 296-24, 296-62 and 296-800 for General Safety and Health Standards and Occupational Health Standards established by the State Department of Labor and Industries (L&I), as well as the University of Washington Administrative Policy Statements (APS), 10.3.
- We conducted a Job Hazard Analysis when appropriate. This includes:
 - Review of job injury and illness reports (including “close calls”) to determine which jobs to analyze first.
 - Involvement of employees in all phases of the analysis, explaining to workers that we are studying the job, itself, not checking up on them.
 - Review of position descriptions for an overview of job activities.
 - Noting deficiencies in general conditions, such as inadequate lighting, noise, or tripping hazards that may not be directly related to the job.
 - Breaking a job down into steps in the order of occurrence.
 - Examining each step to determine if hazards exist or might occur.

- Determining whether the job could be performed in another way or whether safety equipment or precautions are needed.
 - Writing new procedures if safer job steps can be used. We describe specifically what the worker needs to know to perform them.
 - Determining if any physical changes will eliminate or reduce the danger (e.g. redesigned equipment, different tools, machine guards, personal protective equipment or ventilation).
 - Trying to reduce the necessity or frequency for performing the job if hazards are still present,.
 - Reviewing recommendations with all employees performing the job.
 - Reviewing and updating the job hazard analysis periodically, especially if an accident occurs in that job.
- Generally, potential hazards in the College are as follows:
 - Gould Hall Photography Lab. Chemicals are clearly marked according to our Haz-Com Program and stored in an area near a sink. John Stamets is responsible for ensuring the safety of these materials. Floor drains are located where these chemicals are utilized. The chemicals used in the photo lab are biodegradable or able to be neutralized.
 - Gould Hall Woodshop. The wood shop is located in Gould Hall on the first floor in suite 132. Kimo Griggs and Penny Maulden explain the proper use of power tools to the students at the beginning of the furniture design class. Hazardous materials are clearly marked and stored in a flammable liquids storage cabinet. Stains and paint are stored on university approved shelving with lips to prevent anything from falling off the shelf. There is a wood dust collection system in the shop. Machine guards are visually inspected daily by shop supervisors.

Check All That Apply	Typical Worksite Safety Issues To Address	Offices	Class-rooms	Hosp. / Clinics	Labs	Shops
	Applies: A=Almost Always, B=Commonly, C=May Apply, Blank=Rarely Applies					
X	Emergency Procedures: Fire, Other (EEOP)	A	A	A	A	A
X	Earthquake Preparedness	A	A	A	A	A
X	Housekeeping Hazards	A	A	A	A	A
X	Slip/Trip Hazards	A	A	A	A	A
X	Electrical Equipment & Wiring	A	A	A	A	A
X	Emergency Escapes (Egress) Maintained/Unlocked	A	A	A	A	A
X	Obstruction-Free Aisles	A	A	A	A	A
X	Stacks of Stored Materials (Stable/Secure)	A	A	A	A	A
	Temperature Extremes: Heat/Cold Stress	A	A	A	A	A
X	HazCom Right-To-Know (Written Program In Place)	A	A	A	A	A
X	Air Contaminants, Dusts, "Inert" Gases, Vapors	A	A	A	A	A
X	Asbestos (Present or Handled)	A	A	A	A	A
X	Lifting >20 lbs.	A	A	A	A	A
X	Repetitive Motion, Ergonomics	A	B	A	A	A
X	Motor Vehicles	A	A	B	B	A
X	Hand or Portable Power Tools	B	B	A	A	A
X	Ladders	B	B	A	A	A
X	Knives or Cutting Blades	B	C	A	A	A
X	Compressed Gas or Equipment		A	A	A	A
X	Hazardous Waste	C	A	A	A	A
X	Haz-Mat Spills: Operations, Emergency Response		A	A	A	A
X	Hazardous Materials Stored/Shipped/Transported	C	B	A	A	A
	Laboratory Chemicals		B	A	A	A
	Radioactive Materials Used or Stored		A	A	A	
X	Personal Protective Equipment (PPE)	C	B	A	A	A
X	Respiratory Protection, Workplace Evaluations		B	A	A	A
	Bloodborne Pathogens/Biohazards/Infectious Waste		B	A	A	B
X	Welding, Cutting, Brazing		B	A	A	A
X	Machinery (Machine Guards)		B	B	A	A
X	Lock-Out/Tag-Out		C	A	B	A
	Confined Work Spaces / Oxygen-Deficiency			A	C	C
	Steam or Autoclaves		C	A	A	
X	Lasers or UV Light		C	B	A	A
X	Flammable Liquids (Handled or Stored)		C	B	A	A
	Formaldehyde (Handled or Stored)			B	A	C
X	Carcinogens			B	A	A
	Lead or Benzene (Handled or Stored)			C	A	A
	Animals (Handled or Kept)		C		A	
X	Loud Noise				A	A
X	Vibration From Tools/Machinery				A	A
X	Heights > 4 Ft. (Possible Falls)	C	C	C	A	A
X	Cranes, Hoists, Derricks, Rigging		C	C	A	A
	Powered Platforms (Personal Lifts)		C	C	C	A
	Forklifts				C	A
	Scaffolds		C	C	C	B
	Excavation, Trenching or Shoring Activities					
X	BBQs					
X	Food Handling			C		
	Diving					

2. Reduction of hazards:

The CBE department heads and supervisors have complied with the requirement for a written safety plan in their areas of responsibility by *identifying* and documenting each of the above hazards *evaluating* its potential risk, and *controlling* or eliminating it according to the measures described in the binder of SOPs.

When possible, we modified or designed our facilities and equipment to eliminate employee exposure issues check marked on the above chart. Where engineering controls are not possible, we have instituted SOPs (see binder) that effectively prevent employee exposure to the hazard. When these methods of control are not possible or not fully effective, we require the use of personal protective equipment (PPE) such as safety glasses, hearing protection, etc. (see SOP binder).

The CBE hazard assessment and training documentation is located in Gould 224. The following information required by UW APS10.4 is included in the SOP binder:

- Hazard Assessed, (site, evaluator, date, supervisor verifying)
- Personal Protective Equipment (PPE) Selected
- Type and frequency of Training

a. Evaluation

Evaluation of potential risk (probability and magnitude of harm) has been done for the hazards listed above.

Refer to the Safety Committee records binder in Gould 224

b. Engineering Controls

Engineering controls have been employed, whenever possible, as the preferred way to eliminate the following specific hazards when possible, such as the Shop dust collection system.

c. Administrative Controls

Administrative controls, the way a job is done, have been used to reduce some of the hazards such as the training involved with shop tools and securing the shops for unauthorized use. In CBE departments, on-going training is an inherent part of our safety program.

Administrative controls are described to in the SOP binder.

d. Personal Protective Equipment (PPE)

Personal protective equipment (PPE) is used as a “last line of defense” for some hazards, particularly chemicals.

- 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. Basic equipment such as safety glasses and gloves are provided as indicated in CBE SOP binder.
- Employees and students are informed of the specific protective/safety equipment requirements at the beginning of classes or design/build projects by their instructors.
- Each department/supervisor is required to conduct a hazard assessment of the work area in conjunction with the Safety Committee and document this inspection in the safety committee binder located in Gould 224.
- If hazards are identified, then specific personal protective equipment must be selected for each hazard by the safety committee and the faculty, 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 after each quarter's introduction to safety.
- Changes in processes or work sites require a review hazard assessment, selection and/or training.
- For a copy of our safety inspection checklist go to \\Jabba\Users\Deans\Deans\Guidelines\wrkcklst.pdf

3. Safety Inspections

To maintain our commitment to safe work practices, and to ensure that our departments continue to meet regulatory standards, the CBE conducts regular, thorough inspections annually (quarterly for the wood/metal shop) of work areas and continually check for unsafe conditions and practices. We consider these inspections an additional opportunity to provide practical training in safety awareness as well as a systematic method for involving supervisors and others in the process of reducing workplace hazards. The CBE's policy on the frequency of inspections is below:

- | | |
|----------------------|-----------|
| ○ Wood/Metal shop | Quarterly |
| ○ Shop tools, visual | Daily |
- Faculty are required to conduct periodic inspections of work areas under their supervision and document each inspection. Inspection reports should be saved in the respective space office.
 - Supervisors and employees continually check work areas for unsafe conditions and practices so immediate corrective action can be taken (UW OPS D10.3).

4. First Aid and CPR Training

In order to ensure that CBE staff have adequate access to first aid in an emergency (see section B.4), our department requires current *training* for some employees in first aid and CPR certification. According to the UW APS 10.5, which lists jobs, activities, and work-sites that require this, we have established the following training requirements:

- Any shop faculty or TA is required to be trained in CPR.
- Names and phone numbers of employees who are first-aid/CPR certified are listed on the “Back Page” of this document
- The UW Police Department provides adequate access to emergency first aid for our employees (see section B.4). We do require employee training in First Aid and CPR in the shop.

First Aid and CPR

University employees are afforded immediate 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.

- First aid kits are available in the Dean’s office, Gould 224, Architecture Hall 130, and in all studios. They are well marked and easy to find.
- UW police officers are First Aid and CPR certified and are within a two to three minute response time by calling 911 from any campus phone.
- Police cars are equipped with AED’s (automatic external defibrillators). If calling on a cell phone state that you are on the University of Washington Campus so that the call is sent to the UWPD otherwise one could be speaking with the State Patrol or to the Seattle Police Dept.

5. Safety Training: On-Going

To ensure an effective health and safety program, we continually re-educate employees on how to work safely with all applicable hazards. Training requirements are listed in the SOPs. Supervisors are responsible for training their employees and for seeing that safe practices are followed. Training records, including completion dates, are kept in personnel files to maintain program continuity and to satisfy legal requirements. This documentation is kept in Gould 224.

- Students are monitored on heavy equipment usage by class monitors until the monitor is satisfied that the student is using the proper safety procedures. Monitors are experienced operators and have been trained by the faculty to assess others’ skill at handling machinery.
- Faculty in charge of classes that involve working with hazardous materials or heavy equipment explain safety procedures to students at the beginning of each quarter and document the training. This

documentation must be submitted to the safety committee and included in the safety binder located in Gould 224 in a timely manner.

- In addition to New Employee Orientation, the CBE provides ongoing training. This includes:

Chemical Hazard Communication

The Hazard Communication (Worker Right-to-Know) Washington State Occupational Safety and Health Standard requires that employees be informed of and receive information about hazardous chemicals in the work place through labeling, material safety data sheets and training (WAC 296-800-170). The UW Hazard Communications Program is described in the UW APS12.5. CBE's Haz-Com Program is found in the SOP binder and includes the following:

- Inventory of Hazardous Chemicals:
An inventory of hazardous chemicals is maintained in the UW MyChem database by room number. Individuals responsible for those rooms check the inventory annually but generally add new chemicals when they arrive.
- 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.
- Material Safety Data Sheets (MSDSs)
All employees in a location where chemical products are used have access to MSDSs online at MyChem.
<http://www.ehs.washington.edu/epomychem/index.shtm>

If an accident occurs outside normal hours, employees and students need to contact the nearest poison control center, hospital emergency room personnel or call 911 from any campus phone for transport to the University of Washington Medical Center Emergency Room for medical attention.

- Hazard Communication Training
Employees receive information about the UW Hazard Communication Program during Personnel's UW New Employee Orientation Program and can access the UW web site at <http://www.ehs.washington.edu/updates/Hcoacpro.htm> for further information.

New employees and students in CBE receive training on chemical handling if they work in the Photo lab, the Wood Shop or the Fume Hood facility. Authorized users are limited to students receiving instruction and faculty trained to use the appropriate lab.

- Training includes:
 - How to read labels and how to label secondary containers.
 - How to read an MSDS and where MSDSs are located.
 - The physical and health hazards of the chemicals they work with and how to work safely with these chemicals.
- In addition to the above, employees who work with chemicals (but not in a laboratory setting) receive training on the use of any hazardous materials from a qualified employee (trained in handling of materials).
- Office workers who do not enter chemical areas such as laboratories or shops may be trained by a review of UW policies at <http://www.ehs.washington.edu/updates/Hcoacpro.htm> and a review of the specific hazards with which they work.

6. Medical Exams and Vaccinations

Certain work environments or specific work practices create health risks that require medical examinations or immunizations for employees. We have checked the UW APS 10.3 or 10.6, or called Occupational Health at 206.543.7388 and determined that this does not typically apply to the CBE. However, this is included in the travel checklist referred to in A1.

D. DOCUMENTATION AND FOLLOW-UP

1. Record-Keeping

To meet State requirements, the CBE maintains records of safety activities for varying lengths of time depending upon the type of record, and is able to produce them when requested by EH&S or L&I. Departments maintain records of all safety activities during the previous twelve- (12) months. These records will be made available to DOSH and EH&S personnel at their request. The records below are those maintained by the CBE in the office of the Dean, Gould 224.

- Department Emergency Evacuation and Operations Plans (EEOP)
- Employee health and safety training records
- Department Inspection Reports
- Health and Safety Committee Meeting Minutes
- Accident Reports are available through the OARS system:

2. Updates:

For this Plan to be useful as a “living document,” it must reflect the department’s *current* safety program and its *current* responsible parties. Periodic updates, at least annually, are necessary to ensure this. The “Back Page” of this document provides a convenient place to look for the most recent revision date, the names of key safety personnel, and other information.

E. THE SAFE CAMPUS PROGRAM

While there are specific regulatory requirements for hospitals and late night retail operations regarding workplace violence that don’t apply to general University operations, we do recognize that individual attacks on faculty, staff and students can and have occurred due to domestic violence or workplace violence. As part of maintaining a healthy, safe working environment, the University has developed and administers one UW Violence in the Workplace Policy and Procedure through the Human Resource’s Violence Prevention and Response Program. Information on the program/policies is published on the UW website at <http://www.washington.edu/admin/hr/polproc/work-violence/index.html>.

All managers, supervisors, and employees should be aware of the appropriate processes to follow regarding workplace and domestic violence prevention. Questions regarding these processes can be directed to the HR Violence Prevention and Response Program Manager. We expect all our faculty and staff to take Workplace Violence training. We arrange for the biennial training facilitated by the Dean’s office. Records of the training are maintained in the Dean’s office, Gould 224.

For more comprehensive information, access the SafeCampus website at <http://www.washington.edu/safecampus>.

If any staff has concerns regarding a threat of violence, call:

- Seattle: 206-685 SAFE (206-685-7233)
- Bothell: 425-352-SAFE (425-352-7233)
- Tacoma: 253-692-SAFE (253-692-7233)

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

“Back Page”

1. Department: College of Built Environments
2. Today’s date / signature: June 1, 2009 – Meegan Amen
3. Previous updates: October 29, 2007 – Peter Rackers; 2000 - Penny Buffo
4. Health and Safety Coordinator for CBE:
Name Meegan Amen
Phone 206-616-2439
E-mail meegan@u.washington.edu
Gould 224 MS 355726
5. **Departmental / Organizational Health & Safety Committee**
Group 5: College of Built Environments, Meet 3rd Thursday of each month.
6. University-Wide Health & Safety Committee representatives for Group 5:
2010 – 2011 Members—Meegan Amen, Susie Sargent, Jan Whittington,
Abby Crossen & Kelley Pagano
7. First-Aid/CPR Certified employees in our department:
Contact UWPD for First-Aid Responder

Person responsible for stocking First-Aid Kits (UW APS 10.5):
Meegan Amen 206-616-2439
8. Important Non Emergency Phone Numbers:
Refer to the college directory:
<http://www.CBE.washington.edu/people/>
9. Floor warden information:

Architecture Hall – Roz Edison, Matt Sharpe & Rob Pena
Gould Hall –
Basement – Mark Baratta & Ross McKenzie
1st & 2nd floor – Meegan Amen & Rachel Ward
3rd floor – Alan Michelson & Josh Polansky
4th floor – Jan Brooks
Community Design Building – Susie Sargent
Gould Annex—Meegan Amen