

UNIVERSITY *of*
WASHINGTON

ACCIDENT PREVENTION PLAN

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PURPOSE, SCOPE AND RESPONSIBILITIES

PURPOSE

This document serves as the University of Washington Accident Prevention Plan (the “Plan” or “APP”). The University’s Accident Prevention Plan covers the anticipated workplace hazards that generally apply to all employees across the University and is required to be complemented with a department’s Supplemental Accident Prevention Plan (SAPP), which addresses specific health and safety topics related to worksites and job hazards within an individual department, unit, or organization. The APP and SAPP outline policies and procedures implemented to reduce or eliminate occupational or workplace hazards.

The APP and SAPP requirements apply to all employees on all campuses, schools, departments, units, and organizations within the University, excluding University of Washington medical or healthcare facilities. The term “departments” will be used to represent the entities supported by this plan. The term “employees” will be used to include all staff, faculty, students, and volunteers in paid positions (permanent, part-time, or seasonal).

To be effective, all UW employees should know where to find the APP and their department-specific SAPP and how to use them. The APP is a PDF document on the Environmental Health & Safety (EH&S) [website](#), and is updated annually by EH&S. Departments are required to review and update their SAPP annually, and then make it available to all existing and new employees.

SUPPLEMENTAL ACCIDENT PREVENTION PLAN

Departments can use the new [Supplemental Accidental Prevention Plan \(SAPP\)](#) template to organize their worksite-specific health and safety information, and address worksite-specific hazards beyond those covered in the UW Accident Prevention Plan.

Supplemental Accident Prevention Plans should include site-specific health and safety information, records, and resources, such as those listed below.

- Fire Safety and Evacuation Plan
- Laboratory Safety Manual
- Biosafety Manual
- Training records
- Radiation Safety Manual
- Administrative Policy Statements
- Standard operating procedures specific to a department.



HEALTH AND SAFETY POLICY

The APP furthers the University's commitment to provide a safe and healthful environment for all employees. It follows the 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) ([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.

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 regulations, policies, and procedures. They must ensure compliance with health and safety training, act in support of 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 and provides guidance for safely conducting field work or work in off-site locations.

HEALTH AND SAFETY RESOURCES

ENVIRONMENTAL HEALTH & SAFETY 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, and environmental health concerns. EH&S provides resources, training, 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 click on the links below to review the information on each website 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](#)
- [UW Carelink](#)
- [UW Compliance & Risk Services](#)
- [Hall Health Center](#)
- [UW Facilities](#)

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 the safety coordinator is provided with support and the authority to address safety issues.

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

- Promoting the Accident Prevention Plan within their department
- Scheduling employee safety training as requested by supervisors
- Coordinating with EH&S to address health and safety issues, as needed
- 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 physical 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, building coordinator contact, and other safety education material may also be posted.

A safety bulletin board must be 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 if all employees have access to the bulletin board.

Health and safety posters that are required to be posted are listed below. [Required workplace posters webpage](#).

- [Job Safety and Health Law](#) (rev. 09-2015)
- [Notice to Employees – If a Job Injury Occurs](#) (rev. 12-2012)
- [Your Rights as a Worker in Washington State](#) (rev. 10-2020)
- [Signed OSHA 300A Summary](#) (Post the previous year's summary for your work area from February 1 to April 30 each year)

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

HEALTH AND SAFETY COMMITTEES

The University is divided into ten organizational groups. Each group is represented by an [organizational health and safety committee](#). Health & safety committees, required by [Washington Administrative Code 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 include employee-elected and management-appointed representatives. Elections are held every two years. [Committee information](#) and current rosters are available 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 organizational health and safety committees. Each organizational committee elects two members to represent their committee at the U-Wide level. More information on the [U-Wide 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.

SAFETY TEAMS AND SAFETY MEETINGS

Departments may develop health and safety teams among its employees to address safety concerns independent of the health and safety committees. 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 should have a process for communicating and sharing health and safety information, such as during employee 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 reporting property loss to the University of Washington Police Department. 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 and 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 Accident Prevention Plan and any supplemental department-specific health and safety policies
- 2) Reporting procedures for fire, police and 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 \(OARS\)](#)
- 6) Procedures for reporting unsafe conditions or acts to a supervisor, 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 orient new employees can be found on the EH&S website. The checklist may be modified to include Department-specific orientation requirements.

REPORTING INCIDENTS

WORKPLACE ACCIDENTS, INJURIES, EXPOSURES, ILLNESSES, PROPERTY DAMAGE, AND NEAR MISSES

All incidents occurring in the workplace must be reported to the employee's supervisor and to EH&S as soon as possible according to the Washington Administrative Code [296-800-320](#) and [296-27](#). This includes incidents that occur while working on site, teleworking, or working remotely, running an errand for work, or during field work. Employees are also encouraged to report near misses. A near miss identifies a potential unsafe condition where no injury, exposure or property damage occurred. Near misses are valuable opportunities to correct potential hazards which could result in serious injury.

An incident report must be submitted using the [Online Accident Reporting System \(OARS\)](#). The employee involved, a supervisor, or a university representative can submit the report.

Copies of OARS reports may be distributed to University representatives for appropriate follow-up; any personally identifiable information of the affected/injured individual is redacted. The supervisor of the injured or affected employee must conduct an investigation, summarize the details of the incident in the OARS report, and identify 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 need to be recommended to prevent a similar injury or incident from occurring.

UW 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 CONCERNS: 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 addressed, 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 address safety concerns. Safety problems can be reported using [OARS](#) or by contacting EH&S at ehsdept@uw.edu. If there was no injury, exposure or property damage and you want to report a concern anonymously, you may use the [Report a Concern form](#).

YOUTH AT THE UW

Under [Executive Order 56: Reporting Suspected Child Abuse](#), University employees and volunteers must report suspected child abuse or neglect by telephone or otherwise at the



first opportunity, but no later than 48 hours after suspecting that the abuse has taken place.

The Abuse of Children Law includes the following definitions: Child or Children means any person under eighteen years of age.

Child abuse includes:

- **Physical Abuse** – The non-accidental infliction of physical injury on or physical mistreatment of a child, when it may cause harm to the child’s health, welfare or safety
- **Negligent Treatment** – An act or failure to act, or the cumulative effects of a pattern of conduct, behavior or inaction, that evidences a serious disregard of consequences that constitute a clear and present danger to a child’s health, welfare or safety
- **Sexual Abuse** – Committing or allowing any sexual offense against a child, including intentional touching of sexual or intimate parts for the purpose of sexual gratification
- **Sexual Exploitation** – Allowing, permitting or encouraging a child to engage in prostitution, or obscene or pornographic depictions of a child
- **Abandonment** – A parent or guardian foregoing the responsibility to provide essential care to a child

Call the University of Washington Police Department (UWPD) at 206-685-UWPD (8973)/ TTY 206-543-3323 or the law enforcement agency within the jurisdiction of the suspected incident if other than the UWPD. If you are concerned about the immediate safety of a child, call 9-1-1.

For abuse or neglect involving a parent, guardian or other household member, call the Department of Children, Youth, and Family (DCYF) at 1-866-ENDHARM (1-866-363-4276) (TTY accessible).

For suspected child abuse that occurs in a University program or at a University facility regardless of its location, University employees and volunteers must also call SafeCampus at 206-685-SAFE (7233) to report the suspected abuse immediately after they report the suspected abuse to the authorities.

[Administrative Policy Statement 10.13 Requirements for University and Third Party Led Youth Programs](#) includes additional health and safety requirements to protect minors participating in activities, events, programs, and research occurring at the UW.

Contact the [Office for Youth Programs Development and Support](#) to learn more about these requirements.

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.

- Seattle campus** Call 9-1-1 on a campus phone to reach a UWPD dispatcher.
Call 9-1-1 on any other phone and report your 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 [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](#)
Provides a set of guidelines for responding to an active shooter incident on campus.
- [Workplace Security Plan](#)
Identifies the necessary components of a workplace security plan.
- [Safe Zone App](#)
Gives you direct access to the fastest possible safety assistance regardless of where you are.

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](#)
- [Extreme Heat](#)
- [Fire](#)
- [Hazmat Incidents](#)
- [Pandemic Flu and Communicable Diseases](#)



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- [Terrorism](#)
- [Thunderstorms](#)
- [Winter Storms](#)

The University of Washington has a [UW Comprehensive Emergency Management Plan](#) to guide 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, normal reporting and response services may not be available. Coordinated and integrated campus-wide response to emergencies on the Seattle campus is assisted through the University's 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 locally with a communications link to the Seattle campus EOC. The Seattle campus EOC is structured and equipped to provide:

- Direction and control assistance, as requested or required.
- Communications with the President and administration, with other University departments and units, and with city, county, and state officials.
- Coordination with other government agencies and recovery response resources.
- Indication of the length and severity of the disaster.
- On-scene assistance through the Duty Officer, when appropriate.

The Seattle campus EOC is supported by and connected to Unit Response Centers located in the administrative headquarters of major organizational and operations units.

UW Emergency Management also provides guidance on developing and utilizing [business, academic and research continuity](#) (BARC) plans. These plans are prepared in advance and implemented after a disaster occurs. The BARC program uses Husky Ready as the primary enterprise-level business online continuity package. UW Emergency Management staff provides support to all users of this online planning tool. Contact UW Emergency Management at disaster@uw.edu for more information.

BUILDING FIRE SAFETY AND EVACUATION PLANS

EH&S developed the [Fire Safety and Evacuation Plan template](#) 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 work together and develop a Fire Safety and Evacuation Plan for each campus building, regardless of the number of UW departments occupying the building. The Fire Safety and Evacuation Plan must include the name of the [evacuation](#)



[director and evacuation wardens](#) and the location of the building's evacuation assembly point.

A [template](#) and [instructions](#) for creating your department's Fire Safety and Evacuation Plan 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 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 nearby, 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 when needed.

Departments that decide to purchase a bleeding control kit should ensure employees are trained and follow the guidelines provided by [Stop the Bleed Washington](#) for kit contents and recommended locations.

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 on the [EH&S Workplace Concussions focus sheet](#).

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 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 AEDs be provided in buildings, but departments may purchase their own.

More information on AEDs and procedures for [procuring an AED](#) is available on the [EH&S website](#). Departments that decide to purchase an [automated external defibrillator \(AED\)](#) should following [Public Health- Seattle King County](#) guidance on purchases, registration, and ensure employees receive training in how to maintain and use AEDs.

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. That documentation should be referenced in the department's UW Supplemental Accident Prevention Plan, a template that addresses site-specific occupational hazards not addressed in the UW Accident Prevention Plan.

ASBESTOS AWARENESS

Asbestos is a cancer-causing substance that can be found in some construction materials used in [UW buildings](#), and 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 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 asbestos-containing materials, how to recognize damaged asbestos-containing materials, and what to do if you encounter damaged asbestos-containing materials. This training is available [on the EH&S website](#).

Employees 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.

CHEMICAL HAZARD COMMUNICATION

UW employees 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 in UW [MyChem](#) database
- Labeling [chemical containers](#), including secondary and waste containers
- 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 Chemical Hazard Communication training requirement. For more information, review the information in the [Hazard Communication for Office Products](#) focus sheet or [contact EH&S](#) if you are unsure whether your department's employees are exempt.

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 more information on workplace and [home](#) office ergonomics.

FACILITIES WORK

Work on components or systems within university facilities must be performed by authorized departments 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 departmental staff, faculty, students, or volunteers. This would include activities like painting or impacting walls to hang shelves.

Many older campus buildings contain materials that, while posing no threat in their current state, can present potential dangers if they are unknowingly or improperly disturbed. Examples of these materials include lead and asbestos. Doing facilities work without proper training can create personal safety risks. For more information, visit Administrative Policy Statement [56.6](#).

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. All UW campuses are non-smoking or vaping except in [designated areas](#). Although signage exists, employees are encouraged to remind their peers of the policy regarding smoking and vaping on campus.

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. For people working in hot environments, both air temperature and humidity affect how hot you feel. See EH&S [information](#) on avoiding heat illness with water, rest, and shade. Supervisors must address their outdoor heat exposure safety program in their SAPP. The [L&I Be Heat Smart page](#) lists the requirements to address outdoor heat exposure. These include:

- create an outdoor heat exposure prevention plan,
- provide annual training to employees and supervisors on symptoms of outdoor heat exposure and have policies in place to prevent heat-related illness,
- increase the amount of water available to employees and provide more opportunities for workers to drink it on days when temperatures require preventative measures,
- provide shade and rest periods during times of extreme heat at temperatures at or above 100 °F,
- be prepared to respond appropriately to any employee with symptoms of heat-related illness.

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 and weather conditions.
- Avoid using mobile devices while walking.

Staff, faculty and students 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 (or an incident if one has occurred) through the [Online Accident Reporting System \(OARS\)](#).



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- Report the hazard as a safety concern through the online [Report a Concern](#) form.
- 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](#).

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 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 can be corrected by placing a [request for service](#) through UW Facilities).
- Always wear required helmets when riding bicycles.

All UW employees 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 accident, follow the [Vehicle Accident Reporting procedures](#) on the UW Facilities website.

WORKING ALONE

Departments should have a policy or procedure for employees who work outside of regular business hours, such as during nights or weekends, and for those who may work alone. The same resources that employees have access to during the day may not be available or applicable after business hours and on weekends. For this reason, all departments should address these questions for employees working outside of 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?

EH&S has a two-page safety sheet addressing risk assessment and controls for [working alone safely](#). Departments can contact EH&S at ehsdept@uw.edu if they are unsure whether their employees 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 point for concerning behaviors that could indicate the potential for violence, including suicide. The [SafeCampus](#) webpage includes information that can 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 9-1-1.

The University recommends that all new employees take the SafeCampus [Violence Prevention and Response training](#).

IDENTIFYING AND MITIGATING HAZARDS BEYOND THIS PLAN

HAZARD IDENTIFICATION

EH&S can assist departments with identifying hazards present in a work environment and developing appropriate mitigation plans. The [Supplemental Accident Prevention Plan \(SAPP\) Template](#) provides an extensive list of hazards, program documents and training to mitigate those hazards. 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. Visit the Job Hazard Analysis page on the EH&S website for guidance on identifying hazards and implementing controls to mitigate hazards. Note that the most effective way to mitigate hazards is to eliminate the hazard entirely.

Once a department has identified the hazards that exist in its work environment(s), the department must document what measures to take to prevent employee exposure to those hazards. This documentation is referenced in the SAPP.

Departments should consider health and safety during the design phase of a construction 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.

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

TRAINING

Training is an essential part of the University's plan to provide and maintain 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. The SAPP also provides a list of hazards and available safety training for the hazards. 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 courses *provided by EH&S*. Any UW employee can look up these training records using the [Safety Training Report](#). The 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. Departments are required to maintain records for training *provided by that department or a departmental supervisor*.

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](#), the [Shop PPE Hazard Assessment Guide](#) and [Guidelines for Personal Protective Equipment](#) 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 [Personal Protective Equipment \(PPE\) webpage](#) on the EH&S website.

RESPONSIBILITIES BEYOND THE ACCIDENT PREVENTION PLAN

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. EH&S has provided a Supplemental Accident Prevention Plan [template](#) for departments to use as they organize this supplemental information.

For any questions regarding how to effectively supplement this UW Accident Prevention Plan, please contact EH&S at ehsdept@uw.edu or 206-543-7262.