

Health & Safety Plan

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Department of Computer Science & Engineering
Health and Safety Plan
(Accident Prevention Program)

A. SCOPE AND RESPONSIBILITY

1. Scope

The policies and procedures described in this plan apply to the Department of Computer Science & Engineering in the Paul G. Allen Center.

2. Safety and Health Policy

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

3. Responsibilities

Responsibility for safety programs and safety performance lies with each Dean, Director, Chairperson and Supervisor. Everyone with supervisory responsibility is expected to participate directly in assuring that safe working conditions are maintained. Supervisors provide training for accident prevention, as necessary, for those working under their direction.

Each University employee is required to comply with occupational safety and health regulations, with departmental policies and procedures that apply to their own actions and conduct on the job, and to report accidents, injuries, and unsafe conditions to his or her supervisor. (University Handbook, Vol. 4, Part VI, Chapter 4) (UW OPS D10.3).

4. Safety Coordinator

The Facilities Manager will serve as the Department of Computer Science & Engineering Safety Coordinator with the Department Administrator as the assistant/alternate. The Safety Coordinator is responsible for the following:

- Auditing compliance with the safety and health plan.
- Keeping the health and safety plan up-to-date.
- Scheduling employee safety meetings and safety training as required.
- Working as a liaison with UW Environmental Health and Safety.
- Working with supervisors and employees to resolve safety complaints.
- Keeping the safety bulletin boards up-to-date.
- Maintaining safety records such as copies of accident reports, training records, safety inspection reports, safety procedures, immunization records, etc.
- Keeping the Department Head aware of current safety concerns.

B. STEPS TO ASSURE EMPLOYEE HEALTH AND SAFETY

1. Supervisor Safety Meetings

The Facilities Manager and the Administrator are responsible for building issues meet on an as-needed basis to discuss building safety issues and resolve concerns expressed by faculty, staff and students.

2. Providing Safety Bulletin Boards

The Department of Computer Science & Engineering safety bulletin boards are used for posting WISHA posters, safety notices, safety newsletters, safety committee minutes, training schedules, safety posters, accident statistics and other safety education material. Safety bulletin boards are located in the Paul G. Allen Center AC103 where all employees can see them (WAC 296-24-055).

3. Emergency Evacuation and Operations Plan

All University departments develop an Emergency Operations Plan (EOP), which contains procedures for emergency evacuation and for responding to fires, bomb threats, chemical spills, earthquakes, etc. The Computer Science & Engineering EOP contains building floor plans of life (fire) safety equipment and exit pathways; evacuation procedures; identifies evacuation assembly point(s); describes methods of accounting for staff, students, and visitors; and identifies areas of refuge for occupants with a mobility impairment. All department staff is trained in the department's EOP. If an employee moves to a new location, the above-mentioned information must be reviewed for the new worksite.

Departmental personnel will make sure that all doors, exit pathways, and stairs are kept clear of all obstructions that could impede safe exiting. Fire separation doors, particularly stairway doors, shall not be blocked or wedged open.

If the fire alarm is activated, all affected employees shall immediately leave the alarmed area closing doors behind them.

Never use the elevator during an alarm.

The Department of Computer Science & Engineering Emergency Plan is located at the Department's Reception Desk in AC101 and at <http://www.cs.washington.edu/safety>.

4. Departmental Participation in Health and Safety Committees

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

a. Organizational Health and Safety Committees

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

The Department Of Computer Science & Engineering Floor Wardens:

Lower Level

- Crystal Eney CSE 124 685-7571
- Bruce Hemingway CSE 464 543-6274

First Floor

- Chris Cunnington CSE 140C 685-4852
- Debra Marek CSE 108 543-1495

Second Floor

- Warren Jessop CSE 258 685-3797
- Mark Murray CSE 254 543-2651
- Aaron Timss CSE 266 616-2859

Third Floor

- Anna Cavender CSE 386 616-1843
- Janet Davis CSE 302 616-3997
- Rod Prieto CSE 244 543-2928
- Lin Liao CSE 362 685-3871

Fourth Floor

- Noah Snavely CSE 494 685-9482
- Craig Prince CSE 418 616-1853
- Jennifer Maione CSE 456 616-3726

Fifth Floor

- Seth Bridges CSE 214 616-6027
- Tyler Robison CSE 502 616-7732
- Tina Loucks-Jaret CSE 558 616-3726
- Alicen Smith (backup) CSE 546 685-2695
- Richard Cox (backup) ??? ???

Sixth Floor

- Shannon Gilmore CSE 660 616-6089
- Katarzyna Wilamowska CSE 614 616-7045
- Kay Beck-Benton CSE 650 616-9056

b. University-wide Health and Safety Committee

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

The Department of Computer Science & Engineering is represented on the HEALTH AND SAFETY COMMITTEE ORGANIZATIONAL UNIT #9 by:

- Jack Herndon (appointed)
Civil & Environmental Engineering

jherndon@u.washington.edu

- Tracy Erbeck
Computer Science & Engineering
tracy@cs.washington.edu

To contact all members of this group e-mail: group9@engr.washington.edu

5. Access to First Aid and CPR

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

There are first-aid kits in the following locations in the Paul G. Allen Center for Computer Science & Engineering:

- 003 (small kit)
- 027 (small kit)
- 105 (large kit)
- 222 (large kit)
- 322 (large kit)
- 422 (large kit)
- 522 (large kit)
- 622 (large kit)
- 670 (small kit)

6. Hazard Assessment and Reduction

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

To maintain a safe and healthful work place, Computer Science & Engineering supervisors are required to conduct periodic inspections of the work areas under their supervision. This happens at least every six months. In addition, supervisors and employees continually check work areas for unsafe conditions and practices so immediate corrective action can be taken (UW OPS D10.3).

CSE Office & Computer Lab Safety Assessment: It is critical to establish effective employee safety and health procedures. Supervisors and employees must be aware of and identify the potential hazards in work areas under their control. Any work place hazard must be identified and corrected, whether or not a specific regulation exists. If employees are potentially exposed to work place hazards and engineering controls are not possible, specific procedures

must be put into place. However, employees are held responsible to use a common sense safety approach to everyday work environments and to report to their supervisors any work place hazard that has been created or not yet addressed. The following are some rules to be used for general safety in the Paul G. Allen Center.

1. General Rules

- Appropriate clothes and shoes must be worn in the Office and Computer Labs.
- Rollerblades & skates should not be worn in the Offices and Labs.
- No bicycles may be brought into Offices and Labs.

2. Computer Lab Rules

(Please note, some of these rules pertain to specific Labs, but the general idea should be followed by everyone in all rooms in the Paul G. Allen Center.)

- Keep coats, umbrellas and backpacks off the workbench tops. Set these items on the floor, or in a place out of the way of others.
- Do not leave any sharp objects such as knives or drill bits lying on benches, in drawers or anywhere where they may cause injury.
- Turn off and un-plug power tools when you have finished using them. Items with any residual heat such as heat guns and soldering irons must be safely stowed after use - if appropriate, in their provided racks.
- **No food or beverages** may be brought into Computer Labs.

3. Keyboards

Standard computer keyboards are supplied for each workstation. If you are assigned to an office workstation that has a keyboard that causes carpal tunnel-like conditions, consult CSE website, <http://www.cs.washington.edu/lab/ergo.html> for instructions.

4. Emergency Procedures

Please refer to the Emergency Evacuation and Operations Plan (EEOP) found here: http://www.cs.washington.edu/safety/index_files/CSEEmergencyplan.pdf or in hard copy at the Reception Desk for CSE (AC 101).

5. Further Information

UW Environmental Health & Safety: <http://www.ehs.washington.edu/>

UW Police Department: <http://www.washington.edu/admin/uwpd/>

a. Chemical Hazard Communication

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

1. Labeling

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

2. Material Safety Data Sheets (MSDSs)

Another required method for informing employees about hazardous chemicals is through the availability of Material Safety Data Sheets (MSDSs). The Department of Computer Science & Engineering does not handle hazardous chemicals so does not maintain MSDSs. You can find additional MSDS Information on the Web at: <http://www.msdssearch.com/>

3. Hazard Communication Training

Employees receive information about the UW Hazard Communication Program during Personnel's UW New Employee Orientation Program and during the department's New Employee Safety Orientation. Employees who work with hazardous chemicals receive training on:

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

All new employees in the Department of Computer Science & Engineering are given a copy of the UW Brochure, *Hazard Communication Information and Training for Office Staff* during their departmental orientation. Please see your Supervisor if you have questions about Hazard Communication in your work environment.

b. Personal Protective/Safety Equipment

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

- during the departmental New Employee Safety Orientation conducted by their supervisor.
- when a job procedure changes requiring a change in personal protective/safety equipment.
- during safety meetings.
- as a regular part of any written safety procedures or standard operating procedures.

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

7. Reporting and Resolving Safety Problems

Employees are encouraged to report safety concerns to their supervisors. If employees do not feel they can report the safety problem to their supervisor or have done so and do not feel the problem has been resolved, the employee may discuss the situation directly with the safety coordinator or safety committee representative. Any party may request EH&S assistance if internal procedures cannot resolve the problem. The appropriate UW Incident/Accident/Quality Improvement Report form may be used to report safety problems. Building maintenance and safety issues for the Computer Science & Engineering Department can be reported to an email alias: cse-maintenance@cs.washington.edu

8. Accident Reporting and Investigation

a. Medical Emergencies

All medical emergencies are reported to the nearest Emergency Medical Services (EMS). Dial 911.

b. Report to Supervisor

All accidents and near accidents are reported to the employee's supervisor as soon as possible and reported on the appropriate UW Incident/Accident/Quality Improvement Report form. The employee, the supervisor, or both can fill out this form. Provide a copy to the departmental or unit safety coordinator. UW form 1428 is used for reporting all incidents and is distributed to the offices indicated on the form.

c. Accident Investigation

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

9. Employee Occupational Health Requirements

Employees in the Department of Computer Science & Engineering do not have occupational health requirements.

10. Employee Safety Training

a. Department Safety and Health Orientation for New Employees

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

1. Reporting procedures for fire, police, or medical emergencies.
2. Evacuation procedures during an emergency.
3. The locations of fire alarm pull stations and fire extinguishers. Employees should not attempt to use a fire extinguisher unless trained to do so.
4. Procedures for reporting all accidents and incidents to their supervisors and filling out a UW Incident/Accident/Quality Improvement Report form (Form UofW 1428) which is available from their supervisor or designee.
5. Procedures for reporting unsafe conditions or acts to their supervisors and, when possible, taking action to correct unsafe conditions (e.g., wiping up small, non-toxic spills, or removing a tripping hazard).
6. The location and identification of first-aid kits and first-aid certified employees.
7. Description of UW and departmental Hazard Communication Program, including:
 - Identification of areas where hazardous materials are stored or used.
 - Location and availability of Material Safety Data Sheets (MSDSs).
 - An explanation of Hazard Communication Labeling requirements and any labeling system used by the department.
 - Notification that additional training will be provided, if needed, covering health effects of hazardous chemicals and how to work with chemicals safely.
8. Identification and explanation of all warning signs and labels used in their work area.
9. Instruction in the use and care of any personal protective equipment they are required to use.
10. A description of safety training they will be required to attend for their job.

All new Computer Science & Engineering employees will be given a copy of the UW Brochure, *Hazard Communication Information and Training for Office Staff* and *Departmental Safety Orientation Worksheet*. New employees will also be given a safety walk-through during their departmental orientation.

b. Employee Health and Safety Training

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

C. SAFETY PROGRAM RECORD KEEPING AND DOCUMENTATION

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

Records of general health and safety compliance activities include the following:

- Accident Reports
- Accident Prevention Program (Departmental Health and Safety Plan)
- Evacuation Plans
- Employee health and safety training records
- Department Emergency Operations Plan
- External Inspection/Audit Record (e.g., EH&S inspection reports)
- Internal Safety Inspection/Audit Records
- Departmental/Unit Safety Meeting Records (if applicable)
- Departmental Safety and Health Committee Meeting Minutes (if applicable)