Agenda

• OSHA / WISHA Regulations
• Supervisor Responsibility & Accountability
• Workplace Issues
  – Safety
  – Fire Drills and Emergency Evacuations
  – Hazard Identification
• WFSE Bargaining Unit Agreement
• Resources
We will (1) review occupational safety & health regulations, (2) explain supervisor responsibility and accountability for subordinate safety & health, (3) review safety and health issues in the bargaining unit agreement, and (4) provide some occupational safety & health resources to help you meet your responsibilities.

All employers have an obligation to ensure a safe and healthful working environment. Each Dean, Director, Chairperson, and Supervisor at Eastern Washington University is responsible for safety performance in their respective areas.
Occupational safety and health is governed by an overlapping system of federal and state law. The federal legislation, enacted in 1973, is the Occupational Safety and Health Act (OSHA). Washington established its own program in 1973 by passing the Washington Industrial Safety and Health Act (WISHA). WISHA requires employers to provide a safety and healthful workplace and gives the Department of Labor & Industries enforcement authority.

The regulations written pursuant to OSHA and WISHA are minimum guidance for employers. Although they provide great detail, they do not specify all unsafe conditions or acts. Therefore, the functional requirement for a safe and healthy work environment becomes most important.
REGULATIONS

- Occupational Health & Safety Act
  Federal Law [Title 29 CFR]

- Washington Industrial Safety & Health Act
  State Law [49.17 RCW]
  - WAC 296-24 [General Safety & Health Requirements]
  - WAC 296-62 [General Occupational Health Requirements]
    - WAC 296-800 [Core Rules]
Management Responsibility

- Eastern Washington University Management has the responsibility to establish and supervise:
  1. A safe and healthful environment;
  2. An injury/illness prevention program;
  3. Training to improve the skill and competency of employees.

- Supervisors are the key to meeting this management responsibility. The people who plan and lead an organization's operations, are the people who plan and lead the safety program. Management action is the key to a good safety program. Management can put words and money into safety, but if they don’t “walk the walk”, then employees aren’t likely to either.
As this listing shows, General Safety and Health requirements cover a variety of issues. The most basic life-safety issue of getting people out of buildings in the event of a fire are found here. Similarly, housekeeping and walking surface regulations are also found here. EH&S can help you with this training.
General Safety and Health Requirements

• PLEASE REMEMBER THAT THESE RULES APPLY TO ALL EMPLOYEES……. Faculty, Staff, Administrators, Student Employees, Graduate Students on Stipend, etc…. Even volunteers to a certain extent
As this illustrates, the important Chemical Hazard Communication requirement is found in this chapter. This rule requires employers to maintain an inventory of hazardous chemical products, the MSDS for the product and to train employees on the hazards.
Smoking

- Smoking is Prohibited in all EWU Buildings
- Smoking is Prohibited within 25 feet of a Building Entrance or Window and Air Intake
- Smoking is Prohibited in EWU Vehicles
Seatbelts and Cell Phones

State Law prohibits the use of cell phones while driving unless using a hands free device.

State Law requires the use of seatbelts while driving.
Supervisor Responsibility

- Supervisors are the key to ensuring employee safety and health AND regulatory compliance.

Documented training is the first step to ensure proper safety. And then.....

No matter how you choose to conduct your supervisory job you must ensure subordinates have a safe and healthful work environment.

There are several aspects to how you respond:

First, you must engender excellent communication skills.

- You must be able to recognize and prevent or eliminate hazards.
- You must also conduct safety committee meetings [WAC 296-24].
- You must investigate accidents with an eye to prevention. and
- You must also expect employees to show acceptable safety and health job performance.

Last, but certainly not least, you must ensure appropriate safety and health recordkeeping. LET’S LOOK AT HOW TO MEET YOUR RESPONSIBILITY
Whenever you conduct equipment specific training, general safety training, work procedures briefings, have the employee sign a sheet indicating that they have received training. Attach the training materials (power point, word documents, etc.) to the signup sheet. If a video or DVD was used write down the title, date and company name on the sheet. Without a written record your training does not matter because there is no written record indicating it ever happened.

We have had cases where an employee has been injured and claims that they were never informed of safety issues. In some cases there was no written record so EWU was fined. In one case lots of money was shelled out. However in most cases we have the documentation that shows the employee was in a training class or was trained on a specific piece of equipment. AGAIN IT IS CRITICAL THAT ALL TRAINING IS DOCUMENTED
Four principles of good communication

- Maintain & Enhance Employee Self-Esteem
- Listen and Respond with Empathy
- Ask for Help in Solving Problems
- Offer Help without Taking Responsibility
Four Principles

1] Say something constructive to each employee you supervise each day. Be sincere; the quality of what you say is more important than the quantity. When trying to encourage safety, focus your comments on safety-related issues. Build up, rather than tear down.

2] Keep a mental list of what you are hearing; don’t stop listening once you have heard what you want to hear. Be patient, don’t interrupt, don’t anticipate. Confirm what you heard and restate what was said using the speaker’s words, not yours.

3] Share your responsibility for safety with others. Problems are opportunities for involvement.

4] Acknowledge that your employees will be responsible for actually being more safe, not you. Grant authority to solve safety problems. Once you have given authority, stay in touch with the person.

- Two way communication is a must. Speak clearly to employees and listen genuinely to them. Job instruction is great, but feedback from employees is even better. Subordinates must feel they can approach you any time for discussion purposes. Take the time to know how your employees communicate.
REMEMBER

Part time employees, seasonal/temporary employees are employees and are covered by the same Washington State Rules and regulations that full time employees are covered by.

Student employees are also employees and are covered by the same Washington State Rules and regulations that full time employees are covered by. Student employee paperwork is slightly different. See next slide.
Training Requirements for Fulltime New Hires

• Basic Orientation for all employees
• Specific safety training depending on the position filled. Initial training may require 2 to 4 hours covering subjects as:

  - Electrical Safety
  - Asbestos Awareness
  - Blood Borne Pathogens
  - Back Lifting Safety
  - Respiratory Protection
  - Incident Reporting
  - Confined Space Safety
  - Lock Out/Tag Out
  - HAZCOM and MSDS sheets
  - Ladder Safety
  - Fire Evacuation

Supervisors are responsible for specific training on the equipment that the employee will use and proper procedures.
NOTICE TO SUPERVISORS
PART-TIME/TEMPORARY & STUDENT

PROCEDURE FOR EMPLOYEE SAFETY

People employed (including students) by Eastern Washington University (EWU) must comply with safety procedures and standards. Environmental Health and Safety (EH&S) and employee's supervisor will provide safety training prior to the employee engaging in tasks that may pose a potential hazard.

1. It is the responsibility of the supervisor to evaluate the duties of employee to ensure that the employee is competent to perform tasks safely. EH&S is available to explain the scope and content of applicable laws, and safety programs that could assist in assigning appropriate tasks to the employee.

2. At no time will the employee be assigned duties that require specialized certifications, licensing or training (electrical, gas, etc.) unless they have such certifications, licensing or training. Depending on assigned tasks, additional training may be required (respirator protection, fall protection, electrical safety, hazard communication, etc.). Contact EH&S for required classes.

3. Employees must be informed of any recognized hazards in their workplace. It is the responsibility of supervisors to provide adequate health and safety orientation training related to standard operating procedures, hazards, and personal protective equipment. When applicable, hepatitis shots and pre-employment physicals may be required. Contact EH&S for additional information.

4. Employees shall practice and observe all safety rules with special attention to the safety devices and equipment provided for their own protection. Employees shall use protective devices as required and shall exercise proper care and treatment of such protective devices. There shall be no alternation of safety equipment.

5. Injuries or accidents, no matter how slight, must be reported to EH&S within 24 hours. Supervisors are required to complete an incident investigation and document the information. Incident report forms can be found on EWU's website under EH&S — forms http://access.ewu.edu/EH&ES/Environmental, Health, and Safety, and at EH&S and student employment.

IN THE CASE OF SEVERE INJURY OR DEATH OF A EWU EMPLOYEE, EWU EH&S WILL BE NOTIFIED AT ONCE (359-6455 or 200-3510).

If you have questions concerning employee safety or training requirements, contact EH&S at 359-6496.

(Note: Please send the completed form to EH&S, 101 Hixson Hall, Fax: 359-6496.)
Workplace Bullying

Workplace bullying refers to repeated, unreasonable actions of individuals (or a group) directed towards an employee (or a group of employees), which is intended to intimidate and creates a risk to the health and safety of the employee(s).

Bullying can cost the health and finances of those being bullied. It also costs the employer time, productivity and money.

If Bullying continues suicide and workplace violence can occur. It is therefore important to recognize bulling and stop it when and if it occurs.
Workplace Bullying

Examples of Bullying:
Unwarranted or invalid criticism.
Blame without factual justification.
Being treated differently than the rest of your work group.
Being sworn at.
Exclusion or social isolation.
Being shouted at or being humiliated.
Being the target of practical jokes.
Excessive monitoring.
Doing something intentional to annoy.

How Bullying Affects People:
 Victims of bullying experience significant physical and mental health problems:
High stress; post-traumatic stress disorder (PTSD).
Financial problems due to absence.
Reduced self-esteem.
Musculoskeletal problems.
Phobias.
Sleep disturbances.
Increased depression/self-blame.
Digestive problems.

If you need assistance with bulling problems or if you and your staff need Training to prevent and stop bulling contact Human Resources

For More information on bullying See http://www.lni.wa.gov/Safety/Research/Files/Bullying.pdf
RECOGNIZE & CONTROL OR ELIMINATE HAZARDS

Look For:
- Hazardous Chemicals, Noise, Dust, Radiation, Heat, Cold,
- Ergonomics and Repeated Motion
- Poor Housekeeping, Tripping Hazards
- Broken Equipment, Electrical Hazards
- Building Safety Issues
- Fire Hazards

Use Safety Inspection Check Lists
Contact EH&S for Safety Audits
Contact EH&S for Hazardous Chemical Disposal
- Use Hazardous Waste Collection Request Form
  - [http://access.ewu.edu/HRRR/Environmental-Health-and-Safety/Forms.xml](http://access.ewu.edu/HRRR/Environmental-Health-and-Safety/Forms.xml)
Reporting Hazards

Call the Work Order Desk (x2245) to report burned out lights, missing plug plates, hazards related to campus structures, bee nests, etc. or use Facilities Online Service Request Form http://aim.eastern.ewu.edu:8090/FMAXCustomerRequest/

If a potential hazard need to be assessed contact EH&S at x6496 or fill out the Hazard Notification form found on EH&S’s website under forms… http://access.ewu.edu/HRRR/Environmental-Health-and-Safety/Forms.xml
Auditing Working Conditions for Hazards can ensure a safe and healthy work environment by preventing unsafe conditions and unsafe acts. Prevention can occur only if health and safety hazards are identified and eliminated or controlled. Identifying hazards requires that you imagine the worst that can happen. Things to look for include chemicals, noise, dust, broken equipment, etc. If you remain uncertain about how to identify hazards in your work, additional information is available from EH&S, L&I, and other sources.

Audit forms can be found at the EH&S website http://access.ewu.edu/HRRR/Environmental-Health-and-Safety/Forms.xml
These ideas apply to all work environments; office situations as well
Always think about your actions before you start a task. For example: do not load the top of a file cabinet first and do not unload the bottom of the file first. This can cause the cabinet to tip over on you.
These type of cabinets only allow one draw at a time to move out. However, in this case the locking mechanism did not work resulting in two drawers to move out causing the cabinet to tip over. These cabinets can weigh 400 pounds. In this case the cabinet should not have been used until repaired, or it should have been replaced.
Replace all frayed electrical cords. Never overload outlets or strip plugs. Do not remove or use cords with missing ground plugs. These can lead to fires and shock injuries.
Do not daisy chain strip plugs (one strip plug plugged into another strip plug). This can cause an overload and fire.
Watch for and avoid these types of hazards

Know how to properly lift items and never bend and twist your back at the same time as you are lifting.
EMERGENCY EVACUATIONS AND FIRE DRILLS
Fire Safety

No matter where you’re at, work, store, church or bar, you need to know how to get out in an emergency

• Need to know
  – 2 exit routes at least
    – Remember most people will try to get out the way they came in
  – Location of fire alarm pull stations
  – Location of fire extinguishers
DISCOVERING A FIRE

• Remove any person in immediate danger (if safe)
• Alert everyone in area
• If you detect smoke or fire – activate alarm and evacuate
• If alarm does not activate but a fire is occurring – first alert people in area and evacuate.
• Once in a safe location, call 911.
EXITING

• Evacuate by the nearest safe exit
• Stay quiet and listen for announcements
• DO NOT USE THE ELEVATORS
• Close doors and windows
• Feel door or door knob
  – DO NOT OPEN IF HOT!
• Brace yourself behind door and open slightly
• Be prepared to crawl
• Upon evacuation, report to your supervisor

• Inform and Assist the Public
• Areas of Rescue Assistance
• Report Injuries to responding rescue personnel
• Do Not Go Back in Building

Failure to leave a building during an evacuation can result in arrest.
ENCOUNTERING BLOCKED EXITS
ENCOUNTERING BLOCKED EXITS

• If blocked, proceed to alternate exit
• If all exits are blocked, move as far away as possible
  – Open window a few inches for fresh air only if necessary
• Notify emergency personnel of your location
  – Telephone
  – Hang something out window
• Seal cracks around the door
• PERSONNEL MAY NOT RE-ENTER UNTIL ALL CLEAR GIVEN BY THE FIRE DEPARTMENT
Use fire extinguisher, only if:

- The fire is small and manageable
- You have been trained
- The evacuation has been started
- Emergency personnel have been contacted
- You are in no danger
Facility structures are controlled by the University. Do not modify your structural work environment without contacting EWU Facilities (x2245). Modifications of your work environment can cause electrical problems, fires, poor indoor air quality, chemical, asbestos and lead exposure to name just a few.

Watch for the following:
Exits

Keep Fire Exits Clear and confirm they work
Housekeeping

Good housekeeping (hallway, offices, shops) is important in fire protection and preventing falls.

How you keep your office or work area reflects not only on you, but on the university as well.
Hazards to Avoid

Do not put sharps in the trash use red biohazard bins located in your building.

Do not put broken glass in the garbage. If you must, do not cover the glass, place the broken glass garbage aside and contact custodial to alert them to the glass. Labs will have special containers for broken glass.

Do not put chemicals in the garbage or down the sink. Contact EH&S for a pickup.
Other Hazards to Avoid

Keep sources of water away from electrical equipment.

Lower cutter arm when not in use. Paper cutters that have arms that fall freely need to be repaired or replaced.
Safe Use of Chemicals

Read the product labels and MSDS Sheets.
This will tell you how to use the chemical, what safety precautions to use, what the chemical is incompatible with, how to store the chemical

MSDS’s should be obtained when a chemical is purchased. MSDS must be available to all workers.
Safe Use of Chemicals

- **Read the product labels**
- Hazardous products must be handled with respect! Read labels and follow directions carefully. Words to look for: **DANGER - WARNING - CAUTION**
  - **Poison**: can injure or kill if absorbed through the skin, ingested or inhaled.
  - **Toxic**: can cause injury or death if swallowed, inhaled, or absorbed through the skin.
  - **Irritant**: causes soreness or swelling of skin, eyes, mucous membranes, or respiratory system.
  - **Flammable**: easily catches fire and tends to burn rapidly.
  - **Flammable Liquid**: has a flash point below 140°F (100°F for US DOT purposes).
  - **Combustible Liquid**: has a flash point from 140°F (100°F for US DOT purposes) to 200°F.
  - **Corrosive**: a chemical or its vapors that can cause a material or living tissue to be destroyed.
SAFETY COMMITTEES

• University Safety & Health Committee
  – Scheduled Meetings
  – Distribute Minutes & Discuss Issues

• Operational Unit Safety Meetings
  – Meet With Subordinates Monthly, Maintain Written Record of Attendance and Topics
What is an incident?
An incident is any event that causes property damage, injury*, potential exposure or elevated risk to people or the facility.

*Injuries can include onset of pain from repetitive motion, chronic and persistent conditions such as but not limited to skin problems and allergies developed at work.

If there are potential safety questions related to the incident, or if you judge a situation to be potentially dangerous, notify EH&S immediately at x6496 or the work order desk at 2245.
If you are injured while at work

- Notify your supervisor.
- Get treatment if necessary.
- If you go to the clinic or hospital tell them you have an on the job injury. They will provide you with paperwork.
- Fill out the EWU incident report

Incidents should be reported to EH&S within 24 hours.
Where Can I find an Incident Report Form?

- Locate the Human Resources Web Site ([http://access.ewu.edu/HRRR.xml](http://access.ewu.edu/HRRR.xml))

- Then go to EH&S website under forms and find incident reports.

- Please fill out both sides legibly.
Accident Investigation Worksheet

Suspected Interveners: The suspected cause and severity of the accident were unknown when interviewed to confirm specifics of the event. It was necessary to determine the following: Suspected Cause, Incident Type, Immediate Cause, Root Cause, Factors (If Any) and Injury Severity and Fill out the questions below.

<table>
<thead>
<tr>
<th>Potential Incident Type</th>
<th>Root Cause Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall or Slip</td>
<td>Slips, Falls, Obstructions</td>
</tr>
<tr>
<td>Lift or Fall</td>
<td>Lifts, Falls, Obstructions</td>
</tr>
<tr>
<td>Electrical Shock</td>
<td>Electrical Failures</td>
</tr>
<tr>
<td>Chemical Injury</td>
<td>Chemical Exposure</td>
</tr>
<tr>
<td>Burn</td>
<td>Burns, Electrical Failure</td>
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<tr>
<td>Strangle</td>
<td>Strangles, Slips</td>
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<tr>
<td>Radiation</td>
<td>Radiation Exposure</td>
</tr>
<tr>
<td>Etc</td>
<td>Etc.</td>
</tr>
</tbody>
</table>

Date of Incident: Location of Incident (Building & Room, other location, nearest building with description)

Time of Incident:

Complete Description of Accident (attach pages if necessary, including sketches & photographs)

Witnessed to address and phone number if possible, attach pages if necessary

Area affected by injury or illness (e.g., right side, back, etc.)

Treat ment:

First Aid Only if necessary, on the job: Date

Name & address of Physician

Name and address of Hospital or clinic

Prepared by:

Print Name:

Signature of Chair or Supervisor:

Date:

Routine to ENVIRONMENTAL HEALTH & SAFETY (101 Heritage Hall) Within 24 Hours (Fax 4800)

EHS Review: Follow up as necessary to ensure compliance & if subject investigated, based on this information.

Supervisor/Investigator Page 2 to complete your investigation.

Environmental Health & Safety

Eastern Washington University

Page 1
Inform Employees of Recycling Opportunities
For a complete list of materials recycled see…
http://access.ewu.edu/Facilities-and-Planning/Index-of-Services/Facilities-Services/Recycling.xml
• Supervisors and employees should agree on safety and health performance objectives.
• Performance appraisals should include evaluation of individuals ability to meet assigned safety objective.
• New Employee Safety & Health Orientation Check Sheet
• Document training for the new employee
• Ensure INCIDENT REPORTS are completed and sent to EH&S.
• Review employee training record report annually.
• Maintain written safety meeting records.
• Maintain required written lockout/tag out procedures.
Supervisor Responsibility

- Communicate Safety and EWU Accident Prevention Plan
- Recognizing & Controlling Hazards
- Training your employees for their specific job duties
- Safety Committees
- Accident Investigation
- Safety & Health Performance Expectations
- Recordkeeping
Supervisor Accountability

All supervisors are accountable for efficient use of EWU resources. Employee injuries and illnesses cost money. Choosing to prevent them will save EWU resources.

**DIRECT COST vs. INDIRECT COSTS**

- Direct costs are often referred to as insurable costs such as medical or indemnity. Indemnity is lost wages and in the state of WA the injured employee is entitled to 60-75% of their wages while unable to work during a workplace injury or illness.

- Indirect costs are those costs which are not typically insured and include the costs associated with things like production downtime, building and equipment damage, pollution, legal expenses, fines etc. For each $1.00 of insurance premium up to $50.00 miscellaneous costs can occur. These hidden costs are related to replacing the injured employee. If other employees cover for the injured workers, overtime costs increase. If a temporary or replacement employee must be hired, recruitment costs and training costs increase. But even if another person is recruited, productivity is decreased for some period of time.

Therefore, the *Total Cost* of an accident = Indirect Costs + Direct Costs.
Every eligible employer is experience rated on an annual basis by Washington State Department of Labor and Industries. Experience rating is the capturing of hours worked (exposure) and claims (losses) that occur during a period that is called the "experience period" (July 1 to June 30). This result will affect your business' industrial insurance rate for a calendar year. A claim will affect your experience rating for three years. The Experience Modification Factor calculation is a comparison of the firm's Actual Losses and the firm's Expected Losses.

The premium rates become effective January 1 each calendar year. L&I calculates the experience factor by comparing an employer's accident costs to the average costs of other companies having the same classification as that business. A new business will usually start out with a factor of 1.0 until they become experience rated. An experience factor greater than 1.0 indicates the business has had higher-than-average claim costs. A factor lower than 1.0 shows a business has had lower-than-average claim costs. What does this mean to the average EWU Employee? It means how much you will have deducted from your pay check.
EWU and other Washington State Universities Experience Factors

EWU Experience Factor

Washington State Universities

<table>
<thead>
<tr>
<th>Year</th>
<th>Central</th>
<th>Western</th>
<th>WSU</th>
<th>u of W</th>
<th>EWU</th>
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</thead>
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<tr>
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<tr>
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<td>0.7804</td>
<td>0.8872</td>
</tr>
</tbody>
</table>
The employee deduction (that taken from your pay check) is illustrated in this graph. EWU employees pay 8.39 cents per dollar towards Washington State industrial insurance while EWU (the employer) pays 19.42 cents per dollar. Based on 2008 data.
If you miss work because of your injury and your doctor certifies you are unable to work, L&I or your self-insured employer may pay for a portion of your lost wages, called "time-loss compensation." Time loss compensation only pays a fraction of your regular wages. However, the three days in a row of work immediately following your injury are considered a waiting period. L&I or your self-insured employer won't pay for these days, if they are the only ones you miss.

If approved, medical costs associated with your claim are usually picked up through the L&I insurance. The following graph illustrates the overall time-loss and medical costs paid out from 2002 to 2007.
Time-Loss Compensation and Medical Costs Paid

All EWU Campuses, All Departments
• Damage to a facilities reputation as a result of accidents should never be underestimated. Facilities (private or Public Sector) that have high frequency of accidents also have lower employee morale. This can feed a loss incident cycle.

• Additionally, being a University we do not want to be known as an institution that does not care about employees or students. This can affect student recruitment and likewise affect a student’s ability to be hired. Who wants to hire a person from a place that based on regulatory fines and injuries, may have taught that student the wrong lessons on working safely.
11.1 Responsibility for Safety. The University, employees and the Union share responsibility for workplace safety.

- 11.1.1 The University will provide a work environment that complies with applicable safety standards established by the Washington Industrial Safety and Health Act (WISHA). The University will provide employees with required safety equipment, personal protective equipment and apparel.

  • (a) Employees who are required to wear footwear with safety toes will be reimbursed up to $150 for the purchase of such footwear, which will be replaced on a fair wear-and-tear basis.
11.1.2 Employees and the University will comply with all safety practices and standards established by the University, including rules requiring that employees wear and/or use provided safety equipment, personal protective equipment and apparel. Employees must report damaged or missing safety equipment or other potentially unsafe practices or conditions to their supervisor within twenty-four (24) hours.

11.1.3 The Union and the University will work cooperatively on safety-related matters and encourage employees to work in a safe manner.
11.2 **Unsafe Working Conditions.** An employee who is given an assignment that he or she reasonably believes will be detrimental to his or her health will immediately notify his or her supervisor. The employee will not be required to perform the alleged unsafe assignment, and will not receive discipline for refusing to do so, until the matter has been reviewed with the employee’s supervisor. If such a review does not resolve the matter, it will be referred to the University’s Environmental Health and Safety staff. At the employee’s request, a Union shop steward will participate in any review conducted pursuant to this section.
11.3 **Safety Committees.** The Union will designate an employee from its represented units to serve on the University-wide safety committee. In the event the University forms additional safety committees or sub-committees with responsibility for areas in which Union employees are working, the Union will be permitted to select a representative from its units to sit on any such committee. Safety committee meetings will be conducted in accordance with WAC 296-800-13020.
11.4 Safety Training and Assessments.

- 11.4.1 The University will provide training to affected employees regarding prevention of back, repetitive motion and other common workplace injuries.

- 11.4.2 Employees may request through their supervisors an assessment of their position and/or work station to address ergonomic and other safety issues, including issues involving use of video displays, furniture or equipment needs, and exposure to heat and cold. The University’s safety officer will conduct such assessments. Recommendations for alterations to a job or workstation identified during an assessment will be shared with the affected employee and with his or her supervisor.
11.5 On-the-Job Injuries. An employee who suffers a work-related illness or injury must report that illness or injury to his or her supervisor within twenty-four (24) hours, unless the employee is prevented by incapacity from doing so. If the illness or injury is one for which time-loss payments are provided through the workers’ compensation system, the employee may choose to receive only such time-loss payment, or may choose to use paid leave in combination with workers’ compensation benefits as follows:

- 11.5.1 An employee choosing to take sick leave while receiving workers’ compensation benefits will receive his or her full sick leave pay, but must turn over to the University the time-loss payments he or she receives. The employee’s sick leave balance will be credited based on the value of time-loss payments paid to the University.

- 11.5.2 An employee choosing to use compensatory time, vacation leave or personal holiday leave while receiving workers’ compensation benefits will receive the full value of such paid leave in addition to his or her time-loss payments to the University.
11.6 **Employer-Supplied Equipment.** All necessary equipment and tools required by the University will be furnished by, retained at, and maintained by the University. The individual employee will be responsible for any loss or damage to any item furnished by the University under this Article caused by the employee’s negligence.

11.7 **University-Provided Radios.** Employees who work alone and outside the University’s core business hours will be provided with a radio to report emergency situations.

Consult the WFSE Specific bargaining unit agreement for detail information on these aforementioned topics as well as other topics found in the agreement and any future changes.
Summary

You, the supervisor, are the key to the bottom line. Your choices to be a super safe supervisor and demonstrate genuine commitment by “walking the walk”. Will increase morale, increase productivity, and reduce cost.

Make the choice to communicate Safety & Health through example, knowledge, respect for subordinates, committee meetings, training, and empowering subordinates.

**Focus on prevention: doing it right the first time instead of doing it over!!**

Emphasize continuous safety and health quality improvement and you will succeed in increasing service quality, in controlling cost, and in providing excellence in education.
Resources

Environmental Health & Safety Department Phone: x6496, Location: Huston Hall

• Regulations, Policy Interpretations
• Job Classification Personal Protective Equipment List
• Health & Safety Audits
• Chemical & Physical Hazard Sampling and Analysis
• Employee Training Requirements by Position
• Health & Safety Training Courses
EH&S Resources

• Use the forms, brochures and procedures located on the EH&S website for guidance.

Forms
  • [http://access.ewu.edu/HRRR/Environmental-Health-and-Safety/Forms.xml](http://access.ewu.edu/HRRR/Environmental-Health-and-Safety/Forms.xml)

Brochures
  • [http://access.ewu.edu/HRRR/Environmental-Health-and-Safety/Safety-Brochures.xml](http://access.ewu.edu/HRRR/Environmental-Health-and-Safety/Safety-Brochures.xml)

Procedures