INTRODUCTION

This program applies to Eastern Washington University (EWU) personnel who are injured or become ill during department operations. This can include working with or around equipment, or in an environment that may cause an accident or incident.

The Environmental Health and Safety (EH&S) Department assists departments on campus with identification of potentially hazardous environments that may cause injury or illness during department operations and recommends the appropriate engineering controls or personal protective equipment that is needed to decrease or eliminate the exposure hazard.

This procedure is supported by information provided in the Chemical Hazard Communication Procedure, the Hearing Loss Protection Program Procedure, and the Respiratory Protection Program Procedure. The forms to assist with documentation of injury or illness are the Incident Report Form, Service Request Form, the Part-Time/Temporary and Student Employee Health and Safety Orientation Form, the Building Captain/Floor Manager Application Form. The brochures to assist with education of responsibilities are the New Employee Guide, Part Time /Temporary and Student Employee Brochures, the On the Job Injury Procedures Brochure, the Hearing Protection Brochure, and the Respiratory Protection Brochure.

PURPOSE

The responsibility for health and safety is shared. All members of the EWU community are expected to accept this responsibility. All safety and health concerns are to be reported immediately to the supervisor, department manager, or to the EH&S Department.

RESPONSIBILITIES (WAC 296-800-12005)

Each individual is responsible for:

1. Being familiar with and following safe practice that applies to his/her position.
2. Recognizing and correcting any hazardous conditions or practices.
3. Promptly reporting work related injuries and illnesses.
4. Not interfering with the use of any safeguards or work practice used to prevent individuals from injury.
5. Insuring that all necessary safety equipment, protective devices are in proper working order and used when required.
6. Reporting hazards or health issues beyond his/her ability to correct, directly to EH&S Department (509) 359-6496.
7. Complying with University policies and procedures.

HEALTH AND SAFETY COMMITTEE

Committee Mission and Purpose (WAC-296-800-13020)

The committee is charged with important responsibilities for protecting the lives and well-being of students, faculty, staff, administration, and visitors, and for preventing damage or loss to University-
owned property. In addition, the committee is charged with the responsibility for formulating, implementing, and monitoring the Universities procedures for environmental safety and health. The committee will make recommendations to the administration in regards to new university health and safety procedures and changes to existing health and safety procedures. The committee will also serve as a forum for the discussion of topics of interest and concern, and the members of the committee will act as liaison between the committee and the constituencies they represent.

The committee is an essential element of EWU’s health and safety program and its membership reflects the concern of the administration for an effective program.

Committee Membership
The university safety and health committee is appointed by the University President and serves as an advisory group to the administration on all safety matters.

Composition of Committee:
• Four members of the University's administration.
• Four faculty members.
• Four classified staff members.
• Four students approved by the Associated Students of EWU (ASEWU).
• The Manager of EH&S will serve as the ex-officio for the committee.

A. Selection and Role of Committee Chairperson: The Committee will elect a chairperson, who determines how often, when, and where the safety committee will meet. The term of the chairperson is one year. Any official correspondence from the university safety committee will be through the chairperson.

B. Selection of the Committee Vice Chairperson: The Committee will elect a vice chairperson. The term of the vice chairperson is one year. If the chairperson cannot attend a meeting then it will fall to the vice chairperson to lead the meeting. If for any reason the chairperson vacates the position then the vice chairperson will complete the chairpersons term.

C. Vacancies: If there is an employee member vacancy or resignation, a new member must be appointed prior to the next scheduled meeting. The new member will begin a two year term.

D. If a committee member misses more than two meetings in a row that member will be contacted and advised of their status by the ex-officio.

E. Term of Appointment is as follows:
• University's administration; 2 years
• Faculty members; 2 years
• Classified staff members; 2 years
• Students approved by the ASEWU; 1 year
(There is no limit to the number of terms a representative/student can serve.)
F. Staggering of committee appointments: If and when large numbers of member’s terms expire at the same time, the ex-officio, in consultation with the committee chairperson, will stagger committee appointments to ensure continuity. This will be accomplished by retaining select committee members beyond their membership commitment, with their approval. No committee member will be asked to serve more than six months beyond their commitment.

Committee Member Selection Process

- University’s administration members: Vice presidents of the university business units will advance administration employee names to the President’s Office for consideration.

- Faculty members: will be selected by the United Federation of Employees (UFE). Selected names will be submitted to the President’s Office for consideration. The UFE President or designate will pass the selected employee names to the University President’s Office for consideration.

- Classified Staff members: will be selected by the Washington Federation of State Employees (WFSE). The WFSE must include at least one member of the union’s executive board. The WFSE President or their designate will pass the selected employee names to the University President’s Office for consideration.

- Student members: will be selected by ASEWU. The ASEWU President or designate will pass the selected student names to the University President’s Office for consideration.

The University President will contact selected employees via letter or e-mail to confirm their selection the University Safety Committee. The EH&S manager will be copied on the correspondence.

The EH&S Manager will contact current member(s) in a timely manner by e-mail regarding the end of their committee membership. The EH&S Manager will contact the Business Unit vice-presidents, UFE, WFSE and ASEWU regarding expiring committee member(s) terms. The EH&S Manager will notify the committee chairperson of changes to the committee membership.

Safety Committee Meetings

A. Frequency: Meetings may be held as often as the Safety Committee deems necessary but not less than once each academic quarter.

B. Agenda Items: The committee shall review safety and health reports, to help correct safety hazards; evaluate accident investigations, review workplace accidents, and illness prevention. The committee shall discuss recommendations for improvements if any to determine if cause(s) of unsafe situation was identified and corrected. It will be up to the chairperson to set the agenda. It will be up to the chairperson to include the President’s Office in minutes and agenda correspondence that is sent to the committee members.
C. Minutes: All attendance, subjects discussed, and meeting minutes shall be recorded by the EH&S Manager or designate. All minutes shall be preserved for at least one year, and available for review by Department of Labor and Industries. The EH&S Department will maintain the records.

D. Quorum. A committee quorum will consist of one half of the committee members plus one. If a quorum is not reached no official meeting or vote will be held. The meeting minutes from the previous meeting will be entered into the record after the next scheduled meeting if a quorum is reached. If two meetings in a row do not have a quorum, the ex-officio will poll the members of the committee to determine why a quorum cannot be reached. The ex-officio will report back to the chairperson the results of their poll and if significant member issues are expressed, the chairperson and the ex-officio will contact the University President for assistance.

NEW EMPLOYEE ORIENTATION

ORIENTATION

All new employees will attend an orientation describing the roles and responsibilities of the University, departments, supervisors and fellow employees in regards to emergencies, safety and health. Full time employees will attend a class arranged by Human Resources. Part time/temporary and student employees will receive their orientation training through their department. The New Employee Guide and the Part Time /Temporary and Student Employee Brochures are available on the EH&S website at http://access.ewu.edu/hrrr/environmental-health-and-safety/safety-brochures.

SAFETY TRAINING

New employees (students and non-students, temporary, part-time) working in facilities service and facilities maintenance must attend a two to four hour safety training course which will include asbestos awareness, hazard communication, back lifting safety, electrical safety, emergency evacuations and, depending on the work, blood borne pathogens. The Part-Time/Temporary and Student Employee Health and Safety Orientation Form is available on the EH&S website at http://access.ewu.edu/hrrr/environmental-health-and-safety/forms.

BUILDING SAFETY REPRESENTATIVES

APPOINTMENT AND SELECTION OF BUILDING SAFETY REPRESENTATIVES

- Each building and/or designated department should have volunteers to act as Safety Representatives.
- Departments that have chemical laboratories shall identify a chemical hygiene officer (see the Chemical Hazard Communication Procedure) and each maintenance shop shall identify a safety representative knowledgeable in the shop standard operational procedures.
The Building Safety Representative Program is comprised of Building Captains and Floor Managers. This program is developed with the primary goal being safety education, awareness, and training. It is focused on the safety of building occupants through the timely dissemination of information and improved identification of safety hazards.

The program is based on voluntary participation drawn from the full breadth of campus organizations. Volunteers will be trained to perform as building captains representing an entire facility, or floor managers who would represent sub-areas of a building or different tenant organizations, as needed. In order for an employee to be a building captain or floor manager, the employee’s supervisor will need to give approval. Volunteers will be appointed by the Safety Subcommittee based on level of interest, specific qualifications, and their supervisor's approval. Terms will be for two years at which time the term can be extended by one year or opened for new volunteers. EH&S will be responsible for administration of the program with the University Safety Committee providing advisory oversight.

The safety program representatives will only provide education and disseminate information that is intended to increase safety awareness and facilitate evacuations during training and in times of emergencies. This will improve everyone’s initial response and more quickly account for building occupants when real emergencies do occur. During actual emergencies (fire evacuations), the Cheney Fire Department will always assume on-scene incident command as trained first responders. Other emergencies, such as bomb threats, shootings and health emergencies, the University Police will assume on-scene incident command.

**Roles and Responsibilities of Building Captains/Floor Managers**

**A. Building Captains Responsibilities:**

The building captains will be the safety representative and point-of-contact within a building or designated area for safety matters.

1. **In relation to Safety and Health, Building Captains will:**
   - Serve as first point of contact for building evacuations, safety information and incident reporting for all building occupants and report to the EH&S Department, 359-6455.
   - Orient all new employees assigned to their designated areas in fire evacuation procedures, exit locations, safety board information, the availability of first aid kits and automated external defibrillators (AEDs), and any other pertinent safety related building/area information.
   - Conduct quarterly safety inspections within their designated area and report any identified hazards to the EH&S Department for corrective action, as needed.
   - Maintain logs of inspections and provide these to the EH&S Department.

2. **In relation to Fire Protection, Building Captains will:**
   - Conduct simple monthly inspections of fire extinguishers and AEDs within their area.
   - Serve as point of contact for the EH&S Department and to any emergency response personnel, as circumstances dictate.
INJURY AND ILLNESS
PREVENTION

• Know who needs special assistance to evacuate the building and provide increased training and awareness to building occupants in order to better aid those people in times of emergency.

B. Floor Manager Responsibilities:
The floor manager will be the point-of-contact for a department, designated building sub-area, or tenant organization for fire/emergency evacuation and awareness training.

Floor Manager Will:
• Serve as the safety point of contact for building occupants within their area,
• Ensure procedures to aid individuals requiring special assistance to evacuate the building, are known and understood by occupants,
• Provide evacuation procedures awareness training for their assigned areas,
• Know the evacuation routes,
• Know the location of fire alarm pull stations,
• Help assemble and account for people during evacuations,
• Work with faculty and staff in disseminating evacuation procedures,
• Remind people to close fire doors during the evacuation process,
• Coordinate actions with emergency personnel and the building captain, as needed,
• Assist with required building safety inspections,
• Serve as alternate building captains when necessary.

The EH&S Building Captain/Floor Manager Application Form is available on the EH&S website at http://access.ewu.edu/hrrr/environmental-health-and-safety/forms.

REPORTING AND CORRECTING HAZARDS

Anyone can identify a safety or health issue, and request correction by reporting it to their supervisor, department manager, or the EH&S Department. For all other emergencies during irregular hours, contact University Police or call 911.

If any safety issues or health hazards are reported to supervisory personnel, it is the responsibility of that supervisor to complete an EH&S Incident Report Form or Service Request Form and correct or arrange for the correction of the hazard as soon as possible. In case of emergency immediately call 911 or University police.

Incident Report or Service Request forms should be submitted online to EH&S or faxed [(509) 359-4690 fax]. Reports will be investigated in order of receipt, and be assessed for degree of hazard.

1. If the hazard involves the building or other form of real property, the responsible supervisor/department manager will initiate a work request to the Facilities Department. Funding for hazard corrections for buildings will be reviewed by the responsible Facilities manager.
2. If the hazard involves equipment unique to a department, the department will be responsible for funding corrections.
3. If a hazard cannot be corrected quickly due to budget, manpower, severity, etc. contact the EH&S Department for evaluation of interim control measures.¹.

**Occupational Injury/Illness Procedures**

The first responsibility of EWU in the event of an emergency, illness or bodily injury is to ensure that the proper medical assistance is rendered to the affected employee. The Employee’s supervisor and/or the University Police must be contacted. If the injury is life-threatening or otherwise requires emergency medical attention, call 9-1-1. If the injury or illness is not life-threatening, the employee should seek medical assistance and treatment without delay at the nearest medical facility.

The University does not assume the responsibility of transporting an injured employee to a treatment facility. The responding supervisor and/or police officer will perform first aid if qualified, and request the dispatch of appropriate emergency medical units based on the situation. If necessary, the ill or injured employee will be evacuated to the nearest appropriate emergency medical facility by the responding Emergency Medical Services unit. Transporting ill or injured individuals in state-owned vehicles is not authorized and those individuals who disregard this procedure may be subject to disciplinary action. Transporting ill or injured individuals in personal vehicles is not recommended.

Any expenses incurred from on-the-job injuries or illnesses, including transportation charges, are covered by the Washington State Fund, Workers’ Compensation Insurance. The On the Job Injury Procedures Brochure is available on the EH&S website at http://access.ewu.edu/hrrr/environmental-health-and-safety/safety-brochures.

**Employee Safety on Contractor Sites**

EWU Employees who are authorized to enter contractor controlled construction zones must check in with the contractor and are responsible to adhere to the contractor’s safety plan. If a EWU employee notices an unsafe condition or activity on the contractor’s construction site, it is the responsibility of that employee to notify the EWU project manager of their observation in order for corrective action (if any) to be initiated. Only the EWU project manager or their designate can initiate corrective action.

**Personal Protective Equipment (PPE) WAC-296-800-160**

The EH&S Department conducts daily hazard assessments to eliminate, and identify potential hazards in the work place, and help to determine if PPE is necessary on the job. PPE alone should

¹ The Environmental Health and Safety Department staff may assign a Hazard Evaluation Index to assist in prioritizing the correction of different hazards. This Index will be a number from 1 to 20 which will reflect both the severity of the condition and the human exposure to the condition. The most critical conditions will have values approaching 20 and will have a high priority for correction.
not be relied on to provide protection for employees. PPE should be used after all other reasonable means of reducing hazards have been conducted.

- **Respirators: (WAC-296-842)**
  Respirators are required when respiratory hazards, including oxygen-deficient and harmful airborne hazard conditions, exist. All employees who are required to use respiratory protection as part of their job task shall receive training and comply with the procedures identified in EWU’s written Respiratory Protection Program Procedure. Testing and training will be provided to assure proper fit, cartridge selection for identified hazards, cleaning, and maintenance. EH&S will review job classification and determine appropriate respirator PPE when required, pursuant to applicable law. The Respiratory Protection Brochure is available on the EH&S website at http://access.ewu.edu/hrrr/environmental-health-and-safety/safety-brochures.

- **Hearing Protection: (WAC-296-817)**
  Employees required to use hearing protection shall comply with procedures within (WAC-296-817) and the Hearing Conservation program identified in EWU’s written Hearing Loss Prevention Program Procedure. Employees will be supplied with approved hearing protection at no cost to the employee. EH&S will determine appropriate hearing protection PPE when required, pursuant to applicable law. The Hearing Protection Brochure is available on the EH&S website at http://access.ewu.edu/hrrr/environmental-health-and-safety/safety-brochures.

- **Foot Protection: (WAC 296-800-16060)**
  Foot protection equipment shall meet the requirements specified in American National Standards Institute (ANSI- Z41-1991). Safety rated footwear is required to be worn by individuals exposed to high risk areas of foot injury. This includes employees, who as part of their job, are at danger of injury to the feet through falling or rolling objects, burns, electrical hazards, cuts, penetrations, and other foot related hazards. Slip resistant soles must be used in areas with slick surfaces. Specific job classifications requiring safety rated footwear will be identified by EH&S. Safety shoes or boots will be provided by the employing department to qualifying employees.²

Replacement shoes or boots are at the discretion of the employing department. For workers, skid resistant soles, wrap around foot covering and substantial uppers are what is required to protect against, heat, chemicals, abrasion, etc. They cannot be loose fitting and they cannot present a tripping or fall hazard. If the shoe has a heel, it cannot be substantial narrower than the heel of the sole of the shoe/boot. Boot heels should not be more than 2 inches high. Flip-flops, clogs, 5 toe shoes, slippers, sandals, canvas tennis shoes, platform shoes and high heel shoes/boots do not qualify under any circumstance as proper work footwear. Soft or athletic-type soles with uppers of leather or other substantial material may be used where firm footing is desired and where minimal danger of injury to feet from falling or moving objects.

² See EWU Article 11.1.1a WFSE/EWU Bargaining Unit 1 and 2 Collective Bargaining agreement
• **Eye/ Face Protection: (WAC-296-800-160)**
Eye and face protection equipment shall meet the requirements specified in ANSI Z87.1-1989.
Eye/Face protection is required for employees who as part of their job are exposed to hazards that could injure their face or eyes, including: flying particles; molten metal; liquid chemicals; acids or caustic liquids; chemical gases or vapors; lasers, ultraviolet or infrared light if injury to the eyes is possible; or objects that could puncture. Employees, whose vision requires the use of corrective lenses, shall be protected by eye protection of one of the following types.

- Eye Protection that can be worn over prescription lenses without disturbing them,
- Eye protection that incorporates the prescription in the design.

Face and eye protection equipment shall be kept clean and in good repair. Equipment with structural or optical defects shall not be used.

Eye protectors shall meet the following minimum requirements:
- They shall provide adequate protection against the particular hazards for which they are designed.
- They shall be reasonably comfortable when worn under the designated conditions.
- They shall fit snugly and shall not unduly interfere with the movements of the wearer.
- They shall be durable.
- Capable of being disinfected.
- Easily cleanable.
- All protectors shall be distinctly marked to facilitate identification of the manufacturer.
- When limitations or precautions are identified by the manufacturer, they shall be transmitted to the user and care shall be taken to see that such limitations and precautions are strictly observed.

Approved signage and other protective devices shall be located, identified, and installed to alert users/personnel of potential eye and face hazards with in that area.

The EH&S Department will review job classifications and tasks requiring the use of eye protection, and determine the type of protection required. Prescription eye glasses may not be substituted for chemical splash goggles. If an employee desires to use prescription safety glasses, it will be at their own expense.

• **Hand Protection: (WAC-296-800-16065)**
When hand protection is required, EWU shall provide appropriate PPE. Hand protection is required for employees who are exposed to absorbing harmful substances; chemical/agents; thermal burns; harmful temperature extremes; severe cuts, lacerations, abrasions; punctures and other conditions that may cause hand injury or discomfort. EH&S will review job classifications and tasks and determine what hand PPE is required.

When selecting hand protection, consider how well the hand protection performs relative to the task, conditions, duration of use, hazards, and potential hazards.
• **Head Protection: (WAC-296-800-16055)**
Employees working in areas where there is possible danger of head injury from impact, falling or flying objects, electrical shock, burns, working around and under scaffolds or other overhead structures are required to wear (ANSI Standard Z89.1-1986) approved protective helmets. EWU will provide approved head protection. EH&S will review job classifications and determine when head PPE is required.

• **Personal Protective Clothing: (WAC-296-800-160)**
Some employees may require the use of protective clothing due to the presence of certain hazards such as toxic chemicals, excessive cold, and electrical hazards. All employees are required to comply with PPE requirements if exposed to physical hazards. A listing of personal protective clothing requirements for job classifications are available from EH&S.

**Associated Documents**
- Chemical Hazard Communication Procedure
- Hearing Loss Protection Program Procedure
- Respiratory Protection Program Procedure

**Associated Forms**
- Incident Report Form
- Service Request Form
- Part-Time/Temporary and Student Employee Health and Safety Orientation Form
- Building Captain/Floor Manager Application Form

**Associated Brochures**
- New Employee Guide
- Part Time /Temporary and Student Employee Brochure
- On the Job Injury Procedures Brochure
- Hearing Protection Brochure
- Respiratory Protection Brochure

**REVISION HISTORY**

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