
Washington State University – Tri-Cities
Accident Prevention Plan

Date Adopted: _____

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ACCIDENT PREVENTION PROGRAM

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SAFETY AND HEALTH POLICY STATEMENT

WSU Tri-Cities is committed to establishing and maintaining a safe and healthful work environment. The commitment involves the development, implementation and review of an Accident Prevention Program, as part of the campus' overall occupational injury and illness prevention efforts.

The purpose of this program is to prevent undesired events that could lead to occupational injuries and illnesses by identifying, evaluating, controlling or eliminating potential hazards. The program emphasizes incorporating safety and health measures into each task so safety and health and task performance become integrated.

A safe and healthy work environment is accomplished through the cooperative efforts of management, employees and safety committees in developing and implementing this Accident Prevention Program.

Management and employees are responsible for following the Accident Prevention Program, WSU's Safety Policies and Procedures and memoranda from University safety and health departments.

ACCIDENT PREVENTION PROGRAM

1.0 Responsibility

WSUTC Environmental Health and Safety promotes the campus' overall safety and health program by offering a variety of services to assist departments in developing and implementing this Accident Prevention Program. Administrators, supervisors, employees and safety committees are encouraged to call Environmental Health and Safety (372-7163) for assistance on any safety and health matter.

The web sites for [Environmental Health and Safety](#) and for WSU's [Safety Policies and Procedures Manual](#) provide additional safety and health information and resources.

The procedures described in Sections 1.0 through 10.0 of this document apply to all departments. *All campus departments and all employees* are responsible for establishment and maintenance of a safe and healthful working environment by following the programs and procedures in this Accident Prevention Program. Additionally, all departments must complete the department-specific portions of the plan included in Appendices A through C. Where applicable, Appendix D must also be completed.

2.0 Employee Participation

Employee involvement in preventing workplace injuries and illnesses is critical. To assure employee participation, safety committees have been established for the purpose of bringing employees and management together to promote safety and health. Agenda items for possible discussion include:

- Job assignments and potential hazards
- Review of safe work practices
- Safety and health hazards related to new equipment and work practices
- Employee safety and health concerns
- Observed hazardous conditions/practices and recommended corrective actions
- Safety and health inspection results
- Accident investigation review
- Accident Prevention Program review (annually)
- Review and schedule required training

2.1 Safety Committees

WSU Tri-Cities' Safety Committee has been expanded to include concerns related to employee health and campus security, in addition to safety. The Safety, Health, and Security Committees (SHSCs) follow a tiered committee structure, with representatives of Member Subunits forming a group of Unit-Level SHSCs (as shown in Appendix A), and the chairs of the Unit-level committees forming a Campus SHSC.

Member Subunits

Member subunits are the functional groups within the university. Examples include the Engineering Department, Business Office, and Custodial team. Member subunits form the basis of the committee structure, and are where most health, safety, and security concerns are expected to be presented.

Member subunits are grouped based on similarity of on-the-job hazards. Each member subunit elects a Safety Representative who, along with the representatives of other similar subunits, will form a Unit-level SHSC. Each Member Subunit must complete the planning worksheets in Appendices B-D, and ensure that all employees are familiar with this information. When complete, these worksheets should be provided to EH&S.

Member subunits may form subcommittees, at their discretion. For example, within the Business office, employees in Payroll services and in Contracts may form separate subcommittees, but both will be represented by the Business office Safety Representative. Activities of any subcommittees should be coordinated with the Unit-Level SHSC chair, in order to prevent duplication of efforts between subunits.

Employees within the member subunits should communicate their concerns, suggestions, or questions to their elected Safety Representative for discussion at Unit-Level SHSC meetings.

Unit-Level Safety, Health, and Security Committees

Unit-Level Safety, Health, and Security Committees are composed of elected representatives from each of their member subunits. No Unit-Level SHSC will have more than 8 members.

Each Unit-Level SHSC must elect a committee chair and vice chair from its members. The chair will serve as part of the Campus Safety, Health, and Security (SHS) Committee. The research Unit-Level SHSC will be chaired by the EH&S Lab Safety Coordinator.

Unit-Level SHSCs will:

1. Provide a forum for member subunits to identify and discuss safety- and security-related concerns with other units who have similar functions and processes. Discussion of such concerns may allow for issues to be resolved through common experiences, shared processes, and mutual support. In the event that additional assistance is required, the chair of the Unit-Level SHSC shall present the issue to the Campus SHSC for further discussion.
2. Serve as conduits between their member subunits and the Campus SHSC
3. Monitor their member subunits' compliance with safety and security programs, policies, and regulations, as well as implementation of new requirements communicated by the Campus SHSC as a result of regulatory/policy changes and/or corrective actions resulting from incidents, inspections, or identified conditions.
4. Assist with promotion of safety awareness, including dissemination of information to their member subunits.

Campus Safety, Health, and Security Committee

The Campus SHSC will be chaired by the EH&S/Security Supervisor, and will include the Facilities Director and the chairs of the Unit-Level SHSCs. This committee will be responsible for:

1. Advising EH&S – making recommendations for systematic improvements
2. Problem Solving – in the event that a Unit-Level SHSC is not able to resolve an issue, or that issue has relevance across multiple Unit-Level SHSCs, the Campus SHSC will collaborate to find a resolution. When needed, it will call upon campus and university resources. Any solutions requiring policy changes and/or capital investment will be presented to the Chancellor's office with the committee's recommendation.
3. Communication – The Campus SHSC will share information from the Chancellor's office and the WSU system. Each member will be responsible for the communication and implementation of safety information including new or revised policies and procedures to their respective Unit-Level SHSCs and member subunits. The Campus SHSC will also provide technical and regulatory input to the Chancellor's office through the chair regarding trends, feedback regarding improvements, policy development, and other requested information.

4. Measurement/Accountability – Each Campus SHSC member will monitor and report Unit-Level SHSC performance with safety incidents, programs, policies, and practices to the Campus SHSC. The Campus SHSC will review reports and inspections to identify trends and hazardous conditions.

All Safety & Health meetings must be documented. The vice chair of each committee will be responsible for keeping minutes. Minutes may be kept using the [Safety Meeting Report form](#) in the Safety Policies and Procedures Manual Section 2.12 or another format which includes the same information, and must be retained by for two years. A copy of the minutes must be sent to WSUTC Environmental Health and Safety.

3.0 Safety Boards

Safety boards are located in each building on campus, in the following areas:

BSEL	First floor vending kiosk
CIC	First floor elevator lobby
East	Hall outside Room 248
ICB	Main lobby
Nursing	Break room, Room 1265
SUB	Restroom vestibule
Floyd	Outside Copy Center, Room 127
Wine Science	Inside break room, Room 229

Employees should check these boards regularly for new notices and information to enhance workplace safety. The following posters and information are displayed on the safety bulletin board:

- WISHA Poster of Employee Rights and Responsibilities
- Industrial Insurance Poster
- Emergency Telephone Numbers
- OSHA 300 Log Summary of Injuries and Illnesses (Provided by EH&S and posted by February 1 for the previous calendar year)

Replacement posters can be obtained from WSUTC Environmental Health and Safety (372-7163).

4.0 Hazard Notification

Employees observing a potential safety and health concern are to contact their supervisor and/or WSUTC Environmental Health and Safety (372-7163). Reports can be made online and anonymously using the [Safety Concerns Report Form](#) on the EHS website. The appropriate departments(s) will develop and implement corrective action. The campus safety committee may also provide recommendations to the department.

5.0 Safety and Health Inspections

The campus is committed to identify and promptly control hazardous conditions and practices that are likely to result in injury or occupational illness to employees. Daily, weekly, and annual inspections are performed to proactively identify potential hazards.

Once a hazard is identified, control procedures are developed and implemented as described in the Hazard Controls section below. The inspections assure a safe and healthy work environment is established and maintained, and compliance with campus/university policy and government regulations is achieved.

5.1 Daily Inspections

Prior to using any tools and equipment (including power tools forklifts, mowers, centrifuges, autoclaves, etc.), a brief visual inspection is conducted according to the manufacturer's specifications to determine if there are any obvious defects. Defective tools and equipment are to be removed from service and immediately reported to the supervisor responsible for the area.

5.2 Weekly Inspections

For work areas which generate hazardous wastes, inspections must be completed weekly, in accordance with the Laboratory Safety Manual, the department's Chemical Hygiene Plan, and the WSUTC Hazardous Waste Management Plan.

5.3 Annual Inspections

The [Self-Inspection Checklist](#) in the Safety Policies and Procedures Manual should be used. Inspections must be coordinated through the Unit-Level Safety, Health, and Security Committees, and inspection results and corrective action(s) should be documented on the Self-Inspection Checklist. The completed checklist is retained by the department and a copy sent to WSUTC Environmental Health and Safety.

Deficient inspection items that cannot be corrected during or immediately after the inspection are to be brought to the department administrator's attention. The administrator will develop a strategy for corrective action. The WSUTC Unit Safety, Health, and Security Committees will review completed inspections and associated corrective actions, and will report significant hazards and unresolved findings to the Campus Safety, Health, and Security Committee for assistance.

Contact Environmental Health and Safety (372-7163) for assistance in identifying and developing corrective action strategies.

6.0 Hazard Evaluation and Control

6.1 Reporting Hazards

Conditions and practices creating an imminent and serious hazard will be immediately controlled and brought to the supervisor's attention. If the hazard cannot be controlled or corrected immediately, the department administrator will be notified. The department administrator will develop a strategy for corrective action. *Employees must not remain exposed to a serious hazard.* Contact Environmental Health and Safety (372-7163) for classifying hazards and assistance in developing corrective action strategies.

Minor safety and health deficiencies identified either during the course of work or through an inspection will be corrected as soon as possible.

Hazardous conditions and practices are to be controlled through the use of engineering controls when technologically and economically feasible. Engineering controls are equipment or design features that prevent or reduce exposure to a hazard. Examples of engineering controls include installing barriers, enclosing hazards, using local ventilation, using equipment that reduces hazardous chemical use or generation, and closed loop processes.

When engineering controls are not feasible, timely, or do not completely eliminate the hazard, administrative controls must be implemented. Administrative controls can include safety procedures, signage, labeling, chemical substitution, and training. When exposure to hazards cannot be controlled by engineering and administrative controls, personal protective equipment must be used.

Contact WSUTC Environmental Health and Safety (372-7163) for assistance in evaluating hazards and possible methods of control.

6.2 Hazard Assessments

Hazard assessments must be conducted for all activities to determine if hazards are present necessitating the use of engineering or administrative controls, or PPE.

Where PPE is required, the [Personal Protective Equipment Hazard Assessment and Certification Guidelines](#) should be used to conduct assessments in non-laboratory settings. Hazard assessments are to be documented and retained using the [Workplace Hazard Assessment Certification Form](#). Laboratory departments should use the [Laboratory Safety Manual](#) Section IV, Standard Operating Procedures to assess and document chemical hazards, select PPE and record training.

A hazard re-assessment will be conducted whenever new equipment or processes are introduced or an investigation of an injury or illness indicates the need for personal protective equipment.

6.3 Training

If engineering controls, administrative controls, or PPE are required as determined by the hazard assessment, departments must ensure that employees receive information and training on proper use and procedures.

Training and information to be provided to each employee includes:

- Why, when and what control measures are necessary
- How to properly put on, take off, adjust, and wear the PPE
- Selection criteria & limitations of PPE
- Safety procedures, and how to use equipment properly
- Proper care, inspection, maintenance, useful life, decontamination, and disposal of the PPE

Each employee will demonstrate an understanding of this training before being allowed to perform work requiring the use of PPE or other control measures. Methods of demonstrating this understanding include orally questioning the employee, observing the employee performing the required functions (including use of PPE) in a real or artificial setting, or administering a written test. All training must be documented.

A [Personal Protective Equipment Training Certification Form](#) will be completed and retained verifying each employee using PPE has received and understood the required training.

Each member subunit must identify the person responsible for ensuring that hazard assessments, PPE assessments, and training are completed as required on the Departmental APP Worksheet in Appendix B.

7.0 Accident Reporting and Investigation

All campus personnel (faculty, staff, and students) are to immediately report *all* injuries and accidents to Environmental Health and Safety (372-7163) and Human Resource Services (372-7302). Occupational injuries and illnesses and near misses must be promptly reported to the responsible supervisor. The supervisor must complete an on-line [Incident Report](#) within 24 hours of the incident (within 48 hours for swing and graveyard employees). Additional information on accident reporting and accident investigation is found in [SPPM S2.24](#).

Major accidents are those events that result in death, serious injury (e.g., fracture, amputation) or in-patient hospitalization. Major accidents must be immediately reported as described in SPPM 2.24, and the site of a major accident must be secured and preserved immediately. Only Environmental Health and Safety can release the site for return to service.

7.1 Investigation

The investigation of accidents and near misses is an essential part of the Accident Prevention Program. A thorough investigation identifies unsafe acts and conditions requiring corrective action. An accident investigation and subsequent corrective action minimizes the potential for future accidents.

Environmental Health and Safety, upon notification, investigates all major accidents resulting in death, serious injury (e.g., fracture, amputation) or in-patient hospitalization.

The supervisor must immediately investigate and complete a [Supervisor's Accident Investigation Report](#) when:

- An employee involved in a minor occupational accident is unable to work the subsequent full shift(s) due to a resulting injury or illness, or
- The employee receives medical treatment, or
- Events and conditions involving a near miss or non-injury accident indicate there was a high probability of serious injury, illness or significant property damage.

The completed report must be submitted to Human Resources within 48 hours of the incident. A copy of the report should also be provided to WSUTC EH&S and the department administrator.

The department administrator is responsible for reviewing the report and implementing corrective action to prevent recurrence. The department administrator may conduct an independent investigation if circumstances warrant.

Witnesses and injured persons must complete a [Witness/Injured Person Statement](#), which are to be attached to the Supervisor's Accident Investigation Report.

Contact Environmental Health and Safety (372-7163) for assistance in conducting accident investigations.

8.0 Emergencies

The following section establishes administrative and employee actions for reporting emergencies, building evacuations, administering first-aid, fire planning and hazardous materials spills.

8.1 *Reporting Emergencies*

<u>Department/Emergency</u>	<u>Call</u>
Fire	911
Police	911
Emergency Medical Services	911
Serious Injuries and Illnesses	911
Hazardous Materials Spills	372-7234

All emergency situations should also be reported to the campus emergency line at 372-7234

8.2 *Evacuation*

Employees are to evacuate the building and meet at the designated assembly areas upon activation of emergency alarms. Evacuation maps are posted in each room, and supervisors should ensure that all employees are aware of the evacuation assembly location for their area(s). Maps showing the location of exits, fire extinguishers, first-aid kits, emergency eyewashes and showers are also posted on each floor. Contact Environmental Health and Safety (372-7163) for assistance.

8.3 *Lockdown*

Some emergencies may require employees to remain where they are and attempt to secure their location. Building fire alarms **MUST NOT BE USED** in such an emergency. Notification will be made by the campus public address system, telephone, text message, e-mail, or a combination of these.

When notified of a lockdown:

- Immediately lock doors, turn off lights, and close or cover windows. If you cannot lock the door, try to barricade it with furniture or other available materials.
- Move away from windows and sit quietly out of sight. Silence cell phones and wait to be released by police and/or university officials.
- If you are in a common area, quickly enter an open room and secure it as described above. Remain there until released.
- If you are outside of a building, seek shelter behind large objects – vehicles, trees, rocks, etc. Remain there until released.

8.4 First Aid/CPR/AED

Sufficient numbers of employees are trained in first-aid/CPR to assure at least one person is always available to provide quick and effective first aid to all employees. Employees designated to provide first-aid in their position description must be covered by and trained on the department's **Bloodborne Pathogens Exposure Control Plan**.

University-sponsored first aid/CPR training will also include training on the use of Automatic External Defibrillators (AEDs). Five AEDs are currently deployed on campus in these locations:

- BSEL – Hallway outside room 152
- BSEL – Hallway outside room 264
- CIC – at the reception desk inside the main (West) entry
- East – Inside the west entry, near room 262
- Floyd – Inside the main entry door, near room 201
- SUB – Inside the main entry, near room 101
- WSC – Main entry lobby
- WSC – Between restrooms on first floor

In case of injury, first-aid kits are co-located with the AEDs.

EHS must be notified when first-aid kits and supplies are used, in order to ensure that they are re-stocked. First-aid kits are to be checked during the annual safety and health inspection. Additional information on first aid kits can be found in the Safety Policies and Procedure Manual [S2.42](#).

8.5 Fire Planning

Upon discovering a fire:

- Immediately notify another person in the area. Call or have them call 911, and pull the fire alarm to begin evacuating others.
- If the fire is small (such as a wastebasket fire) and there is minimal smoke, trained personnel may attempt to put the fire out with a fire extinguisher.
- Untrained personnel are to immediately evacuate and go to the designated gathering area.
- If the fire grows and/or there is thick smoke, do not continue to fight the fire.
- Notify other employees in the area to evacuate.

Supervisors notified of a fire are to:

- Instruct employees to evacuate to the designated gathering area
- Verify 911 has been called.
- Ensure all employees have been evacuated.
- Go to the designated gathering area and verify all employees are accounted for in accordance with the Emergency Response Plan. If an employee is missing, no one

will be permitted to re-enter the building. The responding firefighting personnel will be notified an employee is missing and may be in the building.

When alerted of a fire, WSUTC employees are instructed to evacuate the building. Employees will be trained on evacuation procedures, and periodic evacuation drills will be performed.

Employees who work in the immediate area of the fire, and who have completed fire extinguisher training in the previous 12 months, may attempt to extinguish the fire at their discretion IF the fire is small (such as a wastebasket fire), it is not growing rapidly or producing significant smoke, and the fire does not block their escape. Attempts to extinguish the fire should be made only AFTER evacuation has begun and 911 has been called. Contact EH&S at 372-7163 for fire extinguisher training.

8.6 Hazardous Materials Spill

In the event of a hazardous materials spill:

- Immediately secure the area to prevent people from entering. If it can be done safely, open fume hood sash before leaving.
- Notify people in the immediate vicinity
- Call EHS if you are not trained to clean-up a hazardous materials spill.
- If the spill is an immediate threat to life and health, evacuate the area and call 911.

Refer to the applicable program and/or policy for responding to hazardous materials spills:

- The work area's Chemical Hazard Communication Program
- The work area's Laboratory Safety Manual
- The work area's Biosafety Manual
- Safety Policies and Procedures Manual 9.80: [Radiation Safety](#)
- WSUTC Hazardous Waste Management Plan

Contact Environmental Health and Safety for assistance at 372-7163.

8.7 Other Emergencies

Additional information regarding responding to various other emergencies can be found on the [Campus Emergency Procedures website](#).

9.0 Safety and Health Training

Supervisors will assure all new employees receive a safety orientation on the first day of work. Topics to be covered in the safety orientation should include an overview of the following:

- This Accident Prevention Program
- Emergency Action Plan
- Hazard Notification Procedures
- Ergonomics
- Back Injury Prevention
- Accident Reporting
- Potential Job Hazards
- Equipment- and Position-specific Safety Training

The following topics must also be covered, if applicable to the new employee's position:

- Lockout/Tag Out
- Hearing Conservation Program
- Laboratory Safety Manual
- Chemical Hazard Communication Program
- Fall Protection
- Ladder Safety
- Outdoor Heat Stress
- Personal Protective Equipment
- Respiratory Protection Program
- Bloodborne Pathogens Exposure Control Plan
- Forklift Operation
- Asbestos Awareness

The safety orientation is to be documented on the [Safety Orientation Checklist](#).

Supervisors will assure employees receive training on each type of equipment and process they are assigned to use.

Each member subunit must identify equipment and processes within the department which require specific employee training, and include this information in the Departmental APP Worksheet in Appendix B.

Each employee must be familiar with the manufacturer's equipment manuals and safe operating procedures, and also demonstrate to their supervisor that he/she can safely operate the equipment prior to operating without direct supervision. Employee training must be documented.

All programmatic training provided (such as Chemical Hazard Communication, Respiratory Protection, Hearing Conservation, etc.) must be documented according to the requirements of those specific programs.

10.0 Ergonomics/Back Injury Prevention

Whenever possible, the work must fit the person. Ergonomic principles should be applied to all work tasks. These can include office and computing environments; industrial equipment and construction tools and tasks; grounds tasks; laboratories; processes; proper use and design of hand tools; and handling materials such as lifting and moving heavy objects. Ergonomic evaluations can be provided by EH&S. Employee computer workstations should be adjusted and modified using the guidelines in the [Office Ergonomics fact sheet](#). The purpose of workstation adjustments and modifications are to minimize chronic stress that may be exerted on the joints, muscles, tendons, ligaments, nerves and bones caused by repetitive motion activities and awkward and static postures, such as sitting and standing. Environmental Health and Safety (372-7163) provides workplace ergonomic evaluations.

Repetitive lifting and lifting of heavy and awkward items can lead to back injuries. Employees regularly lifting more than 20 lbs. will receive basic back injury prevention training by reviewing a copy of the [Back Basics fact sheet](#). Contact Environmental Health and Safety for an evaluation of lifting tasks and back injury prevention training.

Industrial tasks may also place chronic stress on joint muscles, tendons, ligaments and bones leading to repetitive strain injuries. Contact Environmental Health and Safety for an ergonomic evaluation of industrial tasks.

Employees experiencing symptoms (e.g., chronic pain, fatigue, swelling, burning, tingling and numbness of joints) consistent with a repetitive strain injury are to report the potential injury to their supervisor. Supervisors are to complete an Incident Report in accordance with the Accident Reporting procedure described in Section 7.0 of this plan.

Appendix A – Unit-Level Safety, Health, and Security Committees

Unit SHSC:	Academic		Administrative	Operations	Research	Student Services	Students
	Labs	Non-lab					
Member Subunits:	Engineering	Advising	Advancement	Café	Biofuels	Admissions	Student Body Representative
	Fine Arts	Arts	Business Office	Copy Center	Cooper Lab	Early Outreach	
	Nursing	Business	HR	Custodial	EH&S	Student Affairs	
	Sciences	Education	MarCom	Grounds	Environmental Sciences		
		Library	Professional Dev.	IT	FEQL		
		Running Start		Maintenance	V&E		
				Security			

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Appendix B – Safety & Security Planning Worksheet

Each Member Subunit must complete the following worksheet and review it annually. All subunit employees should be familiar with this information, and it should be incorporated into new employee orientation.

Unit-Level Safety, Health, and Security Committee Representative

Each member subunit must elect a representative to their Unit-Level Safety, Health, and Security Committee (refer to Section 2.1 for discussion of Safety Committees).

_____ has elected _____ as their Safety representative.

Safety & Health Inspections

Each department must identify an *individual* (not a position) to coordinate annual inspection of its processes, tools, equipment, and facilities (refer to Section 5.3).

During the month of _____ a safety and health inspection will be coordinated by _____.

Hazard Evaluation, Control, and Training

Each department must identify an *individual* (not a position) responsible for ensuring that hazards are identified, properly controlled, and that employees are trained to perform work safely (refer to Section 6.0).

If engineering controls, administrative controls, or PPE are required as determined by the hazard assessment, _____ will ensure that employees receive information and training on proper use and procedures.

Safety and Health Training

Each department must identify procedures and equipment which require specific training (refer to Section 9.0).

The following is a listing of the equipment and processes within the department requiring specific employee training (attach additional page(s) if needed):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Work Specific Safety and Health Programs

Each department is to determine if the following safety and health programs are required based on the activities they perform. Each applicable section should be completed and attached as an appendix to this Accident Prevention Plan. Templates are available via the links included below, or directly from EHS.

Chemical Hazard Communication Program

Any department where employees use chemicals in a manner which may expose them to chemical hazards must inform its employees of the identities and hazards of those chemicals and what protective measures are required.*

For non-laboratory work areas, a [Chemical Hazard Communication Program](#) has been developed to inform employees of the chemical hazards in their work areas and the necessary protective measures. For laboratory work areas, chemical hazards are addressed in the lab-specific Chemical Hygiene Plan. Templates for both plans can be obtained from WSUTC EHS.

* This requirement does not apply to products used in the workplace for the manufacturer's intended purpose, provided that their use does not result in a duration and frequency of exposure greater than that which could be reasonably experienced by consumers when used for the purpose intended. For example, if an office worker uses a household cleaner to clean their office in the same manner they would clean their house, that use is exempt. A custodian using the same product throughout the day is not exempt, because they have a greater duration of exposure than the average consumer.

Bloodborne Pathogen Exposure Control Plan

Departments must prepare a [Bloodborne Pathogen](#) Exposure Control Plan for any employees who:

- Handle, transport, or clean up blood or other potentially infectious materials (including human tissues or bodily fluids, HIV or HBV-containing cultures and media, and any animal blood or tissue infected with bloodborne pathogens.
- Any additional employees for whom an exposure to these materials can be reasonably anticipated in the performance of their duties.
- Are designated as first aid responders.

Employees who receive occupational exposures as a result of unanticipated events (such as spills, voluntary first aid assistance, etc.) must be informed of the details of the Bloodborne Pathogen Exposure Control Plan, and be offered post-exposure medical treatment in accordance with the plan.

Laboratory Safety Manual

Employees using chemicals in laboratory settings are to follow the WSU [Laboratory Safety Manual](#).

Control of Hazardous Energy (Lockout/Tag Out Program)

Employees performing repair, servicing, set-up and maintenance on powered equipment (electrical, pneumatic, hydraulic, etc.) are to de-energize and lockout the equipment's potential energy sources in accordance with the department's [Control of Hazardous Energy Program](#). The purpose of lockout is to prevent injury caused by unexpected equipment activation and release of stored energy.

All cord and plug connected equipment is to be disconnected from outlet receptacles during repair, servicing, set-up and maintenance when unexpected equipment activation could cause injury, and the plug must be kept under the control of the employee performing service or maintenance. These situations do not have to be covered in a lockout program.

Heat Stress Program

Employees working outdoors, in hot environments, or who must wear personal protective equipment are covered by a [Heat Stress Prevention Program](#).

Fall Protection

Employees who work on surfaces or platforms, near wall or floor openings, pits, manholes, or roofs with a fall hazard of four feet or more to the ground or lower level must be provided fall protection. For areas/activities with a fall hazard of ten feet or more, a specific [Fall Protection Work Plan](#) must be completed and reviewed with all assigned employees.

Hearing Conservation

Employees using high-speed tools and mechanized equipment and/or operating heavy mobile equipment may be required to wear hearing protection. As a general guide, if a person has to shout to be clearly heard from two feet away noise monitoring should be performed. Employees required to wear hearing protection are covered by WSU's [Hearing Conservation Program](#). Contact Environmental Health and Safety for an evaluation of the need for hearing protection.

Respiratory Protection

Employees performing activities creating dusts, mists, fumes and vapors may be required to wear respiratory protection. Employees required to wear assigned respiratory protection, and those who voluntarily choose to wear respiratory protection, even when not required, are to follow WSU's [Respiratory Protection Program](#). Contact Environmental Health and Safety (372-7163) for an evaluation of the need for respiratory protection.

Department-Specific Emergency Information

Building Name: _____

Building Address: _____

Primary Evacuation
Assembly Point: _____

Secondary Evacuation
Assembly Point: _____

Building Exit Route(s) _____

“Safe Room” for
shelter/lockdown: _____

Alternate “Safe Room”
for shelter/lockdown: _____

If there are individuals within the department who require assistance during an emergency, also complete Appendix D

Emergency Equipment Locations

First Aid Kit: _____

AED & CPR Mask: _____

Fire Extinguisher: _____

Fire Alarm Pull
Station: _____

In an Emergency Call 911

Then call Campus Emergency Line at 372-7234

Provide Information

- Name, address, telephone number of the caller
- Nature of emergency (medical, fire, hazmat, etc.)
- Number of victims
- Condition of victims
- First aid treatment given at the scene if any
- Specific directions as needed to locate the emergency scene
- Other information requested by the dispatcher

Appendix D – Evacuation Planning for Persons with Disabilities

Information last revised on _____

List self-identified persons who request evacuation assistance. Designate evacuation assistants to these persons for assistance during an emergency.

Name:			
Room #:		Phone:	
Disability:			
Instructions:			
Designated “Buddy”/Assistant:			

Name:			
Room #:		Phone:	
Disability:			
Instructions:			
Designated “Buddy”/Assistant:			

Name:			
Room #:		Phone:	
Disability:			
Instructions:			
Designated “Buddy”/Assistant:			