

## Introduction

Eastern Washington University (EWU), in an effort to ensure the health and safety of its employees and students, has developed this Accident Prevention Program (APP) in accordance with Washington Administrative Code (WAC) 296-800-14005. This program is designed to eliminate, or reduce the risk of accidents, injuries, and illnesses to EWU employees and students. The APP is intended to outline methods for the identification and reduction of hazards in and around EWU so that all members of the Eastern community are actively involved in promoting safety.

## Responsibilities

Health and safety is a shared right and responsibility. All members of the Eastern community are expected to participate in keeping EWU a safe and healthy place to work, learn, and grow.

## Environmental Health and Safety (EH&S)

EH&S assists departments on campus with identification of potentially hazardous situations and environments that could cause injury or illness. EH&S works with departments to determine appropriate engineering controls, administrative controls, and/or personal protective equipment (PPE) that is needed to reduce or eliminate the exposure to the identified hazards.

EH&S is responsible for:

- Development, review, and implementation of the APP and other health and safety programs
- Delivering training on safety procedures and workplace hazards
- Conducting annual building, laboratory, and shop inspections to identify and address safety hazards
- Assisting managers and supervisors in conducting hazard assessments for jobs/tasks performed by their department/shop and developing the appropriate controls and obtaining the appropriate PPE so that employees are protected
- Tracking and investigating incidents that are reported at EWU or on EWU sponsored trips or activities and reporting these incidents to the University Safety Committee

## University Safety Committee (USC)

The USC is charged with important responsibilities for protecting the safety of students, employees, and visitors, and for preventing damage or loss to University- owned property. Detailed information on the USC is found in the next section of this document.

The purpose of the USC is to:

- Review safety and health inspection reports as needed to assist the university in correcting safety hazards on campus
- Evaluate accident investigations as needed and evaluate whether the cause of any unsafe conditions were identified and corrected
- Evaluate the university's workplace accident and illness prevention program and discuss recommendations for improvement, if needed

## Directors, Managers, Supervisors, and Instructors

Directors, managers, supervisors, and instructors at EWU are responsible for:

- Setting a good example by following all established safety procedures and attending required trainings
- Training employees and students in department/building specific safety procedures, including the proper use of PPE required for tasks/classes
- Making sure no employee or student is asked to perform a task they have not been trained for

- Overseeing employees and students to ensure safety procedures are being followed
- Ensuring incidents are reported to EH&S
- Working with EH&S to investigate incidents that occur within their department/shop/class and correcting identified issues to prevent reoccurrence
- Addressing safety concerns raised by employees or students in a positive and productive manner

## Building Captains and Floor Managers

Building Captains and Floor Managers are employee volunteers who help promote the safety of the occupants in their building. They provide education and disseminate information that is intended to increase safety awareness and facilitate evacuations during training in times of emergency.

### Building Captains Responsibilities:

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

Building Captains are responsible for:

- Serving as the first point of contact for building safety information
- Orienting new employees to building safety, including:
  - Building emergency procedures
  - Locations of building exits and emergency equipment (fire extinguishers, AED, first aid kits...)
  - Location of the safety board
- Conducting quarterly safety inspections within their building and reporting any identified hazards to EH&S for corrective action
- Maintaining a log of inspections and sending them annually to EH&S
- Knowing who in the building will need special assistance during emergency evacuations and ensuring those individuals have an evacuation/emergency plan
- Serving as the point of contact for emergency responders and EH&S during fire drills and emergency evacuations

### Floor Managers

Floor Managers represent a floor or department within a building and work with Building Captains to ensure building safety.

Floor Managers are responsible for:

- Serving as the safety point of contact for their floor/department
- Knowing who in their area will need special assistance during emergency evacuations and ensuring an evacuation/emergency plan is in place for them
- Providing safety training for their area
- Serving as a door guard during evacuations and helping to coordinate with Building Captains and emergency responders during an emergency
- Assisting with building inspections
- Alerting the Building Captain and/or EH&S of any identified hazards
- Serving as an alternate Building Captain when necessary

The EH&S *Building Captain/Floor Manager Application Form* is available on the EH&S website:  
[sites.ewu.edu/ehs/building-safety/building-captain-program/building-captainfloor-manager-form/](http://sites.ewu.edu/ehs/building-safety/building-captain-program/building-captainfloor-manager-form/)

## Employees and Students

Employees and students at EWU are responsible for:

- Complying with all EWU policies and procedures
- Following all safe practices as outlined by EH&S, supervisors, and instructors
- Immediately reporting any unsafe conditions or practices to a supervisor or instructor
- Refusing to perform any task for which they have not been trained or which seems unsafe
- Being aware of hazards on campus and looking out for others to help all EWU community members stay safe
- Dressing appropriately for work and lab activities and wearing all PPE as instructed
- Reporting any injuries, illnesses, or near misses promptly to a supervisor or instructor and filling out an EH&S Incident Report

## University Safety Committee

The USC serves as a forum for the discussion of workplace safety topics. Members are expected to represent their respective groups and share general safety concerns with the committee. The Safety Committee is an advisory group. Recommendations from the committee should be forwarded to the Associate Vice President for Facilities and the Associate Vice President for Civil Rights, Compliance & Enterprise Risk Management.

## Committee Members

The committee is comprised of the following representatives:

- The Manager of EH&S
- One administrative exempt employee selected by the Chief of Staff
- One faculty member selected by the United Faculty of Eastern
- One administrative exempt employee selected by the Public School Employees of Washington
- One classified employee selected by the Washington Federation of State Employees
- One students selected by the Associated Students of EWU (ASEWU).

Committee members are appointed for a one-year period; they may serve multiple terms.

## Selection and Role of Committee Chair:

At the spring quarter meeting the USC will elect a chair for the following academic year. The chair is responsible for:

- Scheduling meetings
- Developing agendas for each meeting
- Receiving and reviewing topics from the university community and committee members for inclusion as agenda items
- Taking minutes of meetings and maintaining minutes according to the requirements of WAC 296-800-13020
- Communicating any committee recommendations to the administration

If the chair is unable to attend a meeting, the chair can designate someone to lead the meeting on his or her behalf. If the chair is unable to continue fulfilling the responsibilities of a chair, the committee shall elect a new chair at its next meeting.

## Safety Committee Meetings

At a minimum, the Safety Committee will meet at least once each quarter during the academic year. All members should be provided notice of the date, time, and location as far in advance as possible.

## Incidents

All incidents involving injury, illness, or near misses that occur on EWU property or on an EWU sponsored or approved trip or activity shall be reported to EH&S using the [Incident Report Form](#). Incidents should also be reported to the supervisor or instructor.

## Reporting and Correcting Hazards

Anyone can identify a safety or health issue, and request correction by reporting it to their supervisor, manager, instructor, or EH&S. For all life threatening emergencies and other incidents during irregular hours, contact University Police (x7676) 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 an emergency immediately call 911 or the University police.

Incident Report or Service Request forms can be submitted online to EH&S. They can also be downloaded from the EH&S website and mailed (MAR 002), emailed ([envhea@ewu.edu](mailto:envhea@ewu.edu)), or faxed (509-359-4690) to EH&S. Reports will be investigated in order of receipt, and be assessed for degree of hazard.

1. If the hazard involves a building or other form of real property, the responsible supervisor/department manager will initiate a work request to the Facilities Department.

*Note: 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 EH&S for evaluation of interim control measures<sup>1</sup>.

## 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 actions.

## 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 for all injuries and illnesses.

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. For the Cheney Campus, the nearest medical facility is the Rockwood Cheney Clinic located at 19 N 7<sup>th</sup> St.

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<sup>1</sup> 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 hazard and the human exposure to the hazard. The most critical hazards will have values approaching 20 and will have a high priority for correction.

Note: 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 [sites.ewu.edu/ehs/brochures](http://sites.ewu.edu/ehs/brochures).

## Safety Training

### New Employee 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 (HR). The class will be taught by representatives from HR and EH&S. General safety information will be presented verbally and handouts will be provided, including the New Employee Guide, to provide reminders about safety topics and to provide additional information.
- **Part time/temporary and student employees** will receive their orientation training through their department. The Student & Temporary Employee Safety Brochure is handed out at orientation to provide additional information.

All safety information provided during orientations are available on the EH&S website: [sites.ewu.edu/ehs](http://sites.ewu.edu/ehs)

### Other Safety Training

Other safety trainings will be offered to employees as they are needed according to their job responsibilities. Below are examples of some of the safety trainings that will be given to employees.

- EH&S annually offers Fire Extinguisher and AED training to all employees
- All employees will be given department specific safety training by their supervisor.
- Building safety training is provided by the Building Captain, Floor Manager, or supervisor
- Employees who work in jobs that have special hazards are given training by EH&S or their supervisor. Because EWU is a large campus with a wide variety of activities happening at all times, this training may include, but is not limited to:
  - Asbestos and Lead Awareness
  - Back Lifting Safety
  - Bloodborne Pathogen Training
  - Chemical Hazard Communication
  - Confined Space Training
  - Electrical Safety Training
  - Hazardous Waste Management Training
  - Lockout/Tagout Training
  - Outdoor Heat Exposure Training

## Personal Protective Equipment (PPE)

EH&S assists managers in conducting hazard assessments to identify and eliminate potential hazards in the work place, and to determine if PPE is necessary on the job. Because PPE alone should not be relied on to provide protection for employees. PPE shall be used after all other reasonable means of reducing hazards have been exhausted.

All PPE shall be inspected before each use to ensure it is not defective or damaged, and shall be immediately replaced if problems are identified.

### Respirators: (WAC-296-842)

Respirators are required when respiratory hazards, including oxygen-deficient atmospheres 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 the appropriate respirator, pursuant to applicable law. The Respiratory Protection Brochure is available on the EH&S website at [sites.ewu.edu/ehs/brochures](http://sites.ewu.edu/ehs/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, pursuant to applicable law. The Hearing Protection Brochure is available on the EH&S website at [sites.ewu.edu/ehs/brochures](http://sites.ewu.edu/ehs/brochures).

### Foot Protection: (WAC 296-800-16060)

Foot protection shall meet the requirements specified in American National Standards Institute (ANSI) Standard Z41-1991. Safety rated footwear is required to be worn by individuals exposed to areas with risk 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<sup>2</sup>. Replacement shoes or boots are at the discretion of the employing department.

Skid resistant soles, wrap around foot covering and substantial uppers are required to protect against heat, chemicals, abrasion, etc. Shoes cannot be loose fitting and they cannot present a tripping or fall hazard. If the shoe has a heel, it cannot be substantially narrower than the heel. 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 there is minimal danger of injury to feet from falling or moving objects.

### 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

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<sup>3</sup> See EWU Article 11.1.1a WFSE/EWU Bargaining Unit 1 and 2 Collective Bargaining agreement

or eyes<sup>3</sup>. 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, or
- 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. EH&S 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: Harmful substances; Chemical agents; Thermal burns; Temperature extremes; Severe cuts, lacerations, abrasions; punctures; any other conditions that may cause hand injury or discomfort. EH&S will review job classifications and tasks and determine what hand protection is required. When selecting hand protection, consideration will be made for 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 protection 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 heat or cold, and electrical hazards. All employees are required to wear all PPE as instructed.

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<sup>3</sup> This can include, but is not limited to: flying particles, molten metals, liquid chemicals, corrosive liquids, chemical gases or vapors, lasers, ultraviolet or infrared light.

## Associated Documents

This program works alongside all the health and safety related programs, procedures, forms, and brochures. These associated documents are available on the EH&S website.

### Associated Programs and Procedures

[sites.ewu.edu/ehs/procedures](http://sites.ewu.edu/ehs/procedures)

### Associated Forms

[sites.ewu.edu/ehs/forms](http://sites.ewu.edu/ehs/forms)

### Associated Brochures

[sites.ewu.edu/ehs/brochures/](http://sites.ewu.edu/ehs/brochures/)

REVISION HISTORY		
Rev	Affected Page	Change Descriptions
0	All	Release 3/15/2010
1	All	Reformat, Update 4/9/2014
2	All	Reformat header and footer
3	All	Reviewed all 12/10/15
4	All	Update to New Format; Change Title from <i>Injury and Illness Prevention</i> to <i>Accident Prevention Program</i> ; Update all information 6/13/2017
5	All	Updated formatting; Changed University Safety Committee information to match the Feb. 2019 updated Safety Committee Charter – 7/25/2019