



# EMPLOYEE ORIENTATION GUIDE

More information can be found in the other brochures available from EH&S.

- Asbestos Awareness
- Bloodborne Pathogens
- Carpal Tunnel Syndrome
- Chemical Safety
- Compressed Gas Cylinders
- Computer Workstation Ergonomics
- Electrical Safety
- Emergency Evacuation & Fire Drills
- Emergency Evacuations for Persons with Disabilities
- Fire Extinguishers
- Hearing Protection
- Heat Awareness
- Lab Safety
- Lifting Safety
- Office Safety
- On the Job Injury Procedures
- Power Cord and Power Strip Safety
- Recycling Universal Waste
- Respiratory Protection
- Sharps
- Student & Temporary Employee Safety
- Sun Protection

This brochure can be made available in alternate formats for people with disabilities. Please contact EH&S at least 10 days in advance.

**Environmental Health and Safety**  
[envhea@ewu.edu](mailto:envhea@ewu.edu)  
002 Martin Hall  
Cheney, WA 99004  
509-359-6496  
[sites.ewu.edu/ehs](http://sites.ewu.edu/ehs)



EWU VISITOR CENTER

Environmental Health & Safety



# EMERGENCY INSTRUCTIONS

## Medical Emergencies

- Call 911

## Fire

- Activate the building alarm.
- Evacuate the building.
- Call 911 from a safe location.
- Do not attempt to extinguish the fire unless trained to do so.



## Bomb Threat

- Record information about the caller.
- Do not activate the building alarm.
- Call University Police (x7676) or 911.

## Power Outage

- Remain in building and report outage by calling x2245.
- Do not attempt to leave the building without adequate lighting.
- Call 911 for assistance.

## Lightning Storm

- Move indoors
- Do not use corded phones or electrical equipment.
- If driving a vehicle, stay inside and drive to a safe location.

## Hazardous Materials Release

- If injury occurs, call 911 immediately.
- If no injury has occurred, call the Environmental, Health and Safety Department: 509 369-6496.

## Disaster Siren/Earthquakes

- Move into nearest building away from windows and doors.
- In multi-story buildings, move to the first or second floor.
- Remain inside building until instructed by emergency personnel.
- Position yourself under a desk or table. Stay under cover until shaking stops. Hold table or desk to keep it from moving away.

**Campus Police:** 509-359-7676

**Work Order Desk:** 509-359-2245

**Environmental Health & Safety:** 509-359-6496

- Observe monitoring or measuring of hazardous materials and obtaining the resulting records.
- Review the Log and Summary of Occupational Injuries (OSHA No. 300) at a reasonable time in a reasonable manner.
- Submit a written request to the National Institute for Occupational Safety and Health (NIOSH) for information on whether substances used in the workplace have potentially toxic effects at the concentrations being used. Your name will be withheld from EWU if you request.
- Be notified by EWU if the university applies for a variance from a WISHA standard, testify at a variance hearing, and appeal the final decision.
- Have your name withheld from EWU, upon request to WISHA, if you sign and file a written complaint.
- Be advised of WISHA actions regarding a complaint and request an informal review of any decision not to inspect or issue a citation.
- File a discrimination complaint if punished for exercising the above rights or for refusing to work when faced with imminent danger of death or serious injury.



## WORKERS' COMPENSATION

Under the state's Industrial Insurance Act, the Washington State Fund provides no-fault accident and disability coverage for nearly all workers. This insurance is designed to cover medical expenses and partially make up for lost wages while a worker recovers.

There are requirements you, as an employee, must meet, to receive all benefits afforded to employees covered by Industrial Insurance. You can find out more information about workers' compensation at the Washington State Department of Labor & Industries (L&I) website: [www.lni.wa.gov](http://www.lni.wa.gov).

### WISHA

WISHA, the Washington Industrial Safety and Health Act, is administered by L&I. This Act took effect in 1973 and was the nation's first operating state safety and health plan. L&I is responsible for enforcing worker health and safety regulations in Washington State. An L&I inspector can enter and inspect any business in operation.

## OCCUPATIONAL HEALTH & SAFETY

As a worker you may:

- Review copies of appropriate standards, rules, regulations, and requirements.
- Request information from EWU on safety and health hazards in the workplace, precautions that may be taken, and procedures to be followed if you are involved in an accident or exposed to toxic substances.
- Have access to relevant employee exposure records.
- Request an L&I inspection if you believe hazardous conditions or violations of standards exist in your workplace.
- Respond to questions from a compliance officer.



## WELCOME TO EASTERN

As a new employee, one of your responsibilities is to help keep Eastern a safe place to work and learn. Please review the University's Accident Prevention Program to learn more about safety responsibilities. It can be found on the Environmental Health and Safety website: ([sites.ewu.edu/ehs/](http://sites.ewu.edu/ehs/)) under Programs & Procedures.

A safety orientation, provided by Environmental Health & Safety (EH&S) is required as soon as possible after you begin work. If you have not had your safety orientation. Please call ext. 6496 to schedule one. Part-time, temporary, and student employees may receive this orientation from their supervisor.

This booklet is designed as a supplemental reference guide to important safety topics. If you have any questions regarding safety, please ask your supervisor or contact EH&S for assistance.



### BASIC RULES

### SAFETY

No work task should involve unsafe activities. If a task seems unsafe, report it to your supervisor, EH&S, or your Safety Committee Representative, so an alternative can be developed.

- Operate equipment only after receiving training & becoming authorized.
- Obey all safety-warning signs.
- Alcohol & illegal drugs use is prohibited while working.
- Firearms are not permitted on EWU property.
- Smoking is only allowed outside. You must be 25 feet from any door or ventilation intake.
- Keep your workspace safe & clean.

## ACCIDENT PREVENTION PROGRAM

### Purpose, Scope and Legal Requirements

Eastern Washington University's Accident Prevention Program is a comprehensive and cooperative effort involving all members of the university community. The plan conforms to the requirements of WAC 296-800 and applies to all employees. This guide summarizes major elements of the plan. The written plan and safety manuals are available on the EH&S website ([sites.ewu.edu/ehs](http://sites.ewu.edu/ehs)).

### Eastern Washington University Policy

Protection of human health and safety, the environment, university facilities and financial resources is a fundamental requisite for the fulfillment of Eastern's mission to provide quality teaching, research, and service. It is Eastern's policy to maintain an environment free from recognized hazards and to control health, safety, and environmental risks.

### Responsibility

The responsibility for health and safety is shared. The university will provide a healthy and safe environment for all members of the university community. Employees are expected to comply with health and safety policies and procedures and to report any unsafe conditions or practices.

### University Safety Committee

The University Safety Committee (USC) is appointed by the president of the university and serves as an advisory group to the administration on all environmental, health and safety matters. The USC is an essential element of the Accident Prevention Program, and its membership reflects Eastern's concern for an effective program. The membership will consist of:

- Four members of the University administration.
- Four faculty members appointed by the faculty organization.
- Four classified staff members, including at least one member of the union executive board, all to be appointed by the employees.
- Four students, approved by the President of the ASEWU.
- The Environmental, Health and Safety Department Administrator.

### Fall Prevention

For any individual whose work exposes them to work on rooftops, treetops, or other off-ground exposure, this training is required.

### Hazardous Materials "Right to Know"

Faculty, staff and students working with or around hazardous materials, must complete hazardous materials safety training.

### Ladder Safety

All individuals using ladders and scaffolding are required to complete this safety training.

### Lifting and Back Health

For anyone lifting 25 pounds or more as a part of their job, this training is required.

### Lock Out/Tag Out

For any individual who is responsible for minor/major electrical repairs or equipment control this training is required.

### Radiation Safety

For any individual with possible exposure to radiation as a part of his/her working environment, this training is required.

### Respirator Training

If your job requires the use of a respirator, you must be medically cleared and fit tested prior to wearing it on the job. Contact EH&S for a medical clearance questionnaire.

### Supervisor Health and Safety Training

All supervisors, upon promotion or hiring into a position where he/she supervises the activities of others, must complete this training.

**Additional and specialized training courses are available, contact EH&S for more information.**

## WASHINGTON ADMINISTRATIVE CODE

The Washington Administrative Code (WAC) is a comprehensive set of rules in Washington State. They cover a wide range of topics, including occupational health and safety, hazardous and dangerous waste disposal, and recordkeeping.

EH&S helps to ensure Eastern complies with relevant sections of the WAC.



## PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) is designed to keep people safe from the hazards in their workspace. Some workspaces require specific PPE by law. Requirements for PPE are available from EH&S.

Eastern will provide you with PPE that is necessary for your position.

Employees are expected to use all provided PPE. They must make sure their PPE is in good condition. Report damaged PPE to your supervisor so it can be repaired or replaced.



## SAFETY TRAINING

**Deans, Directors, or Supervisors must ensure employees receive a Health and Safety briefing regarding the specific hazards and safety requirements of the job.** Documentation of this briefing must be maintained in the employee file.

EH&S offers a variety of health and safety-related training courses throughout the year. Employees may be required to take one or more training depending on their position.

EH&S training courses include:

### Asbestos Awareness

All individuals who have potential to disturb asbestos while working are required to attend this course.

### Blood borne Pathogens

For any individual who may be exposed to bodily fluids or handle contaminated sharps and waste, this class is required annually.

### Confined Space Entry

For any individual who is required to work in confined spaces, this training is required.

### Computer Ergonomics

It is highly recommended that all computer users have this training. The training reviews optimal workstation configuration principles for prevention of musculoskeletal injury and other problems. This training is typically given one-on-one during ergonomic evaluations.

Members are appointed by Eastern's President and serve two-year terms; student members serve one-year terms. Members are eligible for reappointment.



## INCIDENTS

Incidents are unplanned, undesired events that may cause injury, illness, and/or property damage. Examples of incidents include:

- Slipping on ice and injuring an ankle.
- A chemical spill in a lab class
- Back pain from repeated lifting
- Electrical shock from damaged equipment.

A near miss is an event that could have been an incident if circumstances were different. Two examples of near misses are:

- Sliding on ice but not falling.
- Seeing a damaged electrical cord and not using the equipment.

Report all incidents and near misses to your supervisor. You and your supervisor should work together to submit an incident report and correct any hazards that caused the incident or near miss, if possible. Incident reports can also be submitted for discovered hazards you need assistance correcting.

Incident reports can be filled out online at [sites.ewu.edu/ehs](https://sites.ewu.edu/ehs). A paper copy can be downloaded from [sites.ewu.edu/ehs/forms](https://sites.ewu.edu/ehs/forms).

Incident reports should be submitted as soon as possible. Any injury must be reported within 24 hours.

## HAZARDS

Hazards are any condition that could cause injury or illness. While working, be alert for hazards in your environment. Report any hazards that you find so they can be corrected.

### PHYSICAL HAZARDS

These hazards are dangerous objects or physical situations. Physical hazards can include:

#### Electrical Hazards



- Overloaded outlets
- Frayed cords
- Extension cord use
- Unprotected electricity near water

#### Ergonomics



- Computer/workstation set-up
- Equipment ergonomics
- Lifting

#### Fire Hazards



- Candles
- Cigarettes
- Excessive paper accumulation
- Improper flammable material storage

#### Housekeeping Hazards

- Blocked walkways and exits
- Cluttered walkways
- Top heavy shelves and cabinets
- Wet or icy surfaces



### BIOLOGICAL HAZARDS

These hazards are related to contact with biological materials that have the potential to cause illness/disease. Generally, exposure is from contact with human blood or bodily fluids.

#### Sharps

Sharps must be disposed of in puncture-proof Sharps containers; these can be found in many restrooms. Only trained employees should handle sharps. Sharps include:

## REPORTING & CORRECTING HAZARDS

Anyone can identify a hazard and request

- Needles
- Scalpel Blades
- Syringes
- Razor Blades

correction. Employees should report hazards to their dean, director, or supervisor. Deans, directors and supervisors are responsible for ensuring identified hazards are corrected.

### CHEMICAL HAZARDS

These hazards are related to the handling, storage, and spill/release of chemical substances. Some chemicals can cause fire, environmental destruction, injury, illness, and/or death.

Chemical substances can include:

- Pure chemicals
- Cleaning products
- Paint
- Gasoline and propane

## CHEMICAL HAZARD COMMUNICATION

All employees must be aware of the chemicals they work with and any hazards those chemicals may pose. Departments are required to maintain an inventory of chemical products and the corresponding Safety Data Sheets.

Employees must read the product labels and SDS before using any chemical substance. Employees are expected to handle and store all chemical substances according to the product information. Employees who use chemicals regularly will require special training.

#### Safety Data Sheets

Safety Data Sheets (SDS), formerly Material Safety Data Sheets (MSDS), are documents provided with chemical substances. They contain information about the chemical substance, including hazard information, proper storage, safety equipment needed for proper use, and physical properties.

An SDS must be kept for each chemical substance used by a department or lab. They are required to be stored in an easily accessible location and must always be available to any employee who uses the chemical substance.

#### Chemical Waste

If hazardous chemicals are no longer useful, they must be disposed of through EH&S. Hazardous chemicals may not be flushed into the drain or placed in the trash.

#### Asbestos

Asbestos materials exist in some university buildings. All facilities are maintained in such a manner that airborne asbestos is reduced to as low a level as reasonably achievable.