Kathy Kees – Safety Officer

Environmental Health & Safety Policy
WHAT DOES ENVIRONMENTAL HEALTH AND SAFETY DO?

- Compliance with Regulations
  - Occupational Safety and Health Administration (OSHA)
  - Environmental Protection Agency (EPA)
  - Washington State Department of Ecology (DOE)
  - Washington State Labor and Industries (L&I)
  - Local Government (City of Spokane, Cheney, Spokane Co.)

- Establish university safety and health procedures
  - Workers’ safety and the environment

- Training – Staff and Students

Learn more at: sites.ewu.edu.ehs
ACCIDENT PREVENTION PROGRAM

• WAC 296-800-14005

• Identify and Reduce Hazards

Health and Safety is a shared right and responsibility!
ACCIDENT PREVENTION PROGRAM

Directors, Managers, Supervisors and Instructors Responsibilities:

- Set a good example (follow safety procedures and attend required trainings)
- Train in department/building specific safety procedures, to include the proper use of PPE required for tasks/classes
- Make sure no employee or student is asked to perform a task they have not been trained for
- Oversee employees and students to ensure safety procedures are being followed
- Ensure incidents are reported to EH&S
- Work with EH&S to investigate incidents
- Address safety concerns raised by employees or students in a positive and productive manner
ACCIDENT PREVENTION PROGRAM

Employee Responsibilities:

• Comply with all EWU policies and procedures
• Follow all safe practices
• Immediately report any unsafe conditions or practices
• Refuse to perform any task for which you have not been trained or which seems unsafe
• Be aware of hazards on campus and look out for others to help all EWU community members stay safe
• Dress appropriately for work and lab activities and wearing all PPE as instructed
• Report any injuries, illnesses, or near misses promptly to a supervisor or instructor and fill out an EH&S Incident Report
WASHINGTON STATE INDUSTRIAL INSURANCE

- Industrial Insurance Laws in the state of Washington were first enacted in 1911.
- Industrial insurance coverage protects both workers and employers from the financial impact of a work-related injury or an occupational disease.
- EWU has insurance coverage through the Washington Department of Labor and Industries (L&I).
- EH&S and HR assists with L & I Claims that may be filed for a work-related injury or illness.
WHAT IS AN OCCUPATIONAL INJURY OR ILLNESS?

An injury or illness is considered by the Occupational Safety and Health Administration to be work-related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing condition.
Important Steps:

1.) If you need treatment, go to the emergency room or health care provider of your choice, and tell them you were injured at work. The doctor should help you fill out the claim form at the first visit.

2.) Report the injury or exposure to your employer/supervisor as soon as possible.

3.) Fill out an EWU incident report within 24 hours.
Provide as much information as possible.
Submit an incident report within 24 Hours @ sites.ewu.edu/ehs
Incident Reporting

Call 911, then call EH&S (509.359.6496 or 509.559.2031) immediately, in the event of a:

- On-the-job death*
- Significant eye injury*
- Hospitalization*
- Amputation*

Contact EH&S immediately (509.359.6496 or 509.559.2031) in the event of a hazardous spill or environmental release.

*EWU has 8 hours from the time of these incidents to report to the state.
Incident Report

Please fill out as much information as possible regarding the incident.
All items marked with a * are required.

Your Name *
First
Last

Gender *
Please select from list below

Date of Birth *

EWU ID *

Email *

Phone Number *

Campus/Mail Address *

Problems that caused or resulted from the incident?

Associated Files
Upload any files associated with the incident here. The maximum file size is 8MB.

Drop files here or

SELECT FILES

SUBMIT
Thank You

Thank you for taking the time to submit an incident report. We will contact you using the email address you provided if we have any questions about the incident you reported.
UNABLE TO WORK?

If you need medical care after your first visit, you will need to see a provider in the L&I network.

• If approved and allowed by L&I, they will pay for medical care directly related to your accident or illness.
• If you are unable to work following your injury, you may be eligible for a portion of your lost wages.
• Please provide copies of Activity Prescription Form (APF) to your Supervisor and Kenlyn Mackey in HR

For more information click on link below:
RETURN TO WORK?

The doctor will determine:

• If you should miss work because of your injury

• The three days of work immediately following your injury are considered a waiting period. L&I doesn't pay for these days, if they are the only ones you miss.

• Light Duty/Modified Duty- worker may perform modified duty. Ask your Supervisor about light-duty work

YOU play a key role in getting YOU back to work as soon as allowed!
SUMMARY OF EMPLOYEE RESPONSIBILITIES

Injury Prevention

- Recognizing and reporting safety hazards
- Maintaining good housekeeping
- Making the most of safety training
- Working safely
- Using personal protective equipment (PPE) when required
ENVIRONMENTAL HEALTH AND SAFETY TRAINING CLASSES

Training

EH&S provides safety training to students, staff and faculty. We offer training on a variety of environmental and safety topics throughout the year.

Typical training classes offered by EH&S:

- Aerial Lift Training
- Asbestos, Lead & Silica Awareness
- Automated External Defibrillator (AED) Training
- Bloodborne Pathogen Training
- Building Captain & Floor Manager Training
- Community Advisor Safety Training
- Confined Space Entry
- Fire Extinguisher Training
- Hearing Conservation Training
- Heat Exposure Training
- Hazard Communication (Hazardous Chemicals)
- Hazardous Waste Training

Many of our trainings are mandated by government regulations but custom classes are designed and offered by EH&S.
EH&S Service Request

Filling out this form will initiate an Environmental Health & Safety service request. This form should not be used for requests related to Facilities.

Use the Incident Report Form if this involves an accident, illness, or property damage.

Supervisors or Residential Life Representatives (if you are an EWU Housing Resident) will be contacted prior to any investigations or evaluations. Make sure your supervisor or Residential Life Representative is aware that you are submitting a service request.

EH&S Service Request Form

Name *

First

Last

Phone Number *

Email *

Department *

Building *

Room or Location for Service *
EH&S Contacts

Office Location: 002 Martin Hall, Fax 4690

- **Chad Johnson** – Manager, ext. 6455  
  *Radiation Safety Officer, University Safety Officer*

- **Kathy Kees** - Safety Officer 3, ext. 2788  
  *Hazardous Waste, Building Inspections and Safety*

- **Jerry Page** - Safety Officer 1, ext. 6697  
  *Incident Reporting, Asbestos, Lead*