

ACCIDENT PREVENTION PROGRAM

1.0 Introduction

This policy applies to all employees, including students and temporary hourly employee and will prevail for terms not covered under collective bargaining agreement for represented employees. It is to be administered in accordance with both federal and state health and safety regulations. The University will responsibly manage occupational and environmental health and safety aspects of internal operations in compliance with all applicable laws and regulations.

The University places a high priority on the safety and well-being of its students, faculty, staff, volunteers and visitors. The University establishes and maintains a safe and healthful environment for all sanctioned activities.

All employees are expected to practice individual accountability for socially responsible behavior within the University community. All employees are expected to support policies and procedures which encourage occupational, environmental and public health initiatives to reduce hazardous waste generation, conserve resources and work towards a sustainable future.

1.2 Purpose

To establish an Accident Prevention Program for Central Washington University as required by Washington Administrative Code (WAC) and provide University administration, faculty, staff, students and volunteers with the guidance associated with safety and health concerns in an academic environment.

1.3 Scope and Applicability

This program has been developed for employee protection using the referenced WAC chapters. It is faculty, staff, and students responsibility to work safely at all times and help to identify process improvements. Department Chairs and Division Heads shall review and implement program requirements applicable to their work to the highest degree of safety possible.

1.4 Organizational Responsibilities

1.4-1 President, Provost, Vice Presidents, Deans,

President, Provost, Vice Presidents and Deans are responsible for providing a safe working and learning environment for those persons under their direction in accordance with [WAC 296-800-110](#).

1.4-2 Division Heads, Department Chairs, Supervisors, and Principal Investigators

Supervisors at all levels will ensure their employees are aware of potential hazards in their working environments and at minimum will:

- Provide adequate and relevant safety orientation for new employees
- Monitor and schedule required safety training
- Ensure employees use required protective clothing and/or equipment
- Enforce health and safety standards
- Take action to ensure injured employees receive appropriate medical attention
- Ensure adequate first aid supplies and emergency facilities are available and matched to the hazards present in their work area
- Ensure employees promptly report accidents or incidents
- Identify for their employees; hazardous gases, chemicals, or materials used on the-job and instruction about the safe use and emergency action to take after accidental exposure

1.4-3 Employees

- Take an active role in maintaining a safe work environment
- Comply with applicable health and safety procedures
- Maintain required health and safety training and/or certifications, when applicable
- Properly use personal protective equipment (PPE)
- Promptly notify their supervisor of accidents or unsafe conditions and complete an accident or incident report. Employees can report accidents via the online reporting tools found at <http://www.cwu.edu/ehs/>. Employees can report unsafe conditions via the online reporting tool found at <http://www.cwu.edu/ehs/report-unsafe-condition-or-hazard> (anonymously if desired).

1.4-4 Environmental Health and Safety Staff

- Ensure compliance with general workplace safety, safety training, and reporting requirements
- Coordinate required OSHA/WISHA/DOSH training or services such as, but not limited to confined space, chemical hazard, HAZCOM, ladder safety, and respirator fit testing
- Manage the University's total health and safety program, including procedures and training in accordance with applicable laws, WACs and policies
- Provide consultation and interpretation regarding health and safety requirements and best practice
- Attend safety meetings as required

1.4-5 Human Resources

- In collaboration with Environmental Health and Safety, administer this policy in

- accordance with applicable laws, WACs and CWU policies and procedures.
- Develop and administer procedures to mitigate workers compensation (time loss) claims such as light duty/transitional duty assignments, pre-employment testing for safety sensitive or physically demanding positions, Return-to-Work, or Stay-at-Work programs
- Provide interpretation and consultation regarding this policy, procedures, and best practice

1.4-6 University Health and Safety Committee

Provides advisory assistance to the University in the development and revision of policies to ensure compliance with occupational and environmental regulations and procedures in accordance with WAC 296-800-130.

1.5 Employee Insurance Coverage for Work Injuries/Illnesses

Injured employees will be provided Department of Labor and Industries (L&I) Industrial Insurance coverage for occupational injuries and illnesses.

Employees injured on the job will be covered for all approved medical, hospital, and related services essential to their treatment and recovery. The injured employee may receive a percentage of wage replacement payments if they are temporarily unable to work as a result of an occupational injury or illness.

Note: Volunteers are also under this industrial insurance program (medical only)

More information on L&I can be found within the Human Resources Department.

1.6 Emergencies

Many Central Washington University facilities have evacuation alarm stations throughout the facility that can be activated any time there is an emergency requiring evacuation. Each facility should have written emergency instructions for emergencies such as fire, earthquakes, or threats. In those facilities without an evacuation alarm, voice communication is used to spread the alarm.

Not all CWU facilities have a sprinkler system installed. However, all CWU facilities have portable fire extinguishers available. In the event of a fire, sound the alarm and exit the building. If you are trained to do so, attempt to put out the fire with the appropriate extinguishers.

Emergency assistance may be reached by calling 911. From a landline with in campus, dialing 911 is required.

When an alarm is sounded, all occupants of a building shall evacuate. Elevators in buildings should not be used for evacuation. Each office or section is responsible for assisting disabled individuals from a building. Once out of a building, one able person will stay with the disabled person until the emergency is over. Each facility should have a staging area located at least 100 feet away from the building used to account for the employees.

Do not re-enter buildings until the building has been cleared for re-entry by emergency officers.

Because of the wide variety of facility layouts, it is important that when an employee arrives at a new work location, they familiarize themselves with the procedures for that work area. Each supervisor will give new employees a complete work site safety orientation, which includes emergency instructions and first aid facility locations.

1.6 Department/Division Safety Committees/Meetings

CWU is required to have either designated safety committees of employer-selected and employee-selected members and/or conduct monthly safety meetings.

Safety Meetings shall be tailored for the specifics of the work area or work activity. Regardless of the working environment or the work tasks and equipment used, at a minimum, the following items should be accomplished during the scheduled safety meetings:

- Review incidents occurring within the work group and use the information to assist in the correction of identified unsafe conditions or practices
- Receive and consider incident prevention and loss control suggestions and improvement ideas and recommend appropriate actions for injury prevention
- Solicit employee input regarding safety concerns and issues
- Discuss recommendations for improvement
- Discuss and implement controls to minimize or eliminate injuries/incidents

1.7 Safety Bulletin Board

A safety bulletin board must be installed and maintained in every fixed establishment employing eight or more persons. The safety bulletin board should be sufficient in size and display and post:

- Safety bulletins, newsletters, posters, accident statistics, and other safety education material
- Notice to Employees – If Job Injury Occurs (F242-191-909)
- Job Safety and Health Protection (F416-081-909)
- Your Rights as a Non-Agricultural Worker (F700-074-909)

- Emergency telephone numbers
- OSHA 300 log Summary of Injuries and Illnesses (posted every February)
- Labor and Industries Citations and Notices of Appeal

The safety bulletin board should only display safety and health related information.

1.8 Safety Training

Training is a powerful influence and motivation in safety, just as it is in many other areas. Training is one of the most important elements of an effective accident prevention program. An effective training program allows employees to learn their practices and puts the safety and health program into action.