

revisions
as of 2-28-18

CWUP 2-40-140 Health and Safety for the University Community

1. Purpose

- a. To provide University employees, students, volunteers, and visitors with guidance associated with safety and health concerns in academic and work environments.

2. Introduction

- a. This policy applies to all employees, including students and temporary hourly employees, and will prevail for terms not covered under collective bargaining agreement for represented employees. It is to be administered in accordance with federal and state health and safety regulations and WAC 296.
- b. The University will manage occupational and environmental health and safety in compliance with all applicable laws and regulations.
- c. The University values the safety and well-being of its students, employees, volunteers and visitors. The University establishes and maintains a safe and healthful environment for all sanctioned activities.
- d. All employees are expected to practice individual accountability for safe behavior within the University community.
- e. 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.

3. Responsibilities

- a. Administrators, division heads, and deans are responsible for providing safe working and learning environments for those persons under their direction in accordance with WAC 296-800-110.
- b. Supervisors at all levels will ensure their employees are aware of potential hazards in their working environments and at minimum will:
 - i. Provide a safety orientation for new employees
 - ii. Require compliance with health and safety standards
 - iii. Document and communicate workplace hazards and safety procedures
 - iv. Take action to coordinate necessary corrective actions or control methods for identified hazards
 - v. Monitor and schedule required safety training
 - vi. Ensure employees are provided and use required personal protective equipment (PPE)
 - vii. Ensure employees promptly report accidents or incidents, and review reports to determine whether unsafe

- conditions, equipment, or practices caused or contributed to the accident or incident
- viii. Take action to ensure injured employees receive appropriate medical attention
- c. Employees will:
- i. Take an active role in establishing and maintaining a safe work environment
 - ii. Comply with applicable health and safety procedures
 - iii. Maintain required health and safety training and/or certifications, when applicable
 - iv. Properly use and maintain PPE
 - v. Promptly notify their supervisor of accidents or unsafe conditions and complete an accident or incident report
- d. Environmental Health and Safety will:
- i. Manage occupational and environmental health and safety activities throughout the University, including evaluating written programs and procedures, investigating complaints and incidents, and performing audits and/or inspections
 - ii. Ensure University operations are conducted in compliance with applicable occupational and environmental health and safety regulations
 - iii. Coordinate required inspections, audits, and reporting for external agencies concerned with occupational and environmental health and safety compliance
 - iv. Coordinate or provide required safety training or services including, but not limited to confined space, hazard communication, ladder safety, and respirator fit testing
 - v. Administer health and safety written programs and procedures in accordance with applicable regulatory requirements
 - vi. Provide consultation and interpretation regarding health and safety requirements and best practices
- e. Human Resources will:
- i. In collaboration with Environmental Health and Safety, administer this policy in accordance with applicable regulatory requirements and University policies or procedures
 - ii. Develop and administer procedures to mitigate worker's compensation claims such as light or transitional duty assignments, pre-employment testing for safety sensitive or physically demanding positions, Return to Work, and Stay at Work programs
 - iii. Provide interpretation and consultation regarding this policy, procedures, and best practice

- f. The University Health and Safety Council provides advisory assistance to the University in the development and revision of policies to ensure compliance with occupational and environmental regulations and programs in accordance with WAC 296-800-130.

[Responsibility: President's Office; Authority: Cabinet/UPAC
Reviewed/Endorsed by: Cabinet/PAC; Review/Effective Date: 9-5-12;
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