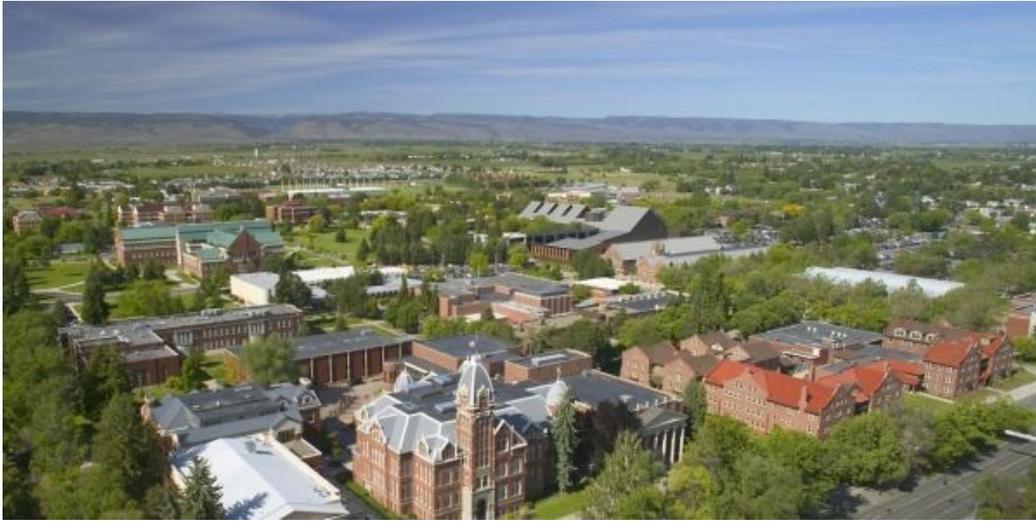


New Employee Safety Guide



Environmental Health and Safety

Welcome to Central Washington University!



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 or 911 for instructions

Power Outage

- Remain in building and report outage by calling x3000
- Do not attempt to leave the building without adequate lighting
- Call 911 for assistance

Lightning Storm

- Discontinue outside activity
- Move indoors and do not use the telephone or electrical equipment
- If driving a vehicle, stay inside and drive to a safe location

Hazardous Materials Release

- If injury occurs, call 911 immediately and the Environmental, Health and Safety Department @ 2252
- If no injury, call the Environmental Health and Safety Department @ 2252

Disaster Siren/Earthquakes

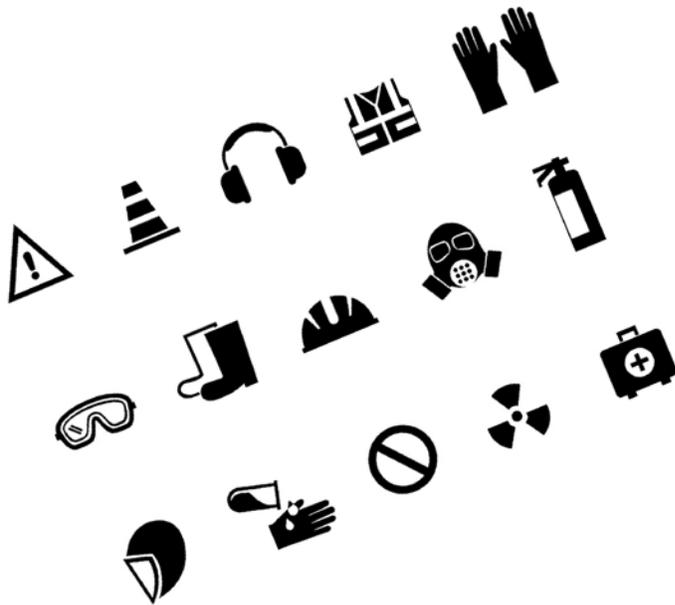
- Move into nearest building away from windows and doors
- In multi-story buildings, move to the first or second floor
- Remain inside building until instructed by emergency personnel
- Drop under a desk or table. Stay under cover until shaking stops. Hold table or desk if it moves

WELCOME TO CENTRAL

As a new employee it is critical that you are introduced to the University's Accident Prevention Plan.

This booklet is designed as a supplemental reference guide outlining general information on the following topics:

- Emergency Instruction
- Accident Prevention Plan
- Your Responsibility for Occupational Health and Safety
- Identifying and Avoiding Hazards
- Reporting Injury and Illness Incidents
- Your Rights Pursuant to Health and Safety Law
- Training Requirements



ACCIDENT PREVENTION PLAN

Purpose, Scope and Legal Requirements

Central Washington University's Accident Prevention Plan is a comprehensive and cooperative effort involving all members of the university community. The plan conforms to the requirements of WAC 296-24-040 and applies to all employees. This guide summarizes major elements of the plan. The written plan and policy manuals are available in the Environmental, Health and Safety Department.

Central Washington University's Policy

Protection of human health safety and the environment, university facilities and financial resources is a fundamental requisite for the fulfillment of Central's mission to provide quality teaching, research, and service. It is the policy of Central Washington University 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. All employees are expected to comply with applicable environmental health and safety policies and procedures.

Safety Committees

The University Health and Safety Committee is appointed by members of the university and serves as an advisory group to the administration on environmental, health and safety matters. The Committee is an essential element of the Accident Prevention Plan and its membership reflects Central Washington University's commitment for an effective program. The membership consist of:

- Employee-elected members and employer selected members
- The number of employee-elected members must equal or exceed the number of employer- selected members
- The term of the employee-elected members must be a maximum of one year (There is no limit to the number of terms a representative can serve)
- If there is an employee-elected member vacancy, a new member must be elected prior to the scheduled meeting.
- Has an elected chair person

Reporting Incidents

All work-related injuries, illnesses and accidents must be reported to the appropriate Dean, Director, Chair, or Supervisor. Verbal reports must be followed up by a written Incident Report. Supervisors will ensure that the Incident Report is complete and forwarded to the Environmental, Health and Safety Department.

The Incident Report is to be used for accidents, occupational illness, property damage, or any situation with potential loss to Central Washington University.

Supervisors are expected to investigate all incidents, especially those resulting in injury or work-related illness. Investigations are intended to provide prevention information.

The Environmental, Health and Safety Department may investigate injury and illness incidents at the request of the supervisor and to facilitate loss prevention and control efforts.

A copy of the Incident Report is included in this booklet. Please familiarize yourself with the requested information on the form so that in case of an incident, you will know what details will be expected of you. Always record as many details of the incident as soon as you can, including names of witnesses.

Reporting and Correcting Hazards

Anyone can identify a hazard and request correction by the appropriate means. Employees must report hazards to their Dean, Chair, Director or Supervisor. Deans, Chairs, Directors and Supervisors are responsible for ensuring the proper action.

Hazard Reports (See EHS Web Site) can be submitted to the Environmental, Health and Safety Department when assistance is desired. Reports will be investigated in order of receipt except for potential imminent danger situations, which will be examined at once.

WHAT IS A HAZARD?

A hazard is any condition that could cause injury or illness. Hazards can be anywhere.

Physical Hazards

These hazards involve objects or physical situations that cause or can cause illness or injury. Areas covered under this category include:

Fire Hazards



- Prevention is the key
- Avoid accumulation of combustibles
- Limit flammable liquid use
- Do not smoke or use open flames in buildings
- Discard cigarettes in approved receptacles

Walking Surface Hazards



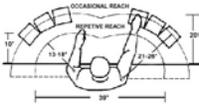
- Spilled Liquids
 - Clean up or report spills immediately
- Walkways
 - Keep walkways clear of obstructions
- Weather (snow, ice, rain)
 - Use proper shoes for conditions
 - Hold the railing on the stairs
- Loose Carpet or Rug
 - Report loose or worn carpeting

Housekeeping Hazards



- Obstructed exits and aisles
- Improper top storage
- Unstable file cabinets
- Cluttered work space
- Don't leave drawers open
- Pay attention to housekeeping tasks daily

Computer Ergonomics



- Avoid repetitive actions
- Stretch frequently
- Use neutral body posture

Electrical Hazards



- Overloaded sockets
- Frayed cords
- Downed wire
- Water/electrical shock potential
- Never use adapters
- Do not use equipment with worn or frayed cords

Lifting Hazards



- Bend at the knees, not the back
- Be aware of over the head obstacles when standing up
- Make more small loads instead of a few big ones
- Hold load close to your body
- Get help

CHEMICAL HAZARDS

These hazards involve the handling, storing, spill or release of chemical substances. Every department must maintain an inventory of hazardous chemical products. Employees must read the product labels and properly handle chemical products.

Chemical Spills

For all chemicals in your department, there must be a (Material) Safety Data Sheet ((M) SDS). This document will explain the hazards of the chemical and how to protect yourself while storing, transporting, using or disposing of the chemical. It is important for chemical users to be aware of safe handling procedures of the chemicals they are using. For non-Chemistry personnel the chemicals may include such substances as:

- Cleaning Products
- Flammables
- Office Supplies

If injury occurs from a chemical spill, call 911 immediately. Then contact the Environmental, Health and Safety Department (2252). If there is a chemical spill suspected, try to read at least the label on the container, but only if you can do this without getting too close. Immediately notify the nearest office and anyone in the vicinity of the concern.

CHEMICAL HAZARD COMMUNICATION

(M)SDS

MSDS is a document providing information on chemical hazards. Information included on a MSDS: manufacturer, hazardous ingredients, physical properties, fire/explosion data, reactivity data, health hazard data, safe handling information, control measures. When a product is delivered to your department it should have with it an MSDS. This form needs to be placed in a common area so that all personnel who are in possible exposure situations can easily obtain the MSDS. If a substance comes into your department without a MSDS, one can normally be obtained from the manufacturer.

Chemical Waste

If hazardous chemicals are no longer useful, they must be disposed of through the Environmental, Health and Safety Department. Hazardous chemicals may not be flushed down the drain or placed in the trash.

Asbestos

Asbestos materials exist in some university buildings. An inventory of these materials is available from the Facilities Maintenance Department. All facilities are maintained in such a manner that airborne asbestos is reduced to as low a level as reasonably achievable.

Biological Hazards

All employees with occupational exposure to human blood or tissue, and/or other infectious materials must attend training on how to avoid contact with these materials and be given an opportunity to receive the Hepatitis B vaccine. For more information, contact the Environmental, Health and Safety Department (2252).

Sharps

Sharps must be disposed of in puncture-proof Sharps Bio-Hazard containers. If you are not trained to handle sharps, do not attempt to handle them. Sharps include the following:

- Needles
- Syringes
- Scalpel Blades
- Razor Blades

Any exposure to blood or bodily fluids must be reported.

PROTECTIVE EQUIPMENT

Protective equipment must be used to protect people from specific hazards and certain equipment is required by regulation. Specific information concerning protective equipment is available from the Environmental, Health and Safety Department. Employees are expected to use appropriate equipment and to ensure that it is in good repair.



First Aid

First aid kits are available and maintained by each department. Kits that are on campus contain minimal basic first aid supplies such as Band-Aids, antiseptic ointment and bandages. If someone needs additional care they should call 911. Treatment beyond Band-Aids or initial CPR, is to be administered by the clinic, hospital or emergency responders. Response time by the Ellensburg Fire Department and CWU Campus Police is within minutes of being notified. If someone is having a perceived medical problem and chooses not to seek medical attention, notify their supervisor. If you believe the person's judgment is impaired due to drugs, alcohol, head injury or other medical condition, call 911 and request assistance. Stay with the person until help arrives.

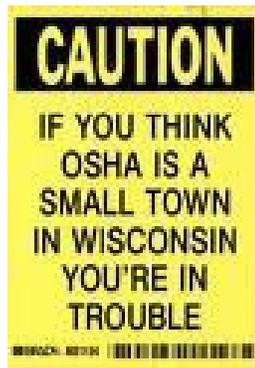
Basic Safety Rules

- You shall not do things that are unsafe in order to get the job done. If a necessary activity is unsafe, report it to your supervisor so it can be evaluated and alternate methods developed.
- No person may operate a piece of equipment unless he or she has been trained and is authorized.
- Obey all safety warning signs.
- Working under the influence of or consumption of alcohol or illegal drugs is prohibited.
- Firearms are not permitted on CWU property
- Smoking is only permitted outside the building 25 feet away from any entry or ventilation intake.
- Good housekeeping is an important part of accident prevention. Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard.

OCCUPATIONAL HEALTH & SAFETY: YOUR RIGHTS

- Review copies of appropriate standards, rules, regulations, and requirements.
- Request information from CWU on safety and health hazards in the workplace, precautions that may be taken, and procedures to be followed if the employee is involved in an accident or is exposed to toxic substances.
- Have access to relevant employee exposure and medical records.
- Request an inspection if you believe hazardous conditions or violations of standards exist in the workplace.
- Have an authorized employee representative accompany the WISHA compliance officer during an inspection tour.
- Respond to questions from the compliance officer, particularly if there is no authorized employee representative accompanying the compliance officer on the inspection “walk around.”
- Observe monitoring or measuring of hazardous materials and see the resulting records.
- Review the Log and Summary of Occupational injuries (OHS 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 any substance in the workplace has potentially toxic effects in the concentration being used, and have their names withheld from CWU, if so requested.
- Be notified by CWU if the University applies for a variance from a WISHA standard, testify at a variance hearing, and appeal the final decision.

- Have their names withheld from CWU, upon request to WISHA, if they 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 to 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 and there is insufficient time for WISHA to inspect; or file a reprisal complaint.



NIOSH

TRAINING REQUIREMENTS

Deans, Chairs, Directors, or Supervisors must ensure employees receive a Environmental 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.

Note- Supervisors are responsible for assigning required training to their employees based off of the work assigned in their Position Description.

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.

Asbestos Operations and Maintenance

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

Computer Ergonomics

All individuals using computers an average of four hours per day must complete this training. 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.

Confined Space Entry

For any individual who is responsible for storage or other confined entry spaces, 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.

Fall Prevention

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

Lifting and Back Health

For anyone lifting 35 pounds or more as a part of their job, this training is required.

Blood borne Pathogens

For any individual who will be exposed to bodily fluids and handles contaminated sharps, and waste, this class is mandatory.

Ladder Safety

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

Hazardous Materials “Right to Know”

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

Respirator Training

If your job requires the use of a respirator, you must be fit tested prior to wearing it on the job. Contact EHS for a medical clearance questionnaire.

Additional training available, contact EHS (2252)

REPORTING AND 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 too 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 under Industrial Insurance. All of the benefits and responsibilities are clearly outlined in the booklet titled “Worker’s Guide to Industrial Insurance Benefits.” You can get a copy from the Human Resources Department.

WISHA

WISHA, the Washington Industrial Safety and Health Act, is administered by the Department of Labor and Industries. This Act took effect in 1973 and was the nation’s first operating state safety and health plan. The Department of Labor and Industries is responsible for enforcing worker health and safety regulations in Washington State. A Labor and Industries inspector can enter and inspect any business in operation

WAC

WAC, the Washington Administrative Code, is a comprehensive set of rules that contain the general safety and health standards and the general occupation health standards as well as some state specific standards. In addition to all of the safety and health rules, there are administrative rules concerning the record keeping, posting and paperwork requirements expected from employers in Washington State.

A copy of WAC is always available at the Environmental, Health and Safety Department (Naneum 121).

