

# ACCIDENT PREVENTION PLAN

## Purpose and Responsibility

### Purpose

Washington State University Health Sciences Spokane is committed to establishing and maintaining a safe and healthful work environment free from recognized hazards. This commitment involves the development, implementation, and review of an Accident Prevention Plan as part of the university's overall occupational injury and illness prevention efforts. This document serves as the Accident Prevention Plan as described in the Washington Administrative Codes (WAC 296-800-140).

The purpose of this document is to cover occupational hazards that generally apply to employees across the university. It outlines policies and procedures implemented to reduce or eliminate hazards. "Employees" include all paid staff, faculty, students, and volunteers in permanent, part-time, or seasonal positions. To be effective, all employees must know about the Accident Prevention Plan, where to find it, and how to use it.

The Accident Prevention Plan does not replace existing documents, records, or policies such as those listed below:

- Laboratory Chemical Hygiene Plan
- Biosafety Manuals
- Radiation Safety Manual
- Fire Safety and Evacuation Plan

Departments with hazards that extend beyond those covered in this document are required to maintain separate or supplemental documentation that addresses how employees are protected from these additional occupational hazards. This documentation can be maintained separately from the Accident Prevention Plan or added as an addendum to the plan.

### Responsibility

Washington State University is committed to a comprehensive emergency management and public safety plan to encompass all campuses, research stations, and other facilities throughout the state. Emergency plans are structured so they can be implemented with emergency management programs of local, state, and federal jurisdictions when needed. The primary guidance and policies for public safety responsibilities at each regional campus is the Campus Safety Plan. Each plan must include, but is not limited to, the safety elements required by state and federal campus safety laws, including policies and procedures required by the Clery Act, as amended, and its implementing regulations, the Higher Education Opportunity Act of 2008, and [RCW 28B.10.569](#). The Campus Safety Plan for the Spokane campus can be found at <https://spokane.wsu.edu/campus-security/campus-safety-plan/>.

The university provost, vice presidents, chancellors, vice chancellors, deans, directors, chairs, and supervisors are all responsible for ensuring that individuals under their supervision have sufficient authority to support and properly implement health and safety programs. They must ensure compliance with health and safety training, act in support of the Environmental Health & Safety Department (EH&S)

to monitor policy adherence to applicable health and safety regulations and policies, and establish priorities for committing resources to correct health and safety deficiencies.

Employees are responsible for actively participating in all health and safety programs, familiarizing themselves with safety policies, and working with their supervisors and coworkers to control or eliminate workplace hazards (WAC 296-800-12005). Employees have the right and responsibility to refuse to participate in unsafe work practices.

## Health and Safety Resources

### Environmental Health & Safety (EH&S)

EH&S partners with departments and members of the WSU community to ensure a healthy and safe environment in which to advance learning, teaching, research, and service. EH&S is responsible for implementing federal, state, local, and university policies related to the safety of the public, employees, and students at university-owned, -operated, and -controlled sites. EH&S provides resources, knowledge, and tools to help departments meet their health and safety compliance responsibilities.

### Safety Bulletin Boards

EH&S maintains safety bulletin boards in the lobby of each building. Safety bulletin boards are used to post the required Department of Labor & Industries posters, safety notices, safety posters, accident statistics, and other safety education materials. Information regarding safety boards can be found at: <https://spokane.wsu.edu/facilities/documents/2020/12/safety-policies-safety-bulletin-boards.pdf/>

### Safety Committees

Washington State University has a network of safety, health, and security committees that are organized into four levels (<https://president.wsu.edu/health-safety/>). Together the committees engage and coordinate with WSU administrators, campuses, colleges, departments, programs, students, and employees to sustain and improve WSU's commitment to safety and a culture that emphasizes safety.

### Safety Teams and Safety Meetings

Departments and programs may develop health and safety teams among its employees to address safety concerns independent of the safety, health, and security committees. Large departments may benefit from this approach to address safety issues by providing a pathway for communication between different divisions of a department.

All departments should have a process for communicating and sharing health and safety information, such as during staff meetings, through department correspondence, or during one-on-one meetings with supervisors.

## Labor & Industries Site Inspection

The Washington State Department of Labor & Industries Division of Occupational Safety and Health may conduct inspections of work locations. EH&S serves as the coordinating liaison for WSU and will assist with the inspection process. EH&S can be contacted at 509-358-7621.

## New Employee Health and Safety Orientation

### New Hire Safety Orientation

Departments must ensure that all new WSU employees and students, including those who are temporary and part-time, undergo a health and safety orientation on their first day of employment (see <https://policies.wsu.edu/prf/index/manuals/2-00-contents/>). A safety orientation checklist can be found at <https://policies.wsu.edu/prf/documents/2017/10/2-16-safety-orientation-checklist.pdf/>. The completed form must be archived in the employee's personnel file.

### Department-Specific Training

The safety orientation checklist may be modified to include department-specific orientation requirements. Specialized equipment for activities may require additional training. Each department or unit should identify those functions that require additional training such as:

- Operating machines or power tools
- Driving WSU vehicles or equipment
- Using chemicals or other toxic substances
- Use of personal protective equipment
- Entering confined spaces
- Laboratory safety
- Hazard communication
- Bloodborne pathogen training
- Logout/tagout program

Training is required prior to employees conducting work activities. Some activities may require annual refresher training. Training is to be documented and maintained in the employee's personnel file.

### Laboratory Safety Training

New employees who will be working in the research laboratories must attend laboratory safety training. Extensive information can be found at the Laboratory Safety website at <https://spokane.wsu.edu/research/lab-safety/>. It is recommended that this training be presented in person by an experienced research lab individual. Contact the Lab Services group at [spok.labservices@wsu.edu](mailto:spok.labservices@wsu.edu) for more information.

## **Hazard Communication Training**

All personnel who work with hazardous chemicals as part of their job duties are required to complete an initial instructor-led chemical hazard communication training upon hiring and an annual refresher that is completed online, on demand. As part of the training, staff will learn about the hazardous chemicals being used in their workspace and what measures they should take to protect themselves from these hazards. Following the initial training, staff must complete an annual refresher, which is available online, on demand. Contact EH&S at [spokane.ehs@wsu.edu](mailto:spokane.ehs@wsu.edu) to schedule instructor-led training. Additional information can be found at <https://spokane.wsu.edu/research/hazardous-chemicals-waste/>.

## **Bloodborne Pathogen Training**

All personnel that have potential occupational exposure to human blood or other potentially infected materials as part of their job duties must complete an initial instructor-led bloodborne pathogen training before starting assignments. Following the initial training, staff must complete an annual refresher, which is available online, on demand. Contact EH&S at [spokane.ehs@wsu.edu](mailto:spokane.ehs@wsu.edu) to schedule training. Additional information can be found at <https://spokane.wsu.edu/research/bloodborne-pathogens/>.

## **Reporting Accidents, Injuries, Illness, and Concerns**

All injuries and illnesses occurring in the workplace must be reported to the employee's supervisor, Human Resource Services (509-358-7572) and to EH&S ([spokane.ehs@wsu.edu](mailto:spokane.ehs@wsu.edu), 509-358-7621) as soon as possible (WAC 296-800-320, 296-27, and SPPM 2.24.1). Employees are also encouraged to report near misses and unsafe conditions. Near misses are valuable opportunities to correct unsafe situations that could result in serious injury. A report can be completed by the employee involved, a supervisor, or a university representative. The incident report form and additional information can be found at <https://hrs.wsu.edu/managers/incident-report/>.

Copies of the incident report may be distributed to university representatives for appropriate follow-up. Any personally identifiable information of the affected/injured individual is redacted. The supervisor of the affected/injured employee must conduct an investigation, summarize the details of the incident, and identify recommended actions to prevent a reoccurrence. EH&S and the organizational safety committee will review the incident report to determine if additional actions need to be recommended to prevent a similar injury or incident from occurring.

## **Reporting Unsafe Conditions or Practices**

Employees are encouraged to report safety concerns to their supervisor. If an employee does not feel comfortable communicating a concern to his or her supervisor, or if an employee has expressed a concern that was not adequately resolved, the employee has the option to report concerns anonymously. The form to report safety concerns can be found at <https://spokane.wsu.edu/facilities/environmental-health-and-safety/report-concerns/>.

# Emergencies

## Communication

Employees should review the information found on the Emergency Management website at <https://spokane.wsu.edu/emergency-management/emergency-procedures/>. This website provides instructions in the event of numerous emergency situations. This information is also available in the form of a tabbed quick-reference guide that is located on the Safety Bulletin boards.

In the event of a campuswide emergency, employees and students will receive notification and general instructions via the campus emergency public address system of the WSU alert network communication system. WSU personnel are encouraged to sign up for WSU alerts. Personnel may select to receive alerts via telephone/mobile phone, text, electronic mail, or any combination.

All personnel must know how to report an emergency and summon emergency assistance. To report an emergency, call 911 first, then call Campus Security at 509-358-7995. When using a campus phone to call 911, it is not required to push 9 for an outside line. Campus phones provide additional location information to 911 operators and should be used instead of cell phones whenever possible.

## Fire Safety and Evacuation Plan

In the event of a fire, all employees are instructed to promptly evacuate the building and meet at designated emergency assembly locations. Emergency assembly locations are identified on the Emergency Management website and in the quick-reference guides.

Fire extinguishers are located throughout the buildings. Employees who work in the immediate area and who have completed fire extinguisher training in the previous 12 months may attempt to extinguish the fire **IF** the fire is small, is not growing rapidly or producing significant smoke, and does not block their escape. Attempts to extinguish the fire should be made only **AFTER** 911 has been called and evacuation has begun.

## First Aid Kits and AEDs

Quick and effective first aid for an injured employee can be achieved through strategically located first aid kits, individuals trained in first aid/CPR, and knowledge of how to summon emergency medical services. Training is provided at a discounted rate on the Spokane campus. Employees designated to provide first aid must take bloodborne pathogen training as well. Contact the WSU Health Sciences Spokane EH&S office ([spokane.ehs@wsu.edu](mailto:spokane.ehs@wsu.edu)) for information regarding training.

Departments are responsible for purchasing and maintaining first aid kits. First aid kits should be examined on a regular basis to ensure they are fully stocked and that no items have expired. It is the employee's responsibility to know the location of their department's first aid kit.

Automatic emergency defibrillators (AEDs) are located in all buildings on campus that are owned by WSU. The AEDs are maintained by Campus Safety and Security.

## Safety Hazards

### Recognized Hazards

Measures to prevent injury from a recognized set of potential occupational hazards affecting WSU personnel are addressed below.

### Slips, Trips, and Falls

On-the-job slips, trips, and falls occur frequently and can be avoided by applying some simple safety measures:

- Remove clutter, electrical cords or anything else that might cause a person to trip
- Arrange or remove furniture so that walkways are not blocked or obstructed
- Wipe up spills immediately
- Use handrails when walking on stairs
- Do not carry items that can impair visibility or handrail use on stairs.
- Wear shoes that are appropriate for the work environment and weather conditions
- Avoid using mobile devices while walking

### Indoor Air Quality

Indoor air quality generally refers to air quality in office, classroom, or laboratory environments as opposed to industrial or outdoor settings. Indoor environments often have natural ventilation from operable windows or a mechanical heating, ventilation, and air conditioning (HVAC) system. Common causes of indoor air quality complaints include inadequate outdoor air supply, odors from indoor sources, mold, or chemical use in an adjacent area. All WSU campuses are nonsmoking. Report air quality concerns at <https://spokane.wsu.edu/facilities/environmental-health-and-safety/report-concerns/>.

### Chemical Hazard Communication

WSU personnel must receive formal, documented training on the hazardous chemicals in their work areas. Employees working in laboratories must comply with additional chemical hazard requirements by following procedures and policies outlined in their laboratory's Chemical Hygiene Plan.

### Asbestos Awareness

Asbestos is a carcinogenic mineral that can be found in some construction materials. Personnel who work directly with asbestos-containing materials or whose work activities have the potential to damage asbestos-containing materials are required to take more specialized training.

### Ergonomics

Ergonomics is the practice of fitting the job to the individual to help prevent work-related musculoskeletal injuries. Risk factors for the development of musculoskeletal disorders include awkward

postures, repetitive tasks, and/or forceful motions. These types of injuries usually develop over time rather than as a result of a single event. For more information, visit <https://spokane.wsu.edu/facilities/environmental-health-and-safety/ergonomics/>.

### **Working Outside of Regular Business Hours**

Departments should have a policy or procedure for personnel who work outside of regular business hours, such as during nights or weekends and for those who may work alone. Laboratory personnel working with hazardous chemicals should never work alone.

### **Facilities Work**

Work on components or systems within university facilities must be performed by authorized departments and trained experts who understand how to navigate the complex overlapping regulations and policies governing the construction, renovation, maintenance, and improvement of university facilities. This work must not be performed by unauthorized departmental staff, students, or volunteers. This includes activities such as painting or impacting walls to hang shelves.

### **Workplace Violence Prevention**

Campus Safety and Security strives to deliver excellent customer service to the WSU Health Sciences Spokane community and maintain a safe environment for the growing and diverse campus while valuing and respecting the rights of all individuals. Campus Safety staff encourages all community members to report any suspicious activity or crimes to the office via phone or by stopping by their office in Suite 201 of the Health Education and Research Building (HERB). Additional information can be found at <https://spokane.wsu.edu/campus-security/campus-safety-plan/>.

### **Hazards Beyond This Plan**

Departments with workplace hazards that extend beyond those covered under Recognized Hazards are required to maintain separate or supplemental documentation that addresses how personnel are protected from those hazards. This documentation can be maintained separately from this Accident Prevention Plan or added as an addendum.

EH&S can assist departments with identifying hazards present in a work environment and developing appropriate mitigation plans. Once a department has identified the hazards that exist in its work environment the department must document what measures to take to prevent personnel exposure to those hazards. This document can be maintained separately from the Accident Prevention Plan or added as an appendix to this plan.