



# **Accident Prevention Plan Addendum**

University of Washington Bothell  
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## Table of Contents

Scope.....	3
New Employee Health and Safety Orientation.....	4
Reporting Accidents, Injuries, Illnesses, and Concerns.....	4
Emergencies.....	5
Identifying and Mitigating Hazards beyond this Plan.....	7
Responsibilities beyond this APP .....	7

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## Scope

This document serves as the University of Washington Accident Prevention Plan (APP) Addendum and it applies to all schools, departments and organizations within UW Bothell. From this point forward, the term “departments” will be used to represent all entities supported by this plan.

The purpose of this document is to cover the anticipated occupational hazards that may not be covered by the University APP alone. It outlines policies and procedures implemented to reduce or eliminate these hazards here at the Bothell campus.

The APP and this addendum are designed to replace the Departmental Health and Safety Plans that departments were previously expected to develop and maintain.

The APP addendum does not replace existing documents or records such as those listed in the APP or change any of the mentioned items below.

- Emergency Operations Evacuation Plan
- [Laboratory Safety Manuals](#) (including Chemical Hygiene Plans)
- [Biosafety Manuals](#)
- [Training records](#)
- [Administrative Policy Statements](#)
- Standard operating procedures specific to a department

The goal of this APP addendum is to provide core health and safety guidance that applies to all employees at the University Bothell Campus. **To be effective, all employees should know about the APP, where to find it, and how to use it and all Bothell employees should be familiar with this addendum.**

Departments with hazards that extend beyond those covered within the APP and in this document are required to maintain separate or supplemental documentation that addresses how employees are protected from these additional occupational hazards.

The APP and addendum will be kept as a PDF document on the UWB Environmental Health & Safety (EH&S) [website](#). The plan will be updated on a yearly basis by UW EH&S and the health and safety committees. Any suggestions or improvements to the APP or addendum should be directed to UWB EH&S.

## Health and Safety Resources

### UW Bothell Departments

Multiple departments, in addition to UWB EH&S, work collaboratively to ensure the health and safety of UW Bothell employees. Each department has its own scope of responsibilities as they relate to occupational safety.

Please review the online information on the websites listed below to understand the scope of responsibility of each department to support and protect health and safety:

- [UW Bothell Emergency Management](#).

- [UW Bothell – Campus Safety Department.](#)
- [SafeCampus.](#)
- [UW Bothell Facilities Services](#)
- [Risk Services](#)

## Safety Bulletin Boards

Every UW Bothell building will have a designated space for posting health and safety information for its employees. Building safety bulletin boards are used for posting the required Labor & Industries posters, safety notices and safety newsletters. Health and safety committee minutes, training schedules, safety posters, accident statistics and other safety education material may also be posted.

A safety bulletin board must be located in a common area where all employees in the area can view the posted information, such as a break room, hallway or lunch area. Departments may choose to share a common bulletin board with other departments. For example, one bulletin board could serve an entire building so long as all employees in that building have access to the bulletin board.

Required health and safety posters are listed below. The safety bulletin board can also be used to post other required workplace posters identified on the UW Human Resources [website](#).

- [Job Safety and Health Law](#) (rev. 09-2015)
- [Notice to Employees – If a Job Injury Occurs](#) (rev. 12-2012)
- [Your Rights as a Worker in Washington State](#) (rev. 06-2013)
- [Signed OSHA 300A Summary](#) (Posted during February 1 – April 1 each year)

## Health and Safety Committees

UW Bothell Health and Safety Committee #7 partners with [UWB EH&S](#) to conduct the annual review of the APP and this addendum and discusses recommendations for improvement, if needed.

## New Employee Health and Safety Orientation

All new UW Bothell employees, including those who are permanent, temporary or part-time, must receive a health and safety orientation. It is the responsibility of the new employee's department to ensure that their new employees are given this orientation.

UW Bothell Campus facilitates this new employee orientation in collaboration with the HR Department and is given the opportunity to review with new employees all of the safety and emergency procedures. At this time, new faculty members should also receive an emergency bag and tools to help them navigate getting more safety and emergency information.

## Reporting Accidents, Injuries, Illnesses, and Concerns

### Workplace Accidents, Injuries, Illnesses, and Near Misses

All injuries and illnesses occurring in the workplace must be reported to the employee's supervisor and UWB EH&S as soon as possible.

The UWB EH&S Department will review all OARS reports which are reported on the campus to define accuracy and to gather more information which may be relevant to each case.

## Emergencies

### Obtaining Emergency Assistance

**Bothell Campus** Call 911 and report your location.  
Call 425-352-5359 to also inform the Campus Safety Office.  
Utilize the blue safety call boxes located around campus, which dial directly to Bothell Police Department

### UW Bothell Campus Safety

The [UW Bothell Campus Safety](#) actively collaborates with the UW Bothell/Cascadia community and Bothell Police Department to create a safe and secure campus through education, problem solving, and enforcement. The Campus Safety webpage on includes information on, but not limited to, the following topics:

- [UW Alert](#) An opt-in alert system that disseminates official information during emergencies or crisis situations that may disrupt the normal operation of the UWB or threaten the health or safety of members of the UWB community.
- [UWB “Your Safety Tips”](#) The information on this page provides a set of guidelines for responding to incidents on campus.

### UW Bothell Emergency Preparedness

[UW Bothell Emergency Management](#) provides technical services and information related to campus crises, disasters and major emergency incidents. Valuable information on [UWB “Your Safety Tips”](#) webpage can help departments prepare for the following potential emergency situations:

- Earthquakes
- Winter Storms
- Thunderstorms
- Extreme Heat
- Fires
- Hazardous Materials
- Terrorism
- Pandemic Flu and Communicable Diseases

## Building Coordinators

Building coordinators at UWB are responsible for managing building-related needs and services. They work over the Floor Wardens helping manage emergencies, safety and maintenance requests.

## Floor Wardens

Floor Wardens have similar roles to the Building Coordinators, but are more specific to the floor which they are assigned. Shared responsibilities between Coordinators and Wardens are dependent on attendance.

## Campus Emergency Response Team (C.E.R.T)

The UWB and CC share the responsibility for responding to emergencies utilizing CERT. This team, consisting of trained Faculty, Staff and Students from both institutions, are able to respond to major incidents, help coordinate volunteer efforts and provide safety and advise to untrained personnel.

## Indoor Air Quality

All UWB spaces are non-smoking except in designated smoking tents. Smoking in unauthorized areas can cause indoor air quality concerns. Although signage exists, employees are encouraged to remind their peers of the policy regarding smoking on campus.

## Ergonomics

If there is any need for ergonomic consultation, please contact UWB EH&S for information.

## Workplace Violence Prevention - SafeCampus

SafeCampus is the University's central reporting point for concerning behaviors that could indicate the potential for violence, including suicide. The [SafeCampus](#) webpage includes information that will help departments establish an environment where people where people feel comfortable talking openly about the threat or actual occurrences of violence in the workplace.

In emergency situations, employees should call 911. Once safe, SafeCampus can be reached at 206-685-SAFE (7233).

All employees should take the SafeCampus Violence Prevention and Response training every two years. Offered bi-annually, the training schedule can be found online at [here](#).

## Identifying and Mitigating Hazards beyond this Plan

### Hazard Identification

Once a department has identified the hazards that exist in their work environments, it must document what measures are taken to prevent employee exposure to these hazards. This documentation can be maintained separately from the APP or added as an appendix to the core plan.

Examples of supplemental documentation include:

- Plans or manuals such as: [Laboratory Safety Manual](#), [Biosafety Manual](#), [Radiation Safety Manual](#), Chemical Hygiene Plan, Bloodborne Pathogen Exposure Plan, Boat Policy.
- Standard Operating Procedures.
- Personal Protective Equipment Assessment.
- Site-specific Training including the wetlands, makerspaces, ARC, Truly House.

### Responsibilities beyond this APP

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. For any questions regarding how to effectively supplement this APP, please contact UWB EH&S at [uwbehs@uw.edu](mailto:uwbehs@uw.edu) or 425-352-3934.