

GONZAGA UNIVERSITY
ACCIDENT PREVENTION PROGRAM

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SAFETY AND HEALTH PROGRAMS

(copies of the programs listed below can be obtained from the Environmental Health & Safety Department)

- Bloodborne Pathogens
- Confined Space
- Chemical Hygiene
- Fall Protection
- Worker Right to Know/Hazard Communication
- Hearing Protection
- Lock-out/Tag-Out (Energy Control Plan)
- Personal Protective Equipment
- Respiratory Protection
- Slip, Trip and Fall Prevention
- Welding and Cutting Safety



PRESIDENT'S SAFETY POLICY STATEMENT

July 1998

Gonzaga University believes in the dignity and importance of the individual employee and his or her right to work in a safe and healthy work environment. With this belief, the prevention of occupational injuries and illnesses is to be given paramount priority always.

The University is committed to maintaining an accident prevention program that emphasizes the integration of safety and health measures into each job task. Safety and health, and job performance should be inseparable.

The Environmental Health & Safety Department has the immediate responsibility to oversee the University's accident prevention program. They will manage this program with the cooperative effort of a University Safety Committee consisting of faculty, supervisors and staff. Together, the Environmental Health & Safety Department and the University Safety Committee will seek to ensure an accident-free environment. They will ensure there are activities such as safety orientation for new and transferred employees, timely and appropriate safety training, all aspects of the University Accident Prevention Plan, and other activities conducive to reducing work hazards.

Safety is a cooperative venture. The administration is responsible and acknowledges its responsibility for stewardship of the accident prevention program. Each employee is responsible for wholehearted, genuine cooperation with all aspects of the accident prevention program. Employees are responsible for complying with all rules and ordinances, and for being continually safety conscious in performing their daily activities. Cooperation among all concerned will contribute to a safe environment protecting the well-being of all individuals and of Gonzaga University as a whole.

Respectfully,

Robert J. Spitzer, S.J.
President

II. ACCIDENT PREVENTION PROGRAM

- A. **Objectives:** The Gonzaga University Accident Prevention Plan contains the University's official safety policies and procedures. It is directed to all faculty, staff, administrators and student workers. It is designed to comply with, and implement federal and state laws by establishing policies and procedures to prevent accidents, injuries, and occupational illnesses. Requirements are set forth in the RCW's and WAC's and are adapted to Gonzaga University conditions and circumstances in this plan. Students and visitors are not covered by the RCW's and WAC's, but the rules that provide for the safety of employees also provide for the safety of visitors and students. The University recognizes its basic responsibilities to eliminate hazardous conditions that may be encountered by visitors and students and therefore establishes safety policies for this purpose.

The objectives are to provide for:

- the physical well-being of faculty, staff, administrators, students, and visitors;
- comply with Federal, State, and Local safety, health, and environmental standards;
- reduce employee accidents, thus reducing personal injury, property loss, time loss and related costs.
- provide effective safety orientation and training;
- ensure proper procedures are in place to investigate accidents, develop corrective action and provide for employees' needs.

This manual serves as an aid in obtaining accident prevention objectives. It is an important training tool that must be understood and applied by all managers and supervisors. It is meant to be a document designed to change as the demands of our operating environment necessitates. Management and supervision will be held accountable for an effective accident prevention effort in their own area of operations.

- B. **Responsibilities:** The University's administration has the responsibility to provide a safe and healthful learning and working environment. The Gonzaga University Accident Prevention Plan implements the requirements contained in WAC 296.

The responsibility for safety is shared among the University administration, the University Campus Safety and Health Committee, and all of those persons who supervise the activities of others, and each individual for his or her area of responsibility.

1. **University Administration's Responsibility** - The University administration recognizes, and firmly believes in, the need to provide safe working conditions and that it is the administration's responsibility to do everything reasonably possible to create an effective, accident-free environment for teaching, learning and working.

It is the responsibility of the administration to establish and maintain:

- a safe and healthy working environment;
- an Accident Prevention Program;
- a program to ensure individuals may become aware of what hazards exist and how to prevent accidents;
- a system of reporting and recording accidents that will provide useful information for monitoring the effectiveness of the Accident Prevention Program;
- safety equipment for employees;
- required safety training for employees.

2. **Environmental Health & Safety (EH&S) Department's Responsibility** - Environmental Health & Safety is responsible for coordinating safety and health activities throughout the University. EH&S primarily provides consultation to administration, supervisors and employees in the areas of general safety, accident prevention, industrial hygiene, hazardous materials, hazardous waste reduction, fire prevention, protective equipment selection, and workplace ergonomics. Specific responsibilities may include, but are not limited to:
 - inspections to ensure the University is carrying out its responsibility to provide a safe environment for its employees, students and visitors;
 - conduct safety orientation for all new employees;

- conduct safety and health programs training for supervisors and affected employees;
- conduct fire prevention inspections;
- attend the Campus Safety Committee meetings and work with the committee in developing policies;
- assist supervisors in the investigation of accidents and injuries so that unsafe work conditions or procedures can be corrected;
- manage workers' compensation and light duty return to work programs;
- consults with Facilities Planning & Construction Department to ensure appropriate pre-planning safety measures are taken for a facilities design changes and construction plans;
- keep current with new EH&S requirements.

3. **Supervisor's Responsibility** - All individuals who supervise others will consider it an integral part of their responsibilities to insure working or learning conditions are safe. Specifically, each supervisor and manager should:

- make every reasonable effort to ensure the safety of employees under their responsibility and make their workplace free of recognized hazards;
- report any hazards beyond his or her ability to correct;
- provide job training and work area safety procedures for all employees, especially for new and reassigned employees with new job activities;
- conduct regular work area safety inspections with assistance from Environmental Health and Safety and if needed, to discover and correct unsafe conditions and work practices;
- report all injuries on Part II of the Employee Accident/Injury Report form and forward to Environmental Health and Safety within 24 hours;
- investigate injury accidents to determine cause and to pursue the correction of any safety deficiencies;
- ensure that all necessary safety equipment and protective devices are available, and in proper working order, and used when applicable;
- respond to employees' concerns for safety in a positive manner and take appropriate corrective action.

4. **Employee's Responsibility** - University employees must have a common goal of keeping accidents to a minimum. Unsafe work habits cause most accidental injuries in the work environment. Therefore, all employees should continually strive to develop habits and procedures that will reduce exposure to potential injury. All employees are required, as a condition of their employment, to observe all safety policies and procedures and to follow the instructions of their supervisors. As part of their safety responsibilities, employees are expected to do the following:

- conduct their work safely and try to maintain their work areas hazard-free;
- wear personal protective equipment as prescribed by their supervisors;
- report hazards or unsafe work practices to supervisors or to EH&S;
- maintain reasonable physical body conditioning for the tasks of the work environment;
- cooperate fully with supervisors in conducting investigations of accidents so that unsafe conditions or work procedures may be corrected;
- participate in physical restoration or vocational programs following lost-time injuries to achieve an early return to work.

5. **Campus Safety Committee** - The Safety Committee consists of management and employee representatives who have an interest in the general promotion of safety and health for Gonzaga University. The committee serves as an advisory group to the administration and is responsible for making recommendations on how to improve safety and health in the workplace. It has been charged with the responsibility to define problems and remove obstacles to accident prevention; identify hazards and recommend corrective actions; help identify employee safety training needs; and establish accident investigation procedures for the University.

Please see below for the Campus Safety Committee Policy Statement.

C. **Safety Orientation:** New employee safety orientation will be provided by the following departments as defined below. New employee orientation includes full-time, part-time, temporary, rehired and transferred employees.

1. **Safety Orientation Briefing** - All new employees will receive a safety orientation briefing by the Environmental Health & Safety Department (EH&S). The briefing will be conducted as soon as possible after the individual begins employment. Record of the completed orientation should be kept by EH&S. The briefing will include:
 - work-related accidents/illnesses reporting procedures;
 - accident prevention and reporting potential hazards;
 - function of Campus Safety Committee;
 - entitlements under the workers' compensation insurance program;
 - a review of the University's Accident Prevention Program.

2. **Job-related Safety Orientation** - Supervisors are responsible for ensuring that employees are aware of departmental safety policies and procedures. This orientation for new employees should occur on the first day of employment. A Safety Orientation Checklist form is available from EH&S. Record of completed orientation should be kept by the supervisor. Orientation should include:
 - reporting accidents to supervisor immediately;
 - first aid;
 - obtaining treatment;
 - location and operation of emergency equipment (first aid kits, eyewashes, etc.);
 - location and names of first aid trained employees;
 - potential hazards on the job;
 - what they are;
 - how to deal with them safely;
 - required personal protective equipment and care and use of it;
 - what to do in the event of emergencies;
 - exit locations and evacuation routes;
 - location and operation of fire alarms and extinguishers;
 - specific procedures for medical, chemical, fire emergencies and use of 911;
 - personal work habits and safe work procedures;
 - proper lifting techniques, avoiding slips and falls;
 - good housekeeping, smoking policy;
 - safe work procedures;
 - University Safety and Health Programs related to specific job.

D. **Safety Committees/Building Representatives:**

1. **CAMPUS SAFETY COMMITTEE - POLICY AND PROCEDURE STATEMENT**

a. **INTRODUCTION/RATIONALE**

It is the policy and duty of Gonzaga University to promote the safety and health of its employees. This commitment is based on two fundamental concepts: first, profound respect for the welfare of the individual in keeping with the University's humanistic, Catholic and Jesuit traditions; and second, pragmatic appreciation of the operational and fiscal advantages of maintaining an injury and illness free working environment. To this end, the University has established a safety committee consisting of faculty and staff representing the broad spectrum of institutional functions and activities. The basic charge or purpose of this committee is three-fold 1) To mitigate occupational and environmental hazards; 2) To promote safety and health in the work place, and 3) To establish a forum to which employees can bring safety issues and concerns.

b. ORGANIZATION

Membership: The Safety Committee shall consist of a minimum of eight members. Six shall be elected and two shall be appointed; one from the Environmental Health and Safety Department and the other from the Personnel Advisory Committee. At no time shall the number of appointed members outnumber the number of elected members. Additionally, no two members will be drawn from the same area or department. The Committee may by majority vote pick “at large,” non-voting members as it deems appropriate.

Members, elected and appointed, shall be drawn from the major areas or departments of the University with specific representation encouraged from Plant Services’ maintenance and custodial staff as well as the faculty. If a candidate from each of these three groups is not elected, the committee reserves the option of appointing such representatives subject to the membership ratio above. Non-exempt status members shall be compensated by their respective departments for committee time only if above and beyond their regular working hours.

The terms of employee-elected members shall be a maximum of one year. There shall be no term limits on appointed or “at large” members. Elected membership terms shall run February 1st to February 1st. Nominations for vacancies shall be solicited during the previous December with elections in January. Should a vacancy occur within that period, a new member shall be elected by the Committee at the next scheduled meeting.

Chairperson: A chairperson or co-chairpersons shall be elected by a majority vote of the members. Principal duties of the chairperson(s) shall include but not be limited to: 1) Calling and scheduling committee meetings; 2) Presiding over and conducting meetings; 3) Delegating committee work or projects to sub-groups or individuals among the membership; 4) Suggesting topics and/or directions for Committee consideration. The chairperson(s) shall have one vote (each) which is equal to that of the other members.

Advisors: Advisors on or for various topics or disciplines may sit on the committee at the discretion of the majority members as non-voting participants or members.

Meetings: Committee meetings shall be held a minimum of four times a year and scheduled proportionally over that period. Frequency of meetings shall be determined by the membership. Supplemental meetings may be called at the discretion of the chairperson as circumstance dictates.

Protocol: Meetings shall be conducted according to Roberts Rules of Order to the degree determined by the chairperson and members. Motions shall be offered and seconded and then voted on by the membership. Motions shall pass upon majority voice or hand affirmation.

Input/Communication: Any employee of the University can request agenda topics to the committee for consideration and/or request direct presentation before the committee. Scheduling for such request will be at the discretion of the chairperson. Meeting minutes and safety information shall be written and made available to all employees of the University via posting on clearly marked and visible safety bulletin boards. Additionally, this information may be distributed via on-campus mail delivery and/or campus intra-net access. Hard copies of the minutes shall be distributed to the individual members.

c. EXTENT OF AUTHORITY

The Campus Safety Committee is advisory only and answers ultimately to the University Cabinet. Within this context, the committee may make recommendations at any administrative or managerial level it deems the most appropriate. In doing so the committee recognizes the authority of the subject administrator, director or manager to disseminate the recommendation(s) to those employees within his or her realm of responsibility. Campus-wide recommendations should use the Department of Environmental Health and Safety as its principal vehicle for distribution.

d. BASIC GOAL

The Basic Goal, defined as the identified “end” or “result” the committee wished to achieve, is:
“To promote a Healthful and Safe Campus Environment.”

e. OBJECTIVES AND RESPONSES

The Safety Committee shall be pro-active in pursuing the following objectives and responses. “Pro-active” is defined as taking the initiative and setting the direction required to achieve the Basic Goal above. Objectives are defined as the principal “strategies” required to achieve the Basic Goal. Responses are defined as the “execution” of the objectives via more specific action. The Objectives and Responses of the Campus Safety Committee shall include but not be limited to the following:

Objective #1: Establish specific criteria on what constitutes a “healthy” and “safe” environment.

Response #1: Gather comparative criteria from similar campuses and institutions.

Response #2: Develop a University Environmental Health & Safety Policy Statement identifying criteria.

Objective #2: Foster informal and formal health and safety education.

Response #1: Refine mechanisms for receiving, updating and disseminating information.

Response #2: Review the current Accident/Illness Prevention Program; make recommendations.

Response #3: Recommend supplemental information sessions as required to address timely issues as they arise.

Objective #3: Decrease or eliminate unhealthy and unsafe conditions or practices.

Response #1: Review safety and health inspection reports.

Response #2: Investigate field conditions, procedures and practices upon request.

Response #3: Provide recommendations for accountability, alleviation, mitigation or elimination.

Objective #4: Recommend upgrade of conditions and changes in practices to meet specific health and safety criteria.

Response #1: Recommend and monitor special projects and programs to address specific upgrades.

Response #2: Identify applicable personnel, departments and related sources for interchange, advice and coordination. Potential departments may include: Human Resources; Environmental Health & Safety; The Health Center; Planning & Construction; Plant Services - Maintenance; Campus Security

f. SUMMATION & CAVEAT

The Campus Safety Committee recognizes and accepts the responsibility entrusted to and expected of it under these policies and procedures. However, campus health and safety is the responsibility of every employee, regardless of position. In the last analysis the degree to which the University maintains a healthy and safe environment is the measure of this community’s collective and coordinated commitment.

2. LAB SAFETY COMMITTEE

The members of the committee consist of a representative from Environmental Health & Safety, Biology, Chemistry and Engineering labs. The committee is responsible for the development and policies set out by the Chemical Hygiene Plan.

3. **SAFETY BUILDING REPRESENTATIVES**

Each building and/or identifiable department should appoint a Safety Building Representative from that particular building or department. Selection of the representative is a management decision. Representation should depend upon the nature of the work or program, number of employees, and/or students, and separation of facilities. The Environmental Health & Safety Department is available for consultation on this matter. The name of the Safety Building Representative is posted on the building's safety bulletin board.

The Safety Building Representative will be the focal point within that particular department or building for matters of safety. The Safety Representative will represent that department or building on a subcommittee of the Campus Safety Committee.

The Safety Building Representative is responsible for:

- being the single point of contact within that department or building for all safety matters;
- representing that department or building at meetings of the subcommittee of the Campus Safety Committee;
- maintaining a safety bulletin board in an area where everyone who works in the department or uses the building can see it.
- conducting safety inspections within that particular department or building and arranging for the correction of any hazards, deficiencies, or unsafe conditions detected. Training in conducting inspections will be provided by the Environmental Health & Safety Department.

- E. **Safety Bulletin Boards:** Safety bulletin boards are located in each building where all employees can see in the normal course of their daily duties. The Safety Building Representative is responsible for maintaining the safety bulletin board and their name will be posted on the boards in each building.

The safety bulletin boards, or part of an existing board, are outlined in a green border. The designated bulletin board is reserved exclusively for safety material. The following information must be displayed on the bulletin boards:

- **Department of Labor and Industries Posters:** available from the Environmental Health and Safety Department;
 - Job Safety and Health Protection (F416-081-000)
 - Notice To Employees (F242-191-000)
- **President's Safety Policy Statement**
- **Emergency Telephone Numbers**
- **Emergency Evacuation Map:** distributed by Environmental Health & Safety Department.
- **Campus Safety Committee Meeting Minutes:** meeting minutes from the most recent committee meeting.
- **Campus Safety Committee Member List**
- **Safety Posters and Newsletters:** distributed by Environmental Health & Safety Department.
- **Citation and Notice:** citations from a state or federal regulatory agency must be posted as required.

Other safety related information will be posted if approved by Environmental Health & Safety, a member of the Safety Committee, or Building Safety Representative.

III. REPORTING ACCIDENTS OR OCCUPATIONAL ILLNESSES

- A. **Work-related Accidents / Illnesses Reporting Procedures:** The Environmental Health & Safety Department is responsible for handling the accident/injury/illness reports and claims management for work-related accidents. The Washington Administrative Code (WAC 296-24-025) states that "employees shall make a prompt report to their immediate supervisor of each industrial injury or occupational illness, regardless of the degree of severity." The procedures to follow in reporting work-related accidents/injuries/illnesses are outlined below:

1. **Employee's Responsibilities**

- Report all work-related accidents/injuries/illnesses to supervisor, regardless of severity.
- Fill out the Gonzaga University Accident/Injury Report (available from Supervisor, Building Safety Representative, or Environmental Health & Safety Department - EH&S) within 24 hours of the incident.
- Continue to update supervisor and EH&S on the status of the claim which may include continued doctor visits, physical limitations, or time off work.

2. **Supervisor's Responsibilities**

- The supervisor must fill out the supervisor section of the Employee Accident/Injury Report form and send this report to EH&S.
- Contact Environmental Health & Safety, ext. 5852, immediately when notified of accident.

3. **Medical Treatment**

- If medical attention is necessary, choose any doctor.
- Inform the doctor that the condition is work-related. Complete the worker's statement on the Washington State Fund Accident Report at the doctor's office.
- Have the doctor complete the Light Duty Return to Work Program form and return it to the employee's supervisor or the EH&S Office.
- If there are physical limitations, please see below for further instructions.

4. **Physical Limitations or Off Work**

- **If the doctor notes that the employee cannot return to work or has physical limitations**, the employee is required to inform them that Gonzaga University has a light-duty, return-to-work program. Active participation is expected in all return to work activities. These activities may include part-time or light-duty work until able to perform regular job duties. After the initial contact with the doctor regarding light duty, EH&S will continue to actively work with the employee and the doctor on the University's proactive return-to-work program.
- The employee must bring their supervisor a statement from the doctor noting physical limitations and for what period they apply, or the doctor can fax them directly to EH&S at 323-5815.
- If the doctor notes that the employee is unable to participate in the light-duty program, the employee must check in with their supervisor a minimum of once a week while they are off work to update on progress.
- A written release from the doctor is required before returning to regular duties. They must contact their supervisor and advise them of the release, and provide them a copy once returned. Employee's are not allowed to return to regular duties without a release.

- Complete a leave of absence form from the Benefits Office if absence is four or more consecutive working days.

IV. LIGHT DUTY RETURN-TO-WORK PROGRAM

- A. **PURPOSE:** The University values the safety, health and well being of all employees. Should an employee become injured or ill, it is important they return to work as early as is medically safe. The Environmental Health & Safety Department (EH&S) will stay in contact with the employee and their medical provider to keep up to date on their recovery progress.

The University has developed light duty assignments for employees who are unable to return to their normal duties while recovering from their injuries. Medical studies show that transitional work speeds the healing process.

- B. **PROCEDURES:** EH&S will contact the injured employee's medical provider to furnish information on the nature of the work the employee performs. EH&S will ask if the employee can perform their normal duties with or without reasonable accommodation. EH&S will also provide information on other available light duty assignments.

The goals in returning employees to light duty work are as follows:

- same job with temporary modification of duties
- another temporary job in the same department
- a temporary job in another department (all wages are paid by the original employing department)

Once an employee is released by the physician to return to light duty work, before the employee returns, the employee and the supervisor will sign a light duty work agreement. This agreement outlines the employee's physical limitations and the light duty assignment.

EH&S will monitor an employee's progress on light duty and work with their medical provider to return the individual to normal duties.

If return to light duty work is not feasible as outlined above, a vocational rehabilitation specialist assigned by the Department of Labor and Industries will work with the employee and their physician to return the employee to the same job. This return to work effort may be done with temporary or possible permanent modifications, or provide rehabilitation for alternative employment.

V. REPORTING POTENTIAL HAZARDS - Accident Prevention Statement

Accident prevention is an absolute priority for Gonzaga University. Although, the Environmental Health and Safety Department (EH&S) coordinates the University's accident prevention and safety programs, preventing accidents is truly a team effort by the entire Gonzaga Community.

Employees with concerns about the safety of their work area or questions regarding accident prevention should call the EH&S Department at ext. 5852. If the situation does not pose the threat of immediate harm, employees should call the safety hotline and leave a message at ext. 5890, or contact a Safety Committee Member. As always, you should refer repairs and regular maintenance concerns to Plant Services.

An EH&S department representative will be happy to inspect potential hazards, respond to employee questions, and recommend changes, if needed, to ensure that Gonzaga University is providing a safe place to work and study.

VI. ACCIDENT INVESTIGATIONS

- A. **RESPONSIBILITIES:** The investigation of accidents and near misses is an essential part of the University's Accident Prevention Program. A thorough investigation, reconstructing the chain of events leading to an accident or near-miss, identifies unsafe acts and conditions requiring corrective action. An accident investigation and subsequent implementation of the corrective action minimizes the potential for future accidents.

The Environmental Health and Safety Department (EH&S) investigates all major accidents resulting in death, serious injury or in-patient hospitalization of employee. EH&S may investigate non-injury accidents and near misses.

The responsible supervisor conducts an investigation and completes a Supervisor's Accident Investigation Report on all reported injuries.

The Campus Safety Committee may assist in the investigation of accidents and near misses.

B. **ACCIDENT INVESTIGATIONS:**

1. Near-Miss Accident/Injury/Illness: Whenever there is an incident that did not, but could have resulted in serious injury to an employee (near-miss) the following procedures will be followed:
 - The supervisor, or a team will investigate the incident, depending on the seriousness of the injury that would have occurred;
 - The "Near Miss Report" form will be used to report the near-miss. This report will be forwarded to the Environmental Health & Safety Department.
 - EH&S will work with the department to ensure that the potential hazardous condition was corrected and safety programs are followed.
 - EH&S will also report the incident to the Campus Safety Committee.
2. Minor Accident/Injury/Illness: In the case of a minor accident/injury/illness the following procedures will be followed:
 - The supervisor is to immediately investigate a minor accident. The objective of an investigation is to determine the accident cause;
 - After the cause is determined, the supervisor is to provide recommendations for corrective action to the manager and EH&S. The corrective actions should eliminate or minimize the potential of recurrence.
3. Serious Accident/Injury/Illness: Whenever there is an accident that results in serious injuries that have immediate symptoms the following procedures will be followed:
 - A preliminary investigation will be conducted by the immediate supervisor of the injured person(s), a person designated by management, a member of the Campus Safety Committee, and a representative from Environmental Health & Safety.
 - The supervisor is to ensure that they preserve the accident site as it was when the accident occurred. Equipment involved in a major accident is not to be moved unless it is necessary for victim removal or accident prevention. An Environmental Health and Safety representative authorizes removal of equipment involved in a major accident.
 - The investigation team will take written statements from witnesses, photograph the accident scene and equipment involved, and note the conditions of equipment and the work area that may have had a bearing on the accident as soon as possible after the accident.
 - The team will make a written report of its finding including a sequence of events leading up to the accident, conclusions about the accident and any recommendations to prevent the accident from recurring. The report will be reviewed by the Campus Safety Committee at the next regularly scheduled meeting.
 - After the investigation, and within 48 hours of the incident, the supervisor, EH&S and Safety Committee representative completes an Accident Investigation Report and submits it to EH&S.
4. In case of fatality, probable fatality, or when two or more employees are admitted to a hospital because of an accident:

- An Environmental Health & Safety Department representative will contact the Department of Labor and Industries within eight hours after becoming aware of the accident. During weekends and evenings, the toll-free notification number is: 1-800-321-6742. The notification must be a verbal conversation with a representative of the department. Fax and answering machine notifications are not acceptable. The notification must report: the company name, location and time of the accident, number of employees involved, the extent of injuries or illness, a brief description of what happened, and the name and phone number of a contact person.

VII. SAFETY TRAINING

University supervisors are responsible for providing initial safety training and periodically reviewing applicable safety procedures and use of personal protective equipment with employees. The Safety Orientation Checklist may be used as a guide for this purpose.

Employees who work under specified conditions are to receive training as required by the indicated state of Washington (WAC) reference. In addition to training, Gonzaga University has developed written programs that explain procedures for doing certain kinds of work that have special hazards. Please contact Environmental Health & Safety (EH&S) for specific information. Specific work situation and applicable references are noted as follows:

TRAINING DESCRIPTION	REQUIRED WHEN.....	WAC
Bloodborne Pathogens	Employees may be exposed to human blood or bodily fluids as a part of their job.	296-62-08001
Confined Space	Employees must enter a space with limited means of egress that is subject to the accumulation of dangerous vapors or oxygen deficiency.	296-62-14503
Fall Protection Plan	Employees are exposed to fall hazards of ten feet or more.	296-155-245 & 296-24-2302
Hazardous Chemical Communication Plan/Work Right-To-Know	Chemicals are used in the workplace.	296-62-054
Laboratory Safety	Employees are exposed to laboratory containing hazardous chemicals.	296-62-400
Lock-out/Tag-Out (Energy Control)	Employees perform service or maintenance on machinery or equipment where the accidental starting of the machine would cause employee injury.	296-24-110
Personal Protective Equipment	Employees work where hazards are present or likely to be present then they are required to use personal protective equipment such as safety glasses, hearing protection, etc.	296-24-07501
Respiratory Protection Plan	Employees exposed, or potentially exposed, to gases, vapors or dust above OSHA/WISHA permissible exposure limits, or AGCIH threshold limit values.	296-62-07109
Welding and Cutting	Employees work with oxy-fuel gas equipment performing cutting and welding operations.	296-155-400

VIII. FIRST AID RESPONSE PLAN

- A. **FIRST AID TRAINING & REQUIREMENTS:** To assure that all University employees can be afforded quick and effective first aid attention, specified University Personnel are to obtain first aid certification. Environmental Health & Safety (EH&S) offers an American Safety & Health Institute approved basic certification course and maintains a training record of all certified personnel and expiration dates. Employees take refresher training every two years to keep the certification current.

Whenever a workplace is occupied by employees, there must be an individual holding a valid certificate of first aid training present, or available. If a demonstrated need is established, EH&S may designate additional employees to be trained/certified to surpass or augment the standard requirements. The areas listed below have first aid/CPR/AED certified responders:

- Security Officers ext. 3222
- University Health Center ext. 4052
- EH&S Safety Programs Manager ext. 5852
- Designated Plant Services personnel ext. 5656

- B. **FIRST AID KITS:** First aid kits are to be accessible to employees and student employees at all times while they are at work. First aid kits are to be labeled with emergency telephone numbers, available from the Environmental Health & Safety Department.

First Aid Kits will be available in the following areas:

- All University buildings where employees work;
- Security Officers carry first aid kits in their vehicles;
- The University's Health Center has a first aid station;
- The switchboard area of the Administration Building has a large first aid kit and is used as an after-hour first aid station;
- All motorized vehicles used to transport employees shall be equipped with not less than a ten-package first aid kit. When more than five employees are being transported in a University vehicle on any one trip, the kit shall be increased to comply with a 16, 24, or 26 package kit depending upon the number of personnel being transported.

- C. **AUTOMATED EXTERNAL DEFIBRILLATOR:** The Automated External Defibrillator (AED) is a device used to treat a person in cardiac arrest by giving their heart an electric shock. The AED is used in addition to CPR, if necessary. There are several located on campus, however, only trained staff are allowed to use the AED.

The EH&S Department provides consulting services to help departments and employees meet all of the above requirements.

IX. FIRE PREVENTION

An evacuation map for each building is posted on all safety bulletin boards and other visible locations in each building. The map shows the location of exits, fire extinguishers, first aid kits, and the gathering location outside that building.

A. In case of a fire:

- Notify another person immediately. Call or have that person call 911 and a supervisor;
- Activate the building fire alarm system;
- Notify other employees in the area to evacuate;
- Notify supervisors in other areas to evacuate the building;

- If the fire is small, such as a wastebasket fire (under 4 feet), and there is minimal smoke, one may attempt to put it out with a fire extinguisher;
- If the fire grows or there is thick smoke, do not continue to fight the fire;
- If the fire is too large to fight, leave the area and close the doors as you leave.

B. Evacuation:

Note: Building occupants are required to leave the building when the fire alarm sounds. Persons remaining in the building are in violation of the Uniform fire code and may be found guilty of a misdemeanor.

- Follow the predetermined evacuation plan for the work area;

When exiting:

- Check doors for heat or smoke before opening. Close doors after passing through;
- Do not lock doors or allow doors to lock. Locked doors could preclude return should the fire prevent exit;
- If smoke is encountered, crawl rather than walk;
- Never use an elevator;
- If smoke is present in a stairwell, do not enter the stairwell. Choose another route;
- Go to the designated gathering point and verify that all employees are accounted for. If an employee is missing, do not re-enter the building! Notify the responding fire personnel that an employee is missing and may be in the building.