

**University of Washington
Department of French & Italian Studies
HEALTH AND SAFETY PLAN
(Revised September 2016 egl)**

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A. INTRODUCTION: *Scope and Responsibility*

1. **Scope:** The policies and procedures described in this plan apply to the Department of French and Italian Studies in the College of Arts & Sciences, hereafter referred to as FIS.
2. **Health and Safety Policy:** The aim of this plan is to provide a safe, healthful, and efficient work environment for all, including faculty, staff, students, and visitors.
3. **Responsibility:** The Chair and Administrator are responsible for maintaining safe work practices in their respective areas, including required health and safety training. FIS requires all employees to comply with health and safety regulations, with departmental policies and procedures that apply to their own conduct on the job, and to report accidents, injuries, and unsafe conditions to their supervisor.
4. **Safety Coordinator:** We have chosen one individual to serve as a Safety Coordinator for our department (see back page of document). This person has been given adequate authority to carry out the following responsibilities:
 - Auditing compliance with this Health & Safety Plan
 - Updating this plan annually
 - Coordinating with Environmental Health & Safety
 - Working with faculty, staff and students to resolve safety complaints
 - Keeping safety bulletin boards current
 - Maintaining safety records
 - Keeping the departmental leadership aware of current safety concerns

B. FUNDAMENTALS

The following seven fundamental health and safety items apply to all employees of FIS:

1. **New Employee Health and Safety Orientation:** It is the responsibility of faculty and staff to make certain that all new employees under their supervision, including those that are permanent, temporary, or part-time, complete the Departmental New Employee Safety Orientation in a timely fashion.
2. **Emergency Evacuation and Operations Plan (EEOP):** FIS has developed procedures for evacuation in an emergency and for response to fires, bomb threats, chemical spills, earthquakes, etc. The fundamentals of the EEOP are summarized below:
 - a. **Building Floor Plan**

Building floor plans show safety equipment and exit pathways on all floors of Padelford. Building floor plans are mounted on the walls at the entrance to all elevators, and stairwells. Do not use elevators in an emergency evacuation situation. The floor plans show the location of fire extinguishers and fire alarm pulls.
 - b. **Evacuation procedures**
 - The alarm signal to evacuate the building is a slow “whooping” sound accompanied by flashing strobe lights.
 - All instructors must be familiar with the detailed evacuation procedure for their classroom and feel comfortable directing the students under their control. See the emergency information posted in the buildings where they are teaching.
 - Exit the building via the emergency exit doors and stairwells. The last person leaving the office/work space should close the door.

- Follow the instructions of the floor wardens who can be identified by their brightly colored hats and clip boards.
- Proceed to the evacuation assembly points (see below)
- NOTE: in the special case of an **earthquake** the building emergency alarm is unlikely to function. Do not evacuate the building until the shaking has stopped. Seek cover under desks or tables if available. Instructors should reassure and advise their class on the correct response. If there are no tables (i.e. in a lecture theatre) students should be instructed to **drop** to the floor, **cover** their head, and **hold that position**. Once the shaking has stopped students should be instructed to evacuate the building according to the instructions above. Emergency detailed procedures may be found on the [UW Emergency Management website](#).

c. Evacuation assembly points: The evacuation assembly point for FIS is in the HUB parking lot (N22).

d. Methods for accounting for staff, students, visitors

- Evacuation assembly points are controlled by the appropriate floor warden. Identify yourself to the floor warden (wearing bright neon hats) and follow their instructions.
- If you have a visitor ensure that the visitor accompanies you during the evacuation procedure.
- Instructors should ensure that their class remains together as a group and work with the students to ensure that all are accounted for.
- Remain at the assembly area unless instructed by an official. Do not reenter the building until the all clear is given by the floor wardens as instructed by the Fire Department.

e. Mobility impaired occupants: Give all reasonable assistance to mobility impaired occupants of the building. Inform the Fire Department of the person's needs and whereabouts.

3. Accidents

a. Medical Emergencies: All medical emergencies must be reported to the nearest Emergency Medical Services (EMS). To do this:

- **Dial 911 from campus phones**
- Remain calm, and state the nature of the emergency. Answer all questions asked by the emergency dispatcher.

b. Reporting accidents and incidents: All accidents *and near misses* must be reported to the employee's supervisor as soon as possible. Near misses are valuable opportunities to correct unsafe situations. The University provides a report form which includes provision of the supervisor's comments and signatures. This form can be found and filled out at the [Online Accident Reporting System \(OARS\)](#). The appropriate department administrator, listed on the back page of this document, must also be apprised of the accident or incident.

c. Investigation: All accidents and near accidents must be investigated by the supervisor who then summarizes the details and corrective measures in the above report. EH&S and the department's safety committee review the report. Assistance from EH&S is available by calling 206-543-7388.

4. **First Aid and CPR Access:** Names and phone numbers of employees who are First Aid or CPR trained and those employees who are responsible for first aid kits are listed on the outside of the kits and on the back page of this document.
 - *The FIS First Aid Kit is located in the upper left shelf supply cabinet in PDL C-254.*
5. **Safety Problems: Reporting and Resolving:** Employees are encouraged to report safety concerns to their supervisor. If employees do not feel they can do this, or have done so and do not feel the problem has been resolved, they may discuss the situation directly with their safety coordinator or safety committee representative, given below. [Assistance from EH&S is available](#), if needed, to resolve a problem. Safety problems may be reported on [the same form as accidents/incidents](#).
6. **Safety Meetings:** The current members of our department safety committee are identified on the back page of this document. This committee is responsible for reviewing departmental accident reports to determine if a proper investigation was conducted and to make any recommendations regarding compliance issues. Health and safety issues are discussed at staff meetings on an as-needed basis.
 - [The College of Arts and Sciences Safety Committee \(Group 6\)](#) meets on the third Thursday of each month, 2:30-3:30p.m. in CMU 126. The names and contact information of current committee members may be found at the link above, and on the back page of this document.
7. **Safety Bulletin Boards:** The FIS safety bulletin board is used for posting safety related information. It is located **across from PDL C-238** where all employees, students, and visitors can see it.

C. ACCIDENT/ILLNESS PREVENTION

1. Identification of Hazards
2. Reduction of Hazards
3. Safety Inspections
4. First Aid and CPR Training
5. Safety Training: On-Going
6. Medical Exams and Vaccinations

Employees should identify potential hazards in their work space and consult with their supervisors for appropriate action or training classes. Supervisors should ensure that their employees' training is current. Information on training classes available can be found on the [EH&S website](#).

D. THE UW SAFECAMPUS PROGRAM

While there are specific regulatory requirements for hospitals and late night retail operations regarding workplace violence that don't apply to general University operations, we do recognize that individual attacks on faculty, staff and students can and have occurred due to domestic violence or workplace violence. As part of maintaining a healthy, safe working environment, the University has developed and administers one policy on [violence in the workplace](#) through the [UW SafeCampus](#).

University services include nighttime safety escort services, counseling sessions, a dedicated assessment team, and informational materials and training, but services are not limited to these items. All managers, supervisors, and employees must be aware of the appropriate processes to follow regarding workplace and domestic violence prevention. They can receive assistance in answering any employee questions from the UW SafeCampus. We expect our entire faculty

and staff to take SafeCampus Violence Prevention and Response training at least once every biennium, as well as receive information during new employee orientation.

If any staff has concerns regarding a threat of violence, call:

. Seattle: (206) 685-SAFE (206-685-7233)

. Bothell: (425) 352-SAFE (425-352-7233)

. Tacoma: (253) 692-SAFE (253-692-7233)

In a life threatening situation or imminent danger call 911, immediately.

CONTACT INFORMATION (the back page) Last updated: 22 September 2016, Emily Lloyd

Department of French and Italian Studies
Main Office: Padelford C-254
(206) 616-3486, FAX (206) 616-3302
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Department Administrator: David Miles
PDL C-256
(206) 616-5302
fisadmin@uw.edu

Health and Safety Coordinator: David Miles

Department Health and Safety Committee members:
David Miles, 206-616-5302 (dmiles@uw.edu)
Cecile Kummerer, 206-685-4726 (cecile@uw.edu)
Emily Lloyd, 206-616-3486 (eag13@uw.edu)
Richard Watts, 206-543-6241 (rhwatts@uw.edu)

Representatives to Group # 6, College of Arts & Sciences Organizational Safety & Health Committee (last updated September 2016):

Name	Organization	Phone/Email	Type
Anthony, Lori	History	anthonyl@uw.edu	Elected
Johns, Elena	Music	543-2071 / emjohns@uw.edu	Elected
Maxell, Ron	Physics	543-8588/ maxell@phys.uw.edu	Elected
Miller, Paul	Chemistry	543-8183/ paulmil@uw.edu	Elected
Ramsdell, Margie	Dean's Office	616-2106/ mhr@uw.edu	Appointed
Wessel, Beverly	Philosophy	543-5855/ wessel@uw.edu	Elected

First Aid and/or CPR Certified:
Emily Lloyd PDL C-254 (First Aid and CPR) 206-616-3486 Exp. 3/2017

Person responsible for stocking First-Aid Kits (UW APS 10.5): Emily Lloyd, 206-616-3486, PDL C-254

Important Non-Emergency Phone Numbers:
Carolyn Busch (Padelford Building Coordinator) 206-543-2690 or buschc@uw.edu
University Police (non-emergency dispatch number) **206-685-UWPD (8973)**