

[Unit name]

Supplemental Accident Prevention Plan

Approved By:

[name], [title]

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***Instructions for the preparer:***

*The University of Washington (UW)* [*Accident Prevention Plan (APP)*](https://www.ehs.washington.edu/system/files/resources/UniversityofWashingtonAPP.pdf) *provides essential information regarding occupational health and safety and compliance ; it is required to be reviewed prior to completing this unit specific Supplemental Accident Prevention Plan (Supplemental APP) Template.*

*Complete this template by filling in the yellow highlighted sections so the Supplemental APP addresses the potential hazards and safety measures specific to your unit and/or location. Your unit’s Safety Team and/or safety coordinator in coordination with leadership are responsible for annually reviewing and updating this Plan before distributing it to unit personnel. UW Environmental Health & Safety (EH&S) is available to provide consultation as you develop your plan and may request a copy to provide to Washington State Department of Labor & Industries (L&I) or other regulatory agencies upon their request.*

*The term “unit” is used to represent the entities supported by this Plan. It applies to all schools, departments, units, and organizations within the University. UW Medical facility personnel follow additional UW Medicine policies and procedures beyond this Plan and will refer to them. The term “personnel” will be used to include all staff, faculty, and students in paid positions (permanent, part-time, or seasonal) and all employment groups described in* [*Administrative Policy Statement 40.1*](https://www.washington.edu/admin/rules/policies/APS/40.01.html)*.*

*Units are also required to apply the workplace health and safety requirements in the UW APP to other categories of workers under their supervision in the workplace such as volunteers and unpaid student workers. Units are required to ensure that any visitors, contractors, or vendors at their sites follow site-specific safety requirements including use of required personal protective equipment, and that they receive information about hazard they may be exposed to and safety measures of the site, and a health and safety orientation as applicable.*

# PURPOSE

This document is the [Unit name] **Supplemental APP** (“Plan”), which addresses department/unit-specific occupational or environmental hazards and safety guidance not covered in the core [UW APP](https://www.ehs.washington.edu/system/files/resources/UniversityofWashingtonAPP.pdf).

The purpose of this Plan is to help prevent occupational accidents, injuries, illnesses, and exposures to [Unit name] personnel as they conduct their work.

# SCOPE

The UW APP and this Supplemental APP cover all [Unit name] personnel in any location where work is being conducted, including on-campus, off-campus, temporary, University-owned facilities, and leased facilities operated by the University. All [Unit name] personnel must follow the requirements outlined in this document. The locations covered in this plan include, but are not limited to:

1. [Location 1]
2. [Location 2]
3. [Add additional locations as needed]

# ROLES AND RESPONSIBILITIES

The following roles, teams, and committees are responsible for implementing health and safety plans in the workplace.

## Unit leader (or their designee)

In [Unit name], [Unit leader name and title] is the executive sponsor of the Safety Team [or has designated a safety coordinator] and they will serve [length of time] in this role.

The unit leader is responsible for ensuring this Plan is updated annually, coordinating its review by [Safety Team Leader or safety coordinator], and ensuring it is distributed to all personnel.

## Safety Team or safety coordinator

The Safety Team [or safety coordinator] is focused on the safety, security, and emergency preparedness of all [Unit name] personnel; the Safety Team’s role and responsibilities are listed in the [UW APP](https://www.ehs.washington.edu/system/files/resources/UniversityofWashingtonAPP.pdf). [Safety Team roles include members and a team lead. Alternatively, a safety coordinator may be assigned to do all the work in place of a team.]

The **Safety Team lead** is [designee name] who will serve [length of time determined by unit leader] and will guide the Safety Team to completion of all duties and coordinate with the unit leader.

The **Safety Team members** have been appointed by the unit leader and will serve for [length of time determined by unit leader]. The criteria used to select Safety Team members is [Add criteria as needed. Selection criteria may include representation from various sections, divisions, and or groups within the unit.].

[If the safety coordinator role is assigned, complete fill in this paragraph. Delete this paragraph if there is no safety coordinator.] The safety coordinator is [designee name] who will serve [length of time] and will guide the unit to completion of all duties and coordinate with the unit leader.

Annually, the **Safety Team [or safety coordinator]** will:

Review this Plan and suggest improvements or updates as needed to reflect current organizational structure and their strategic plan.

Ensure this Plan identifies the specific hazards and safety measures encountered by [Unit name] personnel and the controls used to mitigate those hazards.

Ensure sections, divisions, or groups and members get an opportunity to update and append specific materials as needed in this Plan.

Review and update the First Aid Plan ensuring first-aid kits are maintained and personnel are trained as required.

Update safety bulletin boards in primary work locations.

Assist with communicating to all personnel the content and location of the UW Accident Prevention Plan and this Plan.

Ensure [Unit name] is maintaining required safety records, including but not limited to:

Any and all building [Fire Safety and Evacuation Plans](https://www.ehs.washington.edu/resource/fire-safety-and-evacuation-plan-fsep-template-190)

Inspection reports

Safety manuals, plans, guides, standard operating procedures and/or job hazard analyses

Training records

Health & Safety Committee Group [#] meeting minutes

Updated MyChem chemical inventories and safety data sheets (SDSs) for all hazardous materials storage locations

## Supervisors

Personnel supervisors are responsible for ensuring occupational health and safety regulations and best practices are met for their personnel. Supervisors are expected to minimize the hazards personnel face and prevent injuries, illnesses, exposures, fires, property damage, and near-miss events. Supervisors are required to:

1. Review safety procedures and document them in a job hazard analysis and/or standard operating procedure; and
2. Ensure personnel complete any required safety training for the hazards they may encounter in their work. EH&S maintains [training records](https://www.ehs.washington.edu/training/training-records) for the courses provided by EH&S; supervisors are responsible for maintaining all other training records until three years have passed after an individual’s separation date.
3. Ensure personnel know how and when to obtain emergency assistance at each work location in case of emergencies.

* Personnel at this [location] phone [insert the emergency phone number] to obtain emergency assistance.
* Personnel at this [location] phone [insert the emergency phone number] to obtain emergency assistance.
* [Designee name] has communicated these responsibilities to [Unit name]’s supervisors.

## Personnel

UW personnel are required to submit an incident report for any work-related event that results in an injury, illness, exposure, fire, property damage, or near-miss event. The person involved, the supervisor, or a University representative will submit the report using the [Online Accident Reporting System (OARS)](https://oars.ehs.washington.edu/).

Personnel are encouraged to [report a safety concern](https://www.ehs.washington.edu/report-concern) to their supervisor, EH&S, and/or their Health and Safety Committee representative. Reports can be sent anonymously. [Describe additional options for reporting safety concerns, if any.]

Personnel are responsible for knowing the location and contents of this Plan and the [UW APP](https://www.ehs.washington.edu/system/files/resources/UniversityofWashingtonAPP.pdf).

Personnel are expected to suggest ways to minimize and prevent injuries, accidents, and exposures. Personnel must be made aware of the [hierarchy of controls](https://www.cdc.gov/niosh/topics/hierarchy/default.html) when considering methods to minimize and prevent injuries, accidents, and exposures.

Personnel must complete all required training and use appropriate hazard control methods to minimize the risk of possible injuries and/or illnesses.

[Designee name] has communicated these responsibilities to [Unit name] ’s supervisors and their personnel.

## Building coordinators/Facility managers

Building-specific concerns should be reported to and managed by the building coordinator or facility manager.

A current list of Seattle campus building coordinators can be found on the [UW Facilities website](https://facilities.uw.edu/buildings).

Building coordinators for [Unit name]-specific locations are listed below.

1. [Building 1 – Name of building coordinator]
2. [Building 2 – Name]
3. [Add additional locations as needed]

## Health and safety committees

[Unit name] personnel are represented by Health and Safety Committee number [# ]. Elections occur every two years; all [Unit name] personnel can nominate and elect a representative to the committee.

The meeting minutes for the organizational health and safety committee representing [Unit name] are accessible to all [Unit name] personnel at [define location].

Refer to the UW APP for additional information about health and safety committees.

# HEALTH AND SAFETY RESOURCES

## Safety bulletin boards

The [Unit name] safety bulletin board(s) contain accurate and up-to-date safety posters, health and safety notices, safety newsletters, accident statistics, and other educational materials as required by [WAC 296-800-19005](https://app.leg.wa.gov/wac/default.aspx?cite=296-800-19005).

The safety bulletin boards are checked annually by [name of individuals(s), team or role] with [Required Workplace Posters from L&I](https://www.lni.wa.gov/forms-publications/required-workplace-posters).

In addition, the University’s Log of Work-Related Injuries and Illnesses (OSHA 300A summary report) must be posted, by law, from **February 1 to April 30** each year on the safety bulletin board(s). Download the OSHA 300A summary report for the appropriate work location from the [EH&S website](https://www.ehs.washington.edu/).

The safety bulletin board(s) for [Unit name] are in the following locations:

1. [Location 1]
2. [Location 2]
3. [Add additional locations as needed]

Refer to the UW APP for additional information about safety bulletin boards.

## Incorporating safety into meetings

[Unit name] incorporates safety into meetings by doing the following:

1. [Describe safety-focused meetings and other ways of incorporating safety topics into department/unit/team meetings.]

## Internal communications

[Unit name] informs personnel of important safety information and policies including this unit’s Supplemental APP via [list all relevant communications channels and their frequency (e.g. monthly newsletters, emails as needed, standing web pages, intranet, etc.)].

Records of past communications are maintained at [location (if applicable.)]

## Health and safety orientation for new personnel

Supervisors provide new personnel with the [Unit name] New Employee Handbook [if applicable or add equivalent]. Existing personnel can access the handbook at any time to refresh their knowledge of the [Unit name] policies and procedures.

Supervisors must ensure all new UW personnel, including those who are temporary and part-time, undergo a health and safety orientation that cover the topics listed in the [New Employee Safety Orientation Template](http://www.ehs.washington.edu/resource/new-employee-safety-orientation-template-647) [if applicable, or add equivalent]. Personnel are required to complete health and safety training courses [Refer to the Training Course Selection Guide on the [EH&S website](https://www.ehs.washington.edu/training) and/or describe courses].

Refer to the UW APP for more information about new employee health and safety orientation.

## Emergency plans

[Unit name] has the following procedural documents to provide guidance during emergencies. These documents are available at [add location where personnel can access them].

Personnel are informed of who to contact in an emergency at their worksites.

Refer to the UW Accident Prevention Plan for more information about the emergency plans described below.

### Business, Academic, and Research Continuity (BARC) Plan

[Unit name]’s [Business, Academic and Research Continuity (BARC) Plan](https://www.washington.edu/uwem/resiliency/barc/) is stored in an online continuity software called Husky Ready and is accessed by [name individual(s) responsible] who [is/are] tasked with developing and annually updating the Plan.

[Unit name] has developed a supplemental BARC Plan for the following research or laboratory locations:

1. [Location 1]
2. [Location 2]
3. [Location 3]

### Fire Safety and Evacuation Plan

Each building has a [Fire Safety and Evacuation Plan](https://www.ehs.washington.edu/fire-life/building-emergency-procedures-and-resources) that describes evacuation and emergency procedures for events that require evacuation of a campus building. Each building’s Fire Safety and Evacuation Plan names the current [evacuation directors](https://www.ehs.washington.edu/system/files/resources/Evacuation_Director_Focus_Sheet.pdf) and [evacuation wardens](https://www.ehs.washington.edu/system/files/resources/Evacuation_Warden_Focus_Sheet.pdf), and the building’s evacuation assembly point.

The [Unit name] evacuation wardens who will assist personnel during a building evacuation are:

1. [Warden 1 - location/area]
2. [Warden 2 – location/area]
3. [Add additional wardens and locations as needed.]

A specific assembly point is designated for each building as indicated on the **evacuation route map** posted in each campus building. The evacuation assembly points where building occupants will gather following planned and unplanned building evacuations are:

1. [Building/location 1] – [assembly point location]
2. [Building/Location 2] – [assembly point location]
3. [Add additional buildings and evacuation assembly points as applicable]

### Inclement weather or suspended operations

When a weather emergency occurs or suspended operations is declared by the University, [Unit name] personnel will follow the [Unit name] Inclement Weather/ Suspended Operations Policy [if applicable/or add equivalent].

### UW Emergency Plan

UW has a [UW Comprehensive Emergency Management Plan](https://www.washington.edu/uwem/plans-and-procedures/uw-all-hazard-plan/) to guide the University in the event of an emergency or disaster in which normal operations are interrupted and special measures are taken to protect personnel and operations.

[Unit name] supports large-scale events that have a potential to impact normal business operations, which generally require emergency planning, with joint oversight and emergency plan approval by UW Emergency Management in concurrence with [Administrative Policy Statement 13.1 - Emergency Management](https://www.washington.edu/admin/rules/policies/APS/13.01.html).

[Unit name] [does/does not] support the [UW Emergency Operations Center](https://www.washington.edu/uwem/resources/emergency-operations-center/https:/www.washington.edu/uwem/resources/emergency-operations-center/) during an emergency or disaster.

1. [If the department/unit does support the UW Emergency Operations Center during an emergency or disaster, list the location(s) of the Emergency Operations Plan and Essential Staff List.]

The primary location for the [Unit name] Unit Response Center is [location]. Secondary Unit Response Center sites are [location] and [location]. Unit Response Centers transmit emergency impact reports to the Emergency Operations Center, and in some cases, provide emergency response services and relay emergency information and instructions to their constituents.

### Workplace security plan (optional)

The UW Police Department (UWPD) on the Seattle Campus, UW Bothell Campus Security, and UW Tacoma Campus Security provide guidance to staff when encountering security risks in the work environment, which can include a criminal or violent emergency. They offer training and guidance on site security at their locations.

[Unit name] location-specific workplace security plans and their locations:

1. [Building 1] – [location/Link to the workplace security plan for this building/location.]
2. [Building 2] – [location/Link to the workplace security plan for this building/location.]
3. [add additional buildings and workplace security plans as needed]

The following UW resources may help with updating or creating workplace security plans:

* [SafeCampus](https://www.washington.edu/safecampus/)
* [“Response to Active Shooter” training and resources](https://police.uw.edu/active-shooter-guide/)
* [UW Crisis Communications Plan](https://www.washington.edu/uwem/plans-and-procedures/crisis-communication-plan/)
* [Campus Community Safety](https://www.washington.edu/safety/emergency-communications/)
* [Building Emergency Procedures and Resources](https://www.ehs.washington.edu/fire-life/building-emergency-procedures-and-resources)

## Health and safety plans

[Delete the sections below that do not apply. Visit the [EH&S website](https://www.ehs.washington.edu/) for resources and information about the following health and safety topics.]

### Bloodborne pathogens

[Unit name] has personnel with a reasonably anticipated exposure to human blood and other potentially infectious materials, including personnel assigned to provide emergency first aid as either a primary or secondary duty.

[Unit name] has a site-specific [Bloodborne Pathogens Exposure Control Plan](https://www.ehs.washington.edu/system/files/resources/bbpecp.docx)(s) that serves as a supplement to the [UW Core Bloodborne Pathogens Exposure Control Plan](https://www.ehs.washington.edu/system/files/resources/uw-biosafety-manual.pdf#page=81). The site-specific plan(s) cover the following worksites and are accessed in the following locations:

1. [Worksite 1 - Location 1]
2. [Worksite 2 - Location 2]
3. [Worksite 3 - Location 3]

### Communicable diseases

[Unit name] follows guidance from the [University of Washington’s Advisory Committee on Communicable Diseases (ACCD)](https://www.ehs.washington.edu/advisory-committee-communicable-diseases) to reduce the risk of, prepare for, and address the University’s needs related to communicable disease outbreaks.

[Unit name] supervisors ensure personnel complete [COVID-19 Safety Training](https://www.ehs.washington.edu/training/covid-19-safety-training) and follow the **University’s current** [**COVID-19 Health and Safety Plan**](https://www.ehs.washington.edu/system/files/resources/COVID-19-health-safety-plan.pdf)**.**

### Fall Protection Plan

[Unit name] has personnel working on roofs or other locations where a fall from greater than 4 feet may occur. Personnel follow the UW [Fall Protection Program](https://www.ehs.washington.edu/workplace/fall-protection) requirements; [Fall Protection Work Plan](http://www.ehs.washington.edu/resource/fall-protection-work-plan-656)s for work occurring at heights greater than 10 feet are located at [location].

### Fieldwork Safety Plan

[Unit name] has personnel working in field sites and/or remote locations and maintains a [Fieldwork Safety Plan](https://www.ehs.washington.edu/research-lab/field-operations-safety) [download templates from the [Field Operations Safety page](https://www.ehs.washington.edu/research-lab/field-operations-safety) on the EH&S website] for each worksite located at [location].

### First Aid Plan

[Unit name] has a [First Aid Plan](https://www.ehs.washington.edu/resource/first-aid-plan-guidelines-247) and or a [Fieldwork Safety Plan](https://www.ehs.washington.edu/research-lab/field-operations-safety) and they are located [location].

The First Aid Plan and the Fieldwork Safety Plan includes the names of personnel who have first aid/CPR training, Wilderness First Aid training, the locations of first aid kits and the person(s) responsible for maintaining the first aid kits.

The plans address information about the location and maintenance of [Automated external defibrillators (AEDs)](https://www.ehs.washington.edu/fire-life/automated-external-defibrillators) and Stop the Bleed Kits [if any are available to personnel].

### Outdoor Heat Safety Plan

[Unit name] will address the protection of all personnel who work outdoors from heat-related illness based on temperatures and the type of clothing worn. [Unit name] has an [Outdoor Heat Safety Plan](https://www.ehs.washington.edu/environmental/outdoor-heat-exposure) located at [location].

### Visitors in restricted areas

[Unit name] has a policy regarding visitor access to restricted areas. The policy is located at [location].

### Wildfire Smoke Exposure Plan

[Unit name] will address the protection of all personnel who work outdoors wildfire smoke exposure-related illness based on Air Quality Index (AQI) thresholds. The [Unit name] has a [Wildfire Smoke Exposure Plan](https://www.ehs.washington.edu/environmental/wildfire-smoke) located at [location].

### Working alone

[Unit name] has a policy regarding working alone. The policy is located at [location].

Personnel who are [working alone](https://www.ehs.washington.edu/system/files/resources/working-alone-safely.pdf) need to address personal safety and summoning first-aid/CPR certified personnel or emergency medical services when needed.

# RECOGNIZED HAZARDS AND REQUIREMENTS

[Unit name] personnel may perform work tasks that could expose them to occupational and/or environmental hazards, which can be eliminated, substituted, or controlled through safer work practices and use of personal protective equipment (PPE).

Identified hazards include: [list hazards]

[Common hazards are listed in [Appendix A](#_Appendix_A:_Common), along with resources and training information.]

1. Supervisors review the table in [Appendix A](#_Appendix_A:_Common) with personnel and **identify the applicable hazards, resources, and required and recommended training courses** prior to starting a work task that could expose an individual to a potential hazard.
2. Refer to the EH&S website for **safety manuals and other resources** to address identified hazards listed in [Appendix A](#_Appendix_A:_Common).
3. Supervisors will **identify other hazards beyond those listed in Appendix A** as necessary when developing written procedures for work. Supervisors may use the following tools to identify hazards with each task or process, and indicate methods to reduce the risk of an incident occurring:
4. [**Job Hazard Analysis Template**](https://www.ehs.washington.edu/resource/job-hazard-analysis-template-248)**;** or
5. [**Lab Safety Risk Assessment Tool**](https://www.ehs.washington.edu/system/files/resources/laboratory-risk-assessment-tool-guidelines.pdf)**;** and
6. Standard Operating Procedures **(SOP) templates** for chemicals and biotoxins, [laboratory equipment](https://www.ehs.washington.edu/research-lab/laboratory-safety/laboratory-equipment-maintenance), and [shop and maker space equipment and processes](https://www.ehs.washington.edu/workplace/shop-and-maker-space-safety)
7. For each identified hazard, personnel must complete the required training and be provided with PPE (if applicable) to safely do their work.
8. Refer to the [**Training Course Selection Guide**](https://www.ehs.washington.edu/training) on the EH&S website for a current list of available safety training courses.
9. Supervisors refer to the [Personal Protective Equipment (PPE)](#_Personal_Protective_Equipment) section below for PPE requirements.

## Supplemental safety documentation

Personnel have access to safety manuals, training, and other resources to mitigate the hazards they identify in their workplaces.

[Safety Team Leader or safety coordinator] communicate to personnel and [Unit name] leadership of the list of commonly recognized safety hazards in Appendix A and their roles and responsibilities per [Executive Order #55](http://www.washington.edu/admin/rules/policies/PO/EO55.html) with regard to maintaining compliance with all University policies, EH&S guidance, and federal, state, and local regulations.

## Chemical Hazard communication

[Unit name] supervisors are required to ensure personnel working with or in locations where hazardous materials are used, stored, and transported are aware of the material identity, potential hazards, and the safe work practices that can minimize exposure.

1. Supervisors are responsible for providing information to address [specific chemical hazards](https://www.ehs.washington.edu/chemical/specific-chemical-hazards) their personnel face.
   1. Supervisors will utilize resources on the EH&S website, and also develop additional resources including [job hazard analyses](https://www.ehs.washington.edu/workplace/job-hazard-analysis) or [standard operating procedures](https://www.ehs.washington.edu/chemical/chemical-sops) to protect personnel from chemical hazards.
2. All [Unit name] personnel can view and print **safety data sheets (SDSs)** using their UW Net ID to log in to the [MyChem database](https://www.ehs.washington.edu/chemical/mychem). [Unit name] personnel have access to view chemical inventory information based on their needs.
3. Refer to the [UW Accident Prevention Plan](https://www.ehs.washington.edu/workplace/accident-prevention-plan) and the [UW Chemical Hazard Communication (HazCom) Program Manual](https://www.ehs.washington.edu/system/files/resources/HazComManual.pdf) to learn about how the UW communicates chemical hazards.

## Occupational health screening

[Delete the sections below that do not apply. Visit the [EH&S website](https://www.ehs.washington.edu/) for resources and information about the following health and safety topics.]

[Unit name] personnel are directed to the [UW Employee Health Center](https://www.ehs.washington.edu/workplace/employee-health-center) in Environmental Health & Safety for occupational health screenings as appropriate for work-related to noise exposure, high-risk biohazard exposures, human blood or other potentially infectious materials exposures, and exposures to airborne hazards that require the use of a respirator.

### Potential noise exposure

[Unit name] personnel exposed to noise at or above 85 decibels (dBA) averaged over an 8-hour period [are/may be] required to enroll in the UW [Hearing Loss Prevention Program](https://www.ehs.washington.edu/workplace/hearing-loss-prevention-program).

Visit the EH&S website for more information about the [Hearing Loss Prevention](https://www.ehs.washington.edu/workplace/hearing-loss-prevention-program).

### **Exposure to human blood or other potentially infectious materials**

[Unit name] supervisors are required to ensure that personnel are offered the Hepatitis B vaccine prior to being assigned work that involves a potential for exposure to bloodborne pathogens.

This requirement is met by the employee completing and submitting the electronic [Hepatitis B Vaccine Form](https://training.ehs.washington.edu/online/bbp/hepbform.php) within 10 days of assignment to a position with potential exposure to bloodborne pathogens and before working with materials that could contain bloodborne pathogens.

Visit the EH&S website for more information about [bloodborne pathogens](https://www.ehs.washington.edu/biological/bloodborne-pathogens).

### High-risk biohazard exposure

Immunizations may be required or recommended for [Unit name] personnel who are potentially exposed to certain biological agents, in contact with certain animals, or working in a specific facility. A risk assessment may be performed by the [UW Employee Health Center](https://www.ehs.washington.edu/research-lab/research-occupational-health), the PI/supervisor and the [Institutional Biosafety Committee](https://www.ehs.washington.edu/biological/institutional-biosafety-committee-ibc) (IBC) as appropriate. It may be determined that additional immunizations or adequate titers (i.e., a blood test to look for antibodies) are necessary if a person is working in a high-risk biohazard exposure situation.

Visit the EH&S website for more information about [working safely with biological hazards](https://www.ehs.washington.edu/biological/biological-research-safety).

### Respiratory protection

Units and personnel using respirators are required to follow the requirements of the [UW Respiratory Protection Program](https://www.ehs.washington.edu/workplace/respiratory-protection) for both required and voluntary use.

[Unit name] supervisors assess respiratory hazards and request respirator authorization for a user group by submitting the [Respirator Request Form](https://www.ehs.washington.edu/system/files/resources/resprequestform.pdf) on the EH&S website.

If respiratory protection is required, personnel using respiratory protection must:

1. Be authorized to wear a respirator.
2. Complete a Respirator Medical Evaluation Questionnaire and obtain respirator medical clearance from the [UW Employee Health Center](https://www.ehs.washington.edu/workplace/employee-health-center).
3. Receive annual [respiratory protection training and as needed fit testing](https://www.ehs.washington.edu/workplace/respiratory-protection).

## Personal protective equipment

[Unit name] supervisors provide [personal protective equipment](https://www.ehs.washington.edu/workplace/personal-protective-equipment-ppe) (PPE) for personnel, when required by regulation or when a determination has been made that PPE is needed.

Supervisors determine PPE needs by conducting a hazard assessment. Guidelines for PPE hazard assessment and selection include:

* [Guidelines for PPE](https://www.ehs.washington.edu/system/files/resources/ppeguidelines.pdf)
* [Laboratory Personal Protective Equipment (PPE) Hazard Assessment Guide](https://www.ehs.washington.edu/resource/laboratory-personal-protective-equipment-ppe-hazard-assessment-guide-351)
* [Shop Personal Protective Equipment (PPE) Hazard Assessment Guide](https://www.ehs.washington.edu/resource/shop-personal-protective-equipment-ppe-hazard-assessment-guide-352)

Personnel hazard and PPE assessment records are kept by their supervisor. Supervisors will update hazard assessment records whenever there are changes in the process, worksite, PPE, and/or training.

Supervisors inform personnel of specific PPE requirements for their position on the following occasions:

1. During new employee safety orientation; and
2. When a job procedure changes and requires new PPE.

# REVIEW AND APPROVAL

This Plan was developed with input from the following individuals, groups and/or committees: [list individuals and/or groups, as applicable]

This Plan was reviewed and approved by [unit leader or designee]:

Name and title:

Date:

Name and title:

Date:

This Plan is reviewed annually and scheduled for review on [date].

## Log of changes (optional)

[List major changes to the policy and the effective date of each.]

|  |  |  |
| --- | --- | --- |
| CHANGE | DATE | APPROVED BY |
|  |  |  |
|  |  |  |
|  |  |  |

# Appendix A: Commonly recognized hazards and associated safety requirements and resources

| **Hazard** | **Resources on EH&S website** | **EH&S training courses** |
| --- | --- | --- |
| Air contaminants, dust, vapors, gases | [Fume hoods](https://www.ehs.washington.edu/chemical/fume-hoods-use-inspection-and-maintenance)  [Indoor Air Quality](https://www.ehs.washington.edu/environmental/indoor-air-quality) | [Hazard Communication](https://www.ehs.washington.edu/training/hazard-communication-online)  [Managing Laboratory Chemicals-Online](https://www.ehs.washington.edu/training/managing-laboratory-chemicals-online)  [Fume Hoods](https://www.ehs.washington.edu/training/fume-hood-training-online) |
| Animals, animal handling | [Animal Use Medical Screening](https://www.ehs.washington.edu/research-lab/animal-use-medical-screening-aums)  [Research Occupational Health](https://www.ehs.washington.edu/research-lab/research-occupational-health) | Not applicable |
| Arc flash and electrical | Not applicable | [Arc Flash and Electrical Safety Best Practices (NFPA 70E 2021 Edition)](https://www.ehs.washington.edu/training/arc-flash-and-electrical-safety-best-practices-nfpa-70e-2021-edition) |
| Asbestos | [Asbestos and Other Regulated Building Materials](https://www.ehs.washington.edu/workplace/asbestos-and-other-regulated-building-materials) | [Asbestos General Awareness-Online](https://www.ehs.washington.edu/training/asbestos-general-awareness-online) |
| Autoclaves | [Autoclave Safety](http://www.ehs.washington.edu/system/files/resources/autoclave-safety.pdf)  [Biohazardous Waste](https://www.ehs.washington.edu/biological/biohazardous-waste) | [ASU Autoclave Training Video](https://www.youtube.com/watch?v=rM_JTgLSKXk) |
| Biohazards | [Biological Safety](https://www.ehs.washington.edu/biological-safety) | [Biosafety Training-Online](https://www.ehs.washington.edu/training/biosafety-training-online) |
| Bloodborne pathogens (BBP)/  biohazardous/infectious waste | [Bloodborne Pathogens (BBP) Program](https://www.ehs.washington.edu/biological/bloodborne-pathogens-bbp-program)  [Sharps Safety](https://www.ehs.washington.edu/research-lab/sharps-safety) | [Bloodborne Pathogens (BBP) for Researchers-Online](https://www.ehs.washington.edu/training/bloodborne-pathogens-researchers-online)  [Bloodborne Pathogens (BBP) for Non-Laboratory Personnel](https://www.ehs.washington.edu/training/bloodborne-pathogens-non-laboratory-personnel-online-safetysmart) |
| Compressed gases, liquid nitrogen, laboratory compressed gases | [Compressed Gas/Cryogenic-Fluids](https://www.ehs.washington.edu/research-lab/compressed-gas-cryogenic-fluids) | [Compressed Gas Safety-Online](https://www.ehs.washington.edu/training/compressed-gas-safety-online)  [Laboratory Compressed Gas Safety - Online](https://www.ehs.washington.edu/training/laboratory-compressed-gas-safety-online) |
| Concussions | [Workplace concussions](https://www.ehs.washington.edu/resource/workplace-concussions-identify-respond-and-prevent-986) | Not applicable |
| Confined spaces/oxygen deficiency | [Confined Space Entry Program](https://www.ehs.washington.edu/workplace/confined-space-entry-program) | [Confined Space Entry](https://www.ehs.washington.edu/training/confined-space-entry) |
| COVID-19 | [COVID-19 Prevention in the Workplace](https://www.ehs.washington.edu/resource/university-washington-covid-19-prevention-plan-workplace-word-updated-4721-982) | [COVID-19 Safety Training: Back to the Workplace](https://www.ehs.washington.edu/training/covid-19-safety-training-back-workplace) |
| Cranes, hoists, derricks with rigging | [Shop and Maker Space Safety](https://www.ehs.washington.edu/workplace/shop-and-maker-space-safety) | [EH&S Safety Training Matrix for Shop Personnel](https://www.ehs.washington.edu/system/files/resources/shoptrainmx.pdf)  [Overhead and Gantry Crane Safety - Online](https://www.ehs.washington.edu/training/overhead-and-gantry-crane-safety-online)  [Rigging Safety - Online](https://www.ehs.washington.edu/training/rigging-safety-online) |
| Diving | [Diving Safety Program](https://www.ehs.washington.edu/research-lab/diving-safety-program) | [Scientific Diver Training](https://www.ehs.washington.edu/training/scientific-diver-training) |
| Electrical equipment & wiring | [Basic Electrical Safety](https://www.ehs.washington.edu/fire-life/basic-electrical-safety) | [Electrical Safety, Basic-Online](https://www.ehs.washington.edu/training/electrical-safety-basic-online) |
| Electrical Safety, Low Voltage | [Basic Electrical Safety](https://www.ehs.washington.edu/fire-life/basic-electrical-safety) | [Low Voltage Electrical Safety Initial](https://www.ehs.washington.edu/training/low-voltage-electrical-safety-initial) |
| Emergency response | [Building Emergency Procedures and Resources](https://www.ehs.washington.edu/fire-life/building-emergency-procedures-and-resources) | [Emergency Evacuation Warden Training-Online](https://www.ehs.washington.edu/training/emergency-evacuation-warden-training-online)  [Fire Extinguisher Training-Online](https://www.ehs.washington.edu/training/fire-extinguisher-training-online)  [First Aid /CPR Certification](https://www.ehs.washington.edu/training/first-aid-and-cpr-certification)  [Wilderness First Aid](https://www.ehs.washington.edu/training/wilderness-first-aid-environment-and-forestry-sciences-restricted-registration-code) |
| Ergonomic factors (awkward postures, repetitive tasks and/or forceful motions) | [Ergonomics](https://www.ehs.washington.edu/workplace/ergonomics)  [Office Ergonomics Assessment Tool](http://www.ehs.washington.edu/secure/ergonomics-evaluation) | [Back Safety and Injury Prevention- Online](https://www.ehs.washington.edu/training/back-safety-and-injury-prevention-online) |
| Fall Protection | [Fall Protection](https://www.ehs.washington.edu/workplace/fall-protection) | [Fall Protection Training](https://www.ehs.washington.edu/training/fall-protection-training) |
| Fieldwork | [Field Operations Safety Manual](https://www.ehs.washington.edu/resource/uw-field-operations-safety-manual-1110) | [First Aid /CPR Certification](https://www.ehs.washington.edu/training/first-aid-and-cpr-certification)  [Wilderness First Aid](https://www.ehs.washington.edu/training/wilderness-first-aid-environment-and-forestry-sciences-restricted-registration-code) |
| Fire | [Fire Extinguisher Use](https://www.ehs.washington.edu/system/files/resources/extinguisher-discharge.pdf)  [Fire Safety and Prevention](https://www.ehs.washington.edu/fire-life/fire-safety-and-prevention) | [Fire Extinguisher Training – Hands-on](https://www.ehs.washington.edu/training/fire-extinguisher-training-hands)  [Fire Extinguisher - Online](https://www.ehs.washington.edu/training/fire-extinguisher-training-online) |
| Flammable liquids | [Laboratory Safety Manual – Section 2: Special Chemical Hazards](https://www.ehs.washington.edu/resource/laboratory-safety-manual-510)  [Lab Refrigerators and Freezers (storage)](https://www.ehs.washington.edu/system/files/resources/FS-freezers.pdf) | [Safety Training for Laboratory Personnel](https://www.ehs.washington.edu/system/files/resources/ehslabsafetytrainmatrix.pdf)  [Fire Extinguisher Training – Hands-on](https://www.ehs.washington.edu/training/fire-extinguisher-training-hands)  [Fire Extinguisher - Online](https://www.ehs.washington.edu/training/fire-extinguisher-training-online) |
| Forklifts | Not applicable | [Forklift and Lift-Truck Operator Safety Training](https://www.ehs.washington.edu/training/forklift-and-lift-truck-operator-safety-training) |
| Formaldehyde | [Formaldehyde, Formalin, Paraformaldehyde](https://www.ehs.washington.edu/system/files/resources/Formaldehydeguidelines.pdf)  [Safe Work Practices](https://www.ehs.washington.edu/system/files/resources/Formaldehydeguidelines.pdf) | [Formaldehyde Training-Online](https://www.ehs.washington.edu/training/formaldehyde-training-online) |
| Hand and power tools | [Shop and Maker Space Safety](https://www.ehs.washington.edu/workplace/shop-and-maker-space-safety) | [Hand and Power Tool Safety-Online](https://www.ehs.washington.edu/training/hand-and-power-tool-safety-online) |
| Hazardous chemicals | [Hazard Communication](https://www.ehs.washington.edu/chemical/chemical-hazard-communication-hazcom) | [Hazard Communication](https://www.ehs.washington.edu/training/hazard-communication-online) |
| Hazardous materials (storage, shipping/transport) | [Shipping Hazardous Materials](https://www.ehs.washington.edu/chemical/shipping-hazardous-materials)  [Chemical Container Labels](https://www.ehs.washington.edu/chemical/chemical-container-labels)  [Biological Research Safety](https://www.ehs.washington.edu/biological/biological-research-safety)  [Radioactive Material Shipping Request](https://www.ehs.washington.edu/radiation/uw-ram-shipment-request)  [Control of Radioactive Materials](https://www.ehs.washington.edu/radiation/control-radioactive-materials) | [Managing Laboratory Chemicals-Online](https://www.ehs.washington.edu/training/managing-laboratory-chemicals-online)  [Shipping Biological Substance Category B-Online](https://www.ehs.washington.edu/training/shipping-biological-substance-category-b-online)  [Shipping Dry Ice with Non-Dangerous Goods-or-Exempt Patient Specimens-Online](https://www.ehs.washington.edu/training/shipping-dry-ice-non-dangerous-goods-or-exempt-patient-specimens-online)  [Shipping Hazardous Materials](https://www.ehs.washington.edu/training/shipping-hazardous-materials)  [Shipping Regulated Medical Waste-Online](https://www.ehs.washington.edu/training/shipping-regulated-medical-waste-online)  [Multiple](https://www.ehs.washington.edu/radiation/control-radioactive-materials) [Radiation Safety Courses listed](https://www.ehs.washington.edu/training/find-your-course?sort=title2&order=asc) |
| Hazardous waste | [Chemical Waste Disposal](https://www.ehs.washington.edu/chemical/hazardous-chemical-waste-disposal)  [Biohazardous Waste](https://www.ehs.washington.edu/biological/biohazardous-waste)  [Sharps and Lab Glass Waste](https://www.ehs.washington.edu/biological/sharps-and-lab-glass-waste)  [Radioactive Waste Management](https://www.ehs.washington.edu/radiation/radioactive-waste-management) | [Managing Laboratory Chemicals-Online](https://www.ehs.washington.edu/training/managing-laboratory-chemicals-online)  [Biosafety Training-Online](https://www.ehs.washington.edu/training/biosafety-training-online) |
| Hazardous material spills | [Chemical Spills in Laboratories](https://www.ehs.washington.edu/chemical/chemical-spills-laboratories)  [Spill Response Poster](https://www.ehs.washington.edu/system/files/resources/spill-response-poster.pdf) | [Managing Laboratory Chemicals-Online](https://www.ehs.washington.edu/training/managing-laboratory-chemicals-online)  [Biosafety Training-Online](https://www.ehs.washington.edu/training/biosafety-training-online) |
| Heights greater than 4 ft. (fall potential) | [Fall Protection](https://www.ehs.washington.edu/workplace/fall-protection) | [Fall Protection Training](https://www.ehs.washington.edu/training/fall-protection-training) |
| Hydrofluoric acid | [Hydrofluoric Acid SOP](https://www.ehs.washington.edu/resource/hydrofluoric-hf-acid-sop-541) | [Hydrofluoric Acid Safety Training-Online](https://www.ehs.washington.edu/training/hydrofluoric-acid-safety-training-online) |
| Laboratory chemicals | [Chemical Safety](https://www.ehs.washington.edu/chemical-safety) | [Safety Training For Laboratory Personnel](https://www.ehs.washington.edu/system/files/resources/ehslabsafetytrainmatrix.pdf)  [Managing Laboratory Chemicals-Online](https://www.ehs.washington.edu/training/managing-laboratory-chemicals-online) |
| Ladders | [Fall Protection](https://www.ehs.washington.edu/workplace/fall-protection)  [Ladder Safety Focus Sheet](https://www.ehs.washington.edu/system/files/resources/ladder-safety.pdf) | [Ladder Safety-Online](https://www.ehs.washington.edu/training/ladder-safety-%E2%80%93-online) |
| Lasers | [Laser Safety](https://www.ehs.washington.edu/radiation/laser-safety) | [Laser Worker Safety Training](https://www.ehs.washington.edu/training/laser-worker-safety-training) |
| Lead | [Specific Chemical Hazards: Lead](https://www.ehs.washington.edu/chemical/specific-chemical-hazards/lead) | [Lead Awareness-Online](https://www.ehs.washington.edu/training/lead-awareness-%E2%80%93-online) |
| Lifting more than 20 lbs. | [Ergonomics](https://www.ehs.washington.edu/workplace/ergonomics) | [Back Safety and Injury Prevention](https://www.ehs.washington.edu/training/back-safety-and-injury-prevention-online)-Online |
| Basic and Low Voltage Electrical Safety | [Electrical Safety](https://www.ehs.washington.edu/fire-life/basic-electrical-safety) | [Low Voltage Electrical Safety](https://www.ehs.washington.edu/training/low-voltage-electrical-safety)  [Electrical Safety, Basic Online](https://www.ehs.washington.edu/training/electrical-safety-basic-online) |
| Hazardous energy | [Hazardous Energy Control – Lockout/Tagout](https://www.ehs.washington.edu/workplace/hazardous-energy-control-lockouttagout) | [Lockout-Tagout](https://www.ehs.washington.edu/training/lockout-tagout) |
| Machinery with machine guards | [Shop and Maker Space Safety](https://www.ehs.washington.edu/workplace/shop-and-maker-space-safety) | [Machine Guarding](https://www.ehs.washington.edu/training/machine-guarding) |
| Noise above 85 dB | [Hearing Loss Prevention Program](https://www.ehs.washington.edu/workplace/hearing-loss-prevention-program) | [Hearing Conservation-Online](https://www.ehs.washington.edu/training/hearing-conservation-online) |
| Non-ionizing radiation (radiofrequency cell towers, ultraviolet light, microwaves and magnetic fields) | [Non-Ionizing Radiation Safety](https://www.ehs.washington.edu/radiation/non-ionizing-radiation-safety)  [RF Safety Exposure Categorization](https://www.ehs.washington.edu/system/files/resources/RF_Safety_Exposure_Categorization.pdf)  [UV Safety Focus Sheet](https://www.ehs.washington.edu/system/files/resources/UV_Safety_Sheet-revised.pdf) | Training is available upon request. |
| Outdoor heat exposure | [Outdoor heat exposure](https://www.ehs.washington.edu/environmental/outdoor-heat-exposure)  [Heat exposure plan template](https://www.ehs.washington.edu/resource/outdoor-heat-exposure-prevention-plan-template-1155) | [Heat Illness Training](https://www.ehs.washington.edu/training/outdoor-heat-exposure-and-heat-stroke-safety-training) |
| Overhead and gantry crane | Not applicable | [Overhead and Gantry Crane Safety- Online](https://www.ehs.washington.edu/training/overhead-and-gantry-crane-safety-online) |
| Radioactive materials used or stored | [Radiation Safety](https://www.ehs.washington.edu/radiation-safety) | [Radiation Safety Training-Online](https://www.ehs.washington.edu/training/radiation-safety-training-%E2%80%93-online) |
| Regulated building materials | [Asbestos and Other Regulated Building Materials](http://www.ehs.washington.edu/workplace/asbestos-and-other-regulated-building-materials) | View a list of trainings on the [Asbestos and Other Regulated Building Materials](http://www.ehs.washington.edu/workplace/asbestos-and-other-regulated-building-materials) webpage. |
| Respiratory (inhalation) hazards | [Respiratory Protection](https://www.ehs.washington.edu/workplace/respiratory-protection) | EH&S-provided respirator training is individually assigned by user group; the online courses are not available via the EH&S Training website. Contact the Respiratory Protection Program for more information. |
| Roof access | [Roof Access Permit](https://www.ehs.washington.edu/resource/roof-access-permit-template-783)  [Fall Protection](https://www.ehs.washington.edu/workplace/fall-protection) | [Fall Protection Training](https://www.ehs.washington.edu/training/fall-protection-training) |
| Scaffolds | [Fall Protection](https://www.ehs.washington.edu/workplace/fall-protection) | [Scaffold Safety Training](https://www.ehs.washington.edu/training/scaffold-safety-training) |
| Shop and maker space hazards | [Shops and Maker Space Safety](https://www.ehs.washington.edu/workplace/shop-and-maker-space-safety) | Use the [Safety Training for Shop Personnel](https://www.ehs.washington.edu/resource/ehs-safety-training-matrix-shop-personnel-366) to identify training needs and document training. |
| Slip and trip hazards | [Fall Protection](https://www.ehs.washington.edu/workplace/fall-protection)  [Walking-Working Surfaces Inspection Checklist](https://www.ehs.washington.edu/resource/walking-working-surfaces-inspection-checklist-updated-21021-799) | Not applicable |
| Small utility vehicles or golf carts | [UW Basic Small Utility Vehicle and Golf Cart Policy](http://www.ehs.washington.edu/system/files/resources/Golfcartchecklist.pdf) | [Introduction to Utility Cart Safety-Online](https://www.ehs.washington.edu/training/introduction-utility-cart-safety-online) |
| Welding, cutting and/or brazing | [Hot Work](https://www.ehs.washington.edu/fire-life/hot-work) | Not applicable |
| Wildfire Smoke | [Wildfire Smoke](https://www.ehs.washington.edu/environmental/wildfire-smoke) | [Wildfire Smoke Training](https://www.ehs.washington.edu/training/wildfire-smoke-safety-training) |
| Sick or injured wildlife, pest control | [Pest Control and Wildlife Resources](https://www.ehs.washington.edu/environmental/pest-control-and-wildlife-resources) | Not applicable |
| Hazards impacting youth | Office of the Youth Protection Coordinator Non-(EH&S website) | Not applicable |

Note: There may be other hazards encountered in the workplace that are not listed in this table. Contact EH&S for assistance identifying and controlling other hazards.