

## **Section 3**

### **Policy and Responsibility Regarding Safety**

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**POLICY**

Effective Date: October 30, 1995

Approved By: President's Council

Authority: RCW Title 49, Title 70, Title 38.52; 34 CFR 86

Cancels: See Also: POL U5950.02 Confined Space, POL U5950.07 Bloodborne Pathogens,  
POL U5950.16.01 Managing Refrigerants

**POL-U5950.01 HEALTH, SAFETY AND ENVIRONMENTAL PROTECTION**

*This policy applies to students, faculty, staff, volunteers and visitors of Western Washington University.*

**1. The University Establishes and Maintains a Healthy and Safe Environment for Sanctioned Activities**

The University complies with applicable laws, regulations, and relevant published standards and practices regarding safety and health of students, faculty, staff, volunteers and visitors.

The University considers primarily the health and safety of students, faculty, staff, volunteers and visitors in the design, operation, construction, modification, or renovation of University buildings and facilities.

**2. The University Protects the Environment to the Maximum Extent Feasible**

The University complies with applicable laws, regulations, and relevant published standards and practices relating to environmental management.

**3. The Environmental Health And Safety Office Provides Services To Evaluate Compliance With Related Regulations And Assist Departments And Campus Members In Meeting Health, Safety, And Environmental Requirements**

The Environmental Health and Safety Office provides the following services and has the following responsibilities:

1. Develop University-wide policies and procedures relating to environmental health and safety, including emergency response and chemical and biological material use and disposal. Guide their implementation, provide appropriate training, and maintain required records.

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2. Identify, report and respond to areas of concern and non-compliance with federal, state, and municipal regulations relating to safety, health, and protection of the environment, including asbestos awareness, assessment, operation, management, and removal programs.
3. Stop activities which place employees, students, or visitors in imminent hazard until safe practices can be implemented.
4. Act as primary responders for releases of hazardous chemicals or biological agents with protective equipment and spill containment materials.
5. Investigate concerns relating to air quality and provide industrial hygiene services.
6. Provide training, education, and communication to members of the institution regarding environmental health and safety, including procedures, information, and regulatory interpretations.
7. Administer and manage the workers' compensation claims program for faculty, staff, student workers, and volunteers, including the return-to-work program.
8. Support department or unit heads and supervisors to the maximum extent possible as they provide a safe place for faculty, staff, and students to conduct academic pursuits.

4. **Department Heads, Chair, and Center Director Have Responsibilities for Health, Safety and Environmental Protection**

Department or unit heads are responsible to:

1. Provide an overall safe place for faculty, staff, and students within the unit's facilities.
2. Ensure that employees and students are trained in safety procedures.
3. Ensure that appropriate safety equipment is provided.

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4. Ensure that appropriate safety and operational procedures are prepared and followed.
5. Ensure compliance with federal, state, and local regulations regarding safety, health, and environmental protection and audit periodically.

5. **Supervisory Personnel are Responsible to the Department Head for Implementing and Carrying Out Responsibilities for the Department Head**

Supervisory personnel includes faculty while in teaching and/or supervisory roles, forepersons and other supervisors. The following responsibilities of supervisory personnel cannot be delegated, except as specifically designated by the department head.

1. Provide for training of employees and students before allowing them to work at any hazardous task.
2. Provide personal protective equipment and enforce the required use of such equipment.
3. Provide written procedures for safe operation and emergencies.
4. Provide appropriate signs relating to specific departmental activities and procedures supplementing safety signage provided by Environmental Health and Safety.
5. Review accidents and occupational illnesses and send completed reports to the Environmental Health and Safety office.
6. Maintain full compliance with all federal, state, and local regulations regarding safety, health, and environmental protection.

6. **Employees Have Responsibilities for Health, Safety and Environmental Protection**

Each employee is responsible to:

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1. Observe all University and departmental environmental, safety and health rules, policies and procedures.
2. Observe all hazard warnings.
3. Report any job-related accident, illness, property damage or chemical release to the supervisor and seek appropriate treatment promptly.
4. Operate only equipment for which authorization and training have been received.
5. Participate in internal safety audits when requested.
6. Report hazardous or unsafe conditions to the supervisor or the Environmental Health and Safety Office.
7. Know emergency procedures for evacuation and fire and the location of emergency equipment, such as fire extinguishers and first aid kits.
8. Report blockage of emergency equipment, such as fire extinguishers, fire alarms, exit doors or stairways, to the supervisor or the Environmental Health and Safety office.

### **7. The University maintains a Central Health and Safety Committee**

The University-wide committee is comprised of employee-elected and employer-selected members. It is responsible to:

1. Review health and safety inspection reports to assist in correction of identified unsafe conditions or practices.
2. If non-compliance is observed for several quarters for a particular item on a departmental health and safety audit using a standard checklist, make a recommendation to the appropriate dean or vice president regarding the item.
3. Evaluate accident investigations conducted since the previous meeting to determine if the causes of unsafe acts or unsafe conditions involved were properly identified and corrected.

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4. Evaluate the accident and illness prevention program with a discussion of recommendations for improvement where indicated.
5. Review Facilities Management priorities for resolving health and safety issues annually.
6. Review information, programs and reports regarding the Drug-free Schools Act.

### 8. **Facilities Management Has Responsibilities for Health, Safety and Environmental Protection**

The Facilities Management Department provides for the maintenance and safe operation of the University's physical property, including supplying heat, light, ventilation and power for buildings; for custodial services and grounds maintenance; for motor pool services; for printing, copy duplicating and publication services; and for control and coordination of all repairs, construction and maintenance. Responsibilities include:

1. Assure that corrections of unsafe conditions receive a high priority.
2. Provide the Central Health and Safety Committee with an annual report on prioritizing health and safety related jobs.

### 9. **University Police Have Responsibilities for Health, Safety and Environmental Protection**

The University Police respond to emergency calls and alarms to provide assistance and control the site of the emergency. The communications officer summons the fire department or medical aid as needed. Responding officers are trained in first aid and CPR. They assist in situations where fire or emergency medical personnel are not required.

