

**POLICY**

Effective Date: April 19, 1993

Approved By: President's Council

Authority: RCW 28B.35.120

Cancels:

See Also: POL U5950.01 Health, Safety and Environmental Protection

**POL-U5950.08 OFFICE FIRE SAFETY**

*This policy applies to all persons employed by or working on the campus of Western Washington University.*

1. **The University believes that provision of a safe and healthful workplace includes minimizing the risk of fire and maximizing the life-safety of employees and students.**
2. **Department heads and center directors shall be responsible to ensure compliance with office fire safety procedures.**

Department heads and center directors may delegate these tasks.

3. **Supervisors are responsible to the director or department head for implementation of the policy in areas under their purview.**
4. **Each person is responsible for awareness of fire safety and for bringing fire hazards to their supervisor's attention.**

Persons are to contact the Environmental Health and Safety office if a supervisor's response is not forthcoming.