

WASHINGTON STATE UNIVERSITY



The Supervisor as Safety Manager

Environmental Health & Safety

Revised April 2017

Why Safety?

Continuity!



Absent safety, we risk mission failure, not meeting WSU's commitment to education, research and our community.

Why Safety is Important?

Shared Values: We, WSU commit to:

- A safe and secure campus environment
- A workplace where employees can be productive
- Preventing work-related injuries and illnesses
- Complying with rules and regulations

WSU Safety & Health Units

Public Safety

- ❖ Police Services
- ❖ Fire Services
- ❖ Office of Emergency Management

EH&S

- ❖ Occupational Health and Safety
- ❖ Environmental Services
- ❖ Risk Management

Office of Research Assurances

- ❖ Radiation Safety
- ❖ Biosafety

Human Resource Services


- ❖ Worker's Compensation
- ❖ Return-to-Work

WSU Police Department


- The Mission of the Washington State University Police Department, in partnership with the campus community, is to cultivate an atmosphere which supports the educational process and promotes academic and personal achievement, and community prosperity.
- WSU POLICE DEPARTMENT PATROLS CAMPUS 24 HOURS A DAY
- FOR NON EMERGENCY ASSISTANCE OR RESPONSE CALL 509-335-8548
- FOR EMERGENCY RESPONSE CALL 911
- FRONT OFFICE BUSINESS HOURS: MONDAY THROUGH FRIDAY 8AM-5PM
- WSUPD FAX: 509-335-4239

WSU Fire Marshal


- Fire and EMS services provided by Pullman FD
- Fire Safety & Compliance Officer & Fire Inspector on campus
- Conduct plans review, fire code enforcement, fire inspections, and fire safety training. The public areas (hallways, corridors, meeting rooms, etc.) of residence halls are inspected once each semester. Academic buildings are inspected periodically based on hazard classification and time availability.

 **Office of Emergency Management**

- WSU OEM administers a comprehensive emergency management program focused on the Pullman campus, but also engaging campuses, research stations and sites throughout the state.
- Support all phases of Emergency Management:
 - Planning
 - Preparedness
 - Mitigation
 - Response
 - Recovery
- Contact: Public Safety Bldg 143, 509-335-7471 (24/7)
emergencymanagement@wsu.edu
- <http://www.oem.wsu.edu>

 **Alert, Assess, Act**

- Washington State University follows an overarching protocol of “Alert, Assess, Act,” under which each individual must maintain a level of awareness about his/her personal situation.
- When made **ALERT** to an emergency situation (through direct observation or emergency notification),
- Each individual must **ASSESS** his/her particular situation, and
- **ACT** in the most appropriate way to assure his or her own safety. If possible, Cougs should also act to assure the safety of others.
- WSU encourages all students, faculty and staff to be aware of developing incidents, quickly make a personal assessment of the situation, and to act to ensure their own personal safety.

 **Alert, Assess, Act**

Alert:

- Cellphone calls/texts
- Landline phones
- WSU and personal email
- **WSU Alert is an opt-in service that you must sign up for**
- The WSU Alert website (alert.wsu.edu)
- The Cougar Outdoor Warning System (COWS) The appropriate action after hearing these sirens is to go indoors and see alert.wsu.edu for more information.
- Desktop alerts.
- WSU App
- WSU Alert on Twitter (@WSUAlert)
- If you see something, say something.

Alert, Assess, Act

Assess:

- Once made aware of an emergency situation, each individual must personally assess his/her own situation. The way an individual measures an incident will determine how he/she will act.

Alert, Assess, Act

Act:

- The way one acts to ensure their own safety may vary from person to person depending on location, severity of the incident, etc. An action that one individual may take might not be the right one for another. WSU encourages each individual to evaluate their personal situation and to take appropriate action to safeguard themselves. If possible, help others to safety.

As a supervisor:

- Encourage staff to sign up for WSU Alerts
- Bookmark Alert website alert.wsu.edu
- Maintain a list of important emergency contact numbers physically and electronically
- Maintain a current department phone list
- Consider how to continue critical department functions remotely, if possible
- Develop a strategy for communicating regarding cancellations, schedule alterations, alternative work methods/locations
- Discuss emergency preparedness at staff meetings periodically

WSU Public Safety Initiatives

Planning:

- Unit Level:
 - Emergency Response Plans
 - Emergency Action Plans
 - Continuity of Operations Plans
- University:
 - Comprehensive Emergency Management Plan
 - Continuity of Operations Plan
 - Hazard Mitigation Plan

Preparedness:

- Training, Exercises, Materials, EOC

Mitigation:

- Construction, Operation

Response:

- Scaled Support Structure (EOC, Teams)
- Notification
- Coordination with State/Partners

Recovery:

- Interface with FEMA/EMD
- Coordinate Long-term

Example Types of Event

- Severe Weather
 - Weather Triage Team
 - Policy Decision
 - Notification
- Hazardous Materials, Fire, Active Shooter
 - Response
 - Core Emergency Operations Team
 - Policy (Decision)
 - Notification

Active Shooter Response

- **Alert, Assess, Act** applies to these situations
- Actions include: Run, Hide, Fight
- Run, Hide, Fight is national standard
- Training available and expanding

Active Shooter Response


- Alert, Assess, Act applies to these situations
- Actions include: Run, Hide, Fight
- Run, Hide, Fight is national standard
- Training available and expanding

Clery Act

- Overview
- Timely warnings
- Emergency notifications
- Non-compliance \$35,000 each

The Supervisor as Safety Manager

The supervisor represents WSU as the "employer."



WAC 296-800-16002 Agency filings affecting this section

Compliance duties owed to each employee.

(1) Personal protective equipment. Standards in this part requiring employers provide personal protective equipment (PPE), including respirators and other types of PPE, because of hazards to employees impose a separate compliance duty with respect to each employee covered by the requirement. The employer must provide PPE to each employee required to use the PPE, and each failure to provide PPE to an employee may be considered a separate violation.

- We had a snowy, icy winter.
- Report hazards to:
 - Supervisor,
 - Hazard Notification form SPPM 2.52,
 - MyFacilities
 - Safety Committee

Shawn's Notes \$0.02

Safety 101

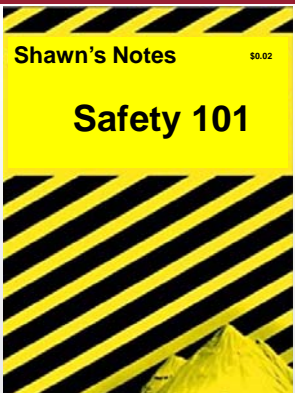


• **Training:**

- All employees are to receive the following training within the employing department:
- Back injury prevention
- Prevention of slips and falls
- Fire extinguisher operation
- Hazard Communication
- Office safety
- Asbestos Awareness
- Use and care of personal protective equipment (if applicable)

Shawn's Notes \$0.02

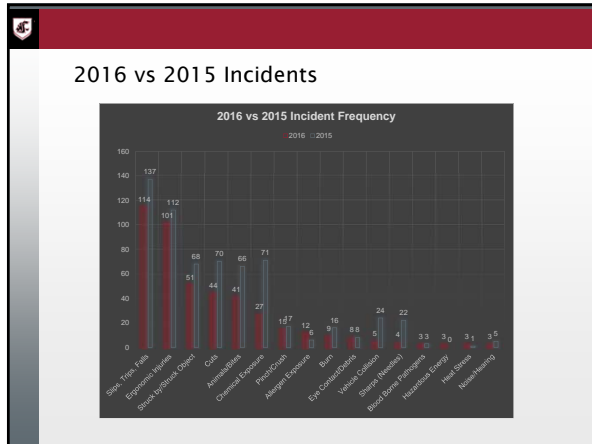
Safety 101

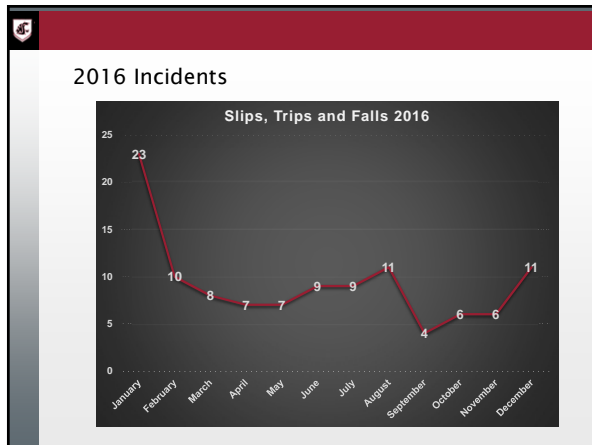


• **Training:**

- The following duties, if assigned require additional training:

• Chemical Handling	• Trench/Excavation Work	• Dangerous Waste Handling
• Respirator Use (non-voluntary)	• Work with Hazardous Energy/LOTO	• Spill Response
• Confined Space Entry	• Hot Work (Weld/Cut)	• Signaling/Flagging
• Work above 10 feet	• Work with Blood Borne Pathogens/OPIM	• Laboratory Work
• Ladder Use	• Electrical Work	• Work around Lasers
• Work from Scaffolds	• Asbestos Work	• Work around Radio Transmitters
• Operate Lifts	• Lead Based Paint	• Pesticide Handling
• Operate Powered Tools	• Compressed Gas	





WSU Safety & Health Units

Environmental Health, Safety and Risk Management **Services** (EHS&RMS):

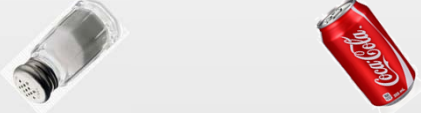
1. Environmental Services (Chemical Spills and Waste)
2. Public Health/Air & Water Quality
3. Risk Management & Insurance
4. Occupational Health & Safety
 - ◆ Hazard Evaluations
 - ◆ IAQ
 - ◆ Program/Facilities Reviews
 - ◆ Training
 - ◆ Policy Development
 - ◆ Program Administration

Environmental Services Public Service Announcement

EH&S Environmental Services would like to remind you to stop and think before throwing away chemicals or dumping chemicals down the drain.

Why?

Because Washington rules for characterizing Dangerous Waste are more stringent than the national standards.



WSU Safety & Health Units

EH&S' Interface with Public Safety

- Spill Response and Cleanup
- IAQ = Indoor Air Quality
- OAQ = ??? Air Quality
- MCS = Minor Capital Safety
- TLA = Three Letter Acronym

WSU Safety & Health Related Committees

Presidential Committees with safety and health related oversight:

- University Health & Safety Committee
- Institutional Animal Care and Use Committee
- Radiation Safety Committee
- Institutional Biosafety Committee
- Reactor Safeguards Committee
- Human Subjects Institutional Review Board

WSU's Safety & Health Program

The BIG PICTURE:

- ❖ WSU's Safety Policies and Procedures (SPPM)
- ❖ Departmental level Safety and Health Programs (Departmental Safety Committees, APP, CHP)
- ❖ EH&S's Occupational Health and Safety Administered Programs
- ❖ RSO/ORA Administered Programs for radiation, biohazard and animal safety

These programs support WSU's commitment to provide a safe and healthy work environment. They are intended to reduce the potential for work related injuries and exposures to workplace hazards.


SAFETY POLICIES AND PROCEDURES MANUAL INTRODUCTION / ORGANIZATION 102-1
 Revised 9-13
 Procedures, Records, and Forms
 335-2005

Comprehensive Table of Contents of the Safety Policies and Procedures Manual

Section Title	Number	Pages	Issue Date
Emergency Telephone Number	0.01	1-2	01-06
Introduction / Organization			
Contents of Chapter 1: Introduction / Organization	1.00	1	09-13
SPPM Table of Contents (By Chapter)	1.01	1	06-11
Comprehensive Table of Contents of the SPPM	1.02	1-7	09-13
Introduction to the Manual	1.10	1-3	11-01
Using the Manual	1.12	1-3	06-11
SPPM Focus Index	1.20	1-3	09-13
Health and Safety Organization Chart	1.30	1	01-07
General Workplace Safety			
Contents of Chapter 2: General Workplace Safety	2.00	1-2	09-13
Accident Prevention Responsibility	2.10	1-3	10-02
Unit Safety Committees and Meetings	2.12	1-3	10-11
Form - Safety Meeting Report and Agenda	2.12	4-5	10-11
Safety Bulletin Board	2.14	1	01-11

**Departmental Level Programs
 Accident Prevention Program (APP)**

- ❖ Department/Unit Safety Committees
- ❖ Safety Bulletin Board
- ❖ Accident Reporting
- ❖ Hazard Notification Process
- ❖ Safety and Health Inspections
- ❖ Accident Investigation
- ❖ Emergency Action Plan
- ❖ Safety and Health Training



Resource: APP template can be found at www.ehs.wsu.edu

SPPM 2.10

Environmental Health and Safety Accident Prevention Program Chapter 1.1

INTRODUCTION

A. References

- [Safe Workplace, Employer Responsibilities](#)
- [Safe Workplace, Employee Responsibilities](#)
- [Accident Prevention Program](#)
- [WSU SPPM](#)

B. Purpose

WSU Environmental Health and Safety's (EHS) Accident Prevention Program (APP) establishes Department policies and procedures intended to prevent workplace accidents, illnesses and injuries through effective policy. These policies support the systematic identification, evaluation/assessment, elimination and/or control of workplace hazards. To implement effective hazard controls, this policy clearly defines safety responsibilities, identifies resources for correcting or controlling hazards and outlines training requirements for personnel potentially exposed to workplace hazards.

**Accident Prevention Program
Department/Unit Safety Committees**

Employee involvement is integral to WSU's accident prevention efforts. Each employee must be represented by a safety committee per [WAC 296-800-130](#).

The unit safety committee serves to:

- ❖ Assist supervisors in promoting safety
- ❖ Evaluate employee safety concerns and reported hazards
- ❖ Evaluate Incident Reports and Supervisor Accident Investigation Reports, and recommend prevention measures
- ❖ Assist supervisors in coordinating and conducting annual safety inspections [WAC 296-800-13020](#)

SPPM 2.12

**Accident Prevention Program
Department/Unit Safety Committees**

Based upon Employee Appointing Authorities, WSU is supported by 279 Departments under 31 Areas (where an Area = a College e.g. CAHNRS or Major Office e.g. Office of the Provost and Executive Vice President)

Resource: EH&S can assist in establishing and training a committee

**Accident Prevention Program
Accident Reporting**

MAJOR ACCIDENTS MUST BE REPORTED TO EH&S IMMEDIATELY:
e.g. death, inpatient hospitalization (not just ER visit), loss of limb, loss of an eye.

Supervisors are to report any injury and occupational illness within 24 hours of occurrence using the on-line "Incident Report" form (www.ehs.wsu.edu).

SIGNIFICANT NEAR MISSES MUST ALSO BE REPORTED

- ❖ Students/Visitors: Risk Management
- ❖ Residence Hall Occupants: Residence Life
- ❖ Employees/Student Employees/Volunteers: EH&S

SPPM 2.24

**Accident Prevention Program
Hazard Notification Process**

Employees observing a safety concern are to contact their unit administrator, their supervisor and/or EH&S per WAC 296-800-120.

All safety hazards are to be reported to the unit administrator, the safety committee, and EH&S using the "Hazard Notification" form (SPPM 2.52.2).

The department responsible to address the safety concern completes the "Corrective Action" section of the form.

All serious hazards should be reported immediately to EH&S (5-3041).

SPPM 2.52

**Accident Prevention Program
Emergency & Continuity Planning**

First-Aid/CPR

- ❖ One trained responder is to be available to provide first-aid per WAC 296-800-15005

Fire Planning

- ❖ Fire extinguisher training – only use if you are trained
- ❖ Evacuation

Evacuation

- ❖ Evacuate upon activation of emergency alarm
- ❖ Posted maps indicating exits, first-aid kits, emergency eyewashes and showers, and the outside gathering location

- ❖ WSU Ready On-line Planning Tool
- ❖ Required of all WSU units (usually departments)

Departmental Safety & Health Programs

01_Introduction	17_Lab Safety
02_APP Guidance and Instructions	18_Ladders
03_Responsibilities	19_Lead
04_Accident and Injury Reporting	20_LOTO
05_Asbestos	21_Machine and Tool Safety
06_Blood Borne Pathogens	22_Motorized Vehicle Safety
07_Compressed Gas Cylinders	23_Pesticides
08_Confined Space	24_PPE
09_Elevating Work Platforms	25_Safety Bulletin Boards
10_Ergonomics	26_Safety Committees
11_Fall Protection	27_Scaffolds
12_General Material Handling and Storage	28_Spill Response
13_Hazard Notification	29_Training
14_HazCom	30_Trenching and Excavation
15_Heat Stress	31_Dangerous and Universal Waste Management
16_Inspection	

Establishing a Safe Workplace

A safety minded supervisor instills in their employees the desire and ability to work safely by:

- Clearly communicating expectations
- Leading by example
- Encouraging and welcoming suggestions
- Ensuring work is safely done
- Acknowledging safety efforts, and
- Document non-conformance
- Peer to peer accountability

What you permit, you promote!





WASHINGTON STATE UNIVERSITY



This has been a
WSU Training
Videoconference

If you attended this live training session
and wish to have your attendance
documented in your training history,
please notify Human Resource Services
within 24 hours of today's date:

hrstraining@wsu.edu
