The Supervisor as Safety Manager

Environmental Health & Safety, Public Safety, and the Office of Emergency Management

Mission
Washington State University is a public research university committed to its land-grant heritage and tradition of service to society. Our mission is threefold:

1. To advance knowledge through creative research, innovation, and creativity across a wide range of academic disciplines.
2. To extend knowledge through innovative educational programs in which students and emerging scholars are mentored to realize their highest potential and assume roles of leadership, responsibility, and service to society.
3. To apply knowledge through local and global engagement that will improve quality of life and enhance the economy of the state, nation, and world.

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

And there are rules too...
Employer responsibilities: Safe Workplace Summary.
Your responsibility:
To provide a safe and healthy workplace free from recognized hazards.

WSU Safety & Health Units

- Public Safety
  - Police Services
  - Fire Safety Services
  - Office of Emergency Management
- EH&S
  - Occupational Health and Safety
  - Environmental Services
  - Risk Management
- Office of Research Assurances
  - Radiation Safety
  - Biosafety
  - Research Animal Safety
- Human Resource Services
  - Worker’s Compensation
  - Return-to-Work
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 Safety Officer
- 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.

WSU Alerts: Air Quality
https://airquality.wsu.edu/
Office of Emergency Management

- WSU OEM administers a comprehensive emergency management program focused on the Pullman campus, but also engaging regional campuses, research stations and sites throughout the state.
- Our goal is to help protect lives and safety of students, faculty staff, visitors & animals; safeguard critical infrastructure, facilities, environment, essential records & research.

Public Safety 143, 509-335-7471, emergencymanagement@wsu.edu
http://www.oem.wsu.edu

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

Alert, Assess, Act

Washington State University follows an overall approach 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:
- The WSU Alert Notification System contacts anyone who signs up through myWSU to receive alerts via cellphone calls/texts, landline phones, WSU and personal email.
  - Opt in service
- The WSU Alert website (alert.wsu.edu) provides safety and awareness information, as well as details on alerts that are issued.
- The Cougar Outdoor Warning System (COWS) is a set of outdoor sirens that will sound in events posing an immediate threat to the safety of those outdoors.
- Desktop alerts. These alerts will only pop up on computers that are connected to the WSU server.
- Social media - @WSUAlertTwitter
- Even with all of these outlets to disseminate information to the campus population, WSU cannot do it alone. If you see something, say something. Alert others quickly and call 911 if you see something suspicious.

Assess:
- Once made aware of an emergency situation, each individual must personally assess his/her own situation.
- The way you measure an incident will determine how you will 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. Cougs help Cougs!

Event Response

Inclement Weather
- Weather Triage 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

Clery Act
• Overview
• Timely warnings
• Emergency notifications
• Non-compliance $35,000 each
The supervisor represents WSU as the "employer."

- Report hazards to:
  - Supervisor,
  - Hazard Notification form SPPM 2.52,
  - MyFacilities,
  - Safety Committee

Training:
- All employees are to receive the following training within the employing department:
  - Fall injury prevention (general)
  - Prevention of slips and falls
  - Fire extinguisher operation
  - Hazard Communication
  - Office safety
  - Asbestos Awareness
  - Use and care of personal protective equipment if applicable
- Training:
  - The following duties, if assigned require additional training:

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2017 vs 2016 vs 2015 Incidents

2017 - 2015 Incident Frequency
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:
- Employee Health & Safety Committee(s) (EHS)
- Institutional Animal Care and Use Committee (ORA)
- Radiation Safety Committee (ORA)
- Institutional Biosafety Committee (ORA)
- Reactor Safeguards Committee (ORA)
- Human Subjects Institutional Review Board (ORA)
- Laboratory Chemical and Physical Hazards Safety Committee (EHS)
- Student Safety and Security (Public Safety)
- Infectious Disease and Public Health (HWS & EHS)
- Emergency Management (Public Safety)
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.

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
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 296-800-11020

Resource: EH&S can assist in establishing and training a committee.
WASHINGTON STATE UNIVERSITY

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)
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

"Safety Culture" = Peer to peer accountability

What you permit, you promote!
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