



# Accident Prevention Program

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10/6/2020

# The University of Puget Sound Accident Prevention Plan (APP)

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## **Purpose**

The purpose of this Accident Prevention Program (APP) is to encourage a high standard of safety throughout all locations and operations at the University of Puget Sound (the University) and to establish overall safe work practices and accident prevention by and for staff, faculty, student workers, and contractors.

While this APP addresses several of the core requirements for health and safety at the University, other aspects of health and safety are covered in more detail in individual topic- or area-specific documents. A copy of this and other safety and health program documents are available on the EH&S website or by calling the Facilities Help Desk at 253-879-3713.

## **Mission Statement**

The University of Puget Sound is committed to the safety and well-being of the entire campus community, with the ultimate goal being to provide the safest working and learning environment possible for our students, faculty, staff, and visitors. These and our other safety and health policies and practices have been developed and adopted for the protection of University personnel and to ensure compliance with Washington Industrial Safety and Health Act (WISHA) regulations and applicable industry best practices. It is anticipated that such a program will not only serve University faculty, staff and student employees, but will also facilitate the protection of our students, visitors, facilities, resources, and environment.

## **Employee Orientation**

New employees currently receive basic safety and health training, such as bloodborne pathogens and hazard communication, as well as an introduction to campus emergency response procedures. This training is provided by the Environmental Health and Safety (EHS) Department working with each department or area, who provides additional location- and task-specific training, which may include both classroom and on-the-job (OJT) training. Individual departments and/or areas also provide location- and task-specific hazard communication training covering the chemical products used.

Training documentation is maintained and/or verified and tracked by the EHS Department, to ensure that the appropriate training has been provided and that training records are maintained as required on a topic-specific basis.

## **Staff Participation through Campus Health & Safety Committees**

The University has formed several Health & Safety Committees, to facilitate University management and employees working together to identify safety problems, develop solutions, review and share incident reports, and conduct area inspections, using this and other means as applicable to regularly evaluate the effectiveness of our safety program.

Each committee consists of one or more departmental management representative, with an equal or larger number of employee representatives who volunteer or are elected by their co-workers. Although certain management representatives may serve continuously while in a particular position with the University, other members serve for a maximum one-year term. If there is a vacancy, then an election is held before the next scheduled meeting to fill the balance of the term.

A chairperson is selected by majority vote of the committee members each year. If there is a vacancy, the same method is used to select a replacement.

Committee members manage the Safety Committee - voting on a Chairperson, establishing a charter for the committee, deciding upon the meeting schedule, and conducting and documenting committee business, including preparing and approving meeting minutes for posting.

In addition to the committee responsibilities, duties of Health & Safety Committee members include:

- Area inspections are conducted, for discussion at the next committee meeting.
- Communicate with the faculty and staff they represent, including student workers, on safety issues and encouraging safe work practices among co-workers.
- Review incident reports and communicate the findings and recommendations with their constituency.
- Review safety suggestions submitted by University personnel.
- Document of and follow-up on safety hazards observed and/or reported.
- Suggest accident prevention and safety training programs and other programs when appropriate.

#### **Departmental Health & Safety Committees**

The following departmental Health & Safety Committees are active within the University.

- **Facilities Services Health & Safety Committee**  
Other campus personnel often participate in this committee or submit safety concerns related to campus grounds and/or facilities.
- **Sciences, Art Health & Safety Committee**  
The Sciences Safety Committee is set up to include principally the science departments housed in Harned and Thompson Halls. However, other departments with substantial use of chemicals also participate in this committee, including the Art and Art History Department. Security Services also participates in this committee.
- **Dining and Conference Services Health & Safety Committee**  
Dining and Conference Services has its own Health & Safety Committee focusing on its unique safety concerns and hazard controls.

#### **Accident Reporting**

The University of Puget Sound believes that most injuries can be avoided with proper planning and sound safety practices. The University's goal is to create a Zero Accident Environment, in which all University personnel can work safely without injury or illness. One critical component of this is prompt response to an accident. Another is follow-up to ensure that all incidents (injuries, illnesses or close calls) are evaluated in a thorough and effective way.

Should an incident occur, it should be reported immediately. This allows determination of whether professional medical assistance is required and timely investigation of the cause of the injury.

**For an emergency, contact 911.** Follow up with Security Services to ensure they are notified of emergency services in route.

Report incidents that are not emergencies to your supervisor or contact the Environmental Health and Safety Director through the Facilities Help Desk at 253-879-3713.

### **Location of First Aid Kits**

First aid kits, appropriate to the area, are located in each building. Employees are introduced to the location of first aid kits in their department or area during their departmental safety and health orientation.

In addition, first aid kits are located in all custodial closets.

Contact 911 (follow up with Security Services) for assistance with any accident requiring more than minor first aid.

### **Reporting of Unsafe Conditions and/or Practices**

Unsafe conditions and/or practices should be reported to your supervisor.

You may additionally report an unsafe condition or practice to the appropriate Safety & Health Committee or by calling the Facilities Help Desk (253-879-3713).

### **Use and Care of Required Personal Protective Equipment (PPE)**

Under specific circumstances (by department, area and/or task), you may be required to wear PPE to protect against injury. If so, PPE will be provided at no cost to you and you will receive the necessary training in the use and care of the PPE you are required to use. This is addressed in more detail in the University's Personal Protective Equipment (PPE) Program.

### **Emergency Response**

In the event of an emergency, you may be instructed to evacuate the building. You should follow the procedures outlined in the University's ERP (see <https://www.pugetsound.edu/emergency/>), in which you will have received training during your new employee orientation. If you have not been assigned a specific job to perform in the event of an emergency, you should just follow the directions you receive during the incident. In the event that you need emergency assistance, call 911.

In addition, the poster included in Appendix A (Page 5) of this APP is widely posted throughout the campus, along with facility maps, to aid you in safely evacuating in the event of an emergency.

## Hazardous Chemicals

Staff/Faculty will receive basic Hazard Communication training to be able to identify and understand hazards.

If at any time you feel you have been exposed to a hazardous chemical, notify your supervisor and/or the Facilities Help Desk (253-879-3713). If you experience acute symptoms of exposure and may require urgent care, contact 911 (follow up with Security Services at 253-879-3311).

## Policy History and Review

Author:	Facilities Services	
Review/Approval By:	Robert Kief (Associate Vice President for Facilities)	
Effective Date:	September 20, 2011	
Program Review:	Reviewed/updated by: Michelle Copeland	Date: 9-5-18
	Updates/changes, with rationale: General revision in response to questions raised in L&I inspection.	
	Reviewed/updated by: Michelle Copeland	Date: 9-5-19
	Updates/changes, with rationale: General review with suggested minor revisions and questions regarding implementation. Including verification of references and titles and identification of implementation priorities for verification. Review and approval by Robert Kief, September 10, 2019, with final by Michelle Copeland September 23, 2019.	
	Reviewed/updated by: Bryan Necessary	Date: 10-6-20
	Updates/changes, with rationale: Minor changes, formatting-wise.	

# UNIVERSITY of PUGET SOUND

## EMERGENCY AND SAFETY INFORMATION

### TO REPORT EMERGENCIES

FOR ALL CAMPUS EMERGENCIES CALL:

Security Services: 253.879.3311 or  
Police, Fire, Medical: 911

### Emergency Notification

The campus community will be notified about major emergencies in one or more of the following ways:

#### University Emergency Mass Notification System

Those who register for this system can be notified via cell phone, text message, campus e-mail, and/or personal e-mail. To request registration e-mail [emergency@ups.edu](mailto:emergency@ups.edu).

#### Talk-a-Phone Wide-Area Broadcast System

Five Talk-a-Phone towers are installed on campus for outdoor loudspeaker announcements.

#### Campus Web Site

Home page announcement on [www.ups.edu](http://www.ups.edu).

#### Campuswide E-mail or Voice Mail Message

Sent to campus e-mail addresses and phone extensions.

#### Emergency Info Line

Recorded message on 253.879.4900



### CRIME OR VIOLENCE

If you observe a crime in progress, a life-threatening situation, injury, or act of violence:

- Immediately notify Security Services (3311) or Tacoma Police (911).
- Be prepared to provide descriptive suspect information, including:
  - Height/weight
  - Hair color/length
  - Facial hair or unusual physical characteristics
  - Glasses
  - Clothing color/style (hat, jacket, shoes)
  - Any property in possession (backpack, etc.)
- Do not intervene unless necessary to protect yourself or others.
- Use your best judgment based upon the circumstances, such as fleeing the area if possible or securing yourself in a protected area.



### LOCK DOWN

Buildings may be locked down in case of violent situations on or near campus or for other safety reasons.

#### What You Should Do

Get to safety.

- Use your judgment based on circumstances. If possible quickly leave the area of risk or hide in a secure building, room, or outdoor space.
- Secure yourself as best as you can.
- Lock the door of the room you are occupying.
  - Lie on the floor, out of sight and away from windows and doors.
  - Place cell phones or pagers on vibrate so that you can receive messages quietly.

#### What Others Will Do

- External doors will be secured by university staff involved in emergency response.
- The campus will be notified when the lock down is over and/or the situation is resolved.



### POWER OUTAGE

In the event electrical power is interrupted campuswide or in a building you occupy:

- Exit your building and wait at the designated Emergency Gathering Area.
- Wait for directions from the Emergency Response Team.
- The field house, tennis annex, and/or other buildings with emergency generators may be used for temporary shelter.



### FIRE

- Pull the fire alarm and/or verbally alert others to exit the building.
- Close doors and windows in your immediate area as you exit.
- Leave the building via the closest and safest exit. Do not use elevators.
- Meet with others in the designated Emergency Gathering Area and wait for directions from the Emergency Response Team.

If there is no safe exit:

- Place a towel or other material under your door to prevent smoke from entering your room.
- If a door handle is hot, do not open the door.
- Flash room lights, hang something from a window, and/or call for help from a window.

Immediately notify Security Services (3311) or Tacoma Fire Department (911) and do not re-enter the building unless authorized by the Emergency Response Team.

**When a fire alarm sounds, always exit the building immediately.**



### HAZARDOUS SPILLS OR LEAKS

In event of a hazardous material spill or gas leak:

- Call Security Services (3311) to report the nature and location of the spill or leak.
- Evacuate the affected area. Activate the fire alarm to evacuate an entire building, if necessary.
- Meet Security Services, Facilities Services, and/or Tacoma Fire Department representatives at the designated Emergency Gathering Area for the affected building.
- Provide information about the spill or leak, including the exact materials involved, if known.



### EMERGENCY MEDICAL CARE

- Notify Security Services (3311) or Tacoma Fire Department (911).
- Do not attempt to move injured persons unless necessary to avoid further injury.
- Provide first aid to the level for which you have been trained.
- Provide information about the medical incident to response staff when they arrive.



### EARTHQUAKE

Indoors

- Seek refuge under a desk, table, or other substantial furniture or fixtures.
- Stay away from windows and items that could fall from overhead.
- Do not exit buildings until the shaking stops.
- Proceed quickly to the nearest safe exit.
- Go directly to the designated Emergency Gathering Area and wait for directions from the Emergency Response Team.
- Be prepared for aftershocks.

Outdoors

- Meet with others in the designated Emergency Gathering Area and wait for directions from the Emergency Response Team.
- Do not re-enter buildings until authorized to do so.
- Avoid downed power lines.
- If in a vehicle, stay inside and stop at the nearest safe location, away from power lines.

The field house and tennis annex may be used on a temporary basis to provide food and shelter, if necessary.



### INCLEMENT WEATHER

University operations may be closed or altered based upon inclement weather conditions, such as snow or wind storms. Decisions to close operations usually will be communicated by 5:30 a.m. No announcement of closure or altered operations means the university is operating normally.

Closure decisions will be communicated as follows:

- Campus Emergency Information Line: 253.879.4900
- [www.ups.edu](http://www.ups.edu)
- KPLU FM 88.5, KPMS FM 94.1, KIRO AM 710, KIXI AM 880, KOMO AM 1000
- KING TV 5, KIRO TV 7, KOMO TV 4
- Other communications methods may be used (such as the University Mass Notification System), if needed.

**Please DO NOT call Security Services for open/close information.**



### PERSONAL SAFETY

- Park your vehicle in lighted and heavily traveled areas at night or in the early morning.
- Use 24-hour Security Escort Service (253.879.3311). Do not walk alone, especially at night.
- Always lock vehicle and residence doors, even when you are inside.
- Do not leave valuables visible or unattended.
- Call 3311 immediately to report incidents or suspicious circumstances.

More information is available by contacting Security Services.

Campus Extension: 3311  
Phone: 253.879.3311

For emergency response information go to  
[www.ups.edu/emergency.xml](http://www.ups.edu/emergency.xml)

## Heat Stress Prevention Program (May 1-September 30)

**Purpose:** The Heat Stress Prevention Program

Who is covered under this program?

- Anyone working in temperatures as low as 52 degrees Fahrenheit when wearing clothing that is non-breathable, or provides a vapor barrier like rain gear, or chemical resistant suits.
- Anyone working in temperatures beginning at 77 degrees Fahrenheit when wearing clothing such as double layer woven clothes including coveralls, jackets, and sweatshirts.
- Anyone working in temperatures starting at 89 degrees Fahrenheit when wearing all other clothing.

Individuals who aren't acclimatized to weather are more susceptible to dehydration and heat stress

**Responsibilities:**

Supervisors are responsible for the following:

- Understanding the processes and emergency response procedures that must be followed if a supervisor finds a staff member that is experiencing heat related illness symptoms. Check on staff to ensure they are accessing shade, cool areas to take breaks and drink water.

Staff-members are responsible for the following:

- Understanding and monitoring their own personal factors for heat related illness, and consuming water and other acceptable beverages.
- Attending and participating in annual heat stress training.
- Immediately reporting their own symptoms of heat related illness or the observed symptoms to their supervisor or coworkers.

Supervisors are responsible for the following:

- Understand the process followed if staff member exhibits signs or symptoms consistent with possible heat-related illness, including appropriate emergency response procedures.

**Training Requirements:**

All Staff in Facilities Services and Security Services are required to participate in annual training for heat stress, and extreme temperature working conditions. Training includes the following:

- The environmental and personal risk factors that cause heat related illnesses

- The employer’s procedures for identifying, evaluating, and controlling exposures to the environmental and personal risk factors for heat related illness.
- The importance of small quantities of water consumed frequently or other beverages.
- The importance of immediately reporting signs or symptoms of heat-related illness in either themselves
- The importance of acclimatization
- The different types of heat related illness and their common signs and symptoms
- The importance of immediately reporting signs or symptoms of heat-related illness in either themselves or in coworkers to the person in charge and the procedures the employee must follow including appropriate emergency response procedures.

**Provision of Water:**

Staff have access to potable water. Water access is provided constantly throughout staff’s shifts, access to water locations are in every building throughout campus.

**Shade Access:**

Staff suffering from heat illness, or starting to exude symptoms of heat illness will be provided access to an area with shade for no less than five minutes. Access to shade will be permitted at all times. Shade areas include trees, buildings, and/or temporary structures that are either ventilated or open to air movement.

**Definitions:**

- Acclimatization. The body's temporary adaptation to work in heat that occurs as a person is exposed to it over time.
- Double-layer woven clothing. Clothing worn in two layers allowing air to reach the skin. For example, coveralls worn on top of regular work clothes.
- Drinking water. Potable water that is suitable to drink. Drinking water packaged as a consumer product and electrolyte-replenishing beverages (i.e., sports drinks) that do not contain caffeine are acceptable.
- Engineering controls. The use of devices to reduce exposure and aid cooling (i.e., air conditioning).
- Environmental factors for heat-related illness. Working conditions that increase susceptibility for heat-related illness such as air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload (i.e., heavy, medium, or low) and duration, and personal protective equipment worn by employees. Measurement of environmental factors is not required by WAC 296-62-095.
- Heat-related illness. A medical condition resulting from the body's inability to cope with a particular heat load, and includes, but is not limited to, heat cramps, heat rash, heat exhaustion, fainting, and heat stroke.

- Outdoor environment. An environment where work activities are conducted outside. Work environments such as inside vehicle cabs, sheds, and tents or other structures may be considered an outdoor environment if the environmental factors affecting temperature are not managed by engineering controls. Construction activity is considered to be work in an indoor environment when performed inside a structure after the outside walls and roof are erected
- Vapor barrier clothing. Clothing that significantly inhibits or completely prevents sweat produced by the body from evaporating into the outside air. Such clothing includes encapsulating suits, various forms of chemical resistant suits used for PPE, and other forms of non-breathing clothing.

### **Procedures for Responding to Heat-Related Illness:**

If you come across a colleague that seems to be exuding symptoms of heat-related illness:

- Help escort them to a shaded area
- Remove extra layer of clothing/loosen clothing or PPE if worn
- Place ice packs or cold wet towels over body
- Don't leave the individual alone
- Ask the individual three questions:
  - "What is your name?"
  - "What day is it?"
  - "Where are we?"

If the question, can't be answered, assume it is heat stroke.

In the case of an emergency, call 911. Follow up with Security Services (extension 3311) to make sure they know emergency medical services was contacted.