

**SEATTLEU**

**Accident Prevention  
Program (APP)**

*Revision 2022*

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## **SEATTLE UNIVERSITY'S SAFETY COMMITMENT**

Seattle University is committed to providing a safe workplace. Working jointly, Administrators, Deans, Department and Division heads and area supervisors are responsible for ensuring safe work practices and providing a safe work environment. Department of Public Safety (DPS), Environmental Health and Safety (EHS) and Academic Safety personnel assist in designing and implementing appropriate accident and incident response plans. The Seattle University campus community is expected to eliminate preventable accidents, injuries and illnesses by adhering to safe practices.

## **SCOPE**

The Seattle University Accident Prevention Program (APP) aims to reduce or eliminate occupational or workplace hazards to achieve our safety commitment and meet requirements under [Washington Administrative Code \(WAC\) 296-800-140](#). This written Program covers employee safety orientation, incident reporting and emergency response, the University Safety Committee and general safety requirements.

The APP requirements apply to all employees of Seattle University including staff, faculty, student workers and volunteers in paid positions (permanent, part-time or seasonal). The APP is [available online](#).

## **SAFETY ORIENTATION**

Employees complete an online safety orientation within the first week of beginning work at Seattle University. The safety orientation includes the elements described below and is supplemented by worksite-specific training and written documentation (e.g., policies, standard operating procedures (SOPs), hazard assessments) provided by supervisors or their designees.

### **General Safety Topics**

Employees are empowered to

- Conduct activities in a safe manner,
- Stop activities immediately to correct any unsafe condition that is encountered and
- Take corrective action so that activities may proceed in a safe manner.

Employees observe the following basic safety rules to help make Seattle University a safe place to work. Employees follow additional safety rules specific to their positions.

- Report unsafe activities or conditions to your supervisor or the University Safety Committee.
- Do not remove or disable any safety device.
- Use machinery only if you are properly trained and authorized to use it.

- Always use personal protective equipment (PPE) appropriate to the task being performed.
- Obey all warning signage.
- Use of alcohol, a controlled substance or other drug that is not medically authorized and affects work performance, including the ability to work safely, [is not permitted](#) in the workplace.
- Do not bring firearms or explosives to the workplace. [Seattle University is a weapons-free campus](#), except for required use by law enforcement officials.
- [Seattle University is a tobacco-free and smoke-free campus](#). Smoking is permitted off campus, including public sidewalks, at least 25 feet from a building's door, window or air intake.
- Report hazardous material spills to DPS immediately at 206-296-5911 or by dialing x5911 from any campus landline.
  - Clean non-hazardous spills immediately.
  - Close off the area to prevent accidental slip and fall injuries.
  - If you are unsure of how to clean a spill or if you suspect that it may be a hazardous material, report the spill to your supervisor and to DPS immediately.
- Replace all tools and supplies after use.
- Practice good housekeeping in all work areas. Do not allow waste materials to accumulate where they will become a hazard.

## Reporting Accidents or Occupational Illnesses

Employees report accidents, incidents, exposures and occupational illnesses of any severity, including near misses, to their supervisors and to DPS at 206-296-5911 or by dialing x5911 from any campus landline. Illnesses or injuries that require immediate medical treatment must be reported to DPS as soon as possible.

DPS will report serious injuries to the Department of Labor & Industries (L&I) within 8 hours and is the main point of contact for L&I investigations. DPS will also create and circulate an incident report.

HR will enter recordable incidents into the OSHA 300 injury/illness log (OSHA log) within 6 days of receiving a report as required by [WAC 296-27](#). OSHA logs are posted on the safety bulletin board between Feb. 1 and Apr. 30 for the previous calendar year and are kept on file for 5 years. Employees may view an OSHA log at any time by submitting a request to HR.

The University Safety Committee reviews accident, incident and near miss reports and root cause analyses on a regular basis to identify trends and to recommend solutions to identifiable hazards.

## Reporting Potential Hazards

Employees report emergent safety and health hazards to DPS at 206-296-5911 or by dialing x5911 from any campus landline. Employees are encouraged to report non-emergent safety concerns to their supervisors or the University Safety Committee. Anonymous reports are accepted through the university's [EthicsPoint reporting](#)

[system](#). Reports are forwarded to the EHS Manager or Academic Safety Officer for review at the next scheduled meeting.

## **Emergency Procedures**

DPS establishes and promulgates emergency preparedness, response and management procedures and resources. Emergency procedures and evacuation areas are posted at the exits of each building and inside classrooms. [The Emergency Procedures poster and evacuation map is also available online](#). Procedures for specific hazards are detailed in worksite-specific SOPs. Employees receive a physical safety orientation to their workplace that includes the locations of emergency equipment (e.g., fire extinguishers, first aid kits) and the closest exit(s).

## **First Aid Response Plan**

University employees are provided quick and effective first aid in the event of an injury. DPS officers are first aid and CPR certified and will respond to all first aid assistance calls. The Seattle Fire Department is in close proximity to campus and generally responds to serious injuries in less than 10 minutes. Contact DPS by dialing 206-296-5911 or x5911 from any campus landline.

Supervisors and employees are encouraged to seek first aid training. First aid supplies are readily available to all employees and are maintained by EHS.

## **Hazardous Materials**

Identification, assessment and control of hazardous materials are covered by the university's [Hazard Communication Program](#) and [Chemical Hygiene Plan](#).

## **Personal Protective Equipment (PPE)**

PPE is required for work in hazardous environments or with hazardous materials or certain equipment to protect against injury. Employees receive worksite-specific training from their supervisor or designee on the required PPE and its use and care. Required PPE is provided to employees at no cost to them.

## **Required Training**

Program-specific training (e.g., confined space, bloodborne pathogens) is reviewed and approved by EHS or Academic Safety staff and provided in person or through [EngageSU](#).

On-the-job training, including safety instructions, required PPE and emergency procedures based on the hazard assessment for each task, is provided by the supervisor or designee before employees perform a task for the first time. Supervisors [document](#) and retain employee training records for the duration of employment. EHS or Academic Safety staff are available for consultation on supervisor or designee training requirements for a specific task.

## **SAFETY COMMITTEE**

The University Safety Committee consists of employee representatives who have an interest in the general promotion of safety and health for Seattle University. The committee serves as an advisory group to the administration and is responsible for evaluating the overall effectiveness of the APP and recommending improvements to safety and health in the workplace.

### **Composition**

The Safety Committee shall consist of at least four members—two appointed and at least two elected.

- The EHS Manager and Academic Safety Officer serve as appointed members.
- Elected members drawn from the Staff Council, the Academic Assembly and/or union-represented staff have 1-year terms with no term limits. If there is an elected member vacancy, a new member will be elected before the next scheduled meeting.

Committee activities are conducted during normal working hours and in a format that allows all members to attend.

A chairperson or co-chairperson shall be elected by a majority vote of the members.

### **Meetings**

Committee meetings are held at least semi-annually. Frequency of meetings is determined by the members. Supplemental meetings may be called at the discretion of the chairperson as circumstance dictates. Minutes are posted on the safety bulletin board and retained by the committee for one year.

### **Input/Communication**

University employees can submit agenda topics to the committee for consideration and/or request direct presentation before the committee. Meeting schedules are announced by email and posted on the safety bulletin board.