

**University of Washington
Department of Comparative Literature
HEALTH AND SAFETY PLAN
Revised April 2014**

A. INTRODUCTION	2
1. Scope	2
2. Health and Safety Policy	2
3. Responsibility	2
4. Safety Coordinator	2
B. FUNDAMENTALS	2
1. New Employee Safety Orientation	2
2. Emergency Evacuation and Operations Plan (EEOP)	2-3
3. Accidents	3-4
4. First Aid and CPR Access	4
5. Safety Problems: Reporting and Resolving	4
6. Safety Meetings	4
7. Safety Bulletin Boards	4
C. ACCIDENT PREVENTION	4-5
D. THE SAFE CAMPUS PROGRAM	5
E. THE BACK PAGE (CONTACT INFO)	6-7

COMPARATIVE LITERATURE Health and Safety Plan

A. INTRODUCTION

1. Scope

The policies and procedures described here apply to all employees of the Department of Comparative Literature at the University of Washington, hereafter referred to as COMPARATIVE LITERATURE.

2. Health and Safety Policy

The aim of this Health and Safety Plan is to provide a safe, healthful and efficient work environment for all, including faculty, staff employees, students, and visitors to the Department.

3. Responsibility

The Department Chair, Administrator, and other Directors (ie; Cinema Studies Program, Program in Theory and Criticism, Program in Textual Studies, Program in Cinema and Media Studies) are responsible for maintaining safe work practices in their respective areas, including required health and safety training. COMPARATIVE LITERATURE requires all employees to comply with health and safety regulations, with departmental policies and procedures that apply to their own conduct on the job, and to report accidents, injuries, and unsafe conditions to their supervisor.

4. Safety Coordinator

The Department Chair and Administrator have been given adequate authority to carry out the following responsibilities:

- Auditing compliance with this Health & Safety Plan
- Updating this Plan, at least annually
- Coordinating with Environmental Health & Safety
- Working with faculty, staff and students to resolve safety complaints
- Keeping safety bulletin boards current
- Maintaining safety records
- Keeping the department head aware of current safety concerns.

B. FUNDAMENTALS

The following seven fundamental health and safety items apply to all employees of COMPARATIVE LITERATURE:

1. New Employee Safety Orientation

It is the responsibility of the Chair and Administrator to make certain that all new employees under their supervision, including those that are permanent, temporary, or part-time, complete the Departmental New Employee Safety Orientation in a timely fashion.

2. Emergency Evacuation and Operations Plan (EEOP)

The Department has developed procedures for evacuation in an emergency and for response to fires, bomb threats, chemical spills, earthquakes, etc. The fundamentals of the EEOP are summarized below:

a. Building Floor Plan

Building floor plans show safety equipment and exit pathways on all floors of Padelford. Building floor plans are mounted on the walls at the entrance to all elevators, and stairwells. Do

COMPARATIVE LITERATURE Health and Safety Plan

not use elevators in an emergency evacuation situation. The floor plans show the location of fire extinguishers and fire alarm pulls.

b. Evacuation procedures

- The alarm signal to evacuate the building is a slow “whooping” sound accompanied by flashing strobe lights.
- Instructors and teaching assistants must be familiar with the detailed evacuation procedure for their classroom and feel comfortable directing the students under their control. See the emergency information posted in the buildings where you are teaching.
- Exit the building via the emergency exit doors and stairwells. The last person leaving the office/work space should close the door.
- Follow the instructions of the floor wardens who can be identified by their colored hats and clip boards.
- Proceed to the evacuation assembly points (see below)
- NOTE: in the special case of an **earthquake** the building emergency alarm is unlikely to function. Do not evacuate the building until the shaking has stopped. Seek cover under desks or tables if available. Instructors and teaching assistants should reassure and advise their class on the correct response. If there are no tables (i.e. in a lecture theatre) students should be instructed to **drop** to the floor, **cover** their head, and **hold that position**. Once the shaking has stopped students should be instructed to evacuate the building according to the instructions above. Emergency Detailed procedures for Faculty, Lecturers, and Teaching Assistants may be found at:

www.ehs.washington.edu/SafPlan/Index.htm

c. Evacuation assembly points

The evacuation assembly point for Padelford Departments is in the HUB parking lot.

d. Methods for accounting for staff, students, visitors

- Evacuation assembly points are controlled by the appropriate floor warden. Identify yourself to the floor warden (wearing green hats) and follow their instructions.
- If you have a visitor ensure that the visitor accompanies you during the evacuation procedure.
- Instructors and teaching assistants should ensure that their class remains together as a group and work with the students to ensure that all are accounted for.
- Remain at the assembly area unless instructed by an official. Do not reenter the building until the all clear is given by the Floor Wardens as instructed by the Fire Department.

e. Mobility impaired occupants

Give all reasonable assistance to mobility impaired occupants of the building. Inform the Fire Department of the person’s needs and whereabouts.

3. Accidents

a. Medical Emergencies

All medical emergencies must be reported to the nearest Emergency Medical Services (EMS). To do this:

Dial 911 from Campus phones

Remain calm, state the nature of the emergency. Answer all questions asked by the emergency dispatcher.

COMPARATIVE LITERATURE Health and Safety Plan

b. Reporting accidents and incidents

All accidents *and near misses* must be reported to the employee's supervisor as soon as possible. Near misses are valuable opportunities to correct unsafe situations. The University provides a report form which includes provision for the supervisor's comments and signature. This form can be found and filled out at the Online Accident Reporting System (OARS) <http://www.ehs.washington.edu/ohsoars/index.shtm>

The appropriate Department Administrator, listed on the "*back page*" of this document, must also be apprised of the accident or incident.

c. Investigation

All accidents and near accidents must be investigated by the supervisor who then summarizes the details and corrective measures in the above report. EH&S and the Department's safety committee review the report. Assistance from EH&S is available by calling 543-7388.

4. First Aid and CPR Access

First aid kits are located in the office of the floor wardens. The floor wardens are encouraged to receive training in first aid. The names of the floor wardens and the locations of their office are listed on the "*back page*" of this document.

5. Safety Problems: Reporting and Resolving

Employees are encouraged to report safety concerns to their supervisor. If employees do not feel they can do this, or have done so and do not feel the problem has been resolved, they may discuss the situation directly with their safety coordinator or safety committee representative given below. Assistance from EH&S is available, if needed, to resolve a problem. Safety problems may be reported on the same form as accidents and incidents.

6. Safety Meetings

The department Safety Committee meets during the last week of each quarter. The names and phone numbers of current committee members may be found at: http://www.ehs.washington.edu/ohssafcom/organizational_members.pdf and on the "*back page*" of this document. The committee welcomes feedback and suggestions from all members of the department.

7. Safety Bulletin Boards

The departmental safety bulletin boards are used for posting safety related information. The department safety bulletin board is located outside the Comparative Literature conference room, B-526/528 Padelford.

C. ACCIDENT PREVENTION

1. Identification of Hazards
2. Reduction of Hazards
3. Safety Inspections
4. First Aid and CPR Training
5. Safety Training: On-Going
6. Medical Exams and Vaccinations

COMPARATIVE LITERATURE Health and Safety Plan

Employees should identify potential hazards in their work space and consult with their supervisors for appropriate action or training classes. Supervisors should ensure that their employees' training is current. Information on training classes available can be found at <http://www.ehs.washington.edu>.

D. THE SAFE CAMPUS PROGRAM

While there are specific regulatory requirements for hospitals and late night retail operations regarding workplace violence that don't apply to general University operations, we do recognize that individual attacks on faculty, staff and students can and have occurred due to domestic violence or workplace violence. As part of maintaining a healthy, safe working environment, the University has developed and administers one UW Violence in the Workplace Policy and Procedure through the Human Resource's Violence Prevention and Response Program. Information on the program/policies is published on the UW website at

<http://www.washington.edu/admin/hr/polproc/workviolence/index.html>

University services include nighttime safety escort services, counseling sessions, a dedicated assessment team, and informational materials and training, but services are not limited to these items. All managers, supervisors, and employees must be aware of the appropriate processes to follow regarding workplace and domestic violence prevention. They can receive assistance in answering any employee questions from the HR Violence Prevention and Response Program Manager. We expect our entire faculty and staff to take Workplace Violence training at least once every biennium, as well as receive information during new employee orientation. We arrange for the biennial training [fill in the method used by your work group]. Records of the training are maintained in the [give location] Office. For more comprehensive information, access the Safe Campus website at

<http://www.washington.edu/safecampus/>

If any staff has concerns regarding a threat of violence, call:

- . Seattle: (206) 685-SAFE (2066857233)
- . Bothell: (425) 352-SAFE (4253527233)
- . Tacoma: (253) 692-SAFE (2536927233)

In a life threatening situation or imminent danger call 911, immediately.

COMPARATIVE LITERATURE Health and Safety Plan

Back Page

Department: Comparative Literature
 Main Office: Room B-531 Padelford
 (206) 543-7542, FAX (206) 685-2017
<https://complit.washington.edu/>

Department Administrator: Marcia Feinstein-Tobey
 Room B-531 Padelford
 (206) 543-7542
maf@u.washington.edu

Last Updated (date/person): April 23, 2014, Marcia Feinstein-Tobey

Safety and Health Coordinator: Marcia Feinstein-Tobey

Padelford Floor Wardens:

A-Wing	B-Wing	C-Wing
Floor PL (-2)		
English UG Advising	English , Linguistics, CSSS TA Offices	Math TAs
Linda Ahern (lahern@)		Steve Sheetz (sbsheetz@math)
Nancy Sisko (nsisko@)		Chris Bonneau (chrisb49@math)
Bridget Nordquist (bridget@)		
Kimberly Swayze (swayze@)		
Floor LL (-1)		
English Writing Programs	English Writing Center	CSSS & Math
Diana Borrow (dborrow@)	Judy Leroux (jleroux@)	Kevin Loranger (levinlor@math)
Floor One		
English	CHID, GWSS, Spanish	Spanish, Portuguese & Math
	Amy Peloff (apeloff@)	
Carolyn Busch (buschc@)	Cynthia Anderson (chid@)	Michael Munz (munz@math)
Annee Fishet (af5@u)	Young Kim (youngk@u)	David Miles (dmiles@)
Karla Tofte (tofte@)		Lani Phillips (lanip)
Floor Two		
Linguistics	French & Italian	French & Italian
	Jennifer Keene (jkeene@)	Jennifer Keene (jkeene@)
	Sabrina Tatta (sabri@)	Sabrina Tatta (sabri@)

AIS Health and Safety Plan

Back Page (Cont'd)

Padelford Floor Wardens (cont'd)

A-Wing	B-Wing	C-Wing
Floor Three		
English Computer Support/ Faculty Offices	Statistics	Math Library
Rob Weller (weller@)	Vickie Braybeal (graybeal@)	Saundra Martin (skmartin@)
	Ellen Reynolds (ellen@stat)	
Floor Four		
English Faculty Offices	English Faculty Offices	Comparative Literature
Ellen Palms (epalms@)	Ellen Palms (epalms@)	Yuko Mera (ymera@)
Floor Five		
English Faculty Offices	American Ethnic Studies	Comparative Literature American Indian Studies, Math
Angellica Hernandez (acordero@)	Dalia Correa (correa@)	Marcia Feinstein-Tobey (maf@)
CPR & First Aid Certified		
CPR	First Aid	
Vickie Braybeal, Statistics	Vickie Braybeal, Statistics	
Mike Munz, Math	Mike Munz, Math	
Steve Sheetz, Math	Steve Sheetz, Math	
Chris Bonneau	Chris Bonneau	
Susan Malti, Math	Susan Malti, Math	
Ellen Palm, AES	Ellen Palm, AES	

Health and Safety Committee, Group 6, Members

Committee Head:			
Robert C. Stacey	Dean	bstacey@uw.edu	543-5340
Elected Members			
Richard Ball	Psychology	richb@uw.edu	685-8281
Nick Giese	Economics	giesen2@uw.edu	765-5939
Wanjiku Gitahi	History	wanjiku@uw.edu	543-5790
Billie Grace	DXArts	bgrace@uw.edu	685-0973
Alex Hansen	Biology	ahansen@uw.edu	543-8358
Angelica Hernandez	AES	acordero@uw.edu	543-0867
Elena Johns	Music	emjohns@uw.edu	543-2071
Jimmy Johnson	DXArts	jimified@uw.edu	632-0171
Peter Johnston	Chemistry	pvj@uw.edu	685-1812
John Martin (Chair)	Art	jtmartin@uw.edu	543-0748
Ron Maxell	Physics	maxell@phys.washington.edu	543-8588

Paul Miller	Chemistry	paulmil@uw.edu	543-8183
Risa Morgan-Lewellyn	Dance	risam@uw.edu	543-0550
Ulrika O'Brien	Sociology	ulrika@uw.edu	543-5226
Steve Sheetz	Mathematics	sbsheetz@math.washington.edu	543-6303
Heidi Tilghman	CASSS	tilghman@uw.edu	221-5991
Bev Wessel (Secretary)	Philosophy	wessel@uw.edu	616-7953
Appointed Members:			
Ann DePasquale	CAS Dean's Office	amd@uw.edu	685-4825
Lauren Monroe	Burke Museum	lkmonroe@uw.edu	543-2525
EH&S Ex Officio:			
Emma Alder	EH&S	ealder@uw.edu	221-2852