TRAINING INFORMATION

- General health & safety training is required annually for all School of Dentistry workforce members; completing this module will satisfy your annual requirement for this year.
- This training will take approximately 40 minutes to complete.
- In order to get credit for this training, the knowledge assessment must be completed (this link is at the end of the module).
PURPOSE

- This training is provided to School of Dentistry faculty, staff and students as a review and update on core safety concepts for managing a safe work environment and protecting the workforce.

- The goal of this training is not always to provide the answers to all health & safety questions, but to prompt the workforce member to seek answers and protocols from his/her supervisor.
TOPICS

- Safety Management
- Hazardous Materials and Waste
- Biohazards/Infectious Agents
- Equipment Management
- Fire and Life Safety
- Utility Failure
- Disaster/Emergency Preparedness
- Public Safety/Security
- Personal Treasure Hunt
TOPICS - SAFETY MANAGEMENT

- Safety Management
- Hazardous Materials and Waste
- Biohazards/Infectious Agents
- Equipment Management
- Fire and Life Safety
- Utility Failure
- Disaster/Emergency Preparedness
- Public Safety/Security
- Personal Treasure Hunt
- Quiz
SAFETY MANAGEMENT

- UW Policy
- Responsibilities
- Department Safety Program
- Policies and Procedures
- Safety Communication
- Reporting
- Accident Investigation
The policy of the University is to achieve compliance with state standards by instituting occupational safety and health programs in all departments and service units.

Employees are required to cooperate by using safe work habits so that accidents and job-related illnesses are prevented.
Responsibilities

Everyone has a role in managing the work environment and protecting the worker

- Vice President and Dean
- Dean, Director, Chair, and Supervisor
- Department Head
- Anyone with supervisory responsibilities
- Employees (faculty and staff)
- Environmental Health and Safety
Responsibilities
Administrative Policy Statement 10.3

For the purposes of compliance with WISHA standards and to provide a safe and healthful working environment for employees, the University has assigned responsibility for occupational health and safety as follows:

**Vice Presidents and Deans** are responsible for directing all units within their respective areas to establish and administer occupational safety and health programs.

**Deans, Directors, Chairs, and Supervisors** are responsible for safety performance in their respective units.
Responsibilities
Administrative Policy Statement 10.3

**Department Heads** are responsible for:

- Implementing department safety and health programs and for acting as liaisons between their departments and EH&S
- They are advised to designate one person, plus an alternate, to act as a department coordinator for health and safety
Responsibilities

Presidential Orders - Executive Order 55:
University Safety Programs — Policy and Responsibilities

**Everyone with supervisory responsibility** is responsible for:

- Direct participation and supervision of programs to assure safe working conditions are maintained
- Faculty and staff are responsible for their own safety, the safety of students and employees under their supervision, and the safety of their fellow employees
  - This responsibility cannot be transferred nor delegated
- Supervisors shall provide training for accident prevention, as necessary, for those working under their direction
Responsibilities
Administrative Policy Statement 10.3

**Employee (faculty & staff) responsibilities:**

- Cooperate with other employees to eliminate accidents
- Learn and practice all safe practices governing their work
- Offer safety suggestions which may contribute to a safer work environment
- Apply principles of accident prevention in daily work and use proper safety devices and protective equipment as required by their employment or employer
- Properly care for all personal protective equipment
- Promptly report to immediate supervisor each work-related injury or illness, regardless of the degree of severity
Responsibilities
Administrative Policy Statement 10.3

Environmental Health and Safety (EH&S) responsibilities:

- Assist Departments to identify safety hazards, develop occupational safety and health programs, report fatalities and multiple injuries to L&I, conduct safety inspections and accident investigations, and correct conditions of noncompliance
- Advise employee groups on their responsibilities and rights under WISHA
- Designated as the University of Washington's representative in dealing with Labor and Industries on matters concerning compliance with L&I regulations
Some components of a Health and Safety Program are:

- Policies and procedures
- Safety communication
- Reporting
- Accident investigation
- Hazard or risk assessment
- Periodic self inspection
- Hazard controls and personal protective equipment (PPE)
- Environmental stewardship
Some examples of Health & Safety Program policies and procedures are:

- UW Administrative Policy Statement (APS)
- Department specific safe work procedures and practices
- Exposure Control Plan
- Infection Control Plan
- Protocol for disposal of hazardous materials
Safety Communication

- Training
- Warning signs
- Warning labels
- Safety bulletin board
- Safety committees
Reporting:
What if I want to report a safety concern?

- Report it to your supervisor
- If the concern is not addressed, fill out an Online Accident Reporting System (OARS) report
  - Your concern will be evaluated by the appropriate safety committee assisted by EH&S
  - For more information on OARS reporting, go to the Environmental Health & Safety website:
Reporting:
What if I am injured or exposed?

- If major medical emergency, call 911
- Provide immediate first aid
- Report to your supervisor or instructor
- Call the SOD Exposure/Incident Hotline 206-351-2268
- Seek medical care
- Fill out an Online Accident Reporting System (OARS) report at http://dental.washington.edu/health-and-safety/event-reporting/

Refer to the bright yellow Medical Emergency Procedure posted in all clinical areas and available online:
Reporting:
Encouraged & retaliation strictly prohibited

- We encourage all workforce members to report workplace safety concerns and potential concerns as soon as possible.
- All avenues of reporting are always open and encouraged:
  - Contact your supervisor
  - Fill out an OARS report
  - Contact the Health & Safety Manager
  - Contact the Health & Safety Director
- Reporting concerns allows us to investigate and address potential and actual health and safety issues in order to keep employees, students and patients safe.
Reporting:
When a workforce member is hospitalized or there is a fatality

- Notify your supervisor
- Supervisor immediately calls EH&S to report the incident that resulted in death or in-patient hospitalization
  - Day hours: Contact EH&S at 543-7262
  - After hours: Contact UW Police Department Dispatch at 911 and Police will notify EH&S Staff-On-Call
- Do not move any equipment involved in a serious accident until EH&S has obtained clearance from the state investigators
Accident/Incident Investigation

If there is an accident/incident, the supervisor is responsible for thoroughly investigating in order to identify corrective actions to prevent future recurrence

- Conduct the investigation:
  - Onsite investigation

- Identify corrective actions to prevent recurrence:
  - Repair equipment
  - Replace damaged equipment
  - Revise or create procedures/SOPs
  - Train, retrain, educate

- Report corrective action in OARS report
Accident/Incident Investigation

- Accidents and Incidents reported through OARS are reviewed by the following:
  - School of Dentistry Health & Safety Manager and Health & Safety Director
  - School of Dentistry Health & Safety Committee
  - Environmental Health Services (EH&S)
  - Group 4 Health and Safety Subcommittee
  - Group 4 Health and Safety Committee
TOPICS – HAZARDOUS MATERIALS AND WASTE

- Safety Management
- **Hazardous Materials and Waste**
- Biohazards/Infectious Agents
- Equipment Management
- Fire and Life Safety
- Utility Failure
- Disaster/Emergency Preparedness
- Public Safety/Security
- Personal Treasure Hunt
- Quiz
HAZARDOUS MATERIALS AND WASTE

- Hazardous materials = Chemicals
- Know your chemicals and know the hazards
- Use MyChem – MyChem includes:
  - Chemical inventories
  - Material Safety Data Sheets (MSDS)
    - Health and environmental hazards
    - First aid & emergency procedures
    - Personal protective equipment – e.g. Gloves, Safety Glasses

Refer to MyChem on EH&S web site
https://www.ehs.washington.edu/epomychem/index.shtm
MSDS Example from MyChem

MATERIAL SAFETY DATA SHEET

IN CASE OF EMERGENCY CALL CHEMTREC AT 1-800-424-9300

1. PRODUCT IDENTIFICATION AND COMPANY IDENTIFICATION:

Product Name: PURELL® 2 in 1 INSTANT HAND SANITIZER

GOJO Industries, Inc.
One GOJO Plaza, Suite 500
Akron, OH 44311

Emergency Phone: 1-800-424-9300 CHEMTREC
Non-Emergency Phone: (330) 255-6000
MSDS Request Phone: (330) 255-6000 x8804

2. INFORMATION ON INGREDIENTS:

<table>
<thead>
<tr>
<th>HAZARDOUS INGREDIENTS</th>
<th>CAS NUMBER</th>
<th>OSHA PEL</th>
<th>ACGIH TLV</th>
<th>% RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethanol</td>
<td>64-17-5</td>
<td>1000 ppm</td>
<td>1000 ppm</td>
<td>62</td>
</tr>
<tr>
<td>Isopropanol</td>
<td>67-63-0</td>
<td>400 ppm</td>
<td>400 ppm</td>
<td>&lt;5</td>
</tr>
</tbody>
</table>

Other ingredient(s) with notification requirements:

<table>
<thead>
<tr>
<th>CAS NUMBER</th>
<th>List</th>
</tr>
</thead>
<tbody>
<tr>
<td>64-17-5</td>
<td>MA 1; NJ 1S; PA 1; CN 2</td>
</tr>
<tr>
<td>67-63-0</td>
<td>MA 1; NJ 1S; CN 1</td>
</tr>
</tbody>
</table>
General Safe Practices

- Work in the fume hood
- LABEL all containers clearly
- No food or drink where chemicals are in use
- Only use chemicals in appropriate areas
- Store chemicals properly: Segregate properly and store in designated cabinet
- Prevent spills by using proper containers
- Department training for specific hazards

If you don’t know or can’t remember – ASK!!
Personal Protective Equipment (PPE)

- Some chemicals or job duties require the use of PPE
  - Gloves
  - Face shield
  - Eye protection
  - Gowns
  - Lab coat
  - Respirators with chemical cartridges
  - Powered Air Purifying Respirators (PAPRs)

Know what you need to wear to protect yourself

The following slide shows different types of eye protection and how well each type protects the eyes; goggles are clearly more effective than safety glasses
Comparison of Eye Protection Options

Safety Glasses With Vented Side Shields (Impact Only)

Safety Glasses With Nonvented Side Shields (Impact Only)

Visorgogs® (Impact Only)

Impact Safety Goggles (Impact Only)

Chemical Splash Safety Goggles (Impact and Splash Protection)
Hazardous Spill Clean Up

- Don’t risk your safety if the spill is beyond your comfort level
  - Contact EH&S for assistance – Do NOT clean it up

- Questions to ask yourself:
  - Do I know what spilled?
  - Do I know the hazards involved?
  - Does my location have a spill kit?
  - Am I trained to use spill kits?
  - Can I protect myself?
  - Do I have access to MyChem for MSDS and clean up procedures?
Prevent Chemical Spills

- Purchase chemicals in smaller, easier to handle containers
- Purchase chemicals in non-breakable bottles or containers
- Transport chemical containers in a chemical carrier or cart
- Avoid chemical transport in halls when there is high traffic
- Handle and pick up a container with two hands
- Place spill pad on bench top or in fume hood where spill can be anticipated
  - For larger volume of liquid that cannot be absorbed by a pad, use a tray
- If a chemical is dispensed from a container by a spigot, place a spill pad below the spigot to absorb drips and spills
- Store unused reagents in designated storage area
- Keep your work area clean of needles, equipment, and clutter
Waste Collection and Separation

- Dispose of waste in a properly labeled and approved container
- Examples of waste include:
  - Sharps
  - Biohazardous, infectious waste
  - Chemical waste
  - Pharmaceutical waste
  - Dry regular solid waste
  - Batteries
Accumulation and Disposal of Hazardous Materials

- Accumulate waste in a sturdy, compatible container with a screw top lid.
- Label all containers with a completed UW Hazardous Materials Label.
- Leave some headspace in the container for temperature and vapor pressure changes.
- Store waste in secondary containment to contain spills and leaks.
- Make sure the waste accumulation location is under your control (i.e. not in hallways.)
- Stay under maximum accumulation limits for each type of waste (54 gallons for most chemical waste, 1 quart for extremely hazardous waste).
- Do not accumulate the same type of waste into two containers at the same time.
- Have documented training for chemical waste management:
  - Laboratory staff should take the Managing Laboratory Chemicals Online training
  - Clinical staff should take the Hazardous Waste Management for clinics online training.
- Use the Hazardous Waste Self Audit Checklist to evaluate your compliance with hazardous waste regulations.
- Required forms for disposal and auditing of materials can be found following: http://dental.washington.edu/health-and-safety/forms/
Asbestos

- Older UW buildings have asbestos containing materials
  - Asbestos can be in floors, walls, pipe insulation
- Asbestos is safe when not disturbed
- Airborne asbestos fibers are hazardous to your health and exposure may cause diseases
  - Lung cancer, asbestosis, mesothelioma
- Only Facility Services Trades Workers are allowed to penetrate floors, walls, and ceilings

DANGER
CONTAINS ASBESTOS FIBERS
AVOID CREATING DUST
CANCER AND LUNG DISEASE HAZARD
Asbestos

- Avoid damaging walls, floors and pipes with carts, beds, etc
- Do NOT perform “self help” renovation projects
- If you see suspect debris, report it to a supervisor
- Take the online Asbestos Training Class (required annually)

- Questions? Contact EH&S at 543-1713
TOPICS – BIOHAZARDS/INFECTIONOUS AGENTS

- Safety Management
- Hazardous Materials and Waste
- **Biohazards/Infectious Agents**
- Equipment Management
- Fire and Life Safety
- Utility Failure
- Disaster/Emergency Preparedness
- Public Safety/Security
- Personal Treasure Hunt
- Quiz
BIOHAZARDS/INFECTIONOUS AGENTS

- Bloodborne Pathogens
- Patient Care
- Research
Bloodborne Pathogens

What is the Hazard?

- Hepatitis B (HBV)
- Hepatitis C (HCV)
- Human Immunodeficiency Virus (HIV)
- Others
Bloodborne Pathogens

Exposure occurs when there is contact with blood or bodily fluids

- Needlesticks
- Cut from contaminated sharps (scalpels, burs, scalers, broken glass, etc.)
- Contact through broken (cut or abraded) skin with contaminated blood
- Splash to mucous membranes (eyes, nose, mouth)
Bloodborne Pathogens

Protect yourself

- Treat all blood and bodily fluids as if they are contaminated/infectious
- Use proper personal protective equipment (PPE)
- Use sharps safety devices
- Follow proper cleanup and decontamination procedures
- Dispose of all contaminated material in the proper manner
Bloodborne Pathogens

If you get a BBP needlestick, splash or other exposure

- Perform first aid:
  - Scrub exposed area thoroughly with sudsing soap and warm water for 15 minutes
  - Wash eyes at eyewash station for 15 minutes while holding eyelids open
- Report to your supervisor/instructor
- Call the SOD Exposure/Incident Hotline at 206-351-2268
- Seek medical care per School procedure
- Complete an OARS report

School of Dentistry Emergency/Exposure procedure:

Patient Care

Infection Control Precautions

- **Universal precautions**: Assume there will be contact with blood or bodily secretions and always wear gloves, gowns, masks, and protective eyewear.

- **Contact precautions (skin-to-skin contact)**: Wear gloves and follow proper hand washing technique.
Good hand washing and disinfection is a key step to infection control. Missing these steps can put the clinician and patient at risk. Don’t risk your health by skipping a 2 minute hand washing or decontamination procedure!
Research

Risk Groups

- **Risk Group 1**: Microorganism is unlikely to cause human or animal disease

- **Risk Group 2**: Pathogen that can cause human or animal disease but is unlikely to be a serious hazard to laboratory workers, community, livestock or environment
Research

Risk Groups

- **Risk Group 3**: Pathogen that usually causes serious human or animal disease but does not ordinarily spread from one infected individual to another - Effective treatment and preventive measures are available

- **Risk Group 4**: Human or animal disease that can be readily transmitted from one individual to another, directly or indirectly - Effective treatment and preventive measures are not usually available
Research

Biosafety Levels

- Research projects are assigned to a “Biosafety Level” for work involving infectious agents

- For each Biosafety Level, protection is derived from a combination of facility design and ventilation, safety equipment, work practices, and personal protective equipment (PPE)
Biosafety Levels

- **Biosafety Level 1**: Basic level that relies on standard microbiological practices and hand washing - No special containment needed

- **Biosafety Level 2**: Procedures can be conducted on the open bench provided good microbiological techniques are followed and splash or aerosol generation is low
Research

Biosafety Levels

- **Biosafety Level 3:**
  - Lab manipulations result in exposure to potentially infectious aerosols
  - Work performed in biosafety cabinet (BSC) or other enclosed equipment
  - Control access to lab and ventilation minimizes release of infectious aerosols from lab

- **Biosafety Level 4:** NO BSL 4 work at the UW
  - Involves work with dangerous and exotic agents that pose a high risk of life-threatening disease, which may be transmitted by aerosol route - There is no available vaccine or therapy
Personal Protective Equipment (PPE)

- What PPE does your job or your research protocol require?
  - Gloves
  - Face shield
  - Eye protection
    - Eye exposures can be completely prevented with appropriate PPE
  - Gowns
  - Lab coat
  - Surgical Masks/N95 respirator
  - Powered Air Purifying Respirators (PAPRs)

Know what you need to wear to protect yourself
Biohazards/Infectious Agents

Resources for researchers and patient care providers:

- UW Biosafety Manual
- Department specific Bloodborne Pathogen Exposure Control Plan
- Department specific biosafety protocols
- Patient care: Infection control precautions/procedures
- Dental care: Dental safety precautions
- Biosafety training classes offered by EH&S: [http://www.ehs.washington.edu/psotrain/onlineclass.shtm](http://www.ehs.washington.edu/psotrain/onlineclass.shtm)
TOPICS – EQUIPMENT MANAGEMENT

- Safety Management
- Hazardous Materials and Waste
- Biohazards/Infectious Agents
- **Equipment Management**
- Fire and Life Safety
- Utility Failure
- Disaster/Emergency Preparedness
- Public Safety/Security
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- Quiz
EQUIPMENT MANAGEMENT

- Maintain a current equipment inventory
- As recommended by manufacturer, perform the following:
  - Annual maintenance
  - Periodic maintenance
  - Daily calibration
- If you don’t need it, get rid of it - Space is precious
- Don’t store equipment in the hallway
EQUIPMENT MANAGEMENT

If equipment needs repair:

- Remove it from service and tag it
- Provide a detailed description of the problem
- Send equipment for repair

Unwanted equipment:

- If contaminated, Dept must decontaminate equipment before sending to Surplus
  - Fill out Form UoW 1803 “NOTICE OF LABORATORY EQUIPMENT DECONTAMINATION” and follow instructions on the Form

Refer to Facilities Services website:
http://www.washington.edu/facilities/finadmin/movingandsurplus/
Equipment Tests

- Emergency shower
  - Annual test by Facilities Services

- Emergency eyewash stations
  - Weekly test by dept/clinic with documentation confirming test was done
  - More info at: http://www.ehs.washington.edu/fsohazmat/eyewash.shtm

- Chemical fume hood and biosafety cabinet
  - Annual test by EH&S
TOPICS – FIRE AND LIFE SAFETY

- Safety Management
- Hazardous Materials and Waste
- Infectious Agents/Biohazards
- Equipment Management
- **Fire and Life Safety**
- Utility Failure
- Disaster/Emergency Preparedness
- Public Safety/Security
- Personal Treasure Hunt
- Quiz
No Smoking

- The UW campus is a “No Smoking” campus
- Smoking is only permitted at designated locations
- Designated smoking locations can be found on the EH&S website: [http://www.ehs.washington.edu/psosmoking/](http://www.ehs.washington.edu/psosmoking/)
R-A-C-E

- **RESCUE**
- **ALARM**
  - Pull alarm and announce to co-workers
- **CONTAIN**
  - Close the door
- **EVACUATE or EXTINGUISH**

Know Your Department Procedure

- Planned response to a fire
- Nearest fire alarm
- Nearest evacuation exit
- Assembly site after evacuation
- Nearest fire extinguisher (use only if you have been trained)
P-A-S-S

- **PULL**
- **AIM**
- **SQUEEZE**
- **SWEEP**

Use a fire extinguisher only if you have been trained

Fire extinguisher information can be found at:

Building Evacuation

For the building you are in:

- Evacuate laterally? How far?
- Evacuate vertically? How far?
- Evacuate the building?
  - Where do you assemble after evacuation for information and updates?
- Shelter in place?
- When are you authorized to reoccupy?
Evacuation

- Use the stairs, not the elevator
- How will you assist the disabled?
Fire Prevention Practices

- Store larger volumes of flammable material in appropriate storage cabinets
- Keep flammables and combustibles at a minimum
- Do not use flammables and combustibles near an open flame
- Store items no closer than 18” from a sprinkler head
- Do not block doors, fire extinguishers or pull alarms
TOPICS – UTILITY FAILURE

- Safety Management
- Hazardous Materials and Waste
- Biohazards/Infectious Agents
- Equipment Management
- Fire and Life Safety
- **Utility Failure**
- Disaster/Emergency Preparedness
- Public Safety/Security
- Personal Treasure Hunt
- Quiz
# Utility Failure

## Health Sciences

<table>
<thead>
<tr>
<th>Type</th>
<th>Response</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Power Loss</td>
<td>• Turn off power to equipment.</td>
<td>Report to Health Sciences Facilities Services</td>
</tr>
<tr>
<td></td>
<td>• Unplug sensitive equipment to protect from power surge when power returns.</td>
<td>Days: 543-3010</td>
</tr>
<tr>
<td></td>
<td>• Ensure life-support systems are connected to emergency power outlets.</td>
<td>Off Hours: 685-1406</td>
</tr>
<tr>
<td>Elevator Stops</td>
<td>• If out of service - Use alternative elevator or stairs.</td>
<td>Report to Health Sciences Facilities Services</td>
</tr>
<tr>
<td></td>
<td>• If stuck between floors - Use phone and report the emergency, and wait assistance.</td>
<td>Days: 543-3010</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Off Hours: 685-1406</td>
</tr>
<tr>
<td>Type</td>
<td>Response</td>
<td>Phone</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Water = Leak or Flood</td>
<td>• Move or cover water-sensitive equipment to protect it.</td>
<td>Report to Health Sciences Facilities Services Days: 543-3010 Off Hours: 685-1406</td>
</tr>
<tr>
<td></td>
<td>• Collect water in waste container.</td>
<td></td>
</tr>
<tr>
<td>Ventilation Loss</td>
<td>• Close sash to fume hood and biosafety cabinet.</td>
<td>Report to Health Sciences Facilities Services Days: 543-3010 Off Hours: 685-1406</td>
</tr>
<tr>
<td></td>
<td>• Minimize use of chemicals and infectious agents.</td>
<td></td>
</tr>
<tr>
<td>Odor</td>
<td>• Determine source, if possible.</td>
<td>Report to Health Sciences Facilities Services Days: 543-3010 Off Hours: 685-1406</td>
</tr>
<tr>
<td></td>
<td>• Identify odor, if possible.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• If repetitive occurrence: Determine time of occurrence, and maintain a log.</td>
<td></td>
</tr>
</tbody>
</table>
TOPICS – DISASTER/EMERGENCY PREPAREDNESS

- Safety Management
- Hazardous Materials and Waste
- Biohazards/Infectious Agents
- Equipment Management
- Fire and Life Safety
- Utility Failure
- Disaster/Emergency Preparedness
- Public Safety/Security
- Personal Treasure Hunt
- Quiz
Emergency Management Plan

Established by UW to address immediate needs created by a major disaster or emergency that disrupts normal operations and requires special measures to:

- Save and protect lives of students, patients, employees, and the public
- Manage immediate communications and information regarding emergency response operations and campus safety
- Provide essential services and operations
- Provide and analyze information to support decision-making and action plans
- Manage University resources effectively in the emergency response
Disaster Preparedness

- A disaster event results in the activation of University of Washington Emergency Operations Center (EOC)
- Information is communicated to UW Community members via:
  - UW Information Line (recorded message) 206-UWS-INFO, Toll Free: 1-866-897-INFO
  - Your supervisor, department administrator or building coordinator
  - KOMO 1000 AM (Emergency Alert System)
Disaster Preparedness

Primary Threat: Earthquake

- During the earthquake, drop, cover, and hold under a table or desk or against an inside wall (not in a doorway) until shaking stops
- After shaking stops, check yourself and then others for injuries
- Move to the nearest exit
- Evacuate the building
- Meet in your designated assembly point for further information and updates
Emergency Preparedness

One Common Event: Winter Storm

Before

- Stay Informed - Listen to the radio or television for latest weather information

During

- Stay safe, warm, dry and calm
- Do not drive unnecessarily
  - 70% of deaths related to ice and snow occur when people are stranded in cars or involved in accidents
  - If you must drive, carry necessary emergency supplies
- Dress warmly to prevent frostbite and hypothermia
- Stay inside if you can
School’s Inclement Weather Policy

- The School of Dentistry has an Inclement Weather and Suspended Operations policy that can be found on the website at:
  
Emergency Preparedness

Which individuals have been identified as essential staff in your department/clinic – Who will take care of the following?

- Patients
- Research Animals

Will you have the following for 7 days?

- Food and water
- Heat, electrical power, and ventilation
- Waste collection and disposal capacity
Emergency Contacts – ICE

- Enter “ICE” (In Case of Emergency) in your cell phone next to the names of those who are your emergency contacts to indicate who should be called if you are in an accident or other emergency.

- Rescue workers, police and doctors will check your cell phone for ICE numbers if you are not able to communicate your emergency contact information.

- It is important for doctors and other health care providers to know your medical history; programming “ICE” into your phone identifies friends and/or family members who can assist those caring for you in an emergency.
UW Alert

- The University of Washington has developed UW Alert to disseminate official information during emergencies or situations that may disrupt the normal operation of UW.
- UW Alert is offered on a voluntary self-subscription basis for current UW students, staff and faculty and is intended to complement other tools already used to communicate during crises or emergencies.
- For more info and to sign up, go to: [http://www.washington.edu/alert/index.php](http://www.washington.edu/alert/index.php)
TOPICS – PUBLIC SAFETY/SECURITY

- Safety Management
- Hazardous Materials and Waste
- Biohazards/Infectious Agents
- Equipment Management
- Fire and Life Safety
- Utility Failure
- Disaster/Emergency Preparedness
- Public Safety/Security
- Personal Treasure Hunt
- Quiz
Workplace Violence

The University of Washington is committed to providing a safe, healthful workplace that is free from violence or threats of violence. The University does not tolerate behavior, whether direct or through the use of university facilities, property or resources that:

- Is violent;
- Threatens violence;
- Harasses or intimidates others;
- Interferes with an individual's legal rights of movement or expression; or,
- Disrupts the workplace, the academic environment or the University's ability to provide service to the public.

Violent or threatening behavior can include: physical acts, oral or written statements, harassing email messages, harassing telephone calls, gestures and expressions or behaviors such as stalking.
Workplace Violence continued

Individuals who engage in violent behavior may be removed from the premises, and may be subject to dismissal or other disciplinary action, arrest and/or criminal prosecution.

Violence in the workplace includes relationship violence that intrudes into the workplace, endangering a person in the relationship or others in the workplace. Relationship violence is physically, sexually, and/or psychologically abusive behavior that a household member or dating partner uses to establish and maintain control over another person.

This policy applies to all UW work locations including offices, classrooms, work sites, vehicles, and field locations. In addition to this policy, some units (such as medical centers) have additional legislative or regulatory requirements with which they must comply.

Refer to UW Policy & Procedure on Violence in the Workplace” on Human Resources web site: http://www.washington.edu/admin/hr/polproc/work-violence/
SafeCampus
Preventing Violence is Everyone’s Responsibility

 ALWAYS CALL 911
if you or others may be in danger

 REPORT THREATS
206-685-SAFE (7233)
for advice and resources

 DON'T WALK ALONE
206-685-WALK (9255)
UW safety guards are available to walk with you
SafeCampus
Preventing Violence is Everyone’s Responsibility

SafeCampus telephone numbers are:

- Available 24 hours/day, 7 days/week
- Answered by staff specially trained to receive reports of potentially violent situations and provide resources and referrals to UW services
- Seattle: 206-685-SAFE (7233)
- Bothell: 425-352-SAFE (7233)
- Tacoma: 253-692-SAFE (7233)

SafeCampus Homepage:
http://www.washington.edu/safecampus/
Suspicious or Agitated Person

- Report to UW Police: Call 911
  - Get a good description including physical features, height, distinguishing characteristics and clothing of the person
  - Note the direction of travel
- Do not physically confront the person
- Do not block the person’s access to an exit
- Never put yourself in danger
Suspicious Object or Package

- Report to UW Police:
  Call 911
    - Get a good description
- Do not touch or move the object or package
- Keep others away from object or package until a trained responder arrives
Bomb Threat

- Take a bomb threat seriously
- Immediately report to 911
- Notify your supervisor
- Stay in your area and be alert for suspicious packages
- If a threat is received by phone, ask for information:
  - Where is it?
  - When will it explode?
  - What does it look like?
Public Safety/Security Concerns

For further information, refer to the UW Police web site:
http://www.washington.edu/admin/police/index.shtml
Other Common Safety Concerns

- Slips, Trips and Falls
- Office Ergonomics
- BE SAFE
### Outdoor Walking Surface
- Uneven surface -- sidewalk, parking lot
- Brick sidewalk -- slippery when wet
- Ice, snow

**Action**: Be observant and walk with care
- Report to H&S manager: 685-7601
- In ice, snow - traction pads for shoes

### Indoor Walking Surface
- Carpet/linoleum -- uneven surface
- Freshly waxed floor
- Shoes with rubber soles stick to floor

**Action**: Be observant and walk with care
- Choose and wear good work shoes

### Rolling Chair on Wheels
- Ergonomic chair
- Moveable stool
- Chair designed for carpeted floor used on smooth floor

**Action**: Choose chair with proper casters for floor tile or carpet
- Maintain wheels
- Use arm rests to support self as stand or sit on chair

### Object Near Floor
- Open desk drawer
- Base or stand to equipment

### Object On Floor
- Box, crate near a door
- Box used to prop door open
- Paper
- Towel
- Plastic bag
- Blue slide sheet
- Base on stand to equipment
- Strap to equipment

**Action**: Move object away from door and/or lane of travel
- Housekeeping - Remove from floor
- Store equipment in designated locations when not in use

### PROTECT YOURSELF AND OTHERS

### SLIP, TRIP, AND FALL HAZARDS

**WATCH FOR, AVOID, AND REPORT BEFORE SOMEONE IS INJURED**

### Walking Down Stairs
- Stairway in building
- Shuttle bus
- Bus

**Action**: Use handrail for balance on stairs

### Wet Floor
- Rain, liquid spill, drink
- Custodian cleaning floor
- Water from drinking fountain, ice machine, refrigerator, sink
- Grease on floor

**Action**: Clean up a spill
- Use wet floor signs
- Report to H&S Manager: 685-7601 or to Department Manager

### Electrical Cords On or Near Floor
- Computer, mouse
- IV pump cord
- SCD pump cord
- Operating Room equipment cord

**Action**: Cord management
- Bundle groups of cords
Elevator Incidents

- Anytime someone is injured due to an elevator incident, EH&S must be notified immediately along with Building Management.
  - Email Nikki Peters, Manager of Building Management at nk@u.washington.edu.
  - Make sure no one else uses the elevator until help arrives or elevator is blocked off.
Office Ergonomics

1. Use a good chair with a dynamic chair back and sit back.
2. Top of computer screen is at or slightly below eye level.
3. No glare on screen; use an optical glass anti-glare filter where needed.
4. Sit at arm's distance away from screen.
5. Feet are supported by the floor or on a footrest.
6. Use a document holder, preferably in-line, with the computer screen.
7. Wrists are flat and straight in relation to forearms when using keyboard/mouse/input device.
8. Arms and elbows are relaxed and close to the body.
9. The screen and keyboard are centered in front of you.
10. Use a keyboard tray that can be adjusted and used with a negative tilt and has room for the mouse or a mouse platform.
11. Use a keyboard tray that provides a stable work surface with “no bounce”.
12. Take frequent short breaks (microbreaks).
When accidents occur, the supervisor conducts an accident investigation. The supervisor often reports that he/she reminded, retrained, or trained the employee to “Be Safe”.

What does “Be Safe mean”? 
BE SAFE: B-E

B: Determine the **BEST PRACTICE** for a safe outcome including:

- BEST work procedure
- BEST equipment and device
- BEST personal protective equipment
- BEST training for a safe outcome

E: **EVALUATE** your work environment

- Conduct a hazard assessment and self inspections
- Take action to correct hazards and minimize exposures
BE SAFE: S-A-F-E

S: SET UP your work environment to follow best practices in order to manage hazards and exposures

A: ACT – Take action and follow best practices

F: FINISH your work and clean up your work area
   - Proper housekeeping
   - Store equipment and supplies in designated locations
   - Dispose of trash/waste properly

E: EMERGENCIES – Anticipate emergencies; they do happen
   - Have an emergency procedure to follow when the unintended or unplanned occurs
TOPICS – PERSONAL TREASURE HUNT

- Safety Management
- Hazardous Materials and Waste
- Biohazards/Infectious Agents
- Equipment Management
- Fire and Life Safety
- Utility Failure
- Disaster/Emergency Preparedness
- Public Safety/Security
- **Personal Treasure Hunt**
- Quiz
Personal Treasure Hunt – Questions to Answer for Yourself

- Taking the time to personally answer the questions on the following slides will help to ensure your own safety and the safety of those around you.
- You are encouraged to print the following slides and then take the time to find and document the answers. Keep this information handy so you can easily access it when needed.
Personal Treasure Hunt – Questions to Answer for Yourself

1. What is my personal health and safety role – My personal responsibilities in creating and maintaining a safe work environment?
2. What health and safety policies, procedures and best practices apply to my job?
3. What, if any, hazardous chemicals might be found in the area(s) I work in?
4. What personal protective equipment (PPE) do I need to wear in order to protect myself?
Personal Treasure Hunt –
Questions to Answer for Yourself

5. Does my area have a spill kit? If so, where is it and is it labeled?
6. Have I done my annual asbestos training online as required?
7. Am I at risk for bloodborne pathogen (BBP) exposure?
   a) If I am exposed to bloodborne pathogens, what do I do? What is our exposure protocol?
8. Do I need immunizations or TB testing?
9. Where can I smoke if I want to?
10. What is my department’s/clinic’s/area’s response plan in case of a fire?
   a) Where is the nearest fire alarm?
   b) Where is the nearest fire extinguisher (use only if trained)?
   c) Who is our evacuation warden?
   d) Where is the nearest evacuation exit?
   e) Where do we meet after evacuation?
Personal Treasure Hunt – Questions to Answer for Yourself

11. How do I evacuate the building I’m in?
   a) Do I move laterally? If so, how far?
   b) Do I move up or down? If so, how far?
   c) Do I evacuate outside? If so, where do I go?
   d) How will I know when it is safe to re-enter the building?
   e) Is there a shelter in place if I can’t get back in?
   f) How will I help the disabled, if at all?
12. Do I have a complete disaster kit at work, home and in my vehicles?

Do my kits have the following (some examples of kit items):

- Medications?
- Contact lenses?
- Food and water?
- First aid supplies?
- Clothing?
- Cash?
Personal Treasure Hunt – Questions to Answer for Yourself

13. Who in my department has been identified as essential staff in the case of emergency?

14. Who will take care of patients and animals in case of emergency?

15. If I am stuck at work due to an emergency, will I have food, water, heat, electrical power, ventilation, waste collection and disposal capacity?

16. Have I programmed emergency contacts into my cell phone by identifying them with “ICE”? 
TOPICS – QUIZ

- Safety Management
- Hazardous Materials and Waste
- Biohazards/Infectious Agents
- Equipment Management
- Fire and Life Safety
- Utility Failure
- Disaster/Emergency Preparedness
- Public Safety/Security
- Personal Treasure Hunt
- Quiz
Thank you for completing this training module and for doing your part to ensure a safe work environment for yourself and those around you.

Please take the following knowledge assessment for the Annual Health & Safety Review and Update training. An electronic record will be sent to the School’s Health & Safety Leadership when you have completed the assessment.

This training module and its knowledge assessment are required annually for all School of Dentistry workforce members. It is a good idea to print and save a copy of your knowledge assessment confirmation page for your records.

https://catalyst.uw.edu/webq/survey/rsbrown/161962
Thank You and

BE SAFE

http://dental.washington.edu/health-and-safety/
http://www.ehs.washington.edu/