

SOFIA UNIVERSITY
Environmental Health and Safety
GUIDE TO
DEPARTMENTAL HEALTH AND SAFETY PLANS

Managing Your Health and Safety Program:

- Your Plan as a valuable tool
- Customizing your Plan

Using this guide:

- Sample Plan format
- Incorporating existing documents and records
- Additional resources

SAMPLE DEPARTMENTAL HEALTH AND SAFETY PLAN

A. Introduction:

1. Scope
2. Health and Safety policy
3. Responsibility
4. Safety Coordinator

B. Fundamentals For All Work-Sites: 8 Keys

1. New Employee Health and Safety Orientation
2. Emergency Evacuation and Operations Plan (EEOP)
3. Accidents:
 - a. Medical Emergencies
 - b. Report Form To Supervisor
 - c. Investigation
4. First-aid and CPR Access
 - a. Department First Aid
 - b. First Aid Kit (Defibulator)
5. Safety Problems: Reporting and Resolving
6. Safety Meetings: Supervisor Leadership
7. Health & Safety Committee Participation
 - a. Departmental
 - b. Organizational
 - c. University-wide
8. Safety Bulletin Boards

C. Accident/Illness Prevention: 6 Keys

1. Identification of Hazards
2. Reduction of Hazards

- a. Evaluation
 - b. Engineering controls
 - c. Administrative controls
 - d. Personal protective equipment (PPE)
3. Safety Inspections
 4. First Aid and CPR Training
 5. Safety Training: On-Going
 6. Medical Exams and Vaccinations

D. Documentation and Follow-up

1. Record-keeping
2. Updates

E. The Safe Campus Program (new section, see also Campus Emergency Plan)

MANAGING YOUR HEALTH & SAFETY PROGRAM

Your health and safety plan (your accident prevention “program” in writing) is a valuable tool for organizing and managing the various aspects of an effective health and safety program in your unit.

- It provides for a safe and healthful work environment by identifying and controlling hazards.
- It provides a mechanism for organizing thoughts and approaches and documenting activities. The process of “working it through” is as important as the Plan, itself.
- It provides a structure for action, especially in an emergency.
- It facilitates coordination with other University groups: Facilities Services maintenance and delivery staff; emergency personnel; construction or remodeling workers; Health and Safety Committees, and Environmental Health and Safety.
- It facilitates coordination with non-University organizations: Seattle Police Department; local community organizations; county governments; METRO; L&I; Department of Ecology; EPA.
- It helps compliance with Federal and State regulations, contributes to the SU being a good citizen in the community, and helps avoid the citations and penalties associated with non-compliance.

Because of its diverse work environments, the Sofia University can outline only general requirements for a health and safety plan. Since hazards vary with actual work-sites, the Facilities has written this guide to help you add the appropriate detail necessary to customize a Plan for your team. The Emergency Plan together with all Departmental/Team Health & Safety Plans constitute the SU Accident Prevention Program required by law.

Whether your organizational unit is technically a “department” doesn’t matter as long as it functions as a cohesive unit and effectively addresses all the elements of a good plan. For simplicity in this Guide, organizational units are referred to as “departments.”

USING THIS GUIDE

This guide will lead you through the process of determining which health and safety risks are unique to your work setting. Ultimately, you will have a comprehensive document that includes or references all policies and procedures that mediate these risks and provide for you a safe work place that meets regulatory requirements.

To make it as easy as possible for you, most of the rest of this guide has been formatted as a sample health and safety plan. You may use as much of the wording as you wish in your own plan, and change or add only what is necessary to fit your workplace. (**Boldface type indicates major headings and helpful information or other options.**) Do not *delete* entire parts of the outline, however; if an item isn't applicable, give a short explanation why it is not. Keeping a section with a short note will confirm that you addressed the item and didn't overlook it.

The final section of this guide is an appendix which contains SU procedures for specific activities. If your department conducts activities governed by these procedures, you must include procedures for those activities that meets, as a minimum, the requirements of the appendix.

Your departmental health and safety plan does not replace existing documents or records such as the following:

- Campus Emergency Plan,
- Laboratory Safety Manuals,
- Training Records,
- Equipment and Facilities Safety Inspection Records.

These may be *referenced* in appropriate sections. Your plan does, however, provide a mechanism for understanding how all the parts fit together and a reference to their locations. To be effective, *all* employees should know about this plan, where to find it, and how to use it.

Employees who are most knowledgeable about specific departmental operations are the best qualified to develop this plan and ensure its relevance to your *faculty, students, staff, and visitors*. SU administration will work with you to promote health & safety and maintain compliance with laws, regulations, codes, and recognized standards.

SAMPLE HEALTH & SAFETY PLAN

A. INTRODUCTION:

1. Scope:

The policies and procedures described here apply to all operating units and address site-specific safety issues, if applicable. **(To clarify the relationship between different work locations, you may wish to include an organizational chart.)**

2. Health and Safety Policy:

This Accident Prevention Program, or Health and Safety Plan, shares the commitment of Sofia University to provide a “safe and healthful environment for all individuals associated with the institution, including faculty, staff employees, hospital patients, and visitors” (University Handbook). It follows SU policy set in the Administrative Policy Statements, and is consistent with requirements in the California State Safety and Health Laws which are administered by the Department of Labor.

3. Responsibility:

The VP’s, HR Director, Chairs and Supervisors are responsible for maintaining safe work practices in their respective units, including required health and safety training. We understand that it is University policy that this responsibility can neither be transferred nor delegated (University Handbook).

Our department 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:

We have chosen one individual to serve as a Safety Coordinator (overseen by HR Director and VP of Operations) for our department (see “Back Page”). This person has been given adequate authority to carry out the following responsibilities:

- Promoting this Health & Safety Plan in our organization
- Updating this Plan, at least annually, with management approval
- Scheduling employee safety training as requested by supervisors
- Coordinating with Environmental Health & Safety
- Provide assistance to supervisors and employees as needed to resolve safety complaints
- Keeping safety bulletin boards current
- Maintaining our organization’s safety records
- Keeping the department head aware of current safety concerns.

B. FUNDAMENTALS: 8 KEYS

1. New Employee Health and Safety Orientation:

All our new employees, including those that are permanent, temporary, or part-time, must receive instruction for the following:

- a. Reporting procedures for fire, police, or medical emergencies;
- b. Evacuation procedures during an emergency;
- c. Location of fire alarm pull-stations and fire extinguishers; Employees using fire extinguishers must have previously received training;
- d. Procedures for reporting all accidents and incidents to their supervisors and completing a written online report;
- e. Procedures for reporting unsafe conditions or acts to their supervisors, and, when possible, taking action to correct unsafe conditions;
- f. Exact location of first-aid kits and identification of first-aid certified employees;
- g. Description of SU and departmental Hazard Communication Program for chemical hazards to which they may be exposed;
- h. Identification and explanation of all warning signs and labels used in their work area;
- i. Use and care of any personal protective equipment they are required to use;
- j. Description of safety training they will be required to attend for their job. This includes General Asbestos Awareness Training which is mandatory for all employees.

The following procedures describe how we provide the above instruction, how and where records are kept, and what person is responsible for providing training. Samples of checklists we use are included (or referenced) here.

A generic new employee safety orientation checklist can be found on the Sofia Share-point website.

2. Campus Emergency Plan (CEP):

All University employing units must develop procedures for evacuation in an emergency and for response to fires, bomb threats, chemical spills, earthquakes, etc. We have attached our CEP to this document (or referenced location if located elsewhere). **(It is usually based on the layout of a whole building which may contain several departments).** Our _____ (name of unit) CEP contains:

- a. Building floor plans that show safety equipment and exit pathways;
- b. Evacuation procedures;
- c. Evacuation assembly point(s);
- d. Methods for accounting for staff, students, visitors;
- e. Areas of refuge for mobility-impaired occupants.

All department staff must be trained in the CEP. If an employee moves to a new location, the CEP must be reviewed for the new work-site.

3. Accidents:

a. Medical Emergencies:

All medical emergencies must be reported to the nearest Emergency Medical Services (EMS), usually 911. Our department uses the following method to summon EMS help and Emergency numbers are posted on all building access points. **(Non-campus facilities or field locations also need to indicate here how emergency services are summoned to their location.)**

b. Report form to supervisor and HR Director:

All accidents *and near misses* must be reported to the employee's supervisor and HR as soon as possible. Near misses are valuable opportunities to correct unsafe situations, which under slightly different circumstances, would result in serious injury. A report may be filled out by the employee, the supervisor, or both.

Copies of this department's completed forms are distributed -to the following people: _____

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. VP Operations and the department's organizational safety committee review the report.

4. First Aid Kits and CPR Given:

Quick and effective first-aid for an injured University employee results from the availability of strategically located first-aid kits and first-aid/CPR certified individuals whenever department staff are working. Adequate employee access to these resources is addressed in this section.

a. Department First Aid

Consistent with the SU First Aid Response Plan, certified first-aid and CPR assistance is available to department employees by:

The following options are recommended to help departments meet First Aid planning required:

- **Offices** can have either 1 first aid person per building or if on campus, they may rely upon SU Police Department's rapid response.
- **Laboratories** need at least 1 first aid person at all times. This may require several certified staff per floor/suite.
- **Events** need at least 1 first aid person at all times. This may require several certified staff depending on event size.
- **Clinical** sites should have on-site medical staff or utilize the 1 first aid person per building on campus or rely on emergency response.

- **Field Activities** require at least 1 first aid person at all times.
- **Other: (describe).**

Related department *training* requirements are addressed later in section on First Aid and CPR Training. Names and phone numbers of employees who are first-aid/CPR certified are listed on the “Back Page” of this document and on the outside of first aid kits.

b. First Aid Kits

Locations and sizes of first-aid kits in our department are listed below. First- Aid Kits are inspected periodically so they can be restocked before running out of an item. Names and phone numbers of those employees who are CPR trained and those employees who are responsible for first-aid kits are listed on the outside of the kits and 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 the VP of Operations, HR Director, or safety committee representative. Safety problems may be reported online using forms as you do for accidents/incidents. Other departmental procedures for reporting and resolving safety problems or potential workplace violence are described below:

6. Safety Meetings: Supervisor Leadership

Supervisors can promote health and safety in formal safety meetings or in regular staff meetings, but either way, discussion of safety issues needs to be documented. Formal safety meetings are held as described below, including organizational policy, meeting frequency, responsibility for minutes, location of minutes, and how part-time employees can participate or be informed.

7. Health & Safety Committee Participation:

Health & Safety Committees at three organizational levels help determine unsafe conditions and procedures, suggest corrective measures, and obtain the participation of all SU personnel. At the Organizational and University-Wide levels, fifty percent (or more) of the representatives are elected by employees and fifty percent (or less) are appointed by management. Safety issues may originate at any level.

a. Departmental Health and Safety Teams

Departmental Health & Safety Leads deal with “front line” issues. In addition to providing a pathway for communication between different sections, teams involve employees in the process of identifying and resolving safety issues.

Our department (**insert one**)

- *has* organized a formal health and safety team and conducts it as follows:

The current members of our departmental safety team are identified on the “Back Page” of this document.

- *does not have* a formal health and safety team. Instead, health and safety issues are discussed in staff meetings (see section B.6) and as part of our Organizational Health & Safety Committee.

b. Organizational Health and Safety Committees

The University is represented by an *Organizational Health and Safety Committee*. This committee deals with issues the members may have in common but can handle more effectively together. Each elected member represents all units of that organizational group, including his/her own.

Our department is represented on the Group # **(Group Name):**
_____ Organizational Health & Safety Committee.

The **(Group #)** Committee reports to the following executive _____, who is represented on the Committee by _____.

Our current representatives are identified on the “Back Page” of this document.

c. University-wide Health and Safety Committee

In addition, to provide consistency and oversight, a *University-wide Health and Safety Committee* has been established. Its members come from the official organizational committees. Safety issues referred to this level are relevant to the entire University community. The member(s) who currently represent us from the Group # _____ Organizational Health & Safety Committee are listed on the “Back Page” of this document.

8. Safety Bulletin Boards

Our departmental safety bulletin boards are used for posting safety notices and safety newsletters. Safety committee minutes, training schedules, safety posters, accident statistics, and other safety education material may also be posted. They are located in _____ where all employees, students, and visitors can see them and digitally on University share-point.

C. ACCIDENT/ILLNESS PREVENTION: 6 KEYS:

1. Identification of hazards:

This is the foundation for our Accident Prevention Program. The boxes we have checked in the following chart, “*Typical WorkSite Safety Issues To Address*,” indicate health and safety concerns present in our own department.

- We consulted knowledgeable staff to identify possible hazards.
- We reviewed records of past injuries to understand their causes.
- We developed Laboratory Safety Manuals for our laboratories (including Chemical Hygiene Plans) if required.
- We visited all work areas, and examined processes from beginning to end in order to record possible hazardous situations.
- We developed inspection checklists (see section C.3 below).
- We applied recommendations from inspectors outside our department, such as local Fire Marshall.
- We consulted the General Safety and Health Standards and Occupational Health Standards established by the State Department of Labor as well as SU_ Administrative Policy Statements.
- We performed Job Hazard Analyses (JHA). **(See discussion following the Chart below.)**

“Typical Worksite Safety Issues to Address” Chart Instructions

The chart on the next page is a tool to help you identify issues that are addressed by safety regulation. You don't have to include the actual chart in your Plan, but it would be a good idea to do so when requirements apply to your workplace. (Double left-click on any box in the left column you want to check.) Safety items you have checked indicate issues you need to evaluate. These must be included in your safety Plan, along with methods you have developed to reduce a hazard if one exists. Section C.2 Reduction of Hazards explains how to do this.

The most common hazards are at the top of the chart and the least common are at the bottom, but it's a good idea to consider them all at first. The columns on the right indicate the degree to which hazards are likely to be present in a particular type of workplace (4 subjective levels), but more than one column may apply if the workplace functions in different ways.

Check All That Apply	Typical Worksite Safety Issues To Address	<i>Offices</i>	<i>Class-rooms</i>	<i>Hosp. / Clinics</i>	<i>Labs</i>	<i>Shops</i>
	Applies: A=Almost Always, B=Commonly, C=May Apply, Blank=Rarely Applies					
X	Emergency Procedures: Fire, Other (EEOP)	A	A	A	A	A
X	Earthquake Preparedness	A	A	A	A	A
X	Housekeeping Hazards	A	A	A	A	A
X	Slip/Trip Hazards	A	A	A	A	A
X	Electrical Equipment & Wiring	A	A	A	A	A
X	Emergency Escapes (Egress) Maintained/Unlocked	A	A	A	A	A
X	Obstruction-Free Aisles	A	A	A	A	A
	Stacks of Stored Materials (Stable/Secure)	A	A	A	A	A
	Temperature Extremes: Heat/Cold Stress	A	A	A	A	A
	HazCom Right-To-Know (Written Program In Place)	A	A	A	A	A
	Air Contaminants, Dusts, "Inert" Gases, Vapors	A	A	A	A	A
X	Asbestos (Present or Handled)	A	A	A	A	A
	Lifting >20 lbs.	A	A	A	A	A
	Repetitive Motion, Ergonomics	A	B	A	A	A
	Motor Vehicles	A	A	B	B	A
	Hand or Portable Power Tools	B	B	A	A	A
	Ladders	B	B	A	A	A
	Knives or Cutting Blades	B	C	A	A	A
	Compressed Gas or Equipment		A	A	A	A
	Hazardous Waste	C	A	A	A	A
	Haz-Mat Spills: Operations, Emergency Response		A	A	A	A
	Hazardous Materials Stored/Shipped/Transported	C	B	A	A	A
	Laboratory Chemicals		B	A	A	A
	Radioactive Materials Used or Stored		A	A	A	
	Personal Protective Equipment (PPE)	C	B	A	A	A
	Respirator Protection, Workplace Evaluations		B	A	A	A
	Bloodborne Pathogens/Biohazards/Infectious Waste		B	A	A	B
	Welding, Cutting, Brazing		B	A	A	A
	Machinery (Machine Guards)		B	B	A	A
	Lock-Out/Tag-Out		C	A	B	A
	Confined Work Spaces / Oxygen-Deficiency			A	C	C
	Steam or Autoclaves		C	A	A	
	Lasers or UV Light		C	B	A	A
	Flammable Liquids (Handled or Stored)		C	B	A	A
	Formaldehyde (Handled or Stored)			B	A	C
	Carcinogens			B	A	A
	Lead or Benzene (Handled or Stored)			C	A	A
	Animals (Handled or Kept)		C		A	
	Loud Noise				A	A
	Vibration From Tools/Machinery				A	A
	Heights > 4 Ft. (Possible Falls)	C	C	C	A	A
	Cranes, Hoists, Derricks, Rigging		C	C	A	A
	Powered Platforms (Personal Lifts)		C	C	C	A
	Forklifts				C	A
	Scaffolds		C	C	C	B
	Excavation, Trenching or Shoring Activities					
	BBQs					
	Food Handling			C		
	Diving					
	Golf Carts and/or Small Utility Vehicles*	C	C	C	C	C

*Refer to appendices for specific procedures.

A *Job Hazard Analysis* may be performed by the first line supervisor in the following way:

- Review job injury and illness reports (including “close calls”) to determine which jobs to analyze first.
- Involve employees in all phases of the analysis. Explain to workers that you are studying the job, itself, not checking up on them.
- Review work plans for an overview of job activities.
- First note deficiencies in general conditions, such as inadequate lighting, noise, or tripping hazards that may not be directly related to the job.
- Break the job down into steps in the order of occurrence.
- Examine each step to determine hazards that exist or might occur.
- Determine whether the job could be performed in another way or whether safety equipment or precautions are needed.
- If safer job steps can be used, write new procedures to describe specifically what the worker needs to know to perform them.
- Determine if any physical changes will eliminate or reduce the danger (e.g. redesigned equipment, different tools, machine guards, personal protective equipment or ventilation).
- If hazards are still present, try to reduce the necessity or frequency for performing the job.
- Document the assessment: job covered, task, date, and person performing the analysis.
- Review recommendations with all employees performing the job.
- Review and update the job hazard analysis periodically, especially if an accident occurs in that job.

2. Reduction of hazards:

Our department head and supervisors have complied with the requirement for a written plan in their areas of responsibility by *identifying* each of the above hazards, *evaluating* its potential risk, and *controlling* or eliminating it according to the measures described below. Some plans (e.g., **Laboratory Safety Manuals, Campus Emergency Plans**) are located elsewhere and are referenced accordingly.

When possible, we modified or designed our facilities and equipment to eliminate employee exposure to hazards. Where engineering controls are not possible, we have instituted work practice controls that effectively prevent employee exposure to the hazard. When these methods of control are not possible or not fully effective, we require the use of personal protective equipment (PPE), such as safety glasses, hearing protection, etc.

a. Evaluation

Evaluation of potential risk (probability and magnitude of harm) has been done for certain hazards. When hazards are either (1) present in an unknown or a variable amount (**such as airborne contaminants like asbestos or carbon monoxide**), or (2) subject to complicating factors (**such as extreme risk or individual medical sensitivity**), monitoring has been done to determine the safest procedures. Experts have been consulted as needed. The following describes evaluations we have made:

b. Engineering Controls

Engineering controls have been employed, whenever possible, as the preferred way to eliminate the following specific hazards (**facility or equipment design, e.g., fume hoods, guardrails, proper tool guards, walkway surfacing**).

c. Administrative Controls

Administrative controls, the way a job is done, have been used to reduce some of the hazards in our department, and on-going training is an inherent part of our safety program (see section C.5).

(Administrative controls may include rotation of workers to reduce exposure time, specialized training, or using less hazardous procedures. The best procedures are usually those recognized as safe by professionals working in the field, by equipment manufacturers, by consensus in a specialized group, or simply by tradition. They are often referred to as “standard operating procedures,” (SOP’s), “operating instructions,” “safe practices,” “prudent practices,” “Universal Precautions,” etc., and are often found in something like a manual.)

The following administrative controls are used in our department:

Activity	Admin. Control	Function

d. Personal Protective Equipment

Personal protective equipment (PPE) is used as a “last line of defense” for some hazards, particularly chemicals. Our hazard assessment and training documentation is located_____. The following information is required:

- Hazard Assessed, (site, evaluator, date, supervisor verifying)
- PPE Selected
- Type and frequency of Training

3. Safety Inspections

To maintain our commitment to safe work practices, and to ensure that our department continues to meet regulatory standards, we conduct regular, thorough inspections of associated work areas and continually check for unsafe conditions and practices. We consider these inspections an additional opportunity to provide practical training in safety awareness as well as a systematic method for involving supervisors and others in the process of reducing workplace hazards. Our department’s policy on the frequency and methods for periodic safety inspections, and the location of inspection records is described below **(attach sample of checklist, if used)**:

**4. First Aid and CPR Training
 (Use one of the following)**

- In order to ensure our staff have adequate access to first aid in an emergency (see section B.4), our department requires current *training* for some employees in first aid and CPR certification. According to the SU APS, which lists jobs, activities, and work-sites that require this, we have established the following training requirements:

Names and phone numbers of employees who are first-aid/CPR certified are listed on the “Back Page” of this document

- (The Police Department . . .) or (Our Local Emergency staff . . .) . . . provides adequate access to emergency first aid for our employees (see section B.4). Consequently, we do not require employee training in First Aid and CPR. **However, you may want to consider adding that employees are encouraged to take first aid.**

5. Safety Training: On-Going

To ensure an effective health and safety program, we continually re-educate employees on how to work safely with all applicable hazards. Supervisors are responsible for this training and for seeing that safe practices are followed. Listed below are the training requirements for hazards identified in our department, how training is obtained, and how often it must be renewed **(tracked either according to individual or according to position and may vary with degree of potential exposure)**. Training records, including completion dates, are kept to maintain program continuity and to satisfy legal requirements. Documentation is kept _____ **(wherever is convenient as long as the location is specified, except for fall protection which requires documentation to be on site – for classes, you may refer to Training records).**

Hazard Type of Training Frequency Person/Position

Additional information regarding training requirements may be found on share-point page under “Training Information”. Supervisors are encouraged to attend training for hazards faced by employees in their areas of responsibility. The class “HazCom Train-the-Trainer,” for example, would apply to most work places.

6. Medical Exams and Vaccinations

Certain work environments or specific work practices create health risks that require medical examinations or immunizations for employees. SU has determined that this does not apply to the campus as a whole. **(However, if it does become necessary for your team, how do you plan to comply with this requirement on a continuous basis?)**

D. DOCUMENTATION AND FOLLOW-UP

1. Record-Keeping

To meet State requirements, our department maintains records of safety activities for varying lengths of time depending upon the type of record, and is able to produce them when requested:

Department records should include:

- **Results of self-evaluation inspections.**
- **Records of requests for assistance in correcting noted deficiencies.**
- **Minutes of safety education-accident prevention meetings.**
- **Records of employees requiring medical evaluations including dates of examinations and immunizations.**
- **Records of employee safety training, including dates when certificates expire, where applicable.**

For this Plan, we have listed below applicable records maintained by our department, and their locations.

2. Updates:

For this Plan to be useful as a “living document,” it must reflect the department’s *current* safety program and its *current* responsible parties. Periodic updates, at least annually, are necessary to ensure this. The “Back Page” of this document provides a convenient place to look for the most recent revision date, the names of key safety personnel, and other information.

E. The Safe Campus Program

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.

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 SU Violence in the Workplace Policy and Procedure through the Human Resource's Violence Prevention and Response Program.

University services include nighttime safety patrol services, counseling sessions, a dedicated assessment team, and informational materials and training, but services are not limited to these items.

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

“Back Page”

1. Department: _____

2. Today's date / signature: _____

3. Last update (date/person): _____

4. Health and Safety Coordinator for our department: (from _____ to _____):
Name _____
Phone _____
E-mail _____
Bldg./Room/Box # _____

5. Health and Safety Team members in our department (**if applicable**):

6. **Organizational** Safety & Health Committee:
Group # ____ (Name) _____
Elected: Name/e-mail/phone _____ (from _____ to _____)
Appointed: Name/e-mail/phone _____ (from _____ to _____)
Union Representative: Name/e-mail/phone _____ (from _____ to _____)
Chair: Name/e-mail/phone _____ (from _____ to _____)

7. **University-Wide** Safety & Health Committee representative for above Gr. #: _____
Name/e-mail/phone _____ (from _____ to _____)

8. First-Aid/CPR Certified employees in our department:
Name/Phone/Expiration Date _____
Name/Phone/Expiration Date _____
Name/Phone/Expiration Date _____
Name/Phone/Expiration Date _____

Person responsible for stocking First-Aid Kits (UW APS 10.5):

9. Important Non-Emergency Phone Numbers (see full CEP):

