**Agenda**

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tbody>
<tr>
<td>8:00 - 8:15 a.m.</td>
<td>Registration and Breakfast</td>
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<tr>
<td>8:15 - 8:30 a.m.</td>
<td>Introduction</td>
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<tr>
<td>8:30 - 9:00 a.m.</td>
<td>Building Emergency Action Plan (BEAP)</td>
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<tr>
<td>9:00 - 10:00 a.m.</td>
<td>Hazard Assessments</td>
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<tr>
<td>10:00 - 10:15 a.m.</td>
<td>Break</td>
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<td>10:15 - 11:15 a.m.</td>
<td>Break-Out Sessions (Hazard Assessment)</td>
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<td>11:15 - 11:45 a.m.</td>
<td>Session Reports</td>
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<td>11:45 - 12:00 noon</td>
<td>Raffle Drawing and Evaluations</td>
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Introduction

EHS Mission

"Promoting health, safety and environmental protection by providing exemplary programs in support of the University mission"

EHS Vision

"A University culture where safety and health are core values, embraced and acted upon at all levels"

EHS Initiatives

- Building Emergency Action Plan Program (BEAP)
- Hazard Assessment Plans
- Online Training/Tracking (HRMS)
- Lab Coat Program
- Online Chemical Inventory and MSDSs
- Shop Safety/Hot Work Program
Building Emergency Action Plans

Nancy Fox, Director, EHS

Hazard Assessments

Carol Petty, Occupational Health and Safety Specialist
What is a Hazard?

Potential to cause harm.
Can cause injury or illness

What is a Hazard Assessment?

- Documented process to identify hazards
- Prescribed control measures and personal protective equipment
**Why are assessments important?**

Provides a way to:

- Identify hazards before accidents happen
- Meet regulations (OSHA)
- Protect people, the most valuable UW asset
- Reduce costs associated with accidents

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**What is my role as a Safety Coordinator?**

- Teacher
- Coach
- Resource
- Coordinator
Step 1: Review the Plans

General Workplace Assessment

- Offices
- Shops
- Non-laboratory settings

Laboratory Hazard Assessment

- Projects
- Experiments
- New Research

Step 2: Review the Plan Tools

General Workplace Hazard Assessment
Step 2: Review the Plan

Tools

General Workplace: Standard Operating Procedure

General Workplace: Hazards and Controls

### General Workplace Hazard Assessment

#### Appendix D: Standard Operating Procedure Template

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Objective</th>
<th>Instruction</th>
<th>How to Control</th>
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<tbody>
<tr>
<td>Physical</td>
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<td>Radiation</td>
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<td>Stress</td>
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### General Workplace Hazard Assessment

#### APPENDIX E: Examples of Hazards and Controls

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March 2012
Step 2: Review the Plan Tools

General Workplace Personal Protective Equipment (PPE) examples

Step 2: Laboratory Tools

Laboratory Hazard Assessment and Controls Form
**Step 2: Review the Tools in the Plan**

**Laboratory Standard Operating Procedures (SOP) Template**

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**Step 2: Review the Tools in the Plan**

**Laboratory SOP Format and Components**
Step 3: Review additional tool(s)

Office Hazard Assessment

Step 3: Review additional tool(s)

Shop Safety Checklist
Step 4: Get Organized

- Meet with people involved in operation
- List what areas can potentially hurt people
- Prioritize the list
- Decide who conducts the assessment(s)

Understand...

- EHS training is available for this process
- Templates: the "look" can change
- Signature required
Step 5: Conduct the Assessment

- Clipboards, forms, checklists
- Wear appropriate personal protective equipment (PPE)
- Walk through the area(s)
- Look for additional, unique potential safety issues

Step 5: Conduct the Assessment

- Note hazards with potential for injury or illness
- Choose controls to reduce or mitigate the hazard
Step 6: Review Findings with Team

- Review and prioritize findings
- Write out the team’s findings and controls
- Consider actions needed, resources, dates of completion and responsible people.

Step 7: Write up Assessment and Develop Standard Operating Procedures

- Share results with others in your work area
- File the documents so everyone has access
- Update documents as needed
Step 8: Standard Operating Procedures

Developed from the hazard assessment findings

Task/process instructions including the controls and personal protective equipment (can be an addendum to existing SOPs)

QUESTIONS?

Thank you for helping to promote a Culture of Safety at UW

The UW Department of Environmental Health & Safety