Introduction

Governor Thompson's Executive Order # 194 requires state agencies to develop and submit written comprehensive health and safety programs. The intent of this order is to reduce the incidence of workplace injuries and illnesses. This document is intended to fulfill this requirement.

Because university programs evolve and government regulations change, this plan is not static. The plan will be reviewed and revised as needed, minimally on an annual basis. Regular review of the plan's progress and applicability is anticipated by responsible departments, the university safety committee, and appropriate administrative offices.

The appendices to the plan describe:

1. General health and safety safe work practices (Appendix A)
2. Define responsibilities of campus staff (Appendix B, C, & D)
3. Funding guidelines (Appendix E) delineate fiscal responsibilities.
4. A copy of the Governor's Executive Order 194 (Appendix F) is included for reference.

Action Plan Summary Table
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¹ Additional training required

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<th></th>
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<td>29</td>
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<td>37</td>
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1 Written program required by OSHA/Dept. of Comm.
* Some program elements already initiated
Priority: A= high; B= Intermediate; C= Lower

## Action Plan Narrative

The primary goal of all training programs is to improve the health and safety of university staff, students, and visitors. Since many Federal OSHA and Wisconsin Department of Commerce regulations mandate training, a secondary goal is to achieve regulatory compliance.

Typically, a format of one hour is planned for training sessions. Training session goals will be defined to accomplish training needs within the hour on a priority basis. Some subjects might require more than one hour to cover thoroughly; in these cases additional material, of lower priority, will be included in refresher training or additional scheduled sessions. The consensus is that session lengths of greater than one hour impose severe demands on regularly scheduled work and class time.

In many cases some training has been done by various departments. Documentation of this training needs to be shared with Loss Prevention and Safety. These records need to be kept centrally and by the departments (see Action #31).

**Action # 1**

Hazard Communication Training-Revisited (Priority A)
The training is well underway. Academic custodians have been trained, and MSDS
collections are in place in pertinent buildings.

Student Health Services has a written Hazard Communication program which includes both chemical and blood-borne pathogen hazards. Annual training is conducted with documentation, and MSDS are in place. Facilities Management personnel have a MSDS collection which is available in buildings and in the Hazardous Waste Accumulation area. The provision of additional training to ensure that all Facilities personnel are covered is an important goal. All of the Facilities Management training programs are scheduled for yearly review training. This program has been extraordinarily successful.

A regulatory requirement mandates a written program for employee right to know (29 CFR 1910.1200); this may be departmental or campus-wide. An action plan goal was to develop a draft written program for the target date. The tri-campus EH&S Specialist has developed a draft.

Right to know training has been delivered to the chemistry faculty as an element of the written chemistry hygiene plan. Ongoing training is provided by the department to new employees, particularly student teaching and research assistants.

Biology and Geology Departments are areas identified as needing additional training. Since the initial Action Plan was created in 1995 training under this action step has been delivered to the Art Department, Student Center and Residence Hall custodians and staff, office workers, and Recreation personnel.

**Action # 2**

**Confined Space Training (Priority A)**

Confined space training (29 CFR 1910.146) has been provided to Heating Plant employees via off-campus training. Additional efforts have been directed at electricians, plumbers, maintenance mechanics, and HVAC specialists. The program needs to be delivered to telecommunications personnel who have occasion to enter what may be confined spaces.

Training focuses on hands-on experience using air quality monitors to verify safe atmospheric conditions for entry. The campus approach is to declassify confined spaces as non-permit required spaces suitable for entry while monitoring air quality and ventilating if necessary. The Heating Plant and Facilities Management have tri-gas meters suitable for this monitoring.

A final draft written program has been developed as an element of this requirement. An
inventory has been developed of the confined spaces on campus. A project is ongoing to post signs and verify security at each of these spaces; August 1997 was a target date for this project. Rescue Training was also provided. See Appendix G.

**Action # 3**  
**CPR Training (Priority A)**  
Annual CPR training is required for personnel entering confined spaces. The target audience will be the personnel identified in action # 2 above. Facilities Management personnel have had training annually to satisfy this program element. Other departments which are certified in CPR annually are Campus Police and medical staff in the Student Health Center. American Heart Association staff have provided this service for Facilities Management.

**Action # 4**  
**Back Injury Prevention Program (Priority A)**  
Back injury prevention is not a mandated program. Since significant Workers Compensation losses may be incurred due to back injuries, such training is highly recommended. Annual training has been done for Facilities Management staff. Custodians and Facilities Management staff are identified as at-risk and a high priority target audience for this training.

**Action # 5**  
**Lockout-tagout Training (Priority A)**  
Lockout-tagout training (29 CFR 1910.147) is necessary for Facilities Management staff who provide maintenance on powered equipment where residual energy such as electricity, hydraulic or steam pressure, or raised objects has the potential to cause injury. Training has been done for the electricians and Heating Plant personnel, and equipment is available. Additional Facilities Management personnel need to be identified. A written plan is available for this program element. A list of specific equipment and attendant special procedures are required to finalize the written plan.

**Action # 6**  
**Accident Prevention Training (Priority B)**  
Accident prevention training (29 CFR 1910.145) has a primary goal of minimizing Workers Compensation costs. At-risk staff need to be identified for priority training. Safety Fundamentals for Supervisors supplements this program; this program was delivered September 26, 1995 on the campus. Training focuses on common accident themes, housekeeping, preventive maintenance, use of personal protective equipment, general safety awareness. The type of housekeeping evidenced by the Facilities
Maintenance plumbing shop is an example of slip-trip-and-fall accident prevention by maintenance of a clean floor. Annual inspections such as those provided by Parker Services are an essential and instructive program element. Parker Services inspections are coordinated by the Loss Prevention & Safety office, available to any campus department upon request, and are paid for by DOA.

**Action # 7**

**Powered Industrial Trucks (Priority A)**

Powered industrial trucks (29 CFR 1910.178) have a limited target audience consisting of those employees who operate forklifts, end loaders, tractors, and similar machines. A training program and draft written program have been developed. Implementation of this program began on November 11, 1996; annual update training is planned.

**Action # 8**

**Emergency, Fire Prevention, Flammable-Combustible Liquids (Priority B)**

Emergency and fire prevention is primarily a program to minimize fires through proper storage and use of flammable and combustible liquids. Identification of flammable liquid classes, review of pertinent National Fire Protection Association standards for flammable-combustible liquid storage and use, and good housekeeping practices are pertinent topics. Hands-on fire extinguisher training is a part of this training program. Target audiences who use flammable-combustible liquids include academic staff in the art, theater, and science departments, Student Health Services, Facilities Management, custodial personnel, and the Campus Police. Facilities Management personnel received this training in August 1995 and 1996; annual updates are scheduled.

A written fire prevention plan will be developed 29 CFR 1910.38 (b)] either departmentally or campus-wide.

**Action # 9**

**Laboratory & Studio Safety Training (Priority A)**

Laboratory and studio safety has a target audience in the Art and Science departments, staff from the Theater, Allied Health, and Nursing departments. The formation of departmental safety committees is an important element of this program. Such committees have been formed and are active to varying degrees in the Chemistry, Biology, and Art departments. A written Chemical Hygiene Plan (29 CFR 1910.1450) has been developed and adopted by the Chemistry Department staff. Draft written safety plans (29 CFR 1910.1200) have been developed and distributed to the Biology and Art department safety committees. These committees need to finalize the drafts and submit them to the departments for approval. Student Health Services has
developed a written plan. Staff training has been delivered and documented. Staff training has been delivered to the Chemistry Department faculty. Such training needs to be delivered to the other pertinent departments. The Chemistry Department has incorporated safety training into course material to better communicate safe practices to students. Such incorporation should be encouraged in other departments.

**Action # 10**  
Ladder & Fall Protection Program (Priority B)  
A ladder inspection and use program has been developed and implemented. Fall protection is a recently revised OSHA regulation (29 CFR 1926.501) to which the campus needs to respond. A fatality at UW-Madison due to a relatively short fall has sensitized both DOA and Commerce to the need for more effective campus programs. Annual training was instituted on April 23, 1996 in Facilities Management. Ladder inspection forms are available as a part of this program.

Facilities management staff who use aerial lifts (29 CFR 1910.66) need to be included in this program. The American National Standards Institute requirements for aerial lifts are available in Facilities Management for guidance with this program.

**Action # 11**  
Welding/Cutting/Brazing Safety Program & Training (Priority B)  
Welding, cutting, and brazing operations (29 CFR 1910.252) have a relatively limited target audience. Individuals in Facilities Management and Art Department faculty are the primary potential attendees. This program was successfully presented to Facilities Management personnel December 13, 1996 by Air Tech Supply; annual update training is planned.

**Action # 12**  
Safety Fundamentals for Supervisors (Priority A)  
Safety Fundamentals for Supervisors is a training program which is useful to help supervisory personnel obtain a better perspective on their responsibilities as supervisors. It is a general program in that it applies to both academic supervisors such as staff who supervise students in instructional studios and laboratories and administrative supervisors who supervise custodial and maintenance personnel. The training is an exception in that it typically requires an eight hour session. A professional trainer is available with experience in providing such training in the university setting. Training was delivered on campus September 26, 1995. This is an important action step, and every opportunity should be taken to emphasize its importance particularly in...
the academic areas.

**Action # 13**
Asbestos Awareness Training (Priority A)
Asbestos awareness (29 CFR 1910.1001) training is an important topic which has received attention over the years. Operations and Maintenance awareness training was provided as a sixteen hour session in the fall of 1996. The target audience is limited and has been identified by Facilities Management. Three people from the Heating Plant are certified annually as asbestos workers; the program includes an annual physical examination and a respirator plan.

**Action # 14**
Blood-borne Pathogen Program & Training (Priority A)
The blood-borne pathogen program (29 CFR 1910.1030) is well developed on campus. A comprehensive written program is available and initial training has been delivered to identified at-risk personnel: Residence Hall custodians, lifeguards & trainers, child-care center, campus police, and for faculty on classroom/field trips. Hepatitis B vaccinations have been offered to personnel.

Future needs including maintaining up-to-date records of training and vaccinations, providing yearly refresher training, providing training to new staff has been completed.

**Action # 15**
Electrical Safety Training (Priority B)
Electrical safety (29 CFR 1910.332) training is needed primarily for maintenance personnel who work around or on electrically powered equipment. Licensed electricians are not the only primary focus of this program. A written program has been developed with the target audience being Facilities Management personnel. Initial training was delivered December 10, 1996 with annual update training planned.

**Action # 16**
Respiratory Protection (Priority B)
Respiratory protection (29 CFR 1910.134) is involved for employees who may have to work under conditions where air quality fails to meet OSHA specifications. Maintenance workers who remediate asbestos are included here. Painters and grounds crew personnel who apply pesticides and herbicides also require respiratory protection. In general it is preferable to use engineering or management controls rather than respiratory protection. Training was scheduled for May 1997. The campus needs in this area have been surveyed. The Heating Plant has a written plan and certified employees
as described under Action # 13.

**Action # 17**  
Spill Response Training (Priority A)  
Spill response has been primarily a function of the campus Environmental Health and Safety Manager, who has available equipment and supplies and is on call to deal with spills of hazardous materials during working hours. Community resources such as the Fire Department HazMat squad are also available. These resources are available for spills beyond the minor category (Level A) or the capabilities of individual departments. Campus Police and Student Health Services have biohazard spill kits. Documented training has been delivered to these departments. Art and science departments have some capabilities to respond to minor spills in their areas. Written campus procedures have been developed for the Eau Claire campus. The needs of the academic departments should be surveyed; additional materials such as neutralizing and adsorbing agents and additional training to staff are needed. Similarly, the Facilities Maintenance area should be surveyed to identify additional needs; the Paint Shop and Central Stores are probable candidates for additional work. Flammable liquid spills, including gasoline, and acid spills are typical problems.

**Action # 18**  
Occupational Noise Program & Training (Priority A)  
Occupational noise levels (29 CFR 1910.95) have been surveyed and documented in areas such as the power plant, grounds equipment, and maintenance shops. If needed, a written hearing conservation plan will be developed, and appropriate hearing protection and training provided. Awareness training was delivered to Facilities Maintenance personnel on March 6, 1997; annual update training is planned. An area wide survey was completed during the Spring of 1997 using Industrial Hygiene students from the Environmental and Public Health program. An additional survey is underway.

**Action # 19**  
Campus Safety Committee (Priority A)  
A university health and safety committee has been established with broad representation from diverse campus areas. The committee will meet regularly to address health and safety concerns affecting the campus. Additional meetings with a renewed emphasis on committee mission and responsibilities are planned.

**Action # 20**  
Accident Analysis Training for Supervisors (Priority A)  
Accident Analysis Training for Supervisors has been conducted on campus. This
training program is designed to enhance supervisor skills with the goal of reducing accidents and minimizing Workers Compensation costs. The training also serves to increase supervisor awareness of their general health and safety responsibilities. The training was provided by an outside consultant whose costs were covered by DOA. General Accident Prevention training was provided to all Facilities Management personnel in May 1996. Specialized training has also been conducted to facilitate recording of accidents and injuries for OSHA log 200 reporting and for the new UW-System/DOA Workers Compensation tracking database.

Continuing training in these areas will be included where appropriate in future training sessions.

**Action # 21**
Update Campus Health & Safety Action Plan (Priority A)
A written Campus Safety Plan (this document) has been developed by the Office of Loss Prevention & Safety. The plan has been reviewed and accepted by the university safety committee and top administrators. Plan revision and updating is underway in the Spring of 1997.

**Action # 22**
Campus Contingency & Emergency Procedures Plan (Priority A)
A written Campus Contingency and Emergency Procedures Plan [29 CFR 1910.38 (a)] has been developed by the Office of Loss Prevention & Safety and the Office of Public Safety. The plan addresses a wide variety of emergency situations and gives step-by-step guidance to campus staff along with emergency contact names and phone numbers. The detailed plan and a summary sheet of emergency procedures have been widely distributed on campus.

**Action # 23**
DOT Hazardous Substances Transportation Training (Priority B)
Hazardous substance shipping regulations (49 CFR 172) have been extensively revised. These regulations impact campus shipping and receiving personnel, hazardous waste shipments, and faculty who occasionally ship chemical samples or receive chemical materials. The tri-campus EH&S Specialist has developed a training program to address these needs; the program is available on an as-needed basis.

**Action #24**
Update Written Hazardous Waste Program (Priority A)
UW-Eau Claire is a large quantity generator which is required to maintain a current
written hazardous waste management program (NR 615). The campus Hazardous Waste Coordinator will continue to update the written plan as necessary.

**Action # 25**

Coordinate POTW Discharge Limits w/ Local Sewer Plant (Priority A)
The Chemistry Department Safety Committee has examined a comprehensive list of chemicals used in high volume classes. This list has been cross-referenced with the RCRA hazardous waste regulations and examined from a point of view of environmental toxicity and biodegradability. Discussions with personnel from the Eau Claire City POTW and Eau Claire County landfill have led to consensus on suitable materials and concentrations for sewer and landfill disposal. This list allows low cost disposal of materials while minimizing long term risks of environmental contamination. The list is incorporated into departmental safety plans and is available to interested staff. Routine review with appropriate city and county staff is planned for the future. As time permits, similar lists will be developed for advanced classes with lower student enrollment and lower volume use of chemicals.

**Action # 26**

Implement Fluorescent Bulb & PCB Recycling Program (Priority A)
Fluorescent light bulbs are managed as special wastes by the Recycling Division of Custodial Services. The program is well established under the direction of Ray Francis, Recycling Coordinator. PCB ballast recycling is conducted by the Hazardous Waste Manager.

**Action # 27**

Comply w/ Commerce UST Requirements (Priority A)
Compliance with Wisconsin Department of Commerce underground storage tank (UST) regulations (Com 10) is the responsibility of Facilities Management under the direction of Terry Classen, Director. The campus is in current compliance; several tanks have been permanently removed, and the remaining tanks receive annual tightness tests.

**Action # 28**

Ensure CFC Capture & System Maintenance (Priority C)
Compliance with the chlorofluorocarbon (CFC) regulations (EPA Clean Air Act) is the responsibility of Facilities Management under the direction of Terry Classen, Director. Facilities Management personnel working with these materials are certified by both the EPA and Commerce.

**Action # 29**
Develop & Implement Lead Operations/Maintenance Program (Priority C)

New regulations (29 CFR 1926.60) require a program for control of lead exposures where operations and maintenance might create a lead dust exposure for workers. The development and implementation of this program is the responsibility of Facilities Management under the direction of Terry Classen, Director.

**Action # 30**

Develop Job Hazard Analyses for Personal Protective Equipment (Priority B)

New OSHA regulations (29 CFR 1910.132) require the employer to conduct job hazard analyses (JHA) for workplace specific activities and locations. The purpose of these regulations is to ensure that employee personal protective equipment (PPE) is appropriate. While the analyses themselves do not have to be in writing, the employer must document somehow that the analyses were done!

Other provisions of the revisions require additional training on the proper use and limitations of the protective equipment. The tri-campus EH&S Specialist has developed check lists to assist supervisors in conducting the analyses. The check lists will provide documentation that the JHA's were done. Training programs have been delivered August 14, 1996 and February 7, 1997. Additional efforts are underway in cooperation with the UW-Stout and UW-River Falls campuses; these efforts focus on sharing JHAs developed on individual campuses, developing new JHAs for high risk jobs, and coordinating Personnel/Human Resources, Facilities Management, and Safety personnel from all three campuses.

**Action # 31**

Establish Training Documentation System (Priority A)

Training documentation is a vital program element. The Office of Loss Prevention & Safety has installed software designed to facilitate both keeping training records and providing reports as necessary. As training is completed, names will be entered into the system on a continuing basis. In so far as possible historical training records will be included to define the extent of past training.

The Office of Loss Prevention & Safety can provide reports on a regular basis to pertinent departments. Coordination with the Personnel Office will be provided. Facilities Management training records are available in Microsoft Excel format and are included in the master training process in Loss Prevention & Safety.

**Action # 32**

Update Chemical Hygiene Plan for the Chemistry Department (Priority A)
A written Chemical Hygiene Plan (29 CFR 1910.1450) has been adopted by the Chemistry Department. An active Chemistry Department Safety Committee has met regularly to discuss issues of departmental importance. Chemical storage, labeling, and handling practices in the department continue to be a model for other campuses and departments. Continuing improvements in the plan involve implementation of the improved hardware and software for chemical inventory management and MSDS retrieval. Additional work on proper disposal of chemicals is another likely future topic.

**Action #33**
Review SARA Title III Compliance w/Community Right to Know Rules (Priority B)
SARA Title III has annual reporting requirements based on the volumes of listed hazardous materials stored and used on the campus. As the requirements change, the campus obligations under this regulation have to be reassessed.

**Action #34**
Develop Ergonomic Program (Priority B)
Repetitive stress injury is a growing concern for employee safety and is an increasing component of Workers Compensation costs. Employees who do frequent keyboarding in office environments are potential target audiences. Physical modification of workstations and work habit changes can both minimize these injuries. Training has been provided in 1996 and 1997 to increase employee awareness on these issues. Ergo software has been purchased to be used in selected departments.

**Action #35**
Safety Plan for the Departments of Biology, Geography, Geology, and Physics (Priority A)
Develop a safety plan for Biology, Geography, Geology, and Physics. The office of Loss Prevention and Safety will assist the departments in the development of plan.

**Action #36**
Training for Hazardous Waste Contingency Plan (Priority A)
Draft training document has been developed for departmental review by hazardous waste generating departments.

**Action #37**
Develop Loss Prevention and Safety Web Page (Priority A)

**Appendix A**
Environmental Health and Safety Practices

1. Personnel shall not work alone in recognized high hazard areas or when performing high hazard operations. Exceptions to this general policy may be made by supervisory personnel who have conducted a documented job hazard analysis and determined that unreasonable risks are not involved with a particular operation or practice.

2. Safety eyewear and other personal protective equipment, such as gloves or foot protection, shall be worn in designated areas at all times as specified in written procedures.

3. All emergency equipment shall be clearly marked, maintained in good working order, and kept free from any obstacles.

4. Emergency exit routes including aisles, halls, and doors must permit clear passage and shall not be blocked or locked at any time.

5. Electric panels, switches, and disconnects at or below 600 volts must have at least 36 inches clearance in the direction of access. The area shall not be used for storage.

6. Correct tools and equipment shall be used for the job. They shall be checked for good operating condition and used properly.

7. Proper lifting techniques shall be used.

8. Environmental health and safety procedures shall be reviewed before beginning work.

Appendix B

Administration Responsibility

Campus administration has responsibility for insuring that environmental health and safety concerns are valued by all university personnel.

The administration is responsible for the following program elements:

1. Clearly articulate and support a campus policy on environmental health and
safety.

2. Establish and communicate clear goals and objectives for the campus program.
3. Provide visible, top level administrative involvement in program implementation.
4. Require employee involvement in the program.
5. Assign and communicate responsibility for all program aspects.
6. Conduct periodic program audits in their areas of responsibility.
7. Consider environmental health and safety responsibilities when conducting performance reviews.
8. Ensure regulatory compliance.
9. Revise position descriptions to include safety responsibilities.

Appendix C

Supervisor Responsibility

1. Exemplify safe behavior by their own safety practices.
2. Provide or conduct environmental health and safety audits in their areas of supervision.
3. Ensure that Job Hazard Analyses are complete for their areas.
4. Ensure that supervised employees are informed and trained on the hazards to which they may be exposed.
5. Develop area specific environmental health and safety procedures as necessary and alert employees to the procedures.
6. Enforce environmental health and safety policies; report policy violations in accordance with written Personnel Office policy.
7. Assist with timely and thorough accident analyses reported by their employees.
8. Encourage early return to work of injured employees, within the scope of doctor's recommendations, by developing light duty positions and maintaining regular contact with employees.
9. Remain alert to changes in work conditions or habits which might cause environmental health or safety concerns.
10. Inspect and document equipment for safe operating condition. Assure availability of personal protective equipment and orderly housekeeping.

11. Implement actions to prevent injuries, illnesses, and accidents.

12. Revise position descriptions to include safety responsibilities.

13. Minimize the use and disposal of hazardous materials.

**Appendix D**

**Employee Responsibility**

1. Comply with recognized environmental health and safety practices.

2. Report promptly to their supervisors all work related injuries, illnesses, accidents, incidents, and near misses; complete an accident report.

3. Report promptly to their supervisor non-work related injuries, illnesses, or physical limitations which might affect job-related health and safety.

4. Properly store, use, and dispose of hazardous materials [including biohazards].

5. Minimize the use and disposal of hazardous materials.

6. Use personal protective equipment as required by work practices.

7. Maintain equipment in safe operating order; report any deficiencies immediately to supervisor.

8. Be certain to understand the hazards associated with materials and tasks before beginning the work; if in doubt, ask their supervisor.

9. Suspend an operation or deactivate equipment in the event of immediate danger to life, health, or the environment; report such actions immediately to supervisor.

10. Keep all personal protective equipment in good operating condition.

11. Keep all work areas neat and orderly; practice good housekeeping.

**Appendix E**

**Funding Guidelines**

The implementation of the campus health and safety plan will necessarily involve some
funding costs. The guideline policy is intended to define funding responsibilities as centralized or decentralized.

**Centralized funding** will be financial resources allocated by the university for environmental health and safety program components which cross division and college lines and benefit the entire campus community.

**Centralized funding examples:**

1. Purchase, maintenance, and repair of fire extinguishers.
2. Safety and Risk Management Department support.
3. Hazardous waste disposal costs.
4. Health and safety training development costs, [possibly including campus-wide CPR training.]
5. Emergency lighting and exit sign installation and maintenance.
6. General facilities maintenance including slip, trip, and fall protection such as railings and stair treads.
7. Workers compensation case management.
8. Building-related asbestos abatement and associated activities.
9. Capital safety equipment which serves to protect campus facilities or general population such as flammable safety cabinets, local exhaust ventilation, and eye-wash stations.
10. Environmental monitoring services such as air quality and fume hood performance assessments.

**Decentralized Funding:**

**Decentralized funding** will be financial resources allocated by departments for departmental specific control of environmental health and safety concerns. Departments shall include these costs in their annual budget requests.

Both centralized and decentralized funding may be supported by financial resources available through the Department of Administration by application through UW-System. Requests must be submitted for small project programs or environmental health and safety funds. Such requests may be submitted through Facilities Management with the
assistance of the Safety Department.

**Decentralized funding examples:**

1. Personal protective equipment such as gloves safety glasses which protect staff and students from departmental specific procedures, equipment, and materials.
2. Engineering controls to minimize or eliminate departmental specific hazards such as safety interlocks, equipment guards, and compressed gas cylinder supports.
3. Personnel resource time to attend training sessions, conduct departmental audits, and develop area specific safe operating procedures and written safety plans.
4. Adjustable office work-stations, seating, and other equipment necessary to provide ergonomically correct environments.
5. Biohazard waste containers, warning signs, and labels.
6. Hazard communication labels for chemical containers.
7. Material Safety Data Sheet maintenance and distribution.
8. Equipment and supplies necessary for maintenance of an effective lockout/tagout program.
9. Equipment and supplies necessary to minimize or eliminate hazards in confined spaces, at elevated heights, or other department specific hazards.
10. Regulatory requirements which pertain to departmental specific equipment or procedures such as calibration or periodic inspection.

**Appendix F**

**GOVERNMENT EXECUTIVE ORDER #194**

*The following are excerpts from Executive Order #194, issued by Governor Tommy Thompson, relating to health and safety of state employees:*

Whereas, it is the policy of the State of Wisconsin to provide a safe and healthy workplace for all state employees; and whereas, workplace injuries and illnesses produce human suffering, economic and social losses and impair the operating efficiency of state government; and whereas, occupational accident and illness prevention requires management and employee commitment, accountability,
cooperation, and leadership at all levels of state government; and whereas laws and regulations governing health and safety in the workplace apply to the operation of state government; and whereas, state government should lead by example by complying with all state and federal health and safety requirements; Now, therefore, I, Tommy G. Thompson, Governor of the State of Wisconsin, by the authority vested in me by the Constitution and the laws of this State, do hereby:

Proclaim that all state agencies, institutions and university campuses and centers must develop and promulgate a comprehensive written health and safety program whose purpose is to attain the following objectives:

1. Minimize the risk of occupational injuries and illnesses by the use of recommended loss prevention and control techniques.
2. Establish written performance/accountability standards and objectives for managers and supervisors to reduce occupational injuries and illnesses and enhance workplace health and safety.
3. Provide adequate health and safety training and education for managers, supervisors and employees.
4. Establish health and safety committees consisting of representatives from all levels and areas of the organization.
5. Promote health and safety awareness and safe work practices.
6. Establish a procedure for conducting periodic health and safety inspections/surveys so that potential hazards are detected and corrected or controlled in a timely manner.
7. Provide for increased compliance with all applicable State and Federal health and safety standards and regulations.
8. Designate an individual to serve as the organization's Health and Safety Coordinator to assist in directing its injury/illness prevention program.
9. Promote effective investigation and management of workers compensation claims and the early return to work of injured employees using transitional work assignments and other rehabilitation strategies.

FURTHER, all written Health and Safety programs must be submitted to the
Department of Administration, Bureau of State Risk Management for approval and ongoing review. The Department of Industry, Labor and Human Relations, Bureau of Safety Inspections, will maintain its authority and final approval of worksite safety plans required through Chapter ILHR 32 - Administration Rules and the Bureau's inspection program.

The Department of Administration, Bureau of State Risk Management and the Department of Industry, Labor and Human Relations, Bureau of Safety Services will report annually to the Governor on progress in achieving improved workplace health and safety in State government.

All state employees must be informed of this Executive Order, in its intent and requirements for providing a safe and healthy workplace throughout state government.