

## University of Washington

### School of Environmental and Forest Sciences Health & Safety Plan

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## A. INTRODUCTION:

### 1. Scope:

This health and safety plan (HSP) services the School of Environmental and Forest Sciences (SEFS), a department under the College of the Environment. It represents all employees, staff, faculty and students that are housed on or use buildings and facilities of the following 4 units which comprise SEFS:

- ❖ *UW Seattle Main Campus* (3 buildings – Anderson Hall, Winkenwerder, Bloedel)
- ❖ *UW Botanic Gardens* (Center for Urban Horticulture and Washington Park Arboretum)
- ❖ *Olympic Natural Resources Center*
- ❖ *Pack Forest*

SEFS also conducts outdoor operations, including research, education and recreation on adjacent natural and managed lands to the above facilities. It is advised that a safety protocol and manual be followed for all outdoor operations.

This plan does NOT address or replace unique safety plans or standard operating procedures specific to a building or facility, e.g. Pack Forest Woodshop. These specific safety plans and SOP's need to be followed accordingly.

### 2. Health and Safety Policy:

This Accident Prevention Program, or Health and Safety Plan, shares the commitment of the University of Washington to provide a “safe and healthful environment for all individuals associated with the institution, including faculty, staff employees, hospital patients, and visitors” (University Handbook Vol. IV, Part VI, Chapter 4). It follows UW policy set in the Administrative Policy Statements (APS) 10.3, and is consistent with requirements in the Washington State Industrial Safety and Health Act (WISHA) (WAC 296-24, 296-62 and 296-800) which is administered by the Department of Labor and Industries (L&I).

### 3. Responsibility:

The CoEnv Dean, SEFS Director, Unit Directors and Chairs, Principle Investigators 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, Vol. IV, Part VI, Chapter 4, Section 1.A).

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 Officer and Health and Safety committee member(s)**

David Zuckerman appointed member of HSC #10 (CoEnv) have been chosen to serve as SEFS's Safety Officer Also, Michelle Trudeau, elected member of current 2016-2018 term of HSC#10 have been given adequate authority to carry out the following responsibilities: (see "Back Page")

- Promoting this Health & Safety Plan in our organization
- Updating this Plan, at least annually, with management approval
- Promoting employee safety training as required or 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
- Facilitating proper maintenance of SEFS's safety records
- Keeping the department director aware of current U-wide safety concerns.

### **B. Steps to Ensure Employee Health and Safety**

#### **1. New Employee Health and Safety Orientation:**

Supervisors of newly hired employees are responsible for performing New Employee Safety Orientations which must include instruction in 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 using OARS;
- 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 UW 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.
- k. Procedures for safe use of specialized equipment and machinery, if required.

## 2. Emergency Evacuation and Operations Plan (EEOP):

All University employing units must develop procedures for evacuation in an emergency and for response to fires, bomb threats, chemical spills, earthquakes, etc. The five major units within SEFS each have their own EEOP. Main contacts responsible for updating and maintaining their unit's EEOP are listed below:

- ❖ UW Seattle Main Campus
  - Amanda Davis, [adavis4@uw.edu](mailto:adavis4@uw.edu); 206-685-0952
- ❖ UW Botanic Gardens
  - Maureen Black, [mblack6@uw.edu](mailto:mblack6@uw.edu); 206 685-1706
- ❖ Olympic Natural Resources Center
  - Deric Kettel, [dkettel@uw.edu](mailto:dkettel@uw.edu), 360 374-3220 Ext 234
- ❖ Pack Forest
  - Terri McCauley, [mccaul@uw.edu](mailto:mccaul@uw.edu), 206-685-4485 x227

Specific unit EEOP's are found posted on all 4 unit websites and hardcopies are available via contacts above. All EEOP's contain the following:

- 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.

For off-site, outdoor and remote operations and research, our Fieldwork Safety Plan (FSP) covers EEOP policies and procedures. (Ref or link to FSP)

An EEOP is a dynamic document that requires regular updating. All department staff must be trained in the EEOP. If an employee moves to a new location, the EEOP 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. Refer to the FSP for remote operations contact of EMS.

### b. Report form to supervisor and EH&S:

All accidents *and near misses* must be reported to the employee's supervisor and EH&S within 24 hours using the Online Accident Reporting System (OARS) at: <http://www.ehs.washington.edu/ohsoars/index.shtm>

If hospitalization is required or if there is a fatality, reporting to EH&S by OARS must occur within 8 hours AND EH&S must immediately be contacted by telephone at (206) 543-7262.

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 using OARS.

**c. Investigation:**

All accidents and near accidents must be investigated by the supervisor who then summarizes the details and corrective measures in the above report. EH&S and the department's organizational safety committee review the report. Assistance from EH&S is available by calling 206.543.7388.

**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 and wherever department staff are working. Adequate employee access to these resources is addressed in this section.

**a. Department First Aid**

According to the UW First Aid Response Plan (APS 10.5), it is the supervisor's prerogative to determine how many staff are needed to be trained in First Aid and CPR to meet DOSH requirements.

**The following options are recommended to help departments meet First Aid planning required by DOSH (formerly WISHA). See:**

**<http://www.ehs.washington.edu/ohshsplans/index.shtm> for EH&S guidelines:**

- **Offices** can have either 1 first aid person per floor/suite/area or if on campus, they may rely upon UW 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.
- **Shops** need at least 1 first aid person at all times. This may require several certified staff.
- **Field Activities** require at least 1 first aid person at all times.

Related department *training* requirements are addressed later in section C.4 First Aid and CPR Training. It is recommended that names and phone numbers of employees who are first-aid/CPR certified be kept on file w/ EEOP main contacts (see section B.2.) and on the outside of first aid kits.

**b. First Aid Kits**

Locations and sizes of first-aid kits in our department are listed in each of the 4 specific unit EEOP's. Generally speaking, all buildings have at least 1kit/floor. Also, all SFR owned/leased and operated vehicles contain First Aid kits. 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 in each of the 4 specific unit EEOP's

**5. Safety Problems: Reporting and Resolving:**

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

#### **6. Safety Meetings: Supervisor Leadership**

Supervisors can hold formal safety meetings or discuss safety topics in regular staff meetings. Records of these meetings, such as topic, attendance, date and location, need to be kept by the supervisor and be available for reference and inspection.

#### **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 UW 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. Health & Safety Committees are required by Washington State regulation (WAC 296-800-14005). A listing of committees and current members may be found at the EH&S web-site: <http://www.ehs.washington.edu> (click on Safety Committees).

##### **a. SEFS Safety Officer**

SEFS has appointed a safety officer who also sits on the CoEnv Group #10 safety committee as one of the appointed members. The Safety Officer's primary duty is to act as a spokesperson and liaison between the U-wide and College level safety committees and the SEFS safety culture, i.e. facility coordinators, emergency wardens and all staff and faculty with safety concerns. The current Safety Officer is David Zuckerman, [dzman@uw.edu](mailto:dzman@uw.edu) , 206 543-8008

##### **b. Organizational Health and Safety Committees**

The University is divided into eleven organizational groupings, each one 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.

SEFS is represented on the Group #10 Organizational Health & Safety Committee.

The Group #10 Committee reports to the Dean of CoEnv, who is represented on the Committee by liason Suzanne Zitzer, [sezitzer@uw.edu](mailto:sezitzer@uw.edu), 206-221-8456.

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 #10 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 DOSH (formerly WISHA) posters, 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 where all employees, students, and visitors can see them (WAC 296-800-19005) such as all University reference stations.

It is the responsibility of supervisors to maintain a safety bulletin board where all their employees have access. The safety bulletin board must be included in the new hire training schedule. It is also recommended that web addresses for the College Safety Committee, OARS and EH&S be included on the board for addition reference.

**C. ACCIDENT/ILLNESS PREVENTION: 6 KEYS:**

**1. Identification of hazards:**

This is the foundation for our Accident Prevention Program.

- We consulted knowledgeable staff to identify possible hazards.
- We reviewed records of past injuries to understand their causes.
- We use the current EH&S Lab Safety Manual, <http://www.ehs.washington.edu/manuals/lsm/index.shtm>  
We have developed a SEFS Field Safety manual to cover all hazards in in situ research and education
- 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 EH&S.
- We consulted the Washington Administrative Code (WAC) Chapters 296-24, 296-62 and 296-800 for General Safety and Health Standards and Occupational Health Standards established by the State Department of Labor and Industries (L&I), as well as the University of Washington Administrative Policy Statements (APS), 10.3.
- We performed Job Hazard Analyses (JHA).



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

## 2. Reduction of hazards:

Our department heads 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, Emergency Evacuation and Operation Plans, Radiation Safety records**) 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. EH&S has been consulted as needed.

### b. Engineering Controls

*Engineering controls* have been employed, whenever possible, as the preferred way to eliminate specific hazards.

### 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).

### d. Personal Protective Equipment

*Personal protective equipment (PPE)* is used as a “last line of defense” for some hazards, particularly chemicals.

## 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.

#### 4. First Aid and CPR Training

- 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. Please see the UW Administrative Policy Statement 10.5 ([www.washington.edu/admin/rules/APS/10.05.html](http://www.washington.edu/admin/rules/APS/10.05.html)) for first aid training and certification requirements. Names and phone numbers of employees who are first-aid/CPR certified are listed on the “Back Page” of this document

#### 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. Supervisors must maintain records, including completion and renewal dates, to maintain program continuity and satisfy legal requirements. Additional information regarding training requirements may be found on the EH&S home page under “Training Information”. Documentation is maintained by supervisors.

#### 6. Medical Exams and Vaccinations

Certain work environments or specific work practices create health risks that require medical examinations or immunizations for employees. Our department has checked the UW APS 10.3 or 10.6, or called the Occupational Health Nurse at 206.221.7770 and determined that this does not apply to us.

### 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 by EH&S or L&I.

**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.**

#### 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 (new section)**

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

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

All managers, supervisors, and employees must be aware of the appropriate processes to follow regarding workplace and domestic violence prevention. They can receive assistance in answering any employee questions from the HR Violence Prevention and Response Program Manager. We expect our entire faculty and staff to take Workplace Violence training at least once every biennium, as well as receive information during new employee orientation.

For more comprehensive information, access the SafeCampus website at <http://www.washington.edu/safecampus>.

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

- . Seattle: 206-685 SAFE (206-685-7233)
- . Bothell: 425-352-SAFE (425-352-7233)
- . Tacoma: 253-692-SAFE (253-692-7233)

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

## “Back Page”

1. Department: *School of Environmental and Forest Sciences*
2. Today’s date / signature: 8/26/2011
3. Last update (date/person): 8/26/11 David Zuckerman and Roy Farrow
3. Health and Safety Coordinator for our department:  
Name: David Zuckerman  
Phone: 206-543-8008  
E-mail: [dzman@uw.edu](mailto:dzman@uw.edu)  
Bldg./Room/Box #: Merrill Hall, BX 35-4115
4. Health and Safety Team members in our department (**if applicable**): N/A
5. **Organizational** Safety & Health Committee:  
Group # 10 (Name) *College of the Environment*  
Committee Member Roster <https://environment.uw.edu/intranet/governance/health-and-safety-committee/>
6. **University-Wide** Safety & Health Committee representative for above Gr 10  
Name/e-mail/phone: David Zuckerman, [dzman@uw.edu](mailto:dzman@uw.edu), 206-543-8008
7. First-Aid/CPR Certified employees in our department:  
See B.2. Under specific EEOP contacts

See EH&S web-site at [www.ehs.washington.edu](http://www.ehs.washington.edu)  
Click on “Service Phone Numbers”

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## APPENDIX: PROCEDURES

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### Small Utility Vehicle and Golf Cart Procedure

These procedures are provided to facilitate safe operation of small utility vehicles and golf carts used during UW operations. Because these vehicles are typically of lighter construction, feature less safety equipment, and operate in different environments than typical motor vehicles, it is imperative that operators understand the particular capabilities and limitations of these vehicles, and that they are aware and take precautions against the particular hazards they may be exposed to.

Each department that operates these types of vehicles must adhere with the requirements of this procedure and should have trained staff members who are responsible for supervising operators. Since this procedure may not identify all hazards associated with particular vehicle operations, each department is responsible for conducting a “job hazard analysis” to determine the potential hazards for their specific operations and operating conditions (for example, crowded stadiums, steep slopes, or severe weather) and to take appropriate action to mitigate any particular hazards identified in that analysis. Departments are also responsible for ensuring that vehicles are maintained in a condition that allows for safe operation.

This procedure is for small utility vehicles and golf carts only, and is not intended for typical automobiles, trucks, or vans, or for riding lawnmowers, tractors, etc. This procedure does not replace or invalidate any other requirements or rules governing use of UW vehicles or equipment.

#### 1. Definitions:

- a. Golf Cart: Small motorized vehicle with room for a driver, one or more seated passengers, and a small amount of equipment, generally not licensed for street use.
  - b. Small Utility Vehicle: Small motorized vehicle designed for a specific type of work, such as a Cushman, a John Deere Gator or Kawasaki Mule, etc. These vehicles are mainly intended for off-street use, although they may be licensed for street usage. They are generally designed to carry equipment and/or passengers.
  - c. Street Legal: A small utility vehicle or golf cart that meets the requirements of the State of Washington to be able to be driven on public roads according to the appropriate RCW and WAC sections and has been approved for such use by the manufacturer.
  - d. Trained Staff Member: UW employee who has been received training on the elements of this procedure and who is authorized by their department to supervise golf cart and/or small utility vehicle operations.
2. All drivers of utility vehicles or golf carts must attend a training session prior to operating any such vehicles, and must be a trained staff member or under the supervision of a trained staff member while operating vehicles.

The training program should include:

- The contents of this procedure, especially including all safety rules.
- Safe operating rules of the road.

- Precautions for operating in low-light or dark conditions.
  - Designated paths and routes for vehicle operation.
  - Procedures for unusual operating conditions, for example, while using an attached snow plow or towing, as applicable.
  - Limitations and restrictions on the use of the golf cart.
  - The difference between street legal and non-street legal golf cart/small utility vehicle.
  - Steps to be taken in an emergency.
3. All drivers must be 18 years of age or older and must have a valid driver's license. A copy of the current valid driver's license should be on file with the responsible department prior to operating the vehicle. Each department should designate an HR representative to keep this confidential information on file.
  4. Utility vehicles and golf carts shall observe all vehicle traffic laws (e.g. stopping at stop signs, yielding to pedestrians, etc).
  5. Vehicles shall not be operated in a manner that may endanger passengers, other members of the campus community, or property. Drivers must not be under the influence of alcohol or drugs. Drivers should not use radios or cell phones while the vehicle is moving. Absolutely no horseplay while operating vehicles.
  6. The number of passengers and load capacity shall not exceed the manufacturer's rated limit. Passengers must be in seats. Seatbelts must be worn, if installed. Safety equipment, especially including seatbelts, may not be removed from the vehicle.
  7. Driver and passengers must hold on to the utility vehicle or golf cart at all times while the vehicle is in motion unless securely seat-belted in place. Luggage, packages, cargo, and/or equipment must be adequately secured for safety.
  8. Operators must operate vehicles at a safe speed for conditions, and should not operate vehicles at maximum speed.
  9. Utility vehicles and golf cart-type vehicles that are not licensed for street usage are restricted to sidewalks and paths on the University campus. Street-legal vehicles may be operated on streets with prior approval of responsible department. Small utility vehicles and golf carts must be operated in accordance with all applicable traffic laws, particularly regarding usage of seat-belts and prohibitions against use of cell phones or texting while driving.
  10. Check path of utility vehicles or golf carts and identify areas of caution or reduced speeds over designated paths. Drivers should slow when approaching such areas, or if traveling over paths which have not been assessed. Included in training session will be instructions on which paths to use.

11. Operators must reduce speed to match other users on all streets, sidewalks, and paths. In congested pedestrian areas, operators must either park or proceed at a slow walking pace.
12. Vehicles can only be parked in a safe manner and location and must not block any entrances to buildings, stairways, ramps, or thoroughfares. Passengers who are not UW employees should be embarked and disembarked only when the vehicle is parked on a hard, level surface.
13. Charging stations for electric golf carts and utility vehicles shall be located in a safe location that has adequate ventilation to prevent potential build-up of explosive hydrogen gas, and which is adequately protected from weather.
14. Report all work-related injuries or near miss incidents to supervisor as soon as possible. Incident report instructions: <http://www.ehs.washington.edu/ohsoars/index.shtm>. Traffic and vehicle accidents may also require additional reporting to UWPD, Washington State Patrol, and/or Washington Department of Transportation.