UNIVERSITY of WASHINGTON

Genome Sciences

SUPPLEMENTAL ACCIDENT PREVENTION PLAN

APPROVED BY: _____

Sandra Pennington, Manager of Physical Operations

REVISED June 2025

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Instructions for the preparer:

The University of Washington (UW) Accident Prevention Plan (APP) provides essential information regarding occupational health and safety and compliance ; it is required to be reviewed prior to completing this unit specific Supplemental Accident Prevention Plan (Supplemental APP) Template.

Complete this template so that the Supplemental APP addresses the potential hazards and safety measures specific to your unit and/or location. Your unit's Safety Team and/or safety coordinator in coordination with leadership are responsible for annually reviewing and updating this Plan before distributing it to unit personnel. UW Environmental Health & Safety (EH&S) is available to provide consultation as you develop your plan and may request a copy to provide to Washington State Department of Labor & Industries (L&I) or other regulatory agencies upon their request.

This Plan applies to all schools, departments, units, and organizations within the University. UW Medical facility personnel follow additional UW Medicine policies and procedures beyond this Plan and will refer to them. The term "personnel" will be used to include all staff, faculty, and students in paid positions (permanent, part-time, or seasonal) and all employment groups described in Administrative Policy Statement 40.1.

Units are also required to apply the workplace health and safety requirements in the UW APP to other categories of workers under their supervision in the workplace such as volunteers and unpaid student workers. Units are required to ensure that any visitors, contractors, or vendors at their sites follow site-specific safety requirements including use of required personal protective equipment, and that they receive information about hazard they may be exposed to and safety measures of the site, and a health and safety orientation as applicable.

PURPOSE

This document is the **Genome Sciences Supplemental APP** ("Plan"), which addresses department/unit-specific occupational or environmental hazards and safety guidance not covered in the core UW Accident Prevention Plan.

The purpose of this Plan is to help prevent occupational accidents, injuries, illnesses, and exposures to Genome Sciences personnel as they conduct their work.

SCOPE

The UW APP and this Supplemental APP cover all Genome Sciences personnel in any location where work is being conducted, including on-campus, off-campus, temporary, University-owned facilities, and leased facilities operated by the University. All Genome Sciences personnel must follow the requirements outlined in this document. The locations covered in this plan include, but are not limited to:

a. South Foege
b. South Lake Union
c. Magnuson Health Sciences H-wing and J-wing

ROLES AND RESPONSIBILITIES

The following roles, teams, and committees are responsible for implementing health and safety plans in the workplace.

UNIT LEADER (OR THEIR DESIGNEE)

In Genome Sciences, Sandra Pennington is the Safety Coordinator and she will serve indefinitely in this role.

She is responsible for ensuring this Plan is updated annually, coordinating its review by enlisted parties, and ensuring it is distributed to all personnel.

SAFETY TEAM OR SAFETY COORDINATOR

The Safety Coordinator is focused on the safety, security, and emergency preparedness of all Genome Sciences personnel; the Safety Team's role and responsibilities are listed in the UW Accident Prevention Plan.

Annually, the **Safety Coordinator** will:

- ☐ Review this Plan and suggest improvements or updates as needed to reflect current organizational structure and their strategic plan.
- ☐ Ensure this Plan identifies the specific hazards and safety measures encountered by Genome Sciences personnel and the controls used to mitigate those hazards.
- ☐ Ensure sections, divisions, or groups and members get an opportunity to update and append specific materials as needed in this Plan.
- ☐ Review and update the First Aid Plan ensuring first-aid kits are maintained and personnel are trained as required.
- ☐ Update safety bulletin boards in primary work locations.
- ☐ Assist with communicating to all personnel the content and location of the UW Accident Prevention Plan and this Plan.
- ☐ Ensure Genome Sciences is maintaining required safety records, including but not limited to:
  - ☐ Any and all building Fire Safety and Evacuation Plans
  - ☐ Inspection reports

- ☐ Safety manuals, plans, guides, standard operating procedures, and/or job hazard analyses
- ☐ Training records
- ☐ Health & Safety Committee Group 4 meeting minutes
- ☐ Updated MyChem chemical inventories and safety data sheets (SDSs) for all hazardous materials storage locations

SUPERVISORS

Personnel supervisors are responsible for ensuring occupational health and safety regulations and best practices are met for their personnel. Supervisors are expected to minimize the hazards personnel face and prevent injuries, illnesses, exposures, fires, property damage, and near-miss events. Supervisors are required to:

1. Review safety procedures and document them in a job hazard analysis and/or standard operating procedure; and
2. Ensure personnel complete any required safety training for the hazards they may encounter in their work. EH&S maintains training records for the courses provided by EH&S; supervisors are responsible for maintaining all other training records until three years have passed after an individual's separation date.
3. Ensure personnel know how and when to obtain emergency assistance at each work location in case of emergencies.
    - Personnel at Genome Sciences locations phone 911 to obtain emergency assistance.
    - Sandra Pennington has communicated these responsibilities to Genome SciencesGenome Sciences' supervisors.

PERSONNEL

UW personnel are required to submit an incident report for any work-related event that results in an injury, illness, exposure, property damage, or fire. UW personnel are highly encouraged to report a near-miss event.

The person involved, the supervisor, or a University representative will submit the report using the Online Accident Reporting System (OARS). UW Medicine personnel working in UW Medicine facilities use Safety Net, a separate reporting system instead of OARS.

Personnel are encouraged to report any condition, practice, violation that has a potential to result in physical harm, property loss, and/or environmental impacts to their supervisor, and their Health and Safety Committee representative. Personnel may also report a safety concern to EH&S.

Personnel are responsible for knowing the location and contents of this Plan and the UW Accident Prevention Plan.

Personnel are expected to suggest ways to minimize and prevent injuries, accidents, and exposures. Personnel must be made aware of the hierarchy of controls when considering methods to minimize and prevent injuries, accidents, and exposures.

Personnel must complete all required training and use appropriate hazard control methods to minimize the risk of possible injuries and/or illnesses.

Sandra Pennington has communicated these responsibilities to Genome Sciences's supervisors and their personnel.

BUILDING COORDINATORS/FACILITY MANAGERS

Building-specific concerns should be reported to and managed by the building coordinator or facility manager.

A current list of Seattle campus building coordinators can be found on the UW Facilities website.

Building coordinators for Genome Sciences-specific locations are listed below.

a. South Foege – Sandra Pennington
b. Magnuson Health Sciences J-wing and H-wing – Sarah Woodall
c. SLU – Michael Young

HEALTH AND SAFETY COMMITTEES

Genome Sciences personnel are represented by Health and Safety Committee number 4. Elections occur every two years; all Genome Sciences personnel can nominate and elect a representative to the committee.

The meeting minutes for the organizational health and safety committee representing Genome Sciences are accessible upon request to Sandra Pennington.

Refer to the UW Accident Prevention Plan for additional information about health and safety committees.

HEALTH AND SAFETY RESOURCES

SAFETY BULLETIN BOARDS

The Genome Sciences safety bulletin boards contain accurate and up-to-date safety posters, health and safety notices, safety newsletters, accident statistics, and other educational materials as required by WAC 296-800-19005.

The safety bulletin boards are checked annually by Serena Newhall with Required Workplace Posters from L&I.

In addition, the University's Log of Work-Related Injuries and Illnesses (OSHA 300A summary report) must be posted, by law, from **February 1 to April 30** each year on the safety bulletin boards. Download the OSHA 300A summary report for the appropriate work location from the EH&S website.

The safety bulletin boards for Genome Sciences are in the following location:

Foege S200, around the central stair

Refer to the UW Accident Prevention Plan for additional information about safety bulletin boards.

INCORPORATING SAFETY INTO MEETINGS

Genome Science incorporates safety into meetings by doing the following:

a. We discuss a variety of safety topics in the annual lab managers meeting.
b. Lab managers discuss these topics in their lab meetings.
c. New employee orientation and documents contain a safety section.

INTERNAL COMMUNICATIONS

Genome Sciences informs personnel of important safety information and policies including this unit's Supplemental APP via as-needed email to South Foege occupants and posting on the departmental website.

HEALTH AND SAFETY ORIENTATION FOR NEW PERSONNEL

Supervisors provide new personnel with important health and safety information via the Genome Sciences website and a new-hire welcome letter. Existing personnel can access the site at any time to refresh their knowledge of the Genome Sciences policies and procedures.

Supervisors must ensure all new UW personnel, including those who are temporary and work part time, undergo a health and safety orientation that cover the topics listed on the Genome Sciences website.

Personnel are required to complete health and safety training courses appropriate for their jobs. These can be found in the Training Course Selection Guide on the EH&S website.

Refer to the UW Accident Prevention Plan for more information about new employee health and safety orientation.

EMERGENCY PLANS

Genome Sciences has the following procedural documents to provide guidance during emergencies. These documents are available at gs.washington.edu and follow the links to Facilities.

Personnel are informed of who to contact in an emergency at their worksites, starting with their supervisor.

Refer to the UW Accident Prevention Plan for more information about the emergency plans described below.

Business, Academic, and Research Continuity (BARC) Plan

Genome Sciences' Business, Academic and Research Continuity (BARC) Plan [this link is dead until "Husky Ready" is updated] will be stored in an online continuity software called Husky Ready and will be accessed by Sandra Pennington who is tasked with developing and annually updating the Plan.

Genome Sciences will develop a supplemental BARC Plan for the following research or laboratory locations:

a. South Foege
b. South Lake Union

Fire Safety and Evacuation Plan

Each building has a Fire Safety and Evacuation Plan that describes evacuation and emergency procedures for events that require evacuation of a campus building. Each building's Fire Safety and Evacuation Plan names the current evacuation directors and evacuation wardens, and the building's evacuation assembly point.

The Genome Sciences evacuation wardens who will assist personnel during a building evacuation are:

a. Sandra Pennington, evacuation director
b. Each Foege lab has its own evacuation warden
c. SLU evacuation director is Michael Young

A specific assembly point is designated for each building as indicated on the **evacuation route map** posted in each campus building. The evacuation assembly points where building occupants will gather following planned and unplanned building evacuations are:

a. South Foege – Lawn that is east of the building

b. SLU – West side of 8th Avenue, between Mercer and Republican Streets

Inclement weather or suspended operations

When a weather emergency occurs or suspended operations is declared by the University, Genome Sciences personnel will follow the University of WashingtonGenome Sciences Inclement Weather/ Suspended Operations Policy.

UW Emergency Plan

UW has a UW Comprehensive Emergency Management Plan to guide the University in the event of an emergency or disaster in which normal operations are interrupted and special measures are taken to protect personnel and operations.

Workplace security

- SafeCampus
- "Response to Active Shooter" training and resources
- UW Crisis Communications Plan
- Campus Community Safety
- Building Emergency Procedures and Resources

HEALTH AND SAFETY PLANS

Communicable diseases

Genome Sciences will reduce the risk of, prepare for, and address the University's needs related to communicable disease outbreaks by ensuring personnel have been notified to review the UW Respiratory Illness Health and Safety Plan **and** follow the Public Health Flowchart for COVID-19 and Respiratory Virus Symptoms if they have COVID-19 symptoms, an exposure, or test positive to COVID-19.

Visitors in restricted areas

Genome Sciences has a policy regarding visitor access to restricted areas. The policy is located at the GS website, question #3 in the Facilities page "facilities FAQ". The UW Photography Guidelines will be followed when a guest who is a photographer or videographer accesses a restricted area.

RECOGNIZED HAZARDS AND REQUIREMENTS

Genome Sciences personnel may perform work tasks that could expose them to occupational and/or environmental hazards, which can be eliminated, substituted, or controlled through safer work practices and use of personal protective equipment (PPE).

Identified hazards include: Autoclaves; Biohazards; Biohazardous and infectious waste; Compressed gases, liquid nitrogen; Emergency response; Flammable liquids; Formaldehyde; Hazardous chemicals; Hazardous drugs; Hazardous material spills; Hazardous materials; Hazardous waste; Laboratory chemicals; Ladders; Lasers; Lifting more than 20 lbs.; Mercury; Non-ionizing radiation; Radioactive materials; Reproductive hazards; Respiratory hazards; Sick or injured wildlife, pest control; Slip and trip hazards; Vapors, gases

Supervisors review the table in the Appendix with personnel and **identify the applicable hazards, resources, and required and recommended training courses** prior to starting a work task that could expose an individual to a potential hazard.

   a. Refer to the EH&S website for **safety manuals and other resources** to address identified hazards listed in the Appendix.

1. Supervisors will **identify other hazards beyond those listed in the Appendix** as necessary when developing written procedures for work. Supervisors may use the following tools to identify hazards with each task or process, and indicate methods to reduce the risk of an incident occurring:
   a. **Job Hazard Analysis Template;** or
   b. **Lab Safety Risk Assessment Tool;** and
   c. Standard Operating Procedures **(SOP) templates** for chemicals and biotoxins, laboratory equipment, and shop and maker space equipment and processes
2. For each identified hazard, personnel must complete the required training and be provided with PPE (if applicable) to safely do their work.
   a. Refer to the **Training Course Selection Guide** on the EH&S website for a current list of available safety training courses.
   b. Supervisors refer to the Personal Protective Equipment (PPE) section below for PPE requirements.

SUPPLEMENTAL SAFETY DOCUMENTATION

Personnel have access to safety manuals, training, and other resources to mitigate the hazards they identify in their workplaces.

Lab managers communicate to personnel and Genome Sciencesleadership of the list of commonly recognized safety hazards in the Appendix and their roles and responsibilities per Executive Order #55 with regard to maintaining compliance with all University policies, EH&S guidance, and federal, state, and local regulations.

CHEMICAL HAZARD COMMUNICATION

Genome Sciences supervisors are required to ensure personnel working with or in locations where hazardous materials are used, stored, and transported are aware of the material identity, potential hazards, and the safe work practices that can minimize exposure.

1. Supervisors are responsible for providing information to address specific chemical hazards their personnel face.
    a. Supervisors will utilize resources on the EH&S website, and also develop additional resources including job hazard analyses or standard operating procedures to protect personnel from chemical hazards.
2. All Genome Sciences personnel can view and print **safety data sheets (SDSs)** using their UW Net ID to log in to the MyChem database. Genome Sciences personnel have access to view chemical inventory information based on their needs.
3. Refer to the UW Accident Prevention Plan and the UW Chemical Hazard Communication Program Manual to learn about how the UW communicates chemical hazards.

OCCUPATIONAL HEALTH REQUIREMENTS

Genome Sciences personnel are directed to the UW Employee Health Center in Environmental Health & Safety for occupational health screenings as appropriate for work-related to noise exposure, high-risk biohazard exposures, human blood or other potentially infectious materials exposures, and exposures to airborne hazards that require the use of a respirator.

PERSONAL PROTECTIVE EQUIPMENT

Genome Sciences supervisors provide personal protective equipment (PPE) for personnel when required by regulation or when a determination has been made that PPE is needed.

Supervisors determine PPE needs by conducting a hazard assessment. Guidelines for PPE hazard assessment and selection include:

- Guidelines for PPE
- Laboratory Personal Protective Equipment (PPE) Hazard Assessment Guide
- Shop Personal Protective Equipment (PPE) Hazard Assessment Guide

Personnel hazard and PPE assessment records are kept by their supervisor. Supervisors will update hazard assessment records whenever there are changes in the process, worksite, PPE, and/or training.

Supervisors inform personnel of specific PPE requirements for their position on the following occasions:

1. During new employee safety orientation; and
2. When a job procedure changes and requires new PPE.

REVIEW AND APPROVAL

This Supplemental Accident Prevention Plan was reviewed and approved by:

Name and title: Sandra Pennington, Manager of Physical Operations

Date: 8/11/25

This Supplemental Accident Prevention Plan is reviewed annually.

LOG OF CHANGES (OPTIONAL)

[List major changes to the policy and the effective date of each.]

CHANGE	DATE	APPROVED BY
1.		
2.		
3.		

APPENDIX: COMMONLY RECOGNIZED HAZARDS AND ASSOCIATED SAFETY REQUIREMENTS AND RESOURCES

Hazard	Resources on EH&S website	EH&S training courses
Air contaminants, dust, vapors, gases	Fume hoods Indoor Air Quality Respiratory Protection General Welding Safety: Respiratory Hazards	Hazard Communication Managing Laboratory Chemicals-Online Fume Hoods
Anesthetic Gases	Anesthetic Gases Anesthetic Gases: Safe Use Guidelines	
Animals, animal handling, animal allergens	Animal Use Medical Screening Research Occupational Health	Not applicable
Arc flash and electrical	Electrical Safety	Arc Flash and Electrical Safety Best Practices (NFPA 70E 2021 Edition)
Asbestos	Asbestos and Other Regulated Building Materials	Asbestos General Awareness-Online
Autoclaves	Autoclave Safety Biohazardous Waste	ASU Autoclave Training Video
Biohazards	Biological Safety	Biosafety Training-Online
Bloodborne pathogens, biohazardous or infectious waste	Bloodborne Pathogens (BBP) Program Sharps Safety	Bloodborne Pathogens (BBP) for Researchers-Online Bloodborne Pathogens (BBP) for Non-Laboratory Personnel
Boating	Boating Safety UW Boating Safety Manual UW Float Plan	Visit the Boating Safety page for a list of training courses
Chemotherapy and Hazardous Drugs	Chemotherapy & Hazardous Drugs	Shipping Regulated Medical Waste
Compressed gases, liquid nitrogen, laboratory compressed gases	Compressed Gas/Cryogenic-Fluids	Compressed Gas Safety for Lab Researchers Compressed Gas Safety for Non-Researchers
Concussions	Workplace concussions	Not applicable
Confined spaces/oxygen deficiency	Confined Space Entry Program	Confined Space Entry
Cranes, hoists, derricks with rigging	Shop and Maker Space Safety Cranes, Hoists and Rigging	Overhead and Gantry Crane Safety - Online Rigging Safety - Online
Crystalline silica	Crystalline Silica Respirable Crystalline Silica Safety Manual Crystalline Silica Exposure Control Work Plan Template	Crystalline Silica Safety Training
Diving	Diving Safety Program	Scientific Diver Training
Electrical	Electrical Safety	Electrical Safety Low Voltage Qualified Electrical Safety in the Workplace Electrical Safety Awareness Online
Emergency response	Building Emergency Procedures and Resources	Emergency Evacuation Warden Training-Online

Hazard	Resources on EH&S website	EH&S training courses
		Fire Extinguisher Training-Online First Aid /CPR Certification Wilderness First Aid
Ergonomic factors (awkward postures, repetitive tasks, and/or forceful motions)	Ergonomics Office Ergonomics Assessment Tool	Back Safety and Injury Prevention- Online
Fieldwork	Field Operations Safety Manual	First Aid /CPR Certification Wilderness First Aid
Fire	Fire Extinguisher Use Fire Safety and Prevention	Fire Extinguisher Training – Hands-on Fire Extinguisher - Online
Flammable liquids	Laboratory Safety Manual – Section 2: Special Chemical Hazards Lab Refrigerators and Freezers (storage)	Fire Extinguisher Training – Hands-on Fire Extinguisher - Online
Forklifts	Not applicable	Forklift and Lift-Truck Operator Safety Training
Formaldehyde	Formaldehyde, Formalin, Paraformaldehyde Safe Work Practices	Formaldehyde Training-Online
Hand and power tools	Shop and Maker Space Safety	Hand and Power Tool Safety-Online
Hazardous chemicals	Hazard Communication	Hazard Communication
Hazardous materials (storage, shipping/transport)	Shipping Hazardous Materials Chemical Container Labels Biological Research Safety Radioactive Material Shipping Request Control of Radioactive Materials	Managing Laboratory Chemicals-Online Shipping Biological Substance Category B-Online Shipping Dry Ice with Non-Dangerous Goods-or-Exempt Patient Specimens-Online Shipping Hazardous Materials Shipping Regulated Medical Waste-Online Multiple Radiation Safety Courses listed
Hazardous waste	Chemical Waste Disposal Biohazardous Waste Sharps and Lab Glass Waste Radioactive Waste Management Hazardous Material Disposal and Recycling	Managing Laboratory Chemicals-Online Biosafety Training-Online
Hazardous material spills	Chemical Spills in Laboratories Spill Response Poster Hazardous Material Spills	Managing Laboratory Chemicals-Online Biosafety Training-Online
Heat exposure (outdoor)	Outdoor heat exposure Heat exposure plan template	Outdoor Heat Safety Training Online
Heights that require fall protection	Fall Protection	Fall Protection Training Scaffold Safety Training Ladder Safety - Online
Hydrofluoric acid	Hydrofluoric Acid SOP	Hydrofluoric Acid Safety Training-Online

Hazard	Resources on EH&S website	EH&S training courses
Laboratory chemicals	Chemical Safety	Course Selection Guide Managing Laboratory Chemicals-Online
Ladders	Fall Protection Ladder Safety Focus Sheet	Ladder Safety-Online
Lasers	Laser Safety	Laser Worker Safety Training
Lead	Lead	Lead Awareness-Online
Lifting more than 20 lbs.	Ergonomics	Back Safety and Injury Prevention-Online
Hazardous energy	Hazardous Energy Control – Lockout/Tagout	Lockout-Tagout
Machinery	Shop and Maker Space Safety Machine Safeguarding Guide	Machine Guarding
Mercury	Mercury	Managing Laboratory Chemicals
Maker spaces	Shop and Maker Space Safety	Course Selection Guide
Noise above 85 dB	Hearing Loss Prevention Program	Hearing Conservation-Online
Non-ionizing radiation (radiofrequency, wireless cellular antennas, ultraviolet light, microwaves, and magnetic fields)	Non-Ionizing Radiation Safety UV Safety Focus Sheet Superconducting Magnets: Basic Safety Radiofrequency: Wireless Cellular Antennas	Training is available upon request.
Radioactive materials (used or stored)	Radiation Safety	Radiation Safety Training-Online
Regulated building materials	Asbestos Lead Polychlorinated biphenyls (PCBs) Mercury Chlorofluorocarbon (CFC) Crystalline silica	View a list of trainings on the Asbestos and Other Regulated Building Materials webpage.
Reproductive hazards	Reproductive Hazard Guidelines	Not applicable
Respiratory (airborne) hazards	Respiratory Protection General Welding Safety: Respiratory Hazards	EH&S-provided respirator training is individually assigned by user group; the online courses are not available via the EH&S Training website. Contact the Respiratory Protection Program for more information.
Roof access	Roof Access Permit Fall Protection Radiofrequency: Wireless Cellular Antennas	Fall Protection Training
Scaffolds	Fall Protection	Scaffold Safety Training coming soon
Shop and maker space hazards	Shops and Maker Space Safety	Course Selection Guide
Slip and trip hazards	Fall Protection Walking-Working Surfaces Inspection Checklist	Not applicable
Small utility vehicles	UW Basic Small Utility Vehicle and Golf Cart Policy	Introduction to Utility Cart Safety-Online

Hazard	Resources on EH&S website	EH&S training courses
Welding, cutting, and/or brazing	Hot Work	Not applicable
Wildfire smoke	Wildfire Smoke	Wildfire Smoke Training
Sick or injured wildlife, pest control	Pest Control and Wildlife Resources	Not applicable
Youth in the workplace	Office of the Youth Protection Coordinator Non-EH&S website)	Not applicable
Zoonotic disease exposure	Animal Use Medical Screening Research Occupational Health	

Note: There may be other hazards encountered in the workplace that are not listed in this table. Contact EH&S for assistance identifying and controlling other hazards.