

3/18/15

To Lab Medicine Managers & Safety Reps:

Enclosed are updates to the Workplace Safety Manual. Please replace the contents of the appropriate sections with these updated versions. The only section of the manual that does not require updating at this time is Section 9 - Regulatory Text. Be sure to retain any division specific information you've added to a section (especially Chem Hygiene).

Summary of Changes:

1. Health & Safety Policy: No major changes
2. Accident Prevention Plan: No major changes, but updates for changes to UW Safety Committees, OARS reporting, and reflects new CAP rules around fire escape route inspection.
3. Exposure Control Plan: No major changes, updated for MLS classification change.
4. Departmental Disaster Plan: No major changes – updated for new CAP fire drill rules & water loss planning.
5. Lab Incident Management Plan: No major changes
6. Site Specific: No major changes
7. Chemical Hygiene Plan: DO NOT DISCARD SITE SPECIFIC INFORMATION AT BACK OF THIS SECTION. No major changes – updated locations covered by plan, clarified chemical spill contact information.
8. Training and Forms: Minor updates
9. Regulatory Text: RETAIN EXISTING DOCUMENTS
10. Infant/Child Abduction: HMC no major changes, UWMC laminated door signs available and clarified checking doors for paperwork during drills.
11. Bioalert Plan: No major changes – added Ebola plan into section.
12. Repetitive Stress Injury Prevention: No major changes
13. Specimen Transport: No major changes
14. Radioactive Specimen Plan: No major changes.
15. Suspicious Package Plan: No major changes
16. Appendix – No major changes

A reminder that CAP requires staff to review major changes to the manual annually – this could be via reading impacted sections or talking about changes that impact staff in a divisional meeting. Be sure to document the review. If you have any questions, feel free to call me (206-744-3147) or email [trimble@uw.edu](mailto:trimble@uw.edu).

Thanks!

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