

UNIVERSITY *of* WASHINGTON

Earth and Space Sciences - ESS
SUPPLEMENTAL ACCIDENT PREVENTION PLAN



APPROVED BY:
ESS SAFETY COMMITTEE - 2023

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TABLE OF CONTENTS

TABLE OF CONTENTS..... 2

PURPOSE..... 4

SCOPE..... 4

ROLES AND RESPONSIBILITIES..... 5

 Unit leader (or their designee)..... 5

 Safety Team or safety coordinator..... 5

 Supervisors..... 6

 Personnel..... 7

 Building coordinators/Facility managers..... 7

 Health and safety committees..... 7

HEALTH AND SAFETY RESOURCES..... 8

 Safety bulletin boards..... 8

 Incorporating safety into meetings..... 8

 Internal communications..... 8

 Health and safety orientation for new personnel..... 8

 Emergency plans..... 9

 Business, Academic, and Research Continuity (BARC) Plan..... 9

 Fire Safety and Evacuation Plan..... 9

 Inclement weather or suspended operations..... 10

 UW Emergency Plan..... 10

 Workplace security plan (optional)..... 10

 Health and safety plans..... 11

 Bloodborne pathogens..... 11

 Communicable diseases..... 11

 Fall Protection Plan..... 12

 Fieldwork Safety Plan..... 12

 First Aid Plan..... 12

 Outdoor Heat Safety Plan..... 12

 Visitors in restricted areas..... 12

 Wildfire Smoke Exposure Plan..... 12

 Working alone..... 12

RECOGNIZED HAZARDS AND REQUIREMENTS..... 12

 Supplemental safety documentation..... 13

Chemical Hazard communication.....	14
Occupational health screening.....	14
Potential noise exposure.....	14
Exposure to human blood or other potentially infectious materials.....	14
High-risk biohazard exposure.....	15
Respiratory protection.....	15
Personal protective equipment.....	15
REVIEW AND APPROVAL.....	16
Log of changes (optional).....	16
Appendix A: Commonly recognized hazards and associated safety requirements and resources.....	17

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 by filling in the **yellow highlighted sections** so 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.

The term "unit" is used to represent the entities supported by this Plan. It 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 Earth and Space Sciences **Supplemental APP** ("Plan"), which addresses department/unit-specific occupational or environmental hazards and safety guidance not covered in the core [UW APP](#).

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

SCOPE

The UW APP and this Supplemental APP cover all Earth and Space 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 Earth and Space Sciences personnel must follow the requirements outlined in this document. The locations covered in this plan include, but are not limited to:

- a. Johnson Hall
- b. Atmospheric Sciences and Geophysics – Second Floor

- c. Atmospheric Sciences and Geophysics – First Floor - PNSN

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 Earth and Space Sciences, the current ESS Chair is the executive sponsor of the Safety Committee and has designated said committee to be the safety coordinator.

The ESS Safety Committee and current ESS Chair are responsible for ensuring this Plan is updated annually and ensuring it is distributed to all ESS personnel.

SAFETY TEAM OR SAFETY COORDINATOR

The ESS Safety Committee (hereafter Safety Team) is focused on the safety, security, and emergency preparedness of all Earth and Space Sciences personnel; the Safety Team's role and responsibilities are listed in the [UW APP](#). The [Safety Team includes these members](#).

Annually, the **Safety Team** 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 Earth and Space 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 Earth and Space 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 #10 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

UW personnel are required to submit an incident report for any work-related event that results in an injury, illness, exposure, fire, property damage, or near-miss event. The person involved, the supervisor, or a University representative will submit the report using the [Online Accident Reporting System \(OARS\)](#).

Personnel are encouraged to [report a safety concern](#) to their supervisor, EH&S, and/or their Health and Safety Committee representative. Reports can be sent anonymously.

Personnel are responsible for knowing the location and contents of this Plan and the [UW APP](#).

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.

The ESS Safety Committee has communicated these responsibilities to Earth and Space 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](#).

HEALTH AND SAFETY COMMITTEES

Earth and Space Sciences personnel are represented by Health and Safety Committee number 10. Elections occur every two years; all Earth and Space Sciences personnel can nominate and elect a representative to the committee.

The meeting minutes for the organizational health and safety committee representing Earth and Space Sciences are accessible to all Earth and Space Sciences personnel at <https://intranet.ess.uw.edu/intranet/safety.php>.

Refer to the UW APP for additional information about health and safety committees.

HEALTH AND SAFETY RESOURCES

SAFETY BULLETIN BOARDS

The Earth and Space Sciences safety bulletin board(s) 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 the Safety Team 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 board(s). Download the OSHA 300A summary report for the appropriate work location from the [EH&S website](#).

The safety bulletin board(s) for Earth and Space Sciences are in the following locations:

- a. JHN mail room

Refer to the UW APP for additional information about safety bulletin boards.

INCORPORATING SAFETY INTO MEETINGS

Earth and Space Sciences incorporates safety into meetings by doing the following:

- a. The chair of the ESS Safety Committee attends the ESS Department Faculty Meeting open session to provide safety related information and updates.

INTERNAL COMMUNICATIONS

Earth and Space Sciences informs personnel of important safety information and policies including this unit's Supplemental APP via its website.

HEALTH AND SAFETY ORIENTATION FOR NEW PERSONNEL

Supervisors provide new personnel with the [Earth and Space Sciences Handbook](#). Existing personnel can access the handbook at any time to refresh their knowledge of the Earth and Space Sciences policies and procedures.

Supervisors must ensure all new UW personnel, including those who are temporary and part-time, undergo a health and safety orientation that cover appropriate topics for their location work work. Personnel are required to complete appropriate health and safety [training courses](#).

Refer to the UW APP for more information about new employee health and safety orientation.

EMERGENCY PLANS

Earth and Space Sciences has the following procedural documents to provide guidance during emergencies. These documents are available in the [ESS Handbook](#).

Personnel are informed of who to contact in an emergency at their worksites.

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

Business, Academic, and Research Continuity (BARC) Plan

Earth and Space Sciences's [Business, Academic and Research Continuity \(BARC\) Plan](#) is stored in an online continuity software called Husky Ready and is accessed by **[name individual(s) responsible]** who **[is/are]** tasked with developing and annually updating the Plan.

Earth and Space Sciences has developed a supplemental BARC Plan for the following research or laboratory locations:

- a. **[Location 1]**
- b. **[Location 2]**
- c. **[Location 3]**

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 Earth and Space Sciences fire safety and evacuation plan can be found here.](#)

Inclement weather or suspended operations

When a weather emergency occurs or suspended operations is declared by the University, Earth and Space Sciences personnel will follow the Earth and Space Sciences Inclement Weather/ Suspended Operations Policy which is in accordance with [UW's 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.

Earth and Space Sciences supports large-scale events that have a potential to impact normal business operations, which generally require emergency planning, with joint oversight and emergency plan approval by UW Emergency Management

UNIVERSITY *of* WASHINGTON

in concurrence with [Administrative Policy Statement 13.1 - Emergency Management](#).

Earth and Space Sciences [[does/does not](#)] support the [UW Emergency Operations Center](#) during an emergency or disaster.

- b. [[If the department/unit does support the UW Emergency Operations Center during an emergency or disaster, list the location\(s\) of the Emergency Operations Plan and Essential Staff List.](#)]

The primary location for the Earth and Space Sciences Unit Response Center is [[location](#)]. Secondary Unit Response Center sites are [[location](#)] and [[location](#)]. Unit Response Centers transmit emergency impact reports to the Emergency Operations Center, and in some cases, provide emergency response services and relay emergency information and instructions to their constituents.

Workplace security plan (optional)

The UW Police Department (UWPD) on the Seattle Campus, UW Bothell Campus Security, and UW Tacoma Campus Security provide guidance to staff when encountering security risks in the work environment, which can include a criminal or violent emergency. They offer training and guidance on site security at their locations.

Earth and Space Sciences adheres to UW Workplace security practices.

The following UW resources may help with updating or creating workplace security plans:

- [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

Earth and Space Sciences follows guidance from the [University of Washington’s Advisory Committee on Communicable Diseases \(ACCD\)](#) to reduce the risk of, prepare for, and address the University’s needs related to communicable disease outbreaks.

Earth and Space Sciences supervisors ensure personnel complete [COVID-19 Safety Training](#) and follow the University’s current [COVID-19 Health and Safety Plan](#).

Fieldwork Safety Plan

Earth and Space Sciences has personnel working in field sites and/or remote locations and maintains appropriate [Fieldwork Safety Plan](#). [More information can be found here](#).

First Aid Plan

Earth and Space Sciences sponsors annual First Aid Training and has four [AED units that are described here](#).

Outdoor Heat Safety Plan

Earth and Space Sciences will address the protection of all personnel who work outdoors from heat-related illness based on temperatures and the type of clothing worn. Earth and Space Sciences adheres to UW's [Outdoor Heat Safety Plan](#).

Wildfire Smoke Exposure Plan

Earth and Space Sciences will address the protection of all personnel who work outdoors wildfire smoke exposure-related illness based on Air Quality Index (AQI) thresholds. The Earth and Space Sciences adheres to UW's [Wildfire Smoke Exposure Plan](#).

RECOGNIZED HAZARDS AND REQUIREMENTS

Earth and Space 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).

Common hazards are listed in [Appendix A](#), along with resources and training information.

1. Supervisors review the table in [Appendix A](#) 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 [Appendix A](#).
2. Supervisors will **identify other hazards beyond those listed in Appendix A** 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](#)
3. 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.

The Safety Team communicates with personnel and Earth and Space Sciences leadership of the list of commonly recognized safety hazards in Appendix A 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

Earth and Space 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 Earth and Space Sciences personnel can view and print **safety data sheets (SDSs)** using their UW Net ID to log in to the [MyChem database](#). Earth and Space 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 \(HazCom\) Program Manual](#) to learn about how the UW communicates chemical hazards.

OCCUPATIONAL HEALTH SCREENING

Earth and Space 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

Earth and Space 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 Plan was developed with input from the ESS Safety Committee.

This Plan was reviewed and approved by the ESS Safety Committee.

This Plan should be reviewed annually.

APPENDIX A: 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	Hazard Communication Managing Laboratory Chemicals-Online Fume Hoods
Animals, animal handling	Animal Use Medical Screening Research Occupational Health	Not applicable
Arc flash and electrical	Not applicable	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 (BBP)/ biohazardous/infectious waste	Bloodborne Pathogens (BBP) Program Sharps Safety	Bloodborne Pathogens (BBP) for Researchers-Online Bloodborne Pathogens (BBP) for Non-Laboratory Personnel
Compressed gases, liquid nitrogen, laboratory compressed gases	Compressed Gas/Cryogenic-Fluids	Compressed Gas Safety-Online Laboratory Compressed Gas Safety - Online
Concussions	Workplace concussions	Not applicable
Confined spaces/oxygen deficiency	Confined Space Entry Program	Confined Space Entry
COVID-19	COVID-19 Prevention in the Workplace	COVID-19 Safety Training: Back to the Workplace
Cranes, hoists, derricks with rigging	Shop and Maker Space Safety	EH&S Safety Training Matrix for Shop Personnel Overhead and Gantry Crane Safety - Online Rigging Safety - Online
Diving	Diving Safety Program	Scientific Diver Training
Electrical equipment & wiring	Basic Electrical Safety	Electrical Safety, Basic-Online
Electrical Safety, Low Voltage	Basic Electrical Safety	Low Voltage Electrical Safety Initial
Emergency response	Building Emergency Procedures and Resources	Emergency Evacuation Warden Training-Online 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
Fall Protection	Fall Protection	Fall Protection Training
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	Safety Training for Laboratory Personnel

UNIVERSITY of WASHINGTON

Hazard	Resources on EH&S website	EH&S training courses
	- 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	Managing Laboratory Chemicals-Online Biosafety Training-Online
Hazardous material spills	Chemical Spills in Laboratories Spill Response Poster	Managing Laboratory Chemicals-Online Biosafety Training-Online
Heights greater than 4 ft. (fall potential)	Fall Protection	Fall Protection Training
Hydrofluoric acid	Hydrofluoric Acid SOP	Hydrofluoric Acid Safety Training-Online
Laboratory chemicals	Chemical Safety	Safety Training For Laboratory Personnel Managing Laboratory Chemicals-Online
Ladders	Fall Protection Ladder Safety Focus Sheet	Ladder Safety-Online
Lasers	Laser Safety	Laser Worker Safety Training
Lead	Specific Chemical Hazards: Lead	Lead Awareness-Online
Lifting more than 20 lbs.	Ergonomics	Back Safety and Injury Prevention-Online
Basic and Low Voltage Electrical Safety	Electrical Safety	Low Voltage Electrical Safety Electrical Safety, Basic Online
Hazardous energy	Hazardous Energy Control - Lockout/Tagout	Lockout-Tagout
Machinery with machine guards	Shop and Maker Space Safety	Machine Guarding
Noise above 85 dB	Hearing Loss Prevention Program	Hearing Conservation-Online
Non-ionizing radiation (radiofrequency cell towers, ultraviolet light, microwaves and magnetic fields)	Non-Ionizing Radiation Safety RF Safety Exposure Categorization UV Safety Focus Sheet	Training is available upon request.
Outdoor heat exposure	Outdoor heat exposure Heat exposure plan template	Heat Illness Training
Overhead and gantry crane	Not applicable	Overhead and Gantry Crane Safety- Online

Hazard	Resources on EH&S website	EH&S training courses
Radioactive materials used or stored	Radiation Safety	Radiation Safety Training-Online
Regulated building materials	Asbestos and Other Regulated Building Materials	View a list of trainings on the Asbestos and Other Regulated Building Materials webpage .
Respiratory (inhalation) hazards	Respiratory Protection	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	Fall Protection Training
Scaffolds	Fall Protection	Scaffold Safety Training
Shop and maker space hazards	Shops and Maker Space Safety	Use the Safety Training for Shop Personnel to identify training needs and document training.
Slip and trip hazards	Fall Protection Walking-Working Surfaces Inspection Checklist	Not applicable
Small utility vehicles or golf carts	UW Basic Small Utility Vehicle and Golf Cart Policy	Introduction to Utility Cart Safety-Online
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
Hazards impacting youth	Office of the Youth Protection Coordinator Non-(EH&S website)	Not applicable

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.