

ARTICLE 41 – SAFETY STANDARDS

- 41.1 Working Conditions. The University and the Union employees share responsibility for workplace safety.
- 41.2 The University and all the Union employees will comply with the safety standards, rules and regulations of the Department of Labor and Industries and the Washington Industrial Safety and Health Act (WISHA).
- 41.3 Employees will comply with all safety standards and practices established by the University, including rules requiring that employees wear and/or use safety devices, personal protective equipment and apparel. The University will provide employees with required safety devices, personal protective equipment and apparel.
- 41.4 Employees should report damaged or missing safety equipment or other potentially unsafe practices or conditions to their supervisor as soon as reasonably possible.
- 41.5 Job Assessment. Employees may request through their supervisors an assessment of their position and/or work station to address ergonomic and other safety issues. Such assessments will be conducted by the University’s Environmental Health and Safety staff or other appropriate personnel. Recommendations for alterations to an assessed job or work station will be shared with the affected employee and his or her supervisor.
- 41.6 Facilities. Adequate washrooms and toilet facilities shall be provided and available for use of employees. These facilities are not to be used for any other purpose (storage, office space, etc.) which would render them inadequate.
- 41.7 Unsafe Assignments. The University will not require, nor shall an employee work in, an unsafe environment. An employee who is given an assignment that he or she reasonably believes will be unsafe shall immediately notify his/her supervisor. Such environments will be promptly reported and duly investigated.
- 41.8 Hazardous Materials. Employees whose job includes the handling of hazardous materials shall be responsible for following all governmental regulations and University policies regarding such materials. The University shall provide employees with appropriate training regarding hazardous materials used in the employee’s work.
- 41.9 Unsafe Work Areas. In the event the University determines that an employee’s work area is unsafe, or that the employee is being/has been exposed to hazardous levels of fumes or chemicals, the University will notify the employee as soon as possible of the potential danger or exposure, and will take the actions appropriate to remedy the unsafe condition.
- 41.10 Smoking Policy. Smoking is prohibited within the University facilities, buildings and vehicles. Employees may smoke only in designated areas, which shall include appropriate signage or ash trays and trash cans.

- 41.11 Wellness Activities. Subject to operational requirements, supervisors may adjust employee work schedules to facilitate non-work time participation in approved University wellness programs.
- 41.12 Safety Committees. Employees will participate in the University-wide safety committee structure. An official Union Representative will serve on the Presidential Health and Safety Committee. An Employee will participate in department and other appropriate unit level safety committees. Employees will elect their own representative. The Union will notify the University of the selected official Union Representative. Attendance at safety committee meetings will be considered time worked.
- 41.13 Departmental Safety Meetings. Departmental safety meetings will be at minimum scheduled on a quarterly basis, in order that employees may be updated on evolving safety issues, including, but not limited to, changes in laboratory procedure and hazardous material utilization in or about the workspace to which employees are assigned.
- 41.14 Emergency Procedures. The University will provide safety procedures information to employees. Information will include emergency personnel and other non- emergency contact information.

41.15 Workload Audits

41.15.1 Following the execution of this Agreement, the parties will conduct a workload audit utilizing the following procedures.

- (a) WSU Tri-Cities Custodial staff will be provided a training overview by the Director of Custodial Services or designee of the functions and processes including relevant data points involved in creating Work Assignment shift detail documents in the Cleaning Management Software program.
- (b) Employees and management will jointly review their assignments.
- (c) Employees will document their concerns or questions about the accuracy of the audit, and provide that information/input to their supervisor who will:
 - (i) Review and, if necessary, update software data points and/or;
 - (ii) Job shadow to ensure data input for tasks assigned are appropriate, and/or;
 - (iii) Review time frame or sequences in which tasks are performed;
- (d) If adjustments are deemed necessary by the University, the supervisor will review and discuss any changes to the assigned

duties with the employee and the assigned areas, work load, or duties of the bargaining unit member(s) will be adjusted. Employees will be provided with an updated work assignment shift detail and/or position description, as necessary, when changes are implemented. The University shall periodically review work assignments/load for appropriate distribution among employees.

- 41.16 In the event a supervisor determines an assignment is beyond the abilities or capacity of unit personnel, employees will be provided the resources to accomplish this assignment. The University may utilize the assistance of individuals outside of the bargaining unit in conjunction with staff of the bargaining unit to assist.