

## ***SAFETY AND HEALTH POLICY STATEMENT***

TESC's \_\_\_\_\_ is committed to establishing and maintaining a  
[unit name]  
safe and healthful work environment. We will do this by developing, implementing, and reviewing an Accident Prevention Program through the cooperative efforts of management and employees, as part of the College's overall occupational injury and illness prevention efforts. The purpose of this program is to identify, evaluate, control, and eliminate potential hazards that could lead to injuries and illnesses. The program emphasizes integrating safety and health measures into each task.

Faculty, staff and student employees are responsible for following the Accident Prevention Program, TESC's Policies and Procedures, and memoranda from the college's safety and health committee.

# ACCIDENT PREVENTION PROGRAM

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[unit name]

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[completed by]

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[date]

## I. ORGANIZATION

### 1. Responsibility

All College units must establish and maintain a safe and healthful working environment aided, in part, by following the procedures and programs in this Accident Prevention Program. The *Environmental Health and Safety* (EHS) office offers whatever support and assistance you may need. If you need help on any safety and health matter--whether you are an administrator, supervisor, or other employee--please call Environmental Health and Safety (867-6111) for assistance.

[Environmental Health and Safety's](#) and [TESC's Policies](#) web sites provide additional safety and health information and resources

### 2. Safety and Health meetings

It is critical for employees to be involved in preventing workplace injuries and illnesses. Each unit should have a monthly safety meeting (which may be part of regularly scheduled staff meetings) so everyone in the unit can raise and discuss safety and health in their workplace.

Possible discussion items include:

- Job assignments and potential hazards
- Review of safe work practices
- New equipment and work practices and related safety and health hazards
- Employee concerns
- Observed hazardous conditions or practices, and recommended corrective actions
- Results of safety and health inspections
- Reviews of accident investigations
- Reviews of the accident prevention program
- Safety training. (see [Labor and Industries safety video](#) training catalog for supplemental training materials)

These meetings for our unit will be held on the \_\_\_\_\_ of every month. We will record the minutes of these meetings with a photocopy of the master form in [Appendix A](#) and keep them for one year. If you need help resolving the issues raised at these meetings, please contact EHS 867-6111. The College also has a college-wide Health and Safety Committee that employees are encouraged to participate in.

### 3. Safety Bulletin Board

To enhance workplace safety, our unit maintains a safety bulletin board at \_\_\_\_\_. This is where we post notices required by law and other safety related information, and you should check this board regularly for new notices.

- [Regulatory required posters](#)
- Emergency Telephone Numbers
- OSHA 300 Log Summary of Injuries and Illnesses (Posted from Feb 1 to April 30). Environmental Health and Safety sends the summary to each unit.

Replacement posters can be obtained from EHS or may be downloaded from <http://www.evergreen.edu/facilities/ehs/safetyposters.htm>.

### 4. Safety and Health Training

Supervisors will ensure that all new employees receive a safety orientation on the first day of work. This orientation must be documented with a photocopy of the form in [Appendix B](#), and the form is to be retained in the employee's file. Topics to be covered in the safety orientation should include an overview of the following:

- |                                  |  |
|----------------------------------|--|
| • Accident Prevention Program    | • Equipment and Job Specific Safety Training |
| • Accident Reporting             | • Back Injury Prevention                     |
| • Emergency Action Plan          | • Ergonomics                                 |
| • Potential Job Hazards          | • Health & Safety Meetings                   |
| • Hazard Notification Procedures |  |

These additional topics, such as the following, may be included, depending upon the job\*:

- |  |                                       |
|--|---------------------------------------|
| • Chemical Hazard Communication (1Y)     | • Personal Protective Equipment (H)   |
| • Laboratory Safety Manual (H)           | • Respiratory Protection Program (1Y) |
| • Hearing Conservation Program (1Y)      | • Bloodborne Pathogens Plan (1Y)      |
| • Welding, cutting or brazing (H)        | • Forklift (3Y)                       |
| • Window cleaning (H)                    | • Lawnmower (H)                       |
| • Hantavirus (H)                         | • Flagger (3Y)                        |
| • First Aid/CPR/AED (2Y)                 | • Dangerous waste (1Y)                |
| • Confined spaces (A)                    | • High Voltage Work (A)               |
| • Work near installed asbestos (1Y)      | • Diving operations (A)               |
| • Telecommunications (H)                 | • Lock out-tag out (H)                |
| • Work on lead containing materials (1Y) | • Fall Protection Plan (A)            |
| • Scaffolding (A)                        | • Ladders (H)                         |
| • Chemical Spill (1Y)                    | • Fire Extinguisher (1Y)              |

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\* A= prior to job assignment

H= on hire

1Y = on hire and annually

2Y = on hire and every two years

3Y = on hire and every three years

Supervisors will assure employees receive training on each type of equipment and process they are assigned to use. The following is a list of the equipment and processes requiring employee training in our area:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Each employee will become familiar with the manufacturer's equipment manuals and safe operating procedures. Employees will also demonstrate to their supervisor that they can safely operate the equipment prior to operating without direct supervision. Employee training is documented using a photocopy of the training record in [Appendix C](#).

Employee training on [chemical hazard communication](#), respiratory protection, hearing conservation, and [personal protective equipment](#) will be provided and documented according to those specific programs.

Safety and health training videos are available from Labor and Industries. Their catalog is located at <http://www.lni.wa.gov/Safety/TrainTools/Videos/Library/default.asp>

## II. SAFETY PROCEDURES

### 1. First aid

Each unit must have enough trained employees to ensure that someone with first-aid training is present or immediately available at all times. The unit's Bloodborne Pathogens Exposure Control Plan ([Appendix D](#)) covers employees designated to provide first-aid training.

The following people are trained in basic first-aid, CPR, AED and the Bloodborne Pathogens Exposure Control Plan. A list of current first-aid and CPR-certified employees may be posted on the safety bulletin board along with the expiration dates of their cards.

_____	_____
_____	_____
_____	_____
_____	_____

First-aid kits are placed at the following locations:

_____	_____
_____	_____
_____	_____

First-aid kits and supplies are available from many safety vendors. First-aid kits are re-stocked whenever an item(s) is used. First-aid kits are to be checked during the annual safety and health inspection.

## **2. Hazard Notification and Control**

If you notice any potential safety and health hazard, notify your supervisor and/or EHS (867-6111) right away. ***If you can do anything to temporarily mitigate a serious hazards, do so, and put up barriers and warning signs to keep others away until the problem can be corrected. If there is nothing more you can do, stay away from the hazard.*** Supervisors will ensure that minor problems are fixed as soon as possible. When a supervisor is told about a serious hazards that cannot be corrected immediately, he/she is responsible for developing a plan to correct the problem. EHS will assist in classifying hazards and developing corrective actions. For problems that do not pose an immediate hazard, you may also submit a “Hazard Notification” form ([Appendix E](#)) to your supervisor, unit administrator, or EHS.

Hazardous conditions and practices are to be managed with engineering controls when it is technologically and economically feasible. Engineering controls are passive measures designed to prevent contact with a hazard, such as installing barriers, enclosing hazards, and using local ventilation. EHS will help evaluate the need for such controls. When engineering controls are not feasible or timely, or do not completely eliminate the hazard, personal protective equipment (PPE) must be used. PPE includes items such as gloves, eye protection, hard hats, respirators, and hearing protection. Supervisors must determine the need for PPE, and employees must be trained in their proper use, fitting, limitations and care. See [Appendix F](#) for complete information.

## **3. Accident Reporting and Investigation**

You must promptly report *all* accidents, occupational illnesses, and near-misses to your supervisor. The supervisor completes an Injury and Illness Incident Report (obtained from EHS or on line at <http://www.evergreen.edu/facilities/docs/accidentreport.pdf>). Witnesses and injured persons may file a Witness/Injured Person Statement ([Appendix E](#)).

Supervisors and employees must immediately report *major* injury accidents to EHS. Major accidents are those that result in death, serious injury such as fractures and amputation, or in-patient hospitalization. The site of a major injury accident is to be secured and preserved; EHS will investigate the situation, and only EHS can release the site for return to service.

The supervisor should immediately investigate accidents and near-misses, as this is an essential part of the Accident Prevention Program. (Contact EHS for assistance in conducting accident investigations.) A thorough investigation identifies unsafe acts and conditions requiring corrective action, and the proper corrective action minimizes the potential for future accidents. The supervisor should file a Supervisor’s Accident Investigation Report ([Appendix E](#)) when:

- An employee involved in a minor occupational accident is unable to work the subsequent full shift due to a resulting injury or illness, or
- The employee receives medical treatment, or
- Events and conditions involving a near miss or non-injury accident indicate there was a high probability of serious injury, illness or significant property damage.

After the cause of the accident is determined, the supervisor initiates corrective action or recommends corrective action to the unit administrator.

#### **4. Safety and Health Inspections**

We are committed to having both daily and annual inspections to identify and promptly control hazardous conditions and practices. Once a hazard is identified, the unit will develop and implement control procedures as described in the Hazard Controls section below. The daily and annual inspections assure a safe and healthy work environment is established and maintained.

**Daily inspections.-** Before you use any tools and equipment, inspect them for obvious defects, according to the manufacturer's specifications. Do not use defective tools and equipment; instead remove from service.

**Annual inspections.-** During the month of \_\_\_\_\_, \_\_\_\_\_ will coordinate a  
[month] [name]  
safety and health inspection of all processes, tools, equipment and facilities in our unit. Inspection results and corrective action will be documented on a photocopy of the Self-Inspection Worksheet in [Appendix G](#). We will keep copies of all these documents in our files.

#### **5. Ergonomics**

You may sometimes perform routine actions that can create chronic stress on joints, muscles, and bones, due to repetitive motion or to prolonged static postures, such as sitting and standing. The policy of the College is to help everyone minimize such stress. Ergonomics is the science of designing and arranging things so as to reduce stress and the possibility of injury. Employee computer workstations, for example, should be adjusted and modified according to the guidelines in [Appendix H](#) to minimize chronic stress. Contact EHS for assistance.

Repetitive lifting and lifting heavy and awkward objects can lead to back injuries. All employees will receive basic training to prevent back injuries by reviewing a copy of the Preventing Back Injuries fact sheet in [Appendix I](#). Contact EHS for an ergonomic evaluation of lifting tasks and training.

Industrial tasks may also place chronic stress on joint muscles, tendons, ligaments and bones leading to repetitive strain injuries. Contact Environmental Health and Safety for an ergonomic evaluation of industrial tasks.

If you experience symptoms consistent with a repetitive strain injury--such as chronic pain, fatigue, swelling, burning, tingling and numbness of joints--report the potential injury to your supervisor. Supervisors are to complete an [Injury or Illness Report](#) form in accordance with the Accident Reporting section of the Accident Prevention Program on page 4.

Training videos about office ergonomics and preventing back injuries are available from [Labor and Industries](#).

#### **6. Specific Safety and Health Programs**

Each unit must determine if its activities require the following safety and health programs. A "checked" box indicates applicable programs.

☐ *Personal Protective Equipment (PPE)*

PPE includes, but is not limited to, the use of gloves, eye protection, face protection, respirators, hearing protection, foot protection, or hard hats. [Appendix F](#) contains Hazard Assessment forms that supervisors will complete document the need for PPE. Employees need know (1) why, when and what PPE is necessary, 2) selection criteria & limitations of PPE, 3) how to properly put on, take off, adjust, and wear the PPE, and 4) proper care, inspection, maintenance, useful life and disposal of the PPE.

☐ *Chemical Hazard Communication Program*

Employees, in non-laboratory settings, are to be informed of the identities and hazards of the chemicals they are potentially exposed to when working and what protective measures are required. To inform employees of the chemical hazards in their work areas and the necessary protective measures a Chemical Hazard Communication Program has been developed and implemented. The program is in [Appendix J](#).

☐ *Bloodborne Pathogens Exposure Control Plan*

Employees designated to provide first aid are covered by the unit's Bloodborne Pathogens Exposure Control Plan. A plan template is in [Appendix D](#).

☐ *Lockout/Tag Out Program (control of hazardous energy)*

Employees performing repair, servicing, set-up and maintenance on fixed wired equipment are to de-energize and lock out the equipment's energy sources in accordance with the unit's Lockout/Tag Out program. The purpose of lockout is to prevent injury caused by unexpected equipment activation. A Lockout/Tag Out Program template is in [Appendix K](#).

All cord and plug connected equipment is to be disconnected from outlet receptacles during repair, servicing, set-up and maintenance when unexpected equipment activation could cause injury. These situations do not have to be covered in the lockout program.

☐ *Confined Space Program*

The Confined Space Program covers employees who must enter confined spaces, which means a location that is large enough to enter but is not designed for human occupancy and has limited means of entry or exit. Confined spaces pose special hazards since they may contain a hazardous atmosphere or may be configured in such a way that traps an employee. Contact EHS for a copy of the Confined Space Program.

☐ *Fall Protection Program*

Employees exposed to falls of 10 feet or greater are to follow the college's fall protection plan. The fall hazard must be addressed by the use of fall protection gear, warning line or spotter. A fall protection work plan must be written prior to the start of any project involving falls of 10 feet or more. The plan should cover employee training, fall protection plan and emergency procedures. Contact EHS at 867-6111 for more information and assistance writing a fall protection plan.

☐ *Laboratory Safety*

The Laboratory Safety Manual covers employees using chemicals in laboratory settings.

Contact EHS additional information on laboratory safety.

### **III. EMERGENCY ACTION PLAN**

This plan establishes what managers and employees must do in the event of fires, earthquakes, and hazardous materials spills, and any other events requiring building evacuations.

**Call 911** for all emergencies: Fire, police, ambulance, serious injuries and illnesses, or hazardous materials spills. Contact Environmental Health and Safety at 867-6111 or Emergency Planning at 867-6517 for information on the emergency action plan.

#### **1. Fire**

Employees are not to attempt to extinguish any fire. All people are to evacuate the building and go to their designated evacuation location, per the evacuation maps posted in buildings. Activate the fire alarm pull station as you leave the building. Check in with your supervisor at the evacuation location. Additional information is [here](#).

#### **2. Earthquake**

During an earthquake, *drop, cover and hold on*. You should drop under a heavy piece of furniture, cover your head and eyes with one arm, and hold on to the leg of the furniture. Once the shaking stops, evacuate the building to the designated evacuation location. Supervisors are responsible for accounting for their employees to help determine who might be missing. Additional information is available in [here](#).

The College has a separate Emergency Response Plan that outlines the duties and responsibilities for key personnel in the immediate aftermath of a wide scale disaster. Campuswide emergency drills will also be conducted periodically.

#### **3. Hazardous materials (chemical) spills**

**Olympia Campus:** Employees may only clean up spills incidental to normal work practices. For all chemical spills greater than incidental, call 911 to report. Secure the area to prevent people from entering and notify people in the immediate vicinity.

Only employees specifically trained to manage chemical spills and equipped with the necessary PPE may clean up a spill in their immediate work area. Laboratory personnel, refer to the Laboratory Safety Manual. All other personnel refer to the unit's Chemical Hazard Communication Program in [Appendix J](#).

**All other TESC locations:** Contact EHS and the local emergency response authorities to plan chemical spill clean-up procedures.