

# Accident Prevention Program

## Whitman County

**Element 1 – Safety Orientation:** Each employee will be given a safety orientation by a designee from their department when first hired. The orientation will cover the following items:

**1. A description of the accident prevention program:**

- We have a formal written accident prevention program as described in WISHA regulation (WAC 296-800-140)
- It consists of this safety orientation and a safety committee that is described in Part 2 below.
- We also have basic safety rules that all employees must follow. They are:
  - Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.

Do not remove or disable any safety device! Keep guards in place at all times when operating machinery.

Never operate a piece of equipment unless you have been trained and are authorized.

Use your personal protective equipment whenever it is required.

Obey all safety warning signs.

All Employees are responsible for maintaining a Drug Free Workplace.

Smoking is only permitted outside the building and away from any entry or ventilation intake.

Horseplay, running and fighting are prohibited.

Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent accidents.

## **2. How and when to report injuries. Where first aid facilities are located.**

- If you are injured or become ill on the job, report this immediately to your supervisor. Each near miss event or incident needs to be reported and documented whether or not there is a resulting claim.
- There is a first aid kit located in the hallway or other accessible location at each facility.
- We offer periodic CPR training to all employees. We will strive to maintain at least one employee trained in CPR at each campus.
- In an emergency, call 911 or press F11 and F12 simultaneously to alert the sheriff's office of an emergency.

## **3. How to report unsafe conditions and practices.**

- If you see something that is unsafe or someone working unsafely, immediately report it to your supervisor.
- It is the supervisor's responsibility to correct the safety issue at that time or make arrangements for the problem to be corrected as soon as possible.

## **4. What to do in an emergency including how to exit the workplace.**

- An evacuation map for the building is posted in each department. It shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside.

### **Fire emergency**

You will be trained on how to use a fire extinguisher as part of your orientation if that is your responsibility.

If you discover a fire: Tell another person immediately. Call or have them call 911 and a supervisor. If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with fire extinguisher.

If the fire grows or there is thick smoke, do not continue to fight the fire. Tell other employees in the area to evacuate and go to the designated assembly point outside the building.

### **Earthquake Emergency-During an earthquake:**

#### **If you are inside a building:**

Drop under a desk or table, cover you head and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers. When the shaking stops, supervisors are to check for damage and available evacuation routes then begin an evacuation of their area to the designated assembly location. Evacuation should proceed as quickly as possible since there may be aftershocks. Supervisors must account for each employee in their work group as quickly as possible. First aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury. Do not reenter the building once evacuation is complete. Do not approach or touch downed power lines or objects touched by downed power lines. Do not use the phone except for emergency use. Turn on radio and listen for public safety instruction.

#### **If you are outside:**

Stand away from buildings, trees, telephone and electric lines.

#### **If you are on the road:**

Drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle.

## **5. Identification of hazardous chemicals used at this location.**

- Each department head is responsible to give preference to non-hazardous substances when ordering product.
- Department Heads shall provide training for county employees to insure and achieve the safety of our staff from exposure to chemical hazards.
- SDSs (Safety Data Sheets) are provided by manufacturers and are available in each department showing instructions for care following accidental exposure.
- We use several chemicals, including solvents and cleaners. County employees are responsible to review the SDS to assure their safety.

## **6. Use and care of required personal protective equipment (PPE).**

- Some tasks in our company require an employee to wear PPE to protect against injury. You are required to use this equipment if your job puts you at risk.
- Your department head will instruct you on what PPE is required, what is provided, and where this is equipment is located in your department. PPE may include such things as protective goggles, helmets, noise protection, protective shoes, etc.
- You will be instructed by a supervisor in your department where to find the manufacturer's instructions on how to use and care for these PPE.

## **7. On-the-job training about what you need to know to perform the job safely.**

- Before you are first assigned a task, your supervisor will show you what to do along with safety instructions and required PPE.
- We have established safety rules and personal protective equipment requirements based upon a hazard assessment for each task.
- Do not use equipment or attempt to do any of these tasks until you have received the required training and PPE.

## **ELEMENT 2 – SAFETY COMMITTEE** (required for employers of 11 or more.)

- Our committee will consist of one to three management-designated representatives and will have five to ten employee-elected representatives from various departments in the county.
- The safety committee members will elect a chairperson and secretary.
- The regularly scheduled meeting is the third Wednesday of each month. This may be changed by vote of the committee.
- A list of committee members will be displayed on the safety bulletin board.

### **Employee Safety Meetings**

- Individual departments are asked and encouraged to hold safety meetings specific to their location on a regular basis.

## **MANAGEMENT RESPONSIBILITIES**

1. Ensure that a plant wide safety committee is formed and is carrying out its responsibilities as described in this program.
2. Ensure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment training and to carry out the safety program.
3. Evaluate supervisors each year to make sure they are carrying out their responsibilities as described in this program.
4. Ensure that incidents are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
5. Ensure that a record of injuries and illnesses is maintained and posted as required by DOSH and OSHA.
6. Set a good example by following established safety rules and attending required training.
7. Report unsafe practices or conditions to the supervisor of the area where the hazard was observed.

## **SUPERVISOR RESPONSIBILITIES**

1. Ensure that each employee you supervise has received an initial orientation before beginning work.
2. Ensure that each employee you supervise is competent or receives training on safe operation of equipment or tasks before starting work on that equipment or project.
3. Ensure that each employee receives required personal protective equipment (PPE) before starting work on a project requiring PPE.
4. Do a daily walk-around safety-check of the work area. Promptly correct any hazards you find.
5. Observe the employees you supervise as they work. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document employee safety evaluations,
6. Set a good example for employees by following safety rules and attending required training.
7. Investigate all incidents in your area and report your findings to management.
8. Talk to management about changes to work practices or equipment that will improve employee safety.

## **EMPLOYEE RESPONSIBILITIES**

1. Follow safety rules as described in the program, WISHA safety standards and training you receive.
2. Report unsafe conditions or actions to your supervisor or safety committee representative promptly.
3. Report all injuries to your supervisor promptly **regardless of how serious**.
4. Report all near-miss incidents to your supervisor promptly.
5. Always use personal protective equipment (PPE) in good working condition when it is required.
6. Do not remove or defeat any safety device or safeguard provided for employee protection.
7. Encourage co-workers by your words and example to use safe work practices on the job.
8. Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety.