



## Administrative Policy and Procedure City of Prosser, Washington

<b>SUBJECT: Safety Manual</b>		
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## 101 COMMITMENT TO SAFETY

The personal safety and health of each employee within the City of Prosser is of primary importance. We are committed to protecting our employees and property from accidental loss by developing an Accident and Illness Prevention Program (APP). City leadership and management will ensure the implementation of this program by dedicating time and resources to comply with all current and future safety & health codes and regulations. We want every employee to have a safe and productive work environment and return home each day free from injury.

In fulfilling this commitment we will provide and maintain a safe and healthy work environment. We will strive to eliminate any foreseeable hazards, which may result in personal injuries/illnesses, fires, security losses, and damage to property.

All activities will be conducted (at a minimum) in accordance with the Division of Occupational Safety and Health (DOSH) requirements. The city will provide adequate training, proper equipment, and develop safe work procedures and practices to assure all activities will be performed safely and efficiently.

The responsibility for implementing this policy is management's. However, the City expects its staff and supervisory personnel to share and champion these goals. Supervisors are responsible for the safety of their employees and as a part of their daily duties must check the workplace for unsafe conditions, observe employees for unsafe acts, and promptly respond to eliminate any hazards identified. Supervisors are trained and expected to be leaders, setting a proper example by showing dedication and support for all policies, laws, and regulations. In addition, all employees are responsible for performing their jobs in accordance with the established City and department safety rules and procedures.

We encourage all employees to be continually committed to our goals, to show leadership by setting good examples, and to actively participate in identifying ways to make the City of Prosser a safer place to work.

## 102 SAFETY PROGRAMS

The City of Prosser is devoted to the well being and safety of all its employees and staff. It continues to expand its efforts to create a safe and efficient workplace. Along with an attitude of teamwork and partnership, employees and management have developed a detailed plan of maintenance and prevention. Below are a list of the different plans and programs the City is committed to:

- Exposure Control Policy/Blood Borne Pathogens
- Hazard Communications
- Accident Prevention
- First Aid & CPR
- Personal Protective Equipment
- Confined Entry Program
- Lockout/Tag-out
- Fall Protection
- Trenching & Shoring
- Hazardous Waste Handling
- Hearing Conservation
- Respiratory Protection Program

## 103 RESPONSIBILITIES

This safety program outlines programs and procedures currently in place at the City of Prosser for all employees. Some of the programs are specific to departments as noted. It is a goal of these programs and procedures to bring about a high level of safety and awareness, which will prevent accidents and eliminate unsafe conditions and practices.

### Management Responsibilities

1. Ensure that the Safety Committee is implementing its responsibilities as listed in this program.
2. Ensure that adequate resources in terms of employee time, funding for safety equipment and training, and program commitment from management are available to continue the Safety Program.
3. Evaluate supervisors annually to ensure they are implementing responsibilities as defined in this program.
4. Ensure that accidents are fully investigated and corrective action be taken to prevent recurrence of hazardous conditions and behaviors.
5. Ensure that a record of injuries and illnesses is maintained and posted as described in this program.
6. Set a good example for employees by following established safety rules and attending required training.
7. Report any unsafe practices or conditions to the supervisor of the area where the hazard was observed.

### Supervisor Responsibilities

1. Ensure that each employee supervised has received an initial orientation before beginning work and the orientation is documented.
2. Ensure that each employee supervised is competent or receives training on safe operation of specific equipment or tasks before starting work on that project or equipment.
3. Ensure that each employee has been issued required personal protective equipment (PPE) before starting work on a project requiring PPE.
4. Complete a daily walk around safety check of the work area and promptly take corrective action for any hazard discovered.
5. Periodically observe employees work performance for compliance with safe work rules contained in or referenced by this program and the Department of Labor & Industries.
6. Provide training and take corrective action as necessary. Document safety compliance in employee evaluations.

7. Set a good example for employees by following established safety rules and attending required training.
8. Complete a preliminary investigation of respective department/division accidents and report findings to management.
9. Provide information to management suggesting changes to work practice or equipment, which will improve employee safety.

### **Employee Responsibilities**

1. Follow established safety rules contained in this program, department/division standard operating procedures, Washington Safety Standards and/or through training received.
2. Report unsafe conditions or actions to your supervisor or safety committee representative as soon as you become aware of them.
3. Report all injuries to your supervisor promptly regardless of the severity of injury.
4. Promptly report all near-miss accidents to your supervisor.
5. Always use personal protective equipment (PPE) where it is required; notify supervisor of faulty PPE as soon as it is discovered in poor working condition.
6. Do not remove or deface any safety device or safeguard provided for employee protection.
7. Encourage co-workers by your work and behavior to use safe work practices on the job.
8. Make suggestions to your supervisor, safety committee representatives or management about changes to work practices or equipment that will improve employee safety.

**You are required to read this manual thoroughly and keep it as a handy reference.**  
If you have any further questions, please discuss them with your supervisor, Department Head, or Finance Department.

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*Related forms: Safety Program Employee Responsibilities*

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## **104 SAFETY COMMITTEE**

The purpose of the Safety Committee is to provide a safe and healthy work place for its employees.

### **Duties and responsibilities**

The committee will:

- Evaluate accident investigations conducted since the last meeting to determine if the cause of the unsafe act or unsafe condition involved was properly identified and corrected.
- Organize self-inspections of the facility: members of the safety committee inspect work areas to discover unsafe practices or conditions.
- Review safety and health inspection reports to assist in correction of identified unsafe condition or practices.
- Evaluate the accident and illness prevention program with a discussion of recommendations for improvement.

### **Safety committee organization**

Department Heads shall be responsible for representing their assigned department on the Safety Committee.

### **Committee meetings**

The Safety Committee will meet as an addendum to the regular Management Team Meeting. Usually these meetings are weekly, but may be more or less frequent depending on need. The City Clerk will be responsible for preparing the agenda, noting attendance, and discussion.

## 105 SAFETY BULLETIN BOARDS

In all facilities which are considered a home base for City employees a safety bulletin board will be provided to assist in transmitting important and statutorily-required safety information to staff. The bulletin board and its presentation of current and appropriate materials is the responsibility of each department head. Department heads may choose to assign duties related to the board to staff, but they may not delegate responsibility.

### **Bulletin board contents**

Safety bulletin boards should provide the following information:

- All safety-related information required by local, state and federal agencies
- OSHA 300A form (summary of injury and illness log) [February 1 – April 30]
- Safety Committee meeting minutes
- Instructions on reporting accidents and near-misses or observed hazards
- L&I workers' compensation information poster
- Equal Employee Opportunity Rights- ADA Americans with Disability Act
- Any other elements deemed appropriate

## 106 REPORTING ACCIDENTS, NEAR MISSES, AND SAFETY HAZARDS

Employees are required to report any injury or work-related illness to their immediate supervisor regardless of seriousness. The employee must use a *Claims Reporting Kit*.

### Accident/Injury reporting procedures

#### *Employees will:*

- Immediately notify your supervisor of the injury or accident.
- Seek first aid or medical attention as needed.
- Complete any necessary paperwork. *Claims Reporting Kit*

#### *Supervisors will:*

- Investigate a serious injury or illness using procedures in the *Accident Investigation* section of the APP.
- Complete a *Supervisors Report of Incident* form within 3 days.
- Give the *Claims Reporting Kit* and the *Supervisors Report of Incident* to Department Head.

#### *Finance Department will:*

- Determine from the *Claim Reporting Kit* and *Supervisor's Report of Incident*, and any L&I claim documents whether it must be recorded on the OSHA Injury and Illness Log and Summary (OSHA 300 and 300A forms).
- Enter a recordable incident onto OSHA logs within six days of the organization becoming aware of it.
- If the injury is not recordable, add incident to the Minor Injury Log, which is used to record non-OSHA recordable injuries and near misses.
- Before the Safety Committee Meeting, make any new injury reports and investigations available to the Safety Committee for review, along with an updated OSHA 300 log.

The Safety Committee will review the log for trends and may decide to conduct a separate investigation of any incident.

The Finance Department will post a signed copy of the OSHA log summary for the previous year on the safety bulletin board each February 1 through April 30. The log will be kept on file for at least 5 years. Any employee can view an OSHA log upon request at any time during the year.

*Deaths or multiple injuries requiring hospitalization must be reported to the Department of Labor and Industries within 8 hours (WAC 296.800.32005). To report deaths or multiple injuries, contact the nearest L&I office or call 1-800-BESAFE (23733). Do not move equipment involved in the accident until a representative from L&I investigates the*

*incident and releases the equipment OR you are given clear permission by a Department Head.*

Hospitalization means an “inpatient” admission to the hospital and does not include emergency room treatment where the worker is treated and released.

### **Reporting hazards**

- Take immediate action to correct any unsafe condition, piece of equipment, or work practice.
- If you, or a co-worker, cannot correct the unsafe condition, report it to your supervisor.
- Reports can be submitted to the [Report of Hazard or Near Miss](#) form

### **Report to your supervisor**

- Unsafe work practices.
- Unsafe working conditions.
- Accidents of all kinds including vehicle accidents.
- Near misses.

### **Property Damage**

In the event a City-owned vehicle is involved in a traffic accident inside the City limits, the driver shall immediately notify the City of Prosser Police Department.

In the event a City-owned vehicle is involved in a traffic accident outside the City limits, the driver shall immediately notify the, Sheriff’s Department, or State Patrol Office.

No vehicle shall be moved from the scene of an accident until the police arrive, unless a greater hazard would be created by failure to remove said vehicle(s) from the scene.

All drivers are instructed to notify the Prosser Police Department, Sheriff’s Department, or State Patrol for investigation of any of the following circumstances:

- Collision between City-owned or leased vehicle or other vehicles, such as personal vehicles, being used on official City business with any object or person.
- Any event wherein damage results to a vehicle being operated by an employee on City business, whether vehicle is being driven or is parked.
- Any involvement in an accident where damage claims might be made, even though the employee’s vehicle had no contact with other objects or vehicles.

- Damage or loss to a City-owned vehicle, leased vehicle, or cargo due to fire or theft.

NOTE: This will assist the insurance company in processing any claims, which might result.

The City Police Department will investigate any accident if injuries occur or if any other vehicle is involved, no matter how small the injury or the damage, and forward their report to the department involved and a copy to the Finance Department.

The driver shall complete a Washington State Traffic Accident form. The driver of the City-owned vehicle shall complete the *Claims Reporting Kit* and return the completed form to the supervisor or to the Finance Department. Once received by the Finance Department, the information will be copied to the Department Head and/or safety committee. The Department Head and/or safety committee will be responsible for using the procedures in the Policy 107: Accident Investigation Guidelines” section and creating a report of their findings.

In the event a City-owned vehicle is involved in an industrial type accident (not traffic), the employees involved will complete a *Claims Reporting Kit*. Copies of the completed forms will be given to the Department Head. The original forms will be delivered to Finance Department for filing and transmitting to the insurance company. Before the vehicle is moved, the supervisor or Department Head will complete the *Supervisor’s Report of Incident*. Once a thorough investigation has been completed, the findings will be returned to Finance Department for filing.

When a vehicle is not involved, but other property has been damaged and no injury has occurred, report the incident using the *Claims Reporting Kit*. Thoroughly detail the events and conclusion. The appropriate department shall send one copy to the Department Head and a copy to the Finance Department.

### **Post Accident Testing**

*(per Controlled Substance and Alcohol Use Testing Manual)*

All employees covered by this policy will be subject to post-accident testing if they are involved in an accident while operating a commercial vehicle on a public road which results in:

- Fatality
- The drivers receives a citation under state or local law for a moving violation,
- There is bodily injury to anyone involved in the accident who received medical treatment
- One or more motor vehicles incurs disabling damage requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

After an accident, employees are required to immediately notify their direct supervisor. If the one or more of the above conditions are met the employee is required to make themselves available for post-accident testing as soon as possible.

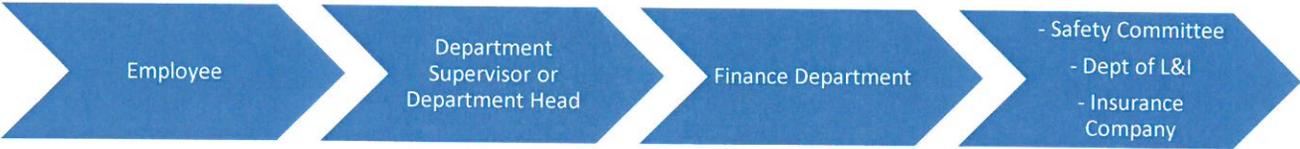
The direct supervisor, or another management individual, must transport the individual scheduled to be tested to the collection site.

Post accident testing for alcohol should occur within two hours if possible, and must not exceed eight hours. Post-accident testing for controlled substances must be performed within thirty-two hours. If these tests are not conducted in a timely fashion, as required, then it is the employer's responsibility to prepare a detailed log to the events or circumstances which hindered the City to conform to this regulation.

Employees who are involved in an accident where testing is required may not consume alcohol for eight hours following the accident, or until they undergo a post-accident test.

Refusal to submit to a test shall be considered the same as a positive test and is subject to the same consequences as a positive test result.

**Flow of Information**



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*Related Forms: Claims Reporting Kit*

*Supervisor's Report of Incident*

*Report of Hazard or Near Miss*

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## 107 ACCIDENT INVESTIGATION PROCEDURES

All accidents and near misses should be investigated. The seriousness of the accident will determine the extent of the investigation. The purpose of the investigation is to produce factual information that leads to corrective action in order to prevent further accidents from occurring.

### Who conducts the investigation?

- Immediate supervisor
- Safety Committee/Management

### Investigation procedures

The investigation should take place as soon as possible after the incident. Following are a list of procedures that encompass a thorough investigation report:

- Report the accident
- Arrival at the scene
- Gather information
- Preserve evidence
- Interview witnesses
- Take photos
- Draw sketches
- Find root causes
- Determine corrective actions
- Provide recommendations
- Write a report

All accident investigations should result in some kind of change or control. Recommendations for change/control should include:

- Engineering control/changes-encompassing those actions that include physical changes to the work environment.
- Administrative control/changes-include procedural, operating or training procedures.

The Safety Committee will review accident investigation reports to ensure corrections have been made.

## 108 UNSAFE CONDITIONS

Employees must report potentially unsafe conditions to their supervisor. Supervisors must correct the unsafe conditions or report it to the appropriate Department Head to determine what action should be taken. If the unsafe conditions are not corrected or cannot be corrected promptly, the employee, supervisor, or Department Head shall report the unsafe conditions to the Finance Director or City Administrator.

The Safety Committee will review the unsafe conditions and any corrective action already taken to determine if the problem has been resolved. The Safety Committee will report the conditions to have been satisfactorily corrected or provide recommendations on a better solution.

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*Related Forms: Report of Hazzard or Near Miss*

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## 109 EMERGENCY RESPONSE

In cases of accident or injury, **dial 911**. Give your location and situation or condition, if known (i.e. bleeding, possible heart condition, unconscious, etc.). Be able to identify any chemical and its hazardous effects as well as the possible level of contamination. Have a copy of the Safety Data Sheets (SDS) form available for further information for dispatchers and Emergency Medical Technicians.

For natural disasters, call the above.

To report a toxic chemical spill or an oil spill call:

- National Response Center  
1-800-424-8802
- Washington Poison Control Center  
1-800-732-6985
- See also the SDS form or label for manufacturer's emergency contact number for assistance and information.

To report hospitalization of one or more employees to L&I within 8 hours call 1-800-BESAFE (23733) or the nearest L&I office. (Hospitalized means an "in patient" admission to the hospital and does not include emergency room treatment where the worker is treated and released).

## 110 FIRST AID

To be sure employees have immediate and effective attention should an injury result, the City of Prosser will ensure that a person certified to provide first aid will be available.

To meet the above objective, the following procedures will be followed:

- All supervisors or persons in charge of crews will be first aid trained unless their duties require them to be away from the job site, whereby other persons will be designated as the recognized person to administer first aid.
- Other persons, designated by management, will be trained to augment or surpass the standard requirements.
- Valid first aid cards are recognized as cards that include both first aid and cardiopulmonary resuscitation (CPR) and have not reached the expiration date.

\*see WAC 296-24-060

### First Aid Kits

In accordance with General Health and Safety Standards, along with WAC 296-24-065, first aid kits are to be located in every department and vehicle. Every employee will know where each kit is and the maintenance and inventory should be closely watched.

City Property	Location on Site
City Hall – 601 7 <sup>th</sup> Street	City Hall Near Restrooms
Police Station – 1227 Bennett Ave	Police Kitchen
Community Center – 1231 Dudley	Main Office near sink AED – Multipurpose Room
Water Treatment Plant – SR221	In Bathroom
Sewer Treatment Plant – 999 Grande Road	Near Shop Door Bathroom in Breakroom
City Yard – 10 <sup>th</sup> and Sherman Ave	Near Bathroom
Pool – 921 Kinney Way	Guard Room Main Office
City Vehicles	Police – All Vehicles Public Works – All Vehicles Admin – All Vehicles Building – All Vehicles

**Emergency washing facilities**

Certain hazardous chemicals or other exposures may require the availability of emergency washing facilities, including showers and eye wash stations. The City's departments have reviewed the Safety Data Sheets (SDS) for all inventoried chemicals and considered all other hazards requiring washing facilities; based on this review, the following facilities are required to house these stations.

## Emergency Shower Locations:

<b>City Property</b>	<b>Location on Site</b>
City Hall – 601 7 <sup>th</sup> Street	None
Police Station – 1227 Bennett Ave	None
Community Center – 1231 Dudley	None
Water Treatment Plant – SR221	In Bathroom
Sewer Treatment Plant – 999 Grande Road	Shower in both restrooms
City Yard – 10 <sup>th</sup> and Sherman Ave	In bathroom
Pool – 921 Kinney Way	Men's and Women's Bathroom – in old pool hours

## Emergency Eye Wash Stations:

<b>City Property</b>	<b>Location on Site</b>
City Hall – 601 7 <sup>th</sup> Street	None
Police Station – 1227 Bennett Ave	None
Community Center – 1231 Dudley	None
Water Treatment Plant – SR221	In Bathroom
Sewer Treatment Plant – 999 Grande Road	Near Sink in Lab
City Yard – 10 <sup>th</sup> and Sherman Ave	Main Shop and Lower Shop
Pool – 921 Kinney Way	Pump Room by Sink

### **First-aid procedures following accidents**

As first-aid services will be provided by an outside source, the priority must be contacting emergency services to call for help. If you or a co-worker is involved in an accident, you must:

- Ensure no further damage to yourself and/or the injured person
- Get first aid or medical assistance (**dial 9-1-1**)
- Report the incident immediately to your supervisor

If involved in a situation involving blood:

- Avoid skin contact with blood/OPIM (other potential infectious materials) by letting the victim help as much as possible. Use gloves provided in first aid kits.
- Remove clothing with blood on it after rendering help. Secure the clothing per instructions in bloodborne pathogen control plan.
- Wash thoroughly with soap and water to remove blood.
- Report such first aid incident exposures to blood/OPIM to supervisor and BBP control officer.

## 111 FIRE EXTINGUISHERS

The City appreciates that a recognized workplace hazard is fire. To minimize potential damage from fires and related fire suppression activities, the organization authorizes all employees to use the portable fire extinguishers located throughout facilities to fight smaller fires.

In all scenarios where fire is identified, the first step is to call 9-1-1 to request fire services. In instances where the fire is put out by staff prior to fire service arrival, the call can be canceled.

### Scope of use

Employees outside of fire service should not attempt to put out larger fires. The organization has deemed that trashcan-sized fires are the largest fires staff should attempt to extinguish. If fires are larger than an office trashcan, or grow beyond this size despite suppression efforts, staff should cease suppression efforts and evacuate the building.

### Fire extinguisher servicing

All fire extinguishers will be serviced on a yearly basis. This includes examining for pitting, cracks and corrosion. This servicing will be provided by ABC Fire Control, or other contracted vendor.

Fire extinguishers should also be visually inspected on a monthly basis. This can be done during normal facility inspections. The inspection card attached to the extinguisher should be initialed to prove inspections took place. These visual inspections should ensure that the extinguisher is charged, has no visible defects and appears capable of firing, and the pin is still in place. Department Heads will be responsible to ensure fire extinguishers are inspected on a monthly basis in their department's facilities.

### Fire extinguisher placement

The placement of all Class A fire extinguishers shall be located so that there is a travel distance not to exceed 75 feet in any one direction for retrieval of this unit. Class B & C fire extinguishers shall be located so that there is a travel distance not to exceed 50 feet in any one direction from the unit to the potential fire hazard.

### Training

Annually, the City will provide fire extinguisher training. It will be provided for the familiarization and general use principals of extinguisher operation and their capabilities.

Training will include the following elements:

- What type of extinguishers to use depending on type of fire
- Operation of extinguishers (PASS method)
- Scope of use (when is a fire too large to fight)

- Inspection of fire extinguishers
- Location of fire extinguishers – See Appendix A

## **112 FIRE, EVACUATION & OTHER EMERGENCY PROCEDURES**

### **All City Facilities**

Check smoke and/or heat detector systems on a regular basis and replace batteries at least once a year. If a fire is discovered, call or have another person call 911 immediately. A supervisor must be notified as soon as possible

Know the location of fire extinguishers and their proper use. If the fire is small and there is minimal smoke, you may attempt to extinguish it. If the fire grows or thick smoke is present, do not continue to fight the fire. If unsure of proper use of a fire extinguisher, do not use until trained.

In the event of a fire or emergency that requires evacuation of a building, alarms may need to be manually activated. Know the location of alarms ahead of time. Some buildings are equipped with an automatic smoke and/or heat detection system that will invoke an automatic alarm.

Evacuation routes are located at each exit door. In the event of a fire or emergency, everyone is to be notified and evacuated in an orderly manner. Know where all fire exits are located on each floor. Before opening the door, feel it to determine whether heat is present on the other side. If the door is warm, use an alternate exit. Proceed out of the building and across the street. Under no circumstances will an employee re-enter the building without consent from the appropriate official.

A supervisor that has been notified of a fire must instruct employees to evacuate to a location across the street. After relocating to a safe place, the supervisor must verify that 911 has been called and begin notifying other supervisors in other areas of the building to evacuate. The supervisor should then join his/her work unit and account for employees. If an employee is missing, notify the responding fire personnel.

### **Earthquake**

The west coast of the United States is subject to earthquakes. There will be no advanced warning; the shock may be the only warning. The gathering location for earthquake evacuation shall be designated for every work unit and posted on the safety bulletin board. All supervisors must be trained in gas shut off procedures. An earthquake drill will be conducted annually. Take the following precautions in the event of an earthquake:

If inside a building:

- Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases, or glass dividers.
- When the shaking stops, supervisors are to assess damage and available evacuation routes, then begin an evacuation of their area to a designated gathering spot.

- 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 provide assistance in evacuation of injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- If gas odor is in the building, notify a supervisor to turn off the gas at the meter. Open windows. You may need to evacuate the building after the earthquake.
- Do not touch power lines that have fallen or objects touched by power lines that have fallen.
- Do not use the phone except for emergency use.
- Turn on a radio and listen for public safety instructions.

If you are outside the building, do not stand near buildings, trees, telephone, or electric lines.

If you are on the road, stay away from underpasses and overpasses. Stop in a safe area. Stay in the vehicle.

### **If an injury occurs in any accident or disaster situation**

First aid kits can be found in each department. First aid kits are also located in each of the City's vehicles. Each first aid kit is maintained by a vendor or a department representative.

All supervisors are required to have current first aid/CPR cards. The City of Prosser offers first aid and CPR classes free of charge to all City employees. Supervisors will maintain a list of all certified first aid/CPR personnel in their departments.

In case of serious injury to a City employee or member of the public, do not move the injured person unless absolutely necessary. If a City employee chooses to render aid, that aid can only be administered in accordance with the employee's current level of training. In all instances, call for help by dialing 911.

HIV, the pathogen that causes AIDS, and HBV, the pathogen that causes Hepatitis, are the primary concern for contamination through bodily fluid. All persons should be

assumed to be infectious, and the proper Personal Protective Equipment (PPE) should be used prior to treating a person when contact with bodily fluids is expected.

Excluding the City of Prosser Police Department, City of Prosser employees are not required to perform first aid as part of their job duties. In the event of potential exposure to bodily fluids or if first aid is needed, gloves should be used, if possible, to prevent exposure to blood or other potentially infectious materials. An injured person can often help by applying direct and constant pressure to the wound. Latex or Nitrile gloves and a mouth barrier should be used for rescue breathing and are available in the first aid kits. If an employee is exposed to bodily fluids, he/she must wash immediately with soap and warm water, scrubbing the affected part vigorously. The exposure must be reported to a supervisor and the proper forms must be filled out. The appropriate follow-up procedures will be initiated, including medical evaluation and counseling, provision of Hepatitis B vaccine and blood testing of the source person. For further information refer to the detailed City Exposure Control Policy or WAC 296-62-08001(6).

## 113 SAFETY INSPECTION PROCEDURES

The City of Prosser is committed to aggressively identifying hazardous conditions and practices, which are likely to result in injury or illness to employees and will take prompt action to eliminate those hazards, conditions, and practices. In addition to reviewing injury records and investigating accidents for cause, management and the Safety Committee have implemented several methods of identifying hazardous conditions before they result in injury to workers.

**Annual Site Survey** - Once a year members of the Safety Committee will do a wall-to-wall walk through inspection of the entire work site. They will note any safety hazards or potential hazards during the walk through. The result of this inspection will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation, and assist in revising the effectiveness of the safety programs.

**Periodic Change Survey** - Whenever a new piece of equipment is received, a change is made to a production process, or changes are made to the building structure that may have safety ramifications, the Safety Committee shall be notified by the respective department responsible for the change. With concurrence of the City Administrator, the Safety Committee shall create a team made up of Safety Committee representatives and others whose input will be useful to make recommendations to eliminate or control any hazards that were, or may be, created as a result of the change.

**Safety Inspection** – Periodically, Safety Committee representatives may interview co-workers regarding safety concerns and inspect their area for hazards. A committee member will report any results of the area inspection and any action taken will be posted on the affected area. Periodically, committee representatives may mutually agree to inspect each other's areas rather than their own to provide a fresh pair of eyes.

**Job Hazard Analysis** - When tasks or workstations are identified as potentially hazardous as a result of a review of injury records, and not listed on the annual site survey, or by a reasonable concern expressed by a worker, supervisor, or a Safety Committee representative, a hazard analysis will be conducted by a team from the Safety Committee. After the analysis is complete, the job will be modified as needed to eliminate or control the hazard as soon as possible. Employees will be trained in the revised operation. The results will be reported to the Safety Committee.

## 114 ELIMINATING WORKPLACE HAZARDS

The City of Prosser is committed to eliminating or controlling workplace hazards that may cause injury or illness to its employees. The City will meet the requirement of state safety standards where they have specific rules about a hazard or potential hazard in the workplace. Whenever possible, the City will modify or design facilities and equipment to eliminate employee exposure to hazards. Where these controls are not possible, the City will institute work practice controls that effectively prevent employee exposure to the hazard. When the above methods of control are not possible, or not fully effective, the City will require the use of personal protective equipment (PPE) such as safety glasses, hearing protection, foot protection, etc.

### Good Housekeeping

Housekeeping is one of the most important factors in accident prevention. Personnel may trip over loose objects on floors, stairs, and platforms; or be hit by articles falling overhead; slip on greasy, wet, or dirty floors; run against projecting, poorly piled, or supported materials and fall on them; step on or tear hands on projecting nails. Housekeeping is a place that is in order where there are no unnecessary things lying around and those that are necessary are in proper places.

Departments shall keep floors free from grease and oil spillage, properly mark aisles, clean windows, neat and orderly machinery and equipment, adequate lighting, and no excessive material waste or debris on the work area. Orderliness and good housekeeping are fundamentals of good management and contribute to a low accident injury rate.

The more important details of good housekeeping and order are:

- Handling, storage, and placing of materials, articles and supplies. Satisfactory control requires careful consideration of all factors of tonnage and volume of materials to be handled and of the methods to be used in handling and transporting the materials and articles.
- Methods of piling materials and articles. These must be worked out for each class of material or article. Important points are:
  - Allowable floor loads should be posted.
  - Evenness of support and its continued stability should be evaluated.
  - Height of pile is dependent on character of material and methods used in piling and removal.
  - Aisle traffic or the presence of workbenches or machines may make it necessary to limit the height or character of material to be piled in an otherwise desirable space.
  - Small articles should be stored and piled in suitable containers, usually those that receive the articles for the workbench or machine.

- Suitable rack aid handling. Projecting ends should be protected by location, railings, or barriers.
- Use a stacker, piler, hoist, or carrier rather than risking injury to muscles.

**Tool Keeping.** Racks and holder suited to the size and shape of the articles should be provided for all hand tools, jigs, and such machine fixtures as chucks, cutters, blades, etc.

**Disposal of scrap and waste.** The old way was to let the floor catch the waste and then clean it up from time to time. Competent management, however, estimates probable waste in advance and provides suitable means of collection as it is produced. Environmental concerns and requirements need to be considered and followed as well.

**Making of storage space.** Clear marking of aisles and of space reserved for storage, with a prohibition against piling or placing materials or articles in aisle space, is essential to good housekeeping.

**Leaks, drips and spillage.** Oil pans, splashguards, and drip pans can be used to keep oil off the floor. Proper handling of oil and good maintenance reduces dripping and spillage.

**Width and layout of aisles.** No specific rule can be laid down, though it is important to point out that aisles too narrow for safety are also too narrow for efficiency. Aisles carrying considerable two-way traffic should be three feet wider than the width of the widest vehicle or equipment used.

**Layout of machinery and equipment.** This is, of course, a function of production rather than of housekeeping as such; yet the provision of adequate space and the proper arrangement of the various production units are so vital to housekeeping and order that they should be mentioned.

**Projecting nails present a serious hazard.** Nails left projecting when kegs, barrels, or boxes are opened constitute invitations to injury, so do nails in planks or boards. When kegs or barrels are opened, the nails should be either drawn or bent over. Nails often ruin saws and may cause serious injury. To avoid injuries in handling, these procedures should be followed even if the materials are to be burned. Nail punctures are particularly likely to become infected. Deep puncture wounds provide a condition especially favorable to the germs of tetanus.

**Overall cooperation.** The cooperation of the entire work force is often necessary in housekeeping as in every other phase of the safety program. Management must first set things in order and provide any specific aids that may be needed. All sweeping should be either by vacuum or with the use of dust inhibited sweeping compounds.

Where toxic substances are involved, vacuum sweeping should be used. If it is not practical, special precautions suited to the nature of the toxic substance in question and the other conditions involved should be taken to safeguard all workers who might be exposed.

## 115 PREVENTATIVE MAINTENANCE

The City utilizes a preventive maintenance program to prevent breakdown of equipment. This system not only prevents production loss because of equipment break down, it also has great possibilities in eliminating the cause of accidents, which may cause injury. The system is particularly effective with respect to mechanical equipment. Injuries due to mechanical failure can be severe.

Poor maintenance may lead to accidental injury in many instances. The following points should be considered:

- Floor maintenance. Rough surfaces, slippery surfaces, holes, splinters, and poor patching contribute heavily to the two sources of injuries that are common, namely “handling and slipping; tripping and falling”. Such defects also often contribute to machinery injuries.
- The condition of all portable equipment that an employee climbs, stands on, or works from is important from a safety standpoint. This includes portable ladders, steps, sawhorses, scaffold planks, etc.
- Defective tools through use are prolific sources of injury. This applies not only to hand tools, such as chisels, wrenches, etc., but also to power hand tools such as grinders, drills etc.
- Unless properly maintained, machine guards and safety devices not only fail to protect but may be worse than no protection at all by giving a false sense of security.
- A higher standard of maintenance than is necessary for production may be vital to safety. For instance, clutch or shifter wear may cause unexpected starting of the machine.
- Electric wiring becomes unsafe, not only from use, but from temporary repairs, alterations, or additions. “Temporary” jobs tend to become permanent unless carefully limited to necessities and immediately made standard when the emergency passes.
- A high standard of maintenance is necessary to the safety of such equipment as elevators, cranes, slings, chains, tackles, pressure vessels, extension cords, and personal protective equipment. For such equipment, a definite schedule of inspection shall be maintained and rigidly adhered to.

A regular system of preventive maintenance involves at least the following factors:

- A) Regular systematic inspection
- B) Record of inspection
- C) Repair of equipment or parts
- D) Replacement before failure

The regular inspection may be on a time exposure basis. For example, trucks may be inspected weekly or every thousand miles. At that time, oil would be changed, battery water added, brakes, clutch, lights, etc., gone over carefully with any needed repairs or adjustments made. The ultimate purpose is to repair or replace before the failure of a part leads to a breakdown.

Preventive maintenance of shop equipment should lessen the number of injuries caused by mechanical failures. Chains, cables, or slings subject to such inspection are under almost constant scrutiny. Wear can be observed and recorded, and the equipment can be replaced before it fails with possible damage to equipment and injury to personnel.

### **Appraising Maintenance**

A comprehensive maintenance program requires a significant amount of time and detailed knowledge of safety. However, the experienced inspector can easily learn enough about the standard maintenance in a City during the course of ordinary overall inspection to appraise it reasonably well. Significant observations easily made:

- Note the condition of hand tools of all kinds on benches, at machines, and in use. Note whether defective tools are scattered around or promptly removed and tagged for repair or scrapping.
- Observe electric wiring, control switches, boards, and, in particular, extension cords. Watch for temporary wiring and find out how long it has been there. Not only is it important that control apparatus and electrical equipment be kept in good condition, but it must also be well constructed and designed for safety.
- Listen to the sounds of operating machinery. Well designed, properly maintained machines have certain characteristic operating sounds that are readily recognized. Other sounds, such as squeaks in starting, rattles in power presses, and chatter in woodworking machines are indicative of maintenance faults.
- Determine whether there is any definite, systematic plan of inspection of such equipment as slings, chains, elevators, cranes, pressure vessels, machine guards, etc. Sometimes such systems are installed but not kept up.
- Notice housekeeping and orderliness in the shops. Bad housekeeping and

disorder seldom accompany good maintenance.

### **Safety in Maintenance Operations**

Repair and maintenance work, particularly when using much heavy machinery, and work in chemical laboratories usually carries the greatest inherent hazard of any operation. Control in maintenance work lies in:

- Careful, thorough planning of each specific job and the method of handling the work.
- Adequate equipment suited to the kind of work or type of job.
- Careful maintenance of all equipment.
- Foresight in anticipating hazards that may be encountered and in devising means of control.
- Supervision suited to the hazard of the work and the safety mindedness of the workers.
- Selection of personnel with judgment, mental alertness, and physical qualifications necessary for the work.
- Training suited to the capabilities and experience of the personnel.
- Careful attention to the adequacy and maintenance of personal protective equipment and its proper use.

A department that fails to realize the importance of good maintenance may regard maintenance costs as an unproductive expense to be held to a minimum. It is noteworthy that, without exception, painstaking attention to maintenance is found in departments with pristine accident records.

### **Material Handling**

The handling of materials, articles, and equipment is the chief source of injuries. Methods of preventing handling injuries may be classified as:

- Planning and arranging operations and methods to eliminate hazardous situations and ensure adequate control at all times.
- Substitutions of mechanical handling for manual handling to the maximum practicable degree.
- Careful placement and training of personnel.

- Adequate and competent supervision.
- Provisions of suitable protective equipment.

Handling apparatus has become highly diversified and its development continues. Although much safety is built into such equipment, management must always examine equipment of the newest design for overlooked hazard points and the need for guards.

There are a few activities in which physical adequacy and faithful use of safe methods of working are more important than in the manual handling of material. Strains, bruises, lacerations, and crushed hands or feet are common if the workers are inexperienced or untrained. Experienced and properly trained personnel can avoid these injuries. Protective clothing and equipment suited to the nature of the work should always be used.

#### **Bad Handling Method Symptoms.**

- **Confusion and lack of order.** Layout of processes and arrangement of machines should be such that material and stock are carried ahead in direct lines and not back and forth or with paths crossing and intermingling.
- **Handling by hand.** Lifting, carrying, and placing by hand should be limited to machines feeding on short runs, special operations on light parts or light stock, and small volumes of supplies of special material.
- **Handling too heavy objects by hand truck.** Although such material as barreled pigment, filled drums, etc., weighing a half-ton or more, each can be handled by hand truck, the hazard rises rapidly as the weight increases above one hundred pounds. Such products are generally best handled by powered trucks or other lifting and conveying equipment especially suited to the purpose.
- **Unmarked or narrow and crowded traffic aisles and material storage space.** For dense and powered traffic, aisles should be at least three feet wider than twice the width of the widest vehicles or equipment used. Storage spaces for material, stocks, and parts of production floors should be clearly marked off, properly located in relation to machines or operations and aisles, and not encroached upon for other purposes.
- **Overloaded or carelessly loaded trucks, carriers, etc.** These conditions indicate poor supervision and poorly trained and careless personnel.
- **Bad maintenance.** This includes such details as wobbly truck wheels, rickety truck bodies, noisy powered equipment, worn and uneven floors, worn crane cables, stretched and worn chains, uneven tracks, and worn and broken tools.
- Some may feel these things are of little importance in the overall scheme of things, but bad handling means high cost as well as high hazard. If management studies

handling and related problems (proper instruction of personnel, for instance) with care, it can usually make improvements that will reduce both costs and accident hazards.

## 116 JOB INSTRUCTION

Most accidents involve unsafe acts as well as unsafe conditions, both a result of human failure. When tools and equipment are used improperly, such unsafe acts become major causes of accidents. One method of preventing unsafe acts is to train employees in the proper use of tools and equipment.

The immediate job of preventing accidents falls upon the supervisor, not because it has been arbitrarily assigned to him/her, but because accident prevention and production control are closely associated supervisory functions:

1. Established work methods.
2. Give job instructions.
3. Assign people to jobs.
4. Supervise people at work.
5. Maintain equipment and work place.
6. Evaluate skills and abilities.

Not only are these six functions a normal part of the supervisor's job but unless lines of organization and authority are seriously disregarded, nobody else can perform them.

Making sure that orderly and safe procedures are established and followed is a supervisory responsibility. Injuries are sometimes the result of unsafe methods and procedures or failure to set up standard methods and procedures. In order to prevent injuries, supervisors must watch for unsafe methods and correct them as soon as they are discovered.

Giving job instruction, with necessary emphasis on safety aspects of the job, will help eliminate one of the most frequent causes of accidents - lack of knowledge or skill. If employees are expected to do their work safely, supervisors must show them exactly how to do the work and must make sure that the employees have the knowledge and skill to do it in exactly the same manner.

Assigning people to jobs is closely related to job instruction. Whenever a supervisor makes a work assignment, safety as well as good job performance requires that they be sure the person is qualified to do the job and thoroughly understands the work method. Even an experienced worker sometimes requires direction.

Maintaining equipment and the work place in a safe condition is no different from maintaining them in efficient condition. Accidents result from tools and equipment in poor condition, from a disorderly work place, or from makeshift tools used because the right tools are unavailable. The supervisor who keeps his/her department and equipment in top condition helps prevent accidents as well as to improve efficiency.

## 117 NEW EMPLOYEE ORIENTATION

The Finance Department will be responsible for making available to the employee a copy of this safety program while they complete their orientation paperwork.

The supervisor must orient new employees to on-the-job health and safety requirements, including those who are new to a location, as they relate to the job being performed. This must take place before the employee is allowed to do the work.

### Components of orientation

- Total description of the organization's Accident and Illness Prevention Program.
- Hazard-specific safety programs, policies and rules applicable to the job
- Recognizing hazards of the workplace.
- Procedures on how to report hazards, near misses, and accidents.
- Proper lifting techniques and how to use available lift aids.
- Ergonomics in the office and operations.
- Use of tools, equipment, and procedures necessary to carryout work assignments safely and efficiently.
- Housekeeping procedures.
- Fire protection and emergency evacuation, including who is on the fire evacuation team and actions to take in the event of a fire alarm.
- Locations, types, and use of fire extinguishers.
- Emergency numbers.
- First Aid kit locations and training.
- Driver training.
- Purpose and techniques for use of any personal protective equipment (PPE) required on the job.

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*Related Form: Safety Program Employee Responsibilities*

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## 118 BASIC SAFETY RULES

The following basic safety rules have been established to help make the City of Prosser an efficient and safe place to work. These rules are in addition to specific safety rules established for particular jobs (which are listed elsewhere in this program). Failure to comply with these rules may result in disciplinary action.

- Employees shall not do things that are unsafe in order to get the job done. If a necessary activity is unsafe, report it to your supervisor or Safety Committee Representative so it can be evaluated and alternate methods developed.
- Mechanical guards must be kept in place at all times when machinery is being operated. Do not remove or disable any safety device.
- No person may operate a piece of equipment unless they have been trained and are authorized to do so.
- Use personal protective equipment whenever it is required or warranted.
- Obey all safety warning signs.
- Working under the influence of or consumption of alcohol or illegal drugs is prohibited. Employees who are taking prescription drugs must notify a supervisor of any side effects, which could impede safe operation of equipment or safe performance duties.
- Smoking is only permitted outside the building away from any entry or ventilation intake.
- Horseplay, running, and fighting are prohibited.
- Good housekeeping is an important part of accident prevention. Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard.

## 119 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The standards below are minimum City standards. Individual departments may enact more stringent standards as necessary.

### **General**

All personal protective equipment and accessories shall be a type approved by the Department of Labor and Industries and in accordance with WISHA standards or other applicable regulations or standards.

All persons required to use protective equipment shall be properly instructed in the use and care of such equipment by their supervisor or the individual directing the work.

Items of personal wear shall be maintained in serviceable condition and shall be cleaned, sterilized, inspected, and repaired, if necessary, before being re-issued to other employees or returned to storage.

Loose or frayed clothing, dangling ties, hand rings, etc., shall not be worn around moving machinery or other sources of entanglement.

It shall be the duty of the supervisor to follow policies and laws on wearing or using personal protective equipment on any job under his/her supervision and make periodic checks to see that policies are being adhered to by employees he/she supervises.

Evaluation of safety procedures and equipment shall be completed by the individual directing the work. These individuals shall at a minimum consider the following steps:

- Determine the Need

When faced with a hazardous situation, attempt to eliminate it immediately. For instance, a machine that effectively confines flying particles eliminates a cause of accidents. This is a better solution to the problem than the use of goggles designed to prevent injury. Likewise, dangerous solvents, chemicals and other vapor or fumes from hazardous substances should be confined to a pipe or closed tank, or the fumes should be exhausted mechanically, instead of depending on a respirator to protect an operator required to work in a hazardous environment.

Protection by mechanical means is generally more reliable than protection dependent upon human behavior. If it is impractical to eliminate a cause of accidents by mechanical means, an effort should be made to prevent the workforce from coming in contact with the hazard. Only when mechanical means and separation have been found impractical should dependence be placed on personal protective equipment.

- Select Proper Type

Once the need for personal protective equipment has been established the proper type must be selected. Two criteria should be used:

The degree of protection which a particular piece of equipment affords under varying conditions; and,

- The ease with which it may be used.

- Use Protective Equipment Properly

Two factors influence this issue in varying degrees:

- The extent to which personnel who must wear the equipment understand the necessity of it; and,
- The ease and comfort with which it can be used as well as a minimum of interference with normal work procedures. Employees must be given a clear and reasonable explanation of how and why the equipment must be used, and periodic checks shall be made to check for compliance.

## 120 LOCK OUT AND TAG OUT

WAC 296-803

Departments which have laws in place that govern the lock out and tag out procedures shall comply with the procedures in effect. However, if none are in place the following are minimum procedures.

The purpose is to isolate energy devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potential hazardous energy sources and locked out or tagged out before any employee performs services or maintenance where unexpected start-up of the machine or equipment or the release of any stored or force (electricity, gas, air, water, hydraulics, etc.) energy could cause injury.

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lock out and tag out. All employees, upon observing a machine or piece of equipment, which is locked out and tagged out for service or maintenance, shall not attempt to start, energize, or use that machine or equipment. Authorized employees are required to perform lock out and tag out following the procedures below.

- Notify affected employees that servicing or maintenance is required on a machine or equipment and that it must be shut down and locked out and tagged out to perform the service or maintenance.
- The authorized employee or supervisor performing the service or maintenance shall identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the method to control the energy.
- If the machine or equipment is operating, shut it down with the normal stopping procedure.
- Isolate the energy source.
- Lock out and tag out the energy isolation device with proper tags and a locking device.
- Stored or residual energy must be dissipated or restrained.
- Ensure that the equipment is disconnected from the energy source by first checking that no personnel are exposed. Then, verify the isolation of the equipment by operating the normal operating controls to ensure the equipment will not operate.
  - CAUTION: Return control back to off or neutral after verifying the isolation of the equipment.

- The machine or equipment is now locked out and tagged out.

To restore equipment to service, do the following:

- Check the machine or equipment and the immediate area around it to ensure that nonessential items have been removed and that the equipment is operationally intact.
- Check the work area to ensure that all employees have been safely positioned or removed from the area.
- Verify controls are in neutral/off position.
- Remove tags and locking device and energize.
- Notify affected employees that the servicing and/or maintenance is completed and that the equipment is ready for use.

Specific lock out and tag out instructions are to be kept in a binder in a central location available to all employees at each location utilizing this program. The binder will include specific instructions to be followed when performing lock out tag on a certain piece of equipment or machinery. This will allow staff to be well aware of the lock out and tag out procedures required for that specific piece of equipment.

## **121 TRENCHING AND SHORING**

WAC 296-155-675

Use shoring whenever an excavation is unsafe to be in without the danger of the sides collapsing and trapping someone. A trench must be shored whenever the ditch is four or more feet deep, over someone's head, or if the slope of the grade and depth do not meet the requirements. (The slope and depth requirement information is with the shoring equipment.) The following rules shall also apply:

- All employees using shoring must be trained.
- All contractors for the City are required to supply a safe working environment for their employees and all City employees pertaining to trenching and shoring regulations.
- Tabulated data and slope and depth requirements shall be kept with the equipment and available for references at the work site.
- All trenches, ditches and excavation shall be monitored for gases while in the trench.
- Sloping or benching the sides of a trench may be used when it follows the WISHA regulations.

A competent person shall be responsible for making sure all trenched and shoring practices are safe. A competent person is one who can identify hazards in the general surroundings that could cause injury to the employee due to unstable soil condition and who is knowledgeable in trenching and shoring requirements. This person has the authority to take prompt corrective measures to eliminate any unsafe practices.

## 122 FALL PROTECTION

WAC 296-155-245

The City will provide fall arrest systems or fall restraint systems for all employees working heights ten feet or more above ground-level, work surface level, or above water for all City work whether on private property or on public property.

Fall arrest systems provide equipment to protect people from falling more than six feet or from striking a lower object in the event of a fall, whichever distance is less. This equipment includes approved:

- Full body harness and lanyards properly secured to anchorage points or to lifelines,
- Safety nets, or
- Catch platforms.

Fall restraint systems provide equipment to keep a person from reaching a fall point, such as the edge of a roof. This equipment includes approved:

- Scaffolding or other work platforms with standard guardrails,
- Approved safety belts, harnesses, or lanyards attached to secure anchor points, or
- Nets.

Typical jobs and tasks requiring fall protection include traffic signal or streetlight, roof, or siding repair/replacement/construction; climbing ladders; tree trimming; painting; overhead line work; flag replacement; pole climbing; or window washing. Each department performing job tasks requiring employees to work ten feet or more above ground, surface, or water levels shall develop a fall protection work plan specific to those tasks. The plan shall:

1. Identify all fall hazards in the work area.
2. Describe the method of fall arrest or fall restraint to be provided.
3. Describe the procedure for assembly, maintenance, inspection and disassembly of the fall protection system to be used.
4. Describe the correct procedures for handling, storage, and securing the tools and materials.
5. Describe the methods of providing overhead protection for workers who may be in, or pass through the area below the work site.
6. Describe the method for prompt, safe removal of injured workers.
7. Be available on the job site for inspection by the department.

Employees are to be trained and instructed in all items included in their department's fall protection plan.

City employees shall use scaffolding which meets OSHA and ANSI standards and has been erected and disassembled by a competent person. The work site supervisor shall

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have a competent person inspect the scaffolding before allowing any employee to work on it at the start of each workday and after any major changes in weather conditions.

All fall protection equipment, lifelines, harnesses, lanyards, etc., shall be inspected by the employees using it each day before use to check for damage, wear, and mildew. Defective equipment shall be repaired or destroyed and replaced as appropriate.

## 123 CONFINED SPACE ENTRY

WAC 296-809

A confined space is a space that:

- Is large enough and configured so that an employee's body can enter and perform assigned work;
- Has limited or restricted means for entry/exit; and,
- Is not designated for continuous employee occupancy.

A permit required confined space (permit space) means a confined space that has one or more of the following characteristics:

- Contains, or has a potential to contain, a hazardous atmosphere;
- Contains a material which has the potential for engulfing an entrant;
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-connection; or
- Contains any other recognized serious safety or health hazard.

Oxygen deficient atmospheres are deemed to exist if the atmosphere at sea level has less than 19.5% oxygen by volume.

### Personnel Requirements

Employees required to enter confined spaces shall be protected in the following ways:

- Training in procedures, planning for entry, problems due to toxicity, flammability, oxygen deficiency or excess, mechanical, electrical, corrosive, or temperature hazard.
- Management shall develop and enforce written procedures in all aspects.
- All individuals required to enter confined spaces shall be trained to evaluate hazards, precautions, first aid and CPR. They shall also be trained in the used of protective clothing and equipment.

### Employee Responsibility

- It is the employee's responsibility to be competent in all areas of the training process.
- If dizziness, irritation or excessive odors or any other ill effect is noted, the employee must evacuate the confined space. Headaches, ringing in ears, difficulty breathing, and euphoria are all signs of oxygen deficiency. Evacuate the site immediately.

### Confined Space Entry Procedure

All lockout procedures must be followed to ensure the safety of all employees during the confined space entry process. (see policy 120)

Preliminary preparations for entry into confined space shall be conducted.

- A competent person shall assess the hazards and perform tests to evaluate the atmosphere.
- Collect and inspect the condition of all equipment and safety equipment needed for the work involved.
- Ensure that all required personnel are available and familiar with the hazards.
- An employee entering a confined space must have permission from a competent person.

Removal of water or any other liquid product shall be done before ventilation is started.

Ventilation - prior to entry, a minimum of five air changes shall be done; ten air changes are required if a toxic and/or flammable material or deficient oxygen is involved. All ventilation equipment shall be deemed safe for each individual department's safety standards.

Entry after ventilation

- After ventilation, the confined space shall be tested with an approval device. If the atmosphere is safe, entry may occur.
- Ventilation shall be retested every hour and a continuous air supply shall be maintained at all times. Personnel shall watch for changing conditions.
- Respiratory protective equipment shall be used when indicated.
- If the possibility of a highly toxic or flammable atmosphere or oxygen deficiency exists or can develop, workers shall wear a safety harness with lifeline attached and means of rescue provided.
- All safety equipment and tools shall be at the job site before the work begins.
- All gas and oxygen detection equipment shall be calibrated on a regular basis as recommended by the manufacture.
- Drills for rescue procedures shall be conducted at least once a year.

In the event of an emergency, retrieval shall be done with a vault retrieval system. If additional help is required, radio for emergency response assistance.

## 124 OUTDOOR HEAT EXPOSURE

WAC 296-62-095

The purpose of this policy is to ensure compliance with the Outdoor Heat Exposure Rule, WAC 296-62-095, for employees who are exposed to temperatures indicated on the table below. Employees with only incidental exposure as defined in the rule are not covered.

### Outdoor Temperature Action Levels

To determine which temperature applies to each worksite, select the temperature associated with the general type of clothing or personal protective equipment (PPE) each employee is required to wear.

(296.62.09510 – Table 1)

All other clothing	89°
Double-layer woven clothes including coveralls, jackets and sweatshirts	77°
Non-breathing clothes including vapor barrier clothing or PPE such as chemical resistant suits	52°

The following requirements are only in effect during the months of May through September each year for the following job categories or positions having outdoor heat exposure:

*Utility Workers*  
*Lifeguards*  
*Parks Laborers*  
*Police Officers*  
*Waste Water Workers*  
*Recreation Staff*

**Training:** All employees working in the categories listed above will be provided training on signs and symptoms of outdoor heat exposure and prevention of heat-related illness.

Training on the following topics will be provided to all employees who may be exposed to outdoor heat at or above the temperatures listed in WAC 296-62-09510(2).

- The environmental factors that contribute to the risk of heat-related illness;
- General awareness of personal factors that may increase susceptibility to heat-related illness including, but not limited to, an individual's age, degree of acclimatization, medical conditions, drinking water consumption, alcohol use, caffeine use, nicotine use, and use of medications that affect the body's

responses to heat;

- The importance of removing heat-retaining personal protective equipment such as non-breathable chemical resistant clothing during all breaks;
  - The importance of frequent consumption of small quantities of drinking water or other acceptable beverages;
- The importance of acclimatization;
  - The different types of heat-related illness, the common signs and symptoms of heat-related illness; and
  - The importance of immediately reporting signs or symptoms of heat-related illness in either themselves or in co-workers to the person in charge and the procedures the employee must follow including appropriate emergency response procedures.

**Supervisor Training Content:** Supervisors will be given training on the following topics:

- The information required to be provided to employees
- The procedures the supervisor must follow to implement the applicable provisions of WAC 296-62-095 through 296-62-09560;
- The procedures the supervisor must follow if an employee exhibits signs or symptoms consistent with possible heat-related illness, including appropriate emergency response procedures; and
- Procedures for moving or transporting an employee(s) to a place where the employee(s) can be reached by an emergency medical service provider, if necessary.

**Drinking Water:** On days when the temperature is at or above those listed in Table 1 of 296.62.09510 (see above) , employees will be provided a sufficient quantity of drinking water, which is readily accessible at their work location. The water quantity will be sufficient to allow each employee to drink at least a quart or more of water each hour.

[**Note:** Drinking water packaged as a consumer product and electrolyte-replenishing beverages such as sports drinks that do not contain caffeine are acceptable.]

As the temperature increases throughout the day, additional water will be made available or replaced. It is the responsibility of the supervisor to ensure that the supply of available drinking water does not run out.

**Responding to Signs and Symptoms.** Time is critical when people are experiencing heat stress/heat stroke. The quicker any employee experiencing symptoms can be removed from the heat and cooled down, the better the chances are for a full recovery. On days when the temperatures will be at or above those listed in Table 1 of the regulation (provided above), the City will provide water for impacted staff. A shaded area will also be made available for rest and protection.

An employee who is experiencing heat-related problems should never be left alone. If the employee does not respond quickly to cooling attempts, immediately call emergency medical services. If a co-worker is experiencing difficulty, do not hesitate to bring it to the attention of the supervisor or lead worker.

## 125 INDOOR AIR QUALITY

Indoor air quality is a major concern because it can impact the health, comfort, well being and productivity of building occupants. Indoor air quality is not a simple, easily defined concept. It is a constantly changing interaction of complex factors that affect the types, levels, and importance of pollutants in indoor environments. These factors include: source of pollutants or odors, design, maintenance and operation of building ventilation system; moisture and humidity; and occupant perceptions and susceptibilities.

Pollutants can be generated by outdoor or indoor sources, including building maintenance activities, pest control, housekeeping, renovation or remodeling, new furnishings or finishes, and building occupant activities.

Some of the factors that contribute to poor indoor air quality may originate from inadequate HVAC design. Some may be solely in the control of the building management, such as maintenance of HVAC system and the amount of air brought into building from the outside. Others like general housekeeping and cleanliness of the building, required cooperation of both management and staff.

### Preventative Measures

What you can do to improve air quality in your office:

- Do not block air vents or grilles
- Comply with office and building smoking policy.
- Water and maintain plants properly.
- Dispose of garbage promptly and properly.
- Store food properly.
- Avoid bringing products into the building that could release harmful or bothersome odors or contaminates.
- Notify your supervisor immediately if you suspect an indoor air quality problem.

What supervisors can do to improve air quality in building:

- Establish an effective smoking policy that protects nonsmokers from involuntary exposure to second hand smoke.
- Avoid procedures and products that can cause indoor air quality problems.
- Integrate indoor air quality concern into your purchasing decisions
- Ensure use of only necessary and appropriate pest control devices, and nonchemical methods where possible.
- Work with contractors or maintenance before you remodel or renovate to identify ways to keep building occupant exposure to pollutants to a minimum and to ensure that the air distribution system is not disrupted.

**Signs and Symptoms**

If employees notice any of the below they should notify their supervisor immediately to investigate.

Strong Unpleasant Smell	Visible haze/cloud in air	Headache
Dizziness	Fatigue	Shortness of Breathe
Nausea	Skin discoloration	Confusion
Collapse		

**Incident Management**

- If an employee notices any of the above symptoms or signs in either himself or others, the employee should immediately contact his/her supervisor.
- The supervisor is then responsible for immediately introducing fresh circulating air into the impacted work area.
- If it is necessary, Fire and Police Departments should be called immediately to assist in the evaluation of the situation and exposure.
- Impacted employees suffering may need to be evaluated by Emergency Medical Support.
- It also may be necessary to remove other employees from the premise to avoid further exposure.
- Once the air quality in the air is corrected and has returned to acceptable tolerance levels, employees may re-enter the premise.

## 126 HEARING CONSERVATION

The City has established a hearing conservation program to help protect the hearing of individual employees who have exposure to hazardous noise levels at work. Hazardous noise is sound that exceeds the 85 dBA threshold. At levels above this threshold, the organization will consider at various controls and testing to monitor employee hearing and noise exposure.

### **Noise monitoring and exposure determinations**

The City will conduct noise surveys to identify which work areas and groups have exposure to hazardous noise. Both sound level meters and dosimetry equipment will be used in this effort. Representative testing will be used, whereby one employee whose common work duties align well with co-workers' will be monitored and the results will be considered valid for all aligned employees. This will allow for efficiency in survey work.

If any employee feels they have been misclassified by such testing, and they were erroneously included or excluded from the program, it is their responsibility to report this to their supervisor along with an explanation as to why they feel an error has occurred. The department head will determine if new survey work is appropriate to answer this concern. If it is determined that no new work is needed, an explanation must be provided to the concerned worker within 5 days of the decision being made.

Noise survey work will be repeated on a regular basis; the organization has determined that noise surveys will be repeated every five years. Survey work should also be done any evidence arises that suggests there may be unidentified noise hazards. Such evidence can be work-related hearing loss identified in staff during audiometric testing, noise complaints from workers, or a change in equipment or operational policies that changed the effectiveness of engineering controls.

Past noise surveys are kept in the City Clerk Files.

Noise surveys will be kept for 10 years, and at a minimum in accordance with retention rules.

All employees or represented employees whose tests results show a noise exposure exceeding 85 dBA TWA<sub>8</sub> (a time-weighted average exposure covering an 8 hour shift) shall be included in the hearing conservation program.

### **Hearing conservation program**

The hearing conservation program elements will only apply to those determined to have exposure to hazardous noise through noise survey work.

The following elements collectively make up the hearing conservation program:

- Baseline and annual audiometric testing
- Provision of hearing protection (ear plugs and ear muffs)
- Annual training regarding the organization's hearing conservation program
- Engineering and administrative controls to reduce employee exposure
- Signage around areas where noise levels equal or exceed 115 dBA.

The following work groups and individuals are covered under the City's hearing conservation program:

- Police Department
- Public Works

### **Baseline and annual audiometric testing**

Before being exposed to any noise levels of 85 dBA at work, a baseline audiogram will be performed on all new employees or employees transitioning into positions covered by the hearing conservation program. The organization will also provide annual testing to monitor any exposed employees for occupational hearing loss.

Testing providers will advise the organization if there are any individuals with documented hearing loss that is occupationally-related – identified by a standard threshold shift. For those individuals, the organization will include the hearing loss on the OSHA Injury and Illness log (300 form). This recordkeeping will be the responsibility of the Finance Department.

It is the organization's right to seek a second testing opinion when the initial audiometric testing shows hearing loss that the provider links to work duties. This re-testing must be done within 30 days of the original test. If the new does not confirm the threshold shift, or the relation to occupational exposure, then the hearing loss will not be added to the injury log.

When there is a recordable hearing loss related to work duties, it is the responsibility of the employee's department to review exposures. The organization should review the hearing conservation program to determine if there were any failings that led to the exposure which caused the hearing loss. Where failings are identified, the organization will consider updates to the program to prevent similar losses in the future.

### **Hearing protection**

The organization will strive to remove any barriers to use of hearing protection. Multiple types of hearing protection will be offered.

If none of the stocked options are viable for employees because of ear size or other physical/medical reasons, the City will review the situation to see what other reasonable

alternatives exist. Those desiring to use different hearing protection than those models offered by the City due to personal preference must receive permission by Department Head before doing so. The organization must ensure the protection meets minimum requirements and provides the correct amount of noise reduction (noise reduction rating, or NRR).

### **Annual training**

Workers in the hearing conservation program will receive training on the program, its intent, and the responsibilities of the City and staff. Training must be done before first exposure, and then annually thereafter.

The training will include:

- The effects of noise on hearing
- Noise controls used in the workplace
- Purpose of hearing protection (differences and advantages/disadvantages of assorted types)
- Instructions about selecting, fitting, using, and caring for hearing protection
- The purpose and procedures for program evaluation
- Insert any other elements to be included

### **Signage**

The organization will affix signs at the entrances and at boundaries of all work areas where employees may be exposed to noise equaling or exceeding 115 dBA (using SLM with slow response). The signs must clearly indicate that the area experiences high-noise and that hearing protection is required.

## 127 RESPIRATORY PROTECTION PROGRAM

The City recognizes there are some environmental hazards that cannot be completely controlled or segregated from employees in some areas or facilities. Additionally, there are some work duties undertaken which create the respiratory hazards staff then need protection from. It is both these exposures: naturally occurring and work-induced, that the organization's respiratory protection program covers.

### **Employee notifications**

All personnel that work with or may contact the harmful substances or environments must be notified of:

- The existence of the substance or environment and appropriate counter-measures.
- Possible harmful effects.
- Protective equipment to be used; its limitations, proper fitting (techniques), and other pertinent information to its use.
- Any other information pertinent to protecting them from possible harm.

### **Hazard elimination**

Hazard elimination by engineering methods such as improved ventilation, or administrative controls like, elimination of source, or removal of people is considered the first priority. Where such controls are unsuccessful or not feasible respiratory protection equipment will be used.

Additionally, where hazardous environments are caused at least in part by use of hazardous chemicals, the department will review purchasing options to determine if a less- or non-hazardous substitution exists that is budgetarily feasible and sufficiently effective. If such alternatives exist, the department will substitute the old chemical for the less- or non-hazardous one.

### **Respirator selection**

Careful respirator selection, fit-testing, proper care of your respirator, employee training, medical assessment of employee health and recordkeeping are covered in this section.

Types and brands of respirators vary widely, ranging from simple dust masks to supplied air respirators like those firefighters wear. Following is a description of the main types of respirators the organization makes available to staff.

When determining what type of respirator is appropriate for the task or environment, affected employees should consider the following selection criteria:

- Expected or estimated chemical concentration
- PEL (permissible exposure limit) of chemical in question
- Form of contaminant (gas, vapor, dust, or fume)

- Does the contaminant create an IDLH (immediate danger to life and health) atmosphere
- Will the contaminant, at estimated exposure, irritate the eyes
- Is skin absorption a concern

Based on the responses to these questions, the appropriate level of respiratory protection should be obvious to employees.

### **Filtering facepiece respirators (dust masks)**

These simple, two-strap disposable dust masks are designed only for dusts. They are not as protective as other respirators, but do an adequate job in many cases, unless the dust is toxic or copious. All dust masks bought by the organization will be (minimally) NIOSH 95 rated.

### **Cartridge respirators**

Cartridge respirators come in half-and full-face options. Full-face respirators provide a higher protection factor, so these masks should be worn with more severe exposures. These respirators have removable cartridges that filter out either dust, chemicals or both. Selecting the correct cartridges is essential since they are designed for particular types of chemicals or dust.

Cartridges are available for solvents, ammonia, chlorine, acids and other chemicals. The cartridges must be changed out or replaced periodically, especially for chemicals, since they can absorb only so much contaminant before breakthrough occurs. A few cartridges are equipped with end-of-service indicators that show when a cartridge should be replaced.

Full-face masks should be worn in instances where exposures pose risks to skin absorption or irritation or eye protection is necessary.

### **Supplied air respirators (Airline and SCBA)**

The respirators that provide the greatest level of protection are supplied air respirators. These come in two forms, SCBA (self-contained breathing apparatus) and airline respirators (where a compressor pushes air through a hose to a respirator).

Some work duties that public employees undertake that require supplied air are firefighting, sandblasting, confined space work, and chemical leak/spill response.

Supplied air is needed in particular circumstances:

- Firefighting
- Oxygen deficiency (<19.5%)
- IDLH (immediately dangerous to life and health) atmospheres

### **Medical evaluations**

Prior to use of respirators and fit testing, the organization must seek a medical opinion from a licensed health care provider regarding any employee's ability to wear a respirator. The purpose of this evaluation is to determine if the wearing of a respirator would cause any negative or adverse health effects, such as skin irritation or difficulty breathing.

The Finance Department will be responsible for gathering and maintaining medical records relating to respiratory use.

The City will send a medical evaluation to employee's medical providers. This questionnaire asks them to identify any known issues that may be exacerbated by respirator use, or any reason why the employee cannot wear a respirator.

If the employee chooses, or the medical provider feels the need, they can meet to discuss the medical evaluation, and the City will cover the cost of that appointment.

Once the evaluations are returned to the City, management will determine if any potential respirator user is not able to use respirators or if a special type of respirator is needed. In these circumstances, department head will determine if it is needed to change job duties for the worker or purchase specialized equipment to enable the worker to have respiratory protection.

Additional medical evaluations will be conducted in the following situations:

- Our medical provider recommends it.
- Our respirator program administrator decides it is needed.
- An employee shows signs of breathing difficulty.
- Changes in work conditions that increase employee physical stress (such as high temperatures or greater physical exertion).

### **Fit testing**

All employees who wear tight-fitting respirators will be fit-tested before using their respirator, or prior to changing models. Fit-testing will be repeated annually. Fit testing will also be done when a different respirator face piece is chosen, when there is a physical change in an employee's face that would affect fit, or when our employees, or medical provider notify us that the fit is unacceptable. No beards are allowed on wearers of tight-fitting respirators. Respirators are chosen for fit testing following procedures in the WISHA Respirator Rule. Departments are responsible for documenting this testing.

### **Training**

Minimum training shall include the following:

- Instruction in the nature of the hazard, whether acute, chronic, or both, and an appraisal of what may happen if the respirator is not used or fails.

- Explanation of why more positive control is not immediately feasible. This shall include recognition that every reasonable effort is being made to reduce or eliminate the need for respirators.
- A discussion of why this is the proper type of respirator for a particular purpose.
- A discussion of the respirator's capabilities and limitations.
- Instruction and training in actual use of the respirator (especially a respirator for emergency use) with close and frequent supervision to assure that it continues to be properly used.
- Classroom and field training to recognize and cope with emergency situations.
- Other special training as needed for special use.

Training shall provide the employee an opportunity to handle the respirator, have it fitted properly, test face piece to face seal, wear it in normal air for a familiarity period and wear it in a test atmosphere where applicable.

### **Inspection**

All respirators shall be inspected routinely before and after use. A respirator that is not routinely used but is kept ready for emergency use shall be inspected after each use and at least monthly to ensure that it is in satisfactory working condition. Department supervisors will oversee inspections and ensure inspections are occurring as scheduled and are documented. It is important that care be taken with respirators to eliminate all physical abuse and a designated location shall be provided for the respirators after their use for cleaning and inspection.

Self-contained breathing apparatus shall be inspected monthly. Cylinders shall be fully charged according to the manufacturer's instructions. It shall be determined that the regulator and warning devices function properly.

A record shall be kept of inspection dates and findings for respirators maintained for emergency use.

### **Cleaning and Disinfecting**

Routinely used respirators shall be collected, cleaned, and disinfected as frequently as necessary to ensure that proper protection is provided for the wearer.

Each worker should be briefed on the cleaning procedure and be assured that he will always receive a clean and disinfected respirator. Such assurances are of greatest significance when respirators are not individually assigned to workers.

Respirators maintained for emergency use shall be cleaned and disinfected after each use.

The following procedure is to be followed in cleaning and disinfecting respirators:

- Remove any filter, cartridges, or canisters.
- Wash face piece and breathing tube in cleaner-disinfectant or detergent solution. Use a hand brush to facilitate removal of dirt.
- Rinse completely in clean, warm water.
- Air-dry in a clean area.
- Clean other respirator parts as recommended by manufacturer.
- Inspect valves, head straps, and other parts; replace with new parts if defective.
- Insert new filters, cartridges, or canisters; make sure seal is tight.
- Place in plastic bag or container for storage.

Disposable respirators shall be discarded after each days use. If to be used intermittently during the day, they must be placed in a sealed plastic bag and labeled with the user's name.

## 201 BLOOD BORNE PATHOGENS/EXPOSURE CONTROL PLAN

Under OSHA rule, 29 CFR, blood means human blood, blood products, or blood compounds. Other potentially infectious material include human body fluids such as saliva, semen, vaginal secretions, cerebrospinal, synovial, pleural, pericardial, peritoneal, and amniotic fluid, any body fluids visibly contaminated with blood, unfixed human tissue or organs, urine, feces, vomit that contains visible signs of blood, Human Immunodeficiency Virus (HIV), Hepatitis B Viruses (HBV), and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

According to Occupational Safety and Health Administration (OSHA) estimates, approximately 5.6 billion workers are at risk of exposure to blood borne pathogens such as the HIV, HBV, and other potentially infectious materials. Those workers who have occupational exposure to blood borne pathogens include, but are not limited to, law enforcement personnel, lifeguards, and anyone whose job might require providing first response medical care in which there is a reasonable expectation of contact with blood or other potentially infectious materials. Occupational exposure means a reasonable anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of the employee's duties. In circumstances where it is difficult, or impossible, to distinguish between body fluids types, all body fluids present should be treated as potentially infectious material.

### Categories of Responsibility

The following sections define the roles played by personnel with specific responsibilities. Below are the four major categories of responsibility:

- Exposure Control Officer
- Department Heads
- Department Supervisors
- Employees

### Exposure Control Officer

The exposure control officer is responsible for overall management and support of the City's Blood Borne Pathogens Compliance Program. Currently, the Finance Director serves at the Exposure Control Officer.

Activities which are delegated to the Exposure Control Officer include:

- Overall responsibility for implementation of the Exposure Control Plan for the entire City.
- Working with management, administrators, supervisors, officers and/or other personnel to develop and administer any additional blood borne

pathogen related policies and practices needed to support the effective implementation of this plan.

- Identify ways to improve the Exposure Control Plan, as well as revise and update the plan as necessary.
- Know current and legal requirements concerning blood borne pathogens.

#### Department Heads

Directors of each department are responsible for exposure control in their respective areas. They should work directly with the Department Supervisors and employees to ensure that proper exposure control procedures are followed.

#### Department Supervisors

Department Supervisors are responsible for ensuring that the workplace is as safe as possible. They are to lead by example and direct others to the proper safety guidelines and actions. If there are procedures or equipment found to be dangerous, they are to report it to the Department Head. They also assist in the investigation of any exposure incidents.

#### Employees

Employees play the most important role in the City's Blood Borne Pathogen Compliance Program. The execution of the Exposure Control Plan rests in their hands. In this role, employees must:

- Know what tasks they perform that have occupation exposure.
- Attend blood borne pathogen training sessions.
- Plan and conduct all operations in accordance with work practice controls.
- Develop good personal hygiene.

#### **Who is at Risk?**

Occupational exposure means a reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. Job classifications with insignificant or infrequent risks of exposure to blood borne pathogens do not meet the reasonable risk level defined in occupational exposure. If your job classification falls into this category but you feel the duties in your job description place you in reasonable risk of exposure, please see your immediate supervisor as soon as possible to review your job duties and risk level.

**Exposure Determination**

The following exposure determinations are made without regard to the use of personal protective equipment.

Listed below are the positions in our City where personnel may come into contact with human blood or other potentially infectious materials which may result in possible exposure to blood borne pathogens:

<b>POSITION</b>	<b>DEPARTMENT</b>
Police Officer	Police Department
Waste Water Department Employee	Waste Water Department
Public Works Employee	Public Works Department
Recreation Employee	Recreation Department
Swimming Pool Employee	Recreation Department
Janitor	All Departments
Building Inspector	Building Department
Code Enforcement Officer	Building Department

**Work Activities**

Listed below, but not limited to, are the general tasks and procedures in which human or blood and other potentially infectious materials are encountered which may result in exposure to blood borne pathogens.

- Arrest Procedures
- Trauma Management
- Wound Treatment
- Airway Management
- Disposal of Person Protective Equipment
- Disposal of Bandages, Dressing or Supplies
- Searches of Persons, Places or Things
- Collection of Evidence
- Water Sampling and Testing
- First Aid
- Restroom Maintenance
- Sewer Infrastructure Repair and Maintenance
- Waste Water Treatment Plant Repair and Operations

- Infrastructure Repair and Maintenance
- Water Filter Plant Repair and Maintenance
- Litter Removal
- First Aid and CPR

### **Training Requirements**

Having well informed and educated personnel is extremely important when attempting to eliminate or minimize exposure to blood borne pathogens. Because of this, all personnel who have the potential for exposure to blood borne pathogens are put through a comprehensive training program and furnished with as much information as possible on this issue.

The training program will contain at the least the following information and elements:

- Blood borne pathogen standards
- The epidemiology and symptoms of blood borne diseases
- The modes of transmission of blood borne pathogens
- Exposure Control Plan
- Appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious material
- Education regarding never underestimating the risk of potential exposure to blood borne pathogens
- A review of the use and eliminations of methods that will prevent or reduce exposure
  - Engineering Controls
  - Work Practice Controls
  - Personal Protective Equipment
- Selection and use of personal protective equipment
  - Types Available
  - Proper Use
  - Location within Facilities and Vehicles
  - Removal
  - Handling
  - Decontamination
  - Disposal

- Visual warning of biohazard with our facilities and vehicles, including labels, signs, and color coded containers
- Information of blood borne pathogens and other viruses or diseases
- Actions to take, and persons to contact, in an emergency involving blood or other infectious material
- The procedure to follow if an exposure incident occurs, including incident reporting
- Information on the post exposure evaluation and follow-up, including medical consultation that the City will provide.

### **Work Practice Controls**

*Engineering controls* are physical measures that isolate or remove the blood borne hazard from the work place. A good example of this is a sharp disposable container for needles or contaminated glass. A *work practice control* is a way of reducing the likelihood of exposure by altering the manner in which a task is performed. For instance, picking up broken glass that is contaminated with blood with tongs or forceps rather than bare fingers.

Both engineering and work place controls are used together to eliminate or minimize employee exposure. Where occupational exposure remains after using these controls, personal protective equipment (such as gloves) must also be used.

Supervisors, safety representatives, and/or Department Heads will examine these controls to ensure their effectiveness. Feedback from employees is also important in evaluating the effectiveness of controls.

### **Personal Protective Equipment**

Personal Protective Equipment (PPE) is a barrier that you wear on your body. Whenever there is a reasonable risk of occupational exposure and you expect to come into contact with potentially infectious materials, you must wear PPEs. It is no longer a choice to go without PPE. The City of Prosser provides PPEs at no cost to the employee.

Some examples of PPEs are gloves, masks, goggles, and coveralls. PPEs usually start with gloves. Other levels of protection such as goggles, masks or coveralls are added as necessary. The rule of thumb:

- Use gloves whenever you expect hand contact with blood or other potentially infectious materials (OPIM), mucous membranes, non-intact skin, and when handling or touching contaminated items or surfaces

- Use a mask or face shield when handling body fluids that can spray or become airborne
- Wear goggles when procedures are likely to produce splattering, flaking, or spraying in your face.(i.e. grinding contaminated equipment)
- Wear coveralls if your clothing is likely to be splashed or contaminated
- Wear hip boots if you expect potentially infectious materials to seep over the soles of your shoes

Employees are expected to use good professional judgment in selecting the appropriate level and size of PPEs. Appropriate sizes are readily accessible. If an employee is allergic to certain gloves or needs a larger or smaller size, the supervisor should be notified so he/she can order hypoallergenic gloves, glove liners, powderless gloves, or other sizes.

Disposable latex gloves should be used when hand contact is anticipated and good manual dexterity is needed. Use thicker, taller, reusable rubber or vinyl gloves when dexterity is not as critical.

All gloves (and other PPE) shall be removed prior to leaving the work area, before using a telephone, and before entering areas where food and drink are present, such as employee lounges, break rooms, etc. Disposable gloves may be removed by peeling from the wrist down leaving them inside out in a wastebasket that is emptied daily.

All reusable PPEs shall be decontaminated as soon as feasible with an EPA approved disinfectant. Disposable gloves must not be decontaminated or washed for reuse. They must be replaced as soon as possible if they are torn, punctured, or when they lose their ability to function as a barrier. Utility gloves may be decontaminated for reuse if the integrity of the glove is not compromised. Decontaminate using soap and warm water, or a disinfectant and water rinse. However, utility gloves should be inspected regularly, and discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or that their ability to function as a barrier is compromised.

All disposable contaminated PPEs (such as latex gloves) can be disposed of in a regular plastic lined garbage bin that is removed daily as long as the PPE is not dripping or flaking potentially infectious material.

### **Search Precautions**

Employees must wear gloves when searching another person, article or surfaces contaminated with blood or body fluids. Employees who have abrasions, cuts or lesions on their hands shall wear gloves while conducting searches.

Gloves shall be worn when handling syringes, needles or other sharp instruments, which might be contaminated with blood or other bodily fluids. Syringes, needles and other sharp instruments discovered during a search shall be placed in a closeable, leak-proof, and puncture resistant container prior to being put into evidence.

### **Housekeeping Practices**

Supervisors are responsible for ensuring that their work site is maintained in a clean and sanitary condition. Your supervisor is responsible for determining the appropriate level of cleaning and the method of decontamination based upon the location within each building, type of surface to be cleaned, type of soil present, and tasks and procedures being performed in the area.

All equipment, environment and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious material using an EPA approved disinfectant.

When surfaces are overtly contaminated, or after any spill of blood or other potentially infectious materials, the surface will be disinfected immediately or as soon as possible.

For surfaces that may have become contaminated since the last cleaning, they will be decontaminated at the end of the work shift.

All bins, pails, cans, and similar receptacles intended for refuse which have a likelihood for becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated immediately or as soon as possible upon visible contamination.

Broken glassware, which may be contaminated, shall not be picked up directly with hands. It shall be cleaned up using mechanical means, brush and dust pan.

### **Care of Cleaned Equipment**

All bins, pails, cans, and similar receptacles intended for refuse which have a reasonable likelihood of becoming contaminated with blood, or other potentially infectious materials shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately, or as soon as possible, upon visible contamination. Non-disposable cleaning equipment (buckets) must be thoroughly rinsed in disinfectant. Mops must be soaked in disinfectant after use and rinsed thoroughly. Promptly dispose of any disinfectant solution down a drainpipe.

### **Labels and Signs**

The most obvious warning of possible exposure to blood borne pathogens are biohazard labels. The City of Prosser has a comprehensive biohazard warning label system in facilities and vehicles. The following items in our facilities and vehicles are labeled:

- Containers of regulated wastes
- Refrigerators/freezers containing blood or other potentially infectious materials
- Sharps disposal containers
- Other containers used to store, transport or ship blood or other infectious materials
- Laundry bags and containers
- Contaminated equipment

On the label affixed to the contaminated equipment, the City has also indicated which part of the equipment is contaminated. The labels are fluorescent orange or orange-red with lettering or symbols in a contrasting color. Red bags or red containers are sometimes substituted for labels.

### **Vaccinations**

The City of Prosser has made vaccinations for Hepatitis B available to all employees at no cost to the employees.

#### Hepatitis B Vaccine

The hepatitis B vaccination is comprised of a series of multiple injections. The first injection can be given at any time. The remaining injections must be completed according to your doctor's instructions. All doses are needed for full and lasting immunity.

A vaccine, like any medicine, is capable of causing serious problems, such as a severe allergic reaction. The risk of the hepatitis B vaccine causing serious harm, or death, is extremely small. Getting the hepatitis B vaccine is much safer than getting the hepatitis B disease. Most people who get the vaccine have no problems with it. Some of the possible problems include:

- Soreness due to receiving the actual shot (1 in 4 adults)
- Mild fever (1 in 100 adults)
- Allergic reaction (very rare)

The allergic reaction may include symptoms like fever, behavior changes, difficulty breathing, hives, weakness, fast heartbeat, or dizziness. If such a reaction were to occur, it would be within a few minutes to a few hours after the shot. If you should suffer from any of these reactions or have questions about the vaccination contact your doctor.

The employee has the option to refuse the vaccination. If at any time the employee wishes to receive the vaccination, the employee need only sign a request to have the vaccination. Human Resources will make the necessary arrangements with the clinic or hospital.

## 202 EXPOSURE INCIDENT REPORTING

According to OSHA, “An exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material that result from the performance of an employee’s duties.” Some examples are:

- Blood or other potentially infectious material splashed in the eyes, nose, or mouth.
- Blood or other potentially infectious material spilled on your skin that is chapped, cut, or scraped.
- Being cut or stuck with a sharp object that has been contaminated with someone else’s blood or other potentially infectious material.

\*If blood splashes or spills on intact skin (not chapped, cut, scraped, etc.), THIS IS NOT AN EXPOSURE INCIDENT. Intact skin is an excellent barrier for organisms. If this occurs, simply wash with soap and warm water as soon as possible. However, you are encouraged to fill out a “Report of Hazard or Near Miss” form explaining the situation and how it could have been avoided.

### First Aid: On Yourself

- Splash in your eyes, nose, mouth: Flush eyes and mucous membrane for 5 minutes with clear running water.
- Splash/Spill on skin: Wash the affected area immediately with soap and warm water.
- Puncture or Cut: “Milk” or bleed the puncture or cut, then wash well with soap and warm water as soon as possible.

### Reporting

If you are injured and need medical attention contact 911 immediately or go to the hospital for examination. You are also required to fill out an “Accident and/or Injury Notice”. These forms are to be filled out immediately and completely after any medical examination has been concluded. A copy shall be sent to Human Resources and your Department Head. Your supervisor, Department Head, member of the Safety Committee, or other persons whose opinion and ideas would be of value will be responsible for investigating the scene and reporting their findings to Human Resources.

**Medical Testing and Follow Up**

Following the report of an exposure incident, the City of Prosser will make immediately available to the exposed employee a confidential medical evaluation and follow-up.

At the time of exposure the employee will be tested for:

- HIV screening test
- Hepatitis B screening test
- Hepatitis B immunity test
- Hepatitis C screening test

These tests should be repeated for the exposed person at three, six, and twelve months after the exposure occurred. If the exposure is deemed significant treatment with drug therapy is recommended.

## 203 HEPATITIS A

Hepatitis A is a liver disease caused by the hepatitis A virus. Hepatitis A can affect anyone. In the United States, hepatitis A can occur in situations ranging from isolated cases of disease to widespread epidemics.

Good personal hygiene and proper sanitation can help prevent hepatitis A. Vaccines are also available for long-term prevention of the hepatitis A virus infection in persons two years of age and older. Immune globulin is available for short-term prevention of hepatitis A virus infection in all ages.

### **How Do You Get Hepatitis A**

Hepatitis A Virus (HAV) is found in the stool of persons with Hepatitis A. HAV is usually spread from person to person by putting something in the mouth that has been contaminated with the stool of a person with Hepatitis A. For this reason, the virus is more easily spread in the areas where there are poor sanitary conditions or where good personal hygiene is not observed.

Persons with Hepatitis A can spread the virus to others who live in the same household or with whom they have had sexual contact. Casual contact in the office, factory, or school setting does not spread the virus.

### **Who is at Risk for Hepatitis A**

- Persons who share a household or have sexual contact with someone who has Hepatitis A
- Travelers to countries where Hepatitis A is common and where clean water and proper sewage disposal are not available
- Persons who use street drugs
- Children and employees in childcare centers where a child or an employee has Hepatitis A
- Residents and staff of institutions for developmental disabled persons when a resident or staff member has Hepatitis A
- Workers who have HAV infected animals or work with HAV in a research laboratory setting
- Persons with clotting factor disorder who receive factor concentrates

### **Symptoms of Hepatitis A**

Three of every four adults who get Hepatitis A get symptoms that usually develop over a period of several days. Children who are infected often have no symptoms. Symptoms of Hepatitis A are:

- Eyes may turn yellow
- Dark urine
- May be tired
- May lose appetite
- May have nausea, vomiting, fever, or stomachache

A person can spread HAV about one week before symptoms appear and during the first week of symptoms. Persons with no symptoms can still spread the virus. This often happens with young children who unknowingly spread HAV to older children and adults.

Unlike Hepatitis B and Hepatitis C, Hepatitis A causes no long-term liver damage and usually does not cause death. There is no chronic carrier state with Hepatitis A. Those that have had the disease have lifelong immunity from future HAV infection.

### **Hepatitis A Prevention Methods**

- Wash your hands after using the bathroom, changing a diaper, and before eating or preparing food
- Hepatitis A vaccines provide long-term protection against Hepatitis A and are licensed for use in persons two years of age and older
- Children and adults need multiple shots of the Hepatitis A vaccine for long-term protection. Your doctor or nurse will tell you when to return for follow up shots.
- Immune globulin, a preparation of antibodies, is recommended for short-term protection against Hepatitis A and for persons who have already been exposed to HAV. Immune globulin is in short supply and the vaccine is preferred for travelers two years of age or older.

### **Contracting Hepatitis A from Food or Water**

In addition to getting Hepatitis A directly from infected people, Hepatitis A can be contracted by:

- Swallowing contaminated water or ice

- Eating raw shellfish harvested from sewage-contaminated water
- Eating fruits, vegetables, or other foods contaminated during handling

**Can HAV be Killed?**

The virus is killed by boiling at 85 degrees C for one minute. However, the disease can still be spread by cooked foods if they are contaminated after cooking. Adequate chlorination of water, as recommended in the United States, kills HAV.

**For More Information on HAV Contact:**

[www.cdc.gov/hepatitus](http://www.cdc.gov/hepatitus)

1-888-43-7232

Center for Disease Control and Prevention

Hepatitis Branch

Mailstop G37

Atlanta, GA 30333

\*Or contact your local doctor or Health Department

## 204 HEPATITIS B

Hepatitis B, a viral infection of the liver, is a growing concern in Washington State. Each year 300,000 people in the United States become infected with Hepatitis B. One quarter become ill with jaundice, more than 10,000 require hospitalization, and about 250 die of acute Hepatitis B.

### Risk Factors

People are at higher risk of getting Hepatitis B if they:

- Share IV needles and syringes
- Have sex with an infected person
- Work where they come in contact with blood or body fluids - such as health care settings, prisons, or home for the developmentally disabled
- Are on kidney dialysis
- Were born in a part of the world with a high rate of Hepatitis B - especially China, Southeast Asia, Africa, the Pacific Islands, the Middle East, South America, or Alaska

### Symptoms

Some people display mild symptoms, which could include:

- Loss of appetite
- Extreme fatigue
- Abdominal pain
- Jaundice
- Arthralgia
- Malaise
- Dark urine
- Nausea/vomiting
- Skin rashes

Others may experience more severe symptoms, and may be incapacitated for weeks or months. Long-term complications may also occur, such as:

- Chronic hepatitis
- Recurring liver disease
- Hepatic failure
- Cirrhosis
- Liver cancer
- Virus cancer

Some people infected with Hepatitis B are asymptomatic but still may be infective and may be carriers.

**Incubation Period**

The incubation period for Hepatitis B is 120 days. People are infectious when they are HbsAg positive either because they have an acute infection or are chronic carriers.

**Carrier Profile**

Some people recover without complications; others become carriers. The Hepatitis B virus can remain in a carrier's body for months, years, or for life and can be passed to others through blood and body fluid contact. There are currently between 750,000 and one million carriers in the U.S.

Carriers are at high risk of liver complications. Each year 4,000 carriers die from cirrhosis and 800 die from liver cancer caused by Hepatitis B.

**Hepatitis B is Preventable**

A vaccine is available to protect people from Hepatitis B. A series of three injections is required over a six-month period.

People at risk of exposure to Hepatitis B should be screened for anti-HB's (antibody to Hepatitis B surface antigen). Current tests are 99%+ sensitive. Those at risk who are susceptible should receive the vaccine series.

**If Exposure to Hepatitis B Occurs**

If exposure to Hepatitis B occurs among staff, those who have not received the vaccine and are susceptible and should start the vaccine series and receive Hepatitis B immune globulin to prevent infection.

Sexual partners and household contacts of HbsAg-positive individuals, as well as babies born to HbsAg-positive mothers, should receive the above treatment.

All pregnant women should be screened to detect prenatal transmission of Hepatitis B.

**Treatment of HbsAg Positive Persons**

All HbsAg positive individuals should receive follow up care to determine whether their infections are acute or chronic, and also to determine the extent of liver disease present. It is crucial that all HbsAg positive individuals be counseled about Hepatitis B, routes of transmission and infectivity.

**For Further Information Contact**

Washington State Department of Health  
Immunization Program  
206-753-3495

\*Or contact your local doctor or Health Department

## 205 HEPATITIS C

Hepatitis C is a liver disease caused by the Hepatitis C Virus (HCV), which is found in the blood of persons who have the disease. The infection is spread by contact with the blood of an infected person.

Hepatitis C is serious for some persons, but not for others. Most people who get Hepatitis C carry the virus for the rest of their lives. Most of these people have some liver damage, but many do not feel sick from the disease. Some people with liver damage due to Hepatitis C may develop cirrhosis of the liver and liver failure, which may take many years to develop. Others have no long-term effects.

### **How Could I Have Gotten Hepatitis C?**

Hepatitis C is spread primarily by exposure to human blood. You may have gotten Hepatitis C if:

- You ever injected street drugs, even if you only experimented a few times many years ago
- You were treated for clotting problems with a blood product made before 1987
- You received a blood transfusion or solid organ transplant from an infected donor
- You were ever on long-term kidney dialysis
- You were ever a health care worker and had frequent contact with blood in the workplace, especially needle pricks
- Your mother had Hepatitis C at the time she gave birth to you
- You ever had sex with a person infected with Hepatitis C
- You lived with a person who was infected with Hepatitis C and shared items like toothbrushes, razors, etc.

### **What Do I Do Now That My Hepatitis C Test is Positive?**

Contact your doctor. Additional tests may be needed to check your diagnosis and to see if you have liver damage. Many persons with long-term Hepatitis C have no symptoms and feel fine, but should still consult their doctor. For some people, the most common symptom is extreme tiredness.

### **Is There Treatment for Hepatitis C?**

Drugs are licensed for the treatment of persons with long-term Hepatitis C. About three or four out of every ten patients who are treated get rid of the virus. You should check with your doctor to see if treatment may help you.

### **How Do I Prevent Spreading HCV to Others?**

- Do not donate your blood, body organs, other tissue, or sperm
- Do not share toothbrushes, razors, etc.
- Cover your cuts or sores
- Use protection in any sexual encounter. There is a low chance of giving Hepatitis C to a partner through sexual activity, but to lower your chances protection is recommended, be sure to have the doctor test your partner for Hepatitis C as well.

### **Hepatitis C is NOT Spread By**

- Breast Feeding
- Hugging
- Food and Water
- Sneezing
- Coughing
- Casual Contact
- Sharing eating utensils or drinking water

### **For More Information Contact:**

\*Or contact your local doctor or Health Department  
[www.cdc.gov/hepatitis](http://www.cdc.gov/hepatitis)  
1-888-443-7232  
Center for Disease Control and Prevention  
Hepatitis Branch  
Mailstop G37  
Atlanta, GA 30333

## 206 HIV and AIDS

AIDS stands for acquired immunodeficiency syndrome. It is caused by the human immunodeficiency virus (HIV). HIV may live in the human body for years and can be spread to other people even before any symptoms appear. HIV attacks the body's defenses, so that a person may be susceptible to diseases most healthy people can resist.

It is important to understand that people infected with HIV may look and feel healthy and may not even know that they are infected. When symptoms do appear, they can be like those of a common sickness - swollen glands, fever, or diarrhea. These symptoms vary from person to person. Only a blood test can tell if someone is infected with HIV. Only a doctor can diagnose AIDS.

At this time, AIDS cannot be cured. Scientists expect that, if it is possible, finding a vaccine or cure will take many more years of research.

### **Working with Someone with AIDS**

There is no danger in working with someone who is HIV infected or who has AIDS. You cannot become infected through everyday activities with an infected co-worker. Scientists' studies from around the world have shown that HIV is not spread through normal employee, client, or public contact; nor through handshakes, hugs, or a social kiss.

HIV is not spread through water or air, or on surfaces such as telephones, doorknobs, office equipment, or tools. Using drinking fountains, toilets, or sinks does not put you at risk.

### **How HIV is Spread?**

These are the most common ways HIV is spread:

- Having sex with an infected person
- Sharing needles with someone infected with HIV
- From an infected mother to her baby during pregnancy or through nursing

Because of testing the chance of getting an infected blood transfusion is very small, but these tests are not error proof. Unfortunately, some blood may be contaminated but not found by the computer tests.

**Could I Be Infected with HIV?**

If you think you might be infected with HIV, you are encouraged to seek counseling and testing. Call your local health department, AIDS service organization, Red Cross, or local doctor's office for more information about the counseling and testing. It may take up to three months for HIV antibodies to develop after the infection. The HIV antibody test can tell you if you have been infected with HIV by testing for antibodies to the virus in your blood.

**For More Information Contact:**

- CDC National AIDS Information Hotline  
1-800-342-AIDS
- Your Local Doctor or Clinic
- Your Local or State Health Department
- Red Cross
- Local AIDS organizations

## 301 HAZARD COMMUNICATION

Each city employee will be informed about the chemicals which he/she may be exposed to, the hazards associated with those chemicals, and the precautions that are necessary to avoid and control the hazards while in the performance of their job duties. The City of Prosser is committed to the prevention of exposures that result in injury and/or illness and to compliance with all applicable state health and safety rules. To make sure that all affected employees know the dangers of all hazardous chemicals they may encounter or be exposed to in the fulfillment of their duties, the following hazardous chemical communication program has been established.

### Container labeling

Department managers or supervisors are responsible for container labeling procedures, including the review and updating of procedures and labels as needed. The responsible party must verify that all containers received for use will have the following required label elements, in accordance with WAC 296-901-14012(1):

- A. Product identifier;
- B. Signal word;
- C. Hazard statement(s);
- D. Pictogram(s);
- E. Precautionary statement(s); and
- F. Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.

With the inclusion of the Globally Harmonized System (GHS) standard in updated safety rules label elements have become more standardized. Labels from vendors and manufacturers will be similar in both content and looks. Any labels produced for use by the City of Prosser will follow the requirements set forth in WAC 296-901-14012.

In instances where chemicals are moved from the properly labeled container they were shipped in and not used immediately labels shall be affixed to the new container. These labels must contain at least elements identified as (a) through (d) in the list above.

As allowed by WAC 296-901-14012(8), portable containers filled with hazardous chemicals that are used immediately by the employee performing the transfer do not need to be labeled. However, if the chemical is left in the container after use or if the original employee cedes possession of the container, it must be labeled according to the city policy outlined above.

It is imperative that employees exposed to hazardous chemicals understand the warnings that GHS labeling provide them. To assist in this understanding, an interpretation of required labeling elements is here provided:

**Product identifier:** the name or number used on a label. It provides a unique means by which the user can identify the chemical. The product identifier used must permit cross-references to be made among the list of hazardous chemicals required in the written hazard communication program, the label and the SDS.

**Signal word:** a word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in this section are “danger” and “warning.” “Danger” is used for the more severe hazards, while “warning” is used for the less severe.

**Hazard statement:** a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical including, where appropriate, the degree of hazard.

**Pictogram:** a composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under this standard for application to a hazard category.

**Precautionary statement:** a phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.

Figure 1. Sample GHS-compliant label

A **Acetone**

CAS# 67-64-1

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**DANGER** B

**Hazards:** C  
Highly flammable liquid and vapor. Causes serious eye irritation. May cause drowsiness or dizziness.



**Precautions:**  
Keep away from heat, sparks, and open flames. No smoking. Keep container tightly closed. Ground/bond container and receiving equipment. Use explosion-proof electrical equipment, and non-sparking tools. Take precautionary measures against static discharge. Avoid breathing vapors. Use only outdoors or in a well-ventilated area. Wear eye protection.  
If on skin (or hair): Take off immediately all contaminated clothing. Rinse skin with water. If inhaled: Remove person to fresh air and keep comfortable for breathing. Call a doctor if you feel unwell. If in eyes: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists: Get medical attention.  
In case of fire: Use water spray, alcohol-resistant foam, dry chemical or carbon dioxide for extinction.  
Store locked up, in a cool, well-ventilated place.  
Dispose of contents to an EPA permitted incinerator.

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A. Product Identifier

B. signal word(s)

C. Hazard statement(s)

D. Pictograms

### Safety data sheets

Department Heads are responsible to establish and monitor the City's SDS program. Each person will make sure procedures are developed to obtain the necessary SDSs and will review incoming SDSs for new or significant health and safety information, for their assigned department. If this new information necessitates additional training for exposed employees they will notify the department manager so necessary training may be provided. This person will see that any new information is passed on to affected employees.

SDS binders are available at all locations within the city where employees work with hazardous chemicals. SDS books are located at the following locations:

<b>City Property</b>	<b>Location on Site</b>
City Hall – 601 7 <sup>th</sup> Street	City Hall – Janitor’s Closet
Police Station – 1227 Bennett Ave	City Hall – Janitor’s Closet
Community Center – 1231 Dudley	Janitor’s Closet
Water Treatment Plant – SR221	Bookshelf by Bathroom
Sewer Treatment Plant – 999 Grande Road	Main Office under project board
City Yard – 10 <sup>th</sup> and Sherman Ave	Near Printer on Shelf
Pool – 921 Kinney Way	Pump Room

SDSs will be available to all employees during each work shift. If an SDS is not available, or a new chemical in use does not have an SDS, immediately contact the department manager. The Finance Department is also responsible for ensuring all SDS book contain the correct SDSs for the assigned facility. At least once a year each SDS book should be reviewed against inventory records to ensure the needed SDSs are included in the book; old and retired SDSs and MSDSs may be removed from the books at facilities but should be kept by the city in accordance with retention rules (WAC 296-800-18005).

### **Employee information and training**

Department Heads are responsible for the hazard communication training program, in their assigned departments. Both current and new employees of the city will attend all necessary and required training courses and will receive information on the following through this training:

- An overview of the requirements contained in the GHS and Hazard Communication Standard.
- Hazardous chemicals present at his/her work area.
- Physical and health risks of the hazardous chemicals they are exposed to.
- The symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in his or her work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
- Steps the city has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and SDSs in order to obtain hazard information.
- Location of the SDS books and written Hazard Communication Program.

Departments should forward training records, including who attended what training and the subject of the trainings to the Finance Department for inclusion in employee personnel files.

Before introducing a new chemical hazard in any department, each employee in that department or work area will be given information and training as outlined above on the new chemical. Refresher training will be provided to both individuals and groups as needed at the discretion of the employer.

Much of the training material needed to cover the topics identified above may be obtained in the SDSs kept by the city, as illustrated in Figures 2 and 3. Information on exposure controls and signs of over-exposure are given within the SDS for each chemical. Trainers shall review SDSs of chemicals being trained on to collect appropriate information for training sessions.

Figure 2. SDS for Acetone, Section 8. Information on how to prevent or reduce exposure.

<b>SECTION 8: Exposure controls/personal protection</b>	
<b>8.2. Exposure controls</b>	
Appropriate engineering controls	: Emergency eye wash fountains and safety showers should be available in the immediate vicinity of any potential exposure.
Materials for protective clothing	: GIVE EXCELLENT RESISTANCE: No data available. GIVE GOOD RESISTANCE: butyl rubber, tetrafluoroethylene. GIVE LESS RESISTANCE: chlorosulfonated polyethylene, natural rubber, neoprene, polyurethane, PVA, styrene-butadiene rubber. GIVE POOR RESISTANCE: nitrile rubber, polyethylene, PVC, viton, nitrile rubber/PVC.
Hand protection	: Gloves.
Eye protection	: Protective goggles.
Skin and body protection	: Head/neck protection. Protective clothing.
Respiratory protection	: Wear gas mask with filter type A if conc. in air > exposure limit.
Other information	: Do not eat, drink or smoke during use.

Figure 3. SDS for Acetone, Section 11. Symptoms of overexposure.

<b>SECTION 11: Toxicological information</b>	
<b>11.1. Information on toxicological effects</b>	
Symptoms/injuries after inhalation	: EXPOSURE TO HIGH CONCENTRATIONS: Feeling of weakness. Irritation of the respiratory tract. Nausea. Vomiting. Headache. Central nervous system depression. Dizziness. Narcosis. Excited/restless. Drunkenness. Disturbed motor response. Respiratory difficulties. Disturbances of consciousness.
Symptoms/injuries after skin contact	: ON CONTINUOUS EXPOSURE/CONTACT: Dry skin. Cracking of the skin.
Symptoms/injuries after eye contact	: Irritation of the eye tissue.
Symptoms/injuries after ingestion	: Dry/sore throat. Risk of aspiration pneumonia. Symptoms similar to those listed under inhalation. AFTER ABSORPTION OF HIGH QUANTITIES: Irritation of the gastric/intestinal mucosa. Change in the haemogramme/blood composition. Change in urine output. Affection of the renal tissue. Enlargement/affection of the liver.

**Hazardous Non-Routine Tasks**

Periodically, employees perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by his or her supervisor about hazardous chemicals to which he or she may be exposed to during such an activity. This information will include:

- Specific chemical hazards.
- Protective/safety measures the employee can take.
- Measures the City has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures.

**Inventory of hazardous chemicals**

A list of all known Hazardous Chemicals used by the City of Prosser employees on any particular job is available in the front of the Safety Data Sheets Books.

The master inventory list for the city is kept and maintained by the Finance Department. The city's inventory list shall be reviewed no less than one time per year. During this review departments will ensure that inventory records match the SDSs on file in the facility SDS books. If chemicals have been retired or SDSs are missing, departments will work with the Finance Department to correct the records, ensuring they reflect the actual inventory held by the city. This review shall also verify that the product name and additional information kept in inventory records matches the information on the SDSs.

## 302 HAZARDOUS CHEMICAL/MATERIAL RELEASE OR LEAK

If you have a spill or leak use the following guidelines:

- First stop and contain the spill or release, if possible.
  - Dike off the area.
  - Keep authorized persons away from the area.
  - Do not smoke or set flares around the area.
  - Wear necessary protective clothing.
- Determine the nature of the release or spill.
  - Chemical Name (see SDS).
  - Determine if the substance is extremely hazardous.
  - Estimate the quantity of the release.
  - Determine the time and duration of the release.
  - Determine all areas contaminated by the release.
  - Identify all potential health risks.
  - Use proper precautions listed on the SDS.
- Notify the Fire Department immediately, if needed. Also, notify the Department Head immediately. The Department Head will assist in contacting other departments or agencies as necessary.
- Clean up spill or release:
  - Make sure all steps are being followed.
  - Dispose of contaminated materials and clothing properly.
- Complete a written report (*Claims Reporting Kit*) on the incident (see Policy 105 for more information on the appropriate forms and procedure).
  - Include Chemical Name (see SDS).
  - Include whether the substance is extremely hazardous.
  - List the quantity of the release.
  - List the time and duration of the release.
  - List all areas contaminated by the release.
  - List all potential health risks.
  - Include people, departments, and agencies you notified and when.
  - Include how you disposed of the contaminated items.

## 401 EMPLOYEE TRAINING AND INFORMATION

Training is an essential part of our plan to provide a safe work place. To ensure that all employees receive appropriate training before assuming duties which require the training, supervisor's will conduct an assessment of need for training during orientation and throughout the employment relationship with employees. Supervisors are responsible for verifying that employees have received training required to do the job safely, that the training is documented, and that the employee's personnel file reflects the training.

A record of safety training will be maintained in employee personnel files. Individual departments shall maintain a record of safety trainings accomplished. The record shall include a brief description of training, date, time, and attendees.

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*Related Form: Safety Program Employee Annual Training*

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## 402 RECORDS AND CONFIDENTIALITY

An accurate record is established and maintained for each employee with occupational exposure or injury in accordance with WAC 296-62-052. These records include:

- Reports of Incident or Injury and supporting documents
- Investigative Reports and supporting documents
- The name and social security number of the employee
- Training information and supporting documents (sign in sheet, certificate, card, ect.)
- A copy of the employee's hepatitis B vaccination status including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's ability to receive a vaccination
- A copy of all relevant medical results of examinations, medical testing and follow up procedures as required by subdivision (6.c) of the regulations
- The employer's copy of the healthcare professional's written opinion
- A copy of the information provided to the health care professional
- Any other pertinent safety related information or notice.

### **Confidentiality**

Employees' medical records are kept confidential and are not disclosed or reported, without the employee's expressed written consent, to any person within or outside the workplace except as required by this section or as may be required by law.

### **Maintenance**

The required employee medical records and all other records will be maintained in accordance with Washington State records retention requirements.

**Availability of Records**

The records are available upon request of subject, their representative, or to anyone having written consent of the subject employee, and to the Director of the Washington State Department of Labor and Industries for examination and copy in accordance with WAC 296-62-052.

**Transfer of Records**

Records shall be transferred in accordance to WAC 296-62-052. If the City of Prosser ceases to operate and there is no successor municipality to receive and retain the records for the prescribed period, the City will notify the Director of the Washington State Department of Labor and Industries.

## **403 DISCIPLINE FOR SAFETY VIOLATION**

Employees are expected to use good judgment when working and to follow established safety rules. To provide appropriate consequences for failure to follow safety rules, discipline will be applied as provided in respective bargaining agreements and/or personnel policies. The disciplinary procedures are designed to bring unacceptable behavior to the employee's attention in a way that the employee will be motivated to make corrections. An employee may be subject to immediate termination when a safety violation places the employee or co-worker at risk of permanent disability or death.

## 404 Forms & Appendix

- APPENDIX A – Fire Extinguisher locations
- Safety Program Employee Responsibilities
- Report of Hazard or Near Miss
- Hepatitis B Vaccine Request & Denial
- Claims Reporting Kit
- Supervisor's Report of Incident
- Safety Program Employee Annual Training

Fire Extinguisher Maintenance 2020

Department	Facility/Vehicle	Location	QTY	Dept. Totals
Building	Vehicle #202	Depot Parking Lot	1	1
Facilities	City Hall	601 7th Street	6	18
Facilities	Library	902 7th Street	4	
Facilities	Community Center	1231 Dudley	5	
Facilities	Boys & Girls Club	823 Park Avenue	3	
Parks	City Park Bldgs	Sommers/Paterson	2	
Parks	EJ Miller Park	920 Kinney Way	0	2
Parks	Crawford Park	4th & Sheridan	0	
Parks	Farrand Park	3rd & Sheridan	0	
PAC	Pool House (Old & New)	920 Kinney Way	2	2
PD	Police Department Bldg	1227 Bennett Avenue	7	20
PD	Police Vehicles	1227 Bennett Avenue	13	
Sewer	Treatment Plant	999 Grande Road	1	34
Sewer	Office	999 Grande Road	3	
Sewer	Shop	999 Grande Road	1	
Sewer	Lab	999 Grande Road	2	
Sewer	Head Works Bldg	999 Grande Road	2	
Sewer	Parte Room	999 Grande Road	1	
Sewer	Belt Press Room	999 Grande Road	1	
Sewer	Thickner Room	999 Grande Road	1	
Sewer	Boiler Room	999 Grande Road	1	
Sewer	New Electrical Room	999 Grande Road	1	
Sewer	Pipe Gallery Room	999 Grande Road	1	
Sewer	Mixer Room	999 Grande Road	1	
Sewer	So2 Room	999 Grande Road	1	
Sewer	Cl2 Room	999 Grande Road	1	
Sewer	Blower Room	999 Grande Road	2	
Sewer	Electrical Room	999 Grande Road	1	
Sewer	Old Generator Room	999 Grande Road	1	
Sewer	Computer Room	999 Grande Road	2	
Sewer	Effluent Room	999 Grande Road	1	
Sewer	Water Room	999 Grande Road	1	
Sewer	Vehicle #154	999 Grande Road	1	
Sewer	Vehicle #161	999 Grande Road	1	
Sewer	Vehicle #165	999 Grande Road	1	
Sewer	Vehicle #171	999 Grande Road	1	
Sewer	Vehicle #173	999 Grande Road	1	
Sewer	Vehicle #175	999 Grande Road	1	
Sewer	Vehicle #186	999 Grande Road	1	
Sewer	Vehicle #190	999 Grande Road	1	
Streets	City Shop	1605 Sherman Avenue	7	
Streets	City Shop Paint Shed	1605 Sherman Avenue	1	
Streets	Vehicle #120	1605 Sherman Avenue	1	
Streets	Vehicle #124	1605 Sherman Avenue	1	

Department	Facility/Vehicle	Location	QTY	Dept. Totals
Streets	Vehicle #139	1605 Sherman Avenue	1	16
Streets	Vehicle #142	1605 Sherman Avenue	1	
Streets	Vehicle #145	1605 Sherman Avenue	1	
Streets	Vehicle #169	1605 Sherman Avenue	1	
Streets	Vehicle #172	1605 Sherman Avenue	1	
Streets	Vehicle #205	1605 Sherman Avenue	1	
Water	Water Treatment Plant	1401 SR 22	8	23
Water	Zone 2 Booster Station	WCR/Wamba Road	1	
Water	Painted Hills Booster Station	Concord/Kinney Way	1	
Water	Well #2 & 3	6th Street/Sherman Ave	1	
Water	Well #4	3rd & Sheridan	1	
Water	Well #4B	3rd & Sheridan	1	
Water	Well #5	975 Alexander Ct.	2	
Water	Well #6	Frontier Road	2	
Water	Vehicle #109	1401 SR 22	1	
Water	Vehicle #134	1401 SR 22	1	
Water	Vehicle #160	1401 SR 22	1	
Water	Vehicle #163	1401 SR 22	1	
Water	Vehicle #191	1401 SR 22	1	
Water	Vehicle #194	1401 SR 22	1	

Total Inspections

116

116



# City of Prosser, WA

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## Safety Program Employee Responsibilities

As an employee of the City of Prosser, I am required to:

1. Observe all City safety and health rules and apply the principles of accident prevention in day to day duties.
2. Report any job-related injury, illness and property damage to my supervisor and promptly seek treatment.
3. Report hazardous conditions (unsafe equipment, floors, material) and unsafe acts promptly to my supervisor or safety committee representative.
4. Observe all hazard warnings and no smoking signs.
5. Keep aisles, walkways, and working areas clear of slipping and tripping hazards.
6. Know the location of fire/safety exits and evacuation procedures.
7. Keep all emergency equipment such as fire extinguishers, fire alarms, fire hoses, exit doors, and stairways clear of obstacles.
8. Not report to work under the influence of alcoholic beverages or drugs nor consume them while on duty or on City property.
9. Refrain from fighting with co-workers.
10. Refrain from horseplay or action which may distract fellow crew members.
11. Remain in my own work area unless I am instructed otherwise.
12. Operate only the equipment for which I am authorized and properly trained. Observe safe operating procedures for this equipment.
13. Follow proper lifting procedures at all times.
14. Ride as a passenger in/on vehicle only if it is equipped with a passenger seat.
15. Be alert to see that all guards and other protective devices are in proper places before operating equipment.
16. Not wear frayed, torn or loose clothing, jewelry, or long unrestrained hair near moving machinery or other sources of entanglement, or around electrical equipment.
17. Actively support and participate in the City's efforts to provide a safety and health program.
18. Wear seat belts and practice defensive driving while operating City vehicles.

NAME: \_\_\_\_\_ Date: \_\_\_\_\_



# City of Prosser, WA

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## New Employee Orientation

- Total description of the organization's Accident and Illness Prevention Program.
- Hazard-specific safety programs, policies and rules applicable to the job
- Recognizing hazards of the workplace.
- Procedures on how to report hazards, near misses, and accidents.
- Proper lifting techniques and how to use available lift aids.
- Ergonomics in the office and operations.
- Use of tools, equipment, and procedures necessary to carryout work assignments safely and efficiently.
- Housekeeping procedures.
- Fire protection and emergency evacuation, including who is on the fire evacuation team and actions to take in the event of a fire alarm.
- Locations, types, and use of fire extinguishers.
- Emergency numbers.
- First Aid kit locations and training.
- Driver training.
- Purpose and techniques for use of any personal protective equipment (PPE) required on the job.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dept Manager Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dept Head Name: \_\_\_\_\_ Date: \_\_\_\_\_



# City of Prosser, WA

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## Hepatitis B Vaccination

\_\_\_\_\_ I Decline the Hepatitis B vaccination series at this time. I understand that due to my occupational exposure to blood or other potentially infectious materials (OPIM), I may be at risk of acquiring the hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with the hepatitis B vaccine at no charge to myself. However, I decline the Hepatitis B vaccination series at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future I continue to have occupational exposure to blood or OPM and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no cost to me.

\_\_\_\_\_ I Decline the Hepatitis B vaccination at this because I have previously received the completed series, or antibody testing has revealed that I am immune or the vaccine is contraindicated for medical reasons.

\_\_\_\_\_ I am interested in receiving the Hepatitis B vaccination series. I hereby request that my employer, The City of Prosser, precede with the Hepatitis B Vaccination.

Employee Signature \_\_\_\_\_

Employee Name \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_



City of Prosser, WA

# CLAIMS REPORTING KIT

To Be Used to Report

- **Employee Injury and/or Damage to Public Property**  
**(must be completed within 24 hours of incident)**
  1. If involving a traffic accident NOTIFY POLICE IMMEDIATELY
  2. Notify supervisor of incident
  3. Complete **Accident and/or Injury Notice**
  4. Be sure to record names of all witness
  5. Do no admit responsibility or agree to pay for damages
  6. Take photos
  7. Forward loss notice to City Hall
  
- **Loss or Damage to City Property**  
**(must be completed within 24 hours of incident)**
  1. Complete **Property Loss Notice**
  2. Record all relevant material
  3. Take steps to avoid further damage
  4. Secure damaged areas
  5. Close off area from use
  6. Take photos
  7. Forward loss notice to City Hall

**REPORT ACCIDENTS, INJURIES, or PROPERTY DAMAGE  
IMMEDIATELY**

**For Assistance Contact**

**City of Prosser  
City Hall  
601 7<sup>th</sup> Street, Prosser, WA 99350  
Office: 509-786-2332 \* Fax: 509-786-3717**

City of Prosser, WA

**ACCIDENT AND/OR INJURY NOTICE**  
**(Injury to Employee and/or Damage to Public Property)**  
*(for use by City employees)*

Date of Loss \_\_\_\_\_ Time of Loss \_\_\_\_\_  
Date Reported \_\_\_\_\_ Date of Report \_\_\_\_\_

**LOSS INFORMATION**

Location of Accident \_\_\_\_\_

Description of Accident \_\_\_\_\_

\_\_\_\_\_

**PERSON INJURED/PROPERTY DAMAGED:**

Name and Address \_\_\_\_\_ Home Phone # \_\_\_\_\_

\_\_\_\_\_ Office Phone # \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe Injury/Injuries \_\_\_\_\_

\_\_\_\_\_

Describe Property Damaged \_\_\_\_\_

\_\_\_\_\_

VIN/ Serial Number \_\_\_\_\_ Plate Number \_\_\_\_\_

**WITNESSES**

Name and Address \_\_\_\_\_ Office Phone # \_\_\_\_\_ Home Phone # \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REMARKS** \_\_\_\_\_

\_\_\_\_\_

Completed By \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

**RETURN TO**  
City of Prosser  
601 7<sup>th</sup> Street, Prosser, WA 99350  
Office: 509-786-2332 \* Fax: 509-786-3717

City of Prosser  
**PROPERTY LOSS NOTICE**  
(Use for Reporting Damage or Loss to City Property)  
(for use by City employees)

Date of Loss \_\_\_\_\_ Time of Loss \_\_\_\_\_

Date Reported \_\_\_\_\_ Date of Report \_\_\_\_\_

Property Damaged \_\_\_\_\_

Address of Loss/Damage \_\_\_\_\_

Person to Contact \_\_\_\_\_

Kind of Loss/Damage (Theft, Vandalism, Fire, etc.) \_\_\_\_\_

Description of Loss or Damage \_\_\_\_\_

Estimated Dollar Amount of Loss \_\_\_\_\_

Reported to Police/Fire Dept. \_\_\_\_ Yes \_\_\_\_ No Case Number \_\_\_\_\_

Additional Remarks \_\_\_\_\_

Completed By \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_

**RETURN THIS FORM TO THE CITY HALL**

<b>CITY HALL OFFICE USE ONLY</b>
Date Received: _____
Action Taken:
<input type="checkbox"/> Filed for Information Only
<input type="checkbox"/> Not Forwarded for Insurance Coverage (Building or Department Budget Item)
<input type="checkbox"/> Not Forwarded for Insurance Coverage (City Budget Item)
<input type="checkbox"/> Forwarded to Western States Insurance Agency
Other Remarks: _____
_____

**CITY OF PROSSER, WA**  
**SUPERVISOR'S REPORT OF INCIDENT**  
**CONFIDENTIAL INFORMATION**

Department Name: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

**PART I -- TO BE COMPLETED BY SUPERVISOR**

NAME OF EMPLOYEE:	OCCUPATION:	DEPT:
DATE OF INJURY:	TIME OF INJURY: _____ AM/PM	RETURNED TO WORK _____ AM/PM
DATE REPORTED:	TIME REPORTED: _____ AM/PM	REPORTED TO WHOM:

**SUPERVISOR** - DESCRIBE IN DETAIL WHAT EMPLOYEE WAS DOING JUST BEFORE THE INCIDENT OCCURRED. DESCRIBE THE ACTIVITY, AS WELL AS THE TOOL, EQUIPMENT, OR MATERIAL THE EMPLOYEE WAS USING.

**SUPERVISOR** - HOW DID THE INJURY OCCUR?

<input type="checkbox"/> Sickness/Physical Disability	<input type="checkbox"/> Defective Equipment	<input type="checkbox"/> Warning signs Disregarded
<input type="checkbox"/> Fatigue	<input type="checkbox"/> Weather Conditions	<input type="checkbox"/> Protective Equipment Not Available
<input type="checkbox"/> Toxic/Hazardous Substance	<input type="checkbox"/> Unsafe Storage	<input type="checkbox"/> Protective Equipment Not Used
<input type="checkbox"/> Third Party	<input type="checkbox"/> Lack of Policy/Procedure	<input type="checkbox"/> Horseplay
<input type="checkbox"/> Other ( <b>EXPLAIN</b> )		

**SUPERVISOR** - WHAT ACTION HAS OR WILL BE TAKEN TO PREVENT REOCCURRENCE?

<input type="checkbox"/> Developed Safety Procedure	<input type="checkbox"/> Employee Counseled
<input type="checkbox"/> Personal Protective Equipment Ordered	<input type="checkbox"/> Requested Assistance in Resolving Unsafe Situation
<input type="checkbox"/> Safety Training Scheduled	<input type="checkbox"/> Equipment Placed Out of Service for Repair or Replacement
<input type="checkbox"/> Warning Signs Ordered	<input type="checkbox"/> Other ( <b>Explain</b> )

**SUPERVISOR**- PROVIDE THE NAMES OF ANY WITNESSES

**PART OF BODY (CIRCLE SIDE IF APPLICABLE)**

<input type="checkbox"/> Head	<input type="checkbox"/> Hand (L or R)	<input type="checkbox"/> Knee (L or R)
<input type="checkbox"/> Eyes (L or R)	<input type="checkbox"/> Finger	<input type="checkbox"/> Abdomen
<input type="checkbox"/> Nose	<input type="checkbox"/> Leg (L or R)	<input type="checkbox"/> Entire
<input type="checkbox"/> Mouth	<input type="checkbox"/> Foot (L or R)	<input type="checkbox"/> Glasses
<input type="checkbox"/> Ear	<input type="checkbox"/> Toes	<input type="checkbox"/> Teeth
<input type="checkbox"/> Shoulder (L or R)	<input type="checkbox"/> Internal	<input type="checkbox"/> Groin
<input type="checkbox"/> Back	<input type="checkbox"/> Multiple	<input type="checkbox"/> Neck
<input type="checkbox"/> Chest	<input type="checkbox"/> Ankle (L or R)	<input type="checkbox"/> Elbow (L or R)
<input type="checkbox"/> Arm (L or R)	<input type="checkbox"/> Wrist (L or R)	<input type="checkbox"/> Rib
<input type="checkbox"/> Hip	<input type="checkbox"/> Face	

**MARK INJURED AREAS ABOVE**

**TO BE COMPLETED BY HUMAN RESOURCE DEPARTMENT**

<input type="checkbox"/> Emergency Room	<input type="checkbox"/> WorkCARE	<input type="checkbox"/> Own PMD	<input type="checkbox"/> Other	Was employee placed on modified duty?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other notes & Comments _____				Will employee loose time from work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
				If lost time, approximate number of days _____		
W/comp claim number _____				Was worker hospitalized overnight?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
				Was treatment refused?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
OSHA Log case number _____				Was the incident fatal ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
				Was employee given first aid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**(Transfer the case number from the Log after recording the case)**

# Accident Investigation Guidelines

The purpose of an investigation is to find the cause of an accident and prevent further occurrences, not to fix blame. An unbiased approach is necessary to obtain objective findings.

- If possible, interview injured worker at the scene of the accident and “walk through” a re-enactment. Be careful not to repeat the act that caused the injury.
- Privacy is important during interviews. Interview witnesses one at a time. Talk with anyone who has knowledge of the accident, even if they did not actually witness the mishap.
- Record names, addresses and statements of witnesses. Consider taking signed statements if facts are unclear or an element of controversy exists.
- In major injuries, use sketches, diagrams and photos to document details graphically. Take measurements when appropriate.
- Identify the circumstances preceding and surrounding the injury—what were underlying and contributing causes, as well as immediate causes?
- What physical hazards existed at the time of the accident, such as unprotected openings, poor housekeeping, slippery surfaces, protruding nails, etc?
- Were defective tools, equipment or material provided to or used by the employee(s)?
- Was personal protective equipment (PPE) not provided? Was PPE defective, not used, or used improperly? Was PPE needed?
- Did unsafe work practices contribute to the injury, including improper lifting, handling of materials or equipment failure?
- What safety rules or safety training might have prevented the accident?
- If a third party or defective product contributed to the accident, save any evidence. It could be critical to the recovery of claim costs.
- 

## Investigation Wrap-Up Questions:

- Did you discuss with the injured employee’s supervisor the details of the incident and obtain the names of witnesses?  YES  NO
- Did you obtain statements from all witnesses with information (directly or indirectly) concerning incident/injury?  YES  NO
- Did you investigate the safety measures that were in force at the time of the incident?  YES  NO
- Did you investigate whether or not equipment, mechanism failure, or another person/party (contractor etc.) was a factor in the incident/injury?  YES  NO
- Have you reviewed and evaluated all documentation to identify the cause of the incident (including the circumstances preceding the injury)?  YES  NO
- Have steps been taken to implement a solution so this type of incident does not occur again?  YES  NO
- 

## Follow-up Procedures:

- Turn this form in its original format to the City within 24 hours of completion.
- Contact City Administration if you have any questions or require assistance.

## Certification

I have conducted a thorough investigation of this incident and have made my determination as indicated on this report.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date



# City of Prosser, WA

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## Safety Program Employee Annual Training

Training	Date	Employee Initials	Instructor Initials
LOCK OUT/TAG OUT			
TRENCHING AND SHORING			
FALL PROTECTION			
CONFINED SPACE ENTRY			
OUTDOOR HEAT EXPOSURE			
HEARING CONSERVATION			
BLOOD BORNE PATHOGENS			
HAZZARD COMMUNICATIONS			
RESPIRATORY PROTECTION			
Other:			
Other:			
Other:			

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dept Manager Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dept Head Name: \_\_\_\_\_ Date: \_\_\_\_\_