

CITY OF ANACORTES

Accident Prevention Manual

PURPOSE

The City of Anacortes is committed to providing a safe work environment for all employees and has developed this program for injury prevention to involve management, supervisors, and employees in identifying and eliminating hazards that may develop during our work process.

City Safety Committee
December 17, 2020

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Acronyms used in this manual:

ANSI – American National Standards Institute

AWWA – American Water Works Association

BBP – Bloodborne Pathogens

CDL - Commercial Driver's License

DOSH – Division of Occupational Safety and Health

GIS – Geographic Information System

HRI – Heat Related Illness

ISEA – International Safety Equipment Association

JHA – Job Hazard Analysis

L&I – Washington State Department of Labor & Industries

OSHA - Occupational Safety and Health Administration

PIP – Personal Injury Protection

PPE – Personal Protective Equipment

RCW – Revised Code of Washington

SDS – Safety Data Sheet

WAC – Washington Administrative Code

WCIA – Washington Cities Insurance Authority

WISHA – Washington Industrial Safety and Health Act

Section 1

Introduction

1.01 *Management Commitment*

- a) The City of Anacortes is committed to providing a safe workplace for all employees and has developed this program for injury prevention to involve management, supervisors, and employees in identifying and eliminating hazards that may develop during our work process.
- b) It is the basic safety policy of this City that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.
- c) Employees are required to comply with all safety rules and are encouraged to actively participate in identifying ways to make our City a safe workplace.
- d) Supervisors are responsible for the safety of their employees and as part of their daily duties must check the workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards.
- e) Management will do its part by devoting the resources necessary to form a safety committee composed of management-appointed and elected employees. We will develop a system for identifying and correcting hazards. We will plan for foreseeable emergencies. We will provide initial and ongoing training for employees and supervisors. And, we will establish a disciplinary policy to ensure that company safety policies are followed.

Safety is a team effort –
Let us all work together to
keep this a safe and
healthy workplace

1.02 *Purpose*

- a) The accident prevention regulations herein set forth are for the purpose of preventing injury to persons and property.
- b) To develop a high standard of safety throughout all operations within the City and ensure that no employee is required to work under any hazardous or unhealthy conditions.
- c) Prevention of occupational illness or injury will be given top priority at all times.
- d) It is the City of Anacortes' intention to initiate and maintain complete accident prevention and safety training programs. Each individual employed by the City plays an important role in the training programs. By accepting mutual responsibility to operate safely and healthfully, we will each contribute to the wellbeing of our co-workers.

1.03 Scope and Applicability

- a) The City of Anacortes is required to have an Accident Prevention Program that includes new employee orientation and safety committees ([WAC 296-800-130, Safety committees/safety meetings-Summary](#)). The program must be tailored to the needs of the workplace and the types of hazards involved ([WAC 296-800-140, Accident Prevention Program](#)). These accident prevention regulations shall be effective as of the date of issuance and every employee of the City shall comply with them under every circumstance where they are applicable.
- b) Employees acting in a supervisory capacity shall require all employees working under their jurisdiction to comply with all applicable safety instructions and safe practices.
- c) If a difference of opinion arises in the application or interpretation of these regulations, management guidance with the Safety Committee and employee recommendations shall be followed.
- d) Departments and divisions may declare officially additional safety regulations to be followed by those persons working or operating under the jurisdiction of those departments. Employees assigned to work at work sites outside their home department will follow the safety procedures of the site at which they are working. The jurisdictional department/division will instruct the employee in the safety procedures specific to their areas of responsibility.

To Use hyperlinks in this document, press the control key and click the link.

1.04 Enforcement

- a) The City of Anacortes complies with all applicable federal, state, and local health and safety regulations and provides a work environment as free as practicable from recognized hazards. Employees are expected to comply with all safety and health requirements whether established by the City of Anacortes or by federal, state, or local law.
- b) Disciplinary action covering violations of these safety regulations can be carried out in accordance with Personnel [Policy 807](#), Disciplinary Procedure and state and federal laws.
- c) The degree of disciplinary action administered depends on the severity of the infraction and will be carried out in accordance with Personnel [Policy 807](#), Disciplinary Procedure located in the City of Anacortes Personnel Policies, or in accordance with applicable [Civil Service Rules](#) or [collective bargaining agreements](#). It is the responsibility of management to evaluate the circumstances and facts thoroughly and objectively. Whenever there is a difference of opinion between the employee and the supervisor/lead as to whether or not a particular assignment is safe and there is not an agreement between the parties involved, the employee may go to the Department Head or to Human Resources to review the situation and to resolve the problem. Refer to Personnel [Policy 601](#), Employee Safety and the Safety Committee.

- d) No City employee is exempt from these enforcement standards. A department manager or supervisor may be found in violation of a safety or health standard ([Division of Occupational Safety and Health or DOSH](#) and [Occupational Safety and Health Administration or OSHA](#)) as well as any other employee. Possible violations could include neglecting to ensure employees are properly protected from accident or injury or neglecting to maintain a safe work area. Supervisors must ensure that any injured employees are referred to appropriate medical care.

1.05 Employer Responsibility – City Safety Committee

A City Safety Committee has been developed to help employees and management work together to identify safety problems, develop solutions, review incident/accident reports and hazards in the workplace, and evaluate the effectiveness of our safety program. ([WAC 296-800-13025](#), Safety Meetings)

- a) The committee has employee-elected or employer-selected members from each department/division. Employee-elected members will serve for one year before being re-elected or replaced. If there is an employee-elected vacancy, an election must be held before the next scheduled meeting. If there is more than one volunteer or nomination, a secret paper ballot will be used to elect the representative.
- b) In addition to the employee-elected representative, management or the employer will designate the representative.
- c) The Safety Committee recommends a chairperson that must be approved by the Mayor. The term of the Safety Chairperson is no longer than two years. The Safety Chairperson determines how often, when, and where, the safety committee will meet. A Safety Chair pro tempore is assigned one year prior to their assignment as Safety Chairperson for training purposes. The Safety Chair pro tempore also must be approved by the Mayor.
- d) Meetings should be one hour or less, unless extended by a major vote of the committee or due to special training programs. All meetings will start promptly and end on time. Meetings will be held on the third Thursday of each month.
- e) Ensure that accidents and hazards are fully investigated, and corrective action taken to prevent the hazardous condition or behaviors from happening again. During meetings, the committee will review accidents or hazard reports to help correct safety hazards. Evaluate the accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation were identified and corrected. Evaluate the workplace accident and illness prevention program and discuss recommendations for improvement, if needed. Document attendance. Take minutes.
- f) Prepare minutes from each safety committee and preserve them for one year. Make them available for review by safety and health consultation personnel of the Department of Labor and Industries. Minutes are available on the City of Anacortes intranet for all employees to view.
- g) Ensure that a record of injuries and illnesses is maintained and posted as described in this program.

- h) Set a good example by following established safety rules and attending required training.
- i) Report unsafe practices or conditions to the supervisor of the area where hazards are observed. Determine and recommend whether a Job Hazard Analysis (JHA) should be completed for hazards observed.

1.06 Management Responsibility

- a) Each manager shall make sure monthly safety meetings are conducted in their department following the guidelines in Section 1.14.
- b) Management will make sure any training required by safety regulations are scheduled and records are kept of the training.
- c) Management shall review the training records and department safety minutes.
- d) Each manager will establish realistic goals for accident reduction in his/her area of responsibility and establish the necessary implementing instructions for meeting those goals. Goals and instructions shall be within the framework established by this document.
- e) Each manager will make sure a safety bulletin board is in place in their department with, at a minimum, all Department of Labor & Industries required notices.
- f) Each manager will make sure at least one out of three City employees in their department on the job site is trained and qualified in First Aid/CPR. Emergency first aid should be applied with judgment to prevent further injury to the injured ([WAC 296-800-150, First-Aid Personnel](#)).
- g) Each manager will make sure all employees in their department with occupational exposure receives Bloodborne Pathogen (BBP) training per the City of Anacortes [Bloodborne Pathogen Exposure Control Plan](#).
- h) Each manager will prohibit employees in their department from entering, or being in, any workplace that is not safe ([WAC 296-800-11015](#)), and not construct, or cause to be constructed, a workplace that is not safe ([WAC 296-800-11020](#)).
- i) Each manager will prohibit alcohol and narcotics in their department's workplace, and prohibit employees under the influence of alcohol or narcotics from the worksite. If an employee has violated this policy, refer to Personnel [Policy 808](#), Drugs, Narcotics, and Alcohol, in the City of Anacortes Personnel Policies.

1.07 Supervisor/Lead Responsibility

- a) In the event of an on-the-job accident or serious injury, ensure the injured employee is referred to appropriate medical care. This includes calling 911 in the event of a serious injury. [The Department of Labor & Industries](#) (L&I) will pay for the emergency transportation. In the event of a minor injury, drive the employee to the local walk-in clinic. Encourage the employee to get medical treatment. L&I will pay for the first office visit.

- b) Call Human Resources, Ext. 8332, immediately in the event of death, probable death or in-patient hospitalization of any employee due to an on-the-job injury. L&I requires notification within 8 hours of death or in-patient hospitalization.
- c) Each supervisor or lead shall make certain all employees under their jurisdiction are familiar with these regulations and their application, and each employee has received an initial safety orientation before beginning work. The orientation must be documented on the *Employee Safety Orientation checklist* (Appendix A.01 and in Laserfiche) provided by Human Resources.
- d) Ensure that each employee supervised is competent or receives training on safe operation of equipment or tasks before starting work on that equipment or project. This includes reviewing job hazard analysis (JHA) forms relating to the equipment or tasks.
- e) Ensure that each employee receives required Personal Protective Equipment (PPE) before starting work on a project requiring PPE, including training on care and use of PPE. The proper care and use of PPE will be the employee's responsibility.
- f) Supervisors and/or leads are encouraged to do a daily walk-around safety-check of the work area. Promptly correct any hazards that are found. Identify and eliminate job hazards efficiently through JHA procedures.
- g) Observe the employees you supervise working when possible. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document employee evaluations.
- h) Set good examples by following established safety rules and attending mandatory training.
- i) Talk to management about changes to work practices or equipment that will improve employee safety.
- j) Investigate all accidents or injuries in your area and report your findings to management or Human Resources. All workplace accidents or injuries must be reported on the [Supervisor's Accident Investigation](#) form (Appendix A.02 and in Laserfiche). If a third party, or someone who does not work for the City is involved in an injury, fill out a [WCIA Incident Report](#) (Appendix A.03 and in Laserfiche Forms or obtain from Legal Department, Ext. 8676).
- k) Investigate all hazards in your area and record on the *Report a Hazard* form (Appendix A.04 and in Laserfiche). Determine if a JHA should be completed. Review the *Hazard Assessment checklist* (Appendix A.05 and in Laserfiche) to help determine whether a *Job Hazard Analysis form* (Appendix A.06 and in Laserfiche) needs to be prepared.

1.08 Employee Responsibility

- a) Follow safety rules described in this Accident Prevention Program, DOSH safety standards and training you receive.

- b) Report any unsafe or unhealthy actions or conditions to your supervisor, lead or Safety Committee representative promptly.
- c) Report all injuries promptly to your supervisor, no matter how minor.
- d) Report all near-miss accidents/hazards immediately to your supervisor. All near misses shall be reported on the [Employee's Accident Report](#) (Appendix A.07 and in Laserfiche). All hazards should be reported on the *Report a Hazard* (Appendix A.04 and in Laserfiche).
- e) Always use PPE in good condition where it is required.
- f) Never remove or defeat any safety device or safeguard provided for employee protection.
- g) Encourage co-workers, by your behavior, words, and example to use safe work practices on the job.
- h) Make suggestions to your supervisor or lead, safety representative, or management about changes to equipment or work practices that you think will improve employee safety and health.
- i) Employee Safety Committee Member Expectations:
 - Attend Safety Committee meeting each month. If unable to attend, inform back up Safety Committee person within department. If no one is able to represent the department, notify the Safety Chairperson.
 - Assist with Safety programs and activities to meet the established safety goals.
 - Represent the department and share information with the Safety Committee, including any known hazards, illnesses, or injuries.
 - Fully support all agreed upon decisions by the committee.
 - Report Safety Committee information to your department and have employees within the department read the Safety Committee minutes.
- j) Certain employees may be designated by their supervisors to assist in the following.
 - Conduct in-house safety inspections with their supervisor concerned.
 - Conduct accident or hazard investigations to uncover trends. Determine if a JHA needs to be completed.
 - Review accident reports to determine means of elimination.
 - Accept and evaluate employee suggestions.
 - Review job procedures and recommended improvements.
 - Monitor the safety program's effectiveness.

- Promote and publicize safety.

1.09 Visitors in the Workplace

- a) Possible Exposures: When visitors are visiting City facilities, either for an open house, on a tour, or with a job shadowing program, there is a potential for injury due to lack of familiarity with the work tasks and surroundings.
- b) Keeping City property well maintained and developing safe work practices contributes to the employees' and visitors' personal safety. A goal is to keep visitors away from work tasks and equipment or environments which can cause harm.
- c) The Supervisor or designated employee of the event or program will take charge in emergency situations.
- d) Have a Supervisor present who is aware of work procedures and risks specific to the work activities as well as general safety practices, such as:
 - All visitors to the workplace should be asked to sign-in upon entry so that the City is aware of who is on the premises.
 - Visitors are not allowed into areas that may place them in danger.
 - Visitors are required to wear proper clothing and appropriate safety gear if warranted (e.g., hard hats, seat belts, ear plugs, safety eyeglasses).
 - Visitors are not allowed to lift or move heavy objects.
 - Visitors are not allowed to operate equipment. If equipment operation is part of a shadowing program, be alert to proper placement of guards and other protective devices on the machinery.
 - Familiarize visitors on the equipment as you would a regular employee and warn them of known risks in the workplace.
- e) Report any visitor injury or property damage to the supervisor in charge and seek treatment promptly.
- f) Promptly report hazardous conditions and practices observed.
- g) When youths are participating in a program or visiting a worksite, set a ratio of staff to youth participant/visitors that is appropriate for their age and the activity.
- h) Limit the time and duration of the event or program. Have a clear starting and ending time.
- i) Discourage visitors from riding in City vehicles for the following reasons:
 - There is no worker compensation coverage for the passenger if he/she is injured.

- There is a potential the employee may need to respond to an emergency situation while a visitor is in the car, placing them in harm's way.
 - There is no Washington Cities Insurance Authority (WCIA) Personal Injury Protection (PIP) coverage if the passenger is injured in a vehicular accident.
 - There is no WCIA Underinsured/Uninsured Motorist coverage if the passenger is injured in a vehicular accident that is caused by an underinsured/uninsured motorist.
 - There is a potential exposure to BBP if they must stop to investigate/respond to a traffic accident that may extend to the ride-along passenger.
- j) Non-employees and non-business passengers are prohibited from riding in City of Anacortes vehicles, i.e. family and friends. Refer to [Personnel Policy 402](#).
- k) Be aware of the age and health of the visitor/participant. Some activities may not be appropriate due to age (e.g., youths viewing police autopsy photos) or health (person with heart condition operating strenuous equipment).

1.10 Interpretation of the Regulations

- a) These regulations shall be strictly interpreted. However, when lawful and applicable DOSH and OSHA regulations are contrary to these regulations, such governmental regulations will control.

1.11 Revisions

- a) The Safety Committee will conduct a review of the Accident Prevention Manual every two years. Changes in working conditions or RCW, WAC, OSHA and DOSH regulations will be incorporated in the manual. All affected employees will be informed of the changes made through department safety meetings.

1.12 Governmental Safety Standards

- a) In addition to its own safety instructions and practices, the City and its employees in the performance of their work are subject to regulations of various other governmental agencies. Supervisors shall make certain that all applicable provisions of governmental regulations are followed.

1.13 Safety Bulletin Board

- a) Purpose: Increase employees' safety awareness and convey City's safety message. Designated safety only.
- b) The following items are required to be posted:
- [Job Safety & Health Law](#)
 - [Your Rights as a Worker](#)
 - [Notice to Employees-If a Job Injury Occurs](#)

- [Fair Labor Standards Act](#)
- [Unemployment Benefits poster](#)
- [Equal Opportunity Employment is the Law](#)
- [Your Rights Under USERRA](#)
- [OSHA 300 Summary](#) (required to be posted from February 1 to April 30 each year.)

c) Suggested Items:

- Safety posters
- Safety Committee minutes
- Pertinent safety items
- Have a required reading board for minutes with an initial sheet for each employee in the department

1.14 Departmental Safety Meetings

- a) Purpose: To assist in the detection and elimination of unsafe conditions and work procedures.
- b) Meetings should be held in accordance with the various circumstances involved or when necessary. No set pattern will suit all cases.
- Safety meetings shall be held at least once a month.
 - Accident and hazard reports as well as any changes to safety regulations will be discussed.
 - The attendance, subjects discussed, and minutes shall be documented and maintained on file for one year.
 - Copies of the minutes should be made available to the employees by posting or other means.

Section 2

Accidents and Injuries

2.01 Employee Responsibility

- a) Regardless of severity, every City employee must report immediately to his or her supervisor all injuries, accidents and hazards incurred in the performance of duties. This policy will correct current deficiencies and prevent accidents in the future. Prompt reporting of injuries is a requirement of state and federal law. The Association of WA Cities Retro program requires Human Resources to report any L & I claims within 5 days. To ensure quick processing of claims, employees should submit their L & I claim number to Human Resources as soon as possible.
- b) Employees are not to remove, displace, damage, or destroy or carry off any safeguard, notice, or warning provided to make the workplace safe; not interfere with the use of any safeguard by anyone in the workplace; not interfere with the use of any work practice designed to protect them from injuries; and do everything reasonably necessary to protect the life and safety of employees.
- c) Report all equipment damage to your supervisor or lead immediately.
- d) Use your safety equipment as directed – DON'T TAKE CHANCES.
- e) FOLLOW INSTRUCTIONS - Ask questions when in doubt about any phase of your operation.
- f) Report all unsafe situations or conditions that are potentially hazardous. DOSH protects employee's rights to participate in the creation of a safe and healthy workplace without fear of discharge, retaliation, or discrimination. [WAC 296-360-010](#) and [RCW 49.17.160](#).
- g) Only operate equipment you are qualified to operate. When in doubt, ask questions.
- h) Talk to management/supervisors/leads at any time about problems that affect your safety or work conditions.
- i) The most important part of this program is the individual employee – YOU! Without your cooperation, the most stringent program can be ineffective. Protect yourself and your fellow workers by following the rules.
- j) All injuries, serious or minor, as well as near misses shall be reported on the [Employee's Accident Report](#) (Appendix A.07 and in Laserfiche).
- k) The Accident Investigation Team may be called upon to further investigate a serious injury.

REMEMBER: Work safely so you can go home to your family and friends – they need you.

2.02 Personal Injury and Emergency

a) Minor injury steps:

- Administer first aid, transport employee to get medical treatment if necessary.
- Notify supervisor immediately.

b) Emergency and serious injury steps:

- An employee certified in First Aid/CPR may choose to render such assistance under the provisions of the “Good Samaritan” Act ([RCW 4.24.300](#)).
- Call 911 for serious injuries or, as appropriate, transport the victim to the nearest hospital emergency room or walk-in clinic for non-life-threatening emergencies.
 - If 911 is called, give the exact location and explain the situation to the best of your ability.
 - If possible, designate a person to meet and direct emergency personnel.
- Notify the supervisor/manager immediately or as soon as possible.
- The supervisor/manager will decide whether to appoint an accident investigation team.

2.03 Release for Work After Injury

In all cases of industrial injury requiring the services of a physician, it is the responsibility of the employee to obtain from the physician a release called Activity Prescription Form (APF) authorizing return to work and any limitations placed on the employee’s physical abilities. The release shall indicate the date upon which the employee may return to work. No employee shall be allowed to return to work without a properly signed release from his or her physician. The City participates in the Stay at Work Program through the Department of Labor & Industries:

<https://lni.wa.gov/claims/for-employers/employer-incentives/stay-at-work>. This program allows employees to return to work on a light duty basis as authorized by the doctor.

2.04 Vehicle Accidents

- a) Report all motor vehicle accidents involving City-owned or other vehicles used in City business immediately to the police department (911) and to your immediate supervisor. Do not move vehicles or otherwise alter the scene of the accident, unless instructed by the police.
- b) Prior to the arrival of police, attempt to reconstruct the accident. Write down pertinent information that has a bearing on the accident, however minor. Written information should include time, place, speeds, names of witnesses, etc. Take photographs if possible.
- c) Do not make statements pertaining to responsibility to anyone except your supervisors.
- d) Documenting the accident:

- **Vehicle-to-vehicle accidents:**
 - Fill out the *Washington State Patrol Vehicle Collision Report* (Appendix A.08 and in Laserfiche) and submit it to the Fleet Services manager by the next business day regardless of the estimated value of damages or whether there are injuries as a result of the accident. Call Operations at extension 1921 to obtain the form, if not provided by police officer.
- **Accidents with damage to a City vehicle:**
 - Fill out an [Equipment Damage Report](#) (Appendix A.09 and in Laserfiche Forms). *This may be in addition to the WSP Vehicle Collision Report if it was a vehicle to vehicle accident.*
- **Accidents with injuries to employees:**
 - Fill out an [Employee's Accident Report](#) (Appendix A.07 and in Laserfiche).
- **Accidents involving a 3rd Party (a person outside the City's employment):**
 - Fill out a [WCIA Incident Report](#) (Appendix A.03 in Laserfiche Forms)
 - Employees who hold a Commercial Driver's License CDL and participate in the AWC consortium drug and alcohol random testing pool, must report the accident to the Human Resources department immediately. If the employee is unable to call, their supervisor or lead must call Human Resources.

2.05 Disaster Emergency

a) Any municipal building disaster: Follow the Building Evacuation Plan for each individual building.

- Site specific plans will conform to [WAC 296-24-567](#) and [WAC 296-24-56701](#), which include the location of evacuation exits, fire extinguishers, emergency lighting, first aid and BBP kits, medical O₂ bottles, emergency eye wash stations and showers, all of which shall be clearly marked.

No building, equipment, or material of any kind is worth a human life.

b) Steps for a general disaster:

- Remove injured people, if any, from danger area. Warn people in area of danger, control crowds. Assist any physically or visually impaired from area.
- Assign a person to call 911 or 9-911 if calling internally from a work phone. Report exact location(s) of disaster (fire, etc.) and answer all questions calmly.
- Confine the dangers, if possible.
- Designate a person to go to the street entrance and direct emergency personnel.
- In the case of fire, be sure to use extinguishers suitable for the specific type of fire.

2.06 Accident Investigation

- a) Whenever there is an accident that results in serious injuries, a preliminary investigation will be conducted by the immediate supervisor of the injured person(s), a person designated by management, an employee representative of the Safety Committee and any other persons whose expertise would aid the investigation.
- b) The investigation team will take written statements from witnesses; photograph the accident scene and equipment involved, note the condition of equipment and the work area that may have had a bearing on the accident as soon as possible after the accident. The team will make a written report of its findings including a sequence of events leading up to the accident, conclusions about the accident and any recommendations to prevent a similar accident from occurring. The Safety Committee will review the report at its next regularly scheduled meeting.
- c) In the event of a fatality or when an employee is admitted to the hospital as a result of an accident, the City will contact the L&I within eight (8) hours after becoming aware of the accident. During weekends and evenings, the toll-free notification number is 1-800-321-6742. The notification must be a verbal conversation with a representative of the department. Fax and answering machine notifications are not acceptable. The notification must report the city name, location and time of the accident, number of employees involved, the extent of injuries or illness, a brief description of what happened and the name and phone number of a contact person.
- d) When an employee injury is not serious enough to warrant a team investigation, as described above, the supervisor/manager/lead will prepare a [Supervisor's Accident Investigation Report](#) (Appendix A.02 and in Laserfiche). The supervisor/foreman will forward this report and the [Employee's Accident Report](#) (Appendix A.07 and in Laserfiche) to Human Resources.
- e) Whenever there is a near-miss incident (one that did not but could have resulted in serious injury to an employee), the incident will be investigated by the supervisor or a team depending on the seriousness of the injury that could have occurred. The [Supervisor's Accident Investigation Report](#) (Appendix A.02 and in Laserfiche) will be used to report the near miss. The form will be clearly marked to indicate that it was a near miss and that no actual injury occurred. The Human Resources Department submits the form to AWC Retro within 5 days of the incident.

2.07 First Aid – Bloodborne Pathogen

City of Anacortes employees are First Aid trained and are available to provide quick and effective First Aid in compliance with [WAC 296-800-150](#). The City of Anacortes must make sure First Aid trained personnel are available to provide quick and effective First Aid, make sure appropriate First Aid supplies are readily available, make sure emergency washing facilities are functional and accessible, inspect and activate the emergency washing facilities, and make sure supplemental flushing equipment provides sufficient water. The City must also comply with [Chapter 296-823 WAC](#), Occupational Exposure to Bloodborne Pathogens.

- a) The City must make sure First Aid supplies are easily accessible to all employees and stored in containers that protect them from damage, deterioration, or

contamination. Containers must be clearly marked. All workplaces shall have the type and size First-Aid kit and BBP kit required by the [General Safety and Health Standards of the State of Washington](#). Reference – City Emergency Response Plan, Bloodborne Pathogen Exposure Control Plan and Safety Plan.

- b) All City vehicles or motorized riding equipment shall be required to carry not less than one (1) ten-unit First-Aid kit and BBP kit. The kits shall be kept in such a manner as to make them readily available in case of emergency.
- c) A minimum of one for every three permanent City employees per job site will be certified in First-Aid and CPR training. Employees whose job classification is occupationally exposed to BBP will take BBP training within 10 days of employment.

Section 3

General Safety

3.01 *Personal Conduct*

- a) All employees shall conduct themselves in a manner that assures maximum safety to all persons affected by their actions.
- b) At no time shall employees engage in practical jokes, scuffling, horseplay, or misuse of City equipment.
- c) The use of alcohol or drugs during working hours is prohibited. Refer to [Policy 808](#) (Drugs, Narcotics, and Alcohol) located in the City of Anacortes Personnel Policies.
- d) Any source of ignition, including smoking, is prohibited in any area where a match, flame, spark or careless disposal of lighted material constitutes a fire hazard.
- e) Personal work clothing shall be suitable for the individual job and be of the type offering maximum protection from accidental injury. Use good judgment about loose clothing, jewelry, or hanging objects worn while working around moving equipment.
- f) Hard hats will be worn in construction sites, in electrical substations, in any work area where there is a potential hazard from falling objects, and by all certified traffic flaggers.
- g) Proper eye protection will be worn when you are exposed to flying objects, dust, harmful rays, chemicals, flying particles, etc.
- h) Proper footwear will be worn as necessary for the particular job, in accordance with DOSH and OSHA.
- i) Gloves, aprons and/or other protective clothing will be used when handling chemicals, hot or cold materials or rough materials.

3.02 *Job Hazards*

- a) Every employee shall be alert for possible hazards that could result in an accident, and act promptly to eliminate the hazard. If the hazard cannot be corrected immediately, report the problem to the immediate supervisor.
- b) Report all accidents, injury or non-injury, to your immediate supervisor. When you have been involved in an accident, a lesson has been learned. This lesson is of valuable use to others to prevent their suffering a similar accident. The investigation shall focus on finding the cause, so future preventative measures can be explored.
- c) Supervisors/managers/leads will promptly investigate all reported hazards and accidents. Hazards that could cause or contribute to accidents shall be immediately corrected. After correction, a follow-up inspection and report shall be scheduled to assure that corrections remain effective.

- d) A copy of each reported hazard or accident shall be sent to Human Resources for coordination with other departments and reviewed.
- e) Each division within the City shall have hazard control plans in place that coincide with specific jobs. All employees shall be trained in their individual work area hazards and be aware of said plan/policies (i.e., the Control of Hazardous Energy (Lock-out/Tag-out) Policy at the Anacortes Water Treatment Plant).

3.03 Housekeeping

- a) Loose materials or waste shall not be allowed to accumulate in the work area. This is particularly important in aisles and in the vicinity of ladders, ramps, stairs, machinery and equipment.
- b) All aisles shall be clearly defined and kept free of any hazardous obstructions.
- c) Aisles in storage areas shall be kept clear for easy access to fire-fighting equipment and to enable firefighters to reach a fire. Areas shall be kept clear around sprinkler control valves, fuse boxes and electrical panels. These areas shall be clearly identified, as governed by [WAC 296-24-73505](#) and the Uniform Fire Code.
- d) Oil, grease, gasoline and other slippery substances spilled on floors and walkways shall be cleaned up immediately. Approved non-combustible absorbents shall be used to dry up spills before cleaning. Flammable liquids shall not be used.
- e) Tools shall not be allowed to accumulate unnecessarily in the work area or left on overhead platforms where they could be kicked off on persons or materials.
- f) All materials shall be neatly stacked and easily reached by adequate aisles. Cross ties, separators or dunnage shall be used to guard against falling.
- g) Materials shall not be stacked within 24 inches of ceiling fire sprinkler heads and shall not be stacked in such a manner as to project into aisles, to cause tripping hazards.
- h) Combustible waste and flammable materials subject to spontaneous combustion shall be deposited only in non-combustible, metal containers with self-closing lids.

3.04 Personal Protective Equipment (PPE)

- a) Prescribed protective equipment shall be used at all times in work areas as designated by safety procedures.
- b) Approved hard hats shall be worn when the employee is exposed to a potential hazard from falling objects, when working in a construction area or an electrical substation.
- c) Approved hard hats are required in work areas where there may be possible bumping type injuries.

- d) [WAC 296-800-16060](#) and City policy require employees to wear safety-toe safety shoes where there may be a risk of foot injury and/or in any area that requires hardhats.
- e) Goggles, face shields and other suitable protection devices shall be worn when employees are exposed to possible flying particles or possible splashing from chemicals.
- f) Approved respiratory masks shall be used when employees are exposed to concentrations of dust, fumes, vapors, gases or airborne pathogens.
- g) Each department shall identify high noise areas for their work area.
- h) Safety devices and guarding provided to protect the employee from injury shall be used at all times and shall not be removed or blocked by operating personnel.
- i) During daylight hours, when employees' duties are performed in close proximity to moving vehicles, employees shall be responsible to wear a high-visibility safety vest, shirt, or jacket that is ANSI class 2 minimum fluorescent yellow-green, fluorescent orange-red, or fluorescent red in color. This garment must always be worn as an outer garment as per [WAC 296-155-200](#).
- j) Protective equipment shall be kept clean and free from damage. Frequent inspections shall be performed to assure protective equipment offers maximum protection. Damaged or defective protective equipment or clothing shall not be used and shall be replaced or repaired prior to use.

3.05 Handling of Materials

A caution zone job is where an employee's typical work activities include any of the specific physical risk factors listed below. Typical work activities are those that are a regular and foreseeable part of the job and occur on more than one day per week, and more frequently than one week per year. Heavy, frequent or awkward lifting follows these guidelines:

Safety is the priority in determining the methods and procedures used to handle and/or transport materials.

- a) Lifting objects weighing more than 75 pounds once per day or more than 55 pounds more than 10 times per day.
- b) Lifting objects weighing more than 10 pounds if done more than twice per minute more than 2 hours total per day.
- c) Lifting objects weighing more than 25 pounds above the shoulders, below the knees or at arm's length more than 25 times per day.
- d) Where possible, mechanical equipment should be used to lift heavier materials.
- e) All employees are responsible to know and practice proper lifting techniques.

3.06 Motor Vehicles

- a) City employees may use City cars for training or work purposes and must have a valid driver's license. Upon hire, a driving history is reviewed as part of a new-hire pre-employment background check. Employees who drive commercial work vehicles or equipment must hold a Commercial Driver's License (CDL) and follow all laws and regulations pertaining to holding a CDL.
- b) Operators of City-owned vehicles shall be responsible for checking all vehicles. Any safety defects found shall be reported and the vehicle will not be operated until the safety defect has been corrected.
- c) Only fully qualified and properly licensed operators shall be permitted to drive or operate City vehicles.
- d) All drivers of City vehicles shall comply with all state, county and local rules/regulations governing the safe and legal operations of vehicles.
- e) Seat belts shall be worn and secured at all times when the vehicle is moving.
- f) The driver shall be responsible for assuring that all passengers are seated and properly secured before moving the vehicle. Under no circumstances shall passengers ride on fenders, running boards and the tops of vehicles or any place not designed for a passenger.
- g) Trucks, when used for transportation of employees shall be provided with facilities which will afford safe seating and the truck shall be protected on sides and ends to prevent falls from the vehicle.
- h) Trucks transporting materials shall follow these guidelines:
 - Maximum vehicle width: 102 inches
 - Maximum vehicle height: 14 feet
 - Single unit maximum length: 45 feet
 - Truck-trailer combination maximum length: 70 feet
 - The maximum load per tire measure by pounds per inch of tire width shall be:
 - Steering axle: 600 lb/in
 - All other axles: 500 lb/in
 - Except for the steering axles or wide base single tires described below, all axles weighing more than 10,000 pounds shall have at least four tires per axle.
 - In lieu of four tires per axle, an axle may be equipped with wide base tires, limited to 500 pounds per inch of tire width.

- Every state reserves the right to permit or otherwise establish limits in excess of those described above for use vehicle configurations designed to address specific safety or economic concerns.
- Each state shall determine effective dates based upon local economic, safety and technological considerations. Amortization of investment and phasing out of single tires to minimize economic and operating disruption of individual companies and effected industries shall be considered factors.
- Axle and Gross Weights: The maximum single axle weight shall be 20,000 pounds. The maximum tandem axle weight shall be 34,000 pounds. The maximum gross weight of a vehicle or combination of vehicles computed in accordance with Axle Group Weights (below) shall be 80,000 pounds.
- Axle Group Weights: The total gross weight in pounds imposed on the highway by any group of two or more consecutive axles on a vehicle or combination of vehicles, shall not exceed the values computed by federal bridge formula "B" as follows:

$$W = 500 ((LN/N-L)+12N+36)$$

Where:

W = Maximum weight in pounds carried on any group of two or more axles computed to the nearest 500 pounds.

L = Distance in feet between the extremities of any group of two or more consecutive axles.

N = Number of axles in the group under consideration.

Exceptions to the axle group weights specified above which are federally mandated should be provided for by individual state code. (For additional information on DOT guidelines for material hauling, contact the Street Department at extension 1514.)

- i) All materials shall be tightly secured to prevent movement in transport. All cargo that extends beyond the end of the bed shall be clearly marked with a red cloth not less than 16 inches square. At night, red lights shall be used.
- j) All drivers of City vehicles shall strictly observe speed limits on public roads and highways.
- k) Trucks larger than a pick-up must have an audible back-up alarm. If a back-up camera is not available, a spotter outside of the truck with full view of the backing area must be used. Refer to [WAC 296-155-610](#).
- l) Speed in parking lots, maintenance yards or in close proximity to persons or equipment shall be reduced as conditions warrant and are not to exceed 15 M.P.H. Lower speed limits may be imposed in selected areas.

3.07 Fire Prevention

- a) While the Fire Department has the primary responsibility for fighting fires, each employee has the responsibility of being alert for possible fire hazards. In the time period between reporting and arrival of fire equipment, the employee may be required to participate in initial firefighting activities.
- b) As many employees as possible shall be trained in the proper use of fire extinguishers.
- c) All fire-fighting apparatus shall be kept in a ready condition and be accessible at all times.
- d) Types of Fires:
 - CLASS “A” FIRES - WOOD, TEXTILES, PAPER, and RUBBISH: The quenching and cooling of water is of the greatest importance. Fires may be extinguished employing the following: water through hose lines using a stream or fog nozzle, pressurized water extinguisher and A-B-C multi-purpose dry chemical extinguishers. Foam extinguishers may be used but are not the most effective since foam does not have the cooling effect required.
 - CLASS “B” FIRES - FLAMMABLE LIQUIDS, GASOLINE, OILS, ETC.: Smothering or blanketing effect of the extinguishing agent is of the greatest importance, especially fires in pools, tanks, etc. Fire extinguishers employing the following substances may be used: foam, carbon dioxide (CO₂) and dry powder.
 - CLASS “C” FIRES – ELECTRICAL EQUIPMENT: Fire extinguishers employing the following substances may be used on electrical equipment fires: dry powder rated for class B-C or multi-purpose dry chemical extinguishers rated A-B-C.
 - CLASS “D” FIRES – METALLIC FIRES: Fires involve flammable materials like titanium, aluminum, magnesium, and potassium — all commonly occurring in laboratories. Class D fires cannot be addressed with water, as this can exacerbate the fire and be potentially dangerous. Dry powder agents are the best solution for smothering the flames and limiting damage to property or people.
 - CLASS “K” FIRES – GREASE FIRES OR COOKING FIRES: Class K fires involve flammable liquids, similar to Class B fires, but are specifically related to food service and the restaurant industry. These common fires start from the combustion of liquid cooking materials including grease, oils, and vegetable and animal fats. Because they can spread quickly and be difficult to manage, Class K fires are some of the most dangerous. Water can make the situation worse but smothering the flames or using a wet agent fire extinguisher is effective.
- e) When removing supplies of paints, solvents, or other flammables from storage, only the minimum supply to do the job shall be taken. Any unused portions should be returned to storage area. All containers shall be properly labeled as to contents and hazards pertaining to contents.

- f) Combustible products of rubbish waste or other residues shall not be allowed to accumulate. Oil soaked rags and similar materials subject to spontaneous combustion shall only be stored in non-combustible containers with self-closing lids.
- g) Flammable liquids shall not be stored in aisles or walkways and shall be located so there will be no interference with evacuation of the area in case of fire.
- h) Cigarette butts, matches or other similar materials shall not be discarded without fully extinguishing the substance.
- i) Ashtrays, cigarette butts or matches shall only be disposed of in approved non-combustible containers.
- j) Striking of matches or other sources of ignition shall not be permitted within "NO SMOKING" areas.
- k) All gasoline or flammable solvents or liquids shall not be stored inside buildings in other than approved flammable storage containers.

3.08 Safety Inspection Procedures

- a) The City is committed to aggressively identifying hazardous conditions and practices that could result in injury or illness to employees and will take immediate action to eliminate those hazardous conditions. In addition to investigating accidents for their causes and reviewing injury/accident records, management, the Safety Committee and all employees are responsible and shall be committed to identifying hazardous conditions before they result in injury to employees/workers by ensuring a hazard analysis is performed and follow-up action is taken when a situation is identified with the potential for injury.
- b) A hazard analysis is conducted when work areas or tasks are identified as potentially hazardous which could result in injury or illness to employees. As soon as possible a supervisor from the affected department/division will assign and schedule an employee or group of employees to perform the analysis using the *Guide for Performing a Job Hazard Analysis* in conjunction with the *Job Hazard Analysis form* (Appendix A.10 and A.06 respectively and in Laserfiche). This analysis will result in recommendations to eliminate or control the potential hazards. The recommendations are reviewed, approved, and implemented by the department as appropriate. Written work procedures are updated to reflect all changes to work practices. The job will be modified as needed to control or eliminate the hazard and employees will be trained in revised operation.
- c) A hazard analysis is initiated when potential hazards are identified after reviewing injury records, when a reasonable concern is expressed by a City employee, when conditions change (for example new or replacement equipment is received or the physical work environment changes) or when work activities change.
- d) The Safety Committee will update the Guide for Performing a Job Hazard Analysis and Job Hazard Analysis forms as needed.

Section 4

Work Area Safety

4.01 Work Area

- a) Employees shall not be required to work in areas or situations where they may be adversely affected by working under these types of conditions (i.e., extreme heights, underground, closed areas, etc.) without proper protective devices.
- b) Always store materials in a safe manner. Tie down or support piles if necessary to prevent shifting, falling or rolling.
- c) Shavings, dust, scraps, oil or grease should not be allowed to accumulate.
- d) Any refuse must be removed as soon as possible. It is a safety and fire hazard.
- e) Remove any loose materials from stairs, ramps, walkways, platforms, etc.
- f) Do not block traffic lanes, aisles, fire exits, stairs, etc.
- g) Avoid shortcuts – use stairs, walkways, ramps, ladders, etc.
- h) Erect proper barriers around floor openings ([WAC 296-24-75011](#)) and excavations ([WAC 296-155-655](#)).

4.02 Heat-Related Illnesses (HRI) ([WAC 296-62-095](#))

- a) Exposure to extreme temperature, humidity and other environmental factors can lead to serious illnesses including heat fatigue, heat rash, fainting, heat cramps, heat exhaustion, and heat stroke.
- b) Employees who work outdoors and their supervisors shall be trained in identifying and treating HRI prior to outdoor work and at least annually thereafter.
- c) Employee training includes:
 - How to recognize the environmental causes of HRI and personal factors that can increase risk.
 - How to identify, evaluate, and control HRI exposure.
 - Methods to control HRI including removing PPE during all breaks, frequently consuming water, getting acclimated to the hot weather, etc.
 - Different types of HRI and the common signs and symptoms.
 - Importance of immediately reporting HRI symptoms of themselves or co-workers.
 - How to respond to HRI symptoms and emergencies.
 - The purpose and requirements of the HRI rules.

d) Supervisor training includes:

- All information covered in employee training.
- How to implement the provisions of the HRI rule.
- What to do when an employee exhibits signs or symptoms of HRI, including emergency response.
- How to safely move employees to a place that is easily reached by emergency medical providers.
- How to provide clear directions to emergency medical providers so they can find the work site.

e) Employees and/or supervisors must evaluate environmental factors that contribute to HRI when conditions warrant precautions.

Factors to evaluate:

- Check air temperature and humidity; if the heat index is 80°F or higher, controls may need to be implemented
 - Check the weather forecast using an online source such as www.weather.gov, radio or television.
 - Check the heat index using the chart online at <http://www.nws.noaa.gov/om/heat/index.shtml>
- Radiant Heat
Concern: reflection of heat from asphalt, rocks, etc. or work in direct sunlight.
- Air Movement
Concern: wind blowing with temperatures above 95°F contribute to HRI by raising the body temperature.
- Conductive Heat Sources
Concern: heat from equipment, heated surfaces such as asphalt, metal surfaces, etc.
- Workload Intensity and Duration
Concern: workload intensity resting, light, moderate, heavy, and very heavy affects body temperature.
- PPE/Clothing worn by employee
Concern: PPE increases body temperature by trapping heat and preventing cooling.
- Personal Factors that can affect an employee's reaction to hot weather
Concern: acclimatization to hot weather, prescription medications taken by the employee, recent illnesses, physical condition, etc.

f) Work practice and engineering controls are used to control environmental factors.

- Work practice controls alter the way work is done to reduce or control the rate the body generates heat such as doing more strenuous work during the cooler part of the day, rotating employees performing physically demanding jobs, etc.
- Engineering controls involve using devices to reduce employee exposure and aid in cooling such as cooling vests, misters for cooling, installing insulation or shielding/shading devices, etc.

g) Controls used to minimize Heat Related Illnesses

- Drinking water is provided and accessible to employees when HRI conditions are present (see section “e”), or employees are working outside for more than one hour and HRI hazards are present. At least one quart of drinking water per employee per hour is available in either a water cooler with ice and disposable cups or cooled water bottles under such conditions.
- When the temperature is above 85°F:
 - Employees will remove heat trapping PPE during breaks to cool their body temperature.
 - The most strenuous work is scheduled during the cooler part of the day or workers are rotated to alternate between more and less strenuous tasks.
- When the temperature is above 90°F and the heat index is above 80°F:
 - In addition to the above controls, water is provided.
 - The buddy system is used for co-workers to keep an eye on each other for symptoms of heat illness.
- When the temperature is above 95°F and the heat index is above 80°F:
 - All the above controls are implemented.
 - Work/rest schedules are modified and enforced to provide shorter breaks more frequently.
 - Take breaks in shielded/shaded or cooled areas.
 - Co-workers and supervisors routinely monitor workers’ status for symptoms of heat illnesses.
 - Employees are encouraged to wear breathable, light colored clothing while keeping the body covered to reduce heat gain from convection.
 - Radiant heat sources - eliminate unnecessary sources and/or use shielding devices to provide insulation whenever possible.
 - Conductive heat sources - wear protective gloves and footwear to provide insulation from heat source.

h) Adjusting Breaks for Workload and Duration

- When HRI conditions are present:

- Heavy work is performed during the cooler part of the day or reduced to shorter periods of time such as 30 minutes per hour by alternating heavy work with light work activities.
- Breaks are modified to 5 minutes every hour rather than 2 15-minute breaks, the lunch period remains the same.

When Heat-Related Illness conditions are present, Do Not Skip Breaks

i) Signs of HRI and first aid/emergency response:

- Heat Rash
Symptoms include: red itchy skin, bumpy skin, skin infection.
First-aid measures include: applying cool water or compress to cool the rash, keep the affected area dry to minimize infection, and control itching and infection with prescribed medication.
- Heat Cramps
Symptoms include: muscle cramps or spasms, grasping the affected area, abnormal body posture.
First-aid measures include: drink water or sports drinks to re-hydrate body, rest and cool down in shaded area, massage affected muscle to release body toxins, get medical evaluation if cramps persist.
- Heat Exhaustion
Symptoms include: high pulse rate, extreme sweating, pale face, insecure gait, headache, clammy and moist skin, weakness, fatigue, dizziness.
First-aid measures include: move to shade and loosen clothing to cool down; initiate rapid cooling with fan, water mister, or ice packs; lay flat and elevate feet to reduce heart rate and blood pressure; monitor recovery (is body cooling?); drink small amounts of water to cool body and re-hydrate; evaluate mental status (ask Who? Where? When? Q's). If no improvement, call 911.
- Heat Stroke
Symptoms include: any of the above but more severe - hot, dry skin (25-50% of cases); altered mental status with confusion and agitation. It can progress to loss of consciousness and seizures. Heat stroke can be fatal.
First-aid/emergency measures include: **Call 911**; provide EMS with directions to work site; immediately remove victim from work activity to slow/stop body temp rise; start rapid cooling with fan, water mister, or ice packs; lay flat and elevate feet to reduce heart rate and blood pressure; if conscious give sips of water to cool body and re-hydrate; monitor airway and breathing; administer CPR if needed.

j) General response to HRI:

- Remove employee from duty.
- Reduce body temperature.
Methods: Move employee away from heat sources
Move to a shaded rest area or an air-conditioned environment

Use cooling or gel packs
Drink cool water (only if conscious)

- Call 911 if emergency medical aid is required. Give adequate directions for finding the worksite.

4.03 Office and Clerical Safety

- a) Personnel should not run on walkways or stairways. All personnel shall enter and leave buildings in an orderly manner.
- b) All personnel shall observe safe lifting and carrying procedures (refer to Section 3.05) when moving boxes, office machines or other heavy materials. Large boxes or materials shall be moved with mechanical equipment or repacked in smaller parcels. Bulky materials shall not be carried when the view ahead is obstructed or when the materials interfere with stairway handrails.
- c) Water, oil or other slippery substances shall be removed at once to eliminate slipping hazards. Extension cords, wastebaskets and other materials shall be kept out of walkways or aisles to prevent tripping hazards. Standing on chairs, boxes or makeshift supports to reach overhead objects are prohibited. Doors shall always be opened with caution to avoid striking someone on the other side. Keep to the right when walking to avoid collisions. Handrails should be used at all times when ascending or descending stairways.
- d) Desk and filing drawers shall be kept closed at all times when not in use. Caution should be observed in opening top file drawers to avoid tipping the cabinet. Only one drawer shall be opened at any one time. When possible, drawers of file cabinets should not open towards a workspace (i.e., desk, chairs, etc.).
- e) Spindles and other sharp or pointed objects on desks to fasten papers are prohibited. Special care must be observed in disposing of broken glass or other sharp objects.
- f) Cigars, cigarette stubs or matches shall be disposed of in appropriate containers in designated areas.

4.04 Elevated Positions

- a) Employees shall use approved safety belts, lifelines or other devices that are adequate for maximum protection while working at heights. No person, material or equipment shall be lifted from the ground by supports inadequate for the job. The supports or lines shall be approved supports, sufficiently strong and properly secured in place.
- b) [WAC 296-876](#) All ladders used shall be of good quality, securely placed, held or tied to prevent slipping or falling. Ladders shall not be placed in front of doorways unless the door is open, locked or guarded. Employees shall face the ladder when ascending or descending. Materials that interfere with the free use of both hands shall not be carried up or down the ladder.

- c) Wooden or non-conducting ladders shall be used by electrical workers and others working near electrical equipment. Straight and/or extension ladders shall have safety feet.
- d) Scaffolding shall be built as per [WAC 296-874](#).
- e) Additional policies that are specific to a department or a project may be established and are applicable.

4.05 Underground Installations / Confined Spaces

The City is committed to protecting employees from the hazards of entering and working in confined spaces and complies with [WAC 296-809-100](#).

The following are general statements to be included in each department's written specific confined space program.

- a) Personnel required to enter confined spaces must be adequately trained. The City will provide annual confined space training for employees. The training will be specific to each department's specific confined space program and in compliance with WAC 296-8909-100.
- b) Confined space identification: A space that is **all** the following:
 - Large enough and arranged so an employee could fully enter the space and work.
 - Has limited or restricted entry or exit. Examples of spaces with limited or restricted entry are tanks, vessels, silos, storage bins, hoppers, vaults, excavations, and pits.
 - Not primarily designed for continuous human occupancy.
- c) Warning signs will be placed on identified confined spaces. Adequate measures must be used to prevent unauthorized entry into confined spaces.
- d) Confined spaces will be identified and tracked in the Geographical Information System (GIS).
- e) Confined space permits are required prior to any work being conducted in a confined space. Refer to [Confined Space Entry Permit](#) (Appendix A.11 and in Laserfiche).
- f) A minimum of two (2) properly trained employees are required to be onsite for a confined space entry.
- g) Employees shall not enter confined spaces with oxygen deficiencies or explosive gases or vapors unless proper mitigation and protection measures are used.
- h) Confined space permit tracking will be kept with each department's record keeping system and maintained in accordance with the state's retention policy. Departments must review completed permits annually.

- i) Confined space work zones in roadways must be protected from traffic impacts with traffic attenuating devices/barriers in conjunction with proper work zone traffic control.
- j) Fall protection rescue systems are required for spaces more than five (5) feet deep. [WAC 296-809-50016](#)
- k) Non-permit required confined spaces or alternate entries: Each department will adopt specific procedures for alternate entries into non-permit required confined spaces. At a minimum, to designate a confined space as a non-permit required confined space - an atmospheric test must be performed prior to entry, the atmosphere continuously tested and documented during entry, and forced air must be used during entry. Reference [WAC 296-809-60004](#)

4.06 Sewers, Pits and Treatment Plants

- a) Hydrogen Sulfide can be present in sewer lines and treatment plants. Hydrogen Sulfide is extremely toxic when inhaled and explosive when mixed with air.
- b) Methane Gas is highly flammable, explosive and displaces oxygen in confined or poorly ventilated areas.
- c) The gases produced by digesting sewage sludge may be explosive, toxic or suffocating.
- d) Before working in any confined space, the air shall be tested by approved testing devices and retested at periodic intervals to assure that hazardous accumulations of gas do not occur.
- e) Forced air ventilation shall be used when necessary to prevent accumulations of hazardous gases. This also includes locations such as treatment plant buildings.
- f) PPE to be used in and around confined spaces shall be as prescribed by department policy required by [WAC 296-800-160](#). All personnel working in or around sewage facilities shall be familiar with the proper use and care of PPE.
- g) Sewage normally contains harmful bacteria capable of causing serious disease if precautions are not observed.
- h) All cuts, scratches and breaks in the skin shall be cleaned and treated immediately. (Refer to Bloodborne Pathogens procedures).
- i) Food and beverages shall not be permitted in areas where they may become contaminated. Laboratory glassware shall never be used to drink from.
- j) Smoking, open flames and spark producing equipment shall be strictly prohibited where flammable or explosive gases are present.
- k) Employees shall adhere to the laboratory hygiene plan for the treatment facilities.

4.07 Electrical Facilities

- a) Only qualified and properly authorized maintenance personnel shall be permitted to install and maintain electrical facilities and equipment.
- b) Each department shall have Control of Hazardous Energy (Lock-out/Tag-out) Policies to be followed as per [WAC 296-803-100 to 800](#) and [OSHA regulations](#).
- c) Personnel working with electrical circuits shall not wear rings, watches or metallic objects that could act as conductors of electricity. Non-conductive hard hats will be worn in areas of high voltage.
- d) Metal ladders and un-insulated tools shall not be used while working with electrical circuits and equipment.
- e) Electrical equipment and lines shall always be considered “live” until proven “dead.” Before beginning work, each electrical circuit shall be inspected and tested and, where possible, isolated from the power source. Extreme care shall be exercised as wires designed to operate at ground potential may become energized by faulty or inadequate connections. The Control of Hazardous Energy (Lock-out/Tag-out) Policies and Procedures shall be applied/adhered to.
- f) All electrical cords and portable extension cords shall be equipped with a non-conducting plug and outer socket shell. All electrical cords shall be equipped with the three-prong grounding plug.
- g) Electrical cords shall be heavily insulated and not subjected to excessive bending, stretching and kinking. All cords and wires shall be frequently inspected for signs of defects. Damaged or frayed electric wires, cords and plugs shall be immediately replaced by properly trained maintenance personnel determined by specific department policy.
- h) Adequate warning signs and barriers shall be installed in plain sight in all areas where hazardous electrical facilities exist.
- i) Overloading of electrical circuits is extremely hazardous and shall not be permitted at any time. The replacement of fuses or circuit breakers with makeshift materials or over-capacity fuses is strictly prohibited.
- j) The type of circuit and other conditions shall determine the type of protective equipment required. Rubber gloves, sleeves, blankets, mats and insulated platforms shall be used as required.
- k) All insulated protective equipment shall be continuously inspected for defects or damage. Any defective equipment shall be replaced before use.
- l) Testing schedules for insulation qualities shall be established for protective equipment and strictly complied with. All users shall verify that equipment has been satisfactorily tested prior to use.

4.08 Traffic Control

- a) The intent of this section is to create a safe work area for those employees with their work locations being in/on any street, road, alley or highway.
- b) When it is necessary for an employee or vehicle to work in/on any street, road or highway, proper traffic control will be in place. This control shall consist of coning, flagmen, emergency lighting, signs, or if needed, all these methods.
- c) At locations where flagging is established, there will be an employee with a State of Washington Traffic Control Flagger certification.
- d) On-site orientation – The employer must conduct an on-site orientation when flaggers start a new job. This orientation must include, but not be limited to, the flaggers' role and location on the job site, equipment, traffic patterns, communications and hazards specific to the work site.
- e) Additional warning sign – On roads allowing speeds of at least 45 mph, the employer must provide an additional warning sign marked "*Be Prepared to Stop*" or "*Flagger Ahead*". (This is in addition to the advanced warning signs required by the [Manual on Uniform Traffic Control Devices](#).)
- f) When work being done can make the road surface uneven, additional signage stating "*Motorcycles Use Extreme Caution*" must be used. [RCW 47.36.200](#) states "(2) If the construction, repair, or maintenance work includes or uses grooved pavement, abrupt lane edges, steel plates, or gravel or earth surfaces, the construction, repair, or maintenance zone must be posted with signs stating the condition, as required by current law, and in addition, must warn motorcyclists of the potential hazard only if the hazard or condition exists on a paved public highway, county road, street, bridge, or other thoroughfare commonly traveled. For the purposes of this subsection, the department shall adopt by rule a uniform sign or signs for this purpose, including at least the following language, 'MOTORCYCLES USE EXTREME CAUTION.'"
- g) Highly visibility clothing during daylight hours and Hours of Darkness (1/2 hour before sunset to one-half hour after sunrise.) Refer to [WAC 296-155-305](#).

Barricading procedures and traffic control shall comply with state laws and any existing City policy.

(5) High-visibility garments for flaggers.

- (a) While flagging during daylight hours, a flagger must at least wear, as an outer garment:
 - A high-visibility safety garment designed according to Class 2 specifications in ANSI/ISEA 107-1999, American National Standard for High-Visibility Safety Apparel.
 - Consisting of at least 775 square inches of background material that are fluorescent yellow-green, fluorescent orange-red or fluorescent red in color:

AND

- 201 square inches of retroreflective material that encircles the torso and is placed to provide 360 degrees visibility around the flagger
 - A high visibility hard hat that is white, yellow, yellow-green, orange or red in color.
- (b) While flagging during hours of darkness, a flagger must at least wear, as an outer garment:
- A high-visibility safety garment designed according to Class 2 specifications in ANSI/ISEA 107-1999.
 - Consisting of at least 775 square inches of background material that are fluorescent yellow-green, fluorescent orange-red or fluorescent red in color;
 - AND
 - 201 square inches of retroreflective material that encircles the torso and is placed to provide 360 degrees visibility around the flagger.
 - White coveralls, or other coveralls or trousers that have retroreflective banding on the legs designed according to ANSI/ISEA 107-1999 standards.
 - When snow or fog limit visibility, pants, coveralls, or rain gear, meeting these additional requirements must be worn;
 - In a highly visible color;
 - With retroreflective banding on the legs;
 - Designed according to ANSI/ISEA 107-1999.
 - A high-visibility hard hat:
 - Marked with at least 12 square inches of retroreflective material applied to provide 360 degrees of visibility.
- h) Employers must ensure that:
- Flagger workstations are illuminated during hours of darkness by floodlights that do not create glare that poses a hazard for drivers.
 - Warning signs reflect the actual condition of the work zone.
 - Flaggers are not assigned other duties while flagging.
 - Flaggers do not use devices (i.e., cell phones, pagers, radio headphones, etc.) that can distract their vision, hearing or attention. Devices such as two-way radios used by flaggers for communications, directing traffic or ensuring flagger safety are acceptable.
- i) In case of street closures, the Police, Fire, and Public Works Department must be notified.

4.09 Transporting of Equipment

- a) Transporting of equipment to the job site shall be accomplished in accordance with all state and local laws governing traffic control.

- b) Mobile equipment operated on streets and highways shall conform to all state and local laws governing motor vehicles. All regulations concerning speeds and load limits shall be strictly observed by personnel operating mobile equipment.
- c) When mobile equipment is hazardous to other vehicles on the road, the traffic shall be controlled by flag persons, signs or temporary barriers.
- d) When equipment is to be towed to the job site, use WSP standard safety chains in addition to towing hooks or tow bars. Operators with DOT commercial driver's licenses should be trained in visual inspection procedures for safety chains.
- e) Personnel shall never stand or ride on the tow bar while equipment is being towed.
- f) Towing should not be scheduled after dark. When emergency needs require nighttime towing, fully operating lights shall be placed at the rear of the tow.
- g) When equipment is to be transported by trailer, extreme care shall be taken to prevent equipment from tipping while loading or traveling.
- h) Clearance heights along the proposed route shall be reviewed for low-hanging objects and operators shall keep a close watch to avoid striking low-hanging objects with the equipment.
- i) Equipment shall be secured and lashed to the trailer with the wheels blocked to prevent movement.
- j) All trailers shall be equipped with fully operating stop and directional lights and they shall be checked for operation prior to transporting equipment.

4.10 Trenching and Excavating [WAC 296-155-655](#) and [WAC 296-155-650](#)

- a) Utility locates must be conducted prior to opening an excavation. Utility locate information must be on the job site.
- b) Excavation hazards for working near underground utilities must be identified and proper precautions taken in advance prior to opening excavations to prevent injury or damage to utilities.
- c) A person trained as a competent must be onsite with each excavation greater than 4 feet in depth or in [Type C](#) soil. (Soils can be classified as Type A, Type B, or Type C. Type A soil is the most stable soil in which to excavate. Type C is the least stable soil.)
- d) Competent person must determine appropriate level of shoring and shielding.
- e) No excavation greater than 4 feet in depth may be entered unless the excavation is properly sloped, or proper shoring and shielding is in place.
- f) Excavations greater than 4 feet in depth must have approved means of ingress and egress at intervals no greater than 25 feet.

- g) Tabulated data must be onsite and available for employees for shoring and shielding systems.
- h) All employees must be protected with appropriate PPE when working in or around excavations.
- i) When excavations include asbestos concrete pipe (AC), one person must be trained in proper AC pipe practices and be onsite when working with these materials.

Section 5

Equipment Safety

5.01 Drill Presses

- a) Stock to be drilled shall be secured to the press to prevent material from spinning during drilling.
- b) The drill shall be completely shut down and stopped before attempting to clear jammed work.
- c) When holes are to be drilled beyond the flutes of the drill, the drill shall be removed and cleaned out frequently to prevent jamming or freezing.

5.02 Abrasive Grinders

- a) Sight protection shall be used at all times while operating grinding or polishing tools regardless of size, speed or whether the tools are equipped with transparent protection guards.
- b) Grinders, polishers, buffers and other equipment generating dust should be equipped with local ventilation capable of removing all dust. When exhaust ventilation is insufficient to remove all grinding dust, the operator shall use approved respiratory equipment.
- c) Hand-grinding operations shall not be attempted without using the machine tool rest. Adjust distance between wheel and tool rest to maintain 1/8" or less separation as the diameter of the wheel decreases with use. Distance between wheel and spark breaker must be kept adjusted not to exceed 1/4".
- d) Work shall never be ground on the side of the wheel. Grinding work on the side can weaken the wheel, may cause premature failure and could result in injury from wheel separation.
- e) Make sure machines have safety guards and are in use.
- f) Provide tongue guard on bench pedestal and floor stand grinders.

5.03 Powered Machine Tools

- a) Material to be worked on shall be secured prior to bringing the material in contact with machinery under power. Movable material shall be secured by jigs, fixtures or other hold-down devices prior to contact with machine cutting surfaces.
- b) Burrs, sharp edges or projections that could cause injury or difficulty in processing shall be removed prior to performing additional operations.

Powered machine tools include all power-driven tools and equipment used in the cutting, shaping, forming or polishing of materials.

- c) Cutting edges of tools shall be kept sharp at all times and checked for defects before each operation. Make sure handfeeding and retrieved tools meet manufacturers' requirements throughout its use. Guards are to be used at all times.
- d) Cutting tools shall not be set or adjusted while the machinery is in operation or when the power is on.
- e) Operators shall allow all machinery to stop turning of its own accord. Hand pressure shall never be used to slow down or stop turning machinery.
- f) Materials or stock being processed or worked shall not be measured or calibrated while in motion. Measurement of material in machinery shall only be accomplished when the machinery is stopped with the switch in the "off" position.
- g) Machinery shall only be operated at the recommended speeds for the material being worked and shall not be speeded up to expedite operations.
- h) The speed of machinery or rate of material feeding shall not be changed while material is being worked.
- i) Operating personnel shall remove chuck keys, wrenches and drifts from the machine and place them in a safe location before starting the operation. Adjustments with these devices shall not be attempted while the machinery is in motion.

5.04 *Portable Power Tools*

- a) Portable power tools receive power from electricity, air pressure, explosive charges or rotating flexible cable. Portable power tools are frequently more hazardous to use than stationary equipment because their mobility and smaller size make protective guarding difficult.
- b) Cords, hoses and cables supplying power to portable power tools shall be routed in such a manner as to prevent tripping hazards.
- c) Operating personnel shall avoid abusing power supply lines of portable equipment. Excessive scraping, kinking, stretching and exposure to grease and oils will damage lines, cause premature failure and possible injury to the operator or fellow workers.
- d) Cords, hoses and cables shall be frequently inspected to detect wear or deterioration. Defective power supply lines shall be replaced before use.
- e) Electrical power tools shall not be used near flammable materials or explosive atmospheres unless they are of the explosion-proof type, meeting the National Electrical Code for explosive areas.
- f) At no time will electrical power equipment be operated without proper grounding. All electrical cords and cables shall be of the type that includes a third wire ground.
- g) Operation of electrical tools in wet or damp areas is strictly prohibited except in unusual emergency circumstances. When operation is required in wet or damp conditions, extreme care will be exercised to assure effective grounding of equipment and proper use of protective equipment.

- h) Electrical cords shall be frequently inspected for damaged or frayed surfaces. Damaged or frayed electrical cords shall not be used until repaired or replaced by maintenance personnel.

5.05 Mechanized Equipment

- a) Mechanized equipment in use by the City ranges from grass cutting to heavy construction equipment. The following general rules apply to all types of mechanized equipment.
- b) Only fully trained, properly authorized personnel shall be permitted to operate mechanized equipment. (Trained as per division/departments policy.)
- c) Operators shall never leave their equipment with the engine running. When leaving the equipment, the engine shall be completely shut down and all blades and lifts lowered to the full “down” position.
- d) Unauthorized persons shall not be permitted to ride on equipment at any time.
- e) Each individual job condition shall determine the safe operating speed. The speed shall be the minimum required for safe operation and to minimize dust. When excessive dust or glare is present, operators shall wear protective goggles.
- f) Particular care shall be exercised in starting, turning and stopping of equipment. Operators shall exercise maximum caution to avoid contacting electrical lines with equipment.
- g) Servicing of equipment shall not be performed while the equipment is running or in operation.
- h) Fuel for equipment shall be kept in safety cans plainly marked (i.e., Gasoline, Diesel, 2-Stroke, etc.) and the fuel shall be kept isolated from all possible sources of ignition. Servicing shall not be attempted until the engine has cooled.
- i) Maintenance or adjustments of equipment shall only be performed by maintenance personnel. When performing maintenance, the equipment shall be completely shut down with all lifts or blades lowered to the full “down” position.

No person shall ever attempt to get on or off moving equipment.

5.06 Mechanical Materials-Handling Equipment

- a) Employees must successfully complete an operator-training program before operating a forklift (Powered Industrial Truck or PIT). Each operator must have a forklift performance evaluation a minimum of once every three years. Refer to [WAC 296-863-60005](http://wac.wa.gov/296-863-60005).
- b) Prior to using forklift, complete forklift safety checklist.
- c) Mechanical materials-handling equipment such as hand trucks and forklifts shall be used when loads are too heavy or bulky to be carried efficiently or safely by hand.

- d) Hand trucks shall be pushed rather than pulled.
- e) On handling equipment, the load center of gravity shall be kept low by placing the heavier objects on the bottom and lighter objects at the top.
- f) Side stakes, straps or lashing materials shall be used on high loads where there is a possibility of material toppling. Maximum load limits for material handling equipment is established by the manufacturer and shall be strictly enforced.
- g) Floors and other surfaces used in transporting materials shall be kept free of slippery substances, cracks, bumps and other defects that interfere with the safe movement of materials.
- h) Equipment shall not be moved until the load is properly stacked and secured.
- i) Operators shall be particularly careful when approaching doorways, aisle crossings and other intersections.
- j) When self-propelled equipment is parked, the brakes shall be set and the ignition turned off with the transmission placed in low gear or park position.
- k) Employees using forklifts shall travel with forks close to the floor to prevent accidental damage of other materials when turning too sharply. When traveling with a load, forks close to the floor will prevent obstruction of vision. When the load obstructs the forward view, the operator shall only travel in reverse for a clear field of vision.
- l) Each forklift must be equipped with lights, a horn, and backup warning device.
- m) Forklift operators will refuse to lift or move unsafe loads. If an operator believes the load is too heavy or improperly stacked, he will refuse the load and report to his supervisor.
- n) Forklifts and other equipment shall not be left unattended while the equipment is running. When leaving the equipment, the engine shall be shut down and the lifts lowered to the floor.
- o) Gasoline powered equipment shall not be fueled in buildings, but only at authorized, outdoor points. Equipment shall not be serviced, cleaned or repaired while the equipment is running.

5.07 Mechanical Lifting and Aerial Equipment

- a) Mechanical lifting devices and aerial equipment includes a wide variety of cranes, derricks, hoist, slings, baskets and platforms. Their use is subject to certain hazards, impossible to safeguard by mechanical means. The safe operation of mechanical lifting devices requires intelligence, care and observance of safety rules.
- b) Operation of mechanical lift devices or aerial equipment shall be restricted to personnel who have been trained in the safe use of each type of equipment.

- c) Inspection and test schedules shall be established for all mechanical lifting devices and all operators shall be familiar with the inspection schedules of each type of equipment. Prior to use, the operator shall verify that the equipment to be used has been inspected and tested in accordance with the established schedule. This is in the manufacturer's operations and maintenance book. Department policies will be followed.
- d) Operators shall never leave a crane, hoist or derrick while the load is still suspended unless the load is suspended over a barricaded area or is blocked up or otherwise supported from the ground.
- e) Before entering or leaving the vehicle, each operator shall assure that boom baskets and platforms do not contact electrical equipment.
- f) Operators of all vehicles equipped with aerial baskets and outriggers shall lower the outriggers to a firm foundation before the aerial equipment is operated.
- g) Before moving the stabilizers, outriggers or hydraulic jacks, the operator shall determine that no one is in a position to be injured. Before operation, outriggers' brakes shall be checked for safe operation prior to lifting a load.
- h) Servicing of equipment shall never be performed while the equipment is in operation. Maintenance shall be performed by only qualified maintenance personnel and checked for performance after repair.
- i) Vehicles with aerial equipment shall not be moved from one working location to another with the equipment in the raised position.
- j) Drivers of aerial equipment trucks shall be constantly alert to the fact that the vehicle has exposed equipment above the truck and allow for necessary clearance.
- k) The specified safe loading capacity shall not be exceeded. The manufacturer's suggested safe load requirements shall be observed for all loads to be lifted.
- l) All controls shall be checked daily before operation to assure that they operate freely and properly.
- m) Upper and lower controls are required for extensible and articulating boom platforms that are primarily designed as personnel carriers. Both controls must be operable and the lower control must be able to override the upper control.
- n) No part of a lifting device shall be operated within 10 feet of electrical lines except when the lines have been de-energized and visibly grounded at the point of work, or where insulating barriers have been erected to prevent contact with the lines. The only exemption from this rule will be when the work is performed from a device insulated for the work and is performed by either telecommunications employees, line-clearance tree trimming employees or electric utility employees who have been trained in working around exposed electrical lines.
- o) Belting off to an adjacent pole, structure or equipment while working from an aerial lift shall not be permitted.

- p) Personnel shall never be lifted off the ground without being secured to the equipment by an approved body belt and lanyards.
- q) An aerial lift truck may not be moved when the boom is elevated in a working position with men in the basket, except where the equipment is specifically designed for such an operation.

5.08 Hand Tools

- a) Many persons are under the impression that hand tools are simple devices not requiring caution or training in safe operation.
- b) The use of tools shall be confined to the purpose for which intended.
- c) Protect tools from corrosion damage. Wipe off accumulated grease and dirt. Moving and adjustable parts shall be frequently lubricated to prevent wear and misalignment.
- d) All damaged or worn tools shall be promptly repaired or replaced. All tools with mushroomed heads, split or defective handles shall be repaired or replaced prior to use. Temporary or makeshift repairs shall be prohibited. Discard all tools that cannot be safely repaired on the job or at the factory.
- e) When not in use, tools shall be stored in suitable boxes or containers. Loose tools shall not be stored on ledges or where they will roll off benches or tables. Tools shall be picked up when a job is completed and not be allowed to accumulate in the work area.
- f) Metal hand tools are good conductors of electricity. Do not use conducting tools around electrical facilities. Insulated tools approved for electrical work shall be tested frequently for proper insulation.
- g) Select the correct size and type of wrench for each job. Wrench handles shall not be extended with pipe or cheaters because the jaws will spread.
- h) Use PPE where applicable and when [WAC 296-800-160](#) or department policy calls for it.

Hand tools are responsible for a wide variety of industrial injuries and property damage.

5.09 Battery Maintenance ([WAC 296-155-437](#) & [WAC 296-56-60245](#))

- a) When performing battery charging or battery maintenance activities, operators are exposed to possible hazards from burns and explosive gases. To reduce exposure to other personnel, all battery charging operations shall be separated from other activities, except when fast charging an installed battery.
- b) Batteries of the unsealed type shall be located in enclosures with outside vents or in well ventilated rooms and shall be arranged so as to prevent the escape of fumes, gases, or electrolyte spray into other areas.

- c) Ventilation shall be provided to ensure diffusion of the gases from the battery and to prevent the accumulation of an explosive mixture.
- d) Racks and trays shall be substantial and shall be treated to make them resistant to the electrolyte.
- e) Floors shall be of acid resistant construction unless protected from acid accumulations.
- f) Facilities shall be provided for flushing and neutralizing spilled electrolyte and for fire protection.
- g) Metallic objects shall not be placed on uncovered batteries.
- h) Face shields, aprons, and rubber gloves shall be provided for and worn by workers handling acids or batteries.
- i) Facilities for quick drenching of the eyes and body shall be provided within 25 feet (7.62 m) of battery handling areas.
- j) Filler caps shall be in place when batteries are being moved.
- k) Facilities for flushing the eyes, body and work area with water shall be provided wherever electrolyte is handled, except when employees are only checking battery electrolyte levels or adding water.
- l) Battery handling equipment which could contact battery terminals or cell connectors shall be insulated or otherwise protected.
- m) Batteries shall be free of corrosion buildup and cap vent holes shall be open.
- n) When a jumper battery is connected to a battery in a vehicle, the ground lead shall connect to ground away from the vehicle's battery. Ignition, lights and accessories on the vehicle shall be turned off before connections are made.
- o) Parking brakes shall be applied before batteries are charged or changed.
- p) Chargers shall be turned off when leads are being connected or disconnected.
- q) Battery charging installations shall be located in areas designated for that purpose.
- r) Charging apparatus shall be protected from damage by trucks.
- s) When batteries are being charged, the vent caps shall be kept in place to avoid electrolyte spray. Vent caps shall be maintained in functioning condition.
- t) Adequate ventilation shall be provided during charging.
- u) Installed batteries shall be secured to avoid physical or electrical contact with compartment walls or components.

- v) Smoking and open flames shall be strictly prohibited while working in or around batteries. Electrical equipment used shall be explosion proof and effectively grounded at all times.

5.10 Welding and Brazing ([WAC 296-56-60235](#))

- a) Welding or open flames shall be prohibited where flammable gases or liquids may be ignited until the possibility of explosion or fire has been eliminated. In confined spaces where ventilation is inadequate, welding itself may produce flammable or explosive gases. Follow department policies regarding hot work.
- b) Welding, open flames or external heat shall not be brought into contact with a vessel that may have contained a flammable substance until that vessel has been thoroughly purged or filled with an inert gas or water.
- c) Oxygen cylinders and valves shall be kept free from oil and grease. Oxygen under pressure can release sufficient heat to ignite and explode oil and grease on contact.
- d) Heating and welding of galvanized and cadmium-coated material shall only be done under controlled, ventilated conditions. The fumes shall be vented away from the operator and persons within the vicinity.
- e) Before starting a welding operation, welders shall protect themselves with suitable protective equipment. Welders shall wear helmets, shields, aprons, gloves, gauntlets and other protective equipment as required. Goggles, helmets and shields shall be carefully selected for proper lens shade.
- f) Arc welders shall place protective screens around the work area to prevent eye flash burns to other personnel in the area. Welders shall protect their eyes when chipping scarf or metal fragments.
- g) Cylinders shall be handled with extreme care. Cylinders shall be stored in the upright position and securely lashed to prevent falling. Compressed gas cylinders shall never be treated roughly. Any damage, suspected or obvious, shall be reported immediately.

5.11 Compressed Air and Gas Safety ([WAC 296-56-60239](#))

- a) Do not direct compressed air from hoses/nozzles towards persons.
- b) Compressed gas cylinders shall only be stored in designated areas away from external heat. The storage area should be away from traffic to minimize possible danger from damage.
- c) All cylinders should be stored upright in racks and securely lashed to prevent falling. Adapter covers shall remain in place until removed for use.

Compressed air used for cleaning must not exceed a pressure of 30 psi.

- d) Oxygen cylinders in storage shall be separated from fuel/gas cylinders and combustible materials by a minimum distance of 20 feet or by a noncombustible barrier at least five feet high.
- e) Oxygen cylinders shall be kept free from oil and grease. Oxygen under pressure will produce sufficient heat to cause explosion or fire when released under pressure.
- f) Cylinders shall never be dropped or treated roughly. Any damaged cylinders, suspected or obvious, shall be reported immediately.
- g) When moving cylinders, adapter covers shall be in place to protect valves. In moving cylinders, valves or caps shall not be used as hand holds.
- h) For raising or lowering, use a suitable sling, boat, cradle or platform. Cylinders shall not be raised by electric magnets.
- i) When transporting cylinders by hand truck, or truck, the cylinders shall be securely lashed to prevent falling.

5.12 Compressed Air Tools ([WAC 296-807-140](#))

- a) In compressed air tools, air is supplied under high pressure. Only the best quality air hoses, equipped with secure couplings, shall be used.
- b) Air supply hoses shall be protected from damage from vehicles or materials at all times. When used across walks or roadways, hoses shall be enclosed in channel-ways.
- c) Pressure hoses shall be connected by safety chains to prevent hose whipping in the event couplings become disconnected or break.
- d) Compressed air tools shall never be pointed at other personnel.
- e) Always wear PPE when using compressed air tools.

5.13 Explosive Activated Tools ([WAC 296-807-150](#))

- a) Explosive or powder-activated tools represent hazards normally encountered from ammunition or other explosives.
- b) Only fully trained and authorized personnel shall operate explosive actuated tools. Authorized personnel shall only be designated after being trained in explosive tools.
- c) Only explosive tools bearing the manufacturer's label and approved by the "Industrial Code of Explosive Powered Tools" shall be used. Refer to [WAC 296-807-15020](#).
- d) Loaded tools shall never be carried away from the work site. Tools shall always be left unloaded until ready for use.
- e) Tools shall be held firmly against, and perpendicular to, the surface prior to firing.

- f) Fasteners of any kind shall not be forced into masonry closer than three inches to the edge, unless special guards are used to prevent flying particles. Fasteners shall not be fired into steel closer than one-half inch to an edge or joint.
- g) No tool of this type shall be used to fire projectiles into hardened steel, high tensile steel, cast iron, glazed brick, tile, marble, glass or other extra hard materials.
- h) Powder-actuated tools shall not be used in flammable or explosive area.
- i) Tools and explosive charges shall be stored separately in portable containers and explosives in locked metal boxes.
- j) Misfired cartridges shall be disposed of in a manner that prevents further handling by fellow employees or the general public.

5.14 Power Saws/Chainsaws ([WAC 296-45-295](#))

- a) Blade guards shall be kept in good condition and not removed or blocked by operating personnel.
- b) Blades shall be frequently inspected to detect cracks or other defects. Defective blades shall not be used. If they cannot be restored by repair or sharpening, they must be discarded.
- c) When selecting blades, use the correct blade for the job. Substitution of blades that are not right for the job is strictly prohibited.
- d) Saws shall not be jammed or crowded into the work surface. Green or wet material shall be cut slowly and with extra caution.
- e) When a portable saw is adaptable to bench top use, it shall be securely clamped down before using.
- f) When using table type or bench saws for ripping short stock, the hands shall not be used for pushing the stock. A pusher stick must be used.
- g) When changing blades, disconnect the saw from the power source to prevent accidental restarting.
- h) Approved PPE shall be used at all times when operating saws. Ballistic nylon chaps and other appropriate PPE shall be used when operating chain saws.

5.15 Painting

- a) Painting operations produce highly flammable mists and vapors that are easily ignited. For maximum safety, painting operations should be isolated from all other activities. When isolation is impractical, painting operations shall be separated by fire resistant walls.
- b) Paint spray booths shall be constructed and maintained in accordance with [WAC 296-24-37003](#) and [WAC 296-155-170](#) (Ventilation). Paint booths shall be kept clean and equipment stored in an orderly manner. Walls and floors of paint booths may be

protected with papers to prevent accumulations of paint deposits. The paper shall be removed and destroyed when contaminated.

- c) Paints, paint thinner and solvents shall not be stored in paint booths. All flammable materials shall be stored in approved fire-resistant cabinets. Clothing that is saturated with painting materials shall be worn only during painting operations and then removed and stored in well-ventilated metal cabinets.
- d) Forced-air ventilation shall be provided in all spray booths where painting is being accomplished. When forced-air ventilation is impracticable, such as for touch-up painting, operating personnel shall wear suitable respirators.
- e) All sources of ignition shall be removed from painting operations. Electrical equipment and fixtures used shall be explosion proof and effectively grounded. Mist and vapors produced by painting may be violently exploded by accidental ignition.
- f) Paints and solvents may contain toxic substances such as lead or benzol that are harmful if inhaled or ingested. Eating and drinking shall be prohibited around painting areas.
- g) Rags and other waste materials saturated with paint or solvents shall be disposed of in covered metal cans or approved safety cans and emptied daily.
- h) Departmental policies shall be followed and PPE used for all listed above.

5.16 Chemical Spraying

- a) Each City department under the guidelines set by [WAC 296-800-11040](#) will formulate chemical spraying programs, where applicable, individually.
- b) All employees of each particular department will follow their department's chemical spraying program.
- c) Control chemical agents in a manner that will not present a hazard to your workers.
- d) Protect workers from the hazard of contact with, or exposure to, chemical agents. Read the labels for proper PPE.

5.17 Stationary Equipment

- a) Each department supervisor/foreman will be responsible for the training of employees on equipment used or worked on by the employees.
- b) Each department can write equipment policies so that proper operation, maintenance and training are consistent.

5.18 Mobile Equipment

- a) Every department supervisor/foreman will be responsible for the training of employees on any and all equipment used in their respective departments.

- b) Written policies are required for reference and training on the proper and safe operation of all equipment.

Section 6

Hazardous Communications

6.01 Purpose

- a) The City of Anacortes informs and trains employees about the hazards of chemicals employees may be exposed to during normal working conditions or in foreseeable emergencies in accordance with [WAC 296-800-170](#) and [WAC 296-901-140](#). The City tracks safety data sheets and is committed to:
- Making a list of the hazardous chemicals present in the workplace. Each department should enter all hazardous chemicals onto MSDSonline portal: <https://www.msdsonline.com/>
 - Preparing a written Hazard Communication Program system and Globally Harmonized System for the workplace.
 - Informing employees about this rule and program.
 - Providing training to employees about working in the presence of hazardous chemicals.
 - Entering the Safety Data Sheets (SDSs) for the hazardous chemicals onto the website: <https://www.msdsonline.com/>
 - Making sure that labels on containers of hazardous chemicals are in place and easy to read.

The Hazardous Communication Program ensures that the hazards of all chemicals imported or produced by chemical manufacturers or importers are evaluated and that information concerning their hazards is transmitted to affected employers and employees before they use products.

6.02 Procedure

- a) Inventory Lists – Know hazardous chemicals in your workplace that are a potential health or physical hazards. Make an inventory list of these chemicals by entering them onto MSDSonline. This list must be a part of your written program.
- b) SDS – Make sure there is an SDS for each chemical and that the inventory list and labeling system reference the corresponding SDS for each chemical.
- c) Labeling System – Each container entering the workplace must be properly labeled with the identity of the product, the hazardous warning and the name and address of the manufacturer. Labels can be downloaded from the MSDSonline portal.

City of Anacortes
electronic SDS
management site is [here](#)

- d) Information and Training – Determine appropriate ways in which to train and inform employees on the specific chemicals in your workplace and their hazards. Training programs are available on the MSDSOnline portal at <https://www.msdsonline.com/>
- e) Written Program – Develop, implement and maintain a comprehensive written hazard communication program at the workplace that includes provisions for container labeling, SDSs and employee training.
- f) Employees must be made aware of where hazardous chemicals are used in their work areas. They must be informed of the requirements of the Hazard Communication Standard, availability and location of the written program, the list of hazardous chemicals and SDSs.
- g) New employees will be trained on the protective practices implemented in their work areas, the labeling system used, how to obtain and use an SDS, physical health hazards of the chemicals and recognition, avoidance and prevention of accidental entrance of hazardous chemicals into the work environment during their safety orientation.

Section 7

Fall Protection/Rescue

The City provides and enforces the use of fall protection for employees in construction, alteration, repair, maintenance, demolition workplaces, and material handling covered under [WAC 296-880](#), Unified Safety Standards for Fall Protection.

7.01 Fall Restraint

- a) Guardrails – scaffolding or other work platforms with standard guardrails.
- b) Safety belts/harnesses – with lanyards attached to secure anchorage points.
- c) Refer to WAC for applications.

7.02 Fall Arrest

- a) When stopping or arresting a fall, personal fall arrest systems shall limit the maximum arresting force on an employee to 1800 pounds (8 kN) if used with a body harness.
- b) Personal fall arrest systems shall be rigged such that an employee can neither free fall more than 6 feet (1.8 m) nor contact any lower level.
- c) If vertical lifelines or droplines are used, not more than one employee may be attached to any one lifeline.
- d) Snap-hooks may not be connected to loops made in webbing-type lanyards.
- e) Snap-hooks may not be connected to each other.

7.03 Fall Hazards

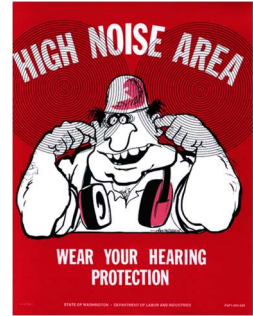
- a) Each department will maintain a list of unrestrained work areas 4 feet or more above ground, other work surfaces or water where fall protections would be required.
- b) For roofing work on a low pitched roof or constructing a leading edge, a fall arrest system, fall restraint system, or positioning device system must be provided, installed and implemented when employees are exposed to fall hazards of 10 feet or more to the ground or lower level. Refer to [WAC 296-880-3005](#).
- c) For excavation and trenching operations refer to [WAC 296-155-66403](#) and [WAC 296-155-655](#) for specific details.

Section 8

Hearing Conservation Program ([WAC 296-817](#))

8.01 Purpose

- a) To ensure employees are provided with protective equipment, engineering controls, and educational information to prevent a hearing disability due to prolonged exposure to high noise levels. Continued exposure to loud noises may result in permanent impairment to hearing which may impact upon the work efficiency of an employee or result in a physical disability recognized under State and Federal laws. This disability can be prevented in most cases. Permanent hearing loss is frequently not recognized by the individual because it affects hearing of sounds higher in frequency than necessary in speech communication.



8.02 Determination of Effected Employees

- a) When a job classification duration per 8-hour day has reached exposures listed in the table below, (50% of 90 dBA) then that job classification will be part of the Hearing Conservation Program. This table shows the permissible noise exposure limits as set by OSHA and the State of [Washington Industrial Safety and Health Act \(WISHA\)](#).

Duration per day (hours)	Sound level (dBA)
8	85
4	90
2	95
1	100
0.5	105
0.25	110
1 second	115

- b) A thorough noise level survey, a WISHA consultation and a Hearing Conservation report have been provided to the affected departments.
- c) This program does not apply to contractors or volunteers. A contractor is defined as a worker who is employed via another employer to perform services on behalf of City of Anacortes for one of its departments or programs. This program does apply to full-time, part-time or temporary employees who are affected by the above noise levels.
- d) No employee should be exposed to impulse or impact noise in excess of 140 dBA peak sound pressure level.

8.03 Employees that are a part of the Hearing Conservation Program Will:

- a) Receive an annual audiogram.
- b) Receive annual training.

- c) Care for and maintain their Personal Protective Equipment (PPE) as instructed and store it in a clean and sanitary location. For purposes of this program, PPE is defined as hearing protection (i.e. earplugs and / or earmuffs).
- e) Inform their supervisor if the PPE no longer fits well and request a new one to fit properly, or of any other problems associated with using PPE.
- f) Inform their supervisors of any noise level exposures they feel are not adequately addressed in the workplace and of any other concerns they have regarding the program.
- g) Report to their supervisors any excessive noise level exposure as soon as possible and cooperate fully in any follow-up testing, treatment and reporting activities as required.

8.04 *Managers and Supervisors Will:*

- a) Inform the Safety Committee or Human Resources of any operation or condition that could present a noise hazard to employees.
- b) Allow affected employee to receive audiometric testing at no cost to the employee during their regular scheduled work time.
- d) Assist qualified person(s) in conducting noise areas surveys.
- e) Make sure trained employees working in noise hazard areas follow procedures and practices to minimize excessive noise exposure.
- f) Furnish affected employees with proper hearing protectors and enforce the use of these protectors by following manufacturer specifications.
- g) Make sure all ear plugs have a Noise Reduction Rating (NRR) of at least 25.
- h) Provide hearing protection training on:
 - The effects of noise on hearing.
 - Noise controls used in your workplace.
 - Purpose of protectors: The advantages, disadvantages, and attenuation of various types.
 - Instructions about selecting, fitting, using, and caring for hearing protection.

8.05 *Audiometric Testing*

- a) Audiometric testing will be provided upon first assignment to a high noise area. The initial test will be the baseline result. Annual testing following the initial test will be compared to the baseline results for employees who continue to work in high noise areas.
- b) For baseline tests, employees will be instructed to avoid unprotected exposure to high noise levels at least 14 hours prior to testing.

- c) If the annual audiogram indicates that an employee has suffered a standard threshold shift, they will be retested within 30 days and the results of the retest will be considered as the annual audiogram.
- d) An audiologist, otolaryngologist, or other qualified physician shall review audiograms which indicate a standard threshold shift to determine whether there is a need for further evaluation.

8.06 Audiometric Testing Follow-up ([WAC 296-817-20035](#)):

If a comparison of the annual audiogram to the baseline audiogram indicates a significant threshold shift, the following steps should be taken:

- a) Notified by the audiologist within 21 days of the determination.
- b) Inform the employee of the need for a clinical audiological evaluation in order to determine if the hearing loss is work related.
- c) Fit the employee with proper hearing protectors, train in their use and care, and be required to use them.
- d) An employee already using hearing protectors shall be refitted and retrained in the use of hearing protectors offering greater attenuation if necessary.
- e) If an employee continues to have a significant threshold shift, as determined from previous audiometric tests, the manager or supervisor, Human Resources and AWC Retro will be notified.

8.07 Audiometric Training:

Affected employees will be trained by video or CD at least annually in the following items:

- a) The effects of noise on hearing.
- b) Noise controls used in your workplace.
- c) The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions on selection, fitting, use, and care.
- d) The purpose of audiometric testing and an explanation of the test procedures.
- e) Instructions about selecting, fitting, using, and caring for hearing protection.
- f) Attendance records of Hearing Conservation training will be retained by Human Resources.

8.08 ***SAMPLE Noise Levels for Various Types of Equipment and Processes***

These noise levels are for pieces of equipment or processes used at the City of Anacortes in various departments. The Sound Level Report was administered by Risk Control Services through Sedgwick CMS, Inc. in 2008. It is important to note that noise levels produced by equipment or work processes may vary depending on equipment type and manufacturer, condition of equipment, method and environment of use.

This chart is not meant to be a substitute for a noise monitoring program but can be used to provide some general guidance.

Tool/Equipment/Area	Decibel (dB)	Tool/Equipment/Area	Decibel (dB)
Water Treatment Plant		Public Works	
Ariens Push Mower	95	Employee #1 – backhoe & jackhammer	80.7
John Deere Riding Mower	93	Employee #2 - backhoe & jackhammer	88.4
Stihl Weed Whacker	101	Employee #3 – backhoe and jackhammer	73.6
Enunciator Room-Enunciator board	76-83	Grader	84.2
Enunciator Board-lime poly	93	Fleet Maintenance	76.2
Enunciator Board-Chlorine room	83	Compressor	84
Enunciator Board-Chemical storage	94	Cut-off Wheel	106
Enunciator Board-pipe gallery	86	Die Grinder	99
Lime Poly-ambient	84	Impact Gun - 1 inch	114
Chlorine room – ambient	78-80	Impact Gun – ½” inch	114
Chemical storage – ambient	72	Air Drill	99
Pipe gallery –ambient	72	Vactor – Operating in yard	104
Pump room-ambient	96-99		

Tool/Equipment/Area	Decibel (dB)	Tool/Equipment/Area	Decibel (dB)
Wastewater Treatment		Parks and Recreation	
Incinerator	77	Employee-1 day using a variety of equipment-dosimeter reading	83.33
Belt Press	81	Backhoe – Case 580 M	83
Incinerator- Blower level	83	Backpack Blower – Stihl BR600	108
Odor Control Pump Station	81	Chain saw – Stihl	110
Grit Room	82	Weed eater – Stihl	99
Thicken Sludge Pump Room	76		
Primary Sludge Room	74		
Blower Room	80		
Influent Pump	85		
Bar Screen	84		
Screw Pump – Stairs	88		
OCL Storage	72		
Secondary Process	78		
RAS pump Room	84		

Appendices

Images of forms in appendices are for reference only. For most up-to-date forms, click on links or go to Laserfiche and Laserfiche forms.

A.01 Employee Safety Orientation Checklist

Refer to most updated forms in Laserfiche.



Employee Safety Orientation Checklist

This checklist is a guideline for conducting the safety orientation for all new employees. Additional pages may be added if there is more training specific to the department. **Safety orientation must be completed within 3 days of hire.** Signatures at the bottom of page two signify the orientation was completed on the date entered on this form. Both parties accept responsibility for maintaining a safe and healthful work environment. Return completed form to Human Resources.

Employee Name: _____
Job Title / Department and Division: _____
Orientation Training Provided by: _____

Instructions: Have new employee initial on the line for each item covered. If programs don't apply, write N/A on the line.

Section 1 - Employees in all Occupations

- _____ 1. Introduced to the Safety Committee member(s) and department/division Safety Representative during tour.
- _____ 2. Shown where the Accident Prevention Plan is located and has read it.
- _____ 3. Shown where the Accident forms are kept and how to report an accident, injury, or near miss.
- _____ 4. Informed about how to report all safety hazards or potential hazards to the department/division management. (Job Hazard Analysis)
- _____ 5. Told where the Emergency Response Plan is located and their location and how to use them.
- _____ 6. Shown the location of all exits and the route(s) from the assigned work station. Walk the emergency evacuation route. Shown where emergency numbers are located and where escape routes are posted.
- _____ 7. Shown location of first aid supplies and person to call for first aid assistance.
- _____ 8. Shown how to operate and the location of the department's/division's fire extinguishers.
- _____ 9. Discussed motor vehicle safety.

Section 2 - Office Staff (Others go to Section 3)

- _____ 1. Discussed arranging desks, file cabinets, etc., so that drawers do not open into aisles or walkways. Reviewed the importance of closing desk and file drawers after use.
- _____ 2. Discussed distributing weight in file cabinets so upper drawer and contents do not create a top-heavy condition.
- _____ 3. Discussed maintaining
- _____ 4. Reviewed proper oper
- _____ 5. Discussed maintaining all parts of the office s
- _____ 6. Discussed obstruction: cords, worn carpet, or
- _____ 7. Discussed keeping cor walls, and ceilings or t extension cords.
- _____ 8. Instructed to plug spac three feet from combu

Section 3 - Indicate N/A in the spaces provided if the training or procedure does not apply to your job:

- _____ 1. Trained on chemicals hazards according to the Hazardous Communication Program training requirements, covering the following elements:
 - a. Knows the location of the MSDS binders and Hazardous Communication Program.
 - b. Knows how to read labels and use MSDS sheets.
 - c. Knows generally what kinds of chemicals are used by the department/division and their hazards.
 - d. Knows specifically about the hazards and precautions of the chemicals that the employee will be using.
- _____ 2. Trained on the safe methods to perform the specific job that the employee is assigned including any hazards associated with that job.
- _____ 3. Shown the location of safety shower, eye wash stations, and emergency lighting.
- _____ 4. Trained on the use, care and replacement of required Personal Protective Equipment (PPE). Attach a list of PPE issued to the employee.
- _____ 5. Trained on and shown where the City's Bloodborne Pathogen (BBP) Exposure Control Plan is located and:
 - a. Trained on and shown where the department/division's site specific BBP plan is located.
 - b. Knows the location of the department/division's BBP kits.
- _____ 6. Provided formal training required to do the assigned job such as proper lifting, forklift operation, etc. List formal training on separate sheet.
- _____ 7. Employee informed that each employee is to participate in on-going safety training programs provided by the department/division or City.
- _____ 8. Trained on Hazardous Energy Control program and general lock-out/tag-out procedures.
 - a. Knows the location of and how to use the specific lock-out/tag-out procedures and devices.
- _____ 9. Trained on Confined Space program and the location and use of related equipment.
- _____ 10. Trained on Fall Protection/Rescue program and the location and use of related equipment.
- _____ 11. Trained on Scaffolding/Ladder safety program and shown the location and use of related equipment.

Comments: _____

Supervisor: _____ Date: _____
Employee: _____ Date: _____


A.02 Supervisor's Accident Investigation

Refer to most updated form in Laserfiche.

City of Anacortes Supervisor's Accident Investigation Safety Committee (Send completed form to Human Resources).			
Injury (first aid only): <input type="checkbox"/> Injury (requires medical treatment): <input type="checkbox"/> Illness: <input type="checkbox"/> Fatality: <input type="checkbox"/>			
<div style="border: 1px solid black; padding: 5px;"><div style="display: flex; justify-content: space-between;"><div>Employee's name: _____</div><div>Department: _____</div></div><div style="display: flex; justify-content: space-between;"><div>Incident date: _____</div><div>Incident time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM</div></div><div style="display: flex; justify-content: space-between;"><div>Date Reported: _____</div><div>Time Reported: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM</div></div><div style="display: flex; justify-content: space-between;"><div>Lost Work Days: <input type="checkbox"/> YES <input type="checkbox"/> NO</div><div># of Lost Work Days: _____</div><div>L & I Claim Opened? <input type="checkbox"/> Yes <input type="checkbox"/> No</div></div><div style="font-size: small;">(If # of lost work days is unknown, please contact Human Resources as soon as possible when known).</div><div style="display: flex; justify-content: space-between;"><div>Did injured employee go home during work shift? <input type="checkbox"/> Yes <input type="checkbox"/> No</div></div><div style="display: flex; justify-content: space-between;"><div>Date and time injured employee left job? Date: _____</div><div>Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM</div></div></div>			
<div style="border: 1px solid black; padding: 5px;"><div style="display: flex; justify-content: space-between;"><div>Choose one: <input type="checkbox"/> Injury</div><div><input type="checkbox"/> Illness</div><div><input type="checkbox"/> Repeated Trauma</div><div><input type="checkbox"/> Hearing Loss</div><div><input type="checkbox"/> Other</div></div><div style="margin-top: 10px;">Indicate body part affected/involved: _____</div><div style="margin-top: 10px;">Brief description of the accident/incident: _____</div><div style="margin-top: 10px;">Task performing while accident/incident occurred: _____</div><div style="margin-top: 10px;">Specific cause of accident/incident: _____</div><div style="margin-top: 10px;">Do you question the validity of the claim? <input type="checkbox"/> Yes <input type="checkbox"/> No if yes, please indicate why (be specific): _____</div><div style="margin-top: 10px;">List Witnesses: _____</div><div style="margin-top: 10px;">Did the injured employee seek medical treatment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which hospital/clinic? _____</div></div>			
<div style="border: 1px solid black; padding: 5px;"><div style="margin-top: 10px;">Condition of tools, equipment, or job site that contributed to unsafe condition: _____</div><div style="margin-top: 10px;">Was another person involved? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, did this person cause or contribute to the unsafe condition (be specific) _____</div><div style="margin-top: 10px;">What did the employee do or fail to do that caused the unsafe condition? _____</div><div style="margin-top: 10px;">What could have been done to prevent this accident/incident? _____</div><div style="margin-top: 10px;">Supervisor's Comments: _____</div><div style="margin-top: 10px;">Indicate unsafe conditions that have been corrected: _____</div><div style="margin-top: 10px;">Actions taken to prevent future incidents/accidents of this nature: _____</div><div style="margin-top: 10px;">Supervisor's Signature: _____ Date: _____ Director's Initials: _____ (Revised 9/14/17 HR)</div></div>			

A.03 WCIA Incident Report

Refer to Laserfiche Forms.



ANACORTES
WASHINGTON

Equipment Damage Report

Report any damage to city-owned vehicles and equipment

Incident Date*

Incident Time*

AM

Employee Name*

Name of employee operating the equipment at the time of the incident or who discovered the damage if the equipment was not in operation when damaged.

Department Head*

Department*

Date Supervisor was notified of incident*

Employee Supervisor*

Equipment Number*

Equipment Description*

Incident Location*

Include the full address of the incident and additional description if needed.

Incident Description*


Provide a detailed description of the incident including other persons, property or vehicles involved, weather and traffic conditions, etc.

Upload incident documents

Upload photos, accident report, and any other documentation of the incident

A.04 Report a Hazard

Refer to most updated form in Laserfiche.



Report a Hazard
"Be Safe"

Employee's Name _____ Date _____
(Department) _____
Location of Hazard _____

Description of Hazard: _____

Recommended Corrective Action: _____


Supervisor: _____ Signature: _____
Date: _____
Yes No

Follow Up: Was the safety hazard corrected? ☐ ☐

Please Explain: _____

Note: Safety Hazards that pose an imminent danger to
life and health should be reported immediately to your
supervisor.

Send a copy to Human Resources.



Report a Hazard
"Be Safe"

Employee's Name _____ Date _____
(Department) _____
Location of Hazard _____

Description of Hazard: _____

Recommended Corrective Action: _____

Supervisor: _____ Signature: _____
Date: _____
Yes No

Follow Up: Was the safety hazard corrected? ☐ ☐

Please Explain: _____

Note: Safety Hazards that pose an imminent danger to
life and health should be reported immediately to your
supervisor.

Send a copy to Human Resources.

A.05 Hazard Assessment Checklist

Refer to most updated form in Laserfiche.



City of Anacortes Hazard Assessment Checklist

Use with WAC 296-800-160 Personal Protective Equipment (PPE)

This checklist is a tool that can help you determine if there needs to be a Job Hazard Analysis (JHA) and a PPE assessment for tasks within your department. Some activities are more hazardous than others. This list can help identify those activities that may create hazards for your employees and will help you decide whether or not a Job Hazard Analysis/PPE Assessment is needed. Read through the list, placing a check next to any word that describes an activity in your workplace. The activities are grouped according to the part of the body that requires PPE.

Eyes

Work activities:

- | | | |
|--|--------------------------------------|---|
| <input type="checkbox"/> sawing | <input type="checkbox"/> cutting | <input type="checkbox"/> drilling |
| <input type="checkbox"/> sanding | <input type="checkbox"/> grinding | <input type="checkbox"/> punch press operations |
| <input type="checkbox"/> chopping | <input type="checkbox"/> hammering | <input type="checkbox"/> abrasive blasting |
| <input type="checkbox"/> intense light/welding | <input type="checkbox"/> other _____ | |

Work related exposure to:

- | | | |
|---|---|---|
| <input type="checkbox"/> airborne dust | <input type="checkbox"/> flying particles | <input type="checkbox"/> blood splashes |
| <input type="checkbox"/> hazardous liquid chemicals | | <input type="checkbox"/> other _____ |

Face

Work activities:

- | | | |
|-----------------------------------|---|--|
| <input type="checkbox"/> pouring | <input type="checkbox"/> mixing | <input type="checkbox"/> painting |
| <input type="checkbox"/> cleaning | <input type="checkbox"/> siphoning | <input type="checkbox"/> dip tank operations |
| <input type="checkbox"/> welding | <input type="checkbox"/> pouring molten metal | <input type="checkbox"/> foundry work |
| <input type="checkbox"/> cooking | <input type="checkbox"/> other _____ | |

Work related exposure to:

- | | | |
|---|-------------------------------|--|
| <input type="checkbox"/> extreme heat | <input type="checkbox"/> cold | <input type="checkbox"/> potential irritants |
| <input type="checkbox"/> hazardous liquid chemicals | | <input type="checkbox"/> other _____ |

A.06 Job Hazard Analysis form

Refer to most updated form in Laserfiche.

JOB HAZARD ANALYSIS Effective Date: Updated:		Job or Operation	
Department/Division	Job Location	Superintendent/Supervisor	
Date Performed	Performed by (include job title)		
Verified by	Verified by	Verified by	Verified by
Special or Primary Hazards			
Personal Protective Equipment			

Basic Job Steps	Existing & Potential Hazards	Preventative Measures

A.07 Employee's Accident Report and Accident Report Instructions

Refer to most updated form in Laserfiche.

Accident Report Instructions

An accident report must include all the essential information about the accident. The report-writing begins with fact finding and ends with solutions for preventing future accidents. Be sure to fill out each section completely to the best of your knowledge. This report is used for injuries associated with work-related accidents. Near misses or hazard findings should be reported on the "Report a Hazard" form located on the Intranet safety link.

1. Find the facts
 - Check the box indicating if it's first aid only, injury, or illness. If you are unsure whether to check first aid only accident, refer to First Aid Definitions located on the Intranet safety page or call Human Resources.
 - Gather the facts that include name, date, time, and specific location.
 - Record the number of lost work days. If you do not know the number of lost work days, call Human Resources as soon as possible when known. Do not count the day of the injury or the day returning from an injury. Count weekend days even if you were not scheduled to work.
 - Indicate specific body parts injured and the nature and extent of the injury. Include the type of treatment for the injury.
 - Brief description of the accident should include:
 - Indicate the task(s) leading up to the accident.
 - Specific cause of the accident should include:
 1. Events leading up to the accident; e.g., operating machinery, pushing a box, etc.
 2. Events involved in the accident; e.g., falling? Was hazardous vapors in the air?
 3. Events immediately following the accident; e.g., Back pain? Put a hand over bleed?
 - Indicate if the accident was contributed by:
 - Describe if another person was involved and an shut down equipment, etc.?
 - Indicate if there was medical attention by a work-related accident so that an L & I claim walk-in clinic.
 - Supervisor will indicate recommendations on Supervisor Accident Investigation form. The
 1. Employee training on safe work practices
 2. Preventative maintenance activities
 3. Evaluation of job procedures with a
 4. Conducting a job hazard analysis to hazards.
 5. Engineering changes that make the the way the task is performed.

The accident should be described on the report in sufficient detail. Creating a diagram to show, in a simple and visually effective way, the sequence of events on a separate piece of paper is helpful. In addition, photos of

City of Anacortes Employee's Accident Report Safety Committee

Completed form should be turned in to immediate supervisor as soon as possible.

Injury (first aid only) ☐ Injury (requires medical treatment) ☐ Illness ☐ Fatality ☐

Employee name: _____ Department: _____

Incident date: _____ Incident time: _____ AM PM Shift Start Time: _____
(month-day-year) (circle one)

Date/Time reported: _____ Time: _____ AM ☐ PM ☐
(month-day-year)

Was an L & I claim opened? ☐ Yes ☐ No If yes, indicate claim number if known: _____

Lost Work Days: Yes ☐ No ☐ # of Lost Work Days: _____
(If # of lost work days is unknown, please contact Human Resources as soon as possible when known).

Did injured employee go home during work shift? Yes ☐ No ☐

Date and time injured employee left shift? Date: _____ Time: _____

Choose one: Injury ☐ Illness ☐ Repeated Trauma ☐ Hearing Loss ☐ Other ☐

Indicate body part affected/involved: _____

Brief description of the accident/incident: _____

Task performing while accident/incident occurred: _____

Specific cause of accident/incident: _____

Condition of tools, equipment, or job site that contributed to unsafe condition: _____

Was another person involved? ☐ Yes ☐ No If yes, how was this person involved: (be specific) _____

List witnesses: _____

Did the injured employee seek medical treatment & open an L & I claim? ☐ Yes ☐ No


Employee's Signature: _____ Date of Report: _____

Supervisor's Signature: _____ Date: _____ Director's Initials: _____


(Revised 11/14/17 - HR)

A.08 Washington State Patrol Collision Report

Online at <https://fortress.wa.gov/wsp/wrecr/OMVCR/>.



Washington State Patrol
Service With Humility



OMVCR FAQ

DateDetailsLocationConditionsUnitsDescriptionWitnessReview

Online Motor Vehicle Collision Reporting (OMVCR) - Not compatible with all smart phonesEdit an Existing Report

Welcome to the WSP OMVCR site. - Use this site to enter and submit a collision report, to purchase a report use [WRECR](#)

Any driver, pedestrian, pedal cycle or property owner involved in a collision within the state – with \$1000 or more damage to any one unit and/or injury to any person – must complete a Motor Vehicle Collision Report. However, if a police officer is present and indicates he/she will submit a collision report, then you are not required to submit one.


This site allows citizens involved in a collision to complete and submit the collision report and receive a report number.

When you have finished completing the form, print or save a copy for your records. **All fields in RED are required.**

Collision Date/Time


*Collision Date

MM/DD/YYYY



Collision Time

HH:MM AM




Enter the date and time of the collision or use the calendar and clock to select the date and time.

If you do not know the date and time that the collision occurred, use the date the damage was discovered and leave the time blank.

← PreviousContinue →

A.09 Equipment Damage Report

Refer to Laserfiche Forms.



ANACORTES
WASHINGTON

Equipment Damage Report

Report any damage to city-owned vehicles and equipment

Incident Date*

Incident Time*

AM

Employee Name*

Name of employee operating the equipment at the time of the incident or who discovered the damage if the equipment was not in operation when damaged.

Department Head*

Department*

Date Supervisor was notified of incident*

Employee Supervisor*

Equipment Number*

Equipment Description*

Incident Location*

Include the full address of the incident and additional description if needed.

Incident Description*

Provide a detailed description of the incident including other persons, property or vehicles involved, weather and traffic conditions, etc.

Upload incident documents

Upload photos, accident report, and any other documentation of the incident

A.10 Guide for Performing a Job Hazard Analysis

Refer to most updated form in Laserfiche.

Guide for Performing a Job Hazard Analysis

A hazard analysis focuses on the relationship between the worker and the task, tools, and work environment.

1. Determine if a hazard analysis should be done.

Answer the following questions:

- What can go wrong?
- What are the consequences?
- How could it arise?
- What are other contributing factors?
- How likely is it that the hazard will occur?

2. Consider Common Hazards when reviewing tasks.

Chemical (Toxic)	Fire/Heat
Chemical (Flammable)	Mechanical/Vibration (Chaffing/Fatigue)
Chemical (Corrosive)	Mechanical Failure
Explosion (Chemical Reaction)	Mechanical
Explosion (Over Pressurization)	Noise
Electrical (Shock/Short Circuit)	Radiation (Ionizing)
Electrical (Fire)	Radiation (Non-Ionizing)
Electrical (Static/ESD)	Struck By (Mass Acceleration)
Electrical (Loss of Power)	Struck Against
Ergonomics (Strain)	Temperature Extreme (Heat/Cold)
Ergonomics (Human Error)	Visibility
Excavation (Collapse)	Weather Phenomena (Snow/Rain/Wind/Ice)
Fall (Slip, Trip)	

3. Describe and document the hazard information.

Record the following information:

- Where is it happening (environment)
- Who or what is it happening to (exposure)
- What precipitates the hazard (trigger)
- The outcome that would occur should it happen (consequence)
- Any other contributing factors

A.11 Confined Space Entry Permit

Refer to most updated form in Laserfiche.



CITY OF ANACORTES CONFINED SPACE ENTRY PERMIT



JOB DESCRIPTION: _____

LOCATION: _____

EMPLOYEES ASSIGNED: ENTRANT: _____ ENTRANT: _____
AIR QUALITY MONITOR: _____ RESCUER: _____

ATTENDANT: _____ Cartegraph Task ID: _____

SUPERVISOR: _____

DATE/TIME ISSUED: _____ DATE/TIME EXPIRES: _____

BY SIGNING I CERTIFY I HAVE EVALUATED THE SITUATION AND ASSIGNED PERSONNEL AND THE PROCEDURES TO BE FOLLOWED ARE IN COMPLIANCE WITH THE CONFINED SPACES PROCEDURES.

HAVE THE FOLLOWING PRECAUTIONS BEEN TAKEN?	YES	NO
• DISCUSSION OF OXYGEN DEFICIENCY, ELIMINATION, AND INERTING PROCEDURES		
• DISCUSSION OF PROBABLE GASSES TO BE ENCOUNTERED AND ELIMINATION		
• DISCUSSION OF PROPER VENTILATION PROCEDURES, ISOLATING AND BLANKING		
• DISCUSSION OF NEED, USE AND AVAILABILITY OF RESPIRATORS AND SERVICEABILITY		
• DISCUSSION AND REVIEW OF TESTING EQUIPMENT AND CALIBRATION		
• DISCUSSION OF NOISE PROBLEMS, TEMPERATURES, WEATHER CONDITIONS		
• HOT WORK PERMITS, EXHAUST VENTILATION, FIRE FIGHTING EQUIPMENT		

LIST SAFETY EQUIPMENT TO BE ON THE SCENE:	Type	Serial #	Calibration Date:
Fall Protection Retrieval Equipment	<input checked="" type="checkbox"/> GMI PS241		
DBI SALA SRL, Miller SRLER, Miller DuraHoist			
RESCUE METHOD:	<input type="checkbox"/> GMI PS241		Next Due Date:

winch retrieval	Alarm Point Verification:				
	Time:		Operator:		
	Sensor Check		Programmed Levels		
NOTES:	Gas	Pass	Fail	High	Low
	H2S			H2S	20 10
	CO			CO	100 35
	O2			O2	23.5 19.5
	LEL			LEL	20 10

Readings											
Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:
H2S	H2S	H2S	H2S	H2S	H2S	H2S	H2S	H2S	H2S	H2S	H2S
CO	CO	CO	CO	CO	CO	CO	CO	CO	CO	CO	CO
O2	O2	O2	O2	O2	O2	O2	O2	O2	O2	O2	O2
LEL	LEL	LEL	LEL	LEL	LEL	LEL	LEL	LEL	LEL	LEL	LEL
Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:
H2S	H2S	H2S	H2S	H2S	H2S	H2S	H2S	H2S	H2S	H2S	H2S
CO	CO	CO	CO	CO	CO	CO	CO	CO	CO	CO	CO
O2	O2	O2	O2	O2	O2	O2	O2	O2	O2	O2	O2
LEL	LEL	LEL	LEL	LEL	LEL	LEL	LEL	LEL	LEL	LEL	LEL

ENTRY SUPERVISOR SIGNATURE: _____