



# Accident Prevention Manual

Prepared by  
City of Anacortes Safety Committee  
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## **Section I**

### **Introduction**

#### **1.01 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) We believe that each employee has the right to obtain personal satisfaction from his/her job. Because the prevention of occupational illness or injury is crucial to this belief, it 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 those programs. By accepting mutual responsibility to operate safely and healthfully, we will each contribute to the wellbeing of our co-workers.

#### **1.02 Scope and Applicability**

- a) These accident prevention regulations shall be effective as of the date of issuance and shall be complied with by every employee of the City 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, the decision of the employee in charge of the job shall be followed.
- d) Departments and divisions may promulgate 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.

### **1.03 Enforcement**

- a) Disciplinary action covering violations of these safety regulations can be carried out in accordance with personnel policies and state and federal laws.
- b) Whenever there is a difference of opinion between the employee and the supervisor/foreman as to whether or not a particular assignment is safe, the judgment of the department head/supervisor/foreman will prevail. The employee may file a grievance regarding the situation in accordance with City grievance procedures.
- c) Oral notice will be given to an employee for violating safety or health standards (WISHA and OSHA). The violator will acknowledge the notice in writing and a copy will be retained in his/her personnel file. No specific details will be recorded on the first notice other than the reason for the violation.
- d) After review by the Safety Committee, any employee found to be negligent by not using provided safety equipment might be appropriately disciplined. After oral notice, as provided above, a written notice will be issued stating the violation. City personnel policies and procedures will be followed as outlined in said book.
- e) No City employee is exempt from these enforcement standards. A department manager may be found in violation of a safety or health standard (WISHA and OSHA) as well as any other employee. Possible violations could include neglecting to ensure that employees are properly protected from accident or injury, or neglecting to maintain a safe work area.

### **1.04 Management Responsibility**

- a) Each division manager shall make certain a copy of the current safety regulations are kept in a conspicuous place and available to all employees.
- b) Each manager shall conduct monthly meetings to discuss accidents and near-miss reports. Any changes to the safety regulations will be announced at this meeting. Meeting minutes will be recorded.
- c) Management will schedule any training required by these regulations and keep records of training.
- d) Management, in participation with the Safety Committee, shall conduct a review of the training records and crew safety minutes.
- e) Actively participate in and support safety and health programs.

- f) At least one manager (as designated by Safety Committee and rotated every other year) will participate in project safety and health meetings, accident investigations and job site inspections.
- g) 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.
- h) Each manager will make sure that a safety bulletin board is in place with, at a minimum, all Department of Labor & Industries required notices.
- i) It is the manager's responsibility to have the appropriate items stocked in first aid kits in accordance with WAC 296-24-06160 Appendix 2 for each workplace.
- j) At least one out of three City employees on job shall be trained and qualified in first aid/CPR. Emergency first aid should be applied with judgement to prevent further injury to the injured.
- k) All City employees with occupational exposure shall receive Bloodborne Pathogen training (per the City Bloodborne Pathogen Plan).

#### **1.05 Supervisor/Foreman Responsibility**

- a) Each supervisor or foreman shall make certain that all employees under his or her jurisdiction are familiar with these regulations and their application and that each employee has received an initial orientation before beginning work. That orientation must be documented.
- b) Ensure each employee supervised is competent and receives training on safe operation of specific equipment or tasks before starting work on that equipment or job.
- c) Ensure each employee has been issued and trained in the care and use of personal protection equipment (PPE) before starting work requiring PPE. The proper care and use of all needed PPE will be the employee's responsibility.
- d) Ensure that a complete daily walk-through safety check of work area is conducted and that any hazards are corrected. Identify and eliminate job hazards efficiently through job safety analysis procedures.
- e) Periodically observe work performance of employees for compliance with safety rules referenced and contained in this program and any department-specific safety guidelines. Provide training and take corrective action as

necessary. Document observance of all work-related safety rules in employees' annual performance evaluation.

- f) Set good examples by following established safety rules and attending mandatory training.
- g) Provide management with information suggesting work practice changes or equipment that would improve employee safety.
- h) Inform and train all employees on the hazardous chemicals they may encounter under normal working conditions or during an emergency situation.
- i) All injuries, serious or minor, as well as near misses shall be reported on the *Employee's Incident/Near Miss Report* form (Appendix A.01).
- j) Conduct crew/leader meetings, possibly the first five minutes of each work shift, to discuss safety matters and work plans for the day. Discuss any accidents or near misses of previous day. Make written notes of any significant issues and forward with reports.
- k) Participate in investigations and inspections on safety and health related matters.

#### **1.06 Employee Responsibility**

- a) Each employee of the City shall be required to know and understand each of the safety regulations that apply to the work he or she is performing for the City.
- b) Report any unsafe or unhealthy actions or conditions to your supervisor or Safety Committee representative as soon as possible.
- c) Report all injuries promptly to your supervisor, no matter how minor.
- d) Report all near-miss accidents immediately to your supervisor. All near misses shall be reported on the *Employee's Incident/Near Miss Report* form (Appendix A.01).
- e) Always use personal protective equipment (PPE) in good condition where it is required.
- f) Never remove or defeat any safety device or safeguard provided for protection of employees.

- g) Encourage co-workers, by your behavior and words, to use safe work practices.
- h) Make suggestions to your safety representative, supervisor, or management about changes to equipment or work practices that you think will improve employee safety and health.

### **1.07 Interpretation of the Regulations**

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

### **1.08 Revisions**

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

### **1.09 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.

### **1.10 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:
  - WISHA poster F416-081-00 (required)
  - Industrial Insurance poster (required)
  - NOTICE (to report all injuries) (recommended)
  - Violation Citation and Notice (as appropriate)
  - Emergency Telephone Numbers Posted (as appropriate)
  - OSHA 200 Summary (required during February of 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

### **1.11 Supervisor/Foreman Meetings**

- a) Purpose: To assist in the detection and elimination of unsafe conditions and work procedures.
- b) Monthly meetings: 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.
  - The attendance and subjects discussed 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.
- c) Scope of activities: Certain employees may be designated by their supervisors to assist
- Conduct in-house safety inspections with their supervisor concerned.
  - Accident investigation to uncover trends.
  - 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.

- d) Documentation: *Crew Leader Safety Meetings* form is available to assist in documentation activities of crew/leader meetings (see your department secretary).

## **Section II**

### **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 near misses 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. Failure to report an injury promptly could make the injured person ineligible for industrial compensation.
- b) Report all equipment damage to your supervisor/foreman immediately.
- c) Use your safety equipment as directed – DON'T TAKE CHANCES.
- d) Ask questions when in doubt about any phase of your operation – FOLLOW INSTRUCTIONS.
- e) Report all unsafe situations or conditions that are potentially hazardous.
- f) ONLY operate equipment you are qualified to operate. When in doubt, ask questions.
- g) Talk to management/supervisors/foremen at any time about problems that affect your safety or work conditions.
- h) 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. REMEMBER: work safely so you can go home to your family and friends – they need you.
- i) All injuries, serious or minor, as well as near misses shall be reported on the *Employee's Incident/Near Miss Report* form (Appendix A.01).

#### **2.02 Personal Injury and Emergency**

- a) Minor injury steps:
  - Administer first aid, transport if necessary.
  - Notify supervisor immediately.

b) Emergency and serious injury steps:

- Unless your job description specifically states otherwise (i.e., paramedic), providing first aid and/or CPR is **not** a job requirement. An employee certified in first aid/CPR may choose to render such assistance under the provisions of the “Good Samaritan” Act.
- Notify supervisor/manager immediately.
- The supervisor/manager will decide whether to:
  - Transport the victim to the nearest hospital emergency room
  - Call 911 (If using a **Nextel** phone, use **speed dial #91** or **direct dial 336-3131**)
  - Appoint accident investigation team
  - 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

### **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 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.

### **2.04 Return to Work Program**

The City has established a Return to Work Program. Provisions of the program are detailed in the City of Anacortes Personnel Policies and Procedures manual.

### **2.05 Vehicle Accidents**

- a) All motor vehicle accidents involving City-owned or other vehicles used in City business shall be reported immediately to the police department. 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. Report the accident to your supervisor promptly.
- d) In all vehicle-to-vehicle accidents, regardless of the estimated value of damages or whether there are injuries as a result of the accident, a *Washington State Patrol Report* form (call extension 204-22 to obtain the form) must be submitted to the equipment rental/maintenance manager by the next business day.

## **2.06 Disaster Emergency**

- a) No building, equipment, or material of any kind is worth a human life.
- b) 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 O<sub>2</sub> bottles, emergency eye wash stations and showers shall be clearly marked.
- c) 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 the Fire Department – 911. (If using the **Nextel** phone, use **speed dial #91** or **direct dial 336-3131**.) Report exact locations 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.

## **2.07 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, and note the conditions 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, probable fatality, or when an employee is admitted to the hospital as a result of an accident, the City will contact the Department of Labor and Industries 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/foreman will prepare a *Supervisor's Incident/Near Miss Report* (Appendix A.02). The supervisor/foreman will forward this report and the *Employee's Incident/Near Miss Report* (Appendix A.01) to the Human Resources Director.
- 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 Incident/Near Miss Report* form (Appendix A.02) 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 will forward the report to the Safety Committee to record.

## **2.08 First Aid – Bloodborne Pathogen**

- a) All work places shall have the type and size first aid kit and bloodborne pathogen kit required by the General Safety and Health Standards of the State of Washington. Reference – City Emergency Response Plan, Bloodborne Pathogen 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 bloodborne pathogen kit. The kits shall be kept in such a manner as to make it 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 will also receive Bloodborne Pathogen training. All part-time employees with occupational exposure shall receive Bloodborne Pathogen training within 10 days of employment.

## **Section III**

### **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 (except as prescribed by a qualified physician) during working hours is prohibited. Violation of this policy is sufficient cause for termination of employment.
- 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 WISHA 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 that future preventative measures can be explored.
- c) Supervisors/foremen shall 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 the Human Resources Director for coordination with other departments and review.
- 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 UFC codes.
- 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 also 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***

- 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 will be required in work areas where possible hazards from falling objects are not present, but protection from bumping type injuries is required.
- d) WAC 296-24-088 and City policy require employees to wear steel-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) Approved hearing protectors must be worn when working in areas having high noise levels.
- 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) 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**

WAC 296-62-05105 "What is a caution zone job"? 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:

- 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 arms 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.
- f) Safety is the first priority in determining the methods and procedures used to handle and/or transport materials.

### **3.06 Motor Vehicles**

- a) 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.
- b) Only fully qualified and properly licensed operators shall be permitted to drive or operate City vehicles.
- c) All drivers of City vehicles shall comply with all state, county and local rules/regulations governing the safe and legal operations of vehicles.
- d) Seat belts shall be worn and secured at all times when the vehicle is moving.
- e) The driver shall be responsible for assuring that all passengers are seated and properly secure before moving the vehicle. Under no circumstances shall passengers ride on fenders, running boards, the tops of vehicles or any place not designed for a passenger.

- f) 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.
- g) 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
  - Truck tractor-semi-trailer combination maximum length: 65 feet when operated on highways not on the National Network
  - Semi-trailer maximum length: at least 48 feet on the National Network (Grandfather lengths greater than 48 feet may apply on the National Network)
  - 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 204-26.)

- h) 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.
- i) All drivers of City vehicles shall strictly observe speed limits on public roads and highways.
- j) Speeds 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 fire fighting 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, RUBBISH: The quenching and cooling of water is of the greatest importance. Fire extinguishers employing the following substances may be used: water through hose lines using either stream or fog nozzles, soda-acid (chemical) pressurized water, knapsack A-B-C multi-purpose dry chemical pump extinguishers, hand and buggy type water 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 (CO<sub>2</sub>) 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 pump extinguishers rated A-B-C.
- 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 so located that 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 building 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 and the Safety Committee shall have implemented several methods for identifying hazardous conditions before they result in injury to employees/workers.
- b) Annual Site Survey: Once a year an inspection team made up of members of the Safety Committee will conduct a thorough walk through inspection of each work site. They will list any safety hazards or potential hazards at the walk through. Results of these inspections will be used to control obvious hazards, target certain work areas for more intensive investigation, assist in revising checklists used during regular monthly safety inspections and as part of annual review of the effectiveness of our accident prevention program.
- c) Periodic Change Survey: Any time a new piece of equipment is received, a change is made in work procedures or changes are made to building structures that may have safety ramifications, Safety Committee representatives shall examine the changed conditions. They will make recommendations to eliminate or control hazards that may be created as a result of the change. Equipment Rental will coordinate with the Safety Committee.
- d) Monthly Safety Inspection: Each month before the regularly scheduled Safety Committee meeting, each member will inspect their area for hazards using the standard *Safety Inspection Checklist* (Appendix A.07) and talk to co-workers regarding their safety concerns. The committee member will report any hazards or concerns expressed to the whole committee for consideration. Results of area inspections and any actions taken shall be posted in affected areas. Committee members may, periodically, agree to inspect each other's areas to provide a different perspective. The standard *Safety Inspection Checklist* (Appendix A.07) will be updated as needed.
- e) Job Hazard Analysis: Work areas or tasks may be identified as potentially hazardous as the result of a review of injury records, a note on the annual site survey or a reasonable concern expressed by a City employee. In that case, a hazard analysis will be scheduled as soon as possible. A group from the

Safety Committee will conduct the study using the *Job Hazard Analysis* (Appendix A.08) form and instructions. The job will be modified as needed to control or eliminate the hazard and employees will be trained in revised operation. The Safety Committee will update the *Job Hazard Analysis* form (Appendix A.08) as needed.



## **Section IV**

### **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 296-24-750) and excavations (WAC 296-155-655).

#### **4.02 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 is 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.

#### **4.03 *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) All ladders used shall be of good quality, securely placed, held or tied to prevent slipping or falling as per WAC 296-24-780. 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 296-24-860.
- e) Additional policies that are specific to the department or the project may be established and are applicable.

#### **4.04 *Underground Installations***

- a) Underground installations include tanks, pits, pipes, sewers or any underground facility workers may enter to perform maintenance or inspections. Workers must follow confined space entry policies developed for

the particular department, conforming to state and federal laws regulating confined space entry.

- b) Warning signs and barriers shall be placed around open manholes to provide sufficient warning of the opening and to prevent unauthorized traffic from entering the area.
- c) Workers shall not enter sewers or other underground installations without leaving a safety observer in attendance on the outside. The safety observer shall frequently monitor the operation and approaching traffic.
- d) Before entering underground structures, the atmosphere of the structure shall be tested with an approved testing device (tested and calibrated within the required time period) to detect the presence of explosive gases, Hydrogen Sulfide or oxygen deficiencies.
- e) Personnel shall not enter or work in underground facilities where concentrations of fumes, vapors, gases or oxygen deficiencies are present, without protective devices.
- f) Smoking, open flames and spark-producing equipment shall not be permitted in or within 25 feet of any manhole.
- g) A lifeline must be worn at all times by persons working in a manhole.
- h) WAC Code 296-62-145 and individual department policies will be followed.

#### **4.05 Sewers, Pits and Treatment Plants**

- a) Hydrogen Sulfide is normally 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) Carbon Dioxide is formed in large quantities in the sludge digesting process. While not explosive, Carbon Dioxide is an asphyxiating gas and should not be inhaled.
- d) The gases produced by digesting sewage sludge may be explosive, toxic or suffocating.
- e) 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. Forced air ventilation shall be used when necessary to prevent accumulations of hazardous gases.

- f) Personal protective equipment to be used in and around confined spaces shall be as prescribed by department policy required by WAC Code 296-24-075. All personnel working in or around sewage facilities shall be familiar with the proper use and care of protective equipment.
- 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.
- 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) WAC Code 296-62-145 and individual department policies will be followed.

#### **4.06 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 the Control of Hazardous Energy (Lock-out/Tag-out) Policies to be followed as per WAC Code 296-24-110 and OSHA regulations.
- c) Personnel working with electrical circuits shall not wear rings, watches or metallic objects that could act as conductors of electricity. Hard hats will be worn in areas of high voltage.
- d) Metal ladders and uninsulated 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.

#### **4.07 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) Barricading procedures and traffic control shall comply with state laws and any existing City policy.
- c) 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, coning and flagmen, emergency lighting, signs, or if needed, all of these methods.
- d) At locations where flagging or coning is established, there will be an employee with State of Washington Traffic Flagman certification.

- e) 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 flagger’s role and location on the job site, equipment, traffic patterns, communications and hazards specific to the work site.
- f) 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.)
- g) Highly visible clothing during daylight hours – While flagging during the day, a flagger must wear:
  - A high visibility-warning garment designed in accordance with ANSI-SEA 107-1999; and
  - A high visibility hard hat
- h) High visibility clothing during nighttime hours – While flagging at night, a flagger must wear:
  - A high visibility warning garment designed according to ANSI-SEA 107-1999 specifications over white coveralls or other coveralls or trousers designed according to ANSI-SEA 107-1999; and
  - A high visibility hard hat that is iridescent or marked with reflectorized material
- i) During inclement weather, yellow rain gear may be substituted for white coveralls.
- j) The rest – Employers must ensure that:
  - Flagger workstations are illuminated at night.
  - 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.

#### **4.08 *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 flagpersons, 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.

#### **4.09 *Trenching and Excavating***

- a) Determination of the angle of repose and design of the supporting system shall be based on careful evaluation of pertinent factors such as:
  - Depth and/or cut soils classification
  - Possible variation in water content of the soil.

- Anticipated changes in materials from exposure to air, sun, water or freezing.
  - Loading imposed by structures, equipment, overlaying material or stored material.
  - Vibration from equipment, blasting, traffic or other sources.
- b) Bridges/walkways with standard railings will be provided when employees or equipment are required to cross over excavations.
- c) Walls or faces of ALL excavations in which employees are exposed to danger from moving ground shall be guarded by a shoring system, sloping of the ground or some other equivalent means in compliance with WAC Code 296-155-655.
- d) No person shall be permitted under loads handled by power shovels, derricks or hoists.
- e) All employees shall be protected with appropriate PPE for the protection of head, hands, feet and other body parts.
- f) For other rules and regulations see Washington State Department of Labor and Industries, Division of Industrial Safety and Health Construction Safety Standards – Trenching and Excavating WAC Code 296-155-650.



## **Section V**

### **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.

#### **5.03 Powered Machine Tools**

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

- c) Burrs, sharp edges or projections that could cause injury or difficulty in processing shall be removed prior to performing additional operations.
- d) Cutting edges of tools shall be kept sharp at all times and checked for defects before each operation.
- e) Cutting tools shall not be set or adjusted while the machinery is in operation or when the power is on.
- f) 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.
- g) 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.
- h) Machinery shall only be operated at the recommended speeds for the material being worked and shall not be speeded up to expedite operations.
- i) The speed of machinery or rate of material feeding shall not be changed while material is being worked.
- j) 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 powered 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/department 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) No person shall ever attempt to get on or off moving equipment. 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.

#### **5.06 Mechanical Handling Equipment**

- a) Prior to using forklift, complete forklift safety checklist.
- b) 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.
- c) Hand trucks shall be pushed rather than pulled. Truck handles that expose hands to possible injury shall be equipped with knuckle guards.
- d) 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.
- e) Side stakes, straps or lashing materials shall be used on high loads where there is a possibility of material toppling. Maximum load limits shall be established for material handling equipment and strictly enforced.
- f) 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.
- g) Equipment shall not be moved until the load is properly stacked and secured.
- h) Operators shall be particularly careful when approaching doorways, aisle crossings and other intersections.
- i) 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.
- j) Forklift operators 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.

- k) 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.
- l) 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.
- m) 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 ten 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. This impression is false.

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

- 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. All tools with mushroomed heads, split or defective handles shall be repaired 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 personal protective equipment where applicable and when WAC Code 296-24-650 or department policy calls for it.

**5.09 Battery Maintenance (WACs 296-155-437, 296-56-60245 & 296-24-23015)**

- 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) Carboy tilters or siphons shall be used to handle electrolyte in large containers.
- m) Battery handling equipment which could contact battery terminals or cell connectors shall be insulated or otherwise protected.
- n) Batteries shall be free of corrosion buildup and cap vent holes shall be open.
- o) 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.
- p) Parking brakes shall be applied before batteries are charged or changed.
- q) Chargers shall be turned off when leads are being connected or disconnected.
- r) Battery charging installations shall be located in areas designated for that purpose.
- s) Charging apparatus shall be protected from damage by trucks.



- t) 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.
- u) Adequate ventilation shall be provided during charging.
- v) Installed batteries shall be secured to avoid physical or electrical contact with compartment walls or components.
- w) 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***

- 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**

- a) For general shop and field use, compressed air shall be adjusted for not more than 30 PSI of pressure. For equipment operation requiring higher pressures, only the minimum pressure required to operate the equipment shall be used.
- b) Do not use compressed air to clean dirt or debris from equipment. Do not direct compressed air from hoses/nozzles towards persons. Compressed air shall never be used to clean workbenches or other surfaces.
- c) 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.
- d) All cylinders should be stored upright in racks and securely lashed to prevent falling. Adapter covers shall remain in place until removed for use.
- e) 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.
- f) 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.
- g) Cylinders shall never be dropped or treated roughly. Any damaged cylinders, suspected or obvious, shall be reported immediately.
- h) 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.
- i) For raising or lowering, use a suitable sling, boat, cradle or platform. Cylinders shall not be raised by electric magnets.
- j) When transporting cylinders by hand truck, or truck, the cylinders shall be securely lashed to prevent falling.

### **5.12 Compressed Air Tools**

- 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) Operators shall turn the air pressure off at the inlet control valve before changing or connecting compressed air tools.
- d) Pressure hoses shall be connected by safety chains to prevent hose whipping in the event couplings become disconnected or break.
- e) Compressed air tools shall never be pointed at other personnel.
- f) Always wear personal protective equipment when using compressed air tools.

### **5.13 Explosive Activated Tools**

- 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.
- 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**

- 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 personal protective equipment shall be used at all times when operating saws. Ballistic nylon chaps and other appropriate personal protection equipment 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 the State Safety Code or WAC Code 296-155-170. 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) WAC and departmental policies shall be followed and personal protective equipment used for all listed above.

#### **5.16 Chemical Spraying**

- a) Chemical spraying programs, where applicable, will be formulated individually by each City department under the guidelines set by the WAC.
- b) All employees of each particular department will follow their department's chemical spraying program.

#### **5.17 Stationary Equipment**

- a) Each department supervisor/foreman will be responsible for the training of employees on equipment used or worked on by them.
- 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 VI

### Hazardous Communications

#### 6.01 Purpose

- a) The purpose of the Hazardous Communication Program is to ensure 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 hazard. Make an inventory list of these chemicals. This list must be a part of your written program.
- b) MSDS – Make sure there is a Material Safety Data Sheet (MSDS) for each chemical and that the inventory list and labeling system reference the corresponding MSDS 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.
- d) Information and Training – Determine appropriate ways in which to train and inform employees on the specific chemicals in your workplace and their hazards.
- e) Written Program – Develop, implement and maintain a comprehensive written hazard communication program at the workplace that includes provisions for container labeling, material safety data sheets 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 material safety data sheets.
- g) The code specifically requires employers to train employees in the protective practices implemented in their work areas, the labeling system used, how to obtain and use MSDSs, physical and health hazards of the chemicals and recognition, avoidance and prevention of accidental entrance of hazardous chemicals into the work environment.

## **Section VII**

### **Fall Protection/Rescue**

#### **7.01 Fall Restraint (WAC 296-155-24510)**

- 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 (WAC 296-45-25510)**

- 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) Snaphooks may not be connected to loops made in webbing-type lanyards.
- e) Snaphooks may not be connected to each other.
- f) Refer to WAC 296-304-09021 for personal fall protection system requirements.

#### **7.03 Fall Hazards**

- a) List of those in work areas ten feet or more above ground, other work surface or water.
- b) See WAC 296-155-245 for specific safety codes.

## **Appendices**

### ***A.01 Employee's Incident/Near Miss Report***

Refer to attached form.



**A.02 Supervisor's Incident/Near Miss Report**

Refer to attached form.

**A.03 Employee Safety Orientation Checklist**

Refer to attached form.

**A.04 Departmental Safety Training**

Refer to attached form.

**A.05 Refusal to Seek Medical Care**

Refer to attached form.

**A.06 Safety Programs by Department**

Refer to attached list.

**A.07 Standard Safety Inspection Checklist**

Refer to attached form.

**A.08 Job Hazard Analysis**

Refer to attached form.

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**City of Anacortes**  
**EMPLOYEE'S INCIDENT/NEAR MISS REPORT**

Date: \_\_\_\_\_ Report for:  Injury  Near Miss

Security No.	Employees Last Name	First Name	MI	Social
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Time of injury, or when pain first noted \_\_\_\_\_ Location where Injury/Near Miss occurred \_\_\_\_\_



1. . What were you doing when the incident occurred? *(Please be specific)* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2) Specific body part(s) involved/injured? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. How did the injury/near miss occur? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Was another employee involved?  Yes  No (Explain) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Please list the names of any witnesses: \_\_\_\_\_





6. a) What condition of tools, equipment or job site caused or contributed to the accident or near miss ?  
Be specific. **OR**  None

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---

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b) What caused or contributed to above unsafe condition? Check all that apply. Answer only if item 6.a) above applies.

<input type="checkbox"/> 1. Defective via normal use	<input type="checkbox"/> 9. Exposure to heat/cold
<input type="checkbox"/> 2. Defective via abuse/misuse maintenance	<input type="checkbox"/> 10. Poor preventive
<input type="checkbox"/> 3. Safety inspection failure	<input type="checkbox"/> 11. Ventilation defect
<input type="checkbox"/> 4. Housekeeping failure employee	<input type="checkbox"/> 12. Caused by other
<input type="checkbox"/> 5. Illumination defect	<input type="checkbox"/> 13. Caused by employee
<input type="checkbox"/> 6. Faulty design	<input type="checkbox"/> 14. Cause other than above
<input type="checkbox"/> 7. Faulty construction	
<input type="checkbox"/> 8. Exposure to corrosion	<input type="checkbox"/> 15. Unable to determine

7. a) What did the employee do or fail to do that caused or contributed to the accident or near miss ?  
Be specific. **OR**  None

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---

---

b) What caused or influenced above unsafe actions(s)? Check all that apply. Answer only if item 7.a) above applies.

<input type="checkbox"/> 1. Unaware of hazard action	<input type="checkbox"/> 9. Fatigue influenced
<input type="checkbox"/> 2. Did not know safe procedure	<input type="checkbox"/> 10. "Under the influence"
<input type="checkbox"/> 3. Low level job skill	<input type="checkbox"/> 11. Defective vision
<input type="checkbox"/> 4. Ignored known hazard	<input type="checkbox"/> 12. Defective hearing
<input type="checkbox"/> 5. Tried to save time	<input type="checkbox"/> 13. Other physical condition
<input type="checkbox"/> 6. Tried to avoid effort	<input type="checkbox"/> 14. Cause other than above
<input type="checkbox"/> 7. Tried to avoid discomfort	
<input type="checkbox"/> 8. Illness influenced action	<input type="checkbox"/> 15. Unable to determine

8. In your view, what might possibly be done to prevent injuries or near miss incidents of this type? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**EMPLOYEE'S STATEMENT: The facts as I have stated them are true to the best of my knowledge.**

---

Signature of Employee

Date of Report

***Completed form should be turned in to immediate supervisor within 24 hours  
Completed form needs to accompany Supervisor's Report Form***

Reviewed by Supervisor: \_\_\_\_\_

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



**City of Anacortes**  
**SUPERVISOR'S INCIDENT/NEAR MISS INVESTIGATION**

Date: \_\_\_\_\_ **REPORT FOR:**     Near Miss             Injury             Fatality             Property Damage

1. Employee's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ 2. Department/Division \_\_\_\_\_

3. Job Position \_\_\_\_\_ 4. Incident Date \_\_\_\_\_ 5. Incident Time \_\_\_\_\_

6. **OUTCOME:**     Lost Work Days \_\_\_\_\_ # of Lost Work Days \_\_\_\_\_  Return To Work Authorized \_\_\_\_\_  
                          **Did Employee Seek Medical Treatment?**     Yes     No     No Lost Work Days

7. Type of Injury and body parts injured: \_\_\_\_\_

8. Accident/Near Miss Site \_\_\_\_\_

9. Specific job being done at time of accident/near miss (example: hooking up of load, loading truck, changing cable, etc.) \_\_\_\_\_

10. Check type of accident:     Struck by     Contact by     Trapped in     Caught between     Same level fall     Different level fall     Exposure to \_\_\_\_\_

Struck against     Contact with     Caught on     Strain/Exertion     Other, explain: \_\_\_\_\_

11. What occurred? Describe in sequence:

(a) Employee's location and position, and what he/she was doing \_\_\_\_\_

(b) How he/she was doing the task \_\_\_\_\_

(c) What occurred to trigger the accident \_\_\_\_\_

(d) The type of accident and contact agent \_\_\_\_\_

(e) Give background information. (If necessary) \_\_\_\_\_

12. Witness(es) Names \_\_\_\_\_

If not City Employee -- Contact Phone Number \_\_\_\_\_

13. a) What condition of tools, equipment or job site caused or contributed to the accident/near miss? Be specific. **OR**  None

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b) What caused or contributed to above unsafe condition action(s)?

14. a) What did the employee do or fail to do that caused or contributed to the accident/near miss? Be specific. **OR**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b) What caused or influenced above unsafe

Check all that apply. Answer only if item 13. a) applies.  
14. a) applies.

<input type="checkbox"/> 1. Defective via normal use	<input type="checkbox"/> 9. Exposure to heat/cold
<input type="checkbox"/> 2. Defective via abuse/misuse	<input type="checkbox"/> 10. Poor preventive maint.
<input type="checkbox"/> 3. Safety Inspection failure	<input type="checkbox"/> 11. Ventilation defect
<input type="checkbox"/> 4. Housekeeping failure	<input type="checkbox"/> 12. Caused by other employee
<input type="checkbox"/> 5. Illumination defect	<input type="checkbox"/> 13. Caused by employee
<input type="checkbox"/> 6. Faulty design	<input type="checkbox"/> 14. Cause other than above
<input type="checkbox"/> 7. Faulty construction	_____
<input type="checkbox"/> 8. Exposure to corrosion	<input type="checkbox"/> 15. Unable to determine

Check all that apply. Answer only if item

<input type="checkbox"/> 1. Unaware of hazard	<input type="checkbox"/> 9. Fatigue influenced act
<input type="checkbox"/> 2. Did not know safe procedure	<input type="checkbox"/> 10. "Under the influence"
<input type="checkbox"/> 3. Low level job skill	<input type="checkbox"/> 11. Defective vision
<input type="checkbox"/> 4. Ignored known hazard	<input type="checkbox"/> 12. Defective hearing
<input type="checkbox"/> 5. Tried to save time	<input type="checkbox"/> 13. Other physical conditi
<input type="checkbox"/> 6. Tried to avoid effort	<input type="checkbox"/> 14. Cause other than above
<input type="checkbox"/> 7. Tried to avoid discomfort	_____
<input type="checkbox"/> 8. Illness influenced action	<input type="checkbox"/> 15. Unable to determine

15. What action has been taken ( X ) or be taken ( √ ) to prevent recurrence? (Mark all that apply)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> 1. Reinstruction of person(s) involved | <input type="checkbox"/> 8. Job safety analysis ordered    | <input type="checkbox"/> 15. Use of safety materials/supplies |
| <input type="checkbox"/> 2. Reprimand of person(s) involved     | <input type="checkbox"/> 9. Safety guard/device installed  | <input type="checkbox"/> 16. Improved illumination            |
| <input type="checkbox"/> 3. Discipline of person(s) involved    | <input type="checkbox"/> 10. Protective equipment required | <input type="checkbox"/> 17. Improved ventilation             |
| <input type="checkbox"/> 4. Preventive instruction of others    | <input type="checkbox"/> 11. Tool/equipment repair/replace | <input type="checkbox"/> 18. Standardize job procedure        |
| <input type="checkbox"/> 5. Job reassignment of employee        | <input type="checkbox"/> 12. Improve storage               | <input type="checkbox"/> 19. Reduction of noise/vibration     |
| <input type="checkbox"/> 6. Improved inspection procedure       | <input type="checkbox"/> 13. Eliminate congestion          | <input type="checkbox"/> 20. Better temperature control       |
| <input type="checkbox"/> 7. Improved cleanup procedure          | <input type="checkbox"/> 14. Better design/construction    | <input type="checkbox"/> 21. Correction of other than above   |

Others \_\_\_\_\_

16. Describe details of corrective action taken or planned. \_\_\_\_\_

17. Person responsible for planned corrective action: \_\_\_\_\_

18. Do you question the validity of this claim:  Yes  No

19. Investigated by (SIGNATURE and POSITION) \_\_\_\_\_

19. Reviewed and approved by

Dept. Head: \_\_\_\_\_

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

Safety Head: \_\_\_\_\_

***ROUTING: TO SAFETY COMMITTEE CHAIRMAN WITHIN TWO WORKING DAYS.***

### ACCIDENT/NEAR MISS INVESTIGATION GUIDELINES

- ◇ The purpose of an investigation is to find the cause of an accident or near miss incident and prevent further occurrences, not to fix blame. An unbiased approach is necessary to obtain objective findings.
- ◇ Interview the party(s) involved and available witnesses, as soon as possible, to determine the following:
  - Circumstances preceding and surrounding the incident -- what were underlying and contributing causes, as well as immediate causes.
  - What physical hazards existed at the time of the accident or near miss, such as unprotected openings, poor housekeeping, slippery surfaces, protruding nails, etc.?
  - Were defective tools, equipment or materials provided to workers -- or were they improperly used?
  - Was personal protective equipment not provided, was PPE defective, not used, or used improperly?
  - Did unsafe work practices contribute to the incident, including improper lifting or handling of materials?
  - What safety rules or safety training might have prevented the accident or near miss.
  - What unsafe conditions or unsafe actions were caused by a third party, i.e., other contractors or another firm's employees?
- ◇ If possible, interview involved workers at the scene of the accident or near miss and "walk through" a re-enactment. Be careful not to repeat the act that caused in injury.
- ◇ Privacy is important during interviews. Interview witnesses one at a time. Talk with anyone who has knowledge of the incident, even if they did not actually witness it. Express sincere appreciation to anyone who helped with the investigation.

- ◇ Record names, addresses and statements of witnesses. Consider taking signed, dated statements if facts are unclear or an element of controversy exists.
- ◇ If a third party or defective product contributed to the incident, save any evidence. It could be critical to the recovery of claim costs.
- ◇ In major incidents, use sketches, diagrams and photos to document details graphically. Take measurements when appropriate.
- ◇ Define corrective action that should be taken to prevent recurrence. Who will be responsible for this action and when must it be completed? Every investigation should include an action plan.
- ◇ Share all incident investigation information with key personnel on the job site.





# CITY OF ANACORTES

## Employee Safety Orientation Checklist

**Instructions:** Each employee shall receive a safety orientation before beginning work. This checklist documents that each required item was covered in the orientation. The supervisor is to place a check in each relevant box to indicate that the item was covered. **Employees are NOT to sign this form unless all relevant items have been covered and all questions have been answered satisfactorily.**

The employee \_\_\_\_\_ has been:

Informed about the elements of the written safety program that outlines the Department's safety efforts.

Shown where the Department's safety policies manual is located and has read it.

Told who is the Department's safety representative.

Told and shown how to report all injuries.

Told and shown how to report all hazards to Department management.

Shown the location of first aid supplies and who to call for first aid.

Shown the location of all exits and the route(s) from the assigned workstation.

Told of the Department's Emergency Response Plans and their location and how to use them.

Shown how to operate and the location of the Department's fire extinguishers.

Shown the location of safety shower, eye wash stations, and emergency lighting.

Trained on chemicals hazards according to the Hazardous Communication Program training requirements and:

Knows the location of the MSDS binders and program document.

Knows how to read labels and use MSDS sheets.

Knows generally what kinds of chemicals are used at the Department and their hazards.

Knows specifically about the hazards and precautions of the chemicals that the employee will be using.

Trained on the safe methods to perform the specific job that the employee is assigned including any hazards associated with that job.

Given any personal protective equipment (PPE) required and trained on how to use and care for it. PPE required for this job. List PPE issued: \_\_\_\_\_\*

Trained on the City's Blood Borne Pathogen (BBP) exposure control plan and:

Trained of Department's site specific BBP plan and knows the location of the Department's BBP kits.

Provided any formal training required to do the assigned job such as proper lifting, forklift operation etc. Initial formal training given: \_\_\_\_\_\*

Knows that each employee is to fully participate in the Department's and City's on-going safety training programs.

Employee Safety Orientation Checklist  
Page 2

The following safety programs DO DO NOT apply to this employee's assigned tasks (If yes, then the supervisor is to place a check in each box to indicate that the item was covered):

Trained on Department's Hazardous Energy Control Program and General Lock-out/Tag-out procedures and:

Knows the location of and how to use the Specific Lock-out/Tag-out procedures.

Knows the location of and how to use Lock-out/Tag-out devices.

Trained on Department's Confined Space Program and the location and use of related equipment.

Trained on Department's Fall Protection/ Rescue Program and the location and use of related equipment.

Trained on Department's Scaffolding/ Ladder Safety Program and the location and use of related equipment.

The signatures below document that the above orientation was completed on the date listed. Both parties accept responsibility for maintaining a safe and healthful work environment.

Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_ Employee: \_\_\_\_\_





**CITY OF ANACORTES  
DEPARTMENTAL SAFETY TRAINING**

TOPIC: \_\_\_\_\_ DEPARTMENT OR DIVISION: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ START: \_\_\_\_\_ END: \_\_\_\_\_

EMPLOYEES PRESENT

NAME (print clearly)	SIGNATURE	DATE

MINUTES:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Original to Human Resources Director. Copy to department safety training file.



**CITY OF ANACORTES**  
**REFUSAL TO SEEK MEDICAL CARE**

DATE OF INCIDENT: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_

BRIEF DESCRIPTION OF INCIDENT: \_\_\_\_\_

\_\_\_\_\_

BRIEF DESCRIPTION OF INJURY: \_\_\_\_\_

\_\_\_\_\_

EMPLOYEE INITIALS: \_\_\_\_\_

SUPERVISOR INITIALS \_\_\_\_\_

.....

After the above-referenced incident, my supervisor, \_\_\_\_\_ ,  
encouraged me to seek medical care. I chose not to follow that advice.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

Original to Human Resources Director. Copy to department file.



## **SAFETY PROGRAMS BY DEPARTMENT**

### **ADMINISTRATION**

- Blood-borne Pathogen Exposure Control
- CPR/First Aid Certification

### **ENGINEERING**

- Blood-borne Pathogen Exposure Control
- CPR/First Aid Certification
- Traffic Control/Flagger Certification

### **FIRE DEPARTMENT**

- Automotive Fire Apparatus
- Emergency Medical Protection
- Emergency Operations
- Facilities
- Fire Service Equipment
- Hazardous Chemical Protection
- Health & Safety Program
- Personal Protective Equipment
- Respiratory Equipment
- Wildland Fire Fighting

### **MAINTENANCE DEPARTMENT**

- Blood-borne Pathogen Exposure Control
- Confined Space Entry
- Fall Protection/Rescue
- Hazardous Energy Control

### **POLICE DEPARTMENT**

- Blood-borne Pathogen Exposure Control
- CPR/First Aid Certification
- Emergency Vehicle Operation Training
- Firearms Training

### **WASTEWATER TREATMENT PLANT**

- Blood-borne Pathogen Exposure Control
- Confined Space Entry
- Hazardous Energy Control
- Ladder Policy
- Pump Removal Standard Operating Procedure
- Scaffolding Policy

### **WATER TREATMENT PLANT**

- Auto-Dialer/Pager System
- Blood-borne Pathogen Exposure Control
- Chlorine Emergency Response Plan
- Confined Space Entry
- Emergency Response Plan
- Fall Protection/Rescue
- Glucagon Emergency Kit (for diabetic insulin reaction)
- Hazardous Communication/Material
- Hazardous Energy Control
- Lab Spill Policy
- Ladder Policy
- Personal Protective Equipment
- Respirator Program
- Scaffolding Policy
- Substation Safety Policy
- Ton Container Safety