

Accident Prevention Program (APP)

for

North Seattle College

Accident Prevention Program

North Seattle College

Management Commitment

Safety Policy

North Seattle College (NSC) places a high value on the safety of its employees. NSC is committed to providing a safe workplace for all employees and has developed this program for injury prevention to involve management, supervisors, and employees in identifying and eliminating hazards that could develop during our work.

Our safety policy is that no task is so important that an employee must violate a safety rule or risk of injury or illness to get the job done. Employees are required to comply with all company safety rules and are encouraged to actively participate in identifying how to make our company a safer place to work.

Supervisors are responsible for the safety of their employees and on a daily basis must check the workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards.

Management will do its part by devoting the resources necessary to form a safety committee composed of management and employees. We will develop a system for identifying and correcting hazards. We will plan for foreseeable emergencies. We will provide initial and ongoing training for employees and supervisors. And, we will establish a disciplinary policy to insure that company safety policies are followed.

Safety is a team effort – Let us all work together to keep this a safe and healthy environment for our employees and our students.

Safety and Health Responsibilities

Manager Responsibilities

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

Supervisor Responsibilities:

1. Insure that each employee you supervise has received an initial orientation *before* beginning work.
2. Insure that each employee you supervise is competent or receives training on safe operation of equipment or tasks *before* starting work on that equipment or project.
3. Insure that each employee has required personal protective equipment (PPE) *before* starting work on a project requiring PPE.

4. Do a daily walk-around safety-check of the work area. Promptly correct any hazards you find.
5. Observe the employees you supervise working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document employee evaluations.
6. Set a good example for employees by following safety rules and attending required training.
7. Investigate all incidents in your area and report your findings to management.
8. Talk to management about changes to work practices or equipment that will improve employee safety.

Employee Responsibilities

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

Employee Participation

Safety Committee

We have formed a safety committee to help employees and management work together to identify safety problems, develop solutions, review incident reports and evaluate the effectiveness of our safety program. The committee is made up of management-designated representatives and employees.

- ◆ Employees from each major program will volunteer to participate on the safety committee.
- ◆ In addition to the employee representatives, management will designate no more than three representatives but a minimum of one who will serve until replaced by management.
- ◆ A chairperson will be selected by majority vote of the committee members each year. If there is a vacancy, the same method will be used to select a replacement.
- ◆ In addition to the committee responsibilities explained above, duties of safety committee members include:
 - A monthly self-inspection of the area they represent
 - Communicating with the employees they represent on safety issues and
 - Encouraging safe work practices among co-workers.
- ◆ The regularly scheduled meeting time is 2 pm for one hour on the Third Tuesday of each month, in CC President Board Room. This may be changed if that room is already engaged.
- ◆ A committee member is designated each month to keep minutes. An electronic copy will be emailed to all NSC Safety Committee employees within two days of the meeting.

Hazard Recognition

Record Keeping and Review

Employees are required to report any injury or work related illness to their immediate supervisor regardless of how serious. Minor injuries such as cuts and scrapes can be entered on the minor injury log posted on the bulletin board located in Security Office 1252. The employee must use an "Employee's Accident Report Form" to report more serious injuries.

The supervisor will:

- Investigate a serious injury or illness using procedures in the "Accident Investigation" section below.
- Complete an "Accident Report" form.
- Give the "Employee's Report" and "Accident Investigation Report" to NSC's Director of Security, Darryl Johnson.

NSC's Director of Security, Darryl Johnson will:

- Determine from the Employee's Report, Accident Investigation Report, and any L&I claim form from the incident, whether it must be recorded on the OSHA Injury and Illness Log and Summary.
- Enter a recordable incident within six days after the company becomes aware of it.
- If the injury is not recorded on the OSHA log, add it to a separate incident report log, which is used to record non-OSHA recordable injuries and near misses.
- Each month at the scheduled safety committee meeting, make any new injury reports and investigations available to the safety committee for review, along with an updated OSHA and incident report log.

The safety committee will review the log for trends and may decide to conduct an investigation of any incident.

NSC's Security Director, Darryl Johnson, will post a signed copy of the OSHA log summary for the previous year on the safety bulletin board in the Security Office each February 1 until April 30. The log will be kept on file for at least 5 years. Any employee can view an OSHA log upon request at any time during the year.

Accident Investigation

Accident Investigation Procedure

If an employee dies while working or is not expected to survive, or when two or more employees are admitted to a hospital as a result of a work-related Accident, NSC's Director of Security, Darryl Johnson will contact the Department of Labor and Industries within 8 hours after becoming aware of the Accident. During weekends and evenings, the toll -free notification number is: 1-800-321-6742. NSC's Director of Security, Darryl Johnson must talk with a representative of the department. Fax and answering machine notifications are not acceptable. NSC Director of Security Darryl Johnson must report: the employer 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.

- **DO NOT DISTURB the scene except to aid in rescue or make the scene safe.**

Whenever there is an Accident that results in death or serious injuries that have immediate symptoms, 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 help the investigation.

The investigation team will take written statements from witnesses, photograph the incident scene and equipment involved. The team will also document as soon as possible after the incident, the condition of equipment and any anything else in the work area that may be relevant. The team will make a written "Accident Investigation Report" of its findings. The report will include a sequence of events leading up to the Accident, conclusions about the Accident and any recommendations to prevent a similar Accident in the future. The report will be reviewed by the safety committee at its next regularly scheduled meeting.

When a supervisor becomes aware of an employee injury where the injury was not serious enough to warrant a team investigation as described above, the supervisor will write an "Accident Investigation Report" to accompany the "Employee's Injury/Illness Report Form" and forward them to NSC Security Director Darryl Johnson. Whenever there is an Accident that did not but could have resulted in serious injury to an employee (a *near-miss*), the Accident will be investigated by the supervisor or a team depending on the seriousness of the injury that would have occurred. The "Accident Investigation Report" form will be used to investigate the near-miss. The form will be clearly marked to indicate that it was a near miss and that no actual injury occurred. The report will be forwarded to the bookkeeper to record on the incident log.

An "Accident Investigation Checklist" form can be found in the Accident Prevention Program Guide to help the supervisor carry out his/her responsibilities as described above.

Safety Inspection Procedures

NSC is committed to aggressively identifying hazardous conditions and practices which are likely to result in injury or illness to employees. We will take prompt action to eliminate any hazards we find. In addition to reviewing injury records and investigating incidents for their causes, management and the safety committee will regularly check the workplace for hazards as described below:

Annual Site Survey -- Once a year in September, an inspection team made up of members of the safety committee will do a wall-to-wall walk through inspection of the entire campus. They will write down any safety hazards or potential hazards they find. The results of this inspection will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation, assist in revising the checklists used during regular monthly safety inspections and as part of the annual review of the effectiveness of our accident prevention program.

Periodic Change Survey -- We will form a team to look at any changes we make to identify safety issues. Changes include new equipment, changes to production processes or a change to the building structure. Our team is made up of maintenance, instructors and safety committee representatives. It examines the changed conditions and makes recommendations to eliminate or control any hazards that were or may be created as a result of the change.

Monthly Safety Inspection -- Each month, before the regularly scheduled safety committee meeting, safety committee representatives will inspect their areas for hazards using the standard safety inspection checklist in Appendix A. They will talk to co-workers about their safety concerns. Committee members will report any hazards or concerns to the whole committee for consideration. The results of the area inspection and any action taken will be posted in the affected area. Occasionally, committee representatives may agree to inspect each other's area rather than their own. This brings a fresh pair of eyes to look for hazards.

Job Hazard Analysis -- As a part of our on-going safety program, we will use the "Job Hazard Analysis" form in Appendix B to look at each type of job task our employees do. This analysis will be done by the supervisor of that job or a member of the safety committee. We will change how the job is done as needed to eliminate or control hazards. We will also check to see if the employee needs to use personal protective equipment (PPE) while doing the job. Employees will be trained in the revised operation and to use any required PPE. The results will be reported to the safety committee. Each job task will be analyzed at least once every three years, whenever there is a change in the task or if there is a serious injury involving that task.

Hazard Prevention and Control

Eliminating Workplace Hazards

NSC is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. We will meet the requirements of state safety standards where there are specific rules about a hazard or potential hazard in our workplace. Whenever possible we will design our facilities and equipment to eliminate employee

exposure to hazards. Where these engineering controls are not possible, we will write work rules that effectively prevent employee exposure to the hazard. When the above methods of control are not possible or are not fully effective we will require employees to use personal protective equipment (PPE) such as safety glasses, hearing protection, foot protection etc.

Basic Safety Rules

The following basic safety rules have been established to help make our company a safe and efficient place to work. These rules are in addition to safety rules that must be followed when doing particular jobs or operating certain equipment. Those rules are listed elsewhere in this program. Failure to comply with these rules will result in disciplinary action.

- Never do anything that is unsafe to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
- Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
- Never operate a piece of equipment unless you have been trained and are authorized.
- Use your personal protective equipment whenever it is required.
- Obey all safety warning signs.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Do not bring firearms or explosives onto school property.
- Smoking is only permitted outside the building away from any entry or ventilation intake.
- Horseplay, running and fighting are prohibited
- Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent injuries.

Job Related Safety Rules

We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task listed below:

Work with Ladders: All locations

Required PPE:

- Full body harness when working at greater than 25' and both hands required to do the job. See the fall protection plan instructions described elsewhere in this program

Work Rules:

- Before you use a ladder check it for defects such as loose joints, grease on steps, or missing rubber feet.
- Do not paint a ladder! You may hide a defect.
- Do not use a ladder as a brace, workbench or for any other purpose than climbing.
- Do not carry objects up or down a ladder if it will prevent you from using both hands to climb.
- Always face the ladder when climbing up or down.
- If you must place a ladder at a doorway, barricade the door to prevent its use and post a sign.
- Only one person is allowed on a ladder at a time.
- Always keep both feet on the ladder rungs except while climbing. Do not step sideways from an unsecured ladder to another object.
- If you use a ladder to get to a roof or platform, the ladder must extend at least 3' above the landing and be secured at the top and bottom.
- Do not lean a step ladder against a wall and use it as a single ladder. Always unfold the ladder and lock it.
- Do not stand on the top step of a step ladder, (step under the cap piece).
- Do not stand on the "cap" piece at the top of a ladder.

- Set a single or extension ladder with the base $\frac{1}{4}$ of the working ladder length away from the support.

Lifting Tasks: All locations

Required PPE:

- Leather gloves – for sharp objects or surfaces
- Steel toe safety shoes (supplied by the employee) must be in good condition and be marked "ANSI Z41 C - 75"

Work Rules:

- Do not lift on slippery surfaces.
- Test the load before doing the lift.
- Get help if the load is too heavy or awkward to lift alone.
- Break the load down into smaller components if possible to provide a comfortable lift.
- Do not overexert!
- Make sure you have a good handhold on the load.
- Do not jerk the load or speed up. Lift the load in a smooth and controlled manner.
- Do not twist while lifting (especially with a heavy load). Turn and take a step.
- Keep the load close to the body. Walk as close as possible to the load. Pull the load towards you before lifting.
- Avoid long forward reaches to lift over an obstruction.
- Avoid bending your back backwards to loft or place items above your shoulder. Use a step stool or platform
- Do not lift while in an awkward position.
- Use a mechanical device such as a forklift, hoist, hand truck or elevating table whenever possible to do the lift or to bring the load up to a height between your knees and waist before you lift.
- Back injury claims are painful for the worker and expensive for the company. Lift safely!

The signatures below document that the employee received training on how to lift safely.

Employee: _____ Training Date: _____

Trainer: _____

Equipment repair: All locations, either campus

Required PPE:

- Steel toe safety shoes (supplied by the employee) must be in good condition and be marked "ANSI Z41 C - 75"
- Lockout / tag out kit, specifically assigned to the employee (Steve Hoffman Facilities Department)

Work Rules:

- Only a Facilities Employees may work on equipment and machines that use electrical power...
- Lockout/ tag out procedures must be followed as needed. (use checklist in Appendix C)

The signatures below document that the employee received training on how to use lockout/ tag out safely.

Employee: _____ Training Date: _____

Trainer: _____

Disciplinary Policy

Employees are expected to use good judgment when doing their work and to follow established safety rules. We have established a disciplinary policy to provide appropriate consequences for failure to follow safety rules. This policy is designed to bring unacceptable behavior to the employee's attention in a way to motivate the employee to make corrections. The following consequences apply to the violation of the same rule or demonstration of the same unacceptable behavior:

First Instance -- verbal warning, notation in employee file, and instruction on proper actions

Second Instance -- 1 day suspension, written reprimand, and instruction on proper actions

Third Instance -- 1 week suspension, written reprimand, and instruction on proper actions

Fourth Instance -- Termination of employment.

An employee may be subject to immediate termination when a safety violation places the employee or co-workers at risk of permanent disability or death.

Equipment Maintenance

The following departments have machinery and equipment that must be inspected or serviced on a routine basis. A checklist/record to document the maintenance items will be maintained and kept on file for the life of the equipment.

AED defibrillator

<u>Equipment</u>	<u>Interval</u>	<u>Location of record</u>
	As needed	kept by Darryl Johnson NSC Safety & Security

Fire extinguisher

<u>Equipment</u>	<u>Interval</u>	<u>Location of record</u>
	As needed	kept by Kalai Rodrigues NSC Facilities Department

Boom lift

<u>Equipment</u>	<u>Interval</u>	<u>Location of record</u>
	As needed	kept by/ NSC Facilities Department & Pape machinery

Diesel

<u>Equipment</u>	<u>Interval</u>	<u>Location of record</u>
	As needed	kept by Budimir Nikolic NSC Facilities Department

Campus Service- Vehicles

<u>Equipment</u>	<u>Interval</u>	<u>Location of record</u>
	As needed	kept by Marc Eskenazi NSC Facilities Department

*Campus Service- Lockout/ Tagout *checklist in Appendix C*

<u>Equipment</u>	<u>Interval</u>	<u>Location of record</u>
	Before service	kept by Steve Hoffman NSC Facilities Department

Campus Service- Forklifts

<u>Equipment</u>	<u>Interval</u>	<u>Location of record</u>
	Daily Check	NSC Facilities Department

Hood Cleaning & Fire Suppression

<u>Equipment</u>	<u>Interval</u>	<u>Location of record</u>
	Daily Check	Michael Lilliston NSC DIR, FOOD SERVICES,

*Forklifts are required to be examined daily prior to being placed into service.

Emergency Planning

What will we do in an emergency?

In case of fire

Evacuation maps for each building are posted ***in each classroom next to the door.*** It shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside.

All employees will receive training on how to use of fire extinguishers as part of their initial orientation. A fire evacuation drill will be conducted once a year during the first week of May.

- If you discover a fire: Tell another person immediately. Call or have them call 911 and a supervisor.
- If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher.
- If the fire grows or there is thick smoke, do not continue to fight the fire.
- Tell other employees in the area to evacuate.
- Go to the designated assembly point outside the building. (north, south parking lot or tennis courts as appropriate)
- If you are a supervisor notified of a fire in your area: Tell your employees to evacuate to the designated assembly location. Check that all employees have been evacuated from your area.
- Verify that 911 has been called.
- Determine if the fire has been extinguished. If the fire has grown or there is thick smoke, evacuate any employees trying to fight the fire.
- Tell supervisors in other areas to evacuate the building.
- Go to the designated assembly point and check that all your employees are accounted for. If an employee is missing, **do not re-enter the building!** Notify responding fire personnel if an employee is missing and might be in the building.

In Case of Earthquake

The west coast of the United States is subject to earthquakes. There will be no warning. The shock will be your only notice. The north and south parking lots and the tennis courts are the designated assembly locations for earthquake evacuation. We have bolted tall narrow storage racks to the floors, walls or to each other to provide a wide base to help reduce the potential for collapse. A wrench is available to turn off the gas shut-off outside the building. All building monitors will be trained in the gas shut off procedure. An earthquake drill will be conducted each October every year.

All employees should keep enough food and water to survive for three days under their desk.

In an earthquake:

Inside buildings:

- Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers.
- When the shaking stops, Department heads are to check for damage and available evacuation routes then begin the evacuation of their area to the designated area, shown on evacuation maps in each classroom.
- Evacuation should proceed as quickly as possible since there may be aftershocks.
- Supervisors must account for each employee in their work group as quickly as possible.
- First aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- If a gas odor is in the building, tell a supervisor to turn off the gas at the main. Open windows.
- Supervisors and first aid employees must not re-enter the building once evacuation is complete.
- Do not approach or touch downed power lines or objects touched by downed power lines.
- Do not use the phone except for emergency use.
- Turn on a radio and listen for public safety instructions.

If you are outside: Stand away from buildings, trees, telephone and electric lines.

If you are on the road: Drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle.

If an injury occurs

- A first aid kit is kept in each building, see evacuation maps to determine the closest kit to you. Also, each company vehicle is equipped with a first aid kit located in the glove box or under the driver's seat. These kits are checked twice a year, May and September, by members of the safety committee. An inventory of each kit is taped to the inside cover of the box. If you are injured, promptly report it to any supervisor.
- All supervisors are required to have first aid cards. Other employees may have been certified. A list of current first aid and CPR certified supervisors and employees is posted on the safety bulletin board along with the expiration dates of their cards. The safety bulletin board is located outside of Darryl Johnson office in campus Security.
- In case of serious injury, do not move the injured person unless absolutely necessary. Only provide assistance to the level of your training. Call for help. If there is no response, call 911.
- Aids/HIV and Hepatitis B are the primary infectious diseases of concern in blood. *All blood should be assumed to be infectious.* These diseases can both be deadly. Employees are *not* required to perform first aid as part of their job duties. In the event of a bleeding injury where first aid is needed, use gloves if possible to prevent exposure to blood or other potentially infectious materials. The injured person can often help by applying pressure to the wound. Gloves and a mouth barrier for rescue breathing are available in the first aid kits. If you are exposed to blood while giving first aid wash immediately with soap and water and report the incident to a supervisor. The appropriate follow-up procedures will be initiated, including medical evaluation, counseling, Hepatitis B vaccine and blood testing of the source person if possible. For further information, refer to WAC 296-62-08001(6).

Safety and Health Training and Education

Safety Training

Training is an essential part of our plan to provide a safe work place at NSC. To insure that all employees are trained *before* they start a task that requires training, we have a training coordinator whose name is posted on the safety bulletin board. NSC's Director of Safety & Security, Darryl Johnson is responsible for scheduling or delivering training to NSC staff. Darryl is responsible to verify that each employee has received an initial orientation by his or

her supervisor has received any training needed to do the job safely and that the employee's file documents the training. The coordinator will make sure an outline and materials list is available for each training course we provide:

<u>Course</u>	<u>Who must attend</u>
Basic Orientation	All employees (given by the employee's supervisor)
Safe Lifting	Any employee who lifts more than 20 pounds
Chemical Hazards (General)	All employees
Chemical Hazards (Specific)	An employee who uses or is exposed to a particular chemical
Fire extinguisher safety	All employees
Respirator Training	Employees who use a respirator
Forklift Training	Employees who operate a forklift
Lockout Training (Awareness)	All employees
Lockout Training (Advanced)	Employees who service equipment (maintenance staff with Electrician card)
Welding Safety	Employees who operate the arc welder
Heat Stress	Employees who work outdoors in the heat

Safe Lifting Training Course Outline

Required Materials:

- Video *Back Your Back* L&I video number V0146. Reserve at least two weeks in advance. Call (360) 902-5444
- Safe Lifting rules from Accident Prevention Program

Outline: 1-hour class

- Talk about injury statistics related to lifting and handling materials.
- Talk about some injuries that have occurred in our work place.
- Show Video
- Answer questions from participants about video
- Go over safe lifting rules in the Accident Prevention Program.
 - Demonstrate techniques.
 - Discuss mechanical lifting aids such as hoists and carts that are available in our workplace.
- Have employees sign their names to the training roster.

Appendix A: Monthly Facility Safety Inspection Checklist

Instructions: Use separate forms for each area/program where deficiencies are found.

Safety Committee:

1. Ask a supervisor or manager from the area/program to walk with you if possible.
2. Document hazards found in the area/program on the back of this form.
3. Give a copy of this form to:

- The Manager responsible for this program.
- Darryl Johnson, Director Safety & Security

Manager:

1. Correct any unsatisfactory items found by the safety committee.
2. Document on this form how each item was corrected.
3. Return copies to the safety committee representative ***no later than two weeks following inspection***

Safety & Security Director: Follow-up with manager as needed.

Campus Maintenance: Provided a copy FYI to coordinate facilities changes and /or repairs as needed.

FLOOR: _____

AREA/PROGRAM _____

DATE: _____ INSPECTOR(s) _____

Workstation/Office Hazards:

1. There isn't room to get under the desk in an earthquake.
2. Heavy or sharp items are stored on top of overheads or tall storage/ file cabinets.
3. Combustible materials are stored on top of electrical cords (fire hazard).
4. An extension cord is used in place of a surge protected power strip
5. A power strip is plugged into another power strip instead of directly into an outlet.
6. Pinched electrical, data or telephone cord(s).
7. Cord(s) run across a walkway, through doorway, window or between workstations.
8. Electrical cord has damaged insulation or frayed connection to plug or appliance.
9. *Unauthorized* heaters, mug warmers, toasters etc. are present. (fire hazard).

Common Areas: Aisles/Stairs/Ceiling/Exit Hazards:

10. Debris, boxes, cords or storage in aisle creates a tripping hazard or restricts exiting.
11. Damaged carpeting, floor mat loose or has turned-up edge (tripping hazard)
12. Objects/debris are found or stored on the stairs or landings (slip, trip or exit hazard).
13. Damaged tread or carpeting on stairs or landing.
14. Handrail is missing or loose on stairs
15. Ceiling tile(s) stained (potential mold or water damage).
16. Illuminated exit sign bulb is burned out; view of exit sign is blocked.
17. Emergency lighting "button test" fails.

Other Rooms: Conference/Copy/File/Storage/Lunch/Restroom Hazards

18. Debris, boxes, cords or storage in aisle creates a tripping hazard or restricts exiting
19. Items stored within 18" of sprinkler heads.
20. Heavy or sharp items stored on top shelves or on top of storage cabinet.
21. Heavy items are not stored close between knee and waist level (lift hazard).
22. Frequently accessed items are not stored close between waist and shoulder level.
23. Electrical hazard: (use numbers from "Workstation/Office Hazards")
24. Restroom is not sanitary or has wet floor.

Document hazard(s) **Use the numbers on the front to identify hazard #. You can also document other hazards that are not listed on the front. Use additional forms as needed for this area/program.** Document how each hazard was corrected:

Where: Workstation #, Name or location	Hazard #	Problem Detail
Supervisor took the following action:		

Where: Workstation #, Name or location	Hazard #	Problem Detail
Supervisor took the following action:		

Where: Workstation #, Name or location	Hazard #	Problem Detail
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Supervisor took the following action:	
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Where: Workstation #, Name or location	Hazard #	Problem Detail
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Supervisor took the following action:	
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Where: Workstation #, Name or location	Hazard #	Problem Detail
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Supervisor took the following action:	
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Where: Workstation #, Name or location	Hazard #	Problem Detail
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Supervisor took the following action:	
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Supervisor Name: _____

Supervisor Signature: _____ Date: _____

Appendix B: Hazard Assessment Checklist

Use with WAC 296-800-160 Personal Protective Equipment

Use this checklist to help determine which personal protective equipment (PPE) is necessary. Put a check next to any word that describes an activity in your workplace.

Eyes

Work activities

- abrasive blasting
- chopping
- cutting
- drilling

- grinding
- hammering
- intense light/welding
- punch press operations

- sanding
- sawing
- other: _____

Work related exposure to:

- airborne dust
- flying particles
- blood splashes
- hazardous liquid chemicals
- other: _____

Face

Work activities:

- cleaning
- cooking
- dip tank operations
- foundry work
- mixing
- painting
- pouring molten metal
- siphoning
- welding
- other: _____

Work related exposure to:

- hazardous liquid chemicals
- extreme heat
- cold
- potential irritants
- other: _____

Head

Work activities:

- building maintenance

- confined space operations
- construction
- electrical wiring

- use of catwalks
- use of conveyor belts
- use of crane loads
- utility work

other: _____

Work related exposure to:

- beams
- exposed electrical wiring or components
- falling objects
- machine parts
- pipes
- other: _____

Feet

Work activities:

- building maintenance
- construction
- demolition
- food processing

- foundry work
- logging
- plumbing
- trenching

- use of highly flammable materials
- welding
- other: _____

Work related exposure to:

- explosive atmospheres
- explosives
- exposed electrical wiring or components
- heavy equipment
- slippery surfaces
- tools
- other: _____

Hands

Work activities such as:

- baking
- cooking
- dental and health care services
- grinding

- hammering
- material handling
- sanding
- sawing

- use of computers
- use of knives
- welding
- working with glass
- other: _____

Work related exposure to:

- blood
- irritating chemicals
- tools or materials that could scrape, bruise, or cut
- other: _____

Inhalation

Work activities such as:

- | | | |
|---|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> cleaning | <input type="checkbox"/> mixing | <input type="checkbox"/> sawing |
| <input type="checkbox"/> compressed air or gas operations | <input type="checkbox"/> painting | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> fiberglass installation | <input type="checkbox"/> pouring | |

Work related exposure to:

- extreme heat/cold
- irritating dust
- other: _____

Hearing

Work activities such as:

- | | | |
|---|---|---|
| <input type="checkbox"/> generators | <input type="checkbox"/> motors | <input type="checkbox"/> sanding |
| <input type="checkbox"/> ventilation fans | <input type="checkbox"/> pneumatic equipment | <input type="checkbox"/> sawing |
| <input type="checkbox"/> grinding | <input type="checkbox"/> routers | <input type="checkbox"/> use of conveyors |
| <input type="checkbox"/> machining | <input type="checkbox"/> punch or brake presses | <input type="checkbox"/> other: _____ |

Work related exposure to:

- loud noises
- loud work environment
- noisy machines/tools
- punch or brake presses
- other: _____

General hazards

Work activities such as:

- | | | |
|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> building maintenance | <input type="checkbox"/> logging | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> construction | <input type="checkbox"/> utility work | |

Work related exposure to:

- working from heights of 10 feet or more
- working near water
- other: _____

Skin

Work activities such as:

- | | | |
|---|--|---|
| <input type="checkbox"/> baking or frying | <input type="checkbox"/> dip tank operations | <input type="checkbox"/> irritating chemicals |
| <input type="checkbox"/> battery charging | <input type="checkbox"/> fiberglass installation | <input type="checkbox"/> sawing |

Work related exposure to:

- chemical splashes
- extreme heat/cold
- sharp or rough edges

Your name: _____

Name of your workplace:

Workplace address: _____

Dates of Hazard Assessment
for PPE:

Appendix C: Lockout/ Tagout Checklist

1. Equipment, machinery and personnel:	<u>YES</u>	<u>NO</u>	<u>COMPLETION DATE</u>
a. A list of equipment and machines that need to be locked out has been developed.	_____	_____	_____
b. All new machinery (after Jan. 1990) has the ability to accept a lockout device.	_____	_____	_____
c. Specific <u>written</u> Energy Control Procedures are developed and used for each piece of equipment.	_____	_____	_____
d. A list of all <u>authorized</u> employees has been developed.	_____	_____	_____
e. A list of all <u>affected</u> employees has been developed.	_____	_____	_____
 2. Energy Control Program:			
a. A <u>written</u> Energy Control Program has been developed.	_____	_____	_____
b. Does the written program state the methods of compliance, including the:			
• Intended use of procedures.	_____	_____	_____
• Steps for shut down, isolating, blocking and securing energy.	_____	_____	_____
• Steps for placement, removal, and transfer of lockout/tagout devices.	_____	_____	_____
• Testing requirements to verify effectiveness of lockout/tagout	_____	_____	_____
c. Compliance with energy control procedures is verified at <u>least annually</u> . The results of the inspection are certified and kept on file.	_____	_____	_____
d. Lockout/tagout devices are provided. (locks, hasps, tags, etc.).	_____	_____	_____
e. Lockout devices are singularly identified, durable, standardized, substantial and employee identifiable.	_____	_____	_____
f. Lockout devices are used <u>only</u> for energy	_____	_____	_____

- control. _____
- g. A tagout system is used only if a isolating device cannot be locked out. _____
- h. Tagout devices are located at the same location as lockout devices. _____
- i. Tagout devices warn against hazardous conditions such as Do Not Start, Do Not Open. _____
- j. Energy isolation is performed ONLY by authorized employees. _____
- k. Affected employees are notified before and after lockout/tagout. _____
- l. Group lockout/tagout procedures are used when needed. _____
- m. Information about each others' lockout program is exchanged with contractors. _____
- n. Continuity of lockout/tagout is provided during shift change and personnel changes. _____

3. Training requirements:

- a. Authorized employees - recognition of energy sources, type and magnitude of energy and methods and procedures necessary for isolation and control. _____
- b. Affected employees - purpose and use of energy control procedures. _____
- c. Other employees - instructed on the procedures locked or tagged out. _____
- d. For tagout system - limitations of tags. _____
- e. Retraining - when change in job, assignment, equipment, process, procedure or the result of an inspection. _____
- f. Training is certified with names and dates. _____