

SPSCC Accident Prevention Plan

Responsibilities

The College Accident Prevention Program functions to identify work hazards, reduce exposure, and promote the safety and education of South Puget Sound Community College personnel. Safety is everyone's responsibility. First line supervisors are responsible for training and educating their personnel on the plan, its location, personal protective equipment, and recommended best practices.

Hazard Notification

College personnel are encouraged to report all safety hazards or unsafe practices to their immediate supervisor. **Public information about hazardous materials safety data sheets may be found here:** [Safety Data Sheets](#)

Safety Education, Orientation and Training

Administrators and supervisors are responsible for establishing, supervising and enforcing in a manner that is effective in practice to maintain a safe and healthful working environment. Supervisors should ensure employees remain aware of all current applicable safety policies and procedures. The first line supervisor will instruct all new employees on job safety using the Safety Orientation checklist provided by Human Resources. After the orientation training, the supervisor and employee will sign the checklist. The supervisor then sends the form to the Human Resources office for placement in employee's personnel file.

Safety Orientation Checklist forms are available on the college's web site as part of the new employee checklist found @ <https://spscc.edu/staff/hr/orientation>

Supervisors are responsible for:

- Providing training to improve the skill and competency of all employees in the field of occupational safety and health. Such training will include instructions on the safe use of equipment, PPE and workplace orientation for job hazards
- The orientation and/or training occurs as close to the first day of employment in the new job or before exposed to a hazard.
- Administrators in each department will ensure that a first aid kit is provided in accordance with [WAC 296-307-03920](#)
- The supervisor is responsible for periodically reviewing applicable safety procedures with all employees and conducting annual safety review. The Safety Orientation Checklist may be used as a guide for this purpose.

Employee's Responsibility: The term *employee* shall include all full-time, temporary, or part-time classified, staff, faculty or students employed by the college. It is the responsibility of every employee to:

- Know how and when to report injuries.
- Identify and report unsafe conditions and practices.
- Proper procedures during emergencies; i.e., fire, earthquake, bomb threats, including drills for emergency procedures.
- Proper use of all equipment and machinery that the employee will be operating.

First aid and CPR training/renewal courses for essential employees will be scheduled every two years at no cost to the employee.

Job Safety/Job Hazard Analysis

College supervisory personnel will conduct a job safety analysis to determine any hazardous conditions or procedures. Supervisors will report performance/analysis results if warranted.

A properly completed job safety analysis provides information for training purposes and assists in isolating hazards associated with a given job.

<https://www.lni.wa.gov/Safety/Topics/AToZ/JHA/>

Safety Committee and Meetings – See Section V. PEO-201 the committee will:

- Assist-in-house safety inspections.
- Assist in accident investigation to uncover trends.
- Review accident reports to determine means of eliminating repeated accidents.
- Receive and evaluate employee suggestions.
- Review job procedures and recommend improvements.
- Monitor the safety program effectiveness

Safety Bulletin Board

Each workspace is required to post an information board. At a minimum the board should contain safety bulletins, newsletters, posters, accident statistics and other safety educational materials. [Chapter 296-800 WAC Safety and Health Core Rules](#)

Human resources will install and maintain a safety bulletin board in building 25 second floor. They will ensure the safety bulletin board is large enough to post information such as the following: – Safety bulletins – Safety newsletters – Safety posters – Accident statistics – Other safety educational material – Emergency phone numbers.

Department/Division:**[Chapter 296-155 WAC Part B-1 Construction Work Occupational Health and Environmental Control](#)**

WAC 296-155-115 Safety bulletin board. You must install and maintain in every fixed establishment (the place where employees regularly report to work) employing 8 or more persons, a safety bulletin board sufficient in size to display and post safety bulletins, newsletters, posters, accident statistics and other safety educational material. [Statutory Authority: RCW 49.17.010, .040, .050, and .060. 16-09-085 (Order 15-08), § 296-155-115, filed 04/19/16, effective 05/20/16. Order 74-26, § 296-155-115, filed 5/7/74, effective 6/6/74.]

First Aid Kits

First aid kits are available in designated work areas and employees should learn the location(s) of the nearest first aid kit(s). Administrators in each department will ensure that a first aid kit is provided and placed in a location for all employees to access.

Other written Safety Programs

In addition to the Accident Prevention Plan, SPSCC has other written safety programs. Copies of these programs will be kept in Campus Safety & Security, and Facilities Administration. Currently the college has the following written programs:

Tag and Lockout Program

Fall Protection Work Plan

PPE Program

Hazardous Materials Program and Hazardous Waste Disposal Plan

Hearing Protection Program

Chemical Hygiene and Lab Safety Plan

Job specific training:

TRAINING DESCRIPTION	REQUIRED WHEN.....	WAC
Bloodborne Pathogens	Employees may be exposed to human blood or bodily fluids as a part of their job.	296-823
Confined Space	Employees must enter a space with limited means of egress that is subject to the accumulation of dangerous vapors or oxygen deficiency.	296-809
Fall Protection Plan	Employees are exposed to fall hazards of ten feet or more.	296-155
Hazardous Chemical Communication Plan/Work Right-To-Know	Chemicals are used in the workplace.	296-901
Laboratory Safety	Employees are exposed to laboratory containing hazardous chemicals.	296-828
Lock-out/Tag-Out (Energy Control)	Employees perform service or maintenance on machinery or equipment where the accidental starting of the machine would cause employee injury.	296-803
Personal Protective Equipment	Employees work where hazards are present or likely to be present then they are required to use personal protective equipment such as safety glasses, hearing protection, etc.	296-155-200
Respiratory Protection Plan	Employees exposed, or potentially exposed, to gases, vapors or dust above OSHA/WISHA permissible exposure limits, or AGCIH threshold limit values.	296-62-07715
Welding and Cutting	Employees work with oxy-fuel gas equipment performing cutting and welding operations.	296-155-415

Accident Reporting and Follow up

Reporting Accidents

College personnel are to promptly report all accidents, no matter how minor, to their immediate supervisor after seeking medical attention. The supervisor and/or employee are then required to fill out an incident report to ensure that injured parties obtain just compensation and to enable administrators to become aware of campus-wide accident patterns. An injured worker toolkit is provided on the website and supervisors will ensure that the employee is provided with the proper forms.

Emergencies:

Report all emergencies to **911**.

Injury/Occupational Illness Report:

All accidents are reported on the Injury/Occupational Illness Report form. Forms may be obtained on-line at <https://spscc.edu/staff>

Workers' Compensation

Workers' compensation is no fault legislation, which automatically covers employees for work related injuries. This includes medical bills, lost earnings and compensation for permanent disabilities. Please go to <https://www.lni.wa.gov/ClaimsIns/Claims/> for information on eligibility and process to file claims.

Hearing Conservation program

The college Human Resource department maintains a written a hearing conservation program that deals with monitoring and testing employees' hearing, hearing protection, record keeping and training. Employees needing any information about the hearing conservation program should contact their supervisor or Human Resources.

Light duty and return work program

The college values the safety, health and well-being of all employees. Should an employee become injured or ill, it is important they return to work as early as is medically safe. The injured worker tool kit was designed to help facilitate the employees return to work. Human Resources will stay in contact with the employee and their medical provider to keep up to date on their recovery progress. The college has developed light duty assignments for employees who are unable to return to their normal duties while recovering from their injuries. Medical studies show that transitional work speeds the healing process.

SPSCC will contact the injured employee's medical provider to furnish information on the nature of the work the employee performs. The college will ask if the employee can perform their

normal duties with or without reasonable accommodation. Human Resources will also provide information on other available light duty assignments.

The goals in returning employees to light duty work are as follows:

- same job with temporary modification of duties
- another temporary job in the same department
- a temporary job in another department (all wages are paid by the original employing department)

Once an employee is released by the physician to return to light duty work, before the employee returns, the employee and the supervisor will sign a light duty work agreement. This agreement outlines the employee's physical limitations and the light duty assignment.

The supervisor will monitor an employee's progress on light duty and work with their medical provider to return the individual to normal duties. If return to light duty work is not feasible as outlined above, a vocational rehabilitation specialist assigned by the by the Department of Labor and Industries will work with the employee and their physician to return the employee to the same job. This return to work effort may be done with temporary or possible permanent modifications, or provide rehabilitation for alternative employment.

Emergency Evacuation

For any emergency requiring police, fire, or medical aid dial 911. As soon as possible please call Campus Security at extension 5299 on any campus phone, or 360-596-5299 from an outside line. Campus Security should be contacted for all incidents occurring on campus. Campus Security officers may receive your calls directly via cell phone while on patrol. They will meet you anywhere on campus. The Campus Security office is located in the lower level of building 25, room 117.

The SPSCC Emergency Response Plan includes information designed to provide guidance to the campus community. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on the campus, SPSCC will determine and employ communication methods appropriate to the situation to notify the affected campus community. An emergency notification may include information about the type of incident, location, and instructions on possible actions to consider. Certain buildings on campus have volunteers identified as Evacuation Coordinators. These volunteers may assist building occupants in response to emergency situations and aid in evacuation. Campus Security and Facilities personnel make up the campus wide Emergency Response Team. During an emergency they can assist in evacuation, direct first responders, and coordinate the College's response. College departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility.

The College conducts tests of the emergency notification systems on campus each year. Additionally one drill per quarter is scheduled which may include unannounced drills. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. SPSCC Campus Security Officers receive training in Incident Command and will assist the Incident Commander during emergencies on campus. General information about the emergency response and evacuation procedures for SPSCC are publicized each year as part of the institution's Clery Act compliance efforts, and that information is available on the SPSCC Campus Security website at: [Emergency Response Guide](#)

Fire Extinguishers

In the case of a fire, pull the fire alarm and evacuate the building immediately Report all fires to 911 immediately. SPSCC designates certain employees to be the only employees authorized to use the available portable fire extinguishers and requires all other employees in the fire area to immediately evacuate the affected work area upon the sounding of the fire alarm. Do not use a fire extinguisher unless you have received training. [WAC 296-800-30010](#)

Chemical/Hazard Spills/Leaks

For any spill or leaks involving hazardous chemicals/products, contact the fire department immediately. Any outside spills must also be immediately reported to the Department of Ecology (24-hour spill response (360) 407-6300, and National Response Center at (800) 424-8802.

If the spill presents a possible hazard to people, the building(s)/area should be evacuated immediately. Clear the affected area at once and if possible, seal it off to prevent further contamination (this could be as little as closing the door as you leave). Again, make sure the fire department has been called. Move away from the building(s)/area, keeping upwind from area.

Workers Right to Know -- Hazardous Communication

The following hazard communication program has been established for South Puget Sound Community College to provide information to employees about hazardous chemicals in the workplace. This program is broken down into the following sections:

- [Safety Data Sheets \(SDS\)](#)
The supervisor of receiving and shipping department will be responsible for receiving the Safety Data Sheets (SDS) of all hazardous products or chemicals received.
*Back-up electric copies are stored in Facilities and Security.
If any hazardous product or chemical is received, but the SDS is not received for the hazards product/chemical(s), the supervisor of receiving and shipping will obtain one.
- If a SDS is not available or a new chemical does not have an SDS, this product will not be used until one has been obtained.

- Each department that uses hazardous products or chemicals will maintain a SDS for each item that is used in their area(s). The SDS will be kept in a place that is readily available to all employees, at all times in that department.
- College supervisors and division deans will review incoming SDS for new and significant health/safety information and give that information to their employees.
- Supervisors and division deans that use hazardous products/chemicals will conduct an annual inventory of all hazardous products/chemicals that they use. They will ensure that they have a SDS for each item, and that all employees are aware of its health/safety requirements.

List of Hazardous Chemicals

A list of all known hazardous chemicals used by employees of South Puget Sound Community College is located [on-line](#).

Hazardous Waste

Each department/area is responsible for the proper storage and disposal of their hazardous waste in accordance with Department of Ecology guidelines. All waste management will be coordinated through the college designated waste management coordinator. The cost of disposing of the hazardous waste will be the responsibility of the department generating the waste.

Emergency Procedures

To report a death, life threatening emergency or catastrophe, employees are to dial **911** and describe the location and emergency to the dispatcher, and then notify their supervisor. Immediately afterwards call campus security at (360) 596-5299 and report the incident.

Vehicle Accidents

Accidents involving travel or vehicles should be reported to the proper law enforcement agency and the standard Washington Motor Vehicle Collision Report filed with the appropriate agencies. A State of Washington Vehicle Accident Report must be filed in the administrative services office within two working days.

Property Accidents

Losses or claims involving district property or property of the general public shall be reported to the business office.

Reporting of Fatality or Multiple Hospitalization Incidents

Employers by law MUST report to L&I the death or in-patient hospitalization of any employee (within 8 hours) and any non-hospitalized amputation or loss of eye (within 24 hours) due to an on-the-job injury by calling 1-800-423-7233.

If the campus does not learn of the incident at the time it occurs, the campus will report the incident within eight (8) hours of the report to the executive team. This applies to each fatality or multiple inpatient hospitalization that occurs within 30 days of the incident. Each report must include the following information:

- Name of campus.
- Location of the incident.
- Time of the incident.
- Number of fatalities or hospitalized employees.
- Contact person & telephone number.
- A brief description of the incident.

Incident Investigations

An investigation of the cause of any incident that causes serious injuries, with immediate symptoms, will be conducted as soon as possible after the emergency actions are completed. The investigation will be conducted by the immediate supervisor of the injured employee, and include witnesses, employee representative, and any other person with the special expertise required to evaluate the facts relating to the cause of the incident. The findings of the investigation will be reviewed by the Chief Human Resource Officer and kept for further reference. If the employee representative is the business agent of the employee bargaining unit and is unavailable to participate without delaying the investigation, one of the following alternatives should be used:

- The shop steward or other union representative as appropriate acts as the employee representative.
- An employee representative member of the safety committee acts as the employee representative.
- The employees select a person to represent them.

Accident Prevention

Administrative Inspections

The area supervisor(s) will perform safety inspections on a regular basis for the purpose of reducing accidents by locating hazardous conditions and implementing corrective measures. In order to maintain maximum program effectiveness, a periodic review and update of this safety program will be performed to reflect changes in laws, workplace conditions or equipment.

Reporting Possible Hazards

Employees should report to their supervisor possible workplace hazards such as unsafe conditions or unsafe equipment. The employee should then place a work order using the college work order management system found here: [SPSCC Facilities Work Request](#)

The Following is prohibited

- Remove, displace, damage, destroy or carry off any safety device, safeguard, notice, or warning, furnished for use in any employment or place of employment.
- Interfere with the use of any method or process adopted for the protection of any employee, including self, in such employment, or place of employment.
- Failure or neglect to do everything reasonably necessary to protect the life and safety of employees.

Post-Accident

First line supervisors will conduct a post-accident fact finding investigation to determine cause and identify potential hazards. The goal of the investigation is to prevent further injuries. Supervisors should investigate to find the specific cause, conduct a risk assessment and determine potential corrective actions. If an employee did not utilize proper PPE or follow known safety procedure the supervisor may institute corrective training.

Training and Safety Orientations

Introduction

Training is an ongoing process, beginning with an initial orientation and continuing with regular safety meetings, instruction and review. All are designed to enhance an employee's knowledge, understanding or skill in identifying hazards in their workplace and applying safe work procedures.

New Employee Safety Orientation

Human Resources will ensure every new employee (including full-time and those transferred from another college) attends a safety orientation session, including a tour of the facilities, is

informed of the locations of the college's policies and procedures manuals, and the safety manuals.

Among other topics the orientation will cover:

- The South Puget Sound Community College safety program.
- How to report work-related injuries and illness.
- How to report unsafe practices and conditions.
- Location of first-aid supplies.
- Use and care of personal protective equipment.
- Actions in the event of emergency.
- Identification of hazardous materials or situations.
- On-the-job safety procedures.

Non-Routine Work Tasks

If an employee is given a special job that is new or unfamiliar, or differs from routine work assignments, the supervisor is responsible for providing training so the employee is able to:

- Identify new workplace hazards (including chemicals)
- Know how to protect themselves with PPE
- SPSCC will provide the employee proper PPE at no cost to the employee prior to engaging in any work or performance tasks which require it.

Violations

SPSCC considers violation of safety rules inappropriate work conduct. Failure to follow safety rules may result in mandatory re-training on proper safety standards and disciplinary action up to and including termination of employment at the discretion of the college and in accordance with the collective bargaining agreement. Please see Human Resources for guidelines on appropriate conduct.

Tools, Equipment, and Personal Protection

General Protection

Employees may only utilize machinery, tools, materials or equipment, whether owned by the employee or the college that meet the safety or health requirements of this program and [Chapter 296-807 WAC](#).

Tools or equipment may only be used in accordance with the manufacturers designed or intended purpose.

Appropriate personal protective equipment (PPE) must be used to protect against injuries or damage from various types of hazards. Employees must carefully inspect personal protective equipment, clothing, devices, tools and equipment to make sure they are serviceable. Defective items must be taken out of service. Some specific requirements are listed below.

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.

- Auto Shop
- Welding Shop
- Carpenter/Scene Shop/ Stage Shop
- Grounds Shop
- Facilities & Electricians Shop
- Science and Engineering Laboratories

PPE Training

Employees must be trained by **supervisor** so that each employee knows what PPE is required for the various work area or tasks which he or she may be assigned. Employees should know:

- When PPE is required.
- What PPE is required.
- How to put on the equipment correctly.
- How to adjust and remove equipment.
- The limitations of the PPE.
- Proper care, maintenance, life and disposal of the PPE.

Training records must be kept by supervisor and should include the name of the employee, the date(s) of the training, and identify the document as a certification of training.

Blood Borne Pathogens

Chapter [296-823 WAC](#) establishes requirements designed to reduce the risk of occupational exposure to blood borne pathogens and other infectious agents. Section (2) defines an "exposure incident" as "a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of employee's duties", defines a "source individual" as "any individual, living or deceased, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee;" and defines "occupational exposure" as "reasonably anticipated skin, eye, mucous

membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties."

Employees will conduct annual training on Blood Borne Pathogens and supervisors will document attendance

https://www.youtube.com/watch?v=_1yhNtCnxyM

Lockout/Tag out Procedures

Purpose

The facilities department maintains a Lockout/Tagout standard in accordance with standards set forth in [WAC 296-803](#). This is used by employees who perform maintenance or service on machinery and equipment to prevent the accidental release of hazardous energy. Employees who service or work around machines or equipment may be exposed to hazards which can cause serious injury if energy from power sources and energy stored in the machine or equipment is not placed under control during service. Employees performing repair, servicing, set-up and maintenance on fixed wired equipment are to de-energize and lock out the equipment's energy sources in accordance with the unit's Lockout/Tag Out program. The purpose of lockout is to prevent injury caused by unexpected equipment activation.

Policy and Compliance

It is the policy of South Puget Sound Community College that machines or equipment shall be completely isolated from all energy sources and made inoperative during maintenance or service when unexpected energizing, start-up, or release of stored energy could occur and cause injury. This will be accomplished by attaching the appropriate lockout devices and information tags to energy isolating devices and otherwise disabling the machine or equipment by following specific written energy control procedures contained in this program. No employee shall attempt to start or use any machine or equipment which is locked out or tagged out. Any employee who fails to follow this policy will be subject to the disciplinary procedures of the college.

Fall Protection

Fall Protection Introduction

If anyone is exposed to a fall hazard of 10 feet or more in height, the employee must protect themselves by using a proper fall restraint or fall arrest system or positioning device system as described by the facilities written plan.

Fall Protection Work Plan

A fall protection work plan must be filled out for each job site where fall hazards of 10 feet or more exist. Any items that apply should be filled in on the fall protection work plan form.

Employees who have been assigned to work in areas where fall hazards exist must:

- Be knowledgeable in the fall protection equipment and procedures which apply
- Inspect fall protection devices and systems before use.

Respiratory Protection

Toxic Atmospheres

The purpose of this respiratory program is to provide and maintain a safe and healthful workplace for all employees in those work assignments involving airborne contaminants. Use of equipment and respiratory protective measures must be covered by supervisors with employees.

Whenever possible, toxic levels of contamination should be eliminated through administrative controls (for example, rescheduling crews until levels have been reduced) or engineering controls (such as, eliminating the hazard by substituting a less toxic material). When administrative or engineering controls are not feasible, or while they are being instituted or evaluated, appropriate respirators will be used.

Operating Campus Vehicles

Campus vehicles must be operated in strict accordance with State laws. No work or errand is of sufficient importance to warrant violations of safe driving practices. No employee is permitted to jump from a vehicle, truck bed...etc. to the ground.

Employees driving campus vehicles must be qualified, have a valid Washington State driver's license in their possession and have permission to drive or operate a campus vehicle. An employee must never drive or operate a campus vehicle while restricted from such duty by order of a doctor. Required driver training can be found at the below link and includes a video on safe driving:

<http://des.wa.gov/services/risk-management/state-vehicles-and-drivers>

Vehicle Condition

An employee assigned as driver of a campus vehicle is responsible for all matters pertaining to the safe operation of the vehicle. Defects or repairs must be promptly reported. Vehicle cabs must be kept clean and free of loose tools, etc. The windshield must be kept clean for good visibility.

The driver must make certain that emergency equipment required by state law is on the vehicle and in good condition. Brakes, steering, horn, lights, and controls must be inspected and tested to insure that they are in good repair and safe operating condition before the vehicle is used.

All motor vehicle trucks and trailers must be equipped with standard lights, horn flags, flares, etc., to conform to the State of Washington motor vehicles laws.

Tires worn beyond the point of safety must not be used. Precautions must be taken while inflating tires.

Seat Belts

When driving or riding in a campus vehicle, seat belts must be worn in accordance with state regulations the seat belt must be adjusted so that it is snug enough to afford the maximum protection without being uncomfortable. Fasten the seat belt before moving the vehicle.

Backing the Vehicle

To prevent accidents during the backing of trucks where vision is obstructed, a signal man will be stationed at a point giving him a clear view of the rear of the truck and the operator of the truck at all times. Truck drivers must sound their horn before starting to back, and must sound the horn intermittently during the entire backing operation.

Right of Way

Drivers must drive courteously at all times and should yield the right-of-way to other vehicles or pedestrians whenever there is a question as to who has the right-of-way.

Speed Laws

Drivers of vehicles must comply with the [RCW 46.61.400](#) and [RCW 46.61.445](#) governing due care and basic speed: observe posted speed limits and remain aware of all conditions to include weather.