

ACCIDENT PREVENTION PROCEDURE (APP)

Policy Number:	BP #124A
Effective Date:	February 1, 2017
Application:	Applies to all employees, board members, volunteers and contractors of the Eastern Washington State Historical Society (EWSHS) .
History:	This Procedure is a companion to Board Policy #124 renamed from HR #110.

Purpose – Procedures for the Workplace Safety Policy of the EWSHS, BP #124
All persons are individually responsible for compliance with the APP.

Definitions:

- APP – Accident Prevention Plan (this document)
- PPE – Personal Protective Equipment
- WISHA - Washington Industrial Safety and Health Act
- DSHS – Department of Social and Health Services
- WAC – Washington Administrative Code
- AED – Automated External Defibrillator
- L&I – Labor and Industries
- CPR – Cardio Pulmonary Rec
- MSDS – Material Safety Data Sheets

Safety Policy: Individuals who work at the **EWSHS** must read, understand and follow this procedure and the Workplace Safety Policy BP #124. The **EWSHS** places a high value on the safety of all individuals and is committed to providing a safe workplace. The **EWSHS** has developed this procedure to involve everyone in identifying and eliminating hazards. **Working safely is not optional.** No one has the right to jeopardize our financial health, stability or another's safety. ***Safety is a team effort.*** It is the policy of the **EWSHS** that no task is so important and no budget concern so great that an individual must violate a safety rule or take a risk of injury or illness in order to get the job done.

All individuals at the museum are required to comply with all safety rules and are encouraged to actively participate in identifying ways to make the museum safer. Supervisors are responsible for ensuring that the workplace is safe and must regularly check for unsafe conditions. They must monitor individuals to identify unsafe activities, and take immediate action to eliminate hazards. Management will devote resources necessary to form a safety committee to create a system for identifying and correcting hazards and to plan for foreseeable emergencies. Initial and ongoing training for individuals will be provided. Contracts for individuals working onsite must include a requirement for safety training and additionally individuals must be trained on equipment operated as part of their job.

This Accident Prevention Procedure will be reviewed yearly.

Management Responsibilities: *Responsible Person; Museum Executive Director*

- Ensure that a safety committee is formed, active and carries out its responsibilities.
- Evaluate supervisors each year to ensure they are carrying out their responsibilities.
- Ensure that sufficient resources, supervisor support, and funds are budgeted for safety equipment and training.
- Ensure that incidents are fully investigated and corrective action is taken to prevent hazardous conditions or behaviors from happening again.
- Ensure that a record of injuries and illnesses is maintained and posted as described in this program.
- Set a good example by following established safety rules and attending required training.
- Devote the resources necessary to eliminate and promptly correct hazards that come to your attention.
- Have a system for hazard reporting that allows anyone to report unsafe conditions, equipment, or actions.

Supervisor Responsibilities: *Responsible Persons; Museum Executive Director, Managers and Supervisors*

- Participate on Safety Committee as assigned.
- Provide written information and training on how to perform each job safely (as needed per individual).
- Ensure that individuals receive a safety policy and APP to sign and ensure they are scheduled for an initial safety orientation *before* beginning work.
- Ensure that each individual who uses equipment receives training or certification on safe operation *before* starting work on that equipment or project.
- Ensure that each individual receives required personal protective equipment (PPE) *before* working on a project requiring PPE.
- Promptly correct unsafe behavior, provide training, and take corrective action as necessary. Document corrective actions on evaluations.
- Set a good example for all by following safety rules and attending required training.
- Ask the Safety Officer to investigate all incidents in your area.
- Promote changes to work practices or equipment that will improve safety.

Individual Responsibilities

- Read, understand, sign, and follow the Workplace Safety Policy (BP #124) and APP.
- Follow safety rules described in this program, the training session and WISHA safety standards.
- Participate as a member of the Safety Committee if assigned or if interested.
- Report unsafe conditions or actions to your Supervisor and the Safety Officer.
- Do not remove or bypass safety devices.
- Use PPE where required.
- Do not operate equipment on which you are not certified or trained. Report all injuries and all near-miss incidents to your supervisor and the Safety Officer promptly, regardless of how minor it appears to you.
- Encourage others by your words and example to use safe work practices on the job.
- Make suggestions to your Supervisor and the Safety Officer about changes you believe will improve safety.

Safety Committee Responsibilities *Responsible Persons: Members of Committee*

The **EWSHS** has formed a safety committee to help everyone 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 volunteer representatives. All Safety Committee meetings are open interested individuals who would like to attend.

- The Safety Committee meetings will take place the 4th Friday of each month at 8:30 am.
- The Committee will review the list of safety topics and help decide on subject matter for each of the monthly safety meetings, ensuring that all areas of safety at our facility are covered in a timely manner.
- A committee member will be designated each month to take minutes. A copy will be posted in the copy room after each meeting and will be available on the network.
- The Committee will also participate in vetting our safety training and emergency response protocols to ensure we reach the goal of a safe workplace.
- The Committee will review incident reports and participate as needed in investigations of incidents.
- Committee members will act as resources for other staff members in promoting safety by providing information – including corrective guidance, answering questions and/or guiding staff to resources.

Safety Training: Training is an essential part of this procedure to provide a safe workplace at the **EWSHS**. Supervisors are responsible to verify that each individual they supervise has received an initial safety orientation (with the Safety Officer) at the time of hiring, has received additional training needed to do their particular job safely (see checklist at the end of this document), and that the training is documented.

GENERAL SAFETY ORIENTATION

- Before an individual begins working at the **EWSHS**, they must read and sign off on the APP and take a safety training/orientation tour with the Safety Officer. The signature page of this form must be documented before beginning work.
- Regardless of prior job experience, no individual will begin working a new job or task without receiving the proper training/certification.
- Individuals will do refresher safety training annually which must be documented. Other sessions may occur if special needs arise, such as a result of incident investigations, new equipment or processes, or safety inspections that show a need for training.

Content of General Safety Orientation/Training:

- Tour of entire facility
- Location and use of fire extinguishers, AED units, and first aid kits
- Fire evacuation training
- Safe lifting
- Chemical hazards
- Safe use of ladders

AIRBORNE & BLOODBORNE PATHOGEN EXPOSURE

Supervisor Responsibilities *Responsible Persons: Museum Executive Director, Supervisors and Safety Officer*

- Ensure compliance with all WISHA, DSHS, and WACs related to bloodborne and airborne pathogens exposure including training and recordkeeping.
- Provide all necessary supplies, clothing, linen, PPE, etc., necessary to implement the bloodborne Pathogen Exposure Control Plan.

- Ensure that the Labor & Industry (L&I) Accident Report, LI-242-130, is properly processed and forwarded with the Report of Employee Personal Injury to the DSHS office of Risk Management within 24 hours of receipt of the accident report.
- Ensure confidentiality regarding the exposure and related medical records is maintained to comply with WAC 296-62-052 and DSHS Admin. Policy No. 6.09.

Safety Officer Responsibilities: The Safety Officer will secure a potential exposure site and prevent or minimize exposure of others at the workplace to a potential blood borne pathogen until the site is decontaminated and pathogens are properly disposed of in red bagging.

- Counsel exposed individual(s) to receive a blood borne pathogen post-exposure evaluation and follow-up by a healthcare professional within 24 hours of the potential exposure and provide a copy of WAC 296-823.
- Individuals are not to be allowed into the area until the site has been cleaned and decontaminated.
- Individuals with blood or other potentially infectious materials on their clothes or body must be prevented from leaving the exposure site except for the purpose of first-aid, rinsing or cleaning the potential pathogen from their body.

The Potentially Exposed Individual Responsibilities

- Take every precaution to minimize exposure to others and the spread of infectious materials to other work spaces and locations.
- Follow the instructions and counsel of the Safety / Security Officer in an emergency.
- Properly complete, sign and date the forms as directed by the Safety Officer.
- See a healthcare professional within 24 hours of potential exposure.

Pandemic Influenza: The **EWSHS** will initiate proper administrative controls to protect individuals from exposure by allowing individuals to work from home, telecommute, work flexible hours, and in extreme cases to initiate mandatory leave, a reduction in force to essential personnel only, and/or closing the facility. Measures to limit exposure:

- Cover mouth when coughing or sneezing.
- Wash hands and face frequently.
- Stay at home when ill.
- Limit social interactions.
- Wipe down work surfaces daily (especially when sharing work spaces)

Lockout / Tagout: Operations pertaining to machines and systems that pose electrical hazards to individuals during routine and non-routine use, repair or maintenance.

- Ensure the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before anyone begins work or maintenance on the machine.
- The use of machinery, tool, material, or equipment, which does not comply with applicable requirements, is prohibited. Such machine, tool, material, or equipment shall be identified as unsafe by either tagging or locking the controls to render them inoperable or shall be physically removed from its place of operation.
- Individuals must be qualified and certified to operate equipment and machinery.
- Individuals must use safeguards provided for their protection.
- Suitable clothing shall be worn for the job. Loose or ragged clothing, scarfs or ties shall not be worn while working around moving machinery.
- Where work is in progress above individuals, a catch platform or other means must be provided to protect those working below. One complete floor shall be maintained between individuals and steel or concrete work above.

- Individuals must report to their Supervisor and the Safety Officer the existence of unsafe equipment, method or other hazards, which, to their knowledge is unsafe.

AUTHORIZATION: The following persons are authorized to lock out the machine or equipment using this procedure:

1. Museum Executive Director
2. Safety Officer

COMPLIANCE WITH THIS PROGRAM

- All individuals are required to comply with the restrictions and limitations imposed upon them during the use of lockout / tagout.
- No individual will attempt to start, energize or use equipment that is locked out.
- Failure to comply with this procedure will result in disciplinary action.

Fall Protection: The **EWSHS** has developed this plan to include each area of the work place where the individuals are assigned and where fall hazards of 10 feet or more exist.

Supervisor Responsibilities *Responsible Persons: Museum Executive Director, Supervisors and Safety Officer*

- Ensure that individuals are trained and instructed in the items described above.
- Inspect fall protection devices and systems to ensure compliance with WAC 296-155-24510.

Responsible Person: Safety Officer

- Identify fall hazards in the work area.
- Describe the method of fall arrest or fall restraint to be provided.
- Describe the correct procedures for the assembly, maintenance, inspection, and disassembly of the fall protection system to be used.
- Describe the correct procedures for the handling, storage, and securing of tools and materials.
- Describe the method of providing overhead protection for individuals who may be in, or pass through the area below the work site.
- Describe the method for prompt, safe removal of injured individuals.
- The Safety Officer shall ensure that individuals are trained and that training is documented.
- Circumstances where retraining is required include, but are not limited to, situations where:
 - a. Changes in the workplace render previous training obsolete.
 - b. Changes in the types of fall protection systems or equipment to be used render previous training obsolete.
 - c. Inadequacies in an individual's knowledge or use of fall protection systems or equipment indicate that the individual has not retained the requisite understanding or skill.

Chemicals used in the workplace

- Follow safety guidelines on containers of chemicals used in your work.
- Refer to the master file of Material Safety Data Sheets (MSDS), located in the L3 Hallway (the corner across from facility office) for safety guidelines on chemicals you may use in your work – solvents, glues, and cleaning compounds.

Use of Ladders

Required PPE: Full body harness is required when working at heights greater than 25 feet. Both hands must be used to climb the ladder. See the Fall Protection Plan instructions described elsewhere in this program.

Work Rules:

- Before using a ladder, check it for defects such as loose joints, grease on steps, or missing rubber feet.
- Do not use a ladder as a brace, workbench, or for a purpose other than climbing.
- Do not carry objects up or down a ladder if it will prevent you from using both hands to climb.
- When climbing up or down, always face the ladder.
- 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 onto 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 the spreaders.
- Do not stand on the top step of a step ladder.
- Set a single or extension ladder with the base one quarter of the working ladder length away from the support.

Lifting Tasks

Required PPE: (supplied by the individual)

- Leather gloves – for sharp objects or surfaces
- Non-specialty safety-toe protective footwear in good condition for production and shipping areas (to be supplied by the individual).

Work Rules:

- Do not lift on slippery surfaces.
- Test the load before doing the lift.
- Get help if the load is too heavy (20 lbs. or more) 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 if necessary.
- Avoid long forward reaches to lift over an obstruction.
- Avoid bending your back backwards to loft and avoid placing 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 between the knees and waist before you lift.

Operating machinery and power tools

NOTE: Shop use is restricted to Safety Officer and Exhibit Preparator (and up to two trained volunteers). Other staff must request that either of these staff members do tasks for them.

- No fixed or portable power tool will be used unless the manufacturer-supplied safeguards are in place and fully operational.

- No power tool will be adjusted or worked on while the power is still connected.
- Formal lock-out/tag-out procedures will always be followed for machines identified as requiring them.
- Each individual is required to use supplied PPE in those areas designated for their use.
- Each individual must inspect PPE prior to its use.
- PPE that is damaged or otherwise unsuitable will be identified for replacement.
- You must familiarize yourself with Additional Shop procedures (State WACs) which are posted outside the door to the shop.

Personal Protective Equipment (PPE)

- Eye protection must be worn at all times while operating machinery or power tools. All eye protection – including prescription glasses – must be marked as meeting ANSI Z-87 standards.
- Ear plugs or other hearing protection must be worn while operating power saws, planers, sanders or other motorized shop equipment.
- Rubber bib, face shield & rubber gloves will be worn while adding chemicals to HVAC loop systems.

Pallet Jack Operation

- An individual operating the electric pallet jack must attend formal training and be evaluated by the Safety Officer once every three years.
- Training and re-evaluations must be completed and documented in the individual's file before operation of a pallet jack.

Loading/Unloading Trucks and Large Freight Movement

- Supervisor must determine in advance if the equipment and staff we have on site is sufficient to handle shipment and if not, arrange rental of appropriate equipment and contractors.
- If staff is tasked with using the pallet jack, they will spend time refreshing themselves on its proper use.
- The team unloading/loading the freight will meet prior to the start of work to review the job, refresh safety rules, discuss unique requirements and ensure appropriate staffing and equipment are in place. If anyone on the team is uncomfortable, the job should not go forward until management has been notified and safety concerns have been rectified.

In Case of Emergencies

In Case of Fire

- Tell another person immediately. Call or have them call 9-911.
- Use the nearest alarm pull station to alert everyone else in the facility.
- If the fire is small and there is minimal smoke, you may try to put it out with a fire extinguisher if you are following your employer's fire emergency action plan.
- If the fire is more than you want to deal with, if the fire grows, or if there is thick smoke, do not continue to fight the fire. Evacuate the building and go to the assembly point on the lawn south of the Library Archive. Verify that 9-911 has been called.
- Supervisors must conduct a head-count for individuals from their work area. If anyone is missing, notify Security or the responding fire personnel immediately when they arrive. Do not go back into a dangerous situation to look for anyone.

In Case of Earthquake

General:

- Plan before an earthquake happens by previewing your work area and deciding upon the safest spot – under a desk or workbench. Stay away from windows, heavy cabinets, bookcases, glass dividers or objects that could fall on you.
- Keep your “safe place” clear of boxes, equipment, etc. during the workday.
- The first person who recognizes that the shock is an earthquake will shout “Earthquake!” as loudly as they can to give everyone else more time to react.
- Drop into your “safety place” and hang on until you’re sure the shaking has stopped.
- If safe to do so, administer first aid for individuals who might have injuries or notify others that these individuals need help. Don’t try to evacuate anyone who is severely injured.
- Evacuate the building as quickly as possible and go to the assembly point on the lawn south of the Library Archive. Be aware of potential overhead powerlines and aftershocks.
- If there is an odor of gas, electrical arcing, or water flow notify Security Officer or Safety Officer.
- All individuals will remain outside (away from buildings, trees, and telephone and electric lines) until building functions have been checked and the Safety Officer says it is safe to re-enter.
- Stay tuned for news (radio / internet) about public safety announcements and instructions.
- If on the road, keep away from underpasses / overpasses and stop in a safe area, remaining in your vehicle.

First Aid

- A person who sees or detects a serious injury is expected to either call 9-911 or notify someone else to call.
- Do not move the injured person unless necessary to avoid further injury. Only provide assistance to the level of your training. Call for help.
- Learn where your closest first aid station is. Security personnel checks all the first aid kits monthly. An inventory of each kit is taped to the inside cover of the box.
- Staff who regularly work around the public and work with equipment must be certified in first aid and CPR. Additional staff will be trained as requested or directed by management. The Security Officer is responsible for keeping a spreadsheet of trained staff on the public drive showing dates of training. He or she is also responsible for arranging training for new staff or training updates as needed.

Do not disturb an accident site until investigated by authorized personnel.

- All blood should be assumed infectious. Individuals 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 contamination. The injured person can often help by applying pressure to the wound. If you are exposed to blood while giving first aid wash immediately with soap and water and report the incident to a supervisor. Appropriate follow-up procedures will be initiated, including medical evaluation, counseling, and blood testing of the source person if possible. For further information, refer to WAC 296-62-08001(6).

Reporting Accidents and Injuries

- All staff injuries must be treated, and all injuries (including visitors) must be reported (visitors have the right to refuse treatment).
- Anyone who sees or detects a serious injury is expected to either call 9-911 or notify someone else to call. If in doubt, err on the side of calling 9-911.

- An “Accident, Incident, or Injury Report” must be filled out and turned into the Safety or Security Officer. A file of the reports will be kept and the Safety Committee will oversee follow-up investigations as needed (OSHA etc.).
- Blank copies of the “Accident, Incident or Injury Report” are available in the copy room or from the Safety Officer.
- The “Accident, Incident or Injury Report” will be used to report equipment, conditions or procedures that you believe may be unsafe. The rule of thumb is if you think it could be unsafe, it should be reviewed.
- All “near misses” must be reported.
- All “Accident Reports” will be turned in to the Safety Officer who will ensure the Safety Committee does an investigation and makes a report to management.

RECORD KEEPING AND REVIEW

The Safety Officer will:

- Investigate a serious injury or illness using procedures in the "Incident Investigation" section below.
- Complete an "Injury and Illness Incident Report" or “Accident Report”.
- Give one copy to the individual and another copy to HR for filing.
- Review copies of the reports with Safety Committee.
- Determine whether or not it must be recorded on the OSHA Injury and Illness Log and Summary according to the instructions for that form.
- 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 before the scheduled safety committee meeting, make 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 a separate investigation of incidents.

The Safety Officer will post a signed copy of the OSHA log summary for the previous year on the safety bulletin board each February 1 until April 30. The log will be kept on file for at least 5 years. Anyone can view an OSHA log upon request.

INCIDENT INVESTIGATION

Incident Investigation Procedure: If an individual dies or is not expected to survive, or if they are in-patient hospitalized because of a work-related incident, the Museum Executive Director will contact the Department of Labor and Industries within 8 hours after becoming aware of the incident. During weekends and evenings, the toll -free notification number is 1-800-321-6742. Museum Executive Director must talk with a representative of the department. Fax and answering machine notifications are not acceptable. Museum Executive Director must report: the employer name, location and time of the incident, number of individuals 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 incident that results in death or serious injuries that have immediate symptoms, a preliminary investigation will be conducted by the Safety Officer and Management

Staff, an employee representative of the safety committee, and anyone whose expertise would help the investigation.

The investigation team will take written statements from witnesses and photograph the incident scene and equipment involved. The team will also document the condition of equipment and anything else that may be relevant. The team will make a written "Incident Investigation Report" of its findings. The report will include a sequence of events leading up to the incident, conclusions about the incident, and recommendations to prevent a similar incident 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 injury where the injury was not serious enough to warrant a team investigation as described above, the supervisor will alert the Safety Officer who will write an "Incident Investigation Report" to accompany the "Employee's Injury/Illness Report Form". When there is a near-miss incident that did not but could have resulted in serious injury to an individual, the incident will be investigated by the Safety Officer or a team depending on the seriousness of the injury that would have occurred. The "Incident 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.

Disciplinary Policy: Individuals are expected to use good judgment when doing their work and to follow established safety rules. **EWSHS** has established a disciplinary policy to provide appropriate consequences for failure to follow safety rules. This policy is designed to bring unacceptable behavior to the individual's attention in a way that the individual will be motivated to make corrections. The following consequences apply to the violation of the same rule or the same unacceptable behavior:

- First Instance: Verbal warning, notation in individual's file, and instruction on proper actions.
- Second Instance: One day suspension, written reprimand, and instruction on proper actions.
- Third Instance: One week suspension, written reprimand, and instruction on proper actions.
- Fourth Instance: Termination of employment.

An individual may be subject to immediate termination when a safety violation places themselves or others at risk of permanent disability or death. The signatures indicate that the individual has received, read, and understood this document and will abide by the rules and responsibilities as stated.

Specific Safety Training/Certification: Supervisor, please check training/certification required for this individual's job responsibilities and ensure that the form is completed as needed *before* participation in related work operations.

- Individual is a supervisor and/or will have regular contact with visitors. First Aid and CPR training required as soon as a class becomes available.
- Individual will need to drive the company van. Driver Safety Training required
- Position is Exhibit Preparator or Safety Officer related and will need to use the shop or shop tools (training by Safety Officer required before shop may be used). Safety Officer or Exhibit Preparator must track volunteer hours and report to Accounting so that the correct level of L&I coverage is paid.
- Individual will be using lift(s) as part of their duties. Off-site Certification on equipment is required.
- Individual will be using Pallet Jack as part of their duties.
- Individual will assist with loading and unloading of exhibit crates or other large freight.
- Individual will handle collection objects containing potentially toxic chemicals (taxidermy, nitrate film, etc.)

