



ACCIDENT PREVENTION PROGRAM

TABLE OF CONTENTS

Table of Contents

1. Safety & Health Policy

2. Safety & Health Responsibilities

3. Employee Participation

4. Hazard Communication

5. Incident Investigation

6. Safety and Health Inspections

7. Hazard Prevention and Control

8. Safety and Health Discipline

9. Emergency Planning

10. Safety and Health Training

6. Fall Protection

7. Scaffolding

H. Safety Training Records

Appendix

A. Safety Committee Forms and Reports

B. Personal Protection Program

C. First Aid

D. Fire Protection

E. House Keeping

F. Ladder Safety

G. Duty Specific Training Requirements

1. Lock Out/Tag Out Program

2. Asbestos Program

3. Basic Electrical Rules

4. Forklifts Training

5. Aerial Lifts



ACCIDENT PREVENTION PROGRAM

SAFETY AND HEALTH POLICY

Aberdeen School District #5 places a high value on the safety of its employees. Aberdeen School District #5 is committed to providing a safe workplace for all employees and has developed this program for injury prevention to involve management, supervisors, and employees in identifying and eliminating hazards that may develop during our work process.

It is the basic safety policy of this district that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.

Employees are required to comply with all district safety rules and are encouraged to actively participate in identifying ways to make our district a safer place to work.

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

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

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



ACCIDENT PREVENTION PROGRAM

SAFETY AND HEALTH RESPONSIBILITIES

District Responsibilities

1. Ensure that a building wide safety committee is formed and is carrying out its responsibilities as described in this program.
2. Ensure 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 as described in this program.
4. Ensure that incidents are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
5. Ensure 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. Ensure that each employee you supervise has received an initial orientation before beginning work.
2. Ensure 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. Ensure that each employee receives 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.

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



ACCIDENT PREVENTION PROGRAM

SAFETY AND HEALTH RESPONSIBILITIES

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.

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



ACCIDENT PREVENTION PROGRAM

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 one employee-elected representative from each building in the district.

- Employees in each Building will elect from among themselves a representative to be on the committee. If there is only one volunteer or nomination, the employees will approve the person by voice vote at a short meeting called for that purpose. If there is more than one volunteer or nomination, a secret paper ballot will be used to elect the representative.
- Elected representatives will serve for one year before being re-elected or replaced. If there is a vacancy then an election will be held before the next scheduled meeting to fill the balance of the term.
- In addition to the employee-elected representatives, management will designate no more than three representatives but a minimum of one who will serve until replaced by management.
- The Chairperson will be the Maintenance and Operations Director/Supervisor or his/her designee.

In addition to the committee responsibilities explained above, duties of safety committee members include:

A monthly self-inspection of the building 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 3:30 pm on the first Thursday of every other month, at the District office meeting room.

The business office secretary will keep minutes of all safety committee meetings. A copy will be posted on the employee bulletin board in each building after each meeting. The minutes will be filed for one year.

Building Safety Meetings

Building safety meetings are required each month in the staff lunchroom or building meeting area. This meeting is to help identify safety problems, develop solutions, review incidents reports, provide training and evaluate the effectiveness of our safety program. Minutes will be kept on the attached minutes form. Meeting minutes will be kept on file for one year. (See Appendix for minutes forms)

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



ACCIDENT PREVENTION PROGRAM

HAZARD COMMUNICATIONS

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 in the staff break room. The employee must use an "Employee's Injury/Illness Report Form" to report more serious injuries.

The supervisor will:

- Investigate a serious injury or illness using procedures in the "Incident Investigation" section below.
- Complete an "Incident Investigation Report" form.
- Give the "Employee's Report" and the "Incident Investigation Report" to Building Administrator or On-site Supervisor.

Building Administrator or On-site Supervisor will:

- Determine from the Employee's Report, Incident Investigation Report, and any ESD 113 claim forms associated with the incident, whether 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 district 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 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 a separate investigation of any incident.

The building administrator or on-site supervisor will post a signed copy of the OSHA log summary for the previous year on the safety bulletin board 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.

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

Aberdeen School District #5 Hazardous Chemical Communication Program

A. District Policy

Aberdeen School District #5 is committed to the prevention of exposures that result in injury and/or illness; and to comply with all applicable state health and safety rules. To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used by Aberdeen School District #5 the following hazardous information program has been established.

All work units of Aberdeen School District #5 will participate in the hazard communication program. This written program will be available in the district personnel office for review by any interested employee.

B. Container Labeling

Maintenance Manager or designee is responsible for container labeling procedures, reviewing, and updating. The labeling system used at Aberdeen School District #5 is as follows:

The manufacture of the chemicals used by Aberdeen School District #5 supplies labels for the use of district staff for all chemical containers.

The procedures for proper labeling of all containers, and reviewing and updating label warnings are as follows: When a new chemical is introduced to the district labels and procedures are discussed with the staff. As stated above the manufacture supplies labels for all containers. It is the policy of Aberdeen School District #5 that no container will be released for use until the above procedures are followed.

C. Safety Data Sheets (SDS)

District Safety Officer or designee is responsible to establish and monitor the employer's SDS program. This person will make sure procedures are developed to obtain the necessary SDSs and will review incoming SDSs for new or significant health and safety information. This person will see that any new information is passed on to affected employees.

The procedures to obtain SDSs and review incoming SDSs for new or significant health and safety information are as follows:

All SDS information will be requested from the manufacturer or supplier and evaluated for new or significant health and safety information prior to use by district staff.

Copies of SDSs for all hazardous chemicals in use will be kept in the buildings main office and/ or custodial office.

SDSs will be available to all employees during each work shift. If an SDS is not available or a new chemical in use does not have an SDS, immediately contact the district Safety Officer.

Note: If an alternative to printed Safety Data Sheets is used (such as computer data), provide a description of the format.

D. Employee Information and Training

The District Curriculum Director is responsible for the employer/employee training program.

The procedures for how employees will be informed and trained are as follows:

All district employees are required to take and pass the SDS online training provided through the Safe Schools training. If there are new chemicals and or SDS sheets they will be distributed to the buildings and placed in the onsite SDS books.

The District Personnel Director will make sure that before starting work, each new employee of Aberdeen School District #5 will attend a health and safety orientation that includes information and training on the following:

- An overview of the requirements contained in the Hazard Communication Standard.
- Hazardous chemicals present at his or her work places.
- Physical and health risks of the hazardous chemical.
- The symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in his or her work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
- Steps the employer has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and review SDSs to obtain hazard information.
- Location of the SDS file and written hazard communication program.

Before introducing a new chemical hazard into any section of this employer, each employee in that section will be given information and training as outlined above for the new chemical.

E. Hazardous non-routine tasks

Periodically, employees are required to perform hazardous non-routine tasks. (Some examples of non-routine tasks are confined space entry, tank cleaning, and painting reactor vessels.) Non-routine tasks that are performed at Aberdeen School District #5 include:

1. At this time there are no identified non-routine task hazards within Aberdeen School District #5.

Prior to starting work on such projects, each affected employee will be given information by the district Safety Compliance Officer about the hazardous chemicals he or she may encounter during these activities:

F. List of hazardous chemicals

The following is a list of all known hazardous chemicals used by our employees. Further information on each chemical may be obtained by reviewing SDSs located at the main office or the custodial office.

SDS identity:

Please see the SDS manual located at each building in the main office, the custodial office or by contacting the district safety compliance officer.



ACCIDENT PREVENTION PROGRAM

INCIDENT INVESTIGATION

Incident Investigation Procedure

If an employee dies while working or is not expected to survive, or if any employee is in-patient hospitalized as a result of a work-related incident, District Superintendent or designee 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. District Superintendent or designee must talk with a representative of the department. Fax and answering machine notifications are not acceptable. District Superintendent or designee must report: the employer name, location and time of the incident, 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 incident 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 "Incident Investigation Report" of its findings. The report will include a sequence of events leading up to the incident, conclusions about the incident and any 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 employee injury where the injury was not serious enough to warrant a team investigation as described above, the supervisor will write an "Incident Investigation Report" to accompany the "Employee's Injury/Illness Report Form" and forward them to district office for filing.

Whenever there is an incident that did not but could have resulted in serious injury to an employee (a near-miss), the incident will be investigated by the supervisor 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. The report will be forwarded to the bookkeeper to record on the incident log.

An "Incident 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 is a team effort – Let us all work together to keep this a safe and healthy workplace.



ACCIDENT PREVENTION PROGRAM

SAFETY INSPECTIONS

Safety Inspection Procedures

Aberdeen School District #5 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 an inspection team made up of members of the safety committee will do a wall-to-wall walk through inspection of the entire worksite. 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 assign a supervisor or 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. A team is made up of maintenance, production, 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.

Safety Inspection -- Prior to the regularly scheduled safety committee meeting, safety committee representatives will inspect their areas for hazards using the standard safety inspection checklist. 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 a "Job Hazard Analysis" form to look at each type of job task our employees do. This analysis will be done by the supervisor of that job task or a member of the safety committee. We will change how the job is done as needed to eliminate or control any 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 two years, whenever there is a change in how the task is done or if there is a serious injury while doing the task.

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

SAFETY INSPECTION CHECKLIST

For: _____
(Aberdeen School District #5 Building)

NOTE: This is not a complete list of the safety requirements for Aberdeen School District #5. Rather, it is designed to serve as an example of things to look for when conducting the required safety inspection.

Signs and Bulletin Boards

- ☐ All required posters are displayed.
- ☐ Quarterly Safety Memo posted.
- ☐ Safety signs are in place and working properly (i.e. "Do Not Enter," "Exit", etc.).

First Aid

- ☐ First aid kit is fully stocked.
- ☐ Is first aid kit easily accessible?

Hazardous Chemical

- ☐ SDS Manuals are available and up to date.
- ☐ Chemical containers are properly labeled.

Fire Protection

- ☐ Fire extinguishers are fully charged and inspected.
- ☐ Exit doors are clearly marked.
- ☐ Materials are stored with proper clearance to fire suppression systems.
- ☐ Are all fire escapes in satisfactory condition?

Personal Protective Equipment

- ☐ Protective clothing is available, clean and in good repair.
- ☐ Ear plugs or ear muffs are available.
- ☐ Goggles, face shields or safety glasses are available and in good repair.

Halls, Stairways, and Entries

- ☐ Are halls, stairways, and ramps kept reasonable clear of stored objects?
- ☐ Is there adequate lighting in halls, stairwells, and at entry points (Inside/Outside)?
- ☐ Are objects projecting into the halls, stairways, and ramps well marked or protected?
- ☐ Are entries kept clean, dry and free from obstructions?
- ☐ Are steps and walkways in good repair?
- ☐ Are all trip hazards clearly marked?

Classrooms

- ☐ Do door and windows operate properly?
- ☐ Are windows free of cracked glass?
- ☐ Are chairs and desks in good condition?
- ☐ Are electrical connections and devices safe?
- ☐ Are emergency exit maps posted?
- ☐ Is electrical equipment being used in a safe manner?
- ☐ Is all instructional aid equipment being stored properly

Custodial and Mechanical Rooms

- ☐ Are individual rooms neat and clean?
- ☐ Are all flammable materials stored safely?
- ☐ Is the mechanical room kept neat and clean?

Reminders

- ☐ Have employees mentioned unsafe conditions?
- ☐ Have unsafe practices been observed?
- ☐ Has the building safety meeting been held?

Safety Inspection Record

For: _____
(Aberdeen School District #5 Location)

Date: _____

Name of safety team member conducting inspection:

Did the Building Administrator take part in the inspection? ☐ Yes ☐ No

Notes:



ACCIDENT PREVENTION PROGRAM

HAZARD PREVENTION AND CONTROL

Eliminating Workplace Hazards

Aberdeen School District #5 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 district 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 in order 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 company property.
- Smoking is only permitted outside the building off school district property.
- 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 performed in the district. (Please see the appendix for each tasks assessment.)

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



ACCIDENT PREVENTION PROGRAM

DISCIPLINE

Disciplinary Policy

Aberdeen School District #5 believes that a safety and health Accident Prevention Program is unenforceable without some type of disciplinary policy. Our district believes that in order to maintain a safe and healthful workplace, the employees must be cognizant and aware of all District, State, and Federal safety and health regulations as they apply to the specific job duties required. The following disciplinary policy is in effect and will be applied to all safety and health violations.

The following steps will be followed unless the seriousness of the violation would dictate going directly to Step 2 or Step 3.

1. A first time violation will be discussed orally between company supervision and the employee. This will be done as soon as possible.
2. A second time offense will be followed up in written form and a copy of this written documentation will be entered into the employee's personnel folder.
3. A third time violation will result in time off or possible termination, depending on the seriousness of the violation.

Any disciplinary actions will follow District policy, as well as, the guidelines according to the bargaining agreements within the District.

WAC 296-360-170 Employee's refusal to comply with safety rules.

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



Inside the Legislature

- * Find Your Legislator
- * Visiting the Legislature
- * Agendas, Schedules and Calendars
- * Bill Information
- * Laws and Agency Rules
- * Legislative Committees
- * Legislative Agencies
- * Legislative Information Center
- * E-mail Notifications
- * Civic Education
- * History of the State Legislature

Outside the Legislature

- * Congress - the Other Washington
- * TWW
- * Washington Courts
- * OFM Fiscal Note Website



[WACs](#) [Title 296](#) [Chapter 296-360](#) [Section 296-360-170](#)

[296-360-160](#) << [296-360-170](#) >> [End of Chapter](#)

WAC 296-360-170

No agency filings affecting this section since 2003

Employee's refusal to comply with safety rules.

An employee who refuses to comply with industrial safety and health standards or valid safety rules implemented by the employer in furtherance of WISHA is not exercising a right afforded by WISHA. Discipline taken by employers solely in response to an employee's refusal to comply with appropriate safety rules and regulations is not discrimination prohibited by RCW [49.17.160](#). This situation should be distinguished from refusals to work discussed in WAC [296-360-150](#).

[Statutory Authority: RCW [49.17.040](#), [49.17.050](#), [49.17.240](#), chapters [43.22](#) and [42.30](#) RCW. WSR 80-17-015 (Order 80-21), § 296-360-170, filed 11/13/80.]



ACCIDENT PREVENTION PROGRAM

EMERGENCY PLANNING

In case of fire

An evacuation map for the building is posted by every room with evacuation routes highlighted. It shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside. A copy of the map is attached to this program.

All employees will receive training on how to use fire extinguishers as part of their initial orientation. A fire evacuation drill will be conducted once a month when school is in session.

- 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 parking lot)
- 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 the responding fire personnel that an employee is missing and may be in the building.

In case of earthquake

The west coast of the United States is subject to earthquakes. There will be no advance warning. The shock will be your only warning. 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 at locations near utility shut offs (Gas/Water/Power). All building staff, custodians, and maintenance personnel will be trained in the utilities shut off procedure. An earthquake drill will be conducted as required by WAC Rules.

In the event of an earthquake:

Remember to use your emergency response books. Follow the procedures as outlined in the emergency response book.

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



ACCIDENT PREVENTION PROGRAM

EMERGENCY PLANNING

If you are inside a building:

- 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, Building supervisors, custodians, and maintenance personnel are to check for damage and available evacuation routes then begin an evacuation of their area to the designated assembly location. Please follow your building emergency response plans
- Evacuation should proceed as quickly as possible since there may be aftershocks.
Supervisors and teachers must account for each employee/student in their work group/classroom 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, turn off the gas at the main shut off. Open windows and Notify Maintenance.
- All Employees or students must not re-enter the building once evacuation is complete, until all clear is given.
- 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.

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



ACCIDENT PREVENTION PROGRAM

EMERGENCY PLANNING

If an injury occurs

- A first aid kit is kept in the main office, nurses' station, and with emergency response employees. Also, each district vehicle is equipped with a first aid kit. These kits are checked monthly by the appropriate district staff member at each building location. 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, maintenance and custodial staff are required to have first aid cards. Other employees may be certified as they wish. A list of current first aid and CPR certified employees is maintained at the district office.
- 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 is a team effort – Let us all work together to keep this a safe and healthy workplace.



ACCIDENT PREVENTION PROGRAM

SAFETY AND HEALTH TRAINING

Safety Training

Training is an essential part of our plan to provide a safe work place at Aberdeen School District #5. To ensure that all employees are trained before they start a task that requires training, the Safety Compliance Officer or designee will be responsible making sure that employees are trained. The Safety Compliance Officer 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 file documents the training. The coordinator will make sure that an outline and materials list is available for each training course we provide:

Course

Basic Orientation

Safe Lifting

Chemical Hazards (General)

Chemical Hazards (Specific)

Fire extinguisher safety

Respirator Training

Forklift Training

Lockout Training (Awareness)

Lockout Training (Advanced)

Welding Safety

Aerial Lifts

Fall Protection

Who must attend

All employees (given by the employee's supervisor)

Any employee who lifts more than 20 pounds

All employees

An employee who uses or is exposed to a particular chemical

All employees

Employees who use a respirator

Employees who operate a forklift

All employees

Employees who service electrical equipment

Employees who operate the arc welder

Employees who work with aerial lifts

Employees who work on roof or use aerial lifts

Please see the appendix on Safety and Health training for your specific job duties. Each educational class will be presented for all interested employees, even if your duties do not require you to complete them.

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

SAFETY COMMITTEE REPORT

District:_____ School:_____

Date:_____ Time:_____ No. Safety Committees:_____

Members Present:

Members Absent:

Guests:

New Business:

Old Business:

Date & Time of Next Meeting:

Note: Do not limit this report by saying no accidents happened last month. The purpose of the Safety Committee is to expose and reduce potential hazards that could cause accidents and make recommendations for corrections, thereby reducing accidents. Self Inspection items, education and training activities should be listed if they are discussed or monitored by the committee. A copy of this report should be kept on file available for review for at least 12 calendar months.

Personal Protective Equipment (PPE)

Aberdeen School District #5



Aberdeen School District #5

Personal Protective Equipment Policies

Introduction	2
Responsibilities.....	3
Safety Person/Designated Person	3
Supervisors	3
Employees.....	4
Procedures	5
Hazard Assessment.....	5
Selection of PPE	5
Training.....	6
Cleaning and Maintenance.....	7

Introduction

The purpose of the Personal Protective Equipment Policies is to protect the employees of *Aberdeen School District #5* from exposure to work place hazards and the risk of injury through the use of personal protective equipment (PPE). PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist.

Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness.

This section addresses general PPE requirements, including eye and face, head, foot and leg, hand and arm, body (torso) protection, and protection from drowning. Separate programs exist for respiratory protection and hearing protection as the need for participation in these programs is established through industrial hygiene monitoring.

The *Aberdeen School District #5* Personal Protective Equipment Policies includes:

- Responsibilities of supervisors and employees
- Hazard assessment and PPE selection
- Employee training
- Cleaning and Maintenance of PPE

Responsibilities

Safety Person

The District and the Safety Compliance Officer will be responsible for the development, implementation, and administration of Aberdeen School District #5's PPE policies. This involves

1. Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.
2. Selecting and purchasing PPE.
3. Reviewing, updating, and conducting PPE hazard assessments whenever
 - a job changes
 - new equipment is used
 - there has been an accident
 - a supervisor or employee requests it
 - or at least every year
4. Maintaining records on hazard assessments.
5. Maintaining records on PPE assignments and training.
6. Providing training, guidance, and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE.
7. Periodically re-evaluating the suitability of previously selected PPE.
8. Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and policies.

Supervisors

Supervisors have the primary responsibility for implementing and enforcing PPE use and policies in their work area. This involves

1. Providing appropriate PPE and making it available to employees.
2. Ensuring that employees are trained on the proper use, care, and cleaning of PPE.
3. Ensuring that PPE training certification and evaluation forms are signed and given to the Districts Safety Compliance Officer.

4. Ensuring that employees properly use and maintain their PPE, and follow Aberdeen School District #5 PPE policies and rules.
5. Notifying Aberdeen School District #5 management and the Safety Person when new hazards are introduced or when processes are added or changed.
6. Ensuring that defective or damaged PPE is immediately disposed of and replaced.

Employees

The PPE user is responsible for following the requirements of the PPE policies. This involves

1. Properly wearing PPE as required.
2. Attending required training sessions.
3. Properly caring for, cleaning, maintaining, and inspecting PPE as required.
4. Following Aberdeen School District #5's PPE policies and rules.
5. Informing the supervisor of the need to repair or replace PPE.

Employees who repeatedly disregard and do not follow PPE policies and rules will be subject to the Disciplinary policy as outlined in the Accident Prevention Program.

Procedures

A. Hazard Assessment for PPE

District Safety Compliance Officer, in conjunction with Supervisors, will conduct a walk-through survey of each work area to identify sources of work hazards. Each survey will be documented using the Hazard Assessment Certification Form, which identifies the work area surveyed, the person conducting the survey, findings of potential hazards, and date of the survey. The Personnel Director will keep the forms in the Job Hazards folder at the district office.

The Safety Compliance Officer and/or Supervisor will conduct, review, and update the hazard assessment for PPE whenever

- a job changes
- new equipment or process is installed
- there has been an accident
- whenever a supervisor or employee requests it
- or at least every year

Any new PPE requirements that are developed will be added into Aberdeen School District #5's written accident prevention program.

B. Selection of PPE

Once the hazards of a workplace have been identified, Safety Compliance Officer or designee will determine if the hazards can first be eliminated or reduced by methods other than PPE, i.e., methods that do not rely on employee behavior, such as engineering controls

If such methods are not adequate or feasible, then the Safety Compliance Officer or designee will determine the suitability of the PPE presently available; and as necessary, will select new or additional equipment which ensures a level of protection greater than the minimum required to protect our employees from the hazards

Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be recommended for purchase.

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet NIOSH or ANSI (American National Standards Institute) standards will be procured or accepted for use.

Newly purchased PPE must conform to the updated ANSI standards which have been incorporated into the PPE regulations, as follows:

- Eye and Face Protection ANSI Z87.1-1989
- Head Protection ANSI Z89.1-1986
- Foot Protection ANSI Z41.1-1991
- Hand Protection (There are no ANSI standards for gloves, however, selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.)

Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by Aberdeen School District #5 at no charge. Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that the right size is selected and that it will be used.

C. Training

Any worker required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. The training will include, but not necessarily be limited to, the following subjects:

- When PPE is necessary to be worn
- What PPE is necessary
- How to properly don, doff, adjust, and wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life, and disposal of the PPE

After the training, the employees will demonstrate that they understand how to use PPE properly, or they will be retrained.

Training of each employee will be documented using the Personal Protective Equipment Training Documentation Form or Signed class roster and kept on file. The document certifies that the employee has received and understood the required training on the specific PPE he/she will be using.

Retraining

The need for retraining will be indicated when

- an employee's work habits or knowledge indicates a lack of the necessary understanding, motivation, and skills required to use the PPE (i.e., uses PPE improperly)
- new equipment is installed
- changes in the work place make previous training out-of-date
- changes in the types of PPE to be used make previous training out-of-date

D. Cleaning and Maintenance of PPE

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use. Supervisors are responsible for ensuring that users properly maintain their PPE in good condition.

Personal protective equipment must not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

If employees provide their own PPE, make sure that it is adequate for the work place hazards, and that it is maintained in a clean and reliable condition.

Defective or damaged PPE will not be used and will be immediately discarded and replaced.

NOTE: Defective equipment can be worse than no PPE at all. Employees would avoid a hazardous situation if they knew they were not protected; but they would get closer to the hazard if they erroneously believed they were protected, and therefore would be at greater risk.

It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazard.

Job Hazard Analysis Assessment for PPE

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

The Job Hazard Analysis (JHA) approach to doing a hazard assessment for PPE is a more comprehensive method and may be more useful in larger businesses with many hazards and/or complex safety issues. It also helps you assign a *Risk Priority Code* to the hazard to determine the course of actions you need to take to control the hazard.

Follow the instructions as you conduct your hazard assessment and fill in the hazard assessment form. You can make copies of the form or customize it to fit the needs of your work place. ***(For more detailed explanations of the instructions and guidance on doing the hazard assessment, including completed sample forms, see the "Additional Guidelines on Conducting a JHA Hazard Assessment for PPE," pages 25-30 in the guide.)***

This tool can also serve as written certification that you have done a hazard assessment as required by WAC 296-800-16010 Document your hazard assessment for PPE. Make sure that the blank fields at the bottom of the form (indicated by *) are filled out.

*Name of your work place

*Address of the work place where you are doing the hazard assessment

*Name of person certifying that a workplace hazard assessment was done

*Date the hazard assessment was done

Job Hazard Analysis Assessment for PPE: Instructions

- 1. Conduct a walk through survey of your business.** For each job/task step, note the presence of any of the following hazard types (see table below), their sources, and the body parts at risk. Fill out the left side of the hazard assessment form (for help, see samples on p.29-30 in the guide). Gather all the information you can.
 - Look at all steps of a job and ask the employee if there are any variations in the job that are infrequently done and that you might have missed during your observation.
 - For purposes of the assessment, assume that no PPE is being worn by the affected employees even though they may actually be wearing what they need to do the job safely.
 - Note all observed hazards. *This list does not cover all possible hazards that employees may face or for which personal protective equipment may be required.* Noisy environments or those which may require respirators must be evaluated with appropriate test equipment to quantify the exposure level when overexposure is suspected.

Hazard Type	General Description of Hazard Type
Impact	Person can strike an object or be struck by a moving or flying or falling object.
Penetration	Person can strike, be struck by, or fall upon an object or tool that would break the skin.
Crush or pinch	An object(s) or machine may crush or pinch a body or body part.
Harmful Dust	Presence of dust that may cause irritation, or breathing or vision difficulty. May also have ignition potential.
Chemical	Exposure from spills, splashing, or other contact with chemical substances or harmful dusts that could cause illness, irritation, burns, asphyxiation, breathing or vision difficulty, or other toxic health effects. May also have ignition potential.
Heat	Exposure to radiant heat sources, splashes or spills of hot material, or work in hot environments.
Light (optical) Radiation	Exposure to strong light sources, glare, or intense light exposure which is a byproduct of a process.
Electrical Contact	Exposure to contact with or proximity to live or potentially live electrical objects.
Ergonomic hazards	Repetitive movements, awkward postures, vibration, heavy lifting, etc.
Environmental hazards	Conditions in the work place that could cause discomfort or negative health effects.

- 2. Analyze the hazard.** For each job task with a hazard source identified, use the Job Hazard Analysis Matrix table and discuss the hazard with the affected employee and supervisor. Fill out the right side of the hazard assessment form:
 - Rate the SEVERITY of injury that would *reasonably* be expected to result from exposure to the hazard.
 - Rate the PROBABILITY of an accident actually happening.
 - Assign a RISK CODE based upon the intersection of the SEVERITY and PROBABILITY ratings on the matrix.

Job Hazard Analysis Matrix						
Severity of Injury		Probability of an Accident Occurring				
Level	Description	A Frequent	B Several Times	C Occasional	D Possible	E Extremely Improbable
I	Fatal or Permanent Disability	1	1	1	2	3
II	Severe Illness or Injury	1	1	2	2	3
III	Minor Injury or Illness	2	2	2-3	3	3
IV	No Injury or Illness	3	3	3	3	3

Risk Priority		
Code	Risk Level	Action Required
1	High	Work activities must be suspended immediately until hazard can be eliminated or controlled or reduced to a lower level.
2	Medium	Job hazards are unacceptable and must be controlled by engineering, administrative, or personal protective equipment methods as soon as possible.
3	Low	No real or significant hazard exists. Controls are not required but may increase the comfort level of employees.

3. **Take action on the assessment.** Depending on the assigned Risk Level/Code (or Risk priority), take the corresponding action according to the table above:

- If Risk priority is LOW (3) for a task step → requires no further action.

Note: If you assign a risk code of 3, be sure that there isn't a WISHA standard that requires specific protection be provided. For example: WAC 296-24-65003 requires personal protective equipment when using compressed air for cleaning.

- If Risk priority is MEDIUM (2) → select and implement appropriate controls.
- If Risk priority is HIGH (1) → immediately stop the task step until appropriate controls can be implemented.

A high risk priority means that there is a reasonable to high probability that an employee will be killed or permanently disabled doing this task step and/or a high probability that the employee will suffer severe illness or injury!

4. **Select PPE:**

- Try to reduce employee exposure to the hazard by first implementing engineering, work practice, and/or administrative controls. If PPE is supplied, it must be appropriately matched to the hazard to provide effective protection, durability, and proper fit to the worker. Note the control method to be implemented in the far right column.

5. **Certify the hazard assessment:**

- Certify on the hazard assessment form that you have done the hazard assessment and implemented the needed controls.
- Incorporate any new PPE requirements that you have developed into your written accident prevention program.

Job Hazard Analysis for Personal Protective Equipment (PPE) Assessment

Job/Task: _____

Location: _____

[illegible]

(1) Note: Engineering, work practice, and/or administrative hazard controls such as guarding must be used, if feasible, before requiring employees to use personal protective equipment.

Certification of Assessment

***Name of work place:** _____ ***Address** _____

***Assessment Conducted By:** _____ **Title:** _____ ***Date(s) of Assessment** _____

Implementation of Controls Approved By: _____ Title: _____ Date: _____



ACCIDENT PREVENTION PROGRAM

First Aid and CPR and Blood borne Pathogens/HBV B Vaccinations

First aid and CPR/AED training is provided to all district staff that wish to take the course, to better enhanced the safety of the Aberdeen School District #5. All Maintenance and custodial employees are required to maintain First Aid and CPR/AED training. Per WAC 296-800-150

As well as First aid Aberdeen School District #5 will provide education and training regarding Blood Borne Pathogens per WAC 296-823-100 and Hepatitis B vaccinations per WAC 296-823-130.

Aberdeen School District #5 shall ensure that medical records are kept confidential, without the employees express written consent to any person within or outside the workplace per HIPA regulations, and the district shall maintain the records for at least 30 years or the duration of employment.



ACCIDENT PREVENTION PROGRAM

Fire Protection

Aberdeen School District #5 provides fire extinguishers throughout the district as required by WISHA.

- Provide portable fire extinguishers in your workplace - WAC 296-800-30005
- Select and distribute portable fire extinguishers in your workplace - WAC 296-800-30010
- Make sure that portable fire extinguishers are kept fully charged, in operating condition, and left in their designated places - WAC 296-800-30015
- Inspect and test all portable fire extinguishers - WAC 296-800-30020
- Train your employees to use portable fire extinguishers - WAC 296-800-30025

Fire Suppression and Alarm systems are tested annually by an outside testing agency. As required by the local fire marshal. Testing records are maintained by the Maintenance Department.



ACCIDENT PREVENTION PROGRAM

House Keeping

Aberdeen School District #5 will provide a safe and clean environment throughout the district facilities. As per WAC 296-800-22005

Keep your workplace clean

You must

- Keep all areas of your workplace, passageways, storage rooms, and service rooms in a clean, orderly and sanitary condition to the extent the nature of the work allows.

WAC 296-800-22010

Sweep and clean your workplace to minimize dust

You must

- Sweep and clean your workplace in a way that minimizes dust in the air as much as possible.
- When practical, clean after hours so that your employees aren't exposed to dust in the air on the job. WAC 296-800-22015

Keep your workplace free of obstacles that interfere with cleaning

You must

- Keep your workplace clear of obstructions such as nails, splinters, loose boards and unnecessary holes and openings to make cleaning easier and more effective.



ACCIDENT PREVENTION PROGRAM

Ladder Safety

Aberdeen School District #5 will provide ladder training as required by: WAC 296-876-15005

You must

- Train employees to recognize ladder hazards and the procedures to minimize these hazards.
- Have a competent person train employees that use ladders in at least the following topics:
 - The proper construction, use, placement, and care in handling ladders
 - The maximum intended load capacities of ladders that are used.
 - The requirements of this chapter.
- Retrain employees as necessary to make sure they know and understand the content of the original training



ACCIDENT PREVENTION PROGRAM

Lock Out/Tag Out Procedure

Scope and Purpose

This procedure establishes the minimum requirements for the Lockout and/or Tag out of isolating energy devices. It shall be used to ensure that equipment is isolated from all potentially hazardous energy sources. Lockout/Tag out shall be performed prior to employees performing any service and/or maintenance activities where the unexpected energizing or start up of equipment or release of hazardous energy could cause personal injury or equipment damage.

Authorization

Only Aberdeen School District employees that have been trained in the Lockout/Tag Out procedure will be authorized to perform a lockout and/or tag out.

Application

1. Lockout devices will consist of a padlock and tag. Lockout devices will be issued in pairs, and keyed alike. Only one key will exist for each pair of padlocks, and will be carried by the employee constantly whenever locking device is in use.
 2. Tag out devices shall consist of a plastic tag and a nylon tie. The tag will be approximately 3" x 5" tag out tag. The tag shall have "DANGER" and "DO NOT OPERATE" in block type lettering, the tag shall have room for the employees name to be printed on the tag.
 3. Equipment or circuits that are de-energized shall be rendered inoperative, either by physical removal of control capabilities or placement of a lockout mechanism, and have tags attached at all points where such equipment or circuits can be energized.
 4. Controls that are to be de-activated during the course of work on energized, de-energized, or circuits shall be tagged and locked if deemed necessary.
 5. Tags shall be placed to identify plainly the equipment or circuits being worked on.
 6. ONLY Aberdeen School District employees who have placed the lockout/tag out device, may remove it, except the department supervisor or his designee will be authorized to remove the device provided that:
 - A. Verification that the employee that placed the lockout/tag out device is not at the facility.
 - B. Makes a reasonable effort to locate the employee who's lockout/tag out device is attached.
- "Reasonable Effort" is defined as making a phone call to the employees work phone and home phone. If the employee can not be located than the Supervisor or designee will document the situation and proceed with removal of the lockout/tag out device.

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



ACCIDENT PREVENTION PROGRAM

Lock Out/Tag Out Procedure

C. An entry will be made in the employees Training Record which will show the date of the Lockout/Tag out procedure training. This entry will be removed pending satisfactory retraining in the lockout/tag out procedures. The employee will not be allowed to participate in the lockout/tag out program until the retraining has been accomplished.

D. When servicing and/or maintenance is being performed by a crew, primary responsibility will be the lead crew member or the foreman.

Objectives

Tagging and Lockout Documentation:

Prior to beginning work on any equipment or system which can be activated or energized, you must insure 100% compliance with the tagging and lockout requirements for the job.

The purpose of the requirement is to provide a means for the establishment of safe work on and protection of people and equipment. It applies to all equipment or piping that can be energized.

The key element is that tags shall not be violated. No one is to remove a tag that has been placed by another employee or a contractor.

The second key element is that tags are controlled, logs kept on the tags, their locations, date on/off, etc.

No documentation in itself can guarantee safety, get familiar with them. Your life or the life of your co-worker may depend on it!

Violation of these requirements will follow the disciplinary section in the Accident Prevention Program.

Adopted by ASD-6/95

Rev. May 2012

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



ACCIDENT PREVENTION PROGRAM

Asbestos

Identification:

Before authorizing or allowing any construction, renovation, maintenance, or repair of any Aberdeen School District #5 facilities the foreman or supervisor will review the survey that is located in the maintenance office.

The survey will identify the item as asbestos containing or non-asbestos containing.

Asbestos can be found in many different types of applications the following are areas that asbestos may be found:

1. Exterior Surfaces: Cement asbestos board siding and under sheeting, roofing materials (i.e. asphalt shingles, felt paper), and/or window putty.
2. Automotive Equipment: Brake linings, clutches, etc.
3. Insulation: Bat insulation, loose blown in fill insulation.
4. Flooring: Vinyl sheeting, 9 x 9 floor tile, and mastic materials.
5. Boilers and associated piping: Insulation on the boiler bodies and inside of the boilers the type of material usually found on the body is called mag block. Piping, pipe insulation can be either airsele or mag block with a jacketing material on the outside.
6. Interior Surfaces: Sprayed on acoustical ceilings, textured paint.

If in doubt if the material contains asbestos, contact your supervisor and ask that a sample be taken by a company that performs asbestos inspections. Most areas or items have been tested for the presence of asbestos and if they do contain asbestos it should have a danger label attached.



ACCIDENT PREVENTION PROGRAM

Asbestos (cont.)

The warning labels shall have the following wording:

DANGER

CONTAINS ASBESTOS FIBER

AVOID CREATING DUSTS

CANCER AND LUNG DISEASE HAZARD

AVOID BREATHING AIRBORNE ASBESTOS FIBERS

EXCERPTION:

If there is a disturbance of asbestos less than one square foot of total surface area of asbestos containing materials, there is NO requirement; this also includes Tansite, and asbestos cement water pipe.

Such work is done under the latest edition of "Recommended Standard Asbestos-cement Pipe Work Practice Procedures and Training Requirements" adopted and published by the Pacific Northwest Section of the American Water Works Association.



ACCIDENT PREVENTION PROGRAM

Basic Electrical

Aberdeen School District #5 is committed to protecting all employees from hazards when working with electrical equipment, tools, and appliances as per the following WAC Rules.

Inspect all electrical equipment your employees use to make sure the equipment is safe

WAC 296-800-28005

Make sure all electrical equipment is used for its approved or listed purpose

WAC 296-800-28010

Make sure electrical equipment used or located in wet or damp locations is designed for such use. WAC 296-800-28015

Make sure electrical equipment that isn't marked by the manufacturer can't be used

WAC 296-800-28020

Identify disconnecting means - WAC 296-800-28022

Maintain electrical fittings, boxes, cabinets, and outlets in good condition

WAC 296-800-28025

Maintain all flexible cords and cables in good condition and use safely

WAC 296-800-28030

Guard electrical equipment to prevent your employees from electrical hazards

WAC 296-800-28035

Make sure electrical equipment is effectively grounded - WAC 296-800-28040

Make sure electrical equipment has overcurrent protection - WAC 296-800-28045



ACCIDENT PREVENTION PROGRAM

Forklifts and PITs

Aberdeen School District #5 is committed to protecting all employees from hazards when working with forklifts and Power Industrial Trucks as per WAC 296-863-60005

Make sure PIT operators are trained

Make sure employees successfully complete an operator training program before operating PITs. The only time a trainee can operate a PIT is:

- Under the direct supervision of a person who has the knowledge, training, and experience to train and evaluate operators and
- When operating the PIT doesn't endanger the trainee or other employees.

Make sure training is done by you, or someone you designate, that has the knowledge, training, and experience to:

- Conduct the training and
- Evaluate trainee competence.

Make sure your operator training program consists of:

- Formal instruction

Such as lecture and discussion, interactive computer learning, video tapes, and written material.

- Practical training

Such as demonstrations done by the trainer and practical exercises performed by trainees.

- Evaluation of trainee performance

Make sure the initial operator training program covers the subjects in Table 4, Required Training Topics.



ACCIDENT PREVENTION PROGRAM

Table 4
Required Training Topics

Topics related to powered industrial truck	Topics related to your workplace
Operating instructions	Surface conditions where the PIT will be operated
Warnings and precautions for the types of PIT the operator will be authorized to operate	Composition of loads to be carried and load stability
Differences between the PIT and the automobile	Load manipulation, stacking, and unstacking
PIT controls and instrumentation: Where they are located, what they do, and how they work	Pedestrian traffic in areas where the PIT will be operated
Engine or motor operation	Narrow aisles and other restricted places where the PIT will be operated
Steering and maneuvering	Use of door opening and closing devices
Visibility (including restrictions due to loading)	Hazardous (classified) locations where the PIT will be operated
Fork and attachment adaptation, operation, and use limitations	Ramps and other sloped surfaces that could affect the PIT's stability
PIT capacity	Closed environments and other areas where insufficient ventilation or poor PIT maintenance could cause a buildup of carbon monoxide or diesel exhaust
PIT stability	Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation
Any PIT inspection and maintenance that the operator will be required to perform	
Refueling	
Charging and recharging of batteries	
Operating limitations	
Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of PIT that the employee is being trained to operate	

Keep written records of operator training and evaluations that include the following information:

- Name of the operator
- Date of the training
- Date of the evaluation
- Name of the person giving the training or evaluation.



ACCIDENT PREVENTION PROGRAM

Aerial Lifts

Aberdeen School District #5 is committed to protecting all employees from hazards when working with Aerial Lifts as per WAC 296-869-200

Operator training

WAC 296-869-20025

- Make sure personnel are trained before they are permitted to operate an aerial lift.
- Cover at least the following items:
 - General instruction on the inspection, application, and operation of aerial lifts
- Include recognizing and avoiding hazards associated with their operation
 - Purpose and use of manuals
- Include proper storage of the manuals on the vehicle when not in use
 - Prestart inspection
 - Responsibilities associated with problems or malfunctions affecting the operation of the aerial lift
 - Factors affecting stability
 - Purpose of placards and decals
 - Workplace survey
 - Safety rules and regulations pertinent to the industry
 - Authorization to operate an aerial lift
 - Operator warnings and instructions
 - Proper use of personal fall protection equipment



ACCIDENT PREVENTION PROGRAM

Aerial Lifts (Cont.)

- Have operator trainees actually operate the aerial lift, under the direction of a qualified person, for enough time to demonstrate proficiency.
- Retrain an operator if evaluation and observation of the operator indicates retraining is necessary.
- Instruct operators in all of the following before they are directed to operate an aerial lift with which they aren't familiar:
 - Location of the manuals
 - Purpose and function of all controls
 - Safety devices and operating characteristics specific to the aerial lift

Design and Construction - WAC 296-869-20005

Modifications - WAC 296-869-20010

Owned, rented, or leased aerial lifts - WAC 296-869-20015

Operator requirements - WAC 296-869-20020

Operator training - WAC 296-869-20025

Operator prestart inspection - WAC 296-869-20030

Workplace survey - WAC 296-869-20035

Before and during use - WAC 296-869-20040

Working from the platform - WAC 296-869-20045

Moving the aerial lift - WAC 296-869-20050

Aerial ladders - WAC 296-869-20055



ACCIDENT PREVENTION PROGRAM

Fall Protection

Aberdeen School District #5 is committed to protecting all employees from hazards when the use of fall protection is required per WAC 296-155

WAC 296-155-24605 General requirements.

(1) The employer shall ensure that all surfaces on which employees will be working or walking on are structurally sound and will support them safely prior to allowing employees to work or walk on them.

(2) Inspection criteria.

(a) All components (including hardware, lanyards, and positioning harnesses or full body harnesses depending on which system is used) of personal fall arrest systems, personal fall restraint systems and positioning device systems shall be inspected prior to each use according to manufacturer's specifications for mildew, wear, damage, and other deterioration. Defective components shall be removed from service if their function or strength has been adversely affected.

(b) Safety nets shall be inspected at least once a week according to manufacturer's specifications for wear, damage, and other deterioration. Safety nets shall also be inspected after any occurrence which could affect the integrity of the safety net system. Defective components shall be removed from service. Defective nets shall not be used.

(3) Personal fall arrest systems, personal fall restraint system, positioning device systems, and their components shall be used only for employee protection and not to hoist materials.

(4) Exemptions. Employees are exempt from WAC 296-155-24609 and 296-155-24611 only under the following conditions:

(a) During initial installation of the fall protection anchor (prior to engaging in any work activity), or the disassembly of the fall protection anchor after the work has been completed.



ACCIDENT PREVENTION PROGRAM

Fall Protection (Cont.)

(b) An employee directly involved with inspecting or estimating roof-level conditions only on low pitched roofs prior to the actual start of construction work or after all construction work has been completed.

Examples of activities the department recognizes as inspecting or estimating include:

- Measuring a roof to determine the amount of materials needed for a project.
- Inspecting the roof for damage without removing equipment or components.
- Assessing the roof to determine what method of fall protection will be provided to employees.

Examples the department does not recognize as inspecting or estimating under this exemption include:

- Delivering, staging or storing materials on a roof.
- Persons estimating or inspecting on roofs that would be considered a "hazardous slope" by definition.

FALL PROTECTION WORK PLAN (FPWP)

Company Name _____ Date _____

Site Address _____

(If additional space is needed, use the back of this sheet)

Identify all fall hazards 10' or more above the ground or lower level (check all that apply)

- ☐ open-sided walking/working surfaces (i.e. roofs, open-sided floors)
- ☐ open-sided ramps, runways, platforms
- ☐ floor openings
- ☐ wall openings
- ☐ skylight openings
- ☐ Trenches
- ☐ Surfaces that do not meet the definition of a walking/working surface (i.e. top plate)

****Walking/working surface** = any area whose dimensions are 45 inches or greater in all directions, through which workers pass or conduct work.

Methods of fall protection to be used: **LSO = Low Slopes Only (low slopes = 4 x 12 or less)**

- | | | |
|--|--|--|
| <input type="checkbox"/> Guardrail system | <input type="checkbox"/> Personal fall arrest system | <input type="checkbox"/> Vertical life line and rope grab |
| <input type="checkbox"/> Warning line (LSO) | <input type="checkbox"/> Personal fall restraint system | |
| <input type="checkbox"/> Warning line w/safety monitor (LSO) | <input type="checkbox"/> Positioning device system | <input type="checkbox"/> Appropriate anchors for system used |
| <input type="checkbox"/> Catch platform | <input type="checkbox"/> Covers (floor holes & openings) | |
| <input type="checkbox"/> Safety net | <input type="checkbox"/> Horizontal life lines | |

Other methods of fall protection selected:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Boom lift | <input type="checkbox"/> Scaffold w/guardrail |
| <input type="checkbox"/> Scissor lift | <input type="checkbox"/> Other: _____ |

Describe procedures for assembly, maintenance, inspection, disassembly of fall protection system to be used.

Describe procedures for handling, storage, and securing tools, equipment, and materials.

Describe methods of overhead protection for workers who may be in, or pass through work area.

Describe methods to be implemented for prompt, safe removal of injured worker(s).

Employees who received fall protection training on the above site specific fall protection work plan.

Name (print)

Date

_____	_____
_____	_____
_____	_____
_____	_____

Name & title of person who provided training: _____



ACCIDENT PREVENTION PROGRAM

Scaffolding

Aberdeen School District #5 is committed to protecting all employees from hazards when using scaffolding per WAC 296-874

Train employees who work on a scaffold WAC 296-874-20072

You must

Have a qualified person train each employee who works on a scaffold to:

- Recognize the hazards associated with the type of scaffold they are using.
- Understand the procedures to control or minimize the hazards.
 - Include the following subjects in your training:
- Hazards in the work area and how to deal with them, including:
 - Electrical hazards
 - Fall hazards
 - Falling object hazards
 - How to erect, maintain, and disassemble the fall protection and falling object protection systems being used
- How to:
 - Use the scaffold
 - Handle materials on the scaffold
- The load-carrying capacity and maximum intended load of the scaffold
- Any other requirements of this chapter that apply.