



WASHINGTON MILITARY DEPARTMENT
EMPLOYEE'S SAFETY
HANDBOOK



"Citizens Serving Citizens With Pride & Tradition"



STATE OF WASHINGTON
MILITARY DEPARTMENT
Camp Murray, WA 98430-5000

This Employee's Safety Handbook represents the essence of the Department's Safety Program. Use this handbook as a guide toward achieving the safety goals that are so important to the safety and well being of everyone in the department.

Our objective is "work safely". We must always bear in mind that there is nothing so important in a day's work that would prevent us from taking the time to do our jobs the safe way. Each of you is valued as this organization's greatest asset. Our department is committed to providing a safe and healthy environment in order to protect our greatest asset from harm.

I challenge every employee to practice "safety first" behaviors. A viable safety and health program contributes to employee morale, increases operational efficiency, and saves valuable resources.

A handwritten signature in cursive script, reading "Timothy J. Lowenberg".

Timothy J. Lowenberg
Major General
The Adjutant General
Director, Washington Military Department

Washington Military Department

WMD EMPLOYEE'S SAFETY HANDBOOK

✦ STRATEGIC THEMES ✦

➤ EFFICIENCY

We are dedicated to efficiency in government administration through fiscal responsibility, use of best practice, well trained and involved employees, risk management and measured results for a high level of accountability.

➤ PREPAREDNESS

As leaders in domestic preparedness we strive to demonstrate our ability to mitigate manmade and natural disasters, respond to emergencies and assist communities in recovering from emergency events. This is accomplished through internal and external planning, training and exercising for the full spectrum of catastrophic events. We administer funds for statewide stakeholders to ensure that our communities are well prepared.

➤ EDUCATION

We are committed to promoting and developing stakeholder awareness and continual learning and adaptation to improve efficiency and effectiveness. We continually encourage stakeholder education focusing on preparedness, public safety and security. We promote education and career development to prepare staff for the changing work and service environment.

➤ PUBLIC SAFETY AND SECURITY

We are dedicated to ensuring safe and secure communities. We are ready to respond to state or national emergencies in support of the National Military Strategy, the National Strategy for Homeland Security, and our obligations for mutual aid. Additionally, we are committed to providing a safe and healthy work environment for our employees.

➤ ORGANIZATIONAL EXCELLENCE

"Quality starts with me." This simple statement epitomizes our employees' dedication to customer service, improved processes and business results. We have embraced quality as integral to our daily work, encourage innovation and expect excellence in all we do. Performance measures have been established to provide quantitative evidence of our commitment to organizational excellence.

Washington Military Department

WMD EMPLOYEE'S SAFETY HANDBOOK

ACKNOWLEDGMENT

This handbook was developed by Burl Hook, Safety Officer / Consultant.

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INTRODUCTION

This handbook, along with applicable state and federal safety and health rules, codes, and department policies is a guide to the safe way to do your job. You need to apply the principles in this handbook as a part of your every day work habits. This handbook is not intended to replace or establish any rights, privileges, duties or obligations independent of state, federal, or local law, regulations, or policies.

You must learn and comply with all safety and health codes and policies applicable to your work and to the general safety of those who work with you.

In the final analysis, the major responsibility for your safety rests squarely with you. It is you who must work safely at your job. It is you who must avoid taking chances and who must be alert for your own safety and the safety of those who work with you. The best safety program devised will not always protect the careless or inattentive worker.

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hoods. What Personal Protection Equipment (PPE) to use.

- B. Training of staff: The WMD Safety Orientation Program includes a training video which explains the HAZCOM program and provides other information required by the standard.

Reference: WAC 296-62-054; WMD Policy 01-040-05.

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- Name, address, and phone number for hazard emergency information.
- The date the MSDS was prepared.
- Chemical and common names of hazardous ingredients in the chemical.
- Limits on the amount of the chemical to which you may safely be exposed.
- Physical and chemical characteristics, such as the temperature at which the chemical boils, catches fire, or vaporizes.
- Physical hazards, such as the chance the chemical will catch fire, explode, or react with other chemicals.
- How the chemical might enter your body; whether you might accidentally breathe it, taste it, or absorb it through your skin.
- Health hazards: how to know whether the chemical has gotten into your body (dizziness, skin irritation, shortness of breath, etc.), what might happen to you (rash, lung damage, cancer, etc.), and how the chemical might make existing medical conditions worse.
- Carcinogen identification: whether a government agency has found that the chemical might cause cancer.
- Emergency and first aid procedures.
- Ways to safely handle and use the product.
- Exposure controls that can keep you from coming into contact with the product, such as respirators, ventilation

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approved by the facility / work site Lockout Tagout Program Manager.

- D. Lockout/tagout procedures are periodically inspected at least annually by the facility / work site Lockout/Tagout Program Manger to ensure that procedures and requirements are being followed.
- E. Before the lockout/tagout is applied, all staff who works in the affected area must be notified.
- F. Equipment isolation—Never pull an electrical switch while it is under load. Never remove a fuse instead of disconnecting.
- G. When performing work on locked out/tagged out industrial equipment/machinery be sure you don't bypass the lockout when putting in new piping or wiring.

Reference: WAC 296-803 and WMD Policy 01-115-05

IX. Chemical Hazard Communication (HAZCOM)

- A. The Chemical Hazard Communication (HAZCOM) or The Worker's Right-to-Know standard requires a written program (see WMD Policy 01-040-050) which outlines the following elements:
 - 1. An inventory of all hazardous chemicals.
 - 2. Labeling all containers of hazardous chemicals.
 - 3. Maintaining at each facility / work site a Material Safety Data Sheet (MSDS) for each chemical utilized. A MSDS is a technical bulletin that contains the following information:
 - What the chemical is called (as shown on the label).

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anchor points or lifelines immediately after arriving at the elevated work surface.

- F. Tool belts will be used to carry hand tools to the elevated work surfaces. Tools too large for the tool belt will be raised by rope and pulley. When hand tools are used, they will be returned to the tool belt immediately after use. Large tools, such as skill saws, will be secured with a rope or cable.
- G. Construction/maintenance materials will be limited and stacked on the elevated work surface so they do not become a falling or tripping hazard.

Reference: WAC 296-155-245 and WMD Policy 01-070-05

VIII. LOCKOUT/TAGOUT

- A. Only trained and authorized maintenance staff are to install and remove lockout/tagout devices on industrial equipment/machinery.
- B. A written lockout/tagout program is required to control hazardous energy sources when workers perform service and maintenance on industrial equipment/machinery. A lockout is a method of keeping equipment from being set in motion and endangering workers. In a tagout, the energy isolating device is placed in the safe position and written warning is attached to it.

Single power source industrial equipment/machinery (equipment that receives its energy through a cord and plug and can be controlled by the person performing the service or maintenance) are not included in the lockout/tagout program.

- C. Locking and tagging devices shall be only removed by the worker who placed the device(s) on the industrial equipment/machinery. Exceptions are

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I. PRINCIPLES OF ACCIDENT PREVENTION

- Accidents don't just happen, they are caused.
- An unsafe act, an unsafe condition, an accident, an injury, an illness—all of these are symptoms of something wrong in the management system.
- The safety function is twofold. It is identifying the causes of accidents or illnesses, and applying corrective/preventive action to eliminate or reduce the factors that contribute to them.
- Management should direct the safety effort by setting achievable goals and planning, organizing, and controlling activities so can attain the goals.
- The key to effective accident prevention is management's involvement and accountability of its safety functions.

Reference: Section 2, WMD Safety Program Manual

A. Accident Factors

1. An ACCIDENT is an UNPLANNED EVENT caused by unsafe acts and/or unsafe conditions, which interrupts the progress of an orderly activity.
2. The ACCIDENT TYPE is the manner in which the injured person comes into contact with the object or substance, or the exposure which resulted in the injury. Common ACCIDENT TYPES are:
 - a. STRUCK BY
 - b. STRUCK AGAINST
 - c. CAUGHT IN, ON, OR BETWEEN
 - d. FALL ON THE SAME LEVEL
 - e. FALL TO DIFFERENT LEVEL

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- f. OVER EXERTION
- g. CONTACT WITH ELECTRICAL CURRENT
- h. EXPOSURE TO TEMPERATURE EXTREME
- i. OCCUPATIONAL DISEASE
 - (1) INHALATION
 - (2) ABSORPTION
 - (3) INGESTION
 - (4) EXPOSURE TO BLOOD OR OTHER BODY FLUIDS
- 3. The UNSAFE ACT is that violation of a commonly-accepted safe procedure which causes the specific accident type.
- 4. The UNSAFE CONDITION is a physical situation that could have been controlled or corrected.

Reference: Section 2, WMD Safety Program Manual

B. Personal Factors

- 1. The UNSAFE PERSONAL FACTOR is the mental or physical characteristic that contributes to, on occasions, a particular unsafe act. The UNSAFE PERSONAL FACTOR is not, in itself, an accident cause; however, its importance lies in the fact that it can guide us to the proper corrective action. The following are examples of UNSAFE PERSONAL FACTORS and corrective action.

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- F. Staff shall not perform any "hot work" including welding, cutting, and heating inside a confined space, unless assurance that fire hazards and flammable atmospheres have been controlled, respiratory protection is worn, and a Hot Entry Permit has been completed.
- G. "Outside" contractors shall not enter a confined space unless conforming to their company's written confined space entry program.

References: WAC 296-809 and WMD Policy 01-020-05

VII. FALL PROTECTION

- A. Only trained and designated maintenance and construction employees are authorized to inspect, assemble, operate, and disassemble fall protection equipment.
- B. A written fall protection work plan is required for each construction/maintenance work project where employees are exposed to a fall hazard of six feet or more (i.e., repairing a roof or painting the second story exterior walls of a building). Work includes construction, alterations, repairs, maintenance, painting, decorating, and demolition.
- C. Fall protection equipment is to be visually inspected at each use and at regular intervals by the user. This inspection is to check for damage, wear, and mildew. Webbing will be washed if dirty. Defective equipment will be given to the job supervisor for disposition.
- D. Fall protection equipment (fall restraint and fall arrest) must be used as specified in WAC 296-155-245. Specific equipment associated with an activity will be used in the required safe manner.
- E. Fall protection equipment will be put on before climbing to any heights and snapped into

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- D. Every exit and all approaches to and from exits shall be free of obstructions or impediments. Full and instant use must be available in the event of a fire or other emergency.
- E. Any doorway or passageway not being used as an exit, or way to reach an exit, shall be marked to minimize possible confusion.
- F. No lock or fastening shall prevent free egress from the inside of any building.

Reference: WAC 296-800-310

VI. CONFINED SPACE ENTRY

- A. Only designated staff are authorized to enter areas posted "DANGER! CONFINED SPACE, ENTER BY PERMIT ONLY."
- B. Staff shall not enter a confined space without complying with the required safety procedures and without training set forth in WAC 296-809 and WMD Policy 01-020-05.
- C. Staff shall not enter a confined space, which has a toxic atmosphere, flammable atmosphere, or an oxygen deficiency except in the event of an emergency. Then only when protected by equipment approved for such exposures.
- D. Before entering a permit only confined space, staff shall record their compliance, in writing, using a Confined Space Entry Permit. The stand-by observer will maintain the completed Entry Permit outside of the confined space.
- E. The stand-by observer assigned to remain on the outside of the confined space is to be in continuous communication with anyone inside the confined space, and have respiratory protection available. The stand-by observer shall be first aid and CPR certified.

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2. PERSONAL FACTOR CORRECTIVE ACTION

<p>Lack of Knowledge: Unaware of safe practice; lack of information, skill, experience, and coordination; does not realize the danger.</p>	<p>Proper Instruction</p>
<p>Improper Behavior: Behaviors which indicate a disregard of instruction; disrespect of authority; defiant; lazy; show off; troublemaker.</p>	<p>Proper Motivation</p>
<p>Health: Physical: Hearing impairment; fatigue; hangover; heart condition; impaired eye sight. Mental: Difficulty understanding; unable to concentrate; lack of coordination; poor memory. Emotional: Nervous; excitable; worried; under pressure; angry; temperamental; depressed.</p>	<p>Medical Evaluation</p>

Reference: Section 2, WMD Safety Program Manual

C. Conclusions

1. You must be able to recognize the basic accident factors.
2. Accidents are unplanned events caused by unsafe acts and/or unsafe conditions which are definite and tangible.

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3. To prevent accidents, the most effective thing we can do is to recognize and correct unsafe acts and unsafe conditions.
4. We should always fix or recommend action to reduce the danger of an unsafe condition.
5. Most accidents are caused by the unsafe acts of people.
6. We must find the reason behind unsafe acts so that suitable corrective action can be applied.
7. Safety is a part of, not apart from, our normal duties.
8. Efficient instruction, motivation, and proper staff placement are good supervisory tools.
9. We must place an employee on a job he or she is able to do or able to learn.
10. If the learner hasn't learned, the instructor hasn't taught.
11. Accident investigation is a means of developing suitable corrective action to prevent a recurrence.
12. Supervisors must know their people and operations, the supervisor is in the best position to identify accident factors and take suitable corrective action.

Reference: Section 2, WMD Safety Program Manual

D. Responsibility

1. Management/Employer

It is the responsibility of management to establish, supervise and provide:

- A safe and healthful working environment free from recognized

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1. Check the tag to verify that annual servicing is current.
2. Check to make sure it is mounted to the wall and not obstructed—readily available.
3. Check to make sure the pin is sealed on the handle.
4. Check the gauge for pressure (in the green).
5. Check for visible damage on the container and handle.

Initial the tag to show the monthly inspection has taken place.

L. CLASSIFICATION OF FIRE EXTINGUISHERS

Class A: Common combustibles such as paper, wood, cloth, rubber, and many plastics.

Class B: Flammable liquids, gases, or petroleum products.

Class C: Electrically energized equipment such as computer terminals, etc.

Class D: Combustible metals.

Reference: WAC 296-800-300

V. MEANS OF EGRESS

- A. Learn the location of all emergency escape routes in your work areas.
- B. Every exit sign shall have the word "EXIT" in plain, legible letters at least six inches high and at least 3/4 inch wide.
- C. In every building or structure equipped with artificial illumination, an adequate and reliable light source shall be provided for all exits and all approaches to and from exits.

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1. Learn the location of fire extinguishers in your work areas.
2. Fire extinguishers must not be used for any purpose other than extinguishing fires.
3. HOW TO USE PORTABLE FIRE EXTINGUISHERS:
Pull, Aim, Squeeze, and Sweep = PASS
P = PULL and twist the pin which is retained by a plastic tie.
A = AIM the nozzle at the base of the fire, standing back approximately eight feet.
S = SQUEEZE the handle or trigger to activate the extinguisher.
S = SWEEP the fire from side to side.
Remember the fire-extinguishing agent won't last very long—approximately ten seconds on smaller extinguishers to 50 seconds for larger extinguishers.
Only try to put out small fires by yourself.
4. Select the right fire extinguisher, by type, for class A, B, C, or D fires.
5. Fire extinguishers are not to be put back in place after use, regardless of amount used. Notify your supervisor, who is responsible for having extinguishers serviced.
- I. Special precautions must be taken whenever welding, cutting, or burning activity is taking place. Fire extinguishers must be accessible.
- J. For job protection, report any fire hazard to your supervisor as soon as possible.
- K. Conducting monthly fire extinguisher inspections:

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hazards that are causing or are likely to cause serious injury or death.

- An Accident Prevention Program.
- Training programs to improve the skill and competency of all employees in the field of occupational safety and health.

Every employer is responsible to furnish and use safety devices and safeguards, and adopt and use practices, means, methods, operations, and processes which are reasonably adequate to render the job and the worksite safe.

Reference: WAC 296-800-110

2. Supervisor

The first-line supervisors are the key to our safety efforts. They have first-hand knowledge of what their employees are doing, wearing, their motivations, and sometimes, what they are worrying about.

The supervisors are responsible for seeing that safety measures increase the all-around efficiency of their work units. In addition, they need to continually bring safety to the attention of workers and to have routines set up so that the safety program becomes a normal part of operations.

The supervisor sets the example. If a supervisor makes negative remarks about the value of safety or the safety program, it can affect employees' attitudes. But, if a supervisor always uses the safety devices and follows safe practices, such action will encourage employees' respect for safety.

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Casual, short conversations in which a supervisor asks about an employee's family, vacation, hobby, or asks how a repaired machine is working are a good means of developing desirable relationships between the supervisor and their employees. This, in turn, helps the supervisor when instituting safety.

By including safety as a part of daily activities, the supervisor can increase safety awareness in the work unit. Instead of thinking that safety is separate from normal duties, safety should be considered as part of each duty. The following are generally thought to be a supervisor's principal duties:

- Maintain order.
- Keep work on schedule.
- Maintain equipment.
- Establish work methods and procedures.
- Instruct employees.
- Keep employees busy.
- Supervise work.
- Address complaints and identified hazards.
- Maintain morale.
- Control costs.
- Assign jobs.
- Ensure completion and records are retained of facility / work site self-inspection.
- Conduct accident/injury investigations.

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soap and water if contamination or exposure occurs.

- CPR masks with one-way valves shall be available for conducting cardiopulmonary resuscitation.

Reference: WAC 296-800-150

IV. FIRE PROTECTION

- A. Trash and oily rags shall not be placed together in the same container.
- B. Oily rags shall be kept in a non-combustible container with an airtight lid. Remove container at the end of each shift and place in a container outside the building.
- C. Only store flammable/combustible products in buildings in an approved, properly labeled safety container.
- D. Clearance of 30 inches shall be maintained around all heat registers.
- E. Portable electric heaters shall be guarded, grounded, or have UL approved plugs, and have automatic shut-off devices in case of accidental tipping.
- F. Nothing shall be placed within 18 inches of sprinkler head deflectors. This area must remain free of obstructions to reduce the possibility of obstructing the distribution of water.
- G. All fire-fighting equipment areas must be kept clear of obstructions. This includes, but is not limited to, fire hydrants, hose houses, extinguishers, risers, and valves for controlling water. Practice good housekeeping habits.
- H. Portable fire extinguishers:

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- L. In the event the victim stops breathing, it is extremely important that rescue breathing be administered immediately.
- M. In the event you experience an injury while on the job, inform your supervisor immediately. You and your supervisor must complete an Accident / On-The-Job Injury / Illness Report (MIL FORM 49).
- N. Any employee going to the doctor for initial treatment of any injury resulting from an "on-the-job" accident must complete the employee's portion of the Department of Labor and Industries' Accident Report Form, LIF242-130-000.
- O. You are responsible for keeping the Personnel Office informed of your current address and telephone number. If you do not have a telephone, provide appropriate information to the personnel office in the event the department needs to notify your family of an emergency. Failure to observe this rule could result in unnecessary delay notifying your family in an emergency.

NOTE: It should be assumed that any person may be infected with the human immunodeficiency virus (HIV) or other infectious disease (Universal Precautions). As recommended by the Centers for Disease Control, blood and body fluid precautions should consistently be used by all persons.

- Gloves, masks, and protective eye wear should be worn when there is the possibility of exposure to blood, urine, feces, semen, vaginal secretions, mucous membranes, or non-intact skin of any person.
- Hands and other body surfaces should be washed immediately and thoroughly with

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When you include safety as part of your duties, then, by your actions, employees recognize your commitment to safety.

Reference: Section 2, WMD Safety Program Manual

3. Employee

Employees shall:

- Coordinate and cooperate with all other employees in an attempt to eliminate accidents.
- Study and observe all safe practices governing their work.
- Apply safety practices and principles of accident prevention in their daily work and use proper safety devices and protective equipment as required by their employment or employer.
- Properly care for all personal protective equipment (PPE).
- Make a prompt report to their immediate supervisor of each work-related injury or occupational illness, regardless of the degree or severity.
- Not wear torn or loose clothing while working around machinery.
- Offer safety suggestions that contribute to a safer work environment.

Reference: WAC 296-800-12005

4. Safety Council

The Safety Council is responsible for:

- Determining the frequency of council meetings.

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- Determining the date, hour, and location of the meeting (the length of each meeting should not exceed one hour, except by majority vote of the council).
- Documenting attendance at meetings.
- Documenting subjects discussed at meetings as set forth in the WMD Safety Council Orientation Handbook.
- Filing safety council minutes for a period of at least one year and posting them for employee review.
- Conducting and reviewing safety and health self-inspection reports and hazard reports to assist in correction of identified unsafe conditions or practices.
- Evaluating accident investigations conducted since the last meeting to determine that the cause(s) of the unsafe act(s) or unsafe condition(s) involved was/were properly identified and corrected.
- Evaluating the accident and illness prevention program and discussing recommendations for improvements.

Reference: WAC 296-800-130

5. The WMD acting / designated Safety Officer / Consultant is responsible for:

- Managing the WMD Employee Safety and Occupational Health Program.
- Implementing and monitoring safety programs.
- Ensuring compliance with federal and state laws.

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- D. In fixed establishments, a list of first aid certified individuals shall be maintained to ensure coverage.
- E. All injuries, no matter how slight, must be reported to your supervisor immediately, and never later than the end of the shift during which the injury occurred.
- F. Know the location of first aid kits in the area where you work. Kits must not be used except for the purpose for which they are intended. Help your supervisor maintain first aid supplies by reporting all shortages.
- G. All injuries requiring first aid must be attended to immediately. First aid may be provided by a supervisor or person holding a valid first aid certificate.
- H. Acid or caustic burns must be washed with large amounts of water immediately to avoid serious burns. Obtain medical care promptly. This procedure is especially important when eyes are involved.
- I. Emergency washing facilities shall be readily available for workers who may be exposed to harmful concentrations of chemical agents. Emergency washing facilities shall be no more than ten seconds or 50 feet away.
- J. Personal eyewash equipment may be used to supplement the requirement for emergency washing facilities; however, in no event shall personal eyewash equipment be used as a substitute for the required emergency washing facilities.
- K. Serious bleeding can usually be controlled by placing a sterile dressing or clean cloth over the wound and applying direct pressure. Use more dressing or cloth as necessary and seek medical attention.

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2. Poisonous snakes and insects—Field crews and persons working in remote areas should exercise extreme caution to avoid being bitten or stung. First aid and snakebite kits should be readily available for emergency use.
3. Hidden conduits, acid gas, water, or air lines—when working in areas where pipelines might exist, obtain maps and proceed cautiously to avoid possible rupture of lines.
4. Holes or trenches—these hazards are to be covered or guarded when they are near pedestrian or vehicular traffic. Warning lights should be used to guard these areas.
5. Loose wire, protruding nails, and tools left lying around are all hazards and should be cleaned up and properly disposed of before leaving the job on each shift.
6. Noise—this may be the cause of misinterpreted instructions. Have signals relayed by another employee or give hand signals when there is danger of instructions being misunderstood.

III. FIRST AID

- A. There shall be present or available at all times a person or persons holding a valid certificate of first aid training. (A valid first aid certificate is one, which is less than three years old.)
- B. All supervisors or persons in direct charge of crews working in physically dispersed operations shall have a valid first aid certificate. A crew means two or more employees.
- C. If the duties or work of the supervisor or person in charge of the crew require him/her to leave the work site, another person holding a valid first aid certificate must be present.

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- Providing technical assistance and guidance to management and staff regarding safety, health, and claims management.
- Reporting to management any concerns regarding safety matters.
- Training managers, supervisors, and employees in safety program elements.
- Accident trend analysis for causes and preventable measures.
- Training members of the WMD Safety Council
- Assisting the Safety Council.
- Coordinating/conducting initial safety orientation for new WMD employees.
- Maintaining a current safety and health reference library.
- Coordinating safety and health matters with other state and federal agencies.

II. GENERAL SAFETY RULES PERTAINING TO:

A. All Employees

There are certain rules and precautions which are applicable to all operations and all employees. Each employee needs to be familiar with these rules. Each employee **must** observe all rules that apply to their work areas.

1. When there is doubt as to the rule, ask your supervisor for instruction.
2. Employees who are required to perform work in other than their normal work area shall familiarize themselves with the rules and hazards of that particular area.

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3. All accidents resulting in personal injury must be reported to your supervisor immediately. You and your supervisor must complete an Accident / On-the-Job Injury / Illness Report (MIL FORM 49) within the first 24 hours following the accident or injury..
4. Any employee going to the doctor for the initial treatment of any injury resulting from an "on-the-job" accident, illness, or exposure must complete the employee's portion of the Department of Labor and Industries' Accident Report Form, LIF242-130-000.
5. Safety apparel and equipment that is required for the job shall be worn at all times while on duty.
6. Suitable clothing will be worn on the job at all times. Loose or ragged clothing, improper aprons, or rags hanging from clothing will not be worn around moving machinery.
7. If more than one employee is engaged in the same type of work, all must understand the proper procedures to be followed.
8. In doing any kind of work, always place yourself in as safe and secure a position as possible.
9. When working above other personnel, every precaution must be taken against dropping any material. Rope off the area beneath your working place and put up warning signs.
10. Practical jokes, scuffling, horseplay, and urging or daring co-workers to take chances will not be tolerated.

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O. General Housekeeping

1. Keep materials and equipment out of aisles and passageways.
2. Return tools and other equipment to proper storage place.
3. Oily rags or containers that have held flammable liquids should be properly disposed of after use.
4. Nails and broken glass are dangerous. Remove or bend nails in lumber. Do not leave glass containers lying around.
5. Keep floor dry. Wipe or clean up all spills immediately.
6. Trash, scrap, lunch papers, and garbage shall be placed in proper waste containers.
7. Tripping hazards, such as nuts, bolts, nails, welding rod stubs, etc., shall not be allowed to accumulate on the floor. All employees shall be responsible for picking up and disposing of them.
8. Do not allow lunch scraps, soiled or greasy clothing, etc., to accumulate in lockers and working areas.
9. Articles will not be left on top of lockers in the changing room.

P. Hidden Hazards

1. Carbon monoxide—A colorless, odorless, tasteless, invisible gas which is very poisonous even in low concentrations. Heaters must be vented if possible and adequate oxygen supplied when heaters are used in confined areas. Provide adequate ventilation when gasoline engines are running indoors.

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- d. To lift, straighten your legs and keep your back straight while rising to a standing position.
 - e. Do not lift and twist or turn at the same time.
 - f. Put the load down in the reverse of the manner in which it was lifted.
5. The base for stacking or storing materials shall be a solid level surface. If the storage area is not level, timbers should be used to prevent the stack from shifting or falling.
 6. Aisle space shall be maintained to allow power trucks, forklifts, fire equipment, and employees to get to stored material. Dunnage (stacked or piled loose material) and ends of material, especially bar stock and sharp material, shall not protrude beyond the face of the pile.
- N. Slipping or Tripping Hazards
1. Use handrails when going up or down stairways.
 2. Avoid undue haste.
 3. Always be alert for tripping hazards on stairs, ramps, aisles, and walkways. Remove such hazards immediately.
 4. Walk carefully over rough or broken ground, and wet, slick, or oily, surfaces. Use designated paths or walkways when possible.
 5. Do not run except in case of an emergency.
 6. Do not jump from work platforms, scaffolds, loading docks, or other elevated places.
 7. Use a light when working in unlighted places.

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11. It is the responsibility of every employee to immediately report any hazards or hazardous conditions that may cause an accident or injury. Report of Safety Hazard MIL FORM 411 is used for this purpose.
 12. Employees who must have eye protection to comply with job standards shall wear the protection while working.
 13. Employees must not use flammable/combustible products for any purpose other than their intended use.
 14. Each employee shall keep their working area clean and free of unnecessary obstructions. They shall leave it clean at the end of each shift. Good housekeeping shall be maintained at all times in every work area.
 15. Use the right tools and equipment for the job.
 16. Use, adjust, and repair equipment only when authorized.
 17. Comply with all safety rules, warning tags, signs, and traffic regulations.
 18. Never jump from any elevated surface.
 19. Yellow lines painted on shop floors are to indicate designated aisles and walkways, and as such, must be kept clear of all materials and equipment.
- B. Office Personnel
1. Do not open more than one drawer of a file cabinet at a time. The cabinet may tip forward.
 2. File cabinets and desk drawers are to be kept closed except when in use.

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3. Do not use chairs, desks, or other office furniture as stepladders.
4. Do not lean too far back on chairs.
5. Do not sit on the front lip of a chair; sit well back on the seat.
6. Do not read while walking.
7. Walk—do not run in halls, offices, or on stairs.
8. Maintain work places in as orderly condition as practicable. Aisles and stairways must be kept free from obstruction.
9. Be sure office equipment and machinery is sitting securely on desks or stands.
10. Extension cords are tripping hazards and are not authorized. Use fused power strips.
11. Watch your step, especially at doorways, stairs, and blind corners.
12. Request help to lift or move heavy office supplies or equipment.
13. Employees must use extra caution traveling stairs when wearing high-heeled shoes, sandals, cowboy boots, or other footwear that can contribute to a misstep. Use the handrail at all times.
14. Be sure coffee makers, hot plates, fans and other like items are unplugged at the end of the workday.

C. Video Display Terminals (VDTs)

The use of VDTs has expanded much faster than our understanding of any possible harmful health effects they may have. The following safety and health recommendations try to

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6. Never start any electrical equipment unless authorized.
7. Never start any electrical equipment before making sure that everyone is in the clear.
8. Never touch, work on, or operate any electrical equipment in the vicinity of standing or running water, oil, or other liquids.
9. Suitable guards or enclosures shall be provided to protect exposed current-carrying parts of motors. Motor leads shall be insulated where installed directly under equipment, or in other locations where dripping or spraying oil, water, or other injurious liquid may occur, unless the motor is designed for the existing conditions.

M. Lifting and Handling Materials

1. Do not lift bulky or heavy material by yourself. Get help.
2. Use a hand card or truck whenever possible.
3. Before moving material from one place to another, look at your route for obstacles and tripping hazards.
4. Lift properly:
 - a. Inspect the material you are going to lift for sharp corners, nails, and other things that might cause injury.
 - b. Crouch as close to the load as possible. Do not get in full squat, but bend your legs at the knees.
 - c. Keep your back straight and position yourself over the load. Lift with your leg muscles and not with your back muscles.

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- b. No worker shall ride in or on any vehicle with his/her legs hanging over the end or sides.
- c. Vehicles shall be equipped with compartments or screens of such strength to retain sharp tools which could present a hazard to employees being transported.
- d. Explosives or highly inflammable materials shall not be carried in or on any vehicle while transporting workers.
- e. Exhaust systems shall be installed and maintained in proper condition, and shall be so designed as to eliminate the exposure of workers to exhaust gases or fumes.

Reference: WAC 296-24-233

L. Electric Power Lines, Cables, Wires, and Other Electrical Equipment

1. Do not touch or handle any electrical wires or cables unless your work requires it.
2. Keep clear of all fallen power lines.
3. Do not touch or attempt to climb on or off equipment that has come into contact with a power line.
4. If it is necessary to remove a person from a live line use an insulating material such as a dry shovel handle, rope, or rubber mat.
5. When working on electrically driven machinery be sure the power is off and the electrical control panel is properly locked or tagged out. Never remove a danger tag placed on an electrical control by another employee.

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reduce the mental and physical stress of VDT use.

1. Your keyboard should be detachable so it can be moved around for comfortable positioning.
2. Your keyboard should have a nonskid base or be placed on a nonskid surface.
3. If your keyboard is too high for comfort and cannot be adjusted, pads should be placed under your palms, wrists, or forearms. The height of the chair may also have to be adjusted.
4. If your keyboard is too low, place a board, book, or something similar under the keyboard.
5. If your chair is too high for your feet to rest comfortably on the floor, use a foot rest. Here again, a box, board, or books may serve the purpose.
6. If your VDT screen isn't at a good working angle and isn't adjustable, put a book under the front or back to adjust the angle.
7. Wear dark clothing to reduce reflections on the VDT screen..
8. When possible, turn off lights that reflect on the VDT screen.
9. VDTs should be placed at right angles to windows to reduce reflection and glare.
10. If glare from a wall is a problem, try hanging a matted rough surface on the wall, or turning the screen to a right angle from the wall. Use curtains or blinds.
11. A dull, textured pad on the table or desk will reduce glare from the work surface.

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12. Attach a hood to the VDT screen to block out reflections and glare.
13. If glare and reflections can't be reduced, try placing a non-glare filter over the surface of the screen.
14. Don't feel you have to maintain a "correct posture." Change posture, stretch, and look away from the screen from time to time. This helps reduce muscle and eye strain, fatigue, and stress.
15. If eye strain or fatigue is a problem, arrange your work schedule to eliminate visually demanding tasks at the end of the day or allow for an adjustment period before starting other activities, such as driving.
16. Your chair should have at least a partial backrest that provides lower back support. A full backrest may be preferred.
17. Your chair should be adjustable including the backrest. The seat's height and angle relative to the floor should adjust between minus 5 and plus 15 degrees.
18. Your chair's seat should have a rounded front edge to prevent pressure on the back of your thighs.
19. You should be able to lean back in your chair. For maximum comfort, the backrest should be tilted slightly back, and both feet should rest comfortably on the floor, or a foot rest should be used.
20. Your desk, table, or other work surface should be thin; that is, without a large central drawer that hangs down and crowds your legs and thighs.
21. You should have a comprehensive vision test before starting VDT work. It is

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9. Dump trucks shall have a device installed on the frame that will be of sufficient strength to hold the bed in the raised position when employees are working in an exposed position underneath.
10. All parts and accessories of trucks and trailers shall be kept in good repair and safe condition. Tires worn beyond the point of safety shall not be used.
11. All trucks and trailers shall be equipped with standard lights, horn, flags, flares, etc., to conform to Washington State motor vehicles laws.
12. All loads transported on trucks and/or trailers shall be properly secured and distributed. Loads should be limited to a safe operation for the condition of the roadway, and the capacity of bridges, trestles, and other structures.
13. Precautions to be taken while inflating tires are as follows: Unmounted split rim wheels shall be placed in a safety cage, or another device shall be used to prevent the split-rim from striking the worker if it should dislodge while the tire is being inflated.
14. Trucks parked on an incline shall have the wheels turned into the curb and shall have at least one "driver" wheel chocked on each side, independent of the braking system.
15. Motor vehicles used regularly for transportation of workers shall be well equipped, covered against the weather, and maintained in good mechanical condition at all times.
 - a. Properly secured seats shall be provided in each vehicle to accommodate the total number of workers normally transported.

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specified for LP or LPS designated trucks. Such conversion equipment shall be approved.

Reference: WAC 296-863-30020

K. Motor Vehicle Trucks and Trailers:

1. Only qualified drivers shall be permitted to operate motor vehicle trucks, and shall possess a current motor vehicle operator's license.
2. Motor vehicle trucks must be equipped with brakes that will safely hold the maximum load on maximum grades.
3. Trailers must be equipped with good, workable air brakes, or other type of brake equipment approved by the state commission for equipment. Air must be cut into the trailer brake system at the time that the trailer is coupled to the truck.
4. Brakes on trucks and trailers must be tested before equipment descends a steep grade.
5. Truck drivers shall at all times operate equipment at a safe speed for roadway conditions.
6. Safe methods of loading and unloading motor vehicle trucks and trailers shall be observed at all times.
7. To prevent accidents during the backing of trucks where vision is obstructed, a signal person shall be stationed at a point giving them a clear view of the rear of the truck and the operator of the truck at all times.
8. Truck drivers shall sound their horn before starting to back, and shall sound the horn intermittently during the entire backing operation.

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important to correct eye problems before using VDTs. Follow-up testing will identify vision changes and ensure the use of proper eyeglasses or contact lenses.

22. You should take regular rest breaks. Rest breaks can help ease the muscle aches, eye strain, and mental stress that may accompany VDT work. Built-in breaks such as answering the phone or filing should be used when practical. As a minimum, a break should be taken after two hours of continuous VDT work.
23. Remember: You're the expert when it comes to adjusting your work station and tasks to fit you. Experiment with the recommendations discussed here and find out what works best for you.

Reference: DLI Brochure F413-054-000

D. Ladders

1. For any overhead work, use an appropriate ladder. Do not use makeshift ladders.
2. Metal ladders must not be used when working on or near electrical circuits.
3. Inspect ladders for defects (missing cleats, cracked or missing rungs, broken spreaders) before using. Do not use ladders with any of the noted defects.
4. Straight ladders should have grippers or cleats (non slip bases). These ladders are to be lashed at the top and blocked at the bottom when in use over 25 feet from the ground or floor.
5. If a ladder is placed near a door or aisle, one worker should hold it at the bottom while the other worker accomplishes the

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- task. Put up warning signs and barricades to warn others.
6. If a straight ladder is used to climb up on a work platform, it shall extend at least three feet above the working level.
 7. Movable straight ladders shall be placed so that the distance from the base to the wall is one quarter the length of the ladder; for example, a 12-foot ladder should be three feet from the wall at the base.
 8. When using a stepladder more than ten feet high, it should be held by another employee. The two highest steps shall not be used for climbing or standing on.
 9. When climbing down a ladder, face the ladder, and use both hands.
 10. When working from a ladder, hand tools or other equipment shall be lowered with a hand line.
 11. All tools must be removed before closing a stepladder.
 12. The ladder shall be moved as work progresses to prevent falls from occurring from over-reaching.
 13. Ladders shall not be left standing or unattended, unless they are secured or anchored at the top or bottom.
 14. Hands and shoes shall be free of grease before climbing a ladder.
 15. Ladders shall be returned to proper storage place after use.
 16. Stepladders shall not be used as single ladders.

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- d. Industrial trucks shall be examined before being placed in service, and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such examination shall be made at least daily.
- e. Where industrial trucks are used on an around-the-clock basis, they shall be examined after each shift. Defects, when found, shall be immediately reported and corrected.
- f. When the temperature of any part of a truck is found to be in excess of its normal operating temperature, creating a hazardous condition, the vehicle shall be removed from service and not returned to service until the cause for such overheating has been eliminated.
- g. Industrial trucks shall be kept in a clean condition, free of lint, excess oil, and grease. Non combustible agents should be used for cleaning trucks. Low flash point (below 100° F) solvents shall not be used. High flash point (at or above 100° F) solvents may be used. Precautions regarding toxicity, ventilation, and fire hazard shall be consonant with the agent or solvent used.
- h. Where it is necessary to use antifreeze in the engine cooling system, only those products having glycol base shall be used.
- i. Industrial trucks originally approved for the use of gasoline may be converted to liquefied petroleum gas fuel provided the complete conversion results in a truck which embodies the features

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way unsafe, the truck shall be taken out of service until it has been restored to safe operating condition.

- b. Fuel tanks shall not be filled while the engine is running. Avoid overspill.
- c. Spillage of oil or fuel shall be carefully washed away or completely evaporated and the fuel tank cap replaced before starting engine.
- d. No truck shall be operated with a leak in the fuel system.
- e. Open flames shall not be used for checking the electrolyte level in storage batteries or the gasoline level in fuel tanks.

Reference: WAC 296-863-40030

5. Maintenance of Industrial Trucks

- a. Any power operated industrial truck not in safe operating condition shall be removed from service. Authorized personnel shall make all repairs.
- b. Disconnect battery when truck is in need of repairs to the electrical system.
- c. Industrial trucks shall not be altered so that the relative positions of the various parts are different from what they were when originally received from the manufacturer, nor shall they be altered either by the addition of extra parts not provided by the manufacturer or by the elimination of any parts, except as provided in WAC 296-24-23003.

Additional counter weighting of fork trucks shall not be done unless approved by the truck manufacturer.

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17. Ladders shall be inspected frequently, and those with defects shall be withdrawn from service for repair or destruction, and tagged or marked as "dangerous, do not use."

References: WACs 296-800-290 and 296-155-480

E. Hand Tools

1. Hand tools shall be kept in good condition. Tools that are cracked, broken, or otherwise defective shall be tagged and taken out of service until replaced or repaired.
2. Tools shall be given proper care and treatment.
3. Use the proper tools and equipment for the work involved. Do not use tools for purposes other than those for which they are intended.
4. Excessive pressure or force shall not be used on hand tools. If a tool requires too much exertion, it is not the right tool.
5. Files with sharp tangs must not be used without a handle.
6. Tossing or throwing tools is prohibited. Hand them to others or use a hand line.
7. Handles of sledges, picks, and hammers shall be secured with wedges. Gloves must be worn when using a hammer, ax, or sledge.
8. When using a knife, cut away from your body.
9. Whenever possible, pull on the wrench in use rather than push on it.

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F. Hand and Portable Electric Tools

1. Tools shall not be operated without provided guarding installed.
2. Tools operated at over 150 volts to ground shall be grounded (three-wire cord with plug ground). UL listed or labeled tools protected by an approved system of double insulation, or its equivalent, need not be grounded.
3. Tools likely to be used in wet and conductive locations shall be grounded.

References: WACs 296-807

G. Pneumatic (Air) Tools and Equipment

1. Before compressed air is turned on to a hose, see that the discharge end is secure, and all hose connections are properly tightened.
2. Before repairing or making mechanical adjustments on pneumatic tools, the hose shall be disconnected, or the air valve on the hose shall be closed and bled. Do not depend upon the trigger.
3. Before turning compressed air valve on, the trigger shall be in the "off" position.
4. When momentarily not being used, the equipment should be laid in such position that the tool cannot fly out if the pressure is accidentally released. When not in use, all tools, i.e., air hammers, cutters, etc., should be removed from air guns.
5. Compressed air hoses or guns shall not be pointed at or brought into contact with the body of any person.

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3. Loading

- a. Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads which cannot be centered.
- b. Only loads within the rated capacity of the truck shall be handled.
- c. The long or high (including multiple-tiered) loads which may affect capacity shall be adjusted.
- d. When attachments are used, particular care should be taken in securing, manipulating, positioning, and transporting the load. Trucks equipped with attachments shall be operated as partially loaded trucks when not handling a load.
- e. A load engaging means shall be placed under the load as far as possible. The mast shall be carefully tilted backward to stabilize the load.
- f. Extreme caution shall be used when tilting the load forward or backward, particularly when high tiering. Tilting forward with the load engaging means elevated shall be prohibited except to pick up a load. An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load shall be used.

Reference: WAC 296-863-40015

4. Operation of the Truck

- a. If at any time a powered industrial truck is in need of repair, defective, or in any

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- g. Under all travel conditions the truck shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
- h. Stunt driving and horseplay shall not be permitted.
- i. The driver shall slow down for wet and slippery surfaces.
- j. Dock boards or bridge plates shall be properly secured before they are driven over. Dock boards or bridge plates shall be driven over carefully, slowly, and their rated capacity never exceeded.
- k. Elevators shall be approached slowly and entered squarely after the elevator car is properly leveled. Once on the elevator, the controls shall be neutralized, power shut off, and the brakes set.
- l. Motorized hand trucks must enter an elevator or other confined area with load end forward.
- m. Running over loose objects on the roadway surface shall be avoided.
- n. While negotiating turns, speed shall be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.

Reference: WAC 296-863-40015

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- 6. Before leaving a pneumatic tool, close the valve on the pressure line, bleed the air, and disconnect the hose.
- 7. Do not oil a pneumatic tool without making sure the pressure is off before removing the oil plug. Valves should be opened slowly on any line containing pressure.
- 8. Compressed air shall not be used for cleaning dust or dirt from clothing or skin. Applying high-pressure air to the body is dangerous and could result in a serious injury.
- 9. Compressed air shall not be used for cleaning purposes except where reduced to less than 30 PSI and then only with effective chip guarding and personal protective equipment.
- 10. Hoses must be kept free of grease and oil and should be properly stored when not in use.

Reference: WAC 296-807-140

H. Moving Machinery

- 1. Only authorized personnel shall be allowed to operate any equipment or machinery.
- 2. When in the vicinity of machinery or conveyors that are standing idle, be aware that they may be started suddenly without warning.
- 3. Do not start equipment, machines, conveyors, etc., unless everyone is in the clear. A safety tag or lock out shall be placed on the starter or starter switch of a machine when repair work is to be performed on the machine. The tag or lock out shall be removed only by the person who placed it.

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4. Do not start a machine that is tagged or locked out.
 5. When it is necessary to remove a guard from around gears, belts, or other machinery for repair work, the guard shall be replaced before putting the machine back into use.
 6. No belt shall be replaced while machinery is in use.
 7. When a grinding wheel is in use, the rest shall be placed 1/8 inch from the wheel so there is less chance for tools to catch and break the wheel, or pull the operator's hand into the wheel.
 8. Do not reach or lean across moving belts, gears, and conveyors.
 9. No job is complete until the working area is cleaned up.
- I. Mobile Equipment
1. All operators of equipment must be qualified.
 2. All equipment must be checked for defects or unsafe conditions by the operator prior to operation. Report any defect to the supervisor as soon as possible and complete a defective equipment report.
 3. The driver shall use the horn for warning purposes only.
 4. Only authorized persons shall ride in department vehicles.
 5. Drivers and passengers in department vehicles are required to use seat belts.
 6. Only two passengers are allowed to ride in the front seat with the driver. All other

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- distance shall be maintained approximately three vehicle lengths from the vehicle ahead, and the truck shall be kept under control at all times.
- b. Other vehicles traveling in the same direction at intersections, blind spots, or other dangerous locations shall not be passed.
 - c. The driver shall be required to slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
 - d. Railroad tracks shall be crossed diagonally wherever possible to prevent the load from shifting.
 - e. The driver shall be required to look in the direction of, and keep a clear view of the path of travel.
 - f. Grades shall be ascended or descended slowly.
 - (1) When ascending or descending grades in excess of ten percent, loaded trucks shall be driven with the load upgrade.
 - (2) Unloaded trucks should be operated on all grades with the load engaging means downgrade.
 - (3) On all grades, the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.

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- (1) The structure must be securely attached to the forks and with standard guardrails and toe boards installed on all sides.
 - (2) The hydraulic system shall be designed so the lift mechanism will not drop faster than 135 feet per minute in the event of a failure in any part of the system. Forklifts used for elevating work platforms shall be identified as such.
 - (3) A safety strap shall be installed or the control lever shall be locked to prevent the boom from tilting.
 - (4) An operator shall attend the lift equipment while workers are on the platform.
 - (5) The operator shall be in the normal operating position while raising or lowering the platform.
 - (6) The vehicle shall not travel from point to point while workers are on the platform. Inching or maneuvering at very slow speed is permissible.
 - (7) The area between workers on the platform and the mast must be adequately guarded to prevent contact with chains or other shear points.
- o. Fire aisles, access to stairways, and fire equipment shall be kept clear.

References: WAC 296-863-40010

2. Traveling

- a. All traffic regulations shall be observed, including authorized speed limits. A safe

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passengers must be seated within the body of the vehicle.

7. Do not attempt to get on or off any vehicle or equipment while it is in motion.
8. Park the vehicle so it cannot roll. Set the brakes and leave it in gear. When parking on an incline or hill, turn the wheels to direct the vehicle into the bank. Block the wheels.

Reference: WAC 296-24-233

J. Powered Industrial Trucks

Powered industrial trucks are defined in WAC 296-24-23003 as fork lifts, tractors, platform-lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines. Powered industrial trucks do not apply to farm vehicles or vehicles intended primarily for earth moving or over-the-road hauling.

1. Truck Operations:

- a. Only trained and authorized employees shall be permitted to operate a powered industrial truck.
- b. Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.
- c. No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
- d. Unauthorized personnel shall not be permitted to ride on powered industrial trucks.
- e. No person shall place their arms or legs between the uprights of the mast or outside the running lines of the truck.

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- f. When leaving a powered industrial truck unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set; the wheels should be blocked if the truck is parked on an incline.
 - (1) A powered industrial truck is unattended when the operator is 25 feet or more away from the vehicle that remains in his/her view, or whenever the operator leaves the vehicle and it is not in his/her view.
 - (2) When the operator of an industrial truck is dismounted and within 25 feet of the truck still in his/her view, the load engaging means shall be fully lowered, controls neutralized, and brakes set to prevent movement.
- g. A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock or platform. Trucks shall not be used for opening or closing freight doors.
- h. Brakes shall be set and wheel blocks shall be in place to prevent movement of trucks or trailers while loading or unloading. Fixed jacks may be necessary to support a semi trailer during loading or unloading when the trailer is not coupled to a tractor. The flooring of trucks and trailers shall be checked for breaks and weakness before they are driven.
- i. There shall be sufficient headroom or clearance when around or under overhead installations, lights, pipes, sprinkler systems, etc.

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- j. An overhead guard shall be used as protection against falling objects. It should be noted that an overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc., representative of the job application, but not to withstand the impact of a falling capacity load.
- k. A load backrest extension shall be used whenever necessary to minimize the possibility of the load or part of it from falling to the rear.
- l. Only approved industrial trucks shall be used in hazardous locations (WAC 296-24-23007).
- m. Whenever a truck is equipped with vertical only or vertical and horizontal controls elevatable with the lifting carriage or forks for lifting personnel, the following additional precautions shall be taken for the protection of personnel being lifted.
 - (1) Use of a safety platform firmly secured to the lifting carriage and/or forks.
 - (2) Means shall be provided whereby personnel on the platform can shut off power to the truck.
 - (3) Protection from falling objects, as indicated by the operating conditions, shall be provided.
- n. Using forklifts as elevated work platforms: A platform or structure built specifically for hoisting personnel may be used providing the following requirements are complied with: